



Credit Transfer Application Form – Higher Education

This form is to be used by prospective and current VIT students when applying for credit, which includes credit transfer (CT) of previous study or Recognition of Prior Learning (RPL).

Personal Details	Student Name: _____ Student ID: _____ Phone: _____ Email: _____ Course Code: _____ Course Name: _____																																															
VIT Course that you are applying for Credit	Details of Previous Study / Experience for which CT or RPL sought. (Photocopy this page if you need to record additional units). <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Unit Code</th> <th style="width: 35%;">Unit Name</th> <th style="width: 15%;">Year Completed</th> <th style="width: 15%;">Course</th> <th style="width: 20%;">University / Institution</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Unit Code	Unit Name	Year Completed	Course	University / Institution																																								
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Details for Credit Transfer or RPL	Documents Attached: <input type="checkbox"/> Testamur <input type="checkbox"/> Record of Result <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Professional Development Certificate <input type="checkbox"/> Personal Statement <input type="checkbox"/> Position Description <input type="checkbox"/> Letter from Employer <input type="checkbox"/> Current CV																																															
Applicant Declaration	<ul style="list-style-type: none"> I warrant the information in this form is correct and complete. I acknowledge that the provision of incorrect information or withholding the relevant information relating to my application, including academic transcripts might invalidate my application and 																																															



that the Institute may withdraw an offer of a place or cancel my enrolment in consequence.

- International students only - I understand that, after being granted credits/exemptions, my course duration may be affected. This may result in issuing a new COE for the reduced duration and this may affect my student visa. I understand that I need to contact DIBP about my student visa.

Signature: _____ **Date:** _____

Office Use Only																					
Date Received:	Received By:																				
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Student Name:

This CT or RPL should be approved by Relevant Academic Department Staff member only

The student may be granted CT/RPL (fee & study waiver) for units as marked below:

Core Unit Name	CT / RPL Granted
ITSU1001 - Introduction to computer systems and networking	
ITAP1001 - Software Development Fundamentals	
ITDA1001 - Database Fundamentals	
ITSU1005 - Design & Create Organizational Documentation	
ITSU1003 - IT Professional Practice	
ITNE1001 - Network Architecture	
ITSA1001 - Server Administration Fundamentals	
ITAP1004 - Website Development	
ITSU2006 – Project Management	
ITSU2004 – Systems Analysis & Design	

Number of Specified Credits Waived: _____ **UNITS (Fee & Study)**
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 Total Number Credits Waived: _____ **UNITS (Fee & Study)**
 Total Number Credits for Fee waiver[#]: _____ **UNITS (Fee only)** New Duration: _____

Approved By: _____ Signature: _____ Date: _____

* Unspecified credits are given for recognized prior learning of relevant IT units that do not map to a BITS core unit (but maps as equivalent to BITS elective units). Unspecified credit would reflect in transcripts as unnamed Elective units for purposes of meeting credit requirements.

[#] Where a Fee Waiver is granted for a specified number of units, then fee waivers would typically be applied when student enrolls for Year 3 units and only after completing 1 year of study at VIT. The fee-waiver units shall get spread out and not bunched in one semester.

For HE internal academic use only (Prior learning mapping for electives – these are for Unspecified Credits and not unit waivers)

Elective Unit	Mapping to Earlier Study
ITNE2002 – Network & Information Security	
ITNE2003 – Install, configure, operate, and troubleshoot medium-size networks	
ITSA2003 – Network Operating System and Configuration	
ITSA2006 – Server Virtualization	
ITSA2005 – Planning and Implementing Server	
ITAP2002 - Introduction to Windows application development	
ITAP2008 - Software Testing	
ITAP2005 - Java Programming Fundamentals	
Others relevant IT electives (state number of units and/or Specify BITS equivalent electives below)	
Total Unspecified Credit:	

Comments: