RECOGNITION OF PRIOR LEARNING POLICY
Commencing 1 October 2020

1 PURPOSE

This policy provides the principles for Macquarie University to apply a consistent, equitable and transparent approach to the Recognition of Prior Learning to determine eligibility for admission to the University and/or Credit Transfer.

2 BACKGROUND

The University acknowledges that learning can take place outside the formal education system, and that recognising Formal, Informal and Non-Formal learning supports an individual’s lifelong learning goals.

The overarching principle of this Policy is to preserve the integrity and distinctiveness of Macquarie University awards while facilitating an Applicant’s access to admission and Credit Transfer based on learning already undertaken.

Within this principle, the University also aims to:
- support mobility between institutions, and progression through levels of qualifications
- support an individual’s lifelong learning goals by recognising prior learning and experiences
- ensure consistency and transparency in the offering of admission and granting of credit transfer, and
- establish a framework for credit transfer arrangements in formal articulation agreements between the University and other institutions.

This Policy complies with the requirements of the Australian Qualifications Framework (AQF) and the Tertiary Education Quality and Standards Agency (TEQSA).

3 SCOPE

This Policy applies to all coursework Awards offered by Macquarie University. This Policy governs all Articulation Agreements of the University.

4 DEFINITIONS

Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Policy:

**Applicant:** a person who is making an application for RPL under this Policy.

**Articulation:** a process that enables students to progress from a completed Award to another Award with predetermined admission and/or Credit arrangements. Articulation is formalised by an approved institutional agreement.

**Award:** the qualification resulting from successful completion of a specific Course

**Block Credit:** Credit granted towards a group of units defined for this purpose (such as the flexible zone, designated minor, foundation zone),
Credit: the value assigned for the recognition of equivalence in learning outcomes between different types of learning and/or Awards.

Credit Transfer: a process that provides students with consistent Credit outcomes for a unit or units of a Course based on identified equivalence in learning outcomes.

Course: refers to a sequence of study which leads to a higher education award.

Formal Learning: learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification (AQF Glossary of Terminology)

Informal Learning: learning gained through work, social, family, hobby or leisure activities and experiences. Unlike Formal or Non-Formal Learning, Informal Learning is not organised or externally structured in terms of objectives, time or learning support. (AQF Glossary of Terminology)

Learning Outcomes: the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning (AQF Glossary of Terminology).

Level: the level of an Award reflects the relative complexity and/or depth of its Course Learning Outcomes, and is expressed according to the various AQF levels (AQF Glossary of Terminology) The level at which a unit is taught indicates the amount of prior knowledge required to study it successfully.

Nested Award: a set of Macquarie University Awards approved by Academic Senate that forms stages within the highest Award, where each stage may operate as an entry and/or exit point. Nested Awards are designed to allow full Credit Transfer between the Macquarie University awards.

Non-formal Learning: learning that takes place through a structured program of learning but does not lead to an officially accredited qualification (AQF Glossary of Terminology).

Prior Learning: learning that is Formal, Informal and/or Non-Formal and which is evidenced, current and relevant, and has taken place:
- outside Macquarie University, and/or
- within a completed Macquarie University Award.

Recognition of Prior Learning (RPL): a process that involves assessment of an individual’s relevant Prior Learning (including Formal, Informal and Non-Formal learning) to determine eligibility for admission to a Course and/or the granting of Credit.

Rescission of Credit: a process whereby a Recognition of Prior Learning decision to grant Credit is overturned.

Specified Credit: Credit granted towards a specific unit or units of a Course.

Unspecified Credit: Credit granted towards a unit or a group of units in an option set or in the flexible zone. This credit may be designated with a particular subject area or PACE classification.

Volume of Learning: a measure which identifies the notional duration of all activities required for the achievement of the Learning Outcomes specified for a Course. Volume of Learning is expressed in equivalent full-time years.

5 POLICY STATEMENT

The assessment of Prior Learning for the purposes of admission and/or Credit Transfer will be evidence-based, equitable and academically defensible (TEQSA Threshold Standards). The precise nature of the evidence-based assessment may vary from discipline to discipline and assessments will be made on the merit of each individual
case. The Recognition of Prior Learning by the University will usually reduce the required Volume of Learning for a course.

The University may, at its discretion, set additional requirements for the Recognition of Prior Learning, including testing, interviews, and portfolio submission. More information about the criteria for assessment of Prior Learning is available in the Procedure for Assessing Recognition of Prior Learning Applications.

5.1 ADMISSION

The University assesses all applications for admission according to the Admission (Coursework) Policy.

The University will assess Prior Learning to determine whether an Applicant meets specific eligibility requirements for admission to a course, provided the Prior Learning is current and relevant to the admission requirements of the course.

Eligibility for Credit towards a course does not guarantee admission to that course, as there may be other entry requirements that have not been met or course places may be limited.

Eligibility for Credit does not change English language requirements.

Professional accreditation and registration requirements may impact on whether Credit is available for some courses. Any such restrictions will be approved by Academic Senate and recorded as exemptions under the Schedule of Minimum Requirements and/or Schedule of Exceptions to Currency.

Admission points to Postgraduate awards will affect the amount of RPL available. If a student is admitted to a one year 80 credit point Masters Degree (Coursework), no additional RPL will be awarded. In all cases, RPL granted must align with the requirements in the Schedule of Minimum Requirements at Macquarie University.

(a) Currency

Prior Learning that has been attained within ten years of the year of application for admission will generally be considered current.

Any changes to this timeframe for a course or group of courses will be determined by Academic Senate and recorded in the Schedule of Exceptions to Currency.

(b) Relevancy

Prior Learning will be considered relevant where:

- there is evidence to demonstrate that the Applicant has achieved a standard of learning comparable to the admission requirements of the course
- the Applicant can demonstrate competency and readiness for tertiary studies, and
- there is a direct relationship to the admission requirements of the course.

(c) Internal Course transfer

If a student transfers from one Macquarie University Course to another, Credit approved for the original course may not automatically transfer to the new course due to professional accreditation/registration or other discipline-specific requirements.

Exceptions to this are:

- there is an approved Articulation Agreement in place which covers the transfer between the two courses.
• previously granted Credit is for a unit which is common to both courses or considered comparable across both courses.

Students are encouraged to seek advice on this when applying for internal course transfer and may be required to re-apply for Credit in the new course. Refer to the Course Transfer Policy.

5.2 CREDIT TRANSFER

(a) Types of Credit
(i) Block Credit, where the applicant’s Prior Learning is assessed as being at an appropriate level and standard relevant to the University’s offerings and meeting the Learning Outcomes for a group of units.

(ii) Unspecified credit, where the applicant’s Prior Learning is assessed as being at an appropriate Level and standard relevant to the University’s offerings for a unit or a group of units in an option set or in the flexible zone. This credit may be designated with a particular subject area or PACE classification.

(iii) Specified Credit, where the applicant’s Prior Learning is assessed as meeting the Learning Outcomes for a specific unit, or units.

(b) Currency
Prior Learning that has been attained within ten years of the date of application for Credit will generally be considered current.

Any changes to this timeframe for a course or a specific unit will be determined by Academic Senate and recorded in the Schedule of Exceptions to Currency.

Unspecified Credit that is granted for formal learning is not subject to a currency requirement.

(c) Relevancy
Prior Learning will be considered relevant for the granting of:

(i) Block Credit where there is evidence that:
• the applicant has achieved a quality and standard of learning equivalent to tertiary studies
• the Prior Learning is of an appropriate Level
• the applicant can demonstrate the attainment of the Learning Outcomes of a group of units, and
• the Prior Learning is assessed as equivalent in depth and breadth.

(ii) Unspecified Credit at a particular Level where there is evidence to demonstrate that:
• the applicant has achieved a quality and standard of learning equivalent to tertiary studies, and
• the Prior Learning is assessed as being at an appropriate Level relevant to the University’s offerings
• the Prior Learning is assessed as equivalent in depth and breadth.
• for PACE units, Academic Senate’s criteria for PACE units have been met.

(iii) Specified Credit where there is evidence to demonstrate that:
• the applicant has achieved a quality and standard of learning equivalent to tertiary studies
• the Prior Learning is of an appropriate Level
• the applicant can demonstrate the attainment of the Learning Outcomes of a specific unit or units, and
• the Prior Learning is assessed as equivalent in depth and breadth.

(d) **Minimum Requirements at Macquarie University**

The maximum external Credit Transfer allowed towards a Macquarie University Award will be determined by the requirement that the student complete a minimum amount of the Award at Macquarie University, where:

• the amount is unique to the Award, having not been used towards the completion of another Award, and
• the amount is made up of units or components undertaken as part of the student’s enrolment at Macquarie University.

The minimum amounts for various Award types are specified in the *Schedule of Minimum Requirements at Macquarie University* which is a schedule to this Policy. Amendments to the *Schedule of Minimum Requirements at Macquarie University* are approved by the Academic Standards and Quality Committee (ASQC).

Limits on maximum Credit as set out above do not apply to approved Macquarie University Nested Awards.

### 5.3 **RESCISSION OF CREDIT**

Credit may be rescinded at the request of the student prior to, or after, course commencement.

Rescission of Credit after course commencement must be academically justified and form part of an academic success intervention strategy for the student.

Credit may also be rescinded by the University in the following circumstances:

• Credit was granted on false or misleading information provided by the student.
• Where it is required due to a major change in a Course or Major, including withdrawal of a Course requiring course transfer.

### 5.4 **APPEAL**

A student may appeal a decision regarding the assessment of Prior Learning for the purpose of admission and/or Credit Transfer and rescission of credit.

Grounds for an appeal are limited to procedural error or breach of procedural fairness.

Appeals will be managed through the Academic Appeals Panel, and are to be made in accordance with the *Academic Appeals Policy*.

### 5.5 **QUALITY ASSURANCE**

The University will safeguard the quality of its awards by ensuring that:

• the assessment of Prior Learning for admission is evidence-based and questions the applicant’s competency and readiness for tertiary study
• the assessment of Prior Learning for Credit Transfer is evidence-based, and ensures that the learning outcomes have been met
• Credit granted on the basis of learning completed within and outside Macquarie University is not recorded with a grade and does not contribute to any grade point average (GPA) / Weighted Average Mark (WAM)
Credit on the basis of prior Formal Learning is only granted for completed units where the final grade is a Pass, or equivalent grade, and higher.

Grades of ‘concessional pass’, ‘terminating pass’ or equivalent, from another higher education institution, will not be deemed to be successful completion for the purpose of credit, unless supported by additional information and approved on a case-by-case basis.

Credit granted by another institution on the basis of Prior Learning is not transferable to Macquarie University unless the original prior learning on which the credit is based is also assessed by Macquarie.

Standards for the assessment of Prior Learning are regularly reviewed and monitored by the Academic Standards and Quality Committee (ASQC), and decisions are reviewed and monitored by the Faculty Standards and Quality Committees (FSQC) or equivalent.

6 RELEVANT LEGISLATION

ESOS National Code 2018 (Standard 2)
TEQSA Higher Education Standards Framework (Threshold Standards)

7 KEY RELATED DOCUMENTS

Recognition of Prior Learning Webpage
Academic Appeals Policy / Website
Admission (Coursework) Policy
Procedure for Assessing Recognition of Prior Learning Applications
Development of Articulation and Related Credit Arrangements Procedure / Standard Request Template
Schedule of Exceptions to Currency
Schedule of Minimum Requirements at Macquarie University
Schedule of Equivalencies: Formal Learning for Undergraduate Programs

External:
AQF Pathways Policy
AQF Qualifications Framework Terminology

8 NOTES

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<td>8.7</td>
<td>Documents Superseded by this Policy</td>
<td>Recognition of Prior Learning Policy approved 1 October 2013</td>
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<tr>
<td>8.8</td>
<td>Amendment History</td>
<td>23 July 2020 – Minor amendment to Section 5.1 to state: “If a student is admitted to a one year 80 credit point Masters Degree (Coursework), no additional RPL will be awarded.”</td>
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Sentence previously read: “If a reduced admission point is offered to a one year Masters Degree (Coursework), no additional RPL will be awarded.”

From 1 Oct 2020
PROCEDURE FOR ASSESSING RECOGNITION OF PRIOR LEARNING APPLICATIONS

Commencing 1 October 2020

1 PURPOSE

To specify the responsibilities and actions required for the assessment or reassessment of applications for Recognition of Prior Learning (RPL) for the purpose of admission and/or Credit Transfer, and the rescission of Credit.

2 SCOPE

This Procedure applies to staff and coursework students of Macquarie University, and its entities including the Macquarie University International College (MUIC).

3 DEFINITIONS

Commonly defined terms are located in the University Glossary.

Definitions specific to this Procedure are contained in the Recognition of Prior Learning Policy.

4 RESPONSIBILITIES AND REQUIRED ACTIONS

This procedure requires actions by the following:

- Students/Prospective students
- Student Administration
- Macquarie International
- Faculty Exemptions Officers and/or Course Directors
- Faculty Boards and MUIC Sub-committee of ASQC
- Academic Standards and Quality Committee (ASQC)

RPL is administered by Student Administration (Lifecycle) and by Macquarie International (Academic Programs) on behalf of Faculties and Departments and the Macquarie University International College (MUIC), which authorise the granting of RPL within defined guidelines.

4.1 STUDENT/PROSPECTIVE STUDENT

(a) Application for RPL and related time frames

Prospective and current students may apply for Recognition of Prior Learning

- as part of an application for admission to the University;
- during their course, or
- prior to an approved Macquarie University outbound mobility program.

Where not applying for RPL at the point of application for admission, students must submit their RPL applications prior to commencement of an academic session and before enrolment in the unit for which RPL is sought. Submission dates for the current year are advised on the RPL webpage. For students going on approved Macquarie University outbound mobility
programs, credit applications must be submitted during the academic approval stage of the mobility process.

Students should note that the granting or rescinding of credit may affect their duration of study. It may also result in timetable clashes or issues with certain study combinations and the University is under no obligation to make special arrangements for students where this occurs. International students must inform themselves about the impact any such changes may have on their student visa.

(b) Evidence to support the application

Applicants must supply evidence to support their request for admission or credit as defined on the RPL webpage. Evidence of the student’s prior formal, informal or non-formal learning must demonstrate attainment of learning outcomes required for admission to the specified Macquarie course and/or achievement of the specific learning outcomes of the unit(s) for which credit is sought.

Evidence for PACE equivalence

Students must provide evidence through:

- having completed a PACE-like unit elsewhere, or
- submission of a portfolio providing evidence that all 4 essential PACE elements (as specified in section 4.2(a)ii) have been met.

(c) Re-assessment of RPL

Under the circumstances set out below, and complying with the RPL application time frames, applicants may request a reassessment of RPL:

- on admission to a course
- when transferring to another course
- If student has identified additional prior learning that was not originally assessed
- when seeking to convert previously granted unspecified credit to specified credit
- on readmission to a course after an absence.

(d) Rescission of RPL

A request for rescission of RPL may be made by the student on admission to a course. Students may also request rescission of credit post course commencement if the request is academically justified and forms part of an academic success intervention strategy. Rescission requests must comply with the RPL application time frames noted above.

(e) Appeals

Applicants whose request for assessment, reassessment or rescission of RPL is not approved may appeal under the provisions of the Academic Appeals Policy.

4.2 STUDENT ADMINISTRATION / MACQUARIE INTERNATIONAL

(a) Assessment of RPL

Note the RPL application time frames above and follow the procedures described below.

i. Assess the applicant’s request for recognition of prior learning for credit, or for admission to a reduced duration course, based on approved RPL decisions in the
following:

- Unit to unit precedents recorded in the Credit Transfer Register
- Articulation or credit and related arrangements recorded in the Articulations Register
- Approved informal or non-formal learning scenarios outlined in the RPL schedules (Departmental RPL plans).

ii. Direct all other credit requests for decision by the Faculty/Department responsible for teaching the unit or course for which admission or credit is being sought. In the case of Standard Foundation Programs, credit requests must be forwarded to the Associate Director, Learning and Teaching, MUIC.

For assessment of PACE units, the student must have engaged in an experiential learning activity that:
- was mutually beneficial, and
- met or exceeded the minimum hours standard set in Senate’s Criteria for the Accreditation of PACE units and activities, and
- enabled the integration of theory with practice, and
- was embedded in and supported by a reflective practice framework.

iii. Ensure the total credit yield adheres to the RPL Policy, the Schedule of Equivalencies, and the Schedule of Minimum Requirements.

iv. Ensure the granting and recording of Credit for international students on a student visa adheres to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the ESOS National Code).

v. Record the outcome of the assessment on the student record and where a precedent is approved record it in relevant registers or schedules.

vi. Where a student changes courses, collate the RPL approval(s), and make any necessary adjustments to the allocation of unspecified and specified credit within the student’s new course.

vii. Notify the student of any RPL granted/not granted in the context of their course, and of the reason for requests that have not been approved.

viii. Student Administration / Macquarie International will determine a student’s total eligible credit in accordance with the RPL Policy, Schedule of Equivalencies, and the Schedule of Minimum Requirements, and may grant unspecified credit to exhaust elective requirements.

(b) Reassessment of RPL

The process for Reassessment of RPL is the same as the process for Assessment of RPL.

(c) Rescission of RPL

i. Where a student requests rescission of credit on admission to a course, review the request and make a decision.

ii. Where a student requests rescission of credit post course commencement, direct the request for decision by the Faculty/Department/College responsible for
teaching the unit or course for which rescission of Credit is being sought. In the case of Foundation courses, requests are directed to the Associate Director, Learning and Teaching MUIC.

iii. Credit rescission may also be made by the University in the following circumstances:
   • credit was granted on false or misleading information provided by the student.
   • where it is required due to a change in a Course or Major.

iv. Where Credit is rescinded, make any necessary adjustments to the allocation of unspecified and specified Credit within the student’s course, and record on the student record.

v. Notify the student of the outcome of the request for Rescission of Credit.

vi. Where the rescission of credit affects the course duration for an international student on a student visa, ensure adherence to the ESOS National Code.

4.3 FACULTY / COLLEGE EXEMPTIONS OFFICERS AND/OR COURSE DIRECTORS AND/OR FACULTY ACADEMIC DIRECTOR OF PACE

(a) Approval
i. Approval of Specified Credit, is by the Faculty/Department that teaches the unit (including equivalent MUIC Diploma units). Approval is by MUIC for all Foundation Program units. The appropriate Faculty/Department/College will assess requests for specified credit that:
   • are not covered by a precedent in the Credit Transfer Register or
   • where the precedent has lapsed.

ii. When approving a unit equivalency, the Faculty/Department/College may determine whether the approved equivalency is to be recorded as a precedent and published on the Credit Transfer Register to enable it to be applied to other students requesting the same credit.

iii. Unit to unit equivalencies held in the credit transfer register may be amended by Departments that teach the unit.

iv. Approval of block credit is by the Faculty/Department/College that teaches the course for which the student is seeking admission or credit. The process of defining block credit requires that the Faculty/Department/College:
   • Consider how the prior learning has contributed to achievement of the course learning outcomes of the Macquarie course.
   • Determine what portion of the Macquarie course is required to allow the student to build upon the prior learning to meet the Macquarie course learning outcomes.

v. Rescission of Credit previously granted is by the Faculty/Department/College that teaches the unit and requires that the Faculty/Department/College:
   • make this decision as part of a student success intervention strategy, considering the academic justification and impact of rescinding previously granted Credit.

(b) Approval of prior learning for PACE units is by the Faculty Academic Director of
PACE, or the Academic and Program Director of PACE, or nominee.

4.4 FACULTY BOARDS / MUIC SUB-COMMITTEE OF ASQC

Faculties / Departments / the College will regularly review RPL information held in the Credit Transfer Register, the Articulations Register, and in RPL Schedules (Departmental RPL Plans) so that information is kept current and relevant.

Articulation and credit arrangements held in the Articulations Register may be amended according to the Development of Articulation and Related Credit Arrangements procedure.

Amendments and additions to RPL schedules (Departmental RPL Plans) are approved by Faculty Boards.

4.5 ACADEMIC STANDARDS AND QUALITY COMMITTEE

Standards for the assessment of Prior Learning are regularly reviewed and monitored by the Academic Standards and Quality Committee (ASQC).

5 RELEVANT LEGISLATION

ESOS Legislative Framework
ESOS National Code – Part D Standard 12 – Course Credit
Australian Qualifications Framework (2nd edition 2013)

6 KEY RELATED DOCUMENTS

Recognition of Prior Learning Webpage
Recognition of Prior Learning Policy
Schedule of Minimum Requirements at Macquarie
Schedule of Equivalencies: Formal Learning for Undergraduate Programs
Development of Articulation and Related Credit Arrangements Procedure
Macquarie University Handbook

7 NOTES

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DEVELOPMENT OF ARTICULATION AND RELATED CREDIT ARRANGEMENTS PROCEDURE
Commencing 1 October 2020

1 PURPOSE
To specify the procedure for developing Articulation and related Credit arrangements and to specify the relevant decision-making timelines.

2 SCOPE
This Procedure applies to all coursework Awards offered by Macquarie University and governs all Articulation and Credit Agreements of the University.

It is intended for RPL arrangements which are related to either the special admission of students or the granting of credit based on formal learning against existing Macquarie courses in accordance with the Recognition of Prior Learning Policy and related schedules and procedures.

It does not cover transnational and joint degree arrangements which involve full or partial offshore delivery of Macquarie course components and/or the joint development and approval of curriculum for a single joint award which must be approved by Academic Senate through the standard course approval process.

3 DEFINITIONS
Commonly defined terms are located in the University Glossary. Definitions specific to this Procedure are contained in the accompanying Recognition of Prior Learning Policy.

4 RESPONSIBILITIES AND REQUIRED ACTIONS
This procedure requires actions by the following:
- Proposer of an RPL agreement / Macquarie International
- Course Convenor / Head of Department
- Faculty Board / Executive Dean
- Academic Standards and Quality Committee (ASQC)
- Student Administration

4.1 PROPOSAL

(a) Proposer

Research and identify courses and markets for Articulation and related Credit arrangements.
Scope and compile a proposed arrangement in consultation with the Course Convenor and relevant stakeholders. If the Course Convenor is the proposer in a specific instance, consultation with identified stakeholders will still occur.

Develop the proposed arrangement in accordance with the RPL Policy’s preference for defined entry points enabling Block Credit. Consider holistically a comparison of the staged course level learning outcomes (when available) between the proposed courses. Where necessary, submission and approval of individual unit equivalencies will follow the standard RPL procedure for unit assessment using the online system or be approved by the Course Convener as appropriate.

Prepare required evidence in accordance with the RPL Policy through the Articulation and Related Credit Arrangements Template.

Submit the completed online form with supporting evidence to the Course Convenor / Head of Department or nominee of Executive Dean.

4.2 APPROVAL

Articulation and related Credit arrangements are to be approved in accordance with the principles contained in the Higher Education Standards Framework, Australian Qualifications Framework (AQF) Pathways Policy, and the Macquarie Recognition of Prior Learning (RPL) Policy.

(a) Course Convenor / Head of Department or nominee of Executive Dean

Decision makers should as a priority assess the prior learning at the Course level through the use of Course level learning outcomes for the purpose of granting Block Credit. Decision making should be timely, efficient, auditable and be based on maximising the Credit available to students.

Decision makers should ensure that students are equipped to succeed in the remainder of their Macquarie Course of Study and the academic integrity of the Course is not compromised.

The Course Convenor / Head of Department should consider the proposed arrangement’s alignment with these principles and within five working days of receiving the proposal:

- recommend the proposal to the Faculty Board, or
- defer the proposal and request further information, or
- reject the proposal.

If recommended, the Course Convenor / Head of Department should indicate this on the online form and send the proposal to the Chair of the Faculty Board. This will be circulated to the Board for approval.

Proposals may also be referred to the Executive Dean for review in cases where agreement cannot be reached between Course Convenors / Head of Department and Proposers.

(b) Faculty Board or Dean or delegate by Executive action

Assess the proposal and within five working days of receiving the proposal:

- approves, or
- defers decision-making pending further information, or
- does not approve.

Notify ASQC of approved proposals.
Receive notifications of approved Articulation and related Credit arrangements from Faculties.

Consider and recommend to Academic Senate for approval any arrangements which constitute exceptions to the RPL Policy and its related schedules or procedures.

4.3 COMMUNICATION

The decision on a proposal is recorded on the online system (Tracker) and the Proposer, Course Convenor, Head of Department, and Executive Dean (or delegate) are informed immediately by email of the result.

The Proposer, if not from Macquarie International or the Registrar’s office, will advise Macquarie International and the Registrar’s office of the approved arrangement and any details required to ensure the proper administration of the arrangement, including integration into admission processes and inclusion on the University’s Articulations Register.

4.4 MONITORING

Macquarie International and/or Student Administration (as applicable), in conjunction with Faculties and Departments, monitor and report student progression/attainment (via WAM) to Faculty Boards and ASQC on an annual basis.

(a) Proposer and Course Convenor

Identify curriculum change and commence review of the arrangement when applicable.

Rework the entry point or conduct curriculum mapping if required.

(b) ASQC

Periodically review arrangements when curriculum changes occur in addition to standard 3 year ASQC review cycle.

(c) Partner Institutions

According to the terms of the agreement, partner institutions will advise Macquarie International and/or the Registrar’s Office of any curriculum changes which have a bearing on established Articulation and related Credit arrangements.

Macquarie International and/or the Registrar’s Office will advise Course Convenors of the changes which will activate the internal review process.

5 RELEVANT LEGISLATION

ESOS Legislative Framework
ESOS National Code – Part D Standard 12 – Course Credit
Australian Qualifications Framework (2nd edition 2013)

6 KEY RELATED DOCUMENTS

Recognition of Prior Learning Policy
Articulation Agreements and Related Arrangements (Standard Requests) Template Procedure for Assessing Recognition of Prior Learning Applications Schedule of Exceptions to Currency Schedule of Minimum Requirements at Macquarie University Schedule of Equivalencies: Formal Learning for Undergraduate Programs
## NOTES

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<td>Date for Review</td>
<td>October 2023</td>
</tr>
<tr>
<td>7.7</td>
<td>Documents Superseded by this Procedure</td>
<td>Development of Articulation and Related Credit Arrangement Procedure approved 29 January 2015</td>
</tr>
<tr>
<td>7.8</td>
<td>Amendment History</td>
<td>Nil</td>
</tr>
</tbody>
</table>

From 1 Oct 2020
1 PURPOSE

To specify the minimum requirements a student must undertake at Macquarie University in order to qualify with a Macquarie University Award.

The minimum requirement amounts must be unique to the Award, having not been used towards another Award. The stated minimum requirements prescribe the maximum amounts of Credit Transfer possible through Recognition of Prior Learning (RPL).

2 SCHEDULE

SCHEDULE A – UNDERGRADUATE AWARDS

<table>
<thead>
<tr>
<th>Macquarie University Award Length</th>
<th>Minimum requirement</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years full time</td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the total credit point load of the Award at Macquarie University</td>
<td></td>
</tr>
<tr>
<td>3 years full time</td>
<td>Student must complete a minimum of the equivalent of 1 full time year of the Award at Macquarie University</td>
<td>Student must complete a minimum of 80 credit points of the Award at Macquarie University</td>
</tr>
<tr>
<td>4 years full time</td>
<td>Student must complete a minimum of the equivalent of 1.5 full time years of the Award at Macquarie University</td>
<td>Student must complete a minimum of 120 credit points of the Award at Macquarie University</td>
</tr>
<tr>
<td>5 years full time</td>
<td>Student must complete a minimum of the equivalent of 2 full time years of the Award at Macquarie University</td>
<td>Student must complete a minimum of 160 credit points of the Award at Macquarie University</td>
</tr>
</tbody>
</table>

In all cases, where an undergraduate Award has a Capstone requirement, the student must complete this requirement at Macquarie University.

Unless otherwise approved to be completed as part of a Macquarie Study Abroad and Exchange program, a majority of a Course's Core Zone units at 3000-level or above must be completed at Macquarie University.

SCHEDULE B - POSTGRADUATE AWARDS
<table>
<thead>
<tr>
<th>Macquarie University Award Type</th>
<th>Minimum Requirement</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Certificate</strong></td>
<td>Student must complete a minimum of 20 credit points of the Award at Macquarie University at 6000 level or above</td>
<td>Student must complete a minimum of 20 credit points of the Award at Macquarie University at 6000 level or above</td>
</tr>
<tr>
<td><strong>Graduate Diploma</strong></td>
<td>Student must complete a minimum of 40 credit points of the Award at Macquarie University at 8000 level</td>
<td>Student must complete a minimum of 40 credit points of the Award at Macquarie University at 8000 level</td>
</tr>
<tr>
<td><strong>Masters Degree (Coursework)</strong></td>
<td>Masters Degrees have a minimum notional volume of learning of 160 credit points. Student must complete a minimum of 80 credit points at 8000 level of the Award at Macquarie University.</td>
<td>Student must complete a minimum of 80 credit points of the Award at Macquarie University at 8000 level</td>
</tr>
<tr>
<td><em><em>1</em>, 1.5, 2-year entry points (80-160 credit points)</em>*</td>
<td>Student must complete a minimum of 120 credit points of the Award at 8000 level at Macquarie University.</td>
<td>Student must complete a minimum of 120 credit points of the Award at 8000 level at Macquarie University.</td>
</tr>
</tbody>
</table>

* Note that if a student is admitted to a one year 80 cp Masters Degree (Coursework), no additional RPL will be awarded.

Other Course Requirements

The minimum requirements for all other coursework postgraduate Award types will be approved on a case-by-case basis and recorded in this schedule as an exception.

In all cases, where a postgraduate Award has a Capstone requirement, the student must complete this requirement at Macquarie University.

**SCHEDULE C – SUB-BACHELOR COURSES**

<table>
<thead>
<tr>
<th>Macquarie University</th>
<th>Minimum Requirement</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intensive Program</strong></td>
<td>The full Course (40 credit points) must be completed at Macquarie University</td>
<td></td>
</tr>
<tr>
<td><strong>Standard Foundation Programs</strong></td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the total credit point load of the Course at Macquarie University</td>
<td>Student must complete a minimum of 40 credit points at Macquarie University.</td>
</tr>
<tr>
<td>Diploma Courses</td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the total credit point load of the Course at Macquarie University</td>
<td>Student must complete a minimum of 40 credit points at Macquarie University</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

SCHEDULE D - EXCEPTIONS - THE FOLLOWING EXCEPTIONS HAVE BEEN APPROVED BY ACADEMIC SENATE:

<table>
<thead>
<tr>
<th>Macquarie University</th>
<th>Application and Minimum Requirement</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma of Auslan-English Interpreting (GradDipAuslEngInt) or the Postgraduate Diploma of Auslan English Interpreting (PD-AUSENGINT) articulating into the Master of Translation and Interpreting Studies (MTransInter)</td>
<td>A student who completes the GradDipAuslEngInt or PD-AUSENGINT is eligible for maximum RPL of 80 credit points towards the MTransInter (120 credit points). Student must complete a minimum of 40 credit points in the MTransInter at Macquarie University.</td>
<td>This Exception is effective 1 January 2016.</td>
</tr>
<tr>
<td>Master of Advanced Translation and Interpreting Studies (MAdvTransInterStud) / Master of Translation and Interpreting Studies (MTransInter) / Master of Translation and Interpreting Studies with the degree of Master of Applied Linguistics and TESOL (MTransInterMAppLingTESOL) / Master of Translation and Interpreting Studies with the degree of Master of International Relations (MTransInterMIntRel) articulating into the Master of Conference Interpreting (MConfInt)</td>
<td>A student who completes the MAdvTransInterStud / MTransInter / MTransInterMAppLingTESOL / MTransInterMIntRel is eligible for maximum RPL of 90 credit points towards the MConfInt (160 credit points). Student must complete a minimum of 70 credit points in the MConfInt at Macquarie University.</td>
<td>This Exception is effective 1 January 2018.</td>
</tr>
<tr>
<td>Bachelor of Teaching (Birth to Five Years) (BTeach(0-5)) / Bachelor of Teaching (Early Childhood Services) (BTeach(ECS)) articulating into the Bachelor of Teaching (Early</td>
<td>• A student who completes the BTeach(0-5) is eligible for maximum RPL of 240 credit points towards the BTeach(ECE) (320 credit points).</td>
<td>This Exception is effective 1 January 2016.</td>
</tr>
</tbody>
</table>
| Childhood Education) (BTeach(ECE)) | Student must complete a minimum of 80 credit points in the BTeach(ECE) at Macquarie University.  

or  

- A student who completes the BTeach(ECS) is eligible for maximum RPL of 320 credit points towards the BTeach(ECE) (320 credit points).  

Student must complete a minimum of 90 credit points in the BTeach(ECE) at Macquarie University. |
|---|---|
| Master of Professional Psychology (MProfPsych) | - A student who has completed an MRES, MPHIL or PhD, meets the admission criteria to their course, and subsequently wishes to progress to registration as a psychologist, is eligible for RPL of 10 credit points towards the MProfPsych (80 credit points)  

or  

- A student who has partially completed an Australian Psychology Council (APAC) accredited AQF Level 9 course, and no longer wishes to proceed in that specialisation, but has completed the dissertation for that course is eligible for RPL of 10 credit points towards the MProfPsych (80 credit points)  

or  

- A student who has completed study within an APAC accredited AQF Level 9 course within the last 10 years and no longer wishes to proceed with |

This Exception is effective 1 January 2016
<table>
<thead>
<tr>
<th>Study</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>study in that specialisation is eligible for RPL of 10 credit points towards the MProfPsych (80 credit points). Studies undertaken at a Non-Australian institution may be considered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual Degree Master of Banking and Finance (MBkgFin) with East China Normal University (ECNU)</td>
<td>Student must complete a minimum of 60 credit points at 800/900 level in the MBkgFin at Macquarie University.</td>
<td>This Exception is effective 1 January 2017.</td>
</tr>
<tr>
<td>Master of Disability Studies (MDisabilityStud)</td>
<td>A student entering the MDisabilityStud (80 credit points) is eligible for RPL of a maximum of 20 credit points towards the MDisabilityStud. Student must complete 60 credit points in the MDisabilityStud at Macquarie University.</td>
<td>This Exception is effective 1 January 2017.</td>
</tr>
<tr>
<td>Bachelor of Psychology (Honours) BPsych(Hons)</td>
<td>A student who completes the Bachelor of Arts - Psychology with the degree of Bachelor of Education (Primary) who is admitted to the Bachelor of Psychology (Honours) BPsych(Hons) must complete a minimum of either:</td>
<td>This Exception is effective 7 August 2018.</td>
</tr>
<tr>
<td></td>
<td>• 80 credit points in the Bachelor of Psychology (Honours) at Macquarie University, if they have requested 20 additional credit points be added to their program and have completed the required units PSYU3349 (10 credit points) and PSYU3351 (10 credit points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 100 credit points in the Bachelor or Psychology (Honours) at Macquarie University, including</td>
<td></td>
</tr>
</tbody>
</table>
3 NOTES

<table>
<thead>
<tr>
<th>3.1</th>
<th>Contact Officer</th>
<th>Chair, Academic Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Implementation Officer</td>
<td>Director Student Administration</td>
</tr>
<tr>
<td>3.3</td>
<td>Approval Authority / Authorities</td>
<td>Academic Standards and Quality Committee (ASQC) [by authority of Academic Senate Resolution 14/60]</td>
</tr>
<tr>
<td>3.4</td>
<td>Date Approved</td>
<td>21 July 2020 Academic Senate (Res 20/66)</td>
</tr>
<tr>
<td>3.5</td>
<td>Date of Commencement</td>
<td>1 October 2020</td>
</tr>
<tr>
<td>3.6</td>
<td>Date for Review</td>
<td>October 2023</td>
</tr>
<tr>
<td>3.7</td>
<td>Documents Superseded by this Schedule</td>
<td>Schedule of Minimum Requirements at Macquarie approved 6 March 2014</td>
</tr>
<tr>
<td>3.8</td>
<td>Amendment History</td>
<td>23 July 2020 – Minor amendment under Schedule B – Postgraduate Awards to read: “* Note that if a student is admitted to a one year 80 cp Masters Degree (Coursework), no additional RPL will be awarded.” Sentence previously read: “* Note that if a reduced admission point is offered to a one year Masters Degree (Coursework), no additional RPL will be awarded.”</td>
</tr>
<tr>
<td>3.9</td>
<td>Policy Authorisation</td>
<td>Recognition of Prior Learning Policy</td>
</tr>
</tbody>
</table>
SCHEDULE OF EXCEPTIONS TO CURRENCY
Commencing 1 October 2020

1 PURPOSE

To outline approved exceptions to the standard ten year currency timeframe for admission and credit transfer, as determined by Academic Senate.

2 SCHEDULE

ADMISSION EXCEPTIONS
The following exceptions have been approved by Academic Senate:

- no exceptions currently approved.

CREDIT TRANSFER EXCEPTIONS
The following exceptions have been approved by Academic Senate:

Unspecified credit, that is granted for formal learning is not subject to a currency requirement.

3 NOTES

<table>
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<tr>
<td>3.7</td>
<td>Documents Superseded by this Schedule</td>
<td>Schedule of Exceptions to Currency approved 6 March 2014</td>
</tr>
<tr>
<td>3.8</td>
<td>Amendment History</td>
<td>Nil</td>
</tr>
<tr>
<td>3.9</td>
<td>Policy Authorisation</td>
<td>Recognition of Prior Learning Policy</td>
</tr>
</tbody>
</table>
1 PURPOSE

Specify the maximum credit point equivalencies associated with a range of sub bachelor qualifications.

This Schedule is developed in line with AQF guidelines and should be read in conjunction with the Recognition of Prior Learning Policy and the Schedule of Minimum Requirements at Macquarie.

2 SCHEDULE

SCHEDULE A – Credit Towards Bachelor Degrees

<table>
<thead>
<tr>
<th>Equivalent AQF level of previous qualification</th>
<th>Volume of learning (FTE)</th>
<th>Maximum Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma (AQF 5)</td>
<td>1 year</td>
<td>1 year (80 credit points)</td>
</tr>
<tr>
<td>Diploma (AQF 5)</td>
<td>1.5 years</td>
<td>1.5 year (120 credit points)</td>
</tr>
<tr>
<td>Diploma (AQF 5)</td>
<td>2 and 3 years</td>
<td>1.5 years (120 credit points)*</td>
</tr>
<tr>
<td>Advanced Diploma / Associate Degree (AQF 6)</td>
<td>1.5 years</td>
<td>1.5 years (120 credit points)</td>
</tr>
<tr>
<td>Advanced Diploma / Associate Degree (AQF 6)</td>
<td>2 and 3 years</td>
<td>2.0 years (160 credit points)*</td>
</tr>
</tbody>
</table>

* Additional information may be requested to support cases where these credit yields are sought.

The amount of Credit granted will not exceed the volume of learning of previous qualification, and the amount of Credit awarded is proportional to the volume of the prior learning. The guiding principle is for students to be awarded the maximum appropriate Credit available to their Macquarie qualification. Where this is not considered appropriate for a particular arrangement, a case supporting the reduced Credit is to be included in the articulation submission.

Undergraduate Macquarie students with an incomplete Bachelor Degree (AQF 7) from another accredited institution are eligible for Credit on a pro rata basis in accordance with the Schedule of Minimum Requirements at Macquarie University.

Undergraduate Macquarie students with incomplete sub bachelor qualifications may apply for credit under the provisions for recognition of Non-formal Learning in accordance with the Recognition of Prior Learning Policy at Macquarie University.

Credit is only granted where the prior studies are relevant, current and equivalent.
Credit will be granted at lower levels first and the majority of the credit will be applied at the 1000 level.

**SCHEDULE B - Credit Point Values for a Range of Accredited Incomplete Qualifications**

Where a student has multiple completed sub Bachelor awards, Credit is granted from the award that yields the higher credit point value.

Where a student has a completed sub Bachelor award and higher level qualifications, Credit is aggregated in accordance with the [Schedule of Minimum Requirements](#) at Macquarie University.

### 3 NOTES

<table>
<thead>
<tr>
<th>3.1</th>
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</tr>
<tr>
<td>3.3</td>
<td>Approval Authority / Authorities</td>
<td>Academic Senate, and Deputy Vice-Chancellor (Academic)</td>
</tr>
<tr>
<td>3.4</td>
<td>Date Approved</td>
<td>21 July 2020 Academic Senate (Res 20/66)</td>
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<td>October 2023</td>
</tr>
<tr>
<td>3.7</td>
<td>Documents Superseded by this Schedule</td>
<td>Schedule of Equivalencies: Formal Learning for Undergraduate Programs approved 3 March 2015</td>
</tr>
<tr>
<td>3.8</td>
<td>Amendment History</td>
<td>Nil</td>
</tr>
<tr>
<td>3.9</td>
<td>Policy Authorisation</td>
<td>Recognition of Prior Learning <a href="#">Policy</a></td>
</tr>
</tbody>
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