



SAIBT MODULE CREDIT POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to outline the requirements related to credit transfer and recognition of prior learning.

A.2 Scope

This policy covers all prospective and current students of the South Australian Institute of Business and Technology (SAIBT).

A.3 Definitions

Word/Term	Definition
Module	A single unit of study that counts towards completion of a program
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted onto a course of study at an Australian institution for a specific start and end date
Module credit	Exemption from enrolment in a particular part of the program as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning
Partner Institution	Any institution that the provider has an agreement with to package students
Program	An approved combination of approved modules in which a student is enrolled
Unit	The weighting of each course

A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

This policy is based on the principle of recognising the knowledge and skills students have which meet the learning outcomes of the SAIBT programs.

B.2 Policy

1 Course credit

- 1.1 Credit is granted only where the prior study or experience is assessed as equivalent in content and level to the module (or modules) for which credit is being sought.
- 1.2 Credit granted must be academically defensible and take into account the student's ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the program.
- 1.3 The amount of credit for programs will be decided by the Academic Directorate with the input of the partner institution where necessary.
- 1.4 The maximum credit allowable in diploma programs is 75% (12 out of 16) of the units in the current program. Undergraduate Certificate, Graduate Certificate and Early Transition Programs have a maximum credit allowable of 50%.
- 1.5 Credit will not normally be granted for modules completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period.
- 1.6 Advice on possible credit may be provided to future students on request.
- 1.7 In special circumstances, for example where the applicant is unable to present sufficient documentary evidence to allow for the normal determination of credit, the applicant may be allowed to undertake an assessment activity.
- 1.8 If a student transfers from one SAIBT program to another, where applicable, modules passed for the original program will be automatically transferred to the new one.
- 1.9 Requests for the removal of module credit may be granted where relevant.

2 Types of credit

2.1 Credit granted for specific modules of a program

- 2.1.1 Credit granted for a specific component of a program where the student has completed curriculum which is:
 - substantially the same, or equivalent
 - constitutes at least the same proportion of full-time study, and
 - the standard attained is substantially the standard required for a pass in the specified current program component

2.2 Exemption for components of a module

- 2.2.1** Release from specified parts of a module such as lectures, practicals, tutorials, projects or any other components of a module including elements of assessment on advice and approval through the Academic Directorate.
- 2.2.2** Where exemption for a component of a module is granted, there will be no reduction in fees/student contributions for that module.

3 Application for credit

- 3.1** Applications must be made on the appropriate form and be accompanied by an original or certified copy of documentary evidence supporting the application including a transcript and details of the course content
- 3.2** Applications for credit may be lodged at any time prior to enrolment and up to two weeks after the start of the program. Later applications may be considered at the discretion of the Academic Director.

4 Notification

- 4.1** Students will be notified of the outcome of the credit transfer request.

5 Fees

- 5.1** There are no fees associated with applying for module credit.
- 5.2** A student who has paid for a module which is subsequently credited may apply for a refund as per the **Fee Refund Policy**.

6 Module duration - international students

- 6.1** Details relating to Confirmation of Enrolment (CoE) where credit has been granted, after a student has arrived in the country, can be found in the **Student Load Monitoring Policy**.

7 Student records

- 7.1** Documents related to credit transfer will be kept in the student file.

8 Appeals

- 8.1** Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	SAIBT Module Credit Policy
Policy Owner	Academic Director, SAIBT & CELUSA
Approving Authority	SAIBT Academic Board
Initial Issue date	April 2014
Directory Location	Policies, SAIBT, Academic Directorate

C.2 Version Control

Current Version Number	4.0
Date of Effect	05/2024
Review Date	05/2027
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

SAIBT Module Credit Procedure

D.2 Related Policies

Fee Refund Policy

Student Grievances and Appeals Policy

Student Load Monitoring Policy