

# Credit Procedure

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## Purpose

This procedure describes the rules that apply to the granting of credit in recognition for prior learning, how to apply for credit and the bases on which credit applications are assessed.

This procedure does not apply to credit granted under formal articulation agreements with other education providers. Processes around managing articulation agreements are outlined in the *Course Articulation Procedure*.

For provisions relating to Higher Degrees by Research, see the [Research Training Ordinance](#) and [Higher Degrees by Research Admissions, Selection and Enrolment Procedure](#).

## Applicable governance instruments

| Instrument                                                                          | Section                                        | Principles |
|-------------------------------------------------------------------------------------|------------------------------------------------|------------|
| <a href="#">Higher Education Standards Framework (Threshold Standards) 2021 Cth</a> | 1.2 – Credit and Recognition of Prior Learning | N/A        |
| <a href="#">Australian Qualifications Framework (AQF)</a>                           | N/A                                            | N/A        |
| <a href="#">Student Participation and Attainment Ordinance</a>                      | Part 4 – Credit                                | N/A        |
| <a href="#">Admission, Enrolment and Credit Policy</a>                              | 3 – Recognition of Prior Learning              | 3.1-3.7    |

## Procedure

### 1. Background

Credit is the value assigned in recognition of the equivalence of content and learning outcomes between different types of learning and/or qualifications.

The objective of this procedure is to ensure that credit applications are assessed and credit is granted efficiently, equitably and consistently across the institution.

This procedure applies to:

- a) domestic and international students applying for, or enrolled in, eligible University of Tasmania courses;
- b) all University of Tasmania staff providing administrative, academic and other support services for current and prospective students; and
- c) all provisions and processes relating to admissions where recognition of prior learning is a component.

### 2. Types of Credit

#### 2.1. Specified credit

Specified credit is credit granted for one or more specific units in a course, exempting students from those units, and awarding the appropriate credit points in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific unit.

#### 2.2. Block credit

Block credit is credit granted for whole stages or components of a course, exempting students from that component, and awarding the appropriate credit points in their place. Block credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific course-component.

#### 2.3. General, unspecified credit

General, or unspecified credit is granted in the form of credit points, which take the place of elective units or other optional components in a course. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a course as a whole.

#### 2.4. Cross-institutional credit

Cross-institutional credit is granted where a student undertakes cross-institutional study under a formal arrangement with a partner institution.

### 3. Time Limits

Specified credit will not normally be granted for formal learning undertaken more than ten-years prior to the point of commencement of the course into which the credit is being considered. Notwithstanding the College-specific rules outlined below in sections 5.2 and 5.3, specified credit will not be granted for formal learning more than ten-years prior.

This ten-year limit may be waived if the applicant can demonstrate evidence of post-qualification experience which sufficiently contributes to currency of knowledge or skills. In this case, specified credit may be granted where the applicant can demonstrate continued engagement with the discipline area and credit is endorsed by the Associate Dean (Learning and Teaching Performance) and approved by the Executive Dean of the relevant College.

General or unspecified credit may be granted on the basis of study that falls outside the ten-year time limit.

Students with partially completed study at the University who return to the same award course will be considered for the maximum possible credit for all units previously completed under their course. Students who have partially completed study at the University, or complete a course transfer, will be considered for the maximum credit for all units completed.

#### 4. General Credit Rules

The following general rules apply to the granting of credit into the University's award courses:

- a) where the prior learning was part of formal study, a pass grade is the minimum grade that will be considered for the granting of credit;
- b) where a completed award is a prerequisite for entry into a degree, the completed award is not necessarily excluded from consideration for credit, and will be assessed on a case-by-case basis;
- c) where a degree has cognate backgrounds applicable for block credit, the bachelor-level degree will be considered for credit to the higher award. If the award is assessed for cognate block credit, it cannot be used again;
- d) if credit has been granted for a specific, previously completed unit, that unit cannot be used again for credit in the same degree;
- e) if parts of two or more previously studied units are combined to give credit for a single UTAS unit, those previous units, or parts thereof cannot be used again as the basis for further credit;
- f) students with partially completed study at the University who return to study, or complete a course transfer, will be considered for the maximum credit for all units completed;
- g) if a student has used a partially completed award to gain credit towards another award which they later complete, the incomplete award may be assessed again towards another award;
- h) if a student transfers to another course, or elects to change their major or specialisation, the application of existing credit is not guaranteed; and
- i) the granting of credit does not by itself guarantee entry to, or make the applicant eligible to graduate from, a course.

#### 5. Specific Credit Rules

##### 5.1. Maximum credit for previous formal learning

The maximum amount of credit permissible for previous formal learning depends on:

- a) the level of the previous course;
- b) the level of the course into which credit is sought; and
- c) whether or not the previous course has been completed.

Summaries of these maximums are included as *Schedule A: Maximum permissible credit granted on the basis of a completed award* and *Schedule B: Maximum permissible credit granted on the basis of a partially completed award*.

The [Australian Qualifications Framework \(AQF\)](#) specifies the following levels of Australian higher education qualifications.

|          |                                                                     |                                                                                                                                                                                      |
|----------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 5  | Diploma                                                             | Undergraduate Certificate<br><i>A discrete AQF Level descriptor does not apply to the Undergraduate Certificate. Instead the Certificate may be offered at AQF levels 5, 6 or 7.</i> |
| Level 6  | Advanced Diploma<br>Associate Degree                                |                                                                                                                                                                                      |
| Level 7  | Bachelor Degree                                                     |                                                                                                                                                                                      |
| Level 8  | Bachelor Honours Degree<br>Graduate Certificate<br>Graduate Diploma |                                                                                                                                                                                      |
| Level 9  | Masters Degree                                                      |                                                                                                                                                                                      |
| Level 10 | Doctoral Degree                                                     |                                                                                                                                                                                      |

### **Maximum credit for previous study in a course at the same AQF level**

Where the credit is sought on the basis of previous study in a course *at the same AQF level* as the course into which credit is being sought, the maximum permissible credit is as follows:

- Credit for a *completed* award (from the University or another approved institution) will not normally exceed one third of the coursework requirements (excluding the honours component of the course in which credit is being sought).
- Credit for studies towards a *partially completed* award (from the University or another approved institution) will not normally exceed two thirds of the coursework requirements (excluding the honours component of the course in which credit is being sought).
- Credit on the basis of a *combination of completed and partially completed* study must not exceed two thirds of the degree being studied.

If a student has completed a three-year bachelor degree at the University or another institution and is seeking credit for that component of a four-year bachelor degree with an integrated honours year, full credit may be granted for the three-year bachelor degree component.

For University double degrees, the maximum credit granted into each component on the basis of a completed award will not exceed one third of the total credit points of the double degree.

### **Maximum credit for previous study in a course at a lower AQF level**

Where the credit is sought on the basis of previous study in a course *at a lower AQF level* as the course into which credit is being sought, the maximum permissible credit is as follows:

- Credit for a *completed* award (from the University or another approved institution) at a lower level will not exceed one third of the coursework requirements of the higher-level award. Exceptions to this rule may apply for approved articulation arrangements with other providers, or for the coursework component of a four-year bachelor degree with an integrated honours year, where a student has completed a three-year bachelor degree at the University or another institution.
- Credit will not be granted for *partially completed* awards (from this University or another approved institution) at a lower level (including diplomas and advanced diplomas). Exceptions may occur where the relevant College Executive Dean or Associate Dean (Learning and Teaching Performance) is of the opinion that exceptional circumstances apply.

If Academic Senate has approved a sequence of University awards designed to articulate across course levels, full credit may be granted in a higher-level award for all corresponding coursework completed in the lower-level award of the articulated sequence. In such cases students will not be required to surrender an award that has already been granted by the University.

Credit will not be granted in a postgraduate coursework award (AQF level 8 or 9) on the basis of an undergraduate award (AQF level 7) for non-cognate awards and for awards with no formal articulation. A

school or College may apply to Academic Senate for exceptions to be made in Course Rules for certain postgraduate coursework courses.

Applicants holding multiple completed Diplomas at AQF level 5 are not eligible for more than 100 credit points of credit into a single course of study.

### ***Maximum credit for previous study in a course at a higher AQF level***

Excluding exit awards, credit applications from students with *completed or partially completed* studies at a higher AQF level, who wish to study at a lower AQF level, will be subject to the maximum rules for completed and partially completed awards as outlined above.

## **5.2. College-specific credit rules (College of Arts, Law and Education)**

The College of Arts, Law and Education additionally specifies that:

- a) credit towards Initial Teacher Education (ITE) courses leading to professional accreditation will not be awarded for study completed more than five-years prior to commencement of the accredited course; and
- b) credit towards core units in courses leading to the Bachelor of Laws will not be granted for study completed at overseas institutions unless otherwise specified in an articulation or pathway agreement. Credit for non-Law units may be awarded in courses leading to a Bachelor of Laws from domestic or overseas institutions.

## **5.3. College-specific credit rules (College of Health and Medicine)**

The College of Health and Medicine additionally specifies that:

- a) undergraduate-to-postgraduate credit may apply between the Bachelor of Nursing with Professional Honours (Specialisation) and the Master of Clinical Nursing. The units being requested for credit must be identical to those in the University award; and
- b) credit will not be granted into Bachelor of Dementia Care advanced-level core units.

## **5.4. Credit for work experience or informal learning**

Credit on the basis of work experience may not be granted for all courses, and the maximum credit available on the basis of work experience will be one third of the degree.

Credit may be granted on the basis of informal or non- academic learning at the discretion of the relevant appointed assessor after the applicant provides satisfactory evidence, which may consist of, but is not limited to, the following documentation in English or an official English translation: evidence of work experience including: letters of support from employers; employment contracts; position descriptions; statements of duties; reports; emails; contracts; publications; and/or professional qualifications.

Applications for credit on the basis of professional experience may also be required to include a statement demonstrating how their professional qualifications align with the intended learning outcomes of the unit for which credit is being sought.

## **5.5. Credit for previous non-award study**

Credit into an award course for completed non-award units or courses will be assessed on a case-by-case basis. This includes, for example, units undertaken through the University Connections Program, High

Achiever Program or Open Universities Australia. The maximum credit rules related to non-completed degree programs apply in these cases.

## 6. Applying for Credit

Information on how to apply for credit is available from the [recognition of prior learning website](#).

Applicants applying within four weeks of the commencement of a study period are advised to contact a College Student Adviser for enrolment advice whilst awaiting the outcome of their credit application.

Credit will only be granted to continuing students if the credit application is received prior to the end of the second week of the applicable study period.

The following documentation is required in support of a credit application:

- a) An official academic transcript. Current and former University of Tasmania students are not required to supply this as these academic records are already held.
- b) A graduation certificate/testamur if the application is on basis of a completed award, except if the academic transcript states that the award has been attained. Current and former University of Tasmania students are not required to supply this as these academic records are already held.
- c) Full unit outlines corresponding to the year of the previous study that include: full description of the unit; learning outcomes; teaching outline of weekly topics covered; textbook list; teaching hours; assessments; and prerequisites for entry.
- d) certified evidence of name change (if applicable).

Documents must be in English or constitute an official English translation.

An application for credit on the basis of work experience or other informal learning should also be accompanied by appropriate supporting documentation against each individual unit learning outcome or to the satisfaction of the appointed academic assessor.

Electronic and hard-copy versions of supporting documentation are considered to be equally valid for the purposes of assessing and awarding credit. Certification is not necessary where documents are deemed to be formally issued documents.

## 7. Assessment of Applications

All credit granted will take into account the learning outcomes of the relevant unit and course and ensure that students do not receive credit that is disadvantageous in that it jeopardises their chances of academic success.

Credit decisions are implemented by Student Admissions on the advice of academic assessors. Service Level Agreements between Student Admissions and College academic assessors will be used as a guide to expectations, and the measure of how well those expectations have been met.

Assessment of individual applications must:

- a) determine the extent to which the applicant's previous learning is equivalent to the learning outcomes of the unit for which credit is sought;
- b) be undertaken by University academic or teaching staff with expertise in the discipline, content or skills area, as well as knowledge of and expertise in recognition of prior learning assessment; and
- c) be recorded and advised to the applicant in a timely manner, such that the student's study plan is not complicated or disrupted.

Where a student has previously completed study at the University, the granting of credit may be done through the process of precedent-based decision-making or auto-credit at the discretion of staff processing credit applications.

Enquiries from continuing students about possible or potential credit in the event of course transfers, or from previous study, will not be assessed until a completed credit application is received.

Applications for credit from commencing domestic students will not be assessed and finalised until the applicant has accepted their offer or completed their course transfer.

Applications for credit from commencing international students are assessed upon receipt of a course application and appropriate documentation as listed above.

## 8. Revoking Credit

Credit may be revoked by the University where:

- a) false or misleading information is found to have been provided by the student; or
- b) revocation is deemed necessary to satisfy Course Rules as a result of a major, specialisation, or structural change.

## 9. Relinquishing Credit

Credit may be relinquished at the request of the student at any time. A request to relinquish credit may be denied where:

- a) an articulation arrangement exists and the credit awarded forms part of the Course Rules;
- b) the same unit, or a mutually exclusive unit, has previously been completed under another University award; or
- c) the unit being relinquished is a prerequisite unit in the award.

Students are responsible for seeking advice and understanding the potential consequences that relinquishing credit may have on their course progression due to the availability of units.

An international student's request to relinquish credit will be reviewed in accordance with the University's Genuine Temporary Entrant (GTE) procedures.

Relinquishing credit may impact upon the ability of an international student to complete their award within the duration of their Confirmation of Enrolment (CoE). An application to extend a CoE will be assessed according to established University guidelines. An extension of CoE is not guaranteed as a result of relinquishing credit.

International students are responsible for seeking advice and understanding the potential consequences that relinquishing credit may have on increasing their duration of study in the course, course costs, living expenses and the inability of the University to guarantee an extension of their visa due to any increased duration of study.

International Compliance will be notified of any change to the end date of an international student's CoE.

## 10. Reviews and Appeals

Credit decisions are subject to review and appeal on specified grounds and in accordance with University approved procedure. See the [Reviews and Appeals of Academic Decisions Procedure](#) for additional details.



## Related procedures

[Course Articulation Procedure](#)

[Reviews and Appeals of Academic Decisions Procedure](#)

## Versions

| <a href="#"><u>Version</u></a> | Action   | Approval Authority                 | Responsible Officer/s                    | Approval Date |
|--------------------------------|----------|------------------------------------|------------------------------------------|---------------|
| 1                              | Approved | Deputy Vice-Chancellor (Education) | Director, Academic Quality and Standards | 26 May 2022   |
| 2                              | Approved | Deputy Vice-Chancellor (Education) | Director, Academic Quality and Standards | 19 June 2023  |



## Schedule A: Maximum permissible credit granted on the basis of a completed award

(not including formal articulation arrangements and cognate block credit)

| From (Course)                                                                 | To Associate Degree (AQF 6) | To Bachelor Degree (AQF 7) including integrated honours Bachelor Degree (AQF 8) | To Bachelor Degree Honours (1 year honours program) (AQF 8) | To Graduate Certificate, Graduate Diploma (AQF 8) | To Coursework Masters Degree AQF 9) |
|-------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------|-------------------------------------|
| University Connections Program (UCP) and non-award programs                   | Case by case                | Case by case                                                                    | Case by case                                                | None                                              | None                                |
| Qualifications up to and including Cert IV (AQF 4)                            | None                        | None                                                                            | None                                                        | None                                              | None                                |
| Diploma (AQF 5)                                                               | Up to one third             | Up to one third                                                                 | None                                                        | None                                              | None                                |
| Advanced Diploma/Associate Degree (AQF 6)                                     | Up to one third             | Up to one third                                                                 | None                                                        | None                                              | None                                |
| Bachelor Degree (AQF 7), including integrated honours Bachelor Degree (AQF 8) | Up to one third             | Up to one third                                                                 | Full credit for Bachelor component                          | None                                              | None                                |
| Bachelor Degree Honours (1 year honours program) (AQF 8)                      | Up to one third             | Up to one third                                                                 | None                                                        | None                                              | None                                |
| Graduate Certificate, Graduate Diploma (AQF 8)                                | Up to one third             | Up to one third                                                                 | None                                                        | Up to one third                                   | Up to one third                     |
| Coursework Masters Degree (AQF 9)                                             | Up to one third             | Up to one third                                                                 | Up to one third                                             | Up to one third                                   | Up to one third                     |

**Schedule B: Maximum permissible credit granted on the basis of a partially completed award**

*(not including formal articulation arrangements and cognate block credit)*

| From (Course)                                                                         | To Associate Degree (AQF 6) | To Bachelor Degree (AQF 7), including integrated honours Bachelor Degree (AQF 8) | To Bachelor Degree Honours (1 year honours program) (AQF 8) | To Graduate Certificate, Graduate Diploma (AQF 8) | To Coursework Masters Degree AQF 9) |
|---------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------|-------------------------------------|
| <b>University Connections Program (UCP) and non-award programs</b>                    | Case by case                | Case by case                                                                     | Case by case                                                | Case by case                                      | Case by case                        |
| <b>Qualifications up to and including Cert IV (AQF 4)</b>                             | None                        | None                                                                             | None                                                        | None                                              | None                                |
| <b>Diploma (AQF 5)</b>                                                                | None*~                      | None*                                                                            | None                                                        | None                                              | None                                |
| <b>Advanced Diploma/Associate Degree (AQF 6)</b>                                      | Up to two thirds            | None*~                                                                           | None                                                        | None                                              | None                                |
| <b>Bachelor Degree (AQF 7), including integrated honours Bachelor Degree (AQF 8).</b> | Up to two thirds            | Up to two thirds                                                                 | None                                                        | None                                              | None                                |
| <b>Bachelor Degree Honours (1 year honours program) (AQF 8)</b>                       | Case by case                | Case by case                                                                     | Case by case                                                | None                                              | None                                |
| <b>Graduate Certificate, Graduate Diploma (AQF 8)</b>                                 | Case by case                | Case by case                                                                     | Case by case                                                | Up to two thirds                                  | Up to two thirds                    |
| <b>Coursework Masters Degree (AQF 9)</b>                                              | Case by case                | Case by case                                                                     | Case by case                                                | Case by case                                      | Up to two thirds                    |

\* Unless the units taken are specific Bachelor level University of Tasmania units or assessed as equivalent.

~ Unless otherwise specified in an approved articulation arrangement.