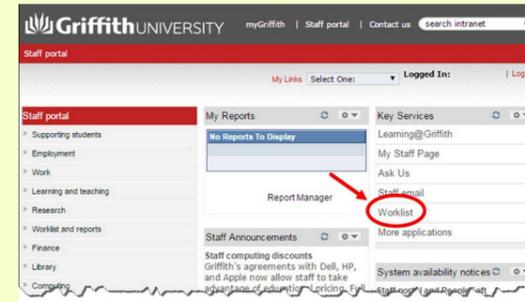


# Online Credit Approval - Summary tab

## Accessing an online application



Click link in worklist email, or  
Staff Portal > Key Services > Worklist.



Application Summary 1 Approval 2

**Applicant**

Name: Mr Donald Duck 3 ID: 1234567 Australia Username: S1234567 4 [Contact Details](#)

**Appln Reference Nbr**

Reference Nbr: TC6129 Admission Appln Nbr: Application Date: 06/06/2016 Credit Appln Status: Application Submitted

**Application Program** 5

Academic Program: 5158 MBA Credit Appln Type: Student  
Field of Study: MBA CORE (SB) (GBSPP13) Program Status: Active in Program  
Academic Org: Dept Account, Finance & Econ Expected Grad Term: 3185 Tri 2 2018

**Study / Experience** 6 7

Study / Experience: University / Other Study Seq Nbr: 1 Credit Type: Specified University Credit Policy  
Source Institution: Australian Film, Television and Radio School Institution Location: Other  
Academic Program: B.Science  
Program Code: AFT245 Accreditation: 8  
Academic Level: Bachelor Degree Equivalence: 9  
Duration: 3 Years

**Equivalent Course** 10

External Study / Experience: B.Science (CHM234)  
Equivalent GU Course: Chemistry 1A (1021SCG)

**Application Summary**

View the full Application Submitted by the Applicant.  
[View Application](#) 11

**Related Supporting Documentation** 12

Type	Type Description	File Description	File Name (Click to view)	Related Seq Nbr
CRSEOL	Course Outline	Course outline for chem CHM234	<a href="#">Course_Outline_3.pdf</a>	
CRSEOL	Course Outline	Course Outline Phy097	<a href="#">Course_Outline_2.pdf</a>	
TRANS	Academic Transcript	Transcript for B.Science (AFT245) Australian Film, Television and Radio School	<a href="#">Official Transcript.pdf</a>	1

[Add Attachment](#) 13

**Other Supporting Documentation** 14

Attachment Type	Type Description	File Description	File Name (Click to view)	Related Seq Nbr
TAFRES	TAFE Results	Results for Hospitality (QTGC09) TAFE Queensland Gold Coast	<a href="#">Statement of Results - TAFE.pdf</a>	2
WORKEK	Work Experience	Evidence of experience for HR Officer	<a href="#">Work experience supporting doc 1.pdf</a>	4

**Griffith Study**

This Applicant has Griffith study. Applicants do not need to provide supporting documentation for their Griffith Study. Please generate and view a Transcript here.  
[View Transcript](#) 15

Please note, it may take a minute or two to display the Transcript.

**Review / Evaluation History** 16

**Evaluation History**

Action / Status	Step Number	Approver EmpID	Name	Comment
Sent for Assessment	1	S5647382	Billy Goat	
Pending Decision	1	S5647382	Billy Goat	

17 [Save](#) < Previous Page Next Page > [Return](#)

#	Title	Notes
1	Application summary tab	Displays information about the applicant and their application.
2	Approval tab	Record decision regarding application.
3	Applicant details	Applicant name and application ID.
4	Contact details	Provides telephone and email address.
5	Application program	Identifies the applicant's current program.
6	Study / Experience	Identifies the type of credit requested.
7	University credit policy	A link to the relevant credit policy. Opens in a new tab.
8	Accreditation	Australian or Country Education Body which approves and quality assures prior institution.
9	Equivalence	Equivalence of prior program to Griffith University program using AQF program levels of study.
10	Equivalent course	The course for which credit is sought.
11	Application summary	Select <i>View application</i> to view full application – opens in separate tab.
12	Related supporting documentation	Click the links for the required files to view attached documents.
13	Add attachment	Approver may add attachments if required.
14	Other supporting documentation	Click the links for the required files.
15	Griffith study	View unofficial transcript for applicants who have studied at Griffith University.
16	Review / evaluation history	Displays log of evaluation history including comments.
17	Save	Save any edits.

## Search

Credit Search

**Application Search Fields**

Academic Organisation:  Campus:  External Study / Experience:   
 Academic Program:  Prior Institution:  Assigned to me:   
 Equivalent GU Course:   
 Application submitted between:  and  Application submitted:   
 First Name:  Student ID:   
 Last Name:  Appln Reference Nbr:   
[Clear](#) [Search](#)

**Assessment Item Results**

Appln Reference Nbr	Student ID	Username	Last Name	Assessment Status	Assessment Decision	Approver EmpID
1 TC5482	5008209	S5008209	Muncey	Awaiting Originals	Approved	0346072
2 TC5482	5008209	S5008209	Muncey	Ready for Posting	Approved	0802015
3 TC5489	2941807	S2941807	Quackers	Complete	Approved	0819938
10 TC5490	2942279	S2942279	Van Drake	Submitted		

Search for existing applications or view previous approval decision.

Click the *Assessment status* link to open an application.



Navigation:

**Staff Portal > Learning and Teaching > Managing courses > Credit for prior learning**



**For assistance**

Academic Credit Transfer: Email [griffith-credit@griffith.edu.au](mailto:griffith-credit@griffith.edu.au)

System Help - EIS-Assist: Telephone 3735 5544

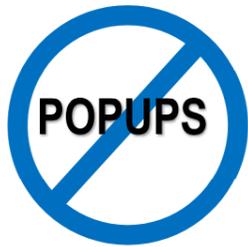
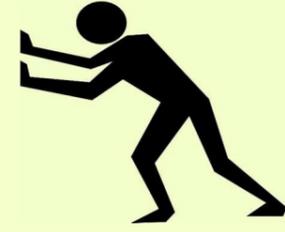
**More resources:** Staff Portal > Learning and Teaching > Managing courses > Credit for prior learning

# Online Credit Approval - Approval tab

Help

## I am not the correct approver. What do I do?

Select **Pushback** to return the application to the Admission office and complete the internal comments field advising the current convenor.



If a link does not display, pop-up windows may be blocked in the browser. Check the top of the browser. Allow pop-up windows for this address and click the link again.

#	Title	Notes
1	Approval tab	Record decision regarding application.
2	Equivalent GU course	If course selected by student is not appropriate, enter recommended course.
3	Approval step	Identifies the current approval step.
4	Approver	The approver's name
5	Approval decision	Select required decision from drop-down list. Additional fields will appear for some decisions.
6	Internal comments	Mandatory for some decisions (eg Approved with conditions). Not visible to applicant
7	Advice to applicant	This information will be included by Credit Transfer Office when communicating with the applicant.
8	Declaration	Declaration statement displays when "Approved" decision is selected.
9	University policy	Link to the University policy on Conflict of Interest and Personal Relationships in the Workplace
10	Conflict of interest	Link provided for Conflict of interest disclosure statement if required.
11	Save	Save any edits.
12	Submit decision	Save your decision and return to the worklist.

Decision status

Decision	Explanation
Approved	Approved means that the applicant will be granted credit for the required course.
Not approved	The applicant will not receive credit for the requested course. Internal comments mandatory.
Pushback	Pushback will return the application to the Credit Transfer Office. Internal comments are mandatory. Explain why application is pushed back.
Put on hold	Allows application to remain in worklist. Enter an internal comment to advise why the application is placed on hold.



### For assistance

Academic Credit Transfer: Email [griffith-credit@griffith.edu.au](mailto:griffith-credit@griffith.edu.au)  
System Help - EIS Assist: Telephone 3735 5544

**More resources:** Staff Portal > Learning and Teaching  
> Managing courses > Credit for prior learning