

Advanced Standing Application

Please complete this form if you would like to apply for credit or exemptions towards your Bond University degree program on prior learning. This form should also be used for Bond students applying to study subjects at another University and credit that study towards their Bond program of study.

Bond University allows for the granting of advanced standing for previous post-secondary study. If you wish to apply for advanced standing towards your program, you should complete and return form and required documentation to sbc@bond.edu.au. For new students you must apply for advanced standing by the end of your first semester, as the amount of advanced standing you are granted may affect which subjects you need to enrol in, or to meet prerequisite requirements. Current Bond University students planning on studying subjects at another University and crediting that study to their Bond University program of study may apply after the first semester, but you should be aware of the graduation time lines (bond.edu.au/graduation-procedure). For regulations please go to bond.edu.au/handbook specifically Part 1 - Award Regulations, Division 1 - General Award Regulations, 8 Advanced Standing.

STUDENT DETAILS

Bond student ID number		Date of birth	
Family name			
Given name		Other name	
Current email address			
Proposed / current Bond University program of study (e.g. Bachelor of Business)			

PROGRAM INFORMATION OF PREVIOUS STUDY

Name of institution	Country	Program name	Was the program completed?	Year of last study

LIST THE SUBJECTS FOR WHICH YOU ARE SEEKING ADVANCED STANDING:

Previous Institution		Bond University		
Subject code	Subject name	Bond subject	Bond subject name and/or number of Electives	Approved Y / N

DECLARATION

I declare the information submitted is correct and complete. I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information. I hereby authorise the release of all records relevant to my enrolment at previous institutions, to Bond University, including my academic transcript and any other document requested that is relevant to my application.

 Student's signature

CHECK LIST

- Have you submitted your academic transcript?
- Have you submitted your subject outlines?
- Have you Signed and dated declaration?
- If a domestic student, have you submitted your Commonwealth Assistance Form?

 Date

APPLICANT INFORMATION

Documents Required

The documentation required to assess an application for advanced standing, is as follows:

1. Completed advanced standing application form.
2. Certified copy of the transcript where the studies were taken, a grading scale and any other supporting documents that may be appropriate.
For example, an explanation of the grading system used if this is not included on the transcript.
3. (a) A copy of all approved subject outlines for the year in which the subjects were successfully completed.
(b) If subject outlines do not include the following information, it should be supplied separately:
 - i. A detailed list of weekly topics covered in the subject;
 - ii. The size and duration of the subject (e.g. three hours / week for 15 weeks);
 - iii. The prescribed textbook and recommended readings;
 - iv. the assessment requirements for the subject.

If the subject outlines are in a different language to English than they must be translated by an official translator to verify authenticity. Both the translated copy and the foreign language copy are to be submitted with the application.

4. Commonwealth Assistance Notice. We also require a copy of your commonwealth assistance notice from your previous institution, before we can apply your credit in order to confirm the amount of HECS-HELP or FEE-HELP you may have previously consumed and whether you have reached your limit.

Please refer to the University website for more information on certified copies and / or authorised translations (bond.edu.au/certified-copy).

Further Information

It will be at the discretion of the Dean (or delegate) of the Faculty of enrolment to determine whether advanced standing will be approved in recognition of the subjects previously completed regardless of when subjects were completed.

Advice in writing of the result of advanced standing will be forwarded via email. Applicants are required to confirm acceptance of the advanced standing within five working days via return email.

International students please be aware that the CoE (Confirmation of Enrolment), that you were originally issued, will be adjusted accordingly due to the amount of advanced standing you are awarded.

Subjects approved for advanced standing will be recorded as such on the Bond University transcript and no grade will be recorded. If you are intending to study subject/s at another University, Cross Institutional Studies, and then seeking to have those subject/s approved as academic credit (count towards your Bond degree), you must first seek approval from the Student Business Centre. Please note that there are also limits on how much you can study at another University which will count towards your Bond Degree. For regulations please go to bond.edu.au/handbook specifically specifically Part 1 - Award Regulations, Division 1 - General Award Regulations, 13 Cross Institutional Studies and Part 2 Division 3 - Enrolment , 24. Approval to Enrol in Subjects at Other Institutions.

OFFICE USE ONLY

Date sent to _____ faculty Date returned from _____ faculty
insert faculty name insert faculty name

Core Subjects (if applicable)

Date sent to Core Executive Officer Date returned from Core Executive Officer

Number of Faculty/General electives approved Number of equivalent subjects approved

Faculty approver's signature Name

Date

Notes

Enrolments SBC:				
Student advised of outcome, staff member signature	<input type="text"/>	Name	<input type="text"/>	Date <input type="text"/>
Enrolments SBC:				
Student confirmed advanced standing, staff member signature	<input type="text"/>	Name	<input type="text"/>	Date <input type="text"/>
Enrolments SBC:				
Entered onto study plan, staff member signature	<input type="text"/>	Name	<input type="text"/>	Date <input type="text"/>
Enrolments SBC:				
Precedent set in Student System, staff member signature	<input type="text"/>	Name	<input type="text"/>	Date <input type="text"/>

If an international student, Compliance Officer SBC actioned record in PRISMS

Staff member signature Name Date