

Complete this form if you are a current or prospective student and wish to apply for Credit Transfer/advanced standing and/or unit exemptions in accordance with the IHM [Credit and Prior Learning Policy](#) and [Credit and Prior Learning Procedure](#)

### Section 1: Details of Applicant

<b>Full Name:</b>			
<b>Course:</b>			
<b>Date of Birth:</b>		<b>Student ID Number:</b>	
<b>Email Address:</b>		<b>Submission Date:</b>	
<p><b>I have completed the sections for (tick all that apply):</b></p> <p><input type="checkbox"/> Section 2: Credit Transfer - Domestic</p> <p><input type="checkbox"/> Section 3: Credit Transfer - International</p>			

### Section 2: Credit Transfer - Domestic

#### *Applicants to complete if applicable*

Complete this section if you have undertaken units of study at an Australian higher education institution. To qualify for credit transfer, the units must be at the same level or higher in the Australian Qualifications Framework (AQF). To receive specific credit for a compulsory unit in your course, the unit you have undertaken will need to have

#### **Evidence to attach:**

- Academic Transcript indicating units completed and AQF levels
- Course handbook or other document showing learning outcomes for each unit undertaken

Institution	Name of unit	Unit code	AQF level	IHM Unit for which credit is claimed*	Evidence Attached
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

*\* If your course includes electives, you may claim generic credit for any unit that meets the requirement for those electives. In this case, simply write 'Elective' in this column.*

### Section 3: Credit Transfer - International

#### **Applicants to complete if applicable**

Complete this section if you have undertaken units of study at an overseas higher education institution. To qualify for credit transfer, the units must be at the same level or higher in the Australian Qualifications Framework (AQF). To receive specific credit for a compulsory unit in your course, the unit you have undertaken will need to have

#### **Evidence to attach:**

- Academic Transcript indicating units completed
- Course handbook or other document showing learning outcomes for each unit undertaken
- Australian Education International (AEI) assessment, showing recognition of AQF equivalency

Institution	Country	Name of unit	Unit code	AQF level	IHM Unit for which credit is claimed*	Evidence Attached
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

\* If your course includes electives, you may claim generic credit for any unit that meets the requirement for those electives. In this case, simply write 'Elective' in this column



**Section 4 - Approval**

**To be completed by the Course Coordinator in consultation with the unit Lecturer or Chair**

Course Coordinators are required to evaluate evidence to their satisfaction, and the satisfaction of the unit Lecturer or Chair and in accordance with the Credit Transfer Procedure and the AQF Qualifications Pathways Policy (external). If an outcome cannot be reached immediately, additional evidence may be requested.

Unit*	Outcomes addressed	Evidentiary considerations	Credit granted	Unit Lecturer or Chair initial	Course Coordinator initial
<b>Date</b>			<b>Signature</b>		

\* For generic credit in courses with electives, write 'Elective 1', 'Elective 2' etcetera.