

# COURSEWORK CREDIT PROCEDURES 2015

**Issued by:** Academic Board

**Date:** 19 August 2015

**Last amended:** 26 May 2017 (administrative amendments only)

**Signature:**

**Name:** Professor Peter McCallum, Chair, Academic Board

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## 1 Purpose and application

- (1) These procedures are to give effect to Part 11 of the [Coursework Policy 2014](#) (“the policy”).
- (2) These procedures apply to:
  - (a) staff, affiliates, students and applicants for coursework award courses; and
  - (b) non-award students, exchange students and study abroad students enrolled in a unit of study at the University.

## 2 Commencement

These procedures commence on 1 January 2016.

## 3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

## 4 Granting credit

- (1) In accordance with the policy and these procedures, an Associate Dean may grant credit:
  - (a) to individual students, following consideration and assessment of their individual circumstances; or
  - (b) by approving credit precedents for his or her faculty.
- (2) An Associate Dean may grant credit to a student:
  - (a) at the time the student is admitted to an award course; or
  - (b) during the course of the student’s candidature.

**Note:** Where possible, the University will make credit assessments based on precedents approved by the Associate Dean in the relevant faculty. Where a credit request falls outside the scope of an approved precedent, the University will refer the request to the relevant Associate Dean for decision.

## 5 Requests for credit

- (1) Requests for credit must include:
  - (a) for specific and non-specific credit, copies of academic transcripts and any other documentation required by the University, from a course or program recognised by the University in accordance with the policy;
  - (b) for reduced volume of learning, evidence of a qualification or professional experience recognised by the University in accordance with the policy.

**Note:** See sub-clauses 42(1) and 43(1) of the policy.

- (2) The University may also require a person requesting credit to undertake an interview or audition, submit a portfolio of work, or complete an assigned task that demonstrates attainment of learning outcomes.
- (3) The University will not consider requests for credit that do not include the required information and documentation.

## 6 Offer of credit prior to enrolment

- (1) Where possible, the University will assess requests for credit from applicants before making an offer of admission.
- (2) Requests for credit will not be considered prior to an application for admission being received.
- (3) Where possible, the University will make an offer of credit to an applicant concurrently with his or her offer of admission.
- (4) Where an offer of credit and an offer of admission are made concurrently, the applicant must accept or decline the offer of credit before accepting the offer of admission.

**Note:** In some circumstances the University will make an offer of credit after an offer of admission but prior to enrolment. In that event, the applicant must accept or decline the offer of credit on or before the date of his or her first enrolment in the award course for which credit is being offered. See sub-clause 43A(2) of the policy.

- (5) If accepted, credit offered to an applicant prior to enrolment will be granted at the time he or she is admitted to the award course.

## 7 Requesting, accepting and declining credit before enrolment

- (1) Subject to these procedures, requests for credit before enrolment must be made directly to the University.
- (2) On receipt of an offer of credit prior to enrolment, the applicant must:
  - (a) accept or decline specific credit for any one or more of the units of study listed in the offer;
  - (b) accept or decline any non-specific credit listed in the offer;

- (c) accept or decline any reduced volume of learning listed in the offer.

**Note:** If an applicant does not accept or decline the offer of credit prior to his or her first enrolment in the award course for which credit is being offered, the credit will not be processed and the University will regard the offer as having lapsed. See subclause 43A(3) of the policy.

**Note:** Except with the permission of the Associate Dean, credit will not be granted for units of study, non-specific credit or reduced volume of learning listed in an offer of credit made by the University prior to enrolment and declined by the applicant. See paragraphs 42(4)(d) and 43(4)(a) of the policy.

## 8 Offer of credit during candidature

- (1) The University will assess a student's request for credit during candidature when:
- (a) the University accepts that there is a reasonable explanation for the student's failure to request credit before enrolment;
  - (b) it was impracticable for the University to assess the student's request for credit before enrolment; or
  - (c) the student has completed study at another institution during the course of the student's candidature.
- (2) Where approved, the University will make an offer of credit during candidature to a student online.

## 9 Requesting, accepting and declining credit during candidature

- (1) Requests for credit during candidature must be made online.
- (2) The University will advise students of the outcome of their credit request.
- (3) On receipt of an offer of credit during candidature, the student must:
- (a) accept or decline specific credit for any one or more of the units of study listed in the offer;
  - (b) accept or decline any non-specific credit listed in the offer;
  - (c) accept or decline any reduced volume of learning listed in the offer;

within the timeframe required by the policy.

**Note:** A student must accept or decline (in whole or in part) any offer of credit made by the University during candidature within twelve months of the date of the offer. See paragraph 43A(2)(b) of the policy.

**Note:** If a student does not accept the offer of credit within twelve months of the date of the offer, the credit will not be processed and the University will regard the offer as having lapsed. See subclause 43A(3) of the policy.

**Note:** Except with the permission of the Associate Dean, credit will not be granted for units of study, non-specific credit or reduced volume of learning listed in an offer of credit made by the University during candidature and declined by the student. See paragraphs 42(4)(d) and 43(4)(a) of the policy.

## 10 Credit in embedded programs, including embedded honours

Students who are enrolled in embedded programs, including embedded honours, are not required to submit a credit request. Their eligibility for credit will be assessed automatically.

**Note:** International students will be required to accept the credit offer where it changes the duration of their course.

## 11 Credit for students who transfer courses internally

Students who transfer internally from one course to another course at the University are not required to submit a credit request. Their eligibility for credit will be assessed automatically.

**Note:** International students will be required to accept the credit offer where it changes the duration of their course.

## 12 Requesting rescission of credit

- (1) Students may submit a request for rescission of any specific credit, non-specific credit or reduced volume of learning previously granted in accordance with the policy and these procedures.
- (2) The University will advise students of the outcome of their rescission request.

**Note:** Except with the permission of the Associate Dean, a student may not request to have rescinded credit reinstated under the policy or these procedures. See paragraphs 42(4)(e), 43(4)(b) and sub-clause 43B(2) of the policy.

## 13 Student appeals against credit decisions

- (1) Applicants do not have a right of appeal under the [University of Sydney \(Student Appeals against Academic Decisions\) Rule 2006](#) ('**Student Appeals Rule**') against decisions made prior to enrolment to award or not to award credit.
- (2) Students have a right of appeal under the Student Appeals Rule against decisions made prior to enrolment or during candidature to award or not to award credit.
- (3) Students have a right of appeal under the Student Appeals Rule against decisions made during candidature to reject rescission or reinstatement of credit.

## NOTES

Coursework Credit Procedures 2016

Date adopted: 19 August 2015

Date registered: 10 December 2015

Date commenced: 1 January 2016

Date amended: 26 May 2017 (administrative amendments only)

Administrator: Secretariat, Academic Board

Review date: 19 August 2020

Related documents:

*Education Services for Overseas Students Act 2000 (Cth)*

*University of Sydney Act 1989 (NSW)*

*University of Sydney (Student Discipline) Rule 2016*

*University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*

*University of Sydney (Coursework) Rule 2014*

*Coursework Policy 2014*

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## AMENDMENT HISTORY

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
Notes	Numbering of notes removed	1 June 2017
Related document	Replaced <i>By-law</i> with <i>University of Sydney (Student Discipline) Rule 2016</i>	1 June 2017
Related document	Updated reference to <i>University of Sydney (Delegations of Authority – Academic Functions) 2016</i>	1 June 2017