

Application for Credit Transfer through Credit for Recognised Learning (CRL)



If you are using an Apple computer, tablet or smart phone, you must download and complete this form using [Adobe Reader](#)

APPLICATION DEADLINE

For application of unit(s) you are enrolled in or are intending to enrol into for the upcoming study period; you will need to submit your completed application and supporting documentation to the relevant submission office (see next page) by the **On-time deadline***: [Friday of the first week of Semester commencement](#).

If your complete application is not received by the **On-time deadline***, you will be liable for any fees or debt for the enrolled unit(s) past the census date. Please refer to the [Credit for previous study or work experience webpage](#) for further information on application deadlines. *OUA applicants may have different deadlines, please check with your submission office or view the [OUA academic calendar](#) for further information.

PERSONAL DETAILS

Curtin ID (if known): Title: Family Name:
Date of Birth: Given Name:
Mobile: Email:

COURSE DETAILS The course you are applying for

Study Package Code: (e.g. B-ARTS)
Course Title: (e.g. Bachelor of Arts)
Major/Minor/Stream: (e.g. Fine Art Major)

CREDIT TRANSFER – UNIT EXEMPTION Please refer to the 'Forms of Credit' section on the next page

Are you currently enrolled in unit/s which you are applying for credit? Yes No

If 'Yes', please ensure that you are submitting your application by the CRL deadline. For deadline information, refer to the 'Application Deadline' section on the next page.

EQUIVALENT CURTIN UNIVERSITY UNIT/S		PREVIOUSLY STUDIED UNIT/S*		
Curtin Unit Code	Curtin Unit Title	Unit Code	Unit Title	Institution

* FOR CREDIT REQUEST BASED ON RELEVANT PRIOR PROFESSIONAL (WORK) OR LIFE EXPERIENCE

You **must** complete the [Supplement for Credit Transfer based on relevant Prior Professional \(work\) or Life Experience \(Informal Learning\)](#) form and attach it to this completed form.

Are you switching from an incomplete Curtin University course to another Curtin course? Yes No

If 'Yes', please note that you may be eligible for Unit Transfer. Please refer to the 'Forms of Credit' section on the next page.

Are you an international student on a student visa? Yes No

If 'Yes', please read the 'International Students' section on the next page.

Application Declaration

I have read and understood the Policy and Processes information on the next page.

I have submitted the necessary official original scan/certified documentary evidence in support of my credit request.

I authorise the University to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.

I acknowledge that submitted documents will not be returned to me.

I acknowledge that it is my responsibility to submit this complete application by the On-time deadline of any enrolled unit's census date or I will be liable for any fees or debt for the enrolled unit(s).

I acknowledge it is my responsibility to ensure I receive a revised study plan if this is required due to the granting of credit.

I understand I must attend all enrolled classes until I receive notification of the outcome of this application via the [Official Communication Channel](#).

I understand that if I intend to join a professional body using a Curtin award, it is my responsibility to ensure that the exemption(s) granted meets the requirements of that body.

I hereby certify that the information provided in this application is true and correct.

NB: Please keep a copy of this application and supporting documentation for your records.

Signature of Applicant

Date

Policy and Processes Information

Where to submit your completed Credit for Recognised Learning (CRL) application (relevant submission offices)

Domestic students email to crl@curtin.edu.au

International students, email to tne_pathways@curtin.edu.au

Open Universities Australia (OUA) students, email to opencurtin@curtin.edu.au

Credit for Recognised Learning (CRL) is administered by the University Admission Centre.

Application Deadline

For application of unit(s) you are enrolled in or are intending to enrol into for the upcoming study period; you will need to submit your completed application and supporting documentation to the relevant submission office (see above) by the **On-time deadline***: **Friday of the first week of Semester commencement**. Please refer to the [Credit for previous study or work experience webpage](#) for further information on application deadlines.

*OUA applicants may have different deadlines, please check with your submission office or view the [OUA academic calendar](#) for further information.

Currently enrolled in unit/s which you are applying for credit

If the completed application is not submitted by the **On-time deadline**, you will be liable for any fees or debt for the enrolled unit(s) past the census date.

Fees and Charges

A late application fee applies if urgent processing is required for graduation.

Supporting documentation **(Please note that incomplete applications will not be actioned)**

For units not studied at Curtin University you must attach:

- Official documents to confirm your completed study/work experience as per the [Scanned documents and certification requirements and guidelines](#).
- For formal study you must attach your official academic transcript with the marking key as per the [Scanned documents and certification requirements and guidelines](#).
- Unit Outlines for each unit studied for which you are requesting Credit Transfer.
- For Credit Transfer based on relevant Prior Professional (work) or Life Experience you must supply information as per the [Supplement for Credit Transfer based on relevant Prior Professional \(work\) or Life Experience](#).
- If the original document is not issued in English, an official translation from a recognised translation service (National Accreditation Authority for Translators and Interpreters (NAATI)) must be provided.

Brief overview of Credit Transfer policies and process.

Please read the Credit for Recognised Learning (Credit) Manual at [Credit for Recognised Learning Policy \(Credit Manual\)](#) for full details.

- A maximum of 67% of the credit value of your Curtin course or the duration of the course less one year, whichever is the greater, may be granted for previous study. This may be less in some Faculties.
- Credit for units will not be granted for prior learning or experience completed more than ten years previously. A shorter timeframe of less than ten years may be applied to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since prior study occurred.
- Prior Professional (work) or Life Experience must be directly relevant to the unit for which Credit Transfer assessment is sought and a maximum of 33% of the credit value of a 3-year Bachelor course, 25% of a 4-year Bachelor course or 33% of a postgraduate course may be granted for this type of CRL.
- Credit Transfer will not usually be granted for study completed below the Australian Qualifications Framework (AQF) Diploma level or equivalent.
- Credit Transfer will not be granted based on units which themselves were the outcome of being granted a Credit Transfer.
- Previously studied units can only be used once in any particular course for Credit Transfer.
- Authority to approve Credit Transfer, which is compliant with CRL Policy, rests with the relevant Faculty Pro Vice-Chancellor.
- You must obtain a revised study plan if the granted Credit Transfer affects your study program.

Forms of Credit

Option/ Elective credit is applied only to a structured course (coursework program). It may be granted on the basis of completed study or work experience. If it is based on completed study, this type of credit is expressed as a total amount of credit and will appear on your plan and academic record as General or Elective. If it is based on work experience, you will need to specify the unit in your request and it will appear on your plan and academic record as exempt.

Unit exemption may be granted on the basis of equivalent study completed in a course either at Curtin or another institution, or on the basis of relevant Prior Professional (work) or Life Experience. This is granted against a specific unit and will appear on your plan and academic record as exempt.

Unit transfer (or automatic credit) refers to the transfer of identical units from one Curtin course to another Curtin course. These units will be automatically recorded on your study plan as credited (if they are the same unit number and version). For further information about the arrangements, please contact your [Student Services Office](#).

Designated Credit. This is similar to unit exemption but is granted for completion of Curtin units provided by our specific articulation providers (e.g. Curtin College). The units will appear as designated on your academic record and its credit amount, grade and mark are recorded against the unit.

Notification: You will be notified through the [Official Communication Channel \(OCC\)](#) of the outcome of your application. Any indication from any other source prior to this official communication, regarding the outcome of this application, is an indication only and should not be viewed as the official outcome. If you are not granted the requested Credit Transfer you will be informed of the reason for the rejection. You must not consider that your credit transfer has been granted until you have received official notification via OCC in OASIS. It is a condition of your enrolment that you check the OCC at least once a week.

¹ Should you be issued with a Conditional Letter of Offer, the outcome will only be formalised after you have satisfied all the conditions on your offer.

² Please note that is a condition of your enrolment that you check the OCC at least once a week.

Appeals: If you believe your application has not been fully or fairly assessed you may request a review of the application with the relevant Assessment Officer. You may also lodge a formal written appeal within 10 working days of receipt of notification of the outcome of your application. Please refer to the Appeals against Credit Decisions section of the [Credit for Recognised Learning Manual](#)

International Students: Granting of credit transfer may affect your course duration. The revised course duration and course completion date will be reported to the Department of Immigration and Border Protection.