

# Application for Advanced Standing/Exemption

## Who should complete this application?

- You should complete this application for Advanced Standing/Exemption if you wish to apply for advanced standing or exemption towards your University of Melbourne course for previously completed tertiary studies.
- You must complete and submit one application form for each tertiary subject previously completed.

## What to do before completing this application

- Consult the University policy on Advanced Standing at [www.unimelb.edu.au](http://www.unimelb.edu.au).
- Read this form carefully.
- Contact your student hub or graduate school with any questions about the policy or process for the award of advanced standing.
- Obtain documentation required to be presented with this application.

## If you are applying for advanced standing in a New Generation course

- If enrolled or enrolling in a New Generation course, any approved advanced standing may require you to be transferred out of the New Generation course and into a pre-new generation course.
- If you wish to remain in the New Generation course, you may be required to forego some or all of the advanced standing
- In signing and submitting this application, you agree to these terms.

## When to submit this application

- If you are applying for admission through VTAC:* You should submit this application at your course information session or appointment with your student advisor as listed in your enrolment information.
- If you are applying for admission via direct application to the University:* You should submit this application when you apply for admission. If you are applying for more than one course you will need to submit a separate application for advanced standing for each course for which you are applying.

## What to attach to this application

You must attach the following supporting documentation:

- An original or certified copy of your academic transcript of results (for previous studies completed outside the University of Melbourne)
- An original or certified copy of the key to the results appearing on the academic transcript (for studies completed outside the University of Melbourne).
- A detailed description of the subject(s) completed, as at the time of completion of the subjects. This will normally be an extract from the institution's Handbook or a subject syllabus/outline and should include the content, points value, contact hours and assessment details for the subject(s)
- A detailed account of the course in which the completed subject(s) was taken, as at the time of completion of the subject(s). This will normally be an extract of the institution's Handbook, and should include details on the course structure (the number of points required for completion) and course level (statement that it is an undergraduate, graduate or postgraduate course, or the entrance requirements in the absence of such a statement).

Application forms without all required supporting documentation will not be assessed and will be returned to you.

## Where to submit this application

- Applications for Advanced Standing/Exemption can be submitted online and will be directed to the relevant student hub or graduate school.
- Applications not submitted online, and supporting documentation should be submitted to your student hub or graduate school.
- You will receive formal notification of the outcome of your application.

SECTION 1 – Personal Details				
Title	Given Names		Surname	
Mailing Address				
Daytime telephone or mobile				
Email (if not unimelb student email account)				
Applicant/Student ID number (where known)				
Name of Melbourne course enrolled in/applied for				
SECTION 2 – Details about the Subject Previously Completed (use one form per subject)				
Subject name			Subject Code	
Credit points		Contact hours (class hours) per week	Number of teaching weeks	
Assessment details (e.g. exams, assignments, projects, weekly tests, oral presentations etc.)				
Year in which the subject was completed				
Name of the institution in which this subject was taken				
Subject availability (ie. Which students can take the subject?)	<input type="checkbox"/> Undergraduate only <input type="checkbox"/> Postgraduate only <input type="checkbox"/> Both undergraduate and postgraduate			
For undergraduate subjects: the subject level (e.g. level 1, 2 or 3)				
Name of the course in which this subject was taken				
Has this qualification been awarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No             (Please tick one)			

# Application for Advanced Standing/Exemption

## SECTION 3 – Privacy Statement, Declaration and Signature

The University of Melbourne's privacy policy with regards to student information can be viewed at:  
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

### Declaration

- I have read the University's credit policy.
- To the best of my knowledge I have attached all information required for evaluation of this application.
- I declare that, to the best of my knowledge, the information supplied in this application, including any supporting documents submitted with the application is correct and complete.
- I understand that the University may cancel my enrolment if I have misrepresented or failed to fully and completely state my academic record and my attendance at each other tertiary institution attended by me, and that this cancellation may take place at any stage during the course I undertake.
- I understand that the University may contact other institutions attended by me to verify the information provided which pertains to my enrolment at that institution, and to seek other relevant information about me.
- I understand that I must attend all enrolled classes until I receive notification of the outcome of this application for Advanced Standing/Exemption
- I understand that if this application is for advanced standing in a New Generation course, and advanced standing is approved, I may be required to transfer to a pre-new generation course, or I may have to forgo some or all of the advanced standing if I opt to remain in the New Generation course.

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--

## SECTION 4 – To be completed by the Departmental Evaluation Officer

**This form should be returned to:** Name: \_\_\_\_\_  
 Hub or Graduate School: \_\_\_\_\_  
 Tel/Email: \_\_\_\_\_

### Please read the enclosed Information for Departmental Evaluation Officers

**Evaluation** (Please ensure that any blank spaces you leave are crossed through and that any alterations you make are initialed)

<ul style="list-style-type: none"> <li>• <i>Equivalent</i> Faculty of Science subject; or</li> <li>• <i>Subject area</i> (where no equivalent subject is offered)</li> </ul>	Acceptable as a pre-requisite for the following subject(s)	Credit points	Subject availability and level
			<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Either Level:

**Comments** (May include why an evaluation is not possible)

---



---



---



---



---



---



---



---

<b>Name (Please print)</b>		<b>Signature</b>	
<b>Department</b>			

### OFFICE USE ONLY

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_  
 Entered on system  Student notified of outcome  Entered on credit register