

INSTRUCTIONS

Instructions for Students

Types of Advanced Standing:

A **Subject Exemption** may be granted if there is a one-to-one equivalence between the prior learning and a UTS subject required for your course.

General Advanced Standing may be granted for a specific number of credit points if prior learning is relevant to your course, but does not directly correspond to specific subjects in the course.

Automatic Credit may be granted if the subject and version required for your current course has been completed as part of another UTS course.

CODES

Basic Codes

1. TAFE
2. Australian University
3. Overseas University
4. Australian Work Experience
5. Overseas Work Experience

Not Granted Reason Codes

1. Inadequate work experience
2. Qualifications not relevant
3. Qualifications over time limit
4. Qualifications previously granted
5. Concurrent study not complete

The following must be attached for your application to be considered:

- Certified copies of Academic Transcripts or examination results (Do not attach originals - they will not be returned).
- The appropriate sections from the handbook or syllabus for the year in which the relevant subjects were passed, describing in detail the subjects studied at the previous institution.
- An official English translation of overseas qualifications/academic records.
- If applying for exemption on the basis of work experience, a resume, which outlines the experience, and/or letter from your employers.

Instructions for Faculty

- Each field on the form is a mandatory field; all information requested is required by DEST.
- A Faculty staff member must fill out any area not required by the student to complete. SAU cannot process the form if all fields are not filled with the required information.
- The only exception to this is the 'Not Granted Reason' field, which is only filled when the Outcome field has a code of 'N' (Not Granted). If the exemption or Advanced Standing is Not Granted, this field becomes a mandatory field.

- If the External Org you require does not appear on the form, please refer to the full list of External Organisations held by your Faculty Manager.

Org ID	Organisation Name	Org ID	Organisation Name
4940	Aboriginal Islanders Skills Development Centre	4886	RMIT University
4960	Acupuncture Colleges (Aust) Pty Ltd	4859	Southern Cross University
4853	Australian Catholic University	4887	Swinburne University of Technology
4850	Australian Defence Force Academy	5151	TAFE
4854	Australian Film, Television and Radio School	4851	The Australian National University
4879	Australian Maritime College	4876	The Flinders University of South Australia
4866	Batchelor Institute of Indigenous Tertiary Education	4877	The University of Adelaide
4868	Bond University	4888	The University of Melbourne
4869	Central Queensland University	4860	The University of New England
4856	Charles Sturt University	4861	The University of New South Wales
4891	Curtin University of Technology	4862	The University of Newcastle
4881	Deakin University	4873	The University of Queensland
4892	Edith Cowan University	4863	The University of Sydney
5050	Generic International University	4895	The University of Western Australia
4870	Griffith University	4952	University College of the Northern Territory
4871	James Cook University	4889	University of Ballarat
4882	La Trobe University	4852	University of Canberra
4857	Macquarie University	4878	University of South Australia
4885	Monash University	4874	University of Southern Queensland
4893	Murdoch University	4880	University of Tasmania
4858	National Institute of Dramatic Art	4864	University of Technology, Sydney
4953	New South Wales Department of TAFE	4875	University of the Sunshine Coast
4867	Northern Territory University	4456	University of Western Sydney
4936	NSW Theological Colleges	4865	University of Wollongong
4927	Open Learning Agency of Australia	4955	Victoria University
4872	Queensland University of Technology		