

Higher Education Academic Credit Transfer Procedure

Policy Code: LT2031

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Purpose

This procedure supports Federation University Australia's [Application to Enrolment Policy](#) and [Higher Education Academic Credit Transfer Policy](#). It mandates the processes the University will use to:

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

Scope

This procedure applies to higher education students in undergraduate and postgraduate (coursework) students of Federation University programs. This procedure is for recognition of formal prior coursework learning. This procedure should be read in conjunction with the [Program Credit Application for International Students Procedure](#) for international student credit applications.

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 Policy](#)). It does not apply to applications for shorter form credentials, or Workplace Recognition of Prior Learning relating to HE programs, which are not eligible for credit. However, recognition of prior learning in the workplace may be considered for entry requirements into some programs.

Legislative Context

- Federation University Act 2010
- [Statute 2.2 - Academic Board](#)
- [Statute 5.1 - Academic Awards and Courses](#)
- Statute 5.2 – Entry Quotas, Admissions and Enrolment
- Regulation 5.2 – Entry Quotas, Admissions and Enrolment
- [Statute 5.6 - Admission to and Granting of Academic Awards](#)
- Regulation 5.6 – Admission to and Granting of Academic Awards
- Australian Qualifications Framework (AQF)
- Tertiary Education Quality Standards Agency (TEQSA) Threshold Standards 2015

Definitions

A complete list of definitions relevant to this procedure is contained within the [Application to Enrolment Policy](#)

Actions

1. Applying for Credit

	ACTIVITY	RESPONSIBILITY	STEPS
A	Understanding the implications of credit transfer	Student	<ol style="list-style-type: none"> 1. Prior to applying for credit transfer, students should be aware that credit approval may: <ul style="list-style-type: none"> • affect professional accreditation and seek appropriate advice from the accreditation body. • result in a shorter program duration. 2. International students should be aware this may affect their visa conditions as the University will be required to inform Department of Immigration and Border Protection (DIBP) of a revised program end date.
B	Submitting Higher Education Credit Application Form	Student	<ol style="list-style-type: none"> 1. Students must apply for credit at the same time that they apply for admission to a program. NOTE: Students who are awaiting course/unit grades to be finalised must supply evidence of this, including any assessment results received for those pending courses/

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>units, with their application. Finalised results from those pending courses/units must then be provided to info@federation.edu.au within five working days of receiving the finalised results</p> <ol style="list-style-type: none"> 2. International students should apply for credit prior to the semester starting as credit transfer has visa implications. 3. Students may apply for subjects/courses in which they have already enrolled in their first teaching period. Credit applications (including all documentation specified on the application form) must be submitted before the end of Week 2, enabling processing before census date in order to avoid: <ol style="list-style-type: none"> a. incurring financial liability for subjects/courses enrolled in for which credit is subsequently received and from which the student wishes to drop their subject/course enrolment, noting that students are liable for all fees associated with their course enrolments after the relevant census date. b. impacting a student's study plan/program duration, noting that students are unable to enrol in new subjects/courses 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.

	ACTIVITY	RESPONSIBILITY	STEPS
			<ol style="list-style-type: none"> 4. Prior to completing a Higher Education Credit Application Form, refer to the Higher Education Academic Credit Transfer Policy which provides more detail regarding the specific circumstances under which credit will, and will not, be approved. 5. Complete a Higher Education Credit Application Form available online. 6. Students may seek informal advice from Student HQ (for domestic students), International Admissions (for international on-campus students) and CUP (for international partner students) regarding the likelihood of being granted credit based on documented previous precedents. Such advice will be non-binding. 7. Include all documentation 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 on the application form such as a course outline/description. Transcripts and other supporting documentation should be translated into English where appropriate. 8. 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 after

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>week 2 of semester and the consequences outlined in 1(B) (3) above failing to be avoided.</p> <p>9. Credit applications received with program applications will be assessed and student's enrolment details adjusted prior to census date. Applications for further credit received after the second week of teaching has commenced will only be considered under exceptional circumstances whereby the University accepts that there is a reasonable explanation for the student's failure to request credit before enrolment. Such applications require pre assessment by the program coordinator for consideration of approval from the relevant School Board. Once considered and if supported School Board will forward a recommendation for approval by Higher Education Curriculum Committee (HECC). Any decisions of the HECC approving exceptions must be reported to Academic Board (AB) for noting. Extracts of those late applications for credit decisions will be sent from HECC to AB after the unconfirmed minutes of HECC are approved by the Chair. Those extracts will be sent to AB for noting and upon receipt will be on forwarded to Student HQ/International Office.</p>

2. Assessing and Recording Credit Transfer Applications

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Assessing Higher Education Credit Application Form	<p>Student HQ for domestic students</p> <p>International Admissions Officers (for international on-campus students)</p>	<p>1. Determine whether the student has provided sufficient information to assess their eligibility for credit.</p>

	ACTIVITY	RESPONSIBILITY	STEPS
		CUP(for international partner students)	<ol style="list-style-type: none"> 2. Liaise with student if additional information is required to make a credit assessment. 3. 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 adversely impact the progress of the credit application, including, but not limited to, the application being considered to have been submitted after week 2 of semester and the consequences outlined in 1(B) (3) above failing to be avoided. 4. Determine whether the credit application meets transfer precedents already approved for the program. 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 5. If not, compile all relevant documents and send to the appropriate Program Coordinator (or nominee) for assessment. 6. Forward the form for further assessment (usually within 5 University working days).
B.	Assessing credit applications where precedents do not exist	Program Coordinator (or nominee) for domestic and international students	<ol style="list-style-type: none"> 1. Make an assessment of the credit application based on the following: <ol style="list-style-type: none"> a. Checking whether it meets the criteria for credit transfer in the Higher Education Academic Credit Transfer Policy b. Checking the credentials of the provider institution by referencing the appropriate lists provided by TEQSA, training.gov.au and

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>Australian Education International (AEI)</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 course/subject. The equivalence must be at least 80% for each course.</p> <p>d. Ensuring the credits awarded can be mapped and fit against the program structure.</p> <p>2. Indicate approval/disapproval on the form.</p> <p>3. Return form/notify Student HQ (for domestic students), International Admissions (for international on-campus students) or CUP (for international partner students) of outcome of provisional assessment. This assessment should be made within 10 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 adversely impact the progress</p>

	ACTIVITY	RESPONSIBILITY	STEPS
			of the credit application, including, but not limited to, the application being considered to have been submitted after week 2 of semester and the consequences outlined in 1(B) (3) above failing to be avoided.
C.	Approving and documenting new precedents	Program Coordinator (or nominee)	<ol style="list-style-type: none"> 1. Table for ratification at Program Committee. 2. Provide credit transfer decisions to Registrar Services for recording in an approved, university-endorsed record management system accessible by Student HQ/ International Admissions/CUP staff to allow them to make future credit transfer decisions based on precedence. 3. Ensure all relevant documentation is filed with copies of any emails.
D	Recording credit transfer decisions	Student HQ (for domestic students International Admissions Officers (for international on-campus students) CUP (for international partner students)	<ol style="list-style-type: none"> 1. Amend student's record in university-endorsed record management system to reflect the credit granted 2. Place a copy of the credit outcome on the student's file.

3. Notifying Students of Credit Transfer Decisions

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Notifying domestic students credit transfer decisions	Student HQ or CUP (for partner students)	<ol style="list-style-type: none"> 1. Email student advising whether their credit transfer application is successful/unsuccessful. 2. Where successful, notification should include an updated study plan showing the requirements fulfilled by the credit and the requirements remaining to be filled for successful program completion.
B.	Notifying international students	International Admissions Officers (for international on-campus students)	<ol style="list-style-type: none"> 1. Where credit is granted to international students after their enrolment, contact the student via email or letter,

	ACTIVITY	RESPONSIBILITY	STEPS
		CUP (for international partner students)	<p>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 ECOE if required.</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 and University Regulation 5.2, within 7 days of being notified of the decision, appeal to Academic Board in writing addressed to the nominated officer.</p>
B.	Considering appeals	Academic Board	<p>1. As per Student Appeal Procedure and University Regulation 5.2, appoint an Appeals Committee that, after allowing the person or student an opportunity to be heard or to make a written submission, may:</p> <ul style="list-style-type: none"> a. Dismiss an appeal; or b. Make a recommendation regarding granting of credit to the appropriate Dean (or equivalent).

5. Rescinding Credit Previously Granted

	ACTIVITY	RESPONSIBILITY	STEPS
A	Applying for rescission of credit previously granted	Student	<p>1. Refer to the Higher Education Academic Credit Transfer Policy for the conditions under which rescission may be granted.</p> <p>2. Apply in writing to Manager, Student HQ or Manager,</p>

	ACTIVITY	RESPONSIBILITY	STEPS
			Partner Relationships stating the reason for the request.
B	Assessing rescission request	Dean or equivalent	<ol style="list-style-type: none"> 1. Apply the Higher Education Academic Credit Transfer Policy to determine whether to rescind credit. 2. Notify Student HQ/CUP/ International Admissions.
C	Notifying student of rescission assessment	Student HQ (for domestic students International Admissions Officers (for international on-campus students) CUP (for international partner students)	<ol style="list-style-type: none"> 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 HQ (for domestic students International Admissions Officers (for international on-campus students) CUP (for international partner students)	<ol style="list-style-type: none"> 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. Cross-Institutional Credit

	ACTIVITY	RESPONSIBILITY	STEPS
A	Applying for cross-institutional credit	Student	<ol style="list-style-type: none"> 1. Prior to commencing study at another university in Australia as part of their program students must complete the Application for Cross Institutional Study (Outbound) form, (see Forms section below), and obtain approval for the requested study. 2. Students who complete courses (subjects) at other institutions without prior approval, may not be eligible for credit. 3. Students will be notified of the outcome of their application for cross institutional studies in writing. Once approval has been granted, students will be issued with a cross-institutional studies notification, which

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>includes the name of the host institution and the equivalent courses being studied.</p> <p>4. On successful completion of the courses, students must submit transcripts from the host institution for the credits to be applied.</p>

7. Articulations

	ACTIVITY	RESPONSIBILITY	STEPS
A	Articulating programs of study with an external provider	Federation University/Student	<p>1. External programs of study may be recognised by Federation University through a documented articulation agreement with an external provider approved by Academic Board or its assigned Standing Committee.</p> <p>2. Applicants covered by external articulations must submit all required information as requested.</p>
B.	Articulating programs with a partner institution	Federation University	<p>1. Where articulation arrangements are governed by an agreement between Federation University and a partner institution, the student does not have to apply for credit, but credit is applied consistent with the agreement arrangements with supplied transcripts from the partner institution.</p>

Supporting Documents

- [Application to Enrolment Policy](#)
- [Higher Education Enrolment Procedure](#)
- [Higher Education Guide](#)
- [Learning and Teaching Policy](#)
- [Program Credit Application for International Students Procedure](#)
- [Pre-enrolment Appeal Procedure](#)

Forms.

- [Application for Cross Institutional Study \(Outbound\)](#) (PDF 225.7kb)

- [Higher Education Application for Credit Transfer](#) (PDF 197.2kb)

Responsibility

- Deputy Vice-Chancellor (Academic) as *Approval Authority* is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- University Registrar as *Policy Sponsor* is responsible for maintaining the content of this procedure as delegated by COO.

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 Assessment	Student HQ or the University's approved records management system	Managers Student HQ/CUP	Destroy 7 years after program completion, withdrawal or deferment Dispose of hardcopy records as per disposal process in records management procedure
Application materials	Student HQ or the University's approved records management system	Managers Student HQ/CUP	Destroy 1 year after date of decision Dispose of hardcopy records as per disposal process in records management procedure