



## **CREDIT TRANSFER PROCEDURE**

### **Governing Policy**

Credit Transfer Policy

### **Purpose**

This procedure outlines the guidelines and process for applying to, assessing and granting Credit Transfer.

### **Definitions**

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### **Procedure**

#### **1. Credit Transfer**

- 1.1 Credit can be granted to allow a student to enter a qualification and/or to gain an offset (Credit) against components of a qualification. The latter option will result in reduced time (volume of learning) required for a student to complete the qualification.

#### **2. Credit Outcomes**

- 2.1 The outcome of granting Credit can take the form of any one of the following or a number in combination:
  - Specified Credit
  - Unspecified Credit
  - Block Credit.
- 2.2 Specified Credit involves granting Credit for identified subjects within the AIB qualification being pursued, either core or elective subjects.
- 2.3 Unspecified Credit relates to granting Credit against one or more electives where there is no direct match between existing qualifications and subjects in the AIB qualification. There has to be a match, however, in terms of content and level appropriate to the AIB course overall.
- 2.4 Block Credit will be reflected in internal qualification pathways as expressed in the AIB Qualification Pathways Register. It can also be granted as a result of Credit Transfer articulation arrangements with other education providers.

### 3. Determining Credit to Be Granted

3.1 Credit is granted on the basis of equivalence which is determined by evaluating the extent to which there is equivalence between the completed components of a qualification and the AIB qualification applied for in terms of:

1. Learning outcomes
2. Content
3. Learning and assessment processes
4. Volume of learning
5. Level of the qualification.

3.2 The determination of Credit to be granted to the student requires academic judgement and the person assessing the level of Credit should determine that there is at least 80% equivalence where Credit is to be granted.

### 4. The Maximum Amount of Credit

4.1 The maximum amount of Credit that will be granted towards coursework subjects within an AIB qualification will be two thirds of the total Credit points of a course. Maximum Credit limits for specific qualifications are as follows:

- Diploma (AQF Level 5) – 50%
- Associate Degree (AQF Level 6) – 50%
- Bachelor Degree (AQF level 7) – two thirds
- Graduate Certificate (AQF Level 8) – 50%
- Graduate Diploma (AQF Level 8) – 50%
- Masters Coursework Degree (AQF Level 9) – two thirds
- Masters Research Degree (AQF Level 9) – 50%
- Doctoral Degrees (AQF Level 10) – 50%.

4.2 Credit applications for Research courses will be assessed on a case by case basis. Credit for coursework subjects will be as per 4.1 above; a minimum duration of 1 year on a full-time basis must be undertaken for a thesis subject.

4.3 Credit will not be granted towards the project subject(s) in an AIB qualification.

<b>Course</b>	<b>Total Credit points (CP)</b>	<b>Maximum Credit available (CP)</b>	<b>Minimum AIB component (CP)</b>
Bachelor (AQF Level 7)	240 CP	160 CP	80 CP (which will include the 40 CP of business project subjects).
Masters by coursework or partially coursework (AQF Level 9)	120 CP	80 CP	40 CP (including the project subject of 10 CP).

### 5. Credit Transfer Arrangements

5.1 The AQF encourages agreements with one or multiple education institutions on a local, national and international basis. In line with AQF requirements, AIB will maximise the opportunity for students to gain Credit for prior, verifiable Formal Learning.

- 5.2 The following **minimum** Credit amounts determined by AQF will be taken into account when negotiating Credit arrangements with other educational institutions:
- 50% Credit for an Advanced Diploma or Associate degree linked to a 3 year Bachelor Degree
  - 37.5% Credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree
  - 33% Credit for a Diploma linked to a 3 year Bachelor Degree
  - 25% Credit for a Diploma linked to a 4 year Bachelor Degree.
- 5.3 All students will receive the same Credit where a Credit Transfer agreement exists and they can verify that they have met the qualification requirements specified in the agreement. This does not preclude individual students from applying for additional Credit based on additional Formal Learning.
- 5.4 Credit Transfer arrangements with other educational institutions will be negotiated by a person appointed by the Academic Dean and will be approved by the Committee.
- 5.5 In all cases where Credit Transfer arrangements are negotiated with other education providers, the agreements will be recorded in the AIB Credit Transfer Register and be publicly accessible on the AIB website either in document form or in a searchable database.

## **6. Application Process and Time Limits**

- 6.1 Credit will not normally be granted for subjects completed more than ten years before application for Credit is made.
- 6.2 An application for Credit must normally be submitted prior to commencement of the course. Late applications will be considered in exceptional circumstances, in which case an additional fee will be charged.
- 6.3 It is the responsibility of students applying for Credit to obtain and submit:
- a Credit Transfer Application Form
  - a verified transcript of their past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program
  - a copy of the course/subject description, including the syllabus or Handbook outline and the specified course/subject learning objectives.

Any other information required by AIB and any other information considered relevant by the student.

## **7. Appeals**

- 7.1 Appeals against Credit assessments and admission decisions may be made in accordance with the Student Grievance Handling Policy and Procedure.

**Related Forms/Registers:**

Credit Transfer Application Form

Credit Transfer Register

Qualifications Pathway Register

**Responsibility:**

Academic Dean

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