

Procedure: Credit

Purpose

To describe the University's requirements regarding the handling and consideration of requests for credit, and the roles of key stakeholders involved in the processing of requests.

Definitions

Course credit refers to the granting of credit towards the requirements of an Award based on the demonstration of the achievement of learning outcomes relevant to that Award. Course credit may be specified or unspecified.

Credit for admission is where prior non-formal or informal learning is deemed equivalent to all or part of the admission requirement for an ANU Award. Credit for Admission is available for all Awards unless an explicit exclusion is specified in the admission requirements

Exemption is where a student is permitted to substitute a required course with an alternate course, or to be deemed to have met the requisites for a higher level course. Exemption does not receive a unit value and does not reduce the total number of units required to be taken in an Award, but simply exempts undertaking a course. Exemption falls under the umbrella of Course Credit.

Formal learning refers to partial or total completion of an Australian Qualifications Framework Level 6 or higher qualification; and/or total completion of an AQF recognised RTO certificate, diploma, or advanced diploma.

Informal learning refers to specific employment experience, volunteering or internship for which there is documentary evidence of attainment of the learning outcomes of the Award for which credit is sought. Typically, informal learning is not organised or externally structured in terms of objectives, time or learning support. Employment based experience could be in conjunction with one or more of the learning categories above and/or secondary school certification. Informal learning is only recognised where it has taken place prior to the commencement of an Award.

Non-formal learning refers to a successfully completed unit of learning that takes place through a structured program but does not lead to an officially accredited qualification, such as non-accredited but assessed workplace courses run by a tertiary institution, or tertiary courses taken on a non-award basis.

Specified course credit is when prior learning can be demonstrated to be a near or exact equivalent to an ANU course or courses. Specified credit allows an applicant to be excused from a nominated course or courses and receive the appropriate unit value in credit towards the completion of an Award.

Unspecified course credit is when prior learning cannot be demonstrated to be a near or exact equivalent to an ANU course or courses, unspecified credit of a given unit value can be granted towards elective requirements of an Award. It reduces the number of units required to be taken by a student in an Award but does not exempt a student from a required course or courses.

Procedure

Types of prior learning

1. Credit is granted on the basis of prior learning where that prior learning is formal learning, non-formal learning, and/or informal learning.
2. An application for credit may cover more than one category of prior learning.
3. Credit granted is either credit for admission or course credit.
4. Any credited prior learning is not eligible for both credit for admission and course credit.

Credit for admission

5. Requests for credit for admission are submitted to the University Admissions Office as part of an application for admission.
6. Applicants are contacted by the College if further information is required to assess a request.
7. Applicants are advised by the relevant College Delegated Authority of the outcomes of requests for credit for admission, including
 - a. the specific prior non-formal and/or informal learning that is being credited (if any),
 - b. that any credited prior learning is not eligible for course credit and
 - c. rights to a review of the decision under the appropriate award rules.

Course credit

8. Course credit is granted when students demonstrate they have achieved learning outcomes relevant towards completion of their Award from prior learning.
9. The amount of credit granted is in accordance with the [Coursework Awards Rule](#).
10. Credit for formal learning is only assessed from completed, passed courses.

11. Course credit from prior formal learning undertaken towards an Award that has been conferred may be granted towards the completion of only one other Award.

Application requirements

12. An application for credit is not considered prior to an application for admission being received.

13. Applications for credit from formal learning undertaken at ANU for where specified credit is sought indicate the courses for which credit is sought.

14. Applications for credit from formal learning not undertaken at ANU include course outlines or handbook entries where specified credit is sought, and an official transcript from the institution.

15. Applications for credit from non-formal learning contain a maximum 500 word statement of how the learning outcomes for the ANU course, major, minor, or academic Award for which credit is requested have been attained, and evidence in support of the statement such as evidence of completion of the program or of the unit of learning.

16. Applications for credit from informal learning contain a maximum 500 word statement of how the learning outcomes for the ANU course, major, minor, or academic Award for which credit is requested have been attained, and evidence in support of the statement such as a sample of work or a detailed employer reference.

17. Additional information may be required for an application for credit from non-formal or informal learning, including completion of an assigned task that demonstrates attainment of learning outcomes.

Course credit granted as part of an admissions assessment

18. Wherever possible course credit is assessed as part of an admissions application and advised to the applicant as part of their offer of admission.

19. If an agreement exists between ANU and the partner institution, credit may be advised without requiring the student to satisfy the documentation requirements specified under 'Application Requirements'.

20. Students advised of credit as part of the admissions process follow the 'Course Credit for Enrolled Students' process when they commence to formalise the entering of course credit on their academic record.

Course credit for enrolled students

21. Students lodge an application for course credit that satisfies the 'Application Requirements'. Examples of when an application may be submitted include following a program transfer, return from exchange or cross-institutional studies, or on commencing a degree following an offer of course credit in the admissions process.

22. An application is assessed by the Delegated Authority in accordance with the Coursework Awards Rule.
23. If an application for credit is received with no supporting documentation, the request is not considered unless the request is regarding a pre-established formal articulation arrangement or an offer of credit from an admissions application.
24. If an application for credit is received with incomplete supporting documentation, the College/s assessing the request contact the student to request the required information. If the required information is not received within 20 working days of the request, the application is cancelled.
25. A student is advised of the outcome of an application for course credit within 20 working days of the student providing complete information. This outcome advises:
 - a. courses credited or exempted (if any),
 - b. the total amount of course credit in units approved (if any), and
 - c. rights to a review of the decision under the appropriate award rules.
26. A student accepts the outcome of the application.

Academic records

27. Where specified course credit, unspecified course credit, or exemption is accepted by a student it is recorded on a student's transcript of academic record. The grade awarded is 'Status', and 'Internal' or 'External' depending on whether the credit comes from ANU or elsewhere. It does not indicate the mark or grade used to indicate performance in the prior studies.
28. Courses credited or exempted are included in the calculation of the final classification of performance in accordance with the Coursework Awards Rule.

Appeals

29. Standard appeal and review procedures within the University's [Coursework Awards Rule](#) apply.

Cancellation of credit

30. After the conclusion of the appeal period and/or process, credit is only cancelled where there are exceptional academic reasons demonstrated to and approved by the Associate Dean.
31. To request cancellation of credit, a student must submit a statement to the Associate Dean outlining the academic reasons for which approved credit should be cancelled.

32. The Associate Dean considers the request and advises the student of the outcome within 20 working days of receiving the request.

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