

This form must be lodged at the Office for Environmental Programs, c/o Land and Food, University of Melbourne, Victoria 3010 (fax + 61 3 8344 5650).

**STUDENT DETAILS**

Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Course: \_\_\_\_\_

**SUBJECT DETAILS**

- I wish to apply for **Unspecified Credit** for an incomplete Degree or Diploma course taken at another institution. I did not complete the other course and I believe these subjects are equivalent to subjects available at the University of Melbourne. Attached is an original/certified copy of the relevant academic record.

Name of Degree: \_\_\_\_\_ Faculty: \_\_\_\_\_

Institution: \_\_\_\_\_

Subject Number	Subject Name	Year Level	Year Completed	Points

- I wish to apply for credit for the following completed Community Access Program subjects.

- I wish to apply for credit for **Specified Credit** for the following subjects completed towards another course at the University of Melbourne. Attached is an original/certified copy of the relevant academic record.

Subject Number	Subject Name	Year Level	Year Completed	Points

**Student's Signature**

- I have read and understand the Credit Guidelines for the Office for Environmental Programs (refer to the back of this page).
- I understand that although the Office for Environmental Programs may offer me credit for a specific subject, individual faculties or departments might not accept the subject as a required prerequisite for further study.

The information I have supplied on this form and in any supporting documents submitted with the application is, to the best of my knowledge, complete and correct. I acknowledge that the University may terminate my enrolment if I have misrepresented or failed to fully and completely state my academic record and my attendance at another institution, and that this termination may take place at any stage during the tertiary course I undertake. I authorise the University to obtain official records with respect to me, and other relevant information from each tertiary educational institution attended by me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office for Environmental Programs Approval**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CREDIT GUIDELINES

Please submit this application to the Office for Environmental Programs with certified copies of the relevant supporting documentation attached (ie. transcripts of results and subject details of studies completed at another university). Credit is offered at the discretion of the Office for Environmental Programs.

Credit will not be granted for more than a quarter of the course. For example, a maximum of 25 points credit can be granted in Masters and Diploma courses consisting of 100 points.

Credit will not be granted for any studies undertaken more than ten years prior to commencement of the course.

Credit will not be granted for subjects already counted towards a previous qualification.

Previous studies must be considered relevant to the course, and of an equivalent standard and duration as the standard course components in order to be used for credit.

### **Types of Credit**

***Specified Credit*** may be granted when a student has already completed a subject that is offered at the University of Melbourne.

***Unspecified Credit*** may be granted when a student has completed subjects that are not part of the course as published in the Prospectus, but are considered relevant, and equivalent in level and duration to subjects in that course.

### **Studies Overseas or at Other Australian Universities**

Students who complete subjects at another university and seek credit towards their postgraduate course, must negotiate with the Office for Environmental Programs to have the subjects authorised for credit prior to commencement. Credit will be granted for approved subjects when the official transcripts from the other institution have been received by the Office for Environmental Programs.