37. Course Credits Granting and Recording Policy

Purpose	Sets out the Institute's procedure of how to grant and record student academic credits.
Location	The policy is maintained on owncloud (original: Pydio)- http://cloud.ee.edu.au/owncloud
Responsible executive	Dean
Responsible office	Academic Office
Effective date	30 November 2016
Review date	30 November 2022, 30 November 2026
Modification history	Jun 2013 (V1), Nov 2016 (V2)
Related documents	Academic Credit and Recognition of Prior Learning (RPL) Policy
Authority	Approved by Academic Board

1   Purpose

The purpose of this policy is to outline the procedure of how the student academic credits to be granted and recorded.

2   Scope

Relevant to all students at Elite Education Institute.

3   Definitions

Course Credits is used to record the student learning progress toward the completion of an award course. In EEI, we have each unit of study with 6 credit points. There are 48 credit points requested for completion of Diploma of Business and 144 credit points for completion of Bachelor of Business degree.

4   Principles

4.1   Students can receive the course credits based upon previous learning. Please refer to "Academic Credit and Recognition of Prior Learning (RPL) Policy".

4.2   To grant and record student's academic credits from Recognition of Prior Learning (RPL), the following rules are applied:

a) For students who have already studied in Higher Education (HE) courses from Australia or overseas universities / HE providers at the similar discipline, the maximum units' credits to be granted in Elite will be the same as credits that students have received from prior HE provider. Normally, the maximum RPLs for credit transfer from Higher Education degrees are 16 units credit, i.e., 96 credit points.

b) For students who have studied Vocational Education and Training (VET) course, the maximum units' credit that can be granted as:
- 8 units' credits (i.e., 48 credit points) for Diploma Level (AQF Level 5) study at the similar discipline, e.g., Business, Management, Accounting, Marketing, etc.

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- 12 units' credits (i.e., 72 credit points) for Diploma, plus Advanced Diploma courses (AQF Level 5 & Level 6) at the similar discipline, e.g., Business, Management, Accounting, Marketing, etc.

4.3   Students can apply RPL at the same time when they apply EEI course by providing previous course transcript. They will need to tick the box of "Yes" in the Application Form. Then the Dean will assess the students' prior transcript with EEI course structure and advise the RPLs. The "Application Assessment and RPL Approval Form" will be completed and signed by the Dean. The Admission staff will issue the Offer Letter with granted RPLs based on the "Application Assessment and RPL Approval Form". After student enrols with EEI, the academic department officer will record the course credits in Student Management System, i.e., Wisenet. Student can check their course credits anytime from Wisenet.

4.4   If the students didn't apply RPLs when they initially applied EEI course, and they wish to apply after they have already started the course, they need to complete "RPL Application Form" and indicate what subjects that they want to apply for course credits. After the Student Service Office receives the valid RPL application, they will submit to the Dean for approval. The Dean will need to make the decision and notify the Student Service Office about the outcome within 5 working days. Then academic department officer will record the course credits in Student Management System, i.e., Wisenet based on Dean' s approved RPL Application Form.

4.5   Based upon student unit enrolment and academic result in each delivery period, the academic department officer will update the course credits in Student Management System, i.e., Wisenet by the end of each term. The course credits for each unit will be recorded on the following basis:

Grade	Mark %	Course Credit
High Distinction	85-100	6
Distinction	75-84	6
Credit	65-74	6
Pass	50-64	6
Pass Conceded	45-49	6
Fail	0-44	0

The students who enrolled in Diploma of Business can only have one unit course credits (i.e., 6 credit points) based on Pass Conceded (PC); students who enrolled in Bachelor of Business can only receive two units course credits based on Pass Conceded (PC) (i.e., 12 credit points)

4.6   After student has completed 48 credit points in Diploma of Business course, or 144 credit points in Bachelor of Business course, they will be eligible for graduation. The Course Coordinator will report to Dean for the eligible graduate list and tabled it in TLEC meeting. Once TLEC meeting approved the graduate list, the Dean will report to Academic Board for approval.

4.7   If the student dissatisfied with course credits being granted, he/she can lodge appeal to Academic Dean. Please refer to Student Grievance Mediation Policy. The Dean will make a decision within 10 working days and the outcome will be informed to student by Student Service Office.