

# Australian College of Theology

## Overseas Students Course Credit Application Procedure

### 1. PURPOSE

The objectives of this are to:

- ensure compliance with the Standard 12 of the National Code 2007, established by the Education Services for Overseas Students (ESOS) Act 2000.
- provide a process for granting and recording a course credit.
- ensures students receive written verification of the outcome of the course credit application and that the ACT receives students' acceptance.
- ensure records are kept on the student's file
- ensure any changes to course duration as a result of granting a course credit are reposted to DIAC via PRISMS

### 2. SCOPE

This covers overseas students seeking credit for qualifications previously achieved.

### 3. POLICY STATEMENT

Before application, please read the ACT's Course Credit Policy which can be found in the ACT Handbook and is available in print or online.

### 4. PROCEDURE

#### How to apply

1. Complete an application form for course credit available at your enrolling college. Applicants may wish to identify ACT units against which the credit may be granted.
2. Attached the Prior Learning Portfolios. Please do not supply original documents.

#### **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, private educational institution, or by any other provider recognised by a university;
- 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 ACT courses;
- 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 registrar or course coordinator at your enrolling college for review and verification.
4. The registrar will endorse the application to the ACT for assessment and 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. The amount of credit given is also 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 a full time study load and that RPL can affect their visa status.
7. If the application is rejected, the student will be informed of the reasons of refusal.

**When to apply**

Overseas applicants for admission to an ACT course, who wish to be considered for credit transfer/RPL, should lodge their PLP when they lodge their application for admission to an 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. REFERENCES**

- a. ACT's Course Credit Policy
- b. ACT's Written Agreement and Refund Policy