



## Application for Credit Standing from Previous Study

### Instructions to Students

1. All sections of this form must be completed correctly or the form will not be processed.
2. **All information must be submitted to the Faculty office at least 2 weeks before the commencement of the semester in which the unit of study is offered.**
3. Complete a separate application form for each unit of study for which credit is requested.
4. You must provide an original academic transcript or result notice/s for certification by Faculty of Veterinary Science staff.
5. You must provide copies of detailed unit of study outlines from the handbook of your current or previous institution. These should be attached to the credit application form, and include the duration, scope and relative load of each course (i.e. semester or full year, number of weeks, etc.), as well as a list of lecture and practical class topics.
6. Only units of study in which you obtained a grade of Credit or better (>65%) may be assigned credit. Do not include in your application any units of study which were not completed, or which you failed.
7. Studies completed more than **5 years** before application will not be considered.
8. Year 1 International students may apply for credit upon receipt of the confirmation of enrolment (COE) and be given a provisional assessment, pending official confirmation of documents.

Student Details			
Last Name:		First Names:	
SID:	<b>Degree:</b> BAnVetBioSc BVSc	<b>Year:</b> 1 2 3 4 5	
Correspondence address:			
Suburb:		State:	Postcode:
Email:			
Phone (home):		Mobile:	

Details of unit/s of study completed in a previous degree in support of this application						
Institution	Country	Degree	Unit/s of study completed in support of this application	Year completed	Credit point value	# teaching hours per semester
<i>Example Uni of Melbourne</i>	<i>Australia</i>	<i>BSc</i>	<i>521 Biochemistry &amp; Molecular Biology</i>	<i>2006</i>	<i>12</i>	<i>38hrs/sem</i>

University of Sydney unit for which credit is requested				
Unit of Study for which credit is requested (unit code & name)	Date & person sent to for approval	Approved or not approved	Signature, unit of study coordinator	Date returned

Supporting Documents	
I have attached my academic transcript in support of this application (please circle)	yes / no
I have attached my detailed unit/s of study outlines support of this application (please circle)	yes / no

### Faculty Policies on credit standing

- Only units of study in which you obtained a grade of Credit or better (>65%) may be assigned credit.
- Studies completed more than **5 years** before application will not be considered.
- The previous study must be in a relevant context to the unit for which credit standing is sought: this 'relevant context' to be determined by the unit of study coordinator.
- The content of unit(s) previously studied must overlap by a minimum of 75% the content of the unit for which credit standing is sought. Applications where previous study has not included vital components of the unit in which credit standing is sought will be rejected, even if the vital component constitutes less than 25% of the unit.
- **Successful credit applications may result in a part time enrolment**, full time loading cannot be guaranteed due to timetable and pre-requisite constraints.
- Credit applications will only be cancelled in exceptional circumstances and with the approval of the Associate Dean for Learning and Teaching and/or Associate Dean Students. Students are advised to consider the possible consequences of their application *before* submitting to the Faculty Office.
- If your credit application is successful, the average mark obtained for the unit by *your cohort* will be used when calculating your Weighted Average Mark for honours.

Declaration			
<b>Your application cannot be considered unless you accept all the conditions set out below by signing and dating this declaration.</b>			
1. I have read and understand all the instructions and policies on this form. 2. All of the information supplied by me on this form is complete and correct. 3. I understand that if my application for credit is successful, I may not be able to enrol in a full time load. I may be able to enrol in units from later year/s of my degree program with the permission of my year coordinator, and subject to timetable and pre-requisite constraints. However, I understand that a full time enrolment cannot be guaranteed. 4. I understand that applications for credit may only be cancelled in exceptional circumstances.			
<b>Signature:</b>		<b>Date:</b>	

Faculty Approval	
Signature:	Date:
Sub Dean for BAnVetBioSc or BVSc	

Faculty Office Use Only	Date & initial
Original on Faculty Credit File	
Letter of advice to student (cc Faculty Credit file)	
Withdraw UoS on FlexSIS (if approved)	
Credit entered on FlexSIS (if approved)	