

**1. CONTACT DETAILS**

UTS Student Number								Surname	Given Names	
UTS Code Course	C							UTS Course Name		
<i>Eg C04048</i>								<i>Please provide the full name, eg. Master of Business in Finance</i>		
Contact Ph No								Email		

**2. DETAILS OF PREVIOUS STUDY**

**3. CREDIT RECOGNITION SOUGHT FROM UTS SUBJECTS**

Institution			<p>Please use only one application form per subject</p> <ul style="list-style-type: none"> <li>➤ Is this your first semester of study for this course? <span style="float: right;">Yes / No</span></li> <li>➤ Have you previously applied for credit recognition for this subject? <span style="float: right;">Yes / No</span></li> <li>➤ Have you previously attempted this subject at UTS? <span style="float: right;">Yes / No</span></li> <li>➤ Are you currently enrolled in this subject? <span style="float: right;">Yes / No</span></li> </ul> <p>Student Signature: _____ Date: _____</p>		
<i>Please provide the full name, eg. University of Technology Sydney</i>					
Title of Course					
<i>Please provide the full award title or qualification awarded, eg. Bachelor of Business (Honours)</i>					
Institution Code (office use only):					
<b>Previous Institution Subject Details</b> (No more than 4 subjects)			<b>Specified Credit Recognition</b>		
Year of Study	Subject Name	Subject Number	UTS Subject Number	UTS Subject Name	Credit Points
			<b>Unspecified Credit Recognition</b>		
			EXEMPTION SOUGHT FROM UTS UNSPECIFIED ELECTIVE SUBJECT		
			XXXX	Unspecified Elective	Credit Points

**OFFICE USE ONLY**

Date Received	Student Centre/Faculty Use	<b>GRANTED</b>	<b>REFUSED</b>	Comments	Entered in Tracker + Date
	Staff Name				
	Signature + Date	Precedent Ref. No.:			Entered in CASS + Date

## POLICIES & PROCEDURES

Recognition of Prior Learning (RPL) is an assessment of an individual's prior learning from previous studies. The maximum number of RPL that a student may be eligible for are as follows:

<b>Graduate Certificates</b>	:	RPL will not be approved, except where it has been approved for a specified UTS Business EDU course
<b>Graduate Diplomas</b>	:	A maximum of 5 subjects may be approved, of which a maximum of 2 core subjects may be approved from prior undergraduate studies.
<b>All Masters Courses</b>	:	A maximum of 8 subjects may be approved, of which a maximum of 4 core subjects excluding MBA may be approved from prior undergraduate studies.
<b>MBA</b>	:	A maximum of 10 subjects may be approved, of which a maximum of 4 core subjects may be approved from prior undergraduate studies.
<b>EMBA</b>	:	No RPL will be approved.

### Please note the following:

- No RPL will be granted for subject 21878. Students are eligible to apply for 21715, 79708, 77947 or 77938 based on postgraduate study only.
- RPL for **ELECTIVES** will **NOT** be granted from prior **undergraduate** study.
- While every effort will be made to assess Credit Recognition (CR) prior to enrolment, you **MUST NOT ENROL** in subjects for which credits are being sought.
- RPL will be granted only for the course in which the student is currently enrolled.
- RPL are granted only on the basis of prior study at an Australian university, or at a recognised overseas institution deemed to be equivalent to an Australian university.
- RPL will only be granted from higher tertiary studies; no qualifications below a Bachelor's degree will be recognised.
- RPL granted in prior tertiary studies will not be approved, with the exception of the UTS Bachelor of Business.
- Subjects from prior study can only be used once and not for multiple RPLs.
- Conceded passes (PC) or marks below 50 will **NOT** be considered for RPLs.
- RPL will not be granted for subjects undertaken more than 10 years ago.
- RPL will not be granted for a subject that has already been attempted.
- To have a major or sub-major noted on a student's final transcript, a student must have completed at least 75% of the subjects in that major or sub-major at UTS, under any approved postgraduate course.
- Maximum of four (4) subjects can be used from prior studies for each UTS subject.
- Subjects granted or prior studied subjects from previous UTS courses **CANNOT BE USED** as substitutions.

### To apply for Credit Recognition you must complete and submit the following:

1. Completed application for Credit Recognition (see over). Please fill out a separate form for each subject for RPL.
2. One certified copy of your undergraduate/postgraduate, or both, transcripts including grading system and a certified copy of your degree for each RPL.
3. If a subject was completed outside UTS Business School, applicant must include 1 set of official subject outlines from the actual year of study, information should also include details of the topics covered, hours of class time, type of assessment and textbooks used. Handwritten or self-typed details will not be acceptable unless accompanied by an official University letter and stamped by that University. Authorised translators must translate documents that are not in English. International students are encouraged to obtain their subject outlines and apply for Credit Recognition before leaving their home country.
4. Those who have completed courses from UTS Business School Executive Development Unit or Centre for Management Studies must also supply documentation.
5. Submit Credit Recognition Form plus documents, to the Student Centre Haymarket.
6. Applications for Credit Recognition will not be accepted if you do not include the above documents.

**You must supply new documents every time you apply for Credit Recognition; the Student Centre and Schools do not keep these records.**

**Submitting your application with the above information will enable your application to be processed quickly.**

**Subjects granted will be shown as 'exempt' on your study plan. The exempt subject will be listed on your official Academic Record.**

**Note: You must finalise all your application for RPL by the end of your first semester of your course at UTS. After which, no RPL applications will be accepted. UTS rule: <http://www.gsu.uts.edu.au/rules/6-index.html>**

**If you have further enquiries, please submit a request through ASK UTS at <http://ask.uts.edu.au> or contact the Student Centre Haymarket on (02) 1300 275 887 or 1300 ASK UTS.**