

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	001	Policy Database Document Reference Number 111001P

ADVANCED STANDING, ARTICULATION AND CREDIT TRANSFER POLICY

Purpose/ objectives	<p>To establish a La Trobe University system for credit towards programs of study from previous studies or activities.</p> <p>Advanced standing, articulation agreements, credit transfer and recognition of prior learning including non-credentialed learning enhance lifelong learning opportunities for students by facilitating mobility between post-secondary higher education institutions. La Trobe University is committed to this principle.</p>
Scope/ Application	<ul style="list-style-type: none"> • All campuses • Courses except those that are research-only • Incoming students
Policy Statement	<p>Credit towards an individual course at La Trobe University should only be granted for activities and studies that would form an acceptable part of that course. Credit will only be granted commensurate with academic achievements and consistent with the student's chance of success in the course.</p> <p>Credit into a La Trobe University program of study should be granted as follows:</p> <ul style="list-style-type: none"> • For specific La Trobe University subjects (if there is direct correlation between the prior learning and the La Trobe program of study) • For unspecified subjects (if there is no direct correlation, unspecified credit may be granted towards elective requirements of a La Trobe program of study) • For a block component of a program of study (for example, a completed two year diploma may entitle the holder to exemption from the first year of a La Trobe three year degree program of study) <p>To qualify for an award of the University, the normal requirement is that at least 120 credit points of study must be completed at La Trobe. For La Trobe awards of 120 credit points or less in duration, limited advanced standing may be given as detailed in the Advanced Standing and Credit Transfer Guidelines.</p> <p>Eligibility for credit does not guarantee a prospective student automatic entry into a La Trobe program of study.</p> <p>Articulation Agreements may be developed by La Trobe University with other institutions to facilitate movement between institutions and standardise the credit awarded to incoming students.</p> <p>La Trobe University, through its Recognition of Prior Learning process, will consider applications for credit based on any kind of prior learning, including formal prior learning, non-credentialed learning (also known as non-formal learning) and informal learning.</p> <p>Credit granted for completed prior qualifications is usually less than that granted for study that has not been attributed towards a qualification already.</p> <p>Credit is not granted more than once for studies previously undertaken.</p> <p>Credit may also be granted on the successful completion of a challenge examination set by La Trobe University for such a purpose.</p>

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Supporting Procedures	<p>Articulation Procedures</p> <p>Advanced Standing and Credit Transfer Procedures</p> <p>Advanced Standing and Credit Transfer – Overseas Students – Procedures</p>
Responsibility for implementation	<p>Heads of Campuses</p> <p>Deans</p> <p>Heads of Schools</p> <p>Associate Deans (Academic)</p> <p>Faculty Registrars</p> <p>Director, Academic Services</p>
Responsibility for monitoring implementation and compliance	<p>Deputy Vice-Chancellor</p> <p>Pro Vice-Chancellor (Educational Partnerships and Quality)</p>
Status	<p>Correction of error December 2011;</p> <p>Minor revisions January 2011;</p> <p>Minor revisions November 2009; referred to CTLC for information Feb 2010.</p> <p>Approved Academic Board 13 August 2008, item 425.4.4 – revision to new format and new content included.</p> <p>Original policies approved October 1992, November 1994 and July 1998.</p> <p>Amendments made in November 1998 and June 1999.</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
Key stakeholders	<p>Deans</p> <p>Heads of Campuses</p> <p>Heads of Schools</p>
Approval Body	Academic Board 13 August 2008, item 425.4.4
Initiating Body or person(s)	Pro Vice-Chancellor (Educational Partnerships and Quality)
Definitions	<p>Articulation – the process of linking two or more qualifications together by creating/identifying the content relationships between them.</p> <p>Articulation Agreement – Outlines the broad principles and conditions in an agreement between La Trobe University and a partner institution to match courses or requirements to coursework completed at a partner institution to facilitate advanced standing for students moving between La Trobe and the partner institution.</p> <p>Advanced Standing – Credit granted towards a La Trobe University program of study for prior learning including, but not limited to, any course of study or</p>

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	<p>examination passed in another educational institution. It is intended to minimise the unnecessary duplication of study. Advanced Standing is the outcome of the process of Recognition of Prior Learning.</p> <p>Challenge examination – a Pass/Fail examination set by La Trobe University for the purpose of determining whether a student has sufficient advanced knowledge to be exempted from a subjects or subjects of the University. It may not be used to award partial credit for a subject. If failed, the student would be expected to complete the entire subject or subjects.</p> <p>Informal Learning – Learning occurring through experience of work-related, social, family, hobby or leisure activities, without being part of a structured program of study.</p> <p>Prior Learning – Work completed at any educational institution (and recognised by the Academic Board for that purpose); work completed by a student in a course conducted by a body or person other than an educational institution (and recognised by the Academic Board for that purpose); or work or other study experience considered by the Academic Board to be relevant to that course of study.</p> <p>Recognition of Prior Learning – the process by which prior learning is identified and assessed for relevance and value against the requirements of a La Trobe program of study to determine the exemptions or advanced standing that may be granted towards that program of study.</p> <p>Non-Credentialed Learning (also known as Non-Formal Learning) – learning achieved through a structured program of learning outside the environment of an accredited higher education or vocational education provider. For example, in a private education institution, a workplace, or through a professional body.</p> <p>Credit – the number of subjects or credit points that a student who has been granted advanced standing will be excused from studying within a La Trobe University program of study.</p> <p>Credit Transfer – A means of linking individual components of existing programs to facilitate advanced standing into another program.</p>
<p>Related legislation</p>	<p>La Trobe University Act 1964</p>
<p>Related Policy and other documents</p>	<p>Australian Qualifications Framework Universities Australia website and related links DEEWR website “Credit Transfer and Articulation” particularly the following MCEETYA “Good Practice Principles for Credit Transfer and Articulation from VET to Higher Education” AQF National Policy and Guidelines on Credit Arrangements ANTA/AVCC “Draft Policy Guidelines on Cross-Sector Qualification Linkages” La Trobe University Articulation webpage Nested Qualifications Policy Nested Qualifications Procedures Advanced Standing and Credit Transfer Guidelines</p>

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Owner/Sponsor	Deputy Vice-Chancellor
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