



Credit Application form

This form is to be used by prospective and current Monash University students when applying for credit, which includes either credit transfer for previous study or Recognition of Prior Learning (RPL).

Monash College students should not use this form.

General information

This application for credit is only for the current course you are applying to or are enrolled in (as listed in Section B). If you apply for admission to a new course, you will need to submit a new application for credit.

When applying for credit transfer, an original or certified copy of your academic results and unit syllabus (units synopsis, assessment, number of hours, textbooks used) for the year the unit was studied is required for all studies not completed at Monash University.

You will receive written notification from your faculty regarding the outcome of your credit application. Applicants should enrol in units with the assumption that credit has not been granted until notified otherwise.

Credit policy and procedures

For the university policy on Credit (including Recognition of Prior Learning), see: www.policy.monash.edu/policy-bank/academic/education/admissions/credit-policy.html

For the university procedures for credit transfer, see:

www.policy.monash.edu/policy-bank/academic/education/admissions/credit-procedures.html

Faculties may also have specific faculty policies on credit transfer and RPL. Please refer to [faculty websites](#) and [handbooks](#) for relevant faculty policies.

Application processing

Applications for credit transfer will normally be assessed within ten working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times.

Applications for recognition of prior learning will normally be assessed within 20 working days. Where full assessment is required, a longer period may be required particularly at peak admission and enrolment times.

Types of credit that may be granted:

- **Specified credit:** Credit for specific Monash University units as identified by their unit code.
- **Discipline-specific credit:** Credit that is specified only by credit point value, level and discipline, but not by unit codes. That is, the credit is identified as being within the discipline, but not as equivalent to any specific unit. Thus it may contribute to completion of major, minor or sequence requirements but may not stand in place of a core unit.
- **Unspecified credit:** Credit that is specified only by credit point value and level, and which can only contribute to course completion by standing in place of elective units.
- **Exemption:** Where, on the basis of previous similar study, a student is waived the requirement to pass a core unit, but in its place is required to complete another unit of the same credit point value.
- **Block credit:** Involves credit being granted for a whole section of a course such as a semester or year of full-time study in the course, rather than for specific units.
- **Recognition of prior learning (RPL):** An assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Form submission

Closing dates

Faculty closing dates for credit applications vary. For details please refer to the following web page: www.monash.edu/connect/forms-letters/forms

Where a current semester's enrolment is likely to be affected by the outcome of an application (for example, a change in enrolled units) you must submit your application prior to the first day of the semester. You will receive written notification from your faculty regarding the outcome of your application.

Lodgement

Single degree programs

Berwick, Clayton, Parkville and Peninsula campuses –

Applications should be submitted to your faculty office on your home campus.

Caulfield campus:

- **Business & Economics UG** – submit to counter 8 at the Student Service Centre
- **Business & Economics PG** – submit to GSB office, Building N, level 4.
- **Art & Design & IT students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

International students (Australian campuses) – note that credit may affect your course duration. In such cases your faculty will notify you regarding the revised course end date and the change will be reported to the Commonwealth Government.

Double degree programs

Applications for credit for a double degree must be made to the managing faculty (to check the managing faculty of a degree, see www.study.monash/courses).

Where the application seeks credit for units within the partner faculty's area of the course, the application will be sent for assessment by the managing faculty to the partner faculty.

Where the outcome of a credit assessment is provided in a course offer letter, the information will be sent by the managing faculty (or Admissions, where the faculty has delegated credit administration).

Where the application is subsequent to the admission application, the managing faculty will notify the student separately of the outcome of the credit application.

Privacy statement

The information on this form is collected for the purposes of assessing your application for credit. If you do not complete all questions on this form it may not be possible for the application to be assessed. Personal information may be disclosed to the education institutions you have attended for verification of your previous studies or your employer(s) to make an informed decision about the application. Where necessary Qualsearch will be engaged to access academic information. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at the following email address: privacyofficer@monash.edu

Received

Student ID:

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|--|--|--|--|--|--|--|--|
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Tracking Number:



Credit Application Form

ADM-02 V01/16

Tracking Number:

Faculty Sent to:

Campus:

| Section A Personal details | |
|----------------------------------------------------|--------------------|
| Family name: | Given names: |
| Preferred phone number: | Monash student ID: |
| Email address (Monash email for current students): | |

| Section B Monash course for which you are applying for credit | | |
|---------------------------------------------------------------|-------------------------|--------|
| Course name | Course code | Campus |
| Specialisation/Major/s (if applicable) | Minor/s (if applicable) | |

| Section C Details of credit – Details of previous study/experience for which credit is sought (<i>photocopy this page if you need to record additional courses/units</i>) | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------|
| Course name: | Institution name: | Did you complete course? <input type="checkbox"/> Yes <input type="checkbox"/> No |

[illegible]

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Section D Details for Recognition of Prior Learning (RPL)

Please provide details of prior learning you wish to receive credits/exemptions for:

If applying for RPL you should attach any of the following documents as required to support your application:

☐ Personal statement ☐ Position description ☐ Letter from employer ☐ Current CV ☐ Professional development certificate

Section E Applicant's declaration

- I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.
- I have read the University's statement on privacy and the purposes for which my personal information will be used (available at <http://www.privacy.monash.edu.au/>).
- Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.
- I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary *Qualsearch* will be engaged to access this academic information.
- I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.
- I agree to abide by the statutes, regulations and policies of Monash University.

Signed:

Date:

Section F Office use only

Full name of staff member processing application:

Date received:

Faculty stamp:

Application:

☐ Checked

Date:

☐ Logged

Date:

☐ Sent out for approval

Date:

Sent to:

Due back:

☐ Keved

Date:

Student advised of outcome: ☐ Yes ☐ No

Student advised by:

☐ Photocopy of this page

☐ Letter

☐ Email

Sent date:

Revised completion date:

For international students:

New/amended eCOE required? ☐ Yes ☐ No

For new students prior to enrolment:

International Admissions notified of new course end date?

☐ Yes☐ No

Please note that under ESOS regulations, International students must explicitly return authorisation of credit offered to them.

Acknowledgement received from applicant:

Required:

☐ Yes☐ No

Due Date: