



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

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 for admission to programs.
- 1.2** Academic credit can be awarded for,
 - 1.2.1 previous studies undertaken at another academic institution,
 - 1.2.2 workplace and vocational experience
 - 1.2.3 previous studies undertaken at the University.
- 1.3 Scope**
 - 1.3.1 This procedure applies to:
 - 1.3.1.1 staff who administer, assess, decide or record credit applications, or who oversee the activity of granting credit to assure its quality, and
 - 1.3.1.2 students who apply for credit and/or are granted credit.

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: (VET) RPL and Credit Transfer Processes Credit* states requirements for eligibility for credit, applications for credit and assessment of applications for credit toward vocational education and training programs.
- 2.3** The *Procedure: Admission* states requirements for admission to programs.
- 2.4** The *General Regulations* state requirements for
 - 2.4.1 enrolment in programs and courses, and
 - 2.4.2 approving students' cross-institutional, exchange or study abroad enrolments.
- 2.5** The *Procedure: Program and Course Design* states requirements for students to;
 - 2.5.1 transfer their enrolment between nested award programs, and
 - 2.5.2 be granted credit in such circumstances.

3 ELIGIBILITY FOR CREDIT AND RESTRICTIONS ON CREDIT

- 3.1** To be eligible for credit, a student's previous learning and/or experience must have been recent enough that their knowledge and skills from the learning remain current: accordingly, the learning must have been completed:
 - 3.1.1 within 10 years before the date the student submits their credit application, or
 - 3.1.2 where the program regulations of the student's program of enrolment state a smaller number of years within which the study must have been completed, within that number of years before the date of submission.
- 3.2** A student may be eligible for credit towards a program up to the following limits:
 - 3.2.1 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.
 - 3.2.2 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.
 - 3.2.2.1 Where, however, a student receives approval to complete such courses as an exchange or cross-institutional enrolment, credit transfer may be granted.
 - 3.2.3 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:

- 3.2.3.1 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
- 3.2.3.2 where, however, a student receives approval to complete such courses as an exchange or cross-institutional enrolment, credit transfer may be granted.
- 3.2.4 Where a student has completed a degree at the University, courses within that degree can only be used for credit towards another program once.
- 3.2.5 The limits on total volume of credit towards a program in clauses 3.2.1–3.2.4 do not apply where a student:
 - 3.2.5.1 Is transferring between programs within the University
 - 3.2.5.2 has been approved to exit from a program with an exit award, and needs to transfer credit for courses they have passed for the program, to fulfil the requirements of the exit award program
 - 3.2.5.3 has completed the requirements of a lower program in a set of nested awards, and needs to transfer credit for all the courses they have passed in that program, towards a higher program in the set of nested awards.
- 3.2.6 Credit granted based on external study or experience is not automatically transferred upon a change of program. Students may be required to submit a further application to assess the applicability of the credit to the new program.
- 3.2.7 A student will not be granted credit towards a research component course of any program (coursework or higher degree by research).
 - 3.2.7.1 However, a student may be considered for credit towards a coursework course of a higher degree by research program.
- 3.3** 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 ADVANCED STANDING AND CREDIT TRANSFER – FURTHER REQUIREMENTS

- 4.1** Credit transfer is only available for courses completed at:
 - 4.1.1 an accredited Australian higher education institution or registered training organisation, or
 - 4.1.2 a tertiary education provider outside Australia (where the previous study is assessed as equivalent to courses completed at an accredited Australian higher education institution or registered training organisation), or
 - 4.1.3 as outlined in section 5.4 and referenced in 1.2
- 4.2** University of Notre Dame microcredentials are considered formal learning, as students receive a grade on their academic transcript for these: accordingly, a student who has completed microcredentials of the University that meet all learning outcomes of a course, may be considered for credit transfer towards the course.
- 4.3** A student may be eligible for credit transfer where their previous study was a course at the

same Australian Qualifications Framework level as the program to which credit transfer is being considered. Accordingly credit transfer:

4.3.1 may be available on the basis of courses completed in a vocational education and training (VET) diploma or advanced diploma towards a course for a higher education certificate, diploma, associate degree, bachelor degree or bachelor (honours) degree, but

4.3.2 will not be granted towards any course on the basis of:

4.3.2.1 a high school subject, or

4.3.2.2 a VET certificate (that is any of certificates I, II, III or IV), and

4.3.3 will not be granted towards a course for a postgraduate program on the basis of a course completed in an undergraduate program.

4.3.3.1 However, a student enrolled in a postgraduate program may:

- be granted an exemption without credit from completing an introductory course in the program, for having completed a similar undergraduate course, in which case:
- the student must complete another course for the program, as determined by the program coordinator.

4.4 To be considered for credit transfer for a previously studied course, the student must have gained a pass grade or higher in the course.

4.4.1 This means an Australian standard of pass. Where an institution outside Australia records an overall course mark lower than 50 percent as a pass, the Student Administration will advise on whether this is equivalent to a pass grade in Australia.

4.4.2 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.

4.5 Credit granted to a student against their enrolment in a program is not eligible to be the basis for credit in another program, unless the two programs are part of the same approved nest of programs.

4.6 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 The Academic Registrar maintains the University's forms (online and hard copy) for applications for credit towards programs other than vocational education and training programs. Credit applications can be submitted by students or embedded in Articulation agreements.

5.2 To receive credit, a student must (other than in the cases in clauses 5.7–5.9):

5.2.1 submit an application to the school that manages the program in which they are enrolled using the University's form for this purpose and following the instructions in the form

5.2.2 with supporting documentation as specified below.

5.2.3 Where a student wishes to receive credit towards a course in which they are expected to enrol in a teaching period, they must submit their credit application at least four weeks before the start of the teaching period, so that it can be assessed in time for them to change their enrolment.

- 5.3** Where a student submits a second or further application seeking credit towards the same course, the application will incur an administration fee.
- 5.4** A student applying for credit must attach to their application:
- 5.4.1 a copy of the course outline of each previously studied course for which they are seeking credit transfer
 - 5.4.2 an original or certified copy of an academic transcript showing their results in courses for which they are seeking credit transfer, and/or
 - 5.4.3 detailed evidence of non-formal or informal learning or experience for which they are seeking credit for, such as:
 - 5.4.3.1 short course completion certificates
 - 5.4.3.2 professional development course completion certificates
 - 5.4.3.3 letters on employer letterhead from an employer confirming claimed employment and responsibilities
 - 5.4.3.4 a current resume outline the relevant learning and skills that the student gained from the non-formal or informal learning, and/or
 - 5.4.3.5 examples of their work.
- 5.5** Where a student's documents supporting a credit application are not in English, the student must provide with them a translation by an accredited translator.
- 5.5.1 The translator must be currently accredited by:
 - 5.5.1.1 where the translation is carried out in Australia, the National Accreditation Authority for Translators and Interpreters, or
 - 5.5.1.2 where the translation is carried out in another country than Australia, by the authority that accredits translators in that country.
- 5.6** Student Administration may, offer a student credit, where:
- 5.6.1 the student is entering a program having completed a credit pathway specified in the program regulations, and
 - 5.6.2 has provided an academic transcript of their results in the pathway.
 - 5.6.3 In this case the student must be given the option to decline the offer of credit.
 - 5.6.4 are approved to exit from a program with an exit award, or
 - 5.6.5 having completed a program in a sequence of nested programs, enrol in a higher program in the sequence
 - 5.6.6 In these cases, the Student Administration will apply the credit once the exit award or program enrolment has been approved.
- 5.7** A student does not need to submit a credit application where they have been approved to go on a cross-institutional enrolment, study abroad or exchange, however a certified copy of the host institution's transcript showing successful completion must be provided to Student Administration.
- 5.7.1 In these cases, the Student Administration will record the cross-institutional, study abroad or exchange course enrolments under the student's program enrolment as:
 - 5.7.1.1 specific University of Notre Dame courses (where the other institution's courses have been assessed as sufficiently equivalent to be the basis of specified credit) and students will be issued an E (exemption) credit grade upon successful completion, and/or
 - 5.7.1.2 generic external enrolment course codes (where the other institution's courses have been assessed as not equivalent to any specific University of Notre Dame course, but as eligible for unspecified credit) and students will be issued an NGP (Non Graded Pass) grade upon successful completion.

6 CREDIT ASSESSMENT

- 6.1** A credit application will be assessed by:
 - 6.1.1 the program coordinator of the student's program in consultation with the discipline coordinator of a discipline major, who may
 - 6.1.2 involve in the assessment, course coordinators of courses for which the applicant may be eligible for credit.
 - 6.1.3 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:
 - 6.1.3.1 a copy of the application, and
 - 6.1.3.2 the evidence of previous learning relevant to assessing credit towards that course.
- 6.2** Staff who assess credit applications are expected to give a high priority to this, as the outcomes of the applications are typically needed:
 - 6.2.1 to decide which courses a commencing student needs to enrol in, and avoid them enrolling in, attending and being charged fees for courses towards which they are granted credit, and
 - 6.2.2 where the credit decision applies to a commencing international student, to attract the student to the University by offering the credit as early in the admission process as possible.
- 6.3** In assessing a student's credit application, to avoid students having to repeat learning they have acquired, the program coordinator or discipline coordinator is expected to identify any other courses for which credit should be assessed, even though the student has not applied for credit for these.
 - 6.3.1 In particular, where the student has completed an approved credit pathway, or a qualification that is part of the same set of nested awards as the program towards which they are seeking credit, they should receive all the credit to which this entitles them.
- 6.4** 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:
 - 6.4.1 meets the requirements to be eligible for credit in sections 3 and 4 above
 - 6.4.2 is closely equivalent to the course content, assessment criteria and learning outcomes, and
 - 6.4.3 where the previous learning is formal or non-formal, has a similar volume of learning.
 - 6.4.4 In a program that is accredited by an external professional body, accreditation standards may require, for credit to be granted:
 - 6.4.4.1 an exact match with course content and learning outcomes, or
 - 6.4.4.2 that the prior study is an identical course completed in a program with the same accreditation.
 - 6.4.5 Student Administration can support program coordinators and discipline coordinators by investigating whether a student's previous formal learning at an institution outside Australia is equivalent to formal learning at an accredited Australian tertiary education institution.
- 6.5** 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:
 - 6.5.1 has demonstrated that the student has achieved knowledge and skills equivalent to those that would be achieved in study at the Australian Qualifications Framework level

- at which the unspecified credit will be granted, and
 - 6.5.2 is of at least the same volume of learning (in learning hours) as the units of credit of unspecified credit that will be granted.
- 6.6** In reviewing an assessed credit application, before deciding its outcomes or forwarding it to the head of school for decision, the program coordinator or discipline coordinator will:
 - 6.6.1 consider whether the total amount of credit it is proposed to grant the student towards their program will exceed the restrictions in section 3, and
 - 6.6.2 if so, either:
 - 6.6.2.1 recommend declining enough of the credit that the credit granted will not exceed the restriction, or
 - 6.6.2.2 forward the application to the head of school, with a recommendation that the executive dean of the faculty approve an exception to grant credit beyond the restriction.

7 CREDIT DECISIONS

- 7.1** In each school, the head of school will allocate deciding the outcomes of credit applications by students in programs managed by the school, among the following possible decision-makers.
 - 7.1.1 A head of school, deputy head of school, program coordinator or discipline coordinator may decide, as an outcome of a credit assessment:
 - 7.1.1.1 that some or all of the credit for which the student applied will be granted to them, and/or
 - 7.1.1.2 that other credit, for which the student did not apply, will be granted to them; or
 - 7.1.1.3 that no credit will be granted to the student.
- 7.2** Where a credit application includes the granting of credit for a course that is managed by another school than the school assessing the credit application, before the outcome is approved, it must have been endorsed by a decision-maker to whom the head of the other school has allocated deciding the outcomes of credit applications.
- 7.3** Where a head of school makes credit decisions on recommendation of the program coordinator the Head of School will send the credit application and approved outcomes, to the Student Administration.
- 7.4** Credit may be granted as:
 - 7.4.1 specified credit (SC) an E (SC) (exemption-specified credit) grade is recorded against a course under the student's program enrolment, with the units of credit value of the course, and the student is not required to complete another course instead. The student is considered to have completed the course for the purpose of fulfilling program requirements;
 - 7.4.2 exemption without credit: an E (exemption) grade is recorded against the course under the student's program enrolment, but the unit of credit value of the course is adjusted to zero, so that the student is required to 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 required course or restricted elective course requirement; and/or
 - 7.4.3 unspecified credit: a number of units of credit is recorded under the student's program enrolment, which can fulfil general elective course requirements of the program.
- 7.5** 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 the Student Administration.

- 7.6** On receiving an approved outcome on a credit application from a school, Student Administration staff who administer credit will:
 - 7.6.1 review the application and its outcomes for compliance with this procedure, and
 - 7.6.2 if they find that they do not comply with this procedure, discuss possible changes to the outcomes with the decision-maker and the head of their school.
- 7.7** Student Administration staff will ensure that the credit outcome, which is compliant with this procedure, will:
 - 7.7.1 enter the credit granted under the student's program enrolment
 - 7.7.2 notify the applicant or student of the outcomes of the credit assessment
 - 7.7.3 where an applicant for admission intends to study on an Australian student visa, and the credit will reduce their duration of study, inform International Office who will advise the applicant of the reduced duration
 - 7.7.4 copy the notification to the student to the schools that manage courses for which credit has been granted, and
 - 7.7.5 place the application, its supporting documentation and the outcomes notification to the student on the student's file.
- 7.8** Schools will also maintain an archive of all credit applications decided by staff of the school and their supporting documentation.
- 7.9** Where a student is studying on an Australian student visa, and is granted credit that will reduce their duration of study, the Student Administration will enter the student's revised enrolment information into the Provider Registration and International Student Management System (PRISMS) of the federal department of immigration, whereupon:
 - 7.9.1 PRISMS will issue the student with a revised electronic confirmation of enrolment with the new duration of study, and
 - 7.9.2 the duration of the student's visa will be reduced correspondingly.
- 7.10** A student may appeal a decision on the outcomes of their credit application in accordance with the *Policy: Student Appeals*.

8 CREDIT PRECEDENTS

- 8.1** The purpose of approving credit precedents is to enable the University to compete more effectively to attract students, by offering credit with the offer of admission.
- 8.2** A decision to grant credit transfer for a student's previous formal learning may be approved as a precedent to allow an offer or grant the same credit to other applicants or students who have completed the same previous courses, subject to the following conditions.
 - 8.2.1 The head of the school that offers the courses for which credit will be granted must have approved the precedent.
 - 8.2.2 The precedent will state the institution and courses that can be the source of the credit, and the University of Notre Dame courses towards which the credit transfer may be granted.
 - 8.2.3 The precedent may only be applied for the period stated in the approval.
- 8.3** Where a credit precedent has been approved and is current, the National Director, Admissions, National Director, International or Student Administration may apply the precedent to offer credit to an applicant for admission or a student, without:
 - 8.3.1 sending a credit application by the applicant or student to the school for assessment, or

- 8.3.2 requiring the student to provide course outlines as supporting documents.
- 8.3.3 However, for the credit to be recorded under the student's program enrolment, the student must present a certified academic transcript showing that they have passed the relevant courses.

9 CREDIT BETWEEN PROGRAMS OF THE UNIVERSITY

- 9.1 Where a student has been admitted to a program, they will receive credit for:
 - 9.1.1 any courses of the University that can fulfil the program requirements, which they have completed in another program that they did not finish, and/or as a not-for-degree enrolment, provided that
 - 9.1.2 the courses otherwise meet the requirements for eligibility for credit stated above.
 - 9.1.3 That is, the requirements of clause 3.2 and its subclauses do not apply in these cases.

10 CREDIT BETWEEN NESTED AWARDS, INCLUDING EXIT AWARDS

- 10.1 Where a student has been enrolled in a program leading to a lower award within a set of sequenced nested awards, and is admitted to a program leading to a higher award in the nest, they will receive credit transfer towards the higher program for all courses for which they received a passing grade in the lower program, that can contribute to meeting the current program requirements.
 - 10.1.1 This requirement applies whether the student has completed the lower program or not.
- 10.2 Where a student exits a program with an exit award, they will be granted credit transfer towards the exit award program, for all the courses which they passed in the higher program, for the purposes of:
 - 10.2.1 confirming they have completed the exit award requirements and
 - 10.2.2 conferring the exit award on them.
- 10.3 Where a student has exited from a program and has been conferred with an exit award, and then wishes to resume their studies in the higher program from which they exited, they will receive credit transfer towards the higher program of all courses that they passed in the lower program that can contribute to meeting the current program requirements.
- 10.4 The *Procedure: Admission* states requirements for admission to nested awards.

11 REDUCTIONS IN VOLUME OF LEARNING OF MASTERS BY COURSEWORK

- 11.1 The *Australian Qualifications Framework* qualification specification for masters degrees allows the volume of learning of such a degree to be reduced where students enter a masters degree on the basis of a qualification in the same discipline as that of the degree or a closely-related discipline.
 - 11.1.1 Accordingly, students who enter a masters by coursework program on the basis of the following qualifications, or equivalent, may have the total units of credit they are required to complete for the program reduced as follows.
 - 11.1.1.1 A student who enters on the basis of a bachelor degree in the same discipline or a closely-related discipline may have the volume of learning they are required to complete reduced to 300 units of credit.

- 11.1.1.2 A student whose professional experience in the discipline is assessed as equivalent to a qualification in the same discipline may have the volume of learning they are required to complete reduced to 300 units of credit.
- 11.1.1.3 A student who enters on the basis of a bachelor (honours) degree or graduate diploma in the same discipline or a closely-related discipline may have the volume of learning they are required to complete reduced to 200 units of credit.
- 11.1.1.4 Such reductions in students' volume of learning may not be available, or may not be available in full, depending on:
 - the courses required to complete the masters program, and/or
 - the program coordinator's assessment of whether the student's previous study and/or professional experience provided them with a sufficient grounding in the program discipline.
- 11.1.1.5 Where such reductions in volume of learning are granted, to effect the reduction:
 - the student will be offered, with their offer of a place in the program, unspecified credit, and credit transfer for introductory-level courses, on condition that
 - the student presents satisfactory evidence of the previous study (an original academic transcript showing completion of the qualification) or professional experience (a letter from their employer(s) confirming the period, level and responsibilities of their role(s)).

12 VERTICAL DOUBLE DEGREES

- 12.1** A masters by coursework program may offer a vertical double degree credit pathway.
- 12.2** A vertical double degree is a credit pathway whereby students enrolled in an undergraduate bachelor degree or embedded bachelor (honours) degree:
 - 12.2.1 are permitted to enrol in up to 100 units of credit of postgraduate courses that fulfil requirements of a masters degree, as part of their undergraduate program enrolment, and
 - 12.2.2 on completing the undergraduate degree, if admitted to the masters degree program, receive credit transfer towards it for the postgraduate courses they have already completed,
 - 12.2.3 thus reducing the overall total volume of learning of the two programs.
 - 12.2.4 Where the student's undergraduate degree is in the same discipline as the masters program, or a closely-related discipline, they may also receive a reduction in volume of learning in accordance with clause 11.1 and its subclauses.
- 12.3** In a vertical double degree pathway, postgraduate courses students undertake as part of their undergraduate degree enrolment will normally:
 - 12.3.1 be foundational courses for the masters program, which
 - 12.3.2 the student will undertake as general electives or in place of restricted elective courses for the undergraduate program, although
 - 12.3.3 they may also replace a required course for the undergraduate program, provided that the student's full set of courses for the undergraduate degree enable the student to demonstrate that they have met all the program learning outcomes.
- 12.4** To be used, a vertical double degree arrangement must have been approved, as an addition to

the program regulations of both the undergraduate program and the masters program, by the process for approval of credit pathway arrangements stated in the *Procedure: Program and Course Life Cycle*.

12.5 A student must have approval from the program coordinator of their undergraduate program to undertake a vertical double degree pathway.

12.5.1 To be eligible for such approval:

12.5.1.1 the student must have completed at least 400 units of credit of their undergraduate degree program, with a grade point average of at least 2.5 (a credit average), and

12.5.1.2 the program regulations may state higher or additional requirements the student must meet.

12.6 A vertical double degree pathway will normally guarantee students who undertake the pathway entry to the masters program, provided that they meet:

12.6.1 all requirements of the undergraduate degree, and

12.6.2 all requirements for entry to the masters program.

12.7 Where a student has completed an undergraduate degree as part of a vertical double degree pathway, and decides to delay starting their studies in the masters degree:

12.7.1 where the courses required for the masters degree change in the interim, some of the postgraduate courses the student has completed may no longer be eligible for credit transfer to the masters program, and

12.7.2 the requirements for recency of study to be eligible for credit transfer will apply: see clause 3.1.

13 CREDIT FOR MICROCREDENTIALS

13.1 Where a student has successfully completed University of Notre Dame microcredentials totalling 25 units of credit that meet all learning outcomes of a course, the student may be granted credit transfer for the course.

13.1.1 Where credit transfer is granted towards a postgraduate course on this basis, the student's credit for the course is described as a professional certificate.

14 CANCELLING CREDIT

14.1 Student Administration may cancel credit that has been granted to a student, and remove it from a student's program enrolment, in the following circumstances.

14.1.1 The student has asked for the credit to be cancelled.

14.1.2 The student has chosen to undertake a course for which they have been granted credit.

14.1.3 The original decision to grant the credit was made in error or was based on incorrect, incomplete or misleading information.

14.1.4 The student has been granted credit for a course but has undertaken another course for which that course was a prerequisite, and has failed it.

14.1.5 The student changes the major or minor they are undertaking for their program, and the credit:

14.1.5.1 was granted towards courses required for a major or minor they are no longer undertaking, and

14.1.5.2 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.

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

15 QUALITY ASSURANCE OF CREDIT

- 15.1** The basis of credit granted to a student comprises:

- 15.1.1 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
- 15.1.2 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
- 15.1.3 where the credit is recognition of prior informal learning, a summary of the student's previous experience for which credit was granted.

16 CREDIT PATHWAY ARRANGEMENTS

- 16.1** A credit pathway into a program that is the subject of a legal agreement with another educational institution, must be listed in the program regulations.
- 16.2** The *Procedure: Program and Course Life Cycle* states the process for approving the addition of a credit pathway arrangement to the program regulations of a program.
- 16.3** The Student Administration maintains the University's public register of its current credit pathway arrangements that are the subject of legal agreements with other educational institutions.

17 RESPONSIBILITIES AND DECISION-MAKING AUTHORITIES

- 17.1** This section summarises the requirements and decision-making authorities stated in this procedure that apply to each of the positions, committees or roles listed below.
- 17.1.1 Should any decision-making authority stated in this procedure be inconsistent with a delegation in the schedule of academic delegations to the *Standing Delegations of Authority*, the *Standing Delegations of Authority* states the correct delegation of the decision-making authority.
 - 17.1.2 Where a decision-making authority stated in this procedure is not stated in the *Standing Delegations of Authority*, it constitutes a delegation of the Vice-Chancellor's authority in accordance with Part 16 of the *University of Notre Dame Australia Act 1989* and Section 22 of the University's *Statutes*.
- 17.2 Student Administration**
- 17.2.1 The Student Administration:
 - 17.2.1.1 maintains forms for applications for credit towards programs other than vocational education and training programs (see clause 6.1)
 - 17.2.1.2 will collaborate with relevant areas of the University to report on credit matters as requested
- 17.3 Admissions**
- 17.3.1 Admissions may offer a student credit, without the student having to submit a credit

application, under the circumstances stated in clause 5, 6.

17.4 Applicants for admission

17.4.1 Applicants for admission applying for credit must do so in accordance with the application requirements of section 5.

17.5 National Managers

17.5.1 National Managers:

17.5.1.1 advise program coordinators and discipline coordinators whether a student's previous formal learning at an institution outside Australia is equivalent to formal learning at an accredited Australian tertiary education institution (see clause 6.5.6)

17.5.1.2 may offer credit to a student on the basis of a current approved credit precedent (see section 8), and

17.5.1.3 may cancel credit that has been granted to a student, and remove it from the student's program enrolment, in the circumstances stated in clause 14.1 and its subclauses).

17.6 Course coordinators

17.6.1 Course coordinators:

17.6.1.1 are expected to give a high priority to assessing credit applications (see clause 6.2 and its subclauses), and

17.6.1.2 will assess credit applications:

- in collaboration with the relevant discipline coordinator and program coordinator (see clause 6.1.2), and
- against the relevant eligibility criteria and equivalence criteria (see sections 3 and 4; clause 6.4 and its subclauses).

17.7 Discipline coordinators

17.7.1 Discipline coordinators:

17.7.1.1 are expected to give a high priority to assessing credit applications (see clause 6.2 and its subclauses) in order to recommend to Program Coordinators,

17.7.1.2 will assess credit applications:

- in collaboration with the relevant program coordinators (see clause 6.1.2)
- against the relevant eligibility criteria and equivalence criteria (see sections 3 and 4; clause 6.4 and its subclauses, clause 6.6 and its subclauses)
- considering whether the student may be eligible for credit towards other courses than those for which they have applied (see clauses 6.3, 6.5)

17.7.1.3 may decide the outcomes of credit applications where their head of school has allocated such decisions to them – whereupon they will send the application and outcomes to the Student Administration, copied to their head of school (clauses 7.1 and its subclauses, 7.3, 7.5), and

17.7.1.4 may propose to their program coordinator that they recommend to the executive dean to grant credit towards a student beyond the restrictions on currency of credit or total credit towards a program stated in section 3 (see clause 6.6.2.2).

17.8 Executive deans

17.8.1 An executive dean of a faculty may approve an exception, in granting credit to a student towards a program managed by the faculty, to:

17.8.1.1 the requirements of recency of the student's previous study to be eligible for credit stated in clause 3.1 (see clause 3.3 for this authority)

- 17.8.1.2 the normal restrictions on total credit granted towards the type of program stated in clause 3.2 and its subclauses (see clause 3.3 for this authority), and/or
- 17.8.1.3 the academic requirements for previous study to be eligible for credit transfer stated in section 4 (see clause 4.6 for this authority).

17.9 Heads of school

17.9.1 Heads of school:

- 17.9.1.1 will allocate deciding the outcomes of credit applications by students in programs managed by the school, among the possible decision-makers in clause 7.1.1
- 17.9.1.2 will decide the outcomes of credit applications that are recommended to them by a discipline coordinator or program coordinator (see clause 7.1 and its subclauses)
- 17.9.1.3 may endorse the outcome of a credit application being assessed by another school, where some of the courses towards which the student is seeking credit are managed by their own school (see clause 7.2)
- 17.9.1.4 may recommend to the executive dean to grant credit towards a student beyond the restrictions on currency of credit or total credit towards a program stated in section 3 (see clause 6.6.2.2), and
- 17.9.1.5 may approve a decision to grant credit transfer as a precedent that can be applied by staff of the relevant admissions office or the Student Administration (see section 8).

17.9.2 See also the responsibilities of schools.

17.10 National Director, Admissions

- 17.10.1 The National Director, Admissions may offer credit to an applicant for admission on the basis of a current approved credit precedent (see section 8).
- 17.10.2 See also the responsibilities of the Admissions.

17.11 National Director, International

- 17.11.1 The National Director, International may offer credit to an applicant for admission on the basis of a current approved credit precedent (see section 8).

17.12 Program coordinators

17.12.1 Program coordinators:

- 17.12.1.1 are expected to give a high priority to assessing credit applications (see clause 6.2 and its subclauses)
- 17.12.1.2 will assess credit applications:
- in collaboration with the relevant course coordinators (see clause 6.1.2)
 - against the relevant eligibility criteria and equivalence criteria (see sections 3 and 4; clause 6.4 and its subclauses, clause 6.6 and its subclauses; clause 11.1.1.4)
 - considering whether the student may be eligible for credit towards other courses than those for which they have applied (see clauses 6.3, 6.5)
- 17.12.1.3 may decide the outcomes of credit applications where their head of school has allocated such decisions to them – whereupon they will send the application and outcomes to the Student Administration, copied to their head of school (clauses 7.1 and its subclauses, 7.3, 7.5)
- 17.12.1.4 where a student in a double degree program is applying for credit, will collaborate with the program coordinator of the other component single degree, to ensure that the total credit granted does not exceed the limits

stated in clause 3.2.4 and its subclauses

17.12.1.5 may propose to their head of school that they recommend to the executive dean to grant credit towards a student beyond the restrictions on currency of credit or total credit towards a program stated in section 3 (see clause 6.6.2.2), and

17.12.1.6 where they coordinate an undergraduate program that is part of a vertical double degree credit pathway, may approve a student's enrolment in postgraduate courses (see clauses 12.3, 12.5).

17.13 Student Administration

17.13.1 The Student Administration:

17.13.1.1 may apply credit to an exit award, or a higher program in a sequence of nested awards, under the circumstances stated in section 10 of this procedure

17.13.1.2 will record credit that has been granted to students under the student's program enrolment (see clauses 5.9.2, 7.4, 7.7.1)

17.13.1.3 will review credit applications and outcomes forwarded to them by schools, and where they find these are non-compliant with this procedure, may discuss them with the school (see clause 7.6.1 and its subclauses)

17.13.1.4 when the outcome of a credit assessment is decided, will:

- notify the student or applicant for admission of the outcome (and if an applicant for admission will be studying on a student visa, any reduction in their duration of study)
- notify the other relevant units of the University of the outcome, and
- place the relevant documents on the student's file (see clause 7.7 and its subclauses), and
- where the student is studying on an Australian student visa, and is granted credit that will reduce their duration of study, enter the revised enrolment information in the Provider Registration and International Student Management System (see clause 7.9 and its subclauses), and

17.13.1.5 maintains the University's public register of its current credit pathway arrangements (see clause 16.3).

17.14 Schools

17.14.1 Schools will maintain an archive of all credit applications decided by staff of the school and their supporting documentation (see clause 7.8).

17.15 Students

17.15.1 Students:

17.15.1.1 to apply for credit, must do so in accordance with the application requirements of section 5

17.15.1.2 where they are offered credit on the basis of a credit precedent, to receive the credit, must provide an original of the academic transcript showing the previous study for which the credit has been granted (see clause 8.3.3), and

17.15.1.3 where they are offered a reduction in the volume of learning of a masters by coursework program, on the basis of having completed a qualification in the same discipline or a closely related discipline, must provide an original academic transcript showing the completion (see clause 11.1.1.5).

18 RELATED DOCUMENTS

18.1 [Advanced Standing – Specified or Unspecified Credit Application Form](#)

18.2 [Advanced Standing – Uncredentialed Experience Application Form](#)

19 DEFINITIONS

19.1 Most terms in this procedure are defined in the definitions section of the *Policy: Admission and Credit*.

19.2 The following additional terms have the meaning stated:

19.2.1 **Articulation** arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined pathway.

19.2.2 **Component single degree** has the meaning stated in the *Procedure: Program and Course Design*.

19.2.3 **Credit transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

19.2.4 **Double degree** has the meaning stated in the *Procedure: Program and Course Design*.

19.2.5 **Exemption without credit** has the meaning stated in clause 7.4.2.

19.2.6 **Nested award** has the meaning stated in the *Procedure: Program and Course Design*.

19.2.7 **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.

19.2.8 **Specified credit** has the meaning stated in clause 7.4.1.

19.2.9 **Unit of credit** has the meaning stated in the *Policy: Programs and Courses*.

19.2.10 **Unspecified credit** has the meaning stated in clause 7.4.3.

19.2.11 **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> |
| 2 | 12 December 2023 | University Secretary | Minor update – reference corrected (clause 17.13.1.1) |