



APPLICATION FOR ADVANCED STANDING

This form should be used if you are seeking advanced standing for units passed at another tertiary institution (not UTAS), TAFE or transferring to a different course within University of Tasmania.

Notes for completing this form

- Please refer to the relevant Faculty policy & guidelines
- Please use BLOCK letters
- Please ensure ALL relevant documents have been attached

study undertaken at the University of Tasmania

RETURN ADDRESS

Please return all pages with supporting documents to the relevant faculty/institute.
(address on page 4)

Personal Details

Surname	Given Names	Student ID Number	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Seeking Advanced Standing Towards the Degree

Course Code (e.g. 13A)	Course Title (e.g. Bachelor of Arts)	
<input type="text"/>	<input type="text"/>	
Major(s)	Minor(s)	Honours/Postgrad Specialisation
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you would like to apply for advanced standing for more than two previous qualifications, please complete an extra copy of page two, and attach it to this application.

Qualification 1

Name of the institution where your previous study was undertaken?			
Location of the institution where your previous study was undertaken?			
Name of the course that was studied?			
When did you study this course or study?	From:	To:	
Type of institution where the previous study was undertaken e.g. TAFE, University etc?			
Is the course you have undertaken Vocational Education and Training (VET) study?	Yes	No	
Level of education gained e.g. Certificate, Diploma, Bachelor degree etc.?		Did you complete the course?	Yes No
List the subjects/units you have studied that you are seeking advanced standing for.	Weight /points	Year passed	<i>UTAS FACULTY Use Only: Advanced standing to be granted</i>
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(To list more units for assessment please attach any further unit details to this application prior to submission)

Qualification 2

Name of the institution where previous study was undertaken?			
Location of the institution where the previous study was undertaken?			
Name of the course that was studied?			
When did you study this course or study?	From:	To:	
Type of institution where the previous study was undertaken e.g. TAFE, University etc?			
Is the course you have undertaken Vocational Education and Training (VET) study?	Yes	No	
Level of education gained e.g. Certificate, Diploma, Bachelor degree etc.?			Did you complete the course? Yes No
List the subjects/units you have studied that you are seeking advanced standing for.	Weight /points	Year passed	UTAS FACULTY Use Only: Advanced standing to be granted

(To list more units for assessment please attach any further unit details to this application prior to submission)

What documents do I need to include with my application	University of Tasmania students transferring courses	All other applicants
Original or certified academic record (certified meaning a copy of the original document sighted and signed by a Justice of the Peace or Commissioner of Declarations).	No	Yes
Unit descriptions from the relevant institutional handbook and relating to the year of your study e.g if your study was undertaken in 2015 descriptions must come from the 2015 handbook.	No	Yes
If you have indicated that you have completed your previous course but this is not shown on your transcript you must provide additional certified evidence of completion.	No	Yes
If your previous qualifications are in a different name to that listed on this application you must provide certified evidence of your name change.	Yes	Yes
Original or Certified documents must be forwarded by mail or hand delivered.		

Your application will not be processed if the above required documents are not supplied.

If you require assistance in completing this form please call 1300 361 928

Applicant Signature

Date

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Other Experience

Are you seeking credit for other experience?	Yes	No	If yes, what are the details of this other experience?

(Please attach relevant documentation to this application prior to submission)

THIS PAGE FACULTY USE ONLY – ADVANCED STANDING NOTIFICATION

Personal Details

Surname	Given Names	Date of Birth	Student ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Specified credit granted for

Unit Code	Unit Title	Advanced Standing Offered (EFTSL)	Advanced Standing Based on Qualification	Student Centre use only FOE for VET unit (first 4 digits)
Other Experience				

Advanced Standing Used (EFTSL)

Representing	<input type="text"/>	(Percentage of year given as credit)	of year	<input type="text"/>
Representing	<input type="text"/>	(Percentage of year given as credit)	of year	<input type="text"/>
Representing	<input type="text"/>	(Percentage of year given as credit)	of year	<input type="text"/>
Representing	<input type="text"/>	(Percentage of year given as credit)	of year	<input type="text"/>

of the

(Current Course at the University of Tasmania including course code)

Additional Advanced Standing Comment to be Recorded:

Recommended	Date
Approved	Date

OFFICE USE ONLY			
Date received	Date sent to Faculty	Date Credit processed	Date Student Advised

Faculty of Arts

Hobart: Private Bag 132, Hobart TAS 7001
Launceston: Locked Bag 1345, Launceston TAS 7250
Cradle Coast: Private Bag 3502, Burnie TAS 7320
Email: Arts.Faculty@utas.edu.au

Tasmanian School of Business and Economics

Private Bag 84, Hobart TAS 7001
Email: Enquiries@business.utas.edu.au
Phone: 1300 361 928

Faculty of Law

Private Bag 89, Hobart TAS 7001
Email: Law.Enquiries@utas.edu.au

Faculty of Education

Locked Bag 1345, Launceston TAS 7250
Email: Education.Enquiries@utas.edu.au

Faculty of Science, Engineering and Technology

Private Bag 9, Hobart TAS 7001
Email: Set.Enquiries@utas.edu.au

Faculty of Health

Email: Health.Central@utas.edu.au

Australian Maritime College

Locked Bag 1345, Launceston TAS 7250
Email: amc.courseinfo@utas.edu.au

Student Learning

For Pre-degree Programs (Bachelor of General Studies Pathways or University Preparation Program):
Locked Bag 1354, Launceston TAS 7250
Email: Predegree.Enquiries@utas.edu.au

For Bachelor of Philosophy:
Private Bag 45, Hobart TAS 7001
Email: Student.Learning@utas.edu.au