



# Credit Principles and Processes

## SCOPE

The following principles and process for credit are specific to the Faculty of Information Technology.

## INSTRUCTION

Specific to the Faculty of IT, are the following additional principles:

- Subsequent applications for additional credit transfer will only be accepted by the Faculty where there is evidence of previously completed studies which were not considered in the initial credit transfer application. In such instances, any previously granted credit will be re-assessed.
- In the first instance, credit assessment will focus on the granting of specified credit. Unspecified credit (free electives) may be granted where there is less than 80% unit equivalence.
- The Faculty reserves the right to remove or revoke credit it has previously granted where the Faculty decides it is beneficial for the student's academic progress in course.
- Credit/exemptions will not be awarded for TAFE Certificate IV study. However, at the Course Director's discretion, a combination of Certificate IV study and relevant industry experience (informal learning) may be considered.
- The Faculty reserves the right to review and re-assess all previously granted credit when students apply to transfer within the Faculty.
- Undergraduate-level units are normally not considered for credit transfer towards undergraduate honours-level and graduate-level courses. However, in masters degrees that have a component of Foundation (introductory) units, students will be granted either credit transfer (with points) or exemptions (without credit points) for those units, based on relevant studies undertaken in their previous undergraduate degree.
- Credit/exemptions for postgraduate specialisations may be approved by Course Directors to a maximum of 50% of the specialisation.
- When assessing studies for credit transfer, the objective is to grant the maximum level of credit in accordance to the course structure requirements.
- Undergraduate units cannot be credited towards Level 5 postgraduate units.
- To be eligible for credit, previous learning must have been completed within ten years prior to the year of application for credit. Exceptions to the recency requirement for an individual applicant may be made with the approval of the Course Director.
- Credit/exemptions (based on any formal, informal or non-formal learning) will not be approved for any final year capstone project units (see list below).
- Credit/exemptions may be considered (based on formal learning only) for FIT5125, FIT5122 or FIT5104.

#### Capstone Units:

FIT3047 Industrial experience studio project 1  
FIT3048 Industrial experience studio project 2  
FIT3039 Studio project 1  
FIT3040 Studio project 2  
FIT3161 Computer science project 1  
FIT3162 Computer science project 2  
FIT3163 Data science project 1  
FIT3164 Data science project 2  
FIT4002 Software engineering industry experience studio project (12 points)  
FIT4003 Software engineering research project (12 points)  
FIT5120 Industry experience studio project (12 points)  
FIT5126 Masters thesis part 1  
FIT5127 Masters thesis part 2  
FIT5128 Masters thesis final

#### Other units that will not be given credit/exemptions (for pedagogical reasons):

FIT2032 Industry-based learning (18 points)  
FIT3045 Industry-based learning (18 points)  
FIT4042 Industry-based learning (18 points)  
FIT3153 Research-based learning (18 points)

### Credit for Nested FIT Awards

Nested families of degrees include Business Information Systems, Data Science, Information Technology, Networks and Security, and Project Management.

A student enrolled in a masters degree may qualify for an alternative exit award provided that:

- the course structure for the lesser award has been met, and
- the student has withdrawn from the masters degree.

### Credit towards two FIT Master Degrees

Students who have completed and graduated with one FIT masters degree can count only a maximum of half of the first completed masters degree towards the second masters degree.

*Part C Advanced Practice:* Students who have completed Industry Experience in the first masters degree will have the choice of completing either Research (subject to meeting the criteria) or another Industry Experience project in the second masters degree.

If a student has completed the Research component in their first masters degree they will be required to undertake the Industry Experience component in the second masters degree.

Students who are enrolled in a FIT masters degree can transfer into another FIT masters degree, counting all previously completed credit points that are eligible towards the second masters degree, provided that they withdraw from the former masters degree.

### Credit for Complementary Study

Enrolled students seeking credit for units undertaken at another institution (but not as part of an approved study abroad or exchange program) will need to demonstrate that there is significant educational advantage that cannot be derived from studying Monash Units.

The following credit limits apply to cross institutional/complementary study:

- Undergraduate Degree of 144 -192 points – 12 points of elective study
- Graduate Certificate of 24 points – 0 points allowed

- Graduate Diploma of 48 points – 6 points of elective study
- Master Degree of 72 - 96 points – 12 points of elective study

With Course Director approval, additional complementary units can be counted towards the degree where compelling or compassionate grounds can be demonstrated.

Students enrolled in a Faculty of Information Technology degree are permitted to include a maximum of 12 points of study from the Chinese In-Country Language Program.

## Credit for Extension (Enhancement) Studies

Students who completed [Extension](#) units with Monash University (or with another institution offering Extension units) may have these units awarded as credit towards their FIT course. Acceptance of this credit (by the student) is not mandatory.

## Credit for Informal Learning

The Faculty of Information Technology will consider Informal Learning for credit transfer into all its coursework degrees.

The number of credit points allowed for informal learning would normally be up to 12 points for postgraduate programs; and 24 points for an undergraduate program.

Exceptions to these limits may be allowed at the discretion of the Course Director and Credit Assessor, and will be reported to the Faculty Education Committee.

Credit for informal learning will normally be granted only in the form of specific credit for Monash units.

Several components of 'informal learning' can be considered and assessed together to provide credit towards a single undergraduate unit.

When considering granting specified credit based on informal learning, the Credit Assessor must do so in collaboration with the Chief Examiner of that unit.

Eligibility for credit based on informal learning does not guarantee an applicant a place in the course.

## ESOS Act – Compliance relating to credit

Where credit is approved at time of course application, the Faculty must state the actual remaining course duration in the Letter of Offer of Credit issued to that student.

If credit leads to a reduced study load, the Faculty can approve this reduced study load in accordance with ESOS policy.

## GOVERNANCE

Parent policy	<a href="#">Monash University Credit Policy</a>
Associated procedures	<a href="#">Monash University Credit Procedures</a>
Category	Admissions
Approval	Executively approved by Deputy Dean (Education), noted at FEC 4/20
Procedure owner	Deputy Dean (Education)
Date effective	7 August 2020
Review date	1 March 2021
Version	11.0
Content enquiries	<a href="mailto:fit-governance@monash.edu">fit-governance@monash.edu</a>