



## Application for Advanced Standing (Recognition of Prior Learning)

**VICTORIAN COLLEGE OF THE ARTS**  
The University of Melbourne  
223 St Kilda Road, Southbank VIC 3006  
CRICOS CODE 00104C

### INFORMATION FOR APPLICANTS

#### When to Apply

Students wishing to receive credit for study previously undertaken must apply at the time when they apply for selection. This application should be discussed at interview so that the appropriate recommendation can be made. All credit applications must be finalised before an offer of a place can be made.

#### Undergraduate Study

If you are applying for entry into one of the 3-year undergraduate degrees at the College, other than Bachelor (Honours), you may be eligible to apply for credit in your major studies and/or the compulsory common curriculum which represents 12.5% of your study program for the year.

#### Postgraduate Study

If you are applying for entry to a Graduate Certificate, Graduate Diploma, Postgraduate Diploma or Master by Coursework course, you may be eligible to apply for credit. Credit is not available for research degrees.

#### Subject Details

Details of subjects contained within the course for which you are applying appear on our website – [www.vca.unimelb.edu.au](http://www.vca.unimelb.edu.au). Select the discipline in which your course is offered and then select Handbook from the menu. The compulsory common curriculum is offered by The Centre for Ideas.

#### How to Apply

Complete the enclosed application form, attach certified<sup>1</sup> copies of transcripts<sup>2</sup> or other appropriate supporting documentation, and lodge the form with your application for audition/interview.

#### Eligibility

Credit for previous studies already completed at tertiary level will normally be granted if any of your previous studies for which you have applied for credit are demonstrated to the selection panel to be: comparable in content; equivalent in standard; and, suitable to be included as part of your course at the College. In some courses you may qualify for credit for work or other prior learning experience which can be demonstrated to be relevant to a course.

A student who has completed a degree at another accredited institution shall be automatically granted credit for the two Centre for Ideas compulsory subjects taught in the first two semesters of the relevant undergraduate course, on submission of the Application for Advanced Standing form and certified documentation from the awarding institution.

Students who have completed a relevant TAFE qualification may apply for credit. Each application will be considered on its individual merits, unless the teaching discipline has developed a block credit recognition agreement with a particular TAFE provider in respect of a relevant TAFE course. You are advised to check this with the relevant VCA discipline before applying.

The following limits to credit apply:

- no credit for final year subjects;
- no more than one half of the work of the course if the duration of the course does not normally exceed two years;
- in higher degrees limits are such that a student must be an enrolled student with the VCA for at least one year, the final year of the course.

#### Outcome of Credit Application

The outcome of your credit application is included within the letter of offer.

#### Youth Allowance/Austudy/Abstudy Implications

You should be aware that accepting credit may affect your eligibility for Youth Allowance/Austudy/Abstudy.

#### Policy

The VCA policy on advanced standing can be viewed or downloaded at [www.services.unimelb.edu.au/policy/](http://www.services.unimelb.edu.au/policy/). Please ensure that you use the VCA form to apply. ([www.vca.unimelb.edu.au/sas/#CS\\_2468](http://www.vca.unimelb.edu.au/sas/#CS_2468)).

#### Note:

<sup>1</sup> A certified copy is a photocopy of the original document which has the signature and stamp of one of the following persons, indicating that they have sighted the original document: barrister or Solicitor, Police in Charge of Station, Pharmacist, doctor, Dentist, Principal of School, Justice of the Peace or Clerk of Court. The signature and stamp must appear on every page. A photocopy or facsimile of a certified copy is unacceptable.

<sup>2</sup> Evidence of prior VCA qualification is not required as the College has direct access to this evidence.



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**As recommendations for credit are made as part of the selection process, this form must be lodged either with your application for interview/audition or with Student and Academic Services, level 1, VCA Hub building, Southbank Campus prior to audition/interview.**

No requests can be finalised until the following documentary evidence is provided.

1. An original official transcript or certified copy<sup>1</sup> of results obtained for those subjects for which you are seeking credit. Web printouts are not accepted.
2. A detailed syllabus of each subject for which you are seeking credit.
3. Evidence of change of name if different from accompanying documentation.

See also Information for Applicants provided with this form.

PERSONAL DETAILS		
Title:	Family Name:	Given Names:
Address:		
Telephone: Home:	Mobile:	Email:
Applicant's signature: _____		Date: _____
SUBJECT DETAILS	OFFICE USE ONLY	
SUBJECT(S) FOR WHICH YOU ARE SEEKING CREDIT*	RECOMMENDED (Please tick relevant box and sign)	
VCA SUBJECT CODE	VCA SUBJECT NAME	Academic Staff Signature
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

VCA subject details can be obtained from the VCA website [www.vca.unimelb.edu.au](http://www.vca.unimelb.edu.au)

OFFICE USE ONLY	
Head of Discipline: _____	Date: _____
Signature CFI Coordinator: _____ (common curriculum subjects only)	Date: _____

<sup>1</sup> Where certified documentation is requested, please note the following: A certified copy is a photocopy of the original document which has the signature and stamp of one of the following persons, indicating that they have sighted the original document: Barrister or Solicitor, Police in Charge of Station, Pharmacist, Doctor, Dentist, Principal of School, Justice of the Peace, or Clerk of Court. The signature and stamp must appear on every page. A photocopy or facsimile of a certified copy is unacceptable.