

Assessment and Award of Advanced Standing Procedure

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| Policy Supported: | <i>Advanced Standing Policy</i> | | |
| Regulations Supported: | <i>Coursework Regulations</i> | | |
| Audience: | Staff, Students, Public | | |
| Supporting Documents: | <i>Assessment and Award of Advanced Standing for Academic Chairs Guideline</i> | | |
| Contact Officer: | International Admissions Manager Domestic Admissions Team Leader | Phone: | See Campus Directory |

Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.

Objectives:

1. To maintain the academic integrity of University courses of study and awards;
2. To enable applicants to take into account the credit that may be due to them when making their study choices;
3. To ensure that the awarding of Advanced Standing is evidence-based, equitable and transparent;
4. To ensure that the award of Advanced Standing is managed consistently across all Colleges of the University.

Implementation Steps:

1. This procedure is to be read in conjunction with the *Advanced Standing Policy*.
2. Assessment and award of Advanced Standing
 - 2.1. Credit is determined and awarded by the advanced standing officer, or delegate, taking into account the following:
 - 2.1.1. AQF level of the qualification (for domestic awards).
 - 2.1.2. AQF level and nominal hours of the qualification (for VET awards).
 - 2.1.3. AQF level equivalence of the qualification (for overseas awards) with reference to the NOOSR and NARIC online databases.
 - 2.1.4. Enrolled Full Time Study Load (EFTSL) value for studies completed at other Australian universities.
 - 2.1.5. Where available, previous demonstrated performance for both complete and incomplete studies.
 - 2.1.6. All credit awarded must be useable within the student's specific unit sets.
 - 2.1.7. Any variations to the above as approved by the Academic Courses and Admissions Committee (ACAC).

- 2.2. Assessment can be made on the basis that the unit(s) are yet-to-be-completed (with the proviso it will be completed) and any such credits to be awarded are deemed to be conditional subject upon successful completion.
 - 2.3. The maximum amount of credit able to be awarded for a qualification, in the absence of an Articulation Arrangement, or other variation as approved by ACAC, is listed in the Credit Eligibility Assessment Tables.
 - 2.4. Exemptions may be awarded for learning conducted more than 10 years prior to admission period, taking into account the following:
 - 2.4.1. That Credit may be awarded to be used towards General Electives.
 - 2.4.2. That some courses, as determined by the Academic Chair, may however have set time limits for approving Advanced Standing due to professional registration requirements.
 - 2.5. Credit will not be awarded for incomplete higher education studies or an overseas vocational qualification at AQF Level 5 or Equivalent and below, except:
 - 2.5.1. When an applicant has already met minimum entry requirements to the Murdoch University course; or
 - 2.5.2. Where the higher education studies are offered as a pathway to an Australian University Bachelor's Degree, that credit may be awarded if 50% of the qualification requirements have been successfully completed. In this case, credit will be awarded on a pro-rata basis.
 - 2.6. Credit will not be awarded for an incomplete qualification from an Australian Vocational Education and Training (VET) provider at an AQF Level 5 or below. Proof of completion must be provided.
 - 2.7. Credit may be awarded on the basis of studies undertaken outside Murdoch University by currently enrolled Murdoch students without their participation in the Cross Institutional Enrolment process, however:
 - 2.7.1. If the enrolment outside of Murdoch University was not approved by the Academic Chair prior to enrolling, it is not guaranteed that an exemption will be approved.
 - 2.8. A written record of the decision to grant or deny advanced standing will be provided to the applicant.
 - 2.9. Where the applicant is an International Student or transnational student, the applicant will be requested to accept or refuse the advanced standing in writing.
 - 2.10. The written acceptance or refusal will be retained for at least two years after the student ceases to be an accepted student.
 - 2.11. Advanced standing awarded to an individual applicant will be recorded in the student records system (Callista) by the advanced standing officer, or delegate.
3. Assessment and award of Exemptions and Preclusions
- 3.1. Exemptions are to be awarded where an applicant has demonstrated achievement of learning outcomes similar, and at a similar level of study, to those of a Murdoch unit. When determining exemptions, the following will be taken into account:
 - 3.1.1. The stated learning objectives of the external unit.
 - 3.1.2. The assessment methods used in the external unit.
 - 3.1.3. The applicant's performance in the external unit.

- 3.1.4. AQF level, or equivalent, at which the external unit was studied.
- 3.1.5. The unit must be a minimum of an 80% match in terms of content and learning outcomes to the Murdoch unit being exempt.
- 3.2. Preclusions are to be awarded where an applicant has demonstrated achievement of learning outcomes similar, but not at a similar level of study, to those of a Murdoch unit. When determining preclusions, the following will be taken into account:
 - 3.2.1. The stated learning objectives of the external unit.
 - 3.2.2. The assessment methods used in the external unit.
 - 3.2.3. The applicant's performance in the external unit.
 - 3.2.4. AQF level, or equivalent, at which the external unit was studied.
 - 3.2.5. The unit must be a minimum of an 80% match in terms of content and learning outcomes to the Murdoch unit being exempt.
- 3.3. A precedent may be used to award an exemption or preclusion on the basis of a previous award for the same course studied at the same institution and is recorded on the Precedents Database. Any such precedent established are to be reviewed after two years of its approval.
- 3.4. Exemptions and Preclusions are determined by:
 - 3.4.1. The respective Academic Chair of the applicant's individual unit sets with the assistance of Unit Coordinators if required; or
 - 3.4.2. The advanced standing officer acting on:
 - (i) The Academic Chair's instructions;
 - (ii) An Articulation Arrangement; or
 - (iii) An approved case-by-case precedent.
- 4. Assessment and award of Advanced Standing based on informal and/or non-formal learning
 - 4.1. Credit may not be awarded on the basis of informal and/or non-formal learning in the form of General Electives.
 - 4.2. Exemptions and Preclusions can be awarded if the specific unit appears in the course structure of the applicant's intended unit sets.
 - 4.3. Exemptions and/or Preclusions for informal and/or non-formal learning assessments are determined by:
 - 4.3.1. The Academic Chair of the applicant's intended unit set for which they seek Advanced Standing. If the requested unit appears in multiple unit sets, the responsibility to approve lies with:
 - (i) The Academic Chair of the Primary unit set; or
 - (ii) The Dean Academic Operations, with assistance from the Heads of Discipline, Academic Chairs, and the Unit Coordinators if required.
 - 4.4. Exemptions and/or Preclusions for informal and/or non-formal learning assessments are to be awarded where the applicant's prior learning demonstrated achievement of the stated learning objectives of the unit.
 - 4.5. The onus is on the applicant to provide the evidence required for this decision.

- 4.6. Required documents for assessment are outlined in the 'Request for Advanced Standing Informal/Non-Formal Learning Form', which must be completed to action an advanced standing request.
5. Award of Advanced Standing based on Articulation Arrangements
 - 5.1. Applicants who are admitted to the University via an Articulation Arrangement will have advanced standing considered in accordance with the arrangement.
 - 5.2. If an applicant does not achieve the required grades listed in an Articulation Arrangement, they may not be eligible for all exemptions.
 - 5.3. Applicants who apply for admission to the University with a qualification related to an expired Articulation Arrangement will be assessed on a case-by-case basis.
 - 5.4. Applicants who apply for admission to the University with a qualification related to an Articulation Arrangement which is under review will be assessed on a case-by-case basis.
6. Non-award of Advanced Standing
 - 6.1. In the event that Advanced Standing is not approved, reason(s) for the non-award will be communicated to the applicant in the formal outcome letter.
7. Appeals against determinations made under this procedure can be submitted by the applicant for review as described in Clause 10 of the *Advanced Standing Policy*.
8. Change of course duration for International Students
 - 8.1. If an International Student has been granted advanced standing that reduces the student's course length:
 - 8.1.1. the advanced standing officer or ESOS Officer will inform the student of the reduced course duration and ensure the Confirmation of Enrolment is issued only for the reduced duration of the course; and
 - 8.1.2. the advanced standing officer or ESOS Officer will report any change in course duration in PRISMS if the advanced standing is granted after the International Student's visa is granted.

Performance Indicators:

The award of Advanced Standing is consistent among applicants with the same qualifications.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

"Confirmation of Enrolment" is a document, provided electronically, which is issued by the University to intending international students. It confirms the International Student's eligibility to enrol in a course.

"International Student" is a person (whether within or outside Australia) who holds an Australian student visa but does not include:

- a Foreign Affairs student (within the meaning of the Migration Regulations 1994); or
- a Defence student (within the meaning of the Migration Regulations 1994); or

- a secondary exchange student (within the meaning of the Migration Regulations 1994); or
- an international student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia; or
- a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa.

"PRISMS" is the Provider Registration and International Student Management System (PRISMS). It is the system used to process information given to the Secretary of the Department of Education by registered providers.

Related Documents:

[Advanced Standing Policy](#)

[Articulations Policy](#)

[Assessment and Award of Advanced Standing for Academic Chairs Guideline](#)

[Coursework Regulations: Effective from 1 January 2018](#)

Credit Eligibility Assessment Tables (Case-by-Case and Articulation)

References:

Higher Education Standards Framework (Threshold Standards) 2015

<https://www.legislation.gov.au/Latest/F2015L01639>

Approval and Implementation:

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| Approval Authority: | Academic Courses and Admissions Committee |
| Responsible Officer(s): | International Admissions Manager Domestic Admissions Team Leader |

Revision History:

| Version | Date Approved | Effective Date (if later than 'Date Approved') | Next Review Date | Resolution No. (if applicable) |
|--------------------------|------------------------------------|---|-------------------------|---------------------------------------|
| | | | | |
| Administrative amendment | 01/07/2020 by University Secretary | | | |
| Approved by ACAC | 12/05/2020 | | | ACAC/45/2020 |
| Approved by AC | 13/03/2019 | | 12/03/2022 | AC/16/2019(ii) |
| Administrative amendment | 07/02/2018 by University Secretary | | | |
| Approved | 06/06/2017 | | 06/06/2020 | ACAC/39/2017(i) |