

<b>Institution</b>	Universal Higher Education (UHE)
<b>Policy Name</b>	Academic Credit Policy and Procedure

## 1. Scope

This Academic Credit 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. The Policy also applies to the UHE staff involved in evaluating and processing academic credit applications.

## 2. Purpose

This Policy outlines the principles guiding UHE's approach to awarding academic credit in its undergraduate and postgraduate programs. It also details the procedures staff should follow when assessing academic credit applications and the steps students must follow when submitting their applications.

## 3. Regulatory Alignment

This Policy and Procedure is developed and implemented to comply with the Australian legislative and regulatory requirements, specifically the:

- Commonwealth Higher Education Support Act 2003 (HESA)
- Commonwealth Education Services for Overseas Students Act 2000 (ESOS)
- Higher Education Standards Framework (Threshold Standards) 2021:
  - 1.1 Admission
  - 1.2 Credit and Recognition of Prior Learning
  - 2.2 Diversity and Equity
  - 2.4 Student Grievance and Complaints
  - 6.3 Academic Governance
  - 7.1 Representation
  - 7.2 Information for Prospective and Current Students
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
  - Standard 1 Marketing information and practices
  - Standard 2 Recruitment of an overseas student
  - Standard 3 Formalisation of enrolment and written agreements
  - Standard 10 Complaints and appeals
- Australian Qualifications Framework: Pathway Policy
- Migration Act 1958

## 4. Policy Principles

- 4.1 UHE strives to ensure that students complete their programs within a reasonable timeframe, in alignment with program requirements, while granting formal credit for relevant prior learning already achieved.
- 4.2 Granting academic credit for previously achieved learning is an acknowledgment by UHE that students have gained the knowledge, understanding, and skills equivalent to the stated learning outcomes of related programs and subjects of study offered.
- 4.3 UHE acknowledges that learning occurs in various contexts, including formal and informal learning, the workplace, and life experiences. By granting academic credit for prior learning, UHE ensures that students begin their studies at an appropriate level, recognising their previous achievements and avoiding the need to repeat learning activities they have already completed.
- 4.4 Applicants for academic credit may request that their previous learning be assessed for academic credit towards an undergraduate or a postgraduate award.
- 4.5 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 (formal learning);
  - b. Knowledge and skills gained outside of structured education programs but acquired through work experience, professional organisations, self-study, or other non-academic activities, where appropriate certification is available (informal learning);
  - c. Knowledge, skills, and experiences gained from work or life experience that is relevant to the program and subject being applied for (Recognition of Prior Learning).
- 4.6 UHE will not grant credit exemption if doing so would disadvantage the student in future studies or compromise the academic integrity or credibility of a UHE qualification. The maximum academic credit that can be granted is:
  - a. 80 credit subjects if a prospective undergraduate student has completed a cognate Diploma;
  - b. 120 credit subjects if a prospective undergraduate student has completed a cognate Advanced Diploma or Associate Degree;
  - c. 120 credit subjects if a prospective undergraduate student has completed or partially completed a Bachelor's degree;
  - d. 80 credit subjects if a prospective postgraduate student has completed or partially completed a master's degree;
  - e. 40 credit subjects if a prospective postgraduate student has completed a Graduate Certificate in Information Technology with minimum 60% in average.
- 4.7 In certain situations, the Academic Board or its delegate may waive the credit limits specified above. These situations include, but are not limited to:

- a. A formal articulation agreement exists between UHE and another provider;
  - b. Credit transfer occurs between UHE courses within related disciplines;
  - c. Another provider closes or ceases offering a program, and UHE agrees to support those students to completion; and/or
  - d. UHE is conducting a teach-out for students from another provider under an agreement.
- 4.8 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. This may involve an interview with the Program Coordinators or qualified delegates in the relevant disciplines.
- 4.9 Credit will not be granted to the capstone subjects except for demonstrating extensive relevant professional experience.
- 4.10 Credit is granted for subjects at UHE only when the student can provide evidence that they have already met the same Subject Learning Outcomes as those in UHE's programs. UHE will not grant partial credit for a subject.
- 4.11 UHE does not assure the transfer of credits from other educational institutions. A new academic credit application must be submitted for credit to be granted at UHE.
- 4.12 UHE may grant credit as specified credit, unspecified credit or a combination of specified and unspecified credit, as applicable:
- a. Specified credit applies to particular subjects within a program structure. When specified credit is granted, you are exempt from completing those specific subjects as part of the qualification requirements.
  - b. Unspecified credit refers to non-specific subjects within a program structure, such as electives. If you are granted this type of credit, you receive a certain number of credit points, reducing the total number of credit points you need to complete for the program.
- 4.13 Students and prospective students have the right to decline an exemption offer; however, they cannot re-apply for an exemption for the same subject once the initial offer has been rejected.
- 4.14 Decisions regarding academic credit exemption applications are made by the respective Program Coordinators, or delegated qualified staff in the relevant disciplines, in a timely and transparent manner. The assessment will be conducted on a case-by-case basis and will rely on supporting evidence.
- 4.15 UHE may completely or partially revoke previously granted credit if deemed necessary due to a student's change of program or major, or at the student's request, or in cases where fraudulent documents or cheating by the student are proven. Credits may be revoked both before and after the course has begun and if false or misleading information is found to have been used to obtain credit.

- 4.16 Any students who have accepted academic credit offer from UHE may submit a written request to withdraw or cancel all or part of their academic credit. These requests will be reviewed and approved individually and through discussions between the students and the Registrar or delegate to confirm there are valid academic reasons for the rescission. Once rescinded, the academic credit cannot be reinstated unless the students can demonstrate that the decision was made under duress or due to an error by UHE.
- 4.17 The rescinding credits may necessitate an extension of the CoE, any associated costs for the extension will be the students' responsibility.
- 4.18 Applying for academic credit through formal and/or informal learning will be free of charge for students. However, applications via Recognition of Prior Learning may involve a cost (see the UHE Fees and Refunds Policy and Procedure).
- 4.19 When credit exemptions are approved and accepted, the duration of the Confirmation of Enrolment (CoE) for international students will be shortened to reflect the reduced study load. Students are advised to consult with the Department of Home Affairs (DoHA) regarding any implications this may have on their student visa.
- 4.20 UHE advises students to consider the impact of accepting credit exemptions for core subjects in programs externally accredited by professional bodies (such as the Australia Computer Association), as accrediting bodies may not recognise them as equivalent. Students should consult the accrediting body before accepting credit exemptions. UHE relevant staff must also provide appropriate guidance to help students make informed decisions.
- 4.21 UHE will keep a Credit Precedent Case Library Record of previously approved credit decisions, maintained by the Student Support team to ensure consistent credit assessments and accessible to Admissions for administrative purposes. New entries to the list require approval from the Registrar to uphold academic integrity. The Teaching and Learning Committee reviews the Credit Precedent Case Library Record twice a year.

## 5 Procedure

### For Students

- 5.1 Applications for academic credit can be submitted at any time, from the initial program application until just before the start of the student's final study period; However, Students should, whenever possible, submit their Academic Credit Application Form (available on the UHE website) prior to the start of their studies or subject enrolment.
- 5.2 Prospective international students are highly encouraged to submit the complete application at the time of applying for the programs. This enables UHE to assess academic credit in a timely manner and record an approved reduced course duration on the Letter of Offer and Confirmation of Enrolment (CoE) upon the student's acceptance of the grant of academic credit. The completed form and the

supporting documents must be submitted to [admissions@uhe.edu.au](mailto:admissions@uhe.edu.au).

- 5.3 Continuing international students are strongly encouraged to submit the complete application before the subject enrollment date and no later than the end of week 2 after semester commencement. This ensures there is enough time for the application to be assessed and a decision made by the census date. UHE will not grant academic credit where an application is made after the census date for a subject being studied in that study period. The complete form and the supporting documents must be submitted to [support@uhe.edu.au](mailto:support@uhe.edu.au).
- 5.4 Any Applications submitted after the end of week 2 and before the census date will only be considered in exceptional circumstances and require approval from the Registrar to proceed with assessment.
- 5.5 The assessment of applications based on formal learning typically takes 5-7 business days to provide outcome to students. Applications involving informal learning or RPL may require up to 5 weeks for processing due to the complexity and a possible interview process involved.
- 5.6 Applicants are responsible for providing proof of qualification equivalency in all applications. UHE is not liable for any delays caused by other educational providers in verifying the completion of a program or subject.
- 5.7 When seeking academic credit based on formal learning, the fully completed Academic Credit Application Form must be accompanied by supporting documents from the institutions where the formal learning took place, including:
- A certified copy of the academic transcript;
  - A testamur if the course have been completed;
  - An overview of the course and subject/unit outlines for each completed subject/unit for which credit exemption is being requested; and
  - Extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application.
- 5.8 When seeking academic credit based on informal learning and/or Recognition of Prior Learning (RPL), UHE requires appropriate evidence that the relevant learning outcomes for the subjects or key learning areas have been achieved, such as:
- A certified copy of the employer statement;
  - A Curriculum Vitae;
  - A portfolio; and
  - A mapping document from the applicant aligning with UHE's Subject Outlines, demonstrating the knowledge and skills acquired.
- 5.9 All supporting documentation must be in English, with certified translations provided if the original documents are in another language.
- 5.10 Students will receive written notification of their assessment outcomes, generally within 10 business days of submitting a completed application (application based on formal learning). Students are responsible for reviewing the outcome of their application, promptly notifying UHE of any mistakes or

discrepancies, and keeping a record of the outcome.

- 5.11 Prospective students will be informed of their academic credit exemption decision through the Letter of Offer and Acceptance provided by UHE Admissions. The CoE will indicate the adjusted course duration based on the granted credit exemption.
- 5.12 Continuing students will be notified of the outcome through an updated Letter of Offer, which will reflect the adjusted course duration. A revised study plan will also be sent to the student. The student must return the signed Letter of Offer within 10 business days of receiving it, after which an updated CoE will be issued.
- 5.13 If students are dissatisfied with the outcome, they have the right to access UHE's Complaints and Appeals Policy and Procedure.

**For Staff**

- 5.14 Upon receiving a prospective student's application, Admissions checks for completeness, saves the application in the Student Management System and the student admissions file repository, and forwards it to the respective Program Coordinators for assessment. Upon receiving the continuing student academic credit application, Student Support checks the completeness of the application, saves the application in the Student Management System and student files, and forward the application to the Program Coordinators.
- 5.15 Program Coordinators evaluate the application according to the policy principles outlined in this document and verify the following:
  - a. The credibility of the provider institutions, referencing the TEQSA National Register, Australian Education International (AEI), and training.gov.au;
  - b. The alignment of learning outcomes from the applicant's prior study with those of the UHE subjects for which credit is sought, using the Australian Qualification Framework (AQF), subject outlines provided by the student, and UHE's subject outlines as guidance; and
  - c. Precedent List.
- 5.16 Program Coordinators record the assessment outcome in the student Academic Credit Application Form and return the completed form to Admissions to process.
- 5.17 If the assessment is particularly complex or additional documentation is needed, Program Coordinators will email Admissions (for prospective students) or Student Support (for continuing students) to request the necessary documents or information and advise the timeframe within which additional information needs to be submitted.
- 5.18 Admissions will inform students of the successful assessment outcome through a Letter of Offer. For continuing students, Student Support will also prepare a revised study plan, which will be sent to the student via Admissions.
- 5.19 Upon receiving the student signed Letter of Offer, Admissions will record the expected new course

duration in PRISMS and issue the revised CoE to students. The credit exemption information must be clearly entered in PRISMS, ensuring course duration is accurately calculated to reflect the reduced study period based on the credits granted.

5.20 Admissions team also needs to ensure:

- a. Evidence of credit decision is completely documented in the Student Management System and student file repository to aid auditing and future reference requirements;
- b. Clear communication with students how their credit exemptions affect their overall course duration; and
- c. The modified CoE meets student visa requirements.

5.21 Unsuccessful applications will be communicated to students in writing by Admissions for prospective students and by Student Support for continuing students. The student rights to access UHE's Complaints and Appeals Policy and Procedure must be included in the written notification.

### Version History

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer</b>	Chief Academic Officer, Registrar		
<b>Implementation Officers</b>	Admissions Manager, Admissions Officer, Program Coordinator		
<b>Review Date</b>	14 November 2027		
<b>Approved by</b>			
Academic Board			
<b>Associated Documents</b>			
Academic Credit Application Form Admissions Policy and Procedure Application Form Complaints and Appeals Policy and Procedure Genuine Student (GS) Financial Declaration Form Genuine Student Requirement (GS) Form Equity and Diversity Policy Privacy Policy Fees and Refunds Policy and Procedure			
<b>Version</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
4.4		2 January 2024	2 January 2024
5.0	<ul style="list-style-type: none"> <li>• Restructured the content following the unified policy template</li> <li>• Included the Version History table</li> </ul>	14 November 2024	14 November 2024

	<ul style="list-style-type: none"> <li>• Included the academic credit assessment rules for the postgraduate programs</li> <li>• Specified the types of credit granted</li> <li>• Rephrased the section on the maximum credit that can be granted</li> <li>• Outlined circumstances in which the maximum credit limits may be waived and identified the authority responsible for approving such waivers</li> <li>• Included the policy principle that capstone subjects cannot be exempted</li> <li>• Added the section that academic credit application through formal learning is free of charge</li> </ul>		
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