

Monash University Procedures

Procedure Title	Credit Procedures
Parent Policy	Credit Policy
Date Effective	24-February-2016
Review Date	24-February-2019
Procedure Owner	Deputy Vice-Chancellor (Education)
Category	Academic Quality and Standards
Version Number	2.3
Content Enquiries	Education Policy Unit
Scope	<p>All coursework courses and units and any coursework unit component/s of applicable graduate research programs.</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 courses and units are delivered at locations outside of Australia, local regulatory requirements must also be met (e.g., Malaysian Qualifications Framework).</p>
Purpose	To outline the procedures for credit applications and the assessment of such applications.
PROCEDURE STATEMENT	

Information for applicants

1. Faculties will provide details regarding:
 - 1.1. credit application processes and documentation required
 - 1.2. articulation and credit transfer agreements with other education providers
 - 1.3. credit precedents
 - 1.4. awards that are considered to be cognate to each Masters course offered (refer: [Monash Coursework Course Design Guidelines](#))
 - 1.5. information for international students¹
 - 1.6. appeal processes
 - 1.7. recency requirements
 - 1.8. links to the Monash Credit Policy and Procedures
2. This information must be available on the faculty website.

¹ i.e. Students on student visas, subject to the ESOS Act 2000. Information on credit for these students is required under the National Code of Practice for Education Providers, established by the ESOS Act.

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Responsibility

Dean (or nominee)
Faculty Manager
Monash Graduate Research Office
Student Service Officers

1. Processes for Entry Credit and All Other Types of Credit

The procedures have been divided into two separate categories:

- Coursework Masters - entry credit.
- All Other Credit Applications - information for all other types of credit are listed in Section 3.

2. Entry Credit for Coursework Master's Students

a. Application Process

- i. Where a Master's course has multiple entry points as part of its approved structure, applicants will be assessed for entry credit at the time of their application for admission to the course is considered. Applicants will indicate on the admission application form the entry point that they are seeking.
- ii. Students may elect not to receive the entry credit to which they are entitled.
- iii. When entry credit has been rejected by a student, the student may request that it be reinstated. However, whether to grant such a request is at the discretion of the Faculty. When considering a request to reinstate previously rejected entry credit the Faculty may consider changes to the student's study plans and any other changed circumstances that may be relevant.

b. Documentation Required

When applying for the course, the applicant must provide evidence of previous education or equivalent so that the information may be assessed and the point of entry into the course determined.

c. Notification:

Applicants will be notified of the entry-level credit available to them in the Letter of Offer. The Offer letter will state how many credit points the student needs to complete to graduate from their chosen course.

Responsibility

Dean (or delegate)
Faculty Manager
Selection Manager
Applicants

3. All other credit applications

a. Application Process

- i. There is a single university credit application form which the applicant needs to complete to be assessed for credit. The Dean (or delegate) will assess each application on equivalency and recency.
- ii. There is no charge for credit assessment for a current student or student who has been made an offer in a course offered from an Australian location.

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- iii. Where credit has not been assessed prior to enrolment in the course, a student must apply for credit for previous learning by the end of the first week of their first semester of study so that, if credit is granted, their commencing enrolment can be adjusted accordingly. Credit may still be assessed for late applications, but there is no guarantee that the course structure will permit it to be granted.
- iv. Credit is granted towards a specific Monash course. Students who transfer to a different course must re-apply for credit towards the new course.
- v. Students may elect not to receive some or all of the credit to which they are entitled.
- vi. For credit to be granted, the student must authorise this. International students enrolled in courses offered from an Australian location are required to authorise explicitly the credit that is granted to them, by returning a signed authorisation. Other students are considered to have authorised the credit granted to them if the faculty has provided them with an assessment of the credit for which they are eligible and the student proceeds to enroll.
- vii. Students may ask that credit be removed from their record of study if their study plans change (eg, a change of specialisation) so that the space within the degree may be used for further units. When credit has been rejected by a student, the student may request that it be reinstated. However, whether to grant such a request is at the discretion of the Faculty. When considering a request to reinstate previously rejected credit the Faculty may consider changes to the student's study plans and any other changed circumstances that may be relevant.
- viii. If students fail Monash units, they may not subsequently apply for nor be granted credit for previous study of those units.
- ix. Where credit has been granted, students will (if the course structure permits) be provided with a course map showing the requirements fulfilled by the credit and the requirements remaining to be fulfilled for course completion.

For cross-institutional/complementary studies

- x. Enrolled coursework students who wish to study at another institution and receive credit towards their course must seek approval in writing from the Monash faculty. Students apply using the cross-institution/complementary studies application [form](#). The faculty will consider equivalence of content and learning outcomes, and whether there is significant educational advantage for the proposed program of study. The faculty will write to the student advising whether they will receive credit for successful completion of the proposed enrolment. This rule applies to cross-institutional study, study abroad and exchange study. Credit will not be granted if the student's approved enrolment at the other institution is varied without authorisation.
- xi. Graduate research students who wish to enroll in a coursework unit/s or a course of study at another institution must have prior approval from the Graduate Research Committee.

Responsibility

Dean (or delegate)
Faculty Manager
Student Service Officers
Applicants

b. Documentation Required

- i. Applicants for credit for formal learning from other institutions must include with their application an original transcript of results, relevant unit guide (which includes a detailed list of topics studied, contact hours, texts and references, and methods of assessment) and course structure. If photocopies are provided, they need to be certified by a person

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authorized to witness a statutory declaration². Where this information is in a language other than English, the applicant must provide a translation by an accredited translator.

- ii. Applications for credit for informal or non-formal learning must provide relevant evidence, as determined by the faculty. This may include an interview and/or challenge tests or assessments, and/or the submission of a folio of creative or other work to confirm that the applicant has achieved the requisite learning outcomes.
- iii. Applicants for credit for previous study at Monash University or Monash College will not be required to provide documentation with their application, if this information is available from the student management system and handbooks.

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Applicants

c. Timelines

- i. The timing and mode of the application will influence the timing and mode of notification to students.
- ii. Applications for credit for formal learning where there are current precedents will normally be assessed within 10 working days. A longer period may be required where full assessment is required, particularly at peak admission and enrolment times.
- iii. Applications for credit for non-formal and informal learning will normally be assessed within 20 working days. A longer period may be required at peak admission and enrolment times.

Responsibility

Dean (or delegate)
Faculty Manager
Student Service Officers

d. Notification

- i. *VTAC applicants* will be assessed for credit as part of the enrolment process.
- ii. *Current students*: The faculty will notify current enrolled students of the outcome of their credit application by University student email where practicable.
- iii. *International students*: Where credit is granted to international students after enrolment, the faculty will email the student informing them of their credit status, normally before the end of the second week of study. The student must reply authorizing acceptance of the credit. If authorization is not received from the student, the credit will not be processed.

Responsibility

Faculty Manager
Student Service Officers

e. Assessment

- i. Assessment of higher degree research and coursework credit is an academic responsibility.
- ii. Any new assessments where there are no documented precedents or where content or learning outcomes of previously assessed units or courses has changed, will be referred to nominated academic staff.
- iii. Standard assessments based on established precedents may be delegated in writing to appropriate nominated faculty staff or University Admissions staff.

² Such as a Justice of the Peace, registered Medical Practitioner or Veterinary Surgeon, Pharmacist, or a Police Officer who has served for more than five continuous years. See Section 107A of the [Evidence Act \(1958\) \(Victoria\)](#).

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- iv. Credit will be granted for VCE enhancement or single units undertaken at Monash University, for the same units where course structure permits. VCE enhancement or single units successfully completed at other institutions will be considered for credit.
- v. In checking whether previous study falls within the limit on recency of study for credit, appropriate nominated faculty staff will have in place a process which will calculate the date on which the results were released for that unit or course to the date of the commencement of the course the student wishes to enroll in.
- vi. Where credit is sought as part of a double degree course or for a unit that is not taught by the degree awarding faculty, the following process is followed:
 - Application for credit is lodged with the course managing faculty,
 - Course managing faculty forwards a copy of the credit application with appropriate documentation to the degree awarding faculty,
 - Degree awarding faculty sends credit assessment documentation to teaching faculty (if different),
 - Teaching faculty returns completed credit assessment to degree awarding faculty,
 - Degree awarding faculty keys credit assessment outcomes for their component of the double degree,
 - Degree awarding faculty notifies student of the outcome.
 - Degree awarding faculty notifies course managing faculty that credit assessment for their component has been completed and entered into the student management system.
 - Course managing faculty ensures process has been completed.

Responsibility

Dean (or delegate)
Faculty Manager
Student Service Officers

4. Appeals

- i. Appeals against credit decisions may be made in accordance with the [Student Complaints and Grievances policy](#).
- ii. Appeals may not be made against the academic assessment of equivalence of study in a credit decision.

Responsibility

Dean (or delegate)
Faculty Manager
Student Service Officers
Applicants

5. Institutional Agreements with registered providers:

- i. Australian registered providers:
 - Requests for articulation agreements, credit transfer arrangements or block credit arrangements from Australian education and training providers will be assessed by the faculty, which will assess the institution's qualification for equivalence of content and learning outcomes. The faculty will advise the institution of the outcomes of the assessment.

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- All credit transfer and articulations agreements with Australian providers must be reported to the Deputy Vice-Chancellor (Education) (or delegate) and will be added to a central register of articulation agreements.
- ii. Overseas registered providers:
- For overseas providers, the Admission Pathways Expert Advisory Group (APEAG) will assess the institution's qualifications for AQF equivalence and the faculty will assess the equivalence of content and learning outcomes. Where the original curriculum documentation is in a language other than English, a translation by an accredited translator must be provided. The Admission Pathways Expert Advisory Group, after consultation with the faculty, will notify the requesting institution in a timely manner.
 - All credit transfer and articulation agreements with overseas education providers must be endorsed by APEAG or CAPC and will be added to a central register of articulation agreements.

Responsibility

Dean (or delegate)
Faculty Manager
Student Service Officers
Applicants
Admissions Pathways Experts Advisory Group

6. Quality Assurance Review Cycle

- i. Credit arrangements will be reviewed by the faculty education committee (or equivalent) every three years (or earlier if required by the faculty).
- ii. In order to ensure the integrity of credit decisions, the subsequent academic performance of student cohorts receiving credit should be monitored.
- iii. Articulation, credit transfer and block credit transfer arrangements will be reviewed every three years, and the review will be reported to the Dean via the faculty education committee (or equivalent). Where the partner institution in a block credit transfer arrangement, or an award for which articulation, credit transfer or block credit is given, changes the curriculum substantially, the block credit transfer arrangement will be reviewed as soon as is practicable, and at latest within three months.

Responsibility

Faculty education committees
Dean (or delegate)

Responsibility for implementation	Deputy Vice-Chancellor (Education) Senior Pro Vice-Chancellor (Academic) Director, Admissions Director, Student and Education Business Services Deans (or delegates)
Status	Revised
Approval Body	Name: Coursework Admissions and Programs Committee Meeting: 7/2017 Date: 25 October 2017 Agenda item: 4.1

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Definitions	
Legislation Mandating Compliance	Monash University (Academic Board) Regulations Higher Education Standards Framework (HESF) 2015
Related Policies	Collaborative Coursework Arrangements Policy Admissions to Coursework Courses and Units of Study Procedures
Related Documents	Credit Application Form Cross-institutional and complementary study forms Automatic H2A Equivalence Procedures - Monash qualifications