Credit Policy

Purpose

(1) This Policy sets out the University of Canberra (University) principles for granting credit based on formal, informal and non-formal learning.

(2) Credit contributes towards satisfying requirements for an award of the University.

Section 1 - Scope

(3) This policy applies to:

a. all current and future students of the University as well as staff as credit application decision-makers, and agents and partners of the University;
b. coursework courses; and
c. Higher Degree by Research (HDR) courses offered by the University with the exception of thesis units for which no credit will be granted.

Section 2 - Principles

(4) Credit is used to recognise equivalence in content and learning outcomes from formal, informal or non-formal learning.

(5) Credit arrangements are formal, negotiated agreements within and between issuing organisations or accrediting authorities, focusing on student entitlement to credit. These arrangements may also be made directly between issuing organisations and students.

(6) Credit arrangements are designed to:

a. remove duplication of learning;
b. promote a continuum of learning;
c. enable students to gain a qualification in minimal time provided that the quality and integrity of that qualification is not diminished in the process;
d. contribute to the development of open, accessible, inclusive and integrated higher education provider;
e. facilitate student mobility between institutions, sectors, states and nations; and
f. reduce the University's exposure to risk regarding academic standards by ensuring the consistent application of principles and procedures.

(7) Credit assessment is evidence-based, transparent and accountable and approved by the University consistent with requirements and guidelines in the:

a. Australian Qualifications Framework (AQF);

b. Standards 1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.3, 5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 7.1, 7.2 of the Higher Education Standards Framework (Threshold Standards) 2021; and
c. National Code of Practice for Providers of Education and Training to Overseas Students 2018.

(8) The granting of credit ensures that students are not disadvantaged (for example, by requiring students to duplicate prior completed studies) and will maintain the integrity of the qualification awarded.

(9) Being eligible for credit towards a course does not guarantee admission to that course.

(10) External professional accreditation or registration requirements are considered when assessing credit applications.

(11) The University sets a credit limit for courses determined by the minimum amount of study required at the University to qualify for a University of Canberra qualification. These limits are applied in accordance with the Course Procedure - Courses and Course Components and Credit Procedure.

(12) A student granted credit has the same rights as a student who completed the unit, including satisfying requisites and meeting course completion requirements.

(13) Credit can be applied to meet an admission requirement or to count towards credit in a course.

(14) Prior formal, non-formal or informal learning completed more than 10 years before an application for credit is made will not be accepted except in exceptional circumstances approved by the relevant faculty Dean.

Section 3 - Responsibilities

WHO	RESPONSIBILITIES
Academic Board	Refer to the University of Canberra Academic Board Rules 2021.
Academic Quality and Standards Committee (AQSC)	Refer to the Academic Quality Standards Committee Charter and responsibilities within Credit Procedure.
Curriculum Committee	Refer to Curriculum Committee Charter and responsibilities within Credit Procedure.
Faculty Dean	Approves credit in exceptional circumstances for learning completed more than 10 years before a credit application is made.

Section 4 - Procedure

(15) The Credit Procedure supports this Policy.

Section 5 - Definitions

TERM	DEFINITION
Block credit	Refers to the granting of recognition towards whole stages or components of a course leading to a qualification.
Credentialed learning	Learning based upon completed or incomplete formal studies leading to an Australian Qualifications Framework (AQF) award or overseas equivalent.
Credit	Credit recognises the equivalence in content and learning outcomes from formal, informal or nonformal learning. It satisfies part of the course requirements, reducing the amount of learning required to achieve a qualification. Credit can be granted through credit transfer, articulation, or recognition of prior learning.

TERM	DEFINITION
Formal learning	Credentialed learning which occurs through a structured learning program, leading to the full or partial completion of an officially accredited qualification. See also informal and non-formal learning.
Grade Point Average (GPA)	An indicator of academic achievement of a course that is calculated using grades awarded to a student on the completion of a unit of study, and expressed as a number between 0 and 7. Refer to Assessment Procedures.
Informal learning	Gained through work, social, family, hobby, or leisure activities and experiences, informal learning is not organised or externally structured in terms of objectives, time, or learning support. See also formal and non-formal learning.
Non-formal learning	Occurs through a structured program but does not lead to an officially accredited qualification. See also formal and informal learning.
Recognition of Prior Learning (RPL)	Credit granted based on an assessment of an individual's prior learning (either informal learning such as non-award study, and/or non-formal learning from work experience).
Specified credit	Granting of credit towards specific required course components of an award course leading to an AQF qualification.
Uncredentialed learning	Learning acquired from work experience, life experience (informal learning) and/or non-formal learning.
Unspecified credit	Credit granted towards elective components of an award course leading to an Australian Qualifications Framework qualification.
Weighted Average Mark (WAM)	A numerical mark expressed as a number between 0 and 100 indicating academic achievement across a course, calculated from the final mark awarded a unit and its credit point value. Refer to the Assessment Procedures.

Status and Details

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