



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; 0318)		
Related Policy:	Deferral for Domestic Students Deferral for Overseas Students Transfer of Credit for Domestic Students Transfer of Credit for Overseas Students Time Limits for Course Completion		
Commencement Date:	July 2006	Review Date:	September 2012 March 2018 Scheduled Review March 2023

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.
3. To avoid potential disadvantage for students and maintenance of the integrity of the course of study and its qualification.

Policy Provisions:

1. Definitions:

- 1.1. Credit is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study.
- 1.2. Credit is obtained on the basis of evidence that the student has already undertaken learning that

is deemed to be equivalent to the parts of study for which credit has been granted.

2. General

- 2.1. 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.
- 2.2. Where Academic Board permits a variation of the rules, the justification for the variation shall be noted on the student's file.
- 2.3. Reference may be made to the national credit transfer framework in determining the outcomes of applications for transfer of credit.

3. Recency of Studies for Transfer of Credit Purposes

- 3.1. In the consideration of applications for transfer of credit, attention shall be given to the recency of the studies for which credit is sought.
- 3.2. Credit will normally be given for studies undertaken within the preceding ten years. In fields of study where the currency of knowledge is critical, shorter time limits may be applied and will be specified in course rules
 - 3.2.1. currency of knowledge and recency of study are criteria for assessing equivalence, and the assessment of equivalence will take into account these criteria.
 - 3.2.2. Currency of knowledge will necessarily involve some evidence of current competence.

4. Interaction of Recency and Course Completion Time Limits

- 4.1. 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.
 - 4.1.1. 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.
 - 4.1.2. 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.
- 4.2. 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.
- 4.3. Where credit is revoked, students may, with the approval of the Dean, qualify for exemption from certain course requirements.

5. Communication

- 5.1. Applicants will receive written advice regarding the outcome of any application for transfer of credit in a timely manner.
- 5.2. 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 Legislation: Higher Education Standards Framework (2015) specifically in Domain 1

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:	Director of Quality and Standards
Monitoring and Evaluation:	Academic Registrar
Development/Review:	Director of Quality and Standards
Approval Authority:	Academic Board
Interpretation and Advice:	Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Academic Administration staff
 Academic Registrar
 Academic staff
 Course Coordinator
 Deans
 Students

EFFECTIVENESS OF THIS POLICY

Performance Indicators:	<ul style="list-style-type: none"> Number of applications for transfer of credit within the time limits for currency
Other:	TEQSA Guidance Note: Credit and Recognition of Prior Learning
Definitions and Acronyms:	<p>CHC – Christian Heritage College</p> <p>Dean – the head of the School administering a course, includes the Executive Director of the Millis Institute</p> <p>School – the academic organisational units of CHC, includes the Millis Institute</p>

APPROVAL – section maintained by the Director of Quality and Standards

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 Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0907	Approved	27/09/2007	Academic Board	3.2
0318	Approved	22/03/2018	Academic Board	5.2