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Policy Document Approver	Academic Board
Responsible Body/Person	Teaching and Learning Committee
Next Review date	March 2027
Superseded documents	*Credit Transfer and Recognised Prior Learning Policy*
Related documents	*Prior Learning Policy*; *Conferral Policy*
Related HE Standards	1.2
Related National Code Standards	N/A

1. PURPOSE

To clearly set out the **credit transfer** eligibility for courses from Non-AUT providers towards specific **AUT** courses, in line with the *Prior Learning Policy*.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold. The following definitions apply for the purpose of this Policy:

ATESEA is the *Association for Theological Education in South East Asia*

ATA is the *Asian Theological Association*

ATS is the *Association of Theological Schools*

3. SCOPE

These rules apply to all AUT **coursework** awards.

4. RULES

4.1 General Credit Rule for Transfer of Non-AUT Credit Points for Each Course

Total **credit points** granted for non-AUT study follows clause 5.14 of the *Prior Learning Policy*.

4.2 Credit Rules for Non-AUT Australasian Providers

The below credit arrangements are subject to the *Prior Learning Policy*, including clause 5.11 stating that credit will only be considered for a unit of an AUT award if the study on which the application is based occurred no more than ten (10) years before the commencement of the AUT award.

VET Courses

4.2.1   The AUT recognises students' work from complete or incomplete VET Certificate IV or VET Diploma courses, and agrees to grant **advanced standing** at the rate of 0.5 **EFT** in an AUT undergraduate qualification in relevant level 5-6 units for each 1.0 EFT completed in the course, up to the limit of one third of an AUT undergraduate qualification, subject to the **senescence period** (see *Prior Learning Policy*).

Specific Recognized VET Qualifications

4.2.2   In accordance with the above principle, Graduates of a Certificate IV in Christian Ministry and Theology or similar are eligible to receive up to 0.5 EFT (48 credit points) credit towards the AUT undergraduate courses, subject to the limit of one third of an AUT undergraduate qualification, subject to the **senescence period** (see *Prior Learning Policy*). Specific units of study to be received as credit transfer can include some of the following units: BB001-512, BB002-512, TH005-512, PE001-512, NT001-512.

4.2.3   In accordance with the above principle, Graduates of an Diploma of Christian Ministry and Theology or similar are eligible to receive up to 1 EFT (96 credit points) credit towards the AUT undergraduate courses, subject to the limit of one third of an AUT undergraduate qualification, subject to the **senescence period** (see *Prior Learning Policy*). Specific units of study to be received as credit transfer can include some of the following units: BB001-512, BB002-512, TH005-512, NT001-512, OT001-512, EM024-512, PE001-512, PE010-512, PC034-612, OT001-512, CH006-512.

4.2.4   Graduates of an Advanced Diploma of Christian Ministry and Theology or similar are eligible to receive up to 1.5 EFT (144 credit points) credit towards AUT undergraduate courses, subject to the limit of one third of an AUT undergraduate qualification, subject to the **senescence period** (see *Prior Learning Policy*). Specific units of study to be received as credit transfer can include some of the following units: BB001-512, BB002-512, TH005-512, NT001-512, OT001-512, EM024-512, PE001-512, PE010-512, PC034-612, OT001-512, CH006-512, PC047-612, PC002-612, NT022-612, OT002-512.

Moore Bachelor of Divinity

4.2.5   For the purpose of admission and/or credit transfer into AUT courses, the Moore Theological College Bachelor of Divinity is deemed equivalent to a 3-year bachelor degree (**AQF** Level 7) in Theology, plus a one-year graduate diploma (AQF Level 8) in Theology. As such, graduates are eligible to enter the **coursework masters degrees** of the AUT with the same **advanced standing** as someone who holds a Bachelor Degree and a Graduate Diploma in Theology or Ministry.

Moore PTC

4.2.6   Graduates of the Moore Theological College Preliminary Theological Certificate (PTC) are eligible to receive credit for two units to the AUT CertTheol, subject to the senescence period (see *Prior Learning Policy*). Graduates of the AUT CertTheol who have received **advanced standing** from the PTC will have a reduced opportunity for credit for higher AUT awards.

Clinical Pastoral Education

4.2.7   Clinical Pastoral Education (CPE) is based on the experiential learning model including reflection and action related to pastoral care in a hospital and health care setting. The AUT recognises the value of CPE within the context of an AUT award. Students who have completed a unit(s) of CPE with a registered Australian provider are eligible to receive a single instance of 12cps of credit towards their AUT course. This credit transfer is subject to the senescence period (see *Prior Learning Policy*).

The unit field for the credit is designated as Pastoral & Church-Focussed Ministries (PC). In order to maintain the integrity of a student's course, to ensure that the application of credit for the completion of CPE does not remove the requirement for students to complete units at the exit level of an award, the unit level of credit received for the completion of CPE will be at the level of the course for students enrolled in a course relying on only one AQF level of units. Otherwise the credit will be at one AQF level lower than the student's enrolled course.

The unit for credit will therefore be:

Undergraduate Certificate, Diploma, Advanced Diploma, Associate Degree students: PC000-512

Bachelor degree students: PC000-612

Graduate Certificate, Graduate Diploma, Bachelor Honours

Masters (Extended) or Masters (Coursework): PC000-812.

4.3   Credit Rules for Overseas Degrees

North America

4.3.1   An MDiv degree from an institution accredited by the Association of Theological Schools (ATS) is regarded as equivalent to the AUT BTh or BMin.

The AUT Registrar is authorised to assess individual cases of award equivalency and make individual exceptions to this Rule where deemed appropriate.

4.3.2   Non-ATS MDiv graduates may receive one year's credit (96cps) in the AUT three-year undergraduate degree program.

Asia

4.3.3 BTh/BD/MDiv degrees of colleges accredited by the Asian Theological Association (ATA) and Association for Theological Education in South East Asia (ATESEA) are regarded as equivalent to AUT undergraduate degrees.

4.3.3 BTh and BMin graduates from colleges recognised by the ATESEA, or ATA, (accrediting bodies in Asia) are deemed at least equivalent to non-theological bachelor degrees in Australia, and therefore permitted to enter the Master of Ministry, Master of Divinity, Master of Divinity / Graduate Diploma of Divinity.

4.4 Credit Rules for Transfer Between AUT Courses

CertTheol Transfer to Higher Award

4.4.1 Subject to the senescence period (see *Prior Learning Policy*) and the limit of credit possible into AUT courses (see *Prior Learning Policy*), for a completed CertTheol or ASTC, 24 cps of credit may be given at level 5 towards an AUT undergraduate course.

Based on the request of the student and their sponsoring AUT college, this may be for specified units of study. If no specific units of credit are appropriate, based on the student's performance and selection of units taken in the certificate, credit may instead be applied to the student's undergraduate course as undesignated credit (NA000-5**).

AUT Course Articulation and Credit Transfer Process

4.4.2 The AUT welcomes students to transfer and articulate from enrolled or completed courses to other AUT courses, as long as the units are within the scope of the second course, subject to the senescence period (see *Prior Learning Policy*). Examples of this include students enrolled in (or having completed) a Diploma wishing to articulate to an Advanced Diploma, Associate Degree or Bachelor Degree. Another example is students enrolled in (or having completed) a Graduate Certificate wishing to articulate to a Graduate Diploma or Masters Degree.

4.4.3 There is a general principle that in any instance where units are credit transferred from one AUT course to another, the observer of an academic record is not to be misled about the student's academic performance.

4.4.3.1 Where students transfer from one AUT course into another AUT course (regardless of enrolment status of the initial course), the usual process is that subject to the senescence period, all eligible units undertaken within the context of an enrolled AUT course are eligible to be transferred to another course of the AUT. The **AUT Office** staff will transfer these units on request, with the awarded grades remaining. Units eligible to transfer are those which would have contributed to the course requirements of the new course if they were successfully completed, regardless of the student's actual

outcome in those units. The rationale for this is to ensure that where awarded grades are shown, the academic record shows an accurate record of the student's performance.

4.4.3.2 However, there are some scenarios in which AUT students prefer to choose specific units to be transferred between AUT courses. For example, this may be if a student seeks to transfer only a limited number of successfully completed units into a new course in order to enable room for particular units of study to be undertaken in the new course such as units required by a graduate employer, or other reason why students wish for only specific and limited units to be transferred to the new course. If a student requests to transfer only specific units to the new course, those units will be reflected as ungraded advanced standing, to show the observer of a transcript that those units were completed in a different instance of the course or another course.

4.4.3.3 Regardless of whether students have all eligible units transferred, or only specified units, there is no limit to the number of units undertaken through the AUT to be transferred to the new course.

Early Exit with Another Award

4.4.4 Students may choose to exit from their course by transferring their units to another course. This can be done as long as the units are within the senescence period (see *Prior Learning Policy*). In line with the *Prior Learning Policy*, only units which contribute to the course requirements of the second course may be transferred into that course. For further information, see the *Conferral Policy*. Units which meet the requirements of the exit award will be transferred from the initial course to the exit award in the following manner:

4.4.4.1 only units which contribute to the course requirements of the second course may be transferred

4.4.4.2 if the student has more units than the new course requires, units will be transferred from earliest to latest (noting that only units which meet requirements of the second course will be included)

4.4.4.3 in line with clause 4.4.3.1, grades for all eligible undertaken units transferred to the exit award (including fails) will be shown in order to show the unit grades and academic history of a student to the observer of a student's academic record.

Re-starting an AUT Award

4.4.5 If a student wishes to re-start an existing incomplete course (whether the current course is withdrawn, lapsed, or enrolled), the student must complete a new course admission application, and if admitted, is subject to all course rules at the time of re-admission.

In order to have the academic record reflect the full history of a student

within a course, all attempted units within the original instance of the course enrolment will be transfer credited to the new instance of the course. Units not successfully completed will retain their original grades and statuses of fail and/or withdrawn, while successfully completed units will be reflected as ungraded advanced standing, to show the observer of a transcript that those units were completed in a different instance of the course or another course.

There is no limit to the volume of units transferred into a re-started AUT course. The units eligible for transfer are subject to the senescence period (see *Prior Learning Policy*).

Credit Towards Graduate or Postgraduate Awards

4.4.6 No credit can be claimed into postgraduate units based on the completion of units at undergraduate level.

5. RELATED DOCUMENTS AND LEGISLATION

[Higher Education Standards Framework (Threshold Standards) 2021](#)

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	July 2016	1 January 2017	New rules created from a superseded policy section.
2	Academic Board	3 March 2017	3 March 2017	Update credit transfer rules for students entering MA(Th) / MA(Min) to reflect new 2017 course changes.
3	Registrar	7 September 2017	7 September 2017	Update to 4.4.6 to clarify the rate of credit transfer from 200 to 300-400 level units.
4	Coursework Committee	22 February 2019	22 February 2019	Remove section 4.4.10, remove SMBC diploma of divinity credit rules, add Vocational Bible College credit rules, add Registrar authority to USA qualifications.
5	Coursework Committee	21 February 2020	21 February 2020	Update for 2020 curriculum changes, remove withdrawn courses, remove conceded passes when transferring between unit levels, replace transfer from diplomas to bachelor degrees with section on course articulation, remove Appendix 1 out of a policy statement, as similar resources exist on website, introduce statement of credit transfer when students re-start an ACT course, remove references guaranteeing admission to research

				degrees as outside of scope of Coursework Committee which maintains this policy.
6	N/A	N/A	15 January 2021	Clarifying statement at 4.2.4. Replaced *The course is deemed equivalent to three years at AQF Level 7 and one year at AQF Level 8.* with *For the purpose of admission and/or credit transfer into ACT courses, the Moore College Bachelor of Divinity is deemed equivalent to a 3-year bachelor degree (AQF Level 7) in Theology, plus a one-year graduate diploma (AQF Level 8) in Theology.*
7	Coursework Committee	8 October 2021	8 October 2021	Policy review; update 4.4.3 Exit Awards process, update 4.4.6 Graded / Ungraded credit transfer processes
8	Coursework Committee	24 June 2022	24 June 2022	Update AQF levels of Clinical Pastoral Education credit based on 2022 course structures of postgraduate awards; archive reference to the retired Reformed Theological College Bachelor of Divinity; archive reference to the retired Bible College SA Regional Certificates; archive redundant reference to Moore Theological College Diploma of Bible & Mission
9	Coursework Committee	17 February 2023	17 February 2023	Update section 4.4.1 credit from CertTheol and ASTC to provide clarification; Update section on course transfer processes.
10	Teaching & Learning Committee	9 May 2025	9 May 2025	Update to new document template; minor editorial updates to implement University status; removing VET course IDs; clarifying that credit transfer is subject to the limits stated in the Prior Learning Policy.

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