

CREDIT TRANSFER AND ARTICULATION PROCEDURE

Approving authority	Executive Management Team
Purpose	These procedures outline the approach to be taken in implementing the Credit transfer and Articulation Policy.
Responsible Officer	Academic Dean and Head of Student Services and administration
Next scheduled review	August 2021
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Credit transfer and Articulation Policy Admissions Policy and Procedure Academic Progress Policy and Procedure Completion within Expected Duration of Study Policy

1. PRINCIPLES

Awarding credit for subjects previously achieved towards an Ozford Institute of Higher Education (hereafter referred to as “the Institute”) course 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 on an individual application basis applying the criteria in this Policy. Credit can also be awarded where a pre-determined assessment has been made 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 subjects of an Institute course where there is evidence that the subjects previously studied are equivalent in learning outcomes and content covered;

3.5.2 unspecified credit

Unspecified credit may be granted against elective subjects of an Institute 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 an Institute course.

3.6 Articulation Agreement

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

4. PROCEDURES

This section outlines the sequence of actions to be taken for assessing and implementing the Credit transfer and Articulation Policy:

- 4.1 The Academic Dean or delegate has the responsibility for assessing and recording the details of course credit approvals. This will normally be undertaken in conjunction with an application for admission being considered by admissions staff. Course credit will normally be assessed and granted (if appropriate) at the time of application and the adjusted course duration will be reflected in the offer letter and Confirmation of Enrolment (CoE)
- 4.2 To gain course credit, applicants must provide certified copies of the official transcripts showing the units and subjects completed in another institution, evidence of results obtained and copies of syllabus (if required) with their application.
- 4.3 Guidelines of credit transfers in Bachelor programs from prior study:

The following table provides guidelines to the amount of credit that may be transferred towards the Institute's Bachelor degree course.

Individual applications for credit which are difficult to assess, or do not clearly fit the table below, should be referred to the Academic Board for a determination.

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
AQF Diploma	Up to 80 credit points	Up to 120 credit points	Up to 120 credit points
AQF Advanced Diploma	Up to 120 credit points	Up to 160 credit points	Up to 160 credit points
Associate Degree	Up to 120 credit points	Up to 160 credit points	Up to 160 credit points
Bachelor Degree	Up to 120 credit points	Up to 160 credit points	Up to 200 credit points
Approval	Academic Dean	Academic Board on recommendation of Academic Dean	Academic Board on recommendation of Academic Dean

4.4 Outcome of assessment:

The outcomes of applications for credit transfer may be:

- [1] credit granted for the amount of credit sought;
- [2] credit granted for less than the amount of credit sought;
- [3] credit granted for more than the amount of credit sought;
- [4] no credit granted.

- 4.5 The admissions staff will communicate the outcome of a credit transfer or RPL application in writing using the letter format in Appendix I with 5 working days of the decision.
- 4.6 If granting credit leads to a shortening of a student's course, the Institute must:
- [1] if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or
 - [2] if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act. In such cases the Institute will issue a new eCoE.
- 4.7 The Head of Student Services and Administration will prepare regular reports to the Learning and Teaching Quality Committee on the credit that has been given to students commencing at the institute.

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
- 5.3 If an applicant is not satisfied with the outcome of the appeal to the Academic Dean, he/she may appeal 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
 - [2] the re-assessment was in breach of the Credit Transfer and Articulation Policy (this must be supported by specific examples).

5.4 If a student is still not satisfied with the outcome of the appeals process with the Academic Dean, the student can lodge an appeal to the Commonwealth Ombudsman. The contact details are provided in the Academic Appeals Policy.

6. QUALITY ASSURANCE

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

- 6.1 internally approved by the Executive Management Team on development or review
- 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 procedure is welcomed by the listed Responsible officers of the Institute

8. VERSION CONTROL

Version	Date approved	Description	Approved by
3.0	14 August 2018	Initial issue	EMT
Related legislation/ regulation/standard	TEQSA 2015 HES Threshold Standard 1.2 (Credit and Recognition of Prior Learning)		

Appendix-I

Course Credit Outcome Letter

[Date]

[LAST NAME, First Name]

[Address]

Dear Student Name:

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.

Applicant Provider Course/Unit/Subject	Institute Credit Granted

Please note that no credit for other units has been approved due to:

- [state reason]
- [state reason]

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 _____