

Advanced Standing and Credit Transfer Procedure

Section 1 - Background and Purpose

- (1) Advanced Standing and Credit Transfer increase opportunities for students by facilitating mobility between higher education institutions. La Trobe University is committed to this principle.
- (2) This Procedure includes consideration of informal learning and non-credentialed (also known as non-formal) learning achieved outside the environment of an accredited higher education or vocational education provider, eg from a private education institution, a workplace or through a professional body.
- (3) Credit is not granted more than once for studies previously undertaken.
- (4) Credit may also be granted on the successful completion of a challenge examination set by La Trobe University for such a purpose.

Section 2 - Policy Statement

- (5) Refer to the [Advanced Standing Policy](#).

Section 3 - Procedure

Information to be Made Available

- (6) La Trobe University will publish information on the credit which will be granted in courses (other than higher degrees) on the basis of prior learning. This may be in the form of an Articulation Agreement and Table(s).
- (7) This information will be available in handbooks or on webpages.
- (8) Published information should indicate to prospective students that eligibility for credit does not guarantee them automatic entry into a La Trobe University program of study.

College Responsibilities

- (9) Individual Colleges should develop acceptable credit transfer mapping to enable administrative awarding of credit in most circumstances using the approved Tables. Each College should also have in place an effective means of reviewing credit transfer decisions. Information published by the College should include details of the review process.

Notification of Credit Granted

- (10) As far as possible, students should be advised of credit offered at the time they accept a place in a course, rather than being required to make subsequent application for credit.

Acceptance of Credit Granted to International Student

(11) The University must provide a written record of the course credit granted to the student, which the student must sign or otherwise accept. This document is then placed on the student's file.

(12) Where the credit is granted before enrolment and the information is included on the letter of offer, the student's acceptance of the offer is sufficient record.

(13) This activity allows the University to comply with Standard 12 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (established under the [ESOS Act 2000](#)).

Credit for Partially Completed Studies

(14) The University will grant credit for partially completed programs of previous study as well as for completed courses, in accordance with the Advanced Standing and Credit Transfer Guidelines.

Required Documentation

(15) Students applying for credit or advanced standing must complete the approved University form.

(16) Credit must only be granted after sighting suitable documentation, normally original versions of official transcripts or the equivalent. This includes scanned versions of official transcripts emailed directly to the University from the issuing institution.

(17) Where necessary, applicants for credit may be asked to provide English translations of original materials or to provide additional supporting documentation (eg extracts from handbooks describing the study).

Fees Payable for Assessment of Credit

(18) The University will not charge fees to assess prior learning.

Level of Difficulty Required

(19) The procedures adopted to assess a particular course or range of experiences as the basis for credit should ensure that the prior learning assessed is comparable in content and standard with the course in which credit is sought. The standards applied in assessing prior learning should not be greater than those required to pass the relevant component of the course.

Review of Decision

(20) If a student believes that a decision about their application for credit

- a. was prejudiced or
- b. failed to follow the policy or procedures provided by the University or
- c. was beyond the authority of the decision-making party or
- d. was inconsistent with the evidence presented

he or she may apply to the University Ombudsman for review of the decision.

Challenge Examinations

(21) The University may set a challenge examination to allow students to have their prior knowledge assessed for the purpose of awarding advanced standing into a program of study. 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. An administration fee to sit the examination may be payable.

Section 4 - Definitions

(22) For the purpose of this Procedure:

- a. 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.
- b. 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.
- c. Informal Learning – Learning occurring through experience of work-related, social, family, hobby or leisure activities, without being part of a structured program of study.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. Credit Transfer – A means of linking individual components of existing programs to facilitate advanced standing into another program.

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