AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

ADVANCED STANDING (AS) APPLICATION FORM

The Advanced Standing (AS) process allows students to apply for exemption into a specified Australian Institute of Higher Education (AIH) award course based on approved study from other Higher Education institutions.

An exemption into an AIH award unit exempts students studying for and undertaking assessments for that unit. The onus is on the student to present evidence to prove that they have sufficient knowledge to meet the unit requirements through other approved study.

HOW TO COMPLETE YOUR APPLICATION

Students must complete the application form (over page) and submit to AIH, ensuring they have:

- completed the application form and signed the declaration.
- supplied ALL evidence required (see list below).

Please note: AIH will not process any application for exemption until both of the above have been completed and submitted.

EVIDENCE REQUIRED

Students must provide:

- copies of subject/unit outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload).
- verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by an AIH staff member or approved agent).
- documents in a foreign language will need to be officially translated to English.

HOW WILL MY APPLICATION BE ASSESSED

Applications are reviewed by the Executive Dean or nominee. The student will be advised in writing of the decision 14 working days after the completed application has been submitted and received.

APPLICATION DEADLINE

The latest date to submit this application is at close of business two weeks prior to the first census date after commencement of the course.

APPLICATIONS RESTRICTIONS

Students can only apply for AS at the beginning of their course. AS applications received by current students mid-way through their course or for units already attempted will be rejected.

RULES FOR EXEMPTIONS

50% rule

Students may obtain exemptions for up to 50% of units in a specified program.

80% content coverage

Evidence of a minimum of 80% coverage of unit content for an exemption to be granted.

Exemption for an exemption

Previous study graded as an exemption cannot be used for an exemption into a AIH qualification.

Experience and study must be current

Any study cited in an exemption application must have been completed no more than eight years prior to the date of application.

Study must be at the right level

Approved study must be at a comparable Australian Qualifications Framework (AQF) level.

Examples of approved study

Qualifications from accredited Australian Higher Education institutions or equivalent overseas institution as assessed by Australian Education International — National Office of Overseas Skills Recognition (AEI — NOOSR) in disciplines of finance, commerce, business, economics, accounting, law, or a combination of these.

Please note: While the Australian Institute of Higher Education take every effort to ensure that exemptions for accounting subjects meet the criteria of professional accounting bodies (CPA and CAANZ), it is up to the discretion of the professional accounting bodies whether to accept the exemptions granted by the Australian Institute of Higher Education. The Institute encourages students applying for exemptions for accounting subjects to seek advice from the relevant professional accounting body prior to applying for an exemption.

Valid from February 2017. Details may change. Published [February 2017]. V [1].
The Australian Institute of Higher Education is listed as a Higher Education Provider on the Tertiary Education Quality and Standards Agency's National Register of Higher Education Providers, provider number (PRV12013). ABN 701173349256. CRICOS Provider No. 03147A.

AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

ADVANCED STANDING (AS) APPLICATION FORM

I hereby give notice to the Australian Institute of Higher Education that I would like to request exemption from the following unit(s) of study in Advance Standing (AS) undertaken previously. I have included subject/unit descriptors to support my claim for AS.

Undergraduate courses

- ☐ Diploma of Business Information Systems
- ☐ Associate Degree of Business Information Systems
- ☐ Bachelor of Business Information Systems
- ☐ Bachelor of Accounting
- ☐ Bachelor of Business

Institution

Unit code	Unit name	AIH equivalent code	AIH equivalent unit name	Date completed	Approved
1.					☐Y ☐N
2.					☐Y ☐N
3.					☐Y ☐N
4.					☐Y ☐N
5.					☐Y ☐N
6.					☐Y ☐N
7.					☐Y ☐N
8.					☐Y ☐N
9.					☐Y ☐N
10					☐Y ☐N
11.					☐Y ☐N
12.					☐Y ☐N

Valid from February 2017. Details may change. Published [February 2017]. V [1].
The Australian Institute of Higher Education is listed as a Higher Education Provider on the Tertiary Education Quality and Standards Agency's National Register of Higher Education Providers, provider number (PRV12013). ABN 701173349256. CRICOS Provider No. 03147A.

AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

ADVANCED STANDING (AS) APPLICATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

PERSONAL DETAILS

Title: ☐ Mr ☐ Ms ☐ Other (please specify)	
Family name:	
First name(s):	☐ Male ☐ Female
Date of birth (dd/mm/yy):	
Student ID:	
Course:	

DOCUMENTS REQUIRED

Select the required documentation to support this application

- ☐ Transcripts
- ☐ Subject/Unit descriptors
- ☐ Testamur (if applicable)
- ☐ Course structure if not Australian Institution

DOCUMENTS REQUIRED

- ☐ I have read the instructions provided on this document and supplied all information required
- ☐ I acknowledge that the decision of the Executive Dean or nominee is final
- ☐ I have accurately and truthfully represented my study in this application
- ☐ I hold a copy of this application in its entirety including supporting documentation
- ☐ I have not sent any original documentation but I have sent certified copies of originals
- ☐ I will not hold AIH responsible for any lost or damaged documentation provided by me
- ☐ I understand the material sent by me will not be returned
- ☐ I agree to abide by relevant AIH Policies

Student's signature	**Date**

OFFICE USE ONLY

☐ This student has been granted AS ☐ This student has NOT been granted AS

Staff name:	**Signature:** **Date**
Staff position:	
☐ Database updated **By (staff name):**	☐ Copies of transcripts placed in students file. **By (staff name):**

Privacy: We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [www.aih.nsw.edu.au]

Return this form to:

Australian Institute of Higher Education P/L
Level 4, 451 Pitt St, Sydney NSW 2000
Phone +(612) 9020 8050, Fax +(612) 8004 9286
Email: [admissions@aih.nsw.edu.au]

Valid from February 2017. Details may change. Published [February 2017]. V [1].
The Australian Institute of Higher Education is listed as a Higher Education Provider on the Tertiary Education Quality and Standards Agency's National Register of Higher Education Providers, provider number (PRV12013). ABN 701173349256. CRICOS Provider No. 03147A.