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 <u>uts.edu.au/future-students/credit-recognition</u>, 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, <u>uts.edu.au/current-students/managing-your-course/your-enrolment/credit-recognition</u>

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

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.

Version: 17 September 2016 Page 1 of 2

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

Version: 17 September 2016 Page 2 of 2

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YOUR PERSON	IAL AND U	JTS COL	JRSE D	ETAILS								
UTS Student Number					Family Nar	ne				Given Name		
UTS Course Code	С			UTS Course N	lame					Email		
DETAILS OF PR	REVIOUS S	TUDY -	INSTI	TUTION AND AWARD	DETAILS							
Name of Institution							Course Name					
CURIECT DETA	U.C. D407	CUEDI	ITC CLI	BUEGES TO BREVIOUS	CELIDY							
SUBJECT DETA	IILS - IVIA I			BJECTS TO PREVIOUS	STUDY		Office Use ONL	V				
UTS Subject						Outcome	Not Granted		Previous Institution Equivalent Subject(s)			
Subject Number	U	TS Subject	Name o	r Unspecified Elective	Credit Points	G / NG	Reason	Y/N	Subject Number	Subject Name	Year Completed	
Office Use: Not Gran	nted Reason	Codes: 1	Inadegu	rate work experience 2. Qua	alifications no	t relevant 3	Qualification	s over time li	mit 4 Qualification	s previously granted		
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Version 17 September 2016 © Copyright UTS (CRICOS Provider No: 00099F) Page 1 of 2

APPLICATION FOR CREDIT RECOGNITION



SUBJECT DETAILS - MATCHED UTS SUBJECTS TO PREVIOUS STUDY continued from page 1										
	UTS Subject		Office Use ONL		Previous Institution Equivalent Subject(s)					
Subject Number	UTS Subject Name or Unspecified Elective	Credit Points	G / NG	Not Granted Reason	Precedent Y/N	Subject Number	Subject Name	Year Completed		
	nted Reason Codes: 1. Inadequate work experience 2. Qualif	ications no	t relevant 3.	. Qualification	is over time li	imit 4. Qualifications pro	eviously granted			
YOUR SIGNATU	JRE									
Attached official subject outline including topics covered, class hours, type of assessments, textbooks and any additional documents required by Faculty (not applicable for pre-determined credit arrangements). Attached certified copy of your official academic transcript.										
Full Name				Signature			Date DD/MM/YYYY			
DECISION OF U	JTS AUTHORISED DELEGATE						STUDENT ADMINISTRAT	TION UNIT		
Name	Signature					Date				
Comments						1				
							Date Stamp			