

# **CREDIT FOR RECOGNISED LEARNING MANUAL**

POLICY AND PROCEDURES

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# INTRODUCTION

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## CREDIT FOR RECOGNISED LEARNING MANUAL

This manual is a compilation of policies and procedures relating to credit for recognised learning processes at Curtin University.

The full title of the manual is *Credit for Recognised Learning - Policy and Procedures*. It can be referred to and cited as the *Credit Manual*.

Upon approval, the *Credit Manual* rescinds and replaces the *2012 Credit for Recognised Learning Manual*.

The commencement date for the policies and procedures in the Credit Manual will be 1 April 2017. Any future amendments or revisions by the appropriate approval authority will be effective from the date of such approval.

## APPROVAL DETAILS

Endorsed: Academic Services Committee

Approved: Academic Board (Policy)

Chair, Academic Services Committee (Procedures)

# SCOPE OF POLICY AND PROCEDURES

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Refer to the individual policy and procedures for details regarding the scope.

# POLICY

## CREDIT FOR RECOGNISED LEARNING

### 1. PURPOSE

To provide a framework for the granting of credit for coursework units at Curtin University.

### 2. POLICY STATEMENT/S

- 2.1 The criteria for granting credit will be applied consistently and equitably to all applications.
- 2.2 Students receiving credit are not eligible for concessions to the required English standard.
- 2.3 Credit will not be granted where this is likely to result in the student experiencing difficulty in making satisfactory academic progress. If there is a question as to the student's English language competency, the student's Post Entry Language Assessment (PELA) results may be reviewed in conjunction with onward support requirements.
- 2.4 The student's point of entry to the course and assessed competency to commence studies at Curtin from that point will be taken into account in decisions regarding granting of credit.
- 2.5 Credit will not be granted when it is known it will affect the attainment of accreditation or registration in any related profession.
- 2.6 Credit may not be granted based on study within the same course.
- 2.7 Study below AQF Level 4 (Certificate IV) will not be used as a basis for granting credit.
- 2.8 Demonstration of attainment of learning outcomes is the mechanism on which decisions of the granting of credit will be made.
- 2.9 Course structures will not be changed in order to accommodate the granting of credit transfer.
- 2.10 Credit will be granted through the recognition of:

Type of Learning	Summary Information
Formal learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification (e.g. AQF).
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Informal learning	Learning gained through work or other appropriate experience.

2.11 Students may receive credit in the form of:

Type of Credit	Summary Information
Specified credit	Credit granted towards particular or specific unit(s) within a course.
Unspecified credit	Credit granted towards unspecified optional or elective unit(s) of a course.
Block credit	Credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification. Block credit may be stated in an articulation agreement but will be recorded against individual units on the Student Management System.

2.12 Credit will be determined through processes including:

- Articulation Agreements;
- Credit transfer applications; and
- Recognition of prior learning.

2.13 The Academic Registrar will publish application procedures. All applications will be on the approved application form with the required supporting documentation or as otherwise directed. Application fees including any assessment fees, where applicable, will be submitted with the application.

2.14 All Articulation Agreements will comply with the full provisions of University English and Entry Requirements and the credit for recognised learning policy and procedures, including limits on the amount of credit that may be granted.

### 3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Deputy Vice-Chancellor, Academic – Implementation and Compliance Monitoring, Measuring and Continual Improvement

### 4. SCOPE OF POLICY

- All individuals who apply for or receive Credit for Recognised Learning for coursework units.

### 5. DEFINITIONS

*(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)*

An **Articulation Agreement** is a formal agreement between Curtin and another educational institution to provide admission and a specified amount of credit in a course to students who have completed prior studies at the other institution.

**Credit** (for recognised learning, CRL), is the value 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.

## 6. SUPPORTING PROCEDURES

- Credit Limitations
- Application for Credit
- Credit Documentation Requirements
- Articulation Agreements
- Provision of False or Misleading Information
- Rescinding Credit
- Appeals against Credit Decisions

## 7. RELATED DOCUMENTS/LINKS

[Curtin University Act 1966](#)

[Statute No. 10 – Student Disciplinary Statute](#)

[Higher Education Support Act \(2003\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Course Approval and Quality Manual](#)

[Assessment and Student Progression Manual](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2022

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	Approved	25/11/2016	Academic Board	AB 216/16	Attachment A to 11.4 effective 1 April 2017

# PROCEDURES

## CREDIT LIMITATIONS

### 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

### 2. PROCEDURAL DETAILS

#### Summary of Credit Limitations

BASIS FOR CREDIT	MAXIMUM CREDIT able to be approved for an AQF Level 7 Course	MAXIMUM CREDIT able to be approved for an AQF Level 8 or AQF Level 9 Courses
Formal Learning: Prior studies at AQF Level 4 or equivalent or below including enabling or foundation courses	Nil (see 2.1 below)	Nil
**Formal Learning: Prior studies at an AQF Level 5 or equivalent	33% credit value of a 3-year course or 25% of a 4-year course	Nil
**Formal Learning: Prior studies at an AQF Level 6 or equivalent	67% credit value of a 3-year course or 50% of a 4-year course	Nil
Formal Learning: Prior studies at an AQF Level 7 or equivalent	* 67% credit value of course or duration of course less one year (whichever is the greater)	Not normally approved except in specific circumstances
Formal Learning: Prior studies at an AQF Level 8 or AQF Level 9 or equivalents	* 67% credit value of course or duration of course less one year (whichever is the greater)	* 67% credit value of a course or duration of course less one year (whichever is the greater)
Non-Formal Learning and Informal Learning	* 33% credit value of a 3-year course or 25% of a 4-year course	* 33% credit value of a course or one year (whichever is the lesser).

\* Not exceeding the equivalent credit point value of the previous course

\*\* If the prior study at AQF level 5, 6 or 8 is a VET qualification, all components will be fully completed and the student in receipt of an award certificate.

- 2.1 Credit will not be granted for studies completed at AQF Level 4 or equivalent (Certificate IV). In exceptional circumstances, an *Exceptions Approval – Non-Standard Credit* may be considered if the AQF Level 4 or equivalent (Certificate IV) course content is either identical to or directly relevant to a skills-based unit within a Curtin University course. The AQF Level 4 or equivalent (Certificate IV) course will be fully and successfully completed. Credit will not be considered if only modules or components of the qualification are completed. Credit will be granted up to a maximum of 100 credit points at AQF Level 7 introductory units only.
- 2.2 Credit may not be granted where this would result in the student undertaking less than the prescribed minimum amount of study at Curtin University. The minimum amount of study required to be completed at Curtin University is 33% of the total credit points for the course or one year (200 credit points), whichever is the lesser.
- 2.3 Credit for final year or highest level units will only be granted for a maximum of 50 credit points unless otherwise specified in articulation agreements as referenced in the procedure *Articulation Agreements*.



- 2.4 Awarded credit will not enable a student to complete their course through the study of first year units only.
- 2.5 The granted credit point load will be equal to or less than the credit point load of the previously studied unit.
- 2.6 Credit in a course will only be granted based on units completed at the same or a higher AQF level. Limited credit may be granted for study completed at a lower AQF level where the lower level unit content and outcomes is considered either identical or directly relevant to the content and outcomes of the higher AQF level course. Approval is required under the *Exceptions Approval – Non-Standard Credit* process. Credit based on previous study at a lower AQF level will be granted for introductory level units at the higher level.
- 2.7 In the case of credit for a unit that has been completed at the lower AQF level and jointly taught to both undergraduate and postgraduate students, credit may not be granted as it is expected that postgraduate students will have different assessment and learning outcomes.
- 2.8 If credit has been granted based on a specific previously completed unit, credit will not be granted again in the same course based on the same previously completed unit.
- 2.9 If a student switches their course or selects to change their major, stream or minor then the application of existing credit is not guaranteed.
- 2.10 Partial credit will not be awarded for units and credit will not be considered for partially complete or failed units.
- 2.11 Credit for non-formal learning or informal learning may be granted if it is relevant to the course of study, has addressed the curriculum content and learning outcomes of the unit/s being exempted and is directly relevant as a substitute for study.

#### **Granting of Credit**

- 2.12 Decisions regarding the granting of credit will:
  - Be evidence based, equitable and transparent;
  - Be applied consistently and fairly with decisions subject to appeal and review;
  - Recognise learning regardless of how and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the unit;
  - Be academically defensible and take into account the student's ability to meet the learning outcomes of the unit and course successfully;
  - Recognise the unique quality of a Curtin award;
  - Be decided in a timely way;
  - Allow for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a course leading to a qualification or for the partial fulfilment of the requirements of a qualification; and
  - Be formally documented for the student including any reasons for not giving credit.

#### **Time Limits for the Recognition of Credit**

- 2.13 Credit for units will not be granted for prior learning completed more than ten years previously. For example, for units completed in Semester 1, these units may be considered valid until the completion of Semester 1, ten years from the original year the unit was studied. A shorter timeframe of less than ten years may be applied to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since the prior study occurred.

#### **Unit Transfer**

- 2.14 Internal credit transfers are exempt from credit limitations providing that the student has transferred from an incomplete course to a newly commenced course at the

same level, the unit was completed within ten years of the transfer and forms part of the new course structure.

#### **Standard Credit Approval Authority**

- 2.15 The authority to approve standard credit in all courses, across all AQF levels, rests with the relevant Pro Vice-Chancellor.
- 2.16 The Pro Vice-Chancellor may give his or her authority to approve credit to designated staff.
- 2.17 The Pro Vice-Chancellor is responsible for ensuring that all staff assessing and approving credit are aware of and comply with this policy and accompanying business processes.

#### **Authority: Exceptions Approval - Non-Standard Credit**

- 2.18 Any proposal to grant credit for recognised learning beyond the credit limitations will be supported by the relevant Faculty Pro Vice-Chancellor (or authorised officer) and be submitted in writing to the Manager, University Admission Centre.
- 2.19 The submission will provide full documentation as required by the Manager, University Admission Centre, and will explain why granting credit beyond the stated limits is considered:
- academically defensible;
  - consistent with external accreditation body requirements; and
  - aligned with the University's expectations in valuing the unique quality of a Curtin course and a Curtin graduate.
- 2.20 On receipt of such a submission, the Manager, University Admission Centre, will arrange to have it considered by the University Admissions Committee for recommendation to the Deputy Vice-Chancellor, Academic.
- 2.21 The Deputy Vice-Chancellor, Academic is responsible for approving or not approving these submissions.
- 2.22 The decision of the Deputy Vice-Chancellor, Academic is final.
- 2.23 Academic Services Committee will be notified of all decisions relating to *Exceptions Approval – Non-Standard Credit* approvals or non-approvals.
- 2.24 All approved non-standard credit will be recorded on the Student Management System by the University Admission Centre.

### **3. DEFINITIONS**

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

### **4. SCOPE OF PROCEDURES**

- 4.1 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair, Academic Services Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

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# APPLICATION FOR CREDIT

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## 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

## 2. PROCEDURAL DETAILS

### Additional Assessment

- 2.1 An applicant for credit may be required to undertake assessment to support their application. This may take the form of an examination, interview, challenge test or other means of evaluation. A fee is normally charged for this assessment.

### Assessment of Applications for Credit

- 2.2 Recognition of external prior learning, credit for articulation arrangements and other credit as applicable will normally be assessed prior to the offer of a course place. Assessments for other ongoing CRL may be considered after commencement of the course. Applications that are complete and do not require further consideration under the *Exceptions Approval – Non Standard Credit* process will require a minimum of 20 working days to be assessed and processed.
- 2.3 Informal responses to credit application enquiries are not a binding decision on the University.
- 2.4 University staff involved in the assessment and granting of credit will have appropriate experience and/or be provided with appropriate training and support to enable them to properly assess credit applications.
- 2.5 It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or authorised officer) to identify training needs and ensure that these are met. The University Admission Centre will provide training as required.
- 2.6 It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or authorised officer) to ensure academic and professional staff do not advise applicants of the granting of non-standard credit until this has been approved by the Deputy Vice-Chancellor, Academic (or authorised officer).

### Credit Does Not Guarantee Eligibility for Entry

- 2.7 The granting of credit within a course does not in itself constitute eligibility for entry. The student will still be required to meet the prescribed entry requirements to be eligible for entry.

### Credit Does Not Guarantee Student Will Meet Requirements to Graduate from Course

- 2.8 The granting of credit within a course does not in any way constitute a guarantee that the applicant will meet the requirements to graduate from the course.

### Timetable Clashes and Other Consequences

- 2.9 Where the granting of credit causes timetable clashes or unacceptable study combinations, the University is under no obligation to make individual arrangements for the student.

### International Onshore Students – Compliance with National Code

- 2.10 Any approval of credit for International Onshore students will comply with the provisions of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)*. International students are responsible for compliance with their individual enrolment and student visa conditions.

## 3. DEFINITIONS

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

#### 4. SCOPE OF PROCEDURES

- 4.1 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# CREDIT DOCUMENTATION REQUIREMENTS

## 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

## 2. PROCEDURAL DETAILS

- 2.1 Documentation should clearly show that the applicant has achieved and maintained the competencies and/or knowledge and/or skills inherent in the qualification being recognised. It is particularly important that any credit that is granted on the basis of prior professional (work) or life experience is properly documented with a full description of the competencies for which the credit is being granted.
- 2.2 Appropriate documentation includes, but is not limited to:
- official academic transcripts;
  - award certificates;
  - a CV or resume outlining relevant work history;
  - statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies;
  - personal statement demonstrating how unit learning outcomes have been met through relevant work experience;
  - results of any relevant examinations or tests which identify that the required competencies have been met;
  - a record of any relevant interview that academic staff have held with the applicant regarding required competencies;
  - unit outlines; and
  - evidence of professional accreditation.
- 2.3 Advice on appropriate documentation and minimum documentation requirements is available from the University Admission Centre.
- 2.4 Documentation will meet the 'Scanned Documentation Certification Guidelines' or 'Certification Guidelines' or both as appropriate and be provided as prescribed by the Academic Registrar or documentation may not be accepted.
- 2.5 The University is not responsible for the delayed assessment and processing of Credit for Recognised Learning or impacts of a student being able to enrol in units if the appropriate documentation is not submitted with the credit application.

## 3. DEFINITIONS

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. SCOPE OF PROCEDURES

- 4.1 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# ARTICULATION AGREEMENTS

## 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

## 2. PROCEDURAL DETAILS

### Approval of Articulation Agreements

- 2.1 All Articulation Agreements with Australian educational institutions will be approved by the relevant Faculty PVC. This authority may not be delegated.
- 2.2 All Articulation Agreements with overseas educational institutions will be approved by the relevant Faculty PVC and the DVC, International. This authority may not be delegated.
- 2.3 Final paperwork for Articulation Agreements will be signed and authorised by the Vice-Chancellor. This authority may not be delegated.
- 2.4 The DVC, International will publish procedures for obtaining approval of Articulation Agreements with overseas educational institutions.
- 2.5 All Articulation Agreements will be in the form approved by Legal and Compliance Services. Once signed by all parties the Articulation Agreement will be referred to the University Admissions Committee via the Manager, University Admission Centre, for noting on a Register of Approved Articulation Agreements and CRL arrangements will be recorded on the student management system.
- 2.6 All Articulation Agreements and credit transfer letters will be registered on the Contracts Register maintained by Legal and Compliance Services.
- 2.7 It is the responsibility of the relevant Faculty Pro Vice-Chancellor to ensure all requirements of the Articulation Agreements are correctly managed and complied with including the review period and any changes to course structures at Curtin and the external institution.

## 3. DEFINITIONS

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. SCOPE OF PROCEDURES

- 4.1 All Australian campus based academic and professional staff.
- 4.2 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# PROVISION OF FALSE OR MISLEADING INFORMATION

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## 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

## 2. PROCEDURAL DETAILS

2.1 If an applicant for credit provides information that is false or misleading in relation to a credit application, the Academic Registrar may undertake action to:

- Refuse an application for credit or offer of credit, or if already granted, revoke the approval of credit;
- Refuse admission or if already offered admission, revoke the offer of admission; or both; or
- Refuse enrolment, or, if already enrolled, revoke the enrolment.

2.2 The Academic Registrar is not limited to the above actions.

## 3. DEFINITIONS

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. SCOPE OF PROCEDURES

4.1 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# RESCINDING CREDIT

## 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

## 2. PROCEDURAL DETAILS

### Rescission of Credit at Request of Student

- 2.1 Credit may be rescinded at the request of the student.
- 2.2 A fee may be applied for rescinding credit.
- 2.3 A request to rescind credit will be submitted in a manner prescribed by the Academic Registrar.
- 2.4 It is at the discretion of the Director, Admissions and Scholarships whether to approve a request to rescind credit.
- 2.5 If credit is approved and then formally rescinded, the student may not apply in the future for credit based on the same previous study for the same Curtin units.
- 2.6 Students are responsible for seeking advice and establishing the possible consequences that any rescission of credit may have on their course progress due to the availability of units.
- 2.7 International students are responsible for seeking advice and establishing the possible consequences that rescinding credit may have on increasing their duration of study in the course, course costs, living expenses and the University being unable to guarantee an extension of their visa due to any increased duration of study.

### Rescission of Credit in Other Circumstances

- 2.8 Credit may be rescinded by the University:
  - Where false or misleading information has been provided;
  - As a result of a penalty; or
  - Where determined applicable as a result of a change of course or major.

## 3. DEFINITIONS

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. SCOPE OF PROCEDURES

- 4.1 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# APPEALS AGAINST CREDIT DECISIONS

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## 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning

## 2. PROCEDURAL DETAILS

### Informal Resolution

2.1 The applicant may initially discuss their concerns with the decision maker. The applicant may be accompanied by another person from within the University during these discussions. A student may also seek assistance and advice from the University Counselling Services, the Curtin Student Guild, academic staff and Student Services in preparing for a formal appeal.

### Appeals

2.2 Appeals may only be lodged in relation to decisions on credit made by the relevant Pro Vice-Chancellor or authorised officer.

2.3 An applicant, who believes their credit for recognised learning application has not been fully or fairly assessed, may request a review of their application and may lodge a formal appeal provided that the application for credit for recognised learning was lodged on time, with all required documentation (see procedure *Credit Documentation Requirements*).

2.4 Appeals may not be lodged against a decision to not grant credit if considered under the *Exceptions Approval – Non Standard Credit* process (those decisions requiring approval by the Deputy Vice-Chancellor, Academic).

### Formal Appeal

2.5 A formal appeal will be submitted, in writing, within 10 working days of notification.

2.6 An acknowledgement of receipt of the appeal will be provided to the student within five working days.

2.7 Where an authorised officer is responsible for the assessment of the relevant credit for recognised learning application, the appeal will be assessed and decided by the relevant Faculty Pro Vice-Chancellor.

2.8 The decision of the relevant Faculty Pro Vice-Chancellor is final.

2.9 Where the Faculty Pro Vice-Chancellor has made the original decision, the appeal will be decided by the Provost.

2.10 The decision of the Provost is final.

2.11 In considering the appeal, the decision maker will:

- Investigate the claims outlined in the appeal;
- Determine whether the appeal should be upheld or denied; and
- Notify the student, in writing, of the appeal outcome within 10 working days of the acknowledgement.

## 3. DEFINITIONS

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. SCOPE OF PROCEDURES

4.1 All individuals who apply for or receive Credit for Recognised Learning for coursework units.

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair, Academic Services Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	30/11/2012	Academic Board	AB 145/12	Attachment 3 to Document No 001191/12
	Administratively Updated	04/03/2014	Director, Legal and Compliance Services		Title change from Deputy Vice-Chancellor, Academic to Provost and Senior Deputy Vice-Chancellor
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Title Manager Changes
	Approved	10/11/2016	Chair, Academic Services Committee	EM1639	Academic Board Attachment A to Item 11.4 (AB 216/16 (c)) Effective 1 <sup>st</sup> April 2017

# ADDITIONAL INFORMATION

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## INTERPRETATION

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Where there is any doubt as to the interpretation or administration of any of the policies and procedures contained in this manual, the Academic Registrar is responsible for determining the correct or intended interpretation.

# SCHEDULES

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## Schedule 1: Definitions

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An **Applicant** is a person who is applying for entry to a course or enrolment in a unit, which leads to, or is capable or leading to, an academic award of the University.

An **Articulation Agreement** is a formal agreement between Curtin and another educational institution to provide admission and a specified amount of credit in a course to students who have completed prior studies at the other institution.

**Block credit** is credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification. Block credit may be stated in an articulation agreement but will be recorded against individual units on the Student Management System.

A **component**, when referred to as part of a program of learning for the purpose of granting block credit, can also be referred to as a **unit** which is a discrete entity of study within a subject area or a certain number of units with a similar characteristic(s) which form a section of a course of study.

**Credit** (for recognised learning, CRL), is the value 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.

**Designated** credit is granted based on completion of an identical Curtin University unit through one of the partners of Curtin University. The identical unit will show on a student's Academic Transcript with the unit name, credit points and a grade/mark.

An **Exemption** is granted based on completed study or work experience, which relates specifically to the content of a particular unit. The credit exemption will show on a student's Academic Transcript as the unit title and credit in the "RPL" section.

**Formal learning** is a type of recognised learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

**General or Option/ Elective** credit is granted based on completed study or work experience but is not unit specific. Such credit will show on a student's Academic Transcript as a specific number of credit points. **General or Option:** credits towards the course or optional units. **Elective** credit towards the elective units in the course.

A **Head of School** means the senior academic position in charge of a School.

**Informal learning** is a type of recognised learning gained through work or other appropriate experience.

**Non-formal learning** is a type of recognised learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

**Specified credit** is a type of credit granted towards particular or specific units within a course.

A **Student** is a person who is admitted to a course or enrolled in a unit, which leads to, or is capable of leading to, an academic award of the University.

A **unit** means a discrete entity of study within a subject area that is a component of a course.

**Unit Transfer** is granted based on completed study equivalent to a specific unit in your current course. If the transfer is of identical units from one Curtin course to another Curtin course the transferred unit will show on a student's Academic Transcript with the unit title, credit points and a grade/mark.

**Unspecified credit** is a type of credit granted towards unspecified optional or elective units of a course.

A **working day** is any day, Monday to Friday, other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.



## Schedule 2: Summary of Responsibilities

University positions given responsibility and authority in this Manual for the following actions.

In all cases, the responsibility and authority may be given as listed in the approved Schedule of Authorisations.

This table is a summary only. Please refer to the relevant policy or procedure for complete information.

	Section	Deputy Vice-Chancellor, Academic	Deputy Vice-Chancellor, International	Relevant Faculty Pro Vice-Chancellor	Academic Registrar	University Admissions Committee	University Admission Centre	Other Position/s	University Committees
<b>POLICY - CREDIT FOR RECOGNISED LEARNING</b>									
Publish application procedures	3				✓				
Responsible for Implementation, Compliance Monitoring, Measuring and Continual Improvement	3	✓							
<b>PROCEDURE - CREDIT LIMITATIONS</b>									
Approve standard credit in all courses across all AQF levels	4			✓					
Give authority to approve credit	4			✓					
Ensure compliance with policy and accompanying business processes of all staff to who assess and approve credit applications	4			✓					
Approve non-standard credit exceptions	4	✓							
Provide written support for any proposal to grant credit beyond the limits outlined in the policy	4			✓ (or authorised officer)					
Receipt and outline required written documentation from relevant Faculty Pro Vice-Chancellor in relation to non-standard credit approval submissions	4							✓ (Manager, University Admission Centre)	
Recommend approval or non-approval of non-standard credit to Deputy Vice-Chancellor, Academic	4					✓			
Receive notification of whether approval has or has not been provided to grant credit beyond the limits outlined in the policy	4								✓ (Academic Services Committee)
Record approved non-standard credit on the student management system	4						✓		
<b>PROCEDURE - APPLICATION FOR CREDIT</b>									
Identify granting of credit training needs and ensure they are met	5			✓					

	Section	Deputy Vice-Chancellor, Academic	Deputy Vice-Chancellor, International	Relevant Faculty Pro Vice-Chancellor	Academic Registrar	University Admissions Committee	University Admission Centre	Other Position/s	University Committees
Provide training as required regarding the granting of credit	5						✓		
<b>PROCEDURE - CREDIT DOCUMENTATION REQUIREMENTS</b>									
Prescribe documentation requirements	6				✓				
Provide advice on the minimum and appropriate supporting documentation requirements for credit approval applications	6						✓		
<b>PROCEDURE - ARTICULATION AGREEMENTS</b>									
Approve articulation agreements with Australian educational institutions	7			✓					
Approve articulation agreements with overseas educational institutions	7		✓ (joint responsibility with Faculty PVC)	✓ (joint responsibility with DVCI)					
Sign and authorise articulation agreements	7							✓ (Vice-Chancellor)	
Publish procedures for obtaining approval of articulation agreements with overseas educational institutions	7		✓						
Approve the form of articulation agreements	7							✓ (Legal and Compliance Services)	
Note approved articulation agreements on a register	7							✓ (University Admissions Committee via Manager, University Admission Centre)	
Maintain contracts register where articulation agreements and credit transfer letters are recorded	7							✓ (Legal and Compliance Services)	

	Section	Deputy Vice-Chancellor, Academic	Deputy Vice-Chancellor, International	Relevant Faculty Pro Vice-Chancellor	Academic Registrar	University Admissions Committee	University Admission Centre	Other Position/s	University Committees
<b>PROCEDURE - PROVISION OF FALSE OR MISLEADING INFORMATION</b>									
Undertake action to refuse an application for credit, offer of credit or revoke the approval of credit	8				✓				
Undertake action to refuse admission or revoke offer of admission	8				✓				
Undertake action to refuse enrolment or revoke enrolment	8				✓				
<b>PROCEDURE - RESCINDING CREDIT</b>									
Prescribe application requirements for requests to rescind credit	9				✓				
Approve rescission of credit	9							✓ (Director, Admissions and Scholarships)	
<b>PROCEDURE - APPEALS AGAINST CREDIT DECISIONS</b>									
Decide an appeal regarding a credit for recognised learning application where the original decision maker was an authorised officer	10			✓					
Decide an appeal regarding a credit for recognised learning application where the original decision maker was not an authorised officer	10							✓ (Provost if the original decision was made by the relevant Faculty PVC)	