

Credit Process

Processes for granting of credit.

Overview

This process document supports the [Admission and Credit Policy](#) by setting out detailed process requirements and providing guidance in relation to credit at RMIT University. If you have questions about an aspect of this document, contact credit.transfer@rmit.edu.au.

Credit

1. On request prospective and current students are provided with information regarding credit that may be available towards a program for which they are applying.
2. Eligibility for credit towards courses and competencies or completion of a pathway or credit agreement or arrangement program is no guarantee of a place in a program.

Applications for credit

3. Students may apply for credit during admission or following enrolment.
4. A student seeking credit towards a higher education coursework course should submit a credit application as soon as possible – preferably before the first teaching date of the semester in which the course for which credit is being sought is scheduled.
5. Students enrolled in higher degrees by research may apply for credit or RPL only towards coursework courses that are part of their research program. Applications must be submitted at least 20 working days before the first teaching day of the coursework course.
6. Students seeking credit transfer or recognition of prior learning (RPL) must [submit an application](#) with all evidence necessary to support the application.
7. Students must authorise their application for credit transfer or RPL either by signing the relevant form or providing authority for a proxy to sign on their behalf. Requests submitted from a student's RMIT email account are also acceptable.
8. Students should enrol in the course/s for which they are seeking credit. If credit is approved for courses in which a student is enrolled from 1 January 2018 onwards the Academic Registrar's Group will remove a student's enrolment in the relevant courses in the current teaching period. For courses commencing before that date, students will need to withdraw from the course themselves if credit is granted.

Acceptance of credit by international students

9. International students studying on an Australian student visa are required to formally accept any credit offered to them. Credit included in offers of study to international students studying on an Australian student visa must be clearly detailed – at a course level – and the remaining program duration clearly stated.
10. The university retains a record of this acceptance of the credit granted as part of the student's offer.

11. International students studying on an Australian student visa who apply for credit after admission and have this granted must carefully read the credit email sent to them by their college/school and be aware that any change to expected program duration could impact their visa conditions. A copy of this email is retained on the student's file.

Credit transfer

12. Students can only base applications for credit transfer on courses they have successfully completed.
13. University staff who assess credit for applicants who have undertaken studies with institutions or in programs that are not covered by an RMIT credit arrangement or agreement make clear that they cannot guarantee that credit will be granted.
14. Applicants who have successfully completed a program where a credit agreement or arrangement is in place and who have undertaken a standard enrolment are guaranteed this credit in the relevant RMIT program.
15. Where a student is eligible for credit for previous RMIT study on the basis of a credit arrangement or agreement the relevant school or college may approve the credit without an application from the student.
16. Where a school or college becomes aware that incorrect credit has been granted to a student they submit an amendment to credit on the student's behalf and notify the student of this change.
17. Where a student seeks credit for an elective course in their program structure this can be granted using the relevant generic elective course codes without assessment against a specific course, provided that the previous study was of a comparable volume of learning, in an equivalent level program at a reputable institution.
 - 17.1. International Mobility assess equivalence of levels of courses in which students study as part of an RMIT mobility program outside Australia, and can grant credit for elective courses in the student's RMIT program on the basis of these.

Seeking approval for external study to be applied as credit

18. Students must seek approval from their program manager/coordinator/program key contact before enrolling in external courses they wish to have applied to their RMIT program.
19. Approval is in writing and sent to the student's RMIT email account. The approval is retained on the student's file.
20. Where a student has not sought prior approval for external study to contribute towards their RMIT award the university does not have to approve the credit application. The student may appeal this decision (see appeal and review below).
21. Study completed successfully as part of approved cross-institutional study at another institution is applied as credit. The school/college manages this process on behalf of the student once their transcript from the other institution is available.

Approval of exchange or study abroad study for credit

22. RMIT students undertaking exchange or study abroad study at another institution, do so as non-award students of the other institution.
23. To receive credit for their study at the other institution, these students must:

- 23.1. before they start the study, submit a study plan (credit assessment) and receive approval to undertake the study, and
- 23.2. notify RMIT of any change to the approved study plan as soon as possible.
24. Students intending exchange or study abroad should see the advice about the [study planning process](#).

Program status

25. Where a student discontinues study in a program, then studies or gains experience elsewhere that could be the basis of credit and later seeks credit to complete the RMIT program, this is only possible if the program is still active. See Intermediate awards below for an exception.
26. Programs that are inactive in the student management system are not reactivated for the purpose of granting external credit/RPL.
27. If the student's past program is no longer active, schools/colleges should assess the learning outcomes of the student's RMIT courses and external study towards the most relevant currently active award. Students in this situation are given clear information on the amount of study they may need to undertake to complete the new award before admission is recommended (see section 108, below).
28. To receive credit, students must be active in the program they are seeking credit toward and may be required to apply for readmission to the program by the prescribed admissions channel and deadline. The college admissions office can approve direct admission into a program as an exception. Scenarios where such exceptions may be made include, but are not limited to:
 - 28.1. entry to a related three year non-applied degree program from a four year applied degree program for completion and graduation
 - 28.2. entry to a single degree from a related double degree program
 - 28.3. entry to an intermediate award or exit award
 - 28.4. entry to an active program for program completion (see 107, above)
 - 28.5. entry to a masters degree where a student has successfully completed an advertised pathway program and wishes to accelerate their studies.
29. Schools/colleges may approve the application of credit where a student has discontinued from a program that is still active on the student management system, in cases where the credit will enable the student to complete the program.

Intermediate awards

30. An intermediate (exit) award that is inactive in the student management system can only be reactivated for credit if it was active at the time the student completed their studies in the parent program.
 - 30.1. The Academic Registrar's Group will facilitate this process on request from the school/college.
31. If no intermediate award was active at the time the student completed their studies in the parent program, schools/colleges should assess the learning outcomes of the student's courses for possible credit toward the most relevant current active exit award.

Assessment of credit

32. Decisions regarding applications for credit take into account the student's ability to meet the learning outcomes of the qualification and are:
 - 32.1. timely
 - 32.2. evidence-based and transparent
 - 32.3. fair and consistent
 - 32.4. academically defensible
 - 32.5. consistent with AQF and currency of learning principles
 - 32.6. relate only to courses that form part of the program structure or (for vocational education students) training package requirements.
33. Credit is only granted if it will not:
 - 33.1. impair the integrity of the award and requirements of the relevant discipline, or
 - 33.2. contravene any conditions for the professional accreditation of the award.

Vocational education credit requirements

34. Where a student applies for credit on the basis of credit transfer from a vocational education qualification towards another vocational education qualification, and the training package identifies equivalent courses in the two qualifications, the equivalent courses are granted as credit transfer without the need for an assessment of their equivalence.
35. Where a student applies for credit on the basis of credit transfer from a vocational education qualification (whether complete or incomplete) towards a higher education qualification, the credit assessor determines whether the evidence provided demonstrates that the applicant has completed learning that is relevant, current and satisfies the learning outcomes of the higher education courses.

Non-AQF studies

36. The credit assessor is responsible for assessing the equivalence of non-Australian Qualifications Framework (AQF) qualifications to AQF qualifications. For domestic applicants, ARG admissions provides advice on this assessment.
37. AQF equivalence determinations must be recorded – either in the precedent system or on the student's application – as part of the assessment process.

Currency of learning

38. To be the basis of credit transfer towards an RMIT course, any previous course must have been successfully completed within the last 10 years. (See, however, Internal credit older than 10 years below.)
39. Where an applicant is seeking credit or exemptions based on an entire qualification the qualification must have been completed within the past 10 years.

40. The conferral date of a qualification is not used to identify currency of learning: rather, credit assessors refer to the student's transcript of results showing the years in which courses were completed.
41. Schools/colleges may set a shorter period of currency of learning (see section 15.5 of the [Admission and Credit Policy](#)).

Internal credit older than 10 years

42. The rule that previous study must have been completed within the past 10 years for credit to be granted, does not apply to previous study in the same or a closely related RMIT program, such as a graduate diploma that is an exit award from a masters program, or a previous version of the same program. The 10 year rule is primarily to ensure currency of learning in external courses used as the basis of an application for credit (see currency of learning, above). Currency of learning also applies to study undertaken in unrelated RMIT programs. It does not apply to previous study that is effectively study in the same program, where credit is used as an administrative means of transferring the student's previous enrolment to a closely-related program.
43. Programs may, however, set limits on the amount of credit for previous study completed long ago in the same or a closely-related program, to ensure that the student will have met the current learning outcomes of the current award.
 - 43.1. Where a school/college wishes to apply internal credit that is older than 10 years they may do so with the approval of the deputy dean/head (learning and teaching).
44. Where a student applies for entry to a closely related program or for re-entry to a past or linked program and the school/college wishes to deny credit for previous RMIT study completed more than 10 years before, this must be stated in writing to the student either:
 - 44.1. at the point of admission, if the student declares their previous RMIT study at admission, or
 - 44.2. at the point when the student applies for credit, if they did not declare their previous study at RMIT at admission, but reveal it when they apply for credit later.
45. Where selection is performed by a central unit on behalf of the school/college, the admissions team must consult the program about what to do if an applicant has previous study in a similar RMIT program completed more than 10 years before.

Outcome

46. Schools/colleges are responsible for formally communicating the outcome of credit assessments to applicants: see the credit outcome templates [[hyperlink](#)].
47. Copies of credit outcome notifications are kept on the student file.
48. Where a student's previous results need to be applied via credit to their new program the school/college clearly indicates this on the application or in the communication of the approved credit application to the Academic Registrar's Group.
49. Where a student receives credit from a previous RMIT program but does not meet the requirements for their previous results to be transferred across (see sections 14.2-14.3 of the [Admission and Credit Policy](#)) the relevant program assessment board may manually calculate the GPA and enter the relevant award level for completion (where relevant).
50. Any GPA manually calculated and approved by a program assessment board is forwarded to the Academic Registrar for verification. The Academic Registrar then writes to advise the student of

the manually calculated GPA. This letter becomes the official statement of the student's program GPA. The GPA on the student's transcript is generated automatically by the student management system and cannot be changed.

51. Students may request a manual calculation of their GPA in writing to their school/college, or the program assessment board may identify the requirement on the student's behalf. A manual GPA will be calculated once for the student and program by the university.
52. Where a student has undertaken courses that contribute to the weighted average mark in a closely-related program the program assessment board determines whether these courses will be transferred with the student's achieved grades or with credit transfer grades (see sections 13.6, 14.2-14.3 of the [Admission and Credit Policy](#)).

Assessment of recognition of prior learning

53. The dean/head of school or director of a whole-college program is responsible for defining recognition of prior learning (RPL) assessment and moderation practices in their school/college. RPL assessments must be retained on the student's file.
54. Students are given guidelines around acceptable RPL evidence. Acceptable evidence may include:
 - 54.1. CV/resume or LinkedIn profile
 - 54.2. skills test
 - 54.3. records of questioning (oral or written)
 - 54.4. observation of performance in work-based and/or simulated environments
 - 54.5. third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the applicant that relate to the learning outcomes of the relevant course
 - 54.6. a portfolio of relevant work
 - 54.7. results of structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components of the vocational education training package.

Fees

55. There is a fee for assessment of applications for RPL in vocational education. Fees are published on the university website. Refunds are not available for unsuccessful applications.
56. All applications for credit transfer, and applications for RPL in higher education programs, do not incur fees.

Masters exemptions

57. The program guide informs applicants and students of masters exemptions that may be available in masters by coursework programs. This information include the credit point amount of exemptions, the disciplines of previous study for which exemptions may be available and the volume of study that will remain after exemptions have been applied.
58. If the program guide does not provide for exemptions the program does not have to grant them.

- 58.1. If, however, the program chooses to grant exemptions to an applicant they must update the program information and review other applicants from the same intake for eligibility.
59. Programs can either:
- 59.1. require same-discipline study as an entry requirement, thereby reducing the overall program duration, or
- 59.2. grant masters exemptions for courses via a credit process.
60. Masters exemptions are recorded as an MX grade for the exempted courses.
61. Exemptions can be assessed at admission or after enrolment. Exemptions cannot be granted after a student has attempted the courses.
62. Students must have completed their same-discipline study within the 10 years before they will commence study in the program to be eligible for exemptions unless otherwise stated in the program guide. The previous award does not have to be conferred to be eligible for exemptions but the student must provide satisfactory evidence that they completed the program requirements.
63. Masters exemptions may also be considered where the student has a four year undergraduate program in a different discipline and a minimum of two years relevant industry experience.
64. If programs wish to waive the 10 year recency rule for masters exemptions or set a shorter recency limit they must state this in the articulation and pathways section of the program guide.

Recommended masters exemptions block amounts

65. 192 credit point 2 year masters programs

Qualification	AQF level	Recommended exemption amounts	Maximum credit amounts after exemptions
Bachelor degree	AQF level 7	48 credit points	72 credit points
Bachelor degree (Hons)	AQF level 8	96 credit points	48 credit points
Graduate certificate	AQF level 8	48 credit points	72 credit points
Graduate diploma	AQF level 8	96 credit points	48 credit points
Master degree	AQF level 9	96 credit points	48 credit points
PhD	AQF level 10	96 credit points	48 credit points

66. 44 credit point 1.5 year masters programs

Qualification	AQF level	Recommended exemption amounts	Maximum credit amounts after exemptions
Bachelor degree	AQF level 7	0 credit points	Normal 50% credit limit applies
Bachelor degree (Hons)	AQF level 8	48 credit points	48 credit points
Graduate certificate	AQF level 8	0 credit points	Normal 50% credit limit applies
Graduate diploma	AQF level 8	48 credit points	48 credit points

Master degree	AQF level 9	48 credit points	48 credit points
PhD	AQF level 10	48 credit points	48 credit points

67. Masters programs less than 1.5 years and 144 credit points

Qualification	AQF level	Recommended exemption amounts	Maximum credit amounts after exemptions
Bachelor degree	AQF level 7	0 credit points	Normal 50% credit limit applies
Bachelor degree (Hons)	AQF level 8		
Graduate certificate	AQF level 8		
Graduate diploma	AQF level 8		
Master degree	AQF level 9		
PhD	AQF level 10		

68. Masters exemption information is entered into the masters exemptions spreadsheet and is sent to the ARG credit transfer team for action.
69. For programs for which selection is performed by a central team, if Admissions have approved the use of exemptions information, the information is entered into the RMIT Admissions System and the ARG admissions team enters it on students' records.
70. Where exemption information is entered into the RMIT Admissions System schools/colleges do not need to notify applicants of their exemptions: this is automatically included in their offer – see example.
71. When masters exemptions are submitted via the spreadsheet, the school/college notifies students of their exemptions and keeps this notification on the student file.
72. Where a student has received masters exemptions for a previous qualification, they cannot apply for credit transfer on the basis of courses completed for the same qualification. (For example, if an applicant has received exemptions for a same-discipline graduate diploma, they cannot apply for credit transfer from the graduate diploma on top of that.)
73. The AQF qualification specifications for graduate certificates and graduate diplomas do not provide for any reduction in the volume of learning of these qualifications, where the student has entered on the basis of a same-discipline undergraduate qualification.
74. Accordingly, where a student has received masters exemptions for a qualification, these exemptions cannot be used to fulfil the requirements of a graduate diploma or graduate certificate. If, however, the qualification masters exemptions were based upon is at AQF level 8 or above, students may use this to apply for credit transfer towards a graduate diploma or graduate certificate.

Combinations of exemptions and credit transfer

75. Where applicants present two qualifications that may be the basis of exemptions, the selection officer should apply whatever combination of exemptions and/or credit transfer provide the applicant with the greatest reduction in their volume of learning.

For example, where an applicant presents a same-discipline AQF level 7 bachelor degree, and a same-discipline AQF level 8 graduate diploma, the selection officer should consider whether the applicant will benefit most from granting 48 credit points of exemptions for the bachelor degree, plus credit transfer from the graduate diploma; or from 96 credit points of exemptions for the graduate diploma. [Note: Applicants do not need to apply for masters exemptions to be assessed for them, but the selection officer needs to advise applicants to apply for credit transfer in these situations.]

76. Masters exemptions reduce the total volume of learning in a student's program. The remaining volume of learning becomes the basis for maximum amounts of credit. See tables 65-67 above for details.
77. Where a masters program is accredited by a professional body, and the accreditation requirements place limits on reductions in duration of the program, these will be observed, and are stated in the program guide.

Review

78. To appeal a credit transfer, RPL or masters exemption decision, students must first ask their school/college for a review of the decision.
79. Applicants who wish to seek a review of credit or exemptions offered them at admission – before they enrol – should contact the relevant admission area, which is:
 - 79.1. for applicants wishing to study in Australia on a student visa: International Recruitment
 - 79.2. for domestic postgraduate applicants: the direct admissions team in ARG Admissions
 - 79.3. for domestic undergraduate applicants: the direct admissions team in ARG Admissions
 - 79.4. for domestic vocational education applicants: the school or (in the College of Business) college admissions team
 - 79.5. for research applicants: the School of Graduate Research admissions team.
80. Students are only eligible to appeal credit transfer, RPL or masters exemption decisions within 20 days of their notification of the decision (see Appeal, below). Accordingly, schools/admissions teams move promptly to enable a response to requests for review.
81. The relevant credit assessor will discuss the application and decision with the student. This may be done in person, on the phone or via email.
82. The credit assessor can:
 - 82.1. determine that no error was made and the credit transfer decision should stand
 - 82.2. amend the decision, or
 - 82.3. decide that the application for credit transfer will be reassessed by another relevant RMIT staff member.
83. Students should retain all documentation relating to the review in case they need to demonstrate that they have followed these steps.

Appeal

84. See section 22 of the Admission and Credit Policy for the grounds of appeal of credit transfer, RPL and masters exemption decisions to the college appeals committee.

85. Appeals to the college appeals committee must be made on the appeal form and comply with the requirements stated there. Appeal is available to enrolled students.
86. The student must submit the completed form to the pro vice-chancellor of the relevant college no later than 20 working days after they were advised of the credit outcome.
87. Where the pro vice-chancellor (or nominee) of the college determines that the student is eligible to appeal, the college appeals committee is convened to hear the appeal within 20 working days of receipt of the appeal, unless exceptional circumstances justify a delay.
88. The decision of the college appeals committee in relation to an appeal against a credit transfer decision is final and cannot be used as the basis for a further appeal to this same committee.
89. If, however, the student has evidence that there was a breach of university regulation, policy or procedure in the handling of their appeal by the college appeals committee, they may submit an appeal to the University Appeals Committee (PDF 57 KB) within 10 working days of the date the college appeals committee outcome was sent. Any such appeal must clearly identify the details of the breach.

Document history

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1.0	1 January 2018	Admission and Credit Policy	Academic Registrar	POL/2019/00092