

# Credit Policy

## Section 1 - Glossary

(1) For the purpose of this Policy:

- a. The University - unless specified otherwise, "the University" means Charles Sturt University.

## Section 2 - The Nature and Approval of Credit

### The Nature of Credit

(2) Students who receive credit in a subject are not required to complete that subject in order to qualify for the course award. Credit reduces the number of subjects required to be completed for an award.

(3) The University is committed to maximising the credit available to students.

### Authority to Determine and/or Apply Credit

#### Determine Credit

(4) Credit may be determined by Faculty Boards, on the recommendation of Course Directors or Course Coordinators, operating within policy approved by the Academic Senate. The Executive Dean, Course Directors or Course Coordinators, Sub-Deans or officers within the Faculty, who have been authorised by the Executive Dean, may also determine credit within policy and delegations approved by the Faculty Board. Where an officer of the Faculty has been authorised by the Executive Dean to determine credit, the Faculty must demonstrate that the authorised officer has the appropriate expertise to exercise the authority, and that the authority is exercised in accordance with the provisions of this policy. (Note: the use of the term 'authorised' in this clause means that the authorised officer may only determine credit where no significant independent judgement is required.)

(5) The Executive Dean or Faculty Board may determine credit packages operating within policy approved by the Academic Senate. (A credit package is a pre-approved and formally documented amount of credit that is applied to a student or cohort of students, normally at the time of admission.)

#### Apply Credit

(6) Credit may be applied by the Executive Director, Division of Student Administration or authorised officer.

### Types of Credit

(7) Credit may be granted in the following ways:

#### Transfer Credit

(8) Transfer credit may be granted by virtue of subjects completed in another course at the University, or another educational institution approved by the University for the purposes of this regulation.

## **Proficiency Credit**

(9) Proficiency credit may be granted where students demonstrate proficiency in a subject to the satisfaction of the Course Director or Course Coordinator. This includes recognition of prior learning (RPL), as defined by the [Australian Qualifications Framework](#) (AQF).

## **Forward Credit**

(10) Forward credit is granted where students are permitted by the University to study concurrently at another institution, or in another course at the University, with the expectation that credit will be granted towards the University award when the concurrent studies are completed.

## **Specified, Unspecified and Block Credit**

(11) Consistent with the current (2014) [Australian Qualifications Framework](#) definitions, credit is specified credit when granted for specific components of a degree or other program of learning. Credit is unspecified credit when granted for components of a degree or learning program that are not specifically identified, such as a block of points, or elective options. Block credit is credit granted towards whole stages or components of a qualification or other program of learning, and is often granted as a certain number of subject points. Block credit may be specified and/or unspecified.

# **Section 3 - Limits on the Granting of Credit**

## **Partial Credit**

(12) Credit will not be granted for part of a subject.

## **Time Limit**

(13) For studies completed ten or more years ago, the student may be required to demonstrate that the content of the studies undertaken, has remained relevant and/or that he/she has kept abreast of developments in the field(s) covered by the studies, through continuing professional development, professional practice, or by some other means.

## **Maximum Credit**

### **Undergraduate Courses**

#### **All Undergraduate Courses Except Add-on Bachelor (Honours) Courses**

##### **Maximum Amount of Credit that May be Granted**

(14) The University has endorsed the principle that the proportion of an undergraduate course, except for add-on Bachelor (Honours) courses, that a student must have completed at the University during enrolment in their course in order to be eligible to take out a Charles Sturt University award, must as a minimum be the equivalent of one year's full-time study at the University (and noting that the enrolment regulations define that a normal subject load is 32 points per session, or 64 points per year), where the remainder of the points in the course are awarded as credit. (Refer also to clauses below on credit in double degree programs).

(15) The maximum amount of credit that may be granted in an undergraduate course\* (including a four-year bachelor degree with an integrated honours stream but not including add-on Bachelor (Honours) courses), shall be as detailed in the table below if:

- a. the subjects upon which the application is based were completed at an institution other than Charles Sturt University; and/or

b. the subjects upon which the application is based were completed at the University and those subjects have been counted for a Charles Sturt University award; and/or

c. proficiency credit is being sought.

\*The total point value of a four-year bachelor degree with an integrated honours stream includes the point value of the research component. See also clause 28 below.

| Course                                                | Total Points in course       | Total number of standard subjects in course | Amount of points that must be undertaken at CSU | Amount of points for which credit may be granted | Total number of standard subjects for which credit may be granted |
|-------------------------------------------------------|------------------------------|---------------------------------------------|-------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------|
| University Certificates/Diplomas **                   | 64                           | 8                                           | 64                                              | nil                                              | Nil                                                               |
| Associate Degrees/ Diplomas**                         | 128                          | 16                                          | 64                                              | 64                                               | 8                                                                 |
| 3 year Bachelor Degrees                               | 192                          | 24                                          | 64                                              | 128                                              | 16                                                                |
| 4 year Bachelor degrees (includes integrated honours) | 256                          | 32                                          | 64                                              | 192                                              | 24                                                                |
| Double Degree Programs                                | 240-272 *, 256 (most common) | 30-34,32                                    | 64                                              | 176-208, 192                                     | 22-26, 24                                                         |

\*This is the standard range of points for double degree programs. However, a specific double degree program may contain fewer or more points depending on the requirements of each of the constituent courses.

\*\*Following the introduction of the revised AQF, Diplomas may be offered over a duration of 1-2 years (64-128 points)

(16) Notwithstanding the maximum amount of credit that may be granted, the Academic Senate may approve a higher credit limit for credit granted on the basis of 15a, b and c above. Such approval by Academic Senate will be considered on a case by case basis.

### Unlimited

(17) The credit granted in an undergraduate course (including a four-year bachelor degree with an integrated honours stream), may exceed the maximum amount of credit granted in clauses 14-16 (above) if the subjects upon which the application is based:

- were completed at Charles Sturt University and those subjects have not been counted for a Charles Sturt University award; or
- were completed at Charles Sturt University as part of a lower level award which articulates with the course which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or
- were Charles Sturt University subjects completed at an affiliate institution under an Affiliation Agreement with the University; or
- are a combination of the subjects which satisfy the requirements of clause 15a-c above and this clause provided that the points of credit approved under clause 15a-c do not exceed the total number of points for which credit may be granted under that clause.

\*The total point value of a four-year bachelor degree with an integrated honours stream includes the point value of the research component. See also clause 28 below.

## **Fourth Year Add-on Bachelor (Honours) Courses**

(18) The credit granted in a fourth year, add-on Bachelor (Honours) course shall not exceed fifty percent of the total point value for the course.

(19) The total point value of a four-year bachelor degree with an integrated honours stream includes the total point value of the research component. See also clause 28 below.

## **Double Degree Programs - Constituent Course Previously Completed**

(20) For students who hold (or who have completed the requirements of) a degree, from Charles Sturt University or any other institution, that is the same as or the equivalent of one of the constituent courses in a Type 1 double degree program (and who are not permitted to be admitted into the double degree program - refer to [Admissions Policy](#)) and who are admitted into the other constituent course, where it is offered as a separate course, the credit granted should take into account any equivalences that the double degree program has identified.

## **Postgraduate Courses**

### **All Postgraduate Courses Except Research Professional Doctoral Programs and PhD and Master by Research**

#### **One Half Limit**

(21) The credit granted in a postgraduate course shall not exceed half (50 percent) of the total point value\* of the course if:

- a. the subjects upon which the application is based were completed at an institution other than Charles Sturt University; or
- b. the subjects upon which the application is based were completed at the University and those subjects have been counted for a Charles Sturt University award; or
- c. proficiency credit is being sought.

\*The total point value of any course with a research component includes the total point value of the research component. See also clause 28 below.

(22) Notwithstanding the one half limit, the Academic Senate may approve a higher credit limit for particular courses or for particular student cohorts in a course for credit granted on the basis of clause 21a), b) and c) above.

#### **Unlimited**

(23) The credit granted in a postgraduate course may exceed one half (50 percent) of the total point value\* of the course if the subjects upon which the application is based:

- a. were completed at the Charles Sturt University and those subjects have not been counted for a Charles Sturt University award; or
- b. were completed at the Charles Sturt University as part of a lower level award which articulates with the course which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or
- c. were Charles Sturt University subjects completed at an affiliate institution under an Affiliation Agreement with the University; or
- d. are a combination of the subjects which satisfy the requirements of the one half limit clause above and this clause provided that the points of credit approved under the one half limit clause does not exceed one-half of the total point value of the course.

\*The total point value of any course with a research component includes the total point value of the research

component. See also clause 28 below.

## **Professional Doctoral Programs**

### **One-Third Limit**

(24) The credit granted in the coursework of a professional doctoral program shall not exceed one third (33.3 percent) of the total point value\* of the program if:

- a. the subjects upon which the application is based were completed at an institution other than Charles Sturt University; or
- b. the subjects upon which the application is based were completed at Charles Sturt University and those subjects have been counted for a Charles Sturt University award; or
- c. proficiency credit is being sought.

\*The total point value of the program includes the research component. See also clause 28 below.

(25) Notwithstanding the one-third limit, the Academic Senate may approve a higher credit limit for a particular program or for particular student cohorts in a program, for credit granted on the basis of clause 24 a), b) or c) above.

### **Exceeding the One-third Limit**

(26) The credit granted in the coursework of a professional doctoral program may exceed one-third (33.3 percent) of the total point value\* of the program (which includes the point value of the research) if the subjects upon which the application is based:

- a. were completed at Charles Sturt University and those subjects have not been counted for a Charles Sturt University award; or
- b. were completed at Charles Sturt University as part of a lower level award which articulates with the professional doctoral program, irrespective of whether the student has graduated with the lower level award or not; or
- c. were Charles Sturt University subjects completed at an affiliate institution under an Affiliation Agreement with Charles Sturt University; or
- d. are a combination of subjects which satisfy the requirements of the one-third limit clause, and this clause (exceeding the one-third limit), provided that in making this calculation the total value of points derived under the one-third limit clause above, does not exceed one-third of the points in the program.

\*The total point value of the program includes the research component. See also clause 28 below.

### **Limits on Subject Levels**

(27) The basis upon which transfer or forward credit shall be awarded in a professional doctoral program shall be limited to subjects completed at doctoral or master level. Subjects completed at master level which may be the basis for credit in a professional doctoral program shall have been completed at a credit average (see the [Admissions Policy](#)) or better and may have been completed as part of a:

- a. graduate certificate or graduate diploma (in which case the University will need to satisfy itself that the subjects were taught at master level) or a master program; or
- b. master program which articulates as a whole or in part with the professional doctoral program; or
- c. master program which although it does not articulate with a professional doctorate program, embodies an essential component of the professional doctorate program.

## **Credit for the Research Component of a Course or Program**

(28) Credit may not be granted for the research component of an undergraduate or postgraduate course or program,

only for the coursework component. The research component of a course or program includes all of the following types of examinable research work: dissertation, project, portfolio, thesis.

### **Credit for Undergraduate Subjects in Postgraduate Courses**

(29) In a postgraduate course, credit may not be granted for undergraduate subjects that have been completed as part of a specific undergraduate course where that undergraduate course is an admission requirement into the postgraduate course. In such instances the credit policy clauses pertaining to subject substitution will apply.

### **Courses with Minimum Admission of Three Year Undergraduate Degree**

(30) Where a three-year undergraduate degree is the minimum admission requirement, credit shall only be awarded for subjects completed by an applicant in a fourth year of undergraduate study when the subject(s) for which credit is sought are at a demonstrably equivalent level to the relevant subjects in the postgraduate course.

## **Section 4 - Applications for Transfer Credit**

### **Application Form**

(31) Applications for transfer credit shall be made on the appropriate form available from the Division of Student Administration and must be lodged at the Division of Student Administration.

### **Timing of Applications**

(32) Applications for transfer credit should be lodged at the same time as applications for admission to a course, but may be lodged at a later time.

### **Documents**

#### **General Requirements**

(33) Applications should be accompanied by:

- a. a copy of transcripts of academic qualifications, and supporting documents, for example: an explanation of the grading system used if this is not provided on a transcript;
- b. a photocopy of subject outlines taken from an institution's calendar or handbook for the year in which the subjects were successfully completed;
- c. a certified translation if the transcript or other documents are not in English;
- d. other supporting documentation at the University's request.

(34) In addition to any translated documents which must be certified, the University may require any of the documents listed in clause 33 to be certified

#### **Subject Outlines**

(35) Subject outlines provided should include:

- a. a detailed list of the topics covered in the subject;
- b. the size and duration of the subject (eg 3 hours/week for 15 weeks); and
- c. the prescribed textbook and recommended readings.

(36) If the subject outlines do not include this information it should be supplied separately.

## **Determining Applications**

(37) Applications will be determined by the Executive Director, Division of Student Administration, or authorised officer, or the Course Director or Course Coordinator, or Sub-Dean, or officer delegated by the Executive Dean, or Executive Dean within policy and delegations approved by the Faculty Board (see also clause 4 above).

## **Notification and Recording of the Decision**

(38) Students will receive advice in writing from the Division of Student Administration of the result of their application. Subjects for which students receive credit will be recorded as credit on the students' transcript and no grade will be shown for such subjects. (see also clause 53 below).

# **Section 5 - Applications for Proficiency Credit**

## **Application Form**

(39) Applications for proficiency credit shall be made on the appropriate form available from the Division of Student Administration, and must be lodged with the Division of Student Administration.

## **Timing of Applications**

(40) Applications for proficiency credit may be lodged by students at any time, preferably before students are required to enrol in the subject.

## **Supporting Statement**

(41) Students should provide on the application form the basis upon which proficiency is claimed in the subject. Appropriate documents (e.g. a statement from an employer regarding work experience) should accompany applications.

## **Determining Applications**

(42) Applications will be referred to the Course Director or Course Coordinator, or officer delegated by the Executive Dean, who shall determine in consultation with the Head of the teaching School whether the subject is open to an application for proficiency credit (see also clause 4 above).

(43) If a subject is open to proficiency credit, the Subject Coordinator will assess the students' proficiency. If an examination is necessary, the Subject Coordinator will set the examination and arrange for the students to be advised where and when it is to be conducted, and whether the examination is to be written or oral, or a combination of written and oral, or a demonstration of skill.

(44) Where the examination is to be a written examination, the Subject Coordinator shall give a general indication of the format of the examination which may include for example:

- a. the number of questions;
- b. the marks allotted to each question;
- c. the type of answers required (multiple choice, short answers, essays);
- d. the materials to be provided by the University;
- e. the materials to be provided by the student.

(45) The Course Director or Course Coordinator will determine applications in the light of the recommendations made by the Subject Coordinator.

## **Notification and Recording Decisions**

(46) Students will receive advice in writing from the Division of Student Administration of the result of their application. Where the application is successful, the subject will be shown as credit on the students' transcripts. No grade will be shown for such subjects.

# **Section 6 - Applications for Forward Credit**

## **Application**

(47) Students wishing to undertake studies at another institution to be credited towards a Charles Sturt University award must apply in writing to the Division of Student Administration.

## **Timing of Applications**

(48) Applications for forward credit must be made and approved before a student enrolls in and commences study in the subject offered at the other institution.

## **Determining Applications**

(49) Applications will be determined by the Course Director or Course Coordinator, or Sub-Dean, or officer delegated by the Executive Dean, or Executive Dean, in consultation with the Subject Coordinator and within policy and delegations approved by the Faculty Board (see also clause 4 above).

## **Notification and Recording Decisions**

(50) Students will receive advice in writing from the Division of Student Administration of the result of their application. Subjects for which students receive forward credit will be shown as credit on the students' transcripts. No grade will be shown for such subjects.

## **Notification of Results**

(51) Students are responsible for presenting evidence to the University that they have passed the subject(s) at the other institution. Failure to do so by a date specified by the Division of Student Administration will result in the cancellation of the forward credit.

# **Section 7 - Credit Between Charles Sturt University Courses**

## **Transfer Credit Applies**

(52) Students who are:

- a. permitted to transfer from one Charles Sturt University course to another Charles Sturt University course; or
- b. admitted to a Charles Sturt University course having completed a Charles Sturt University course which articulates with the course to which they have been admitted; or
- c. admitted to a Charles Sturt University course having graduated from, or withdrawn from, or been excluded from a different Charles Sturt University course

may apply for transfer credit in the Charles Sturt University course on the basis of subjects completed in the earlier Charles Sturt University course.



## **Graded Credit**

(53) A subject completed in the earlier course and approved for transfer credit in the new course shall be recorded on the transcript of the new course as graded credit.

## **Concurrent Enrolment**

(54) Where a student is concurrently enrolled in two or more courses and completes a subject in one course which he or she wants to count in the other course(s) as well, then that subject shall be recorded on the transcript of the other course(s) as graded credit.

## **Ungraded Credit**

(55) In some types of courses, it is not appropriate to identify for credit in the new course the individual subjects completed in the earlier course, whether this earlier course is a Charles Sturt University course or a course from another institution. Typically, this is because the new course is designed so that the earlier course itself comprises a standard component of the new course and it is completion of that component of the new course which is being shown as credit on the transcript of the new course. In such cases, the credit for the earlier course shall be recorded on the transcript of the new course as block credit. No grades are shown in block credit.

(56) Examples of such courses are conversion courses, upgrade courses and professional doctoral programs with a non-articulated master component (i.e., where an essential component of the professional doctoral program comprises a master degree completed prior to admission to the professional doctoral program, but where the credit awarded for the completed master degree is less than the total point value of the master degree).

# **Section 8 - Subject Substitution**

## **The Nature of Subject Substitution**

(57) Subject substitution occurs where students are permitted to substitute a subject for a compulsory subject in which the students can demonstrate competence. Unlike credit, subject substitution does not reduce the number of subjects required to complete the course.

## **Limits on Subject Substitution**

(58) Subject substitution cannot apply to the research component of an undergraduate course or program, only to the coursework component. The research component of a course or program includes all of the following types of examinable research work: dissertation, project, portfolio, thesis.

## **Application**

(59) Applications for subject substitution must be made in writing to the Division of Student Administration.

## **Timing of Application**

(60) Applications for subject substitution must be made and approved before the students enrol in the subject to be taken in lieu of the compulsory subject.

## **Determining Applications**

(61) Applications will be determined by the Course Director or Course Coordinator, Sub-Dean or Executive Dean in consultation with the Subject Coordinator and within policy and delegations approved by the Faculty Board.

## **Notification**

(62) Students will be notified in writing by the Division of Student Administration of the result of their application.

# **Section 9 - Review of Credit and Subject Substitution**

## **Right of Review**

(63) Students aggrieved by a credit or subject substitution determination may apply for a review of the determination.

## **Applications**

(64) Applications for review of a credit or subject substitution determination must be made in writing to the Division of Student Administration. Reasons for the application and the grounds on which it is based must be given.

## **Timing of Applications**

(65) Applications for review of a credit or subject substitution determination must be received within 30 days of the date of notification of the determination.

## **Deciding Applications**

(66) Applications will be decided by the Faculty Board or under delegation by a sub-committee of the Board.

## **Notification**

(67) Students will be notified in writing of the result of their application by the Division of Student Administration.

## Status and Details

|                           |                                                              |
|---------------------------|--------------------------------------------------------------|
| <b>Status</b>             | Historic                                                     |
| <b>Effective Date</b>     | 7th August 2014                                              |
| <b>Review Date</b>        | 31st August 2018                                             |
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