



CREDIT POLICY (Applies from 2010)

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES

Eligibility for Credit

Students entering a course in the Faculty may be eligible for credit (in accordance with Rules 1.2.1.10, 1.2.1.11 and 1.2.1.12) if they have undertaken previous study at UWA or another tertiary institution in Australia or overseas. Credit assessments are usually done on an individual basis but this policy covers some common areas.

Applying for Admission vs Applying for Credit

Students should note that applying for credit is a completely separate process from applying for admission to a course in the Faculty. Credit is usually only assessed after a student has been offered a place in a course and is at the point of enrolment.

Officers Responsible for Assessing Credit

The Faculty officer responsible for assessing credit applications for undergraduate courses is the Student Adviser. The Faculty officer responsible for assessing credit applications for postgraduate courses is the Associate Dean (Research). All initial enquiries should be directed to the FAHSS Student Office.

Reporting and Recording of Credit

It is students' responsibility to request credit be added to their enrolment. Students requesting credit for units taken at UWA need not produce academic transcripts. Student requesting credit for units taken outside UWA, must provide the Faculty with an original of their formal academic transcript showing final results for units taken at another institution (web print-outs, emails and notification of results slips are not acceptable). Where transcripts are in a language other than English, students must also produce an authorised translation.

Students will receive advice by mail of what credit has been added to their enrolment and the credit will also appear as part of their enrolment when viewed on Student Connect or on a formal academic transcript.

Students will not be deemed to have completed their courses until all relevant credit has been formally recorded on their academic records. Note that students who transfer from one UWA course to another must apply for advanced standing for credit to be granted to their new course, if applicable.

Non-Creditable Study and Experience

The Faculty does not grant credit for studies undertaken at secondary school level or at TAFE colleges. The Faculty does not normally grant credit for studies undertaken at any other non-university institutions, although in very rare circumstances courses offered by private education providers such as accredited language schools may be creditable. Such study must be credentialled (assessed and with evidence of results). Study in this category will be considered for credit on a case-by-case basis.

The Faculty does not grant credit for units of study that have been failed, have not yet been completed or have been undertaken on a non-assessable basis (for example, as an audit student who attends classes but does not complete assessment). The Faculty also does not normally grant credit for work or professional experience, or for life experience. Students who have prior learning in an area from a non-creditable source may be eligible for exemptions (see below).

Credit vs Exemption

Students being granted credit towards a UWA degree, certificate or diploma will have the appropriate points counted towards their qualification and will not be required to take any other units to cover these points. In addition, the credit may count as a prerequisite for certain units and may also count towards a major. For example, a student who is credited with level one French taken at another university may be qualified to enter level two French units, and to count the first year credit towards a French major.

Students who are not eligible for credit but who do have prior learning in an area they wish to study at UWA may be eligible for exemption from prerequisites for units in that area. For example, a student who has studied French at TAFE will not be eligible for credit towards their UWA qualification, but may be qualified to enter level two French units. Students in this situation would need to take alternative units to make up the first year points required for their degree, certificate or diploma, and would also have to take alternative French units if they wished to complete a French major.

Students should note that no credit or exemption is possible for studies undertaken at secondary school level.

Credit From Previous UWA Study

Study completed in a degree, diploma or certificate (award) course

Students transferring into one of the Faculty's courses from another *incomplete* course at UWA may be credited with units completed in the previous course but will not be permitted to take out the new award unless they have enrolled in and completed at least one unit in the new course [Rule 1.2.1.11(4)]. Broadly speaking, all units taken as part of the previous course that could have been taken as part of the new course will be creditable in the new course. For example, all the units listed in the table 'Bachelor of Arts Options' in Table 3.2.2a are creditable in the Bachelor of Arts and some related courses, even when they have been taken as part of another course.

This also applies to students enrolling in one of the Faculty's courses after completing a previous course at UWA, although these students will be subject to the maximum credit allocations described below.

In addition to units that are available as options in the Bachelor of Arts, students may be eligible for limited credit for units that are ordinarily only available in other courses or faculties (see below).

Study completed through Continuing Education

Students who have undertaken units on a not-for-degree (Continuing Education) basis through UWA Extension will have received marks for their units and can apply to have them credited towards any degree, certificate or diploma course they later enrol in at UWA. Students should note that credit from UWA Extension can only be granted up to a maximum of one-sixth of the total points value of the degree or diploma course they are enrolling in [Rules 1.2.11(2) and 1.2.12(2)(b)]. Credit from UWA Extension study can be granted up to a maximum of one-quarter of the total points value of 24-point graduate certificate courses [Rule 1.2.12(2)(a)].

Students should also note that unless the Faculty permits otherwise in recognition of exceptional circumstances, credit is not granted for units completed through Continuing Education during a period of suspension or exclusion from any faculty of the University [Rule 3.1.1.4].

Credit towards an undergraduate diploma course

Students may enrol in the Diploma in Arts and the Diploma in Modern Languages whilst concurrently enrolled in a bachelor degree course (other than a Bachelor of Arts or related courses). Students will need the permission of their home faculty to enroll in a Diploma in Arts or Diploma in Modern Languages. Students should note that no units can be credited towards both the diploma course and the bachelor degree course. It is common for students to enrol in a diploma course after completing some Arts units as part of their bachelor degree, and these units can be credited into the diploma where appropriate. However, those units cannot then also count towards the bachelor degree and will need to be replaced with alternative units. Students should check with the faculty administering their bachelor degree for clarification of this.

Crediting Units From Another Course or Faculty at UWA

From January 2011 students may include in their course Level 1 units to the value of 12 points offered by another faculty in the University. Students may also be permitted to include in their course Level 2 and 3 units to the value of up to 12 points from another course in the Faculty or another faculty in the University [Rule 3.2.1.2], subject to the approval of the FAHSS.

Credit From Study at Other Australian Universities

Study completed in an award course

Students who have previously undertaken study as part of an incomplete or completed award from another Australian university may be eligible for some credit towards their course at UWA. Broadly speaking, units taken in areas comparable to those available in the UWA course can be credited. Students should refer to the list of Bachelor of Arts major sequences [Rule 3.2.2.5(1)]. Study in most humanities and social sciences disciplines at other institutions is creditable in the Bachelor of Arts and related courses at UWA.

Previous study at first year level will normally be credited at Level 1 in the UWA course, and previous study at higher levels will normally be credited at Level 2 (or in some cases Level 3) in the UWA course. The Faculty will also make every attempt to weight credit appropriately. For example, if a unit taken at another institution was worth 25% of a full semester load at that institution, it will be credited as 6 points (25% of a full 24-point semester load) at UWA. If the appropriate credit weighting does not translate into 6 points or a multiple of 6 points, it will be rounded down to the nearest 6-point multiple.

Previous study in more specialised areas such as Social Work, Music, Communication Studies, languages and Psychology may not be directly equivalent to units offered at UWA. Allowing credit for study that is not directly equivalent could mean students lack the requisite prior knowledge to progress to higher-level units in these areas. Students should contact the Faculty Student Office for more information about credit in specialised areas, and may need to consult with a course adviser from the relevant discipline.

Please note the maximum credit allocations described below. Note also that there is no such thing as 'transferring' from one university to another and students wishing to enrol in an award course at UWA must apply for a new place here regardless of how much study they may have undertaken at another institution.

Study completed as a non-award student

Students who have previously undertaken study as a not-for-degree student at another Australian university (eg – through a continuing education or access programme) will be eligible to apply for credit as long as they completed all assessment and received an official grade for the unit. The amount of credit granted will be up to a maximum of one-sixth of the total value of any degree or diploma courses or one-quarter of the total value of 24-point certificate courses. [Rules 1.2.1.11(2) and 1.2.1.12(2)]. The same types and levels of units as those completed in an award course at another institution are creditable (see above). Students will not be eligible for credit for any units undertaken on an audit basis.

In very rare circumstances students may be eligible for credit for study taken at an accredited non-university institution (such as a language school) on a non-award basis. Such study must be credentialled (assessed and with evidence of results). Study in this category will be considered for credit on a case-by-case basis.

Cross-institutional enrolment

Students currently enrolled in an award course at UWA may be eligible to enrol on a cross-institutional basis as a not-for-degree student at another Australian university and be granted credit towards their UWA course. This should be arranged with the prior approval of UWA and the credit clarified before enrolment to ensure students select units that can be credited towards their UWA course. The same types and levels of units as those completed in an award course at another institution are creditable (see above).

Students must enrol in the relevant unit(s) at the host institution as well as in an external special unit at UWA. Students incur a HECS load and liability at the host institution and the external special unit at UWA does not have any load attached. It is the student's responsibility to advise the Faculty if they withdraw from or change their enrolment at the host institution. If students take units without prior approval from the Faculty there is no guarantee the units can later be credited to their course at UWA.

It is the student's responsibility to obtain a formal academic transcript from the host institution after completion of the unit(s) and to present this to the Faculty Student Office so the credit can be formally recorded on the UWA academic record. The unit(s) taken at the other institution, along with the actual result(s) received, are recorded as a formal comment on the student's record. The external special unit has a result of UP or UF recorded, along with the appropriate points value. The external special unit(s) will normally indicate what level the study will be credited as.

Students should note that while there is no set limit on the amount of credit that can be granted from cross-institutional (not-for-degree) enrolment at another Australian university, they must complete one of the following at UWA:

- units of the highest level required for their course to the value of at least 48 points, including the final unit or units of any major required in the course; or
- units to the value of at least half the total points required for the course [Rule 1.2.1.11(5)].

Credit From Study Undertaken Overseas

Study completed in an award course

Students who have previously undertaken study as part of an incomplete or completed award from an overseas institution may be eligible for some credit towards their course at UWA. Credit will only be possible for study taken on a credentialed (assessed and with evidence of results) basis at an institution considered by the Faculty to be comparable in standing to an Australian university. Verification by the National Office of Overseas Skills Recognition that a completed qualification is equivalent to a specific Australian award will assist the Faculty in making this judgment.

Broadly speaking, units taken in areas comparable to those available in the UWA course can be credited. Students should refer to the list of Bachelor of Arts major sequences [Rule 3.2.2.5 (1)]. Study in most humanities and social sciences disciplines at other institutions is creditable in the Bachelor of Arts and related courses at UWA.

Exchange

Students currently enrolled in an award course at UWA may be eligible to enrol as a not-for-degree student at an overseas institution through participation in a recognised University exchange scheme. Students will be eligible to claim credit for units taken at the overseas institution, and their proposed choice of units will be approved prior to departure. The same types and level of units as those completed in an award course at another institution are creditable (see above), although the Faculty does try to be as flexible as possible in approving units taken on exchange for credit.

Students studying on exchange will normally be full-time and must enrol in the relevant units at the host institution as well as in an external special unit at UWA. Students incur a HECS load and liability at UWA and normally do not pay tuition fees at the host institution. It is the student's responsibility to advise the Faculty if they withdraw from or change their enrolment at the host institution. If students take units without prior approval from the Faculty there is no guarantee the units can later be credited to their course at UWA.

Students should ensure that on their return to UWA a formal academic transcript from the host institution showing completion of the units and results is presented to the Study Abroad Office so the credit can be formally recorded on the UWA academic record. The units taken at the other institution, along with the actual results received, are recorded as a formal comment on the student's record. The external special unit has a result of UP or UF recorded, along with the appropriate points value. The external special unit(s) will normally indicate what subject area(s) the credit falls within.

Students should note that while there is no set limit on the amount of credit that can be granted from exchange enrolment at an overseas institution, they must complete one of the following at UWA:

- units of the highest level required for their course to the value of at least 48 points, including the final unit or units of any major required in the course; or
- units to the value of at least half the total points required for the course [Rule 1.2.1.11(5)].

It is very unlikely students would be permitted to credit more than a year (two semesters) of exchange study to their degree.

Other study

In very rare circumstances students may be eligible for credit for study taken at an overseas university or other accredited institution (such as a language school) on a non-award basis. Such study must be credentialled (assessed and with evidence of results). Study in this category will be considered for credit on a case-by-case basis.

Credit Towards Combined Courses

Students wishing to claim credit towards a combined course on the basis of study at another institution in Australia or overseas may need to consult with both faculties involved. Credit towards the Arts component of the combined course will be assessed in accordance with this policy. Credit towards the other degree component will be subject to the credit policy applying in the relevant faculty.

Students with a previously *completed* degree should note that they cannot be granted credit to the value of more than 50% of the total points required for either degree component in the combined course, as per Rule 1.2.1.11(3). For example, a student in the Bachelor of Arts and Bachelor of Commerce could not be granted more than 54 points credit towards the Bachelor of Arts and 54 points credit towards the Bachelor of Commerce (that is, 108 points total).

Students wishing to credit previous study from an *incomplete* degree from another institution towards the Arts component of a combined course should note that they must complete one of the following towards the Arts component of the combined course at UWA:

- units of the highest level required of the course, to the value of at least 48 points, including the final unit or units of any major required; or
- units to the value of at least half the total points required for each component of the combined course [Rule 1.2.1.11(5)].

Students should also note that the time limits and other limitations on credit described below apply to combined courses.

Credit Towards Postgraduate Courses

Credit towards postgraduate courses will normally only be granted from previous study undertaken at a similar or appropriate level [Rule 1.2.1.12]. For graduate certificates with a value of 24 points, no credit can be granted on the basis of study taken as part of a *previously completed* award. For other graduate courses, the points value of credit granted from a *previously completed or incomplete* award cannot exceed 50% of the total points value of the new course towards which the credit is granted. The only exceptions to this are:

- Students transferring into a postgraduate course from another *incomplete* postgraduate award at UWA. Note that students will not be permitted to take out the relevant new award unless they have enrolled in and completed at least one unit in the new course [Rule 1.2.1.12(10)].
- Students progressing to a higher-level postgraduate course such as a graduate diploma after completing a lower-level postgraduate course such as a graduate certificate, where the two form part of an articulated sequence or continuum of awards.

Students should also note that the time limits and other limitations on credit described below apply to postgraduate courses.

Credit and Time Limits

If a student obtains credit from study previously undertaken towards either a completed or incomplete award from UWA or another institution, the time limit for the undergraduate course they are now enrolling in will start from the date the credited units were taken [Rule 3.2.1.4]. This means students may not be eligible for credit from an incomplete prior award if it leaves them with insufficient time to complete the new course within the relevant time limit.

Relinquishing Credit

In some cases students who have been granted credit in a course can choose to relinquish the credit if they wish to take alternative units towards the course instead. Students should contact the Faculty Student Office to arrange for the credit to be deleted from their record.