

Credit and Exemption Procedure



1 Purpose

To align and articulate the manner in which the University seeks to achieve compliance with the Enrolment Policy.

2 Scope

This procedure applies to Enrolment in all programs and Courses at the University.

3 Procedure Overview

This procedure sets out the process for awarding Credit and Exemption.

4 Procedures

The University may grant Credit and Exemptions for relevant prior studies, vocational and/or professional experience and training.

Credits and Exemptions may count towards the partial fulfilment of an Award Program's requirements in accordance with the Award Eligibility and Graduation Policy.

All Credits and Exemptions for prior studies, relevant vocational and/or professional training experience should be applied for before commencing the relevant program.

Applications for Credit and Exemptions based on prior study will not be considered where the Student has subsequently attempted the Course and received a failing Final Grade. Current Students of the University may also apply to undertake studies for Credit through another institution. This can be undertaken as part of the University's Study Abroad or Exchange Program. These programs may contribute to program completion within the restrictions set out in Section 4.6 of the Enrolment Procedure.

4.1 Eligibility for Credit and/or Exemption for prior study

Credit and/or Exemptions will be granted for relevant tertiary studies successfully completed in the last five years and offered by an institution registered with the Tertiary Educational Quality Standards Agency (TEQSA) or by an institution deemed equivalent by the University.

Credit and/or Exemptions may be granted for relevant tertiary studies successfully completed in the last 10 years offered by an institution registered with TEQSA or by an institution deemed

equivalent by the University.

Credit and/or Exemptions may be granted towards postgraduate Coursework Programs where:

- The Coursework that forms the basis of the claim is equivalent to the level of the Credit and/or Exemption being sought.
- The Coursework did not constitute a component of an already completed Award Program and is being sought towards an additional lesser Award.
- The Coursework has not previously been studied at the University and resulted in a failing Grade.
- Completed Coursework has been documented in accordance with the requirements of the program.

4.2 Eligibility for Credit and/or Exemptions for vocational and/or professional training experience

Credit and/or Exemptions may be granted on the basis of relevant vocational and/or professional training experience. The Academic Division will make an assessment as to whether the vocational and/or professional training experience is eligible to be counted as Credit or Exemptions.

4.3 Applying for Credit and/or Exemption

Applications for Credit and/or Exemptions are strongly encouraged to be made at the time of:

- applying for Admission to the University;
- transferring between University programs;
- successful completion of Cross-institutional Study; or
- successful completion of a Study Abroad or Exchange Program.

Domestic and International Students must submit an application for Credit and/or Exemption using the Application for Credit/Exemption Form and submitting the completed form with any relevant documentation to the section of the University identified on the form.

Overseas Applicants to the University are requested to apply for Credits and/or Exemptions during the Admissions process.

If applying for Credit and/or Exemptions for a Course(s) in which the Student is currently enrolled, the Student must do so at least two weeks prior to the Census Date of that Semester or teaching period.

Applicants for Credit and/or Exemptions should:

1. Check the University Handbook to confirm the maximum time allowed to complete their program.
2. Enrol in Courses on the basis that their application for Credit and/or Exemptions will be approved. If the Credit or Exemption is not approved it is the responsibility of the Student to alter their Enrolment accordingly.
3. Supply the following if applying on the basis of relevant prior study:
 1. a certified copy of the academic transcript of their past academic record/s indicating the Course/subject(s) completed, year completed and Grade obtained (including details of grading system), and weighting of the Course/subject(s) as a portion of the total program;
 2. a copy the Course/subject(s) description, including the syllabus or Handbook outline; and
 3. any other information required by the Academic Division and any other information considered relevant by the Applicant.
4. Supply the following if applying on the basis of relevant vocational and/or professional training experience:
 1. Documentation (letter from employer, resume or other documentation as requested) to show that they have met the objectives of the Course(s). Applicants should individually address each objective for every Course for which they are applying for Credit and/or Exemptions.
 2. Any other information required by the Academic Division and any other information considered relevant by the Applicant.
5. Applicants may withdraw their application for Credit and/or Exemption by written request to usq.support@usq.edu.au at any time prior to the Credit and/or Exemption/s being approved and published in the Student Centre.

4.4 Notice of Decision for an application for Credit and/or Exemption

1. The application will be assessed by an appropriate and authorised Employee within the Academic Division.

2. Applicants who have not yet been accepted into a University program or have not been issued a Letter of Offer will receive an email notification of the outcome of their application for Credit and/or Exemptions once processed.
3. Overseas Applicants to the University will be advised of the outcome of their application for Credit and/or Exemptions via their Letter of Offer from the University.
4. Students who have been accepted into a program at the University will receive a Notice of their application for Credit and/or Exemptions once processed.

4.5 Applicant Maximum allowances for Credit and/or Exemption

In accordance with the Award Eligibility and Graduation Policy the University may only grant up to the following maximum allowances of Credits and/or Exemptions for Students enrolled in an undergraduate program. For double degree programs and combined degree programs, the total Units reflect Credit given in the program structure, hence the reduced number of Credits available

Total Units in a single undergraduate program	Maximum Number of Credits/Exemptions
8 or less	Nil
16	8
24	16
32	24
40	32

Total Units in a double/combined undergraduate program	Maximum Number of Credits/Exemptions
32 (already reduced from 48)	16
40 (already reduced from 56)	24

In accordance with the Award Eligibility and Graduation Policy the University may only grant up to the following maximum allowances of Credits and/or Exemptions for Students enrolled in a postgraduate program.

Total Units in postgraduate program	Maximum Number of Credits/Exemptions
4	2
8	4
12	6
16	8

Where a Student has successfully completed the requirements of an eight unit graduate diploma at the University within the last three years, Credit and/or Exemptions of eight units will normally be granted towards an articulating 12 unit masters program.

4.6 Administration of successful applications for Credit and/or Exemption

Successful applications for Credit and/or Exemptions will be shown on the Student's academic record:

- the Grade 'E' granted through Credit of Unit value (for a specific Course or Courses) ; or
- the Grade 'K' granted for block Exemptions through Credit of Unit value (for a group of Courses). This will indicate that such Courses may be used to satisfy the pre-requisite requirements in the program or one or more of the structural elements of the program (i.e. Core Course; Academic Plan/Major/Specialisation or Academic Sub-Plan/Minor).

Where Applicants are granted more than 12 Units of Credit and/or Exemptions from the Courses in a program they will be provided with a statement advising them of the Courses remaining for them to complete to be eligible for the Award. Similar statements may be provided if a lesser number of Credits and/or Exemptions are granted.

Students who have successfully completed Courses offered by the University and which Courses have not contributed to a completed program will, on Admission to a new program, have all such relevant Courses and Grades transferred to the new program, subject to the Student making application to do so and to any specific restrictions contained in the rules of the Academic Division.

Normally only those Courses which have been completed within the five years prior to Admission to a new program will be transferred with Grade to the new program.

A Course which is transferred to a new program will have the Grade changed to 'T - Transfer to another University program' under the original program where the Course was first studied. The original Grade the Student received for that Course(s) will only show under the new program and will contribute to the GPA under the new program only.

4.7 Rescinding of Credits and/or Exemptions

The University may rescind a previously approved Credit and/or Exemptions where:

- an error has been made in assessing an application;
- the documentation provided by the Student is incomplete, fraudulent, misleading or invalid; or
- a Student changes Academic Plan/Major/Specialisation within their program and the Exemption is no longer relevant in the new Academic Plan/Major/Specialisation.

4.8 Appeal of Decision

A University Applicant or Student who is dissatisfied with the outcome of an Exemption and/or Credit application may Appeal the Decision in accordance with the Academic Appeal Procedure.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Subordinate Schedules	
Accountable Officer	Deputy Vice-Chancellor (Students and Communities)
Policy Type	University Procedure
Approved Date	27/8/2015
Effective Date	27/8/2015
Review Date	1/4/2015
Relevant Legislation	<i>Administrative Appeals Tribunal Act (1975)</i> <i>Education Services for Overseas Students (ESOS) Act (2000)</i> <i>Higher Education Administrative Information for Providers (AIP)</i> <i>Higher Education Support Act (2003)</i> <i>Information Privacy Act 2009 (Qld)</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>
Related Policies	<i>Admissions Policy</i> <i>Assessment Policy</i> <i>Award Eligibility and Graduation Policy</i>

	<p>Enrolment Policy</p> <p>OS-Help Policy and Procedure</p> <p>Student Complaint and Appeal Policy</p> <p>Student Complaint and Appeal Policy</p>
Related Procedures	<p>Academic Appeal Procedure</p> <p>Academic Standing, Progression and Exclusion Procedure</p> <p>Admissions Procedure</p> <p>Assessment Procedure</p> <p>Enrolment Procedure</p>
Related forms, publications and websites	<p>Application for Exemption/Credit form</p> <p>Cross-institutional Studies website</p> <p>Study Abroad and Exchange website</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Appeal</p> <p>A formal, written request made by a Student to the Academic Appeals Committee to have a Decision, in relation to an academic matter, overturned.</p> <p>Academic Plan/Major/Specialisation</p> <p>An element of an Academic Program consisting of a set of designated Courses, from a recognised discipline area and, if appropriate, supporting Courses from other discipline areas, which form a significant part of an Academic Program. The minimum size of each Academic Plan/Major/Specialisation will be determined by the Academic Board.</p> <p>Academic Sub-Plan/Minor</p> <p>An element of an Academic Program consisting of a set of designated Courses designed to provide Students with an area of knowledge and skills that contribute to or complement the Major study. Such Courses may be drawn from a recognised discipline area or may transcend traditional discipline boundaries.</p>

[Admission](#)

The process of submission and assessment of applications for entry to study at the University.

[Appeal](#)

A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned.

[Applicant](#)

A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University.

[Award](#)

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award include: Associate Degree, Diploma, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Graduate Diploma, Master Degree (both Coursework and research), Doctoral Degree (both Coursework and research) and Higher Doctorate.

[Census Date](#)

The date on which the Student's enrolment related requirements must be finalised in line with the University's important dates. A Higher Education Provider must, for each unit of study it provides or proposes to provide during a year, determine for that year, a particular date to be the Census Date for the unit. Students are responsible for meeting the University's Census Date deadline and must check that all enrolment and payment details are correct on or before the Census Date.

[Core Course](#)

A Course that must be satisfactorily completed to meet the requirements of the program.

[Course](#)

The basic unit of study and assessment for which a Student may be awarded a grade, and may accumulate credit units towards completion of a Program.

[Credit](#)

Credit may be granted towards Courses in an Award Program based on recognition of prior studies. Credit may count towards a Student's Grade Point Average.

[Cross-institutional Study](#)

Study comprising a course or a set of Courses being undertaken with one provider (the host provider) as part of a program of study for which the Student is enrolled with another provider (the home provider).

[Decision](#)

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

[Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

[Exchange Program](#)

The reciprocal exchange of a Domestic Student with an overseas Student, which is covered by a formal agreement between the Australian Higher Education Provider and an overseas higher education institution that allows both Students to pay for their study under whatever regime applies to them at their home institution.

[Exemption](#)

The waiving of the requirement to complete one or more Course(s) in an Award Program through Credit of a Unit. Exemptions do not count towards the Grade Point Average of an Award Program.

[Grade \(noun\)](#)

A Grade is a code that indicates the status of the Assessment of Student performance against the learning objectives of a Course.

[Student](#)

A person who has been Admitted or Enrolled at the University, but has not yet graduated from their Academic Program.

[University](#)

	The term 'University' or 'USQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	
Record No	13/1190PL