

General Information

This form was designed for use by:

- **Domestic students** - Commencing and continuing students
- **International students** - International students continuing in the same course. Prospective students should complete and lodge the Application for Admission to Russo Business School as an International Student. Visit www.russo.qld.edu.au for details.

Advanced standing for study undertaken at another institution is granted for degree purposes only. It is the applicant's 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 and major at the time the advanced standing application is lodged. If you change course and/or major, return from AWOL or withdraw from your course, this may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.

If the applicant is enrolled in subject/s as at the census date and their application for advanced standing was lodged after the recommended dates, they will incur fees for the subject/s, even if they later receive advanced standing.

Advanced standing will only be assessed on original or certified copies of academic records or other documentation. All documents must be in English or translated into English by the issuing institution or by an official translating service.

1. Personal Details

Student ID Number:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Family Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Given Names:	Date of Birth: / / (dd/mm/yy)
Email Address:	Phone (home):
Phone (mobile):	Are you an international student?: <input type="checkbox"/> Yes <input type="checkbox"/> No

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 subject outlines provided by your institution. All documents MUST be in ENGLISH or translated into English by the issuing institution or by an official translating service.

I hereby seek advanced standing toward the (enter course and major/s): _____ at Russo Business School

Title of course previously undertaken: _____

Institution at which previous studies undertaken: _____

I have previously been granted advanced standing for this course by Russo Business School: Yes No

Signature: _____ Date: / / (dd/mm/yy)

Applicant Checklist

- Have you attached your Academic Transcript?
- Have you attached your Unit/Subject outlines?
- Have you attached Industry Experience documentation (if applicable)?
- Have you completed section '3. Subject Details'?
- Have you signed and dated this form?

Lodgement Information

Russo Business School
349 Queen Street
Brisbane QLD 4000
Tel: 1300 727 310
info@rbs.qld.edu.au

OFFICE USE ONLY	COURSE CODE:	MAJOR CODE:
------------------------	--------------	-------------

3. Subject Details

Rbs.qld.edu.au

STUDENT TO COMPLETE: If applying for Recognised Prior Learning (RPL) or Professional Experience (PE), please indicate these codes in column one.	OFFICE USE ONLY:						
--	-------------------------	--	--	--	--	--	--

Subjects undertaken at another institution	Russo Business School Subject Code	Requesting Subjects used as Core (C) or Options/ Elective (E)?	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted			Do not create a precedent*	
					Exempt RBS subject code with credit points (eg RH1000)	General: Indicate option/ elective line that this credit is to be applied to (if required)	Number of credit points reduced from the course by year level		
							Credit Point Value	Year Level	<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"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

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

Comments:

Signature of Academic Adviser/ Head of School: _____ Print name: _____ Date: / / (dd/mm/yy) Amend review date to: / / (dd/mm)

Signature of Executives: _____ Print name: _____ Date: / / (dd/mm/yy)

- Data entered _____ Initials: _____ Date: / / (dd/mm/yy)
- Precedent recorded _____ Initials: _____ Date: / / (dd/mm/yy)
- Precedent record checked _____ Initials: _____ Date: / / (dd/mm/yy)
- Copy of application forwarded to Admissions to update (CoE): _____ Initials: _____ Date: / / (dd/mm/yy)

*NB: Precedents will be created unless the opt-out option is ticked. Precedents will have a standard review schedule of every 2 years, unless an alternate review date is specified.

ACKNOWLEDGEMENT OF ADVANCED STANDING APPROVED:

Student emailed (domestic) Student signature (international): _____ Print Name: _____ Date: / / (dd/mm/yy)

CRICOS Provider Code: 03441F | TEQSA Provider Code: PRV14013