CREDIT POLICY

Approved by Academic Board: 20 February 2015
Revised by Academic Board: None.

Related Documents

Determinations to Regulation 2, section 10
Credit Application Form

1. **Scope**

This policy applies to all students enrolled in a course of study towards a University of Divinity award and to applicants applying for admission to a course of study at the University of Divinity.

2. **Principles**

2.1 Students or applicants for admission to the University are entitled to apply for and be granted credit where that application conforms with the rules set out in section 11: Credit of the Determinations to Regulation 2 and to the Regulation governing their course of study. Eligibility for credit towards a course does not guarantee admission to that course.

2.2 Students or applicants for admission to the University may apply for exemption from one or more requirements of a course without reduction in the volume of units to be completed at the University.

2.3 Students or applicants for admission to the University may apply for recognition of prior learning for non-accredited formal study such as professional development or occupational training, or for informal learning such as work experience.

2.4 Students may apply in advance for cross-institutional credit where they wish to undertake units of study from external institutions. The applicant must provide a clear rationale for undertaking external units, subject to approval from the student's Coursework Coordinator.

3. **Credit**

3.1 Credit may be sought and granted for a specific unit which is closely related to a University of Divinity unit. In such cases, the credit is identified using the University of Divinity unit code.

3.2 Credit may be sought and granted for study in a specific discipline and level of study. In such cases, the credit is identified as being within the discipline and level, but not as equivalent to a specific University of Divinity unit.
3.3 Credit may be sought and granted for a section of a course such as a full-time semester or year of study, rather than for specific units.

3.4 Applicants who have previously received credit towards a course offered by another institution must re-apply for credit towards a University of Divinity course.

3.5 Maximum limits on credit specified in the Regulations and Determinations do not apply when a student seeks and is granted permission to transfer from one course to another, provided that the units to be transferred are at the appropriate level for the latter course.

4. Exemption

4.1 Exemption may be sought and granted for a specific requirement of a University of Divinity course where a student has completed equivalent study. Exemption may be applied to a specific unit, group of units, or structural requirement such as a major, sub-major, or minor. Exemption does not reduce the total volume of study of the course.

5. Recognition of prior learning

5.1 Recognition of prior learning may be sought and granted to meet the admission requirements of a course where an applicant's previous non-accredited formal study or informal learning is assessed as equivalent to a prerequisite qualification and where the Regulation for that course permits admission by recognition of prior learning.

5.2 Recognition of prior learning may be sought and granted to obtain advanced standing in a course where an applicant’s previous non-accredited formal study or informal learning is assessed as equivalent to a prerequisite qualification.

5.3 Recognition of prior learning is assessed on the basis of evidence of equivalent learning outcomes or competencies. The University may determine a variety of methods and instruments to establish equivalence.

6. Cross-institutional study

6.1 Permission to undertake cross-institutional study may be sought in advance by a student who has commenced a course of study at the University. The applicant must provide a clear rationale for undertaking external units.

6.2 Where an application for cross-institutional study is approved, credit is only applied to the student’s academic record on production of an academic transcript demonstrating that the study was satisfactorily completed.

7. Application procedures

7.1 Applications for credit, exemption, recognition of prior learning and cross-institutional study are made on the Credit Application Form.

7.2 Applications concerning overseas students must be made prior to admission and the outcome resolved prior to completion of the first semester of study.

7.3 Applications are submitted to the Coursework Coordinator of the applicant's home College or intended home College.
7.4 Applications must include evidence such as original or certified copies of official transcripts of previous studies and outlines of individual units for which credit or exemption or cross-institutional study is sought.

7.5 Applications are assessed by the Coursework Coordinator who may deny the application, seek further information, or forward the application with a recommendation to the Director of Academic Services.

7.6 Applications may only be approved by the Director of Academic Services and the outcome reported to the Coursework Coordinator. If the Coursework Coordinator does not agree with the outcome, the Coursework Coordinator may refer the application to the Learning and Teaching Committee for final determination.

7.7 The applicant's home College or intended home College must notify the applicant in writing of the final outcome of the application, specifying any reduction in the volume or requirements of a course.