



APPLICATION FOR CREDIT TRANSFER

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

1. Basis for Recognition of Credit

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

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 credentialled 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 uncredentialled 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 teaching period, 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. Maximum Credit

Credit may be granted for up to 50 percent of a course (measured in credit points). However, further credit may be granted in cases where:

- Credit transfer arrangements exist between University of Ballarat courses;
- Credit transfer arrangements have been negotiated between University of Ballarat and other institutions and approved by Academic Board;
- Course(s) Committees consider there are exceptional circumstances.



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4. Procedure for Making an Application

- a) Student should discuss possibilities of credit with the Course Co-ordinator (where possible before commencement of a course);
- b) Any information concerning credit given prior to enrolment will be provisional and will be subject to confirmation by the Course(s) Committee and for ratification by Academic Board;
- c) Applications for credit transfer must normally be submitted at the time of first enrolment in a course and credits processed before the relevant teaching period census date;
- d) At the time of enrolment, the student should complete the application form overleaf and forward it together with supporting documentation (testamur, results and key to results) to the Course Co-ordinator;
- e) The Course Co-ordinator may refer the application to the appropriate member of staff with expertise in the area concerned;
- f) The recommendation will be based on consideration of the recency of study, assessment grade obtained, scope and depth of equivalent prior study/experience and the similarity of its coverage to the unit for which credit is sought;
- g) The student may be advised by the Course Co-ordinator to enrol in the unit(s) concerned in the event that the credit application is not approved;
- h) The School will advise the student, in writing, of the School Courses Committee's recommendation;
- i) If credit has been approved, it is the student's responsibility to complete an Enrolment Amendment form deleting the unit(s) from their current enrolment before the relevant census date;
- j) Where credit is granted for a unit currently enrolled, the appropriate adjustment to the student's enrolment will be made by Student Administration only if an Enrolment Amendment form hasn't been submitted. Any HECS or fees for that unit will be reimbursed, only when the application was lodged in the appropriate manner by the relevant census date.

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

5. Other Relevant Information

- Students should be aware that the granting of credit could affect study load and therefore eligibility for Centrelink payments. Centrelink must be notified of any changes in their study load.
- International students need to check with the University's International Student Programs (ISP) that your visa status is not put at risk by the granting of credit.
- If credit is granted, this will be recorded on your academic transcript.

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.



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Student ID (if known):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Family Name:	_____
Given Names:	_____
Teaching Period Address:	_____
Suburb/Town:	_____
Postcode:	_____

I hereby apply for credit transfer if admitted to the _____ course.

My application for credit transfer is based on the following:

<input type="checkbox"/>	Previous University study
	Name of the University _____
	Name of the Course _____
	Was the course completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	Previous TAFE study
	Name of the TAFE Institution _____
	Name of the Course _____
	Was the course completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	Recognition of other study or experience

I declare that the information provided in this application is true and correct.

Student Signature _____ **Date:** _____

PRIVACY
The information being sought in this form is collected for the purposes of processing your enrolment. The information will be held by the University of Ballarat and may be accessed and used by people employed or engaged by the University in the delivery of services to you. The information may be made available to Commonwealth and State agencies and to the ESOS Assurance Fund pursuant to the University's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy Legislation. The provision of the information is voluntary, but if this information is not provided, the University may be unable to process your enrolment. You have a right of access to, and correction of, your personal information in accordance with Privacy Legislation and the University's Information Privacy Policy. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer, telephone + 61 3 5327 9506.



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OFFICE USE ONLY: RECOMMENDATION FOR CREDIT

It is recommended that (student name) _____ Student ID

receive the following credit(s) in the following course: _____ Course Code

Credit Recommended:

Institution Name	Institution Code	Institution Course Name	Institution Unit Code & Name	UB Unit Code & Name (Equivalent)	Field of Education
eg: Monash University	3035	Bachelor of Commerce	ACC101 Accounting Fundamentals	BA506 Accounting & Business Decisions	0801

Recommended by Partner Institution (if applicable): _____

Partner Authorisation (if applicable) (please print name): _____

Course Co-ordinator Name: _____

Course Co-ordinator Signature: _____

Date: ____ / ____ / _____