



Document Type	Policy
Administering Entity	Academic Board
Latest Approval/Amendment Date	December 7, 2020
Last Approval/Amendment Date	October 26, 2020
Approval Authority	Academic Board
Indicative time of Review	October 26, 2023
Related documents	<i>Students Grievance, Resolution Policy and Procedures</i> <i>Recognition of Prior Learning Policy and Procedures Privacy Policy.</i> <i>Higher Education Standards Framework (Threshold Standards)</i> <i>2015 Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act)</i> <i>*as amended from time to time</i>

1. Purpose

- a. This documents Analytics Institute of Australia (AIA) policy on advanced standing and the determination of credit for previously completed formal study, the recognition of prior learning, or approved cross-institutional study.
- b. The objectives of the policy are to:
 - Identify the circumstances and regulations under which advanced standing will be granted.
 - Outline the responsibilities of applicants, students, and staff in relation to requests for and granting of advanced standing.

2. Scope

This This policy applies to (target group):

- Higher education applicants to Analytics Institute of Australia
- Current higher education students
- Course Convenors
- Registrar
- Academic Board and its Sub-Committees

3. Principles

- a. In accordance with TEQSA's guidance note for Credit and RPL, all students and applicants have "equivalent opportunities for successful transition into and through their course of study, irrespective of their educational background or entry pathway"¹.
- b. Credit through recognition of prior learning is granted only if:

¹ <https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning>

- Students who are granted advanced standing and credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
- The integrity of the course of study and the qualification are maintained.

4. References

This policy should be read in conjunction with Student Grievance, Resolution Policy and Procedure.

5. Definitions

1. Advanced standing: credit granted towards a student's enrolled course based on completed formal studies and/or based on recognition of prior learning.
2. Applicant: a potential student who has submitted a formal application (electronic or paper) to AIA to enrol as a student.
3. Block credit: granted in place of whole stages in a course.
4. Credit transfer: the transfer of credit points from completed formal study into a student's AIA course in recognition of equivalence in content and learning outcomes.
5. Cross-institutional study: where a current student is granted permission to enroll in a relevant unit (or units) at another recognised higher education provider and, on successfully completion, will be granted specified credit for the completed study into their AIA course.
6. Exemption: waiving the requirement of a subject to be completed based on the satisfactory completion of an appropriate subject(s) or other work at an approved institution or other appropriate means.
7. Formal Learning: learning attained through a formal program of study with an accredited education provider e.g. Diploma, Advanced Diploma, Bachelor or Masters.
8. Informal Learning: learning acquired in an informal context, such as through work, community service, volunteering, open learning opportunities, and/or life experiences.
9. Module credit: credit given for part of a unit in recognition that the student has already met the unit outcomes for that section. Where module credit is granted the student must still enrol in the unit and satisfactorily complete the remaining components, as outlined by the relevant lecturer, and is still liable for the full tuition fee for the unit.
10. Non-Formal Learning: learning acquired through non-accredited study with a provider other than a university or accredited education provider. It includes education or training provided through employer-based programs and professional bodies. Micro-credentials such as MOOCS, open learning courses using Open Education Resources (OERs) and "Badges for Learning" are defined as non-formal learning.

RPL: Recognition of Prior Learning is a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning

11. Specified Credit: Credit granted towards one or more specific subjects. Specified credit is granted when learning can be demonstrated to be a near or exact equivalent to an AIA unit.
12. Student: is a person who is formally enrolled in a course at AIA.
13. Unspecified credit: granted in place of elective components in a course

6. Responsibilities

Students and Applicants

- a. Students and applicants may apply for advanced standing or credit in undergraduate or postgraduate courses where they have completed formal studies at another accredited higher education institution or registered training organization.
- b. Applications for advanced standing or credit are made by submitting the Application for Advance Standing, Credit or Recognised Prior Learning Form to the relevant Course Convenor (for current students) or AIA's Student Administration Support (for applicants) along with:
 - c. An original copy of any relevant Transcripts of Academic Record or Australian Higher Education Graduation Statement (AHEGS) as documentary evidence of satisfactory completion of the unit/s for which they are seeking credit, and
 - A copy of the Unit Outline for the unit/s for which advanced standing or credit is being sought.
 - Official documentary evidence of relevant work experience where recognition of prior learning is the basis for the requested advanced standing or credit.
 - Applicants who require a student visa to study at AIA need to apply for advanced standing or credit and have it assessed and approved prior to having their Confirmation of Enrolment (COE) granted, so that the time required for them to complete their course where advanced standing is granted can be factored into the course commencement and completion date on their COE.
 - d. Applicants who do not require a student visa to study at AIA may have their applications for advanced standing or credit assessed and approved prior to enrolling in the courses.
 - e. Students who are not student visa holders should submit applications for advanced standing or credit as soon as possible after they have enrolled in a course to ensure it is assessed in a timely manner. Failure to do so may result in the student enrolling in and completing a unit for which they might otherwise have received credit.

- f. Students and international applicants must indicate in writing, on the form provided to them by the AIA's Student Administration Support, that they accept the advanced standing or credit which has been granted.

Course Convenors

- a. Course convenors assess applications for advanced standing or credit and advise AIA Registrar in writing (by email) of the outcome of the request within 21 working days of receipt of all required documentation. They provide to the Registrar the original copy of the transcript, or evidence it has been sighted by an approved AIA staff member, so that the Registrar has the required evidence to grant the advanced standing or credit.
- b. When assessing units for specified credits, Course Convenors must ensure that there is sufficient equivalence in content, rigor (unit level) and learning outcomes to satisfy course outcomes, graduate attributes, and any relevant professional requirements.
- c. Course Convenors ensure that approved advanced standing or credit complies with relevant AIA Policies, the Australian Qualifications Framework (AQF) and any relevant professional body before approving it.
- d. Where the study has been undertaken in a different course at AIA, the Course Convenor approves any units which can be transferred to the course in which the student subsequently enrolls. In certain situations, units can be transferred to the new course as duplicate units rather than by advanced standing.
- e. Measures must be taken to ensure that the basis for advanced standing or credit is not used on multiple occasions. This is particularly important where multiple Course Convenors are involved in the assessing/approval process.
- f. Applications for advanced standing or credit which fall outside of the regulations outlined in this policy must be referred to the Learning and Teaching Committee for approval.

Learning and Teaching Committee

- a. All approved advanced standing or credit for students must be recorded in the minutes of the next scheduled Learning and Teaching Committee.
- b. Requests which fall outside of the normal regulations must be referred by the Course Convenor to the Learning and Teaching Committee for consideration on a case by case basis, but will only be recommended to the Registrar and granted in exceptional circumstances, and the outcome tabled at the Academic Board.



Registrar

The Registrar is responsible for the granting of advanced standing. Advanced standing is not considered to be official until it has been granted.

- a. The Registrar grants advanced standing within 7 working days of submission of all required documentation.
- b. Students are notified by AIA's Student Administration Support when requested advanced standing has been granted and they are then required to submit a response, in writing, to accept it.
- c. The Registrar submits advanced standing reports to internal committees as required within the requirements of the *AIA Privacy Policy*.

7. Regulations for Advanced Standing

- a. The maximum amount of credit which may be granted normally is no greater than 50% of the course.
- b. Units for which credit is granted should have reasonable correspondence to units offered by AIA
- c. Credit is normally not granted for study/work completed more than 7-10 years (depending on the course) prior to the commencement of the student's enrolment in the course for which they are requesting advanced standing.
- d. Students wishing to graduate with two AIA awards may be granted cross credits not exceeding 50% of the shorter course.
- e. Units which are transferred from one AIA course to another AIA course to which a student transfers are identified in the second course as duplicate units. The grades in duplicate units contribute to the grade point average (GPA) in the course to which they are transferred.
- f. The basis of advanced standing or credit unit grades for any study completed at institutions external to AIA or for units completed at AIA where transferring units as duplicate units is not an available function, do not contribute to the grade point average (GPA).

8. Cross-Institutional Study

- a. Students wishing to enrol in a unit, offered at an external institution, for credit to their AIA course on successful completion, are advised to seek the guidance of their Course Convenor to determine if the unit is appropriate.
- b. Cross-institutional study is not normally allowed for elective units in an AIA course. Students are required to submit a request, using the official 'Cross-institutional Application Form' to the Learning and Teaching Committee, with appropriate supporting documentation identifying the reason why they wish to study the unit externally and information about the content of the external unit.

- c. The Learning and Teaching Committee submits to the Registrar Office the details and minute number of approved cross-institutional study to enable Registrar to write an official letter which will be provided to the student, granting permission to enrol in the unit/s.
- d. Where cross institutional enrolment is for units already approved through the accreditation of AIA courses or through MOUs with external institutions, approval has already been granted by the Registrar. Students enrolled in such courses do not need to seek additional approval. However, they are required to request the Registrar to provide an official letter granting approval to enrol in the unit/s at the external institution and stating that the cross institutional study will be credit transferred toward their AIA course when successfully completed.
- e. Upon successful completion of the unit/s at an external institution, it is the student's responsibility to submit to Registrar an original copy of the official Academic Transcript from the external institution. This documentation must be received as soon as possible after the student has successfully completed the unit/s and no later than the published deadline for grade upload for prospective graduates prior to the expected student's graduation.

9. Advanced Standing by Challenge Assessment

- a. Students may submit to the Learning and Teaching Committee an application to demonstrate that they have achieved the learning outcomes of a particular unit through prior learning where no formal qualification or grade has been awarded. In such circumstances the Learning and Teaching Committee may permit the applicant to demonstrate their prior learning through submitting a summative assessment item normally in the form of an examination.
- b. Where a challenge assessment has been approved, the Course Convenor and the Learning and Teaching Committee shall be satisfied that the summative assessment item is set and assessed at the same level as that expected of other students in the unit.
- c. Students who sit a challenge assessment must achieve at least a passing grade to be eligible for advanced standing to be granted for the unit to which it relates.
- d. The result of the challenge exam is recorded by Learning and Teaching Committee and advised to the Registrar.
- e. The option of challenge assessment is not available in all courses.

10. Use of Unit across Multiple Unit Sets

- a. A unit may count towards multiple units sets in a student's course, as appropriate, subject to:
 - Another unit being taken as an elective to make up the total credit points of the award, and
 - Majors and minors being composed of at least 50% of units not credited in another unit sets for that student's degree.

11. Articulation Arrangements

- a. Articulation arrangements between AIA and other higher education providers can be used to provide automatic admission into one qualification from another.
- b. Where articulation arrangements are established, the agreed credit outcomes and the defined pathway between the linked qualifications will be documented and made publicly available.
- c. For credit transfer from other higher education providers, where a formal articulation agreement is in place which sets out pre-assessed and approved course credit, students do not need to formally apply for credit transfer. The credit approved by AIA will be applied automatically to any student upon admission if they have successfully completed or partially completed the previous qualification and met other admission requirements (such as English language proficiency or visa requirements).

12. Recording and Acceptance of Advanced Standing or Credit

- a. Advanced Standing or credit which has been approved by the relevant Course Convenor and granted by the Registrar is recorded in the student's record in the Student Management System (SMS).
- b. Students can view granted advanced standing and credit by logging into Student Management System.
- c. A record of advanced standing and/or credit is included on the student's official Statement of Academic Record (Transcript) and AHEGS.
- d. Students are informed in writing (by letter for commencing students, and by email for current students) when advanced standing or credit has been granted.
- e. Students indicate acceptance of advanced standing or credit by return email or a signed acceptance form, copies of which are kept in the student's file.

13. Appeals Process

A applicant for advanced standing or credit may appeal the decision of the Course Convenor by forwarding a written notice of appeal to the Academic Dean, normally within ten working days of receiving the decision. The notice of appeal must state the grounds on which the applicant or student is seeking the appeal.

An appeal will normally be based on the following grounds:

- Procedural irregularity; and/or
- New evidence.

The Academic Dean will consider the appeal and may consult with any relevant academic staff. The appellant may also be consulted.

The normal timeframe for assessing an appeal will be within ten working days of the receipt of the appeal.

If an applicant remains dissatisfied with the decision they can utilise AIA's Students Grievance, Resolution Policy and Procedure. A copy of which can be found at:

<https://analyticsinstitute.edu.au/policies-and-procedures/>

Version History

Version	Approved by	Approval Date	Details
V 1.0	Academic Board	26/10/2020	
V 1.1	CEO	23/11/2020	Amended and title changed to incorporate the already approved Credit Transfer and Articulation Policy

Document Owner: Academic Board