



## CREDIT FOR PRIOR LEARNING APPLICATION FORM

### Guidelines

1. This form is to be used by prospective and current students when applying to have previous study from another institution counted towards the Bachelor of Traditional Chinese Medicine (BTCM).
2. **This form must be typed and not handwritten.**
3. All Applications for Credit for Prior Learning must include the following **supporting documentation**:
  - a. Certified copies of Academic Transcripts
  - b. Copies of Unit Outline(s)/Guide(s) of the unit(s) studied previously, which must include learning outcomes, course information, level of study, topics covered, duration of the course, contact hours, methods and duration of assessment, textbooks used for each course studied previously and completed.

**Without these, SITCM will be unable to assess the application.**

4. Other supporting documentation may be requested. Applications for Credit for Prior Learning may be delayed or credit denied if the supporting documentation is insufficient.
5. Applications for Credit for Prior Learning must be received **at least 3 weeks before the Census Date** of the unit for which credit is being sought. Applications received less than 3 weeks before the Census Date will be automatically rejected.
6. Applications for Credit for Prior Learning are assessed in accordance to SITCM's *Credit for Prior Learning Policy and Procedure*, which is available on SITCM's website: <https://www.sitcm.edu.au/he-courses/he-policiesforms/>
7. Complete all sections of the application and either lodge in person at SITCM Administration Office or email it to [administration@sitcm.edu.au](mailto:administration@sitcm.edu.au).
8. **Fees:** The following fees apply:

All approved / approved with condition(s) applications	
<b>Credit Transfer Fee</b>	\$378 (domestic student) or \$520 (international student) per unit of study approved
Approved with condition(s) applications	
<b>Class Fee</b>	Calculated pro-rata based on the tuition fee for the relevant year and the number of classes set as a condition for approval
<b>Clinic Fee</b>	Calculated pro-rata based on the tuition fee for the relevant year and the number of clinical practice hours set as a condition for approval
<b>Assessment Fee</b>	\$100 per assessment set as a condition for approval

Fees must be paid within 20 business days of receiving notification of credit.

If payment is not received, the Credit Transfer will lapse, and applicants will need to lodge a new application. In addition to the credit transfer fee, a fee of \$200.00 per unit applies to all approved applications.

9. **Notification:** Please allow 2-3 weeks for processing. Applicants will be notified of the outcome of their application via email within 15 business days.

Applicant Information	
Family Name:	Given Name(s):
Student ID:	Are you on a Student Visa: <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Address:	
Tel (home):	Tel (mobile):
Email:	

### Previous Study

For each unit of study in SITCM's Bachelor of Traditional Chinese Medicine (BTCM) that you are seeking credit for prior learning, complete the following table. You will need to demonstrate that your previous study is equivalent to SITCM's BTCM on a unit-by-unit level. Information on SITCM's unit contents can be accessed [here](#).

<b>Institution</b>	SITCM		
<b>Course Name</b>	Bachelor of Traditional Chinese Medicine		
<b>Unit of Study</b>	HMS101 Human Anatomy 1		
<b>Contact Hours</b>	Lecture	28 hours	
	Tutorial	28 hours	
	Clinical	N/A	
	<b>Total</b>	56 hours	
<b>Unit Contents</b>	This unit aims to introduce students to human anatomy. This unit builds students' knowledge and understanding of basic human anatomy. In this unit, students study the human anatomy by the systematic approach in 11 systems, including skeletal, muscular, integumentary (surface anatomy), digestive, cardiovascular, endocrine, respiratory, urinary, reproductive, lymphatic and nervous systems. This includes the names, forms and locations of the main structures of the human body and their physiological functions.		
<b>Learning Outcomes</b>	Upon completion of this unit students should be able to: <ol style="list-style-type: none"><li>1. Utilise the anatomical terminology to describe the anatomical positions, anatomical planes, anatomical directions and types of movement of the human body.</li><li>2. Describe different levels of structural organisation of the human body.</li></ol>		

	<ol style="list-style-type: none"> <li>3. Describe and identify the macroscopic anatomy of 11 systems (skeletal, muscular, integumentary (surface anatomy), digestive, respiratory, cardiovascular, endocrine, urinary, reproductive, lymphatic, and nervous systems) of the human body.</li> <li>4. Synthetically understand the functions of the major components/organs of the 11 systems of the human body.</li> <li>5. Apply acquired knowledge of the systemic anatomy to described locations and underlying structures of selected acupuncture points.</li> </ol>	
<p><b>Unit Requirements</b> <i>If there are prescribed (hurdle) requirements in order to pass the unit, please outline them in this section.</i></p>	<p>To successfully complete the unit, students must: attend 80% of all the lectures and tutorial classes; attempt all assessment tasks including summative and formative assessments and achieve at least 50% of the total marks; and achieve a mark of at least 40% in the final examination.</p>	
<p><b>Mapping Summary</b></p> <p><i>This is a brief comparison of the contact hours, unit contents and learning outcomes between your previous studies and the unit of study you are applying credit for prior learning to facilitate assessment. If you have continuing professional working experience, please include this information here.</i></p>		

Applicant Declaration	
<ul style="list-style-type: none"> <li>I have read and understood the guidelines and advice on this application form.</li> <li>I certify that all information, including supporting documentation, is correct.</li> <li><b>Attention International Student Visa Holders:</b> If your application for credit for prior learning is successful it is almost certain that this will affect the duration of your eCOE. A revised eCOE will be emailed to you in this event.</li> </ul> <p><b><i>We cannot accept your application if you do not sign your form.</i></b></p>	
Applicant Signature:	Date:

Administrative Officer to Complete	
Administrative Officer Name:	Date received:
Application checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of attachments:	Date sent out for approval:
Sent to: Associate Dean (or nominated staff)	Nominated staff:
Due back (15 working days):	
Date sent results letter to student:	
Student returned signed results letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
International Student Visa Holders Only:	
New/amended eCOE required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student advised of new course end date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date logged:	
Summary of Decision (Assessing Officer to Complete)	
Unit(s) of Study Not Approved for Credit Transfer:	
Unit(s) of Study Approved for Credit Transfer:	
Assessing Officer Name:	
Signature:	Date: