

<b>No: AC005</b>	<b>Name: Academic Credit Application Form</b>
------------------	---

Personal Details			
<b>Student Name:</b>		<b>Student ID:</b>	
<b>Email Address:</b>		<b>Phone Number:</b>	

Course Details			
<b>Course Name:</b>			
<b>Start Date:</b>		<b>End Date:</b>	

*Please provide as much information as possible to allow an accurate decision to be made*

**REQUESTING CREDIT FOR THESE SUBJECTS**

*Please list the subjects that you are applying for Academic Credit and indicate whether it is via Academic Credit or Recognition of Prior Learning (by entering AC or RPL in the right-hand column)*

Documentation Requirements	
Academic Credit	Recognition of prior Learning- RPL
<ul style="list-style-type: none"> <li>• Certified copy of the academic transcript.</li> <li>• Subject or course outline from the institution for respective subjects</li> <li>• Extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application. All supporting documentation must be in English, including certified translations where appropriate</li> <li>• Academic credit is being sought on the grounds of credentialed or informal learning, UHE requires appropriate evidence that the relevant learning outcomes for the subjects and/or key learning areas have been achieved.</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant may be required to supply certified copies of statements from employers, present a portfolio, attend an interview, or demonstrate their competence through an appropriate form of assessment.</li> <li>• The applicant will be asked to map the learning outcomes of the subject with evidence of skills and experience they have gained at workplace.</li> </ul>
<p><b>Key Information:</b> Academic credit will not normally be granted for studies completed five (5) years or more prior to application.</p> <p><b>Limits:</b></p> <ul style="list-style-type: none"> <li>• Up to a maximum of 8 subjects where the discipline is linked and if the student has completed a Diploma with one year of full-time study.</li> <li>• Up to a maximum of 50% of subjects where the discipline is linked and if the student has completed an Advanced Diploma or Associate Degree with two years of full-time study.</li> <li>• Up to a maximum of 50% of subjects where the discipline is linked and if the student has completed a Bachelor's degree with Three years of full-time study.</li> </ul> <p><b>Timeline:</b> Applications for academic credit should be submitted prior to the student commencing their first semester of study in a particular course.</p>	

No	Subject Details Subject Name / Subject Code	Anticipated Equivalent UHE Subject Code	AC/RPL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

- If Recognition of Prior Learning is applied for then please provide education and employment information or
- If Academic Credit is applied for then please provide education information

**EDUCATION/TRAINING COMPLETED**

COURSE/EDUCATION (i.e. Certificate/Diploma/Degree)	ORGANISATION (TAFE/University/Company/Private Provider)	DURATION (Number of Hours/Weeks/Year)

Please attach as listed in documents requirements

**EMPLOYMENT HISTORY**

NAME OF COMPANY EMPLOYER	POSITION AND DUTIES PERFORMED	Start & End Dates

Please attach as listed in documents requirements

**SUPPORTING EVIDENCE ATTACHED AS TICKED BELOW**

EVIDENCE/SUPPORTING DOCUMENTS ATTACHED	Tick below
<i>Certified Academic Transcript of subjects completed along with subject or course outline from the institution for respective subjects</i>	<input type="checkbox"/>
<i>Extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application. All supporting documentation are in English or certified translations where appropriate</i>	<input type="checkbox"/>
<i>Non-Accredited Course Information Academic credit is being sought on the grounds of credentialed or informal learning appropriate evidence outlining the relevant learning outcomes for the subjects and/or key learning areas have been achieved</i>	<input type="checkbox"/>
<i>Resume/Curriculum Vitae</i>	<input type="checkbox"/>
<i>Work experience-Certified copies of statements from employers, present a portfolio with contact details</i>	<input type="checkbox"/>
<i>Map linking the learning outcomes of the subject with evidence of skills attained at workplace.</i>	<input type="checkbox"/>
<i>Volunteer Work Information</i>	<input type="checkbox"/>
<i>Other: Please Specify</i>	<input type="checkbox"/>

**Declaration**

I hereby declare that all details in this application are true and accurate:

Signature

Date:

Thank you for completing this application **IMPORTANT** Please ensure you have attached all transcripts/course certificates undertaken and details of work duties etc to support your application. The Academic Registrar will be in contact and will forward applicants written advice of the assessment outcome in due course. For further details on Academic Credit or RPL please refer to UHE Academic Credit Policy.

This policy is available on <https://www.uhe.edu.au/policies-procedures-forms>