APPLICATION FOR CREDIT TRANSFER AND/OR RECOGNITION OF PRIOR LEARNING

University of the Sunshine Coast
Queensland, Australia
CRICOS Provider Number: 01595D

IMPORTANT INFORMATION

Credit Transfer may be granted for specific courses or elective courses.

- **Credit Transfer for specified courses** may be granted where the content of courses studied elsewhere is assessed as demonstrating substantial equivalence in the level of study, learning outcomes, and study duration of the courses required to be completed in the program of study at USC.
- **Credit Transfer for unspecified courses** may be granted where the content of courses studied elsewhere are assessed as demonstrating equivalence to the level of program and study duration, but do not specifically match the content of courses required to be completed in the program of study at USC.
- **Credit transfer for block courses** may be granted where the content of the courses studied elsewhere are assessed as demonstrating equivalence in the level of program and study duration to whole stages or components in the program of study at USC.
- **Exemption** may be granted where the content of courses studied elsewhere is largely similar, but not identical, to the content of courses required to be completed in the program of enrolment at USC. Exemption constitutes the waiver of the requirement to complete a specific required course(s), but requires you to complete another course towards your program.
- **Recognition of Prior Learning (RPL)** is the process of assessing knowledge and skills developed through other learning, informal studies or work-related learning, to determine whether the skills and knowledge contribute to meeting the learning outcomes and assessment criteria of a course or program at USC.

Conditions

- Students may not complete an award program, other than "nested programs", solely on the basis of credit transfer or a combination of both credit transfer and recognition of prior learning.
- The Academic Board will determine the amount of credit that may be granted and transferred to each award program as outlined in the Credit Transfer – Procedures: www.usc.edu.au/credit-transfer-procedures
- Specified credit can only be granted for studies completed within ten years of the time of application for credit.

1. PERSONAL INFORMATION

USC student ID number

Family name:	Given name:

Telephone number:	USC email address:
	@student.usc.edu.au

Program of study:

2. PREVIOUS STUDIES

Institution name	Program title (eg Bachelor of Science)

3. PROFESSIONAL EXPERIENCES WHICH FORM THE BASIS OF APPLICATION

Institution name / Industry / Workplace	Program title / Industry Award

University of the
Sunshine Coast

4. COURSE EQUIVALENCE TABLE

After reviewing the structure of your program of study, use this section to identify the courses in your program which you are requesting to have assessed for credit and the corresponding courses you have already completed. Please attach additional sheet if you require more space.

Courses completed at other institution(s)			Equivalent USC course
(a) Institution	(b) Course Code	(c) Course Title	(d) Course Code

5. DOCUMENTATION

The following documentation **MUST** be provided with this application**:**

CREDIT TRANSFER
- A certified copy of the **Official Statement of Academic Record** from the institution(s) at which the previous studies were undertaken. Student Administration can certify copies if required. This documentation is to be provided in English.
  Note: Semester result notices are not considered to be an official record
- **Course synopses** for all course(s) for which you are seeking Credit Transfer, including unit values, academic level and hours. In considering applications, the academic assessor should be able to discern the:
  - o Unit value of the course undertaken
  - o Level of the course (introductory or advanced)
  - o Number of hours contact / instruction undertaken including content covered (eg. weekly lecture schedule)

RECOGNITION OF PRIOR LEARNING
This would normally comprise a portfolio containing a range of supporting materials, and evidence attesting to the student having met the learning outcomes of the identified course, such as
- Work based Curriculum Vitae
- Essays
- Certified copies of Professional References
- Certified copies of Industry Awards
- Reports
- Workplace documentation, such as position description, third party reports (performance, plan and reports)
- Work samples, professional development activities

Note: This application will **NOT** be considered until all supporting documentation has been submitted.

6. STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results.

Student signature: _____   Date: _____

University of the
Sunshine Coast

APPLICATION OUTCOME

Once you have submitted your application, with supporting documentation:
- Your application will be assessed
- You will be notified of the outcome to your **USC student email account**

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at: www.usc.edu.au/privacypolicy

ENQUIRIES AND LODGEMENT

Credit Transfer and Recognition of Prior Learning enquiries and lodgement:

In person: Student Administration - Ground floor, Building C

Mail: Student Administration – ML23
University of the Sunshine Coast
Maroochydore DC QLD 4558

Email: credit@usc.edu.au

Fax: +61 7 5430 2882

Phone: +61 7 5430 2890 (enquiries only)

For information on the completion of the remaining courses in your program, study plans and program advice:

Faculty of Arts and Business
Tel: +61 7 5430 1259
Email: FABinfo@usc.edu.au

Faculty of Science, Health, Education and Engineering
Tel: +61 7 5430 2869
Email: SHEinfo@usc.edu.au