



Help guide **Credit Recognition form**

Use this form to apply for credit recognition of prior learning. This form must be submitted by the coursework census date. Coursework census dates vary from session to session. To check the correct dates please ensure you visit the [UTS Handbook](#)

Notes before you begin:

- You will need official academic transcripts and/or documentary evidence to support your application, including but not limited to course or subject outlines, assessment guides or details of your relevant work experience.

See the [Create a New Form](#) guide for setup instructions and general ResearchMaster advice.

Change Request Details

You are required to indicate where you previously acquired credit [1], and the course/degree/program name [2] (eg. “Doctor of Philosophy”, “Master of Philosophy”...)

--- DETAILS OF PREVIOUS STUDY - INSTITUTION AND AWARD ---

Institution Name: * [1]

University of California - Sunnydale

Course Name: * [2]

Doctor of Philosophy

You can only seek Credit Recognition for subjects that you are currently enrolled in or planned. Details of your planned course structure are available via [My Student Admin \(MSA\)](#).



Note that your prior credit must correspond with one of your upcoming subjects. These subjects are listed below (eg. [1]):


Coursework subjects available for your course:
Note: Please DO NOT add or delete subjects from this list. Refer to the blue question help bubble for more information.

[2]	Subject Code	Subject Name	[1]	Compulsory	Status	Claimed
▶	32931_V6	Technology Research Methods	✓	Planned	Yes	
▶	32931_V5	Technology Research Methods		Planned	No	
▶	41076_V2	Methods in Quantum Computing		Enrolled	No	
▶	32144_V3	Technology Research Preparation	✓	Enrolled	Yes	

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To claim credit for one of these subjects, first click on the arrow at the start of the row (eg. [2]) to expand the section.

Sub... Sub... Compulsory Sta... Clai... Previo... Basis f... Outco...

321... Tec... ✓ Pla... 

Edit Student Subjects

UTS Subject Code: *
 32144_V3 - Technology Research Preparation

UTS Subject Name:
 Technology Research Preparation

Credit Points:
 6

Compulsory?
 Yes No

Status:
 Planned

Are you claiming credit recognition for this subject? *
 Yes No

Have you failed this subject at UTS? *
 Yes No



In the expanded selection, indicate that you are claiming prior credit [3], and that you have not previously failed this subject at UTS [4]. NOTE: You cannot claim prior credit for a subject you have already failed.

Different information is needed depending on whether you are claiming for previous work experience, or previous study.

Claiming for Previous Work Experience


Select “previous work experience” [1], then provide a detailed explanation for the how the experience relates [2]. Once completed, confirm “OK” [3]:

I wish to apply for recognition of prior learning for this subject on basis of: *

previous work experience [1]
 previous study

Please be reminded to upload your curriculum vitae and letter from your employer in the relevant table(s) below.

Please provide a detailed explanation, below, of how your competencies support the subject's learning objectives: * [2]



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RAO Outcome:

-- Please select -- [3]

NOTE: You will also need to provide a CV and letter from your employer in the next section.



Claiming for Previous Study

Select “previous study” [1], list the name of the comparative subject/unit/class [2], and the date of completion. You can click on the calendar icon [3] to select a date from a calendar.

Provide a detailed explanation for the how the subject’s learning objectives relate [4]. Once completed, confirm “OK” [5]:

I wish to apply for recognition of prior learning for this subject on basis of: *

previous work experience

previous study [1]


Please be reminded to upload the official subject outline from the year the subject was completed and your official academic record (transcript) from the previous institution, in the relevant table(s) below, .

--- PREVIOUS INSTITUTION EQUIVALENT SUBJECT ---


Subject Name: * ⓘ [2]

Digital Research Methods

Date Completed: * ⓘ [3]

24/06/2020 

Please provide a detailed explanation of how each of the objectives, for the claimed UTS subject, are addressed by your previous study: *

 [4]

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RAO Outcome:

-- Please select --

[5]

NOTE: You will also need to provide a subject outline and academic transcript for any prior subjects in the next section.



To upload documents in the relevant table, click on “Add”. You are requested to submit PDF documents only:

Upload all documents supporting the credit recognition request:
Note: You are requested to upload PDF document(s) only. *

Add

Subject Co...	Basis for Cl...	Category	Name	Required?	Uploa...
No Items					

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Please note: All documents submitted with this application become the property of UTS.

For each new document you add, indicate whether the document you are sharing is a soft copy (file upload), or whether it sits on a website (path) [1]. NOTE: It is recommended you upload a soft copy:

Add Document

Document type: * [1]
Soft copy

For (Subject Code(s)): * [2]
32144_V3

Basis for claim: *
 previous work experience [3]
 previous study

Document category: * [4]
Curriculum Vitae

Document upload:
Willow Rosenberg - CV 2020.pdf

Document description: [5]

Curriculum Vitae

 [6]

[7]

OK Cancel



Enter the Subject Code [2]. You can copy and paste this from the “Subject Details” table above.

Indicate whether you are claiming credit for previous work experience, or previous study [3].

Select from the document category drop-down menu [4]:

- Curriculum Vitae
- Letter from employer
- Official academic record
- Other
- Subject outline

Select your file to upload [5] and provide a brief description [6].

Confirm your upload by pressing “OK” [7].

NOTE: You will have to follow this process twice to add your two required documents per credit claim.

Student Declaration

On the last page, confirm the student declaration [1] and submit your Change of Supervisor form [2]:

3. Student Declaration

By submitting this application I declare that:

I hereby certify that I have provided the information required and am submitting a supervisor approved credit recognition application to my faculty before the coursework census date of the session, in accordance with the Graduate Research Candidature Management, Thesis Preparation and Submission Procedures.

*

I agree [1]

Actions

Save

[2] Submit Application

Delete Application

Reports

What happens next?

Your form will go through a series of approvals as it works its way through to the Graduate Research School.

See [Managing existing forms in Research Master](#) to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of “Returned” and the Workflow State as “[STU] Student Amend”, find further instructions at the above link.