

BE WHAT **YOU** WANT TO BE



Credit Transfer Kit for Engineering Courses

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1 Introduction

This kit is designed to help you decide whether or not to apply for Credit Transfer, and gives you guidelines to help you complete your application. Courses are generally offered in a designated term once a year as per the online CQUniversity handbook.

2 Some things you should know before you begin

2.1 Who should fill out a Credit Transfer Application form

You should fill out a Credit Transfer Application form if you wish to apply for credit based on:

- completion of the same course within another program at CQUniversity;
- completion of a similar module at another recognised tertiary institution including a college of advanced education or TAFE college (at the level of associate diploma or above);
- recognition of prior learning. This may include relevant work experience.

Credit is normally granted only for courses and programs successfully completed in the last 10 years.

2.2 How much credit can you apply for in a given program

The normal maximum amount of credit which may be granted to a prospective student enrolling into a CQUniversity award program shall be 50% of the requirements for their program, and shall be based on previous successfully completed equivalent studies.

Recommendations on Credit Transfer which are in excess of these guidelines must be referred to the Faculty Education Committee on a case-by-case basis, unless previous articulation arrangements have been approved by the Faculty Education Committee with the institution at which the program of study has been successfully completed.

For programs of duration of two years equivalent full-time study or greater, the student must complete at least one year of full-time study equivalent within the CQUniversity program to be eligible to take out an award from CQUniversity.

2.3 When can I apply?

An application for credit should not be made until the applicant has received and accepted a formal offer of a place from QTAC or the University.

Applications for Credit Transfer will only be considered in line with the deadlines specified in the current CQUniversity Handbook (<http://handbook.cqu.edu.au/>). Please allow a minimum of 28 days, prior to that deadline, for processing of your application.

2.4 How does Credit Transfer affect my enrolment?

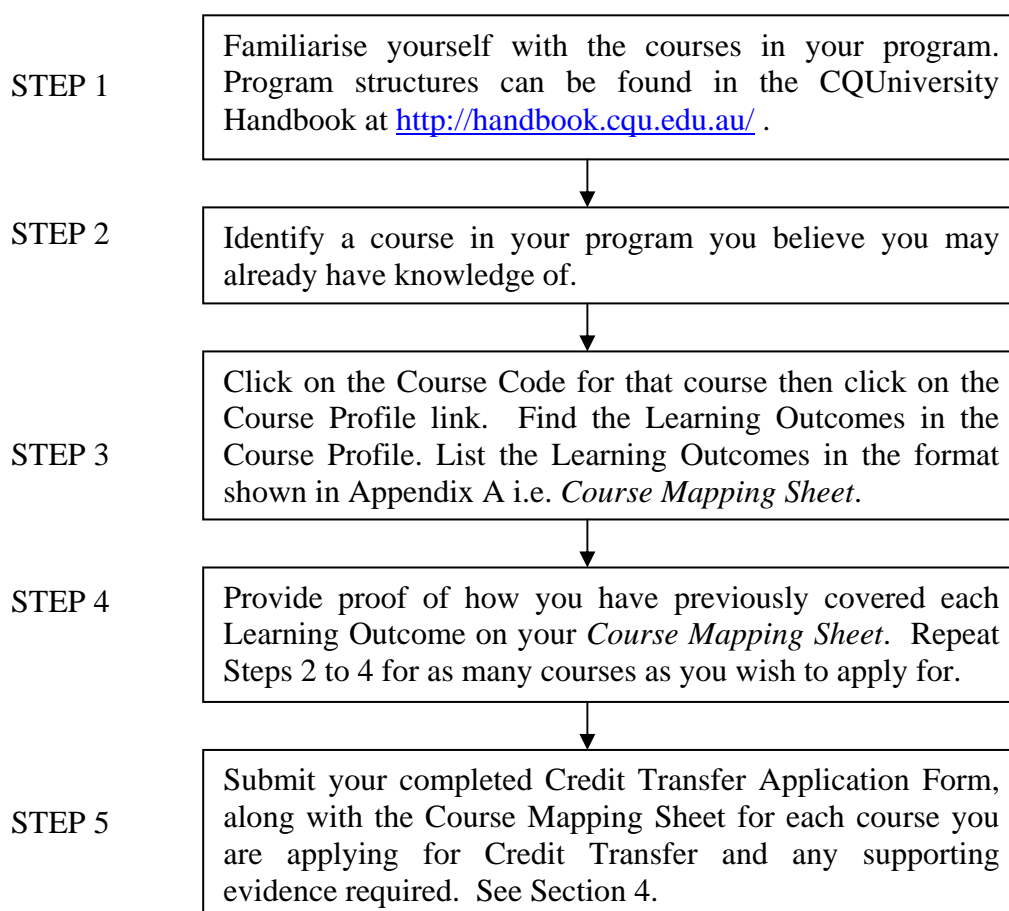
If you believe you are likely to be successful in your Credit Transfer Application for a particular course, you should **not** enrol for that course. If your Application is successful it will be added to your Academic Record and will be counted towards your program as if you had completed the course in the normal way.

If you are unsure whether your Application will be approved, ensure that you apply early enough so that we have time to process your application and inform you of the outcome before the last day to add courses as outlined in the online Handbook under “principal dates”. You can then adjust your enrolment to suit.

3 How to apply for Credit Transfer

3.1 The overall process

The diagram below shows the steps required to put together an Application for Credit Transfer. A Credit Transfer Application form can be obtained from your Program Advisor <http://studentforms.cqu.edu.au/FCWViewer/view.do?page=8337> or from the following website: <http://content.cqu.edu.au/FCWViewer/view.do?page=7035>



3.2 How can I demonstrate I have covered the Topic?

In order to obtain Credit Transfer for a given course, you must prove that you have fully addressed the Learning Outcomes for that course. You may have previously done the same course at CQUniversity under a different program, or you may have done a module at a different institution that covered essentially the same material. Note that in most cases you will need to have done two (2) TAFE subjects in order to be considered for credit transfer for one (1) CQUniversity course. You may have extensive work experience that you believe has resulted in you already acquiring the necessary skills.

In any of these cases, you must provide evidence to support your claim. When filling out the Course Mapping Sheet, you must state what supporting evidence you have to support your claim. Unsubstantiated claims will be rejected.

Typical entries in the **Your Evidence** column might be:

- TAFE courses ABC007 and ABC008. See attached Transcript and course synopses.
- QUT course PQR123. See attached Transcript and course synopsis.
- See attached report for the XYZ Construction Company and letter from Mr Smith of XYZ Construction Company confirming I prepared the report.
- See attached letter from Mr Smith of XYZ Construction Company outlining my regular duties and the length of time I have been performing them.

3.3 What evidence do I need?

It is your responsibility to submit evidence to support your claim. This may take the form of:

- Certified transcript(s) of past academic record(s) indicating the module(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the module as a portion of the total program. A photocopy of the transcript stamped and signed by a JP saying they have sighted the original is acceptable. You may obtain a module description/course synopsis from the institution's handbook or from materials you received when studying the module. Most institutions keep library copies of each year's handbook. CQUniversity accepts no responsibility for obtaining such documentation from other institutions.
- Reports or other documents prepared by you that demonstrate you have covered the Learning Outcomes. If you are relying on this type of evidence, you must have verifying documentation such as a signed letter from your employer stating that you personally prepared the submitted document.
- Other evidence from your employer that you regularly undertake particular activities as part of your work that demonstrates you have covered the Learning Outcomes. This may take the form of a signed letter from your employer stating in detail what your duties are and the length of time you have been performing them.

4 Submitting your Application

4.1 Final checklist

Before you submit your Application, check you have all the following:

- Credit Transfer Application form. Name, student number and program are filled in. All courses you are applying for credit for are listed. You have signed and dated the form.
- One (1) Course Mapping Sheet for each course you have listed on your Credit Transfer Application form. Each Course Mapping Sheet must have an entry for all Learning Outcomes.
- Supporting evidence (e.g. certified copies of transcripts, module synopses, letters, etc) as listed on the Course Mapping Sheets.

4.2 Where do I send my completed Application?

Applicants seeking credit should submit their completed Application for Credit Transfer to:

Student Contact Centre
Bldg. 5
CQUniversity Australia
Bruce Highway
Rockhampton QLD 4702
Australia

Appendix A - Course Mapping Sheets

ENTA11007 Engineering Materials – sample only

Learning Outcomes	Your Evidence
1. Apply appropriate principles to correctly classify materials	
2. Identify the principal properties of common engineering materials	
3. Conduct a range of mechanical and non-destructive tests on engineering materials	
4. Evaluate the suitability of materials for specific applications	
5. Describe the effects of mechanical and thermal processes on properties of materials.	