



Section A: Instructions and information

Step 1: Complete sections B & C, sign and date the application form.

- Please use BLOCK LETTERS.
- Please tick ✓ the appropriate boxes.

Step 2: Return Completed Form, together with a certified copy of your academic record and syllabus details of the units you have already studied or details of work experience to the Faculty Office.

- Certified documents must be signed by an authorised person (e.g. police, chemists, doctors, accountants, justice of the peace) and must include an original signature, the name, address and title of the person signing, and an appropriate registration number. Photocopies of previously certified documents are not acceptable.

- **Policy and Procedures:** - For information about Exemption and Credit Transfer Policy please refer to the Swinburne Policy & Procedure Directory (PPD) at <http://www.ppd.swin.edu.au/>. Follow the link to Student Information Services then Credit Transfer and Exemption (Higher Education).
- **Exemption and RPL:** An exemption is based upon previous study undertaken at a university, TAFE or other equivalent institution. If you are applying based on work or life experience please refer to Recognition of Prior Learning (RPL) Policy and Procedures available via the Swinburne Policy and Procedure Directory – see above.
- **Matched, Unmatched & Block exemptions:** A Swinburne exemption may be defined as a “specified”, or “matched” exemption where students are exempted from a particular unit of study; an “unspecified” or “unmatched” exemption where students are given exemptions which are not linked to any particular units and/or a “block” exemption where an exemption is given for one or more teaching periods (eg all the units in a semester or year of the course).

Section B: Personal Details (must be completed)

TITLE (eg Mr, Mrs, Ms) _____ FAMILY NAME (SURNAME) _____ STUDENT ID _____

GIVEN NAME(S) _____ SWINBURNE EMAIL _____ PHONE _____

ADDRESS _____ SUBURB _____ STATE _____ POSTCODE _____

PROGRAM CODE _____ PROGRAM TITLE _____ CAMPUS _____

ARE YOU AN INTERNATIONAL STUDENT STUDYING ON CAMPUS IN AUSTRALIA? Yes No

International on Campus Students Please Note: The Department of Immigration and Citizenship (DIAC) will be advised of any reduction in program duration resulting from approved exemptions

HAVE YOU PREVIOUSLY APPLIED FOR EXEMPTIONS, CREDIT TRANSFER OR RECOGNITION OF PRIOR LEARNING (RPL)? Yes No

If YES please provide details of your application(s)

How many units did you receive exemption or RPL for? _____ Has any of the study used to gain previous exemptions been included in this application Yes No

Faculty Office Use Only	Total No Of Units Of Study Exempted	Total percentage of program for which credit has been/will be granted if this application is approved	International Students– indicate expected completion date*	Total Number of Pages (Including this one)
	_____	_____ %	_____/_____(month/year)	_____
	Total EFTSL/Credit Points Exempted	Meeting Date	Swinburne International notified of program length variation.	Signature Of Administrator
	_____	_____/_____/_____	Date _____ Signed _____	_____

* The Faculty must notify Swinburne International if the exemptions result in a program duration that is less than that specified in the student’s offer letter.

Section C: Details of Exemption(s) (must be completed) - if there is insufficient space please attach multiple copies of this page. (Grey areas are Office Use Only)

Family Name		Given Name(s)		Student ID		Program			
Swinburne Unit (Exemption Sought)		Grounds Upon Which Exemption Is Sought (Prior Study)		Additional Information (Office Use)		Recommendation (Convenor/Exemption Advisor)			
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					
Unit Code	Unit of study title	Code	Unit of study title	Level*	Type of Provider*	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
		Year	Institution Name	Prior Unit Field of Study Code*		Signed		Name	
				Preclusions (replacement unit to be taken – details)					

Student Signature	Date	Date Entered on ASCOL	Entered By (Name/Signature)
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* Only required where prior study is TAFE. Please refer to exemption information available from Exemption and Credit Transfer Benchmarking website <http://www.swin.edu.au/hed/bench/docs/exempt/exempt.html> (OPAX login required)