# Credit Application Form

* College/School Course Advisor is to complete this application in collaboration with the student’s request. Before submitting an application ensure the relevancy of the request is based on guidelines stated in [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) and [Credit Policy](https://divinity.edu.au/documents/credit-policy/).
* For course or unit transfers amongst existing UD courses, please use the UD [Coursework course and unit transfer form](http://www.divinity.edu.au/documents/coursework-course-unit-transfer-form/).
* This application must include academic transcripts for accredited study and may include supplementary documentation such as outlines of individual units including details of the volume of learning, learning outcomes, and assessment tasks. Transcripts must be certified and supplied in English.
* Applications by applicants intending to study in Australia on an Overseas Student Visa must be made prior to admission and the outcome resolved prior to completion of the first semester of study in Australia.
* Completed Form to be submitted to the Student Services Team via College/School to academicservices@divinity.edu.au email address.

## A: Student and Course Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of student |       | UD ID |       | College/School |  |
| Unique student identifier (USI) Refer to the [Australian Government USI website](https://www.usi.gov.au/)  *(\*required if not previously provided to University of Divinity)*  |       |
| Name of UD course for which credit is applied: *select* ***one*** *course from one of the following:*  |

|  |  |  |
| --- | --- | --- |
| [ ]  | Undergraduate Certificate in Divinity | n/a |
| [ ]  | Diploma in … |  |
| [ ]  | Advanced Diploma in … choose from the list🢥 |  |
| [ ]  | Bachelor of … choose from the list🢥 |  |
| [ ]  | Graduate Certificate in … choose from the list🢥 |  |
| [ ]  | Graduate Diploma in …choose from the list🢥 |  |
| [ ]  | Master of …choose from the list🢥 |  |
| [ ]  | Doctor of … choose from the list🢥 |  |

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| --- |
| Details of previous courses from which you are seeking credit: |
|  | **Course or credit source** | **Institution** | **Start year** | **End year** |
| 1 |       |       |       |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |

## Block Credit

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| *Block credit means the granting of credit which contributes towards a specific portion of a course (e.g. 33.3% or two semesters equivalent to the duration of a Bachelor award) for formal or informal learning achieved by the student prior to their application for admission. Block Credit may be granted where an applicant has completed whole semesters(s) of study in a similar program.*  |
| Does this application include block credit?[*Credit Policy*](https://divinity.edu.au/wp-content/uploads/2013/12/Credit-Policy.pdf)*, section 6* | [ ]  | Yes | [ ]  | No |
| How many credit points will be granted in this Block credit? Please fill out the relevant sections of the form (C and/or D) |       |

## Citizenship Details

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| *Please mark one box. Visa holders must attach a copy of their current visa if it has changed.* |
| **Domestic** |
| [ ]  | Australian citizen | [ ]  | NZ citizen |
| [ ]  | Australian Permanent Visa holder *(permitted to remain in Australia indefinitely)* | [ ]  | Permanent humanitarian visa holder*(permitted to remain in Australia indefinitely)* |
| **Overseas** | **Visa Name** | **Expiry Date** |
| [ ]  | Hold current visa choose from the list🢥 |  |    /  /     |

## B: Specified Credit

Specified Credit means the award of credit which contributes both to the volume of learning and the specific requirements of a course, and is equivalent to study at a specified level or discipline or of a specified unit or units at the University of Divinity. Specified Credit may be granted for a study undertaken towards either a theological or non-theological award provided that the study demonstrably contributes toward the Course Outcomes of the relevant award. View full details regarding ‘Specified Credit Rules’ in [Credit Policy](https://divinity.edu.au/wp-content/uploads/2013/12/Credit-Policy.pdf)

| **Completed course/unit details** | **Equivalent UD unit details** |
| --- | --- |
| **Course**  | **Unit code and name**  | **Field**  | **Discipline** | **Level** | **Points** |
| 1,2 or 3 | From prior course (if applicable) | A, B, C or D | UD discipline | 0,1,2,3,8 or 9 | E.g. 24 |
|       |       |       |       |       |       |
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|  Total credit |       |

## C: Unspecified Credit

Unspecified Credit means the award of credit which contributes only to the volume of learning required for a course and does not contribute to the specific requirements of a course. View full details regarding ‘Unspecified Credit Rules’ in [Credit Policy](https://divinity.edu.au/wp-content/uploads/2013/12/Credit-Policy.pdf). Unspecified Credit cannot be granted in programs which do not contain electives.

| **Completed course/unit details** | **Equivalent UD unit details** |
| --- | --- |
| **Course**  | **Unit code and name**  | **Unspecified Discipline**  | **Equivalent UD UG or PG Level** | **Points** |
| 1,2 or 3 | From prior course (if applicable) | AO (only option) | 1 (UG) or 8 (PG) | E.g. 18, 24  |
|       |       |       |       |       |
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| Total credit |       |

## D: Exemption without Credit (EWOC)

The exemption means the award of credit which does not contribute to the volume of learning required for a course but does contribute to the specific requirements of a course, such as a specific unit of study or study at a specific level or discipline. Applications for Exemption are assessed on the basis of whether or not the completed study is equivalent to a specific requirement of the course at the University of Divinity, on the basis of equivalence of the volume of learning, content, learning outcomes, and assessment tasks. The exemption may be applied to a specific unit or group of units. View full details regarding ‘Exemption Rules’ in [Credit Policy](https://divinity.edu.au/wp-content/uploads/2013/12/Credit-Policy.pdf)

| **Completed unit details** | **Equivalent UD unit details** |
| --- | --- |
| **Course**  | **Unit code and unit name**  | **Field**  | **Equivalent UD discipline or unit code and unit name** | **Equivalent UD level** |
| 1,2 or 3 | From prior course (if applicable) | A, B, C or D | UD Discipline / Code & Name | E.g. 1,2,3,8 or 9 |
|       |       |       |       |       |
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*Note: Credit points will always be zero for Exemption without Credit*

## E: Recognition of Prior Learning

Recognition of Prior Learning (“RPL”) means the award of credit for non-accredited learning, formal, non-formal or informal, such as professional development, occupational training, work experience or other community experience for which evidence exists to show that through the non-accredited learning experience the applicant achieved learning outcomes comparable to those of a specified unit or units at the University of Divinity. RPL may be used for the purposes of gaining credit for units in a course according to Section the definitions and conditions in Section 4 of the [Credit Policy](https://divinity.edu.au/wp-content/uploads/2013/12/Credit-Policy.pdf)

Criteria for Recognition of Prior Learning (Please tick all that apply):

|  |  |
| --- | --- |
| [ ]  | Formal Learning: Learning that takes place through a structured program undertaken at an accredited education provider that leads to the full or partial achievement of an Australian Qualification Framework (AQF) qualification or an international equivalent recognised by the University. |
| [ ]  | Informal Learning: Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. |
| [ ]  | Learning or competency outcomes: A learning or competency outcome that a learner should be able to demonstrate as a result of being involved in a learning process. The learning should indicate a conceptual as well as a practical understanding of the knowledge or competency required and should be applicable outside the environment in which it was acquired. |
| [ ]  | Non-Formal learning: The learning that takes place through a structured program of learning, but which does not lead to an officially accredited qualification |

Please include below a statement by the applicant (500 characters maximum):

* Explain how the relevant work and/or life experience addresses the course content and meets the learning outcomes of the unit(s)

 for which credit is sought

* Detail the activities, when and where they took place, and their duration and/or frequency; and

Please provide supporting evidence as an attached portfolio containing:

* a resumé;
* employment positions description;
* samples of work;
* project briefs;
* reports and publications;
* statements by relevant employers confirming the applicant’s work experience, position and length of service; and
* vocational courses and qualifications

| **Completed RPL details** | **Equivalent UD unit details** |
| --- | --- |
| **Source**  | **Details**  | **Discipline** | **Equivalent unit code and unit name (if applicable)** | **Equivalent UD level and points** |
| 1,2 or 3 | From prior course (if applicable) | Eg. DP | UD Discipline / Code & Name | Eg. 9024 |
|       |       |       |       |       |
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|  Total credit |       |

## UD Disciplines

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| --- | --- | --- | --- | --- |
| *Field A: Humanities* | *Field B: Biblical Studies* | *Field C: Christian Thought and History* | *Field D: Theology: Mission and Ministry* | *Other Field* |
| History (AH) | Old Testament (BA) | Church History (CH) | Mission and Ministry (DA) | Indigenous Studies (IS) |
| Biblical Languages (AL) | New Testament (BN) | Systematic Theology (CT) | Canon Law (DC) |  |
| Languages ancient and modern (AL) | Biblical Studies (BS) |  | Spiritual Direction (DD) |  |
| Philosophy (AP) |  |  | Education Studies (DE) |  |
| Religious Studies (AR) |  |  | Liturgy (DL) |  |
|  |  |  | Missiology (DM) |  |
|  |  |  | Pastoral Theology and Ministry Studies (DP) |  |
|  |  |  | Religious Education (DR) |  |
|  |  |  | Spirituality (DS) |  |
|  |  |  | Moral Theology (DT) |  |
|  |  |  | Ecumenical Studies (DU) |  |
|  |  |  | Professional Counselling (DZ) |  |
|  |  |  | Counselling (CO) |  |
|  |  |  | Leadership (LE) |  |
|  |  |  | Professional Supervision (PS) |  |
|  |  |  | Clinical Pastoral Education (CP) |  |
|  |  |  | Spiritual Care (SC) |  |
| Capstone units [cross-disciplinary] |

## F. Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at enquiries@divinity.edu.au.

## G. Student Declaration

|  |  |
| --- | --- |
| [ ]  | I declare that the information supplied in this application and any documentation supporting it is correct and complete.  |
| [ ]  | I agree to abide by the University of Divinity’s *Code of Conduct* published at [*https://divinity.edu.au/code-of-conduct/*](https://divinity.edu.au/code-of-conduct/) |
| [ ]  | I agree to abide by the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) for the course for which I am applying (if applicable) as regulated by the University of Divinity. |
| [ ]  | I consent to my data being used by the University in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) and Privacy Act 1988. |
| Student’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## H. Course Advisor Checking and Approval

|  |
| --- |
| [ ]  Form checked, data is complete and matches evidence[ ]  Relevant document(s) submitted |
| **Expected end date for the course** |
| Notes: Where credits and RPL contribute towards a reduction of the requirements of a course of study, the time to complete is reduced accordingly. For overseas student on an Australian Student Visa may require a new PRISMS eCoE. Such cases to be revised by the Student Services Manager. |
| Will the student be [eligible to graduate](https://divinity.edu.au/documents/graduation-eligibility-policy/) as a result of this request?  | [ ]  | Yes | [ ]  | No |
| If yes, is the student eligible based on the requirements of the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) to exit with this award? | [ ]  | Yes | [ ]  | No |
| Will there be changes to the course end date? | [ ]  | Yes | [ ]  | No |
| If yes, indicate the new expected end date |   **/**  **/**     *(dd/mm/yyyy)* |
| Additional notes (optional) |       |
| Course Advisor Name |       | College/School |  | Date |       |

1. **OVC Office Use Only**

|  |  |  |
| --- | --- | --- |
|  | **Process Tracking for Approval**  | **Notes** |
| [ ]  | A decision is made by the Dean of Academic Programs (DAP) or delegate. If the credit/RPL is refused, this form is to be returned to the Course Advisor. The student then may appeal the decision.  |       |
| [ ]  | In case of approval, 🞟 Credit/RPL keyed in the Student Management System (including a new course end date)🞟 Relevant log made🞟 Email confirmation (along with relevant papers) sent to the student and college/school |       |
| [ ]  | For overseas students:• Changes to CRICOS eCoE may be required • If the course end date changes, it may affect the student’s visa duration and OSHC. Student to consult with [a registered education or migration agent](https://portal.mara.gov.au/search-the-register-of-migration-agents/). |       |
| Name |       | Signature |       | Date |       |