

No: AC005	Name: Academic Credit Application Form
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For Prospective Students:

Please send the completed application form to admissions@uhe.edu.au.

Personal Details			
Student Name:		Student ID:	
Email Address:		Phone Number:	

UHE Program Details	
Program in application:	
Start Date:	

For Enrolled Students:

Please send the completed application form to support@uhe.edu.au.

Personal Details			
Student Name:		Student ID:	
UHE Email Address:		Australian Phone Number:	

Program Details			
Program enrolled:			
Start Date:		End Date:	

Please read the Academic Credit Policy and Procedure and provide required information and documentation 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"> A certified copy of the academic transcript. A testamur if the course has been completed An overview of the course and subject/unit outlines for each completed subject/unit for which credit exemption is being requested Extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application. 	<ul style="list-style-type: none"> A certified copy of statements from employers, present a portfolio, and a Curriculum Vitae A mapping document aligning with UHE's Subject Outlines, demonstrating the knowledge and skills acquired.
<p>Key Information: Academic credit will not normally be granted for studies completed five (5) years or more prior to application.</p> <p>Maximum academic credit that can be granted:</p> <ul style="list-style-type: none"> a. 80 credit subjects if a prospective undergraduate student has completed a cognate Diploma; b. 120 credit subjects if a prospective undergraduate student has completed a cognate Advanced Diploma or Associate Degree; c. 120 credit subjects if a prospective undergraduate student has completed or partially completed a Bachelor's degree; d. 80 credit subjects if a prospective postgraduate student has completed or partially completed a master's degree; e. 40 credit subjects if a prospective postgraduate student has completed a Graduate Certificate in Information Technology with minimum 60% in average <p>Timeline: Prospective international students are highly encouraged to submit the complete application at the time of applying for the programs. Continuing international students are strongly encouraged to submit the complete application before the subject enrollment date and no later than the end of week 2 after semester commencement.</p> <p>Notes: Please read and understand the Academic Credit Policy and Procedure prior to the submission of the application. All supporting documentation are in English or certified translations where appropriate</p>	

Academic Credit through Formal Learning

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.			

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 and course outlines from the institution for respective subjects</i>	<input type="checkbox"/>
<i>Testamur if the course has been completed</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.</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:

I have read and understood the Academic Credit Policy and Procedure;

The information I have provided is accurate and complete;

It is my responsibility to provide supporting documentation for my application and authorise UHE to obtain additional relevant documents if needed;

I acknowledge that UHE reserves the right to alter my admission or enrolment decision based on incorrect or incomplete information.

I understand that the information I provide will be retained by UHE and may be shared with Commonwealth and State agencies in accordance with obligations under the ESOS Act 2000 and the National Code.

I have read, understood and fully accepted these terms.

Signature: _____

Date: _____