Griffith
UNIVERSITY

Applying for credit

Step-by-step user guide

Last modified: 22/02/2021
Version   2

Contents

Further support
Email credit@griffith.edu.au
Technical issues – contact IT Help (telephone (07) 3735 5555

Page 2
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

1 Introduction

1.1 What credit can be granted?

Upon being accepted into Griffith University, you may apply for credit for prior learning which may reduce the time it will take to complete your degree.

The University may grant credit for:

Credit type	Definition	Example
Formal study	Takes place through a structured program of learning that leads to an officially accredited qualification.	Study at other universities and higher education institutions, TAFE and other VET providers Credentialed programs provided by recognised professional bodies, employers and other authorities.
Non-formal learning	Takes place through a structured program of learning but does NOT lead to officially accredited qualification.	Learning and teaching activities undertaken in the workplace, voluntary sector or in community-based settings.
Informal learning	Gained through work, social, family, hobby or leisure activities and experience.	Not organised or externally structured in terms of objectives, time or learning support.
Pathways	Approved with other institutions via an articulation agreement which is an agreement between Griffith University and another institution. Provides specifically approved pathway for progression between a program at the other institution and a Griffith award program.	TAFE Griffith College

For more information, refer to the Credit website. (Refer Figure 1)
www.griffith.edu.au/credit

Figure 1 Credit transfer website

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Page 3
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

1.2 Credit precedent database

The Credit Precedent Database (refer Figure 2) allows you to find out what credit decisions have been made in the past. This allows you to have an idea what you can expect from your credit application.

You can search for information on:
• Another Australian university or training provider
• Overseas institutions
• Open Universities Australia (OUA)
• Another program at Griffith, that is, transferring between programs
• Griffith College
• TAFE
• On exchange (Griffith Global Mobility Studies)
• High school students (GUESTS)
• International Baccalaureate diploma
• Micro-credentials
• MOOCs

CREDIT PRECEDENT DATABASE

Griffith's innovative Credit Precedent Database allows you to find out what credit decisions have been made in the past. These precedents will give you an idea of what you can expect. Select an icon to view precedents.
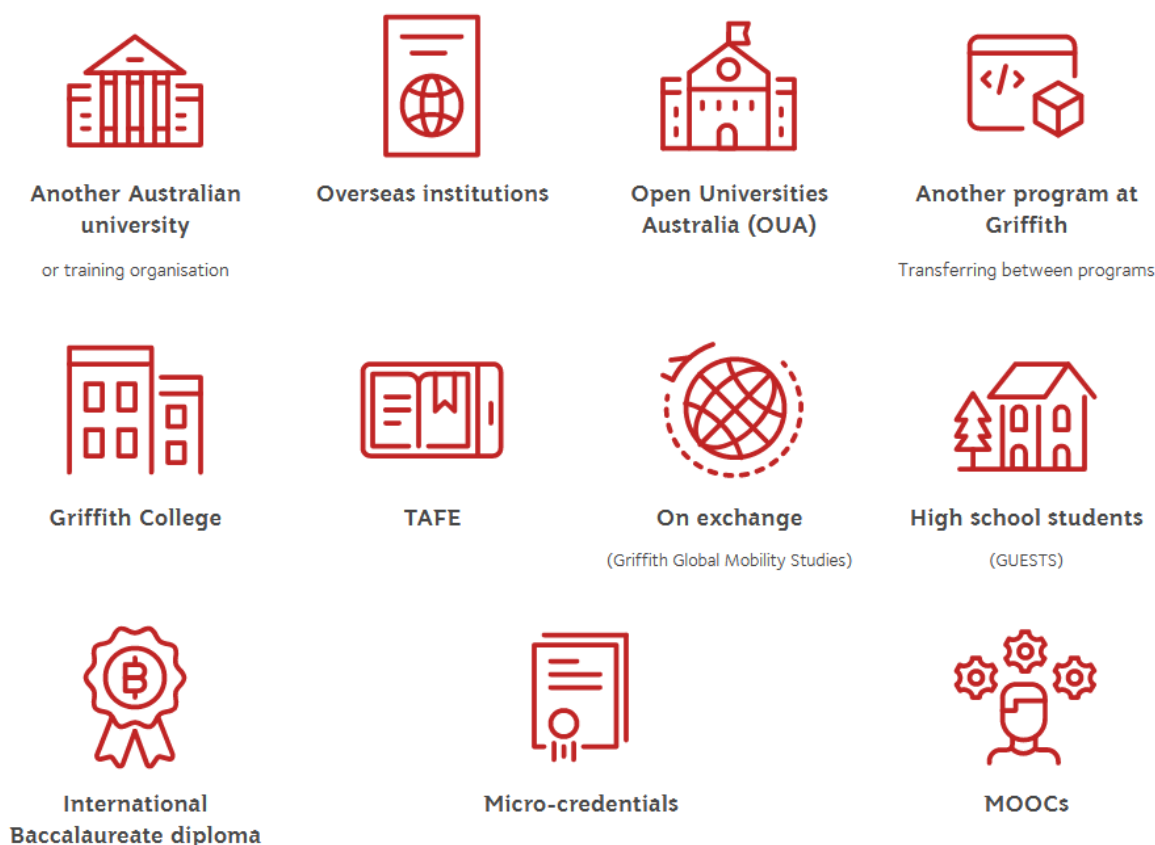
Another Australian university
or training organisation

Overseas institutions

Open Universities Australia (OUA)

Another program at Griffith
Transferring between programs

Griffith College

TAFE

On exchange
(Griffith Global Mobility Studies)

High school students
(GUESTS)

International Baccalaureate diploma

Micro-credentials

MOOCs

Figure 2 Credit precedent database

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 4
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

1.3 When to lodge a credit application

Applications for credit may be lodged at any time. However, an application for credit will not be accepted for a course(s) a student is enrolled in, if the census date has already passed. It is far better to have your credit determined prior to the commencement of trimester as it may impact on which courses you enrol in.

2 Applying for credit

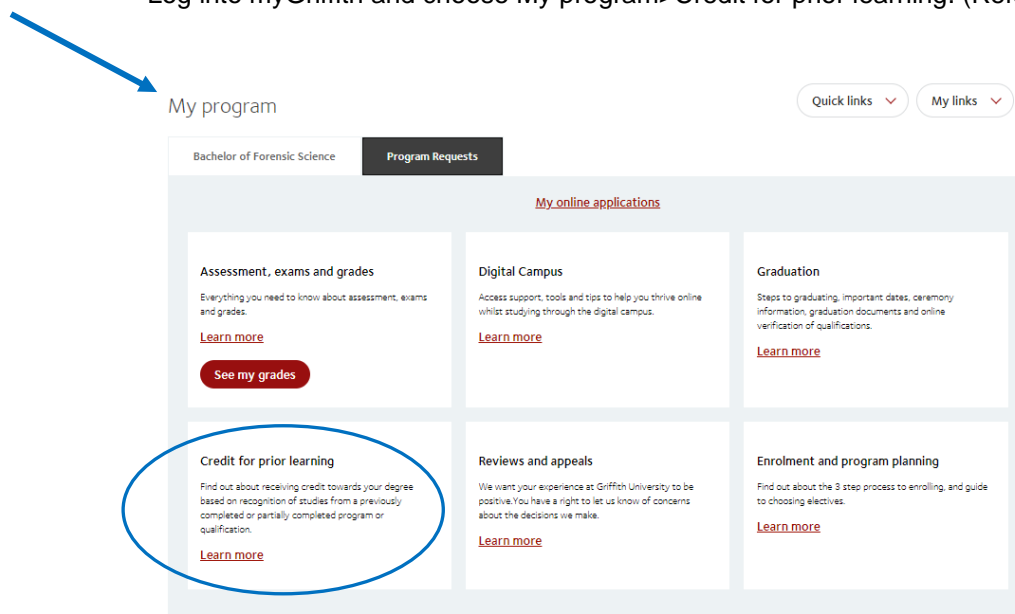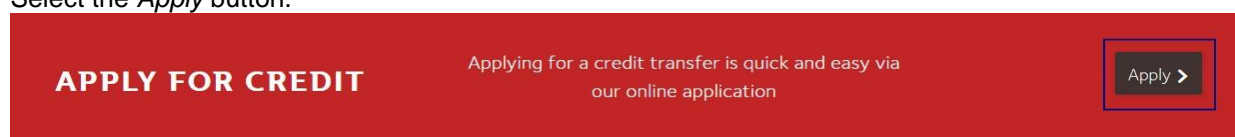Log into myGriffith and choose My program>Credit for prior learning. (Refer Figure 3)

Figure 3 Choose *Credit for prior learning* from *My program*

The *Credit transfer* webpage will be displayed. (Refer Figure 4)

Figure 4 Credit transfer webpage

Select the *Apply* button.

Further support
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Page 5
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

The online credit application welcome window will be displayed. (Refer Figure 5)

Figure 5 Online credit application welcome window
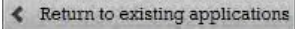
Carefully read the information on the welcome window.

To continue, choose [Next >] (Next).

The personal details window will be displayed. (Refer Figure 7)

Previous applications
If you have an existing application which has not yet been submitted, a warning box will display. You can choose to continue that application by choosing the link **continue an**

existing application or select [< Return to existing applications] (Return to existing applications). (Refer Figure 6)

Note

Figure 6 Credit application welcome window when existing application exists.

Further support
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Page 6
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.1 Personal details

2.1.1 Personal information

Figure 7 Personal details window

The personal details which you have previously provided will automatically display in the personal information page.

Any changes?
If this information is correct, choose *Yes.*
If the information is incorrect, choose *No.*
A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Campus Student Connect Centre. (Refer Figure 8)

To continue, choose [Next >] (Next).
The phone numbers window will be displayed. (Refer Figure 10)

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Page 7
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 8 Update personal information

> **Note**
>
> The information you enter on each page will automatically save when you choose
>
> [Next] (Next) and navigate to the next page.
>
> Alternatively you can choose [Save] (Save) to manually save your information.
>
> A green bubble will advise that the information has been successfully saved. (Refer Figure 9)
>
> ✔ **Your personal information has been saved for this application.**
>
> Figure 9 Green save bubble indicates the information is successfully saved.

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 8
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.1.2 Phone numbers

Figure 10 Phone numbers window

The telephone numbers which you have previously provided will automatically display.

Any changes?
If this information is correct, choose *Yes.*
If the information is incorrect, choose *No.*
A text box advises that you can update your details in myGriffith. (Refer Figure 8)

To continue, choose ⬛ Next ＞ (Next).
The Current address window will be displayed. (Refer Figure 12)

Figure 11 Update your contact details in myGriffith.

Further support Page 9
Email credit@griffith.edu.au Last modified on 22/01/2021
Technical issues – contact IT Help (telephone (07) 3735 5555 Applying for credit step-by-step user guide_v2.docx

> **Note** When you update your contact details in myGriffith, the phone numbers will not change for any credit application which you have already started.
> However if staff need to contact you, they will use the contact details available in myGriffith.

2.1.3 Current address

Figure 12 Phone numbers window

The address which you have previously provided will automatically display.

Any changes?
If this information is correct, choose *Yes.*
If the information is incorrect, choose *No.*
A text box advises that you can update your details in myGriffith. (Refer Figure 13)

To continue, choose `Next >` (Next).
The Award program window will be displayed. (Refer Figure 14)

Further support
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Page 10
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 13 Update your address details in myGriffith.

Note

When you update your address details in myGriffith, the address will not change for any credit application which you have already started.

2.2 Award program

Figure 14 Award program window

The programs in which you are enrolled will be listed.
Select the program for which you are applying for credit.

To continue, choose [Next >] (Next).
The Prior study window will be displayed. (Refer Figure 15)

Further support
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Page 11
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.3 Prior learning

2.3.1 Prior study

You need to identify any prior study for which you want to claim.

Figure 15 Prior study window

Choose the required study option from the drop-down list. (Refer Figure 16)

Figure 16 Select required prior study from drop-down list.

2.3.1.1 **Prior study – University/Other study** (for TAFE refer to section 2.3.1.3 for VET section 2.3.1.4)

Figure 17 Prior study - University

Further support
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Page 12
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Enter the details of the institution where you completed your university/other study.

Choose ⊕ Add Course (Add course).
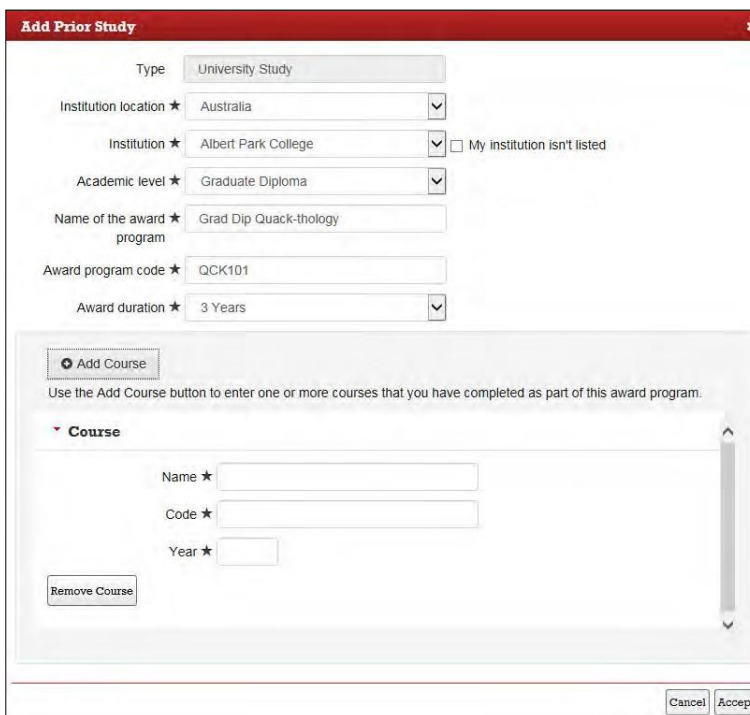
Figure 18 Add courses for the university study.

Enter the Course name, Course code and Completion year for the courses you have studies at university.

> **Note** You do not need to include all courses which you have studied – only the courses for which you are claiming credit.

Choose Accept (Accept).
A summary of the study will be displayed in the prior study window. (Refer Figure 19)
Repeat for all required study.

Further support
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Page 13
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 19 The prior study summary displays as study details are saved.

2.3.1.2 University is not displayed in list

If the university you attended is not in the drop-down list, choose the checkbox.

Figure 20 Enter details of an unlisted institution.

Enter the name of the institution in the additional field "Unlisted institution".

Hint

If the institution you attended is overseas, check that 'Other' is selected in the field "Institution location".

Further support
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Page 14
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.3.1.3 Prior study – TAFE

Figure 21 Prior study – TAFE

Enter the details of the institution where you completed your TAFE study. (Refer Figure 21)

Choose Accept (Accept).
A summary of the study will be displayed in the prior study window.
Repeat for all required study.

2.3.1.4 Prior study – VET

Enter the details of the institution where you completed your VET study. (Refer Figure 22)

Choose Accept (Accept).

Figure 22 Prior study - Other

2.3.2 Prior experience

You can request credit for informal learning which is gained through work, social, family, hobby or leisure activities and experience. You can apply for credit for a specific course (specified credit) or for an unspecified elective course (unspecified credit.)

Figure 23 Prior experience window

Further support
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Page 15
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.3.2.1 No work or other experience to be considered

If you are not wishing to be considered for any informal learning,
Choose No.

To continue, choose Next > (Next).
The Add equivalent course window will be displayed. (Refer **Error! Reference source not found.**)

2.3.2.2 Applying for specified credit
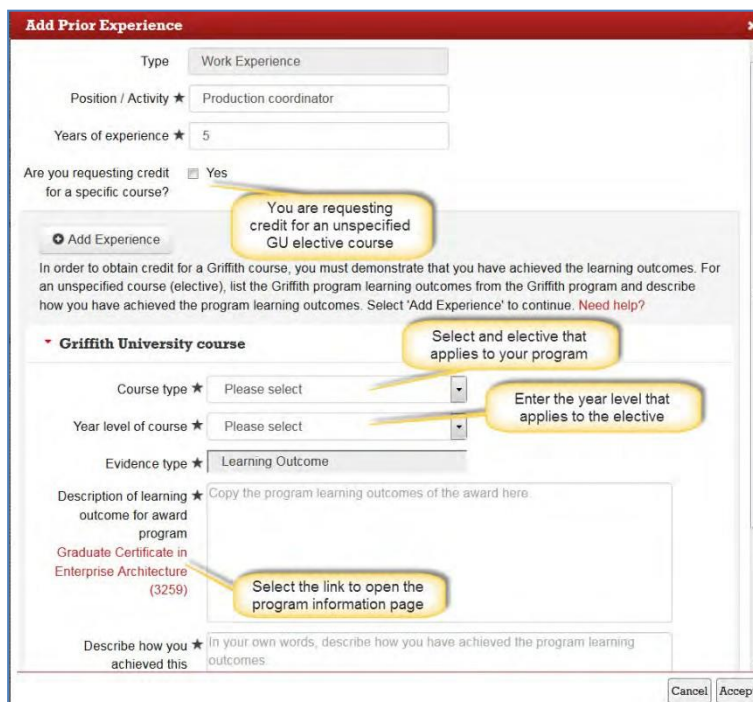
Figure 24 Applying for specified credit

To request consideration for specified credit for informal experience (eg work experience),
Choose Yes.
The Prior experience window will expand to display additional information and questions. (Refer **Error! Reference source not found.**)
Enter the Griffith University course for which you are requesting credit.

As you enter the course name or course code, course which match will display. Select the required course. (Refer Figure 25)

Hint
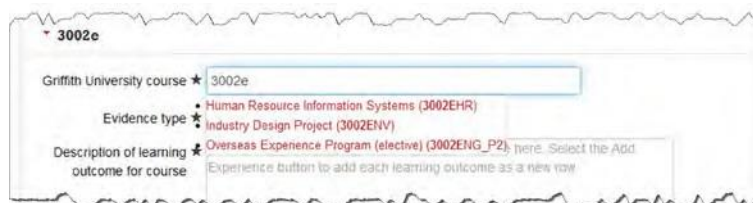
Figure 25 Matching course codes display as you enter the course name.

A link to the course information page will be displayed. (Refer Figure 26)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 16
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 26 A link to the course information page displays.

Select the link and navigate to the Course Profile. (Refer Figure 27)

Figure 27 Select the link to the Course Profile.

Choose 2. Aims and outcomes.
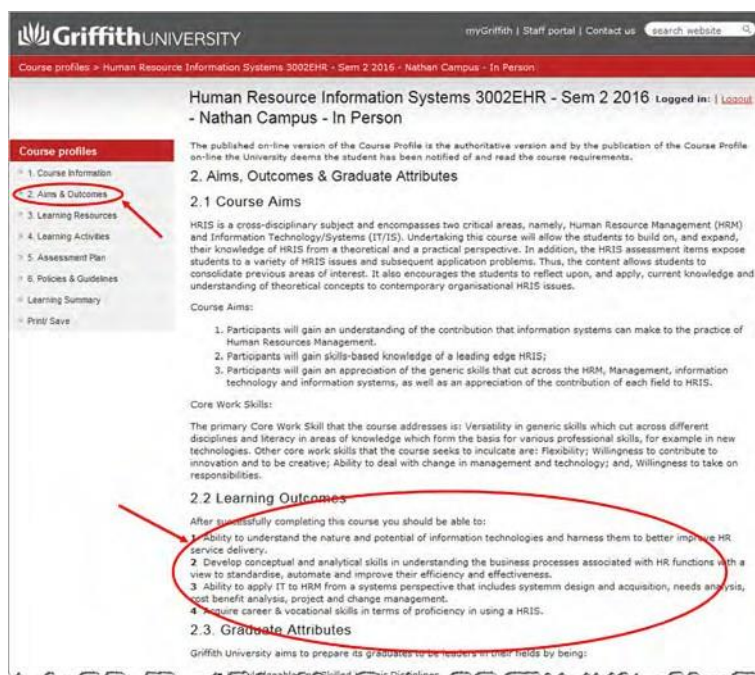Copy the learning outcomes from the Course Profile. (Refer Figure 28)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 17
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 28 Copy the learning outcomes from the course profile.

Paste the first learning outcome into the *Description of learning outcome for course* text box.
Describe how you have achieved the Learning Outcome in the *Describe how you have achieved this* text box. (Refer Figure 29)

Figure 29 Explain how you have met each learning outcome.

Choose [● Add Experience] (Add experience).
A new row will be displayed. (Refer Figure 30)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 18
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 30 Choose Add Experience for each learning outcome.

> **Note**   Add a new row (select Add experience) for each learning outcome.

When each learning outcome has been addressed,

Choose Accept (Accept).

The prior experience will be summarised in the Prior experience window. (Refer Figure 31)

Figure 31 The work experience is summarised.

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 19
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.3.2.3 Applying for unspecified credit

Figure 32 Applying for unspecified credit

To request consideration for unspecified credit for informal experience (eg credit towards free choice elective),
Clear the checkbox adjacent to *Yes*. (Refer Figure 33)

Figure 33 Clear the checkbox to apply for unspecified credit

Choose [⊕ Add Experience] (Add experience).
The window will expand.
Select the elective from the drop-down list. (Refer Figure 34.)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 20
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 34 Select the elective option from the drop-down list.

Select the required year level that applies to the elective from the drop-down list.

Select the link for the program information page. (Refer Figure 35)

Figure 35 A link to the Program information page is provided.

Further support
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Page 21
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Choose *Course list and requirements* from the left navigation of the program page.
Choose *Program learning outcomes* and *Program Learning Outcomes for this award*. (Refer

Figure 36 The program information page

The Program Learning Outcomes will display.
Copy the outcomes. (Refer Figure 37.)

Figure 37 Copy the program learning outcomes.

Paste the learning outcomes into the *Description of learning outcome for award program* text box.
(Refer Figure 38.)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 22
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 38 Paste the learning outcomes into the relevant text box.

Describe how you have achieved the program learning outcomes in the *Describe how you achieved this* text box.

Choose [Accept] (Accept).
The prior experience will be summarised in the Prior experience window.

Choose [Next >] (Next).
The Add equivalent course window will be displayed. (Refer Figure 39.)

Figure 39 The Add equivalent course window.

Further support   Page 23
Email credit@griffith.edu.au   Last modified on 22/01/2021
Technical issues – contact IT Help (telephone (07) 3735 5555   Applying for credit step-by-step user guide_v2.docx

> **Remember**
>
> Remember to refer to the Credit Precedent Database. It allows you to find out what credit decisions have been made in the past.
>
> https://www.griffith.edu.au/apply/credit-transfer

2.3.3 Add equivalent course

Choose *Add Griffith course*. (Refer Figure 40.)

Figure 40 Choose Add Griffith course.

The course which you identified earlier in the application will be displayed. (Refer Figure 41)

Figure 41 Add equivalent course window displays previously entered course information.

Enter the course number of the course for which you are requesting for credit.
A link to the course profile will be provided. (Refer Figure 42)

> **Hint**
>
> Check the course profile to ensure that the selected course is a good match for your experience.

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 24
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 42 A link to the course profile is provided.

A summary of the requested credit is displayed in the Equivalent courses window. (Refer Figure 43)

Figure 43 Requested credit is summarised.

Choose [Next ▶] (Next).

The Supporting documentation window will be displayed. (Refer Figure 44)

2.4 Supporting documentation

A list of required documentation will be displayed.
It is recommended that you upload a copy of all required documentation.
In some cases, the original or certified hardcopy may need to be presented at a campus Student Connect Centre before the credit application is processed.

Note

The University reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false or invalid.

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 25
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 44 Supporting documentation window

Click one of the listed required documents.
The section will expand to display further information. (Refer Figure 45.)

Figure 45 Click a heading to expand.

Choose [⊕ Upload] (Upload).
The Upload attachment window will be displayed. (Refer Figure 46)

Figure 46 Upload attachment window

Choose [Choose File] (Choose file).
Navigate to select the required file.
The upload attachment window will show the percentage complete as the file uploads. (Refer Figure 47)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 26
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx
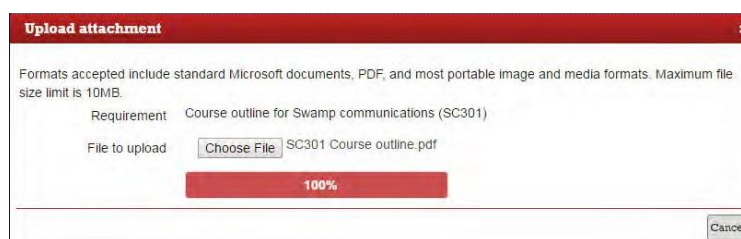
Figure 47 Upload window identifies the percentage complete.

When the document has finished uploading, the supporting documentation window will be displayed. (Refer Figure 48.)

A green tick indicates that the document has been successfully uploaded.
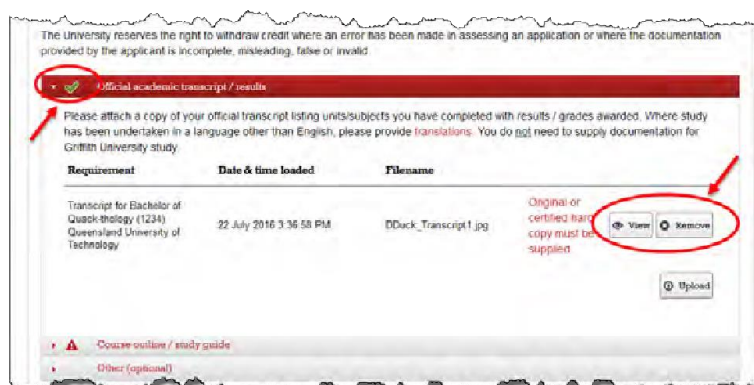You can view or remove the document once it is uploaded.

Figure 48 Green tick indicates the file successfully uploaded.

Continue uploading all required documents.

Choose [Next >] (Next).
The Other information window will be displayed. (Refer Figure 49)

Icon	Description
✔	Attachment successfully uploaded.
⚠	Attachment required. Not yet uploaded.
⚠	Attachment was unable to be uploaded.

Hint	If you are unable to obtain electronic copies of documentation, you can provide the hard copies to a campus Student Connect Centre. Please print the *Attachment coversheet* which is available on the *Track your application* page.

Note	You may need to submit original or certified hard copy of the documents to a campus Student Connect Centre before your application is assessed.

Further support
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Page 27
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.5 Declaration

2.5.1 Other information

Figure 49 Other information

Enter any additional information which may support your credit application.

Choose [Next >] (Next).

The Review your application window will be displayed. (Refer Figure 50)

2.5.2 Review your application

Figure 50 Review your application window

Click any section with [⚠] (Incomplete) as this section must be completed before the application is submitted aside from supporting documentation. This can be submitted after you submit your application but your application will not be assessed until you do so
The section which is not yet completed will be displayed.
Complete the required information.

Choose [⬇ Save] (Save).

Choose *Declaration* on the navigation bar to return to *Review your application*.

Further support
Email credit@griffith.edu.au
Technical issues – contact IT Help (telephone (07) 3735 5555

Page 28
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

2.5.3 **Application preview**

Choose ⬇ Download PDF preview (Download PDF preview).
The completed application with all your responses will be available for your to preview.
It is recommended that you review your responses and make any required changes to the application before submitting.
When you are confident that the application is complete,

Choose Next > (Next).
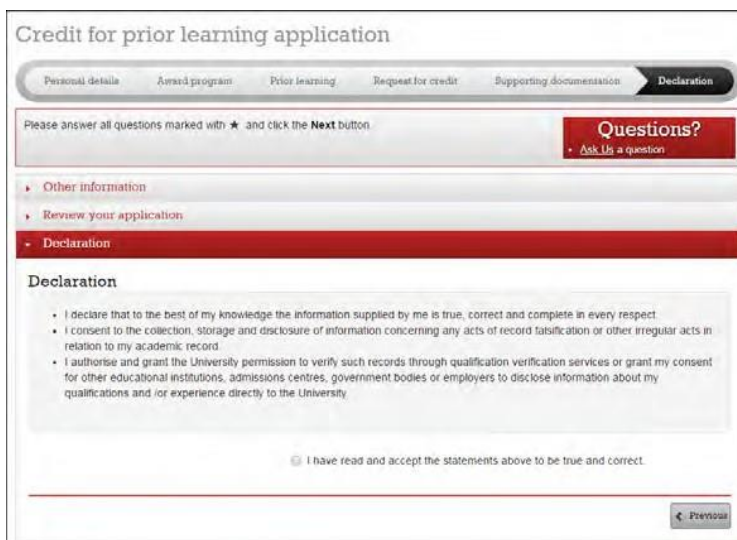The Declaration window will be displayed. (Refer Figure 50)

Figure 51 Declaration window

Read the declaration statements.
Choose the checkbox.

Choose Submit application > (Submit application).
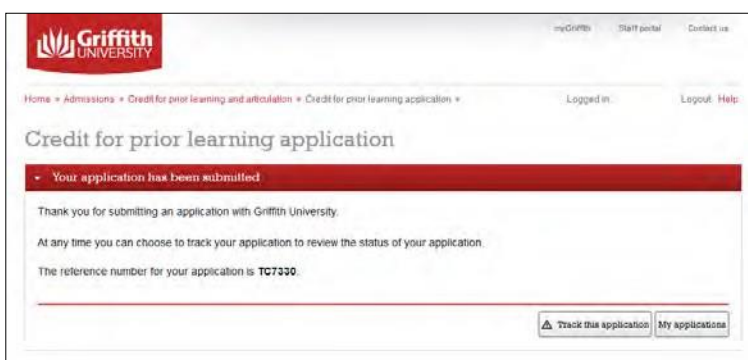The confirmation window will display. (Refer Figure 52)

Figure 52 Confirmation window displays once the application is submitted.

Further support
Email credit@griffith.edu.au
Technical issues – contact IT Help (telephone (07) 3735 5555

Page 29
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

3 Tracking your application

Once you have submitted a credit application, you can track the progress and submit additional documents online via the *Track your application* page.

If you have already submitted a credit application, you can track your application on-line. On the My applications web page you can:
- See the status of your application,
- Upload documentation, and
- Download a coversheet to submit documentation at a Student Connect Centre,

3.1 Navigating to track your application

3.1.1 Submission confirmation window

When you submit your application, the confirmation window will display.

Choose ⚠ Track this application (Track this application). (Refer Figure 53/Figure 54)

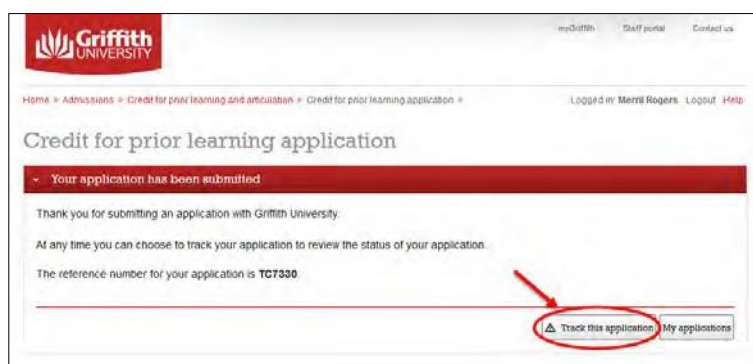Figure 53 Choose Track this application from the confirmation window.

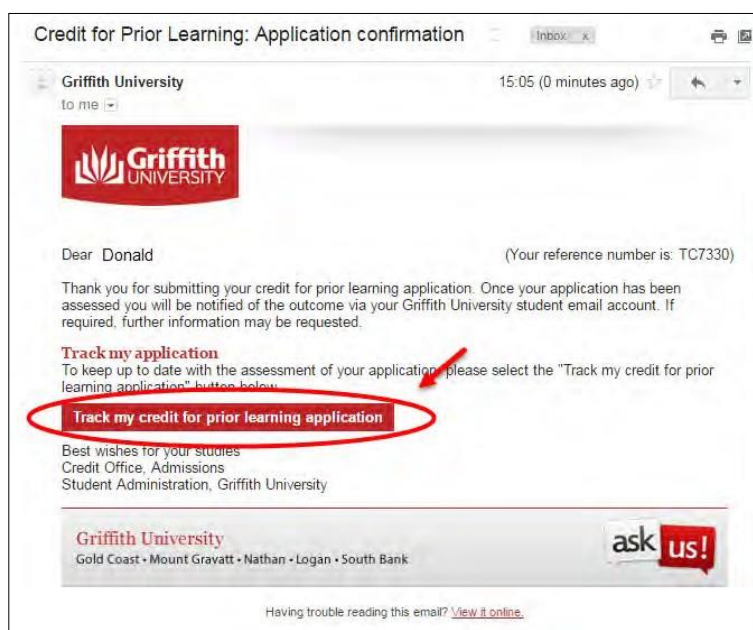## 3.2 From the confirmation email

Choose TRACK YOUR APPLICATION (Track your application) on the confirmation email.

Figure 54 Confirmation email

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555

Page 30
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

3.3 From the Griffith University website

Navigate to *My online applications* the same way as you originally applied for credit.

Log into myGriffith and choose My program>Credit for prior learning. (Refer Figure 55)
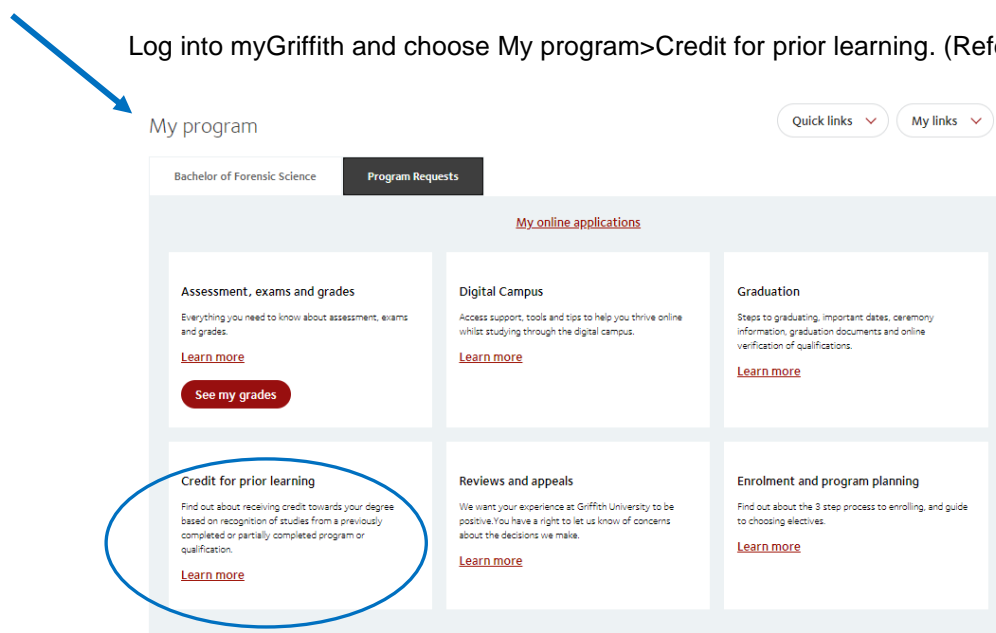

Figure 55 Choose *Credit for prior learning* from *My program*

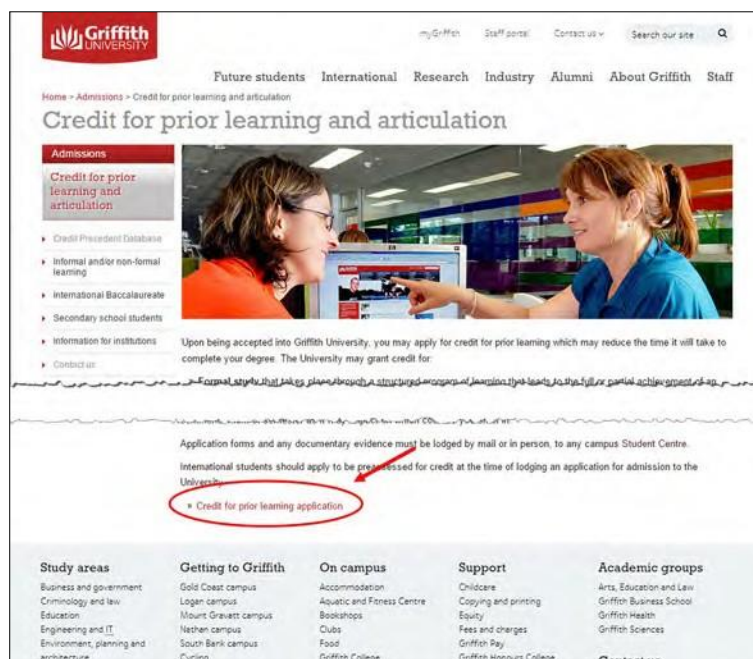The *Credit for prior learning* webpage will be displayed. (Refer Figure 56)

Figure 56 Credit for prior learning webpage

Choose the *Credit for prior learning application* link.
The online credit application welcome window will be displayed. (Refer Figure 57)

Further support
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Technical issues – contact IT Help (telephone (07) 3735 5555
Page 31
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Figure 57 Choose *Return to existing application*

3.4 Track your application window

Choose the section *Submitted applications*. Your application will be listed. (Refer Figure 58)

Figure 58 Submitted applications are listed.

Choose [Track & Update] (Track and update).
The Track my credit application window will be displayed.
You can view the status and the outcome of your application. (Refer Figure 59)

Further support   Page 32
Email credit@griffith.edu.au   Last modified on 22/01/2021
Technical issues – contact IT Help (telephone (07) 3735 5555)   Applying for credit step-by-step user guide_v2.docx

Figure 59 Track my credit application window

3.5 Application status and outcome

Description	Status	Outcome	What you need to do
Application is submitted but has not yet been sent for assessment.	Submitted	Not assessed	No action required
The application has been submitted without all the required documentation.	Outstanding requirements	Not assessed	Upload all required documentation.
Additional documentation still required.	Further information requested	Not assessed	Upload all required documentation.
Additional information has been supplied.	Submitted	Not assessed	No action required
The application assessment has commenced.	Sent for assessment	Not assessed	No action required
The application has been reviewed, but original documentation has not been viewed.	Awaiting original or certified hard copy	Not assessed	Original or certified copy of documentation must be presented to a Student Connect Centre.
Assessment item has been reviewed and approved.	Transcript yet to be updated	Approved	No action required

Further support
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Page 33
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx

Description	Status	Outcome	What you need to do
Assessment is approved and finalised.	Complete – Transcript updated	Approved	No action required
Assessment is unsuccessful.	Complete	Not Approved	No action required

3.6 Supporting documentation

If there are any outstanding documentation required for your application, you may submit these online.

Remember In some cases, the original or certified hardcopy may need to be presented at a campus Student Connect Centre before the credit application is processed.

A green tick will be displayed adjacent to all the documents which you provided when you submitted your application.

Icon	Description
✅	Attachment successfully uploaded.
⚠	Attachment required. Not yet uploaded.
⚠	Attachment was unable to be uploaded.

For information on how to upload a document, please refer to 2.4 Supporting documentation on page 25.
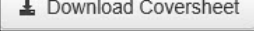
Important While supporting documentation can be uploaded, it is important that you retain all original or certified copies as the University will verify the records.
The submission of false, fraudulent, incorrect, incomplete or misleading information will result in cancelling any approved credit.

3.6.1 Supplying documentation to a campus Student Connect Centre

If you do not have access to a scanner to create an electronic copy of the required documents, it is possible to submit the application with no documentation, and using the coversheet, submit the required documentation at a campus Student Connect Centre.

In some cases, the original or certified hardcopy must to be presented at a campus Student Connect Centre before the credit application is processed. You must include a completed coversheet when submitting documentation.

3.6.2 Downloading the coversheet

To download the coversheet, choose [⬇ Download Coversheet] (Download coversheet).
Print the coversheet (refer Figure 60) and submit your documentation at a campus Student Connect Centre.

Further support Page 34
Email credit@griffith.edu.au Last modified on 22/01/2021
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Figure 60 Download a coversheet

Figure 61 Document coversheet must be included for all documents presented to the Student Connect Centre.

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Page 35
Last modified on 22/01/2021
Applying for credit step-by-step user guide_v2.docx