

CREDIT APPLICATION POLICY AND FORM

POSTGRADUATE PROGRAMS



CHIFLEY BUSINESS SCHOOL

All enquiries and submissions should be directed to:

Chifley Business School

Level 4, 163 Eastern Road
South Melbourne VIC 3205

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Melbourne VIC 3001

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CHIFLEY POSTGRADUATE PROGRAMS CREDIT APPLICATION POLICY

Credit is available for previous, relevant, postgraduate study, with the exception of completed Masters degrees or PhD's. No credit is available for units studied as part of a completed Masters degree or PhD. Study must have been completed within the last ten years and each case is reviewed individually. In order to graduate from any Chifley Business School program, you must complete at least 50% of the course you are enrolled in by taking Chifley MBA units. The Employer-based Unit (Unit 302) is considered in the same category as a credit.

Applications from students who enrol in the Master of Technology in Project Management and wish to apply for credit will be assessed on a case-by-case basis.

HOW TO APPLY

Prospective and existing students seeking credit must apply during enrolment periods (November/December for Study Period 1 and April/May for Study Period 2). Applications received outside these periods will not be assessed until the next assessment time. Applications for credit from existing students will only be available for courses completed after the initial enrolment in Chifley postgraduate program(s). Applications are assessed based on documentation submitted and must include:

- > A certified copy of formal statement of academic results
- > Statement/details of course structure
- > Summary details of course subjects/syllabus
- > Certified copy of certificate of completion (where available)
- > Applications that do not include all necessary information will not be assessed.

UNIT 302—EMPLOYER BASED UNIT

The Employer-based Unit is designed so students can credit relevant organisational training to their postgraduate qualification. An Employer-based Unit may take one of the following forms:

- > An individually tailored program aimed at facilitating personal development;
- > A series of structured and intensive short course programs with an overall unifying theme;
- > Residential programs;
- > A combination of 1,2,3 above;
- > An approved equivalent unit conducted by an external (non-academic) organisation.

The Employer-based Unit must consist of at least 160 hours, including contact time and personal study that may be required. Please note that Unit 302 - Employer-based Unit is considered in the same category as a credit. Therefore, if you are granted Unit 302, it will be counted as a credit towards your record.

Students applying for Unit 302 - Employer based Unit must apply during enrolment periods (November-December for Study Period 1 and April-May for Study Period 2). An Employer-Based Unit is only acceptable when it is undertaken while the student is enrolled in one of the Chifley Business School's postgraduate programs. Prior written approval from Chifley must be obtained before enrolling in the Employer-Based Unit.

Applications must be in the form of a report. The quality of the report is included in the assessment for credit. The report should contain the following information:

- > An outline of each training program, its objectives, the way it was undertaken (intensive over a number of days, traditional lectures, internet study, self-study etc.) and the amount of time involved in workshop presentation, group work, self-study. Any recognition of the training programs or courses should be stated,
- > Any assessment contained in each training program. This might be either formal assessment leading to a certificate of completion or informal assessment including group work, simulations, presentations, peer evaluation, feedback etc.,
- > A detailed statement containing the benefits of the training programs to the students self-knowledge and to application of this knowledge in the students work management role - specific examples are encouraged. The statement should include why the student undertook the training programs including whether they were company supported.
- > An appendix containing:
Evidence of completion (certified copy required)
The course syllabus and any supporting detail of each training program.

Students must apply for approval of Unit 302 (Employer Based Unit) in order to obtain a pass for the unit.

[See Application form for Employer Based Unit \(302\)](#)

GETTING YOUR DOCUMENTS CERTIFIED

We do not accept original copies of your qualification and academic results. You should make a photocopy of the original document and take the original and the copy to an authorised person.

What the certified copy should include:

- > Each page of the document must have the following information:
"I have sighted the original document and certify this to be a true copy of the original."
- > The authorised person should then sign and date each statement and provide their designation and employer number (if available).

List of authorised persons to witness statutory declarations:

Please note that some authorised persons listed below are only relevant to Australia.

- > A justice of the peace or a bail justice
- > A public notary
- > A barrister and solicitor of the supreme court
- > The prothonotary or a deputy prothonotary of the supreme court
- > The registrar of a deputy registrar of the county court
- > The principal registrar of the magistrates' court or a *registrar of deputy registrar of the magistrates' court
- > The registrar of probates or an assistant registrar of probates
- > The associate to a judge of the supreme court or of the county court
- > The secretary of a master of the supreme court or of the county court
- > A registered patent attorney
- > A member of the police force
- > The sheriff or a deputy sheriff
- > A member or former member of either House of the Parliament of Victoria
- > A member or former member of either House of the Parliament of the Commonwealth
- > A councilor of a municipality
- > A senior officer of a council
- > A registered medical practitioner
- > A registered dentist
- > A veterinary practitioner
- > A pharmacist
- > A principal in the Victorian government teaching service
- > The manager of a bank
- > A member of the institute of chartered accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants

- > The secretary of a building society
- > A minister of religion
- > A Victorian public servant with authorisation to sign statutory declarations
- > A fellow of the Institute of Legal Executives (Victoria)



CHIFLEY POSTGRADUATE PROGRAMS CREDIT APPLICATION FORM

IMPORTANT—Please read the information on this form carefully before submitting your application. Incomplete applications will not be assessed.

Prospective and current students seeking credit must apply during enrolment periods (November–December for Study Period 1 and April–May for Study Period 2).

- > Credit is available for previous, relevant **postgraduate** study only, excluding completed Masters degrees and PhD's. No credit is available for units studied as part of a completed Masters degree or PhD's.
- > Study must have been completed in the last ten years.
- > Applicants will need to provide a copy of the syllabus or subject outline of the subjects completed, a certified copy of results and a certified copy of the certificate.
- > Applications for credit from existing students will only be available for courses completed after initial enrolment in the program.
- > In order to graduate from any of the programs offered by APESMA, you must complete at least 50% of the program by taking units offered by APESMA.
- > Credit is not available for units that you have already enrolled in.
- > Unit 302—The Employer-based Unit is considered in the same category as a credit. Therefore, if you have been awarded Unit 302 it will be counted as a credit towards your award.

CHIFLEY POSTGRADUATE PROGRAMS CREDIT APPLICATION FORM

PERSONAL DETAILS

First Name					
Last Name					
Student Number (if current student)					
Address					
	Suburb				
	State		Postcode		
Phone (daytime)					
Mobile					
Email					

POSTGRADUATE QUALIFICATIONS

Qualification				
Name of institution				
Completed (please tick)		Yes		No
Year completed				
Have you completed an undergraduate degree?		Yes		No

Note: Credit applications can only be considered for students/applicants who obtain automatic entry into the program. Students granted or applying for Special Entry to the program are not eligible for credit for previous study.

CHIFLEY POSTGRADUATE PROGRAMS CREDIT APPLICATION FORM

Please check you have all the following included with your application. Incomplete applications will not be assessed.

- Course structure
- Subject or unit syllabus
- Testamur (certified copy)
- Academic transcript / statement of results (certified copy)

DECLARATION

I have read the above rules and regulations regarding my application for credit and understand that I will be subject to these. I have also included all the materials requested above in my application and understand that incomplete applications will be returned to me unassessed. Please allow 3 weeks for processing of your application.

Signature

Date

SUBMISSION OF APPLICATION

Chifley Business School
Client Care
GPO Box 1272
Melbourne VIC 3001
Australia