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TEACHING AND LEARNING	1	
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Advanced Standing and Credit Transfer Guidelines

Preamble

Advanced standing and credit transfer arrangements increase opportunities for students with prior experience and qualifications to access higher education by facilitating student mobility between institutions and sectors.

Effective credit transfer is a key component in making lifelong learning a reality.

Guidelines

1. Credit may be granted in appropriate circumstances for:

- University and other higher education studies (including single subject and non-award studies)
- TAFE studies
- Extension studies that formed part of a VCE
- Studies with private education providers or public accreditation bodies
- Training programs in private companies
- Accredited learning in professional associations
- Work experience
- Life experience (in limited cases)

where there is substantial equivalence between the former studies or prior learning and the subjects for which the credit is given. The standard of overseas qualifications varies considerably and officers granting credit for these qualifications should consult appropriate documentation to gauge the equivalence of the studies.

2. In assessing credit for prior learning La Trobe University is prepared to take account of non-credentialed learning as described above, although credit will not normally be granted for learning from life experience.
3. The authority for granting credit for prior learning resides with the appropriate Faculty Board, which may delegate such authority to the Dean or one or more of the advisers of study of the Faculty, or jointly to the Dean and one or more of the advisers. Applications for credit based on work experience should be assessed by staff with expertise in or access to advice on relevant assessment methods.
4. Faculties shall determine how recently the former studies or prior learning must have been obtained, for the granting of credit. This could vary considerably between disciplines. Generally, credit will be granted only for studies performed in the past ten years, although this could be reduced in areas requiring clinical skills, or extended where the material is still relevant, especially if the person concerned has continued to add to their studies through employment or reading.
5. The maximum credit available for a complete degree towards a second or subsequent undergraduate degree shall be 50 percent of the previous award. Credit for a completed undergraduate degree may be awarded at any year level in the second degree.

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Where a graduate has completed more than the minimum requirements for the completed degree, further credit may be granted accordingly (up to a maximum of 67% of the subsequent course).

Notwithstanding this, graduates of other universities may be admitted directly to the Honours year.

6. The maximum credit available for an incomplete degree towards an undergraduate degree shall be 67 percent of the number of credit points for that award. Credit may be given at any year level.
7. The maximum credit available for non-degree qualifications, complete or incomplete, towards an undergraduate degree shall be 67 percent of the number of credit points for that award. This is a maximum and in most cases less credit will be given. In particular, this maximum credit will normally only be available for Advanced Diploma (formerly Diploma) courses; Diploma courses (formerly known as Associate Diplomas) would normally not attract more than 50 percent credit.
For all other forms of prior learning the maximum credit towards an undergraduate degree will be 50 percent of the number of credit points for that award. Credit for qualifications other than degree courses will normally be given only at first or second year level.
8. Credit towards Masters degree programs should normally be permitted up to 67% of an incomplete degree and up to 50% for a complete degree, provided that the total load is not less than 120 credit points.
9. Where a student completes a postgraduate/graduate award and enrolls for a second related course (eg a second graduate certificate in nursing) no credit is appropriate.
10. Exemptions can be given for relevant subjects in postgraduate courses provided the student completes the full number of credit points.
11. Where a student completes a relevant graduate certificate, credit to the value of 60 credit points may be granted towards a graduate diploma. On completion of the graduate diploma the graduate certificate must be subsumed.
12. Where a student has completed a relevant postgraduate diploma or honours year, entry to Masters by coursework candidature at part 2 level is appropriate.
13. Students wishing to qualify for two La Trobe University undergraduate, graduate or postgraduate degrees concurrently, sequentially or in a formal double degree program may do so on the basis of meeting a minimum of 75 percent of the credit points of the two awards. In doing so, the full requirements for the individual degrees must be met.
14. Specific additional credit point minimum requirements are as follows:
 - Two three year undergraduate degrees - 540 credit points, and a minimum of 75 percent of credit points from the final year of each of the individual degrees in the double degree program
 - Two Masters degrees – 180 credit points
 - Bachelor/Masters double degree sequences – 480 credit points, and the final year of the sequence must comprise only Masters level units.

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15. Students wishing to qualify for concurrent degrees from La Trobe University and another university must meet the requirements of both institutions.
16. A La Trobe undergraduate diplomate (eg former diplomates in Health Sciences) may be admitted to advanced standing to convert a diploma to the corresponding degree normally on the basis of a further half-year or more of study. The diploma should be subsumed before the degree is awarded if such a conversion is less than one year in length.

An undergraduate diplomate of another institution may be admitted to advanced standing to convert a diploma to the corresponding degree normally on the basis of at least a further year of full-time study.
17. Credit for incomplete La Trobe studies may exceed the maximum stated (67 percent of the subsequent course) where a student transfers between courses and accepts that the initial award is not to be completed.
18. Where pre-requisite knowledge is required, or other restrictions apply to granting of credit, La Trobe University should publish advice to prospective students on ways in which requirements can be met.
19. Credit granted for TAFE subjects may require greater than a bare pass. This information should be included in the relevant Articulation Agreement and Table(s).
20. Some secondary school qualifications (eg A levels in the British system and International Baccalaureate) are more advanced than the Victorian VCE and could possibly attract some credit for University studies.
21. Partial credit for subjects may not be granted under the Higher Education Support Act 2003. A student may, on the basis of prior learning, be exempted from part of the work requirements of a subject but must still enrol for the full subject and will be liable for the full fee or Higher Education Contribution and the associated Student Learning Entitlement for that subject.
22. Where a student enrolls for one or more subjects while awaiting a credit decision, that decision must be finalised before the census date of the teaching period in which the student is taking the subject(s). The student may then be withdrawn without penalty from any subject(s) for which credit is granted and the withdrawal noted on the approved credit application form.
23. Advice on overseas qualifications can be obtained through the National Office of Overseas Skills Recognition (NOOSR) and sometimes from VTAC via the University's Liaison Officer.
24. Faculties should be careful in considering applications for credit on the basis of conceded passes (or lower level passes such as PII at Monash), which are given in the context of a course structure. Credit implies a student has met a prerequisite requirement, if one exists, for a higher subject.
25. A student who wishes to appeal the credit granted on the grounds of the process used to make the determination may apply to the University Ombudsman for a review of the process (see also Advanced Standing and Credit Transfer Procedures).

Links

[DEEWR website](#) "Credit Transfer and Articulation"

Approved Academic Board 13 August 2008