Approval and notification process

Your Advanced Standing notification letter is your official record of the outcome of your Advanced Standing request.

You should keep the notification letter for future reference. If your application is successful, you are deemed to have completed the unit(s) and, as appropriate, your tuition fees/student contribution amount will be adjusted.

Terms

The following terms will appear on your student record:
- Advanced Standing – Specified (refers to credit for a particular unit)
- Advanced Standing – Unspecified (usually denotes credit granted in elective units)

Study load

Advanced Standing can affect your study load. If you are in receipt of a benefit from Centrelink you may be affected if your study load reduces from a full time load to a part time load. It may be necessary to enrol in additional units. If this happens, you are able to add units online through http://myuws.uws.edu.au

Please note you can not add units after the second week of the teaching session.

Challenge examination

Occasionally a final decision regarding your application may need to be delayed so that you can demonstrate competence in the unit(s).

This usually requires that you undertake a Challenge Examination. You will receive a written request to contact the academic staff member named in your letter to make the necessary arrangements.

As soon as the result of your examination is available, you will be notified in writing of the outcome. If successful, the Advanced Standing will appear on your record as described above.

Supporting documentation

In some instances, the academic staff member assessing your application may require further documentation before a decision can be reached. Should this happen, you will receive written notification clearly identifying what additional information is required.

When you have obtained the additional documentation (e.g. relevant course handouts, calendar extracts, unit outlines), you should complete a new application form for the relevant units and attach the additional supporting documentation.

Appealing against a decision

If your application is unsuccessful for any or all of the units for which you applied, a brief outline of the reason may appear on the notification letter. If you wish to appeal against the decision you should write to:

Advanced Standing Officer
Admissions Office
Building I, Penrith Campus
University of Western Sydney
Locked Bag 1797
PENRITH SOUTH DC NSW 1797

Your letter must provide details for the basis of your appeal and you should attach any relevant supporting documentation. Your appeal must be lodged within three weeks of the date on the letter notifying you of the outcome of your Advanced Standing application.

The University will convene an Appeals Committee and the Committee will make the determination of your appeal within 4 weeks of the date on which the appeal was lodged.

The decision of the Appeals Committee will be final and binding. You will be notified in writing of the outcome of your appeal as soon as possible after a decision has been made.