

## **CREDIT FOR PREVIOUS STUDY AND RECOGNITION OF PRIOR LEARNING PROCEDURES**

To apply for Credit for Previous Study applicants need to:-

- provide an original or certified copy of their academic transcript listing the subjects completed
- supply information confirming accreditation of the institution where the study took place if the institution is outside Australia.

The Credit for Previous Study application will be processed in the following way:-

- your Member Institution will receive your request and complete a Credit of Previous Study Application and submit to the Sydney College of Divinity (SCD) Student Administration Committee.
- the committee will make a determination and report to the Member Institution who then will communicate with the applicant.

All Credit for Previous Study applications are processed in-line with the SCD Credit Policy

To apply for Recognised Prior Learning applicants prepare a submission/portfolio (templates available as part of the SCD Recognition of Prior Learning Policy) that should contain:

- evidence that authenticates the previous learning experience;
- a statement that links the learning experiences with the specific learning outcomes of particular SCD units of study;
- a document that addresses the quality and validity criteria (e.g. an essay) set by a faculty/academic staff member from the relevant subject area.

The Recognised Prior Learning application shall be processed in the following way:

- your Member Institution will receive and process the application;
- a faculty member from the relevant subject area(s) will be involved in assessing the evidence provided;
- the Member Institution will forward the recommendation and portfolio to the SCD Student Administration Committee (SAC).
- the SAC will evaluate the application and the faculty member's assessment and make a determination which will be reported to the Member Institution who will communicate with the applicant.

The SAC may:

- award the number of credit points sought;
- award more than the number of credit points sought;
- award less than the number of credit points sought;
- decline to award credit points in which case reasons must be given to the applicant;

- require further bridging work to be done to fill the gaps in the learning outcomes.

A student may appeal to the SCD Academic Board against the outcome of a Credit for Previous Study application or a Recognition of Prior Learning application:

- in the first instance, the student may dialogue informally with the Dean about the outcome. If there is further supporting evidence the student should table this information during these discussions;
- if the student believes there are grounds for an appeal, this should be submitted in writing to the Dean within ten working days of receipt of the determination of the Recognition of Prior Learning application;
- the written submission will be considered by the Academic Board;
- the decision of the Academic Board will be final.

If an overseas student makes a successful application for Credit for Previous Study or Recognition of Prior Learning prior to the issuing of the Confirmation of Enrolment (COE) and the granting of a visa the Member Institution where that student intends to study shall advise the student:

- that the application has been successful;
- of the total number of credit points gained towards the course in which he/she is enrolled;
- that the granting of credit will have an effect on the duration of the course being studied and this is to be reflected in the CoE to be issued;
- that the student will still need to be enrolled full-time;

If an overseas student makes a successful application for Credit for Previous Study or Recognition of Prior Learning after the issuing of a COE and the granting of a visa the Member Institution where that student intends to study shall advise the student:

- that the application has been successful;
- of the total number of credit points gained towards the course in which he/she is enrolled;
- that the granting of credit will have an effect on the duration of the course being studied and this will need to be adjusted;
- that the student will still need to be enrolled full-time;
- of the options available if the credit gained means that the student does not have a full-time load necessary to complete.

Where Credit for Previous Study or Recognition of Prior Learning is granted and leads to a shortening of the student's course of study the College shall ensure that:

- the CoE provided by the Member Institution where the student intends to study indicates the actual net course duration when the Credit for Previous Study or Recognised Prior Learning is taken into account;
- the change of course duration is reported via PRISMS when the Credit for Previous Study or Recognised Prior Learning is taken into account in determining the length of study;
- the student is advised that it is a condition of their visa to be enrolled in full-time study.