

GRADUATE STUDIES POLICY ON CREDIT

(last updated 20 August 2015)

1. INTRODUCTION

This document outlines the Melbourne Graduate School of Education's policy on credit for all postgraduate courses as pursuant to The University of Melbourne [Regulation 11.1.A2 - Admission and Selection to Courses](#) and the university's [policies and procedures on credit](#). This document does not over ride any University policy or procedure approved by the Board but is intended to provide advice on the faculty's implementation of those Board approved policies and procedures.

2. DEFINITIONS

2.1 Specified Credit

Specified credit is awarded for;

- subjects from other tertiary institutions which are approved as direct equivalents to subjects offered in the course; and
- subjects from another course at the University of Melbourne that are compulsory subjects in the current course.

Credit is awarded as specified subjects that are deemed to have been completed.

2.2 Unspecified credit

Unspecified credit is awarded as recognition for studies undertaken for which no direct subject equivalent exists in the course. Credit is awarded as a number of credit points for a particular year level.

2.3 Exemption

Exemption is awarded for a particular component of a subject. The student enrolls in the subject with no variation to the points value of the subject or CSP liability incurred.

Exemption may be granted upon evidence of having completed related studies and is negotiated by the student with the relevant lecturer/subject co-ordinator.

3. GENERAL POLICY

3.1 Application for Credit

Applications should be made on the appropriate application form which can be found in the online application form. Applications should normally be submitted at the time of application or before enrolment is finalised.

For studies not undertaken at The University of Melbourne, applicants need to provide:

- a certified copy of transcript of results for the subject/s for which credit is sought;
- a copy of the relevant section of the handbook in the year the subject/s was completed, showing course entry requirements, course structure, subject description,

assessment requirements and weighting of subject/s within the course expressed as a proportion of the whole

3.2 Approval

The Academic Programs Committee has delegated its authority to approve applications for credit to the Chair, on advice from the Manager, Academic Support Office.

Advice and/or recommendations of Academic teaching staff will be sought in evaluating applications.

Credit may be granted for equivalent studies successfully completed in a course at this or another tertiary institution. These studies should be in similar and/or related areas to those offered in the relevant course, and of the same/comparable academic level and workload.

Credit will not be granted for studies in a course which was used to gain entry to the relevant course, except where the previous studies are University of Melbourne subjects that are compulsory studies in the current course.

Credit will not be granted for similar studies for which the candidate has already taken out an award in cases when the course completed is of the same/comparable level to the course for which credit is sought except where the previous studies are University of Melbourne subjects that are compulsory studies in the current course.

Credit will not be granted for any subject which has a placement component.

Partial credit cannot be granted toward a subject. However, a student may apply for exemption from a component of a subject (see Item 2.3).

3.3 Time Limitation

Credit is not normally granted for studies completed more than ten years prior to the year of application.

3.4 Maximum Credit Awarded

Credit awarded will not exceed 50 per cent of the requirements of the course.

3.5 Appeals Procedure

Students may appeal to the Director, Learning and Teaching concerning the outcome of an application for credit. The appeal must be lodged in the academic year that credit is applied for.