

 BOND UNIVERSITY	ACADEMIC CREDIT PROCEDURE
Contact Officer	General Manager, Admissions
Date First Approved	December 2022
Approval Authority	Student Admission and Progression Committee
Date of Next Review	May 2023

1. PURPOSE AND OBJECTIVES

This Procedure outlines the processes for applying for academic credit and decision making in respect of credit applications.

2. AUDIENCE AND APPLICATION

This Procedure applies to current and prospective students seeking academic credit towards any coursework program of study, excluding English programs, offered by Bond University.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Vice President, Future Students	<ul style="list-style-type: none"> ▪ Procedure owner
Student Admission and Progression Committee	<ul style="list-style-type: none"> ▪ Reviews academic credit and recognition of prior learning (RPL) policies and procedures to ensure assessment of prior learning is consistent with the credit and RPL policy in the Australian Qualifications Framework
Executive Dean of Faculty or Head of University Academic Unit (UAU), or delegate	<ul style="list-style-type: none"> ▪ Determines applications for academic credit relating to subjects or programs for which the Faculty or UAU is responsible

4. PROCEDURE

4.1. Applying for Academic Credit

Applications for academic credit should be submitted, with documentation, at least one month prior to the first semester of enrolment but no later than the end of the first semester of enrolment, unless there are exceptional circumstances as approved by the relevant Executive Dean or Head of UAU, or delegate.

Students will be advised in writing of the outcome of the application. International students must confirm their acceptance, in writing, of any academic credit that is granted.

4.1.1. Supporting Documentation

Applications should be accompanied by:

- a certified copy of transcripts of academic qualifications;
- any other supporting documents that may be appropriate (e.g. an explanation of the grading system used if this is not included on the transcript);
- a copy of approved subject outlines for the year in which the subjects were successfully completed;
- a certified translation if the transcript or other documents are not in English;
- a Commonwealth assistance notice for domestic students only; and
- other supporting documentation at the University's request.

The following information should be supplied separately if not included in the subject outlines:

- a detailed list of weekly topics covered in the subject;
- the size and duration of the subject (e.g. 3 hours per week for 12 weeks);
- the prescribed textbook and recommended readings; and
- the assessment requirements for the subject.

4.2. Granting of Academic Credit

Academic credit may be granted by the relevant Executive Dean or Head of UAU, or delegate, on the basis of a qualification or subjects completed at Bond University or another approved tertiary institution with a grade equivalent to at least a passing grade at Bond University, with the proviso that such subjects have been completed within the previous 10 years. Qualifications must be at AQF Level 5 (Diploma) or above.

4.3. Internal Transfer Credit

The credit granted in any program may exceed maximum amounts of credit prescribed in the Academic Credit Policy if the subjects upon which the application is based:

- were completed at Bond and those subjects have not been counted for a Bond award;
- were completed at Bond as part of a lower level award which articulates with the program, which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or
- were Bond subjects completed at an affiliated institution under an articulation agreement with Bond University.

4.4. Combined Degrees (Undergraduate and Postgraduate)

Where an applicant is granted credit from previous studies towards a combined Bond degree program, the amount of credit awarded will be up to one half of the requirements for the Bond degree(s).

The credit granted will be calculated by assuming each degree is being taken individually, not as a combined degree program.

4.5. Approved Credit for Postgraduate Programs

4.5.1. Bond Business School may grant up to 40 credit points (4 subjects) towards completion of the following postgraduate programs in recognition of a student's successful completion of previous cognate undergraduate study of similar program content:

- Master of Actuarial Science
- Master of Actuarial Science (Specialisation)
- Master of Actuarial Science (Professional)
- Master of Actuarial Practice
- Master of Accounting
- Master of Accounting (Professional)
- Master of Business Data Analytics
- Master of Business Data Analytics (Professional)
- Master of Finance
- Master of Finance (Professional)
- Master of Financial Management
- Master of Financial Management (Professional)

4.5.2. International students enrolling in the degree of Juris Doctor who have completed a Bachelor of Laws or equivalent at a Law school in a Civil Law jurisdiction may be granted credit of 60 credit points of Law elective subjects.

5. DEFINITIONS, TERMS, ACRONYMS

Academic credit Credit for subjects in a program of study granted on the basis of successful prior learning.

Faculty Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).

University Academic Unit (UAU) Bond University College (headed by the Director) and Transformation CoLab (headed by the Assistant Provost).

6. RELATED DOCUMENTS

[Academic Credit Policy](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
December 2022			Regulations to Procedure