

Advanced Standing, Articulation and Credit Transfer Policy

Section 1 - Background and Purpose

- (1) To establish a La Trobe University system for credit towards programs of study from previous studies or activities.
- (2) 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. In formalizing these arrangements and agreements the intention is to ensure that students are not required to repeat material previously mastered, and also that they are adequately prepared to achieve the learning outcomes of the award in which they enrol. It is also intended to facilitate movement between institutions and standardise the credit available for individual courses.

Section 2 - Scope

- (3) Applies to:
- All campuses
 - Courses except those that are research-only
 - Incoming students

Section 3 - Policy Statement

- (4) 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. Credit may result from an individual application by a student or through an arrangement between institutions.
- (5) Credit into a La Trobe University program of study should be granted as follows:
- 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 VET diploma may entitle the holder to exemption from the first year of a La Trobe three year degree program of study)
- (6) To qualify for an award of the University, the normal requirement is that at least 120 credit points of study must be completed within the relevant La Trobe course. 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.
- (7) Eligibility for credit does not guarantee a prospective student automatic entry into a La Trobe program of study.

(8) 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.

(9) Credit is not granted more than once for studies previously undertaken.

(10) Credit may also be granted on the successful completion of a challenge examination set by La Trobe University for such a purpose.

Section 4 - Procedure

(11) Refer to the:

- a. [Articulation Procedure](#)
- b. [Advanced Standing and Credit Transfer Procedure](#)

Section 5 - Definitions

(12) For the purpose of this Policy:

- a. Articulation – the process of linking two or more qualifications together by creating/identifying the content relationships between them.
- b. 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.
- c. 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 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.
- d. 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.
- e. Informal Learning – Learning occurring through experience of work-related, social, family, hobby or leisure activities, without being part of a structured program of study.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. Credit Transfer – A means of linking individual components of existing programs to facilitate advanced standing

into another program.

Section 6 - Stakeholders

Responsibility for implementation – Heads of Campuses; College Pro Vice-Chancellors; Heads of School; Associate Pro Vice-Chancellors (Coursework); Associate Pro Vice-Chancellors (Academic Partnerships); College General Managers; Executive Director, Student Services and Administration.

Responsibility for monitoring implementation and compliance – Deputy Vice-Chancellor (Academic); Executive Director, Educational Partnerships and Quality.

Status and Details

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