

<b>Version</b>	16.0
<b>Short description</b>	A policy on the regulations and processes in relation to the request and granting of advanced standing.
<b>Relevant to</b>	All Avondale students, Course Convenors and the Director, Student Administration Services
<b>Authority</b>	Academic Board
<b>Policy owner</b>	Director, Student Administration Services
<b>Responsible office</b>	Academic Office
<b>Date approved</b>	17 February 2021
<b>Date effective</b>	17 February 2021
<b>Review due</b>	February 2026
<b>Related Avondale documents</b>	Appeal Procedure (Academic) Verification of Applicant Credentials & Student Qualifications Policy
<b>Related legislation</b>	
<b>Key words</b>	advanced standing, applicant, credit transfer, cross-institutional study, duplicate units, module credit, recognition of prior learning, student

## 1. PURPOSE

- 1.1 This documents Avondale University's (Avondale) policy on advanced standing and the determination of credit for previously completed formal study, the recognition of prior learning, or approved cross-institutional study.
- 1.2 The objectives of the policy are to:
  - (a) Identify the circumstances and regulations under which advanced standing will be granted.
  - (b) Outline the responsibilities of applicants, students, and staff in relation to requests for and granting of advanced standing.

## 2. SCOPE

- 2.1 This policy applies to (target group):
  - Higher education applicants to Avondale
  - Current higher education students
  - Course Convenors
  - School Committees
  - Director, Student Administration Services
  - Learning and Teaching Committee
- 2.2 This policy does not apply to Vocational Education and Training (VET) students who should refer to the Recognition of Prior Learning/Recognition of Current Competency Policy and Procedure.

## 3. REFERENCES

- This policy should be read in conjunction with the Appeal Procedure (Academic).

## 4. DEFINITIONS

- 4.1 **Advanced standing:** credit granted towards a student's enrolled course on the basis of completed formal studies and/or on the basis of recognition of prior learning.
- 4.2 **Applicant:** a potential student who has submitted a formal application (electronic or paper) to Avondale to enrol as a student.
- 4.3 **Credit transfer:** the transfer of credit points from completed formal study or recognised prior learning into a student's Avondale course in recognition of equivalence in content and learning outcomes. The following three types of credit may be granted:
  - Specified credit: granted in place of specific units in a course
  - Unspecified credit: granted in place of elective components in a course
  - Block credit: granted in place of whole stages in a course.
- 4.4 **Cross-institutional study** where a current student is granted permission to enrol in a relevant unit (or units) at another recognised higher education provider and, on

successfully completion, will be granted specified credit for the completed study into his/her Avondale course.

- 4.5 **Duplicate units:** the process used to credit transfer relevant successfully completed units in one course at Avondale into another course at Avondale to which the student has transferred.
- 4.6 **Module credit:** credit given for part of a unit in recognition that the student has already met the unit outcomes for that section. Where module credit is granted, the student must still enrol in the unit and satisfactorily complete the remaining components, as outlined by the relevant lecturer, and is still liable for the full tuition fee for the unit.
- 4.7 **Recognition of Prior Learning:** the granting of advanced standing on the basis of relevant work experience or professional development activities with appropriate rigour and currency.
- 4.8 **Student:** a person who is formally enrolled in a course at Avondale.

## 5. RESPONSIBILITIES

### *Students and Applicants*

- 5.1 Students and applicants may apply for advanced standing in undergraduate or postgraduate courses where they have completed formal studies at another accredited higher education provider or registered training organisation.
- 5.2 Applications for advanced standing are made by submitting to the relevant Course Convenor (for current students) or Student Administration Services (for applicants):
  - The official Application for Advanced Standing form, and
  - A certified copy of any relevant Transcripts of Academic Record or Australian Higher Education Graduation Statement (AHEGS) as documentary evidence of satisfactory completion of the unit/s for which they are seeking credit, and
  - A copy of the Unit (Subject) Outline for the unit/s for which advanced standing is being sought.
  - Official documentary evidence of relevant work experience where recognition of prior learning is the basis for the requested advanced standing.
- 5.3 Submission of documents with an application for advanced standing implies consent for verification to be undertaken.
- 5.4 Applicants who require a student visa to study at Avondale need to apply for advanced standing and have it assessed and approved prior to having their Confirmation of Enrolment (CoE) granted, so that the time required for them to complete their course where advanced standing is granted can be factored into the course commencement and completion date on their CoE.
- 5.5 Applicants who apply for the Bachelor of Nursing degree and request credit/advanced standing for a completed Diploma of Nursing (Enrolled Nursing) must have completed this course through an ANMAC / NMBA approved Registered Training Organisation as listed on the NMBA website AND be registered with AHPRA as an Enrolled Nurse with no conditions.

- 5.6 Applicants who do not require a student visa to study at Avondale may have their applications for advanced standing assessed and approved prior to enrolling in the courses.
- 5.7 Students who are not student visa holders should submit applications for advanced standing as soon as possible after they have enrolled in a course to ensure it is assessed in a timely manner. Failure to do so may result in the student enrolling in and completing a unit for which they might otherwise have received advanced standing.
- 5.8 Students and international applicants must indicate in writing, on the form provided to them by the Student Administration Services, that they accept the advanced standing which has been granted.

### **Course Convenors**

- 5.9 Course Convenors assess applications for advanced standing and advise Student Administration Services in writing (by email) of the outcome of the request within 21 working days of receipt of all required documentation. They provide to the Director, Student Administration Services the certified copy of the transcript, or evidence it has been sighted by an approved Avondale staff member, so that the Director, Student Administration Services has the required evidence to grant the advanced standing.
- 5.10 When assessing units for specified credits, course convenors must ensure that there is sufficient equivalence in content, rigour (unit level) and learning outcomes satisfy course outcomes, graduate attributes and any relevant professional requirements.
- 5.11 Course Convenors ensure that approved advanced standing complies with relevant Avondale Policies, the Australian Qualifications Framework (AQF) and any relevant professional body/ies before approving it.
- 5.12 Where the study has been undertaken in a different course at Avondale, the Course Convenor approves any units which can be transferred to the course in which the student subsequently enrolls. In certain situations, units can be transferred to the new course as duplicate units rather than by advanced standing.
- 5.13 Students enrolled in a combined degree should have applications for advanced standing assessed by the Course Convenor who oversees the course discipline area. For example, where a student is enrolled in the BA/BTch course, the Course Convenor for the Bachelor of Arts assesses advanced standing relevant to the arts discipline while the relevant Course Convenor in the School of Education & Science assesses advanced standing relevant to education units.
- 5.14 Measures must be taken to ensure that the basis for advanced standing is not used on multiple occasions. This is particularly important where multiple Course Convenors are involved in the assessing/approval process.
- 5.15 Applications for advanced standing which fall outside of the regulations outlined in this policy must be referred to the School Committee for approval.

### **School Committees**

- 5.16 All approved advanced standing for students in courses must be recorded in the minutes of the next scheduled School Committee.
- 5.17 Requests which fall outside of the normal regulations must be referred by the Course Convenor to the School Committee for consideration and the outcome tabled at the Learning and Teaching Committee.

### **Director, student administration services**

- 5.18 The Director, Student Administration Services is responsible for the granting of advanced standing. Advanced standing is not considered to be official until it has been granted.
- 5.19 The Director, Student Administration Services grants advanced standing within 7 working days of submission of all required documentation.
- 5.20 Students are notified by Student Administration Services when requested advanced standing has been granted and they are then required to submit a response, in writing, to accept it.
- 5.21 The Director, Student Administration Services submits advanced standing reports to internal schools/departments/committees as required within the requirements of the Avondale Privacy Policy.
- 5.22 The Director, Student Administration Services in conjunction with the Student Administration Services Manager will oversee a sampling of certified documents to check and validate the process.

## **6. REGULATIONS FOR ADVANCED STANDING**

- 6.1 The maximum amount of credit which may be granted normally is no greater than 50% of the course.
- 6.2 Units for which credit is granted should have reasonable correspondence to units offered by Avondale.
- 6.3 Credit is not granted for studies completed at Certificate III level (AQF Level 3) or lower, except in the following circumstances, as approved by the Academic Board:
  - a) Students enrolled in the Bachelor of Arts/Bachelor of Teaching (Secondary) course with a specialisation in Technical and Applied Studies, where specific Certificate III qualifications and work experience have been approved for advanced standing;
  - b) Students enrolled in the Bachelor of Arts/Bachelor of Teaching (Birth – 12yrs) that have completed both a Diploma of Early Childhood Education and Care (or equivalent) qualification and they completed a Certificate III in Early Childhood Education and Care (or equivalent) as a path to the diploma.
- 6.4 Credit is normally not granted for study/work completed more than 7-10 years (depending on the course) prior to the commencement of the student's enrolment in the course for which they are requesting advanced standing.
- 6.5 Students wishing to graduate with two Avondale awards may be granted cross credits not exceeding 50% of the shorter course.
- 6.6 Where a student qualifies for two awards at Avondale, the Christian studies units for the longer course are deemed to meet the requirements of the shorter course.
- 6.7 Requests for advanced standing which fall outside of these regulations and policy may be considered by the School Committee on a case-by-case basis and recommended to the Learning and Teaching Committee for approval but will only be granted in exceptional circumstances.
- 6.8 Units which are transferred from one Avondale course to another Avondale course to which a student transfers are identified in the second course as duplicate units. The

grades in duplicate units contribute to the grade point average (GPA) and the weighted average mark (WAM) in the course to which they are transferred.

- 6.9 At its discretion, Avondale will consider block credit based on the chosen course of study, and previous study that the student has done, recognising that courses may differ between providers.
- 6.10 The basis of advanced standing unit grades for any study completed at institutions external to Avondale or for units completed at Avondale where transferring units as duplicate units is not an available function, do not contribute to the grade point average (GPA) and the weighted average mark (WAM) in the course.

## **7. CROSS-INSTITUTIONAL STUDY**

- 7.1 Students wishing to enrol in a unit, offered at an external institution, for credit to their Avondale course on successful completion, are advised to seek the guidance of their Course Convenor to determine if the unit is appropriate.
- 7.2 Cross-institutional study is not normally allowed for elective units in an Avondale course.
- 7.3 Students are required to submit a request, using the official 'Application for Cross-institutional form' to the relevant School Committee, with appropriate supporting documentation identifying the reason why they wish to study the unit externally and information about the content of the external unit.
- 7.4 The Secretary of the School Committee submits to the Student Administration Services the details and minute number of approved cross-institutional study to enable the Director, Student Administration Services to write an official letter which will be provided to the student, granting permission to enrol in the unit/s.
- 7.5 Where cross institutional enrolment is for units already approved through the accreditation of Avondale courses or through MOUs with external institutions, approval has already been granted by the School Committee. Students enrolled in such courses do not need to seek additional approval from the School Committee. However, they are required to request the Director, Student Administration Services provide an official letter granting approval to enrol in the unit/s at the external institution and stating that the cross institutional study will be credit transferred toward their Avondale course when successfully completed.
- 7.6 Upon successful completion of the unit/s at an external institution, it is the student's responsibility to submit to Student Administration Services an original copy of the official Transcript of Academic Record from the external institution. This documentation must be received as soon as possible after the student has successfully completed the unit/s and no later than the published deadline for grade upload for prospective graduates prior to the expected student's graduation.

## **8. ADVANCED STANDING BY CHALLENGE ASSESSMENT**

- 8.1 Students may submit to the School Committee an application to demonstrate that they have achieved the learning outcomes of a particular unit through prior learning where no formal qualification or grade has been awarded. In such circumstances the School Committee may permit the applicant to demonstrate their prior learning through submitting a summative assessment item normally in the form of an examination.

- 8.2 Where a challenge assessment has been approved, the Course Convenor and the Chair of the School Committee shall be satisfied that the summative assessment item is set and assessed at the same level as that expected of other students in the unit.
- 8.3 Students who sit a challenge assessment must achieve at least a passing grade to be eligible for advanced standing to be granted for the unit to which it relates.
- 8.4 The result of the challenge exam is recorded in the School Committee.
- 8.5 The Course Convenor is responsible for advising the Director, Student Administration Services, in writing (by email), where a student's advanced standing is approved on the basis of a challenge assessment and provides the minute number for the relevant School Committee minute recording its approval.
- 8.6 The option of challenge assessment is not available in all courses.

## **9. ADVANCED STANDING IN RELATION TO CHRISTIAN STUDIES UNITS**

- 9.1 Subject to the course requirements, students admitted with a minimum of 36 credit points of advanced standing in an undergraduate degree (except the Bachelor of Nursing) at Avondale must complete two of the following units:
  - Studies in Christianity I or variants
  - Studies in Christianity II or variants
  - Christian Studies III or variants, or
  - with approval by the Course Convenor, an equivalent unit value from the range of units offered in the Avondale Seminary.

Students will still be required to complete the total credit points to meet the course requirements.

- 9.2 Students who have previously taken the required number of these Christian Studies units or approved alternatives at Avondale or another institution will be exempted from the above requirements but will be required to take alternative units to complete the total credit points to meet the course requirements.
- 9.3 Students admitted with advanced standing in the Bachelor of Nursing course will be required to complete the Christian Studies requirements in the course unless they have received advanced standing for those specific units.

## **10. USE OF A UNIT ACROSS MULTIPLE UNIT SETS**

- 10.1 A unit may count towards multiple unit sets in a student's course, as appropriate, subject to:
  - another unit being taken as an elective to make up the total credit points of the award; and
  - majors and minors being composed of at least 50% of units not credited in other unit sets for that student's degree.

## 11. RECORDING AND ACCEPTANCE OF ADVANCED STANDING

- 11.1 Advanced Standing which has been approved by the relevant course convenor and granted by the Director, Student Administration Services is recorded in the student's record in the Student Management System.
- 11.2 Students are able to view granted advanced standing and credit transfer by logging into Student Connect.
- 11.3 A record of advanced standing and/or credit transfer is included on the student's official Statement of Academic Record (Transcript) and AHEGS.
- 11.4 Students are informed in writing (by letter for commencing students, and by email for current students) when advanced standing has been granted.
- 11.5 Students indicate acceptance of advanced standing by return email or a signed acceptance form, copies of which are kept in the student's file.

## 12. APPEALS PROCESS

- 12.1 Students who are not satisfied with the outcome of an application for advanced standing or credit transfer may lodge an appeal under Avondale's [Appeal Procedure \(Academic\)](#).

### Table of amendments

<b>Version Number</b>	16.0	<b>Replaces Version</b>	15.0, August 2020
<b>Implementation Date</b>	17 February 2021	<b>Scheduled Review Date</b>	February 2026
<b>Approving Body</b>	Academic Board	<b>Approval Date</b>	17 February 2021
<b>Policy Owner</b>	Academic Office	<b>Date first introduced</b>	2007
<b>Short description of amendment</b>	<i>July 2022: updated branding, nomenclature and position titles, as relevant.</i> V16.0 Adjustment to 5.1.2 and 5.2.1 – certified copies replace need for original documents; 5.1.3 added; 5.4.5 added; Committee names updated in line with restructure		