



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**PROCEDURE:**  
**ADVANCED STANDING**  
**(INCLUDING: RPL AND CREDIT TRANSFER)**

---

<b>Purpose:</b>	To outline the procedure for the application, assessment and processing of Advanced Standing
<b>Responsible Executive:</b>	Academic Registrar
<b>Responsible Office:</b>	Registrar's Office
<b>Contact Officer:</b>	Campus Registrar
<b>Effective Date:</b>	18 February 2015
<b>Approved:</b>	11 February 2015
<b>Review Date:</b>	February 2016

1	APPLICATION OF THE PROCEDURE.....	3
2	RELATED DOCUMENTS AND RELEVANT LEGISLATION .....	3
3	DEFINITIONS AND INTERPRETATION .....	3
4	STUDENT RESPONSIBILITIES .....	5
5	SCHOOL RESPONSIBILITIES .....	5
6	RESPONSIBILITIES OF THE REGISTRAR'S OFFICE.....	6
7	APPEALS .....	8
8	APPENDIX 1.....	9

## 1 APPLICATION OF THE PROCEDURE

---

- 1.1 The University of Notre Dame Australia (the University) applies the Australian Qualifications Framework (AQF) as the basis for reviewing applications for Advanced Standing in Vocational Education and Training (VET) or Higher Education courses. All terms used within this policy are used as defined by the AQF.
- 1.2 This Procedure applies to Higher Education Students only. A separate policy exists for VET Students.

## 2 RELATED DOCUMENTS AND RELEVANT LEGISLATION

---

### 2.1 External

- *Australian Qualifications Framework, Second Edition January 2013*
  - *AQF, 2<sup>nd</sup> Edition, 2013, Glossary*
  - *AQF, 2<sup>nd</sup> Edition, 2013, Credit Transfer: An Explanation*
  - *AQF, 2<sup>nd</sup> Edition, 2013, Recognition of Prior Learning: An Explanation*
- *Education Services for Overseas Students Act 2000*

### 2.2 Internal

- *General Regulations*
- *Course Regulations*
- *Policy: Assessment in Coursework Units*
- *Policy: Nested Awards*
- *Policy: Student Appeals*

## 3 DEFINITIONS AND INTERPRETATION

---

- 3.1 If there is any conflict between the General Regulations and this Procedure, the General Regulations will prevail unless stated otherwise.
- 3.2 The following definitions apply unless otherwise specified:

<b>Advanced Standing</b>	A form of credit for any previous learning.
<b>Application</b>	An application for Advanced Standing
<b>Articulation Arrangements</b>	Arrangements which enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway. (This can be through Nested Qualifications within the University or through Articulation Arrangements with another provider).
<b>Block Credit</b>	Credit granted towards whole stages or components of a program of learning leading to a qualification.

<b>Credit</b>	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.
<b>Credit Outcomes</b>	The results of a process of determining a Student's Application.
<b>Credit Transfer</b>	A process that maps, compares and evaluates the extent to which the learning outcome, discipline content and assessment requirements of individual components of one qualification are equivalent to the learning outcomes, discipline, content and assessment requirements of the individual components of another qualification.
<b>Exemption</b>	A status given and recorded on a Student's transcript in relation to a particular Unit for which Advanced Standing has been granted.
<b>Formal Learning</b>	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
<b>Informal Learning</b>	Learning gained through work, social or other activities and experiences. Learning that is not organised or externally structured in terms of objectives, time or learning support.
<b>Nested Qualification</b>	Awards or Qualifications that include Articulated Arrangements from a lower level qualification into a higher level qualification to enable multiple entry and exit points.
<b>Non-Formal Learning</b>	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
<b>Recognition of Prior Learning (RPL)</b>	An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
<b>Specified Credit (formerly 'Exemption with Credit')</b>	Credit granted towards particular or specific components of a Qualification or Program of Learning.
<b>Uncredentialed Experience</b>	Previous learning which was gained through life experience, employment and/or training. This includes Informal and/or Non-Formal Learning.

<b>Unspecified Credit (formerly 'General Credit')</b>	Credit granted towards elective components of a qualification or program of learning.
---	---

#### **4 STUDENT RESPONSIBILITIES**

---

##### **4.1 Submission of an Application**

- (a) Students must submit their evidence of prior learning along with a completed Application form. (Application forms can be obtained from the Student Administration page on the University Website.)
- (b) The Application form and evidence of prior learning must be submitted to the Student's School.

##### **4.2 Evidence Required for Applications**

When making an Application, a Student should submit evidence of prior learning in the following form:

- (a) Formal Learning:
  - i) Certified copies of the student's transcripts.
  - ii) Copies of the Unit Outlines for Units that are being proposed as Advanced Standing.
- (b) Uncredentialed Experience:
  - i) A signed letter from the place where the Uncredentialed Experience took place, on company letter head and signed by the appropriate authority from that organisation.
  - ii) A current Curriculum Vitae outlining the relevant learning and the skills that were gained from the Uncredentialed Experience referenced in the letter.

In the case where any of the above evidence of prior learning is in a language other than English:

- (a) All such evidence of prior learning must be provided in the original language and in English.
- (b) Translations of the evidence of prior learning commissioned in Australia must be by a NAATI (National Accreditation Authority for Translators and Interpreters) accredited translator.
- (c) All evidence of prior learning translated overseas must be by a translator recognised by that country's accrediting body.

##### **4.3 Other**

- (a) An administrative charge applies to every Application that is submitted after the initial Application in relation to the same Course.
- (b) International Students should be aware that a changed Course duration may also affect the duration of their Student Visa.

#### **5 SCHOOL RESPONSIBILITIES**

---

##### **5.1 Receipt of an Application**

When a School receives an Application it will:

- (a) Ensure that all Applications seeking exemption from a Core Curriculum Unit are forwarded for assessment to the School Philosophy and Theology.
- (b) Assess the Application for comparability and equivalence against the following categories:
  - i) Unit Level
  - ii) Unit Content
  - iii) Learning Outcomes
  - iv) Unit Assessment
  - v) Volume of learning
  - vi) Conditions for professional accreditation requirements
  - vii) Currency
- (c) Assess the potential for whether the Student is eligible to utilise Pathways or Nested Qualifications due to their completion of a prior Qualification.
- (d) Ensure that an Application that involves evidence of prior learning in a language other than English includes translations that have been completed by a NAATI accredited translator or an approved translator as specified by AEI-NOOSR (Australian Education International – National Office of Overseas Skills Recognition).
- (d) Seek the advice of the Campus Registrar about the equivalence of Qualifications achieved overseas.
- (e) Make an evidence-based assessment regarding the outcome of the Application.
- (f) Ensure that the Application form has been signed prior to the Application being forwarded.
- (g) Ensure that when the Application includes Units across multiple Schools, the Application is forwarded to the other relevant Schools at the completion of the assessment process.
- (h) Ensure that upon completion of the assessment process, all documents in the Application are collated and then forwarded to the Registrar’s Office.
- (i) Maintain an internal record of documents used in assessing each Application, as per the *Policy: Records Management*.

## 5.2 On Completion of the Assessment Process

- (a) The outcome of a successful Application will be recorded on the internal School register, as well as the publically available register (which appears on the University website) when applicable. (See Appendix 1.)

## 6 RESPONSIBILITIES OF THE REGISTRAR’S OFFICE

### 6.1 Receipt of an Application

On receipt of an Application from a School, the Campus Registrar (or delegate) will:

- (a) Review the Application and the School’s assessment in accordance with the General Regulations. This includes (but is not restricted to) ensuring that:
  - i) all supporting documents have been submitted.
  - ii) the Application outcome is compliant with relevant regulations and policies.
  - iii) all documentation has been approved by the appropriate authority.
  - iv) an “administrative charge” is applied if the Student has previously applied for Advanced Standing, for the same course.

- (b) Check overseas qualifications against AQF benchmarks using the AEI – NOOSR CEP, in the case that a student is seeking Advanced Standing for a Unit completed outside of Australia.
- (c) Liaise with the School in relation to any amendments.

## 6.2 Notification of the Outcome of the Application

Following the completion of the steps set out in 6.1 the Registrar's Office will notify the outcome of the Application to the following by email:

- (a) The Student
- (b) The Fees Office
- (c) Student Administration
- (d) Relevant Schools
- (e) Campus Registrar

## 6.3 Recording the Outcome of the Application

- (a) A copy of the notification of the outcome of the Application, received by the Student, will be added to the Student's file.

## 6.4 Transcripts

- (a) If an Application is granted, the Registrar's Office will record:
  - i. Block or Unspecified Credit on the Student's transcript as a single cumulative Credit Point amount.
  - ii. Specified Credit, for which exemption has been granted, on the Student's transcript with the notation E *in lieu* of a letter Grade.
- (b) The Registrar's Office will not:
  - i. Allocate Academic grades for Units for which Advanced Standing is granted.
  - ii. Record Exemption without Credit on the Student's Academic Transcript.

## 6.5 Approval of Applications from International Students:

- (a) A revised Electronic Confirmation of Enrolment (eCoE) will be issued, in accordance with the *Education Services for Overseas Students Act 2000* (ESOS) where an International Student's Course duration is changed.
- (b) Revised enrolment information will be entered into the PRISMS (Provider Registration and International Student Management System) database which generates a new eCoE and alerts the Department of Immigration and Border Protection to any change in Course duration.

## 6.6 Quality Assurance

- (a) In order to ensure consistency in decision making across the University, the Academic Registrar will provide the following information to Academic Council at the commencement of each year:
  - i) The number of Applications in the previous year.
  - ii) A breakdown of the number of Applications by School and Course.

## **7 Appeals**

---

- 7.1 Appeals against decisions made by the Campus Registrar regarding Advanced Standing may be made in writing to the Academic Registrar.

## School of xxxxxx – Advanced Standing

Being acknowledged for your prior study may reduce the duration of a course and means that you can avoid duplicating your learning.

You may be eligible for Advanced Standing (exemption with or without credit) towards a course offered by the University if you have undertaken previous learning that is relevant, current (completed within the previous 10 years), and meets the learning or competency outcomes of a unit or course offered by the University. Previous learning that satisfies these requirements might have been formal or informal.

The University applies the Australian Qualifications Framework (AQF) as the basis for reviewing applications for Advanced Standing in Vocational Education and Training (VET) or Higher Education courses.

**Further information about the application process, including access to an application form can be obtained from (link to main University advanced standing website).**

### Formal learning recognised for Advanced Standing

For the courses offered by the School of xxxxx, students have previously been successful in applying for Advanced Standing for units offered by this School based on providing evidence of successful completion of the following formal learning:

Unit Name University of Notre Dame Australia	Unit Code	Name of Unit or Course successfully completed	Institution at which unit or course was undertaken	Unit Code
Principles of Marketing	BS122	Foundations of Marketing	Murdoch University	BS183
		Marketing Principles	University of Sydney	BS101

This list is not exhaustive. Each application will be assessed individually and you are encouraged to discuss your previous learning with the School prior to submitting a formal application for Advanced Standing.

Contact: xxxx

## Specific programs/courses recognised for Advanced Standing

The School has the following articulation agreements in place which recognise specific programs successfully completed by prospective students for the purpose of granting Advanced Standing.

(Name of institution)

**(Name of completed Qualification)**

e.g. Advanced Diploma with xxx GPA

**(UNDA Award)**

Bachelor of Arts: maximum xxxx credit points