



Advanced Standing Application form

ADM01 V05/04

This form is to be used by current students enrolled at Australian and offshore campuses, when applying for Advanced Standing which includes either credit for previous study or Recognition of Prior Learning (RPL) Monash College students should not use this form

General information

- Advanced standing and RPL are approved only for the course you have listed as attached. If you enter a new course, you will need to apply for advanced standing and RPL again.
- When applying for advanced standing an original or certified copy of your academic results must accompany this application. In addition, a copy of the unit syllabus (units synopsis, assessment, number of hours, textbooks used) in the year the subject was studied will be required.
- You must not consider that advanced standing and RPL has been granted until you have received written notification from your faculty.

Closing dates

Faculty closing dates for advanced standing applications vary. For details please refer to the following web page:

<http://www.adm.monash.edu.au/service-centre/forms/>

Where a current semester's enrolment is likely to be affected by the outcome of an application: e.g. a change in enrolled units, you must submit your application prior to the first day of the semester.

You will receive written notification from your faculty regarding the outcome of your application.

Lodgement of applications

Berwick, Clayton, Gippsland, Parkville & Peninsula, Campuses

Applications can be submitted to your faculty office on your home campus.

Caulfield Campus

Applications should be submitted to the Caulfield Service Centre. **Business & Economics Postgraduates** should submit their form to their department. **Information Technology Students** should see their course adviser prior to submission of the form.

International students (Australian campuses)

International students should note that approved advanced standing and RPL may affect your course duration. In such cases your faculty will notify you regarding the revised course end date and the change will be reported to DIMIA.

University policy

Policies relating to advanced standing and RPL vary

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

<http://www.monash.edu.au/pubs/handbooks/srq/>

Examples of advanced standing that may be granted include:

Specified credit or exemption from individual units

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

Block credit from the course or advanced standing

The student is granted credit for a 'block' period such as a semester or a year and is able to enter the course at an advanced level based on previous study.

Unspecified credit or exemption from elective units

The student is granted credit for a unit that does not match any of the core units within the course.

Exemption without credit or substitution

The student is exempted from having to study a particular unit (based on prior study), but is required to study another unit in its place.

Recognition of Prior Learning (RPL)

Where skills, knowledge and competencies have been acquired external to a University or TAFE or through work or life experience, students may be granted Recognition of Prior Learning (RPL). Your enrolling faculty will assess any applications for RPL.

Privacy statement

The information on this form is collected for the purposes of assessing your application for advanced standing. If you do not complete all questions on this form it may not be possible for the application to be assessed by your enrolled faculty. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University 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 the University Privacy Officer at the following email address: privacyofficer@adm.monash.edu.au

RECEIVED

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

Student ID:

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Tracking Number: _____



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Unspecified Credit

Details of previous study			Office use only – Faculty/Dept/School approval				
Name of Institution	Unit studied (title)	Year studied	Approved Credit Points	Unit Level	Rejected (Please tick)	Comments	Authorising signature
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

Please note: When applying for Advanced Standing you should attach relevant unit syllabuses and handbooks entries along with your results for units previously studied.

Section D Details for Recognition of Prior Learning (RPL)

If applying for RPL you should attach any of the following documents as required to support your application

Personal statement Position description Letter from employer Current CV

Section E Applicant's declaration

I declare that the information provided by me is true and complete. I acknowledge that Monash University reserves the right to vary or reverse any decision regarding advanced standing on the basis of incorrect or incomplete information.

I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.

Signed _____ Date _____

Office use only (Faculty/Dept/School)

Checked Logged Keyed

Student advised by Photocopy of this page Letter Sent Yes No

Revised completion date

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New eCOE required? Yes No MI notified of new course end date? Yes No

Processed by _____ Date _____