

## Monash University Procedure

<b>Procedure Title</b>	Procedure for the Substitution and/or Recognition of Prior Learning of Graduate Research Training Activities
<b>Parent Policy</b>	
<b>Date Effective</b>	08-June-2017
<b>Review Date</b>	07-June-2019
<b>Procedure Owner</b>	Vice-Provost (Graduate Education)
<b>Category</b>	Academic Standards and Quality
<b>Version Number</b>	1.1
<b>Content Enquiries</b>	policy-education@monash.edu
<b>Scope</b>	<p>All professional development training activities undertaken as part of the Monash Doctoral Program.</p> <p>As per the Monash University (Academic Board) Regulations, credit will not be granted towards a thesis or alternative research component of a graduate research degree.</p> <p>Where training activities are delivered at locations outside of Australia, local regulatory requirements must also be met where applicable (e.g., Malaysian Qualifications Framework).</p>
<b>Purpose</b>	This policy outlines the principles for determining credit and substitution towards Monash professional development training activities undertaken as part of the Monash Doctoral Program.
<b>PROCEDURE STATEMENT</b>	

1. The Monash Doctoral Program seeks to enhance the graduate research experience by providing advanced training and development that equips PhD students with the knowledge, skills and abilities needed to:
  - a. Complete their current project with excellence, and/or;
  - b. Develop a broad range of skills and professional attributes, and/or;
  - c. Make an impact in academia, industry, government or community after graduation.
2. Overall, the professional development activities that comprise the Monash Doctoral Program should go 'above and beyond' the day-to-day activities (e.g., reading, writing, experimentation) and essential training (e.g., seminars, Occupational Health and Safety) associated with PhD study. It is expected that each activity will:
  - a. Be suited to a doctoral student cohort
  - b. Have clearly articulated learning outcomes
  - c. Include elements of interactivity that allow students to question or act upon the new knowledge or skills they are gaining
  - d. Be facilitated and/or developed by a subject matter expert with substantial knowledge and experience

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3. This procedure outlines the University's requirements for credit via recognition of prior learning in relation to training activities where a student is determined to have formal, informal or non-formal learning that is equivalent to professional development training activities undertaken as part of the Monash Doctoral Program.
4. This procedure also outlines the University's requirements for substituting designated training activities where a student wishes to undertake alternative professional development activity/activities outside of the program in which they are enrolled, including training external to Monash.

### Exceptions

5. This procedure excludes credit or recognition of prior learning in relation to coursework units and/or practica. All cases for credit for either coursework or practica are to be considered as per the University's [Credit Policy](#) and supporting procedures.
6. All students, including students transferring into the Monash Doctoral Program from another graduate research program, must undertake the University's Compulsory Module, which comprises: Monash Graduate Research Induction (online); Faculty Induction; and Research Integrity (online).
7. Credit or substitution will not be granted in respect of a thesis or alternative research component, as per regulation 38(8) of the [Monash University \(Academic Board\) Regulations](#).
8. The cost of a student's attendance at approved substituted training activities will be at the student's own expense. Any request by the student for support towards the cost of approved substituted activities is negotiated separately with the student's supervisor and Graduate Research Coordinator/Program Director or nominee, and is outside the scope of these procedures.
9. Limits for credit and substitution are outlined in items 13 and 22. Any request to exceed the maximum reductions will only be considered where exceptional circumstances apply. This may include students with a senior professional background with significant levels of industry experience and training (for example, but not limited to, surgeon, barrister, journalist or Principal with 10 years of experience). All such requests will be considered on a case-by-case basis by the Vice-Provost (Graduate Education) or delegate.
10. Credit granted by another provider is not transferable to Monash; therefore a new credit application must be made.

### Structure of these Procedures

11. These procedures comprise the following two sections:  
**Section 1:** Recognition of prior formal, informal or non-formal learning in relation to professional development activities offered as part of the Monash Doctoral Program (MDP).  
**Section 2:** Substitution of professional development activities where a student wishes to undertake alternative professional development activity/activities outside their program.

### Section 1: Recognition of prior formal, informal or non-formal learning in relation to training activities offered as part of the Monash Doctoral Program (MDP)

12. This section applies to new students commencing the Monash Doctoral Program (MDP), including students transferring into the MDP from another graduate research degree (such as a research master's degree).
13. The maximum reduction in training activities that can be credited to a student is 50% (60 hours) of the required 120 hours of professional development training, and a maximum of 20 hours can be sought for any one activity.

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14. Students are to apply for credit of training activities using the relevant form.
15. Students are to apply for credit towards professional development activities at the point of admission into the MDP, with the assessment of their application to be undertaken as part of the normal assessment of the student's eligibility for admission, and uploaded as supporting documentation into the University's graduate research admissions system.
16. Where this is not possible, the student is to apply for credit by no later than 6 months equivalent full time from the date of their commencement of the MDP.
17. All applications for credit towards professional development activities must be endorsed by the student's main supervisor and the relevant Graduate Research Coordinator / Program Director or academic nominee before they are forwarded to Monash Graduate Education for consideration.
18. Where the student is applying for credit for formal learning undertaken at Monash or another university - for example, as part of a structured training or professional development program - evidence includes:
  - original transcripts or statements of completion/attainment;
  - activity guides (which include a detailed list of topics studied, contact hours, texts and references, and methods of assessment). If photocopies are provided, they need to be certified by a person authorized to witness a statutory declaration; if provided in a language other than English, a translation by an accredited translator must be included.
19. Where the student is applying for credit for informal and/or non-formal learning, an interview and / or CV highlighting relevant experience may be requested along with any other relevant documentation deemed relevant to the application.
20. Appropriate evidence may include (but is not limited to):
  - A statement from current or previous employers, workshop or course details;
  - evidence of attendance or certificates of completion of a training activity, and/or a folio of creative work to confirm that the applicant has achieved a minimum of 80% of requisite learning outcomes of the professional development activity/activities for which credit is sought.
  - Applications for credit may include an assessment of the currency of the previous learning to the extent that it is relevant to the learning outcomes of the training to which credit is being sought.
21. All approved credit will be recorded in myDevelopment by Monash Graduate Education staff.

### Responsibility

Student

Main Supervisor

Program Director or academic nominee

Vice-Provost (Graduate Education) (or delegate).

MGE

## Section 2: Substitution of professional development training activities where a student wishes to undertake alternative professional development activity/activities outside their program

22. Current students can request a total of 20 hours of substitution for professional development activities across their program.
23. Substitution of professional development activities will only be considered if they are distinct from current offerings. The only exception is where a student is undertaking an international or interstate placement or internship for which they have received previous approval in accordance with the

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[Work-Related Learning Student Placement and Co-Curricular Internship Procedures](#). The application for substitution should be applied for in advance of undertaking the activity to which substitution is being sought.

24. Students may only apply for substitution of professional development training activities where those activities are aligned with the intended outcomes (see item 1) and topics (Excellence in Research and Teaching or Professionalism, Innovation and Career) of the Monash Doctoral Program.
  - a. For example, a student may be granted credit for participating in an external workshop where evidence (workshop brochure, website etc.) states clear equivalence in learning objectives and outcomes of the training activity to which credit is being sought. Credit will not be granted towards activities where there is no evidence of learning objectives and outcomes, such as attending the milestone presentation of a peer, conference attendance etc.
25. Students are to apply for substitution of training activities against the professional development activity prior to the substituted activity being held via the relevant form. No applications for retrospective approval of substitution will be approved unless exceptional circumstances can be demonstrated.
26. Evidence may include (but is not limited to):
  - a workshop or training brochure
  - a website outlining the training activity/ies etc. Supporting evidence is to clearly state or indicate equivalence in learning objectives and outcomes of the professional development activity to which credit is being sought.
27. Once endorsed by the student's main supervisor, the application for substitution is to be submitted to the Graduate Research Coordinator / Program Director or academic nominee for endorsement before it is to be forwarded to MGE for consideration by the Vice-Provost (Graduate Education) (or delegate). Applications for substitution should be submitted 3 weeks prior to the activity occurring.
28. Where substitution is approved, the hours of the approved substitution are counted towards the overall minimum 120 hours of training to be undertaken by the student.
29. Where substitution of a professional development activity/activities is approved, the relevant Monash Graduate Education staff member is to follow up with the student to ensure that evidence of completion or attendance of the substituted activity is subsequently provided, recording the substitution within myDevelopment.

### Responsibility

Student  
Main Supervisor  
Program Director or academic nominee  
Vice-Provost (Graduate Education) (or delegate)  
MGE

<b>Responsibility for implementation</b>	Vice-Provost (Graduate Education) Academic Director, Monash Graduate Education (MGE) Graduate Research Committee Deans Associate Deans (Graduate Research) Heads of Academic Units Graduate Research Coordinators within academic units Supervisors of graduate research students
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	<p>Director, Graduate Student Experience Relevant MGE professional staff</p>
<b>Status</b>	<b>Revised</b>
<b>Approval Body</b>	<p><b>Name:</b> Graduate Research Committee <b>Meeting:</b> 4/2017 <b>Date:</b> 8-June-2017 <b>Agenda item:</b> 11.4</p>
<b>Definitions</b>	<p><b>Academic Director, Graduate Research:</b> Person appointed by the Vice-Provost (Graduate Education) with delegated authority from the Graduate Research Committee.</p> <p><b>AQF:</b> Australian Qualifications Framework. National policy framework applying to regulated qualifications in Australian education and training.</p> <p><b>Credit:</b> is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications which reduces the amount of training activities required to be undertaken in the Monash Doctoral Program.</p> <p><b>EFT:</b> Equivalent full-time enrolment.</p> <p><b>Formal learning:</b> is the learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognised AQF qualification or other formally recognised qualification (AQF).</p> <p><b>Graduate Research Services (GRS):</b> The administrative entity of the Monash Graduate Education portfolio established to administer graduate research admissions, central scholarships, enrolment and examination of these or approved equivalent. Part of Monash Graduate Education.</p> <p><b>GRC:</b> Graduate Research Committee.</p> <p><b>Informal learning:</b> refers to learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. (AQF).</p> <p><b>Monash Doctoral Program (MDP):</b> The collective name for course activities of the Doctor of Philosophy framework from 2015 where, in addition to undertaking their research, students participate in one of the following three modes, as determined by their Faculty and course or Program of enrolment: Professional Development mode, Coursework, or Graduate Research Interdisciplinary Programs (GRIPs).</p> <p><b>Monash Graduate Education:</b> Portfolio charged with responsibility to administer graduate research students, as well as develop and govern Graduate Coursework and Executive and Continuing Education.</p> <p><b>Non-formal learning:</b> refers to learning that take place through a structured program of learning but does not lead to an officially accredited qualification.</p> <p><b>Professional development training activity:</b> Approved individual training element which a student undertakes as part of the Monash Doctoral Program in which they are enrolled. Examples include workshops, seminars and online modules. Students complete a minimum of 120 hours of training</p>

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	<p>activities over 3 year's equivalent full-time enrolment (EFT), comprising a minimum 60 hours of activities from the Excellence in Research &amp; Teaching topic and a minimum of 60 hours of activities from the Professionalism, Innovation &amp; Career topic.</p> <p><b>Program:</b> One of three training modes in which a PhD student enrolls from 2015, as determined by their Faculty. The options are: Professional Development mode; Coursework; or the Graduate Research Interdisciplinary Program (GRIP).</p> <p><b>Program Director:</b> Academic staff member appointed to provide academic leadership over a specific program offered within the Monash Doctoral Program. In some instances, is equivalent to the role of Graduate Research Coordinator.</p> <p><b>Recognition of Prior Learning (RPL):</b> is a process that involves assessment of the individual's relevant prior learning to determine the credit outcomes of an individual application for credit. (AQF).</p> <p><b>Substitution:</b> Occurs when a student wishes to undertake alternative professional development activity/activities outside their program.</p> <p><b>Vice-Provost (Graduate Education):</b> Person responsible for Monash Graduate Education, which administers the University's graduate research degrees. Also Chair of the GRC.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Monash University (Academic Board) Regulations</a></p>
<b>Related Policies</b>	<p><a href="#">Coursework Courses and Units Accreditation Policy</a></p> <p><a href="#">Coursework Course Accreditation Procedures</a></p> <p><a href="#">Collaborative Coursework Arrangements Policy</a></p> <p><a href="#">Collaborative Coursework Arrangements - Articulation Procedures</a></p> <p><a href="#">Collaborative Coursework Arrangements - Joint Degree Program Procedures</a></p> <p><a href="#">Credit Policy</a></p> <p><a href="#">Credit Procedures</a></p> <p><a href="#">Work-Related Learning Student Placement and Co-Curricular Internship Procedures</a></p>
<b>Related Documents</b>	