

APPLICATION FOR CREDIT RECOGNITION



About this form

Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

This form should be used by UTS students or UTS applicants who wish to have their previously completed learning recognised in their UTS course. To be granted credit recognition, previous learning must be assessed as being equivalent to the UTS subject. This assessment will take into account the currency and relevance of your previous learning including learning outcomes, volume of learning, program of study including content, and learning and assessment approaches of the previous learning to the UTS subjects for which credit is sought as outlined in the Credit Recognition Policy and Procedures gsu.uts.edu.au/policies/credit-recognition.html

There are two types of Credit Recognition:

Specified credit (also known as subject exemption) is the recognition of previously completed studies as directly equivalent to particular or specific components (subjects) in the UTS qualification, or

Unspecified credit (also known as unspecified elective/general advanced standing) is the recognition of previously completed studies that cannot be deemed equivalent to a specific UTS subject but granted towards elective components in the UTS qualification.

Credit Recognition is determined in one of two ways:

Via **established agreements** outlined in the UTS Credit Recognition tool uts.edu.au/future-students/credit-recognition, which details exact arrangement for Credit Recognition, or

On a **case-by-case** basis following submission of a Credit Recognition application and assessment of previous study or experience, uts.edu.au/current-students/managing-your-course/your-enrolment/credit-recognition

International students need to consider the impact of Credit Recognition on their overall course duration and requirements of their student visa uts.edu.au/future-students/international/commencing-students/australian-student-visa

The UTS grade point average (GPA) calculation does not take into account subjects for which Credit Recognition has been granted uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/grading-schema-coursework-0

Make sure you have attached **all the required documents**. All information and the form can be found on the UTS website uts.edu.au/current-students/managing-your-course/your-enrolment/credit-recognition

Timeframe for Application

Domestic students: Application for Credit Recognition must be made prior to initial enrolment in the UTS course.

International Students: Application for Credit Recognition must be made at the point of applying for the UTS course. UTS will endeavor to process the application prior to issuance of the Letter of Offer. If the duration of the UTS course changes due to Credit Recognition the Letter of Offer will state the revised duration of the course. The Confirmation of Enrolment (CoE) issued to the student for the purpose of obtaining a student visa will also reflect the revised duration of the course. Where sufficient information is not available to assess an application at the point of offer, credit may be approved after the offer is issued.

Applications for Credit Recognition made after the first session of study will only be considered in exceptional circumstances and must be supported by a written statement. The statement must include full disclosure of any previous applications and reasons why subsequent applications should be considered.

YOUR CHECKLIST

WHAT YOU WILL NEED

Read the UTS Credit Recognition procedure.

gsu.uts.edu.au/policies/credit-recognition-procedures.html

Read the student responsibilities.

gsu.uts.edu.au/policies/credit-recognition-procedures.html

Read the specific Faculty requirements and credit recognition limits (if any).

uts.edu.au/current-students/managing-your-course/your-enrolment/credit-recognition

Read who can certify supporting documents.

www.uts.edu.au/current-students/managing-your-course/your-student-info/student-records/supporting-documentation

Search pre-determined credit arrangements <http://www.uts.edu.au/future-students/credit-recognition>

Read the documentation requirements.

gsu.uts.edu.au/policies/credit-recognition-procedures.html

Research and compare UTS subjects with previous study content and learning outcomes.

Refer to the UTS Handbook for the UTS subject outlines www.handbook.uts.edu.au/index.html

Complete all relevant sections of the **application form**.

Include the correct **UTS course name** and **UTS course code** on the application form.

Include previous study institution and award details.

Clearly indicate the equivalent UTS subject(s) and their credit point value (if there is no UTS equivalent then 'unspecified electives' and their credit point value should be indicated) and previous study equivalent subject(s).

Attach official subject outlines (from the year the subject was completed) including topics covered, class hours, type of assessment, textbooks from your previous institution (not applicable for pre-determine credit arrangements). Subject outlines must be on official institution letterhead and if in original language must also have an official English translation. Where the official subject outline is not on institution letterhead each page of the outline needs to be certified.

Attach any **specific Faculty requirements** e.g. comparison table, evidence of your work - portfolio or essays, evidence of your work experience (resume and employment letter).

uts.edu.au/current-students/managing-your-course/your-enrolment/credit-recognition

Attach certified copy of your **official academic transcript**.

Read and sign the declaration on the application form.

You will receive a notification informing you of the outcome of your application via your UTS email.

Lodge your application **by mail** or **in person** at the UTS Student Centres:

University of Technology Sydney

Student Centre CB10
PO Box 123
BROADWAY NSW 2007

Haymarket Campus - Building 5

Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

Broadway Campus - Building 10

Level 2
235 Jones Street
ULTIMO

International students at the point of applying for the UTS course to UTS International

uts.edu.au/future-students/international/essential-information/applying-study-uts

For information on UTS Student Centre opening hours:

www.uts.edu.au/current-students/contacts/general-contacts

Further enquiries

For more information contact the UTS Student Centre:

Email via website: <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

Website: www.uts.edu.au

