



Please refer to The Board of Postgraduate Studies *Academic Credit, Advanced Standing, and Exemption Policy* available at <http://www.chs.usyd.edu.au/PG/policies.html>

Definitions:

**Advanced Standing**

*The granting of advanced standing is based on previous attainment in another course at a recognized tertiary institution. It is granted in the form of credit points for coursework students, or semesters for research students, which count towards the requirements for the course.*

**Non specific credit** takes the form of a block of credit for a specified number of credit points in a particular subject area. It is not linked to a particular unit of study at the University of Sydney.

**Specific credit** is the recognition of previously completed studies directly equivalent to a unit of study at the University of Sydney.

**Exemption**

*On the basis of previous study a candidate can be exempted from completing an entire required unit of study (a 'waiver'). In such cases the candidate will be required to complete an alternative unit of study as prescribed by the Faculty.*

The following information relates to the corresponding sections of the form:

1. Candidature Details

Candidates requesting an exemption or advanced standing should enter their Name, SID, the course name and code for which the advanced standing is sought.

2. Prior Learning

Students must complete either section A) or B).

A) i) Where a student is requesting advanced standing or an exemption from previous study students must list the relevant unit of study code, name, credit points (or hours if credit points are not available), the semester and year the unit was undertaken and the institution at which the unit was undertaken.

Example: PHCM9010, "Community Development", 4 credit points, semester 1, 2005, the University of New South Wales.

Students are required to provide original or certified transcripts with the enrolment record and results from such units. Students also need to provide course outlines and show that the course content of such units is relevant to the course being undertaken.

ii) If the unit(s) of study listed in section A i) has been used by you to obtain a previous qualification, tick the "Yes" box. If the units were undertaken as a part of a non-award or cross-institutional enrolment and have not previously been used to obtain a qualification tick the "No" box.

iii) If, to the best of your knowledge at the time of completing this form, the unit(s) of study listed in section A i) will be used by you to obtain a qualification, other than the course listed in section 1, tick the "Yes" box, if not tick the "No" box.

\* If the completed unit was undertaken whilst enrolled in a course and you have ticked the "No" box you must submit evidence that you have formally discontinued from that course prior to credit being granted.

Example: a student is concurrently enrolled for Master of Public Health and a Master of Law. The student is requesting credit for a unit within the Master of Law towards the Master of Public Health and intends to complete the Master of Law. This student would tick the "Yes" box. If the student does not intend to complete the Master of Law, they are required to provide evidence of a formal discontinuation from the course prior to advanced standing being granted towards the Master of Public Health.

B) Where a student is requesting advanced standing for prior work experience, students should tick the box and provide evidence such as a work report or a detailed letter from the relevant employer (a curriculum vitae is not considered evidence) of having covered the entire content of a unit of study to a satisfactory standard. Please note that advanced standing for prior work experience can only be given for core units of study.

### 3. Request

i) Students must indicate whether they are requesting specific credit, non specific credit or an exemption as defined above.

ii) Students requesting specific credit or an exemption must list the unit of study name, code and credit points for which the credit or exemption, is sought. This unit should be a component of the University of Sydney course in which the student is enrolled.

### 4. Documentation and Declaration

Students must provide original or certified copies of transcripts showing relevant previous study completed OR evidence of having covered the entire content of a unit of study through prior work experience.

Unit of study outlines, detailing the full content of the unit, for the relevant previous study need to be included.

Students should also provide evidence of the current status of the course (ie a continuing enrolment, completion or discontinuation) in which the unit(s) was undertaken where applicable (see section 2 A iii of the How to Complete guide).

Students must indicate how much credit has been granted previously for the current course, in the space provided.

Students must then indicate that, to the best of their knowledge at the time of application, the information they provide is correct by adding their name, signing and dating the declaration.

### 5. Approvals

Requests for credit must have approval from the Unit of Study Coordinator (specific credit only), the Course Coordinator and the Chair of the Board of Postgraduate Studies before credit will be granted.

Requests for exemption must have approval from the Unit of Study Coordinator and the Course Coordinator before an exemption will be granted.

Once the approvals have been given by the Unit of Study Coordinator and the Course Coordinator the form should be forwarded to:

Postgraduate Student Administration Unit  
A27 - Edward Ford Building, Rm 208D  
The University of Sydney NSW 2006  
AUSTRALIA



1. CANDIDATURE DETAILS

Family Name:	Given Names:	Student ID:
Course (eg Master of Medical Education):		Course Code:

2. PRIOR LEARNING (Please complete section A or B)

A) Completed unit(s) of study:

i) Please list the unit(s) of study you have previously completed which covers material relevant to your course.

Unit of Study Code:	Unit of Study Name:	Credit Points:	Year/ Semester:	Institution:

Please note, you will need to provide unit of study outlines and relevant certified transcripts for each unit.

ii) Have you used the unit(s) listed above to obtain a previous qualification?  No  Yes (please detail)

Name of Qualification: \_\_\_\_\_

iii) Do you intend to use the unit(s) listed above to obtain a qualification other than that listed in section 1?

No\*  Yes (please detail)

Name of Qualification: \_\_\_\_\_

B) Prior Work Experience:  I wish to apply for advanced standing based on prior work experience.

If you are requesting advanced standing for prior work experience, please attach details to this form. Please note you will need to supply evidence of having covered the entire content of a unit of study to a satisfactory standard. Refer to the information on how to complete this form for specific details.

2. REQUEST

This request is for

- i)  **Non specific credit** for credit points towards your current course, or
- Specific credit** for a unit of study within your current course (please list the relevant unit below),
- Exemption** from a unit of study within your current course (please list the relevant unit below),

ii) Please list the University of Sydney unit of study for which you are seeking specific credit or an exemption.

Unit of study code:	Unit of study name:	Credit points:
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. DOCUMENTATION AND DECLARATION

Original or certified transcript with relevant unit(s) of study and results or evidence of having covered the entire course content of a unit if study through prior work experience is provided with this form.

Course outlines (if section A i has been completed) are provided with this form.

Evidence of the current status of the course in which the unit(s) was undertaken (where applicable\*) is provided with this form.

I have previously been granted \_\_\_\_\_ credit points of credit toward this degree.

The information I, \_\_\_\_\_ have provided on this form is correct to the best of my knowledge at this time and should I learn that it is incorrect I will notify the Postgraduate Student Administration Unit immediately.

Student Signature:  Date:



Family Name:	Given Names:	Student ID:
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**4. APPROVALS**

Unit of Study Coordinator:  Approve request  Reject request

(Specific credit and exemptions only)

Comments:

Name:	Signature:	Date:
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Course Coordinator:  Approve request  Reject request

Comments:

Name:	Signature:	Date:
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➔ PLEASE FORWARD TO The Postgraduate Student Administration Unit – Edward Ford Bldg (A27)

Chair of the Board of Postgraduate Studies:  Approve request  Reject request

(Specific credit and non specific credit only)

Comments:

Name:	Signature:	Date:
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