

# APPLICATION FOR ADVANCED STANDING

FOR QUALIFICATIONS NOT GAINED AT JCU

NOTE: Applications should be submitted with your *Offer Response* form, (or at least two weeks before the start of teaching) to allow for processing.

## 1. PERSONAL DETAILS

STUDENT NUMBER: \_\_\_\_\_

TITLE: DR  MR  MRS  MS  MISS  OTHER: \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

EMAIL ADDRESS\*: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_  
\*once you are admitted into a JCU course, communication will be sent to your JCU email account

WORK PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

## 2. ADVANCED STANDING SOUGHT

If you are applying for advanced standing, you **MUST** attach documentary evidence of previous studies, including certified copies of academic transcripts (Memorandum of Results is not acceptable), titles of subjects studied, results awarded and description of subjects as found in the institution handbook.

I hereby seek advanced standing toward the (enter course and major/s) \_\_\_\_\_ at James Cook University

Title of course previously undertaken \_\_\_\_\_

Institution at which previous studies undertaken \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY: COURSE CODE: \_\_\_\_\_ MAJOR CODE: \_\_\_\_\_

## 3. SUBJECT DETAILS

### Notes for students applying for advanced standing:

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course at the time the advanced standing application is lodged. If you change course it may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s as at the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in on the census date, even if you later receive advanced standing.

**Please turn over to complete your subject details.**

### 3. SUBJECT DETAILS (CONTINUED)

STUDENT TO COMPLETE:		OFFICE USE ONLY:									
Subjects undertaken at another institution	JCU subject code for which advanced standing is requested	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted						APPROVING/ASSESSING OFFICER ONLY Indicate option/elective line that this credit is to be applied to (if required)	
				Exempt JCU subject code with credit points (eg BU1010:03)	General: Number of credit points reduced from the course per year level						
					Level 1	Level 2	Level 3	Level 4	Level 5		Level 6
1.											
2.											
3.											
4.											
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15.											
16.											
		<b>TOTALS:</b>									

**NOT GRANTED REASON CODES:** **ISC** – Inadequate support for claim **ICR** – Insufficient credit remaining **IWE** – Inadequate work experience **QNE** – Qualifications not equivalent

**COMMENTS:**

**APPROVALS:**

SIGNATURE: ACADEMIC ADVISER/HEAD OF SCHOOL \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

SIGNATURE: ASSOC DEAN/FACULTY REGISTRAR \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

**ACKNOWLEDGEMENT OF ADVANCED STANDING APPROVED:**

SIGNATURE: STUDENT \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

### 4. PLEASE RETURN THIS COMPLETED FORM TO THE APPROPRIATE CAMPUS:

**Cairns students:**  
Student Enquiry Centre  
James Cook University  
Cairns Qld 4870

**Townsville, Mackay, Mt Isa,  
Thursday Island students:**  
to the appropriate Faculty Office  
James Cook University  
Townsville Qld 4811

**All other students:**  
to their campus of study

OFFICE USE ONLY:  DATA ENTERED \_\_\_\_\_ INITIALS \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ DATE