

# Study Abroad Credit for Recognised Learning (CRL) Unit Approval Request



If you are using an Apple computer, tablet or smart phone, you must download and complete this form using [Adobe Reader](#)

## PERSONAL DETAILS

Curtin ID:  Family Name:   
 Date of Birth:  Given Name:   
 Mobile:

## CURTIN COURSE DETAILS

Study Package Code: (e.g. B-ARTS)   
 Course Title: (e.g. Bachelor of Arts)   
 Major/Minor/Stream: (e.g. Fine Art Major)

## HOST INSTITUTION /PROGRAM INFORMATION

Host Institution/Program Provider:   
 Country:   
 Course Start/End date: Start Date:  End Date:   
 Study Period and Year:

**This assessment is only valid for the above host institution's study period.**

## PROPOSED UNIT LIST – CREDIT TRANSFER: IMPORTANT

EQUIVALENT CURTIN UNIVERSITY UNIT/S		PROPOSED UNIT/PROGRAM AT HOST INSTITUTION		
	Curtin Unit Code	Curtin Unit Title	Proposed Unit/Program Title	Credit Points*
Preferred Units	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternative Units	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* FOR CREDIT POINTS AT THE HOST INSTITUTION

You **must** complete the [Supplement for Credit Transfer based on relevant Prior Professional \(work\) or Life Experience \(Informal Learning\)](#) form for Non-Formal Learning and attach it to this completed form.

**CRL cannot be processed until you return to Curtin and present evidence of successful completion of the units/Program.**

## Application Declaration

I have read and understood the Policy and Processes information on the next page.  
 I authorise Curtin to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.  
 I agree to notify Curtin if there is any change to the information I have given in this application.  
 I acknowledge that it is my responsibility to ensure approved CRL request is finalised by providing all necessary supporting documentation when I return to Curtin University.  
 I acknowledge that it is my responsibility to submit the necessary supporting documents for approved CRL unit request when I return to Curtin University and meet the graduation deadline if I expect to graduate in the coming ceremony.  
 I understand that Curtin reserves the right to reverse or vary any decision made on the basis of incorrect, incomplete, false or misleading information that I have provided.  
 I understand that if I intend to join a professional body using a Curtin award, it is my responsibility to ensure that the exemption(s) granted meets the requirements of that body.  
 I hereby certify that the information provided in this application is true and correct.  
 NB: Please keep a copy of this application and supporting documentation for your records.

Signature of Applicant:

Date:

### Where to submit your completed application for Study Abroad Credit Transfer through Credit for Recognised Learning (CRL) Unit Approval Request.

#### <Before you leave>

To apply for CRL Unit Approval request, email to [studyabroad@curtin.edu.au](mailto:studyabroad@curtin.edu.au) Study Abroad & Student Exchange Office

#### <When you return to Curtin>

To receive approved CRL Students email to [crl@curtin.edu.au](mailto:crl@curtin.edu.au) the Admissions Office

### Credit for Recognised Learning (CRL) is administered by the Admissions Office.

#### Application Deadline <When you return to Curtin>

Study Abroad students who are expecting to graduate in the coming ceremony must submit their evidence of successful completion of the approved program/unit(s) to the Admissions Office, CRL 20 working days prior to the Graduation deadline.

The deadlines are determined based on Graduations' "Dates and deadlines"

### Supporting documentation [\(Please note that incomplete applications will not be actioned\)](#)

#### < Before you leave>

- Unit Outlines for each unit for which you are requesting Credit Transfer.
- For Credit Transfer based on a program (Non Formal Learning) you must supply information on how you plan to meet the unit learning outcome/s on the [Supplement for Credit Transfer based on relevant Prior Professional \(work\) or Life Experience](#).

#### <When you return>

- Official documents to confirm your completed study/work experience as per the [Scanned documents and certification requirements and guidelines](#).
- For formal study you must attach your official academic transcript with the marking key as per the [Scanned documents and certification requirements and guidelines](#)
- If the original document is not issued in English, an official translation from a recognised translation service (National Accreditation Authority for Translators and Interpreters (NAATI)) must be provided.
- For Credit Transfer based on a program (Non Formal Learning), you must supply an official letter or statement (on company letterhead) from your program provider confirming you have achieved the unit learning outcomes outlined in your Supplement for Credit Transfer based on relevant Prior Professional (work) or Life Experience as per the Scanned documents and certification requirements and guidelines.

### Brief overview of Credit Transfer policies and process.

Please read the Credit for Recognised Learning (Credit) Manual at [Credit for Recognised Learning Policy \(Credit Manual\)](#) for full details.

- A maximum of 67% of the credit value of your Curtin course or the duration of the course less one year, whichever is the greater, may be granted for previous study. This may be less in some Faculties.
- Credit for units will not be granted for prior learning or experience completed more than ten years previously. A shorter timeframe of less than ten years may be applied to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since prior study occurred.
- Prior Professional (work) or Life Experience must be directly relevant to the unit for which Credit Transfer assessment is sought and a maximum of 33% of the credit value of a 3-year Bachelor course, 25% of a 4-year Bachelor course or 33% of a postgraduate course may be granted for this type of CRL.
- Credit Transfer will not usually be granted for study completed below the Australian Qualifications Framework (AQF) Diploma level or equivalent.
- Previously studied units can only be used once in any particular course for Credit Transfer.
- Authority to approve Credit Transfer, which is compliant with CRL Policy, rests with the relevant Faculty Pro Vice-Chancellor.
- You must obtain a revised study plan if the granted Credit Transfer affects your study program.

### Forms of Credit

**Option/ Elective credit** is applied only to a structured course (coursework program). It may be granted on the basis of completed study or work experience. If it is based on completed study, this type of credit is expressed as a total amount of credit and will appear on your plan and academic record as General or Elective. If it is based on Non-Formal Learning, you will need to specify the unit in your request and it will appear on your plan and academic record as exempt.

**Unit exemption** may be granted on the basis of equivalent study completed in a course either at Curtin or another institution, or on the basis of relevant Prior Professional (work) or Life Experience. This is granted against a specific unit and will appear on your plan and academic record as exempt.

**Notification:** You will be notified through the [Official Communication Channel \(OCC\)](#) of the outcome of your application. Any indication from any other source prior to this official communication, regarding the outcome of this application, is an indication only and should not be viewed as the official outcome. If you are not granted the requested Credit Transfer you will be informed of the reason for the rejection.

You must not consider that your credit transfer has been granted until you have received official notification via OCC in OASIS. It is a condition of your enrolment that you check the OCC at least once a week.