

# Credit Procedure

## Section 1 - Purpose

(1) This procedure outlines the University of Canberra (University) requirements for granting credit including formal, informal and non-formal learning.

## Section 2 - Scope

(2) This Procedure has the same scope as the [Credit Policy](#).

## Section 3 - Policy

(3) This Procedure supports the [Credit Policy](#).

## Section 4 - Procedure

### Application for credit

(4) An application for credit based on formal learning must:

- a. be supported by an official academic transcript unless the application is based on prior study undertaken at the University of Canberra; and
- b. include extracts from institutional handbooks or other official documentation providing sufficient details of the studies undertaken at institutions other than the University of Canberra to enable an assessment for credit – this detail may include unit content, unit learning outcomes, learning activities and assessment tasks as typically described in a unit outline (if the University has an established and approved credit precedent or articulation arrangement, this information is not required).

(5) By submitting a credit application, a student authorises the University to independently verify any documentation, evidence, or claims made.

(6) An application for credit based on recognition of prior learning (RPL) including informal or non-formal learning must include appropriate certified documentation. Documentation may include evidence of a mix of formal, informal and non-formal learning but must include:

- a. a resume which details educational background, work experience and relevant skills or certifications; and
- b. a statement against each of the learning outcomes which specifically addresses how prior learning and experiences meet the learning outcomes of the unit for which credit is requested.

(7) The following documents may also be provided:

- a. certificate or statement of attainment or completion;

- b. written references from employers or colleagues validating relevant work history and skills;
- c. samples of work including project briefs, reports, publications or other work demonstrating capabilities; and
- d. employment position descriptions outlining roles and responsibilities in positions held, providing context to work experience.

(8) All supporting documentation must be in English or be accompanied by an approved translation.

### **Timelines for review and assessment of applications for credit**

(9) Applications for credit are required to be lodged at least six weeks before self-enrolment closes in the teaching period where the outcome of the application affects the student's study program. This timeframe ensures that credit is assessed and the student notified of the outcome in time to amend their enrolment for that teaching period if required.

(10) If a credit application is submitted less than six weeks before self-enrolment closes in a teaching period, and the outcome affects the student's study program, the outcome of that application cannot be used as a basis for reviewing or appealing the student's enrolment in that teaching period.

(11) If an application for credit is approved the results achieved for prior formal learning are not included on the University's academic transcript and are not included in the calculation of a grade point average (GPA) or weighted average mark (WAM).

(12) Approved credit is recorded on a student's academic transcript and [Australian Higher Education Graduation Statement](#) (AHEGS).

### **Assessment of an application**

(13) The assessment of an application for credit requires:

- a. consideration and application of any precedents and articulation arrangements;
- b. evaluation of the extent and relevance of the evidence provided by the student;
- c. review of the learning outcomes demonstrated or completed;
- d. mapping of the applicant's attained learning outcomes to the learning outcomes of the relevant course, including required or elective units;
- e. verification of the [Australian Qualifications Framework](#) (AQF) level previously studied or verification of the institution where the studies were undertaken for non-AQF or overseas qualifications;
- f. compliance with the minimum number of credit points which must be studied at the University in accordance with the [Course Procedure - Courses and Course Components](#); and
- g. assessment of the currency of learning – prior learning completed more than 10 years before the application for credit is made will not be accepted except in exceptional circumstances approved by the relevant faculty Dean (for some discipline areas the maximum duration may be less than 10 years when assessing currency of learning).

(14) The Associate Dean, Education (ADE) or equivalent has delegated authority to approve credit for an individual student where no precedent exists following a recommendation from the Course Convener/Program Director (or equivalent).

(15) If identified as a precedent the decision is recorded in the University's credit precedent database and applied to subsequent credit applications based on the same prior studies.

(16) An application for formal credentialed learning for specified credit may be recommended by the Unit Convener to

the delegated approval authority (Course Convener, Program Director or equivalent) where appropriate.

## **Higher Degree by Research applications**

(17) Higher degree by research student applications for credit will be assessed and approved by the Dean, Graduate Research School upon the recommendation of the applicant's primary supervisor and the relevant faculty Associate Dean, Research (ADR).

(18) Recognition of prior candidature time will be processed as per the [Higher Degree by Research \(HDR\) Policy](#) and the [Higher Degree by Research \(HDR\) Procedure](#).

## **Articulation arrangements**

(19) Articulation arrangements establish pre-defined credit for related courses of study applicable to eligible cohorts of students.

(20) Articulation arrangements may apply to:

- a. credentialed studies in a university, a vocational education and training (VET) course or an accredited course offered by a Registered Training Organisation; and
- b. uncredentialed studies offered by a domestic or international training provider approved by the Academic Board (or the delegated authority).

(21) An articulation arrangement usually comprises a sequential pathway. For example the granting of a lower-level award at another institution results in credit towards an award at the University. Credit is only awarded based on completed units as agreed under the articulation arrangement.

(22) The development of articulation arrangements is based on the mapping of equivalences in course content, competencies and learning outcomes.

(23) The maintenance of the academic rigour and coherence of the University course or program is to be considered when establishing an articulation arrangement.

(24) An articulation arrangement can be based on a discipline-specific linkage between the University and another institution (which does not require a contract) or a contractual agreement between institutions such as an Articulation Agreement.

(25) The criteria for establishing a contractual agreement are:

- a. The partnership is strategic or long term.
- b. Articulation is one aspect of a broader relationship.

(26) For an articulation arrangement, the minimum qualification level recognised by the University for the purposes of credit is AQF level 4 or equivalent.

(27) Credit granted under an articulation arrangement may be specified, unspecified or block credit.

(28) University articulation arrangements are publicly available on the University website. The typical study pattern for remaining studies is given for each articulation arrangement based on the credit to be granted.

(29) As part of the University's course quality assurance cycle, any articulation arrangements related to a course will be reassessed whenever a course revision is undertaken by the University or the partner institution. Where articulation arrangements require amendment the Agreement Manager will:

- a. consult with the partner institution; and
- b. inform Education Partnerships of the approved changes to update the relevant database.

(30) Articulations may be withdrawn or revised at any time due to curriculum changes. If the units completed do not align with the learning outcomes assessed at the time of the initial arrangement, the articulation will not be honoured.

## **Credit precedents**

(31) Applications for credit based on complete or non-complete formal learning is approved by the Course Convener or Program Director (or equivalent).

(32) If a credit application is identified as a precedent, the faculty will inform Education Partnerships of the decision. Education Partnerships will record the precedent in the appropriate database ensuring it can be applied to future credit applications based on the same prior studies.

(33) Faculties provide current student credit applicants with information about approved credit precedents.

(34) The Future Student Services advises future student credit applicants about approved credit precedents.

(35) As part of the University's course quality assurance cycle, any credit precedent related to a course will be reassessed whenever a course revision is undertaken by the University or the partner institution. Where credit precedents require amendment the Agreement Manager will:

- a. consult with the partner institution; and
- b. inform Education Partnerships of the approved changes to update the relevant database.

(36) Education Partnerships must be informed when credit precedents are amended by partner institutions to ensure the appropriate database is updated.

(37) Precedents may be withdrawn or revised at any time due to curriculum changes. If the units do not align with the learning outcomes assessed at the time of the initial precedent, the precedent will not be honoured.

## **Types of credit**

### **Uncredentialed learning**

(38) Credit for uncredentialed learning is assessed on the basis that:

- a. learning is documented; and
- b. students can demonstrate that the learning they achieved from participating in the activities is comparable to the standards in the course and associated unit(s) for which they are seeking credit.

(39) Students should discuss their eligibility with the relevant faculty who will advise the student of the evidence required to make an assessment, prior to applying. Responsibility lies with the student to provide evidence that demonstrates relevant skills, knowledge, and understanding.

(40) The information and advice provided by the relevant Unit Convener is conditional pending application and approval.

(41) Requests for credit based on uncredentialed learning must include a portfolio which satisfies the requirements of Clause 5.

(42) The Recognition of Prior Learning (RPL) approval process involves the following steps:

- a. The Unit Convener assesses the application based on the portfolio, ensuring that rationale and/or evidence are recorded as required.
- b. The Program Director or Course Convener (or equivalent) considers the application and, where appropriate, approves the request for Recognition of Prior Learning (if a precedent exists).
- c. In cases where no precedent exists, the Course Convener or Program Director (or equivalent) endorses the Unit Convener's recommendation to the delegated approving authority, ADE or equivalent for approval.

### **Credentialed learning**

(43) Credentialed learning is learning based on completed or incomplete formal learning leading to an [Australian Qualifications Framework](#) (AQF) award or its overseas equivalent as assessed in accordance with the Department of Education advice on [overseas qualifications recognition](#).

(44) The minimum qualification recognised for credit toward a bachelor's degree is typically an AQF Level 4 or equivalent.

(45) Credit for credentialed learning may be specified or unspecified credit and can be granted in research skills units, postgraduate and undergraduate units, and approved articulation arrangements.

(46) In cases of block credit (such as Volume of Learning credit in articulation arrangements) faculties must specify the remaining units needed to meet course learning outcomes.

(47) An Admissions Officer has delegated authority to approve a credit application as part of the application process based on credentialed learning. This includes credit for formal learning undertaken at the University or through approved articulation arrangements and credit precedents.

### **Credit for non-award study**

(48) Specified credit may be granted for a unit approved as non-award study that is deemed equivalent to a unit of an award course.

(49) Credit may also be awarded for non-award studies offered by an organisation other than the University, provided the University determines that the learning outcomes are equivalent to those of the unit(s) for which specified credit is sought.

(50) Formal arrangements allow students who have successfully completed the required non-award studies to receive credit toward the relevant unit(s) in University award courses specified in the arrangement.

### **Volume of learning arrangements**

(51) The University acknowledges that completing certain Australian VET Nationally Recognised Training packages can contribute to the learning outcomes of award courses of the University. In such cases, credit may be granted towards the award course in related disciplines as part of approved Volume of Learning (VoL) credit arrangements.

(52) Academic Board is responsible for approving VoL credit arrangements. This approval is based on the nominated training package and extends to any VET provider accredited to deliver that package.

(53) If the amounts of credit are not suitable for a particular award, VoL credit arrangements will not apply. In these cases, other credit arrangements may be used.

(54) Faculties must ensure that students awarded credit under VoL credit arrangements still meet the course learning outcomes for their study program. Faculties are required to provide study plans for the remaining units in these courses.

## **Cross-institutional study and exchange programs**

(55) To have cross-institutional or exchange program units counted as specified or unspecified credit, students must obtain pre-approval from the faculty before enrolling in units at another institution.

## **Credit limits**

(56) The amount of credit granted based on the prior learning at other institutions depends on the level of prior study and the level of the University award course, provided it does not prevent the student from fulfilling the minimum credit point requirements as outlined in the [Course Procedure - Courses and Course Components](#).

## **Exceptions**

(57) The maximum amount of credit which may be awarded (and therefore the minimum requirement for study to be completed at the University as identified in the [Course Procedure - Courses and Course Components](#)) may be exceeded:

- a. where a formal articulation agreement exists;
- b. where an exemption is approved by Academic Board; or
- c. when approved by the relevant faculty Dean for a student transferring from an incomplete award to another award within the University.

(58) A student may be granted credit for a University unit not identified in the academic requirements under the [Variation of Course Requirements Policy](#) and [Variation of Course Requirements Procedure](#).

(59) Where a lower-level course is nested in a higher-level course, successful completion of the lower-level course will be fully credited to the higher-level course.

(60) Credit is not awarded for units or courses where a conceded pass (or equivalent result) has been awarded.

(61) Credit cannot be granted towards another award based on units from a completed award.

(62) Credit awarded may be reduced if the volume of learning is assessed to be less than the standard duration of study on which the credit application is based.

## **International students on student visas**

(63) The assessment and provisional granting of credit to an international student on a student visa is normally done as part of the admission process. Where credit is granted post admission, Student Connect will advise the Student Wellbeing & International Support (SWIS) to arrange an assessment of the remaining course duration for that student and issue a new Confirmation of Enrolment (CoE), where appropriate.

(64) When credit is granted to international students holding student visas, students are provided with advice and credit details which are retained in all relevant systems.

## **Complaints about decisions made in relation to credit**

(65) A student dissatisfied by an action or decision taken regarding their credit application may submit a formal grievance in accordance with the [Student Grievance Resolution Policy](#).

## Section 5 - Roles and Responsibilities

WHO	RESPONSIBILITIES
Academic Board	<ul style="list-style-type: none"> <li>Refer to the <a href="#">University of Canberra (Academic Board) Rules 2021</a>.</li> <li>Approve Volume of Learning (VoL) credit arrangements.</li> </ul>
Admissions Officer	<ul style="list-style-type: none"> <li>Approve credit applications as part of the admission process where the application for admission is made on the basis of credentialed learning including credit for formal learning completed at the University or approved articulation arrangements and credit precedents.</li> </ul>
Agreement Manager	<ul style="list-style-type: none"> <li>Inform and collaborate with partners when faculties make changes to articulation arrangements or credit precedents as part of the course quality assurance process.</li> </ul>
Associate Dean, Education (ADE)	<ul style="list-style-type: none"> <li>Approve credit following recommendation by Course Convener/Program Director (or equivalent) where no precedent exists.</li> </ul>
Associate Dean, Research (ADR)	<ul style="list-style-type: none"> <li>In collaboration with the applicant's primary supervisor, recommend the approval of higher degree by research student credit applications to the Dean, Graduate Research School.</li> </ul>
Course Convener/Program Director (or equivalent)	<ul style="list-style-type: none"> <li>Approve credit for: <ul style="list-style-type: none"> <li>individual students, considering the relevance of the application to the course as a whole;</li> <li>units not listed as part of the standard course requirements, where a Variation of Course Requirements (VCR) has been approved in accordance with the <a href="#">Variation of Course Requirements Policy</a> and <a href="#">Variation of Course Requirements Procedure</a>; and</li> <li>approves requests for credit if a precedent exists.</li> </ul> </li> <li>Recommend approval of credit to the Associate Dean, Education (ADE) where no precedent exists.</li> <li>When a credit application is submitted at least six weeks before self-enrolment closes in a teaching period and its outcome could impact a student's enrolment, ensure the application is approved in time for the student to amend their enrolment before the final self-enrolment date.</li> </ul>
Dean, Graduate Research School	<ul style="list-style-type: none"> <li>Approve credit applications of higher degree by research students.</li> </ul>
Education Partnerships	<ul style="list-style-type: none"> <li>Undertake a regular review of credit precedents and articulation arrangements in conjunction with faculties.</li> <li>Maintain the relevant credit precedent and articulation arrangements databases.</li> <li>Identify student eligible for credit under an articulation arrangement.</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>Advise student of the evidence required to make an assessment for credit on the basis of uncredentialed learning prior to an application being submitted.</li> <li>Undertake a regular review of credit precedents and articulation arrangements in conjunction with Education Partnerships.</li> <li>Provide advice to current students about credit based on individual applications, or under approved articulation arrangements and credit precedents.</li> <li>Ensure students awarded credit under VoL arrangements can still meet the course learning outcomes for their course and provide study plans for the remaining units in these courses.</li> </ul>
Faculty Board	<ul style="list-style-type: none"> <li>Refer to <a href="#">Faculty Board Charter</a>.</li> <li>Delegate approval for credit where no precedent exists to Associate Dean, Education (ADE).</li> </ul>
Faculty Dean	<ul style="list-style-type: none"> <li>Approve exception to the <a href="#">Course Procedure - Courses and Course Components</a> for maximum amount of credit to be granted for a student transferring from an incomplete University award to another University award.</li> </ul>
Future Student Services	<ul style="list-style-type: none"> <li>Provide advice to future student credit applicants about approved articulation arrangements and credit precedents.</li> </ul>
Primary Supervisor (HDR student)	<ul style="list-style-type: none"> <li>In collaboration with the relevant Associate Dean, Research (ADR) recommend the approval of higher degree by research student credit applications to the Dean, Graduate Research School.</li> </ul>

WHO	RESPONSIBILITIES
Student	<ul style="list-style-type: none"> <li>• Submit credit applications (not covered under an articulation arrangement) in accordance with the timeframe indicated in this procedure.</li> <li>• Authorise the University to seek independent confirmation of documentation or claims submitted in support of credit applications.</li> </ul>
Student Connect	<ul style="list-style-type: none"> <li>• Process all applications for credit and RPL including: <ul style="list-style-type: none"> <li>◦ arranging for Academic Board, or the delegated authority, to approve exceptions to the <a href="#">University of Canberra Courses and Awards (Courses of Study) Rules 2023</a></li> <li>◦ recording details of approved credit in the student management system;</li> <li>◦ notifying students of the outcome of their application; and</li> <li>◦ ensuring the granting of credit complies with University legislative, policy and procedural requirements; and ensuring all recommendations and approvals are processed.</li> </ul> </li> <li>• Grant credit to individual students without involving the Unit Convener or Course Convener/Program Director (or equivalent) where: <ul style="list-style-type: none"> <li>◦ there is a pre-approved articulation arrangement through a Memorandum of Agreement (MoA) with a third-party provider or partner; and</li> <li>◦ an approved precedent exists for granting credit, where the precedent is credit previously awarded on the same basis towards the same unit and course, unless an exception was previously granted.</li> </ul> </li> <li>• Liaise with faculties to determine appropriate internal credit following a course transfer.</li> </ul>
Student Wellbeing & International Support (SWIS)	<ul style="list-style-type: none"> <li>• Where an international student on a student visa has been granted credit post admission, assess remaining course duration and issue a new Confirmation of Enrolment (COE) where necessary.</li> </ul>
Unit Convener	<ul style="list-style-type: none"> <li>• Assess application for specific credit for comparability as required and recommend an outcome to the Course Convener/Program Director (or equivalent) ensuring rationale and/or evidence for the recommendation is recorded.</li> <li>• Assess and makes recommendation on eligibility for credit (RPL) based on the portfolio provided.</li> <li>• If a credit application is submitted at least six weeks before self-enrolment closes in a teaching period and the outcome could impact a student's enrolment, ensure the application is assessed in time for the student to amend their enrolment before the final self-enrolment date.</li> </ul>

## Section 6 - Definitions

TERM	DEFINITION
Academic Transcript	An academic transcript will detail a student's entire enrolment record at the University. It may be issued at any time during progress towards a qualification and will also be issued on graduation.
Agreement Manager	A faculty or Future Students Office representative who collaborates with partners when there are changes to credit precedents or articulation arrangements.
Approved translation	A translation that has been verified for accuracy and authenticity. In Australia, this typically requires NAATI certification or a comparable international equivalent unless the translation is authorised by the originating institution, such as a university which certifies the English-language version of its own content. This is generally acceptable unless the institution is considered unreliable.
<a href="#">Australian Qualifications Framework</a> (AQF)	The national policy for regulated qualifications in Australian education and training.
AQF levels	Provides an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. As identified in the <a href="#">Australian Qualifications Framework</a> , AQF level 1 has the lowest complexity and AQF level 10 has the highest complexity.



TERM	DEFINITION
Articulation arrangement	Recognition of completion of specific stages or components of a program of learning at an institution which qualifies all students who have undertaken the stages or components for specified credit. Articulation arrangements enable students to progress from a one qualification to another with credit in a defined qualification pathway, and may or may not be part of a formal articulation agreement. (See also Volume of Learning credit.)
Block credit	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Credentialed learning	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Credit	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Credit precedent	The use of a credit decision which is established as a rule for assessing future credit applications in the same course.
Confirmation of Enrolment (CoE)	A document, provided electronically, which is issued by the registered provider to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in the particular course of the registered provider.
Digital Handbook	Has the same meaning as "Register of Courses" as described in the <a href="#">University of Canberra Courses and Awards (Courses of Study) Rules 2023</a> .
Formal learning	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Grade Point Average (GPA)	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Informal learning	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Internal credit	Credit granted based on completed units undertaken at the University.
International student	Has the same meaning as overseas student in Section 5 of the <a href="#">Education Services for Overseas Students Act 2000</a> . That is, a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the <a href="#">Education Services for Overseas Students Regulations 2019</a> .
Nested courses	A set of courses of study that are offered sequentially and can lead to qualifications at different AQF levels. For further detail, see <a href="#">TEQSA Guidance Note: Nested Courses of Study</a> .
Non-award course	A course of study that does not lead to an award of the University such as a short course.
Non-formal learning	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Portfolio	The documentation and information provided to the University by a student for assessment of credit.
Recognition of prior learning (RPL)	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Specified credit	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Student visa	Student (Temporary) (Class TU) as prescribed in Section 1222 of the <a href="#">Migration Regulations 1994</a> as updated from time to time.
Uncredentialed learning	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Unspecified credit	Has the same meaning as described in the <a href="#">Credit Policy</a> .
Volume of learning (VoL) credit	Credit granted in recognition of completion of approved Australian VET nationally recognised training that is recognised as contributing to the completion of learning outcomes of UC courses.
Weighted Average Mark (WAM)	Has the same meaning as described in the <a href="#">Credit Policy</a> .

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	1st January 2025
<b>Review Date</b>	5th December 2029
<b>Approval Authority</b>	Deputy Vice-Chancellor
<b>Approval Date</b>	7th November 2024
<b>Expiry Date</b>	24th June 2025
<b>Custodian</b>	Michelle Lincoln Deputy Vice-Chancellor
<b>Responsible Manager</b>	Martin Drinkwater Director, Student Connect
<b>Author</b>	Nick Markesinis Policy Specialist
<b>Enquiries Contact</b>	Nick Markesinis Policy Manager <hr/> Policy