1. GENERAL INFORMATION

Students that have undertaken prior tertiary-level study (including a completed TAFE Certificate or Diploma) may be granted advanced standing towards their current award course in the Faculty of Science. The University’s policy on Advanced Standing, Credit and Exemption is located at: [http://sydney.edu.au/policy](http://sydney.edu.au/policy)

In the Faculty of Science, advanced standing is recognised in the form of credit granted on a unit of study basis. Credit will be offered in accordance with the resolutions for the award course in which you are enrolled in the Faculty of Science. If you wish to claim credit towards your current award course you should first consult the resolutions governing the award of your degree in the current edition of the Science Handbook.

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. Postgraduate award courses have particular credit restrictions (refer to Specific Advice).

Credit for prior learning can only be offered for study completed less than ten years before admission to candidature in the Faculty of Science.

Credit can only be granted on the basis of prior original study; therefore, you cannot use previous credit or advanced standing as the basis of credit sought. Credit will not be granted for a prior unit of study that was discontinued, or where a grade of fail or pass concessional (or equivalent) was awarded.

Credit will not be granted for prior study at another tertiary institution if it is equivalent to units of study that have already been completed at the University of Sydney with a grade of pass or better. For this reason it is imperative that all students eligible to apply for credit do so at the commencement of their new award course in the Faculty of Science.

2. FORMS OF CREDIT

Credit for prior tertiary study can be offered as either:

**Specified Credit**
Specified Credit is only granted for units of study undertaken at the University of Sydney that can be demonstrated as an exact or near exact equivalent to a Unit of study currently offered at the University of Sydney.

**Unspecified Credit**
Unspecified credit is granted when an exact or near exact equivalence cannot be demonstrated, and is usually granted for study not undertaken at the University of Sydney. Unspecified credit is assigned a credit point value, level (Junior, Intermediate or Senior), and may be in a particular subject area.

**Block Credit**
Block credit is granted where prior study is deemed to be comparable to an entire block period of an award course, such as a semester or a year.

*Block credit is only granted to students admitted into Second-year Entry for the Bachelor of Medical Science (UAC code:512081/522081). It is not necessary for students admitted into Second-year Entry for the Bachelor of Medical Science award course to apply for credit.*

3. WHO SHOULD APPLY?

All students entering a new award course wishing to obtain credit for prior study undertaken at the University of Sydney, another tertiary institution, or TAFE. There are strict limitations on credit that can be granted towards postgraduate award courses (refer to Specific Advice).

Students that wish to have study undertaken at the University of Sydney Undergraduate Summer/Winter School credited towards their undergraduate award course. *This is the only case where an International student can apply for credit with the Faculty of Science.*

Students resuming the same award course at the University of Sydney after an absence should not apply for credit.

International students entering a new award course should not apply for credit with the Faculty of Science. International students should request credit on their application for admission submitted to the International Office.

4. WHEN TO APPLY?

Applications should be submitted on the day that you enrol so that your application can be processed by the beginning of semester.

Application deadlines for each academic semester are advertised on the Faculty of Science website. Application deadlines are strictly enforced to enable timely processing and ensure that credit offers are finalised by semester enrolment dates.

Applications received after the due date for each semester will not be processed until the following semester. This will have implications for your enrolment and the credit that can be granted (see General Information).
### 5. REQUIRED DOCUMENTS

A credit for prior tertiary study application must be submitted before any credit can be granted. All students will be advised of the outcome of their application by letter to the correspondence address provided on their application.

**Complete a credit for prior tertiary study application form**

You are encouraged to use the interactive features of the online application form. Please indicate the subject area that your prior units approximate so that your application is assessed by appropriate staff. Submit a separate application for each institution at which prior study was undertaken.

**Provide documentary evidence of prior tertiary study**

Your application will not be considered without your academic history. Please attach complete, officially certified academic transcripts for all tertiary-level studies undertaken. Original academic transcripts will be retained by the University of Sydney unless specifically requested.

**Provide detailed descriptions of prior units of study completed, as at the time of completion of the units.**

Descriptions will normally be an extract from a Handbook or a unit of study syllabus/outline, and should include the credit point value/contact hours, learning outcomes, assessment details, texts and references, and contact details for each unit of study.

Unit of study descriptions are not required for prior study undertaken at the University of Sydney.

### 6. APPLICATION PROCESS

**Enrolment while awaiting a credit offer**

If you are applying for credit for prior study undertaken at the University of Sydney you will be able to enrol as normal, provided that you meet prerequisites for Intermediate or Senior units of study.

If you are applying for credit for prior study at another tertiary institution you are advised to either:

1. enrol as if you have not received credit; or
2. obtain special permission to enrol in Intermediate or Senior units of study by taking a copy of your transcript and unit of study descriptions to the co-ordinators for each individual unit of study. Unit of study co-ordinators are listed with unit of study descriptions in the current version of the Science Handbook.

**Credit offers**

After your application is processed you will be sent a letter via email to your University Email Address offering credit for prior study. Credit offers are made in accordance with the resolutions for the award course in which you are enrolled in the Faculty of Science and are approved by an Associate Dean acting with the authority of the Dean of Science.

Credit offer letters are accompanied by a credit acceptance form. To accept your credit offer, follow the instructions on the credit acceptance form, sign the form, and return the form before the due date indicated on the acceptance form.

If you do not return your credit acceptance form by the due date, signed and indicating that you wish to accept all or some of the offered credit, your credit offer will lapse.

If you choose to accept only some of the offered credit, with no exception, you are not permitted to reapply for the assessed credit you declined at a later date.

If you believe that the credit offer has not been made in accordance with the resolutions for your current award course you should write and submit a formal letter detailing your concerns to the Faculty of Science Student Information Office. On receipt of your letter, your credit offer will be reviewed and a new offer made. The new offer may not differ from your original credit offer.

**Enrolment variation**

Following receipt of your credit offer you should immediately attend the Faculty of Science Student Information Office to vary your enrolment if you have enrolled in units of study for which you have been offered credit. You will be able to use your credit offer to prove that you have met prerequisites for Intermediate and/or Senior units of study.

*You will not be able to vary your enrolment online using MyUni because credit will not yet be entered in the central student information system.*

**Granting credit**

After you accept your credit offer, credit for prior study will be granted and added to your academic record in your current award course. You will not receive notification that this has been done, but if you require confirmation you can request an internal academic transcript from the Faculty of Science Student Information Office following the HECS census date for the relevant semester.

### 7. APPLICATION FORMS

Application forms are available as interactive online forms from the Faculty of Science website: [http://sydney.edu.au/science/cstudent/ug/forms.shtml](http://sydney.edu.au/science/cstudent/ug/forms.shtml)

A hard copy can be obtained from the Faculty of Science Student Information Office.

### FACULTY OF SCIENCE DETAILS

<table>
<thead>
<tr>
<th>Faculty of Science Information Office</th>
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<tbody>
<tr>
<td>Room 207 (Level 2)</td>
</tr>
<tr>
<td>Carslaw Building F07</td>
</tr>
<tr>
<td>University of Sydney NSW 2006 AUSTRALIA</td>
</tr>
</tbody>
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**Counter Hours**

| Mon - Thurs: 10am - 4pm / Friday: 10am - 1pm |
| T +61 2 9351 3021                             |
| F +61 2 9351 4846                             |
| E science.information@sydney.edu.au          |
SPECIFIC ADVICE: Credit or Prior Tertiary Study

FOR UNDERGRADUATES

Bachelor of Science (Advanced), Bachelor of Science (Advanced Mathematics), Bachelor of Science (Advanced)/Bachelor of Medicine and Bachelor of Surgery and Bachelor of Science (Advanced)/Bachelor of Arts
New students enrolling into an Advanced Science award course that have undertaken prior study can apply for credit. It is unusual for study undertaken at another institution to be granted credit for Advanced-level units of study. This is not a problem for students applying for only Junior units of study because there is no requirement to take Junior units of study at the Advanced level.

If you have undertaken more than one year of prior study before entering into an Advanced award course you may not be entitled to credit for all study undertaken. You should ensure that you will be able to meet Intermediate and Senior requirements for the Advanced degree before lodging your application and/or accepting offered credit.

Bachelor of Medical Science
Students enrolling as new students into the Bachelor of Medical Science award course are advised that credit will not enable you to progress directly into core Intermediate BMED units of study. Prerequisites for Intermediate BMED units of study are such that anything less than 42 credit points of Junior units of study specified in the resolutions for the degree will not enable students to undertake these units on entry to the award course.

Only students admitted into Second-year Entry for the Bachelor of Medical Science (UAC code: 512081/ 522081) will be able to proceed directly into second-year units of study.

FOR POSTGRADUATES

Only prior study obtained at a postgraduate level may be counted towards a postgraduate award course at the University of Sydney.
Credit for prior study will not be granted towards any award course of a lesser credit point value than a Graduate Diploma (48 credit points).

Unless otherwise stated, external credit is not available to students enrolled in postgraduate programs.

No more than half of the credit point value for the award course in which you are enrolled can be granted, unless otherwise specified by the following award course restrictions.

Doctor of Clinical Psychology/Doctor of Philosophy and Doctor of Clinical Psychology/Master of Science
A candidate who, before admission to candidature, has spent time in graduate study and, within the previous three years, has completed (prior) coursework considered by the Dean to be equivalent to units of study prescribed for the combined award course, may receive credit of up to 48 credit points towards the requirements for the Doctor of Clinical Psychology provided that the (previously) completed work was not counted toward the requirements of another (conferred) degree.

Graduate Diploma in Psychology
Students may apply for credit, not exceeding 24 credit points, if they have already completed studies which the Faculty deems equivalent to those included towards degree. Such units of study must have been completed within the previous ten years.

PRIVACY STATEMENT

The University of Sydney complies with Australian and New South Wales privacy laws and guidelines. Information collected is treated as confidential and is used for administrative or educational purposes and to maintain contact with students during and after completion of studies at the University of Sydney. To comply with legal and administrative obligations personal information is supplied to government agencies. Personal information will not be disclosed unless you agree or the law requires disclosure. Personal information may be used to prepare statistical information which is then distributed in a form that does not identify the individual.