

# Credit and Recognition of Prior Learning

## 1.0 Purpose

## 2.0 Scope

## 3.0 Procedure

3.1 The basis on which credit is granted | 3.2 Types of credit | 3.3 Credit based on a passing grade | 3.4 Transfer of grades with award of credit | 3.5 Credit based on recognition of prior informal and non-formal learning | 3.6 Credit based on advanced secondary school level studies | 3.7 Out-going cross-institutional students | 3.8 Assessment of prior learning | 3.9 Credit limits | 3.10 Guidelines for credit and recognition of prior learning in bachelors degrees | 3.11 Maximum amount of credit | 3.12 Requirements for the award of the degree (notwithstanding credit awarded) | 3.13 Guidelines for credit and recognition of prior learning in honours degrees | 3.14 Guidelines for credit and recognition of prior learning in graduate certificates | 3.15 Guidelines for credit and recognition of prior learning in graduate diplomas | 3.16 Guidelines for credit and recognition of prior learning in masters | 3.17 Nested qualifications | 3.18 Structured upgrading programs | 3.19 Articulation agreements | 3.20 Time limit on credit | 3.21 Withdrawal of credit | 3.22 Process for applying for credit | 3.23 Approval of credit | 3.24 Credit precedents | 3.25 Review and appeals

## 4.0 Definitions

## 5.0 Information

## 6.0 Related policy documents and supporting documents

## 1.0 Purpose

This procedure supports the Credit and Recognition of Prior Learning Policy and provides a formal framework for the assessment and awarding of credit transfer. Its purpose is to ensure a consistent approach to the management of credit transfer and recognition of prior learning in accordance with the policy.

## 2.0 Scope

This procedure applies to all students enrolled in an award program at Griffith University, including undergraduate students, postgraduate coursework and research students and higher degree by research students.

## 3.0 Procedure

Prior formal, non-formal and informal learning may make an applicant eligible for credit that can be counted towards their degree and reduce the number of courses they are required to study.

Key principles guiding the University's granting of credit include:

- the applicant's achievement of learning or acquisition of prior learning outcomes are demonstrated, evidenced and authenticated at the appropriate Australian Qualifications Framework (AQF) level;
- the applicant's learning outcomes are assessed as relevant and current;

- the program's volume of learning, discipline context, content, learning and assessment approaches are considered in determining comparability and equivalence of prior learning; and
- the learning for which credit is sought is for a successfully completed prior qualification or for a successfully completed component of learning.

### **3.1 The basis on which credit is granted**

The University may recognise:

- prior formal learning which is assessed by determining the extent to which the applicant's prior studies and assessed standards are equivalent to the content and learning outcomes of one or more courses in the award program. The educational judgement concerning equivalence is based on the discipline context, content, standards and assessment in the program or course the applicant has undertaken;
- prior informal and non-formal learning which is assessed by determining the extent to which the applicant has achieved the learning outcomes of one or more courses in the award program. The educational judgement concerning equivalence is based on the extent to which the applicant can demonstrate they have achieved the required learning outcomes;

for the purpose of granting credit.

### **3.2 Types of Credit**

Credit may be granted as specified credit, unspecified credit, block credit, provisional credit and advanced standing.

### **3.3 Credit based on a Passing Grade**

Credit is only granted for courses for which the equivalent of a Griffith University passing grade of 4 and above has been achieved.

### **3.4 Transfer of Grades with award of credit**

Normally when credit is granted for prior study completed at Institutions other than Griffith, credit is recorded in the Griffith academic transcript with a grade of "T" (Transfer) and the grades achieved in the prior study are not included in the Griffith academic transcript or in the calculation of the grade point average. Where the Program Director considers that the grade achieved in the prior study is comparable to the grade which would have been awarded if the course had been studied at Griffith, approval may be given for that grade to be included in the student's Griffith academic transcript and included in the calculation of the grade point average.

When credit is granted for prior Griffith study at the same level, the grade achieved in the prior study is included in the Griffith academic transcript and is included in the calculation of the grade point average.

### **3.5 Credit based on Recognition of Prior Informal and Non-Formal Learning**

Recognition of relevant and current prior informal and non-formal learning may be used for credit. Responsibility for providing appropriate evidence for the recognition of prior informal and non-formal learning that demonstrates the relevant skills, knowledge and understanding lies with individual applicants. Professional and para-professional experience, subsequent professional development activities or training and other experience, through work or life, may be taken into account in the granting of prior informal and non-formal credit, provided that the learning can be documented and the applicant can demonstrate the standard they achieved from participating in

these activities is comparable to the standards in the course in which they are seeking credit. This prior learning is to be evidenced by the applicant in the form of a Learning Profile which forms part of the Online Credit Application.

### **3.6 Credit based on Advanced Secondary School Level Studies**

Normally, credit towards an undergraduate award is not granted for study at secondary school level. However, in specific cases, where it is considered that the study successfully completed at secondary school is judged to be substantially comparable in level and content with undergraduate award study, credit may be granted. This may apply, for example, where students, as part of their senior school certificates, have undertaken the International Baccalaureate; studies where a School and the University have jointly developed the curriculum; and higher-level VET certificates.

Credit will not be granted where professional accreditation requirements limit the granting of credit based on secondary school level studies.

### **3.7 Out-going Cross-institutional Students**

Approval may be given for out-going cross-institutional study in three situations only:

- a) Where a domestic student is required through employment or personal circumstances to move to a location which prevents the student from continuing study at Griffith University, and the student seeks to continue study towards their degree at another institution, the student may apply for permission to study at that institution as a cross-institutional student and to receive credit for that study towards completing the requirements of their Griffith degree. An international student unable to continue their study through personal circumstances may only be given permission to undertake cross-institutional study in exceptional circumstances with the approval of the Vice President (Global).

Where a student has completed less than 50% of their Griffith program and their relocation is likely to apply for the remainder of their study, the student is advised to seek admission to the other institution and to complete their degree at that institution.

- b) Where the student can demonstrate a need to undertake cross-institutional study in order to achieve appropriate progress in their program in the following situations:
  - i. Where the student has failed a course which is a pre-requisite and is unable to progress at a satisfactory rate in the next trimester or teaching period, and there is no suitable course offered within the University to enable the student to repeat the failed course in the next trimester or teaching period, the student may apply for permission to study an equivalent course at another institution as a cross-institutional student in order to satisfy pre-requisite conditions in a timely manner;
  - ii. Where a student requires 20 CP or fewer in order to complete the program requirements, and where one or more courses which would enable the student to satisfy the program requirements is not offered in the next trimester or teaching period, the student may apply for permission to study one or more equivalent courses at another institution as a cross-institutional student in order to complete the requirements of their Griffith degree in a shorter time.

The maximum amount of cross-institutional study which may be approved for reasons (i) and (ii) combined over a student's program is 30 CP.

- c) Where the University does not offer courses in a particular area, an arrangement may be agreed between the University and another institution to include courses of the other institution as permissible courses within the program requirements of the Griffith degree.

d) Where a Griffith Commonwealth supported student seeks to undertake a Griffith course at Open Universities Australia, the student is not required to meet the above three situations to gain approval if the course is required to complete the requirements of their Griffith degree.

### 3.7.1 Applications and Approval

Students seeking to undertake cross-institutional study under sections (a) and (b) above must apply by lodging an [application](#). Applications require the approval of the Program Director or nominee. International students seeking cross-institutional enrolment are required to consult with Griffith International to ensure that they comply with student visa regulations.

On completion of each course undertaken by cross-institutional study, the student is responsible for providing an official transcript of results together with their [Online Credit Application](#). On receipt of the official transcript of results, the student's academic record will be updated to grant the student credit for the cross-institutional study.

## 3.8 Assessment of Prior Learning

The University's assessment of prior learning is based on an evaluation of the evidence presented, using the following criteria:

- Valid - the prior learning matches both the qualification type and the discipline learning outcomes for the relevant course. The applicant's standard of achievement in the prior learning is consistent with the qualification level and type specified for the course.
- Authentic – the prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work.
- Current – the prior learning has been achieved within the specified time limit for credit set out in Section 3.20.
- Sufficient - the evidence of prior learning is sufficient for the Program Director (or nominee as designated by the Dean) to reliably verify the learning outcomes achieved are at the appropriate standard. In recognising prior learning consideration needs to be given to whether the volume of learning is sufficient in the context of the discipline for the AQF level and qualification type, as well as whether there is a sufficient portion of qualification components at the AQF level.

## 3.9 Credit Limits

The amounts of credit that may be granted depend on the level of the prior study and the level of the award program. Credit limits are prescribed in the sections below.

**Table 1: Credit Limits**

<b>GRIFFITH PROGRAM</b>	<b>PRIOR STUDY</b>	<b>AMOUNT OF CREDIT</b>
<b>Undergraduate Certificate</b>	Certificate I and II	Nil
	Certificate III	10 CP
	Certificate IV	Up to 20 CP
<b>Undergraduate Diploma</b>	Certificate I and II	Nil
	Certificate III	10 CP
	Certificate IV	Up to 20 CP

<b>GRIFFITH PROGRAM</b>	<b>PRIOR STUDY</b>	<b>AMOUNT OF CREDIT</b>
	AQF 5-7 Undergraduate Certificate or higher	Up to 40 CP
<b>Bachelor</b>	Certificate I and II	Nil
	Certificate III	10 CP
	Certificate IV	Up to 20 CP
	AQF 5-7 Undergraduate Certificate	Up to 40 CP
	AQF 5 Diploma	Up to 80 CP
	AQF 5 Diploma	Up to 160 CP
	AQF 6 Advanced Diploma	Up to 160 CP
	Associate Degree	One-half for less than 3year degrees
	Sub-degrees	Two-thirds (refer to 3.8)
	Bachelor (3 and 3 plus years)	
	Bachelor with Honours (concurrent) (3 and 3 plus years)	Two-thirds (refer to 3.8)
<b>Double undergraduate degree</b>	Eligible prior learning	Up to maximum credit to allow for minimum completion of 80 CP of courses at second and third year level from each degree program.
	Partial completion of double	Full credit point value when transferring into single component.
<b>AQF Level 8 Bachelor Honours Degrees end-on and embedded</b>	Eligible prior learning	Up to 20 CP Credit may not be given for bachelor degree (AQF level 7) coursework towards End-on honours
<b>Double Masters degree</b>	Eligible prior learning	Up to maximum credit to allow for minimum completion of 60 CP of courses from each Master program
<b>Vertical degrees</b>	Eligible prior learning	Up to maximum credit to allow for minimum completion of 80 CP of courses from both the Bachelor and the Masters
<b>Graduate Certificate</b>	Eligible prior learning	Up to one half of program

<b>GRIFFITH PROGRAM</b>	<b>PRIOR STUDY</b>	<b>AMOUNT OF CREDIT</b>
<b>Graduate Diploma</b>	Eligible prior learning	Up to 20 CP for programs 80 – less than 120 CP in length Up to half for 120 CP in length
<b>Masters</b>	Eligible prior learning	Up to 20 CP for programs 80 – less than 120 CP Up to half for programs 120 CP and more
<b>Doctorates - Professional</b>	Refer to Section 7.6 of the <i>Higher Degree by Research Policy</i>	

The amount of credit awarded may not be greater than the amount of study successfully completed at the same or lower level (expressed as Griffith equivalent credit points) on which the award of credit is based.

The upper limit for the granting of credit based on recognition of prior informal and non-formal learning will be one-third of the requirements of the award program.

Credit may not be granted for any dissertation or research component.

Credit based on AQF7 undergraduate studies may be awarded for postgraduate foundation courses.

Credit may be granted towards a postgraduate program for postgraduate courses completed as part of a Griffith University undergraduate program structure up to the maximum amount of credit allowable above.

Credit is based on formal coursework which is equivalent in content and standard to the courses in the Master program.

### **3.10 Guidelines for credit and recognition of prior learning in Bachelor degrees**

The maximum amount of credit (specified and unspecified combined) set out in Table 2 is only granted where the prior study is considered to have such a high degree of overlap to the content of the bachelor degree, that program structure requirements can be met by the completion of the minimum amount of further study.

Regardless of the amount of credit indicated in Table 2, the conditions of section 3.10 must be satisfied.

Where the bachelor degree provides for electives, unspecified credit may be granted on the basis of prior study at Diploma level or higher. Table 2 sets out the maximum amount of unspecified credit which may be granted on the basis of study at the level indicated, provided that the bachelor degree has sufficient free choice electives to accommodate the credit. In this case, the prior study may be in an area unrelated to the area of the bachelor degree.

Where the prior study is relevant to the bachelor degree, specified credit can be granted for particular course(s) in the bachelor degree on the grounds that the student has substantially completed the content of the course. Table 2 sets out the standard amount of credit (specified and unspecified combined) which is granted in this case.

**Table 2: Guidelines for Bachelor degrees**

<b>LEVEL OF PRIOR STUDY</b>	<b>MAXIMUM CP OF UNSPECIFIED CREDIT</b>	<b>STANDARD CP OF CREDIT (SPECIFIED AND UNSPECIFIED COMBINED)</b>	<b>MAXIMUM CP OF CREDIT (SPECIFIED AND UNSPECIFIED COMBINED)</b>
AQF Level 5-7 Undergraduate Certificate*	NIL(0)	40	40
AQF Level 5 Diploma	NIL(0)	80	80
AQF Level 6 Advanced Diploma	80	120	160
AQF Level 6 Associate Degree	80	120	160
AQF Level 7 Bachelor degree	80	160	160 or as in 3.11

\*Undergraduate Certificate qualifications are not located at a particular level in the AQF, however they cover AQF levels 5, 6 or 7.

### **3.11 Maximum Amount of Credit**

For Bachelor degrees where the program is three or more years of full-time study or equivalent, the maximum amount of credit which may be granted is two-thirds of the program. In granting credit, consideration needs to be given to the balance of the components of the program at the bachelor degree level (AQF 7) and the program's learning outcomes.

### **3.12 Requirements for the Award of the Degree (notwithstanding credit awarded)**

Notwithstanding the amount of credit which may be granted towards a bachelor degree as set out in 3.9, the student undertaking a three year degree (240 CP) is required to complete a minimum of 80 credit points of level 2 and 3 courses which are part of the degree requirements of the Griffith degree which the student is undertaking. In the case of a four year bachelor degree (320 CP), students are required to complete a minimum of 110 credit points at level 2, 3 or 4. For bachelor degrees of other lengths, the application of this rule relates to the minimum portion of the program for which credit may not be granted and requires that these courses must not be level 1 courses. Students must not exceed the maximum requirement for level 1 courses in their program.

When a student with a partially completed Griffith University double degree transfers into one of the component single degrees, credit may be granted up to a maximum of the full credit point value of the single degree. To complete the other single degree, the normal processes of admission and credit apply in relation to a completed prior qualification.

Alternative coursework may be substituted in order to achieve the requirements for the degree where the prior study is considered to have such a high degree of overlap to the content of a course/s in the degree.

### **3.13 Guidelines for credit and recognition of prior learning in Honours degrees**

An Honours candidate may be granted credit for up to 20 credit points of honours level courses or postgraduate courses which have been undertaken in other degrees at this or another University prior to admission to the Honours degree.

The student's grade in a course for which credit is given shall be included in the calculation of the Honours classification.

Credit will only be given where:

- the Honours Program Director considers that the prior study has been undertaken and assessed at a level applicable to an Honours candidature;
- the granting of credit does not compromise the coherence and quality of the Honours degree or the student's candidature;
- the prior study for which credit is given has been completed within the maximum time allowed for the completion of an honours degree, that is three years (refer section 8.3); and
- sufficient information is available about the assessment of the prior study to satisfy the assessment conditions in section 9.1.

Credit may not be given for bachelor degree (AQF level 7) coursework.

### **3.14 Guidelines for credit and recognition of prior learning in Graduate Certificates**

The maximum amount of credit that may be granted is one half of the Graduate Certificate program (20 CP).

### **3.15 Guidelines for credit and recognition of prior learning in Graduate Diplomas**

The maximum amount of credit that may be granted is 20 CP for a Graduate Diploma program of one year (80 CP) in length and less than one and a half years (120 CP). In Graduate Diploma programs which are one and a half years (120 CP) or more in length, the maximum amount of credit which may be granted is one half of the program.

### **3.16 Guidelines for credit and recognition of prior learning in Masters**

In Masters programs which are one and a half years (120 CP) or more in length, the maximum amount of credit which may be granted is one half of the program. Credit may not be granted for any dissertation or research component. Table 3 sets out the advanced standing or maximum amount of credit which may be granted. In this case the maximum amount of credit may be granted where the prior study is considered to have such a high degree of overlap to the content of the Masters degree, that program structure requirements can be met by the completion of the minimum amount of further study.

In Masters programs which are one year (80 CP) in length, and less than one and a half years (120 CP), a maximum of 20 CP of credit may be granted.



Credit is based on formal coursework which is equivalent in content and standard to the courses in the Masters program.

Alternative coursework may be substituted in order to achieve the requirements for the Masters degree in accordance with Section 11.1 of the Structure and Requirements of Degrees Awarded by Griffith University, where the prior study is considered to have such a high degree of overlap to the content of a course/s in the Masters degree.

**Table 3: Guidelines for Masters**

LEVEL OF PRIOR STUDY	MASTERS COURSEWORK & MASTERS RESEARCH VOLUME OF LEARNING TYPICALLY 1 – 2 YEARS			MASTERS EXTENDED VOLUME OF LEARNING TYPICALLY 3-4 YEARS	
	ADVANCED STANDING OR MAXIMUM CP OF CREDIT IN			ADVANCED STANDING OR MAXIMUM CP OF CREDIT IN	
	160 CP MASTERS	120 CP MASTERS	80 CP MASTERS	240 CP MASTERS	320 CP MASTERS
AQF Level 7 Bachelor Volume of learning typically 3-4 years	40**	0	0	40	80
AQF Level 8 Bachelor with Honours - concurrent Volume of learning typically 4 years	80	40	20*	80	160
AQF Level 8 Bachelor with Honours – end-on & embedded Volume of learning typically 1 year following a Bachelor degree	80	40	20*	40	80
AQF Level 8 Graduate Certificate Volume of learning typically 0.5 – 1 year	40	40	20*	20	40

LEVEL OF PRIOR STUDY	MASTERS COURSEWORK & MASTERS RESEARCH VOLUME OF LEARNING TYPICALLY 1 – 2 YEARS			MASTERS EXTENDED VOLUME OF LEARNING TYPICALLY 3-4 YEARS	
	ADVANCED STANDING OR MAXIMUM CP OF CREDIT IN			ADVANCED STANDING OR MAXIMUM CP OF CREDIT IN	
	160 CP MASTERS	120 CP MASTERS	80 CP MASTERS	240 CP MASTERS	320 CP MASTERS
AQF Level 8 Graduate Diploma Volume of learning typically 1 - 2 years	80	40	20*	40	80
AQF Level 9 Masters Coursework Volume of learning typically 1 – 2 years	80	60	20*	120	160
AQF Level 9 Masters Research Volume of learning typically 1-2 years	50+	40	20*	80	80
AQF Level 9 Masters Extended Volume of learning typically 3-4 years	80	40	20*	160	210

\* Applicants are eligible for credit where they have been admitted on the basis of a prior qualification and have evidence of completing program/course content beyond that required for admission.

\*\* Towards foundation postgraduate courses only.

+ As a Masters by research comprises 2/3 research and credit may not be granted for any research

### 3.17 Nested Qualifications

A student enrolling in a higher level nested qualification may be awarded maximum credit entitlement which is included in the maximum amount of credit allowable in 3.9 Credit Limits for the higher level qualification.

A student opting to exit to a lower level nested qualification may be granted up to a maximum of the full credit point value of the award for study completed at Griffith.

When a student who has exited with a lower level nested qualification requests readmission to the higher level nested qualification, the Program Director determines if additional studies to the standard duration and content of the higher level qualification is to be completed for the student to meet program outcomes.

### **3.18 Structured Upgrading Programs**

Where a student has been admitted to a structured upgrading program and holds additional tertiary qualifications in excess of the study that determined the entry to the structured upgrading program, further specified or unspecified credit may be granted in accordance with credit limits specified in these procedures.

### **3.19 Articulation Agreements**

Articulation agreements typically involve an agreement to award block credit or advanced standing. The amount of credit granted under an articulation agreement is subject to the credit limits prescribed in this policy.

### **3.20 Time Limit on Credit**

Credit will not normally be granted for studies (or other prior learning) that have been completed more than ten years prior to the time of application for credit.

A shorter time limit may be applied where there is concern about the currency of the applicant's knowledge or skills, and/or where professional accreditation requirements limit the granting of credit. The shorter time limit may apply to all applications for credit in a particular program or to a specific student application. Credit awarded to end on Honours program is limited to three years, the maximum time to complete the program.

Exceptions to the ten year time limit may be approved for certain articulation agreements or for individual cases. In considering cases for credit for studies completed more than ten years earlier, post-qualification experience which may contribute to the currency of knowledge or skills may be taken into account.

### **3.21 Withdrawal of Credit**

The University reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false or invalid. The withdrawal of credit must be approved by the Program Director on the recommendation of the Senior Manager, Domestic Admissions. However, where a change is made to a provision of this credit policy, or where a precedent or articulation is reviewed and changed, credit already granted may not be withdrawn.

### **3.22 Process for applying for Credit**

An application for credit for prior learning must be made using the Online [Credit Application](#). A credit application must be accompanied by an official academic record except for applications based on previous formal study at Griffith. Except for when credit is sought for previous study at Griffith or where the University already has established course precedents or articulation arrangements advertised on the University's Credit Precedent Database (located on the University's website), extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application for credit must be supplied. All supporting documentation must be in English.

Where credit is being sought for RPL (the combination of formal, informal and non-formal learning) the [Credit Application and Learning Profile](#) supported by appropriate certified documentation must be completed. Supporting documentation may include references, samples of work, project briefs, reports, publications, employment history and employment position descriptions.

Applications for credit may be lodged at any time. However, they should be lodged no later than the last working day in the January, May or September preceding the commencement of any trimester in which the granting of credit may affect the student's study program. An application for credit will not be accepted for a course(s) a student is enrolled in, if the census date has already passed. International students should apply to be pre-assessed for credit transfer at time of lodgement of application for admission to the University.

### 3.23 Approval of Credit

The Program Director (or nominee as designated by the dean) determines the credit to be granted, within the provisions of this policy, in response to applications for credit from students admitted or enrolled in the program for which the Program Director is responsible. Where the application relates to credit for courses convened by another School, the Program Director will seek the advice of the Head of the relevant School or staff member designated by the Head of School for the purpose of advising on credit.

### 3.24 Credit Precedents

Where an application for credit based on prior complete or incomplete formal study is approved by the Program Director, this becomes a credit precedent which is applied to subsequent credit applications. Articulation arrangements and credit precedents are reviewed periodically and must be reviewed when a program undergoes a major change.

### 3.25 Review and Appeals

For information pertaining to credit appeals, refer to Section 3.2 (Table 2) of the *Student Review and Appeals Policy*.

## 4.0 Definitions

**Australian Qualifications Framework (AQF)** is a national system of qualifications encompassing all post-compulsory education. Higher education awards are located at AQF Levels 5-10.

**Advanced standing** is the granting of block credit of a trimester or more. Advanced standing indicates that the student is deemed to have satisfied all the program requirements that are embedded in the trimester (s) for which block credit has been awarded. Advanced standing reduces the courses the student must undertake to successfully complete the program.

**Articulation agreement** is an agreement between Griffith and another institution to document and publicise a specifically approved pathway for progression between a program at the other institution and a Griffith award program, involving specific credit arrangements.

**Bachelor Honours Degree (AQF Level 8)** is typically equivalent to one year of full-time study, normally taken after the completion of a three year bachelor degree, referred to as “**end-on honours**” or may also comprise four or more years in length and may be studied concurrently with the bachelor degree, with the honours typically included in the final year/s of the program, referred to as “**concurrent honours**” or “**embedded honours**” refers to the award of Honours on the basis of a differentiated study program within a Bachelor degree (AQF Level 7) program which is four or more years (full-time equivalent) in length.

**Block Credit** is credit granted towards whole stages or components of a program of learning leading to a qualification. For example, when a group of courses undertaken at another institution is recognised as broadly equivalent to the learning outcomes of a group of courses within a Griffith program block credit is granted.

**Components of a qualification** refer to units of academic work or courses, the completion of which leads to an AQF qualification.

**Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

**Credit Point (CP)** refers to the number of units assigned to a course. Credit Points are assigned to courses such that the courses which comprise one year of full-time study add to 80 credit points.

**Credit Precedent Database** is the University's central repository of credit precedents and articulation arrangements. It is a web interface for direct and remote browsing by students, staff and outside bodies for administration and marketing purposes.

**Credit transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Cross-Institutional Study** refers to a student undertaking a program at one University, enrolls in one or more courses at another University for the purpose of completing the program at the first (home) University. Cross-Institutional students are out-going if their home University is Griffith, or incoming if their home University is another institution.

**Discipline** refers to a defined branch of study or learning.

**Exchange Studies** are studies taken at another University under an exchange agreement between Griffith University and an overseas University.

**Formal learning** is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. Examples of formal learning include study undertaken with other Australian Higher Education Providers and study at recognised overseas institutions. It also includes credentialed programs provided by recognised professional bodies, employers and other authorities,

**Non-formal learning** refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. Examples of non-formal learning are learning and training activities undertaken in the workplace, voluntary sector or in community-based settings.

**Informal learning** is learning gained through work, social, family, hobby or leisure activities and experience. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

**Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**Learning Profile** is a statement of an applicant's achievements of learning outcomes, knowledge, skills and competencies, supported by evidence, relevant to the particular program for which advanced standing or transfer is requested or for specific course/s for which credit is sought. The Learning Profile forms part of the Online Credit Application.

**Nested Qualifications** are purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.

**Prior Learning** is learning that has taken place prior to admission to a program of the University or prior to undertaking a relevant component of a program.

**Provisional Credit** is the granting of credit or the recognition of prior learning subject to prescribed conditions being met. Provisional credit is granted where there is uncertainty about the relevance or standard of particular prior learning.

**Qualification type** is the nomenclature used in the AQF to describe each category of AQF qualification e.g. Bachelor Degree or Bachelor Degree Honours. Each qualification type is defined by a descriptor expressed as learning outcomes.

**Recognition of prior learning (RPL)** is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. RPL assessors (Program Director or nominee as designated by the Dean and Course Convenors) document their decision on the Online Credit Application.

**Structured upgrading programs** are designed and approved by the University to upgrade or extend a qualification which the student already holds. Advanced standing is granted on the basis of a previously attained qualification which is a requirement for admission to the structured upgrading program. The structured upgrading program is therefore shorter than the standard length for a program at that level.

**Specified credit** is granted for one or more specific courses in a program, exempting students from those courses, and awarding the appropriate credit points in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific course.

**Unspecified credit** is granted in the form of credit points which take the place of elective courses (listed or free choice) or other optional components in a program. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a program as a whole.

**Vertical degree** is an approved program of study of at least four years (full-time equivalent) duration, in which the core requirements of a bachelor degree and a masters degree program or a bachelor honours degree and masters are undertaken simultaneously and for which two separate awards are granted.

## 5.0 Information

Title	Credit and Recognition of Prior Learning Procedure
Document number	2023/0000493
Purpose	This Procedure sets out the process of granting credit and recognition of prior learning that contribute towards satisfying the requirements for an award of the University.
Audience	Staff, Student, Public
Category	Academic
Subcategory	Student Services
Approval date	23 August 2023
Effective date	Trimester 1, 2024

Review date                      2025

Policy advisor                    Senior Manager, Domestic Admissions | Student Life | [credit@griffith.edu.au](mailto:credit@griffith.edu.au)

Approving authority            Provost

## 6.0 Related Policy Documents and Supporting Documents

Legislation                        Higher Education Standards Framework (Threshold Standards) 2021  
Education Services for Overseas Students (ESOS) Act 2000

Policy                                Credit and Recognition of Prior Learning Policy  
Higher Degree by Research Policy  
Student Review and Appeals Policy

Procedure                         Qualifications Procedure

Local protocol                    Credit and Recognition of Prior Learning Protocols

Form                                 Credit for Prior Learning application  
Application for Articulation Arrangement form