Policy number	P14	Version	7
Approved by ABG on	13 August 2020	Scheduled review date	August 2023

1.   Purpose

The policy aims to facilitate progression of students through accredited National Institute of Organisation Dynamics Australia (NIODA) degree courses by giving credit for learning outcomes candidates/students have already achieved in another Australian Qualification Framework (AQF) qualification or other formal learning.

2.   Scope

This policy pertains to candidates and students upon entry to the course of study.

3.   Policy Statement

Candidates/students and prospective candidates/students of NIODA have the opportunity to apply for credit transfer on the basis of completed components of another AQF qualification or other formal learning undertaken at registered institutes of higher education or universities 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 candidate/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*

Credit may be assigned in a block form or for individual components of the NIODA degree.

5.   Credit Limit

A maximum of two thirds of total course credit points is allowable for credit transfer towards subjects e.g. 96 of 144 credit points in the Master of Leadership and Management (Organisation Dynamics).

Credit transfer for the PhD degree is subject to the particular application. Decisions about credit transfer are based on the progression a prospective candidate may have made in research towards a thesis at an accredited higher education institution or university. Regardless, a prospective candidate is required to submit a research proposal for approval by the Confirmation Panel before they can commence their research at NIODA. If ethics approval has not been gained from the prior institution then the candidate would need to gain this from NIODA. If the ethics approval was gained from a prior institution, the HREC should be provided with a copy of the HREC application

and letter of approval for review and confirmation or not by the NIODA HREC.

6.   Application Process

The Credit Transfer Policy with application form link is also available on the NIODA website (www.nioda.org.au/policies).

Prior to an application for credit transfer, discussion should take place with the Master's (and nested degrees) or PhD Course Lead/s.

Candidates/students who wish to apply for credit transfer must lodge a credit transfer application form at least four weeks prior to the beginning of the first year in which credit transfer is being requested. The link to the application for credit transfer form is: https://form.jotform.com/240098843855871.

In the application candidate/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; course and subject outlines; and copies of assignments. The documentation must be relevant, current, valid and verifiable. Please refer to the Verification of Academic Credentials Policy when reviewing the documentation.

Master's (and nested) course credit transfer applications are assessed by the Master's Leadership Team and PhD credit transfer applications by the PhD Course Committee. Decisions about applications are made and including the extent of credit to be assigned between the matched components of the two qualifications based on:

> (i) the veracity of the contents of the application

> (ii) 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) (and nested) or PhD degree.

> (iii) the discussion with the applicant and the subcommittee about the material they have submitted.

The Master's Leadership Team or PhD Course Committee advises the student/candidate of the outcome of their application within three weeks of receiving the completed application and any subsequent additional information or documentation required.

The Master's Leadership Team or PhD Course Committee records credit transfer decisions with reasons for decisions taken, and reports on all credit transfer applications and outcomes in the Teaching and Learning Report to the Academic Board of Governance.

Application for Credit Transfer form: https://form.jotform.com/240098843855871.

For recognition of relevant formal, informal and non-formal learning, please refer to the *recognition of prior learning application policy* 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).

8.   Related Documents

LM(OD) Eligibility, Admissions and Enrolment Policy

PhD Eligibility, Admissions and Enrolment Policy

Recognition of Prior Learning Policy

Candidate and Student Grievance Policy

Verification of Academic Credentials Policy