
La Trobe Melbourne

Credit Transfer Policy

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1.0 Introduction

The La Trobe Melbourne Credit Transfer Policy establishes the grounds on which credit would be considered and the process for doing so.

2.0 Definition

Course credit is defined as follows, as per the guidelines to the National Code 2007:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning, for example:

- Formal study undertaken in recognised institutions in Australia, including universities, colleges, TAFE colleges and other post-secondary education institutions.
- Formal study undertaken in overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions;
- Formal study undertaken within La Trobe Melbourne, in cases where a student chooses to articulate into another program at La Trobe Melbourne.

In addition, it may extend under certain conditions to:

- Programs provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- Demonstrable expertise and relevant experience gained through work or other life experiences.

Credit transfer is the term applied to cases involving the granting of credit for formal study recognised as an equivalent.

3.0 Scope

The policy applies to students enrolled in Foundation Studies and Diploma Programs at La Trobe Melbourne. The policy applies to all applications for Credit Transfer which do not come under the jurisdiction of the Recognition of Prior Learning Policy.

4.0 Principles and Aims

La Trobe Melbourne will maintain the integrity of the programs and protect the academic standards and reputation of their awards. Course credit will be granted within the constraints of this principle.

The aim of the Credit Transfer policy is to:

- Facilitate the movement of students between institutions and between programs of various types and levels; and
- Assist in the efficient use of educational resources.

5.0 Admission

Admission to La Trobe Melbourne is based on academic and English entry requirements as published in the College's prospectus and on the website: <http://www.latrobemelbourne.edu.au>

Applicants will only be granted credit towards the award program at the College once they have gained admission to the relevant program of study. Applicants may also seek specific advice from the College prior to admission in relation to possible credit transfer.

Course credit may reduce the length of a student's course. If this occurs before visa grant, La Trobe Melbourne will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in

course duration will be reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.

6.0 Type of Credit

6.1 Internal - credit awarded on articulation between La Trobe Melbourne programs

La Trobe Melbourne awards credit for certain subjects which are common to more than one La Trobe Melbourne program, when a student moves from one program to another. For example, if the student transfers from a Diploma of Business to a Diploma of IT, they will receive credit for any subjects common to both programs which the student has previously completed.

6.2 External - credit awarded on articulation into a La Trobe Melbourne program

Diploma level programs

Applicants, or students of the College, may be awarded 'specified credit' towards Diploma level programs where the credit granted relates to the specific subjects or components in a program, exempting students from those subjects or components, and awarding the appropriate credit points in their place. Specified credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular subject or program components.

Foundation Studies programs

Under the Australian Quality Training Framework, applicants, or students of the College, may be awarded credit, on the basis of competency, towards Foundation Studies and Diploma programs where the credit granted relates to the specific subjects or components in a program, exempting students from those subjects or components, and awarding the appropriate credit points in their place. Credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular subject or program components.

Applicants or students of the College may be awarded credit on the basis of relevant prior studies. Credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by the subject.

6.3 External - credit awarded on articulation out of La Trobe Melbourne programs

La Trobe Melbourne works in partnership with La Trobe University. When students successfully complete their La Trobe Melbourne Diploma program, they are generally offered entrance into the second year of the relevant La Trobe University degree program. Some exceptions apply here, so individual cases should be discussed with La Trobe Melbourne staff.

7.0 Amount of Credit

Applicants, or students of the College, may be awarded credit for a maximum of half (50%) of the subjects to be undertaken within a program of study offered at the College.

This limit for credit does not apply to applicants undertaking formalised reverse articulation arrangements from La Trobe University.

8.0 Application for Credit

La Trobe Melbourne strongly encourages students to apply for credit at least one (1) month prior to the commencement of their studies. Students may be required to attend an interview with the Academic Coordinator to obtain advice on their progression before they enrol.

Students applying for credit towards Diploma and Foundation Studies programs must meet with the Academic Coordinator when they submit their applications. All applications must be submitted in the student's first semester of study by the dates indicated below using the Credit Transfer Application form by the:

- end of week 1 for first semester courses;
- end of week 8 for second semester courses.

The Credit Transfer Application must be accompanied by a certified official academic record [e.g. Academic Transcript, Statement of Attainment, or Statement of Results] except in the case of previous study at the College or La Trobe University, and must include detailed subject outlines or other documentation giving sufficient details, including content, assessment schedule and duration of the studies completed, to enable assessment of the application.

9.0 Approval of Credit

In order to obtain course credit, applicants must have gained knowledge and/or skills which help them to meet the learning outcomes and assessment criteria of the qualification for which they are seeking credit.

It should be noted that credit may not be awarded for passing grades if the marks obtained are below 50%, for example, where a Pass Conceded [PC] grade has been awarded for the subject.

La Trobe Melbourne will notify students in writing of the outcome of their credit application where possible prior to commencement of the semester. Where credit is sought and approved at the time of the original enrolment, students will sign their agreement on their Acceptance Form. Students who obtain credit at or after commencement will sign agreement on page 2 of the Credit Transfer Application Form and will be given a copy of the agreement.

9.1 Internal La Trobe Melbourne

The La Trobe Melbourne Academic Coordinator will be responsible for determining the credit to be granted, in response to applications for credit from students enrolled in any La Trobe Melbourne program.

9.2 External – Foundation Studies programs

The Academic Director will be responsible for determining the credit to be granted, within the provisions of this policy, in response to applications for credit from students enrolled in Foundation Studies programs within La Trobe Melbourne.

10.0 Appeals

10.1 External - Diploma level programs, Internal and External – Foundation Studies programs

Applicants for credit towards a Diploma or Foundation Studies program who are dissatisfied with the outcome of their credit application may request a review of the decision. Such a review request must be lodged with the Academic Director and be accompanied by a full statement concerning the basis for the review and in accordance with the La Trobe Melbourne Student Grievance Policy.

Where the basis of the review request relates to the academic judgment of the equivalence of prior study or experience to a program or subject, the Academic Director will refer the credit review request, together with supporting information and advice, to the Academic Review Committee.

A student who is dissatisfied with the outcome of a review of a credit decision may appeal to the La Trobe Melbourne Appeals and Grievance Committee under the provisions of La Trobe Melbourne's Student Grievance Policy.

11.0 Reporting of Approved Credit

La Trobe Melbourne is obliged, under section 32 of the ESOS Act (2000), to notify the Australian Government if an overseas student has been or will be granted credit towards a Foundation Studies or Diploma level program offered by the College which leads to a shortening of the student's program of study.

11.1 Credit Approved before Visa Granted

Under section 32 of the ESOS Act (2000), La Trobe Melbourne is obliged to notify the Australian Government of the reduced program duration in the eCoE issued to an overseas student who has been awarded credit towards their intended program of study.

11.2 Credit Approved after Visa Granted

Under sections 32 and 19 of the ESOS Act (2000), La Trobe Melbourne is obliged to notify DIBP of the change of program duration via PRISMS, if an overseas student has been awarded credit towards their intended program of study.

Policy Title	Course Credit Policy	
Policy Owners	Academic Director	
Contact Persons	Jacqueline Tulk	
Key Stakeholders	Academic Staff Admissions Staff Students	
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