

 BOND UNIVERSITY	CREDIT PROCEDURE
Procedure Owner	Vice President, Future Students
Contact Officer	Head of Admissions
Approval Authority	Student Admission and Progression Committee
Date of Next Review	August 2024

1. PURPOSE AND OBJECTIVES

Students come to Bond University from diverse pathways and backgrounds. The University acknowledges that [prior learning](#) (whether [formal](#), [non-formal](#) or [informal learning](#)) by students may be recognised for the purposes of obtaining [credit](#) towards their program of study at Bond, provided the prior learning is relevant and current and meets the [learning outcomes](#) of the qualification. This Procedure outlines the requirements and processes for applying for credit and for decision making in respect of credit applications.

2. AUDIENCE AND APPLICATION

This Procedure applies to current and prospective students seeking credit towards any coursework program of study, excluding English programs, offered by Bond University. The Procedure applies to credit decisions made for Semester 233 onwards.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Student Admission and Progression Committee	<ul style="list-style-type: none"> ▪ Reviews applicable policy and procedure to ensure the University's approach to recognition of prior learning complies with all relevant regulatory requirements and standards
Executive Dean of Faculty or Head of University Academic Unit (UAU), or delegate	<ul style="list-style-type: none"> ▪ Determines applications for credit relating to programs for which the Faculty or UAU is responsible

4. PROCEDURE

4.1. Credit Applications

Students may apply for credit:

- at the time of their Bond University program application via the Bond University Application Form;
- after receiving their letter of offer by submitting a Credit Transfer Application Form; and/or
- after enrolment by submitting a Credit Transfer Application Form.

International students should apply for credit when submitting their Bond University Application Form.

Domestic students are encouraged to apply for credit when applying to Bond or in the early stages of their program of study so that they can identify the remaining subjects to complete as part of their program requirements.

Credit applications relating to subjects in which students are currently enrolled may not be submitted if the census date has already passed.

In the case of for-credit student exchange or cross-institutional study, students must submit their proposed study plan for provisional approval before undertaking the study at the other institution.

Only AQF Diplomas and Advanced Diplomas undertaken and completed after high school will be considered for credit. These qualifications may be used for admission if undertaken during high school, but no credit will be considered.

4.2. Types of Credit

Credit may be granted in the form of [specified](#), [unspecified](#) or [block credit](#).

Credit will be applied in the following order:

- first, where a valid [articulation](#) or credit arrangement applies, this credit (including block credit) is applied on the student's offer/admission;
- second, where no arrangement applies, or where credit additional to that available under an arrangement has been granted, the credit is applied as:

- specified credit (to required subjects, then specialist electives); then
- unspecified credit, if available.

[Exemption](#) may be offered instead of credit if, for example:

- this is requested by the student;
- the student has exhausted limits on credit; or
- the prior learning has been used for credit against a different program (including combined programs) or subject/s.

Exemption may be offered with enrolment conditions attached (e.g., that the exempted subject must be substituted by a particular subject or by a subject from an identified list of subjects).

4.3. Time Limits for Credit Transfer

Prior learning used as a basis for [credit transfer](#) must be successfully completed within the last 10 years before the student's proposed program commencement date. Where the basis for credit transfer is the completion of an entire award, the final components to qualify for the award must have been completed within the last 10 years before the student's proposed program commencement date. If an applicant defers and is outside the 10-year ruling, they will no longer be eligible for credit.

The Faculty or UAU of enrolment may, with the approval of the relevant Executive Dean or Head, extend the time limit for recognition of prior learning where the student provides, in addition to evidence of the prior learning, acceptable evidence that they have maintained their knowledge and skills from the prior learning through ongoing professional development, professional practice and/or other means as recognised by the Faculty or UAU.

Variations to published time limits for credit transfer may be approved by the Student Admission and Progression Committee for programs in disciplines where knowledge and/or skills are changing frequently, or the program accreditation requirements specify a timeframe for acceptance of credit. Refer to [Schedule A](#).

Compliance with credit time limits is verified by checking the student's transcript or other evidence showing the semester and year that the learning was successfully completed. The qualification conferral date is not used.

4.4. Evidence for Credit Assessment

Credit assessments are based on learning and evidence that is:

- Valid – the prior learning aligns with the qualification level and learning outcomes of the program or subject/s for which credit is sought;
- Authentic – the prior learning was undertaken by the student themselves;
- Current – the prior learning was achieved within the time limits for credit set out in Clause 4.3 above; and
- Sufficient – the evidence is sufficient to confirm that the prior learning was achieved and that it reflects an appropriate volume of learning in terms of the program or subject/s for which credit is sought.

4.4.1. Formal Learning

Students must be able to demonstrate successful completion of prior formal learning to receive credit. Subject to Clause 4.5.2, an application for specified credit requires a transcript together with learning outcomes and an overview of the assessment approach from the previous education provider. Transcripts are sufficient for unspecified credit.

Credit will not be granted for subject grades which indicate that the student's performance in the subject was of a Fail standard, even if that subject was permitted to count towards fulfilling the requirements for an award (e.g. conceded pass, terminating pass, etc). An ungraded pass or a 'Competent' grade is treated as a Pass grade.

If the basis of credit transfer is the completion of an entire award, the student must have met all requirements of the award to qualify for credit.

4.4.2. Non-formal and Informal Learning

Prior non-formal and/or informal learning may also be eligible for credit provided the student can demonstrate valid alignment with the learning outcomes of the subject/s for which credit is sought. Responsibility for providing sufficient evidence of prior non-formal and/or informal learning that demonstrates the knowledge, skills, attitudes and/or behaviours achieved lies with individual students. Such evidence may encompass, for example:

- work-based assessments;
- project briefs or reports;

- professional training;
- practice-related learning;
- independent research or scholarship;
- examinations;
- supporting statements from employers;
- certificates, testimonials or affidavits;
- samples of work drawn from the workplace or from social, community or other settings; and/or
- a portfolio containing a range of supporting materials.

A student applying for credit on the basis of prior non-formal and/or informal learning must submit, together with a Credit Transfer Application Form, a written statement outlining the extent to which the evidence provided meets the learning outcomes of the subject/s for which credit is sought. The student will be advised of any additional documentary evidence for the application to be assessed. Refer to Clause 4.5.3.

4.5. Credit Assessment

Credit is assessed and applied in accordance with overall University requirements, including the Credit Policy and this Procedure and any established program rules.

The language underpinning a student's prior learning is not relevant to credit assessments as all students are required to meet the University's minimum English language requirements for admission.

Credit transfer may be constrained by a student's chosen study plan or mandatory study plan, or the requirements of professional or registration bodies. Refer to Clause 4.12 and to [Schedule A](#).

Following a change of program by a student, credit transfer must be based on a fresh credit assessment of all prior learning by the student, including reconsideration of the time limits set out in Clause 4.3.

Credit assessment will normally be completed within 10 [business days](#) of the application being received.

4.5.1. Determining AQF Equivalence

4.5.1.1. International Qualifications

The equivalence of international qualifications to an [Australian Qualifications Framework](#) (AQF) level is verified through the Admissions Office. Once set, the international qualification carries the same rights to credit as an Australian qualification at the agreed AQF level.

4.5.1.2. Work Experience

The equivalence of work experience to an [Australian Qualifications Framework](#) (AQF) level is verified through the Admissions Office. Once set, the work experience carries the same rights to credit as an Australian qualification at the agreed AQF level.

4.5.2. Formal Learning

Prior formal learning is assessed for credit by determining whether the learning outcomes already achieved by the student are substantially equivalent to the required learning outcomes of the subject/s for which credit is sought.

This educational judgement is informed by:

- the learning outcomes of the prior study;
- the AQF level of the prior study;
- the notional volume of learning in the prior study, noting that students will not be penalised for accelerated or extended learning durations;
- the breadth and depth of the prior study; and
- the learning and assessment approaches adopted in the prior study.

Table 1 below sets out the University's approved framework for assessing the equivalency of prior formal learning based on subject type, where AQF level and volume of learning have been met. Note: This framework excludes the programs identified in Schedule A, where alternate credit limitations apply.

Table 1 – Framework for Credit Assessment

Subject Type	Framework for Credit Assessment
General Electives	<ul style="list-style-type: none"> ▪ Automatic grant of unspecified credit on an equivalent credit points basis, where general electives are available ▪ Faculty/UAU level assessment is not required ▪ Minimum documentation: Transcript from a recognised provider

Level 1 Foundation Subjects	<ul style="list-style-type: none"> ▪ Eligible for deemed equivalence to Level 1/introductory/foundation subjects from the same study area ▪ Decision made at Faculty/UAU level ▪ Minimum documentation: Transcript from a recognised provider
Required Subjects beyond Foundation level (program and/or major)	<ul style="list-style-type: none"> ▪ Two-thirds match of subject learning outcomes (excluding 'soft skill' learning outcomes) supports grant of specified credit on an equivalent credit points basis ▪ Decision made at Faculty/UAU level ▪ Minimum documentation: Transcript, learning outcomes and overview of assessment approach (or curriculum outline if prior study does not specify learning outcomes)
Specialist Electives	<ul style="list-style-type: none"> ▪ Where electives are available but required to be in a specific study area, learning outcomes are not required for subjects aligned to that study area (e.g., credit for electives within a major can be granted for any completed subject which is consistent with the specific major) ▪ Decision made at Faculty/UAU level ▪ Minimum documentation: Transcript from a recognised provider
Bond Undergraduate CORE Subjects	<ul style="list-style-type: none"> ▪ Through the broader experience and learning gained, students who have completed post-secondary study based on: <ul style="list-style-type: none"> ○ one-semester (40cp equivalent) AQF Level 7 will be deemed to have met the learning outcomes of <i>Critical Thinking and Communication</i>; ○ completion of AQF Level 5 or two semesters (80cp equivalent) AQF Level 7 will be deemed to have met the learning outcomes of <i>Critical Thinking and Communication</i> and either of <i>Collaboration, Teams and Leadership</i> or <i>Collaboration for Global Change</i> ▪ Faculty/UAU level assessment is not required
Beyond Bond	<ul style="list-style-type: none"> ▪ Beyond Bond requirements will be reduced on a pro-rata basis consistent with the total credit granted ▪ Decision made at UAU level

Final study plans will be determined for individual students taking into account any combination of the above subject types that may apply, within the overarching Credit Policy and this Procedure.

4.5.3. Non-formal and Informal Learning

Prior non-formal and/or informal learning is assessed for credit by determining whether the student has substantially achieved the learning outcomes of the subject/s for which credit is sought. The educational judgement underpinning this assessment is based on the extent to which the student can demonstrate their achievement of the required learning outcomes.

If the non-formal and informal learning has been assessed as equivalent to an AQF level, then the delegation set out in Table 1 Framework for Credit assessment, will apply.

4.5.4. Cognate Learning

Prior learning in a cognate or relevant field may provide additional credit subject to the Credit Policy and this Procedure. Where there is uncertainty as to whether prior learning is cognate, refer to:

- the Australian Standard Classification of Education (ASCED) broad and narrow Fields of Education at the program level, and the narrow and detailed Fields of Education at the subject level; and
- the International Standard Classification of Education (ISCED) Fields of Study which may also assist regarding overseas qualifications and subjects.

Instances of pre-approved credit towards Bond postgraduate programs are set out in [Schedule B](#). Credit is not possible in Bond postgraduate programs on the basis of an undergraduate award for non-cognate programs and for awards with no formal articulation.

4.6. Australian Nationally Recognised Training

Students who complete [Nationally Recognised Training](#) (NRT), such as [National Training Packages](#) and [Accredited Courses](#), delivered by a [Registered Training Organisation](#) (RTO), will not be required to supply program or subject learning outcomes if the learning outcomes are published on the National Register.

The National Register displays authoritative information about NRT, RTOs and the approved scope of each RTO to deliver NRT as required by national and jurisdictional legislation within Australia. The National Register is available online (<https://training.gov.au/Home/Tga>).

Learning outcomes will only be requested if no precedent exists or if the attained training package or Accredited Course is superseded and no details are available on the National Register.

NRT must be registered at the appropriate AQF level to be considered for credit.

Students who complete NRT at the appropriate AQF level will be automatically assessed for credit at the time of application for admission, where they have provided the University with a Statement of Attainment from their RTO at the time of application.

4.7. Notification of Credit Decisions

Credit decisions will be notified to students and set out:

- the reasons for the decision made;
- any approved credit (specified, unspecified and/or block), exemption, study plan that the student is required to follow, and any other enrolment conditions because of the credit decision;
- how the student accepts/declines any credit or exemption offered (and any associated conditions); and
- the student's right to a review of the decision in accordance with the Student Grievance Management Policy.

4.8. Precedents and Authority to Apply

Each Faculty or UAU, on the authority of the relevant Executive Dean or Head, determines credit applications for the programs for which they are responsible. Combined programs will be referred to the Faculty responsible for the program most aligned to the discipline of the prior learning.

On approval of a credit application for prior formal learning, a credit precedent is established and recorded from the date of approval unless the credit granted is subsequently rescinded (refer to Clause 4.10).

Credit precedents are reviewed every 3 years and remain valid until the credited subject is superseded and no longer current.

Established precedents for Australian NRT do not require review or renewal if the National Register shows:

- the changes to the individual units of competency within a National Training Package do not include substantial changes to their learning outcomes; or
- there are no substantial changes to the requirements of the package itself (e.g., the total units of competency required for completion do not change).

Credit granted for prior non-formal or informal learning (e.g., work experience) may be approved as a precedent by a Faculty or UAU for specific cohorts of students with similar or identical backgrounds and/or professional affiliations. Such precedents will be established and recorded for a minimum period of three years from the date of approval.

Once a precedent is established, the responsibility for approving credit applications based on that precedent is transferred to the Vice President, Future Students, and the University Registrar (or their nominees).

Subject to Schedule A, the Admissions Office and the Student Business Centre are authorised to apply a credit decision without higher approval or referral where:

- an approved or pre-approved credit arrangement, credit agreement or articulation arrangement applies;
- an approved valid precedent applies (where the precedent is credit previously awarded for the same prior formal learning towards the same subject in a program;
- the decision relates to unspecified credit towards general electives; or
- the credit transfer is the result of an internal program change.

4.9. Accepting Credit

Credit/exemption for domestic students is applied to the student's program unless they decline the offered credit/exemption within 10 business days of being notified of the credit decision.

International students must confirm acceptance of the offer of credit/exemption in writing:

- Prospective international students who accept a valid formal letter of offer containing a credit/exemption listing are deemed to have accepted the program/s of study and any offered credit/exemption. Expired letters of offer are not valid and cannot be recognised for credit.
- Accepted and currently enrolled international students must accept the offer of credit/exemption in writing within the stated time frame on the credit decision. No response is taken as a decision to decline the offered credit/exemption.

4.10. Rescinding Credit

The University may rescind a grant of credit in the following circumstances:

- the student declines the credit; or
- the student requested the credit to be rescinded; or
- the credit was granted in error or on the basis of incomplete, inaccurate, misleading or fraudulent information.

4.11. Credit Limits

The maximum amount of credit permitted within Bond University programs is defined in the Credit Policy.

In addition, the University acknowledges AQF guidance regarding credit for completed qualifications, as follows:

- 50% credit for an AQF Level 6 Advanced Diploma or Associate Degree linked to a 240cp Bachelor Degree;
- 37.5% credit for an AQF Level 6 Advanced Diploma or Associate Degree linked to a 320cp Bachelor Degree;
- 33% credit for an AQF Level 5 Diploma linked to a 240cp Bachelor Degree; and
- 25% credit for an AQF Level 5 Diploma linked to a 320cp Bachelor Degree.

On a case-by-case basis, the relevant Executive Dean of Faculty or Head of UAU may approve a grant of credit beyond the maximum limits stated in the Credit Policy to a cohort of students or to an individual student.

Also, credit may be granted beyond the maximum limits stated in the Credit Policy where the source of credit is as follows:

- Subjects completed at Bond University that have not been counted towards an award of the University.
- Subjects completed in a program that is part of an approved articulated set of programs (nested programs) – in this situation, credit beyond the maximum limits may be granted towards a higher award in the set, even if the student has graduated with the lower award, but will not be granted for another award at the same level within the set. (Note: This exception will only be applied once for any articulated set of programs. If the student has graduated with an award, any further credit outside of the articulation will be granted within the limits set by the above table.)

Students with partially completed study at Bond University who return to the same program will be considered for the maximum possible credit for all subjects previously completed under their degree if the subject code and version remain the same.

4.12. Restrictions on Credit

The minimum qualification recognised by the University for credit is an AQF Level 5 Diploma or equivalent. The qualification level must also be appropriate to the credit sought.

Eligibility for credit in a program does not guarantee admission to the program.

Credit will not be granted in the following circumstances:

- the credit will disadvantage a student from achieving the required program learning outcomes (the Faculty or UAU will clearly outline the disadvantages in the credit decision);
- the integrity of the program and/or the program professional accreditation requirements will be impaired or breached by the credit;
- the credit application relates to a subject that has already been successfully completed by the student at Bond University;
- for a Vocational Education and Training (VET) qualification that has already been applied towards completion of the Australian Senior Secondary Certificate of Education;
- for a research component subject; or
- for audit subjects.

Prior learning approved for credit and granted in a program cannot be used for further credit in that program.

Where credit is granted for prior formal learning completed at another institution, the grade achieved for the prior learning is not recorded on the student's academic transcript.

5. DEFINITIONS, TERMS, ACRONYMS

Accredited Courses	Accredited Courses typically fulfil a training need that is not addressed by a training package or provide training in a new or emerging area. They are accredited by the Australian Skills Quality Authority (ASQA) and may only be delivered by RTOs. However, not all Accredited Courses result in an AQF qualification. The National Register publishes the registered details of an Accredited Course and lists the RTOs approved to deliver it. Full details of the Accredited Course (including units of competency, assessment details and volume of learning) are usually available from the approved RTO.
Articulation	An arrangement that enables students to progress from a completed qualification to another qualification with admission and/or credit in a defined qualification pathway.
Australian Qualifications Framework (AQF)	A national system of qualifications encompassing all post-compulsory education (https://www.aqf.edu.au/).
Block credit	Block credit is granted towards particular stages or components of a program on the basis that a student has completed a formal qualification set out as part of an approved pathway or articulation agreement. Block credit is automatically applied at admission to students with the agreed completed qualification.
Business days	Days falling from Monday to Friday from 8:30am to 5:00pm excluding public holidays.
Credit	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.
Credit points (cp)	The numerical value assigned to a subject which, when related to the total points for the program, is a measure of the size of the subject's contribution to the content of the program.
Credit transfer	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
Exemption	Waiver of the requirement to complete a subject specified for a program in circumstances where another subject must be undertaken in place of the exempted subject. Exemption is a form of credit that does not provide any credit value towards the program requirements.
Faculty	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
Formal learning	Formal learning is learning that takes place through a structured program of learning and leads to the full or partial achievement of a formally recognised qualification. Examples of formal learning include study undertaken with other Australian higher education providers and study at recognised overseas institutions. It also includes programs provided by employers, professional organisations and other training authorities where appropriate certification is available.
Informal learning	Informal learning is learning that takes place through work and life (e.g., social, family, hobby or leisure activities) experience but is not structured in terms of objectives, time or learning support.
Learning outcomes	Explicit statements that describe the knowledge, skills, attitudes, or behaviours that learners should be able to demonstrate upon subject or program completion.
National Training Packages	These are usually registered Australian qualifications at AQF Levels 1 to 6 or 8. A training package generally comprises units of competencies that must be successfully completed to achieve the qualification. The National Register publishes the training package competencies and support materials for the qualification.
Nationally Recognised Training (NRT)	A term that refers to National Training Packages and Accredited Courses.

Non-formal learning	Non-formal learning is learning that takes place through a structured program of learning but does not lead to a formally recognised qualification. Examples of non-formal learning are learning and training activities undertaken in the workplace, voluntary sector or community-based settings.
Prior learning	Refers to any form of prior learning undertaken by the student. May include formal, non-formal and informal learning or a combination of these.
Recognition of prior learning (RPL)	A process that involves assessment of a student’s relevant prior learning (whether formal, non-formal and/or informal learning) to determine the outcome of an individual application for credit.
Registered Training Organisation (RTO)	RTOs are registered education providers with the Australian Skills Quality Authority (ASQA) (see https://www.asqa.gov.au/about/vet-sector/what-are-rtos). To become an RTO, providers must meet the required legislated standards for registration and ongoing compliance (see https://www.legislation.gov.au/Details/F2014L01377/).
Specified credit	Specified credit is granted towards identified subject/s in a program on the basis that the prior learning is substantially equivalent to the identified subject/s.
University Academic Unit (UAU)	Bond University College (headed by the Director) and Transformation CoLab (headed by the Assistant Provost).
Unspecified credit	Unspecified credit is granted towards the elective subjects in a program and the maximum unspecified credit permitted is constrained by the maximum number of elective subjects in that program. It is usually granted on the basis that the prior learning is at the appropriate AQF level and relevant to the program’s overall learning outcomes.

6. AFFILIATED PROCEDURES AND SCHEDULES

[Schedule A](#): Approved Limitations on Credit by Program

[Schedule B](#): Approved Credit towards Postgraduate Programs

7. RELATED DOCUMENTS

[Credit Policy \(SS 5.4.3\)](#)

[Faculty of Law Credit Protocol](#)

8. MODIFICATION HISTORY

Date	Sections	Source	Details
24 January 2024	Several	CRC	V3
August 2023		Academic Governance Review	V2
December 2022			Date First Approved

APPROVED LIMITATIONS ON CREDIT BY PROGRAM

The table below lists the programs for which alternate approved credit limitations apply.

PROGRAM	APPROVED CREDIT LIMITATION
Bachelor of Psychological Science (Honours) Graduate Diploma in Psychology (Bridging) Graduate Diploma of Psychological Science Master of Professional Psychology Master of Psychology (Clinical)	Credit transfer for an <i>Australian Psychology Accreditation Council</i> (APAC) accredited program is only applicable for recently completed APAC accredited postgraduate programs. Credit or partial credit is not granted for recognition of knowledge or skills gained through work or life experience. The granting of credit for placements on the basis of previous experience gained as a registered psychologist is not permitted by APAC.
Bachelor of Medical Studies Doctor of Medicine	Credit transfer is considered only in cases of lateral entry into the Medical Program for applicants who have completed specified programs of study.
All Law programs	Credit assessment (including application of credit precedents) relating to compulsory and elective law subjects is undertaken by the Faculty of Law in accordance with that Faculty's Credit Protocol.

APPROVED CREDIT TOWARDS POSTGRADUATE PROGRAMS

1. Bond Business School may grant up to 40 credit points (4 subjects) towards completion of the following postgraduate programs in recognition of a student's successful completion of previous cognate undergraduate study of similar program content:
 - Master of Actuarial Science
 - Master of Actuarial Science (Specialisation)
 - Master of Actuarial Science (Professional)
 - Master of Actuarial Practice
 - Master of Accounting
 - Master of Accounting (Professional)
 - Master of Business Data Analytics
 - Master of Business Data Analytics (Professional)
 - Master of Finance
 - Master of Finance (Professional)
 - Master of Financial Management
 - Master of Financial Management (Professional)

2. International students enrolling in the degree of Juris Doctor who have completed a Bachelor of Laws or equivalent at a Law school in a Civil Law jurisdiction may be granted credit of 60 credit points of Law elective subjects.