

CREDIT POLICY



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Related Documents

Admissions Policy

Higher Education Standards Framework 2015 section 1.2

1. Rationale and Objectives

- 1.1 This Policy provides the framework for the award of credit at the University, including recognition of prior learning or external study or exemption from requirements of a course of study, in conjunction with the specific credit provisions found in the Regulation and Determination governing each award of the University.

2. Scope

- 2.1 This Policy applies to all students enrolled in a course of study towards a University of Divinity award and to applicants applying for admission to a course of study at the University of Divinity.

3. Principles

- 3.1 Students or applicants for admission to the University are entitled to apply for and be granted credit.
- 3.2 Credit may only be permitted if:
- a) students are not disadvantaged in achieving the Course Outcomes for the course of study into which credit is granted; and
 - b) the integrity of the course of study is maintained.

4. Definitions

- 4.1 **Credit:** Any or all terms defined in this Policy which contribute towards reduction of the requirements of a course of study and includes:
- a) Course Transfer
 - b) Exemption
 - c) External Study
 - d) Recognition of Prior Learning (RPL)
 - e) Specified Credit
 - f) Unspecified Credit

5. Specified Credit Rules

- 5.1 Specified Credit means the award of credit which contributes both to the volume of learning and the specific requirements of a course, and is equivalent to study at a specified level or discipline or of a specified unit or units at the University of Divinity.
- 5.2 Specified Credit may be granted for study undertaken towards either a theological or non-theological award provided that the study demonstrably contributes towards the Course Outcomes of the relevant award.
- 5.3 Specified Credit may only be granted:
- a) for a specific unit or units or for a complete award which is undertaken at the University of Divinity or at an institution recognised by the Academic Board in the Determinations to Regulation 2; and
 - b) for a unit, units or award completed no more than ten years before the year in which application for credit is made; and
 - c) for a unit, units or award assessed as equivalent to a unit or units of study required for the University of Divinity award towards which credit is sought.
- 5.4 Specified Credit may only be granted (including in combination with any other form of credit) to the maximum volume defined by the Regulation governing the relevant award, which must be not more than two-thirds of an undergraduate award or one-half of a postgraduate award, provided always that there is no maximum limit for credit for units undertaken at the University of Divinity that have not been used towards the completion of another award.
- 5.5 Applications for Specified Credit are assessed on the basis of whether or not the completed study is equivalent to a specific unit or sequence of units at the University of Divinity, and must ensure the equivalence of the volume of learning, level of learning, unit content, learning outcomes, and assessment tasks.
- Example:* A student applies for an advanced postgraduate unit worth one-eighth of a full-time year at another institution. Specified credit is granted and applied as 18 points (one-eighth of a full-time year at the University of Divinity) at Postgraduate Elective level (the equivalent of advanced postgraduate study).
- 5.6 Specified Credit is identified on a student's record either by assignment of the volume of learning, specified level and discipline, or use of the code or codes for the equivalent University of Divinity unit or units, and stating any reduction of the time permitted for minimum or maximum completion of the award as required by the relevant Regulation.

6. Unspecified Credit Rules

- 6.1 Unspecified Credit means the award of credit which contributes only to the volume of learning required for a course and does not contribute to the specific requirements of a course.
- 6.2 Unspecified Credit may only be granted if the Academic Board has made provision for Unspecified Credit in the Determinations to the Regulation governing the relevant award.

- 6.3 Unspecified Credit may only be granted (including in combination with any other form of credit) to the maximum volume defined by the Regulation governing the relevant award, which must be not more than two-thirds of an undergraduate award or one-half of a postgraduate award, provided always that there is no maximum limit for credit for units undertaken at the University of Divinity that have not been used towards the completion of another award.
- 6.4 Applications for Unspecified Credit are assessed on the basis of whether or not the completed study meets the requirements specified in the Regulation or Determination governing the course of study towards which credit is sought.
- 6.5 Unspecified Credit is identified on a student's record without assignment of a level or discipline and stating any reduction of the time permitted for minimum or maximum completion of the award as required by the relevant Regulation.

7. Exemption Rules

- 7.1 Exemption means the award of credit which does not contribute to the volume of learning required for a course but does contribute to the specific requirements of a course, such as a specific unit of study or study at a specific level or discipline.
- 7.2 Applications for Exemption are assessed on the basis of whether or not the completed study is equivalent to a specific requirement of the course at the University of Divinity, on the basis of equivalence of the volume of learning, content, learning outcomes, and assessment tasks. Exemption may be applied to a specific unit or group of units.
- 7.3 Exemption is identified on a student's record by a statement of the exemption granted.

8. Course Transfer Rules

- 8.1 Course Transfer occurs when a student applies to change from one course of the University to another and seeks to transfer units from the original course to the new course.
- 8.2 Applications for course transfer are assessed on the basis of whether or not:
- a) the student is eligible for admission to the new course based on the requirements of the Admissions Policy and the relevant Regulation and Determination
 - b) the units previously completed by the student are eligible for transfer to the new course, including assessment of level, discipline and any other requirements specified in the relevant Regulation and Determination.

It is the student's responsibility to ensure that after a Course Transfer has been completed, the student is aware of the remaining requirements of the new course.

- 8.3 Course Transfer is identified on a student's record through maintaining details of the student's enrolment history in each course, and the transfer of units from one course to another. If any units completed are not eligible for transfer they must remain on the student's record, either assigned to the original course or as single units.
- 8.4 A graduate of the University of Divinity may apply for a Course Transfer by relinquishing the University of Divinity award and seeking to transfer the units which contributed to that award to another course provided all other requirements of this Policy are met. To

relinquish the award the graduate must apply in writing to the Dean of Academic Programs and return the testamur and other academic documents. The Dean of Academic Programs is responsible for recording that the student has relinquished the award and for retaining the returned academic documents on the student's file with the words "Award Relinquished" and the date.

9. External Study Rules

- 9.1 External Study means the award of credit for study undertaken by a student of the University of Divinity at another higher education provider recognised by the Academic Board provided the student has been granted prior approval to undertake the study.
- 9.2 Applications for External Study are assessed on the basis of:
- a) whether or not the proposed study is equivalent to a specific unit or requirement of the course at the University of Divinity, on the basis of equivalence of the volume of learning, content, learning outcomes, and assessment tasks; and
 - b) the rationale provided by the student for undertaking units external to the University of Divinity; and
 - c) the availability of equivalent learning experiences at the University of Divinity.
- 9.3 External Study is identified on a student's record with assignment of a specified level or discipline, or use of the code or codes for the equivalent University of Divinity unit or units, and may only be recorded when the student has supplied an academic transcript from the other institution demonstrating that the study was satisfactorily completed.

10. Recognition of Prior Learning Rules

- 10.1 Recognition of Prior Learning ("RPL") means the award of credit for non-accredited learning such as professional development, occupational training, work experience or other community experience for which evidence exists to show that through the non-accredited learning experience the applicant achieved learning outcomes comparable to those of a specified unit or units at the University of Divinity.
- 10.2 Applications for RPL are assessed on the basis of whether or not:
- a) the learning experience is equivalent to a specific unit or requirement of the course at the University of Divinity, on the basis of equivalence of the volume of learning, content, and the competencies gained or outcomes of the experience; and
 - b) the evidence provided is sufficient to support the equivalence of the learning experience to accredited study.
- 10.3 RPL is identified on a student's record in the same manner as unspecified credit or specified credit or exemption depending on the nature of the RPL and the form of credit sought for it.

11. Clinical Pastoral Education completed prior to 2015

- 11.1 This section is a transitional provision based on the former Credit for Clinical Pastoral Education Policy and ceases to be effective on 31 December 2021.

- 11.2 A student may only apply for credit for a unit of Clinical Pastoral Education (“CPE”) if the unit:
- a) was completed prior to 1 January 2015; and
 - b) was completed not more than five years before the student enrolled in their current course of study at the University; and
 - c) was completed not more than ten years before the date on which application for credit is made.
- 11.3 Students who do not meet the criteria of section 11.2 may only include CPE in a course of study at the University by enrolling in the University’s approved CPE units.
- 11.4 Credit may be awarded for units of CPE in accordance with section 11.2 according to the following principles:
- 11.4.1 Undergraduate courses
- a) More than 36 points of credit may be granted for CPE in Ministry programs with a duration of three full-time years
 - b) The Ministry Praxis submajor in the Bachelor of Ministry may be satisfied entirely by completion of two units of CPE, each attracting 36 points of credit
 - c) A maximum of 36 points of credit may be granted for CPE in programs of less than three years.
- 11.4.2 Postgraduate courses
- a) A maximum of 48 points of credit may be granted for CPE in programs with a duration of three full-time years
 - b) A maximum of 24 points of credit may be granted for CPE in programs of less than three years, except those with a pastoral specialisation.
- 12. Application Procedures**
- 12.1 Applications for credit must be made using the Credit Application Form approved by the Dean of Academic Programs and available on the University website.
- 12.2 Applications by applicants intending to study in Australia on an Overseas Student Visa must be made prior to admission and the outcome resolved prior to completion of the first semester of study in Australia.
- 12.3 An applicant who has been granted credit by the University of Divinity in any form may not transfer that credit to another course of study and must reapply for credit in accordance with this Policy.
- 12.4 An applicant or a student who has previously received credit towards a course offered by another institution must reapply for credit towards a University of Divinity course of study in accordance with this Policy.
- 12.5 Applications are submitted to a course advisor of the applicant's home College or intended home College.

- 12.6 Applications must include evidence of the study or learning for which credit is sought. This must include academic transcripts for accredited study, and may include supplementary documentation such as outlines of individual units including details of the volume of learning, learning outcomes, and assessment tasks.
- 12.7 Applications are assessed by the College course advisor who may refuse the application, seek further information, or forward the application with a recommendation to the Dean of Academic Programs. It is the College course advisor's responsibility to establish how the recommendation meets the requirements of this Policy.
- 12.8 The outcome of each application is determined by the Dean of Academic Programs taking into account the recommendation of the College.
- 12.9 The Dean of Academic Programs must report the outcome to the College course advisor and the applicant within 20 working days of receipt. If granted, the report must specify the form and extent of credit as required by this Policy and the corresponding reduction in the volume or requirements of the course.

13. Review and Appeal

- 13.1 An applicant under this Policy whose application for credit is refused by the applicant's College under section 12.7 of this Policy may apply in writing to the Dean of Academic Programs for a review of the decision.
- 13.2 An applicant under this Policy may apply in writing to the Chair of the Academic Board for a review of the outcome of a credit application as determined by the Dean of Academic Programs under section 12.8 of this Policy within 5 working days of the applicant receiving written notice of the refusal. The applicant must clearly state the grounds for the review and is responsible for providing evidence.
- 13.2 The Chair of the Academic Board must acknowledge receipt of the review request in writing to the appellant within 5 working days.
- 13.3 The Chair of the Academic Board must consult with the officer or officers of the University or its Colleges involved in making the decision, and review the decision against the relevant Regulations and Determinations and this Policy.
- 13.4 The Chair of the Academic Board must report the outcome of the review in writing to the appellant, the Dean of Academic Programs, the University Secretary, and the Academic Dean of the College through which the appellant applied within 10 working days of receipt of the appeal.
- 13.5 The applicant may have recourse to the Appeals Policy to dispute the outcome of the review if the applicant is able to provide evidence of failure to comply with this Policy.

14. Reporting and review

- 14.1 The Dean of Academic Programs must provide an annual report to the Academic Board on the execution of this Policy, including quantitative data on the number and type of credit applications approved, and including any recommendations for improvement.

15. Date of Next Review

- 15.1 This Policy is to be reviewed no later than 31 December 2022.