

PhD Credit for Previous Study at UC

Candidate Quick Guide

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Type of credit

	DESCRIPTION	APPLY FOR
Previous Study at UC	I want to apply for credit for previous study of equivalent units at the University of Canberra.	Credit Type – Internal

How many Credit Points can I apply for?

You are required to complete 6 credit points of Faculty Restricted Choice units as part of the Course Requirements for the [Doctor of Philosophy \(MXP001\)](#).

If you believe that you have **completed an equivalent unit or units at UC** you can **apply for up to 6 credit points of credit** in lieu of completing the 6 credit points of Faculty Restricted Choice Coursework units.

Where to get advice?

WHO	HOW THEY CAN HELP
HDR Convenor	If you're unsure if the past units you have studied at UC could be eligible for credit in lieu of completing the Faculty Restricted Choice Units , ask your Faculty HDR Convenor who can provide specific course advice.
Student Centre	The Student Centre process all Credit Applications . For questions on how to apply, technical issues with the form in MyUC or updates on the status of your credit application please contact the Student Centre .

Application steps

STEP 1 VIEW UNIT OUTLINES	View the unit outlines for the Restricted Choice units for which you wish to seek credit. To determine if you can apply for credit, compare the Learning outcomes for that unit with the Learning outcomes in the Unit outline for which you would like credit.
STEP 2 SEEK COURSE ADVICE	Speak to your Supervisor about your intention to apply for credit in lieu of completing a Faculty Restricted Choice Unit in the MXP001. If you are unsure, speak to your Faculty HDR Convenor.
STEP 3 OPEN MyUC FORM	Navigate to the Apply for credit form in MyUC under Enrolment and timetable > Course credit for prior learning Under Credit Type select Internal credit and Submit.
STEP 4 SUBMIT CREDIT SOUGHT	Select the unit/s that you previously completed at UC* that you believe are equivalent to Restricted Choice Units listed for your faculty and submit. You have the option to select up to a total of 6 credit points which could be either: • 1 x 6 Credit Point Unit - or • 2 x 3 Credit Point Units <i>*Do not select units that total more than 6 credit points in value</i>

What happens next?

1. Your Faculty Associate Dean Research will review your application and either **Approve, Partially Approve or Reject**.
2. Candidates will receive notification of the outcome of their application through their **UC Student Email Address** within 5 weeks of the date of submission of the application.
3. ☒ If **Approved** the **Student Centre** will finalise the application. It takes **up to 28 days** for the Student Centre to process credit applications in line with the [University of Canberra's Credit Procedures](#).
4. ☐ If **Rejected** the **Candidate** will have to [self-enrol](#) in the unit they were seeking credit for (as per their course [Typical Study Pattern](#)) in the next semester.
5. Regardless of whether your request is approved or rejected, you are still required to meet the enrolment requirements by enrolling in the mandatory credit points. Full-time candidates must enrol in 12 credit points per semester, while part-time candidates must enrol in 6 credit points per semester. Credit approval does not exempt you from these enrolment obligations.

Unit outlines

Click the unit links below for the restricted choice units. Scroll down to the [Unit outlines](#) section and **click on the unit outline for the semester of credit you are applying for.**

FACULTY	UNIT NAME/CODE
Faculty of Arts & Design	• Arts and Humanities Research PG (9682) 6 credit points — Level P • Creative Practice Research PG (9683) 6 credit points — Level P • Social Research Design PG (9684) 6 credit points — Level P
Faculty of Business, Government & Law	• Research Fundamentals PG (10386) 6 credit points — Level P • Reading and Critiquing Literature PG (10387) 6 credit points — Level P • Research Design PG (10388) 6 credit points — Level P
Faculty of Education	• Introduction to Statistics G (6554) 3 credit points — Level G • Education Research Project PG (7784) 3 credit points — Level P • Education Research Perspectives PG (9087) 3 credit points — Level P • Research Methods in Language Teaching and Learning PG (9630) 3 credit points • Research Fundamentals PG (10386) 6 credit points — Level P • Professional Project in TESOL/FLT PG (11394) 3 credit points — Level P
Faculty of Health	• Research Planning PG (6486) 3 credit points — Level P • Qualitative Research Practice in Health PG (9583) 3 credit points — Level P • Quantitative Research Practice in Health PG (9585) 3 credit points — Level P • Epidemiology and Principles of Research PG (9594) 3 credit points — Level P
Faculty of Science & Technology	• Inf. Sc. Research Methodology PG (6797) 3 credit points — Level P • Inf. Sc. Research Proposal R (6798) 3 credit points — Level R

Key Links

PHD Plus (MXP001.1) Course Information:

<https://www.canberra.edu.au/course/MXP001/1/2025>

MyUC > Course credit information:

<https://www.canberra.edu.au/content/myuc/home/course/enrolment/course-credit.html>

MyUC > Apply for credit form:

https://www.canberra.edu.au/content/myuc/home/enrolment/course-credit/apply_for_advanced_standing_credit_form.html

MyUC > Unit enrolment (Self-enrol):

<https://www.canberra.edu.au/content/myuc/home/enrolment/unit-enrolment.html>

Got Questions?

Contact the Student Centre to check your Credit Application Status: student.centre@canberra.edu.au

[MyUC Student Portal](#) / [Credit Application](#) / Application for Credit

Application for Credit Form

It is recommended that you seek course advice before submitting this application. Once submitted, this form will be sent to your course convener for approval.

The maximum amount of credit that can be sought using this form is 12 units. If you are seeking credit for more than 12 units, please complete and submit a second form.

All credit applied to your record must comply with the requirements set out in the Credit Procedures.

Required fields are marked with an asterisk (*).

1 Personal Details

First Name:

Last Name:

Email:

2 UC Course Details

Course Name: *

Course Code: MXP001.1

Enrolment Status: Enrolled

3 Credit Type ⓘ

Credit Application Type: *

☒ Internal

☐ External

☐ Recognition of Prior Learning

4 Credit Sought

Below is a list of the units that you have passed at UC in previously enrolled courses.

Please select the units you wish to apply for credit into your new course, subject to Course Convenor approval.

	Unit Details ⚡	Course Details ⚡	Year Completed ⚡
☐	9108.4 - Issues Analysis and Management PG - 3CP - Level P	352JA.1 - Master of Communication	2020
☐	9105.5 - Advanced Marketing Communication Theory PG - 3CP - Level P	352JA.1 - Master of Communication	2020
☒	9107.4 - Communication and Information Project PG - 6CP - Level P	352JA.1 - Master of Communication	2020
☐	9585.3 - Quantitative Research Practice in Health PG - 3CP - Level P	352JA.1 - Master of Communication	2020
☐	10109.1 - Industry and Community Engagement (Internships) PG - 6CP - Level P	352JA.1 - Master of Communication	2020

Total 14, items / page