

Advanced Standing is the recognition of prior learning as credit, exemptions and/or preclusions towards your Murdoch degree. Informal Learning and Non-formal Learning are the result of learning from professional and/or work experience. Students seeking exemptions from professional and/or work experience may only request advanced standing towards Core Units or Specified Electives from within your course structure. Requests for advanced standing from General Electives cannot be accepted.

**Please email**  
[AdvancedStanding@murdoch.edu.au](mailto:AdvancedStanding@murdoch.edu.au)  
if you have any questions regarding  
your eligibility for Advanced Standing

### Student Information

Murdoch Student Number	Given or Preferred Name	Surname
Student Type	Course Code	Course Title e.g. Diploma in Business, Bachelor of Business, etc.
Primary Major	Secondary Major	Minor(s)

### Important Note

Murdoch University strongly encourages students to consult the relevant professional bodies to confirm that any advanced standing granted on the basis of professional and/or work experience will be accepted upon registration. Certain professional bodies, such as the Certified Practising Accountants, may not accept or recognise advanced standing granted on this basis.

### Advanced Standing Checklist

1. Cover Letter	Yes	No	3. Curriculum Vitae	Yes	No
Including the following information:			Including the following information:		
a. Your full name			a. Detailed experience that is relevant to this request		
b. Your Student Number			b. Position titles and length of service		
c. Contact details			c. Referee names and contact details of a manager/supervisor who can substantiate your claims		
d. A list with each unit code and name			d. Additional Information relevant to this request		
2. Statement of Criteria	Yes	No			
This includes a detailed statement (approximately 500 words) for each individual unit, addressing how you achieved all the required learning outcome of objectives through your professional and/or work experience. Including the following information:					
a. A list of all the informal and/or non-formal learning you have obtained, including courses, workshops, etc.					
b. Your skills and knowledge gained from your completed course/work-related experience and how these relate to your Murdoch course.					

**TIP: You need to be very specific with this statement, as your Academic Chair must extensively match with your experience and to the learning objectives and outcomes in each unit you are seeking as advanced standing.**

You may contact the Unit Coordinator of the unit you are seeking as advanced standing for to obtain a copy of the Unit Informational Learning Guide in order to ascertain the learning objectives and outcomes.

## The Assessment Process

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Upon receipt of your completed Request for Advanced Standing (Informal/Non-Formal Learning) Form and your supporting documents, the Accreditation and Advanced Standing Officer will forward your request to the relevant Academic Chair to be formally assessed. Please note that:

- a. The Academic Chair may require you to sit for an assessment (Theoretical and/or Practical) and/or a test prior to making a decision;
- b. Additional information or clarity may be required from you;
- c. Under normal circumstances, the application process may take up to, or more than, four weeks;
- d. Students seeking advanced standing for one or more currently enrolled units must contact their Academic Chair before the census date.
- e. The final outcome must be presented to the Accreditation and Advanced Standing Officer to ensure that your advanced standing is awarded to your study record;
- f. The Academic Chair and the Accreditation and Advanced Standing cannot award more than 50% of your Part II core units as advanced standing.

## Declaration

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1. I have supplied Murdoch University with my most recent Curriculum Vitae.
2. I have supplied Murdoch University with a Statement of Criteria with each individual unit I am requesting for advanced standing.
3. I understand that providing incomplete or incorrect documents will result in my assessment of advanced standing being delayed or incorrect.
4. I understand that my Academic Chair will determine if my professional and/or work experience have at least an 80% match in order for advanced standing to be awarded.
5. I understand that it is my right to request an [appeal](#) of my advanced standing assessment if I am not satisfied with the final outcome.
6. I understand that submitting documents after the commencement of my semester may negatively affect my unit enrolment.
7. I understand that my advanced standing can only be assessed after an offer, conditional offer or package offer has been sent to me.
8. I understand that my personal information will be dealt with in accordance with Murdoch University's [Privacy Policy](#).
9. I declare that to the best of my knowledge the information which I have provided in this application is true and complete in every respect. I understand that the submission of false, incomplete or misleading information may result in disciplinary action being taken against me under the Student Discipline Regulations.

### How can I submit this form?

To ensure a fast response, we ask for you to email this form and your documents to [AdvancedStanding@murdoch.edu.au](mailto:AdvancedStanding@murdoch.edu.au). Please include your Student ID in the subject heading.

Alternatively, you can submit this form and your documents in person to [The Student Centre](#) at the South Street campus or by post to:

#### Accreditations and Advanced Standing

Murdoch University  
90 South Street  
MURDOCH WA 6150

### How long until I receive my advanced standing outcome?

We aim to have your advanced standing assessed within 2 weeks of receiving this form and all of your relevant documents. This is to allow your Academic Chair an adequate amount of time to accurately assess your advanced standing application.

The Accreditation and Advanced Standing Team will email you the final outcome. You should check your spam and junk inboxes before emailing [AdvancedStanding@murdoch.edu.au](mailto:AdvancedStanding@murdoch.edu.au) for an update.

### Can I apply for advanced standing based on secondary, post-secondary and/or tertiary education?

Yes, however you will need to complete the Request for Advanced Standing (Formal Learning) Form located on the Useful Forms [website](#).

I have read the Document Submission Declaration and agree with the conditions presented.

Yes      No