

CREDIT TRANSFER POLICY

Policy number	33	Version	4
Approved by ABG on	9 November 2017	Scheduled review date	November 2019

1. Purpose

The policy aims to facilitate progression of students through the Master of Leadership and Management MLM (OD) degree by giving credit for learning outcomes students have already achieved in another Australian Qualification Framework (AQF) qualification or other formal learning.

2. Scope

This policy pertains to the student life cycle.

3. Policy Statement

Students and prospective students of NIODA will have the opportunity to apply for credit transfer on the basis of completed components of another AQF qualification or other formal learning.

The assessment of application for credit transfer must ensure the integrity and standards of the NIODA course of study are maintained.

4. Definitions

Credit transfer is defined in the AQF as follows:

***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*

The AQF definition of credit is as follows:

***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*

5. Credit Transfer process

Prior to an application for credit transfer, discussion should take place with the Director of Academic Programs.

Students who wish to apply for Credit Transfer must lodge a Credit Transfer application form four weeks prior to the beginning of the semester in which credit is being requested.

A sub-committee of the Education Committee will review all applications. The Director of Academic Programs will respond to the applicant in writing regarding the decision to grant credit or not. Students can expect to receive notification within two weeks of the application being received.

In the application students must show that the previously undertaken subject content and requirements are equivalent to the subject for which they request a credit/exemption. They must ensure that all appropriate documentation is included in their application, including: original or scanned versions of official transcripts;

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course and subject outlines; and copies of assignment. The documentation must be relevant, current, valid and verifiable.

Credit Transfer form (attachment A) is also available on the NIODA website (www.nioda.org.au/policies).

6. Responsibilities

A sub-committee of the Education Committee will decide on the credit transfer application and judge the credit to be assigned between the matched components of the two qualifications based on:

1. the veracity of the evidence presented and
2. the equivalency of the learning outcomes, discipline content and assessment requirements of the individual components of the qualification to the learning outcomes, discipline content and assessment requirements of the individual components of the MLM (OD) degree.

The Director of Academic Programs will advise the prospective student/student of the outcome of their application within 2 weeks of it being received.

The Director of Academic Programs will record credit transfer decisions with reasons for decisions taken and report to the Academic Board of Governance on all credit transfer applications and outcomes at each meeting of the Academic Board.

Credit transfer form (attachment A) is also available on the NIODA website (www.nioda.org.au/policies).

7. Grievances

Grievances relating to Credit Transfer processes and outcomes should be taken up as per the NIODA Grievance policy. The policy is published on the NIODA website (www.nioda.org.au/policies).

3. Related Documents

Eligibility, Admissions and Enrolment Policy

RPL Policy

Credit Transfer application form (attachment A)

Student Grievance Policy

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Attachment A



Credit transfer information sheet and application form

NIODA offers credit transfer to recognise the skills you have gained through formal and informal education and training, work and/or life experience.

This form should be used by NIODA students seeking credit transfer for NIODA subject/s within the NIODA Master of Leadership and Management (Organisation Dynamics).

For more information about Credit transfer (see Credit Transfer Policy above).

For assistance with completing this form please contact admin@nioda.org.au.

Credit transfer

Credit transfer is the recognition of previously completed formal training and/or qualifications.

How to apply

Complete this application form and lodge it along with certified copies of any relevant supporting documentation to admin@nioda.org.au.

When to apply

This form should be lodged prior to the relevant census date for the semester in which you wish to be granted credit.

Supporting documentation

Please attach a certified copy of any relevant certificates or transcript of results for any formal studies that you have completed, along with any other relevant information that may support your application.

Credit transfer fees

There is no fee attached to credit transfer applications.

Outcome

Once the assessment process is completed you will be notified of the outcome in writing.

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Credit transfer application form

Section 1: Student information

Student no. _____ Date of birth (dd/mm/yyyy) _____

Family name: _____ Given names _____

Mailing address: _____

Section 2: Program Information

NIODA Course _____

Are you currently enrolled in the subject/s for which you are seeking credit?

Yes _____ No _____

You are applying for credit on the basis of formal study.

Please attach a certified copy of your transcript of results. (Also complete Section 3).

If my application for credit transfer is successful, I take responsibility for ensuring that I am withdrawn from the enrolled subject prior to the relevant class census date, otherwise I remain liable for each subject's total tuition fees.

Student signature _____

Date _____

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Section 3: Credit Transfer Application Form

Student Name _____

Student No. _____

NIODA Course _____

Students to complete List subjects successfully completed			List corresponding NIODA subject			NIODA use only	
Institution	Subject code	Subject name	NIODA subject code	NIODA subject name	Credit points or contact hours	Approved	Not Approved

Assessor name _____

Signature _____ Date _____