

ACADEMIC CREDIT Policy and Procedure

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Academic Credit (or Credit): Award of Credit for previous formal studies which are considered ‘equivalent in the academic level of content, the hours of study required and the learning outcomes’ to a particular unit in the relevant College award program (degree or diploma). Without having to enrol in that unit, the student will be awarded the credit points associated with that unit, towards completion of their degree, diploma or other award program. Academic Credit is also awarded on the basis of RPL (See Definition below).

Block Credit is the award of Academic Credit for a particular component of the program (i.e. for all of the units in a Semester or a Year) on the basis of prior studies and/or RPL.

Assumed Knowledge: The body of knowledge that students are assumed to have acquired before commencing their program at the College. The program will be taught on the understanding that students already have a certain level of knowledge in particular areas and at a particular level.

Recognition of Prior Learning (RPL): (As defined in the Australian Qualifications Framework) An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the Credit outcomes of an individual application for academic Credit.

Subject: A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Subjects at the ACC comprise one or more units of study.

Subject or Unit Coordinator: The academic staff member who is responsible for the design, delivery and assessment of a scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum.

Unit (or Unit of Study): An element of a subject (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PURPOSE

This Policy is designed to ensure a consistent approach to the award of Credit to commencing students in recognition of their successful completion of studies and/or relevant prior work experience prior to enrolment in College award programs, whilst at the same time maintaining the standards required of students to satisfy program and unit objectives and learning outcomes.

SCOPE

This Policy applies to all units offered in the College's Diploma of Health Science, Bachelor of Chiropractic, and other award programs.

POLICY

1. The *Academic Credit Policy and Procedures* for awarding Credit towards the ACC degree programs will maximise student progression whilst maintaining the integrity of the qualification and meeting discipline requirements.
2. The Student Experience Manager in consultation with the Academic Dean is responsible for determining a student's eligibility for Credit, as an integral part of the admissions and enrolment process for commencement of a College diploma or degree or other award program.
3. Credit will be granted for previous learning where this has been assessed as equivalent to level of learning, learning outcomes, volume of learning, learning and assessment approaches and the approved content of the relevant program of study (Diploma and Bachelor programs).
4. Credit may be granted in recognition of:
 - previous formal studies and results achieved; and/or
 - recognition of prior learning (RPL), which will include clear advice to the student on the level of Assumed Knowledge for each unit for which Credit is granted.
5. Credit is awarded for whole units (not for elements thereof), and may be awarded as Block Credit.
6. If a student feels that they do not have all of the Assumed Knowledge for units for which Credit is granted, they will be directed to material that they can study independently, and/or will be offered participation in a Summer School or similar learning support that will assist in bridging the knowledge gap.
7. The College's **Academic Credit Procedures** specify in detail the process of assessment and the criteria to be met in determining the outcome of each student application, as well as processes for revocation of Credit, review of decisions if a student is not satisfied with the outcome of their Credit application, student appeals against a decision, and methods of monitoring and student support.
8. Education Cooperation and/or Articulation Agreements may be established with other selected tertiary education providers in order to build learning pathways for students, maximise opportunities for recognition of prior studies and to establish strategic alliances. These agreements will create clear and expanding pathways to assist students to pursue their Chiropractic studies and without unnecessarily duplicating prior relevant academic achievements. Education Cooperation or Articulation Agreements shall align with the College's strategic objectives and result in clear benefits to the College and its students.

PROCEDURES

1. Eligibility for Credit

Eligibility for Credit is assessed by the Student Experience Manager in consultation with the Academic Dean and relevant Subject or Unit Coordinator responsible for the unit(s) for which Credit is being sought.

Students may apply for Credit where they have successfully completed units at a similar AQF level or equivalent standard in previous studies and can provide an official transcript. Students may also apply for Credit on the basis of RPL, which is assessed on the basis of relevant prior learning, including formal, informal and non-formal learning.

2. Application for Credit

In order for an application for Credit to be considered, a student is required to: Complete and submit, an Application for Academic Credit Form to the College Admissions Office.

When applying for Credit on the basis of previous relevant formal study, attach supporting documentation including:

- Official Transcripts from previous Higher Education Institutions indicating the course(s) or program(s) of study, year completed and grade obtained (including details on the grading system); and
- copy of course/program and subject/unit descriptions, including syllabus or handbook outlines and learning outcomes.

When applying for Credit on the basis of RPL, attach evidence of prior learning and relevant experience to support their application, including:

- evidence of practice that demonstrates knowledge and skills;
- a clear chart or diagram, showing the alignment between the levels of knowledge and/or skill demonstrated in the studies already completed and those for the units for which RPL is sought.

Students are also required to pay the required fees for assessment and processing of their application, at the time of submission of their application.

All documents must be certified and translated into English.

Applications for Credit should be received at least 20 working days prior to the commencement of their studies at the College. Adherence to this timeline will allow for application of approved Credit transfer to the student's record prior to the commencement of week one.

Applications received after this point but more than 5 working days prior to the commencement of the first semester will be assessed as soon as possible and prior to the census date. In such instances, students will be required to enrol in those units for which Credit has been requested, until the outcome of their application is known.

In line with Standard 2 of the National Code of Providers of Education and Training to Overseas Students 2018, when granting Credit to international/overseas students, the College will provide a written record for the overseas student to accept, and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

If the College grants Credit which reduces the overseas student's program length, the College will then inform the student of the reduced program duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the program. The College will report any change in program duration in Provider Registration and International Student Management System (PRISMS) where Credit is granted after the overseas student's visa is obtained.

3. Maximum Amount of Academic Credit

The maximum allowable allocation of Credit will be capped at no more than 50% of the units comprising the Bachelor of Chiropractic program. For the College's Diploma of Health Science program, there are no limits to the amount of Credit that may be awarded.

Credit will be considered for units in the Diploma/Level 1/Year 1, Years/Levels 2 and 3 of the Bachelor of Chiropractic award. Credit will not be granted for units delivered in Years/Levels 4 and 5 unless a student can demonstrate a higher level of academic achievement in the relevant subject areas than that required for the program in which they are enrolling.

4. Maximum Periods for Academic Credit

An application for Credit, where learning achievements were obtained greater than ten (10) years prior, will not be

assessed nor will Credit be granted. In the event that professional accrediting and statutory bodies and/or advisory groups advise that a period of less than ten (10) years is appropriate for this purpose, the College will advise current and prospective students of any consequent change in the College's policy.

Where currency of knowledge or competency is in doubt, the College may offer a competency exam to enable a student to demonstrate their level of knowledge and support their application for Credit.

5. Revoking Credit

The Academic Board, on the advice of the Academic Dean, may revoke Credit previously granted toward the College's degree, diploma program and other award programs, in any of the following circumstances:

- the original decision of the College to award Credit was based on incomplete and/or incorrect information;
- incorrect or misleading information was supplied by the student at the time of application;
- problems were identified in the process of assessing and awarding Credit, and the College is of the opinion that the award of Credit will put the student at risk of failing to meet academic standards;
- in situations where Credit for a unit was granted, but the student subsequently shows inadequate academic progression and it is considered that they may benefit by repeating the unit(s)/subject(s) for which previous Credit had been granted.

If Credit, which is granted to an overseas student, is revoked, the College will report any expected change in course duration in PRISMS.

6. Review of Ruling on Academic Credit

Those students dissatisfied with the outcome of their application for Credit may request a review of the decision within 10 days of receiving the decision. A full written statement outlining the basis for the review request must be submitted by the student.

The student's review request will be lodged with the Student Experience Manager, for assessment by the Academic Dean. In cases where a review relates to academic judgment on the equivalence of prior study, learning or experience, the Academic Dean may refer the case along with all relevant documents to an independent assessor to make recommendations.

Should the student be dissatisfied with the outcome of the review process, they may appeal in accordance with the College's *Academic Appeals Policy and Procedure*.

7. Student Support

The progress of all students who have been awarded Credit will be closely monitored by the Academic Dean, who will report their progress at the end of each Semester, through the Learning and Teaching Committee to the Academic Board.

In addition, students who have been awarded Credit on the basis of RPL or have been granted Block Credit will be closely monitored by Unit Coordinators through the early stages of their program and provided additional academic support for Assumed Knowledge, as required.

VERSION CONTROL

Document: A001 Academic Credit and Recognition of Prior Learning Policy and Procedures	
Responsible Officer: Academic Dean	
Initially Approved by: Academic Board	Date: 15 January 2018
Version: V1.1	Date: 2 February 2021
Reviewed and approved by: Academic Board	Next Review: February 2022
Nature of Change	<ul style="list-style-type: none"> Removed the following from 1.1: <i>No applications received after the latest date allowable (5 days prior to the commencement of term) will be accepted.</i> Added the following to 1.1: <i>Students will be liable for the semester unit fees and possible academic penalty where applications are submitted after the semester census date.</i>
Version: V1.2	Date: 9 March 2022
Reviewed and approved by: Academic Board	Next Review: March 2023
Nature of Change	<ul style="list-style-type: none"> Various adjustments, including addition of definitions to improve clarity and ensure relevance to all College award programs