

# CREDIT POLICY

## 1. Application & approval

- 1.1. An application for credit in a course is to be submitted to the Director, Student & Academic Services at the time of application for admission or as soon as possible after that.
- 1.2. Credit is to be approved by the Dean:
  - (a) on any conditions the Dean considers appropriate; and
  - (b) within any guidelines approved by the Faculty Teaching and Learning Committee and Academic Senate.
- 1.3. The Faculty will maintain a record of precedents on the ASAS (Advanced Standing Assessment System) to facilitate prompt and consistent determination of credit.

## 2. Role of the Faculty Teaching and Learning Committee

- 2.1. The Teaching and Learning Committee may recommend to the Dean in keeping with the guidelines provided in clause 1.3:
  - (a) credit to be granted to enrolled students on the basis of studies completed; and
  - (b) conditions under which credit may be granted.

## 3. Maximum credit

- 3.1. Credit granted for a completed Bachelor's degree award from this University or another approved institution of the same level as that in which credit is being sought will not exceed one third of the coursework requirements of the course in which credit is being sought.

*Note:* as a guide under this clause:

  - Credit into 2 year associate degrees taught by the Faculty of Business may be up to 5 units;
  - Credit into 3 year Bachelors' degrees taught by the Faculty of Business may be up to 8 units
- 3.2. Credit granted for a completed Associate degree award from this University or another approved institution of the same level as that in which credit is being sought will not exceed one third of the coursework requirements of the course in which credit is being sought.

*Note:* as a guide under this clause:

  - Credit into 2 year associate degrees taught by the Faculty of Business may be up to 5 units, and may include credit for foundation-level or bridging units;
  - Credit into 3 year Bachelors' degrees taught by the Faculty of Business may be up to 8 units, but may not include credit for foundation-level or bridging units.
- 3.3. Credit granted for studies towards an uncompleted award from this University or another approved institution of the same level as that in which credit is being sought will not exceed two thirds of the coursework requirements of the course in which credit is being sought.

*Note:* as a guide under this clause

  - Credit into 2 year associate degrees taught by the Faculty of Business may be up to Uncompleted 2 year Associate degrees from the University of Tasmania or from another approved institution – up to two thirds of the coursework requirements of the course or 11 units;
  - Credit into a 3 year Bachelors' degrees taught by the Faculty of Business may be up to 16 units.

- 3.4. Credit granted for a completed award from this University or another approved institution at a lower level than that in which credit is being sought will not exceed an amount equivalent to two-thirds of the total coursework of the lower level award, except as provided in clause 3.6.
- Note:* as a guide under this clause
- Diplomas delivered entirely in English, with no foundation units
- 1 year diplomas – up to 6 units of credit
  - 2 year diplomas – up to 12 units of credit
- Diplomas delivered not entirely in English, with no foundation units
- 1 year diplomas – up to 4 units of credit
  - 2 – 3 year diplomas – up to 8 units of credit
- 3.5. Credit shall not be granted for uncompleted awards from this University or another approved institution at a lower level than that in which credit is being sought (including diplomas or advanced diplomas) except where the Dean is of the opinion that there are exceptional circumstances and where evidence is provided that:
- at least three quarters of the qualification has been completed, and
  - that the maximum amount of credit that may be granted would be no more than half the amount that would have been granted under this Policy had the relevant award been completed.
- 3.6. If the Academic Senate has approved a sequence of University awards designed to articulate across levels of course, full credit may be granted in a higher level award for all corresponding coursework completed in the lower level award of the articulated sequence. In such cases candidates will not be required to surrender an award that has already been granted by the University.
- 3.7. A student enrolled in an uncompleted award who has satisfied all the necessary requirements for another award of a lower or equivalent level may, on application to the Director, Student & Academic Services and subject to any provisions that may be imposed by the Faculty Teaching and Learning committee or the Academic Senate, be eligible to graduate from the award of a lower or equivalent level for which all requirements have been fulfilled.
- 3.8. Academic Senate must approve the granting of credit -
- (a) exceeding the normal levels outlined in clauses 3.1 – 3.3, or
  - (b) for part of the final year of a University course.

#### **4. Notification**

- 4.1. The Dean will advise the Director, Student & Academic Services on an application for credit, and the Director, International Services or the Director, Student & Academic Services (as the case requires) will notify the student in writing of the decision.

#### **5. Credit for non-award units**

- 5.1. A person will only be given credit towards an award for a unit taken as a non-award unit when the person is enrolled as a student in an award course at UTAS, and only with the approval of the Dean.