

Credit Recognition Procedures

Abstract

These procedures prescribe core UTS processes, within the requirements of the Credit Recognition Policy, for granting credit to students for their previous learning.

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Approved by	Deputy Vice-Chancellor (Education and Students)	
	Latest amendment: Deputy Vice-Chancellor (Education and Students) (see change history for details)	
Implementation Officer	Deputy Vice-Chancellor (Education and Students)	
Relevant to	All staff and all students	
Related documents	Admissions Policy Australian Qualifications Framework 'AQF Qualifications Pathway Policy' (PDF) Credit Recognition Policy External articulation arrangements (restricted access: Staff Connect) Standing Delegations of Authority (PDF) Student records supporting documentation Student Rules: <ul style="list-style-type: none"> • Rule 5.6, Refusal of application, withdrawal of offer of admission and cancellation of admission or enrolment • Section 6, Credit Recognition UTS: Handbook See also: Future students	
Legislation	Higher Education Standards Framework (Threshold Standards) 2011	
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Superseded documents	Credit Recognition Procedures v1.1	

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1. Purpose

These procedures prescribe core UTS processes, within the requirements of the [Credit Recognition Policy](#), for granting credit to students for their previous learning.

2. Procedures

2.1 Applicants' responsibilities

Applicants are responsible for providing the information required, and meeting the deadlines set by UTS for credit recognition applications.

Documentation provided with any application for credit recognition may be verified by the UTS processing unit with the issuing authority. Credit recognition granted may be cancelled or action may be taken, under [Rule 5.6](#), if false or misleading documentation is submitted and an offer of admission or enrolment may be cancelled.

Refugees and applicants applying under the Australian Development Scholarship (ADS) scheme who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country must provide a statutory declaration stating the qualification and their inability to obtain documentation. These applicants must undertake the Refugee Academic Skills Assessment (see [Admissions Policy](#)).

2.1.1 Applicants covered by external articulation arrangements must submit a certified copy of their transcript and the degree/diploma/certificate, with any other documents specified by a particular faculty and a certified official translation of any document not in English.

Where the external articulation arrangement and submission procedures are governed by an agreement between UTS and a partner institution, the applications must follow the procedures as described in the external articulation agreement.

2.1.2 All other applicants are required to submit an application on the application form prescribed by the Director, Student Administration Unit. The form is available on the Student Administration Unit forms website.

Applicants must submit certified copies of documentation. Details of who can certify supporting documents are available in [student records supporting documentation](#).

Documentation requirements include:

1. Certified copies of academic transcripts or subject results, with an official explanation of the grading system.
2. The appropriate sections from the handbook, official subject outlines, or syllabus (including topics covered, class hours, type of assessment, textbooks) for the year in which the relevant subjects were passed, describing in detail the subjects studied at the previous institution that are being used to apply for credit recognition. Certification of such documents is not required.
3. An official English translation of all documents submitted as part of the application by one of the following:
 - a Public Notary
 - UTS registered Student Recruitment Agents
 - a recognised translation company in the student's home country. The translated documents need to have the official (translation) seal and signed by the translator.
 - a NAATI-accredited translator.
4. If applying for credit recognition on the basis of work experience, a résumé or position description which outlines the relevant experience, and/or letter from the applicant's employers.
5. If applying for other forms of informal or non-formal learning a letter or reference from the relevant organisation(s) and other documentation requirements as published in the [UTS: Handbook](#) for a particular course or on the relevant faculty's credit recognition website.
6. For those faculties that do not accept credit recognition on the basis of work experience and/or other forms of non-formal learning, only items 1–3 will apply.

2.2 Faculty responsibilities

Faculties must submit applications for, and maintain the currency of, articulation arrangements with external institutions via the OCAP system in compliance with relevant UTS policies.

For all other credit recognition, each faculty must have approved by Faculty Board a documented set of credit recognition requirements for courses and subjects, and processes including:

- currency requirements
- credit recognition limits
- others as appropriate.

Faculties are to publish credit recognition requirements in the [UTS: Handbook](#) linked to the faculty's credit recognition website and provide UTS Student Centres with the

parameters for standard credit recognition that have been approved by Faculty Boards before the commencement of each admissions period.

In cases where one faculty is teaching a subject in the course of another faculty, the teaching faculty is responsible for defining the criteria and process for credit recognition in respect of the taught subject. Decisions regarding credit recognition may be made either by the teaching faculty or the faculty that owns the course, in accordance with these criteria.

Faculties cannot levy fees for assessment of credit recognition for Commonwealth supported students and domestic fee-paying students (see DEEWR Administrative information for higher education providers: student support, section 21 Incidental fees).

2.3 External Articulation

Programs of study taught by external providers may be recognised for credit in UTS award courses. All external articulation proposals must be processed through the [Online Course Approval Process \(OCAP\) system](#) (restricted access: Staff Connect) and approved by an authorised delegate (see [Standing Delegations of Authority](#) (PDF)).

External programs of study may be recognised unilaterally by UTS or through an agreement with an external provider. In some cases, UTS may enter into an agreement with an external provider to provide resources in relation to the external articulation arrangement, for example, staff to moderate the course. Any agreement related to external articulation must be approved by UTS Legal.

Dual programs are approved under the relevant external articulation approval process depending on whether an agreement is required and/or UTS resources are applied.

The performance of student cohorts entering UTS with credit recognised under external articulation arrangements will be assessed by the Curriculum and Cohort Review Advisory Group (CCRAG) and reported to Academic Board as part of the Deputy Vice-Chancellor (Education and Students) annual report on Course and Subject Performance.

2.4 Precedents

Each faculty must ensure that a record of credit recognition precedents is maintained, either by the faculty or other organisational units on the faculty's behalf.

Faculties wherever possible should publish on their websites their specific credit recognition precedents within the Credit Recognition Policy and Procedures including:

- UTS subject number, name and version
- source university
- source subject number, name and version / year / or similar identifier
- status: approved/refused
- year offered.

2.5 Processing units

UTS International is able to receive, process and approve credit recognition applications for international students that are covered by an approved external arrangement captured on CASS. If authorised by a Faculty Board, UTS International

is able to approve credit recognition applications of international applicants based on precedent data and Faculty Board directions. UTS International will check applications for completeness and seek additional information from applicants if required. UTS International must refer applications to the faculty authorised delegate (see [Standing Delegations of Authority](#) (PDF)) for assessment if they fall outside the approved external arrangements captured on CASS, or outside precedent data or Faculty Board directions where UTS International has been authorised to approve application under these terms, or in any case of doubt.

UTS Student Centres are able to receive, process, and approve credit recognition applications based on precedent data and/or Faculty Board directions for local applicants, and international applicants referred from UTS International if authorised by the relevant Faculty Board and covered by the Student Centre's services agreement with the Faculty. UTS Student Centres must refer applications to the faculty authorised delegate for assessment if they fall outside the precedent data or Faculty Board directions.

A faculty authorised delegate will process, within Faculty Board approved parameters, assessed applications for international students and local students that have been referred from UTS International and UTS Student Centres.

2.6 Application deadlines

For local applicants, an application for credit recognition is to be made prior to a student's initial enrolment on the Credit Recognition application form available for download on the Student Administration Unit forms website.

Recognised credit is approved on or shortly after enrolment. Applications must be processed before or at enrolment, or as far as possible before start of semester, or at the latest before the end of second week of semester to allow any adjustments to be made to the student's study plan.

For international students, an application for credit recognition is to be made at the time of application to the University. Recognised credit is approved before or at the time of offer and the revised duration of study will be stated in the Letter of Offer. The electronic Certificate of Enrolment issued to the student for the purpose of obtaining a student visa will be based on the reduced duration of study. Recognised credit may be approved after the time of offer in cases where additional information is required, or other circumstances outside UTS's control that delay the approval process.

For all students, credit recognition applications made after initial enrolment will only be considered at the discretion of the authorised delegate in cases where a student's circumstances have changed since initial enrolment. A second or later application for credit recognition must be made on the Credit Recognition application form and supported by a written statement which must include full disclosure of the initial application and must set out the circumstances which prevented an initial application or the changed circumstances which justify a second application.

A student cannot apply for credit recognition under any circumstances after final re-enrolment.

A student may apply to have recognised credit cancelled up to the point of final re-enrolment.

2.7 Consideration of applications

Faculties are responsible for ensuring the integrity of credit recognition decisions including taking appropriate steps to manage perceived or actual conflicts of interest and managing other related risks. If appropriate, faculties may require authorised delegates to assess credit recognition applications without identification of, or personal interaction with, the applicant. However, it is recognised that these steps may not be appropriate in a range of circumstances.

2.8 Recognition of overseas study

Wherever possible, the National Office of Overseas Skills Recognition (NOOSR) Country Education Profile or the National Recognition Information Centre for the United Kingdom (UK NARIC) should be used for assessing equivalency of qualification for applications for credit recognition on the basis of overseas study. A list of supplementary reference materials maintained by UTS International in the International Admissions Manual for assessment guide may also be used for advice to faculties as appropriate.

Where possible, for international students, credit recognition should be assessed by the authorised delegate prior to admission and should be part of the formal offer of a place at UTS.

Where it is not possible to give international applicants the final subject matching details for credit recognition prior to offer, the authorised delegate, where possible, should indicate a minimum level of credit recognition, in terms of credit points and duration of exemption of study, which the student will receive on admission, as part of the formal offer of a place at UTS. In such cases final subject matching should be confirmed at enrolment and/or after an interview with the student.

2.9 Advice to applicants

Credit recognition applications made prior to admission may be assessed by the authorised delegate and advice provided to the applicant on the likely outcome in a timely manner. Applicants must be advised that eligibility for credit recognition towards a particular course does not imply or guarantee a place in that course.

Applicants for credit recognition of informal or non-formal learning should be advised, where relevant, of the sources of prior learning which a faculty is prepared to take into account in assessing entitlement to credit in a course. Applicants should also be advised, where relevant, about which of the formally endorsed models of assessment of credit recognition (eg portfolio, assessment, etc) applicants may use to demonstrate their prior learning.

Applicants for credit recognition are to be advised by the Director, Student Administration Unit of any implications related to fees or visa requirements that may arise from having credit recognised, or the cancellation of previously recognised credit.

In all cases, applicants will be officially notified in writing of the results of their credit recognition applications by the Director, Student Administration Unit via the Student Administration Unit or UTS International.

2.10 Assessment and processing

When an application for credit recognition is made on the basis of formal learning, it is checked against the faculty's current precedent records.

- (i) If there is a match the application is approved or declined based on the precedent.
- (ii) When a precedent cannot be found, an assessment of the equivalency for credit is made by the authorised delegate with expertise in the relevant subject. It is the responsibility of the student to provide course structure, outline or syllabus of the subject to be assessed (see documentation requirements section 2.1.2 above). In addition to documentation, students may be required to complete an examination or other form of assessment to test equivalency of their learning.

Where an application not on the precedent database is assessed by the authorised delegate and the data is entered directly into CASS within the faculty there must be a separation of these two administrative functions, that is, the person who does the assessment must not be the same person who does the data entry.

When an application for credit recognition is made on the basis of informal or non-formal learning, an assessment of the equivalency for credit is made by the authorised delegate with expertise in the relevant subject or area.

UTS International may assess and approve applications for international students for credit recognition applications that are covered by an approved external arrangement captured on CASS and where authorised by a Faculty Board, UTS International is able to assess and approve credit recognition applications of international applicants based on precedent data and Faculty Board directions. UTS International will check applications for completeness and seek additional information from applicants if required. UTS International must refer applications to the authorised delegate for assessment if they fall outside the approved external arrangements captured on CASS, or outside precedent data or Faculty Board directions where UTS International has been authorised to approve application under these terms, or in any case of doubt.

If any documentation submitted by an applicant is suspected of being false or misleading, the processing unit must verify that documentation with the issuing authority. If the documentation cannot be verified or the issuing authority confirms that the documentation is fraudulent in any way the matter must be reported to the Director, Student Administration Unit for action to be taken for cancellation of the credit recognition granted, or under [Rule 5.6](#) to cancel the offer of admission or enrolment.

2.11 Concurrent study at another institution and subsequent credit recognition

Students who wish to study one or more subjects at another institution and have those subjects credited to their UTS course must complete an Application for Concurrent Study form, with a personal statement of the reason for the application and, if approved, on completion of the concurrent study students must submit an Application for Subject Credit Recognition – Concurrent Study form. The forms are available on the SAU forms website. Subjects successfully completed are added to the student record at UTS as a subject exemption. No mark is recorded and the subjects do not contribute to the calculation of level of award or the grade point average.

Students must apply before commencing studies at other institutions and must have prior approval from the authorised delegate to count those subjects as credit towards their UTS degree. Students who complete subjects at another institution while

enrolled at UTS, without prior approval for concurrent study, may not have credit granted.

Students while on concurrent study at another institution (including exchange arrangements) must comply with all rules and regulations of the host institution.

Applications for concurrent study must be submitted at least four weeks before the start of the semester or other teaching period during which the student wishes to undertake study at another institution. The appropriate sections of the handbook, official subject outlines, or syllabus (including topics covered, class hours, type of assessment, textbooks) must be attached to the application. It is the student's responsibility to make a formal application with the University at which the student wishes to enrol (the host institution).

Once concurrent study has been approved by the authorised delegate, the student is issued with a concurrent study notification by the Director, Student Administration Unit, via Student Administration Unit, which includes the name of the host institution, the subject/s to be attempted at the host institution and the UTS subject/s or unspecified credit that will be granted.

On successful completion of the subjects at the host institution, the student submits an Application for Subject Exemption — Concurrent Study form together with a copy of the Director, Student Administration Unit's concurrent study approval notification and certified copy of results notice and explanation of grading system issued by the host institution. When approved by the authorised delegate, the subjects are then recorded as exemptions on the student system.

2.12 Transfer between UTS courses — automatic credit

If a student transfers between courses or has completed previous studies at UTS they may be entitled to have subjects automatically credited to their current course consistent with the faculty's credit transfer limits.

The authorised delegate completes the section Automatic Credit on the application form and attaches the student's internal transcript, with subjects circled and initialled that are to be credited. The forms are then processed by the relevant processing unit.

2.13 Review of decisions

The UTS grievance procedures should be followed for student complaints about unsuccessful applications for credit recognition, or students disputing any decisions made in respect of approved credit.

If this does not resolve the matter a student may under [Rule 6.2](#) request a review of the decision. Requests for review of a decision must be made in writing, be accompanied by relevant supporting documentation, and be lodged with the Responsible Academic Officer of the relevant faculty within 20 working days of the original notification of decision. The Responsible Academic Officer, in consultation with the Subject Coordinator as appropriate, reviews the student's application and the Responsible Academic Officer notifies the student of the outcome of the review.

2.14 Cancellation of credit recognition

Students granted credit recognition need to be advised to monitor their progress in their subjects in the first weeks of semester. If a student granted credit recognition thinks that they are not coping with their study program they should seek advice from an academic advisor. Students may apply in writing, via an eRequest to have credit

recognition rescinded and to enrol in the relevant subject/s if they think they cannot meet academic requirements of other components of their program without completing the subject.

Students may apply in writing to the Director, Student Administration, up to the point of final re-enrolment, to have credit recognition rescinded. Students must provide the reason(s) for the application. Failure to do so may result in the application being declined. The Director, Student Administration Unit will refer the application for consideration and decision by the Responsible Academic Officer in accordance with [Rule 6.3.2](#).

2.15 Quality assurance

For the purpose of monitoring trends related to credit recognition the relevant Student Administration or faculty administrative officers will, if requested at the end of each admissions round, provide to Responsible Academic Officers and Course Coordinators summary reports on the credit recognition granted by course from the relevant Student System report.

2.16 Records

All originals of processed application forms and supporting documentation must be sent to Student Administration Unit Records. The application form is scanned, the originals of the form and supporting documentation are kept in batches for two years, and the scanned copy for six years after course completion or discontinuation in accordance with section 12.6.1 of the State Records General Disposal Authority 23.

3. Roles and responsibilities

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

Implementation Officer: Deputy Vice-Chancellor (Education and Students), Deans, Director Student Administration and Director UTS International.

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

Authorised Delegates are responsible for approving or rejecting applications for credit recognition in accordance with the requirements of the Credit Recognition Policy and Procedures, relevant Faculty Board requirements and the UTS [Standing Delegations of Authority](#) (PDF) for credit recognition (Delegation 4.5).

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) is authorised under the Credit Recognition Policy to issue relevant guidelines and/or procedures at his or her discretion.

4. Version control and change history

Date	Version	Approved by, resolution no. (date)	Amendment
26/07/2011 (effective date)	1	Deputy Vice-Chancellor (Teaching, Learning and Equity) 26/07/2011)	Initial document.
01/12/2014 (effective date)	1.1	Council, COU/14-5/106 (15/10/2014)	Consequential changes to align section 2.13 with Student Rule 6.3.2.
		Director, Governance Support Unit (GSU) (15/10/2014)	Changes to Senior Executive titles and to cover disestablishment of the Registrar position, plus editorial updates related to migration of web content.
20/01/2016 (effective date)	1.2	Deputy Vice-Chancellor (Education and Students) (17/12/2015)	Amendments following the external articulation process review.