

Application for Credit Transfer

through Credit for Recognised Learning (CRL)

If you are using an Apple computer, tablet or smart phone, you **must** download and complete this form using [Adobe Reader](#).

- This form can be used to apply for Elective or Option Credit, Unit Exemption, Designated Unit.
- You will receive official notification of the outcome via Official Communication Channel (OCC) on OASIS or by mail if appropriate.

Personal Details

Curtin Student ID	<input type="text"/>	Family name	<input type="text"/>
Title	<input type="text"/>	Given name/s	<input type="text"/>
Birth date	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified
Address	<input type="text"/>		
	<input type="text"/>	Post code	<input type="text"/>
Telephone (H)	<input type="text"/>	Telephone (W)	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

Course Details (Course applying for)

Course Title	<input type="text"/>
Course Code (e.g. B-ARTS, B-COMM)	<input type="text"/>
Major/Minor/Stream (e.g. Fine Art Major Banking & Finance Double Major)	<input type="text"/>
Are you an international student on a student visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If 'Yes' please read 'International Students' section on back page.</small>

Course Switching

Are you switching from an incomplete Curtin University course to another Curtin course: Yes No

Form of Credit Transfer being requested (see explanation on back page). Please tick appropriate box:

Are you currently enrolled in a unit/s for which you are applying for credit? Yes No

If 'Yes', and if you received official notification via OCC that you have been granted elective/option credit, it is your responsibility to ensure you have been withdrawn from these units BEFORE THE CENSUS DATE OF THE UNIT.

Otherwise you will still be liable for the fees/debt.

Application Declaration

I have submitted the necessary official original/certified documentary evidence in support of my claim.

I acknowledge that submitted documents will not be returned to me.

I authorise the University to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.

I have read the information on the back page.

I acknowledge it is my responsibility to submit this application in sufficient time for processing prior to any enrolled unit census date.

I acknowledge it is my responsibility to ensure I receive a revised study plan if this is required due to the granting of credit.

I understand I must attend all enrolled classes until I receive notification of the outcome of this application.

If you intend to join a professional body using a Curtin award, it is your responsibility to ensure that the exemption(s) granted meets the requirements of that body.

I hereby certify that the information provided in this application is true and correct.

Please keep a copy of this application and supporting documentation for your records.

Signature of Applicant

Date

Assessment Details

Credit Transfer/Exemptions

PREVIOUSLY STUDIED UNIT/S TO BE COMPLETED BY APPLICANT				EQUIVALENT CURTIN UNIVERSITY UNIT/S TO BE COMPLETED BY APPLICANT		ASSESSOR USE ONLY		
Unit Code	Unit Title	Previous Institution	Contact hrs/wk	Curtin Uni Unit Code	Curtin University Unit Title	Granted	Non-Approval Code (seebelow)	Signature of Assessing Officer
						Yes / No		
						Yes / No		
						Yes / No		
						Yes / No		
						Yes / No		
						Yes / No		
						Yes / No		
						Yes / No		

Please add extra sheets if there is not sufficient room in this table. Such attachments must be in the same form as this table.

Assessing Officer to complete page 3.

HEAD OF TEACHING AREA, COURSE COORDINATOR, CRL ASSESSOR – OFFICE USE ONLY

Other Type of Credit

Elective Credit: <input type="text"/> Granted: Yes <input type="checkbox"/> No <input type="checkbox"/> Non-Approval Code: <input type="text"/>	Option Credit: <input type="text"/> Granted: Yes <input type="checkbox"/> No <input type="checkbox"/> Non-Approval Code: <input type="text"/>	Signature of Assessing Officer (Assessing Officer to complete page 3): <input type="text"/> Notes:
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Basis for Request:

University Aus Vocational Ed/TAFE Overseas Vocational Ed/TAFE Professional Qualification Aus Independent Training Overseas Independent Training Work Experience Other

Institution / Employer Name

REASON FOR NON-APPROVAL CODE

A. Curtin University unit outcomes not fully covered.	B. Maximum amount of Credit already granted.	C. Previous study/work experience does not meet requirements of unit/course.
D. No option / elective in SPK.	E. Level of previous study not appropriate.	F. Previous study/work experience completed more than 10 years ago.

G. Other (reason to be specified):

Further explanation if required:

Work / Life Experience

The following documents must be attached to support your application for credit transfer based on work experience (It is recommended that you use the [‘Supplement for Credit for Recognised Learning Application based on Work/Life Experience’](#) to help you prepare the documentation.):

- Personal statement describing how your work/life experience relates to particular unit in your present course: in particular, how your experience addresses the content of your unit/s for which you are requesting for exemption.
- An official letter or statement from your employer/s (on company letterhead) confirming your employment details. This must include your position title, period of employment and roles and responsibilities.
- Curriculum Vitae.
- Position/ job description (optional)

Name of Company	
Address of Company	
Brief description of company's activities	

ASSESSMENT AND APPROVAL SIGNATURES (HEAD OF TEACHING AREA, COURSE COORDINATOR, CRL ASSESSOR) – OFFICE USE ONLY

Student approved to graduate Student currently enrolled in units approved for CRL New eCOE required

Signature of **APPROVING OFFICER:**

Name of Approving Officer (please print):

Date:

IMPORTANT: Once this form has been signed it must not be returned to student.

It is the **Head of Teaching Area / Course Coordinator's responsibility** to ensure the student's study plan is correct. If the student is being granted general/option or elective credit this is not unit specific.

NOTES:

The applicant will be officially notified of the outcome of their application through the Official Communication Channel when processing is complete. No communication should occur with the student concerning the possible or actual outcome of this application prior to the applicant receiving official notification.

PROCESSING – OFFICE USE ONLY

Initials & Date

File tracking recorded:

Checked:

Initials & Date

Educ. background input:

Completion approved:

Processed by:

OCC sent:

Applications must be received by the [deadline date](#) to be considered.

- CRL is administered by the University Admission Centre and it is highly recommended you send your complete application and supporting documentation by email to the relevant submission office (**please refer to the contact details at the bottom of the form**). The deadline also applies to any unit(s) which are enrolled or are intending to enrol into for the upcoming study period. Applications received after this date will not be actioned.
- If this application is not submitted in sufficient time to be assessed and processed prior to the census date of any enrolled units for which you are requesting Credit Transfer then you will still be liable for any fees or debt for the enrolled units.
- Please be aware, if your CRL application requires academic assessment there may be a longer waiting period.
- A late application fee applies if urgent processing is required for graduation.

Supporting documentation. For units not studied at Curtin University you must attach the following or your application may be returned to you which will affect the time taken to assess and process your application:

- Unit Outlines for each unit studied for which you are requesting Credit Transfer.
- You must complete the contact hours for EVERY unit in the CRL Assessment Details table.
- Original or correctly certified documents to confirm your completed study/work experience. See the [University Admission Centre Scanned Documents and Certification Requirements and Guidelines](#).
- For formal study you must attach your official academic transcript with marking key according to the Certification Guidelines stated above.
- For Credit Transfer assessment of work experience you must supply further documentation. Please see appropriate section on previous page.
- If the original document is not written in English an official translation from a recognised translation service must also be provided.

Brief overview of Credit Transfer policies and process. Please read the [Credit for Recognised Learning \(Credit\) Manual](#) for full details.

- A maximum of 67% of the credit value of your Curtin course or the duration of the course less one year, whichever is the greater, may be granted for previous study. (This may be less in some Faculties).
- Authority to approve Credit Transfer, which is compliant with CRL Policy, rests with the relevant Faculty Pro Vice-Chancellor.
- Previously studied units must be completed and have been studied 10 years or less prior to your application. (Some Curtin courses require previous study to be completed more recently than 10 years).
- Professional or life experience must be directly relevant to the unit for which Credit Transfer assessment is sought and a maximum of 33% of the credit value of a 3-year Bachelor course or 25% of a 4-year Bachelor course may be granted for this type of CRL.
- Credit Transfer will not usually be granted for study completed below the Australian Qualifications Framework (AQF) Diploma level or equivalent.
- Credit Transfer will not be granted based on units which themselves were the outcome of being granted a Credit Transfer.
- Previously studied units can only be used once in any particular course for Credit Transfer.
- The studies completed at Curtin must consist of the highest-level units of the course.
- CRL application submitted in the final study period will not be accepted.
- You must obtain a revised study plan if the granted Credit Transfer affects your study program.

Forms of Credit:

- **Unit Transfer** is granted on the basis of completed study equivalent to a specific unit in your current course. If the transfer is of identical units from one Curtin course to another Curtin course the transferred unit will show on your Academic Transcript with the unit title, credit points and a grade/mark.
- **Credit Exemption** is granted on the basis of completed study or work experience which relates specifically to the content of a particular unit. Such credit exemption will show on your Academic Transcript as the unit title and credit in the 'Recognition of Prior Learning' section.
- **General or Option/Elective Credit** is granted on the basis of completed study or work experience but is not unit specific. Such credit will show on your Academic Transcript as a specific number of credit points.
- **Designated Unit** credit is granted on the basis of completion of an identical Curtin University unit through one of the partners of Curtin University. The unit will show on your Academic Transcript with the unit name, credit points and a grade/mark.

Notification: You will be notified through the Official Communication Channel (OCC) of the outcome of your application. Any indication from any other source prior to this official communication, regarding the outcome of this application, is an indication only and should not be viewed as the official outcome. If you are not granted the requested Credit Transfer you will be informed of the reason for the rejection. You must not consider that your credit transfer has been granted until you have received official notification via OCC in OASIS. It is a condition of your enrolment that you check the OCC at least once a week.

International Students: Granting of credit transfer may affect your course duration. The revised course duration and course completion date will be reported to the Department of Immigration and Border Protection.

Appeals: If you believe your application has not been fully or fairly assessed you may request a review of the application and may lodge a formal written appeal within 10 working days of receipt of notification of the outcome of your application (see Section 12 of the Credit Manual). Please discuss your concerns initially with the relevant Faculty Assessment Officer. For further information please see the [Credit for Recognised Learning Policy](#).

Where to submit your completed Credit for Recognised Learning (CRL) application:

Domestic students email to crl@curtin.edu.au
International students, email to tne_pathways@curtin.edu.au
Open University (Curtin) students, email to opencurtin@curtin.edu.au