

Procedure:

Credit

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1 PURPOSE

- 1.1** This procedure supports the *Policy: Admission and Credit* by stating requirements of the University of Notre Dame Australia (the University) for students to apply for and be granted academic credit towards higher education programs in recognition of prior learning that includes:
- 1.1.1 formal learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification
 - 1.1.2 non-formal learning that takes place through a structured program of learning but does not lead to an officially accredited qualification, or
 - 1.1.3 informal learning gained through work, social, family, hobby or leisure activities and experiences.

2 RELATED POLICIES AND REGULATIONS

- 2.1** This procedure should be read alongside the *Policy: Programs and Courses*, which it supports.
- 2.2** The *Procedure: Admission* states requirements for admission to programs.
- 2.3** The *General Regulations* state requirements for enrolment in programs and courses, and approving students' cross-institutional, exchange or study abroad enrolments.
- 2.4** The *Procedure: Program and Course Design* states requirements for students to transfer their enrolment between nested award programs and be granted credit in such circumstances.
- 2.5** The *Procedure: Program and Course Life Cycle* states requirements for approval of credit pathway arrangements.
- 2.6** The *Procedure: Program and Course Quality* states requirements for a comprehensive program review to include the consideration of approved credit pathways.

3 ELIGIBILITY FOR CREDIT AND RESTRICTIONS ON CREDIT

- 3.1** The basis of credit granted to a student comprises:
 - 3.1.1 where the credit is credit transfer for previous formal learning, the institution and program in which the student completed the previous study, and the courses at the other institution for which the student received credit
 - 3.1.2 where the credit is recognition of prior non-formal learning, the providers of the professional development course(s) and/or short course(s) for which credit was granted, and the names of the course(s), and
 - 3.1.3 where the credit is recognition of prior informal learning, a summary of the student's previous experience for which credit was granted.
- 3.2** Eligibility for credit for will be determined on the basis of evidence that demonstrates the prior learning is closely equivalent to course content, assessment criteria and learning outcomes, and where the previous learning is formal or non-formal, has a similar volume of learning.
- 3.3** Credit for a student's prior learning may be granted as specified credit, unspecified credit or a combination of both.

- 3.4** A student may be granted an exemption without credit to enable the student to substitute a compulsory course or a prescribed elective course with a general elective course. An exemption without credit will normally be given to allow for recognition of prior learning where the maximum limit on credit for a program has been reached.
- 3.5** Specified credit may be granted for a course where a student provides evidence of prior learning that is deemed to be equivalent to the course learning outcomes and substantially overlaps the content of the course.
- 3.6** Specified credit is recorded against a course or courses under the student's program enrolment and the student is considered to have completed the course for the purpose of fulfilling program requirements.
- 3.7** Unspecified credit may be granted for prior learning that is deemed to be at an appropriate level and contribute to the student's achievement of the program learning outcomes.
- 3.8** Unspecified credit will be recorded as unspecified units of credit under the student's program enrolment, which can fulfil the general elective course requirements of the program.
- 3.9** Where not specified in program requirements, a maximum amount of unspecified credit that can be granted for prior learning equivalent to 1000-level courses will apply for bachelor degrees. Typically, the amount of credit granted will ensure the total volume of learning at first-year or introductory level in a program does not exceed 250 units of credit for a 600 unit of credit bachelor program, or 300 units of credit for an 800 unit of credit bachelor program.
- 3.10** To be eligible for credit, a student's prior learning must have been completed within 10 years before the date the student submits their credit application, unless a shorter timeframe for recognition of prior learning is stated in the program requirements for the student's program.
- 3.11** A student may be eligible for credit towards a program up to the following limits:
- 3.11.1 For a degree program of 600 or more units of credit, a student must complete at least 200 units of credit of courses as study at the University.
 - 3.11.2 For a program of less than 600 units of credit, the student must complete at least half the total number of units of credit required for the program, as courses studied at the University.
 - 3.11.3 Where, however, a student receives approval to complete courses as a study abroad, exchange or cross-institutional enrolment, credit transfer may be granted.
- 3.12** Where a student applies for credit towards a double degree program, the program coordinators of the two component single degree programs will collaborate in assessing the credit application, to ensure that the student will complete, as study at the University:
- 3.12.1 the equivalent of 200 units of credit of courses for each component single degree (which may be less than 200 units of credit, given standard cross-crediting between component degrees in the double degree program structure), and
 - 3.12.2 where, however, a student receives approval to complete such courses as a cross-institutional enrolment, study abroad or exchange student, credit transfer may be granted.
- 3.13** Credit will not be granted towards a research component course of any program (coursework or higher degree by research). However, a student may be considered for credit towards a coursework course of a higher degree by research program

- 3.14** Credit will not be granted for prior learning where it has previously been recognised as credit towards another program at the University, unless the two programs are part of the same approved nested award program sequence.
- 3.15** Restrictions on the amount of credit that can be granted may also apply:
- 3.15.1 where a core component of a program (such as for example a capstone subject) is required for satisfactory completion of the program
 - 3.15.2 where a minimum grade point average requirement applies for a program that forms part of an assured or priority pathway, or
 - 3.15.3 where professional accreditation requirements limit the maximum amount of credit that can be granted.
- 3.16** The executive dean of the relevant faculty may approve an exception to a requirement of this section, on the recommendation of the head of the school that manages the program towards which an applicant is seeking credit.

4 ELIGIBILITY FOR CREDIT TRANSFER

- 4.1** A student admitted to a program will be eligible to receive credit for any courses they have completed at the University that can fulfil the program requirements, including where they:
- 4.1.1 have transferred from another program at the University in accordance with section 19 of the *Procedure: Admission*, or
 - 4.1.2 are admitted either to a higher-level program in a sequence of nested awards, or an exit award program in accordance with section 17 of the *Procedure: Admission*.
 - 4.1.3 In the circumstances covered by clauses 4.2.1 and 4.2.2 the limits on total volume of credit towards a program in clause 3.10 do not apply.
- 4.2** Credit transfer is only available for formal learning outside of the University where it leads to the full or partial achievement of an officially accredited qualification and has been completed at:
- 4.2.1 a registered Australian higher education provider or a registered training organisation, or
 - 4.2.2 a tertiary education provider outside Australia where the previous study is assessed as equivalent to courses completed at a registered Australian higher education provider or registered training organisation.
- 4.3** To be eligible for credit transfer for a previously studied course, the student must have gained a grade in the course that is equivalent to or higher than a Pass (P) grade as determined by the *Procedure: Assessment and Examinations* or higher. Courses with grades such as conceded pass or terminating pass, which indicate that the student narrowly failed the course, are not eligible for credit transfer.
- 4.4** A student may be eligible for credit transfer where their previous higher education study or vocational education and training was at the same Australian Qualifications Framework (AQF) level as the program to which credit transfer is being considered.
- 4.5** Credit will not be granted towards a course for a postgraduate program on the basis of a course completed in an undergraduate program.

- 4.6** Credit granted to a student against their enrolment in a program is not eligible to be the basis for credit transfer in another program, unless the two programs are part of the same approved nest of programs.
- 4.7** Microcredentials completed at the University are considered formal learning and a student who has completed microcredentials of the University that meet all learning outcomes of a course, may be considered for credit transfer towards that course.
- 4.8** The executive dean of the relevant faculty may approve an exception to a requirement of this section, on the recommendation of the head of the school that manages the program towards which an applicant is seeking credit.

5 APPLYING FOR CREDIT

- 5.1** Students can apply for credit as part of the admission process as soon as they have completed and accepted their offer for program admission.
- 5.2** The University will automatically apply credit when a student is admitted to:
 - 5.2.1 an exit award program
 - 5.2.2 a program that is a higher-level program in a sequence of nested awards, or
 - 5.2.3 a program on the basis of completing an approved credit pathway that is specified in the program requirements.
- 5.3** Credit for courses completed as part of an approved cross-institutional enrolment will be granted in accordance with clause 2.20 in the *General Regulations*.
- 5.4** Current students are encouraged to submit credit applications as early as possible to allow adequate time for processing. Applications must be submitted at least four weeks before the start of the session for the course they are seeking credit towards.
- 5.5** Applications for credit based on previously completed formal learning must be submitted using the Credit Transfer Application form and include:
 - 5.5.1 a certified copy of an academic transcript or link to a My eEquals transcript showing results in courses/subjects completed, year completed and grade obtained (including details of the grading system), and
 - 5.5.2 a copy of the course outline or handbook entry of each previously studied course for which they are seeking credit.
- 5.6** Applications for credit based on previously completed non-formal learning or informal learning must be submitted using the Credit for Uncredentialled Experience Application form and include detailed evidence of non-formal or informal learning or experience for which they are seeking credit for, such as:
 - 5.6.1 short course completion certificates
 - 5.6.2 professional development course completion certificates
 - 5.6.3 a statement from an employer confirming relevant professional and capabilities
 - 5.6.4 a current resume outlining the relevant learning and skills that the student gained from the non-formal or informal learning, and/or
 - 5.6.5 examples of their work.
- 5.7** Where a student's documents supporting a credit application are not in English, the student must provide with them a translation by a translator who is currently accredited either by the National Accreditation Authority for Translators and Interpreters or, where the translation is

carried out in a country other than Australia, by the authority that accredits translators in that country.

- 5.8** Fees will not apply to an initial application made by a student for credit towards a course. However, where a student submits a second or further application seeking credit towards the same course, the application will incur an administration fee.

6 CREDIT ASSESSMENT

- 6.1** A credit application will be assessed by the program coordinator of the student's program in consultation with the discipline coordinator of a discipline major, who may involve in the assessment, course coordinators of courses for which the applicant may be eligible for credit.
- 6.2** Where a credit application is seeking credit towards a course that is managed by another school, the program coordinator or discipline coordinator will forward to the other school, for assessment of credit towards that course a copy of the application, and the evidence of previous learning relevant to assessing credit towards that course.
- 6.3** Credit applications will normally be assessed within 20 working days. A longer period may be required at peak admission and enrolment times.
- 6.4** In assessing a credit application, all courses that are eligible for credit based on the evidence of prior learning provided by the applicant must be identified. This includes any courses not identified in a student's application.
- 6.5** To recommend that specified credit be granted for a course, the program coordinator or discipline coordinator must be satisfied that the student's previous learning:
- 6.5.1 meets the requirements to be eligible for credit in sections 3 and 4 above, and
 - 6.5.2 for a program that is accredited by an external professional body, that the credit proposed to be granted meets any professional accreditation requirements.
- 6.6** In assessing a student's credit application, the program coordinator or discipline coordinator is expected to identify all courses that are eligible for credit based on the evidence of prior learning provided by the applicant, including any courses not identified in the application.
- 6.7** To recommend that a student receive unspecified credit towards a program, the program coordinator or discipline coordinator must be satisfied that the student's previous learning:
- 6.7.1 has demonstrated that the student has achieved knowledge and skills equivalent to learning outcomes criteria for the AQF level at which the unspecified credit will be granted, and
 - 6.7.2 is of at least the same volume of learning (in learning hours) as the units of credit of unspecified credit that will be granted.
- 6.8** Where the total amount of credit proposed to be granted exceeds the applicable limit in clause 3.10, to ensure that the credit granted will not exceed the restriction the program coordinator or discipline coordinator will recommend either:
- 6.8.1 declining some of the credit the student has applied for
 - 6.8.2 granting an exemption without credit for specific course/s, or
 - 6.8.3 forward the application to the head of school, with a recommendation that the executive dean of the faculty approve an exception.

- 6.9** The outcomes of a credit assessment may include a recommendation that the head of school or authorised decision-maker grant:
- 6.9.1 some or all of the credit for which the student applied
 - 6.9.2 exemption without credit (see clause 3.4), or
 - 6.9.3 that no credit will be granted to the student.

7 CREDIT DECISIONS

- 7.1** In each school, credit decisions are approved by the head of school, who may also authorise a deputy head of school, program coordinator or discipline coordinator to decide on outcomes of a credit assessment.
- 7.2** Where a credit application includes the granting of credit for a course that is managed by a school other than the school assessing the credit application, before the outcome is approved, it must have been endorsed by either the head of the other school or a person who is authorised to decide the outcomes of credit applications in that school.
- 7.3** On approving the outcomes of the application, the decision-maker will send the application with the outcomes and the supporting documents provided by the student to Student Administration who will review the application and its outcomes for compliance with this procedure.
- 7.4** Where Student Administration confirms the credit outcome is compliant with this procedure, it will record any credit or exemption without credit granted under the student's program enrolment as follows:
- 7.4.1 Specified credit is recorded against a course under the student's program enrolment as an E (SC) (exemption-specified credit) grade, with the units of credit value of the course. The student is considered to have completed the course for the purpose of fulfilling program requirements.
 - 7.4.2 Unspecified credit is recorded under the student's program enrolment as a number of units of credit which can fulfil general elective course requirements of the program.
 - 7.4.3 An exemption without credit is recorded against a course under the student's program enrolment as an E (exemption) grade, but the unit of credit value of the course is adjusted to zero so that the student can undertake a general elective course to complete the total number of units of credit required for the program. The student is considered to have completed the course for the purpose of fulfilling a compulsory course or prescribed elective course requirement.
- 7.5** Student Administration will notify the student in writing of the outcomes of the credit assessment. For Australian student visa holders, the notification will also advise the student to seek advice from the Department of Home Affairs on the potential impact to their visa conditions.
- Schools will also maintain records of all credit applications decided by staff of the school and their supporting documentation.
- 7.6** Where Student Administration finds that an outcome for a credit decision received from a school does not comply with this procedure, it will discuss possible changes to the outcomes with the decision-maker and the head of their school.

- 7.7** A student may appeal a decision on the outcomes of their credit application in accordance with the *Policy: Student Appeals*.

8 CREDIT ARRANGEMENTS FOR MASTERS DEGREE (COURSEWORK) PROGRAMS

- 8.1** The AQF qualification descriptor for a masters degree (coursework) allows flexibility for the volume of learning to be varied according to students level of prior learning. Accordingly, the program requirements for a masters degree (coursework) program may include arrangements to grant credit either as specified credit, unspecified credit or a combination of specified and unspecified credit:

9 CREDIT PATHWAY ARRANGEMENTS

- 9.1** Formal credit pathway arrangements with other educational institutions must be approved in accordance with the *Procedure: Program and Course Life Cycle*.
- 9.2** Development and approval of credit pathways will be informed by mapping of equivalencies between the programs covered by the arrangement, including for learning outcomes, volume of learning, program and course content, and learning and assessment approaches.
- 9.3** A credit pathway arrangement for a program that is the subject of a legal agreement with another educational institution will be included in the program requirements.
- 9.4** Student Administration maintains the University's public register of its current credit pathway arrangements with other educational institutions.

10 CANCELLING CREDIT

- 10.1** The University may cancel credit that has been granted to a student, and remove it from a student's program enrolment, in the following circumstances.
- 10.1.1 A student has asked for the credit to be cancelled.
 - 10.1.2 A student has chosen to undertake a course for which they have been granted credit.
 - 10.1.3 The original decision to grant the credit was made in error or was based on incorrect, incomplete or misleading information.
 - 10.1.4 A student has been granted credit for a course but has undertaken another course for which that course was a prerequisite and has failed it.
 - 10.1.5 A student changes the major or minor they are undertaking for their program, and the credit was granted towards courses required for a major or minor they are no longer undertaking, and cannot be used to fulfil other requirements of the program, so that it must be removed to avoid the student exceeding the overall program volume of learning.
- 10.2** Where the University has cancelled credit previously granted to a student, Student Administration will notify the student of the decision in writing. Where the student is studying on an Australian student visa and the cancellation of credit affects their program duration the notification will include advice for the student to seek advice from the Department of Home Affairs on the potential impact to their visa conditions.

- 10.3** Where a student has been granted credit transfer for a course they previously studied, and the credit has subsequently been cancelled, the student cannot again be considered for credit towards the same program, on the basis of that course.

11 QUALITY ASSURANCE OF CREDIT

- 11.1** The academic performance of student cohorts receiving credit through credit pathways and on a case-by-case basis will be monitored and reviewed as part of annual program monitoring and comprehensive program review processes in accordance with the *Procedure: Program and Course Quality*. This will include a focus on ensuring:
- 11.1.1 students' prior learning is appropriately recognised
 - 11.1.2 students are not disadvantaged in achieving the learning outcomes for the program, and
 - 11.1.3 that the awarding of credit does not compromise the integrity of awards
- 11.2** Formal agreements for credit pathway arrangements must be reviewed on expiry and as required, in response to the outcomes of annual program monitoring or a comprehensive program review.

12 DEFINITIONS

- 12.1** Most terms in this procedure are defined in the definitions section of the *Policy: Admission and Credit*.
- 12.2** The following additional terms have the meaning stated:
- 12.2.1 **Component single degree** has the meaning stated in the *Procedure: Program and Course Design*.
 - 12.2.2 **Credit pathway** has the meaning stated in the *Policy: Admission and Credit*.
 - 12.2.3 **Credit transfer** has the meaning stated in the *Policy: Admission and Credit*.
 - 12.2.4 **Cross-institutional enrolment** has the meaning stated in the *General Regulations*.
 - 12.2.5 **Double degree** has the meaning stated in the *Procedure: Program and Course Design*.
 - 12.2.6 **Exemption without credit** has the meaning stated in clause 3.4.
 - 12.2.7 **Formal learning** has the meaning stated in the *Policy: Admission and Credit*.
 - 12.2.8 **Informal learning** has the meaning stated in the *Policy: Admission and Credit*.
 - 12.2.9 **Nested award** has the meaning stated in the *Procedure: Program and Course Design*.
 - 12.2.10 **Non-formal learning** has the meaning stated in the *Policy: Admission and Credit*.
 - 12.2.11 **Recognition of prior learning** is 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.
 - 12.2.12 **Specified credit** means credit granted towards one or more specific courses. Specified credit is granted when learning can be demonstrated to be a near or exact equivalent to a course or courses offered by the University.
 - 12.2.13 **Unit of credit** has the meaning stated in the *Policy: Programs and Courses*.
 - 12.2.14 **Unspecified credit** means credit granted towards an elective course or courses.
 - 12.2.15 **Volume of learning** has the meaning stated in the *Policy: Programs and Courses*.

Version	Date of approval	Approved by	Amendment
1	1 May 2023	Vice Chancellor	New procedure. Replaces <i>Procedure: Advanced Standing (including RPL and Credit Transfer)</i>

Version	Date of approval	Approved by	Amendment
2	12 December 2023	University Secretary	Minor update – reference corrected (clause 17.13.1.1)
3	13 August 2026	Vice Chancellor	Major changes following scheduled review.