Credit Transfer Policy and Procedure

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Preamble

Asia Pacific International College (the College) currently offers a Project Management Graduate Program (PMGP) with the following qualifications:

1. Graduate Certificate in Project Management (GradCertPM)
2. Graduate Diploma in Project Management (GradDipPM)
3. Master of Business and Project Management (MBPM)

In addition, the College offers a Business Management Graduate Program (BMGP) with the following qualifications:

1. Graduate Certificate in Business Management (GradCertBM)
2. Graduate Diploma in Business Management (GradDipBM)
3. Master of Business Management (MBM)
4. Master of Business Administration, (MBA)
This policy will apply to all internal transfers and external credit recognition by the College in conformity with the College’s RPL Guidelines and Criteria.

General Principles and Procedures

1. APIC believes that maximum freedom should be provided to students in terms of credit transfer while at the same time maintaining the focus and rigour of their education. Based on this conviction APIC has developed the following principles pursuant to AQF Implementation Handbook, National Principles and Operational Guidelines for Recognition of Prior Learning (2007).

2. A transferring student shall meet the essential core requirements of the target degree. The College may allow the student to transfer credit as part of the units studied as part of one course to the new course where these meet the requirements of the new course.

3. All credit transfers shall be with the approval of the respective course coordinators or the Dean and on a case by case basis

4. Undergraduate and vocational unit of studies are not acceptable as substitute for the units of studies in the courses APIC offers

5. Credit transfer is not granted automatically, the student concerned must apply for credit transfer in writing, supply the respective evidence (except in internal transfer situations)

6. APIC needs to be convinced that the applicant has acquired sufficient knowledge and professional expertise as a result of studying substitute units of study

7. The study conducted by the student or applicant shall not be more than 5 years old

8. There shall be no charge for transfer of credit internally from one program to another. However, enrolment in a new course will incur a fresh enrolment charge (see schedule of fees and charges on the APIC website)

9. Applications for assessment of credit transfer from other institutions will incur a charge (currently $150 per unit of study requested). The exception is where there is a formal articulation arrangement or credit transfer arrangement in place between APIC and the external institution, in which case the mechanism and charges shall be as per the arrangements agreed between the respective institutions

10. The documentation supporting an application for credit transfer shall meet specified requirements and prove the bona fide of the application including assessment results (refer APIC’s Criteria and Guidelines for Recognition of Prior Learning)

11. Provided the learning is relevant to the course unit, course learning outcomes and qualification, APIC will agree to the credit transfer whether internal or external

12. No more than one half of the total course credits can be transferred from other programs whether internal or external towards the target qualification

13. Where the units are not of the same credit value, APIC shall apply an appropriate formula to convert the unit values.

14. A unit of study can only be considered as credit towards one unit of study in the target program

15. The student concerned cannot enrol in the unit that has been the subject of credit transfer
16. It is desirable to apply credit transfer towards elective units of study rather than core units

17. The unit that has been substituted for the target unit shall be recorded in the student’s academic records and subsequent reports with a link to the credit transfer approval letter

18. In terms of internal credit transfer between the respective courses the stipulated schedule may be used as a guideline or approval sought from the Dean or the Program Director.

19. In all cases where there is insufficient information in this policy document reference should be made to the AQF Implementation Handbook, National Principles and Operational Guidelines for Recognition of Prior Learning (2007)

20. This policy shall be reviewed and revised periodically in conformity with the respective AQF National Principles and Operational Guidelines.

Guidelines and Criteria for Applicants Seeking Recognition of Their Prior Learning

Notes
1. These Guidelines and Criteria are applicable to the students of the Graduate Programs in Business and Project Management; all other programs will have their own but similar Guidelines and Criteria for RPL assessment

2. All pre-accredited units of study will be accepted without the need for formal application. Please consult the Academic Management Office to find out which study units and or courses are pre-accredited;

3. All other applications will need to be assessed on a case by case basis and in accordance with the following Criteria and Guidelines

Preamble

The College recognizes that many professionals in the course of their careers have undertaken studies and or achieved professional certification or registration status through relevant professional bodies or have otherwise developed competency that can be recognised as being equivalent to having completed one or more units of study of the Graduate Program in Business and Project Management, as part of one of the College’s graduate degrees or qualifications.

The responsibility to decide on credit application rests wholly with students or applicants. They take the risk and should follow these or the latest guidelines posted on the web site, as the College reserves the right to change its Guidelines and Criteria for Recognised Prior Learning (RPL) without notice.

Thus, all applicants seeking credit should study the guidelines carefully to decide for themselves if they qualify for any credit and having studied the Criteria and Guidelines whether they wish to apply for credit.

The Professional Development Planning Workshop will provide additional guidance regarding substantiation of claims for credit and documentation requirements.

Rules Governing Grant of Credit

Generally speaking the following rules apply:

1. No more than 50% of the units of study can be applied for under any of Award courses

2. It is not possible to be candidate for more than one academic award; thus it will not be possible to apply for credit more than once regardless of the articulation path;
3. Units of study without recognised formal methods of assessment cannot be considered;

4. In the case of equivalent units of study the weight (expressed in credit points) attached to the unit as part of a recognised award must be equal to the same weight attached to the equivalent units in the College’s programs (otherwise the total study hours must be comparable);

5. The College will only assess the entire unit of study not components of the same;

6. There must be at least 75% or more match between the contents of these units and relevant target units (see the Sample Summary Table);

7. The conferring institution/university must be recognised in their own jurisdiction;

8. The study must have been completed in recent past (no more than 5 years ago);

9. The candidate must have sufficient English language proficiency if the units were studied in a language other than English;

10. If there is a shortcoming in the units studied the applicant must provide additional evidence in the form of professional certification or other forms of preparation and recognition;

11. If the applicant is basing his/her case on professional certification and or registration wholly he/she needs to submit detailed evidence similar to that which was submitted to gain professional certification/registration in the first instance, including providing details of any assessment that had to be undergone as part of the certification/registration process;

12. Undergraduate units of study are not acceptable;

13. A candidate not holding a recognised bachelor degree, who wishes to base his or her past experience to qualify for entry into the Graduate Certificate course cannot use the same as the basis for credit application for any unit of study in the College;

14. The College at its own absolute discretion may call upon the candidate to attend an assessment before an examiner and or may ask the candidate to sit for other forms of examination.

Documentation Preparation Guideline

Please make the case for each unit of study independently as it will be assessed by different assessors. If you are using shared information please ensure that the documentation submitted for each unit contains the same (no cross referencing to other documentation should be made).

The following headings should be used:

1. A letter signed by the applicant requesting grant of credit for specified units and testifying that all the documents and evidence supplied are true and correct (please note that the College considers this as a formal and binding declaration by the applicant);

2. A Table of Contents stating documentation details being submitted;

3. An Executive Summary to concisely outline the case for credit;

4. A Summary Table for each unit that is subject to credit, as per sample supplied in this document;

5. Details (copy of transcript, syllabus, course assessment, and other details, as well as corroboration to show that the contents match the relevant unit);

6. Relevant experience details to substantiate learning and support any shortcomings;

7. If using any certification as the basis for credit include a copy of the relevant evidence if available; if not include test results; and

8. Provide a summary statement at the end for each unit.
The College will normally ask for originals of all documents submitted and or seek independent verification of the same. It is a condition precedent that all applicants by virtue of submitting their applications for credit assessment consent and authorize the College to obtain information that can lead to verification of the claim or legitimacy of documentations submitted. All documents are to be certified copies of the originals and or supported by other evidence substantiating the same. The applicant must sign and or initial all the pages of the documentation. All applications that do not meet the above format and criteria will be returned to the applicants for resubmission, in which case a re-lodgement fee applies to cover the additional administrative costs caused by poor documentation or wrong formats. Please note that the College does not accept any responsibility for any aspect of the claims submitted by candidates and there is no guarantee that an application will succeed as our aim is to uphold the academic standards rigorously at all times.

Associated Documents

- APIC_Policy_Internal_Eternal_Credit_Transfer_Revised
- APIC - Application for RPL Flowchart
- APIC - RPL Application Form
- APIC - RPL Guidelines Criteria
- APIC - RPL Outcome Letter, sample