



# GRADUATE RESEARCH

## APPLYING FOR CREDIT: GUIDELINES

Applications for credit in a Graduate Research degree, falls under the scope of the [Credit Procedure](#) and the [Admission and Credit Policy](#). These guidelines are relevant for all Graduate Research degrees, and include credit for coursework units and professional development training.

### 1. What are credits?

- 1.1 A credit refers to a reduction or substitution of any of the course requirements, based on the student's learning (whether this be through previous studies, formal or informal learning or work experience). Credits include block credit, specified credit, unspecified credit, exemptions, recognition of prior learning and substitutions.
- 1.2 Normally, only up to 50% of the coursework or professional development requirement can be applied for by way of credit. Applications for more than 50% of the requirement by way of credit will need approval of the Graduate Research Committee (or delegate; see section 5).
- 1.3 No credit can be granted for a thesis or alternative research component, or compliance training contained within the compulsory module.

### 2. Applying for credit

- 2.1 All applications must be made via the online [Application for Credit \(Graduate Research\)](#) form. Only applications made through this form can be considered.
- 2.2 Applications will require endorsement from the main supervisor and the relevant Faculty Graduate Research Coordinator/Program Director or academic nominee, and approval of the relevant faculty ADGR or equivalent. It will then progress to the Monash Graduate Research Office for compliance assessment and processing. Non-compliant applications will be rejected.
- 2.3 Supporting documentation must be supplied with the application. The documentation provided should support the basis of the credit application and confirm that equivalent learning has been completed or attained. Supporting documentation may include
  - Original transcripts or statement of completion/attainment, along with a unit guide
  - Curriculum Vitae
  - Attendance certificate and synopsis of a training activity or workshop
  - A statement from current or previous employers
- 2.4 Applications for credit can be made at any stage of enrolment; however, it is recommended that credit is applied for when commencing the degree.
- 2.5 The recency of the activity will be considered when assessing if credit can be granted. For coursework units, only units completed within 10 years of the submission of the application can be considered.
- 2.6 Applications for credit will be assessed in a consistent and transparent manner.
- 2.7 Applications for credit will take up to 10 business days to be processed once submitted to the Monash Graduate Research Office. Applications for credit in excess of 50% may take up to 20 business days.
- 2.8 The Monash Graduate Research Office will record approved credit in the relevant student system (Callista for Coursework; myDevelopment for Professional Development). Students will be advised via email by the Monash Graduate Research Office once the application has been processed.
- 2.9 Where a faculty determines an application for credit will not be granted in full, the faculty must communicate the amount to be credited and confirm the student wishes to proceed prior to progressing to MGRO for processing.
- 2.10 All international students need to confirm in writing their acceptance of the offered credit. MGRO will manage this step prior to processing the application. The acceptance will be attached to the student file for a period ending 2 years after their last enrolment.

### 3. Credit for coursework units within a Graduate Research degree

- 3.1 Credit for a Coursework unit/s is generally granted due to prior (or concurrent) successful completion of an equivalent unit outside of the Monash Graduate Research course. This can include units completed through postgraduate studies at Monash or another institution.
- 3.2 Credit for Coursework units can include the following:
  - 3.2.1 Specified credit – where a unit completed has sufficiently equivalent curriculum to a specific Monash unit
  - 3.2.2 Unspecified credit – where a unit completed is of an equivalent level to a Monash Graduate Research unit, but does not have comparable curriculum to a Monash unit
  - 3.2.3 Exemption – where a student can complete an alternate unit, instead of a compulsory one (this does not reduce the total number of units required to be completed by the student)
- 3.3 Applications for credit based on coursework units undertaken at Monash do not need to include the transcript. Students will need to specify the completed unit that forms the basis of the credit application in the form.
- 3.4 Applications for a coursework unit/s credit based on studies undertaken outside of Monash must include the official record, transcript or equivalent document, and an official description of what the results mean. The document must show that the unit/s have been completed, the year and semester this occurred, and the relevant grade that was awarded. Applications should also include the unit syllabus or guide (or a link to this online) of the relevant unit, so that an assessment can be undertaken on the equivalency of the unit.
- 3.5 Credit cannot be granted for any coursework unit failed during the Graduate Research course.
- 3.6 If a student intends to complete a coursework unit at another institution (and have this credited to their Monash Graduate Research course), they must gain faculty approval in writing **before** commencing the unit, following a faculty approved process. In considering an application, the faculty will require an explanation of the reason for taking the unit outside of Monash University, showing cause as to why the unit curriculum is relevant for the student and that this learning cannot be undertaken in a Monash unit; support of the main supervisor and the Faculty Graduate Research Coordinator/Program Director or academic nominee; and a unit syllabus or guide to assess the appropriateness of the unit. If a unit is considered to have a similar curriculum to a unit taught at Monash, it will not be approved for credit. Where a unit is approved to be completed outside of Monash, the student will need to apply for credit after successful completion of the unit via the online form for processing. The faculty approval must be included with the application.
- 3.7 Credit for a Coursework unit based on relevant non-formal or informal learning will be considered by the faculty on a case by case basis. Students need to seek the approval of the relevant Program Director before submitting a formal application. Applications for credit based on informal or non-formal learning should include relevant supporting documentation as requested by the faculty, which may include a statement from current or previous employers, a curriculum vitae detailing relevant roles and responsibilities, or workshop details (with either a direct link to the event or the event program that includes the associated hours, synopsis and confirmation of registration). Students may also be requested to provide additional documentation before an assessment on the application can be completed by the faculty. See section 7 for information on the credit that can be applied.

### 4. Credit for Professional Development activities

- 4.1 Credit for the Professional Development mode of a Graduate Research course can be applied for on the basis of prior formal, non-formal and informal learning undertaken at Monash or another institution / organisation. It is inclusive of coursework units, workshops, training courses and equivalent activities, and professional experience. The prior activity and/or experience must be relevant to the Graduate Research program discipline.
- 4.2 Activities that can be considered for credit of Professional Development activities should go 'above and beyond' the day-to-day activities, essential training and conference attendance associated with PhD study. The activities should be of a high quality and equip students to complete their current research with excellence and/or prepare them to make a future impact in academia, industry, government or community. Activities that should not be considered for credit include conference attendance, poster presentations, seminar series, guest lectures and graduate research milestone presentations.
- 4.3 Applications for credit of Professional Development activities based on prior formal, non-formal and informal learning activities must include relevant documentation in support, such as the transcript, statement of completion, certificate or other evidence of attendance, and the date of completion. The application should also include a synopsis of the workshop or unit guide (or direct link to the event /unit) program that includes the associated hours undertaken to complete the workshop or unit so that an assessment can be undertaken on the relevance of training.

- 4.4 Applications for credit based on professional experience will be considered by the faculty on a case by case basis, with consideration given to the relevance and duration of the work experience including roles and responsibilities. Students should include relevant supporting documentation as requested by the faculty, which may include a curriculum vitae detailing relevant roles and responsibilities or a statement from current or previous employers. Students may also be requested to provide additional documentation before an assessment on the application can be completed by the faculty. See section 7 for information on the credit that can be applied.
- 4.5 In applying for credit in recognition of prior learning, students need to include the specific number of hours they are seeking credit for and the topic the activity should be assigned to (ie Excellence in Research & Training or Professionalism, Innovation and Career). The maximum credit that can be sought for an individual activity is 20 hours. The maximum credit that can be sought for recognition of prior learning is 60 hours.
- 4.6 If a student intends to complete a learning activity outside of the approved Professional development activities, they may seek up to 20 hours of substitution for activities completed during the degree. This substitution amount is in addition to the credit limit that is applied for recognition of prior learning (ie completed prior to the commencement of the degree). Students should seek faculty approval in writing **before** commencing the activity, following a faculty approved process, to ensure the faculty will recognise the activity. Following completion of the activity, the student should apply for credit via the online form for processing. The student should include the written approval of the faculty in their application to support their application.

## 5. Applying for more than 50% of credit

- 5.1 Subject to sections 3.6 and 4.5, the maximum amount of credit normally accepted is 50%, for both the Coursework and Professional Development modes. The Academic Director (Graduate Research) as the delegate of the Graduate Research Committee can approve additional credit in exceptional circumstances where supported by the faculty.
- 5.2 Students should not submit an application requesting more than 50% credit without having gained confirmation from their faculty that an application would be supported by the Faculty Associate Dean (Graduate Research) or equivalent.
- 5.3 Where applications in excess of 50% will be supported, students should complete the online form and include a justification as to why the additional credit should be accepted. The application should be strongly supported by the main supervisor and Graduate Research Coordinator/Program Director, and formally requested by Associate Dean (Graduate Research) in the form for consideration by the Academic Director.

## 6. Rescinding credit

- 6.1 If a student wants to rescind or remove credit, they will need to discuss this with their faculty Graduate Research office. Rescinded credits can be reinstated, but are not guaranteed.

## 7. Credit for professional experience

- 7.1 Students can apply for up to 50% credit for their program requirements aligned to the following matrix

FTE Years of Experience	Professional Development (120hrs)	Coursework Unit ( $\geq 2$ CWK units)
>5	30 hours	1 (where program requirements are $\geq 3$ units)
>10	60 hours	1 (2 where program requirements are $\geq 4$ units)

## GOVERNANCE

Relevant policy	<a href="#">Admission and Credit Policy</a>
Other relevant references	<a href="#">Credit Procedure</a> <a href="#">ESOS National Code</a> (Standard 2.4)
Approval Date	7/6/2022
Approved by	GRC Steering Committee
Version	1.1
Content enquiries	<a href="mailto:gr-governance@monash.edu">gr-governance@monash.edu</a>