

# Credit for Prior Learning - Application

International students please note that any credit or exemption granted could impact your course completion date.

## Step 1: Student Details:

Student Number	First Name	Last Name
Course Code	Course Name	

## Step 2: On what basis are you requesting credit?

<i>I have previously completed a formal program of study at an accredited education provider (e.g. certificate, diploma or degree)</i>	<input type="checkbox"/> → Go to Step 3
<i>I have acquired knowledge and skills through non-accredited or informal study, such as through work, community service, volunteering, hobbies and/or life experiences.</i>	<input type="checkbox"/> → Go to Step 8

## Step 3: What are the details of the institution that you previously studied at?

<b>Institution previously attended</b>	
<b>Title of Degree or Award e.g. Diploma/Bachelor/Master</b>	Complete / Incomplete (please circle)
<b>Completion Date or Last Year Enrolled</b>	

## Step 4: Are you requesting specified credit?

<i>I would like to be exempt from (given credit for) one or more specific subjects, as I can demonstrate that the learning I have previously undertaken is directly equivalent to a UOW subject or UOW subjects.</i>	Yes <input type="checkbox"/> → Go to Step 5 No <input type="checkbox"/> → Go to Step 6
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## Step 5: Details of Specific Subjects Credit is Requested For:

UOW Subject for which credit is requested			Corresponding Subject Completed Elsewhere	
Subject Code	Subject Name	Credit Points	Subject Code/Name	Year Completed

## Step 6: Are you requesting any Unspecified Credit?

<i>I would like to be given credit that I can use instead of completing elective subjects, as I can't demonstrate direct equivalence with specific UOW subjects. I understand that this credit will appear on my testamur as "Unspecified Credit" and does not exempt me from any compulsory subjects.</i>	Yes <input type="checkbox"/> → Go to Step 7 No <input type="checkbox"/> → Go to Step 9
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## Step 7: Details of the Amount of Credit Requested towards Elective Subjects:

Subject Level	Corresponding Subject Completed Elsewhere	Total Credit Points Requested
100 LEVEL		
200 LEVEL		
300 LEVEL		
800 LEVEL		
900 LEVEL		

### Step 8: Non-Formal / Informal Learning

Complete and attach a Learning Statement available at [www.uow.edu.au/student/forms/UOW008135](http://www.uow.edu.au/student/forms/UOW008135). Before completing the Learning Statement you must seek academic advice.

- I have sought academic advice
- I have completed and attached a Learning Statement

### Step 9: Student Declaration:

- I have attached full documentation of my previous studies, with photocopies of the relevant pages from the Handbook/ Calendar of the institution concerned and a certified transcript of results.
- I acknowledge that the information in this form is true and accurate to the best of my knowledge.
- International Students Only:* I acknowledge that any credit or exemption granted may affect my course completion date and understand the implications of this on my COE and VISA.

Student Signature

Date

### Step 10: Submission

Please submit this form to your Faculty Central / Student Hub.

### OFFICE USE ONLY: Faculty Approval

#### Specified Credit Assessment

##### Types of Exemptions:

A: The subject is regarded as having been satisfactorily completed for all purposes

B: As A, EXCEPT for the accrual of credit points

C: As A, EXCEPT for the satisfying of a pre-requisite

D: As A, EXCEPT for the purposes of either the satisfying of pre-requisite requirement or the accrual of credit points

UOW Subject Code	Exemption Granted	Faculty Academic Assessor		Date
		Name	Signature	
	A, B, C or D			
	A, B, C or D			
	A, B, C or D			
	A, B, C or D			
	A, B, C or D			
	A, B, C or D			
	A, B, C or D			
	A, B, C or D			

#### Unspecified Credit Assessment

Credit Level	Total Credit Points Granted	Faculty Academic Assessor		Date
		Name	Signature	

#### Faculty Approval\*

Approver's Name		Approver's Position*	
Signature		Date	

\* Faculty approver must be an Associate Dean or Head of Students or Executive Dean's nominee