



**THE UNIVERSITY
OF QUEENSLAND**
AUSTRALIA

School of Dentistry
PRE-COMMENCEMENT GUIDE
2017

Doctor of Clinical Dentistry

For Information Contact

School of Dentistry Student and Academic Services (SAS)

Web: www.uq.edu.au/dentistry

Email: dentistry@enquire.uq.edu.au

Include your name, student number and program in the signature of your emails

Phone: +61 7 3365 8022

Office: Level 7 (until 19 December 2016)
UQ Oral Health Centre (OHC)
Herston Campus
288 Herston Road
Herston QLD 4006

(From 2 January 2017, SAS will be located within the Student Centre on Level 5, OHC)

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Introduction

Welcome to the School of Dentistry.

Congratulations on gaining entry into the Doctor of Clinical Dentistry (DClinDent) program at The University of Queensland.

Dentistry is a challenging and rewarding profession that is responsible for the total oral health of individuals and the wider community. Good oral health is integral to good general health; thus dentistry is recognised as a primary healthcare profession.

The **Doctor of Clinical Dentistry** provides specialist knowledge and skills to dental graduates in their chosen field of dentistry. The program is designed to develop a deep understanding of the physiological, biochemical, structural and functional processes involved in general and oral health. You will develop an awareness of the responsibility of specialisation and embrace the multidisciplinary management required by many patients, while gaining an understanding of scientific methodology and the role of research in the advancement of knowledge and clinical practice.

This **Pre-Commencement Guide** provides you with a list of the requirements which you must complete, as well as background information on why these tasks are necessary and how to complete each task. You should allow yourself plenty of time to read through what is required and familiarise yourself with each task. **THERE IS A LOT TO DO, SO START IMMEDIATELY!** Failure to complete all pre-commencement requirements by the deadline will disqualify you from attending clinical activities and significantly impact your ability to complete your program.

The School of Dentistry welcomes its new students for 2017. We hope you will enjoy your studies and learning experiences with your fellow students during your program.

Pre-Commencement Checklist for School of Dentistry

This checklist should be used in conjunction with the 2017 Pre-Commencement Guide, and is for your use only. Before submitting each document listed, go through the checklist carefully to ensure you have completed the task properly. The School of Dentistry Student and Academic Services Team (SAS) will not accept partially complete or incorrectly completed documents.

The following documents must be completed and submitted to the SAS Office by the end of Orientation Week. Failure to provide these documents may result in students being banned from clinical activities.

1. Immunisation

- I have obtained my past immunisation record & visited my GP to review my immunisation status
- I have been vaccinated according to the UQ Vaccinations and Immunisations Policy ([PPL 2.60.08](#))
- My GP has completed the '[School of Dentistry Student Immunisation Record](#)', including signature and date (Appendix 2)
- I have submitted the completed student immunisation record form to SAS

2. Criminal History Check

- I have completed the application form for criminal history check
- I have submitted a certified copy of the certificate to SAS

3. First Aid Certificate

- I have obtained a First Aid Certificate
- I have submitted a certified copy of the certificate to SAS

4. Occupational Health and Safety

- I have read the Occupational Health and Safety in the Laboratory Guideline and completed the student safety declaration form: <http://www.uq.edu.au/ohs/pdfs/OHYG-LabSafety-UG.pdf>

5. Academic Integrity and Plagiarism

- I have read and completed the [online](#) tutorial on academic integrity and plagiarism

6. Applications for credit for previous studies

- I am seeking credit for previous studies and have completed the application form via the UQ [MyAdvisor](#) web site (Appendix 3)

7. Enrolling in courses

- I have enrolled in all courses for semester 1 and 2 via mySI-net

8. Dental Board Registration

- I have submitted a copy of my Dental Board registration certificate for Year 1 enrolment to SAS

Please also see the UQ New Student Checklist available on the [Starting at UQ website](#) (Appendix 1).

Orientation Information

Orientation for **DClinDent** first year students will be held at the UQ Oral Health Centre, 288 Herston Road, Herston in **the week commencing Monday, 23 January 2017**. Activities have been planned for the week and students will be advised of the schedule closer to the time.

Commencement Date

The academic year for **DClinDent** Year 1 students will commence on **Monday 30 January 2017**. New first year students must commence the program on this date unless prior approval by the Head of School is obtained.

There are many resources available to help you get started as a UQ Student. You are encouraged to visit <https://www.uq.edu.au/startingatug/> which contains a step-by-step guide to enrolling, paying fees, obtaining a student ID card, as well as other useful resources.

[UQ Oral Health Centre map](#)

Response to Offer and Enrolment

The due date for enrolment for all **DClinDent** students is **Monday 9 January 2017**. Students should ensure that they are enrolled by this date through [mySI-net](#).

Late fees may apply for enrolment submitted after the [University's due dates](#).

The course list for Year 1 is provided below for DClinDent programs.

DClinDent Year 1 Course List (all Fields of Study)

FIRST SEMESTER			SECOND SEMESTER		
CODE	COURSE	Units	CODE	COURSE	Units
DENT7911	Clinical Sciences I	4	DENT7912	Clinical Sciences II	4
DENT8010	Advanced Clinical Practice IA	4	DENT8020	Advanced Clinical Practice IB	4
Sub-Total		8	Sub-Total		8
TOTAL UNITS					#16

Please note: Students must enrol in **both** semesters as listed above.

[Full DClinDent Course List](#)

Timetables

DClinDent students will be provided with their timetable for Semester 1 from their Program Coordinators/Discipline Leads in Orientation Week.

Course Information

Course profile information including textbook lists will be available on-line. Students who have enrolled will have access to the full electronic course profile (ECP) through [mySI-net](#) (see Enrolment Guide 2017).

Application for Credit for Previous Studies

Students who wish to apply for credit for previous studies must complete and submit the appropriate application form with all required documentation by the due date to the Student and Academic Services (SAS) Office, School of Dentistry. The application form is available on the University's ["MyAdvisor" webpage](#) (copy also provided in Appendix 3). Here you will also find the [Credit Precedents Database](#), which can help you determine your eligibility for credit by looking at the precedents established for course and programs previously assessed for credit by UQ.

Students seeking credit should enrol in all courses in the event that their application is not approved, particularly if their previous studies have not been completed at UQ.

All credit applications, along with the appropriate documentation, need to be lodged (either by mail, [email](#) or in person) to the Student and Academic Services office no later than the end of orientation week, Friday 24 February 2017.

The University of Queensland Disability Action Plan

The University of Queensland provides free support, services and facilities for students with a disability, illness, injury or mental health condition at UQ. A disability adviser will help you evaluate your academic access requirements, develop a Student Access plan for you, and organise the appropriate arrangements.

A BDS(cHons) student who has a disability should seek advice from the Phase Coordinator immediately on seeking enrolment within the program. Any student who may require alternative academic arrangements in the program is encouraged to seek advice at the commencement of the semester from a Disability Advisor at Student Support Services. The University Health Service can also arrange appropriate advice and assistance on personal and public health issues.

For further information on University policies to support people with a disability please visit the [Student Services website](#).

Student Immunisation Record

HIV, Hepatitis B, Hepatitis C Screening

The University of Queensland has a duty of care to prevent the occupational transmission of communicable diseases to students, staff and patients. In specialised areas involving increased risk of transmission of a communicable infection such as Hepatitis B, Hepatitis C or HIV through blood, the duty of care to prevent infection is heightened for both the individual and the University. The School of

Dentistry considers that the foregoing policies ([PPL 2.60.08 Vaccinations and Immunisation](#)) apply to candidature in all undergraduate and postgraduate programs which involve direct clinical contact with patients.

As healthcare workers, dental students have a duty of care towards their patients. Prior to commencing the BSc(Hons) and DClintDent programs, all students must complete a schedule of immunisations for a range of infections (i.e. measles, mumps, whooping cough) and must also be screened with respect to blood-borne transmissible viruses (Hepatitis B, Hepatitis C and HIV), as well as Tuberculosis (TB). Please note that immunisation and screenings are the responsibility of the individual student. It is strongly recommended that students begin vaccinations for Hepatitis B. First year students will be required to have had at least two vaccinations for Hepatitis B before commencement of Semester 1 with the third vaccination to be completed as soon as possible thereafter. A UQ [immunisation record form](#) is required to be completed by a registered medical practitioner as evidence of a student's immunity status. **Students who do not provide sufficient evidence will NOT be permitted to enter clinical facilities.**

International students offshore must undertake screenings and complete the schedule of immunisations prior to the commencement of their program. Completion of the UQ immunisation record form can be completed by an overseas registered doctor. However, all sections of the form must be completed in English and the doctor's contact details and registration number must also be indicated.

DClintDent students will receive information and the UQ immunisation record form directly from the School and will be required to submit the completed form to Student and Academic Services office by **Monday, 23 January 2017 (i.e. commencement of Orientation Week).**

Criminal History Check

All DClintDent students, who as part of their studies through an education provider undertake clinical placements within a Queensland HHS facility are required to undergo a criminal history check when the expected combined duration of their placements will exceed three months. Please note that if you already have a current student blue card, this check is not required.

Read more about Queensland Health [criminal history checks](#).

First Aid Certificate

DClintDent students will be required to obtain a First Aid certificate (which includes CPR) in Year 1 and complete CPR recertification before commencement of Years 2 and 3. **DClintDent Year 1 students** are required to present their First Aid certificate by the **end of Orientation Week**.

Students must accept all costs involved in obtaining the required First Aid and CPR qualifications during the program. Students who are unable to present such qualifications when requested will be excluded from the clinics, which would prevent completion of the program.

Dental Board Registration

All DClinDent students must be registered with the Dental Board of Australia for the duration of their program. Students are therefore required each year to provide a certified copy of their Dental Board registration for the current year of enrolment. DClinDent Year 1 students are required to submit their certified copy of registration to Student and Academic Services (SAS) by **Monday, 23 January 2017 (i.e. commencement of Orientation Week)**.

Occupational Health and Safety

Under the Work Health & Safety Act 2011, all students will be required to complete an online occupational health and safety tutorial/module during their first year. DClinDent students who are required to undertake laboratory work as part of their program, are required to complete safety induction/training and complete the appropriate UQ OHS checklists (<http://www.uq.edu.au/ohs/index.html?page=168925>).

Further information can be found on the [UQ OHS website](http://www.uq.edu.au/ohs/) <http://www.uq.edu.au/ohs/>

Academic Integrity and Plagiarism

Academic integrity is a core value of UQ and for this reason UQ have developed a compulsory online tutorial to explain the University's expectations in relation to academic integrity, to ensure that you do not engage in practices that involve plagiarism and academic misconduct.

The tutorial is available [online](#) and a link to the tutorial will be displayed when you log into mySI-net.

STARTING AT UQ NEW STUDENT CHECKLIST

Visit www.uq.edu.au/startingatuq
to help you complete your checklist.



Before you get started at UQ, you will have:

- Accepted your offer by the due date
- Activated your student account
 - created password and security question
 - retrieved username and UQ student email account details (*sent via email*)
- attended 'Getting Started' and 'Safety Downunder' sessions run by UQ Student Services (*international students only*)

Record your details here for your reference:

Student ID number (*on offer letter*):

e.g., 12345678

Username:

 s

e.g., s1234567

Email address:

e.g., s1234567@uq.net.au

 @uq.net.au

Do not record your password!

STEP	ACTIVITY	done	ACTIVITY	done		
1	Access your first year planner	- Log in and print first year planner		<input type="checkbox"/>		
2	Choose your courses	- Read program rules and requirements		<input type="checkbox"/>		
		- Attend academic advice and course selection sessions (<i>if applicable</i>)		<input type="checkbox"/>		
Record your course codes here: (e.g., MATH1040)						
Semester 1 courses:						
Semester 2 courses:						
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
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<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
3	Enrol online	- Log in to the online enrolment system (mySI-net) and complete the following tasks (<i>if applicable</i>):				
		1. Add and update your personal information		<input type="checkbox"/>	5. Add courses by the due date to enrol (<i>register courses for commencing semester</i>)	<input type="checkbox"/>
		2. Add expected graduation semester (<i>semester & year when you will finish your degree</i>)		<input type="checkbox"/>	6. Read student messages (<i>know and accept student obligations</i>)	<input type="checkbox"/>
		3. Add study load (<i>full-time or part-time study</i>)		<input type="checkbox"/>	7. Confirm enrolment (<i>view enrolment status report</i>)	<input type="checkbox"/>
		4. Request financial assistance (<i>domestic students</i>) (<i>complete electronic Commonwealth Assistance Form and enter Tax File Number if deferring fees</i>)		<input type="checkbox"/>		
4	Sign on to classes	- Plan your class timetable		<input type="checkbox"/>		
5	Pay fees	- Pay tuition fees by due date (<i>if applicable</i>)		<input type="checkbox"/>		
6	Get your student ID card	- Attend ID card session <i>Remember to take Photo ID (passport or driver's license) and Offer Letter</i>		<input type="checkbox"/>		
7	Attend Orientation	- Create personalised O-Week planner online (<i>at www.uq.edu.au/orientation</i>)		<input type="checkbox"/>		
		- Attend O-Week		<input type="checkbox"/>		
		- Attend compulsory Faculty/School welcome sessions		<input type="checkbox"/>		
		- Purchase textbooks and materials		<input type="checkbox"/>		
		- Sign up for Library training sessions		<input type="checkbox"/>		
		- Become familiar with the campus and find out where your classes will be held		<input type="checkbox"/>		
		- Organise your parking permit (<i>if applicable</i>)		<input type="checkbox"/>		
		- Attend Market Day and sign up for clubs and societies		<input type="checkbox"/>		
		- Sign up for Student Services workshops		<input type="checkbox"/>		

Section 1: Information

Students enrolled in programs offered by our School are **REQUIRED** to provide evidence of their immunisation status for the diseases listed in the table below. This list is supported by the Australian Immunisation Handbook 2015 update and Queensland Health policy. The attached immunisation record is to be completed by a **REGISTERED MEDICAL PRACTITIONER**. **It is most important you obtain your past immunisation record (s) and take this information to the medical practitioner who will complete this form for you.**

Name of disease	Requirements
Pertussis*, Diphtheria, Tetanus	Complete childhood vaccination course (CCV). Booster as adolescent/adult within last 10 years.
Measles*, Mumps* & Rubella*	2 doses at least one month apart or failing this a blood test showing immunity
Varicella (Chickenpox)*	Fully immunised (2 varicella vaccinations) or a blood test showing immunity
Influenza**	Date of vaccination (annual vaccination in autumn strongly recommended)
Hepatitis A	Not routinely required for 1 st year students. This vaccination may be required for 5 th year students prior to attending clinical placements in high risk countries or communities in rural & remote indigenous communities/frequent contact with children from rural & remote indigenous communities in NT, Qld, SA and WA.
Hepatitis B*	Students must have completed an age appropriate immunisation course of Hepatitis B vaccination and have confirmed evidence of serological immunity before performing dental procedures in a clinical setting.
Screening for blood-borne* infectious diseases	Due to the increased risk of blood-borne pathogen transmission occurring during a dental procedure, the Dental Board of Australia stipulates that all dental practitioners must be aware of their infectious status for the blood-borne viruses Hepatitis B, Hepatitis C and HIV. School of Dentistry students are required to provide a statement from their doctor confirming their infectious status prior to enrolment and prior to clinical placements at commencement of Year 3 and year 5 of the program-see attached statement.
Tuberculosis (TB)*	TB screening is required
Poliomyelitis	Complete childhood vaccination course (CCV)

Notes

Mandatory requirement *

Influenza**

Healthcare workers can transmit influenza to persons at increased risk of complications from influenza infection. Vaccination in the autumn of each year greatly reduces this risk. Healthcare students are strongly encouraged to have Influenza vaccination annually. Students should retain proof of vaccination in the event that it is required for a particular placement site/hospital attachment.

Tuberculosis (TB)

Students can undergo pre-screening free of charge from the Metro South Clinical Tuberculosis Service, Princess Alexandra Hospital Campus, via Cornwall Street, Woolloongabba, Brisbane (there can be long waiting times for testing). Alternatively this service may be obtained from private pathology laboratories on referral from a medical practitioner (*charges will apply – please confirm cost with service provider*). The result of the screening is required prior to completion of the attached form

Students should make arrangements to obtain any required vaccinations immediately and return the completed immunisation record along with any supporting documentation, if appropriate.

Records will remain incomplete until all requirements have been met.

Students are reminded that clinical placements and access to clinics will not be permitted unless this record is complete.

Section 2: Evidence of Vaccination / Immunisation

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names
Student Number:		Date of Birth:	

This section must be completed by a medical practitioner

Name of disease	Acceptable evidence of protection	Tick	Date(s)
Diphtheria, Tetanus, Pertussis	One documented dose of DTPa vaccine within last 10 years (in addition to CCV)		Date __/__/____ Pertussis booster next due: __/__/____
Measles, Mumps, Rubella	Documented evidence of 2 doses of MMR vaccine given at least 28 days apart (both doses must be given before signing the form) OR The student is immune to measles, mumps and rubella.		Dose 1 __/__/____ Dose 2 __/__/____ OR Serology report confirms immunity to measles, mumps and rubella Report date __/__/____ Result:
Chickenpox (varicella)	Documented evidence of 2 doses of varicella vaccine given at least 28 days apart*(both doses must be given before signing the form) OR The student is immune to varicella		Dose 1 __/__/____ Dose 2 __/__/____ OR Serology report confirms immunity to varicella Report date __/__/____ Result:
Influenza	A dose of vaccine given annually is highly recommended		See Influenza ** notes above
Hepatitis A	Not routinely required – see table in section 1		
Poliomyelitis	Documented evidence of completed childhood vaccination course or catch up vaccinations		
Tuberculosis	Screening test (skin test or blood test IGRA or Quantiferon gold for TB) in the last 2 years		Report date __/__/____ Result: Comment
Hepatitis B	The student has been fully vaccinated and has produced protective antibodies against hepatitis B OR		Report date __/__/____ Result:
	The student is not infected with hepatitis B and is undergoing vaccination against hepatitis B OR		Dose 1 __/__/____ Dose 2 __/__/____ Dose 3 __/__/____
	The student is positive for hepatitis B surface Ag		Student referred to UQ Health service for advice

Section 3: Exposure-prone Procedures Statement

To be completed by a medical practitioner

An exposure-prone procedure (EPP) is a procedure where there is a risk of injury to the Health Care Worker (HCW) resulting in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the worker's hands (whether gloved or not) may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Blood borne Infectious disease screening and fitness to perform exposure prone procedures

Healthcare workers **must not** perform exposure prone procedures if they are:

- HB e Antigen positive or HBV DNA positive (using an approved sensitive real time PCR assay)
- HCV RNA positive (by PCR or similar test)
- HIV antibody positive (even if virus levels become undetectable on appropriately monitored anti-retro-viral therapy)

References

- *Australian National Guidelines for the Management of Health Care Workers known to be infected with blood-borne viruses. Australian Communicable Diseases Network 28 February 2012*
- *Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus, and Hepatitis C Virus Infected Health Care Workers. Centre for Healthcare Related Infection Surveillance and Prevention & Tuberculosis Control – Guideline. Version 2, April 2013.*

Screening Verification Details

Medical Practitioner Statement	
I have screened this student for hepatitis B & C and HIV infection and either the student is not infected on testing, or an Australian registered Infectious Diseases physician, Gastroenterologist, Hepatologist or Occupational Medicine Physician has certified that further testing has confirmed that the student is able to safely perform EPP.	Doctor's signature Date
OR	
The student cannot safely perform EPP as confirmed by Infectious Diseases physician, Gastroenterologist, Hepatologist or Occupational Medicine Physician.	Doctor's signature Date
Additional Comments as necessary:	

Section 4: Medical Practitioner Declaration

I declare that the requirements specified above have been assessed and actioned in accordance with the immunisation status of the student named on this form, and have been entered above in compliance with the immunisation entry requirements for the School of Dentistry. The student has been made aware of any vaccination or serology follow up in relation to completing the requirements of this form.

Name of Medical Practitioner/Provider number	Signature:	Date
Is further follow up required? Please insert details;		Practice Stamp:

Section 5: Student Declaration

I understand the School of Dentistry's requirements outlined in this document and agree to submit this information as a true and correct record of my compliance with these requirements. In addition, I agree to provide updated information as necessary and in particular in relation to any required vaccinations or proof of my status regarding testing for blood borne diseases.

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names			
Phone No.:		Email:				
Student Number:		Year of Program:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th
Signature:			Date:			

The Immunisation record is to be completed in consultation with a Registered Medical Practitioner and returned by the student to:

School of Dentistry Level 7, Oral Health Centre (#883) Cnr Bramston Terrace & Herston Road, The University of Queensland, Herston Campus, Brisbane QLD 4029	Phone : + 61 7 3365 8022 Fax: + 61 7 3365 8199 email: dentistry@uq.edu.au
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Section 6: For Office Use Only

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names			
Student Number:		Year of Program:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th

Immunisation Record

Immunisation record complete:	Yes / No	Date verified:	
Name of office worker:		Signature:	

* Students that have not attained Hepatitis B Immunity should be referred to the UQ Health Service for further specialist advice.

Exposure Prone Procedure Statement

EPP statement satisfactory:	Yes / No	Date verified:	
Name of office worker:		Signature:	

* Students that have not attained a satisfactory EPP statement should be referred to the UQ Health Service for further specialist advice.

If 'NO' to either of the above, further action is required, and details must be provided in Section 7.

Section 7: Outstanding requirements

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names			
Student Number:		Year of Program:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th
Details of follow-up action taken by School Administration						

This information must remain confidential and will be retained in the students file

INFORMATION

CREDIT or EXEMPTION for previous studies

Please read before proceeding with application



THE UNIVERSITY
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

1 GENERAL INFORMATION

- The University's credit transfer policy is located at: <http://ppl.app.uq.edu.au/content/3.50.03-credit-previous-studies-and-recognised-prior-learning>
- If you have gained credit for courses comparable to those available at The University of Queensland, you may be eligible for credit based on your previous study or exemption from all or part of a course.
- If you wish to claim credit towards your current program you should check the rules for your program on The University of Queensland website at www.uq.edu.au/study
- Please allow at least 3 – 4 weeks for processing. Incomplete applications will not be processed.
- If you have applied for a place in a program and you received advice of credit granted in your acceptance letter, you may not need to complete this form. Please check with your Faculty/School office.
- Please note: It is your responsibility to drop any course(s) for which you have been granted credit using mySI-net. This must be done before the relevant census date.
- Once a decision has been made to grant credit or an exemption, the Executive Dean cannot rescind the decision in the absence of a patent error or fraud.

2 DEFINITIONS

Specified credit: Specified credit is granted when an exact or near exact equivalence to a UQ course can be demonstrated. Specified credit is more commonly granted in set programs and/or for compulsory courses.

Unspecified credit: Unspecified credit is granted when an exact or near exact equivalence cannot be demonstrated. Unspecified credit is also granted for elective courses.

Block credit: Block credit is granted as a specific number of units and may be granted on the basis of studies judged to be comparable to part of a given program. Block credit, sometimes referred to as "articulation credit" is often granted where formal agreements exist (e.g. students who completed polytechnic diplomas may gain credit for the first year or two of a degree program).

Exemption: Recognition of prior completion of compulsory components of a program. Students will be required to substitute courses so that the total number of units for the program are completed.

Milestones: Prior completion of these requirements may be recognised upon submission of satisfactory evidence. For example, work experience records or a first aid certificate.

3 APPLICATION DETAILS

When to apply

- Applications (see page 2) should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the semester in which the award of credit may affect your program of study. International students must submit the application no later than the first week of semester.
- Enrolment deadlines must be met regardless of whether you have received a response to your application for credit.
- Late applications may not be able to be processed prior to the commencement of semester.

Where to apply

- If you are changing from one UQ program to another, and have lodged your request on mySI-net you will be asked if you want to receive credit. If you indicate you wish to receive maximum credit, you do not need to complete this form.
- If you are changing from one UQ program to another, and have lodged your request through QTAC, please submit this application form to your Faculty. Further information is online via myAdvisor (www.uq.edu.au/myAdvisor).
- Students from other tertiary institutions who have been offered a place at UQ should submit this application form with all supporting documentation to your Faculty. Further information is online via myAdvisor (www.uq.edu.au/myAdvisor).
- International Students: Generally credit is assessed during the application process. If you wish to apply for additional credit, submit your application to the relevant Faculty or School. You will be issued with a new confirmation of enrolment if required.

Documentation – students transferring to UQ from other institutions

- Your application must be accompanied by documentary evidence of your previous studies or your application will not be considered.
- Evidence should be in the form of original documents or copies certified by the issuing institution, a Justice of the Peace or Commissioner for Declarations.
- Documentation should include:
 - Course Description: Extended syllabus, aims and objectives, contact hours, texts and references and assessment. An extract from the institution's handbook is usually not sufficient.
 - Official Academic Transcript (original or certified copy).
- If further documentation is required, please check with your Faculty or School.
- If you wish to have original documents returned to you, you must enclose a request with a stamped, self-addressed envelope.

Notification

- You will be advised of the outcome of your application by email. Please remember to check your student email address regularly. Credit or exemption granted will be noted on your Studies Report which can be viewed on mySI-net.
 - International students on a student visa are required, under Commonwealth legislation, to acknowledge acceptance of the credit granted.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for credit or exemption for previous studies. Personal information may be disclosed to the education institutions you have attended for verification of your previous studies or your employer(s) to make an informed decision about the application. Otherwise your information will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://ppl.app.uq.edu.au/content/1.60.01-right-information>

APPLICATION

CREDIT or EXEMPTION for previous studies



THE UNIVERSITY
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

1 INSTRUCTIONS

- Please read the information sheet carefully before proceeding.
- Complete all details and supply all required documentation.
Incomplete applications will not be processed.
- Please print in BLOCK LETTERS.
- You will be advised of the outcome of your application by email.
Please check your student email regularly
- Credit or exemption granted will be noted on your Studies Report which can be viewed on mySI-net.

2 PERSONAL DETAILS

Title: _____ Family name: _____

Your University of Queensland student number (if known): _____

Given names: _____

Source Institution(s): _____

3 CREDIT/EXEMPTION

Current UQ Program Title: _____

Current UQ Field/Plan/Major: _____

Credit/Exemption sought: (attach separate sheet if insufficient space)

Please tick applicable box

Source Institution information

Credit	Exemption	Course code	Course title	Units
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

UQ information (if applicable)

Equivalent UQ Course code	UQ Course(s) for which credit/exemption is sought	Units

OFFICE USE ONLY

Indicate with initials

Approved Not Approved

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Comment on decision: _____

4 DECLARATION

I have completed all sections and have supplied all supporting documentation.

Student's Signature: _____

Date: _____

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Application received: ___/___/___ Documentation received: ___/___/___ Applicant notified: ___/___/___

Head of School/Program Director recommendation

Name of authority _____ Position title _____

Signature _____ Date ___/___/___

Faculty approval

Name of authority _____ Position title _____

Signature _____ Date ___/___/___