



# Australian Graduate School of Leadership

## Policy register

<b>Policy name</b>	Academic credit and recognition of prior learning		
<b>Version</b>	1.0	<b>Status</b>	Approved by Board of Directors
<b>Communication</b>	To all staff, students and prospective students	<b>Date</b>	21 January 2013

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### 1. Preamble

AGSL provides opportunities for its current and prospective students to have both their formal and informal learning experiences taken into account when they enrol for an AGSL course. Credit reduces the number of subjects required to be completed for an award.

Credit may be specific in that the subjects for which credits have been granted are indicated by their subject code or non-specific credit may be granted in which case the number of subject points of credit will be specified.

### 2. Scope

This policy applies to all students enrolled in AGSL courses, and to prospective students. If a revision of this policy disadvantages a student who has already submitted an application, in their application for credit or recognition of prior learning, they may have their credit or recognition determined under the earlier version of the policy.

### 3. Definitions

<b>Term</b>	<b>Definition</b>
Assessment of prior learning	The process by which information provided by a student or a prospective student relating to non-formal or informal learning is assessed for its equivalence to either the content and outcomes of subjects AGSL offers, or to the entrance requirements for AGSL courses, or both.

<b>Term</b>	<b>Definition</b>
Credit Transfer	A student or prospective student may be granted credit for an individual subject in their AGSL course on the basis of formal study undertaken at the same level and with equivalent content and outcomes to the subject concerned
AGSL subject	A subject offered by AGSL, also referred to as a “subject”
Recognition of prior learning	AGSL may recognise the prior learning that a student has acquired through non-formal or informal processes if the outcomes and content of the learning are equivalent either to the content and outcomes of subjects offered by AGSL, or to the entrance requirements for AGSL courses, or both
Schedule of credit previously granted	A schedule maintained by the Registrar that records the subjects completed at other institutions for which AGSL has previously granted credit, together with their corresponding AGSL subjects

## 4. Principles

The credit granted or prior learning recognised must be aligned with the outcomes, goals and objectives of the AGSL course concerned.

The number of subjects for which credit or recognition of prior learning may be granted depends on the number of subjects in the course concerned, on the basis that at least half the subjects completed by a student in a course must be AGSL subjects. The minimum number of AGSL subjects to be completed at each level is set out in the following table.

<b>Award level</b>	<b>Minimum number of AGSL subjects</b>
Graduate Certificate	2
Graduate Diploma	4
Master	6
Doctorate	4 (plus the dissertation)

## *Limits*

Except with the authorisation of the Academic Board in exceptional circumstances following an examination of the applicant's academic record, the maximum academic credit for recognition of prior learning available will be calculated as 50% of the total credit points for a course.

AGSL will not grant credit for subjects completed more than ten years before the application for credit is made.

AGSL will not recognise non-formal or informal learning experiences acquired more than ten years before the application for recognition of prior learning is made.

Credit may not be granted for the research component of an undergraduate or postgraduate course or program, only for the coursework component. The research component of a course or program includes all of the following types of examinable research work: dissertation, project, portfolio, and thesis.

In a postgraduate course, credit may not be granted for undergraduate subjects that have been completed as part of a specific undergraduate course where that undergraduate course is an admission requirement into the postgraduate course. In such instances the credit regulations pertaining to subject substitution will apply.

Credit will not be granted for part of a subject.

## *Types of Credit*

Credit may be granted in three ways:

- **Transfer Credit:** Transfer credit may be granted by virtue of subjects completed in another course at an equivalent level offered by AGSL, or another educational institution approved by AGSL for the purposes of this regulation.
- **Proficiency Credit:** Proficiency credit may be granted where students demonstrate proficiency in a subject to the satisfaction of the Academic Board.
- **Forward Credit:** Forward credit is granted where students are permitted by AGSL to study concurrently at another institution, or in another course at AGSL, with the expectation that credit will be granted towards the award when the concurrent studies are completed.

## *Subject Substitution*

Subject substitution occurs where students are permitted to substitute a subject for a compulsory subject in which the students can demonstrate competence. Unlike credit, subject substitution does not reduce the number of subjects required to complete the course.

## **5. Procedures**

### Applications

Applications for credit or recognition of prior learning must be lodged with the Registrar in writing and accompanied by sufficient information to enable a decision to be made.

In the case of an application for credit, the information required includes –

- an original transcript issued by the institution or institutions at which the study was undertaken, and
- such additional information from official sources within the institution relating to the content and level of the subjects completed as will enable a satisfactory comparison with the content and level of the AGSL subject or subjects concerned.

An applicant for credit does not need to supply information about subjects listed on the Schedule of credit previously granted unless AGSL requests it.

In the case of an application for recognition of prior learning, the information required may include –

- a portfolio of evidence relating to the learning
- testimonials of learning, skill or competence
- papers, journals or portfolios that relate prior learning to the outcomes of the proposed AGSL course, or
- a combination of these.

The purpose of requesting this information is to ensure that the student has achieved the learning outcomes of the entry qualification for the course concerned, the subject or subjects concerned or both.

### Timing of Applications

Applications for credit and recognition of prior learning may be lodged at any time, provided that an application for credit for a subject in which a student is enrolled may not be lodged after the final date for withdrawal from the subject concerned.

#### Consideration of applications

Applications for credit for subjects or subject substitution listed on the Schedule of credit previously granted will be approved by the Registrar.

Applications for credit for subjects or subject substitution not listed on the Schedule of credit previously granted will be considered by the Executive Dean. The outcome of the Executive Dean's decision is to be added to the Schedule of credit previously granted.

## **6. Responsibilities**

The following are responsible for the application of the policy -

- Executive Dean
- Registrar
- Academic Board