Advanced Standing and Credit Transfer Application Form

Please read *Section A* before completing this *Advanced Standing and Credit Transfer Application Form*.

Section A: Notes and Disclaimer

Important notes:

a. All applicants, including international students, must lodge their *Advanced Standing and Credit Transfer Application Form* at the time of admission or within the first teaching period of study. Applications for units already attempted will not be accepted;

b. In accordance with the *Advanced Standing, Credit Transfer and Articulation Policy*, decisions will be made on a case-by-case basis, except where standing agreements with other providers exist. All credit decisions are assessed in accordance with the Australian Qualifications Framework (AQF) Credit and Recognition of Prior Learning guidelines and the Higher Education Standards Framework (Threshold Standards) 2021 – Standard 1.2 Credit and Recognition of Prior Learning. Students must complete at least 50% of their course at QIHE;

c. Advanced standing will not be granted for studies completed more than ten (10) years prior to application, unless a shorter timeframe applies due to changes in the relevant field of study;

d. Students may obtain Advanced Standing for up to 50% of their course in QIHE's undergraduate and postgraduate programs;

e. A minimum of 80% content equivalence is required for credit to be granted. Prior studies graded as Advanced Standing at another institution cannot be used again for credit into QIHE courses;

f. Approved prior study must be at a comparable Australian Qualifications Framework (AQF) level. Qualifications from accredited Australian higher education institutions or equivalent overseas institutions (as assessed by the Australian Government Department of Education's Country Education Profiles (CEP) (formerly known as NOOSR/AEI-NOOSR) or other relevant authority) may be considered;

g. Decisions for the granting of advanced standing shall be made by the Course Director and the Dean;

h. Eligibility for credit does not guarantee admission to QIHE;

i. Decisions will normally be made within twenty (20) working days of receipt of a complete application. Applications based on informal or non-formal learning may take longer to assess;

j. Where courses are accredited by professional bodies (e.g., Accounting and Information Technology), advanced standing will only be recognised if consistent with the requirements of the relevant professional body. Students are advised to confirm recognition directly with the professional body. For Information Technology courses, a shorter time limit of seven (7) years will be applied for credit transfer or recognition of prior learning, to ensure currency in the field;

k. QIHE will continue to monitor student progress and ensure that granting of credit does not adversely impact academic progression or learning outcomes.

To apply, students must:

a. Provide certified copies of the transcript(s) from the institution(s) where their previous studies were completed;

b. Ensure all documentation is submitted in English;

Quantum Institute of Higher Education
Advanced Standing and Credit Transfer Application Form
Address: Level 4, 16-18 Wentworth Street, PARRAMATTA, NSW 2150
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c. Include detailed course outlines specifying course objectives and learning outcomes, topics covered, credit points, assessment methods (e.g., exams and assignments), prescribed textbooks and other learning resources.

Section B: Submission Details

Submission Date		**Program Name**	
Campus		**Program Code**	

Section C: Applicant Details

1. Personal Details				
Student Type:	☐ Domestic ☐ International	Student ID (if known)		
Title	Mr. ☐ Mrs. ☐ Ms. ☐ Other ☐			
Family Name(s)		Given Name(s)		
Date of Birth		Nationality		
Country of Birth				
Current Address				
Telephone Number		Email Address		
Are You a Sponsored Student or Receiving a Government Loan?	Yes ☐ No ☐			
Are you applying for a Government Loan (e.g., FEE-HELP)?	Yes ☐ No ☐ Not Applicable ☐			

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2. Credit Transfer Request Information

Please provide detail of the course(s) for which credit transfer is requested.

Previous Institution's Name	
Degree/Program Name	

Attendance Period	From Click or tap to enter a date. To Click or tap to enter a date.

S/N	Course Code and Name	Date Completed	QIHE Equivalent Course Code & Name	Supporting Docs Provided (Transcript/Outline)	Approved *(For official use only)*	
1				☐ Transcript ☐ Outline	Yes ☐	No ☐
2				☐ Transcript ☐ Outline	Yes ☐	No ☐
3				☐ Transcript ☐ Outline	Yes ☐	No ☐
4				☐ Transcript ☐ Outline	Yes ☐	No ☐
5				☐ Transcript ☐ Outline	Yes ☐	No ☐
6				☐ Transcript ☐ Outline	Yes ☐	No ☐
7				☐ Transcript ☐ Outline	Yes ☐	No ☐
8				☐ Transcript ☐ Outline	Yes ☐	No ☐
9				☐ Transcript ☐ Outline	Yes ☐	No ☐
10				☐ Transcript ☐ Outline	Yes ☐	No ☐
11				☐ Transcript ☐ Outline	Yes ☐	No ☐
12				☐ Transcript ☐ Outline	Yes ☐	No ☐

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Section C: Declaration

By signing this form, I acknowledge and declare that:

i) All information provided are true, accurate, and not misleading;

ii) My advanced standing and credit transfer request will only be considered if I submit a completed *Advanced Standing and Credit Transfer Application Form* with all required supporting documents that meet the eligibility criteria outlined in QIHE's *Advanced Standing, Credit Transfer and Articulation Policy*;

iii) I give my consent to QIHE to verify the information and documents I have provided with the issuing agency or institution and I understand that QIHE will handle my personal information in accordance with the *Privacy Act 1988 (Cth)*;

iv) I accept all the conditions stated in QIHE's *Advanced Standing, Credit Transfer and Articulation Policy*;

v) I have attached all the required documents to ensure my request is processed within the normal timeframe of twenty (20) working days from the receipt of a complete application;

vi) I understand that providing false or misleading information may result in the rejection of this application, withdrawal of any credit granted, and/or disciplinary action in accordance with QIHE policies.

Student Name			
Signature		Date	

For Official Use Only			
Outcome/Comments:			
Dean's Signature		Date	

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