

Course Credit Transfer Application for International Students Procedure

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Purpose

Standard 2 of the National Code 2018 requires Registered Providers to have:

- Documented procedures for granting and recording course credit.
- Provided a record of course credit to the student, which must be signed or otherwise accepted by the student.
- Copy of student's acceptance of course credit placed on student's file.

This procedure describes how the University meets these requirements for international students.

Scope

This procedure applies to all international students of the University, irrespective of teaching location.

Legislative Context

- Education Services for Overseas Students Act 2000.
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Tertiary Education Quality and Standards Agency Act 2011
- Tertiary Education Quality Standards Agency (TEQSA) Threshold Standards 2021

Definitions

Term	Definition
Articulation Agreement	An arrangement between Federation University and other education providers that enables student to progress from a completed qualification to another with admission and/or credit in a defined pathway.
CoE	Confirmation of Enrolment - A document provided electronically which is issued by the University to intending international students and which must accompany their application for a student visa. It confirms the student's eligibility to enrol in the course/qualification of the University, at a specific teaching location.
Course	Course of education and training for Higher Education.
Course Credit	The value (exemption) assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer or articulation.
Credit Assessment	A process to determine the amount of credit an applicant is eligible for based on prior study, and/or relevant experience, course structure (core units/majors/minors, etc), student's choice of major and limits for credit.
fdlGrades	A system which the University uses to monitor the progress of students through their courses/qualifications and maintains a record of articulation agreements May be abbreviated to FDL.
IA	International Admissions
Immigration	Department of Home Affairs
International Student	A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act or studying at an off-shore teaching location.
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018, as amended from time to time.
Partner Provider (PP)	Educational Institution providing units and courses of the University through an approved Education Agreement.
PRISMS	Provider Registration and International Students Management
Qualification	Qualification of education and training for VET. Defined as Course in the ESOS Act.
School/Institute	School/Institute delivering a course to international students.
StudyLink	International Student online application system.

Actions

Activity	Responsibility	Steps
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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 may: <ul style="list-style-type: none"> • Affect professional accreditation and seek appropriate advice from the accreditation body. • Result in a reduced course duration. 2. International students should be aware this may affect their visa conditions as the University are required to list the revised course end date on the Offer/CoE 3. Students should be aware that they may incur financial liability for units they are enrolled in for which credit is subsequently received if their credit application is submitted later than two week prior to census date for the relevant study period. 4. Students may also receive a withdrawn grade which may affect their GPA. 5. Applications submitted after census date may also impact a student's study plan and course duration.
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Applying for credit at time of admission process

Partner Providers Locations

Activity	Responsibility	Steps
Submit intent to apply for credit at time of admission	Student	<ol style="list-style-type: none"> 1. Student applies for course credit in their application to study at Federation University Student to supply certified academic documentation translated into English, (including unit outlines) to support the credit application to the Partner Provider for inclusion in the application submission
Credit application included in admission application	Partner	<ol style="list-style-type: none"> 2. Partner submits the application to study via StudyLink partner uploads documentation to support credit application Partner generates 9000 FDL StudyPlan, maps credit and uploads to StudyLink

		Partner changes status to 'pending credit'
Provisional credit is processed	IA	3. IA issue Letter of Offer & Acceptance Agreement with provisional credit condition (PCA) via StudyLink. Course Coordinator retains discretionary authority to amend provision credit advice from partner
Credit application assessed (where pre-approved articulation agreement or course precedence exists)	IA/International Credit Officer	4. a) IA determine sufficient documentation has been provided to assess eligibility for credit and Review credit application against articulation agreement register in FDL, or course precedence, if either exist proceed to 5.
Credit application assessed (where no approved articulation agreement or course precedence exists)	Course Coordinator	4. b) If no articulation/precedence exists IA forward to Course Coordinator for approval via StudyLink. Course Coordinator assesses partner recommendation for credit as per institute/school guidelines Confirms or remaps credit on the 9000 studyplan in FDL and approves Returns outcome via FDL and StudyLink
Upon enrolment, credit is recorded in MyStudent Centre and advised to student	IA Credit Officer /Partner Liaison Officer	5. Student enrolls, credits approved on 9000 studyplan plan are cloned to the 3000 student plan. 6. IA credits officer generated credit letter and forward to partner for distribution to student. 7. Credits are entered onto students' transcript through FDL and MySC integration.

For Federation University Campuses

Activity	Responsibility	Steps
Applies for credit at time of admission via StudyLink	Student	Student applies for course credit in their application to study at Federation University Student to supply certified academic documentation (including unit outlines) to

		support the credit application at time of admission application
Credit application assessed (where pre-approved articulation agreement or course precedence exists)	IA	<p>5. a) IA determine sufficient documentation has been provided to assess eligibility for credit.</p> <p>review credit application against articulation agreement register in FDL, or course precedence, if either exist, map credit to a 9000 StudyPlan</p> <p>Issue Letter of Offer and Acceptance Agreement with credit included</p>
Credit application assessed (where no approved articulation agreement or course precedence exists)	Course Coordinator	<p>8. b) If no articulation/precedence exists</p> <p>IA generate 9000 studyplan in FDL, link to StudyLink and forward to Course Coordinator for approval via StudyLink</p> <p>Course Coordinator assesses application as per institute/school guidelines</p> <p>Maps credit on the 9000 studyplan in FDL and approves</p> <p>Returns outcome via FDL and StudyLink recording remaining semesters of course and revised course duration.</p>
Review outcome	IA	9. review outcome and issue Letter of Offer and Acceptance Agreement with credit included
CoE issued	International Student Compliance	10. CoE is issued reflecting the change of length of program study and listing credit approved (noting 9000 number from FDL).
Recording of credit	Student Admin	<p>11. Student enrolls, Student Admin clone credit from 9000 to 3000 student number and course credit is recorded in Campus Solutions and credit letter issued via FDL.</p> <p>Student will receive written notification of confirmed credit which will either include statement advising if the student has not contacted Student Admin by listed date it is assumed credit is accepted by student.</p> <p>12. Credit letter is issued through fdlGrades.</p>

Student Applies for Program Credit at Enrolment or While Enrolled

The [Higher Education Academic Credit Transfer Procedure](#) is inclusive of Federation Campus and Partner Provider Location students who apply for credit at time of enrolment or while enrolled.

Responsibilities

Specific responsibilities are included under Actions

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

Supporting documents

- [Academic Governance Policy](#)
- [Students and Support for Students Policy](#)
- [Application to Enrolment Guidelines](#)
- [Higher Education Enrolment Procedure](#)
- Higher Education Guide
- [Student Appeal Procedure](#)
- [Higher Education Application for Credit Transfer](#)
- [Higher Education Recognition of Prior Learning Procedure](#)
- Federation University Australia (Students) Regulation 2022
 - Part 2 – Admission to become a Student
 - Division 1 – Selection
 - Division 3 - Enrolment

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Evidence of acceptance of credit	Student File	Institute/IA	7 years after completion of course

Implementation

The [Course Credit Transfer Application for International Students Procedure](#) will be implemented throughout the University community via:

1. An Announcement Notice on the FedNews webpage;and
2. Inclusion in the University's online Policy Library.