

# Higher Education Academic Credit Transfer Procedure

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## Purpose

This procedure supports Federation University Australia's Application to Enrolment Guidelines. It mandates the processes the University will use to:

- Assess and grant credit towards award courses on the basis of formal learning through credit transfer.
- Rescind credit previously granted.

## Scope

Overview

This procedure applies to higher education students who seek to apply for credit in undergraduate and postgraduate (coursework) courses at Federation University. This procedure is for recognition of formal prior coursework learning. This procedure should be read in conjunction with the Course Credit Transfer Application for International Students Procedure for international student credit applications.

This procedure applies to credit arrangements made on the basis of:

- Formal credit agreements within Federation University
- Formal credit agreements between Federation University and other tertiary institutions
- Formal agreements between Federation University and industry partners; and
- Credit granted by Federation University in response to applications from individual students

This procedure does not apply to students seeking credit transfer for higher degrees by research (refer HDR Candidate Selection Policy); nor VET students (refer LT1300 VET Recognition of Prior Learning (RPL) and Credit Transfer Assessment Procedure). It does not apply to applications for shorter form credentials, or Workplace Recognition of Prior Learning relating to HE courses, (refer Higher Education Recognition of Prior Learning Procedure). Recognition of prior learning in the workplace may be considered for entry requirements into some courses.

It does not apply to students for whom credit is automatically granted on entry to a course as approved in the course rules.

#### **1. AQF Pathways Policy Principles**

- i. Pathways for credit will be available into and between qualifications.
- ii. Credit pathways may be horizontal across qualifications with outcomes at the same AQF level as well as vertical between qualifications with outcomes at different AQF levels.
- iii. Such pathways will be clearly publicised on Course Finder.
- iv. Credit is available for units/subjects.
- v. Decisions regarding applications for credit will be fair, transparent and evidence-based.
- vi. Credit can facilitate student progress, completion and mobility however, the granting of credit should not negatively impact the integrity of the award or reduce a student's likelihood of success in the course.

#### **2. Credit Transfer and Admission**

- i. The approval of credit does not guarantee admission to any Federation University course and students are encouraged to apply for credit at the time of application.

#### **3. Types of Credit**

- i. In order to protect the integrity of awards and assessment, formal credit is only available for a unit/subject as a whole, not parts thereof.
- ii. Credit may be given in the form of:
  - a. Block credit– granted for whole stages or years of a course, such as semester, year or credit point equivalent.
  - b. Specified credit– granted for a unit/subject deemed to be similar to that for which credit is sought as per the eligibility for credit listed in section 4.
  - c. Unspecified credit – granted in the form of credit points where there is not an equivalent subject.

#### **4. Eligibility for credit**

- i. A student is eligible for credit for learning that is:
  - A. Relevant
  - B. Equivalent (at least 80%) to current knowledge and/or practices; and
  - C. Satisfies the current learning outcomes of the unit/subject
- ii. Credit is only available for learning that is deemed current by the credit assessor and will not be granted for study completed more than 10 years before the application for credit is submitted. A shorter time limit for

availability of credit may be set by the Institute and approved by the Curriculum Committee (CC) in disciplines where knowledge changes more rapidly and may also be shorter in post-graduate qualifications.

- iii. Credit is only available towards unit/subjects that meet the requirements of the approved course structure.
- iv. Credit is available towards a Federation University award regardless of the location at which the course is taught.
- v. When considering overseas qualifications, the awarding of credit must be guided by the Course Coordinator in the relevant Institute, who may consult with the International Credits Officer within the Admissions and Scholarships team credits for advice. Credit will be granted at the appropriate AQF level.
- vi. Decisions regarding credit applications will be:
  - a. Timely
  - b. Evidence-based and transparent
  - c. Fair and consistent
  - d. Academically defensible
  - e. Will take into account the student's ability to successfully meet the learning outcomes of the qualification
- vii. Credit will not be granted if it impinges upon the integrity of the award and requirements of the relevant discipline; and
- viii. Students can only seek credit transfer for units/subjects they have successfully completed (credit transfer is not dependent on the grades achieved in the formal study). Credit will not be granted for:
  - a. A failed unit/subject
  - b. A conceded/School pass or equivalent
  - c. Credit awarded towards a previous unit/subject on the basis of credit transfer
  - d. Shorter form credentials applications
  - e. Workplace recognition of prior learning (RPL)
- ix. In the following circumstances students will be eligible for credit transfer on the basis of a unit for which credit has already been granted
  - a. Course transfers (internal within Federation University and external from other institutions)
  - b. Formal credit agreements
  - c. Where a student discontinues a course without completing or graduating and instead enrolls into another Federation University course that contains the same units/subjects with the same unit/subject codes as those for which the student has already received credit
  - d. Where block credit is awarded on the basis of completed qualification as a whole
- x. Students apply for credit at the same time that they apply for admission to a course.
- xi. Students have the right to apply for credit at any stage of their enrolment in a course. However credit applications should be submitted no later than two weeks prior to census date of the study period in which the student would otherwise enrol in the unit for which credit is sought. Submission of a credit application after this date will result in:
  - a. the student incurring financial liability for subjects/units enrolled in for which credit is subsequently received and from which the student wishes to drop their subject/unit enrolment, noting that students are liable for all fees associated with their unit enrolments after the relevant census date.
  - b. incurring an academic penalty (withdrawal grade) if applied after census date. If a late withdrawal grade is awarded this may affect a student's GPA, eligibility for a Commonwealth Supported Place and HELP loan.
  - c. impacting a student's study plan/course duration, noting that students are unable to enrol in new subjects/units after Week 2. This may impact on study load and on academic progression, where there are pre-requisite and co-requisite progression requirements. This is particularly important for international students where maintenance of load and visa end date conditions apply.

- xii. The University may, in some instances, request additional information from the student to supplement that specified on the application form. Failure to supply this additional information within the timeframe requested in writing by the University may adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted later than two weeks prior to census date of the relevant study period and the consequences outlined in xii. may apply.
- xiii. Once a student is enrolled in a Federation University course, they must obtain prior approval in writing from the relevant Executive Dean (or equivalent) to enrol in units/subjects offered by another institution in order to receive credit towards their Federation University course. In the absence of such approval, credit may be withheld.

## **5. Articulation agreements and credit agreements**

- i. The University may enter into articulation agreements and credit agreements with other tertiary institutions and with industry partners. Articulation agreements may include agreements to provide students with entry into and/or credit towards a course. To this extent, articulation agreements are considered credit agreements and the provisions of this procedure governing credit agreements apply.
- ii. A credit agreement may be made within Federation University. Such agreements are only valid if approved by Curriculum Committee and are valid for the period of the contract/agreement and then reviewed.
- iii. A credit agreement must include terms establishing the following aspects of the agreement:
  - a. The courses and units/subjects between which credit is available
  - b. Definitions of student eligibility for credit pursuant to the agreement
  - c. The amount of credit and the nature of credit available pursuant to the agreement
- iv. A domestic credit agreement may be made between Federation University and another Australian tertiary institution that issues AQF qualifications. Such agreements are only valid if approved by Curriculum Committee.
- v. An international credit agreement may be made between Federation University and an overseas tertiary institution. Credit will be offered at the appropriate and equivalent AQF level (as determined by the FedUni endorsed assessor of overseas qualifications). Such agreements are only valid if approved by Curriculum Committee, and are in accordance with the articulation agreement with the institutional partner.
- vi. When negotiating credit agreements with other organisations, the University will consider whether the following aspects of courses involved in the credit agreement are comparable and equivalent:
  - a. The learning outcomes of the qualification
  - b. The volume of learning
  - c. The AQF level
  - d. The course of study and the content of the course
  - e. Learning and assessment approaches
- vii. All credit agreements with other institutions are valid only for the duration of the contract / agreement and are then reviewed to ensure the ongoing alignment of curriculum/learning outcomes; or state the process whereby the institution will notify Federation University of changes to courses/units/subjects for which credit is to be available.
- viii. Eligibility for credit towards a course on the basis of an articulation agreement does not guarantee entry into the course.
- ix. Students entering a Federation University course on the basis of an articulation agreement may be required to complete prerequisite units/subjects where their enrolment in the previous course has not included content equivalent to these prerequisite units/subjects.

## **6. Register of Credit Agreements and Credit Granted**

- i. The University will maintain an up-to-date public register of valid credit agreements. Information is added when new agreements are approved by Curriculum Committee and removed when they expire.
- ii. The University will maintain a public register of credit granted, which is the credit precedence system. Information is entered and updated into the credit precedence system after each Curriculum Committee meeting.

**7. Restrictions on Credit Transfer**

- i. In order to preserve the integrity of the University's awards, learning outcomes and graduate attributes, no student shall be exempted from passing assessments from more than two-thirds of the course, but must achieve a minimum number of credit points in their course through study in the course.
- ii. These requirements do not apply where a Federation University student:
  - a. Transfers internally to another Federation University course without completing or graduating from the original course.
  - b. Is part of a cohort of students transferred into a new course through a course transfer.
  - c. Is re-admitted to a course or closely related course following a lapsed enrolment.
- iii. The University may deny credit towards the final units/subjects in a course where these units/subjects are considered to be the culmination of the course and are essential to the student's achievements of the award capabilities or learning outcomes.
- iv. Requests to rescind credit will not be accepted after the commencement of the last semester of enrolment. Requests for the rescission of credit should be identified as early as possible to allow time for review, approval and adjustments to study planning and should be received prior to the end of the first semester of enrolment. Rescission will only be approved for legitimate academic reasons such as, but not limited to, the following:
  - a. The unit(s)/subject(s) are no longer required to meet course/accreditation requirements.
  - b. The granting of credit will impact on the student's ability to complete core course requirements.
  - c. The student's study plans have changed.
- v. Credit may be rescinded by the university if the qualification used to gain credit is revoked or cancelled by the issuing institution, ASQA or TEQSA.

**8. Student Responsibilities**

- i. Students are responsible for understanding the implications that the granting of credit will have on their visa, visa pathways and/or professional accreditation.

**9. Impact of credit upon grade point average**

- i. A student's grade point average (GPA) is calculated by results specific to the Federation University course enrolled in, and accordingly credits granted from other institutions and/or other Federation University courses, are not included in the GPA calculation.

**10. Appeal and Review**

- i. A student may appeal a credit decision according to the process and grounds set out in the Student Appeal Procedure.

**11. Maintaining Quality of Credit Assessments and Agreements**

- i. Credit assessments (including precedents), articulation, credit transfer and block credit transfer arrangements will be reported by Institute Boards to Curriculum Committee.
- ii. All credit agreements listed in the undergraduate or postgraduate course record in curriculum centre must be reviewed every two years to ensure currency.
- iii. Where there is a change to a Federation University course structure, all credit transfer arrangements related to that course must be reviewed and updated in curriculum centre at the same time the updated course rules are submitted to Curriculum Committee for approval.
- iv. Where a partner institution in a block credit transfer arrangement, or an award for which articulation, credit transfer or block credit is given, changes the curriculum substantially, the credit transfer arrangement must be reviewed as soon as possible and within three months at the latest and updated in curriculum centre for Curriculum Committee approval.
- v. Academic judgment is required for assessing credit. Credit assessments are reviewed and assessed by Course Coordinators to preserve the integrity of the courses and meet legislative requirements relating to learning outcomes.

- vi. In keeping with the University's quality assurance cycle, overarching governance of credit transfers will be maintained by Academic Board, including systematic monitoring and annual reporting of:
  - a. Number of credit applications.
  - b. Approval/denial rates.
- vii. Credit transfer matters requiring investigation relating to this suite of documents should be referred to the Chair, Academic Board.

## Legislative Context

- Federation University Act 2010
- [Federation University Statute 2021](#)
- • Part 5 - Division 1 - Academic Board
- Part 6 - Student Admission, Conduct and Exclusion
- Part 8 - Awards, Titles and Honorary Degrees
- Federation University Australia (Academic) Regulations
- Federation University Australia (Students) Regulations
- Australian Qualifications Framework (AQF)
- Tertiary Education Quality Standards Agency (TEQSA) Threshold Standards 2021

## Definitions

A complete list of definitions relevant to this procedure is contained within the Application to Enrolment Guidelines

## Actions

### 1. Applying for Credit

	Activity	Responsibility	Steps
A	Understanding the implications of credit transfer	Student	<ol style="list-style-type: none"> <li>1. Prior to applying for credit transfer, students should be aware that credit approval may:               <ul style="list-style-type: none"> <li>• affect professional accreditation and seek appropriate advice from the accreditation body.</li> <li>• result in a shorter course duration.</li> </ul> </li> <li>1. International students should be aware this may affect their visa conditions as the University will be required to inform Department of Home Affairs (DHA) of a revised course end date.</li> <li>2. Students should be aware that they may incur financial liability</li> </ol>



			<p>for units they are enrolled in for which credit is subsequently received if their credit application is submitted later than two weeks prior to census date of the relevant study period. Students may also be given a withdrawn grade which may affect their GPA, eligibility for a Commonwealth Supported Place and HELP loans. Credit applications submitted after this date may also impact a student's study plan/course duration.</p>
B	Requesting Higher Education Credit Assessment (via online system)	Student	<ol style="list-style-type: none"> <li>1. Students are encouraged to apply for credit at the same time that they apply for admission to a course.</li> <li>2. International students who apply for credit after commencing their courses may have visa implications.</li> <li>3. Students should submit their request for credit assessment (including all documentation required) no later than two weeks prior to census date of the study period in which they would otherwise enrol in the unit for which credit is sought. Submission of a credit application after this date will result in: <ol style="list-style-type: none"> <li>a. incurring financial liability for subjects/units enrolled in for which credit is subsequently received and from which the student wishes to drop their subject/unit enrolment, noting that students are liable for all fees associated with their unit enrolments after the relevant census date.</li> <li>b. impacting a student's study plan/course duration, noting that students are unable to enrol in new subjects/units after Week 2. This may impact on</li> </ol> </li> </ol>

			<p>study load and on academic progression, where there are pre-requisite and co-requisite progression requirements. This is particularly important for international students where maintenance of load is required to complete within the expected duration of the student's Confirmation of Enrolment (CoE).</p> <p>c. incurring a withdrawn grade if applied after census date. If a late withdrawal grade is awarded this may affect a student's GPA, eligibility for a Commonwealth Supported Place and HELP loan.</p> <p>4. Request credit assessment at time of admission via the relevant admission system or, post enrolment complete a Higher Education Credit Application Form available online.</p> <p>5. Students may seek informal advice from Domestic Admissions/Student Administration/their partner provider (for domestic students), International Admissions (for international on-campus students, Fed online and international partner students) regarding the likelihood of being granted credit based on documented previous precedents. Such advice will be non-binding.</p> <p>6. Include all documentation to support credit assessment or specified on the application form. Where precedents do not exist, the University may, in some instances, request additional information from the student to supplement that specified during the admissions process or on the application</p>
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			<p>form such as a unit outline/ description. Transcripts and other supporting documentation should be translated into English where appropriate.</p> <p>7. The student will be advised in writing of a timeframe within which the additional information needs to be submitted. Failure to supply this additional information within the timeframe requested in writing by the University may adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted later than two weeks prior to census date of the relevant study period and the consequences outlined in 1(B)(3) above failing to be avoided.</p> <p>8. Credit applications received no later than two weeks prior to census date of the relevant study period will be assessed and student's enrolment details adjusted prior to census date. Credit applications received after this date will be assessed, but students should be aware of the potential consequences outlined in 1 (B) (3) above.</p>
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## 2. Assessing and Recording Credit Transfer Applications

	Activity	Responsibility	Steps
A.	Assessing Higher Education Credit Application Requests	<p>Selection Officers at time of admissions or Student Administration for domestic students</p> <p>International Admissions Officers and International Credit Officer for international on-campus students, Fed online and international partner students</p>	<ol style="list-style-type: none"> <li>1. Determine whether the student has provided sufficient information to assess their eligibility for credit.</li> <li>2. Review Qualifications Integrity Register to ensure certification has not been revoked by regulatory body</li> <li>3. Liaise with student if additional information is required to make a credit assessment.</li> </ol>

			<p>4. Advise the student in writing of a timeframe within which the additional information needs to be submitted (either at time of admission or post enrolment). Failure to supply this additional information within the timeframe requested in writing by the University may adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted later than two weeks prior to census date of the relevant study period and the consequences outlined in 1(B)(3) above failing to be avoided.</p> <p>5. Determine whether the credit application meets transfer precedents already approved for the course.</p> <p>a. If it does, map student's proposed credits onto their study plan, then proceed to 2 (D.) and then Section 3 Notifying Students and Recording Credit Transfer Decisions.</p> <p>b. If not, forward credit request to the appropriate Course Coordinator (or nominee) for assessment.</p> <p>6. Forward the form for further assessment (usually within 3 University working days).</p> <p>Note: International credit applications are sent automatically for assessment through Studylink.</p>
B.	Assessing credit applications where precedents do not exist	Course Coordinator (or nominee) for domestic and international students	<p>1. Make an assessment of the credit application based on the following:</p> <p>a. Checking whether it meets the criteria for credit transfer in the scope of this Procedure</p> <p>b. Checking the credentials of the provider institution by referencing the appropriate lists provided by TEQSA,</p>

			<p>training.gov.au and Commonwealth Education Profile.</p> <p>c. Using the Australian Qualification Framework (AQF) to compare the learning outcomes (Knowledge, Skills, Application of knowledge and skills) gained in previous study to those for which credit is being sought, taking into consideration the alignment of the curriculum (knowledge, application and skills) and assessment types for that particular unit/subject. The equivalence must be at least 80% for each unit.</p> <p>d. Ensuring the credits awarded can be mapped and fit against the course structure.</p> <p>2. Indicate approval/non-approval on FDL/form.</p> <p>3. Notify Student Admissions (for domestic students), International Admissions (for international on-campus students, Fed Online students and international partner students) of outcome of provisional assessment. This assessment should be made within 7 University working days.</p> <p>4. Where the assessment is particularly complex and this cannot be achieved, the student should be advised of a revised timeframe. Where additional information is required from the student, advise the student in writing of a timeframe within which the additional information needs to be submitted. Failure to supply this additional information within the timeframe requested in writing by the University may</p>
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			<p>adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted later than two weeks prior to census date of the relevant study period and the consequences outlined in 1(B)(3) above failing to be avoided.</p> <p>Note: Student Administration or International Admissions would provide advice to the student through the relevant system (CRM or Studylink).</p>
C.	Approving and documenting new precedents	Course Coordinator (or nominee)	<ol style="list-style-type: none"> <li>1. Table for noting at Institute Board and Curriculum Committee.</li> <li>2. Provide credit transfer decisions to Registrar Services for recording in an approved, university-endorsed record management system accessible by Student Admissions staff to allow them to make future credit transfer decisions based on precedence.</li> <li>3. Ensure all relevant documentation is recorded in the CRM for domestic students and StudyLink for international students.</li> </ol>
D	Recording credit transfer decisions	<p>Student Admissions (for domestic students)</p> <p>International Admissions Officers (for international on-campus students, FedOnline students and international partner students)</p>	<ol style="list-style-type: none"> <li>1. Amend student's record in university-endorsed record management system to reflect the credit granted</li> <li>2. Place a copy of the credit outcome on the student's file.</li> </ol>

### 3. Notifying Students of Credit Transfer Decisions

	Activity	Responsibility	Steps
A.	Notifying <b>domestic</b> students credit transfer decisions	Student Admissions/International Admissions for Fed Online (for partner students)	<ol style="list-style-type: none"> <li>1. Email student advising whether their credit transfer application is successful/unsuccessful.</li> <li>2. Where successful, notification should include an updated study plan showing the</li> </ol>

			<p>requirements fulfilled by the credit and the requirements remaining to be filled for successful course completion.</p> <p>3. Where unsuccessful, the student will be provided with a clear explanation of the reason for the refusal and details of right to appeal.</p>
B.	Notifying <b>international</b> students	<p>International Admissions Officers (for international students)</p> <p>International Student Compliance</p>	<p>1. Where credit is granted to international students after their enrolment, students are sent letter from fdlGrades informing them of their credit status, normally before the end of the second week of study. The student is expected to reply within 10 working days authorising acceptance of the credit, however, if no response is received the credit will be granted and only rescinded if legitimate academic reasons are subsequently identified.</p> <p>2. Provide new CoE if required.</p> <p>3. Where unsuccessful, the student will be provided with a clear explanation of the reason for the refusal and details of right to appeal.</p>

#### 4. Appealing Unsuccessful Credit Transfer Decisions

	Activity	Responsibility	Steps
A.	Appealing an unsuccessful credit transfer decision	Student	<p>1. As per Student Appeal Procedure, within 30 days of being notified of the decision, a student may appeal to Academic Board in writing addressed to the nominated officer.</p>
B.	Considering appeals	Academic Board	<p>1. As per Student Appeal Procedure, appoint an Appeals Committee that, after allowing the person or student an opportunity to be heard or to make a written submission, may:</p> <p>a. Dismiss an appeal; or</p>

			b. Make a recommendation regarding granting of credit to the appropriate Executive Dean (or equivalent).
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## 5. Rescinding Credit Previously Granted (Student initiated)

	Activity	Responsibility	Steps
A	Applying for rescission of credit previously granted	Student	1. Apply in writing to Senior Manager, Registrar Services.
B	Assessing rescission request	Executive Dean or equivalent	1. Determine whether to rescind credit based on scope section 7. iv of this procedure. 2. Notify Student Administration/ International Admissions of the outcome.
C	Notifying student of rescission assessment	Student Administration/ International Admissions (for International Partner Students/Fed Online)	1. Endeavour to keep student informed of progress at least every 10 University working days. 2. Notify student of decision as per the previous section: Notifying Students of Credit Transfer Decisions.
D	Recording a rescission	Student Administration/ International Admissions (for international partner students/Fed Online)	1. Amend student's record in university-endorsed record management system to reflect the credit rescinded. 2. Place a copy of the rescission outcome on the student's file.

## 6. Rescinding Credit Previously Granted (University initiated)

	Activity	Responsibility	Steps
A	Maintenance of a University Register of credit revocation from Regulatory bodies	Strategic Regulatory Services, Student	1. Strategic Regulatory Services to regularly review the ASQA website for TAFE qualification cancellations and the TEQSA website for higher education qualification cancellations and update register of regulator cancelled qualifications and/or statements of attainment. 2. Student to contact the university to advise their qualification has been revoked/ cancelled.



B	Assessing implications of cancelled qualification on credit granted	Student Administration	<ol style="list-style-type: none"> <li>1. Student Administration determine what credit will need to be revoked and re-map study plan to identify implications for completion.</li> </ol> <p>Note: revocation of a qualification may also affect the admission into a qualification. These implications will be assessed by the admissions team.</p>
C	Notifying Director Registrar Services of outcome	Student Administration	<ol style="list-style-type: none"> <li>1. Advise Director Student Services and Registrar</li> </ol>
D	Notifying student of decision	Student Administration	<ol style="list-style-type: none"> <li>1. Notify student of decision and provide plan to assist with completion of their course.</li> </ol>
E	Notification to Executive Dean and Academic Board	Director Student Services and Registrar	<ol style="list-style-type: none"> <li>1. Notify Executive Dean and Academic Board of the rescinded credit.</li> </ol>
F	Recording a rescission	Student Administration	<ol style="list-style-type: none"> <li>1. Amend student's record in university-endorsed record management system to reflect the credit rescinded.</li> <li>2. Place a copy of the rescission outcome on the student's file.</li> </ol>

## 7. Cross-Institutional Credit

	Activity	Responsibility	Steps
A	Applying for cross-institutional credit	Student, Student Administration/PQAS	<ol style="list-style-type: none"> <li>1. Prior to commencing study at another university in Australia as part of their course students must complete the Application for Cross Institutional Study (Outbound) form, (see Forms section below), provide a unit description, and obtain approval for the requested study.</li> <li>2. Students who complete units (subjects) at other institutions without prior approval, may not be eligible for credit.</li> <li>3. Students will be notified of the outcome of their application for cross institutional studies in writing by Student Administration/PQAS. Once approval has been granted,</li> </ol>

			<p>students will be issued with a cross-institutional studies notification, which includes the name of the host institution and the equivalent units being studied.</p> <p>4. On successful completion of the units, students must submit official transcripts from the host institution for the credits to be applied.</p>
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## 8. Articulations

	Activity	Responsibility	Steps
A	Initial business case proposal	Proponent	<ol style="list-style-type: none"> <li>For new articulation agreements, complete Part A of the Articulation Agreement Proposal form.</li> <li>Submit to Deputy Dean Institute/GRS for approval (see below).</li> </ol> <p>Note: International articulations must be approved by DVC Global, Engagement and Quality or nominee.</p>
B	Assess initial business case proposal	Director, Academic Operations Deputy Dean, GRS	<ol style="list-style-type: none"> <li>The Deputy Dean Institute/GRS will assess and endorse or reject the initial business case proposal for a new articulation agreement into a course(s) owned by their Institute/School.</li> <li>Proposals to Institutes/GRS involving agreements with offshore or partner providers also require endorsement by DVC Global, Engagement and Quality or nominee.</li> <li>If endorsed, direct the proposer to liaise with the Associate Director, Global Partnerships and Business Development or Associate Dean, Learning and Teaching and the course coordinator (see C and D below) to complete Parts B and C of the Articulation Agreement</li> </ol>

			<p>Proposal, to be submitted with Part A to Institute/School Board.</p> <p>4. If rejected, advise accordingly, including reasons.</p>
C	Complete due diligence	<p>Associate Director, Global Partnerships and Business Development</p> <p>Associate Dean, Learning and Teaching</p> <p>Senior Manager, Academic Courses (for domestic providers)</p>	<p>1. Complete Part B of the Articulation Agreement Proposal form.</p>
D	Complete credit mapping	<p>Discipline lead</p> <p>Course coordinator</p>	<p>1. Complete Part C of the Articulation Agreement Proposal form.</p> <p>2. Mapping to be completed by a suitably qualified academic.</p> <p>3. Course coordinator reviews the credit mapping.</p>
E	Finalise and submit Articulation Agreement Proposal for endorsement	Institute/School	<p>1. Where the agreement involves multiple disciplines/schools/institutes, Associate Director, Global Partnerships and Business Development or Manager, Curriculum Services will collate the articulation agreement proposal for submission.</p> <p>2. Submit the completed Articulation Agreement Proposal to Institute/School Board for endorsement. Articulation agreement proposals, including copies of the unit outlines from which the unit mapping was undertaken, should be submitted to the Institute/School Board that owns the course(s).</p>
F	Endorse Articulation Agreement Proposal	Institute/School Board	<p>1. Assess and endorse or reject the articulation agreement proposal.</p> <p>2. If endorsed, submit the articulation agreement proposal to Curriculum Committee for approval.</p> <p>3. If rejected, advise accordingly, including reasons.</p>

G	Approve Articulation Agreement Proposal	Curriculum Committee	<ol style="list-style-type: none"> <li>1. Assess and approve or reject the articulation agreement proposal.</li> <li>2. If approved, submit to Academic Board for noting.</li> <li>3. If rejected, advise the Institute/ School accordingly, including reasons.</li> </ol>
H	Finalise the articulation agreement contract with the provider	Associate Director, Global Partnerships and Business Development Manager, Curriculum Services  DVC, Global, Engagement & Quality/PVC Learning & Teaching	<ol style="list-style-type: none"> <li>1. The Associate Director, Global Partnerships and Business Development Manager, Curriculum Services will prepare the articulation agreement contract.</li> <li>2. The DVC, Global, Engagement &amp; Quality/PVC Learning &amp; Teaching will sign the articulation agreement contract with the external provider.</li> <li>3. Lodge the signed articulation agreement, including the contract and approved articulation agreement proposal, in the relevant contract management system.</li> </ol>
I	Enter credit mapping into relevant systems	Higher Education Enrolment and Progression	<ol style="list-style-type: none"> <li>1. Enter the approved credit mapping into relevant study plans in the student management systems.</li> </ol>
J	Publish the articulation agreement	Course Management and Completions	<ol style="list-style-type: none"> <li>1. Publish the articulation agreement in relevant registers and websites.</li> </ol>
K	Apply credit to articulating students	Federation University	<ol style="list-style-type: none"> <li>1. Where an articulation agreement is in place, the external provider may supply transcripts for a cohort of articulating students, or the articulating student may need to provide a testamur and transcript. Credit will be applied consistent with the agreement arrangement with the external provider.</li> <li>2. The student's record will be amended to reflect the credit granted as per Item 2 (D) of this procedure.</li> <li>3. The student will be notified that credit has been applied as per Item 3 of this Procedure.</li> </ol>

L	Review articulation agreements	Institute/School Curriculum Committee Academic Board	<ol style="list-style-type: none"> <li>1. Prepare an annual report on the articulation agreement for noting by Institute/School Board, Curriculum Committee and Academic Board, detailing how many students have articulated that year and their results in their first semester of enrolment in their Federation University course.</li> <li>2. Articulation agreements must be reviewed, and credit mapping updated, when there are changes to the structures of the courses relevant to the agreement (external provider and Federation University).</li> <li>3. Articulation agreements should also be reviewed as part of the scheduled course review.</li> </ol>
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## Supporting Documents

- Academic Governance Policy
- Students and Support for Students Policy
- Application to Enrolment Guidelines
- Higher Education Enrolment Procedure
- Higher Education Guide
- Course Credit Transfer Application for International Students Procedure
- Pre-Enrolment Appeal Procedure
- Higher Education Application for Credit Transfer
- Higher Education Recognition of Prior Learning Procedure

### Forms.

- [Application for Cross Institutional Study \(Outbound\)](#) (PDF 225.7kb)
- [Articulation Agreement Proposal Form](#) (DOCX 185.6kb)

## Responsibility

- Chief Learner Experience Officer, as *Approval Authority*, is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director, Student Services and Registrar, as *Document Owner*, is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

## Promulgation

The Higher Education Academic Credit Transfer Procedure will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page of the 'Policies, Procedures and Forms to alert the University-wide community of the approved Procedure.

## Implementation

The Higher Education Academic Credit Transfer Procedure will be implemented throughout the University via:

- Information Sessions; and/or
- Training Sessions

## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Credit Application and Assessment	StudyLink for International applications  CRM for domestic applications	Senior Manager Admissions/Senior Manager Registrar Services	Destroy <b>7 years</b> after course completion, withdrawal or deferment
Credit Outcome/decision	fdlGrades for international  CRM for domestic	Senior Manager Admissions/Senior Manager Registrar Services	Destroy <b>7 years</b> after course completion, withdrawal or deferment
Articulation agreements	Contract Management System	DVC, Global, Engagement & Quality/ PVC Learning & Teaching	7 years