

# CREDIT PROCEDURE

## SCOPE

- All applications for credit toward courses or enabling programs.
- All locations.

Credit toward professional development education programs is not within scope of this procedure.

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## PROCEDURE STATEMENT

### 1. Granting credit

- 1.1 Monash has a fair and effective credit process that underpins a range of objectives: it facilitates student mobility; provides flexibility and choice for students; enables pathways to study; facilitates partnerships with other institutions; encourages students to return to study; and promotes life-long learning.
- 1.2 A student can apply for credit at the time of admission or at any time while enrolled in a Monash course. Students can receive credit on the basis of learning completed before commencing at Monash, or during their enrolment, for example if they study at another institution as part of a mobility program. In both cases, the criteria for determining credit are the same.
- 1.3 Monash can grant credit on the basis of formal, informal and/or non-formal learning.
- 1.4 Monash will grant credit only if:
  - the coherence of the Monash award is maintained;
  - the student will have achieved all course learning outcomes upon graduation;
  - the student will not be disadvantaged in terms of their ability to successfully complete the remaining units within the course.
- 1.5 When determining credit applications, the objective is to grant the maximum amount of credit, within the constraints of:
  - the course requirements, as set out in the [University Handbook](#); and
  - any limits set out in this procedure.

## Types of credit

### **Block credit**

- 1.6 Block credit is credit granted towards whole stages or components of a course.
- 1.7 For coursework master's courses, a student's point of entry may be determined by credit granted in the form of block credit.

### **Specified credit**

- 1.8 Specified credit is credit granted towards a specific unit or component of a course.
- 1.9 Specified credit is preferred over other types of credit and should be granted where possible.

### **Unspecified credit**

- 1.10 Unspecified credit is granted without identifying a specific unit that the credit replaces. It may be granted toward an area of study or elective component, including free electives or electives where the choice is restricted, for example where electives must be chosen from a list or a specific year level.

### **Exemption**

- 1.11 Exemption is a form of credit that waives the requirement to complete a specified unit but requires the student to complete another unit of the same credit point value. An exemption does not reduce the number of units required to complete a course.

## Credit for secondary school studies

- 1.12 Credit will not be granted for study completed at secondary school level. Credit may be granted for tertiary level units undertaken at a higher education institution as part of an applicant's secondary schooling, on the same basis as other credit applications.

## Transfer of grades

- 1.13 When students receive credit for studies completed at another institution, the grades awarded by that institution are not transferable and will not be included on the Monash transcript or included in Monash's [WAM](#), [GPA](#) and [CGPA](#) calculations.

## Internal course transfer

- 1.14 Credit is granted towards a specific Monash course. Students who transfer between courses are not automatically granted the same amount or type of credit in both courses.

## 2. Credit limits

- 2.1 Monash will not grant credit for prior study with a grade of near pass, conceded pass, terminating pass or equivalent as these grades are not considered to indicate successful completion of a unit.
- 2.2 Credit granted by another institution is not automatically transferable to Monash.

### Credit limits for coursework courses

- 2.3 Specified credit and exemptions are granted for whole units only. Unspecified or block credit must be in multiples of six credit points (see [Course Design Procedure](#)).
- 2.4 Credit will not be granted towards a research component of a coursework course. This includes thesis units in one-year honours courses, and any units or components of a course that the dean of the degree faculty (or nominee) determines constitute a research component.
- 2.5 If a student has failed a Monash unit, specified credit towards that unit can only be granted on the basis of study completed after the fail occurred e.g. as part of study abroad or an exchange program.
- 2.6 Students who are granted credit towards a Monash coursework course must complete a specified minimum number of credit points at Monash University, as set out in the following table.

Length of course/award (FTE)	Total course credit points	Minimum credit points that must be completed at Monash
0.5 year	24	12
1 year	48	24
1.5 year	72	36

2 years or longer	96 or more	48 (for double degree courses see also section 2.8)
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- 2.7 For the purposes of meeting the requirements set out in the table above, the minimum credit points that must be completed at Monash may include:
- any Monash units undertaken in the student's current course, in a different course or as single units;
  - Monash micro-credentials; or
  - any other forms of assessed learning offered by the University.
- 2.8 For double degree coursework courses, the minimum credit points that must be completed at Monash applies to each of the component awards. For example, for a double degree course consisting of two bachelor's degrees of three years or longer, a student must complete at least 48 credit points within each component degree.
- 2.9 The Academic Board has delegated to deans of a managing faculties (or nominees) the authority to approve a reduction in the minimum number of credit points that must be completed at Monash, on a case-by-case basis in extenuating circumstances. The dean of the managing faculty must report on such cases to the following meeting of the University Education Committee.
- 2.10 For double degree courses where the managing faculty is not the degree faculty, any reductions must also be approved by the dean of the degree faculty (or nominee).

### Credit limits for graduate research courses

- 2.11 Credit will not be granted towards a thesis or alternative research component of a graduate research degree.
- 2.12 For graduate research courses, the following maximum amounts of credit apply:
- 50 per cent of required coursework units, unless a course requires completion of a higher minimum number of credit points at Monash to comply with professional accreditation requirements. These variations must be approved by the Graduate Research Committee (GRC) as exemptions to this procedure.
  - 50 per cent of the required 120 hours of graduate research professional development activities for students enrolled in the professional development mode or graduate research industry partnership (GRIP) mode, with a maximum of 20 hours approved for any one activity.
- 2.13 The GRC (or nominee) can grant credit exceeding 50 per cent in exceptional circumstances.

### Application of credit limits to coursework master's courses

- 2.14 Some Monash master's courses are designed with multiple entry points where the entry point determines the credit points required to complete the course. An applicant's entry point is based on block credit assessment of the applicant's prior learning. See also [Course Design Procedure](#).
- 2.15 An applicant can choose not to accept block credit they have been granted.
- 2.16 In addition to any block credit granted to determine the entry point to a master's course, a student may also receive other forms of credit. The minimum amount of credit points that must be completed at Monash, as set out in section 2.6, is applied after an applicant's entry point has been determined. Each entry level's corresponding course credit points to complete are specified in the University Handbook.
- 2.17 Where the entry point has been determined based on block credit for prior studies, the same prior studies cannot be used for further credit that reduces the length of study. For example, an applicant who commences at an entry level based on prior completion of a cognate graduate diploma cannot also receive specified or unspecified credit for units completed in the graduate diploma.

### Multiple coursework awards

- 2.18 Where a student has previously qualified for a Monash University award and applies for credit on the basis of units undertaken as part of that award, a minimum number of credit points of additional study must be undertaken in the course they are enrolling in, as set out in the following table:

Length of course/award (FTE)	Total course credit points	Minimum credit points of additional study required
0.5 year	24	12
1 year	48	24
1.5 year	72	36

2 years or longer	96 or more	48
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- 2.19 Where a student is concurrently enrolled in two award courses at Monash (other than a double degree), two awards can only be granted if the units undertaken in each course differ by at least the amount of additional study specified in the table above. This does not apply to courses or programs that do not result in an award.

### Complementary study diplomas

- 2.20 Monash University offers diploma courses for complementary study, as an opportunity for students enrolled in bachelor courses at the University to undertake additional studies. No credit will be granted toward the bachelor course for study undertaken in the diploma course, and vice versa.
- 2.21 Students who are undertaking complementary study and discontinue either the diploma or the bachelor course prior to course completion are eligible for credit, subject to the normal credit assessment requirements set out in this procedure.

## 3. Articulation and credit transfer arrangements with other institutions

- 3.1 The University can establish articulation and credit transfer arrangements with other institutions. The credit provisions in such arrangements must be based on approved credit precedents (see section 7) and align with the standards set out in these procedures.
- 3.2 Deans (or nominees) of managing faculties are responsible for approving new articulation and credit transfer arrangements with other institutions and renewals and variations to such arrangements.
- 3.3 For articulation and credit transfer arrangements with overseas institutions, Global Engagement are responsible for keeping a central register and reporting on arrangements to the University Education Committee. The [Transnational Education Partnership Procedure](#) sets out principles for arrangements with education institutions outside Australia.
- 3.4 For arrangements with domestic institutions, deans (or nominees) must report all approvals, renewals and variations directly to the University Education Committee.
- 3.5 Faculties are responsible for regularly monitoring the academic performance of student cohorts admitted on the basis of articulation or credit transfer arrangements.
- 3.6 Deans of managing faculties (or nominees) must ensure articulation and credit transfer arrangements are reviewed at least every five years, or sooner, if Monash or the partner institution substantially changes the curriculum of a course, specialisation or unit that is subject to the arrangements. During the review of an arrangement, the credit precedents on which the arrangement is based must be reviewed and the academic performance of students considered.

## 4. Credit for external studies, complementary studies, exchange or study abroad

- 4.1 Students who wish to study at another institution as part of their Monash course can apply for pre-approval of credit.
- 4.2 Coursework students apply for credit at the same time they apply to undertake complementary study, exchange or study abroad. The application must specify the units they wish to undertake at the other institution. See [Enrolment Procedure](#).
- 4.3 Graduate research students who wish to undertake coursework units at another institution as part of their graduate research degree must seek prior approval from the GRC (or nominee).
- 4.4 Graduate research students can substitute up to 20 hours of the Monash approved professional development training activities with approval by the GRC (or nominee). Substitution is in addition to any credit granted under section 2.12.
- 4.5 If a student needs to change their enrolment at the other institution, for example if a unit is not offered, they must seek approval to change. If a student fails to seek approval for a change there is no guarantee that they will be granted credit for study completed at the other institution.
- 4.6 Coursework students apply for approval from their managing faculty.
- 4.7 Graduate research students apply for approval from the GRC (or nominee).
- 4.8 After completing their studies at the other institution, the student must provide a transcript of results that shows successful completion of units before the pre-approved credit can be applied to the student's record. The mark for these units will not appear on the student's academic record.
- 4.9 Credit for studies completed during deferment or intermission is at the discretion of the degree faculty, unless the student had prior approval by the University to undertake studies while on deferment or intermission.

## 5. Cancelling credit

- 5.1 A student can cancel credit that they have been granted and accepted.
- 5.2 When granted credit has been cancelled by a student, the student can request that it be reinstated at a later stage. Reinstatement of credit is at the discretion of the managing faculty. When considering a request, the faculty may consider changes to the student's study plans and any other relevant circumstances.
- 5.3 The University will only cancel granted credit if there was an administrative or technical error, or the credit application is found to be fraudulent.

## 6. Credit application process

### Submitting a credit application

- 6.1 Current coursework students must use the [online form](#) to apply for credit. Current students who are transferring between Monash courses are automatically assessed for credit as part of their course transfer application process.
- 6.2 Graduate research students applying for credit towards graduate research professional development activities must use the form prescribed by the Monash Graduate Research Office
- 6.3 Students who have been assessed for credit at the time of admission, or prior to the end of the first week of their first teaching period, will have their unit enrolment changed according to the credit granted. Applications received after the first week of a teaching period may affect a student's study plan or enrolment and will not be accepted as a reason to waive any fees or charges incurred due to late enrolment changes.

### Supporting evidence for credit applications on the basis of formal learning

- 6.4 The [supporting evidence](#) required is determined by any existing precedent, pre-approval or arrangement in place with the other institution. If the student has submitted the relevant documentation via the admission process, they do not need to resubmit those documents.
- 6.5 The student may be required to include:
  - evidence of successful completion of studies: an academic record, transcript or equivalent; and an explanation of what the results mean; and
  - details about the study completed: unit syllabus indicating content covered in the unit, assessment requirements and reading list; and, where a student has completed all or part of a course, documentation of the course structure such as an extract from the institution's handbook or similar.
- 6.6 Where a student is seeking credit pre-approval for units to be undertaken as external study, Monash will endeavour to make a credit assessment based on the information that is available at the time of the pre-approval.
- 6.7 Students who are applying for credit for study undertaken at Monash University or Monash College do not need to provide documentation with their application if it is available from the University's student management system and handbooks.

### Supporting evidence for credit applications on the basis of informal or non-formal learning

- 6.8 The degree faculty, or in the case of graduate research, the GRC (or nominee), determines on a case-by-case basis the evidence required in support of applications for credit for informal or non-formal learning. It may include an interview, a test or other form of assessment, and/or submission of a folio of work. It is the student's responsibility to provide sufficient documentation to enable the University to assess their application.

## 7. Credit approval process

- 7.1 For coursework courses, the degree faculty is responsible for determining credit. For double degree courses where the managing faculty is not the degree faculty for both awards, the managing faculty receives, processes and records credit applications and must refer the credit assessment to the degree faculty.
- 7.2 The dean of the degree faculty may delegate responsibility for approving credit precedents and credit applications where no precedent exists to an academic member of staff or a committee with academic representation.
- 7.3 The dean may delegate responsibility for approving credit applications based on existing precedents to any member of staff or committee.
- 7.4 For graduate research courses, the GRC is responsible for determining credit. The GRC delegates responsibility for determining credit applications to faculty associate deans (graduate research) (or equivalent role) in accordance with any guidelines established by GRC and with the condition that the credit does not exceed the maximum limit set out in section 2.12.

## Assessment of credit applications not based on existing precedent

7.5 Assessment of credit must consider:

- the academic purpose of a unit or other course component for which credit is sought, in the context of achieving course learning outcomes;
- comparability of learning outcomes and assessment;
- similarity in content and changes in the knowledge and practices of the discipline since the prior learning took place;
- the student's ability to successfully complete remaining units; and
- any professional accreditation requirements, such as recency limits.

7.6 For credit to be granted, the dean (or nominee) of the degree faculty, or in the case of graduate research the GRC (or nominee), must ensure that there is sufficient similarity in pedagogic purpose between the achieved learning and the Monash unit or course component for which credit is sought, and must be satisfied that the student will be able to achieve the course learning outcomes upon completing the course.

7.7 In the case of specified credit, the dean (or nominee) or GRC (or nominee) can request that an academic staff member with detailed knowledge of the Monash unit undertakes the assessment and provides a recommendation.

## Approving and recording precedents

7.8 When approving credit, the dean of the degree faculty (or nominee), or in the case of graduate research the GRC (or nominee), may decide that the case can be used as a precedent for future credit applications. Credit precedents can also be pre-approved, for example when setting up a credit transfer arrangement with another institution, or to facilitate mobility programs.

7.9 When establishing a credit precedent, the dean (or nominee), or in the case of graduate research the GRC (or nominee), must ensure the precedent is recorded and published in accordance with University business processes for credit precedents.

7.10 A credit precedent is valid for a maximum of five years. A credit precedent that has expired may not be used as the basis for a credit decision. The dean (or nominee), or in the case of graduate research the GRC (or nominee), can review credit precedents at any time and can extend the validity for a maximum of five years from the review date if they are satisfied it is still current.

7.11 When a course is substantially restructured, managing faculties, and degree faculties in the case of double degrees, must review all credit precedents, articulation arrangements and credit transfer arrangements affected by the restructure.

7.12 The degree faculty must archive credit precedents that are no longer relevant e.g. specified credit towards units that are no longer offered.

## Outcomes

7.13 The dean of the degree faculty (or nominee), or in the case of graduate research the GRC (or nominee), can decide to:

- grant credit in the form of credit towards specified unit/s (specified credit), block credit, unspecified credit or allow an exemption for a unit or course requirement;
- set conditions on a student's enrolment where relevant to granted credit or exemptions, e.g. additional electives or unit prohibitions; or
- not grant any credit.

## Notice of outcome

7.14 Credit applications where there are existing, valid precedents will be assessed within 10 working days. Longer periods may be required:

- during peak admission and enrolment times;
- for applications where there are no existing precedents; and
- for applications for non-formal and informal learning.

7.15 The managing faculty is responsible for notifying the student of the outcome. For credit approved by the GRC under section 2.12, the Monash Graduate Research Office is responsible for notifying the student.

## 8. Accepting approved credit

8.1 Students can choose not to receive some or all of the credit they have been granted. When credit has been approved, the student must accept the credit before it is applied to their record in the student management system.

8.2 International students subject to Education and Services for Overseas Students (ESOS) requirements must sign an authorisation form to accept the credit.

8.3 All other students are considered to have accepted the credit granted to them if they proceed to enrol after they have been notified of the credit application outcome.

## 9. Transparency and representation

- 9.1 The University will publish [credit information](#), including:
- the credit application process;
  - articulation and credit transfer arrangements with other institutions;
  - awards that are considered to be cognate to each Masters course offered;
  - credit precedents; and
  - requirements for international students subject to ESOS requirements.
- 9.2 Where Monash University, or a faculty, centre or institute, offers single units, micro-credentials, or other programs or forms of education and these are marketed or represented as providing eligibility for credit towards a course, the University must include details about the credit eligibility, specifically:
- the course/s towards which credit may be granted; and
  - any conditions for credit to be granted, e.g. minimum mark, time limitations.

## 10. Monitoring and review

- 10.1 The University Education Committee, via CASSC, has oversight of the granting of coursework credit, credit precedents and articulation and credit transfer arrangements. CASSC can request that faculties report on:
- the extent and nature of credit granted for courses;
  - the academic performance of student cohorts entering courses with credit; and
  - articulation and credit transfer arrangements with other institutions.
- 10.2 The Graduate Research Committee has oversight of the granting of credit and credit precedents toward graduate research courses and can request that Associate Deans (Graduate Research) report to the GRC on any matters related to the granting of credit.

## DEFINITIONS

<a href="#">Articulation arrangement</a>	A defined pathway that enables a student to progress from a completed course with another provider to a Monash course. Admission to the Monash course can be with or without credit.
<a href="#">Australian Qualifications Framework (AQF)</a>	The Australian Government's policy for regulated qualifications in the Australian education and training system.
<a href="#">Award</a>	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
<a href="#">Block credit</a>	Credit granted towards whole stages or components of a course rather than toward specific units
<a href="#">Cognate, cognate award</a>	A qualification in the same or a related field of study
<a href="#">Course</a>	A coherent sequence of units, usually leading to a degree or other award.
<a href="#">Credit</a>	Recognition that a student's previous learning is equivalent in content, learning outcomes and assessment in a form that reduces the requirements a student must satisfy to achieve a qualification.
<a href="#">Credit points</a>	The measure of student workload in coursework study.
<a href="#">Credit precedent</a>	Information about prior approved credit that can be used to inform future credit decisions and as an indication to prospective and current students of potential credit application outcomes.
<a href="#">Credit transfer arrangement</a>	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on equivalence in content and learning outcomes between matched qualifications.
<a href="#">Degree faculty</a>	The faculty specified in the Handbook as being responsible for the degree or other award for the year for which the Handbook is published. Double degree courses may have two degree faculties, listed in the Handbook as managing faculty and partner faculty for the course.
<a href="#">Exemption</a>	A form of credit granted that waives the requirement to complete a specified unit but requires the student to complete another unit of the same credit point value. In the student administrative system, the term 'preclusion' is used for exemptions.

Formal learning	Learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognised qualification
Informal learning	Learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.
Managing faculty	The faculty assigned responsibility for coordinating administrative matters for a course (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). For double degree courses the managing faculty is as specified in the University Handbook.
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Specified credit	Credit granted towards specified units and/or components of a course.
Student	<p>A person who:</p> <ol style="list-style-type: none"> <li>is admitted to a course of study at the University;</li> <li>is enrolled at the University in a non-award study or one or more units of study on an assessed or non-assessed basis and without admission to a course of study;</li> <li>is pursuing a course of study or unit of study at the University through an exchange or study program or other arrangement between the University and another educational institution;</li> <li>is engaged in a student mobility program involving the University, whether or not the program is credited towards a course of study or unit of study;</li> <li>has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded;</li> <li>has deferred, or has intermitted, or has been suspended from, a course of study;</li> <li>is enrolled in a course of study or one or more units of study offered by the University through another educational institution; or</li> <li>has consented in writing to be bound as a student by the University statutes and University regulations.</li> </ol> <p>The following terms are used to identify groups of students that are subject to different requirements:</p> <ul style="list-style-type: none"> <li>domestic student;</li> <li>international student; and</li> <li>international student subject to Education and Services for Overseas Students (ESOS) requirements.</li> </ul>
Unspecified credit	Credit granted where only the credit point value and the unit level are identified, often granted toward an elective component of a course.

## GOVERNANCE

Parent policy	<a href="#">Admission and Credit Policy</a>
Supporting procedures	<a href="#">Admission to Coursework Courses and Units Procedure</a>
Supporting schedules	Nil
Associated procedures	Nil
Related legislation	<a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Malaysian Qualifications Agency</a> <a href="#">Education Services for Overseas Students Act 2000 (Cth)</a> <a href="#">Monash University (Academic Board) Regulations, regulation 15</a>
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