



APPLICATION FOR CREDIT TRANSFER

The University of Ballarat encourages applicants who have previous relevant study or experience in other Universities or Colleges of TAFE (or other relevant study/work/life experiences) to seek credit transfer at the time of application to the course.

1. BASIS FOR RECOGNITION OF CREDIT

Credit may be granted for study, learning or experience in any or all of the following cases:

1.1 Credit Transfer

- (a) previous successful study at University of Ballarat.
- (b) previous successful study at another higher education, tertiary or TAFE institution.

1.2 Recognition of Prior Learning (RPL)

- (a) Learning acquired in a credentialed context other than higher education, tertiary, or TAFE, such as courses offered by professional organisations, enterprises, private educational institutions and/or any other recognised providers.
- (b) Learning acquired in an uncredentialed context, such as through work experience or through life experience.

1.3 Complementary Credit

- (a) Specific studies approved in advance by a course(s) committee, which are successfully completed at another institution.

2. TYPES OF CREDIT

Three categories of credit may be approved by course(s) committees:

- (a) Block credit: granted for whole stages or years of a course, such as semester, year or credit point equivalent.
- (b) Specified credit: granted for a unit deemed to be similar to that for which credit is sought.
- (c) Unspecified credit: granted in the form of course credit points or equivalent, which may be used where block or specified credit is inappropriate.

3. CONDITIONS RELATING TO CREDIT

Applications for credit transfer and notice of intent to apply for recognition of prior learning (RPL) should be lodged with the Manager of International Programs administering the course at the time of application for admission to the course. Students should be advised of provisional credit that is offered at the time they accept a place in the course. RPL assessment procedures should be completed, and the results recorded, before the beginning of the semester in which credit is sought.

Any information concerning credit given prior to enrolment will be provisional and will be subject to confirmation by the course(s) committees conducting the course concerned and to ratification by the Academic Board.

Eligibility for credit does not guarantee a place in the course in which that credit would be available.

4. MAXIMUM CREDIT

Credit may be granted for up to 50 per cent of a course. Further credit, however, may be granted in cases where:

- (a) credit transfer arrangements exist between University of Ballarat courses.
- (b) credit transfer agreements have been negotiated between the University of Ballarat and other institutions and approved by Academic Board.
- (c) course(s) committees consider there are exceptional circumstances.

5. APPEALS

An applicant shall have the right of appeal against a decision on the granting of credit to a Committee established by Academic Board (refer Regulation 5.2, Section 18). The appeal should be made in writing to the Secretary, Academic Board within seven working days of receiving the decision. The Committee will normally hear the appeal within seven working days of its receipt and will report its findings to Academic Board.

The grounds for appeal are that the decision is inconsistent with the University's credit policy.



APPLICATION FOR CREDIT TRANSFER

Date : ____ / ____ / ____

Student ID (if known) : _____

Family Name : _____ Given Names: _____

Address : _____

Course in which enrolled / enrolling: _____

Dear Sir/Madam.

My application for credit transfer is based on the following:

<i>Please tick the appropriate box</i>	Attached (Testamur, Certified Copy of Academic Transcript [results] and a key to results, and unit outlines)
Previous University study	
Previous TAFE study	
Recognition of other study or experience	

I understand that all claims for credit transfer must be lodged with the Course Coordinator within the first semester of study. I understand that accepting this credit is not compulsory, and any Immigration implications this may have are not the responsibility of the University.

Signature of Student : _____ Date: _____

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RECOMMENDATION FOR CREDIT TRANSFER

Credit Recommended

Institution/Course	Units/Subjects Studied	UB Unit Equivalence

Recommended by : _____ of _____
Authorised person (please print) *Partner Institution*

Approved by Course Co-ordinator: _____ Date: _____