

This form is to be used when:

- applying for credit towards your current UniSA program for studies you have previously undertaken in a different program at UniSA, or
- applying for recognition of prior learning, or
- you have not previously received pre-approval for the credit in which you are applying for.

The prior learning may be from:

- a recognised higher education provider
- a TAFE or other Vocational Education Training (VET) provider
- a professional body, enterprise, private educational institution, or other similar body
- work experience or other forms of practical experience, including voluntary work
- life experience

This form must be accompanied by supporting documentation. See page 3 for details.

International Students

Any credit granted may:

- shorten the duration of your Confirmation of Enrolment (CoE), which may affect your student visa
- affect whether you are deemed to be a part-time or full-time student each semester

If you require an updated CoE, one will be created by Campus Central based on your new study plan, and forwarded to you via email. Upon receipt of an updated CoE, you will be required to present it to the Department of Immigration and Citizenship (DIAC).

Open Universities Australia (OUA) Students

Applications for credit must be submitted at least 6 weeks prior to the OUA close of enrolment for the study period in which the UniSA course is offered.

More Information

Policy

The *Recognition of prior learning* policy covers all types of credit applications. The policy can be accessed at: <http://w3.unisa.edu.au/policies/policies/academic/A13-recognition-of-prior-learning.pdf>

Credit Assessor (Not available for OUA)

The Credit Assessor provides information about credit transfer arrangements between UniSA and other providers in Australia, as well as in other countries. The Credit Assessor can be accessed at: <https://my.unisa.edu.au/public/creditassessor/>.

You may find that your previous studies are not listed on the Credit Assessor. However this does not mean that credit is not available. For further assistance on whether credit is available to you, please contact Campus Central.

Internal Credit

If you have studied courses at UniSA under another program and now wish for those to count towards your new program, this is referred to as 'internal credit'. The Credit Assessor does not provide information about internal credit. There are two options for internal credit:

1. If the course you studied has the *same* Area and Catalogue Number as the course you want credit for please contact [Campus Central](#).
2. If the courses have *different* Area and Catalogue Numbers, please complete and lodge this form with Campus Central.

Recognition of Prior Learning (RPL)

You may also apply for credit for work experience including voluntary work, and / or life experience. For example, work experience in a relevant field may be granted as credit for certain courses. Please check with your Program Director for instructions to apply for this type of credit.

Justice of the Peace (JP)

More information regarding Justice of the Peace can be accessed: <http://w3.unisa.edu.au/facilities/cs/jp.asp>

LODGING YOUR APPLICATION

Supporting documentation for your application for credit must be provided. This should include

1. a certified copy of your academic records (including the grading legend),
2. a certified copy of your parchment/certificate, if you completed the award, and
3. syllabuses or other documents showing the scope and content of the work completed

Please check myUniSA within 7 days to confirm processing of credit. All approved credit applications will receive a confirmation email from Campus Central.

Please ensure all Open Universities Australia (OUA) credit applications are posted, along with the correct supporting documentation (as per above) to the specific OUA postal address outlined below.

In person

City East

Campus Central
Level 3
Playford Building
Mawson Lakes
Campus Central
Ground Floor
C Building

City West

Campus Central
Level 2
Jeffrey Smart Building
Mount Gambier
Regional Centre
Office
wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block
Whyalla
Campus Central
Ground Floor
Main Building
111 Nicolson Avenue
Whyalla Norrie SA 5608

By post

University of South Australia

Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

Open Universities Australia (OUA)

Campus Central Whyalla
University of South Australia
111 Nicolson Avenue
Whyalla Norrie SA 5608

OFFICE USE ONLY

Campus Central

<input type="checkbox"/> Supporting documentation attached	<input type="checkbox"/> Created new CoE and emailed student (plan attached)
<input type="checkbox"/> Updated study plan received	<input type="checkbox"/> Notified student
<input type="checkbox"/> Application tracked on SharePoint	<input type="checkbox"/> Place documents on student's file

Comments:

Date received:

Date processed:

Received by:

Processed by:

Part A: Personal details

Student ID:

☐ Undergraduate

☐ Postgraduate

☐ OUA

☐ Prospective Student

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Alternate email (if not currently an OUA/UniSA student):

Program details:

Program code:

Program title:

Program Plan / Major (if applicable):



Part B: Program/Courses/Subjects completed at another provider, approved institution or UniSA								
Equivalent UniSA Courses <i>To be filled out in conjunction with your Program Director</i>				Program Director Use Only				
To be filled out in conjunction with your Program Director								
No.	Year	Course/ Unit identifier	Name of course/ unit	Subject Area	Catalogue Number	Name of Course	Unit Value	Precedent Yes/No
1								<input type="checkbox"/> <input type="checkbox"/>
2								<input type="checkbox"/> <input type="checkbox"/>
3								<input type="checkbox"/> <input type="checkbox"/>
4								<input type="checkbox"/> <input type="checkbox"/>
5								<input type="checkbox"/> <input type="checkbox"/>
6								<input type="checkbox"/> <input type="checkbox"/>
7								<input type="checkbox"/> <input type="checkbox"/>
8								<input type="checkbox"/> <input type="checkbox"/>

Student Declaration	
<ul style="list-style-type: none">I understand that by submitting this application, I accept the credit granted. It is my duty to contact Campus Central if I no longer wish to accept my credit.I have attached supporting documentation relevant to this application, including both the transcript and completion certificate where appropriate.If I am an international student on a student visa, I understand that if credit is granted:<ul style="list-style-type: none">this may shorten the duration of my CoE which may affect the duration of my student visa,this may affect whether I am deemed to be a part-time or full-time student each semester.	
Was the prior Award/Program completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of prior Award/Program:	
Student signature:	Date:

Program Director Declaration (All fields are mandatory) <i>Ensure any courses listed above not accepted as credit are crossed out</i>	
Revised program completion date:	
<input type="checkbox"/> New domestic student study plan attached (at least 12 months)	
<input type="checkbox"/> New international student study plan attached (remainder of program)	
Program Director's name:	
Program Director's signature:	Date:
Division Office: Academic Services	
Credit reviewed as <input type="checkbox"/> Non-Precedent <input type="checkbox"/> Precedent	Credit Agreement ID No:
Reviewed by:	Date: