

This form is to be used by Offshore students wishing to:

- apply for credit towards your current UniSA program for studies you have previously undertaken in a different program at UniSA, or
- apply for recognition of prior learning.

The prior learning may be from:

- a recognised higher education 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.

### LODGING YOUR APPLICATION

This form should be lodged through your Partner Administration Office.

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

1. a certified copy of your academic records, and
2. syllabuses or other documents showing the scope and content of the work completed

Please check myUniSA within 14 days to confirm processing of credit. All approved credit applications will receive a confirmation email from your local administration office.

### More Information

#### Policy

The *Recognition of prior learning* policy covers all types of credit applications. The policy can be accessed at: <https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/a-13>

#### 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'. 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, you do not have to apply for credit as it will automatically count towards your new program.
2. If the courses have *different* Area and Catalogue Numbers, please complete and lodge this form with your Partner Administration Office.

#### 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 Partner Administration Office for instructions to apply for this type of credit.



OFFICE USE ONLY		
Partner Administration Office		
Date received:	Date upload to Collaborate™:	
Date sent to UniSA:	Processed by:	
UniSA Office: Student and Academic Services (SAS)		
<input type="checkbox"/> Supporting documentation attached	<input type="checkbox"/> Confirmation sent to student:	
Date received:	Date processed:	
Received by:	Processed by:	
Academic Unit Office: Academic Services		
Credit reviewed as	<input type="checkbox"/> Non-Precedent <input type="checkbox"/> Precedent Credit Agreement ID No:	Reviewed by: Date:

Part A: Personal Details		
Student ID:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Non-Standard
Mr/Miss/Ms/Mrs:	First name(s):	
Family name:		
Date of birth:	Contact No:	
Alternate email:		
Program Details:		
Program code:		
Program title:		
Program Plan / Major (if applicable):		

Part B: Program/Courses/Subjects completed at another provider, approved institution or UniSA									
Student to list below Program/Courses/Subjects completed.					Equivalent UniSA Courses <i>To be filled out in conjunction with your Program Director</i>				Program Director Use Only
No.	Year	Course/ Unit identifier	Name of course/ unit	Unit value	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		Program Director Declaration (All fields are mandatory) <i>Ensure any courses listed above not accepted as credit are crossed out</i>	
<ul style="list-style-type: none"> <li>I understand that by submitting this application, I accept the credit granted. It is my duty to contact Partner Administration Office if I no longer wish to accept my credit.</li> <li>I have attached supporting documentation relevant to this application, including both the transcript and completion certificate where appropriate.</li> <li>As I am an Offshore student, I understand that if credit is granted:               <ol style="list-style-type: none"> <li>This may affect whether I am deemed to be a part-time or full-time student each semester.</li> </ol> </li> </ul>		Program Director's name:	
Was the prior Award/Program completed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Program Director's signature:	Date:
Name of prior Award/Program:		<b>Academic Unit Office: Academic Services</b>	
		Credit reviewed as	<input type="checkbox"/> Non-Precedent <input type="checkbox"/> Precedent Credit Agreement ID No:
Student signature:	Date:	Reviewed by:	Date: