

Credit Transfer and Articulation Policy

Version	Approved by	Approval date	Review date
01	Academic Board	August 2024	September 2025

Administering entity	Dean, Assistant Dean(s), Head of Admissions, Registrar
Purpose	The Credit Transfer and Articulation Policy establishes a fair and transparent framework for the assessment and granting of credit for prior learning achieved at other recognised institutions. This policy aims to facilitate student mobility and progression through recognising previous academic achievements, thereby avoiding the duplication of learning and reducing the time required to complete a degree.
Scope	This policy applies to all prospective and current students seeking credit transfer for courses or units completed at other recognised institutions. It governs the assessment and recognition of prior academic learning for the purpose of granting credit towards the completion of ISGL programs.

Principles:

- The policy aligns with the Australian Qualifications Framework (AQF) and relevant regulatory guidelines.
- Credit transfer is based on the equivalence of learning outcomes, volume of learning and content of prior studies.
- Credit transfer decisions are made transparently, consistently and fairly.
- Students granted credit will not be disadvantaged in achieving the expected learning outcomes for their program of study or qualification. The policy seeks to ensure that students have the necessary academic preparation to participate in their intended field of study, while not impeding their progression and completion.
- The maximum credit that can be transferred is limited to 50% of the ISGL degree's credit requirements unless an exception is approved by the Academic Board.
- For cognate based undergraduate qualification, the maximum credit that can be granted through RPL towards an ISGL postgraduate degree is limited to 25% of the degree's credit requirements.

Eligibility for Credit Transfer

- Applicants eligible for credit transfer must provide:
 - Certified copies of academic transcripts, certificates, diplomas, or qualifications from recognised institutions.
 - Detailed course outlines, unit descriptions and learning outcomes of previously completed courses.
 - Any other relevant documentation to support the credit transfer application.
- Credit Transfer Assessment
 - The assessment is conducted by the Dean / Assistant Dean of the respective course.
 - The assessment will involve a detailed review of the documentation provided by the applicant.
 - The focus will be on the alignment of prior learning with the learning outcomes, content and assessments of ISGL's programs.
 - The quality, currency and relevance of the prior learning will be evaluated through:
 - Quality:** Ensuring the prior learning was achieved at a recognised institution and is supported by verifiable and credible documentation.
 - Currency:** Confirming that the prior learning was completed within the last 5 years to ensure its relevance to current academic and industry standards.
 - Relevance:** Evaluating the direct alignment of prior learning with the specific learning outcomes, content, and requirements of the ISGL program. This may include comparing unit outlines, learning objectives, assessment methods and academic rigour.

- c. Credit Determination
 - i. A determination on the amount of credit to be granted will be made within 10 working days.
 - ii. The granted credit will be recorded in the applicant's academic transcript and will count towards the completion of the programs at ISGL.
 - iii. The applicant will be notified of the decision within 10 working days, including any additional course requirements or conditions.
 - iv. Variations in credit for international students may impact upon their visa status. Where credit is granted before the issue of a visa and this varies the actual course duration, the CoE issued to the student will show the reduced course duration. Where credit is granted after the issue of a visa, and this varies the actual course duration, ISGL will report the change of course duration via PRISMS.
- d. Appeals and Review
 - i. Applicants have the right to appeal the credit transfer assessment decision within 7 working days from the date of communication.
 - ii. The appeals process will follow ISGL's 'Student Grievance and Mediation Policy and Procedures' and is expected to be completed within two working weeks.
- e. Communication and Documentation
 - i. The Credit Transfer and Articulation Policy will be made available to all prospective and current students.
 - ii. Applicants will be informed of the assessment outcomes and any additional requirements or conditions.
 - iii. All credit transfer assessments and decisions will be appropriately documented, recorded and securely stored.
- f. Policy Review
 - i. This policy will be reviewed periodically to ensure its effectiveness, compliance with regulatory requirements, and alignment with ISGL's strategic goals and program requirements.
 - ii. Revisions or updates will be made in consultation with relevant stakeholders and in accordance with ISGL's established policies and procedures.

Related Documents

- a. Admissions Policy
- b. Privacy Policy
- c. Recognition of Prior Learning (RPL) Policy
- d. RPL Application Form
- e. Student Code of Conduct Policy
- f. Student Grievance and Mediation Policy and Procedure