



Centre for
English Language

SAIBT COURSE CREDIT POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to outline the requirements related to credit transfer and recognition of prior learning.

A.2 Scope

This policy covers all prospective and current students of the South Australian Institute of Business and Technology (SAIBT).

A.3 Definitions

Word/Term	Definition
Course	A single unit of study that counts towards completion of a program
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted onto a course of study at an Australian institution for a specific start and end date
Course credit	Exemption from enrolment in a particular part of the program as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning
Partner Institution	Any institution that the provider has an agreement with to package students
Program	An approved combination of approved courses in which a student is enrolled
Unit	The weighting of each course

A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

This policy is based on the principle of recognising the knowledge and skills students have which meet the learning outcomes of the diploma programs.

B.2 Policy

1 Course credit

- 1.1 Credit is granted only where the prior study or experience is assessed as equivalent in content and level to the course (or courses) for which credit is being sought.
- 1.2 Credit granted must be academically defensible and take into account the student's ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the program.
- 1.3 The amount of credit for programs will be decided by the Academic Directorate with the input of the partner institution.
- 1.4 The maximum credit allowable is 75% of the units in the program.
- 1.5 Credit will not normally be granted for courses completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period.
- 1.6 Advice on possible credit may be provided to future students on request. Credit will not be awarded until the student has commenced the program.
- 1.7 In special circumstances, for example where the applicant is unable to present sufficient documentary evidence to allow for the normal determination of credit, the applicant may be allowed to undertake an assessment activity, which may be written.
- 1.8 If a student transfers from one SAIBT program to another, where applicable, courses passed for the original program will be automatically transferred to the new one.
- 1.9 Requests for the removal of course credit may be granted where relevant.

2 Types of credit

2.1 Credit granted for specific courses of a program

- 2.1.1 Credit granted for a specific component of a program where the student has completed curriculum which is:
 - substantially the same
 - constitutes at least the same proportion of full-time study, and
 - the standard attained is substantially the standard required for a pass in the specified program component

2.2 Exemption for components of a course

2.2.1 Release from specified parts of a course such as lectures, practicals, tutorials, projects or any other components of a course including elements of assessment on advice and approval through the Academic Directorate.

2.2.2 Where exemption for a component of a course is granted, there will be no reduction in fees/student contributions for that course.

3 Application for credit

3.1 Applications must be made on the appropriate form and be accompanied by an original or certified copy of documentary evidence supporting the application.

3.2 Applications for credit may be lodged at any time prior to enrolment and up to two weeks after the start of the program.

4 Notification

4.1 Students will be notified of the outcome of the credit transfer request.

5 Fees

5.1 There are no fees associated with applying for course credit.

5.2 A student who has paid for a course which is subsequently credited may apply for a refund as per the **Fee Refund Policy**.

6 Course duration - international students

6.1 Details relating to Confirmation of Enrolment (CoE) where credit has been granted, after a student has arrived in the country, can be found in the **Student Load Monitoring Policy**.

7 Student records

7.1 Documents related to credit transfer will be kept in the student file.

8 Appeals

8.1 Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Credit Transfer
Policy Owner	Academic Director SAIBT
Initial Issue date	April 2014
Directory Location	Academic Directorate, policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial policy	SAIBT Executive Group SAIBT Academic Board	4/2014 5/2014	4/2017 5/2017	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2007

SECTION D - PROCEDURE

D.1 Related Procedures

SAIBT Course Credit Procedure currently being documented

D.2 Related Policies

Fee Refund Policy

Student Grievances and Appeals Policy

Student Load Monitoring Policy