



# Academic Credit Arrangements Policy

EFFECTIVE 1 JANUARY 2019

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### OVERVIEW

The University acknowledges the need for clear and effective credit arrangements to increase opportunities for students to access education, improve student mobility between sectors and institutions, and increase the pathways into and between qualifications through recognition of prior learning.

This policy sets out the principles for credit arrangements in coursework academic programs at the University of Adelaide.

Further information regarding the credit application process and evidence required can be found on the [Credit Transfer website](#).

This policy should be read in conjunction with the [Coursework Academic Program Policy](#) which sets out the requirements and structure of coursework programs at the University.

### SCOPE AND APPLICATION

This policy applies to current and prospective students who apply for or receive Credit towards undergraduate and postgraduate coursework academic programs at the University. It does not apply to Higher Degree by Research Students.

Implementation of this policy will be carried out in accordance with the University's Code of Conduct and the Academic Board Statement on Undue Influence. Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this policy must be reported in accordance with the Fraud and Corruption Control Policy.

### POLICY PRINCIPLES

- 1) The University will recognise and grant Credit for Prior Learning, and Formal Concurrent Learning, up to a maximum amount provided it is relevant, current and equivalent to the learning required for the University's academic programs and courses.
- 2) Determining equivalence requires academic judgement based on appropriate evidence, taking into consideration the Applicant's capacity to progress and complete the program requirements.

- 3) Credit will only be awarded:
- i. if the integrity of the program of study and the qualification will be maintained;
  - ii. if the Applicant will not be disadvantaged in achieving the expected Learning Outcomes of the Program in which the Applicant is enrolled;<sup>1</sup>
  - iii. in accordance with this policy.
- 4) Credit decisions will be:
- i. undertaken in a timely way;
  - ii. clearly communicated and transparent;
  - iii. applied consistently and fairly with decisions subject to appeal;
  - iv. recorded as part of the Applicant's individual record;
  - v. recorded in the University credit management system.
- 5) This policy and related procedures are compliant with the [Australian Qualifications Framework \(AQF\)](#) (including the [AQF Qualifications Pathways Policy](#)), the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) and the [Education Services for Overseas Students \(ESOS\) Act 2000](#)

#### **AUTHORITIES**

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Academic Credit	Reduce the maximum amount of Credit (1b)	Executive Dean (or delegate)	Provided publically available
Academic	Academic Credit	Approve max credit limits for specific types of Prior Learning (1b)	Executive Dean (or delegate)	Provided publically available
Academic	Academic Credit	Approve Cross-Institutional Study (1d)	Associate Dean (Learning and Teaching) (or delegate)	
Academic	Academic Credit	Approve exceptional circumstances for Prior Learning more than 10 years old ( 1e)	Executive Dean (or delegate)	
Academic	Academic Credit	Approve alternative assessment of Prior Learning (3c)	Executive Dean (or delegate)	
Academic	Academic Credit	Approve Credit (3e)	Executive Dean (or delegate)	Within limits of Procedure 1
Academic	Academic Credit	Withdraw credit (5d)	Executive Dean (or delegate)	

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<sup>1</sup> HESF 1.2.2

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## PROCEDURES

### 1. Credit Limits, Rules and Restrictions

- a) The maximum amount of Credit that the University will award for Prior Learning is two thirds of the total Units of the Program in which the Applicant is enrolled.
- b) The Executive Dean (or delegate) may:
  - i. reduce the maximum amount of Credit that the University will award into a Program provided that the revised amount is publically available;
  - ii. approve maximum Credit limits for specific types of Prior Learning that may be granted towards a Program provided that the limits are made publically available.
- c) The Group of Eight Credit Transfer Agreement will apply to all Applicants seeking Credit towards coursework academic programs.
- d) Credit will only be awarded for Cross-Institutional Study that has been pre-approved. Approval will only be given if:
  - i. the content in the selected course(s) is not provided by the University at any time during the relevant academic year; or
  - ii. there are sound educational or personal reasons (as determined by the relevant Associate Dean (Learning and Teaching) (or delegate)).
- e) Credit will not be awarded:
  - i) for Formal Concurrent Learning if the Applicant will exceed the maximum Credit limits specified in Procedure 1a;
  - ii) for a Capstone requirement in a Major or Program; the Applicant must complete this requirement at the University of Adelaide;
  - iii) for more than half the Units required at the highest Level for the Program in which the Applicant is enrolled;
  - iv) for Prior Learning completed ten years or more before the application for Credit was submitted (including study completed at the University of Adelaide) unless:
    - 1) there are exceptional circumstances approved by the relevant Executive Dean (or delegate); or
    - 2) the prior learning/application is for Unspecified Credit for an unrestricted elective course; or
    - 3) the Applicant can demonstrate currency of learning against the course/program Learning Outcomes.
  - v) towards the thesis component of an Honours Award or the dissertation component of a postgraduate coursework Award, unless the Credit relates to Prior Learning in a joint award approved pursuant to the [Jointly Conferred Coursework Awards Policy](#);
  - vi) for Certificate IV qualifications unless in accordance with an existing legal agreement with a pathway provider;
  - vii) where the Applicant received a fail or conceded pass (or equivalent) for the Prior Learning;
  - viii) for partially completed courses.

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- f) Applicants who have completed an AQF Level 5 or 6 qualification will only be awarded Credit at University Level I or II, unless provided for in an Articulation Agreement.
  - g) Where Credit is sought for a sequence of Prior Learning that equates to Credit towards a Major in a Bachelor degree, there must be a direct equivalence between the Prior Learning and an existing University Major.
  - h) Applicants who have completed undergraduate courses may only be given Credit towards a postgraduate coursework program if the courses were at AQF Level 8 or at University Level IV or higher in an undergraduate academic program that is 96 units or more in length.
  - i) A lesser postgraduate Award obtained at the University may be counted in full towards a higher Award, where the lesser award is part of a Nested Award.

## **2. Applying for Credit**

- a) Applicants must formally apply for recognition of Prior Learning undertaken outside of the University.
- b) Applications must be accompanied by all evidence of Prior Learning required to support the application.
- c) Applications can be made any time after an Offer of Admission has been made but no later than the eight business days before the last day that a student is able to enrol in the course in which credit is being taught is sought.
- d) All complete applications received within the timeline specified in 2c will be assessed and the Applicant notified of the outcome within 5 business days.
- e) The availability or awarding of Credit for Prior Learning does not guarantee admission to any University of Adelaide program.

## **3. Assessing Applications for Credit**

- a) The University will assess applications for Prior Learning based on the evidence received of such learning.
- b) Credit is assessed on the basis of equivalence of content and learning outcomes between the Prior Learning and a University of Adelaide course.
- c) Where an Applicant is unable to provide documentary evidence of Prior Learning or applies for Credit based on Informal Learning, the Executive Dean (or delegate) may at their discretion, allow the Applicant to complete an alternate form of assessment to enable their Learning Outcomes to be assessed.
- d) Credit will only be granted where the Executive Dean (or delegate) is satisfied:
  - i. that it is within the limits permitted by Procedure 1;
  - ii. that the Prior Learning completed by the Applicant was of the appropriate level and completed at the appropriate standard;
  - iii. that the Credit contributes to specified Learning Outcomes;
  - iv. that the granting of Credit will enable the Applicants successful progression and completion of the Program;
  - v. where relevant, that the knowledge gained by the Applicant is current; and
  - vi. that all requirements of the Program are fulfilled and that other relevant matters, such as professional accreditation have been taken into account.
- e) Executive Deans will ensure that decisions regarding the assessment and awarding of Credit are:
  - i. evidence based, equitable and transparent;
  - ii. academically defensible;
  - iii. applied consistently and fairly;

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- iv. decided in a timely way;
  - v. formally documented, including any reasons for not granting credit.

#### 4. Approving and Recording Credit

- a) Applicants will be advised of the outcome of their application for Credit in writing<sup>2</sup> including the nature and amount of credit granted. International Applicants will be informed that the granting of credit may lead to a shortening of the program duration and potentially have implications for their visa.
- b) Where Credit is awarded, it will be recorded on the Applicants transcript<sup>3</sup>.
- c) When awarded Specified Credit, the Applicant will receive the appropriate unit value in Credit towards the completion of their Program and be exempt from the nominated course.
- d) When granted Unspecified Credit, the Applicant will receive an appropriate unit value in Credit towards the completion of their Program.
- e) Credit will not be given a mark or grade and will not be included in the calculation of a grade point average unless it forms part of a formal agreement between the University and another provider, and the other provider's courses and results are available.
- f) The Executive Dean (or delegate) will ensure that details of awarded Credit are entered into the University credit management system and reviewed for currency at least once every three years.
- g) Where the awarding of Credit leads to the shortening of an International Students program duration, the University may issue a new Confirmation of Enrolment.

#### 5. Post Credit Approval Matters

- a) Applicants may request that Credit be removed from their transcript. Once Credit has been revoked the Applicant may not seek to have it reinstated.
- b) If a student transfers from one program at the University to another, any credit approved for the original program will not necessarily be transferred to the new program.
- c) Where the granting of Credit causes timetable clashes or logistical problems with study combinations, the University is under no obligation to make individual arrangements for that Applicant.
- d) The University reserves the right to withdraw Credit at any time where it has been awarded in error or where it was awarded as a result of incorrect, inaccurate, fraudulent or misleading documentation supplied.
- e) An Applicant who is dissatisfied with a decision regarding an application for Credit may lodge an appeal in accordance with follow the [Students Grievance Resolution Process](#).

#### DEFINITIONS

**Articulation Agreement** is a formal agreement between the University and a third party that enables students to progress from completed qualification to another with Credit in a defined pathway.

**Applicant** means a current or prospective student who is seeking Credit towards a coursework academic program at the University.

**Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, an articulation agreement or recognition of prior learning.

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<sup>2</sup> HESF 1.2

<sup>3</sup> HESF 1.5.7b

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**Cross Institutional Study** means study at another institution that is concurrent with the Applicants enrolment at the University.

**Exchange** means study at another University with which the University of Adelaide has an exchange agreement, and that is concurrent with the Applicant's enrolment in a Program offered by the University.

**Formal Concurrent Learning** is learning undertaken as part of Exchange, Study Abroad or Cross Institutional Study.

**Formal Learning** includes successfully completed units of learning that took place during a structured academic program which would have or did lead to an AQF higher education award or international equivalent; or lead to the Applicant completing an AQF Diploma or Advanced Diploma program.

**Informal Learning** includes but is not limited to learning gained during work experience, volunteering, internships or workplace training.

**Non-formal Learning** includes successfully completed units of learning that took place through a structured program that did not lead to a formally recognised qualification.

**Specified Credit** is awarded where Prior Learning can be demonstrated to be equivalent to a University of Adelaide course.

**Study Abroad** means study at an overseas University with which the University of Adelaide does not have an exchange agreement, and that is concurrent with the Applicant's enrolment in a Program offered by the University.

**Prior Learning** is learning that has taken place prior to undertaking a relevant component of a program that is either Formal Learning, Informal Learning or Non-Formal Learning.

**Unspecified Credit** is awarded where Prior Learning cannot be demonstrated to be equivalent to a University of Adelaide course but meets the requirements of the program.

Other definitions are as contained in the University [Glossary of Terms](#).

<b>RMO File No.</b>	F. 2018/2637
<b>Policy Custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible policy officer</b>	Pro Vice-Chancellor (Student Learning)
<b>Endorsed by</b>	Academic Board on 7 November 2018
<b>Approved by</b>	Acting Vice-Chancellor and President 14 December 2018
<b>Related Documents and Policies</b>	<a href="#">Coursework Academic Programs Policy</a>
<b>Related Legislation</b>	<a href="#">Australian Qualifications Framework (AQF)</a> <a href="#">AQF Qualifications Pathways Policy</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a> <a href="#">Education Services for Overseas Students (ESOS) Act 2000</a>
<b>Effective from</b>	1 January 2019
<b>Review Date</b>	31 December 2021
<b>Contact for queries about the policy</b>	<a href="mailto:lqeducompliance@adelaide.edu.au">lqeducompliance@adelaide.edu.au</a>