RECOGNITION OF PRIOR LEARNING POLICY

1  PURPOSE

To provide a framework for Macquarie University to apply a consistent, equitable and transparent approach to the Recognition of Prior Learning for the purposes of admission and/or Credit Transfer.

2  BACKGROUND

The University acknowledges that learning can take place outside of 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 Program of Study.

Block Credit: credit granted towards entire stages or components of a Program of Study (AQF Glossary of Terminology).

Credit: the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or Awards. Credit may reduce the volume of learning required to achieve a qualification.

Credit Transfer: a process that provides students with consistent Credit outcomes for units, components or entire stages of a Program of Study based on identified equivalence in content and learning outcomes.

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 program 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 of Macquarie University, and/or
- within a completed Macquarie University Award.

Program of Study: the combination of units and components that must be satisfactorily completed to qualify for a 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 an Award and/or the granting of Credit.

Specified Credit: Credit granted towards specific units or components of a Program of Study.
Unspecified Credit: Credit granted towards elective components or components at a particular level of a Program of Study (AQF Glossary of Terminology). Unspecified Credit may be granted with, or without, subject area designation. Unspecified Credit may be granted with, or without, PACE, People or Planet unit 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 Program of Study. Volume of Learning is expressed in equivalent full-time years.

5 POLICY STATEMENT

The University will establish a transparent, equitable and evidence-based process for the assessment and determination of Prior Learning.

The University may, at its discretion, set additional requirements for the Recognition of Prior Learning, including testing, interviews and portfolio submission.

The University reserves the right to charge a service fee.

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.

ADMISSION

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

The University will assess Prior Learning to determine eligibility for admission to an Award, provided the Prior Learning is current and relevant to the admission requirements of the Award.

Eligibility for credit towards a course does not guarantee admission to that Award.

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 an Award or group of Awards will be determined by Academic Senate and recorded in the Schedule of Exceptions to Currency.

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 Award
- the Applicant can demonstrate competency and readiness for tertiary studies, and
- there is a direct relationship to the admission requirements of the Award.

CREDIT TRANSFER
The University will assess Prior Learning for the purpose of granting Credit towards an Award, provided the Prior Learning is current and relevant to the Learning Outcomes of the Award.

**Types of Credit**

*Block Credit*, where the applicant’s Prior Learning is assessed as meeting the stated Learning Outcomes for a whole stage or component of their Program of Study. Block Credit may be used towards satisfying specific requirements, including entire stages, of a Program of Study. Block Credit would usually reduce the required Volume of Learning for a Program of Study.

*Unspecified Credit without designation*, where the applicant’s Prior Learning is assessed as being at an appropriate level and standard for an elective component of their Program of Study. Unspecified Credit can be used towards satisfying the elective component and general requirements of a Program of Study.

*Unspecified Credit with designation*, where the applicant’s Prior Learning is assessed as being at an appropriate level and standard for a component of their Program of Study, and equivalent to a recognised subject area offered by the University. Unspecified Credit may be used towards satisfying the elective component and general requirements of a Program of Study. Designation may be in the form of subject area designation and/or classification as a PACE, People or Planet unit.

*Specified Credit*, where the applicant’s Prior Learning is assessed as meeting the stated Learning Outcomes for a unit, units, or component of their Program of Study. Specified Credit may be used towards satisfying the specific requirements, including required units, of a Program of Study.

Where possible, Specified Credit or Unspecified Credit with designation will be granted.

**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 an entire Award or a specific unit will be determined by Academic Senate and recorded in the *Schedule of Exceptions to Currency*.

Unspecified credit, with or without designation, that is granted for formal learning is not subject to a currency requirement.

**Relevancy**

Prior Learning will be considered relevant for the granting of:

*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 whole stage of the Program of Study, and
  - the Prior Learning is assessed as equivalent in discipline content, depth and breadth.

*Unspecified Credit without designation* 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 of an appropriate Level.

Unspecified Credit with designation 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
• the Prior Learning is of an appropriate Level, and
• for subject area designation, the Prior Learning is equivalent to a recognised area of study offered by the University, or
• for PACE, People or Planet unit designation, the Prior Learning is equivalent to the classification criteria for Macquarie University PACE, People or Planet units.

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 discipline content, depth and breadth.

Minimum Requirements at Macquarie University
The maximum Credit Transfer allowed towards Awards 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 outlined 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.

QUALITY ASSURANCE
The University will safeguard the quality of its awards by ensuring that:
• the assessment of Prior Learning for admission to an Award 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 outside of 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
- 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 Committee (FSQC).

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

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.

6 **RELEVANT LEGISLATION**

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
TEQSA Higher Education Standards Framework (Threshold Standards)

8 **NOTES**

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<th>Description</th>
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| 8.7     | Documents Superseded by this Policy | Recognition of Prior Learning (Interim 2014) Policy approved 12 December 2013
Credit for Previous Studies: All previous policies, practices, booklets and websites. |
| 8.8     | Amendment History | 23 April 2020 - Inclusion of reference to Weighted Average |
Mark (WAM) in accordance with Curriculum Architecture Policy.
14 April 2020 - Minor amendment, reference to 'Academic Appeals Committee' updated to 'Academic Appeals Panel'.
16 October 2018 - Minor amendment to position title for Deputy Vice-Chancellor (Academic) – removing 'and Registrar' from title within Approval Authority section.
7 November 2017 – Added Deputy Vice-Chancellor (Academic) and Registrar as an Approval Authority.

6 April 2016 – Included that unspecified credit for formal learning is not subject to a currency requirement, resolved Academic Senate 15 December 2015 (Res 15-132)
15 December 2015 – added RPL Assessment Procedure, approved Academic Senate 15 December 2015 (Res 15-132)
20 April 2015 – added Schedule of Equivalencies: Formal Learning for Undergraduate Programs, approved Academic Senate March 2015 (Res 15/11); alignment with new University Policy Framework
4 November 2014 – clarified minimum requirements at MQ (AS Res No14/192) and added reference to Schedule of Relative Equivalencies.
PROCEDURE FOR ASSESSING RECOGNITION OF PRIOR LEARNING APPLICATIONS

1 PURPOSE

To outline 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.

2 SCOPE

This Procedure applies to staff and coursework students of Macquarie University, and its entities including the Macquarie Graduate School of Management, the Applied Finance Centre and 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
Student Administration
Macquarie International
Faculty Exemptions Officers and/or Program Directors
Faculty Boards and MUIC Sub-committee of ASQC
Academic Standards & 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.

STUDENT/PROSPECTIVE STUDENT

Prospective and current students may apply for Recognition of Prior Learning either:

- as part of an Application for Admission
- during their candidature, except for programs offered by MUIC, in which case applications must be received prior to enrolment in the unit for which RPL is sought, or
- prior to an approved exchange program.
Applicants must supply evidence to support their request for entry or credit as defined in the Recognition of Prior Learning Policy. 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 degree program and/or achievement of the specific learning outcomes of the unit(s) for which credit is sought.

Under certain circumstances set out below, applicants may request a reassessment of RPL.

Applicants whose request for assessment or reassessment of RPL is not approved may appeal through the University’s Academic Appeals process.

**STUDENT ADMINISTRATION / MACQUARIE INTERNATIONAL**

Assess the applicant’s request for recognition of prior learning for credit, or for admission to a reduced duration program, based on approved RPL decisions in the following:
- Unit to unit precedents recorded in the Credit Transfer Register
- Articulation or credit arrangements recorded in the Articulations Register
- Approved informal or non-formal learning scenarios outlined in the RPL schedules (Departmental RPL plans).

Direct all other credit requests to the Faculty/Department responsible for teaching the unit or program for which admission or credit is being sought. In the case of Foundation programs, credit requests are to be forwarded to the Foundation Program Manager, MUIC.

Direct requests for unspecified credit designated People or Planet units to the Academic Standards and Quality Committee (ASQC).

Ensure the total credit yield adheres to the *Schedule of Minimum Requirements*.

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

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

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

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.

**Reassessment of RPL**

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

Students may request Reassessment of RPL in the following circumstances:
- Student transfers to another course.
- Student has identified additional prior learning that was not originally assessed.
- Student wishes to convert previously granted unspecified credit to specified credit.
- Student has been readmitted to a program after an absence.
FACULTY / COLLEGE EXEMPTIONS OFFICERS AND/OR PROGRAM DIRECTORS

Approval of specified credit, including towards People and Planet units, 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.

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.

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

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

FACULTY BOARDS / MUIC SUB-COMMITTEE OF ASQC

Faculties/Departments/the College will regularly review RPL information held in the Credit Transfer Register, the Articulation 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 Articulations and Associated Arrangements procedure.

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

ACADEMIC STANDARDS AND QUALITY COMMITTEE

The Academic Standards and Quality Committee will approve requests seeking unspecified credit designated People or Planet.

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

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#### 7 NOTES

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<th>Deputy Registrar</th>
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<td>Director, Academic Services</td>
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<td>Documents Superseded by this Procedure</td>
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#### 7.8 Amendment History

- 25 February 2020 - Minor amendment - reference to 'Deputy Director, MUIC' updated to 'Foundation Program Manager, MUIC' for credit requests in Foundation Programs.
- 12 Dec 2018 – Update to MUIC staff position titles following management restructure.
- 16 October 2018 - Minor amendment to position title for Deputy Vice-Chancellor (Academic) – removing 'and Registrar’ from title within Approval Authority section.
- 7 November 2017 – Added Deputy Vice-Chancellor (Academic) and Registrar as an Approval Authority, and amended Implementation Officer to Director, Academic Services
- 28 August 2017, title amended from 'Recognition of Prior Learning Assessment Procedure' to 'Procedure for Assessing Recognition of Prior Learning Applications'
DEVELOPMENT OF ARTICULATION AND RELATED CREDIT ARRANGEMENTS PROCEDURE

1 PURPOSE

To:

- outline the procedure for developing an Articulation, Credit Transfer, Dual Degree or Transnational Arrangement, and
- outline the relevant decision making timelines.

2 SCOPE

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

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
- Program Convenor / Head of Department
- Faculty Board / Executive Dean
- Academic Standards and Quality Committee (ASQC)
- Student Administration

PROPOSAL

Proposer

Research and identify programs and markets for Formal Credit Transfer, Articulations, Dual Degree, or Transnational Arrangements.

Scope and compile a proposed arrangement in consultation with the Program Convenor and relevant stakeholders. If the Program 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 program 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 Program Convener as appropriate.
Prepare required evidence in accordance with the RPL Policy through the Articulation Agreements and Related Arrangements Template.

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

**APPROVAL**

**Program Convenor / Head of Department or nominee of Executive Dean**

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

Decision makers should as a priority assess the prior learning at the program level through the use of program 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 take steps to ensure that students are equipped to succeed in the remainder of their Macquarie Program of Study and the academic integrity of the program is not compromised.

The Program 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 Program 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 Program Convenors / Head of Department and Proposers.

**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.

**ASQC or delegated working group or Chair by Executive action**

Consider and approve or not approve formal credit arrangements that are outside the Schedule of Equivalencies: Formal Learning for Undergraduate Programs or include People, Planet or PACE exemptions.

Consider and approve or not approve Dual Degree Arrangements.

The decision is recorded on the online system and the Proposer, Program Convenor and Executive Dean are informed immediately by an email from the Chair of the ASQC or delegate, of the result.

**COMMUNICATION**
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.

**MONITORING**

*Macquarie International and/or Student Administration (as applicable), in conjunction with Faculties and Departments, monitor and report student progression/attainment (via GPA / WAM) to Faculty Boards at the end of the study period.*

Make student progression reports available to ASQC for annual review.

**Program Convenor**

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

Rework the entry point or conduct curriculum mapping if required.

**ASQC**

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

**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 Formal Credit Transfer, Articulation, Dual Degree, or Transnational Arrangements.

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

5  **RELEVANT LEGISLATION**

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

7  **NOTES**

<p>| 7.1 | Contact Officer | Chair, Academic Standards Quality Committee |
| 7.2 | Implementation Officer | |
| 7.3 | Approval Authority / Authorities | Academic Senate, and Deputy Vice-Chancellor (Academic) |
| 7.4 | Date Approved | 29 January 2015 |
| 7.5 | Date of Commencement | For teaching sessions that commence after 1 January 2015 |
| 7.6 | Date for Review | December 2018 |</p>
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| 7.8 | Amendment History                     | 23 April 2020 - Inclusion of reference to Weighted Average Mark (WAM) in accordance with Curriculum Architecture Policy.  
16 October 2018 - Minor amendment to position title for Deputy Vice-Chancellor (Academic) – removing ‘and Registrar’ from title within Approval Authority section.  
7 November 2017 – Added Deputy Vice-Chancellor (Academic) and Registrar as an Approval Authority.  
15 December 2015 – Academic Senate approved amendments to cover all articulation and credit arrangements; Approval Authority updated to Academic Senate to align with Policy Framework. |
SCHEDULE OF MINIMUM REQUIREMENTS AT MACQUARIE

1 PURPOSE

To outline 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>
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<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>
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<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 24 credit points of the Award at Macquarie University</td>
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<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 36 credit points of the Award at Macquarie University</td>
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<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 48 credit points of the Award at Macquarie University</td>
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</table>

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

In all cases, the student must complete the majority of the higher level units of the Award at Macquarie University. To ensure this, Credit Transfer for units at 300 level or above will only
be permitted up to a maximum of 6 credit points for a 3 year Bachelor degree, and up to a maximum of 12 credit points for Bachelor degrees longer than 3 years.

SCHEDULE B - POSTGRADUATE AWARDS

<table>
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<tr>
<th>Macquarie University Award Type</th>
<th>Minimum Requirement</th>
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<tbody>
<tr>
<td>Graduate Certificate</td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the Award at Macquarie University</td>
<td>Student must complete 8 credit points of the Award at Macquarie University</td>
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<td>Graduate Diploma</td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the Award at Macquarie University</td>
<td>Student must complete 16 credit points of the Award at Macquarie University</td>
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<td>Masters Degree (Coursework) (up to 2 years full time)</td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the Award at Macquarie University</td>
<td>Masters Degrees have a minimum notional volume of learning of 64 credit points. Student must complete 32 credit points at 800 and/or 900 level of the Award at Macquarie University</td>
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<tr>
<td>Masters Degree (Extended) or Masters Degree of more than 2 years full time</td>
<td>Student must complete a minimum of the equivalent of 50 per cent of the Award at 800 and/or 900 level at Macquarie University</td>
<td></td>
</tr>
</tbody>
</table>

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.

The minimum requirements for all double degree 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 or Professional-Practice requirement, the student must complete this requirement at Macquarie University.

In all cases, the student must complete at least 50% of the 800 and/or 900 level units of the Award at Macquarie University. To ensure this, the student’s minimum requirements of the Award at Macquarie University must consist of units at 800 and/or 900 level.

SCHEDULE C – SUB-UNDERGRADUATE AWARD PROGRAMS

<table>
<thead>
<tr>
<th>Macquarie University</th>
<th>Minimum Requirement</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Foundation</td>
<td>The full program must be</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>completed at Macquarie University</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------</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 Award at Macquarie University</td>
<td></td>
</tr>
<tr>
<td><strong>Diploma Programs</strong></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>
</tbody>
</table>

**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><strong>Master of Management (MMgt) articulating into the Master of Business Administration (MBA) at the Macquarie Graduate School of Management (MGSM)</strong></td>
<td>A student who enrolls in the MMgt (40 credit points) before the end of the 2014 calendar year is eligible for maximum RPL of 40 credit points towards the MBA (64 credit points). Student must complete a minimum of 24 credit points in the MBA at Macquarie University.</td>
<td>A student admitted to the MMgt who intends to articulate into the MBA is required to maintain continuous enrolment (ie be enrolled in at least one [1] unit per term) throughout the remaining duration of the program. This Exception will apply from term 1, 2015 up to and including term 4, 2017.</td>
</tr>
<tr>
<td><strong>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)</strong></td>
<td>A student who completes the GradDipAuslEngInt or PD-AUSENGINT is eligible for maximum RPL of 32 credit points towards the MTransInter (48 credit points). Student must complete a minimum of 16 credit points in the MTransInter at Macquarie University.</td>
<td>This Exception is effective 1 January 2016.</td>
</tr>
<tr>
<td>Program</td>
<td>Eligibility</td>
<td>Date Effective</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------</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 36 credit points towards the MConfInt (64 credit points). Student must complete a minimum of 28 credit points in the MConfInt at Macquarie University.</td>
<td>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 Childhood Education) (BTeach(ECE))</td>
<td>• A student who completes the BTeach(0-5) is eligible for maximum RPL of 72 credit points towards the BTeach(ECE) (96 credit points). Student must complete a minimum of 24 credit points in the BTeach(ECE) at Macquarie University. or • A student who completes the BTeach(ECS) is eligible for maximum RPL of 69 credit points towards the BTeach(ECE) (96 credit points). Student must complete a minimum of 27 credit points in the BTeach(ECE) at Macquarie University.</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>Master of Professional Psychology (MProfPsych)</td>
<td>A student who has completed an MRES, MPHIL or PhD, meets the admission criteria to their program, and subsequently wishes to progress to registration as a psychologist, is eligible for RPL of 4 credit points towards the MprofPsych (32 credit points) or A student who has partially completed an Australian Psychology Council (APAC) accredited AQF Level 9 program, and no longer wishes to proceed in that specialisation, but has completed the dissertation for that program is eligible for RPL of 4 credit points towards the MprofPsych (32 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 study in that specialisation is eligible for RPL of 4 credit points towards the MprofPsych (32 credit points). Studies undertaken at a Non-Australian institution may be considered.</td>
<td>This Exception is effective 1 January 2016</td>
</tr>
<tr>
<td>Dual Degree Master of Banking and Finance (MBkgFin) with East China Normal University</td>
<td>Student must complete a minimum of 24 credit points at 800/900 level in the MBkgFin</td>
<td>This Exception is effective 1 January 2017.</td>
</tr>
</tbody>
</table>
| **Master of Disability Studies (MDisabilityStud)** | A student entering the MDisabilityStud (32 credit points) is eligible for RPL of a maximum of 8 credit points towards the MDisabilityStud.  
Student must complete 24 credit points in the MDisabilityStud at Macquarie University. | This Exception is effective 1 January 2017. |
| **Bachelor of Psychology (Honours) BPsych(Hons)** | 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:  
- 24 credit points in the Bachelor of Psychology (Honours) at Macquarie University, if they have requested 6 additional credit points be added to their program and have completed the required units PSY349 (3 credit points) and PSY351(3 credit points)  
  or  
- 30 credit points in the Bachelor of Psychology (Honours) at Macquarie University, including PSY349 (3 credit points) and PSY351 (3 credit points). | This Exception is effective 7 August 2018. |
### 3 NOTES

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1</strong></td>
<td>Contact Officer</td>
<td>Chair, Academic Senate</td>
</tr>
<tr>
<td><strong>3.2</strong></td>
<td>Implementation Officer</td>
<td></td>
</tr>
<tr>
<td><strong>3.3</strong></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><strong>3.4</strong></td>
<td>Date Approved</td>
<td>6 March 2014</td>
</tr>
<tr>
<td><strong>3.5</strong></td>
<td>Date of Commencement</td>
<td>For teaching sessions that commence after 1 January 2015</td>
</tr>
<tr>
<td><strong>3.6</strong></td>
<td>Date for Review</td>
<td>1 December 2017</td>
</tr>
<tr>
<td><strong>3.7</strong></td>
<td>Documents Superseded by this Schedule</td>
<td>Nil</td>
</tr>
</tbody>
</table>
| **3.8** | Amendment History | 7 August 2018 – ACQC approved amendment to RPL exceptions to note addition of exception for BPsych(Hons) (Res No 18/130).  
4 April 2018 - Minor amendment, correction to name for 'East China Normal University' (ECNU), incorrectly recorded as 'Eastern China National University.'  
30 Jan 2018 – amendment to RPL exceptions to note:  
• a student who completes Graduate Diploma of Auslan-English Interpreting or the Postgraduate Diploma of Auslan English Interpreting is eligible for maximum RPL of 32 credit points towards the Master of Translation and Interpreting Studies (48 credit points); and a student must complete a minimum of 16 credit points in the Master of Translation and Interpreting Studies at Macquarie University. Approved by ASQC 30 Jan 2018 (Res No: 18/10).  
• a student who completes the Master of Advanced Translation and Interpreting Studies/Master of Translation and Interpreting Studies/Master of Translation and Interpreting Studies with the degree of Master of Applied Linguistics and TESOL/Master of Translation and Interpreting Studies with the degree of Master of International Relations articulating into the Master of Conference Interpreting is eligible for a maximum RPL of 36 credit points towards the Master of Conference Interpreting (64 credit points); and a student must complete a minimum of 28 credit points in the Master of Conference Interpreting at Macquarie University. Approved by ASQC 30 Jan 2018 (Res No: 18/9).  
14 Nov 2017 – extension of exception from the Schedule of Minimum Requirements for Master of Management Articulating into the Master of Business Administration at MGSM - exception applies from term 1, 2015 up to and including term 4, 2017. Approved by ASQC 14 November 2017 (Res No 17/157).  
6 Nov 2017 - updated Approval Authority in accordance with Academic Senate Resolution 14/60. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 April 2017</td>
<td>addition of exception for MDisabilityStud approved by Academic Senate (Res No: 17/23).</td>
</tr>
<tr>
<td>6 December 2016</td>
<td>addition of exception for Dual Degree Master of Banking and Finance (MBkgFin) with Eastern China National University (ECNU) approved by Academic Senate (Res No 16/258).</td>
</tr>
<tr>
<td>26 July 2016</td>
<td>addition of exception for MprofPsych approved by Academic Senate (Res No: 16/192)</td>
</tr>
<tr>
<td>15 December 2015</td>
<td>addition of exception for BTeach(ECE) approved under delegated authority by the Chair of Academic Senate on 15 December 2015.</td>
</tr>
<tr>
<td>17 November 2015</td>
<td>amended ‘majority’ to ‘at least 50%’ in Schedule B; added exception for MConfInt approved by ASQC.</td>
</tr>
<tr>
<td>10 November 2015</td>
<td>addition of Schedule C approved by Academic Senate 10 November 2015 on recommendation of ASQC 20 October 2015 (Senate Res 15/113).</td>
</tr>
<tr>
<td>20 April 2015</td>
<td>alignment with new Policy Framework</td>
</tr>
<tr>
<td>3 March 2015</td>
<td>Amendment to Schedule A maximums approved by Academic Senate 3 March (Res 15-12) on recommendation of ASQC 29 January 2015.</td>
</tr>
<tr>
<td>21 Nov 2014</td>
<td>Minor amendment Exceptions Conditions clarified for MMgt students. Approved Pro Dean MGSM.</td>
</tr>
</tbody>
</table>

3.9 Policy Authorisation

Recognition of Prior Learning [Policy](#)
SCHEDULE OF EXCEPTIONS TO CURRENCY

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, with or without designation, that is granted for formal learning is not subject to a currency requirement.

3 NOTES

<table>
<thead>
<tr>
<th>3.1</th>
<th>Contact Officer</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Implementation Officer</td>
<td></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>
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<td>Date for Review</td>
<td>1 December 2017</td>
</tr>
<tr>
<td>3.7</td>
<td>Documents Superseded by this Schedule</td>
<td>Nil</td>
</tr>
<tr>
<td>3.8</td>
<td>Amendment History</td>
<td>6 Nov 2017 - updated Approval Authority in accordance with Academic Senate Resolution 14/60. 6 April 2016 – Included that unspecified credit for formal learning is not subject to a currency requirement, resolved Academic Senate 15 December 2015 (Res 15-132) 20 April 2015 – alignment with new Policy Framework</td>
</tr>
<tr>
<td>3.9</td>
<td>Policy Authorisation</td>
<td>Recognition of Prior Learning Policy</td>
</tr>
</tbody>
</table>
SCHEDULE OF EQUIVALENCIES: Formal Learning for Undergraduate Programs

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 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 (24 credit points)</td>
</tr>
<tr>
<td>Diploma (AQF 5)</td>
<td>1.5 years</td>
<td>1.5 year (36 credit points)</td>
</tr>
<tr>
<td>Diploma (AQF 5)</td>
<td>2 and 3 years</td>
<td>1.5 years (36 credit points)*</td>
</tr>
<tr>
<td>Advanced Diploma / Associate Degree (AQF 6)</td>
<td>1.5 years</td>
<td>1.5 years (36 credit points)</td>
</tr>
<tr>
<td>Advanced Diploma / Associate Degree (AQF 6)</td>
<td>2 and 3 years</td>
<td>2.0 years (48 credit points)*</td>
</tr>
</tbody>
</table>

* Additional information may be requested to support cases where these credit yields are sought. This information must be provided through the Articulation, Credit Transfer or Dual Degree Arrangements Template.

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 100 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 Contact Officer</th>
<th>Chair, Academic Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 Implementation Officer</td>
<td></td>
</tr>
<tr>
<td>3.3 Approval Authority / Authorities</td>
<td>Academic Senate, and Deputy Vice-Chancellor (Academic)</td>
</tr>
<tr>
<td>3.4 Date Approved</td>
<td>3 March 2015</td>
</tr>
<tr>
<td>3.5 Date of Commencement</td>
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</tr>
<tr>
<td>3.6 Date for Review</td>
<td>January 2016</td>
</tr>
<tr>
<td>3.7 Documents Superseded by this Schedule</td>
<td>Nil</td>
</tr>
<tr>
<td>3.8 Amendment History</td>
<td>16 October 2018 - Minor amendment to position title for Deputy Vice-Chancellor (Academic) – removing ‘and Registrar’ from title within Approval Authority section. 7 November 2017 – Added Deputy Vice-Chancellor (Academic) and Registrar as an Approval Authority.</td>
</tr>
<tr>
<td>3.9 Policy Authorisation</td>
<td>Recognition of Prior Learning <strong>Policy</strong></td>
</tr>
</tbody>
</table>