

Application For Advanced Standing (Credit)

INSTRUCTIONS

1. Please read the information relating to Advanced Standing (Credit) at <http://www.une.edu.au/for/current-students/forms/advanced-standing.php>
Note that study must have been normally completed within the last ten years.
2. Familiarise yourself with your course rules at <http://www.une.edu.au/courses/> and <http://www.une.edu.au/gsb>.
3. Determine whether you may be eligible for any Advanced Standing from previous tertiary study towards your current course.
4. Complete **ALL** sections of this application using a black pen and printing clearly.
5. Attach **ALL** documentation (in the form of certified transcripts and unit descriptions of all previously completed units for which you are applying for Advanced Standing) to your application.
6. Return the completed application and attachments to: The Advanced Standing Officer, **Graduate School of Business**, The University of New England, Armidale, NSW, 2351 **OR** go to www.une.edu.au/askune.

NOTE THAT INCOMPLETE OR INCORRECT APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.

REQUIRED DOCUMENTATION

For previous tertiary studies, applicants are required to:

1. Provide a certified copy of your academic transcript.
2. Supply unit descriptions which must include the following information on unit:
 - code and title;
 - duration (term semester, trimester, full year) and hours;
 - credit value;
 - proportion of the whole course each unit was worth;
 - list of reference book and textbooks.
3. Suggested course plan indicating where the units applied for advanced standing will fit into course structure.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTATION IS SUPPLIED

APPLICATION DEADLINES

Complete applications for Advanced Standing that are received prior to the close of admission will receive priority where the application relates to enrolment for that teaching period. Those received after the close of the admission period will be processed as soon as possible.

PRIVACY STATEMENT

The University will collect personal information, manage and use it, and disclose it in a way that complies with the relevant legislation. The NSW State Information Protection Principles and the National Privacy Principles will underpin all aspects of the University's dealings with personal information. This policy shall apply to the University, its controlled entities and its affiliated bodies.

For further information: <http://www.une.edu.au/rmo/policies/privacystatemet.htm>

PERSONAL DETAILS (Must be completed)

Student Number:

Title: _____

Family Name: _____

Given Names: _____

Date of Birth: _____ Contact Phone: _____

UNE Email address: _____ Private Email address: _____

UNE Course for which you are applying for credit

Course Name: _____ Major(s) _____

Details of credit – Details of previous study/experience for which credit is sought

Institution Name: _____ Course Name: _____

Year completed: _____ Did you complete this course? Yes No

Unit studied code eg: POLS5122	Unit studied Title eg: International Political Economy	Equivalent UNE unit code eg: GSB696	Has the unit counted toward a completed qualification?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

CHECKLIST

Have you submitted your certified Academic Transcript? Have you completed all sections of the form?
Have you submitted unit outlines for assessment? Have you signed and dated the declaration below?

DECLARATION

I hereby declare that the information supplied on this form is correct and complete to the best of my knowledge. I understand that this application is received on the understanding that the University may obtain official records with respect to my application from any university or tertiary institution previously attended by me.

Applicant's Signature: _____ Date: _____

Office Use Only

Application Approved: _____ Date: _____