

Division of the Deputy Vice-Chancellor and Vice-President (Research) Adelaide Graduate Centre

APPLICATION FOR CREDIT IN ONE PROGRAM ON THE BASIS OF COURSE(S) PASSED AND/OR RESEARCH UNDERTAKEN IN ANOTHER PROGRAM

Surname: _____ Other Name(s): _____

Title: (Mr, Mrs, Ms, Miss, Dr): _____ Student ID No (if known): _____ Date of Birth: _____

Mailing Address: _____

Postcode: _____ Telephone: _____ E-mail: _____

Former program: _____

Institution at which coursework and/or research undertaken: _____

University of Adelaide program for which credit is being sought: _____

School/Discipline: _____

a) Credit on the basis of coursework previously undertaken

This application must be accompanied by an official certified copy of the applicant's complete academic record at that academic institution, together with photocopies of the syllabuses of the course(s) which form the basis of the credit application. Note that the syllabuses photocopies must be as they appear in the Calendar/Handbook of the tertiary institution for the relevant year(s).

Where the work was completed at an academic institution other than an Australian university, a brief description of the structure of the degree, if available, would be helpful.

University of Adelaide course(s) in which credit sought [please also indicate the unit value of the course(s)]	Course(s) completed in former program on which credit application is based	School/Discipline recommendation

b) Credit on the basis of research previously undertaken at an academic institution

Please be aware that you must complete this section if you are transferring your current program and project from another academic institution or if you have been enrolled in a research program at the same level at another academic institution within Australia during the past three years. Your period of candidature and Research Training Scheme (RTS) entitlement will be reduced as required.

- 1. Please indicate the number of Full Time Equivalent (FTE) days of credit being sought below. In support of your application, you must attach an official certified copy of your complete academic record at your former academic institution, together with a letter (endorsed by the Head of the institution or your School/Discipline of enrolment) giving details of the research undertaken and the duration of study:

Number of FTE days of credit sought: _____ School/Discipline recommendation: _____

- 2. Federal government policy requires the University to confirm the number of FTE days enrolment consumed at the previous institution so that your remaining entitlement under the Research Training Scheme (RTS) can be determined. For further information see the RTS Guidelines, available online at: <http://www.innovation.gov.au/Section/Research/Pages/ResearchTrainingScheme.aspx>

Number of FTE days enrolled in a research higher degree at previous academic institution: _____

Please provide contact details below of the person or officer responsible for the administration of higher degree by research candidatures in your institution. The specified person/officer will be contacted to verify the number of FTE days consumed during your higher degree by research enrolment.

Name: _____ Title: _____ Phone: _____

E-Mail: _____ Contact Address: _____

c) Scholarship Details

If you held a scholarship(s) for the degree for which you are seeking credit please provide details below:

Scholarship Title	Commencement Date	Date of Termination/Transfer

As verification of the details of your scholarship(s) must be obtained please provide contact details below of the person or officer in your institution responsible for the administration of your scholarship.

Name: _____ Title: _____ Phone: _____

E-Mail: _____ Contact Address: _____

Signature of Student

Date

**Endorsement of *Head/Postgraduate Co-ordinator
of University of Adelaide/Discipline**

Date

Candidature consumed: _____	Scholarship consumed: _____
RTS consumed: _____	Coursework to be credited: YES/NO

Approval Graduate Administration and Scholarships Officer

Date

The completed form and relevant supporting documentation should be lodged as soon as possible with: Adelaide Graduate Centre, Level 6, 115 Grenfell Street, University of Adelaide, SA 5005
Telephone: 08 8303 5882 Fax: 08 8303 5725 E-mail: graduatecentre@adelaide.edu.au
