



CHRISTIAN HERITAGE COLLEGE

POLICY: Recency of Study for Transfer of Credit Purposes

Policy Group(s): Group B: Academic – 1: Students (Ref: B1/1006.3-0907)

Related Policy: Transfer of Credit
Time Limits for Course Completion
Deferral for Domestic Students
Deferral for Overseas Students

Commencement Date: July 2006

Review Date: September 2012

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) recognises that students may undertake or may have undertaken studies at other institutions which are equivalent to units in their course of study at CHC and thus welcomes application for transfer of credit. However, to guarantee the recency and currency of the knowledge base both at the point of application and at the point of course completion a ten year limit on course completion includes all credit granted towards the fulfilment of course requirements.

Applicants should note that transfer of credit towards a course of study may affect the time limit for the completion of their course of study. Please refer to the CHC policy *Time limits for course completion*.

Scope:

This policy applies to all CHC students internal and external, domestic and overseas.

Restrictions: None

Exclusions: None

Objectives:

1. To identify and evaluate the currency and recency of units for which students apply for credit and / or exemption.
2. To ensure that the ten-year recency and currency principle applies at the points of both application and completion.

Policy Provisions:

1. General

- 1.1. This policy statement outlines generic course rules that, unless otherwise determined by the Dean, will apply to time limits on course completion and recency of studies for transfer of credit purposes.
- 1.2. Where the Dean permits a variation of the rules, the justification for the variation shall be noted on the student's file.
- 1.3. Reference may be made to the national credit transfer framework in determining the outcomes of applications for transfer of credit.

2. Recency of Studies for Transfer of Credit Purposes

- 2.1. In the consideration of applications for transfer of credit, attention shall be given to the recency of the studies for which credit is sought.
- 2.2. Credit will normally be given for studies undertaken within the preceding ten years. In fields of study where the turnover of knowledge is accelerated, shorter time limits may be applied. That is to say, both currency of knowledge and recency of study are criteria for assessing equivalence, and the assessment of equivalence will take into account these criteria. Currency of knowledge will necessarily involve some evidence of current competence.

3. Interaction of Recency and Course Completion Time Limits

- 3.1. Questions may arise concerning the coherence and currency of a course of study where students test the maximum time limits for credit transfer and course completion. For example, if credit were to be given for studies completed ten years ago, and the student then took ten years to complete the award, course coherence would be dependent upon studies completed twenty years ago. Consequently, where credit is sought for 25% or more of course requirements, credit shall only be granted on the condition that all studies contributing to the award will have been completed within the normal time limit nominated for completion of the course.
- 3.2. Unless otherwise determined by the Dean, where this provision is breached, the grant of credit will be revoked on the basis that the imported studies no longer meet equivalency requirements for currency.
- 3.3. Where credit is revoked, students may, with the approval of the Dean, qualify for exemption from certain course requirements.

4. Communication

- 4.1. Applicants will receive written advice regarding the outcome of any application for transfer of credit in a timely manner.
- 4.2. Communication with students regarding any transfer of credit will include any specific time limits for course completion which are applied as conditions of credit transfer.

Supporting Procedures and Guidelines:

Nil

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Higher Education Standards Framework (2015)

Legislation:

The provisions of this policy statement are to be integrated into CHC's standard policy statement concerning transfer of credit, so that all of the criteria for transfer of credit are covered in a single statement.

ACCOUNTABILITIES

Implementation:	Deans
Compliance:	Academic Board
Monitoring and Evaluation:	Academic Board
Development/Review:	Academic Board

Approval Authority: Academic Board

Interpretation and Advice: Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic staff
Academic Administration staff

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- Number of applications for transfer of credit
 - Number of applications approved / not approved
 - Most applications should be processed within a four week time frame.
 - The smooth processing of applications for both students and staff.
 - Most applications occurring at the point of application for admission with a range of 80% - 90% being the target.

Other: Nil

Definitions and Acronyms: **CHC** – Christian Heritage College

Dean – the head of the School administering a course, includes the Executive Director of the Millis Institute

School – the academic organisational units of CHC, includes the Millis Institute

APPROVAL – section maintained by the Director of Student Services

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/1006.3	Yes	12/10/2006	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Student Services

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0907	Approved	27/09/2007	Academic Board	3.2