Online Credit Approval - Summary tab



Accessing an online application

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



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#	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 for existing applications or view previous approval decision. Click the *Assessment status* link to open an application.

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Navigation:

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



For assistance

Academic Credit Transfer: Email 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.

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#	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	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.





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Decision statu

For assistance

Academic Credit Transfer: Email 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