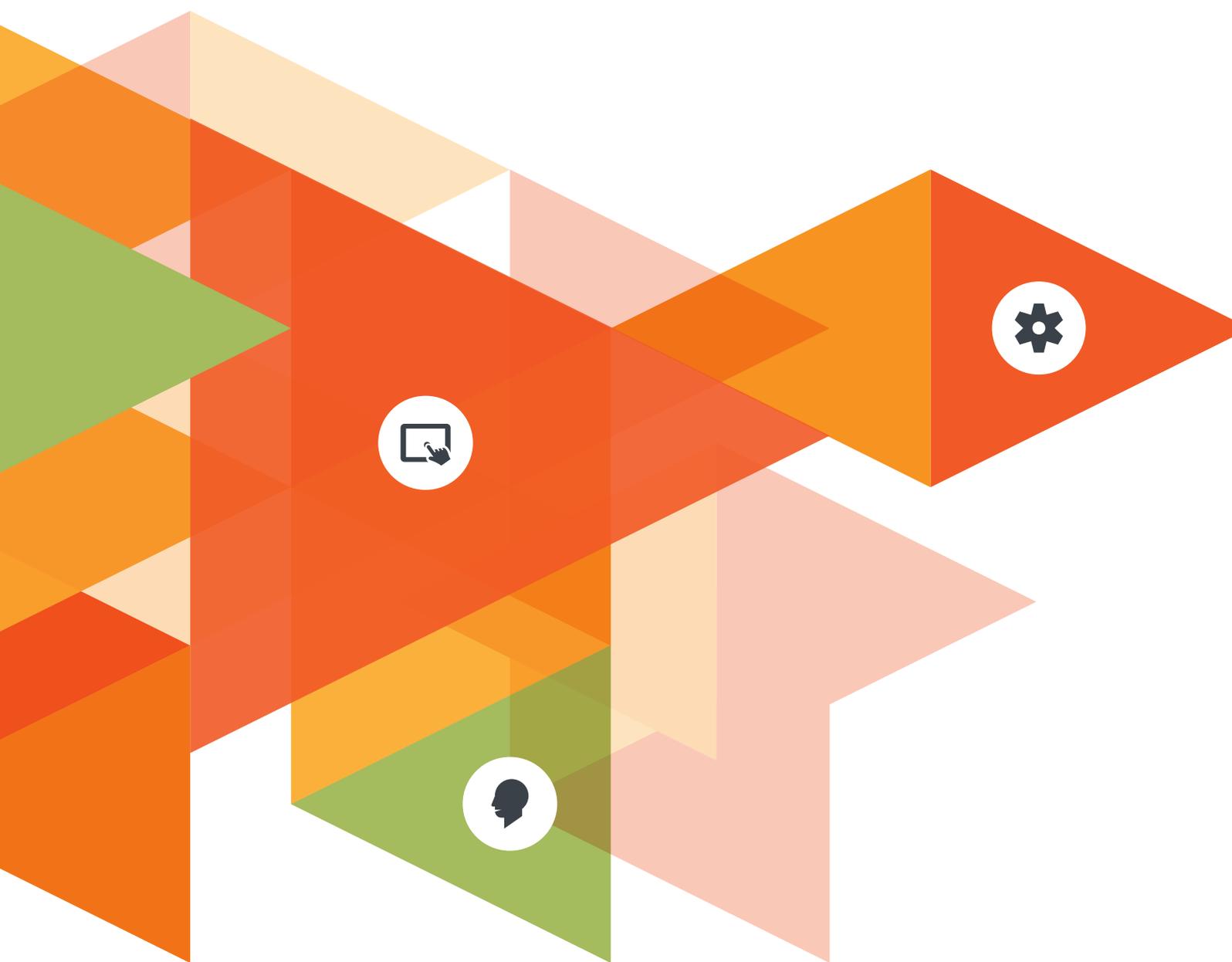


LEADING COURSES

Answers for Deakin staff who offer students a brilliant education where they are and where they want to go

CHAPTER 9: ADMISSION AND CREDIT



First edition, June 2017





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CHAPTER 9: ADMISSION AND CREDIT

This chapter explains:

- admission standards and selection processes
- credit that can be granted towards a course for prior or concurrent learning
- institutional pathway arrangements
- credit application process.

Deakin's approach to admission and credit reflects our commitment to:

- enable access and participation by students who could be expected to successfully undertake and complete their intended study
- provide equivalent opportunities for participation and access regardless of a student's background
- provide a range of pathways and credit arrangements to enable students to progress through education easily and readily without disadvantaging them or compromising the integrity of courses, accreditation requirements or resulting awards.

While separate requirements apply to admission and credit, decisions should be considered together at the point of admission where possible to ensure that students have adequate preparation to enable them to succeed.

All students must have a sufficient basis of prior knowledge and skills to achieve the course learning outcomes and the learning outcomes for the AQF level in the time specified. [TEQSA and the AQF: Questions and answers.](#)

ADMISSION

How do we set and implement standards for admission into our courses?

The Higher Education Standards require that:

1.1 Academic integrity framework (commencing Trimester 2, 2017)

Deakin's academic integrity framework emphasises an educative approach to upholding integrity while providing for firm action against breaches.

Faculty academic integrity committees deal with alleged breaches of integrity using a standard process and set of sanctions, as set out in the Student Academic Integrity policy and procedure. This provides a consistent University-wide approach to encouraging and enforcing high standards in academic integrity.

Deakin's requirements are set out in the [Admission Criteria and Selection \(Higher Education Courses\) Policy and Procedure](#).

Minimum entry requirements

Deakin specifies minimum entry requirements that must be demonstrated before a student can enter a course. These include minimum requirements for English language proficiency (applicable to both international and domestic students) and academic ability.

English language proficiency	Deakin applies five standards of English language proficiency (Bands A-E) for admission into coursework programs. A Band is approved by Academic Board for each course and published in Schedule A to the Admission Criteria and Selection (Higher Education Courses) Procedure.
	Undergraduate courses are classified as Band A unless otherwise specified.
	Postgraduate courses are classified as Band B unless otherwise specified.
	Applicants can demonstrate proficiency in one of several ways, including:
	<ul style="list-style-type: none"> • completion of an English language test • completion of previous tertiary studies • completion of Victorian Certificate of Education (VCE) or equivalent • evidence of ongoing residence and significant professional experience either within Australia or a specified English speaking country
Academic ability or proficiency	Requirements are included in clause 8 and Schedule B of the Admission Criteria and Selection (Higher Education Courses) Procedure. The typical basis for admission is:
	For associate and bachelor degrees —ATAR, ATAR plus other evidence of academic capability*
	For honours (end on) —performance in bachelor degree
	For honours (integrated) —ATAR or performance in part of bachelor degree (depending on point of entry)
	For postgraduate degrees —previous tertiary study and/or relevant work experience

* Other evidence may include:

- (a) completion of approved preparation or bridging courses
- (b) completion of Special Tertiary Admission Test (STAT) or other approved test
- (c) completion of an aptitude test, audition and/or interview
- (d) submission of documentation, including a portfolio of work, references and/or personal statement
- (e) submission of a supplementary application form.

Meeting the minimum entry requirements does not guarantee that a student will be selected into a course.

Admission process

Depending on the course, students can apply for admission to Deakin either direct or through the Victorian Tertiary Admission Centre (VTAC).

Applications must be accompanied by verifiable evidence that support the applicant's claim for admission, for example, previous academic results, results of a prescribed entry test, details of professional or work experience.

Selection is carried out by selection officers appointed by the faculty or by other specified areas (including Division of Student Administration or Deakin International). The aim of the selection process is to provide a consistent outcome regardless of how a student applies. Eligible students are ranked by VTAC or selection officers (depending on how they apply) on the basis of academic merit and likelihood of success, with consideration for specific equity groups.

Special Entry and Access and Bonus Schemes

Domestic undergraduate applicants are entitled to apply for consideration under the University's Special Entry and Access Scheme, and within the following categories of disadvantage:

- personal information and location
- difficult circumstances
- disadvantaged financial background
- disability or medical condition.

Applicants applying through VTAC may also be eligible for re-ranking on the basis of meeting the criteria of approved bonus schemes, for example, subject bonuses.

Bonus schemes, including Special Entry Access Scheme, are implemented by adding bonus points to an individual's aggregate study score (not ATAR), and then re-ranking the student accordingly. Students must still meet minimum entry requirements, regardless of their eligibility for bonus points.

The detailed criteria are set out in [Schedule C](#) of the Admission Criteria and Selection (Higher Education Courses) Procedure approved by Academic Board.

CREDIT FOR LEARNING

What credit can be granted for a student's prior or concurrent learning?

The Standards for Higher Education require that:

- 1.2.1 *Assessment for prior learning is undertaken for the purpose of granting credit for units of study within a course of study or towards the completion of a qualification, such assessment is conducted according to institutional policies, the result is recorded and students receive timely written advice of the outcome.*
- 1.2.2 *Credit through recognition of prior learning is granted only if:*
- a. *students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and*
 - b. *the integrity of the course of study and the qualification are maintained.*

Deakin's requirements are set out in the [Credit for Learning Policy](#) and [Procedure](#). These are aligned to the requirements in the Standards and the AQF Qualifications Pathways Policy.

The following definitions of credit and related terms are included in the AQF:

Credit	Credit is 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 and may be through credit transfer, articulation, recognition of prior learning or advanced standing.
Credit transfer	Credit transfer is 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.
Articulation arrangements	Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.
Recognition of prior learning	Recognition of prior learning 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 credit.

Kinds of learning recognised

At Deakin credit can be granted for:

- prior formal or other learning or
- concurrent formal learning.

Formal learning is learning that takes place through a structured program that leads to the full or partial achievement of an officially accredited qualification. **Other learning** includes learning through work or life experience or that takes place through a structured program that does not lead to an officially accredited qualification. **Concurrent learning** is learning undertaken at another institution while enrolled in a Deakin course.

Credit may also be granted towards a component of a course for learning evidenced by **micro-credentials** awarded by Deakin or select accredited institutions where the micro-credentials evidence achievement of clearly articulated learning outcomes and standards, and the identity of the person receiving the micro-credentials is verified.

Types of credit

Type	Requirement	Examples
Specified credit	Specified credit can be granted for specified units that are deemed equivalent after comparing their content, level, learning outcomes, assessment methods and volume of learning.	Unit 'LAW7275 Principles of Corporation Law' undertaken at Monash University may be granted as specified credit for MLL221 Corporate Law within the Bachelor of Laws.
Unspecified credit	Unspecified credit can be granted towards elective components of a course as long as this does not breach the requirements for completing the course. Limitations may relate to, for example, unit level or discipline area.	Students may be granted a maximum of 8 unspecified credits into the Bachelor of Arts, but are limited in the number that can be granted at level one, for example, as there is a prescribed minimum number of B Arts units required to be undertaken at level one.

Policy restrictions

The following restrictions on granting credit are set in Deakin policy:

- at least one third of the course needs to be completed at Deakin (or two credit points for graduate certificates) (see below)
- in the case of professional practice courses, students must complete the approved preparatory and capstone units
- credit cannot be granted:
 - provisionally
 - where credit has been granted towards a Deakin course and the award has been received
 - for formal learning assessed as 'fail', 'pass conceded' or equivalent
 - for formal learning undertaken while a student is excluded from a Deakin course (unless this is first approved by the faculty executive dean or nominee)
 - for prior learning acquired more than 10 years before the application, although:
 - i. a shorter timeframe may be required for some courses to ensure currency;
 - ii. older qualifications may be considered where there is evidence that currency in the area has been maintained.

Approval may be granted to substitute a core unit in a course by another approved unit where a student has already completed the requirements for the exempted unit elsewhere—at Deakin this is called a **preclusion**. Where a preclusion is approved, the student must replace the precluded unit(s) with unit(s) from specified elective units.

How much credit can be granted?

Deakin policy requires that **at least one third of the course needs to be completed at Deakin** (or two credit points for graduate certificates).

Type of course	Possible credit	Learning at Deakin
Associate degree—16 cp	10 cp	6 cp
3-year bachelor degree—24 cp	16 cp	8 cp
4-year bachelor degree—32 cp	21 cp	11 cp
Graduate certificate—4 cp	2 cp	2 cp
Graduate diploma—8 cp	5 cp	3 cp
Masters degree (coursework)—12 cp	8 cp	4 cp
Masters degree (coursework)—16 cp	10 cp	6 cp

The total credit given can include combinations of specified and unspecified credit for individual units and block credit.

When deciding how much credit is appropriate and the level of learning that should be demonstrated, assessors must ensure that the integrity of the course is maintained and that students are not disadvantaged. Students must be granted credit for, or successfully complete, enough units at the appropriate AQF level to demonstrate achievement of the course learning outcomes. The shorter the course, the higher the volume that should be demonstrated at the AQF level of the course.

Credit towards bachelor degrees

Credit arrangements are commonly negotiated to enable students to articulate into a bachelor degree (see below). The [AQF Qualifications Pathway Policy](#) provides the following percentages as a basis for negotiating such arrangements:

50% credit for an advanced diploma or associate degree	Linked to a 3-year bachelor degree
37.5% credit for an advanced diploma or associate degree	Linked to a 4-year bachelor degree
33% credit for a diploma	Linked to a 3-year bachelor degree
25% for a diploma	Linked to a 4-year bachelor degree

This does not preclude any further credit under institutional or individual student arrangements.

Credit should not generally be given for qualifications below diploma level.

Nested postgraduate degrees

At Deakin, 16-credit-point masters degrees should be designed to enable guaranteed credit for four credit points where students enter with qualifications or experience in the same discipline area.

There are challenges in structuring nested postgraduate degrees to enable credit while ensuring that learning outcomes are achieved at the appropriate level for each nested course. The design of nested degrees must take into account:

- whether students are entering with formal education or experience in the same or a different discipline
- the volume of learning that should be achieved at the AQF level of each nested degree—typically all units of a graduate certificate and graduate diploma should be achieved at least at Level 8, and 50 per cent of a masters degree should be achieved at Level 9.

Credit arrangements for combined or dual degrees

Combined or dual (with a partner) degrees may have reciprocal credit arrangements whereby learning achieved in one course is recognised to assign credit in the other.

***Reciprocal credit may be granted for a maximum of one third of each Deakin course [degree].
The remaining two thirds of each Deakin course must be unique to that course.***

For dual degrees (involving a partner) exceptions to this requirement can be approved by Academic Board.

Credit for overseas qualifications

Credit can be granted for overseas qualifications benchmarked against AQF qualifications with reference to information and guidelines provided by the Australian Government's National Office for Overseas Skills Recognition (AEI-NOOSR) or the National Academic Recognition Information Centres (NARIC) database. For advice about the equivalence of overseas qualifications, speak to Deakin International.

International students who are entitled to credit must still fulfil the requirements of their student visa.

PATHWAY ARRANGEMENTS

What credit arrangements can be made with other institutions?

Credit arrangements with other institutions can be made by faculties or the University taking into account the comparability and equivalence of:

- learning outcomes
- volume of learning
- program of study (including content) and
- learning and assessment approaches.

The typical credit allowed for articulation into Bachelor and postgraduate courses are set out above.

Faculties	<p>Faculties can make arrangements with other institutions for standard credit arrangements for courses offered by the faculty</p> <p>Arrangements are:</p> <ul style="list-style-type: none"> • documented in writing • approved by faculty board • recorded by faculties on the Credit for Prior Learning (CPL) Database administered by the Division of Student Administration • reviewed by the faculty at least every two years and any resulting changes are communicated to affected parties <p>Faculties review and update arrangements for granting credit towards degrees as part of major course reviews</p>
DVC Global Engagement	<p>On advice from the DVCGE, the University can enter articulation pathway arrangements with another institution that may guarantee entry into a Deakin course upon completion of that institution's course</p> <p>Articulation pathways with guaranteed entry include technical and further education (TAFE) pathways and Deakin College pathways.</p> <p>The DVCGE monitors pathway arrangements and provides annual reports to Academic Board.</p>

Formalised pathway arrangements will also include minimum academic criteria for students to be admitted via the pathway, normally specified as minimum average mark achieved across the pathway course.

Pathway arrangements may have various levels of integration and may involve:

- a simple articulation arrangement where formal learning at the partner institution is recognised to grant credit towards a Deakin degree
- an arrangement where Deakin licenses its curriculum to the partner and possibly also teaches into the partner's course
- a dual degree arrangement
- a joint degree with the partner followed by articulation into a Deakin course.

Quality assurance arrangements must be in place to ensure the ongoing quality and standard of the partner's course and the level of attainment of students articulating into the Deakin course. The nature of these arrangements should be covered in the agreement with the partner.

CREDIT APPLICATIONS

How do students apply for credit?

Time of application	Students should apply for credit for prior learning before they start their studies at Deakin. If they have already started they should apply for credit for a particular unit before they enrol in that unit, although faculties have the discretion to grant credit after the unit has started.
Form of application	Credit applications must be in writing using an approved form or as part of the course application process, and accompanied by verifiable evidence of relevant learning.
Evidence of learning	<p>May include:</p> <ul style="list-style-type: none"> • a certified copy of an academic transcript and extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application including: <ul style="list-style-type: none"> – details of course structure and credit point weightings – unit outline including assessment requirements, credit point weighting of units and details of textbooks/references • evidence of successful completion of training programs or courses and of relevant learning outcomes • evidence of learning associated with work or life experiences which may include: <ul style="list-style-type: none"> – resume – references from employers outlining responsibilities and achievements – letters from clients – evaluations from supervisors – publications – relevant products of work aligned to position description – documented work tasks.
Credit decision	<p>Students must be given written advice of the outcome of their credit application (including reasons) as soon as possible after application.</p> <p>Records of credit granted are recorded in Callista.</p>

