



# Credit Policy and Procedure

## Purpose

1. The Australian International Institute of Higher Education ('the Institute') is committed to ensuring that students have every opportunity to successfully complete their studies in the minimum period. This includes consideration of the provision of credit for prior learning where a prior and relevant study has been completed and/or credit transfer where a change of course is undertaken within the Institute. This Policy outlines the principles and procedures relevant to all student applications for credit for prior learning and credit transfer in undergraduate programs and staff assessment of student applications.
2. The Institute reserves the right to consider each application on its individual merit and may recognise successfully completed prior study at other educational institutions including Australian universities, higher education providers, TAFE, and Registered Training Organisations as well as overseas institutions with equivalent standing.
3. Credit for prior learning may also be granted through articulation agreements existing between the Institute and other educational providers. Where such agreements exist, the Institute will only accept credit following a robust mapping process that has been approved by the Academic Board to ensure the integrity of the course is maintained.
4. The assessment of applications for credit for prior learning considers the academic preparedness of student applicants to ensure that credit for prior learning decisions do not negatively impact on a student's ability to successfully complete their course.

## Scope

5. This Policy applies:
  - a) to all individuals seeking credit into the courses offered at the Institute
  - b) Institute staff responsible for the assessment, determination and notification of decisions in relation to credit applications
  - c) all courses.

## Definitions

6. For the purposes of this Policy:
  - a) **Articulation** occurs when there is a formal articulation agreement existing between the Institute and another education provider that establishes learning equivalence and associated credit for prior learning arrangements between courses offered at either provider.
  - b) **Confirmation of Enrolment** is an electronic document issued by the Institute to a prospective international student to confirm the student's eligibility to enrol into a course offered by the Institute.
  - c) **Credit for Prior Learning** (hereafter 'credit') is the recognition of relevant and equivalent prior study or informal learning completed by students which may lead to a reduction in the number of academic subjects or credit points that are required to successfully complete a



course at the Institute. Credit for prior learning may be given for specific subjects as well as specified and unspecified electives.

- d) **Credit Transfer** is the process by which students are awarded credit towards a new course offered by the Institute for identical and equivalent subjects successfully completed within another course at the Institute.
- e) **International student** means any overseas student, including those who have student visas, temporary residency, bridging visas and provisional residency (as falling under the *Education Services for Overseas Students Act 2000*).
- f) **PRISMS** is the Provider Registration International Student Management System, a secure database owned and maintained by the Department of Education for the purposes of administering the *Education Services for Overseas Students Act 2000*.

## Policy

### Statement

- 7. The Institute establishes the expectations and requirements for the assessment and awarding of credit for prior learning and credit transfer to applicants through this Policy. Credit for prior learning granted to applicants in accord with this Policy does not guarantee a place in a course at the Institute. To qualify for the award of a degree at the Institute, the specific course progression rules must be satisfied regardless of any credit that may have been granted.

### Principles

- 8. The Institute will award credit for the successful completion of relevant prior study and/or informal learning.
- 9. The assessment of credit takes account of:
  - a) learning outcomes
  - b) volume of learning
  - c) content of the study
  - d) course level.
- 10. Credit awarded is expressed in credit points (10 credit points per subject). The total amount of credit that may be awarded for prior learning is normally no more than fifty per cent of the total credit points (240) of an undergraduate course.
- 11. Applications for credit must meet the currency of learning requirement. Credit is not normally awarded where subjects were completed over five years prior to application.
- 12. Subjects for which credit is being sought must have been taught in English. Credit will not be awarded where the subjects were taught in a language other than English.
- 13. Credit may be granted on the basis of successfully completed formal education at an Australian higher education provider registered by the Tertiary Education Quality and Standards Agency.
- 14. International students will be advised that any credit granted must comply with the provisions of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 15. The Institute may enter into articulation agreements with other providers which include standing arrangements for the award of credit. All articulation arrangements will be subject to the same level of rigour and process which includes mapping of course content, learning outcomes and disciplinary standards that is approved by the Academic Board as being suitable. Articulation agreements must be authorised by the Academic Dean.



16. Credit may be granted for experience or professional work if the evidence provided can demonstrate direct relevance to specific subjects within the course applied for.

### **Criteria for award of credit**

17. In addition to the principles stated above, the following criteria must be met for the award of credit:
  - a) relevant and certified documentation must be provided with the application
  - b) minimum entry requirements for the relevant course must be satisfied
  - c) prior subjects submitted as part of the application for credit must be at the same AQF level as the subject for which credit is being sought and must have been awarded a Pass grade or better.
18. Applications submitted on the basis of credentialed or professional learning are assessed on a case-by-case basis.
19. The Institute has the right to determine whether the subjects in an application for credit are identical or equivalent to the subjects in the course offered by the Institute.

### **Procedure**

#### **Applications**

20. Applicants should submit all applications for credit for prior learning prior to commencing their first term at the Institute.
21. All applicants should complete the Credit Application Form and submit this application together with the following documentation to the Student Services Manager:
  - a) certified copies of academic transcripts (or certified translations of academic transcripts for international applicants from non-English speaking institutions)
  - b) subject outlines and/or course descriptions providing adequate details of subject/course content to establish specific equivalence (in certified translation where required).
22. Applicants for credit based on grounds other than formal learning will be required to submit a portfolio of documentation and may be required to attend an interview to establish professional competence equivalent to learning outcomes in specific subjects.

#### **Assessment of applications**

23. Applications for credit will be assessed and approved by the relevant Course Coordinator. In reviewing the application, the Course Coordinator may consult a subject matter expert and will consider:
  - a) credits previously granted by the Institute
  - b) any approved credit arrangements with other providers
  - c) potential adverse consequences of granting the credit to the student.
24. Where the Course Coordinator considers an application to be non-standard, they will refer the application to the Academic Dean for determination.
25. Applicants who apply for credit on the basis of prior formal study will be informed in writing of a decision on their application within four (4) weeks of submission. Applications based on informal learning may take longer and require the applicant to provide further details.
26. If the Institute grants an application for credit, the Institute will give a written record of the decision to the student to accept. The student should return to the Institute, their acceptance of



the Institute's decision to grant the credit, which will be retained by the Institute for at least 2) years after the student ceases to be an accepted student at the Institute.

27. The granting of credit may impact the duration of a course. Where a Confirmation of Enrolment (CoE) has already been issued to an international student and the subsequent award of credit reduces the duration of the course as indicated on the Confirmation of Enrolment, a new CoE will be issued to the student for the reduced duration. If a student visa has been granted based on the initial CoE, the Institute will report the change to government authorities through PRISMS for any required changes to the student visa expiry date.
28. Approved applications for credit must be recorded on the Student Record System so that appropriate adjustments are made to individual students' course structures. Award of credit will also be recorded and stored on the Institute's internal system for at least two (2) years after the student ceases to be an accepted student at the Institute.

### **Credit Transfer**

29. Where a student at the Institute seeks to change course prior to the completion of their degree, the Institute will transfer the credit for successfully completed subjects from one course to another where the subjects are deemed to be identical or equivalent. The assessment will be conducted in accordance with the procedures outlined in this Policy. There is no limit to the percentage of credit transfer between AIIHE courses.
30. A new CoE will be issued to international students to reflect the change in course. The change will be reported to government authorities through PRISMS.

### **Teach-out agreements**

31. Students applying for admission to the Institute under an approved teach-out agreement may be granted additional credit, subject to all other criteria in this Policy being met.

### **Withdrawal of credit**

32. The Institute will withdraw credit granted where:
  - a) fraudulent or misleading documentation has been provided
  - b) an administrative error has occurred in the assessment or granting of credit.

### **Records**

33. In addition to records of credit awarded being kept on individual student files the Institute will maintain a Credit Precedent Database (CPD).
34. The CPD will record all credit decisions to act as a guide for subsequent decision-making and to facilitate monitoring and review.

### **Monitoring and improvement**

35. The Institute analyses the impact of credit decisions on progress and success through the data in the CPD and progression and completion data. Student feedback on their experience of credit processes is also collected in order to improve the Institute's procedures and processes.
36. The Institute uses the collected data to compare progression and completion rates between students who have been granted credit for prior learning as compared to the rest of the cohort.
37. A report on credit is provided to the Teaching and Learning Committee every study period by the Academic Dean.
38. The Institute will improve its processes for granting credit for prior learning based on the collected data, in particular the effectiveness of processes for evaluating the consequences of



granting credit for prior learning and for maintaining the integrity of the course and associated qualification.

39. The Institute will benchmark its performance against credit arrangements of similar providers and other relevant industry data and will establish targets as appropriate.
40. The Academic Dean is responsible for making recommendations for improvement to the Academic Board, having regard to both the best interests and needs of students and the academic standards of the Institute.
41. The Academic Board receives an annual report on the adequacy of processing for granting credit for prior learning, including existing or proposed standard articulation arrangements, and approves recommendations for improvement as appropriate.

### **Appeals**

42. A student may appeal against a decision made under the *Credit Policy and Procedure* under the provisions of the *Student Appeals Policy and Procedure*.

### **Responsibilities**

43. The Student Services Manager is responsible for:
  - a) communicating with the students applying for Credit and receiving their documents
  - b) conducting preliminary assessments and providing the documents to the relevant Course Coordinator for their decisions.
44. Course Coordinators are responsible for:
  - c) assessing and making decisions on applications for credit. A non-standard credit application will be referred to the Academic Dean
  - d) maintaining the Credit Register
  - e) providing a summary report to the Teaching and Learning Committee every study period.
45. The Academic Dean is responsible for:
  - a) assessing and making decisions on non-standard applications for credit
  - b) making recommendations to the Academic Board for improvements in the granting of credit
  - c) consulting with the Chief Executive Officer for articulation agreement authorisation.



## Associated information

<b>Approving body</b>	Academic Board
<b>Date approved</b>	18 August 2020
<b>Date of effect</b>	Commencement of operation
<b>Scheduled review</b>	Two years from when policy commences
<b>Current version approval date</b>	15/07/2024
<b>Next review date</b>	15/07/2026
<b>Policy owner</b>	Academic Dean
<b>Policy contact</b>	Academic Dean
<b>Related AIIHE Documents</b>	Admission Policy and Procedure Academic Progression and Students at Risk Policy and Procedure Student Appeals Policy and Procedure Transfer Between Providers Policy and Procedure
<b>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</b>	Standard 1.1; ss 2 Standard 1.2; ss 1 – 2 Standard 1.5; ss 7 Standard 7.2; ss 2
<b>Other related external instruments/documents</b>	<p><b>Related Legislation</b></p> <ul style="list-style-type: none"> <li>• Tertiary Education Quality and Standards Agency Act 2011 (Cth)</li> <li>• Australian Qualifications Framework 2013 (AQF)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</li> <li>• Education Services for Overseas Students (ESOS) Act 2000 (Cth)</li> </ul> <p><b>Good Practice Documents</b></p> <ul style="list-style-type: none"> <li>• TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1</li> </ul>

## Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	18 August 2020
2.0	Academic Board	Clarify the process for entering into an articulation agreement	5 March 2021
3.0	TBA		
3.1	Compliance Officer	Reviewed to align with the HESF 2021, the responsibilities section was strengthened by adding the applicable key delegation committee, and the footer was updated with current addresses.	15 July 2024

*N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at [www.aiihe.edu.au](http://www.aiihe.edu.au).*