

## CREDIT TRANSFER AND ARTICULATION POLICY

|                              |   |
|------------------------------|---|
| <b>Approving authority</b>   | Academic Board  |
| <b>Purpose</b>               | To establish criteria for granting credit into the Institute's higher education courses which are cognisant of the Australian Qualifications Framework (AQF), the Tertiary Education Quality Standards Agency's (TEQSA) threshold standards, the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018. |
| <b>Responsible Officer</b>   | Academic Dean   |
| <b>Next scheduled review</b> | August 2021   |
| <b>Document Location</b>     | <a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>   |
| <b>Associated documents</b>  | Course Unit Coding Policy<br>Unit Credit Points Policy<br>Student Services & Support Policy and Procedure<br>Credit Transfer and Articulation Procedure   |

### 1. PRINCIPLES

Awarding credit towards an Ozford Institute of Higher Education (hereafter referred to as "the Institute") course for units previously completed will optimise student progression.

### 2. SCOPE

This policy applies to all courses provided by the Institute.

### 3. DEFINITIONS

#### 3.1 Credit

Credit is the recognition of the equivalence of the content and learning outcomes of previous studies.

Credit is granted by applying the criteria specified in the relevant policy. Credit can also be awarded where a pre-determined equivalence is established across different qualification and agreement has been reached between the Institute and another provider on the amount of credit to be granted.

#### 3.2 Credit Transfer

Credit transfer is the process by which equivalency of the learning outcomes of prior study is established and a credit value is transferred into an Institute qualification where credit is sought.

#### 3.3 Articulation

Articulation is the process of enabling students to progress from one qualification into an Institute qualification with or without credit being granted.

#### 3.4 Recognition of prior learning

Recognition of prior learning is a process of assessing an individual's relevant prior learning (including formal, informal and non-formal learning) to establish the amount of credit to be transferred into a relevant qualification.

#### 3.5 Types of credit

Credit may be of the following types:

##### 3.5.1 specified credit

Specified credit is granted towards specific core and/or elective units of a course where there is evidence that the units previously studied are equivalent in learning outcomes and content covered;

##### 3.5.2 unspecified credit

Unspecified credit may be granted against elective units of a course where equivalency or near equivalency cannot be established, but where the learning outcomes are assessed as relevant to the Institute course overall;

##### 3.5.3 block credit

Block credit (also referred to as Advanced Standing) may be granted to whole segments of a course such as for the first trimester, or first year of a course.

#### 3.6 Articulation Agreement

An Articulation Agreement is where the Institute, after assessing another institution's relevant units and qualifications has agreed to grant students a pre-determined amount of credit as an ongoing arrangement..

### 3.7 Transition Agreement

A Transition Agreement is where the Institute, after assessing another institution's relevant units and qualifications has agreed to grant students a pre-determined amount of credit as a one-off arrangement.

## 4. POLICY

### 4.1 Granting of Credit

- 4.1.1 Credit may be granted on the basis of formal studies undertaken in recognised Australian tertiary institutions, or on the basis of the recognition of prior learning, or in some cases, on the basis of courses provided by recognised professional bodies or employers where appropriate certification is available.
- 4.1.2 Credit will be granted for previous learning which has been assessed as having an equivalent AQF level and having equivalent learning outcomes, volume of learning, learning and assessment approaches and content of the relevant unit at the Institute.
- 4.1.3 The Institute will provide a written record of any decision to the student to accept and will retain the written record of acceptance for two years after the student ceases to be an accepted student.

### 4.2 Levels of Credit

- 4.2.1 The Institute is serious about maintaining the integrity of the qualifications awarded by the Institute and as such places a maximum limit on the amount of credit that can be granted for previous study.
- 4.2.2 The maximum amount of credit transfer towards an Institute Bachelor degree qualification is 200 credit points for students whose prior studies were at the Institute and 160 credit points in all other cases. This means that in order to be awarded a Bachelor degree by the Institute a student is required to complete a minimum of 40 credit points (4 units) for students whose prior studies were at the Institute and 80 credit points (8 units) of an Institute's Bachelor degree course in all other cases.
- 4.2.3 The following table provides guidelines to the amount of credit that may be transferred towards the Institute's Bachelor degree course courses.
- 4.2.4 Approval of the level of credit transfer for applications from individual students is specified in Table 1 (below):

Table 1

| Prior level of study        | Maximum unspecified and specified (including block credit) combined | AB discretionary maximum unspecified and specified (including block credit) combined for studies not completed at the Institute | AB discretionary maximum unspecified and specified (including block credit) combined for studies completed at the Institute |
|-----------------------------|---|---|---|
|                             | COLUMN 1  | COLUMN2   | COLUMN3   |
| <b>AQF Diploma</b>          | Up to 80 credit points  | Up to 120 credit points   | Up to 120 credit points   |
| <b>AQF Advanced Diploma</b> | Up to 120 credit points   | Up to 160 credit points   | Up to 160 credit points   |
| <b>Associate Degree</b>     | Up to 120 credit points   | Up to 160 credit points   | Up to 160 credit points   |
| <b>Bachelor Degree</b>      | Up to 120 credit points   | Up to 160 credit points   | Up to 200 credit points   |
| <b>Approval</b>             | Academic Dean   | Academic Board on recommendation of Academic Dean   | Academic Board on recommendation of Academic Dean   |

### 4.3 Articulation and Transition Agreements

- 4.3.1 Agreements (ongoing or one-off) may be established with other selected education providers in order for the Institute to provide learning pathways for students to continue their educational career paths. These agreements will assist students who have previously successfully completed equivalent studies and who meet the relevant admission requirements. These agreements may specify credit for one or more units (block credit).
- 4.3.2 Where such an agreement is ongoing it will be formally documented and promoted as an Articulation Agreement.
- 4.3.3 Where such an agreement is “one-off” e.g., recognising the previous studies of students whose initial provider is no longer able to provide the relevant course and/or ceased operations, it will be documented as a Transition Agreement.
- 4.3.4 The Academic Board approves all proposed Articulation/Transition Agreements.

## 5. APPEALS

An applicant may appeal a credit assessment by way of written notice to the Academic Dean within 5 working days of the receipt of the initial credit assessment outcome.

- 5.1 The grounds for appeal are limited to:
  - [1] New evidence which was not available at the time of the original application; and
  - [2] The initial assessment was in breach of the Credit Transfer and Articulation Policy (this must be supported by specific examples).
- 5.2 The Academic Dean may re-assess the application for credit based on either of the grounds listed in 5.1.
- 5.3 If an applicant is not satisfied with the outcome of the appeal to the Academic Dean, he/she may appeal to the Student Discipline and Appeals Committee in accordance with the provisions of the Academic Appeals Policy. The grounds for the appeal are limited to the following:
  - [1] The Academic Dean failed to take into account any new evidence presented which was not available at the time of the original application; and

## 6. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 6.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 6.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 6.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 6.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 7. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## 8. ACKNOWLEDGEMENTS

This policy has initially been developed with reference to the following institutions’ policies:  
 Avondale College of Higher Education, *Advanced Standing and Credit Transfer Policy*, November 2013  
 Griffith University, *Credit Transfer Policy*, November 2013

## 9. VERSION CONTROL

| Version                                     | Date approved   | Description     | Approved by |
|---|---|-----------------|-------------|
| 1.0   | June 2014   | Initial Issue   | AB          |
| 2.0   | November 2017   | Internal Review | AB          |
| 3.0   | August 2018   | Internal Review | AB          |
| 4.0   | May 2019  | Internal Review | AB          |
| Related legislation/<br>regulation/standard | HES Threshold Standards 2015<br>ESOS National Code 2018 |                 |             |

**Appendix**

**Course Credit Outcome Letter**

[Date]  
[LAST NAME, First Name]  
[Address]

**RE: Course Credit Outcome Letter**

Dear [student name][ ID number if allocated]

Thank you for applying to Ozford Institute of Higher Education to continue your studies in the [course applied].

I have assessed your Course Credit application based on the evidence you provided. Details of the credit approved by the Institute are set out below.

| Course/Unit/Subject | Institute Credit Granted |
|---------------------|--------------------------|
|                     |                          |
|                     |                          |
|                     |                          |
|                     |                          |

Please indicate that you accept the Institute's assessment of course credit by signing the declaration below and return the signed copy to the Admissions Officer no later than 7 working days from date of this letter.

If you require further information, please do not hesitate to contact the Admissions Officer on (03)86637188.

Please refer to the Academic Appeals Policy if you are not satisfied with the Course Credit Application outcome.

Yours sincerely,

Academic Dean

**Acceptance of Course Credit Assessment**

This statement is to confirm that I, (*insert student name here*), accept the Course Credit Outcome as set out by the Academic Dean in the table above.

Student signature \_\_\_\_\_

Date \_\_\_\_\_