

Credit Points and Undergraduate Course Structure Policy

Section 1 - Background and Purpose

(1) This Policy prescribes the attributes of the credit point system that operates at the University for coursework subjects to facilitate cross-disciplinary enrolment, transfers between courses and credit transfer. It also details how undergraduate courses may be structured incorporating subjects at different levels.

Section 2 - Scope

(2) This Policy applies to all coursework subjects and structures for single undergraduate courses.

(3) Requirements for other courses are outlined in the following policies:

- a. the [Australian Qualifications Framework \(AQF\) Alignment Policy](#)
- b. the [Double, Combined, Dual and Joint Qualifications Policy](#)
- c. the [Masters by Coursework Policy](#).

Section 3 - Policy Statement

Subject Credit Points

(4) Normally coursework subjects will have a value of 15 credit points except in the following circumstances:

- a. where, for pedagogical reasons, certain subjects are offered as multiples of 15 credit points (this includes, but is not limited to, clinical subjects, fieldwork placements, internships, laboratory classes or the thesis component of courses)
- b. subjects for non-award programs, such as professional development programs and other short courses, may be established at less than 15 credit points. Where these subjects demonstrably meet the appropriate [Australian Qualifications Framework](#) level, they may be accumulated for credit into a relevant cognate 15-credit point subject.

(5) All subjects must be approved via the relevant process (see [Course and Subject Management Policy](#) and Procedures).

Undergraduate Course Structure

Standard Course Structure

(6) For the purposes of assessing fees and load reporting an EFTSL (Equivalent Full-Time Student Load) for an Academic Year is defined as 120 credit points.

(7) To be eligible for the award of a diploma, students will complete 120 credit points; for the award of an associate

degree, 240 credit points.

(8) To be eligible for the award of a Bachelor Degree, students will complete a minimum of 360 credit points. This will normally be composed of a maximum of 150 credit points at first year level and a minimum of 120 credit points at third year level (or at fourth or fifth year level for four or five year courses).

Variations to Course Structure

(9) Variations to these requirements for course structures normally require the approval of the Education Committee with the condition that, in bachelor degrees, first-year level subjects may be increased only by a corresponding reduction in second-year (not final year) subjects.

(10) The minimum of 120 credit points at final-year level in a bachelor degree course may be reduced to 90 credit points without a waiver where:

- a. open electives (at any level) occur in the final year of a bachelor degree; or
- b. individual students need to vary their course structure for educational reasons such as credit awarded, or for specific career outcomes.

Section 4 - Procedures

(11) Nil.

Section 5 - Definitions

(12) For the purposes of this Policy:

- a. Credit Point: a unit of measure to indicate the workload in a subject or course.
- b. EFTSL: Equivalent Full-Time Student Load. 1.00 EFTSL represents the total workload of a full-time student in any single Academic Year in a given course.
- c. Full-time*: refers to a student who is enrolled for 75% or more of an Equivalent Full-Time Student Load (i.e. 90 CP or more for an academic year).
- d. Part-time*: refers to a student who is enrolled for less than 75% of an Equivalent Full-Time Student Load (i.e. less than 90 CP for an academic year).
- e. Non-award program: a course that is not recognised for a qualification under the Australian Qualifications Framework.
- f. Open elective: a subject that a student may select from a related or other discipline in the University for inclusion their course, subject to any quotas that may apply and the student meeting the relevant pre- or co-requisites of the subject.

***NOTE:** These are University definitions and may not necessarily coincide with definitions applied by external agencies - such as those that are responsible for administering government benefits.

Status and Details

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