

Need help?**Email us:** inquiries@monash.ac.za**Tel:** +27 11 950 4000 **Fax:** +27 11 950 4004/4201**Mail:** Monash South Africa, Private Bag X60, Roodepoort, 1725, SA

Application form

Credit for previous study

This form is to be used by future and current Monash South Africa students when applying for credit for previous studies.

General information

- Applications for credit for previous study are approved only for the course you have listed as attached. If you enter a new course, you will need to apply for credits again.
- The following **MUST** accompany your application for credits, failing which your application will not be considered:
 - a. Completed Credit Application form.
The direct link <http://www.monash.edu.au/pubs/handbooks/units/index-by-campus-southafrica.html> refers to the Monash South Africa units that you hope to receive credit for.
 - b. Certified copy of your final academic result(s). (Please do not send originals).
 - c. Copies of the official unit syllabus (unit synopsis, assessment, number of hours, textbooks used). Printed on previous institution's letterhead.
- You will receive written notification from Monash South Africa when credits have been granted.

Closing dates

Six weeks prior to the first day of the semester. Any application lodged after this will only be considered for the next semester. A longer period may be required, particularly at peak admission times.

Where a current semester's enrolment is likely to be affected by the outcome of the application (for example, a change in enrolled units) you must submit your application at least six weeks prior to the first day of enrollment.

CHECK BOX

- Application form completed
- Certified copies of results
- Certified copies of Unit Outlines (printed on Official letterhead)
- Additional documentation

Student ID:

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Credit policy

Policies relating to credit for previous study varies.

Please refer to the online handbooks for relevant University and faculty policies.

<http://policy.monash.edu.au/policy-bank/academic/education/admissions/credit-policy.html>

Types of credit that may be granted:

Specified credit or exemption from individual units:

The student is exempted from having to study that unit within the current course.

The Joint Statute Act does not allow more than 50% of credits to be granted when transferring from one university to the other. Therefore, you could be exempted from a maximum of 12 units if you have passed with a final minimum mark of 50% and the content is 80% similar to that offered at Monash South Africa.

Privacy statement

The information on this form is collected for the purposes of assessing your application for credits. If you do not provide required information it may not be possible for the application to be assessed by your enrolled faculty.

Monash South Africa cannot contact any institutions on your behalf. You have a right to access personal information that Monash South Africa holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact a Student Service Officer.

Note that the required documents under the "General information" section above must accompany your application for credit otherwise your application will not be considered.

Please direct all credit application queries to:
MUSA-CreditApps@adm.monash.edu

RECEIVED BY

Please retain this copy as proof that your application has been submitted.

Date of application submitted with ALL required documents

Application form: Credit for previous study

Section A – Personal details

Monash student ID:	Email address:	Surname:
First Names:	Date of birth: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	Phone number:

Section B – Monash course for which you are applying for credit

Course name:	Course code:
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Section C – Details for Specified Credit – details of previous study for which credit is sought

Course name	Institution name	Did you complete the course? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Details of previous study				Office use only - Faculty/Dept/School approval				
Unit studied code	Unit studied title	Year studied	Monash Unit *	Approved with credit? (Y/N)	Approved without credit? (Y/N)	Credit declined (Y/N)	Monash unit code	Authorising signature
Faculty comment								
Faculty comment								
Faculty comment								
Faculty comment								
Faculty comment								

* Please go to <http://www.monash.edu.au/pubs/handbooks/units/index-by-campus-southafrica.html> for the Monash South Africa unit code for which you are seeking credit.

Details for Specified Credit – details of previous study for which credit is sought (continued)

Details of previous study				Office use only - Faculty/Dept/School approval				
Unit studied code	Unit studied title	Year studied	Monash Unit *	Approved with credit? (Y /N)	Approved without credit? (Y /N)	Credit declined (Y /N)	Monash unit code	Authorising signature
Faculty comment								
Faculty comment								
Faculty comment								
Faculty comment								
Faculty comment								
Faculty comment								
Faculty comment								

Please note: When applying for Credits you should attach official unit syllabus along with certified copies of results for units previously studied.

Section E – Applicant’s declaration

- I declare that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including transcript/s, might invalidate my application and that Monash South Africa reserves the right to withdraw an offer of a place or cancel my enrolment in consequence.
- Should Monash South Africa determine that I have submitted a false document, I consent to them disclosing this information to other relevant tertiary institutions.
- I authorise Monash South Africa to obtain confidential student records from any educational institution necessary to make an informed decision about my application.
- I understand Monash South Africa is not responsible if any educational body or institution does not supply these records.

Signature _____ Date _____

Section F – Office Use Only

Date received from faculty Student advised of outcome by email Processed by _____