

CREDIT TRANSFER POLICY

Policy number	33	Version	3
Approved by ABG on	25 September 2015	Scheduled review date	September 2016

1 Purpose

The policy aims to facilitate progression of students through the MMgt (Org Dyn) degree by giving credit for learning outcomes students have already achieved in another Australian Qualification Framework (AQF) qualification or other formal learning.

2 Scope

This policy pertains to the student life cycle.

3 Policy Statement

Students and prospective students of NIODA will have the opportunity to apply for credit transfer on the basis of completed components of another AQF qualification or other formal learning.

The assessment of application for credit transfer must ensure the integrity and standards of the NIODA course of study are maintained.

4 Definitions

Credit transfer is defined in the AQF as follows:

***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*

The AQF definition of credit is as follows:

***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*

5 Credit Transfer process

Prior to an application for credit transfer, discussion should take place with the Director of Academic Programs.

Students who wish to apply for Credit Transfer must lodge a Credit Transfer application form four weeks prior to the beginning of the semester in which credit is being requested.

The Director of Academic Programs will review all applications in consultation with the Education Committee, and respond to the applicant in writing regarding the decision to grant credit or not. Students can expect to receive notification within two weeks of the application being received.

In the application students must show that the previously undertaken subject content and requirements are equivalent to the subject for which they request a credit/exemption. They must ensure that all appropriate documentation is included in their application, including: original or scanned versions of official transcripts;

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course and subject outlines; and copies of assignment. The documentation must be relevant, current, valid and verifiable.

Credit Transfer forms are available on the NIODA website (insert url).

6 Responsibilities

The Director of Academic Programs, in consultation with the Education Committee, will decide on the credit transfer application and judge the credit to be assigned between the matched components of the two qualifications based on:

1. the veracity of the evidence presented and
2. the equivalency of the learning outcomes, discipline content and assessment requirements of the individual components of the qualification to the learning outcomes, discipline content and assessment requirements of the individual components of the MMgt (Org Dyn) degree.

The Director of Academic Programs will advise the prospective student/student of the outcome of their application within 2 weeks of it being received.

The Director of Academic Programs will record credit transfer decisions with reasons for decisions taken and report to the Academic Board of Governance on all credit transfer applications and outcomes at each meeting of the Academic Board.

Credit transfer forms are available on the NIODA website (insert url).

7 Grievances

Grievances relating to Credit Transfer processes and outcomes should be taken up as per the NIODA Grievance policy. The policy is available in the Student Policy Handbook which is published on the NIODA website (insert url).

3 Related Documents

Eligibility, Admissions and Enrolment Policy

RPL Policy

Credit Transfer application form

Student Grievance Policy