



University of  
South Australia

Centre for  
English Language

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# SAIBT MODULE CREDIT PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

SAIBT Module Credit Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Application prior to enrolment</b>	
<b>Student</b>	<b>1.1</b>	Select the RPL option on the application form. Send the completed form to Admissions including supporting documentation, such as academic transcripts.	
	<b>2</b>	<b>Application after enrolment</b>	
<b>Student</b>	<b>2.1</b>	Obtain an Application for Credit form from Student Services	
	<b>2.2</b>	Send the completed form to Student Services including supporting documentation as required.	
<b>Student and Academic Services (SAS)</b>	<b>2.3</b>	Send completed form and supporting documentation to the Academic Director.	
	<b>3</b>	<b>Assessment of application</b>	
<b>Admissions</b>	<b>3.1</b>	Apply standard exemptions or RPL if applicable.	
	<b>3.1.1</b>	All Stage 2 Diploma Direct applicants receive Standard Stage 1 Diploma exemptions.	
	<b>3.1.2</b>	Apply standard RPL as approved by the Academic Director e.g. students with an adjusted ATAR.	
	<b>3.2</b>	Notify student of outcome and include details in Letter of Offer.	
	<b>3.3</b>	Where RPL cannot be determined by either of the above, forward the application and supporting documents to the Academic Directorate for individual assessment.	
<b>Academic Directorate</b>	<b>3.4</b>	Review the Credit for Prior Learning form and request any additional supporting documents required.	
	<b>3.5</b>	Assess if the student is entitled to any credit.	
	<b>3.6</b>	Advise the outcome of the application as appropriate: <ul style="list-style-type: none"> <li>• prior to enrolment, advise Admissions</li> <li>• after enrolment, advise SAS</li> </ul>	

Responsible	Procedure Steps		W/I
Admissions	3.7	If the application is received prior to enrolment, generate the Letter of Offer as required incorporating any awarded credit.	
SAS	3.8	If the application is received after enrolment add any credits to the student's enrolment and advise the student.	
	4	<b>Appeals</b>	
Student	4.1	If not satisfied with a decision refer to the <b>Student Grievances and Appeals Policy</b> and <b>Student Grievances and Appeals Procedure</b> to lodge an appeal.  Note: this only applies to current students who have already accepted their offer and commenced their studies.	
	5	<b>Removal of Module Credit</b>	
Student	5.1	Meet with the Academic Directorate to discuss reasons for credit removal	
Academic Directorate	5.2	Confirm any credit removal in writing	
	5.3	Remove credit from Study Plan and add note in Navigate	

## D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	SAIBT Policy and Procedures webpage
Student Grievances and Appeals Procedures	SAIBT Policy and Procedures webpage

Form templates	Retention time	Location
Application for Credit Form		
Student notification email template		

Records (including completed forms)	Retention time	Location
Application for Credit		
Student notification email		

**D.3 Version Control**

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Privilege Level</b>
v1.0	Initial procedure	Academic Director	9/2018	Public