



Credit Transfer



You can apply to have previous study from another institution or another UNSW degree program recognised, and the credit transferred to your current degree program at UNSW. Credit transfer is also known as 'advanced standing' or recognition for prior learning (RPL).

Note:

1. It is essential that you submit your application for credit transfer as early into your degree program, as possible. Please be aware that delays in applying for credit transfer could result in you undertaking courses which ultimately are not required for the completion of your degree.
2. If you are approved for transfer credit for course(s) completed at another institution, the marks you achieved for those courses will **not** be included on your academic statement, official UNSW academic transcript or in the calculation of your Weighted Average Mark (WAM). This reflects the different grading schemes at other institutions.
3. If you are approved for transfer credit for course(s) completed at UNSW in a different program, then the marks you achieved for the specific course(s) will be included on your academic statement, will be included in the calculation of your WAM for your new Program but will **not** appear on your official UNSW academic transcript under your new program. The courses will remain on your academic transcript under your old program.

If you were approved for transfer credit prior to Semester 1 2016, all courses and marks achieved will appear on your transcript under the program you were enrolled in when you attempted the course(s). However, the marks

achieved in courses for which you have been granted credit transfer, cannot be included in the calculation of your WAM for your new program.

At **undergraduate** level credit transfer is generally recognition of prior study at a university or TAFE. See the rules below.

At **postgraduate** level it is generally recognition of prior postgraduate study at a university. See the Postgraduate Coursework Credit Transfer and Articulation Guidelines below.

Note that credit transfer does **not** include

- Exemption, where a student is exempted from a specified compulsory course and instead is required to complete an unspecified course to the same unit of credit value, or
- Substitution, where a student completes a specified equivalent course in place of a specified compulsory course.

Terminology

Please go to the [Glossary](#) for an explanation of terms used on this page.

Undergraduate credit transfer rules

Students may be admitted to undergraduate degrees or awards with credit for previous study and/or attainments. All credit granted in undergraduate degrees or awards must comply with the following rules. Note that the home Faculty may also have their own credit transfer procedures.

1. All credit assessments will be based on the completion date for the course to be used as credit and not the program.
2. Courses with a successful completion date of up to 10 years can be used for credit within a program.
3. Any credit granted must be consistent with the program progression rules applicable at the time the application is assessed
4. Students who are admitted to the University after completing, or partly completing, the requirements of another degree or award of another tertiary institution must complete a program of study deemed to be no less than that required of students in full-time attendance in the final year of the program concerned.
5. Where faculty rules permit, students who have been awarded the degree of Bachelor at Pass level may be permitted to enrol for the award of the degree at Honours level with credit for all courses completed if, during their studies for the Pass degree, they have satisfied the prerequisites for entry to the Honours level laid down by the schools concerned or the equivalent of those prerequisites.
6. Enrolled students have the right of appeal against credit transfer decisions under the Student Complaint Procedure.

Eligibility for credit in a UNSW program does not guarantee admission to that program.

Postgraduate coursework credit transfer and articulation guidelines

The following guidelines apply to credit granted in **postgraduate coursework degrees, diplomas or certificates**. Note that the home Faculty may also have their own credit transfer procedures.

1. A postgraduate coursework student may be granted credit by the program authority. The credit granted must be consistent with the guidelines detailed below. Any credit granted must also be consistent with the rules governing progression within the program as determined by the relevant faculty.
2. **(a)** At least 50% of program requirements must be completed at UNSW for the award of a UNSW postgraduate coursework degree or diploma. Credit Transfer to a maximum of 50% of UNSW program requirements may be granted for completed or partially completed postgraduate awards from UNSW or from another institution. When considering the granting of credit transfer on the basis of previous postgraduate study at another institution, the

program authority must take into account the quality of the institution and the quality, level and content of postgraduate courses previously undertaken. A Faculty Standing Committee may, for a particular program, determine the maximum credit transfer at less than 50% of program requirements.

(b) A postgraduate coursework certificate student enrolling in a program that requires a total of 24 or more units of credit may be granted credit to a maximum of 50% of program requirements. No credit will be granted where program requirements are less than 24 units of credit.

3. Some postgraduate programs include preliminary courses similar in content to undergraduate courses, and provide exemption from these courses for students with the appropriate undergraduate background. In such programs, a postgraduate coursework student may be granted credit on the basis of a completed undergraduate degree but must complete a program of study equivalent to one year of full-time study or 48 units of credit.
4. All credit transfer assessments will be based on the completion date for the course to be used for credit and not the program.
5. Courses with a successful completion date of up to 10 years can be used for credit transfer within a program as provided within the program rules and the University rules on credit.

The following guidelines apply to credit granted in **postgraduate articulated programs**.

6. A postgraduate coursework student admitted to a UNSW articulated program is eligible for credit based on Guidelines 1 to 5 above at the time of initial enrolment in the articulated sequence.
7. **(a)** A postgraduate coursework student enrolled in an articulated program may apply to progress from Graduate Certificate to Graduate Diploma to Masters level with full credit for courses completed in earlier programs in the sequence, whether or not those awards have been conferred.
(b) For progression of students who did not qualify for direct entry into a higher level program at initial enrolment in the sequence, a Faculty Standing Committee may stipulate a particular performance level (e.g. credit average) in early programs in the articulated sequence. Students not meeting this performance level would be awarded the Graduate Certificate or Diploma for which they have completed requirements, and would apply for entry into the higher program under Guideline 2(a) above.
(c) A Faculty Standing Committee may determine that applications for progression through a particular articulated program sequence will be refused if a substantial time period (normally greater than 6 years) has elapsed since completion of requirements for the earlier award.
8. A postgraduate coursework student who chooses to have the Graduate Certificate or Diploma formally conferred and then wishes to undertake further study in the articulated program sequence, either immediately or after a period of absence, is subject to the Guidelines outlined above in 2(a).

Go8 Credit Transfer Agreement

The **Go8 universities** (Adelaide, Melbourne, Monash, ANU, Queensland, Sydney, NSW and WA) have developed a **Credit Transfer Agreement** to enhance the mobility of students between Go8 institutions by facilitating the transfer of credit from one Go8 university to another. This Agreement is based on an acceptance that the assessment regimes at all Go8 universities are comparable and transferable.

How to apply for credit transfer

Use this form if you:

- Are a new student and missed the deadline for Admissions processing
- Are returning to UNSW after exchange studies, or
- Didn't apply for credit transfer when you first applied to study at UNSW, and wish to now

Include with your form:

- An official transcript and
- Course descriptions of studies undertaken at another institution. (See **Getting Started** for more information on course description requirements)

Failure to provide all information and documentation will delay the assessment of your application.

Please be aware that if you provide falsified documents in support of your application, then this will result in one

of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student, you must be aware of your obligations and responsibilities under the **Student Code**.

Please submit your request here

UNSW Canberra

Please download and complete the application form here:

Download Credit/Advanced Standing form here (PDF 154KB, 2 pages)

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<https://student.unsw.edu.au/credit-transfer>