

CREDIT TRANSFER POLICY

Policy number	33	Version	5
Approved by ABG on	8 August 2019	Scheduled review date	August 2022

1. Purpose

The policy aims to facilitate progression of students through the Master of Leadership and Management (Organisation Dynamics) (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 within the last ten years. Credit can be granted to single subjects or to whole stages or components of a qualification (block credit)

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 prior to the census date of the subject/s 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/s 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
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 two 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 of Governance.

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

Recognition of Prior Learning 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 within the last ten years.

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 subject/s 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 _____

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: Statement of relationship between the course and subject learning outcomes, volume of learning and assessment requirements from those of your previous formal academic studies

You are required to provide documentary evidence to support the equivalency between the NIODA course and subject/s from those of your previous studies. This evidence should include academic transcripts and previous course and subject outlines.

Please complete the following:

Previous course learning outcomes

- 1.
- 2.
- 3.
- 4.
- 5 etc

Subject learning outcomes

If credit transfer is sought for more than one subject, fill out separately for each subject.

NIODA course name	Credit points and contact hours	Previous course name and institution	Credit points and contact hours
Subject name and code for which credit transfer is sought	Subject learning outcomes		Subject name and code for subject previously undertaken	Subject learning outcomes	

SECTION 5: Attachments

Please list all attachments to this document.

- 1
.....
- 2
.....
- 3
.....

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Signature _____

Date _____