


 ID:

CREDIT TRANSFER APPLICATION

CRE

Due Date: 31 January (semester one) or 30 June (semester two). Applications received after that time will be processed but cannot be guaranteed an outcome before the commencement of semester.

1. 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:

2. 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. Your Griffith Academic Transcript that can also be viewed via the Griffith Portal.

Program 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

3. PREVIOUS STUDIES

If you have previously undertaken 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

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

When applying for credit, please attach documentary evidence of your previous study. To find out what documents will be required please see the Applying for Credit Information Sheet. **Originals will not be returned unless you specifically request by ticking the box below.**

I wish to collect my original documents from Student Administration or Graduate Student Centre after the end of week 2 of semester.

(RETURN TO GRIFFITH)

4. SPECIFIED CREDIT

Specified credit relates to the **specific courses or components in a program**, exempting students from those courses or components, and awarding the appropriate credit points in their place. Please refer to Griffith's website <http://www.griffith.edu.au/programsandcourses/> to nominate equivalent courses.

COURSE/S PREVIOUSLY STUDIED		EQUIVALENT GRIFFITH UNIVERSITY COURSES	ASSESSING OFFICER USE ONLY	
CODE AND TITLE		CODE AND TITLE	APPROVED?	SIGNATURE AND COMMENTS
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	

5. UNSPECIFIED CREDIT

Unspecified credit **takes the place of elective courses or other optional components in a program** and where credit points are allocated. Please refer to Griffith's website <http://www.griffith.edu.au/programsandcourses/> to nominate year levels and credit points.

COURSE/S PREVIOUSLY STUDIED		GRIFFITH UNIVERSITY YEAR LEVEL AND ELECTIVE CP	ASSESSING OFFICER USE ONLY	
CODE AND TITLE		YEAR LEVEL AND ELECTIVE CREDIT POINTS	APPROVED?	SIGNATURE AND COMMENTS
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	

6. DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results. I have read and retained the information sheet.

Signature: _____ / /

OFFICE USE ONLY

RECOMMENDATION		ACTION	
Total Specified Credit:	Name:	Student advised of NO credit: <input type="checkbox"/> Yes	Name:
	Position:	Student withdrawn from courses/s: <input type="checkbox"/> Yes	Position:
Total Unspecified Credit:	Signature:	Credit noted on database: <input type="checkbox"/> Yes	Signature:
	Date:		Date:

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

Upper limits of credit towards Griffith courses are:	Minimum study requirements at Griffith University:
Bachelors degree 3 years up to two-thirds	Notwithstanding the amount of credit which may be given towards a bachelors degree, a student undertaking a three year degree is required to complete a minimum of 80 credit points of second and third year courses which are part of the degree requirements of the Griffith degree which the student is undertaking and which have not been credited towards another award . 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 website at 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. You 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/.

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 website at 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 any

Student Administration Centre

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

LODGING INSTRUCTIONS

Due Date: 31 January (semester one) or 30 June (semester two). Applications received after that time will be processed but cannot be guaranteed an outcome before the commencement of semester.

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

STUDENT ADMINISTRATION CENTRES		
GOLD COAST CAMPUS	NATHAN CAMPUS	LOGAN CAMPUS
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	Undergraduate students N54 - Bray Centre Postgraduate students 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
MT GRAVATT CAMPUS	QUEENSLAND COLLEGE OF ART	QUEENSLAND CONSERVATORIUM
Undergraduate students M06 - Education Building Postgraduate students 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/ 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.

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

Specified Credit	Unspecified Credit
<p>If you are granted specified credit 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>What does this mean? You do not 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 unspecified credit (electives), 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 1st Year Unspecified Elective 20.00 T</p> <p>What does this mean?</p> <ol style="list-style-type: none"> 1. You may not have to complete electives in your degree to the value of credit given. Unspecified credit can be counted towards general electives. 2. Unspecified credit cannot be counted towards a specific course.
ENROLLING IN COURSES ONCE YOU HAVE CREDIT	

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