

Academic Credit Policy and Procedure

Institution	Universal Higher Education (UHE)
Policy name	Academic Credit Policy
Policy Governance	Academic Board

1. Introduction

UHE recognises prior studies undertaken by students with accredited tertiary education institutions. This policy outlines the principles that underpin UHE’s approach to granting academic credit in coursework undergraduate courses. It also sets out the procedures to be followed by staff in considering applications for academic credit and the procedures to be followed by students in applying.

This policy and procedure applies to all applications for, and awards of, academic credit, including academic credit covered by articulation pathways arrangements with Australian and overseas higher education providers.

2. Definitions

Term	Definition
<i>Rescinding Credit</i>	Returning part or all of the credits received from UHE through a formal written process upon course commencement only.
<i>Declining Credit</i>	Not accepting credits given by UHE before course commencement or whenever a correspondence confirming the credits is sent to the student in writing.
<i>Revoking Credit</i>	Credits given by UHE will be taken back if the use of fraudulent document or cheating is proven.

3. Policy Principles

- UHE aims to ensure that students complete their courses in a reasonable time, consistent with course requirements and giving formal credit recognition for any relevant, previously achieved prior learning.
- Granting of academic credit for previously achieved learning is an acknowledgement by UHE that students have gained the knowledge, understanding and skills equivalent to the stated learning outcomes of related courses and subjects of study offered.

- UHE recognises that learning takes place in a broad range of contexts – in formal study, in the workplace and through life experience. Granting of academic credit for previous learning ensures that students commence study at a level that appropriately recognises that learning and ensures students are not required to repeat successful learning activities in any UHE course.
- Applicants for academic credit may request that their previous learning be assessed for academic credit towards an undergraduate award.
- UHE may grant academic credit based on:
 - a. Completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions;
 - b. Courses or subjects undertaken within the workplace, professional organisations or other training contexts, where appropriate certification is available;
 - c. Demonstrable skills and learning gained from work or life experience that is relevant to the course being studied (informal learning).
- Credit may be rescinded by UHE:
 - a. Where determined applicable because of a change of course or major.
 - b. At the request of the student.
- Rescinding credits can occur after the course has started for continuing students.
- Credit may be revoked if false or misleading information is found to have been used to obtain credit.
- Declining credits can take place before course commencement or whenever a correspondence confirming the credits is sent to the student for new students.

4. Granting Credits

UHE is committed to the provision of access through a range of qualification and articulation pathways that reflect the diverse learning experiences of applicants.

Applicants and students may be granted academic credit on the following basis:

- Prior post-secondary qualification.
- Recognition of Prior Learning (RPL) in recognition of skills and knowledge gained through work experience, life experience and/or formal training.

5. Obligations

UHE administers the Academic Credit Policy in accordance with the *Commonwealth Higher Education Support Act 2003* (HESA), the *Commonwealth Education Services for Overseas Students Act 2000* (ESOS) and the *Migration Act 1958*. Changes may be made to any provisions of these Acts at any time.

6. Responsibilities

Decisions on applications are made by the respective Program Coordinators, or nominee, on the recommendation of the relevant Program Coordinator.

The respective Program Coordinator has discretion to vary maximum allowable academic credit amounts that can be granted.

UHE reserves the right to revoke academic credit where the documentation provided by the applicant proves to be incomplete, misleading, false or invalid or when an error has been made in assessing or processing the application.

7. Limits on Academic credit in Undergraduate Courses

The maximum academic credit that can be granted in an undergraduate course is:

- a. Up to a maximum of 8 subjects where the discipline is linked and if the student has completed a Diploma with one year of full-time study;
- b. Up to a maximum of 50% of subjects where the discipline is linked and if the student has completed an Advanced Diploma or Associate Degree with two years of full-time study;
- c. Up to a maximum of 50% of subjects where the discipline is linked and if the student has completed a Bachelor's degree with Three years of full-time study.

8. Completed Courses

Where an application is made for academic credit in an undergraduate course based on a completed undergraduate course, the maximum academic credit granted will not exceed 50 per cent of the total credit points for the course or courses to which the academic credit is to be counted.

9. Time Limits for Currency of Previous Studies

Academic credit will not normally be granted for studies completed five (5) years or more prior to application. Where academic credit is being sought for studies completed five (5) years or more prior to application, UHE may require an assessment of the currency of an applicant's knowledge.

10. Applying for Academic credit

10.1 Local Students

Applications for academic credit for local students must be made using the relevant form available online from the UHE website or from Student Admissions.

10.2 International Students

Applications for academic credit for international students should be lodged with the Academic Registrar at the time of applying for admission.

Normally, applicants will be informed of the amount of academic credit granted in their letter of offer for course admission. However, in some cases the assessment process may take longer than the period necessary to send the offer of admission.

11. Supporting Documentation for Academic Credit Applications

Where academic credit is being sought on the grounds of successfully completed study at a recognised higher education institution, TAFE or registered training organisation in Australia or a recognised international institution (formal learning), the applicant must provide:

- a. a certified copy of the academic transcript.
 - b. subject or course outline from the institution for respective subjects
 - c. credit form with the subject code(s) of the subjects(s) credits are applied for
 - d. extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application. All supporting documentation must be in English, including certified translations where appropriate.
- Where academic credit is being sought on the grounds of credentialed or informal learning, UHE requires appropriate evidence that the relevant learning outcomes for the subjects and/or key learning areas have been achieved.
 - The applicant may be required to supply certified copies of statements from employers, present a portfolio, attend an interview, or demonstrate their competence through an appropriate form of assessment.
 - The applicant will be asked to map the learning outcomes of the subject with evidence of skills and experience they have gained at workplace. UHE will assess the application based on the evidence presented and may request further information.
 - The method of assessment will be established by the Registrar, in consultation with the relevant Program Coordinator.

12. Timelines for Applications and Notifications of Academic Credit

Applications for academic credit should be submitted prior to the student commencing their first semester of study in a particular course.

Applications submitted after this date may not be finalised prior to the census date of that session, which may impact on what academic credit can be granted.

UHE will not grant academic credit where an application has been made after the approved census date for a subject being studied in that teaching session.

In all applications, the onus for providing proof of qualification equivalency lies with the applicant. UHE shall not be responsible for any delay caused by any other education provider confirming completion of a program or unit of education.

The assessment of applications based on informal learning may take longer than applications based on formal or credentialed learning.

Applicants may be required to provide further evidence or undertake an appropriate assessment, in which case UHE will contact the applicant.

Applicants will be notified of the results of their application by email. This will normally occur within five weeks of the receipt of the application for applications based on formal or credentialed learning but may take longer for academic credit based on informal learning.

13. Grades Issued for Academic credit

Academic Credit will be allocated for administrative purposes as 'AC' on any transcript. Academic Credit given as recognition for prior learning or under any other provision given under this policy shall not be graded by UHE.

14. Applying for Credit Procedure

14.1 Applying for Credit

	Activity	Responsibility	Steps
A	Understanding the implications of Academic credit	Student	<ol style="list-style-type: none"> 1. Prior to applying for academic credit, students should be aware that credit approval may: <ul style="list-style-type: none"> • affect professional accreditation and seek appropriate advice from the accreditation body. • result in a shorter program duration. 2. International students should be aware this may affect their visa conditions as UHE will be required to inform Department of Home Affairs (DHA) of a revised program end date.
B	Submitting UHE Academic Credit Application Form	Student	<ol style="list-style-type: none"> 1. Students must apply for credit at the same time that they apply for admission to a program. NOTE: Students who are awaiting course/unit grades to be finalised must supply evidence of this, including any assessment results received for those pending courses/ units, with their application. Finalised results from those pending courses/units must then be provided to info@uhe.edu.au within five working days of receiving the finalised results 2. International students should apply for credit prior to the semester starting as academic credit has visa implications. 3. Students may apply for subjects/courses in which they have already enrolled in their first teaching period. Credit applications (including all documentation specified on the application form) must be submitted before the end of Week 2, enabling processing before census date to avoid: <ol style="list-style-type: none"> a. incurring financial liability for subjects/courses enrolled in for which credit is subsequently received and from which the student wishes to drop their subject/course enrolment, noting that students are liable for all fees associated

			<p>with their course enrolments after the relevant census date.</p> <p>b. impacting a student’s study plan/program duration, noting that students are unable to enrol in new subjects/courses after Week 2. This may impact on study load and on academic progression, where there are prerequisite and co-requisite progression requirements. This is particularly important for international students where maintenance of load and visa end date conditions apply.</p> <p>4. Prior to completing an Academic Credit Application Form, refer to the UHE Academic Credit Policy which provides more detail regarding the specific circumstances under which credit will, and will not, be approved or revoked.</p> <p>5. Complete a UHE Academic Credit Application Form available online.</p> <p>6. Students may seek informal advice from Admissions (for domestic students), International Admissions (for international students) regarding the likelihood of being granted credit based on documented previous precedents. Such advice will be non-binding.</p> <p>7. Include all documentation specified on the application form. Where precedents do not exist, UHE may, in some instances, request additional information from the student to supplement that specified on the application form such as a course outline/ description. Transcripts and other supporting documentation should be translated into English where appropriate.</p> <p>8. The student will be advised in writing of a timeframe within which the additional information needs to be submitted. Failure to supply this additional information within the timeframe requested in writing by UHE may adversely impact the progress of the</p>
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			<p>credit application, including, but not limited to, the application being considered to have been submitted after week 2 of semester and the consequences outlined in 1(B) (3) above failing to be avoided.</p> <p>Credit applications received with program applications will be assessed and student's enrolment details adjusted prior to census date. Applications for further credit received after the second week of teaching has commenced will only be considered under exceptional circumstances whereby UHE accepts that there is a reasonable explanation for the student's failure to request credit before enrolment. Such applications require approval by Teaching and Learning Committee. Any decisions of the Teaching and Learning Committee approving exceptions must be reported to Academic Board for noting.</p>
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14.2 Assessing and Recording Academic Credit Applications

	Activity	Responsibility	Steps
A.	Assessing UHE Academic Credit Application Form	Admissions Officers for domestic students International Admissions Officers (for international students)	<ol style="list-style-type: none"> 1. Determine whether the student has provided sufficient information to assess their eligibility for credit. 2. Liaise with student if additional information is required to make a credit assessment. 3. Advise the student in writing of a timeframe within which the additional information needs to be submitted. Failure to supply this additional information within the timeframe requested in writing by UHE may adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted after week 2 of semester and the consequences outlined in 1(B) (3) above failing to be avoided. 4. Determine whether the credit application meets credit precedents already approved for the

			<p>program. If it does, map student’s proposed credits onto their study plan, notifying Students and</p> <p>5. Record Academic Credit Decisions</p> <p>If not, compile all relevant documents and send to the appropriate Course Coordinator (or nominee) for assessment.</p> <p>6. Forward the form for further assessment (usually within 5 working days).</p>
B.	Assessing credit applications where precedents do not exist	Course Coordinator (or nominee) for domestic and international students	<p>Assess the credit application based on the following:</p> <ul style="list-style-type: none"> a. Checking whether it meets the criteria for academic credit in the UHE Academic Credit Policy. b. Checking the credentials of the provider institution by referencing the appropriate lists provided by TEQSA, training.gov.au and Australian Education International (AEI) c. Using the Australian Qualification Framework (AQF) to compare the learning outcomes (Knowledge, Skills, Application of knowledge and skills) gained in previous study to those for which credit is being sought, taking into consideration the alignment of the curriculum (knowledge, application, and skills) and assessment types for that particular course/subject. <p>2. Indicate approval/disapproval on the form.</p> <p>3. Return form/notify Admissions (for domestic students), International Admissions (for international students) of outcome of provisional assessment. In most cases, this assessment should be made within 10 working days.</p> <p>4. Where the assessment is particularly complex and this cannot be achieved, the student should be advised of a revised timeframe. Where additional information is required from the student, advise the student in writing of a timeframe within which the additional information needs to be submitted. Failure to supply this additional information within the timeframe requested in writing by UHE may adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted after week 2 of</p>

			semester and the consequences outlined in 1(B)(3) above failing to be avoided
C.	Approving and documenting new precedents	Course Coordinator (or nominee)	<ol style="list-style-type: none"> 1. Table for ratification at Teaching and Learning Committee. 2. Provide academic credit decisions to Academic Registrar Services for recording in an approved, UHE endorsed record management system accessible by Admissions / International Admissions staff to allow them to make future academic credit decisions based on precedence 3. Ensure all relevant documentation is filed with copies of any emails.
D	Recording academic credit decisions	Admissions (for domestic students International Admissions Officers (for international students)	<ol style="list-style-type: none"> 1. Amend student's record in UHE endorsed record management system to reflect the credit granted <ul style="list-style-type: none"> • Academic Credit application documentation, assessment processes and outcomes must be placed in the student file. • Granting of Academic Credits must be recorded as a unit outcome in the student's file. • The student database must be updated with AC for each of the subject for which Course Credits have been granted.

14.3 Notifying Students of Academic Credit Decisions

	Activity	Responsibility	Steps
A.	Notifying domestic students' academic credit decisions	Admissions Officer	<ol style="list-style-type: none"> 1. Email student advising whether their academic credit application is successful/unsuccessful. 2. Where successful, notification should include an updated study plan showing the requirements fulfilled by the credit and the requirements remaining to be filled for successful program completion.
B.	Notifying international students	International Admissions Officers (for international students)	<ol style="list-style-type: none"> 1. Where credit is granted to international students after their enrolment, contact the student via email or letter, informing them of their credit status, normally before the end of the second week of study. The student is expected to reply within 10 working days authorising acceptance of the credit, however, if no response is received the credit will be granted and only rescinded if legitimate academic reasons are subsequently identified. The record of acceptance must be retained for two years after the overseas student ceases to be an accepted student 2. After Academic Credit(s) are granted, a student's course schedule must be reviewed and any reductions in the scheduled

			<p>attendance and the reasons for the reduction recorded and placed on the student's file.</p> <p>3. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.</p> <p>4. Inform the student of the reduced course duration following granting of RPL or Academic Credit and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course</p> <ul style="list-style-type: none"> • Report any change in course duration in PRISMS if RPL or Academic credit is granted after the overseas student's visa is granted. • If a student is granted one or more credits, then the fees will be subject to adjustment and will be notified to the student.
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14.4 **Appealing Unsuccessful Academic Credit Decisions**

	Activity	Responsibility	Steps
A.	Appealing an unsuccessful academic credit decision	Student	<p>1. As per Complaints and Appeals policy Students</p> <p>Within 20 days of being notified of the decision, appeal to Appeals Committee in writing addressed to the nominated officer.</p>
B.	Considering appeals	Appeals Committee	<p>1. As per Complaints and Appeals Policy Student</p> <p>Students will have an opportunity to be heard within 10 days,</p> <p>a. Appeals committee will review the appeal and then forward it to a delegated staff member to investigate and submit a report.</p> <p>b. Based on the report the Appeals committee will adjudicate and arrive at a conclusion. This conclusion will be communicated in writing to the student.</p>