


 ID: 

# ACCEPTANCE OF CREDIT TRANSFER – INTERNATIONAL STUDENTS

## CRE-I

THIS FORM MUST BE LODGED IMMEDIATELY UPON ENROLMENT AT GRIFFITH UNIVERSITY

### 1. YOUR APPLICATION

Has Griffith International provided a Notification of Credit Transfer to you?  Yes  No If YES, please attach a copy.

Have you attached a complete and up-to-date official academic record?  Yes  No

Do you wish to apply for any additional credit transfer?  Yes  No

If NO, then NO additional paperwork is required. You do not need to complete sections 4, 5 and 6 on the second page.

If YES, please complete details on the first page and list any additional courses you wish to apply for credit transfer on the second page under section 4, 5 and 6.

### 2. PERSONAL DETAILS

Griffith Identification number:

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**Name**

Family name:

First name:

Other names:

Griffith student email address:

@student.griffith.edu.au

**Mailing address:**

No and street:

Suburb/town:

State:

Country:

Postcode:

Date of Birth:

/ /

Gender:

Male

Female

Home telephone number:

Work/mobile telephone number:

### 3. GRIFFITH PROGRAM DETAILS

Information about your Griffith program (i.e degree) can be found on your letter of offer from Griffith University or via the Programs and Courses website: [www.griffith.edu.au/programs-courses](http://www.griffith.edu.au/programs-courses). Your Griffith Academic Transcript that can also be viewed via the Griffith Portal.

Program code:

NOT CRICOS code

Program title:

Academic plan:

i.e. Major, Minor, Specialisation, Teaching area

When do/did you commence this program?

Semester:

Year:

Have you previously submitted an application for credit towards this program?  Yes  No

### 4. PREVIOUS STUDIES (Complete only if applying for additional credit transfer)

If you have undertaken previously post secondary studies, please state below as you may be eligible for credit.

Previous program:

Years enrolled:

Name of Institution and Country: (in full)

Was the program completed?

If not, what portion of the program was completed?

 Yes

 No

(RETURN TO GRIFFITH)



**WHO SHOULD APPLY FOR CREDIT?**

Griffith University awards credit for formal study undertaken in recognised tertiary institutions in Australia, including universities, colleges, TAFE, other post-secondary institutions and recognised overseas institutions.

**LIMITS ON CREDIT AND MINIMUM STUDY REQUIREMENTS AT GRIFFITH**

<b>Upper limits of credit towards Griffith courses are:</b>	<b>Minimum study requirements at Griffith University:</b>
Bachelors degree 3 years            up to two-thirds	<b>Notwithstanding the amount of credit which may be given towards a bachelors degree, a student</b> undertaking a three year degree <b>is required to complete a minimum of 80 credit points of second and third year courses</b> which are part of the degree requirements of the Griffith degree which the student is undertaking and <b>which have not been credited towards another award</b> . In the case of a four year degree, the requirement is 110 credit points at second, third and fourth year level.
Bachelors degree 4 years            up to two-thirds	
Graduate Certificate                    up to half	
Graduate Diploma                    up to one-quarter	
Masters 1.5 years                        up to one-third	
Masters 1 year                            up to one-quarter	
Honours                                    up to one-quarter	

**CREDIT TRANSFER POLICY / CREDIT PRECEDENT AND ARTICULATION DATABASE**

The **Credit Transfer Policy** and **Credit Precedent and Articulation database** is available from the Griffith web site at [www.griffith.edu.au/credit/](http://www.griffith.edu.au/credit/). If you are viewing credit precedents from the Credit Precedent and Articulation database and there is no precedent for the program you previously studied, an assessment will be made to determine credit.

**STUDENTS TRANSFERRING FROM ONE GRIFFITH PROGRAM TO ANOTHER**

**Undergraduate Students** do NOT need to submit a credit application.

**Postgraduate Students** MUST submit a credit application.

If you changed into a similar program at Griffith and have a program change noting on your academic record you will see a credit noting on your academic record, however can refer to the Credit Precedent Database for course equivalencies. For more information refer to 'Transfer of Credit for Students Internally Transferring' at [www.griffith.edu.au/credit/](http://www.griffith.edu.au/credit/).

**PROFESSIONAL ACCREDITATION**

Some programs are structured to enable those who graduate to apply for professional accreditation. Some accreditation bodies may not recognise those courses for which credit is granted. Please contact the appropriate accreditation body directly if you wish to clarify this issue. The Advanced Standing Policy of the Certified Practising Accountants and the Chartered Accountants is located in the Schools of Accounting Notice boards on each Campus.

**COMPLETING THE FORM**

Complete all relevant details on the first page. On the second page you must list your equivalent courses previously studied and equivalent Griffith University courses in the relevant sections to ensure you are awarded maximum and appropriate credit. To assist, you may check the Credit Precedent and Articulation Database on the Griffith web site at [www.griffith.edu.au/credit/](http://www.griffith.edu.au/credit/).

**DOCUMENTARY EVIDENCE**

Credit will not be displayed on your Griffith University Academic Record until your official academic records are sighted.

Official Academic Records of previous study may include any:

- **Official Academic Record** and an explanation of grades
- **Completed TAFE/VET awards**
- **Official Institutional detailed course outlines**, which include: level of study, topics covered, duration of the course, contact hours, methods and duration of assessment, textbooks used for each course studied previously and completed.
- **Teaching Professional Practice Reports** including documentation outlining duration of placement, activities undertaken, e.g. observation or number of lessons taught (if applicable)

You may send copies with the application and then bring originals plus photocopies to the relevant Student Centre for certification by University staff.

**Originals will not be returned** unless you specifically request by ticking the box on the application form.

**ENQUIRIES ABOUT CREDIT**

To enquire about applying for credit, please contact:

Student Administration Centre  
Brisbane: (+61 7) 373 57700 | Gold Coast: (+61 7) 555 28811

**LODGING INSTRUCTIONS**

Lodge **by mail or in person** the application form and any documentary evidence to any Student Administration Centre.

<b>STUDENT ADMINISTRATION CENTRES</b>		
<b>GOLD COAST CAMPUS</b>	<b>NATHAN CAMPUS</b>	<b>LOGAN CAMPUS</b>
G33 - Student Centre <i>Street Address:</i> Parklands Drive Southport QLD 4215  <i>Mailing Address:</i> Student Administration Gold Coast Campus Griffith University QLD 4222	<b>Undergraduate students</b> N54 - Bray Centre <b>Postgraduate students</b> N16 2.01 - Macrossan Building  <i>Street Address:</i> 170 Kessels Road Nathan QLD 4111  <i>Mailing Address:</i> Student Administration Griffith University 170 Kessels Rd Nathan QLD 4111	LO4 - Community Place <i>Street Address:</i> University Drive Meadowbrook QLD 4131  <i>Mailing Address:</i> Student Administration Logan Campus Griffith University University Drive Meadowbrook QLD 4131
<b>MT GRAVATT CAMPUS</b>	<b>QUEENSLAND COLLEGE OF ART</b>	<b>QUEENSLAND CONSERVATORIUM</b>
<b>Undergraduate students</b> M06 - Education Building <b>Postgraduate students</b> M10 2.11 - Social Sciences Bldg  <i>Street Address:</i> Messines Ridge Road Mt Gravatt QLD 4215  <i>Mailing Address:</i> Student Administration Mt Gravatt Campus Griffith University Nathan QLD 4111	SO3 Room 2.23 <i>Street Address:</i> 226 Grey Street South Bank QLD 4101  <i>Mailing Address:</i> Student Administration Queensland College of Art Griffith University PO Box 3370 South Brisbane QLD 4101	SO1 Room 2.37 <i>Street Address:</i> 16 Russell Street South Bank QLD 4101  <i>Mailing Address:</i> Student Administration Queensland Conservatorium Griffith University PO Box 3428 South Brisbane QLD 4101

### PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at [www.griffith.edu.au/ua/aa/vc/pp/](http://www.griffith.edu.au/ua/aa/vc/pp/) or Telephone (+61 7) 373 57700 or (+61 7) 555 28811

### THE OUTCOME OF YOUR APPLICATION

Once you have submitted your credit application, with supporting documentation:

- your credit application is assessed;
- you will be notified after enrolling as follows:  
if **no** credit is awarded, via a Checklist on the Griffith Portal and/or your student email account.  
if credit is awarded, via a noting on your academic transcript.

You can view your award of credit on your Unofficial Academic Transcript and/or print a copy of your award of credit by accessing a Transfer Credit Report via the Griffith Portal. This information should be available by the commencement of week 1 of semester. If this information is unavailable by the commencement of week 1, you may enquire by emailing [credit@griffith.edu.au](mailto:credit@griffith.edu.au).

Your academic transcript will have a noting for **specified** or **unspecified** credit.

<b>Specified Credit</b>	<b>Unspecified Credit</b>
<p>If you are granted <b>specified credit</b> the noting may read as follows: Transfer Credit from (institution) Applied Toward (GU program) SUBJECT AREA /COURSE CODE/COURSE TITLE/CREDIT POINTS/T GRADE e.g. Transfer Credit from James Cook University Applied Toward LLB/BBus – Law and Business Program LAW 1002PPP Introduction to Law 10.00 T</p> <p><b>What does this mean?</b> You do <b>not</b> have to complete the courses listed in the noting. You will be withdrawn from these courses when the credit noting is made. The grade, which will be recorded against a course in which a student is enrolled in the current semester and for which a student may be awarded specified credit, is determined at the date of receipt of the application.</p>	<p>If you are granted <b>unspecified credit (electives)</b>, the noting will read as follows: Transfer Credit from (institution) Applied Toward (GU program) SUBJECT AREA /COURSE CODE/COURSE TITLE/CREDIT POINTS/T GRADE e.g. Transfer Credit from James Cook University Applied Toward LLB/BBus – Law and Business Program CREDIT 1999TRCR 1<sup>st</sup>Year Unspecified Elective 20.00 T</p> <p><b>What does this mean?</b></p> <ol style="list-style-type: none"> <li>1. You <b>may not</b> have to complete electives in your degree to the value of credit given. Unspecified credit can be counted towards general electives.</li> <li>2. <b>Unspecified credit cannot be counted towards a specific course.</b></li> </ol>

### ENROLLING IN COURSES ONCE YOU HAVE CREDIT

If you are awarded credit, refer to Program Catalogue [www.griffith.edu.au/programs-courses/](http://www.griffith.edu.au/programs-courses/), which outlines your program requirements to ensure that you complete the necessary requirements of your program.