

# APPLICATION FOR RECOGNITION OF PRIOR LEARNING



## About this form

Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

This form should be used by UTS students or UTS applicants who wish to have their previously completed learning recognised in their UTS course. To be granted Recognition of Prior Learning, previous learning must be assessed as being equivalent to the UTS subject. This assessment will take into account the currency and relevance of your previous learning including learning outcomes, volume of learning, program of study including content, and learning and assessment approaches of the previous learning to the UTS subjects for which credit is sought as outlined in the Credit Recognition Policy and Procedures [gsu.uts.edu.au/policies/credit-recognition.html](https://gsu.uts.edu.au/policies/credit-recognition.html)

There are two types of Recognition of Prior Learning:

**Specified credit** (also known as subject exemption) is the recognition of previously completed studies as directly equivalent to particular or specific components (subjects) in the UTS qualification, or

**Unspecified credit** (also known as unspecified elective/general advanced standing) is the recognition of previously completed studies that cannot be deemed equivalent to a specific UTS subject but granted towards elective components in the UTS qualification.

Recognition of Prior Learning is determined in one of two ways:

Via **established agreements** outlined in the UTS Recognition of Prior Learning tool [uts.edu.au/future-students/recognition-prior-learning](https://uts.edu.au/future-students/recognition-prior-learning), which details exact arrangement for Recognition of Prior Learning, or

On a **case-by-case** basis following submission of a Recognition of Prior Learning application and assessment of previous study or experience, [uts.edu.au/recognition-prior-learning](https://uts.edu.au/recognition-prior-learning)

International students need to consider the impact of Recognition of Prior Learning on their overall course duration and requirements of their student visa [uts.edu.au/future-students/international/commencing-students/australian-student-visa](https://uts.edu.au/future-students/international/commencing-students/australian-student-visa)

The UTS grade point average (GPA) calculation does not take into account subjects for which Recognition of Prior Learning has been granted [uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/grading-schema-coursework-0](https://uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/grading-schema-coursework-0)

Make sure you have attached **all the required documents**. All information and the form can be found on the UTS website [uts.edu.au/recognition-prior-learning](https://uts.edu.au/recognition-prior-learning)

## Timeframe for Application

Domestic students: Application for Recognition of Prior Learning must be made prior to initial enrolment in the UTS course.

International Students: Application for Recognition of Prior Learning must be made at the point of applying for the UTS course. UTS will endeavor to process the application prior to issuance of the Letter of Offer. If the duration of the UTS course changes due to Recognition of Prior Learning the Letter of Offer will state the revised duration of the course. The Confirmation of Enrolment (CoE) issued to the student for the purpose of obtaining a student visa will also reflect the revised duration of the course. Where sufficient information is not available to assess an application at the point of offer, credit may be approved after the offer is issued.

Applications for Recognition of Prior Learning made after the first session of study will only be considered in exceptional circumstances and must be supported by a written statement. The statement must include full disclosure of any previous applications and reasons why subsequent applications should be considered.

# YOUR CHECKLIST

## WHAT YOU WILL NEED

Read the UTS Credit Recognition procedure.

[gsu.uts.edu.au/policies/credit-recognition-procedures.html](https://gsu.uts.edu.au/policies/credit-recognition-procedures.html)

Read the student responsibilities.

[gsu.uts.edu.au/policies/credit-recognition-procedures.html](https://gsu.uts.edu.au/policies/credit-recognition-procedures.html)

Read the specific Faculty requirements and Recognition of Prior Learning limits (if any).

[uts.edu.au/recognition-prior-learning](https://uts.edu.au/recognition-prior-learning)

Read who can certify supporting documents.

[uts.edu.au/current-students/managing-your-course/your-student-info/student-records/supporting-documentation](https://uts.edu.au/current-students/managing-your-course/your-student-info/student-records/supporting-documentation)

Search pre-determined credit arrangements [uts.edu.au/future-students/recognition-prior-learning](https://uts.edu.au/future-students/recognition-prior-learning)

Read the documentation requirements.

[gsu.uts.edu.au/policies/credit-recognition-procedures.html](https://gsu.uts.edu.au/policies/credit-recognition-procedures.html)

Research and compare UTS subjects with previous study content and learning outcomes.

Refer to the UTS Handbook for the UTS subject outlines [www.handbook.uts.edu.au/index.html](http://www.handbook.uts.edu.au/index.html)

Complete all relevant sections of the **application form**.

Include the correct **UTS course name** and **UTS course code** on the application form.

Include previous study institution and award details.

Clearly indicate the equivalent UTS subject(s) and their credit point value (if there is no UTS equivalent then 'unspecified electives' and their credit point value should be indicated) and previous study equivalent subject(s).

**Attach official subject outlines (from the year the subject was completed)** including topics covered, class hours, type of assessment, textbooks from your previous institution (not applicable for pre-determined credit arrangements). Subject outlines must be on official institution letterhead and if in original language must also have an official English translation. Where the official subject outline is not on institution letterhead each page of the outline needs to be certified.

Attach any **specific Faculty requirements** e.g. comparison table, evidence of your work - portfolio or essays, evidence of your work experience (resume and employment letter).

[uts.edu.au/recognition-prior-learning](https://uts.edu.au/recognition-prior-learning)

Attach a certified copy of your **official academic transcript**.

**Read and sign the declaration** on the application form.

You will receive a notification informing you of the outcome of your application via your UTS email.

Lodge your application **by mail** or **in person** at the UTS Student Centres:

**ieconline GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
[www.ieconline.de](http://www.ieconline.de)

International students at the point of applying for the UTS course to UTS International

[uts.edu.au/future-students/international/essential-information/applying-study-uts](https://uts.edu.au/future-students/international/essential-information/applying-study-uts)

**For information on UTS Student Centre opening hours:**

[uts.edu.au/current-students/contacts/general-contacts](https://uts.edu.au/current-students/contacts/general-contacts)

### Further enquiries

For more information contact the UTS Student Centre:

Email via website: <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

Website: [www.uts.edu.au](http://www.uts.edu.au)

# APPLICATION FOR RECOGNITION OF PRIOR LEARNING



## YOUR PERSONAL AND UTS COURSE DETAILS

UTS Student Number									Family Name	Given Name	
UTS Course Code	C								UTS Course Name	Email	

## DETAILS OF PREVIOUS STUDY - INSTITUTION AND AWARD DETAILS

Name of Institution	Course Name
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## SUBJECT DETAILS - MATCHED UTS SUBJECTS TO PREVIOUS STUDY

UTS Subject(s)			Office Use ONLY			Previous Institution Equivalent Subject(s)		
Subject Number	UTS Subject Name or Unspecified Elective	Credit Points	Outcome G / NG	Not Granted Reason	Precedent Y / N	Subject Number	Subject Name	Year Completed

Office Use: Not Granted Reason Codes: 1. Inadequate work experience 2. Qualifications not relevant 3. Qualifications over time limit 4. Qualifications previously granted

## YOUR DECLARATION

I hereby certify that I have provided the information required, and meeting the deadlines set by UTS for Recognition of Prior Learning applications.

Full Name	Signature	Date DD/MM/YYYY
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## DECISION OF UTS AUTHORISED DELEGATE

Name	Signature	Position	Date
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# APPLICATION FOR RECOGNITION OF PRIOR LEARNING

## SUBJECT DETAILS - MATCHED UTS SUBJECTS TO PREVIOUS STUDY continued from page 1 (complete if required)

UTS Subject(s)			Office Use ONLY			Previous Institution Equivalent Subject(s)		
Subject Number	UTS Subject Name or Unspecified Elective	Credit Points	Outcome G / NG	Not Granted Reason	Precedent Y / N	Subject Number	Subject Name	Year Completed

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### DECISION OF UTS AUTHORISED DELEGATE

Name	Signature	Position	Date
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