

# Faculty of Arts Credit Policy

## Feb 2019

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### *Summary of revised Academic Credit Arrangements Policy*

Access the full Policy at <http://www.adelaide.edu.au/policies/3203>

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#### **1 Credit Limit**

- 1.1 Subject to Academic Program Rules, Students concurrently studying two programs offered by the Faculty of Arts may be permitted to double count up to 24 units of courses towards both programs.
- 1.2 Subject to Academic Program Rules, Students undertaking a Diploma in Languages or Diploma in Arts concurrently with another program offered by the Faculty of Arts may be permitted to double count up to 12 units of courses towards the concurrent program.
- 1.3 Students who Internal Transfer to a program offered by the Faculty of Arts, thereby discontinuing the former program, may present courses from the previously discontinued program towards the new program and receive credit subject to the Academic Program Rules of the new program and Clause 4.3.
- 1.4 Students seeking credit from a previously completed program at the University of Adelaide is assessed as per standard University Academic Credit Arrangements Policy. Subject to Academic Program Rules and Faculty Credit Policy:
  - Maximum 2/3 credit may be granted (e.g. 48 units towards a 72 unit program);
  - The remaining 1/3 courses must be unique to the new program and not otherwise presented towards an award (e.g. 24 units towards a 72 unit program);
  - Additional sub-limits apply if a Major or Minor is required. See Clause 6;
  - Additional sub-limits will apply if the completed studies consist of courses offered from a discipline area outside of the Faculty of Arts, refer to Clause 4.3.
- 1.5 The maximum credit available for the highest level of studies is 50%.
  - e.g. for a 3 year Bachelor degree, only 12 units may be granted towards Level III studies;
  - The remaining courses must be completed at the University of Adelaide and unique to the program.
- 1.6 Where a Capstone is required, students must complete this at the University of Adelaide.
  - Where a student has already completed the required Capstone as part of a previously completed program at the University of Adelaide, the Capstone may be credited towards the new program, subject to Faculty Credit Policy, in particular Clause 1.4, 1.5 and 6.1.
- 1.7 No credit will be granted where the total units required to complete an award is 6 units or less, (e.g. Professional Certificate).

## **2 VET Credit**

2.1 Where there is no Articulation Agreement with the relevant provider, completed Diploma and Advanced Diploma qualifications will be eligible for the following credit:

- Diploma (AQF Level 5): 12 units of credit at Level I or II;
- Advanced Diploma (AQF Level 6): 18 units of credit at Level I or II.

2.2 No credit is awarded for incomplete VET qualifications.

2.3 No credit is awarded for AQF Level 4 qualifications or below (e.g. Certificate IV). This rule does not apply to credit towards the University Preparatory Program (UPP).

## **3 Work experience credit**

3.1 Credit applications for work experience will be assessed on a case-by-case basis.

3.2 For paid work experience:

- Maximum 6 units (2 courses) of credit will be granted for prior work experience;
- Credit must be granted towards specific courses. Students must nominate course/s they wish for credit to be granted towards;
- No credit can be granted toward courses with a thesis component;
- Students must apply for credit in writing and include:
  - A statement to demonstrate that the work experience is equivalent to the content and learning outcomes of the specified course;
  - A letter on company letterhead from the employer verifying the details provided in the statement.
- Final assessment of credit will be determined by the Course Coordinator of the nominated course.

3.3 For unpaid work experience:

- Students seeking credit for unpaid work experience or internships who have not completed work of academic rigour will be required to complete an academic component.
- Students must enrol in an academic course: Community Engagement Project (3 units) or Arts Internship (3/6 units)
- Students must undertake a form of alternative assessment to enable their learning outcomes to be assessed.
- The nature of the alternative assessment, and assessment of credit will be determined by the Arts Internship Team in consultation with the appropriate internships academic staff member.

## **4 Credit towards Unspecified Arts or General electives**

4.1 Credit can only be granted towards ARTS electives if the course previously completed is in an Arts discipline or equivalent to those offered by the Faculty of Arts (e.g. credit for previous studies in Business, Psychology or Maths would not be granted towards an ARTS elective).

4.2 Credit can be granted towards GENERAL elective for courses completed in any discipline.

4.3 Subject to Academic Program Rules and notwithstanding Clause 1.3, students seeking credit from previous studies in a discipline outside of those offered by the Faculty of Arts may be

awarded up to 24 units of GENERAL elective credit. Students cannot present further non-Arts courses towards the program once this limit has been reached.

- 4.4 The Faculty Office can approve credit towards ARTS and GENERAL unrestricted electives. The Faculty Office will consult the relevant Program Director if there are concerns regarding the appropriate level of credit to be awarded.

## **5 Credit towards Specified courses**

- 5.1 Specified credit must be assessed by the Course Coordinator for the target course. Academic judgement is required in assessing equivalence of content and learning outcomes between prior learning and the target course.

## **6 Credit towards Major, Minor or Closed Electives**

- 6.1 Both Specified and Unspecified credit can be counted toward a major/minor:
- Specified credit towards an equivalent course must be approved by the relevant Course Coordinator under Clause 5. Additional approval must be sought from the relevant Discipline Advisor for the course to be presented towards a Major or Minor.
  - Unspecified credit, including Outbound Cross-Institutional Study and Outbound Exchange, must be approved by the relevant Discipline Advisor.
- 6.2 Credit may be granted toward a Major or Minor, however students must present at least 6 units of unique Level III (or highest level equivalent) courses toward their Major or Minor. The unique courses must be completed as part of the current qualification and cannot be double counted from previous studies.
- 6.3 Approved courses are valid for 12 month as precedent for future applications.

## **7 Outbound Cross-Institutional Study applications**

- 7.1 The Faculty Office can approve Outbound Cross-Institutional Study applications as a delegate on behalf of the Associate Dean (Learning and Teaching) pursuant to procedure 1(d) of the Academic Credit Arrangements Policy.

## **8 Documentary evidence**

- 8.1 Applications for credit must be accompanied by all evidence of Prior Learning including but not limited to Transcript and Syllabus information.
- 8.2 The Faculty of Arts accepts the following as evidence of academic record:
- Hard Copy – Official Transcript;
  - Hard Copy – Certified photocopy of an Official Transcript;
  - Hard Copy – Unofficial Transcript stamped and certified by the issuing University;
  - Digital Copy – Official Transcript digitally signed by the issuing University.
- 8.3 Any petitions not accompanied by evidence will be cancelled in 4 weeks from date of request of evidence.