Student Frequently Asked Questions

BHSNAT20  BHSc Naturopathy
BHSWHM20  BHSc Western Herbal Medicine
BHSCALLNUT20  BHSc Clinical Nutrition

- Unspecified Elective Subjects
- Credit Transfer
- Conditional Credit Transfer
- Special Consideration
- Partial Academic Exemption

What is an Unspecified Elective?

An unspecified elective subject is an elective that is not included in the recommended electives list (on your course structure). The unspecified elective option allows students to study a free choice elective. An unspecified elective subject can be chosen from within the health faculty or from other Torrens Faculty courses ie: business, education, hospitality, design, etc. Students must apply to enrol in an unspecified elective and this request will be assessed by the Program Director.

Unspecified elective credit transfer may be awarded if an equivalent level of learning has been achieved through a previously completed Higher Education subject. The prior learning may not be directly comparable to a Torrens BHS subject.

Students can only choose one unspecified elective in the DHS and BHS programs.

How do I enrol in an unspecified elective subject?

If you would like to enrol in an unspecified elective, please follow the below process:

1. Email your Success Coach or Student Services with details of your unspecified elective request.
   a. Make sure you include all details of the subject (subject name and code and indicate if the subject is from a different faculty).
   b. Ensure you put your name and the reason for email (unspecified elective request) in the subject line of the email.
2. Your Program Director will consider your request.
3. If approved, you will be manually enrolled into the subject.
4. We aim to process requests quickly, but it may take 10 days to process your request.

How do I apply for unspecified elective credit?

Students who have completed equivalent content, learning outcomes and volume of learning in a previous course, can apply for credit transfer. It is the student responsibility to request credit transfer for equivalent subjects completed in a THINK Education, or other course.

To apply for credit transfer or recognised prior learning (RPL), use the Credit Transfer Request – Undergraduate Courses Application form (available on the Student HUB).
To apply for credit transfer:

1. Download the credit transfer request form (undergraduate) from the Torrens Policy and Procedures webpage:  [https://www.torrens.edu.au/policies-and-forms](https://www.torrens.edu.au/policies-and-forms)
2. Complete the form and submit to student services: studentservices@torrens.edu.au
3. You will be notified of the outcome of your application within 10 days.

**What should I do if I have completed the practitioner observation component of subject PCS207 Pre-Clinical Studies 1?**

Students who have completed the practitioner observation component of TUA PCS207 Pre-Clinical Studies 1 in the THINK Education subject CAM206A Clinical Studies 1, may apply for Special Consideration for the practitioner observation component of the subject.

In the Application the student must provide evidence of previous observation experience ie:

- Logbook showing hours completed
- Logbook showing tasks completed

Application for Assessment Special Consideration form can be found here: [https://www.torrens.edu.au/policies-and-forms](https://www.torrens.edu.au/policies-and-forms)

Please send your application to your class facilitator.

**What should I do if I have completed a theory or clinical practicum component of a subject?**

Partial Academic Exemption applies to subjects that have a theory and clinical practicum component. It is available to students who have completed one aspect of the subject (either theory or practicum) and would like to apply to be exempt from the academic component that they have previously completed.

Partial Academic Exemption is an academic exemption, not a financial exemption. As such, partial academic exemption will not be displayed on offer letters or transcripts as a credit transfer. There is no financial credit towards the subject/s.

**How do I apply for Partial Academic Exemption?**

To apply, please complete the online Partial Academic Exemption form: [https://forms.office.com/Pages/ResponsePage.aspx?id=LHnjo3LvaES2Lae0hBR2mPegBoQM9jBMonpzkJvPjhVUNINHWU9KXdMrj1QVM5VpER1BRUUVYyRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=LHnjo3LvaES2Lae0hBR2mPegBoQM9jBMonpzkJvPjhVUNINHWU9KXdMrj1QVM5VpER1BRUUVYyRy4u)

The Partial Academic Exemption application will be processed within 10 working days.

If exemption is granted, student/s enrol into the subject and complete the component they have not done (theory or practical). The grade for the subject is finalised (with the exemption applied) once the outstanding component has been completed.

Partial Academic Exemption is only applicable to subjects with a theory and clinical practicum component, as follows:
If granted, the exemption is valid for a 2-year duration after which the student will need to reapply for the exemption if it is still required.