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Responsible Body/Person	Registrar
Next Review date	September 2028
Superseded documents	
Related documents	<i>Credit Transfer Rules</i> <i>Overseas Student Deferment, Suspension and Cancellation Policy</i> <i>Overseas Students Release and Transfer Policy</i> <i>Overseas Student Written Agreement</i> <i>Prior Learning Policy</i>
Related HE Standards	1.2
Related National Code Standards	2.1

1. PURPOSE

The purpose of this procedure is to:

- ensure compliance with the National Code of Practice for Providers of Education and Training to Overseas Students, established by the Education Services for Overseas Students (**ESOS**) Act 2000;
- outline the process for granting and recording a course credit;
- outline the process to ensure students receive written verification of the outcome of the course credit application and that the **AUT** receives students' acceptance;
- outline the process for ensuring records are kept on the student's file;
- outline the process for ensuring that any changes to course duration as a result of granting a course credit are reported to the relevant Department via **PRISMS**

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.

3. SCOPE

This procedure applies to **overseas students** seeking credit for qualifications previously achieved.

4. PROCEDURE

Before application, please refer to the *Prior Learning Policy* and the *Credit Transfer Rules*.

HOW TO APPLY

1. Complete an application form for course credit available at your enrolling **College**. Applicants are strongly encouraged to identify **AUT** units against which the credit may be granted.
2. Attach a Prior Learning Portfolio.

Prior Learning Portfolios

In the case of credentialed learning, the PLP should contain:

- a. Certified copies of statement(s) of satisfactory completion of a course or units in a course offered by a professional body or enterprise, university or other registered education provider;
- b. Documentation stating the objectives, **learning outcomes** and content of the units in the course;
- c. For each unit successfully completed, details of any formal assessment of learning undertaken and, if relevant, grades obtained;
- d. Details of the contact hours of the units in a course

In the case of uncredentialed learning, applications should include:

- a. Details of prior learning experience(s) to support the claim for credit in units of the proposed AUT course;
- b. A detailed curriculum vitae;
- c. Letters of support from appropriate persons/organisations who can verify these details. In the case where credit is sought based on **RPL**, the application should outline the link between the student's learning experiences and the learning outcomes of the unit(s) in which the student is seeking credit.

Students may be required to undertake some form of test or assessment to demonstrate that they have achieved the learning outcomes stated.

3. Submit the form and documents to the **College Registrar** or Course Coordinator at your enrolling College for review and verification.
4. The **College Registrar** will endorse the application to the AUT for consideration and possible approval.

NOTIFICATION AND RECORDING OF OUTCOME

5. Students who are granted credit will be informed in writing of the approval, and a copy of the letter is given to their enrolled college for placement in their file.

A record of the course credit will be provided to the student, ***which must be signed or otherwise accepted by the student***, and place it on the student's file. This process is recommended to take place prior to enrolment in a course. As such, the standard process for achieving this agreement is that a record of the proposed credit is contained in the letter of offer and Written Agreement for the student to accept, sign and return.

If a student is successful in receiving course credit after enrolment, AUT is responsible to ensure that a record of the proposed course credit will be provided to the student, ***which must be signed or otherwise accepted by the student***, and place it on the student's file.

The amount of credit given is recorded on the student's electronic record in the system database.

6. If the credit granted shortens the student's course, this must be reflected in the offer letter or written agreement (as this is the contract with the student) and will be indicated either on the **eCoE** issued for that student to commence the course, or reported on PRISMS. Such students are reminded that they must still maintain course progress as required under the *Course Progress Policy* and that RPL can impact the length of a student's eCoE, which in turn can impact their visa status.
7. If the application is rejected, the student will be informed of the reasons of refusal.

WHEN TO APPLY

8. Overseas applicants for admission to an AUT course who wish to be considered for credit transfer/RPL should lodge their PLP when they lodge their application for admission to an AUT course at an approved Affiliated College.

Course Credit application forms should be submitted no later than the census date in the first standard study period of your enrolment in the course.

5. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Registrar	16 January 2017	16 January 2017	Initial document
2	Registrar	28 October 2019	28 October 2019	Procedure review, minor changes
3	Registrar	7 September 2021	7 September 2021	Procedure review, minor changes
4	Registrar	11 September 2025	11 September 2025	Procedure review, Minor editorial updates, University document template implemented, clarity around confirmation of course credit

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