Credit (HE) Form

MELBOURNE POLYTECHNIC

Section A: Personal details

Melbourne Polytechnic Student Number:		**DOB:**		**International Student:**	
Family Name:		**Given Names:**			
Mailing Address:					
Phone Number:		**Email Address:**			

Section B: Melbourne Polytechnic Course Details

Melbourne Polytechnic Course Code:		**Melbourne Polytechnic Course Name:**	

On what grounds are you applying for credit?	Credit Transfer - *formal learning*	Recognition of Prior Learning - *life / work experience*
Evidence Requirements *Original or Certified Copies*	• Complete Official Academic Transcripts • Explanation of grading system used in transcripts • Course and Subject Statements / Outlines provided by the institution at the time of study including detail of topics covered, contact hours, program duration and assessment methods • Copy of completed award / qualification	• A portfolio outlining relevant life/work experience or informal study • A summary statement addressing claims for RPL • Evidence to support claims (e.g. position descriptions, referee names and / or reports, professional development activities, resume, evidence of major career achievements)

Section C: Credit Transfer - Articulation / Block Credit

Complete this section if you wish to apply for block credit for previous study or articulate from another course.

Courses Successfully Completed		Melbourne Polytechnic Course Details		SCHOOL USE ONLY		
Institution	Course Title	Subject Code	Subject Name	CRT Approved	Assessor Signature	Date

SCHOOL USE ONLY: RECOMMENDED

SL/ HOP Name:		Signature		Date	

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Section D: Credit Transfer - Individual Subjects (CRT)

Complete this section if you wish to apply for credit on a subject by subject basis

Institution:		Course Title		SCHOOL USE ONLY		

Subject Name	Credit Points	Year Completed	Melbourne Polytechnic Subject Code	Melbourne Polytechnic Subject Name	CRT Granted	Assessor Signature	Date

SCHOOL USE ONLY: RECOMMENDED

SL/ HOP Name:		Signature:		Date:	

Section E: Recognition of Prior Learning (RPL)

Complete this section if you wish to apply for credit on the basis of recognition of prior learning

RPL granted on basis of:					SCHOOL USE ONLY			
Life Experience	Work Experience	Informal Learning	Melbourne Polytechnic Subject Code	Melbourne Polytechnic Subject Name	Portfolio Provided	RPL Granted	Assessor Signature	Date

SCHOOL USE ONLY: RECOMMENDED

SL/ HOP Name:		Signature:		Date:	

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Section F: Applicant Checklist	
I have:	
☐	*provided all personal details requested at Section A*
☐	*indicated the basis under which I am applying for credit at Section B, and completed the appropriate section(s) of the application form*
☐	*attached relevant evidence (original / certified copy / portfolio) to support each instance of prior learning listed in my application for credit*
☐	*signed and dated the Applicant Declaration at Section H*

Section G: International Student Only		
If applicable, **New Course End Date:**		**International to be notified see below Section J**

Section H: Applicant Declaration

I hereby certify that all information and evidence I have provided for this application are correct and complete. I understand that to provide incorrect information or withhold relevant information relating to my application, including academic transcripts, might invalidate my application and lead to cancellation of my enrolment at Melbourne Polytechnic.

Should Melbourne Polytechnic determine that I have submitted false or misleading documentation, I consent to Melbourne Polytechnic disclosing this information to other relevant tertiary institutions.

I have read Melbourne Polytechnic's Student Privacy Statement (available at http://www.melbournepolytechnic.edu.au/privacy) and understand the purposes for which my personal information will be used. I agree to abide by Melbourne Polytechnic regulations and policies.

This application for academic credit will be assessed and Credit Transfer (block/specified/unspecified) and/or RPL will be approved in respect to the subjects tabled above. Once accepted, academic credit for a subject can only be amended or reversed at the discretion of the Head of School.
Acceptance of academic credit may reduce the amount of time required to complete this course and/or limit enrolment to part-time for one or more semesters. This may, in turn, affect a domestic student's eligibility for allowance payments or an international student's compliance with visa conditions. Advice should be sought from Centrelink or the International Office, as appropriate.

Applicant Signature		**Date**	

Section I: Approval Process

SCHOOL USE ONLY				
RECEIVED BY SCHOOL	NAME:		DATE:	
RECOMMENDED SENIOR LECTURER / HEAD OF PROGRAM	NAME AND SIGNATURE:		DATE:	

APPROVED HEAD OF SCHOOL	NAME AND SIGNATURE:		DATE:	
Section J: Notifications				
STUDENT NOTIFIED BY	NAME:		DATE:	
ACADEMIC REGISTRY NOTIFIED BY	NAME:		DATE:	
INTERNATIONAL OFFICE NOTIFIED BY (if applicable)	NAME:		DATE:	
INFORMATION SERVICES USE ONLY				
SKILLS RECOGNITION OFFICER SIGNATURE			DATE:	