

Faculty of Health and Behavioural Sciences

Credit for Previous Studies and Recognised Prior Learning Guidelines

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1.1 Overview

Credit and exemptions towards a program administered by the Faculty of Health and Behavioural Sciences (HABS) may be granted to an extent that is consistent with maximising student progression while maintaining established academic standards.

HABS does not pre-assess credit, exemption or RPL for domestic students. That is, HABS will not assess any such application prior to a student being enrolled in a HABS program (undergraduate and postgraduate). In the first instance, it is recommended that students refer to the [Credit Precedents Database](#).

Students are strongly advised to apply for credit at the beginning of their program to assist with the design of their study plan although students may apply for credit, exemption and RPL at any stage during their studies.

Courses completed at other institutions will not be included in calculating the University of Queensland's semester and cumulative GPA and the final honours classification in an AQF Level 8 program. These grades may however, be used when ranking students for entry into an honours stream/group (e.g. School of Psychology individual vs group thesis).

These guidelines should be read in conjunction with the relevant program rules and the [Credit for Previous Studies and Recognised Prior Learning](#) policy and procedures.

1.2 Credit for previous study (advanced standing)

Credit for study completed in another program or tertiary institution may be granted where the content and standard of the study is substantially the same as for the specified UQ course and it assists the student to meet degree requirements.

Credit transfer will only be undertaken when requested by a student, whether the study was completed at UQ or at another institution.

Credit cannot be rescinded unless there has been a patent error or the application has been shown to be fraudulent.

1.2.1 Assessment

- › The [Credit Precedents Database](#) records the precedents established for courses and programs previously assessed for credit by UQ (either approved or declined). If the course is not listed on the credit precedents database then UQ academic(s) will assess the application using the information provided and noting the level of course completed and unit equivalency (see supporting documentation section);
- › Credit precedents remain current for three years;
- › If a student requests an internal program change and elects to transfer credit, the maximum available credit will be transferred;
- › Credit on the basis of studies completed at other institutions will not be granted for courses that were subsequently undertaken at UQ for which the student received a failing grade. An exception to this will be if approval has been sought by, and granted to, the student by the Associate Dean (Academic) prior to the student undertaking this course via cross institutional study;
- › No credit will be granted for year one courses of a higher education program from a country where the student attended high school that is assessed as being not equivalent to Australian Year 12.



1.2.2 Cancellation Period

- › Credit may only be granted for studies completed within the following time period which includes the expected time to complete the current program:
 - 10 years for Bachelor †
 - 7 years for Masters
 - 5 years for Graduate Diploma, and
 - 3 years for Graduate Certificate

† For the Bachelor of Psychological Science (Hons), the credit cancellation period will be waived for introductory level elective credit where the student has completed a previous university undergraduate award.

† For the Bachelor of Social Work the credit cancellation period is 7 years after gaining credit for SWSP2077

1.2.3 Maximum credit

- › Unless otherwise specified in the program rules, the maximum credit that may be approved on the basis of a **completed** University degree is two-thirds of the program
 - For example:*
 - 48 unit program is a maximum of 32 units
 - 64 unit program is a maximum of 42 units
- › No credit (including RPL) will be granted for capstone placement courses in the final year of an **undergraduate** program, regardless of when the comparable placement course was undertaken

1.3 Exemptions

It should be noted that the granting of an exemption is separate from the granting of credit.

The granting of an exemption is on the basis of formal or informal learning; it does not reduce the number of units required to complete a student's program but rather, allows prior formal or informal learning to be recognised as a substitute for a course or courses listed in the program requirements.

An exemption from undertaking a course or courses may be granted when a student:

- › is required to undertake a substantially similar course at a postgraduate level that had already been completed at the undergraduate level;
- › completed a substantially similar course in another faculty or as part of a dual degree;
- › undertook similar studies as part of a sub-Bachelor level program or as a Year 12 student and credit was not granted.

1.4 Recognition of prior learning (RPL)

The granting of credit for RPL will be considered only when proof of experience equivalent to a University of Queensland course can be demonstrated. The prior learning must be relevant, current and equivalent to the learning required for the University of Queensland course and program.

When assessing RPL, the Associate Dean (Academic) must be satisfied that the level of skill and academic proficiency is comparable to that of the course being requested. The evidence provided to support the application will be assessed against the learning outcomes for the course and must demonstrate through the submission that the work presented is of a standard comparable to the type of assessment that would typically be taken in a course of the level at which the RPL is being applied for.



1.5 International students

In the case of international students, credit will be assessed at the point of application if the applicant has indicated that they wish to be considered for credit and have provided satisfactory evidence of the successful completion of courses.

International students are also able to apply for credit once on campus. Students applying on campus once they have started their program should complete the [Credit or Exemption for Previous Studies form](#).

For further information about formal articulation arrangements that are in place for HABS programs, please see the following links:

- [School of Pharmacy](#)
- [School of Psychology](#)
- School of Human Movement and Nutrition Sciences

1.6 TAFE studies

Credit may be available for studies completed at TAFE, for further information please click [here](#).

1.7 International baccalaureate

Credit may be available for International Baccalaureate studies, for further information please click [here](#).

1.8 How to apply

Students wishing to apply for credit, exemptions or RPL will need to complete the online [Credit or Exemption for Previous Studies form](#) via my.Requests and submit with supporting documentation. Students are required to advise which UQ course they believe is equivalent to the one previously completed by the student.

Incomplete applications will be returned to the student via UniTask. Applications will not be assessed until all supporting documentation is received.

Email: habs@uq.edu.au

In Person: Student Enquiries Counter, Social Sciences Building (#24), St Lucia

Post: The University of Queensland
Faculty of Health and Behavioural Sciences
Attention: Student Administration
Building #24, Level 4
St Lucia QLD 4072

Applications should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the semester in which the award of credit may affect your program of study. International students must submit the application no later than the first week of semester.



1.8.1 Supporting documentation

1.8.1.1 Credit and exemption

Submit the [Credit or Exemption for Previous Studies form](#).

If study has been undertaken at an institute other than UQ, students must provide an original or certified copy of their official academic transcript. Examination result statements or unofficial studies reports/transcripts are **not acceptable**. An explanation of the grading system must also be provided.

Detailed course description(s) are also required and should include information such as:

- › Syllabus
- › Aims and objectives
- › Contact hours
- › Key texts and references
- › Assessment tasks
- › Learning activities

1.8.1.2 Recognition of prior learning

Submit the [Credit or Exemption for Previous Studies form](#), evidence of the relevant prior learning along with a supporting statement that outlines how the evidence links to the learning objectives of the course(s) for which credit is sought.

1.9 Appealing a decision

Students are able to appeal a decision to deny credit or exemption (via Senate Student Appeals Committee) in accordance with the [Student Grievance Resolution](#) and [Appeals to Senate by Students](#) policies. Students have 40 business days from the date the decision was communicated to lodge an appeal. Students are encouraged to seek advice from [Student Advocacy and Support](#) prior to submitting an appeal.