

# APC Policies & Procedures

## Recognition of Prior Learning

### Credit Guidelines

Contact L Southgate  
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THE UNIVERSITY OF  
MELBOURNE

**NURSING AND SOCIAL  
WORK**

### Publication of guidelines

The credit application guidelines policy will be published on the Nursing and the Social Work website.

### Policy Rationale

The School of Nursing and Social Work, University of Melbourne will have a credit application process that ensures consistency, equity and access for all students.

### Definitions

Not applicable

### Legislation

University Statutes 11.1.6 to 11.1.12 Admission with standing

<http://www.unimelb.edu.au/Statutes/s111.html>

## CREDIT APPLICATIONS

### Submission Deadline

All credit applications must be submitted at the time of course application. Applications submitted after this time may be considered at the discretion of the Course Coordinator up to the commencement of teaching week 1 of the relevant semester.

### Application form and supporting documents

All credit applications must be submitted on the University of Melbourne Application for Credit / Exemption form available at [www.futurestudents.unimelb.edu.au/pdf/credit\\_exemption\\_app.pdf](http://www.futurestudents.unimelb.edu.au/pdf/credit_exemption_app.pdf). Application forms must be completed in full and submitted to the School with copies of supporting documents. Copies of supporting documents must be certified as true copies of the original documents. Supporting documents may include, but are not limited to:

- academic transcript of results from previous education institution
- subject outlines for relevant subjects from previous education institution for the relevant year of study
- course syllabus from the previous education institution
- evidence of relevant work experience (resume)

### Time limits

Credit will normally only be granted for theory subjects undertaken within the ten years prior to the year in which the credit is sought. In entry-to-practice nursing courses credit may be granted for clinical subjects undertaken within the five years prior to the year in which the credit is sought.

### Total credit allowed

Credit may be granted for up to 50% of the total credit points of the course, i.e. for a 100 credit point course, only 50 credit points of prior learning may be recognised.

### Year level

Credit will not be granted for any subject in the final year for undergraduate programs.

## **Relevance of subjects**

Previous studies must be considered relevant to the content of the course in which the student is enrolling and must be of an equivalent standard and duration, i.e. credit cannot be granted in a postgraduate course for studies completed at undergraduate level.

## **Concurrent study**

Credit is normally only granted for studies undertaken prior to enrolling in the course for which credit is sought. From time to time students undertake external studies for which they may wish to be considered for credit, including studies undertaken when the student has taken a leave of absence from their course. In these circumstances credit is not normally granted without prior written approval from the Associate Head, Academic.

## **Complementary Enrolment**

A student may negotiate to undertake a complementary enrolment at another university while remaining enrolled in their University of Melbourne course. Students wishing to apply for complementary enrolment must complete a *Complementary Course Application Form (Outgoing)*, available from the School website. If complementary enrolment is approved, credit will be granted for approved subjects upon production of the official academic transcript of results from the external institution.

In assessing applications for complementary enrolment, consideration will be given to the suitability of the external course/subject based on subject relevance, duration and equivalency level. Complementary enrolment will not normally be approved where an equivalent subject is offered at the University of Melbourne.

## **Types of Credit**

### ***Specified Credit***

Specified credit may be granted where a student has already completed a subject from the course in which they are enrolled, for example as an elective while studying another course or through the University of Melbourne Community Access Program. Specified credit may also be granted where a student can demonstrate that they have met the learning objectives of a given subject within the course. This may be demonstrated by completion of learning objectives in one or more subjects.

### ***Unspecified Credit***

Unspecified credit may be granted where a student has completed a subject which is not directly equivalent to any subject in the course but is considered directly relevant to the course.

### ***Exemptions***

A student who is not eligible for credit on the basis of previous studies but who has completed work considered equivalent to a given subject may be granted an exemption from undertaking that subject as a prerequisite for other subjects. Exemption does not reduce the total number of credits required to complete a course.

### ***Accredited Courses***

There are a number of courses conducted at clinical agencies/hospitals which are accredited for *Recognition of Prior Learning (RPL)* for nursing courses. Students who have completed an accredited course may apply for credit to be included in their academic record.

## **Appeals**

If a student is not satisfied with the outcome of a credit application, they may submit a written appeal to the Associate Head, Academic. In submitting an appeal the student should ensure that they have grounds with consideration to University statutes ([www.unimelb.edu.au/Statutes/s111.html](http://www.unimelb.edu.au/Statutes/s111.html)) and the above credit guidelines.

## **Authorisation**

Authored by: L Southgate

Edited by: A Kennett

Approved by: Nursing and Social Work Academic Programs Committee

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