



# Credit Transfer and Recognition Procedure

## Section 1 - Preamble

(1) This Procedure was approved by Academic Board on 17 November 2015. (On 19 July 2016, Academic Board approved a revised and renamed procedure to come into effect Trimester 1, 2017. This can be viewed under the 'Future Version' tab above.)

(2) This Procedure is pursuant to the [Credit Transfer and Recognition Policy](#).

## Section 2 - Purpose

(3) This Procedure governs credit transfer and recognition arrangements.

## Section 3 - Scope

(4) This Procedure applies to Higher Education Courses offered by the University.

## Section 4 - Policy

(5) Refer to the [Credit Transfer and Recognition Policy](#).

## Section 5 - Procedure

(6) Faculties (or the Pro Vice-Chancellor Research Training and Performance Enhancement in the case of research Institutes) will assess applications for credit towards a course in accordance with the principles specified in the [Credit Transfer and Recognition Policy](#) and the requirements of this Procedure.

(7) Faculties will establish a process to advise Faculty Boards on the application of policies and procedures governing credit transfer and credit recognition.

### **Applications for credit**

(8) Students may apply for credit for prior formal, informal or non-formal learning and for concurrent formal learning.

(9) Credit for concurrent formal learning is usually granted only where prior approval to undertake concurrent formal learning has been given by the Faculty Pro Vice-Chancellor or nominee.

(10) Students should apply for credit for prior learning before commencing study at Deakin University. If a student has already commenced a Deakin University course and is applying for credit for a particular unit, they should apply for credit before the unit commences and before they enrol in the unit. Where a unit has already commenced, credit may be granted at the discretion of the Faculties.

(11) Applications for credit must be in writing using an approved form accompanied by current and verifiable evidence

of learning which relates to the learning outcomes and content of the course component/s for which credit is sought.

(12) Evidence of learning may include:

- a. For formal learning:
  - i. a certified copy of an academic transcript and
  - ii. extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application
- b. For non-formal learning evidence of attendance at training programs, courses or seminars and of relevant learning outcomes
- c. For informal learning:
  - i. position descriptions
  - ii. curriculum vitae or resume'
  - iii. references from employers outlining responsibilities and achievements
  - iv. letters from clients
  - v. evaluations from supervisors
  - vi. publications
  - vii. relevant products of work
  - viii. documented work tasks.

### **Decisions regarding credit**

(13) Each Faculty will maintain and annually review a register of staff who are authorised to make decisions regarding credit. Authorised staff will:

- a. be academic or teaching staff with expertise in the subject, content or skills area and expertise in making assessments for credit
- b. participate in an annual review of credit transfer and recognition decision-making processes to ensure comparability and currency of credit arrangements.

(14) Decisions regarding the giving of credit must:

- a. be made by authorised staff
- b. be made consistently and fairly and in a timely way
- c. be made with reference to the specifications for qualifications in the [Australian Qualifications Framework \(AQF\)](#)
- d. be documented in writing, including reasons for giving or not giving credit
- e. maintain the integrity of the course of study, qualification outcomes and discipline requirements
- f. not disadvantage students in achieving expected course learning outcomes.

(15) Criteria applied in assessing an application for credit will be no more stringent than the criteria for achieving a 'Pass' grade in the relevant component of the course and students granted such credit should not be disadvantaged in achieving the expected learning outcomes for the course of study or qualification.

(16) Where credit is granted for overseas qualifications, these must be benchmarked against a comparable Australian qualification at the relevant level, with reference to information and guidelines provided by the Australian Government's National Office for Overseas Skills Recognition (AEI-NOOSR), or the National Academic Recognition Information Centres (NARIC) database.

(17) As close as possible to the time of application for credit, students will be given written advice of the outcome of

their application, including reasons for giving or not giving credit.

(18) If a student believes that the assessment of their application for credit has not been consistent with this Procedure, they may request a review of the assessment in accordance with the [Student Complaints Resolution Policy](#) and [Student Complaints Resolution Procedure](#).

### **Credit for prior learning arrangements with other institutions**

(19) Credit arrangements may be made in relation to the courses of other institutions. Such arrangements must:

- a. take into account comparability and equivalence of:
  - i. learning outcomes
  - ii. volume of learning
  - iii. program of study, including content
  - iv. learning and assessment approaches
- b. take into account requirements and guidelines in the [AQF Qualifications Pathways Policy](#)
- c. not preclude further institutional or individual student applications for additional credit
- d. be made available to current and prospective students on the [Credit for Prior Learning Database](#).

### **Faculty arrangements with other institutions**

(20) A Faculty, with the approval of the relevant Faculty Board, may make arrangements with other institutions to establish standard credit arrangements for courses offered by that Faculty.

(21) Credit arrangements will be reviewed by the Faculty at least every two years.

### **University articulation pathways with other institutions**

(22) The University, on the advice of the Office of the Deputy Vice-Chancellor Global Engagement, may enter into articulation pathway agreements with other institutions. These may guarantee the entry of students into a Deakin course upon completion of a partner institution's course.

(23) Articulation pathway agreements must be documented as agreements in a form approved by the University Solicitor's Office and include a requirement that each party notify the other of changes to courses or units that would affect agreed credit arrangements.

(24) The Pro-Vice Chancellor of each faculty will coordinate articulation pathways in accordance with the terms of the agreements and manage cohorts of students who enter Deakin through these pathways.

(25) Faculties will notify the Office of the Deputy Vice-Chancellor Global Engagement, Deakin International or partner institutions of any changes to courses or units that will affect agreed credit arrangements.

### **Record of credit decisions and agreements**

(26) Faculties and Institutes will maintain the currency and integrity of information on all arrangements with other institutions in the [Credit for Prior Learning Database](#) and records of credit granted to individual students in accordance with the [Information and Records Management Policy](#) and [Procedure](#).

### **Reporting and review of credit arrangements**

(27) Faculties will review arrangements for granting credit towards courses as part of the major course review process.

(28) The Deputy Vice-Chancellor Global Engagement will report annually to the Academic Board on articulation agreements in accordance with the requirements of the [Academic Partnerships Procedure](#).

## Section 6 - Definitions

(29) For the purpose of this Procedure:

- a. Authorised staff: Academic or teaching staff who have been nominated by a Faculty and who have expertise in the subject, content or skills area and expertise in making assessments for credit
- b. Credit
  - i. Specified Credit: credit granted towards particular or specific components of a course.
  - ii. Unspecified Credit: credit granted towards elective components of a course.
  - iii. Block Credit: credit granted towards whole stages or components of a course, such as a Trimester or a year of full-time study in that course, rather than for specific units. It is usually only applicable under formal articulation agreements that Deakin University has with other education providers.
- c. Credit Point: as defined in [Regulation 5.2\(2\) Higher Education Award Courses—General](#).
- d. Credit Transfer
  - i. Credit for Prior Learning (CPL): credit granted for relevant prior learning (including formal, informal and non-formal learning).
  - ii. Credit for Concurrent Formal Learning: credit granted for relevant concurrent learning (approved in advance by a Faculty) which, on successful completion, will be credited towards an award of the University.
- e. Learning
  - i. Formal Learning: learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
  - ii. Informal Learning: learning gained through work or life experiences.
  - iii. Non-formal Learning: learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

## Status and Details

<b>Status</b>	Historic
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