

5.5.15 Credit/Exemptions for Enrolled Students

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety that any student enrolled in an NCPS undergraduate course may seek credit for equivalent subjects completed at another tertiary institution whilst either an enrolled student or a student who has suspended their studies at NCPS.

2. Purpose

The purpose of this policy is to:

- permit students to complete the course sooner than would otherwise be possible if all subjects were undertaken at the College;
- ensure that subjects undertaken in another course are equivalent;
- ensure that approval is sought correctly and considered fairly; and
- ensure that credit sought and granted is reflected in the Transcript of Results

3. Responsibility

The Higher Education Registrar is responsible for compliance with this procedure.

4. Guidelines

This policy does NOT apply to new students enrolling in the courses who are applying for credit before they start. For the policy relevant to new students, refer to Policy 5.2.6 – *Admission with Advanced Standing*.

4.1 This type of credit is most frequently sought when a student has suspended their studies from NCPS by either deferring or taking Leave of Absence and wants to complete one or two subjects elsewhere during this time, or has failed a subject and rather than repeating it a year later, undertakes the subject in a summer semester at another institution.

4.2 The subjects for which credit is sought must:

- constitute part of an accredited degree level or higher course in the same field of study or course focus as the one in which exemptions are sought;
- be directly comparable in terms of credit points, year level, duration, subject content and subject objectives with the NCPS subject which is sought to be exempted;
- have been completed and passed; and
- make up no more than one third, or two trimesters, of the total enrolled course at NCPS.

4.3 Work/professional experience does NOT constitute grounds for applying for credit or the granting of exemptions. The only exception to this is the placement component of the 3rd year Practicum elective. An exemption must be applied for on the relevant form. If credit is granted for the placement, the assessment requirements of the Practicum must still be completed.

4.4 The Credit Transfer Committee and/or the Registrar will consider all applications for credit, and make decisions regarding the granting of exemptions, in consultation with relevant subject lecturers, if necessary.

4.5 Credit may be applied for after a subject has been completed in another course or before the subject has been enrolled in. If credit is sought beforehand, the Registrar may

conditionally approve the credit and confirm that successful completion of the subject will guarantee an exemption from its counterpart subject in the course at the College. If applied for after the subject has been completed, there is no guarantee that that an exemption will be granted.

4.6 Conditional approval for enrolling in a subject in a course at another institution while the student is currently enrolled in a higher education course at the Navitas College of Public Safety will NOT be granted if the enrolment will mean that the student is, in effect, overloading (refer to Policy 5.6.11 - Overloading). The student may, however, still enrol in the subject without the conditional approval of the Registrar, and if the student successfully completes the subject, and the student subsequently applies for credit, the credit application will still be considered, and granted if it meets the criteria listed above in 4.2.

4.7 If approval is not sought prior to undertaking a subject in another course, there is no guarantee that credit will be granted.

4.8 **Appropriate/Equivalent Courses**

4.8.1 The only Victorian courses which NCPS recommends students undertake subjects in order to be granted exemptions in this way are:

- *Criminal Justice Administration* at RMIT
- *Criminal Justice Studies* at Victoria University
- *Criminology* at Deakin University
- *Criminology and Criminal Justice* at Monash University
- *Criminology* at the University of Melbourne
- *Criminal Justice* at Open University (distance education)

4.8.2 All of these courses allow students to enrol in single subjects and most offer summer semesters.

4.8.3 Subjects which are common to several courses at many universities, such as *Introduction to Psychology*, may be considered as satisfying the requirements of credit transfer.

4.8.4 Subjects which are common to all law degree courses, such as Criminal Law, Evidence and Criminal Procedure will be considered as satisfying the requirements of credit transfer. The law subject must be studied at a Victorian university.

5. **Procedure**

5.1 All students applying for credit transfer must complete and submit Form NF585 - *Application for Credit Transfer - Currently Enrolled Students*.

5.2 **Seeking Approval PRIOR to commencing the subject**

5.2.1 Credit may be applied for before the subject has been enrolled in at another institution. If credit is sought beforehand, the Registrar may conditionally approve the credit and confirm that successful completion of the subject will guarantee an exemption from its counterpart subject in the course at the College.

5.2.2 If this credit is conditionally approved, the student will be sent a letter confirming this and the Credit Transfer application will be annotated and remain in the student's file until such time as the subject is completed.

5.2.3 Once results are received, the application will be reactivated. The student must submit a certified copy of the statement of results from the subject/s studied in another course AND detailed subject descriptions of all subjects for which credit is sought. This documentation must be received by the Registrar at least 28 days prior to the semester in which the subject they are seeking an exemption commences.

5.3 **Seeking credit AFTER completing the subject**

5.3.1 Credit may be applied for after a subject has been completed in another course.

- 5.3.2 A certified copy of the statement of results from the subject/s studied in the other course AND detailed subject descriptions of all subjects for which credit is sought must be included with the Application. An application cannot be considered without this documentation. The application and supporting documentation must be received by the Registrar at least 28 days prior to the trimester in which the subject they are seeking an exemption commences.
- 5.4 A decision will be made and the student notified in writing (NT554) within 14 days of submitting the documentation.
- 5.5 If the credit application is successful, the student's record will be annotated accordingly and the next Transcript of Results received by the student will show an EX (Exemption) result for the subject.
- 5.6 Hard copies of all documentation must be retained in the student files and Credit Transfer file.

5.3 After Enrolment

- 5.3.1 Student records must be immediately added to the student records database, in order to enable the Accounts Department to access the records and process the fee payments.
- 5.3.2 Accounts process the fee payments.
- 5.3.3 Student cards are created, for collection at Orientation.
- 5.3.4 Timetables are created and posted on the student's password protected space on the website.

6. Authority

Authorised by the General Manager (Public Safety)

7. Approval

Approved by the Higher Education Board on 13 September 2005

Related Policies

- 5.6.11 - *Overloading*
- *Credit Transfer Committee*
5.2.6 - *Admission with Advanced Standing*

Procedural Forms and Documents (all available on the NCPS Intranet)

- NF585 - *Application for Credit Transfer - Currently Enrolled Students.*
NT554 - *Credit Transfer Decision Letter*

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
7/12/07	Christine Ashton	All references to semesters replaced with trimesters.	Minor change
15/08/08	Christine Ashton	Title change - CEO to General Manager	Minor change
28/05/09	Jodie Reeve	Logo change	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change