



Application for Credit / Exemption

Who should complete this Application

You should complete this Application for Credit / Exemption if you wish to apply for credit or exemption towards your University of Melbourne course for previously completed tertiary studies.

You must complete and submit one Application form for each tertiary subject previously completed.

What to do before completing this Application

A Faculty awards credit / exemption in accordance with the University and Faculty policy. Each Faculty's credit policy outlines its rules (including maximum credit permitted) and definitions. Please refer to your Faculty's credit policy prior to completing your application to ensure that your request adheres to policy. Here are some basic guidelines and definitions that apply across all Faculties:

- Credit for studies already completed at tertiary level may only be granted if previous studies are comparable in content, equivalent in standard, and suitable to be included as part of your course.
- *Specified credit* is awarded for the completion of studies that are considered equivalent to a subject/s offered by the Faculty.
- *Unspecified credit* is awarded, in certain circumstances only, for the completion of studies for which there is no specific equivalent subject offered by the Faculty.
- *Exemption* is awarded in situations where the student is not eligible for credit for a subject on the basis of completed studies but is instead permitted to substitute the exempted subject with another subject, and/or is permitted to enrol for subjects for which the exempted subject is a prerequisite. Exemption is relevant only to compulsory subjects in a Faculty's course or subjects that are prerequisites or co-requisites for entry to other subjects. Exemption does not reduce the number of subjects required for completion of a course.

When to submit this Application

If you are applying for admission via VTAC: you should submit your Application for Credit / Exemption immediately after you have received notice of your offer.

If you are applying for admission via direct application to the University: you should submit your Application for Credit / Exemption when you apply for admission (one application per course applied for).

Late Applications for Credit / Exemption may be accepted in certain circumstances – contact your Faculty for advice.

What to attach to this Application

You must attach the following supporting documentation:

- A certified copy of your academic transcript of results (for previous studies completed outside the University of Melbourne)
- A certified copy of the key to the results appearing on the academic transcript (for previous studies completed outside the University of Melbourne)
- A detailed description of the subject(s) completed, as at the time of completion of the subject(s). This will normally be an extract from the institution's Handbook or a subject syllabus / outline, and should include the content, points value, contact details and assessment details for the subject(s).
- A detailed account of the course in which the completed subject(s) was taken, as at the time of completion of the subject(s). This will normally be an extract from the institution's Handbook, and should include details on the course structure (the number of points required for completion) and course level (a statement that it is an undergraduate, graduate or postgraduate course, or the entrance requirements in the absence of such a statement).

Application forms without all required supporting documentation will not be assessed and will be returned to you.

Where to submit this Application

Submit your Application for Credit / Exemption and supporting documentation to your Faculty. N.B. Applications for Credit / Exemption towards the PhD or Master of Science should be submitted to the School of Graduate Studies.

Your Faculty will notify you of the outcome of your application in writing.

Applicant Checklist

- I have read my Faculty's credit policy statement.
- I have completed Sections 1 and 2 in full.
- I have read, signed and dated the declaration in Section 3.
- I have attached a certified copy of my academic transcript of results and a certified copy of the key to the results appearing on the academic transcript (for previous studies completed outside the University of Melbourne).
- I have attached a detailed description of the subject completed for which I am seeking credit / exemption, as at the time of completion of the subject, as well as a detailed account of the course in which the completed subject was taken, as at the time of completion of the subject. (Full details of the required supporting documentation are provided in the section above entitled 'What to attach to this Application'.)

SECTION 1 – Personal Details

Title	Given Names	Surname
Address (including email)		
Daytime telephone or mobile		
Applicant / Student ID number (where known)		
Name of Melbourne course enrolled in / applied for		

SECTION 2 – Details About the Subject Previously Completed (use one form per subject)

Subject name				Subject code	
Credit points		Contact hours (class hours) per week		Number of teaching weeks	
Assessment details, e.g. exams, assignments, quizzes, projects					
Subject level, e.g. subject is available to the following students	<input type="checkbox"/> Undergraduate only <input type="checkbox"/> Postgraduate only <input type="checkbox"/> Both Undergraduate and Postgraduate				
For undergraduate subjects: the year level of the subject (e.g. 1st year, 2nd year, 3rd year)					
Was this subject taken as part of a qualification that has been awarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No (tick one)				
Name of Course in which subject was taken					
Name of Institution in which subject was taken					
Years attended		to		Are you seeking credit or exemption?	<input type="checkbox"/> Credit <input type="checkbox"/> Exemption (tick one)

SECTION 3 – Privacy Statement, Declaration and Signature

The University of Melbourne's privacy policy with regards to student information can be viewed at:
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

Declaration

- I declare that, to the best of my knowledge, the information supplied in this application form and any in supporting documents submitted with this application is correct and complete.
- I understand that the University may terminate my enrolment if I have misrepresented or failed to fully and completely state my academic record and my attendance at each other tertiary institution attended by me, and that this termination may take place at any stage during the course I undertake.
- I understand that the University may contact other institutions attended by me to verify the information provided which pertains to my enrolment at that institution, and to seek other relevant information about me.
- I understand that I must attend all enrolled classes until I receive notification of the outcome of this application for credit or exemption.

Signature		Date	
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