

Faculty of Arts and Social Sciences

Student Services Policy and Procedure for: Credit for Previous Undergraduate Study

I. General Information and Conditions for Approval

This policy must be read in conjunction with the *Admission: Advanced Standing, Credit and Exemption Policy* (1998 & as amended) and the University of Sydney (Coursework) Rule 2000.

Students who have undertaken prior tertiary-level study may be granted credit towards their current award course in the Faculty of Arts and Social Sciences on a unit of study basis. Students who have successfully applied for credit receive advanced standing in their award course, i.e. each credit granted reduces the total number of units the student must complete within their award course by one.

The total amount of credit granted towards an undergraduate award course may not be greater than 96 credit points, and may not include more than 48 credit points from a degree that has been conferred. Students granted credit from previous studies must complete a minimum of 48 credit points in units offered at the University of Sydney as enrolled candidates for the degree concerned.

There is a ten (10) year limit on completion of award courses and credit is counted within this time limit, e.g. credit from studies undertaken eight (8) years ago will be counted only if the University of Sydney award is completed within two (2) years.

Credit will be offered in accordance with the resolutions for the award course in which the student is enrolled. Any student wishing to claim credit towards their current award course must consult the resolutions governing the award of the degree in the current edition of the Faculty of Arts and Social Sciences handbook.

Credit can only be granted on the basis of prior original study; a student cannot use previous credit or advanced standing as the basis of credit sought.

II. Forms of Credit

Credit for tertiary study is assessed as either:

Specified Credit

Specified credit is only granted for units of study that can be demonstrated as an exact or near exact equivalent to a unit of study currently offered at the University of Sydney, or

Unspecified Credit

Unspecified credit may be granted when an exact or near exact equivalence cannot be demonstrated. Unspecified credit may be in a particular subject area and is assigned a credit point value and level (junior or senior).

III. When to Apply

Credit will not be granted for prior study at another tertiary institution if it is equivalent to units of study completed at the University of Sydney with a grade of pass or better. For this reason it is in the applicant's best interests to finalize their credit arrangements prior to the commencement of their new award course at the Faculty of Arts and Social Sciences.

Applications for credit will not be accepted after the first semester of study unless the student has been granted approval to complete [outbound cross-institutional study](#), or where approved credit will result in completion of the award.

Once credit has been granted it cannot be reversed. Students must carefully consider the implications for future study plans (e.g. desired major/s) *before* accepting credit.

IV. Supporting documentation

Credit for units of study not completed at the University of Sydney will only be considered if the following documents are provided at the time of application:

- A complete, officially certified academic transcript for all tertiary-level studies undertaken
- Detailed Unit of Study outlines, as at the time of completion of the unit/s. The outline must contain the following information:
 - Contact hours
 - Assessment methods
 - Topics covered
 - Learning outcomes
 - Lecture and tutorial program
 - Recommended text and reference books
 - Credit point value

Any outline in a language other than English submitted for consideration under this policy must be accompanied by a certified translation, except where the approving academic is a speaker of that language. In this case, in lieu of a translation, the academic *may* note on the original that the original has been reviewed and certified and that no English translation will be submitted.

IV. Procedures for applying for Undergraduate Credit

1. Be familiar with this policy and understand the legitimate grounds for making an application
2. Obtain and submit an official academic transcript and detailed outlines for each unit of study proposed for credit assessment and submit together with the *Application for Undergraduate Credit* form
3. Lodge the form and supporting documentation in person at the Faculty of Arts and Social Sciences Student Enquiry office within the timeframes specified in this policy.
4. Approval will be granted for either specified credit or for unspecified credit. The granting of unspecified credit is at the discretion of the relevant Department.
5. The outcome will be communicated by university email within two (2) weeks of receipt of the application
6. Following receipt of the credit offer students should immediately attend the Faculty of Arts and Social Sciences information office to vary enrolment if enrolled in units of study for which credit has been offered.
7. Students may use the credit offer if necessary to prove that prerequisites for senior units have been met.
8. Approved credit will be added to the student's academic record in the current award course and will not be reversed.