

Credit Recognition Policy

Abstract

This policy prescribes UTS requirements for granting credit to students for their previous learning, including the types of learning that may be recognised, the processes UTS uses, and the types of credit that can be granted. The Policy should be read in conjunction with the [Credit Recognition Procedures](#).

Dates	Policy approved	03/12/2010
	Policy takes effect	01/01/2011
	Policy is due for review (up to 5 years)	12/2015
	Amendment approved	27/05/2016
	Amendment takes effect	12/08/2016
Approved by	Academic Board by Executive Action	
	Latest amendment: Director, Governance Support Unit (see change history for details)	
Implementation Officer	Deputy Vice-Chancellor (Education and Students)	
Relevant to	All staff and all students	
Related documents	Admissions Policy AQF Qualifications Pathways Policy (PDF 271kb) Credit Recognition Procedures Section 6 (Student Rules)	
File number	UR10/990	
Superseded documents	Recognition of Prior Learning Policy	

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1. Purpose

This policy prescribes UTS requirements for granting credit to students for their prior learning, including the types of learning that may be recognised, the processes UTS uses, and the types of credit that can be granted.

2. Scope

The policy is applicable to all UTS undergraduate and graduate coursework students.

Authorised delegates¹ must apply the provisions of this policy, the requirements of any formal credit recognition arrangements, and Faculties' requirements consistent with this policy, in assessing and determining applications for credit recognition at UTS.

Credit recognition assessed prior to an applicant being made an offer of admission does not guarantee the applicant a place in the course.

3. Definitions

Types of learning:

- **Formal learning** refers to learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognised Australian Qualifications Framework (AQF) qualification or other qualification formally recognised by UTS.
- **Informal learning** 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.
- **Non-formal learning** refers to learning that takes place through a structured program of learning but does not lead to a formally recognised qualification.

Processes for recognising credit:

- **Articulation** is a formal arrangement approved by Academic Board, or through processes approved by Academic Board, that enables students to progress from one qualification completed at UTS or another institution to a particular UTS course with a specified amount of credit.
- **Credit transfer** is an arrangement that provides students with agreed and consistent credit outcomes based on identified equivalence in learning outcomes, volume of learning, program of study, including content, and learning and assessment approaches from specified providers into a UTS course.
- **Recognition of Prior Learning (RPL)** is the assessment of an individual's relevant prior learning to determine the outcome of that individual's application for credit towards a UTS qualification.

Types of credit that may be granted:

- **Specified credit** is credit granted towards particular or specific components in a qualification.
- **Unspecified credit** is credit granted towards elective components in a qualification.

¹ Refer [UTS Standing Delegations of Authority](#)

4. Policy principles

UTS encourages lifelong learning, including formal, informal and non-formal learning, and provides the opportunity for students to have previous learning recognised for credit in their courses.

Previous learning must be assessed as equivalent to the UTS credit to be granted. This assessment will take into account the learning outcomes, volume of learning, program of study including content, and learning and assessment approaches of the previous learning.

At UTS, each course has a course-specific graduate profile, which reflects the mission of the university and the related professions and disciplines. Accordingly, to qualify for a UTS award a student must undertake a specified minimum amount of study in that course at UTS.

UTS's policy and processes for recognising credit provide equitable and transparent outcomes for students.

5. Policy statements

5.1 Specific course requirements

Regardless of the nature or amount of credit recognised, any specific requirements of an award must be fulfilled, including conditions associated with the professional recognition of the award.

5.2 Currency of knowledge and skills

The previous knowledge and skills of an applicant must still be current, in the context of the course to which the student has been admitted, in order for credit recognition to be approved. The timeframe for currency of previous learning that can potentially be recognised may be determined for a particular course or subject by the relevant Faculty Board.

5.3 Assessment of knowledge and skills

A Faculty Board may, at its discretion but subject to the requirements of any formal credit recognition arrangements, set additional requirements, such as testing or portfolio submission, for the process of recognising credit for a particular course or subject.

5.4 Credit recognition limits

UTS award course students must complete a minimum period of study at UTS as prescribed by the relevant Faculty Board, but this to be not less than one-third of the total credit point requirements of the course.

Authorised delegates may, at their discretion but within any parameters set by the relevant Faculty Board, recognise credit beyond the limits of this policy in cases where the applicant was previously a UTS student and is enrolling in a new version of that course or its equivalent.

In other exceptional cases, and on a case-by-case basis, the Faculty Board may recommend to Academic Board that credit recognition be approved in excess of the limits defined above.

5.5 Subject substitution

Previous learning may also be recognised through a process of subject substitution whereby a student is released from undertaking a subject and an alternative subject(s) of equivalent credit point value is required to be completed.

Authorised delegates have the discretion, within requirements determined for a particular course or subject by the relevant Faculty Board to recognise, or not recognise, credit for previous learning for subject substitution.

5.6 Once-only use of previous learning for credit

Previous learning can only be recognised once in any individual UTS course. That is, previous learning deemed as equivalent to a specific UTS subject(s) or other course component cannot be used again as credit for another subject or course component in that course.

5.7 Concurrent enrolment

Students with approved concurrent enrolment may apply for recognition of credit in accordance with the application processes as prescribed by the Director, Student Administration Unit.

In exceptional circumstances only, an authorised delegate may, at his or her discretion, recognise credit where concurrent enrolment had not been approved prior to the enrolment.

5.8 Internal course transfer — automatic recognition of credit

Internal course transfer credit will automatically be recognised where the subject number and version number are identical in each course. In such cases, the subject grade will be recorded for the course transferred to. It will not count towards the student's grade point average (GPA).

In all other cases, recognition of credit is not automatic and an application for credit recognition must be made. If credit is recognised in these cases, no grade will be recorded for the subject and therefore will not contribute to the student's grade point average (GPA).

5.9 Subjects from undergraduate courses in graduate courses

Subjects from undergraduate courses will only be accepted for credit towards graduate courses if Academic Board has approved the provision as part of an accredited course, or in exceptional circumstances, the relevant Faculty Board has approved the credit recognition.

5.10 Applicants' responsibilities

Applicants are required to provide the information specified and meet the processing deadlines set by UTS in relation to credit recognition applications.

5.11 Ownership of decisions

The Faculty that is the designated subject owner is responsible for all credit recognition matters in relation to that subject.

5.12 Quality assurance

Faculty Boards are responsible for ensuring that a systematic approach to assuring the quality of credit recognition processes and decisions is established, and for monitoring the broad trends related to credit recognition.

5.13 Appeals

A student may request a review of a credit recognition decision in accordance with [Rule 6.2 of the Student Rules](#).

5.14 Variation of policy

A Faculty Board may, in exceptional circumstances, seek the approval of Academic Board to vary any provision of the policy.

6. Roles and responsibilities

Accountable Officer: Deputy Vice-Chancellor (Education and Students).

Implementation Officers: Deputy Vice-Chancellor (Education and Students), Deans, Responsible Academic Officers, and Director, Student Administration.

Academic Board is responsible for the Credit Recognition Policy and will assess its effectiveness in accordance with its duties and powers.

Faculty Boards are responsible for setting specific credit recognition requirements within the Credit Recognition Policy, ensuring that a systematic approach to assuring the quality of credit recognition processes and decisions is established, and for monitoring the broad trends related to credit recognition.

The **Deputy Vice-Chancellor (Education and Students)** is broadly responsible for the implementation of the Credit Recognition Policy and Procedures, including providing education to the University community about their operation, and reporting to Academic Board as required on the effectiveness of the policy and its implementation. The Deputy Vice-Chancellor (Education and Students) may issue relevant guidelines and/or procedures at his or her discretion.

7. Acknowledgements

No relevant acknowledgements.

8. Version control and change history

Effective date	Version	Approved by, resolution no. (date)	Amendment
01/01/2011	1	Academic Board, approved by executive action (03/12/2010)	New policy
12/08/2016	1.2	Council, COU/14-5/106 (15/10/2014)	Consequential changes to align with changes to the Student Rules.
		Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.
		Director, Governance Support Unit (GSU) (27/05/2016)	Changes (approved under Delegation 3.17) to update references to the role of Registrar (part of the 2014 restructure).