

Credit Procedure

Version 1 - Approved 26 May 2022

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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 other dedicated resources.

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
Higher Education Standards Framework (Threshold Standards) 2021 Cth	1.2 – Credit and Recognition of Prior Learning	N/A
Australian Qualifications Framework (AQF)	N/A	N/A
Student Participation and Attainment Ordinance	Part 4 – Credit	N/A
Admission, Enrolment and Credit Policy	3 – Recognition of Prior Learning	3.1-3.7

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>
Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

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.
- 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. 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 program as a whole.

2.3. Cross-institutional credit

Cross-institutional credit may be granted where a student undertakes study at one institution as part of the program of study for an award of another institution, where both institutions formally recognise the study for the purpose of credit.

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.

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 degree if the course code remains the same and if it is within the ten-year period. If outside the ten year period, or the course code differs, Course Coordinator approval is required.

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;
- c) if credit is granted for a unit which has a prerequisite, the prerequisite will be waived in recognition of higher-order learning in the credited unit;
- 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 two or more units are combined to give credit for a single unit, those units cannot be used again as the basis for further credit;
- f) 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;
- g) if a student transfers to another course, or elects to change their major or specialisation, the application of existing credit is not guaranteed; and
- h) 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
Level 6	Advanced Diploma Associate Degree
Level 7	Bachelor Degree
Level 8	Bachelor Honours Degree Graduate Certificate 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.

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, 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 student has completed Bachelor-level units or equivalent in the lower-level award or where the relevant 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 programs.

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

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

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. Additional College-specific credit rules

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.
- 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.

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.
- b) credit will not be granted into Bachelor of Dementia Care advanced-level core units.

5.3. Credit for work experience or informal learning

Credit on the basis of work experience is assessed as a completed degree. Therefore, the maximum credit available on the basis of work experience will be one third of the degree.

Credit on the basis of work experience may not be accepted for all courses.

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 provide a statement demonstrating how their professional qualifications align with the intended learning outcomes of the unit for which credit is being sought.

5.4. Credit for previous non-award study

Credit into award courses for completed non-award units or courses will only be granted where:

- a) the non-award unit or course has been identified as an 'articulation short course' (mapped for articulation into an approved award course); and
- b) the person is enrolled as a student in an award course.

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 enrol according to the advising team recommendations for their course whilst awaiting the outcome of their credit application.

Credit will only be granted to currently enrolled 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:

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- a) an official academic transcript. University of Tasmania students are not required to supply this.
- 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. University of Tasmania students are not required to supply this;
- c) documents supplied must show evidence of completion at unit-level if seeking credit for partially completed study, e.g., unit description, learning outcomes, textbook information, study period, assessment items, unit content). University of Tasmania students are not required to supply this.

Documents must be in English or constitute an official English translation from the study period in which the unit/s were undertaken.

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

Credit granted will take into account the learning outcomes of the relevant unit and course and be calibrated to support student 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 course to which they have been admitted;
- 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.

Where a student has previously completed study at the University, the granting of credit may be done through the process of precedent-based 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 course transfers are complete, or documentation as outlined in this procedure 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.

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

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- 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:

- an articulation arrangement exists and the credit awarded forms part of the Course Rules;
- the same unit, or a mutually exclusive unit, has previously been completed under another University award;
- the unit being relinquished is a prerequisite unit in the award;
- an international student's request to relinquish credit is deemed to contravene the University's Genuine Temporary Entrant (GTE) procedures.

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.

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 changes to credit granted for international students who hold an Australian study visa.

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

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
1	Approved	Deputy Vice-Chancellor (Education)	Director, Academic Quality and Standards	26 May 2022

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

From course	To Associate Degree (AQF 6)	To Bachelor Degree (AQF 7)	To Bachelor Honours Degree, Graduate Certificate, Graduate Diploma (AQF 8)	To Coursework Masters Degree (AQF 9)
University Connections Program (UCP)	Case by case – refer to assessor	Case by case – refer to assessor	None	None
Qualifications up to and including Cert IV (AQF 4)	None	None	None	None
Diploma (AQF 5)	Up to one third	Up to one third	None	None
Advanced Diploma/Associate Degree(AQF 6)	Up to one third	Up to one third	None	None
Bachelor (AQF 7)	Case by case – refer to assessor	Up to one third	Full credit for Bachelor component	None *
Bachelors Honours, Graduate Certificate, Graduate Diploma (AQF 8)	Case by case – refer to assessor	Case by case – refer to assessor	Up to one third	None *
Coursework Masters (AQF 9)	Case by case – refer to assessor	Case by case – refer to assessor	Case by case – refer to assessor	Up to one third

* exceptions may apply for some courses, please refer to individual Course Rules

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

From course	To Associate Degree (AQF 6)	To Bachelor Degree (AQF 7)	To Bachelor Honours Degree, Graduate Certificate, Graduate Diploma (AQF 8)	To Coursework Masters Degree (AQF 9)
University Connections Program (UCP)	Case by case – refer to assessor	Case by case – refer to assessor	N/A	N/A
Qualifications up to and including Cert IV (AQF 4)	None	None	None	None
Diploma (AQF 5)	None*~	None *	None	None
Advanced Diploma/Associate Degree (AQF 6)	Up to two thirds	None *~	None	None
Bachelor (AQF 7)	Case by case – refer to assessor	Case by case – refer to assessor	None	None
Bachelors Honours, Graduate Certificate, Graduate Diploma (AQF 8)	Case by case – refer to assessor	Case by case – refer to assessor	Case by case – refer to assessor	None
Coursework Masters (AQF 9)	Case by case – refer to assessor	Case by case – refer to assessor	Case by case – refer to assessor	Up to two thirds

* Unless the units taken are specific Bachelor level University of Tasmania units or equivalent

~ Unless otherwise specified in an approved articulation arrangement