



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.

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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.

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;
- the University reserves the right to request the original documents, and the right to contact institutions and agencies for additional information and/or verification of the authenticity of credentials.

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.

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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:
 - a. a 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;
 - b. a copy the Course/subject(s) description, including the syllabus or Handbook outline; and
 - c. 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:
 - a. 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.
 - b. 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. Applications will be assessed by the Academic Division and approved by the relevant Head of School.
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.

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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 Maximum Allowances for Credit/Exemptions

Limits on Credits/Exemptions for Students enrolled in an undergraduate program are set out in the table below. 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
4	2
8	4
16	8
24	16
32	24
40	32
Total Units in a double/combined USQ undergraduate program	Maximum Number of Credits/Exemptions
32 (already reduced from 48)	16
40 (already reduced from 56)	24

Limits on Credits/Exemptions for Students enrolled in a postgraduate program are set out in the table below.

Total Units in a postgraduate program	Maximum Number of Credits/Exemptions
4	2
8	4
12	6
16	8
24	12

Maximum Credit limits do not apply:

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Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's [Policy and Procedure Library](#).

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1. when the study has been completed at the University in a suite of Nested Qualifications or the Credit is being transferred to a University exit Award
2. to current Students who have not completed the requirements of their current program and who apply for an internal transfer into another University program with Courses in common, except where the structure of the program into which they transfer limits the amount of Credit that could be applied to the Award;
3. to transition arrangements between cognate existing and newly approved Awards.

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 (e.g. Core Course, Major, Minor, Specialisation etc).

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.

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4.7 Rescinding of Credits and/or Exemptions

The relevant Head of School 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 a structural element within their program, such as a Major, Minor, Specialisation or academic plan, and the Exemption is no longer relevant to the new structural element

4.8 Grievances

A University Applicant or Student who is dissatisfied with the outcome of a Credit application may request a Review of Decision in accordance with section 4.4 of the Student Grievance Resolution 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

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Executive Deans (BELA/HES)
Policy Type	University Procedure
Policy Suite	Enrolment Policy
Subordinate Schedules	
Approved Date	24/8/2021
Effective Date	24/8/2021
Review Date	1/4/2015

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Relevant Legislation	<p><u>Administrative Appeals Tribunal Act (1975)</u></p> <p><u>Education Services for Overseas Students (ESOS) Act (2000)</u></p> <p><u>Higher Education Administrative Information for Providers (AIP)</u></p> <p><u>Higher Education Support Act (2003)</u></p> <p><u>Information Privacy Act 2009 (Qld)</u></p> <p><u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u></p>
Related Policies	<p>Admissions Policy</p> <p>Assessment Policy</p> <p>Award Eligibility and Graduation Policy</p> <p>Student Grievance Resolution Policy</p>
Related Procedures	<p>Admissions Procedure</p> <p>Assessment Procedure</p> <p>Enrolment Procedure</p> <p>Student Academic Progress Procedure</p> <p>Student Appeals Procedure</p> <p>Student Grievance Resolution Procedure</p>
Related forms, publications and websites	<p><u>Application for Exemption/Credit form</u></p> <p><u>Cross-institutional Studies website</u></p> <p><u>Study Abroad and Exchange Outbound website</u></p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Appeal</p> <p>Admission</p> <p>Appeal</p> <p>Applicant</p>

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	Award Census Date Core Course Course Credit Cross-institutional Study Decision Enrolment Exchange Program Exemption Grade (noun) Major Nested Qualifications Specialisation Student University
	Definitions that relate to this procedure only
Keywords	
Record No	13/1190PL