

Section 1: Personal Details

(International Students are also required to complete Section 5)

ID Number		Phone	
Family Name		Other Name(s)	
University email			
Name of program enrolled in at University of Adelaide			
What Major/s, Minor or Stream will you be/are you studying?			

Section 2: Previous Learning

Complete this section if you are applying for credit based on previous learning.

Name of Institution where previous learning completed	
Name of Program	
Year(s) of Study *	
* Note: Credit will not normally be granted for learning completed more than 10 years ago	
Was previous learning under an Approved Articulation Pathway?	<input type="checkbox"/> No / <input type="checkbox"/> Yes

Next: Go to Section 4 to list the courses that you studied.

Section 3: Previous Experience

Complete if you have learning gained from work experience, volunteering, internships or workplace training.

Please provide a statement detailing:

- The name of the company/organisation where the learning was gained
- The dates of the experience and whether it was full-time or part-time
- The extent to which your experience demonstrates the learning outcomes in a comparable way to the nominated course.
- The level of supervision you received
- Any other information which you think is relevant

Note: If more space is required, please include additional details in an attachment.

Next:

1. Ensure you attach a signed letter on company letterhead from the company/organisation where the experience was gained verifying the details provided in your statement.
2. Review the Checklist on page 3
3. Sign the Student Declaration on page 3

Section 4: Courses Studied in Previous Learning

Please list the courses that you have completed at the institutions you listed in Section 2.

If you are seeking credit for specific University of Adelaide Courses please list them in the below table.

You may compare the content of University of Adelaide courses for equivalence with courses you have completed by:

1. Opening Degree Finder <http://www.adelaide.edu.au/degree-finder/>
2. Selecting your program and viewing the study plan.
3. Clicking on the courses to view the syllabus descriptions via Course Planner or
4. Accessing course syllabus and learning outcomes using the Course Outlines page <http://www.adelaide.edu.au/course-outlines/>

Original University Course Details		Equivalent University of Adelaide course for which credit is sought			
Course Number e.g. 12345	Course Title e.g. <i>Mathematical Perspectives</i>	Subject Area e.g. MATHS	Cat No e.g. 1011	Course Title e.g. <i>Mathematics IA</i>	OFFICE USE ONLY CREDIT Granted / Denied

If more space is required, please attach additional paper to this form.

Next:

1. Attach either an official academic transcript or an unofficial academic transcript certified by your institution listing the courses completed and grades achieved (including a description of the grading system). All overseas transcripts and course outlines must be certified copies of the original document translated into English.
2. Attach syllabus descriptions of the course(s) for which credit is being sought. The description must include the contact hours, course structure, topics covered in the course, assessment tasks and textbooks used. You must submit copies of the syllabus as they appear in the Calendar/Handbook of the relevant institution for the year you completed the course.
3. Review the Checklist in section 6.
4. Sign the Student Declaration in section 7.

Section 5: International Students

Was advanced standing assessed by the University of Adelaide upon application to your program?	<input type="checkbox"/> No / <input type="checkbox"/> Yes
If yes, how many units of advanced standing were granted?	

Notes:

1. Further credit assessments will only be performed for transcripts other than those originally submitted when you applied to your program
2. If further credit is granted as a result of this application, it may affect the length of your student visa. Consultation with staff at the International Student Centre is advised before lodging this application.

Section 6: Credit Application Checklist for Students

Before submitting this form, ensure you have:

- ✓ Read the Academic Credit Arrangements Policy at <http://www.adelaide.edu.au/policies/3203/>
- ✓ Attached your academic transcript and syllabus descriptions if you completed Section 2 and Section 4
- ✓ Attached a signed letter if you have completed Section 3
- ✓ Completed all relevant sections of the form in full as incomplete forms will not be considered
- ✓ Signed and dated the Student Declaration.

Section 7: STUDENT DECLARATION

I certify that the attached evidence given in support of this application is accurate, true and complete. I understand that this application will not be considered unless I provide all required documentation.

Signature: Date:
DD / MM / YEAR

Next: Submit this form to the relevant Faculty Office in person, by email or post no later than two weeks prior to the start of the relevant semester/teaching if the credit awarded will affect your enrolment in the upcoming semester.

STAFF USE ONLY		
<i>(Note: The International Student Centre must be notified if credit is entered for international students).</i>		
Type of credit approved	Units granted	Approved by (print name and sign)

ACTION	DATE	COMMENT
Received by Faculty		
Entered on PeopleSoft		
Applicant Notified		
Saved to TRIM		