

## Credit (HE) Procedure

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### 1. Purpose

The intent of this procedure is to describe the credit processes and assign responsibility for effective implementation across Higher Education courses.

### 2. Definitions

For the purpose of this procedure the following definitions apply:

**Block Credit:** Block credit is granted towards whole stages or components of a course leading to a qualification (AQF) in the form of a year or credit point equivalent. Credit may be granted horizontally across qualifications at the same level as well as vertically between qualifications at different levels.

**Credit Transfer (CRT):** Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (AQF).

It relates to previous successful study at Melbourne Polytechnic or previous successful study at another higher education, tertiary or TAFE institution are considered.

**Cross-institutional study:** Where a student enrolls in a subject at another institution, which counts towards Melbourne Polytechnic studies.

**Exchange program:** Short-term study undertaken at an approved exchange partner institution normally in another country to foster mobility and broaden the student experience. Studies completed on exchange count toward Melbourne Polytechnic studies.

**Formal learning:** Learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognized AQF qualification or other formally recognized qualification (AQF).

**Informal learning:** Learning gained through work-related, professional, industry, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support (AQF).

**Nested program:** On successful completion of a lower level course, the student may be eligible for credit towards the higher-level course.

**Non-award study:** Where a student enrolls in a single subject without being admitted to the course leading to the award.

**Non-formal learning:** Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification (AQF).

**Recognition of Prior Learning (RPL):** Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including informal and non-formal learning) to determine the equivalent credit outcomes of an individual application for credit (National Quality Council Training Packages glossary) (AQF).

## Credit (HE) Procedure

Specified Credit: Specified credit is credit granted towards specific components of a qualification such as a subject deemed to be equivalent to that for which credit is sought.

Unspecified Credit: Unspecified credit is granted towards elective components of a qualification in the form of credit points

### 3. Responsibility and Accountability

#### 3.1 Credit codes

The following codes apply to Higher Education courses when recording credit granted. This includes formal, informal, non-formal learning.

| Code  | Description   |
|-------|---|
| -/CRT | Credit transfer granted for formal learning equivalent in content and learning outcomes |
| -/RPL | Credit granted for informal and non-formal learning                                     |

#### 3.2 Assessing credit applications

Queries and requests for credit assessment can occur at admission and/or enrolment. Where possible credit assessments should be completed prior to the commencement of semester. Any student seeking to rescind credit granted should discuss their request with the Head of School.

| Task   | Responsibility                                   | Notes  |
|--|--|--|
| <b>Admission stage</b>   |  |  |
| Submit request for credit and supporting documentation with course application to School or International Office   | International student/Domestic students          |  |
| Review application and supporting documentation and contact the student if further information and/or clarification required and/or liaise with the relevant School regarding credit request | International Office/Head of Program or delegate |  |
| Assess the application against the course/subject learning outcomes, currency of studies, professional requirements (if applicable) and determine amount of credit to be granted             | Head of Program or delegate                      | Refer to Credit (HE) Policy for credit/RPL limits    |
| Determine and document the outcome   | Head of Program or delegate                      |  |
| Forward credit recommendation to Head of School for approval   | Head of Program or delegate                      |  |
| Approve/Reject the credit recommendation and liaise with Head of Program or delegate to discuss (if required)  | Head of School                                   |  |
| Advise domestic students of outcome (via letter or email) prior to enrolment   | Course Administrator                             |  |
| Advise International Office of the outcome of international student credit requests  | Course Administrator                             | If credit is not granted include the reasons for the |

## Credit (HE) Procedure

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|  |                             | decision in the letter   |
| Advise international student of the outcome when issuing the offer letter  | International Office        |  |
| <b>Enrolment stage</b>   |                             |  |
| Respond to credit transfer/RPL queries from students (via email or phone)  | Head of Program or delegate | Can occur prior to submitting a course application, after receiving an offer or at enrolment   |
| Download Higher Education Academic Credit Application from the Institute website   | Student                     |  |
| Complete form, attach supporting documentation and submit to the School  | Student                     | Supporting documentation may include:<br>academic transcript<br>course and subject outline<br>non - formal documentation detailing the components covered in the training portfolio of work detailing life/work experience   |
| Review application and supporting documentation and contact the student if further information and/or clarification required   | Head of Program or delegate | Advise the International Office of any international student applications for credit   |
| Assess the application against the course/subject learning outcomes, currency of studies, professional requirements (if applicable) and determine amount of credit to be granted | Head of Program or delegate | Refer to Credit (HE) Policy for credit/RPL limits<br>Refer to precedents (if applicable)<br><br>Where possible it is desirable for credit to be assessed prior to or at enrolment so that students can enrol into the correct subjects prior to the commencement of semester |
| Determine and document the outcome   | Head of Program or delegate |  |
| Forward credit recommendation to Head of School for approval   | Head of Program or delegate |  |
| Approve/Reject the credit recommendation and liaise with Head of Program or delegate to discuss (if required)  | Head of School              |  |
| Advise the student (via letter or email) of the outcome as soon as possible and no later than the end of the third week of semester  | Course Administrator        | Use template letter and if credit is not granted include the reasons for the decision in the letter<br><br>Advise student to amend enrolment (if required)   |

## Credit (HE) Procedure

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| Advise School whether credit granted is acceptable within 2 days of receiving the notification   | Student                     | Students should note that a reduced study load may impact Centrelink payments (if applicable) and course duration |
| Forward the paperwork to Academic Registry to process CRT/RPL and enter notes on student record (cc International Office)  | Course Administrator        | No later than the end of the fourth week of semester  |
| Contact the Head of Program to discuss any queries/concerns regarding the credit outcome   | Student                     | Advise International Office   |
| Discuss student queries/concerns and if the matter remains unresolved advise the student that they can lodge an appeal through the Student Complaints and Appeal Policy and Procedure                                  | Head of Program or delegate |   |
| Maintain documentation in the School for future reference  | Course Administrator        | Make copies of original supporting documentation and contact the student to collect originals                     |
| At the end of the semester download a report from Strata detailing all approved/not approved credit included in the notes section of the student record and table at the next School Higher Education Committee (SHEC) | Course Administrator        |   |

### 3.3 Credit for Cross-institutional studies

| <b>Task</b>   | <b>Responsibility</b>       | <b>Notes</b>                                 |
|---|-----------------------------|--|
| Receive a request from a student to study at another institution  | Head of Program or delegate |  |
| Consider request and reasons for the request  | Head of Program or delegate | Subject not offered at Melbourne Polytechnic |
| Approve/not approve request   | Head of Program or delegate |  |
| Advise the student of the outcome within 5 days of receipt of request                                     | Head of Program or delegate |  |
| If approved, apply and enrol in the subject and pay fees at the other institution                         | Student                     |  |
| Provide a result statement from the other institution to the Head of Program on completion of the subject | Student                     |  |
| Sight result statement to verify satisfactory completion of the subject                                   | Head of Program or delegate |  |
| Submit a request and copy of result statement to Academic Registry to process                             | Head of Program or delegate |  |

## Credit (HE) Procedure

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| a credit transfer for the subject completed at the other institution against the Melbourne Polytechnic course |  |  |
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### 3.4 Credit for Exchange programs

| Task   | Responsibility              | Notes  |
|--|-----------------------------|--|
| Receive a request from a student to participate in an exchange program at another institution  | Head of Program or delegate | Refer to Programs Division Student Exchange Policy and Procedure |
| Consider request and reasons for the request   | Head of Program or delegate | Must relate to the course of study                               |
| Approve/not approve request for a set period of time   | Head of Program or delegate | one semester   |
| Advise the student of the outcome within 5 days of receipt of the request  | Head of Program or delegate |  |
| If approved, undertake exchange program at other institution   | Student                     |  |
| Provide a result statement from the other institution to the Head of Program on completion of the semester of study  | Student                     |  |
| Sight result statement to verify satisfactory completion of the subjects   | Head of Program or delegate |  |
| Submit a request and copy of result statement to Academic Registry to process a credit transfer for the subjects completed at the other institution against the Melbourne Polytechnic course | Head of Program or delegate |  |

## 4. Supporting Documents and Templates

[Credit \(HE\) Policy](#)

[Academic Credit \(HE\) Form](#)

[Articulation into Higher Education Policy](#)

[Articulation into Higher Education Procedure](#)

[Internal Articulation \(HE\) Form](#)

[Programs Division Student Exchange Policy](#)

[Programs Division Student Exchange Procedure](#)

[Student Complaints and Appeal Policy](#)

[Student Complaints and Appeal Procedure](#)

## Credit (HE) Procedure

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### 5. Procedure Control

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|----------------------------|------------------------------|
| <b>Approving authority</b> | <i>Academic Board</i>        |
| <b>Date approved</b>       | <i>7 September 2017</i>      |
| <b>Date effective</b>      | <i>1 January 2018</i>        |
| <b>Procedure category</b>  | <i>Learning and Teaching</i> |
| <b>Edition</b>             | <i>9</i>                     |
| <b>Review date</b>         | <i>September 2020</i>        |