

## Application for Exemption from repeating a placement

This form must be completed by those students seeking credit for placement days which have been previously successfully completed as part of an attempted Monash Education unit of study. If you undertook placement at another institution or within another Monash University faculty, please apply for credit for the professional experience unit (using a Credit Application Form <http://www.monash.edu.au/connect/assets/docs/forms/credit.pdf>).

All applications will be assessed on a case by case basis by the relevant academic and should be made at **the beginning of each academic year** or where applicable – **at least 6 weeks prior to commencement of a scheduled placement**. All applicants will be advised via their Monash University student email as to their application outcome.

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Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Monash Student ID: \_\_\_\_\_ Monash Student email: \_\_\_\_\_

Contact Telephone Number: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Course Name: \_\_\_\_\_

Campus: ☐ Clayton ☐ Peninsula ☐ Singapore

Name of Monash Education Placement you are requesting credit for:

Unit Code(s): \_\_\_\_\_ Unit Name(s): \_\_\_\_\_

Semester: ☐ One ☐ Two

Scheduled Dates of Placement: From \_\_\_\_\_ To \_\_\_\_\_

Name of equivalent Monash Education Placement you have previously undertaken:

Unit Code(s): \_\_\_\_\_ Unit Name(s): \_\_\_\_\_

Which year and semester did you complete the Unit(s): \_\_\_\_\_

Please detail your reasons for applying for placement credit - (attach if insufficient space).

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**How to submit this application form:**

1. Login to [ask.monash](https://ask.monash.edu)
2. Select the "Ask a Question" tab
3. Choose "Student Administration" from the category drop-down list
4. Type or copy/paste the following into the question field: PEO Form
5. Attach your scanned forms (maximum size limit is 3 MB per form).

**Privacy Collection Statement:** The information on this form is collected for the primary purpose of organising your teaching placement. If you choose not to provide all the information requested on this form, it may not be possible for the Faculty of Education to arrange a suitable teaching placement. Personal information may also be disclosed to the school which you will undertake your placement.

Monash University values the privacy of every individual's personal information and is committed to the protection of that information from unauthorized use and disclosure, except where permitted by law. For more information about the handling of your personal information, please see the [Student Data Protection and Privacy Collection Statement](#). For more information about Data Protection and Privacy at Monash University, please see our [Data Protection and Privacy Procedure](#).

If you have any questions about how Monash University is collecting and handling your personal information, please contact your Data Protection and Privacy Office at [dataprotectionofficer@monash.edu](mailto:dataprotectionofficer@monash.edu)