

Credit Transfer Policy Version 1.2

1. Purpose

This policy provides the framework for assessment of prior learning and granting of credit at Nexus Institute of Higher Education.

This policy complies with the Higher Education Standards Framework 2021, the Australian Qualifications Framework, the Education Services for Overseas Students (ESOS) Act 2000 and the National Code for Providers of Education and Training to Overseas Students (National Code) 2018.

This policy should be read in conjunction with the

- Admission Policy
- Complaints and Appeals Policy
- Enrolment Policy

2. Scope

The policy applies to all applications for credit and the granting of credit, including articulation pathway arrangements with other higher education providers.

3. Definitions

Advanced standing. Advanced standing is a form of credit for any previous learning that is recognised and approved by Nexus Institute in accordance with all this policy.

Articulation arrangement. Articulation arrangement is an arrangement which enables students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.

Block credit. Block credit is credit granted towards whole stages or components of a program of learning leading to a qualification.

Confirmation of Enrolment (CoE). A CoE is an electronic document issued by the Institute to international students, confirming their eligibility to enrol in a specific course. A CoE is required for a student visa application.

Credit. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Credit arrangement. Credit arrangements are formal negotiated arrangements within and between providers specifying student entitlement to credit.

Credit transfer. Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Formal learning. Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal learning. Informal learning is learning gained through a non-accredited program of learning, or through work, social, family, hobby or leisure activities and experiences. Informal learning need not be organised or externally structured in terms of objectives, time or learning support.

Provider Registration and International Student Management System (PRISMS): A system that supports the issuing of CoEs to international students in compliance with the Education Services for Overseas Students (ESOS) Legislation.

Recognition of prior learning. Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) to determine the credit outcomes of an individual application for credit.

Specified credit. Specified credit is credit granted towards particular or specific components of a qualification or program of learning.

Unspecified credit. Unspecified Credit is credit granted in the form of credit points only, not relating to individual subjects.

4. Policy statement

Nexus Institute of Higher Education aims to ensure that students can complete their programs in the shortest time possible, consistent with program requirements. Nexus Institute will grant credit to students for prior learning to recognise the varied pathways that students take to gain qualifications, to acknowledge their prior formal and informal learning and to enhance their progress into and between qualifications.

Articulation agreements may be negotiated with other institutions to assist students to move between courses and transfer credit for study which they have completed.

The granting of credit will not diminish the integrity of the program of study and the qualification awarded. To protect the integrity of its awards, Nexus Institute will only grant credit for whole subjects. Eligibility for credit does not guarantee admission.

Students granted credit will not be disadvantaged in achieving the expected learning outcomes for their program of study or qualification. The policy seeks to ensure that students have the necessary academic preparation to participate in their intended field of study, while not impeding their progression and completion.

Credit for prior learning will be assessed on the basis of the learning outcomes of the program in which credit is sought.

The policy will be applied fairly and consistently.

5. Procedures

Any application for credit must be considered in the totality of the student's application. Credit may be granted either as specified credit or unspecified credit, or as a combination of both. In general, previous learning can only be recognised once.

Credit will be granted where there is evidence that the prior learning has been

- completed at the relevant or an equivalent level based on the AQF Qualification Type Specifications for higher education courses
- corresponds in relation to the subject content, learning outcomes, assessment and weighting to at least 80% of the subject content, learning outcomes, assessment and weighting of the relevant Nexus Institute subject(s)

- remains current within the discipline.

All decisions will be recorded on the student's record on the student information system. Nexus Institute will also maintain a credit precedent register to aid consistent decision-making.

The maximum amount of credit towards a Nexus Institute award is 50%, that is, the student must complete 50% of the total number of credit points for the program as an enrolled student of Nexus Institute. There is an exception to this rule if the credit is specified in an articulation arrangement. Internal credit is not counted toward the maximum limit. The maximum unspecified credit cannot exceed the number of credit points available as electives in the program. Students will not be granted credit in a postgraduate award for subjects previously studied in an undergraduate award.

Credit is not usually granted for studies completed 10 years or more prior to the application or for informal learning completed 5 years or more prior to the application. Where credit is being sought for studies completed more than 5 years earlier, the Program Director may require a challenge assessment to assess the currency of the applicant's knowledge.

Prospective and current students may apply for credit as part of an application for admission or during their course. Applications for credit must be submitted at least two weeks before the student commences the term of study of the subject for which credit is sought. Applications submitted after this date may not be finalised prior to the census date of that term, which may impact the credit that can be granted. Credit will not be granted where an application has been made after the approved census date when a student is registered in the subject in that term.

Applicants must provide relevant certified documentation to support their application for credit. Documentation required for formal prior learning is

- a certified copy of the academic transcript
- a comprehensive subject outlines which include workload, content, assessment information and prescribed reading.

A supporting letter from the academic dean or a subject coordinator at the previous institution outlining the reasons why credit should be granted may also be helpful.

Documentation required for informal prior learning may include

- a detailed CV including educational qualifications, work experience and professional development courses
- a statement explaining how the learning outcomes achieved match the learning outcomes for the subjects for which credit is being sought
- a portfolio of completed work relevant to the program for which credit is sought
- a reference from a person with knowledge of the learning experience confirming the accuracy of the claims made in the statements about the learning experience and the learning outcomes.

Applicants may be required to undertake additional assessment to determine the level and currency of their knowledge and skills. This may take the form of an examination, interview or other suitable form of evaluation.

Academic marks and grades are not allocated for subjects for which credit is given.

Prospective students are advised of the result of their application in their letter of offer and accept the credit by accepting the offer. Current students will usually be advised in writing within one week of receipt of the application and will be asked to confirm their acceptance. The offer of credit will include any reduced course duration resulting from credit. Nexus will retain the written records of acceptance for at least two years after the student ceases to be an accepted student.

A student may apply to relinquish credit that has been granted. Valid academic reasons for relinquishing credit must be provided.

Nexus Institute reserves the right to withdraw credit where the documentation provided by the applicant proves to be incomplete, misleading, false or invalid, or when an error has been made in assessing or processing the application.

Applicants and students who are dissatisfied with a decision made under this Policy may submit an appeal. The Complaints and Appeals Policy sets out the appeals process.

6. Roles and responsibilities

The applicant is responsible for providing true, complete, authentic and accurate information and genuine documents and agreeing to the relevant terms and conditions.

Admissions staff will review the application and may request clarification or further information from the applicant. Admissions staff are authorised to determine applications for credit which are covered by the Precedent Register.

Decisions on applications for credit are made by the relevant Program Director based on the evidence presented and with reference to the Precedent Register. The Program Director will notify Admissions of their decision. The Program Director will update the Precedent Register if necessary to reflect the decision.

Admissions staff will record the outcome of the assessment on the Student Management System, notify the applicant of the outcome and provide reasons where the request has not been approved. Where the applicant is an international student on a student visa, the student will be informed that the determination may impact their student visa conditions and that they should contact the Department of Home Affairs for further information.

- Where credit is granted before the issue of a visa and this varies the actual course duration, the CoE issued to the student will show the reduced course duration.
- Where credit is granted after the issue of a visa, and this varies the actual course duration, Nexus Institute will report the change of course duration via PRISMS.

The Executive Dean is responsible for approving articulation agreements based on an assessment of the equivalence of the subjects of the articulated programs. Articulation agreements must be reported to the Academic Board.

The Registrar is responsible for the management of this policy and for maintaining the Precedent Register. The Registrar provides an annual report on credit transfer to the Academic Board detailing credit granted and its impact on student progress for relevant student cohorts.

The Academic Board is responsible for overseeing the application of credit and making recommendations for improvements.

7. Related information



- Higher Education Standards Framework (Threshold Standards) 2021, Standard 1.1
- National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2
- TEQSA Guidance Note on credit and recognition of prior learning.

Document control

Category	Academic
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	Version 1. Feedback from Academic Board incorporated on 7 Nov 23.
	Version 1.1 (4 June 2025). Procedures added.
	Version 1.2 (19 Dec 2025). Confirmation and recording of credit.