



Advanced Standing Policy and Procedure

Academic Board Approved Document

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Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (Cth) Australian Qualifications Framework 2013; National Code of Practice for Registration Authorities; Providers of Education and Training to Overseas Students; Education Services for Overseas Students (ESOS) Act 2000.
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)	B1.1 "Higher Education Provider" Category Standard 1.1; ss 2 Standard 1.2; ss 1 – 2 Standard 1.5; ss 7 Standard 7.2; ss 2
Benchmarking Institutes	Australian Institute of Higher Education Macquarie University Southern Cross University University of Newcastle Western Sydney University

Version History

v2.0 5 December 2018 Academic Board Policy

v2.1 19 December 2022 Minor amendments resulting from scheduled policy review

1. Preamble

1.1 Purpose

The Advanced Standing Policy and Procedure outlines the procedure involved in granting any advanced standing or credit transfer to students who would like to enrol into Churchill Institute of Higher Education ('the Institute') or transferring between course/units within the Institute.

1.2 Background

Students who have previously completed a recognised qualification from an accredited institution related to courses/units that the student is enrolling into, can apply for advanced standing at the Institute. The Institute also recognises previous study from other education providers which may have articulation agreements in place with the Institute.

The previous study could have been from a university, other higher education provider, TAFE or registered training organisation in Australia and/or a recognised international educational institution. The decision to grant Advanced Standing takes into consideration that the student will be able to commence study without "undue" difficulty and ensures that there is minimal impact to the future learning experience.

1.3 Definitions

For definitions, please refer to the *Dictionary of Terms*.

2. Scope

This policy and its procedures apply to all courses/units offered at the Institute. The Advanced Standing that is granted in accordance with this document does not guarantee a place in a course.

3. Policy Statement

The Institute will ensure that all applications of Advanced Standing and credit transfer are processed in a timely and fair manner following the Institute's overall objectives.

4. Principles for Granting Advanced Standing

4.1 The Advanced Standing applications will be based on the following criteria:

4.1.1 minimum entry requirements for admission into a course are fulfilled;

4.1.2 for any units to be considered eligible for credit transfer, their results must be passed with over fifty percent marks;

4.1.3 any additional arrangements made by the student as a part of the course, which could be in the form of training or experience, can be taken into consideration.

4.2 The criteria listed in the advanced standing document must be applied consistently and transparently throughout the application process.

4.3 Advanced Standing is considered only for units that are comparable in terms of level, content and/or depth to units offered in the Institute's Degree Outline.

4.4 Advanced Standing must not be granted where it is likely that the student will have difficulty in making satisfactory academic progress. The student's competency to gain admission in the course provided by the Institute will be reviewed and considered.

5. Advanced Standing Procedures

5.1 Advanced Standing

For students to be considered eligible for Advanced Standing, the Institute has established limitations which include:

- 5.1.1 the maximum advanced standing that will be granted towards the Institute's qualifications is 50% of the credit points of the course, no advanced standing will be granted in relation to third year units;
- 5.1.2 advanced standing will be granted based on successfully completed units gained by the student from previous learning. The Institute does not consider any disadvantage that an applicant had experienced in prior study;
- 5.1.3 the minimum requirements for a course provided by the Institute must be fulfilled by a student to receive a degree from the Institute regardless of any advanced standing granted by the Institute;
- 5.1.4 any form of RPL (Recognition of Prior Learning) application based on work experience will not be considered by the Institute;
- 5.1.5 for students with special circumstances, the Dean of the Institute may make an exception to limit the maximum age of previous qualification which could be up to ten (10) years.

5.2 Applications for Advanced Standing

- 5.2.1 To receive outcome decision on advanced standing, all the required forms are to be submitted to the Institute.
- 5.2.2 All applications must be received by the Institute before the census date.
- 5.2.3 All applications must be supported by appropriate documentation and must be certified copies made of original documents. If the documents relevant to the application are in a language other than English, an official copy of the document translated into English must be provided.

5.3 Approval Process

- 5.3.1 The Course Coordinator will give final approval of the advanced standing for all courses.
- 5.3.2 The Dean will assess and approve the advanced standing applications that are considered non-standard by the Course Coordinator.
- 5.3.3 The Teaching and Learning Committee will receive a semester-based report on all advanced standing approvals.

6. Record keeping for students provided with RPL or Credits

Records will be kept for students provided with RPL or Credits in accordance with the Institute's Record Management Policy.

The following process/steps will be followed:

- 6.1 Record the receipt of the RPL/application
- 6.2 Notify the result of an RPL application to the student in writing in 5 days and receive their acceptance.
- 6.3 Receive a record their acceptance.
- 6.4 Retain a written record of the decision to grant RPL/credits, and the student's acceptance, for two (2) years after the student ceases to be an accepted student.
- 6.5 Ensure that RPL awarded is recorded on the student's record and noted on their academic transcript.

6.6 Maintain and make accessible to prospective students a credit precedent list.

6.7 A publicly available register of articulation and credit transfer agreements shall be maintained.

7. Approval

7.1 Applying for advanced standing does not establish that an advanced standing has been granted. The approval of advanced standing is subject to meeting the entry requirements for the course.

7.2 Approval of the application for advanced standing does not guarantee that the applicant will meet the requirements to graduate.

8. International Students

International students are to be advised that any approval of advanced standing must comply with the provisions of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Student* (the National Code). The Institute will take the following actions once the advanced standing has been granted to the international student:

8.1 If the advanced standing has been granted before the student's arrival and commencement of the course, the Confirmation of Enrolment (CoE) will be designed in accordance with the number of advanced standings granted and will shorten the length required to complete the course.

8.2 If the advanced standing has been granted after the course has started, the Institute will decrease the length of the course depending on the number of advanced standings granted.

8.3 If the advanced standing has been granted after the commencement of the course, the CoE for the student will be amended according to the changes arising from the grant of the advanced standing. The amended copy of CoE will be provided to the student.

9. Credit Transfer

9.1 When a student changes a course within the Institute and the original course has units equivalent to the units required for the new course, the student's achieved academic credits will be transferred to the new course.

9.2 Credit transfer will occur only for those units that have been successfully completed and are part of the new course.

9.3 Where a student seeks transfer of credits from one of the Institute's major/courses, then the maximum number of unit credits will be applicable subject to the course rules.

9.4 *Credit Transfer Schedule:*

Institute Award	Basis for Credit (Australian equivalent qualification)	Course Credit (under normal circumstances)
Bachelor	Any recognised education and training.	Maximum of 50% of the total course units.
Bachelor	Complete Diploma in a cognate field of study.	6 units.
Bachelor	Advanced Diploma in a cognate field of study.	8 units.
Bachelor	Associate Degree in a cognate field of study.	10 units.
Bachelor	Bachelor's degree in a cognate field of study.	12 units

10. Cross-Institutional Enrolment & Criteria for Entry

- 10.1 Students who are enrolled in a course at the Institute and who wish to study an equivalent unit at another recognised higher education provider, should consult the Academic Manager about the process and eligibility criteria, which will be provided to the students on request.
- 10.2 Credit may be given based on cross-institutional study at another Australian tertiary institution with the prior approval by the Dean. Any subsequent changes must also be approved by the Dean.
- 10.3 The standard maximum credit limits apply to cross-institutional study.
- 10.4 Eligibility Criteria for students from other institutions wishing to study a unit at the Institute
- a. *Students must:*
- i. be currently enrolled in a degree course at an accredited Australian equivalent higher education Institute;
 - ii. have completed at least one full-time semester of study at the student's original institution;
 - iii. receive approval from both the student's original institution and from the Institute's Course Coordinator.

Note:

- i. Other eligibility criteria may apply to the unit(s) for which students wish to apply. Approval for a cross-institutional study enrolment is at the discretion of the Dean.
- ii. Some units may not be available through cross-institutional study.
- iii. Where possible, incoming cross-institutional study students will be enrolled on the same fee basis as the Institute's own students.

11. Internal Credit Transfer

- 11.1 Credit transfer will be granted when a student has completed units while undertaking a course within the Institute and wishes to transfer to another course.
- 11.2 Credit will be granted for those units already undertaken which form part of the course into which the student is transferring.
- 11.3 The maximum credit internal transfer that can be granted in these circumstances is not limited.

12. Provision of False or Misleading Information

- 12.1 If an applicant for advanced standing (based on credit transfer or recognition of prior learning) provides any information that is false or misleading in relation to the application, the Dean and/or Coordinator may:
- a. refuse an application for advanced standing, or if already granted, revoke the approval of advanced standing.
 - b. refuse admission, or if already admitted, revoke the offer of admission.

13. Withdrawal of Advanced Standing

- 13.1 If an applicant for advanced standing is found to have provided false information or documents impacting upon the advanced standing decision-making process, the Institute may:

- a. reject the advanced standing application;
- b. cancel any approved advanced standing; or
- c. cancel the student's admission in a course if an admission has already been offered.

13.2 Any advanced standing granted which is a result of an administrative error will be withdrawn by the Institute.

14. Quality Assurance

14.1 For ongoing quality assurance, the Dean will conduct comparisons with other higher education providers that the advanced standing granted by the Institute is consistent with the current practice in the industry.

14.2 The Dean will report to the Academic Board on a half-yearly basis about the granting of advanced standing to ensure that consistency of the Policy and its procedures are upheld, and all non-standard authorisations of advanced standing are assessed by the Academic Board.

15. Articulation Agreements

Each application for advanced standing will be assessed on the basis of an articulation agreement and relevance of the prior studies completed by the student.

The maximum advanced standing that can be granted to the student is 50% of the total credit points required to qualify for a degree.

16. Appeals

16.1 A student may appeal to the Dean against a decision made under this Policy. The grounds for appeal are that the decision is inconsistent with this Policy.

16.2 Appeals must be made in writing and lodged with the Institute within ten (10) working days of the student receiving written notification of the decision.

16.3 The Institute will respond in writing to the appeal within ten (10) working days and will confirm or vary the decision.

16.4 All decisions regarding advance standing appeals will be reviewed by the Teaching and Learning Committee.

16.5 If a student remains dissatisfied with the outcome of his or her appeal, he or she may utilise the external appeals avenue as outlined in the Institute's grievance handling procedures outlined in the *Student Grievance Management Policy*.