

Application for Advanced Standing

for Southern Cross University (SCU) courses at Sydney College of Business and Information Technology (SCBIT)

Applications should be submitted to the SCBIT International Office (telephone +61 (0)2 8114 2500):

in person: Level 7, Prince Centre, 8 Quay Street Haymarket, Sydney
by fax: +61 (0)2 8114 2592

by post: PO Box K534, Haymarket, NSW 2000 Australia
by email: admission@scbit.edu.au

Please print CLEARLY in black ink using BLOCK letters

1 PERSONAL DETAILS

Title (Mr Mrs etc)	Family Name/Surname	First Given Name	Other Given Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SCBIT Student ID (if known)	<input type="text"/>	SCU Student ID (if known)	<input type="text"/>

2 ADVANCED STANDING EVIDENCE

This section has two parts, 2a: advanced standing on the basis of previous studies, and 2b: advanced standing on the basis of professional or voluntary experience, studio performance, or artistic expertise. You must complete at least one part and attach evidence to support your application.

All documents must be originals or certified copies of the original (not copies of certified copies). Translations are required for all non-English documents and must accompany the document in the original language. Guidelines can be downloaded from <http://www.scu.edu.au/mybusiness/index.php/18/>

2a Previous Studies (for undergraduate and postgraduate applicants)

Institute/University	Country	Course Name	Specialisation/ Major	Completed? (Y/N)	Last Year of Study
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attach a list if you need more room					

List the relevant units (subjects) – if all units, write “All units in the course”:

Unit Code	Unit Name	Year Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Attach a list if you need more room		

2b Professional-level experience or expertise (for all undergraduate applicants, except for the Bachelor of Business)

From (mm/yy)	To (mm/yy)	Full-time/ Part-time	Employer Name	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach cover letter and résumé, including employment evidence: employer contact details, length of service, full or part time capacity, and duties.

3 SCU COURSE AND UNIT(S) FOR WHICH ADVANCED STANDING IS REQUESTED

Course Code	Course Name	Specialisation/Major 1.	Specialisation/Major 2.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Code	Unit Name	Unit Code	Unit Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are a current student, do you expect to complete your course as a result of this Application for Advanced Standing? (Y/N)

3 DECLARATION

I declare the information submitted is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

The personal information you provide on this form is protected by the NSW Privacy and Personal Information Protection Act 1998. You should be aware that you are providing this information of your own free will. The personal information you provide will not be made available to any person or organisation outside of the University or for any other purpose without your consent. Your personal information will be stored at Southern Cross University and will be kept for a minimum of one year and then destroyed. You may access and/or ask us to amend any of the personal information we hold on you.

Applicant's Signature	Date
<input type="text"/>	<input type="text"/>

Office use only	Date rec'd	<input type="text"/>	Assessed by	<input type="text"/>	Original documents sighted	<input type="checkbox"/>	Date sighted	<input type="text"/>	Sighted by	<input type="text"/>
	Declined	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Date advised	<input type="text"/>	Applicant acceptance rec'd	<input type="checkbox"/>	Acceptance date	<input type="text"/>

Advanced standing information for SCU students studying at SCBIT

What is advanced standing?

Advanced standing (sometimes called exemption, credit, credit transfer or recognition of prior learning) may be granted for previous tertiary studies undertaken (normally completed within the last ten years) that are similar or equivalent to units in your SCU course. Relevant and current professional-level experience, skills or expertise may also be considered for undergraduate applicants only. Advanced standing provides you with a means to reduce the number of units you have to study in order to complete your course, saving you time and money.

NB: 'Rules Relating to Awards' and 'Specific Award Rules' for the course are in the *SCU Student Handbook* (<http://www.scu.edu.au/docs/handbook/>)

When do I apply for advanced standing?

You may apply for advanced standing when you apply for admission. Current enrolled students may apply at any time throughout their course. Applications should be lodged at least one month before the start of the relevant study period. The earlier you apply for advanced standing, the better, as any advanced standing you are granted will affect your study plan and the units in which you need to enrol to complete your course.

How do I apply for advanced standing?

You apply for advanced standing by completing this form and providing evidence to support your claim. Be sure to:

- Read the form carefully.
- Complete all relevant sections in full. Postgraduate and Bachelor of Business applicants **cannot** apply for advanced standing on the basis of professional experience or expertise.
- Print clearly and neatly, in English, using black pen.
- Initial and date any change that you make to the form.
- Sign and date Part 3, DECLARATION.
- Attach supporting documents, (See below: 'What else do I need to provide?')

NB: Illegible or incomplete applications cannot be processed and will be returned with a request for further information or clarification.

What else do I need to provide?

You need to supply documents to verify your application. The University will use these documents to determine how your previous study and/or skills and experience align with Australian standards and with your SCU course. When applying for advanced standing based on previous study, **attach** the following:

Transcript(s) for completed or partially completed qualification(s) (including failures and an explanation of the grading system)
Detailed course and/or unit outline(s)

PLUS

Statement of Attainment for partially completed qualification(s) OR Testamur/Certificate for completed qualification(s)

Where you are applying for advanced standing based on relevant and current professional-level experience, skills or expertise, **attach** the following:

Cover letter (stating why advanced standing should be granted)
Current résumé
Detailed statement of professional or voluntary service from current and/or previous employer(s), supervisor(s) or trainer(s) (More than a reference, this document should appear on letterhead, contain the contact details of the organisation, display the date of issue, identify and be signed by the issuer, provide details of length of service, full or part time capacity, role, and primary responsibilities.)
Position description and/or performance reviews listing key duties

PLUS (where applicable)

Work samples such as a creative portfolio, design(s), project plan(s) (with evidence of outcomes) OR Record of workplace training or professional development, via 'Statement(s) of Attendance', Certificate(s) or professional development register

Please note: All documents submitted must be originals or certified copies of originals. Non-English documents must be translated into English by an accredited translation authority. Certification and translation guidelines can be downloaded from <http://www.scu.edu.au/mybusiness/index.php/18/>. Please keep a copy of this form for reference.

How do I lodge my application for advanced standing?

Applications should be submitted to the SCBIT International Office:

in person: Level 7, Prince Centre, 8 Quay Street Haymarket, Sydney **by post:** PO Box K534, Haymarket, NSW 2000 Australia
by fax: +61 (0)2 8114 2592 **by email:** admission@scbit.edu.au

Receipt of your application will be acknowledged in writing by post and/or email, therefore you must ensure that your contact details remain up-to-date with SCBIT. Currently enrolled students must also ensure their contact details are current in 'MyEnrolment'.

The assessment process may take up to one month, depending on the level of assessment complexity and whether sufficient evidence has been supplied. Following assessment, a written response will be provided by post and/or email which will approve or decline your application, or will request further information or documents. Where approved, advanced standing is conditional on us examining your original documents and on you acknowledging, in writing, your acceptance of the amount of advanced standing granted. For further information or assistance, contact the SCBIT International Office: telephone +61 (0)2 8114 2500; email: admission@scbit.edu.au

Checklist for the acceptance of advanced standing granted

Show us all original application documents AND Sign and date your written acceptance