Section 6 - Rules and Regulations

CREDIT REGULATIONS

1. THE NATURE AND APPROVAL OF CREDIT

1.1 The Nature of Credit

Students who receive credit in a subject are not required to complete that subject in order to qualify for the course award. Credit reduces the number of subjects required to be completed for an award.

Credit may be specific in that the individual subjects in which credit has been granted are identified by their code. Alternatively non-specific credit may be granted in which case the number of subject points of credit will be specified (e.g. 16 points of elective subjects).

1.2 Authority to Determine Credit

Credit may be determined by Faculty Boards operating within policy approved by the Academic Senate. Credit may also be determined by Student Administration Office staff (except proficiency credit) or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Board.

1.3 Types of Credit

Credit may be granted in three ways:

1.3.1 Transfer Credit

Transfer credit may be granted by virtue of subjects completed in another course at the University, or another educational institution approved by the University for the purposes of this regulation.

1.3.2 Proficiency Credit

Proficiency credit may be granted where students demonstrate proficiency in a subject to the satisfaction of the Course Coordinator.

1.3.3 Forward Credit

Forward credit is granted where students are permitted by the University to study concurrently at another institution, with the expectation that credit will be granted towards the University award when the concurrent studies are completed.

2. LIMITS ON THE GRANTING OF CREDIT

2.1 Partial Credit

Credit will not be granted for part of a subject.

2.2 Time Limit

For studies completed 10 or more years ago, the student may be required to demonstrate that the content of the studies undertaken has remained relevant and/or that he/she has kept abreast of developments in the field(s) covered by the studies through continuing professional development, professional practice, or by some other means.

2.3 Maximum Credit

2.3.1 Undergraduate Courses

2.3.1.1 All Undergraduate Courses Except Add-on Bachelor (Honours) Courses

2.3.1.1.1 Two-thirds Limit

The credit granted in an undergraduate course (including a four-year bachelor degree with an integrated honours stream), shall not exceed two-thirds (67%) of the total point value* of a course if:

a) the subjects upon which the application is based were completed at an institution other than CSU; and/or

b) the subjects upon which the application is based were completed at CSU and those subjects have been counted for a CSU award; and/or

c) proficiency credit is being sought.

*The total point value of a four-year bachelor degree with an integrated honours stream includes the point value of the research component. See also clause 2.4 below.

Notwithstanding the two-thirds limit, the Academic Senate may approve a higher credit limit for particular courses or for particular student cohorts in a course for credit granted on the basis of a), b) and c) above.

2.3.1.1.2 Unlimited

The credit granted in an undergraduate course (including a four-year bachelor degree with an integrated honours stream), may exceed two-thirds (67%) of the total point value* of a course if the subjects upon which the application is based:

a) were completed at CSU and those subjects have not been counted for a CSU award; or

b) were completed at CSU as part of a lower level award which articulates with the course which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or

c) were CSU subjects completed at an affiliate institution under an Affiliation Agreement with CSU; or

d) are a combination of the subjects which satisfy the requirements of the two thirds limit clause above and this clause, provided the points of credit approved under the two thirds limit clause does not exceed two-thirds of the total point value of the course.

*The total point value of a four-year bachelor degree with an integrated honours stream includes the point value of the research component. See also clause 2.4 below.
2.3.1.2 Fourth Year Add-on Bachelor (Honours) Courses

The credit granted in a fourth year, add-on Bachelor (Honours) course shall not exceed half (50%) of the total point value for the course.

The total point value of a four-year bachelor degree with an integrated honours stream includes the total point value of the research component. See also clause 2.4 below.

2.3.2 Postgraduate Courses

2.3.2.1 All Postgraduate Courses Except Professional Doctoral Programs and PhD and Master by Research

2.3.2.1.1 One Half Limit

The credit granted in a postgraduate course shall not exceed half (50%) of the total point value* of the course if:

a) the subjects upon which the application is based were completed at an institution other than CSU; or
b) the subjects upon which the application is based were completed at CSU and those subjects have been counted for a CSU award; or

c) proficiency credit is being sought.

*The total point value of any course with a research component includes the total point value of the research component. See also clause 2.4. below.

Notwithstanding the one half limit, the Academic Senate may approve a higher credit limit for particular courses or for particular student cohorts in a course for credit granted on the basis of a), b) and c) above.

2.3.2.1.2 Unlimited

The credit granted in a postgraduate course may exceed one half (50%) of the total point value* of the course if the subjects upon which the application is based:

a) were completed at CSU and those subjects have not been counted for a CSU award; or
b) were completed at CSU as part of a lower level award which articulates with the course which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or

2.3.2.2 Professional Doctoral Programs

2.3.2.2.1 One-third Limit

The credit granted in the coursework of a professional doctoral program shall not exceed one third (33.3%) of the total point value* of the program if:

a) the subjects upon which the application is based were completed at an institution other than CSU; or

b) the subjects upon which the application is based were completed at CSU and those subjects have been counted for a CSU award; or

The total point value of the program includes the research component. See also clause 2.4 below.

Notwithstanding the one-third limit, the Academic Senate may approve a higher credit limit for a particular program or for particular student cohorts in a program, for credit granted on the basis of a), b) or c) above.

2.3.2.2.2 Exceeding the One-third Limit

The credit granted in the coursework of a professional doctoral program may exceed one-third (33.3%) of the total point value of the program which includes the point value of the research if the subjects upon which the application is based:

a) were completed at CSU and those subjects have not been counted for a CSU award; or

b) were completed at CSU as part of a lower level award which articulates with the professional doctoral program, irrespective of whether the student has graduated with the lower level award or not; or

2.3.2.2.3 Limits on Subject Levels

The basis upon which transfer or forward credit shall be awarded in a professional doctoral program shall be limited to subjects completed at
doctoral or master level. Subjects completed at master level which may be the basis for credit in a professional doctoral program shall have been completed at a credit average (refer to clause 5.2.4.1.1 of the Admission Regulations) or better and may have been completed as part of a:

a) graduate certificate or graduate diploma (in which case the University will need to satisfy itself that the subjects were taught at master level) or a master program; or

b) master program which articulates as a whole or in part with the professional doctoral program; or

c) master program which although it does not articulate with a professional doctorate program, embodies an essential component of the professional doctorate program.

2.4 Credit for the Research Component of a Course or Program

Credit may not be granted for the research component of an undergraduate or postgraduate course or program, only for the coursework component. The research component of a course or program includes all of the following types of examinable research work: dissertation, project, portfolio, thesis.

3. APPLICATIONS FOR TRANSFER CREDIT

3.1 Application Form

Applications for transfer credit shall be made on the appropriate form available from the Student Administration Office and must be lodged at the Student Administration Office.

3.2 Timing of Applications

Applications for transfer credit should be lodged at the same time as applications for admission to a course, but may be lodged at a later time.

3.3 Documents

3.3.1 General Requirements

Applications should be accompanied by:

- a certified copy of transcripts of academic qualifications, and any other supporting documents that may be appropriate, for example: an explanation of the grading system used if this is not provided on a transcript; and, when required
- a photocopy of subject outlines taken from an institution’s calendar or handbook for the year in which the subjects were successfully completed;
- a certified translation if the transcript or other documents are not in English;
- other supporting documentation at the University’s request.

3.3.2 Subject Outlines

Subject outlines provided should include:

- a detailed list of the topics covered in the subject;
- the size and duration of the subject (e.g. three hours/week for 15 weeks); and
- the prescribed textbook and recommended readings.

If the subject outlines do not include this information it should be supplied separately.

3.4 Determining Applications

Applications will be determined by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Board.

3.5 Notification and Recording of the Decision

Students will receive advice in writing from the Student Administration Office of the result of their application. Subjects for which students receive credit will be recorded as credit on the student’s transcript and no grade will be shown for such subjects. (see also clause 6.2 below).

4. APPLICATIONS FOR PROFICIENCY CREDIT

4.1 Application Form

Applications for proficiency credit shall be made on the appropriate form available from the Student Administration Office, and must be lodged with the Student Administration Office.

4.2 Timing of Applications

Applications for proficiency credit may be lodged by students at any time, preferably before students are required to enrol in the subject.

4.3 Supporting Statement

Students should provide on the application form the basis upon which proficiency is claimed in the subject. Appropriate documents (e.g. a statement from an employer regarding work experience) should accompany applications.

4.4 Determining Applications

Applications will be referred to the Course Coordinator who shall determine in consultation with the Head of the teaching School whether the subject is open to an application for proficiency credit.

If a subject is open to proficiency credit, the subject coordinator will assess the student’s proficiency. If an examination is necessary, the subject coordinator will set the examination and arrange for the students to be advised where and when it is to be conducted, and whether the
examination is to be written or oral, or a combination of written and oral, or a demonstration of skill.

Where the examination is to be a written examination, the Subject Coordinator shall give a general indication of the format of the examination which may include, for example:

- the number of questions;
- the marks allotted to each question;
- the type of answers required (multiple choice, short answers, essays);
- the materials to be provided by the University;
- the materials to be provided by the student.

The Course Coordinator will determine applications in the light of the recommendations made by the subject coordinator.

4.5 Notification and Recording Decisions

Students will receive advice in writing from the Student Administration Office of the result of their application. Where the application is successful, the subject will be shown as credit on the student's transcripts. No grade will be shown for such subjects.

5. APPLICATIONS FOR FORWARD CREDIT

5.1 Application

Students wishing to undertake studies at another institution to be credited towards a University award must apply in writing to the Student Administration Office.

5.2 Timing of Applications

Applications for forward credit must be made and approved before a student enrols and commences study in the subject offered at the other institution.

5.3 Determining Applications

Applications will be determined by the Course Coordinator, Sub-Dean or Dean, in consultation with the subject coordinator and within policy and delegations approved by the Faculty Board.

5.4 Notification and Recording Decisions

Students will receive advice in writing from the Student Administration Office of the result of their application. Subjects for which students receive forward credit will be shown as credit on the student's transcripts. No grade will be shown for such subjects.

5.5 Notification of Results

Students are responsible for presenting evidence to the University that they have passed the subject(s) at the other institution. Failure to do so by a date specified by the Student Administration Office will result in the cancellation of the forward credit.

6. CREDIT BETWEEN CHARLES STURT UNIVERSITY COURSES

6.1 Transfer Credit Applies

Students who are:

a) permitted to transfer from one CSU course to another CSU course; or
b) admitted to a CSU course having completed a CSU course which articulates with the course to which they have been admitted; or
c) admitted to a CSU course having graduated from, or withdrawn from, or been excluded from a different CSU course

may apply for transfer credit in the CSU course on the basis of subjects completed in the earlier CSU course.

6.2 Graded Credit

A subject completed in the earlier course and approved for transfer credit in the new course shall be recorded on the transcript of the new course as graded credit.

6.3 Concurrent Enrolment

Where a student is concurrently enrolled in two or more courses and completes a subject in one course which he or she wants to count in the other course(s) as well, then that subject shall be recorded on the transcript of the other course(s) as graded credit.

6.4 Non-articulated Master and Professional Doctoral Programs

In professional doctoral programs with a non-articulated master component (i.e. where an essential component of the professional doctoral program comprises a master degree completed prior to admission to the professional doctoral program, but where the credit awarded for the completed master degree is less than the total point value of the master degree), the credit for the master component shall be recorded on the transcript of the professional doctoral program as block credit whether the master degree is a CSU course or a course from another institution. No grades are shown in block credit.

7. CREDIT FOR OPEN LEARNING AUSTRALIA SUBJECTS

Subject to paragraphs 2 and 3 below, students who complete OLA subjects may apply to have those subjects credited to their CSU course and clause 2.3 above - Maximum Credit shall apply in such cases.

Where a student completes OLA subjects taught by CSU or designated as CSU subjects, the
faculties may grant credit in such subjects over and above the limits specified in clause 2.3 above (in effect such subjects will be regarded as CSU subjects).

Credit for OLA subjects will not normally be granted for level 3 CSU subjects except where the OLA subjects are taught by CSU or designated as CSU subjects.

8. SECONDARY SCHOOL STUDIES
8.1 NSW Board of Studies Distinction Courses
The following Distinction courses offered by the NSW Board of Studies, are deemed to be equivalent to two standard, 8 point, level 1 subjects for the purposes of granting credit:
• Distinction Course in Philosophy
• Distinction Course in Comparative Literature
• Distinction Course in Cosmology.

The consideration of credit for these subjects in relation to specific courses is determined on a case by case basis within the Faculties concerned.

8.2 ACT Board of Secondary Studies Extension Units
ACT extension units completed by HSC students in the ACT will be regarded as university subjects for the purpose of granting credit.

9. SUBJECT SUBSTITUTION
9.1 The Nature of Subject Substitution
Subject substitution occurs where students are permitted to substitute a subject for a compulsory subject in which the students can demonstrate competence. Unlike credit, subject substitution does not reduce the number of subjects required to complete the course.

9.2 Limits on Subject Substitution
Subject substitution cannot apply to the research component of an undergraduate course or program, only to the coursework component. The research component of a course or program includes all of the following types of examinable research work: dissertation, project, portfolio, thesis.

9.3 Application
Applications for subject substitution must be made in writing to the Student Administration Office.

9.4 Timing of Application
Applications for subject substitution must be made and approved before the students enrol in the subject to be taken in lieu of the compulsory subject.

9.5 Determining Applications
Applications will be determined by the Course Co-ordinator, Sub-Dean or Dean in consultation with the subject coordinator and within policy and delegations approved by the Faculty Board.

9.6 Notification
Students will be notified in writing by the Student Administration Office of the result of their application.

10. REVIEW OF CREDIT AND SUBJECT SUBSTITUTION
10.1 Right of Review
Students aggrieved by a credit or subject substitution determination may apply for a review of the determination.

10.2 Applications
Applications for review of a credit or subject substitution determination must be made in writing to the Student Administration Office. Reasons for the application and the grounds on which it is based must be given.

10.3 Timing of Applications
Applications for review of a credit or subject substitution determination must be made and received within 30 days of the date of notification of the determination.

10.4 Deciding Applications
Applications will be decided by the Faculty Board or under delegation by a sub-committee of the Board.

10.5 Notification
Students will be notified in writing of the result of their application by the Student Administration Office.