



CREDIT TRANSFER AND ARTICULATION POLICY

Approving authority	Academic Board
Approval date	5 December 2013
Purpose	To establish criteria for granting credit and articulation 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 2007.
Responsibility for implementation	Head of School (HE)
Next scheduled review	December 2017
Document Location	R:\OIHE\Policies\Credit Transfer and Articulation Policy.docx
Associated documents	Course Unit Coding Policy Unit Credit Points Policy Student Services & Support Policy

Acknowledgements:

This policy has been developed with reference to the following institutions' policies:

Avondale College of Higher Education, *Advanced Standing and Credit Transfer Policy*, available at: <http://www.avondale.edu.au/information::Policies/display/?s=MjQw>, accessed 14 November 2013

Griffith University, *Credit Transfer Policy*, available at: <https://policies.griffith.edu.au/adminservices/Enrolment%20and%20Orientation/Credit%20Transfer%20Policy.docx>, accessed 14 November 2013

1. Principles

The Credit Transfer and Articulation Policy for awarding course credit towards an Ozford Institute of Higher Education (hereafter referred to as "the Institute") course will maximise student progression. Credit transfer will be granted for previous learning which has been assessed as equivalent in learning outcomes, volume of learning, learning and assessment approaches and the approved content of the relevant course of study at the Institute.

Articulation agreements may be established with other selected education providers in order to build learning pathways for students to maximise opportunities for recognition of their prior studies. These agreements will create clear and expanding pathways to assist students who have previously successfully completed studies and who meet the relevant admission requirements.

2. Definitions

2.1 Credit

Credit is the value awarded in recognition of the equivalence of the content and learning outcomes of different qualifications. Credit can be awarded where a pre-determined assessment has been made of a different qualification and agreement has been reached between the Institute and another provider on the amount of credit to be granted. Credit can also be granted on an individual application basis applying the criteria in this Credit Transfer and Articulation Policy.



2.2 *Credit Transfer*

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

2.3 *Articulation*

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

2.3 *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.

2.5 *Articulation Agreement*

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

3. **Policy for granting credit**

3.1 *Basis for granting credit*

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 programs provided by recognised professional bodies or employers where appropriate certification is available.

3.2 *Types of credit*

Credit may be of the following types:

3.1.1 *Specified credit*

Specified credit is granted towards specific units of an Institute course where there is evidence that the units previously studied are equivalent or near equivalent in learning outcomes and content covered.

3.1.2 *Unspecified credit*

Unspecified credit may be granted against elective units 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.

3.1.3 *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.

3.3 *Credit limits*

3.3.1 *Maximum credit transfer*

The maximum amount of credit transfer towards an Institute degree qualification is 160 credit points.



3.3.2 *Minimum requirements for an Institute Bachelor degree*

In order to be awarded a Bachelor degree by the Institute a student is required to complete a minimum of 80 credit points of an Institute Bachelor degree which have not been transferred credits from another award.

3.3.3 *Guidelines of credit transfers in Bachelor programs from prior level of study*

The following table provides guidelines to the amount of credit that may be transferred towards an Institute Bachelor degree program.

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 credit	Maximum unspecified and specified (including block credit) combined	AB discretionary maximum unspecified and specified (including block credit) combined
AQF Diploma	Up to 40 credit points	Up to 80 credit points	Up to 120 credit points
AQF Advanced Diploma	Up to 60 credit points	Up to 120 credit points	Up to 160 credit points
Associate Degree	Up to 80 credit points	Up to 120 credit points	Up to 160 credit points
Bachelor Degree	Up to 80 credit points	Up to 120 credit points	Up to 160 credit points

4 Articulation agreements

4.1 *Principle*

The Institute will enter into articulation agreement with other institutions after assessing the equivalency of those institution's relevant qualifications.

4.2 *Evidence Required*

Articulation agreements will be based on an assessment of the relevant evidence which is deemed necessary in assessing credit consistent with the criteria in the Credit Transfer and Articulation Policy.

4.3 *Assessment of an Articulation Agreement Application*

The Academic Board has responsibility for assessing an articulation agreement application, taking into consideration equivalency of the applicant institute's qualifications, alignment with the Institute's vision and strategic plan, assessment of relevant risks and other relevant requirements and expectations

5. Responsibility

Assessment of the amount of credit transfer for Higher Education/VET courses offered by the Institute is determined by the Head of School (HE) according to the criteria in the Credit Transfer and Articulation Policy.

6. Procedures

6.1 The Head of School (HE) or delegate has 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)

6.2 To gain course credit, applicants must provide certified copies of evidence with their application.



6.3 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.

6.4 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 new eCoEs.

7. Appeals

An applicant may appeal a credit assessment by way of written notice to the Head of School (HE) within 5 working days of the receipt of the initial credit assessment outcome.

7.1 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).

7.2 The Head of School (HE) may re-assess the application for credit based on either of the grounds listed in 7.1.

7.3 If an applicant is not satisfied with the outcome of the appeal to the Head of School (HE), they 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:

- [1] The Head of School (HE) 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).



Appendix

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,

Head of School (HE)



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 Head of School (HE) in the table above.

Student signature

Date