

UNIT CREDIT POINTS POLICY

Approving authority	Academic Board
Purpose	This policy sets out the basis for allocating credits points for each unit of study.
Responsible Officer	Academic Dean
Next scheduled review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<ul style="list-style-type: none"> Assessment Policy and Procedure Academic Progress Policy and Procedure Credit Transfer and Articulation Policy Course and Unit Approval and Review Policy and Procedure Records Management Policy and Procedure Unit Coding Policy

1. PRINCIPLES

This policy describes the requirements and principles governing the determination and granting of academic credit for the Ozford Institute of Higher Education (hereafter referred to as “the Institute”) accredited courses.

Credit points provide an indication of the estimated hours of learning activities necessary for a student achieving an average performance needs undertake to achieve the objectives of the course.

The provision of academic credit meets the following guiding principles that apply to all programs offered by the Institute:

- Equitable assignment of credit points between units of study in all accredited courses;
- Credit points are an accurate representation of student workload; and
- Units of study are portable between qualifications, as per course rules.

2. SCOPE

This policy applies academic staff involved in the development or review of Unit credit points for Institute accredited courses.

3. DEFINITIONS

Credit point

A credit point is an allocation of a value for a unit based on a calculation of the expected time spent by students on learning activities associated with a particular unit.

Course

A *course* is a cluster of prescribed units to study in a broad area of academic interest leading to the award of a degree or diploma. A course may contain a minimum number of units (or units) to be completed sequentially over a period of time.

Learning activities

Means the tasks that students undertake in order to develop and gain mastery of the knowledge, skills and professional behaviours that are desired as learning outcomes.

Learning activities include formal class contact hours, private study and all other activities required for a student to successfully achieve the learning outcomes.

Specialisation

A specialisation is a coherent sequence of units generally in a clearly defined discipline in an undergraduate or postgraduate course consisting of a minimum number of credit points.

Study Level

The Study Level of the Unit is designed to indicate the level of study of the course. The ***Unit Coding Policy*** sets out the levels.

Unit of study

A unit of study is an individual subject that is studied as part of a course. It is the smallest stand-alone component of a course that can be recorded on an academic transcript and has an assigned credit point value. Units of study can be core (mandatory) or elective (optional) and there are three different types:

- level 1: Units of study designed to introduce you to a particular subject area. They will usually have a 1000 level code. Level 1 units are often the prerequisites for enrolment in level 2 and level 3 units of study;
- level 2: Units of study that are more specialised. They will usually have a 2000 level code;
- level 3: Units of study that are the most specialised and provide a deeper understanding of a subject area. The unit of study will usually have a 3000 level code.

A unit can also be viewed as the study of a particular topic within a wider field and is a unit of the basic building block of a qualification.

Workload

Workload is the number of hours for an average student to achieve the learning outcomes of a unit of study. Included in the calculation of time commitment are:

- contact hours;
- reading and preparatory work;
- self-directed study;
- preparation for assessments;
- preparatory time leading up to the final examination/assessment; and
- the final examination.

4. POLICY

4.1 The Institute assigns a credit point value to each unit of study, which consists of formal instruction and individual study. All Institute units will have a whole number as their credit point value.

4.2 All units have assigned credit point values that:

- Measure the relative quantitative contribution of a unit to a qualification course; and

- Represent student workload (number of hours) required to successfully complete learning activities of a unit to achieve all its learning outcomes. Assigning credit points to units will be based on an estimate of student workload measured in hours per week on that unit.
- 4.3 The Academic Board is responsible for approving all new units and amendments to the existing units including their credit point values.
- 4.4 All units (irrespective of the study level of the unit) are normally be assigned ten (10) credit points unless by approved exception. One credit point is on average 12 hours of learning activity.
- 4.5 The relationship between the level of student effort in a unit of study and the credit point value of that unit must take account of all qualifications sharing that unit of study. Units of study shared across different accredited courses must have the same credit point value in each course.
- 4.6 Any request for exceptions to the credit point standard must provide a rationale and establish compatibility with the standard. Units may be allocated credit points on a non-proportional basis in certain circumstances such as for Work Integrated Learning units.
- 4.7 The standard workload for a unit is assumed to be approximately 120 hours learning activities irrespective of mode of delivery or enrolment or attendance pattern. The workload specified by the credit point value of a unit is constant regardless of the course and year of a course in which the unit is taken. The split between contact hours and study time will differ across units.
- 4.8 The Institute's accredited courses are allocated credit points calculated on the basis of a full-time student's total study workload of 40 hours per week for 4 units in a 12 week teaching period.
- 4.9 A Bachelor degree course at AQF level 7 leading to an accredited course will therefore comprise 240 credit points, being 24 units of 10 credit points each;
- 4.10 A specialisation in a Bachelor degree course at AQF level 7 will comprise 80 credit points being 8 units of 10 credit points each. These units must be taken at study level 2 and level 3.
- 4.11 A dual degree (e.g. a Bachelor degree in Business and a Bachelor degree in Accounting) will require a total of 280 credit points. This will comprise of
- 8 core units (80 points);
 - 8 specialisation units in discipline 'A' (80 points);
 - 8 specialisation units in discipline 'B' (80 credit points); and
 - 4 elective units (40 credit points).
- 4.12 The design of all new courses and all new course applications will include an allocation of credit points calculated in accordance with this Policy and the ***Course and Unit Approval and Review Policy and Procedure***.
- 4.13 A student must achieve required total number of credit points in a course to successfully complete. The record of students' academic progress will include the number of credit points assigned to each unit which has received a pass grade or higher.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officer of the Institute.

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Federation University, Approval and Maintenance of Award Programs (Higher Education) Procedure, 2023 (https://policy.federation.edu.au/academic_governance/procedures/approval_of_new_award_courses/index.php)
- JMC Academy, Credit Points and Student Workload Policy, 2021 ([credit-points-and-student-workload-policy.pdf \(jmcacademy.edu.au\)](https://www.jmcacademy.edu.au/credit-points-and-student-workload-policy.pdf))
- University of Melbourne, Courses, Subjects, Awards and Programs Policy , 2023 ([Courses, Subjects, Awards and Programs Policy \(unimelb.edu.au\)](https://www.unimelb.edu.au/courses-subjects-awards-and-programs-policy))
- University of Newcastle, Course Management And Assessment Manual, 2023 ([Course Management and Assessment Manual / Document / UON Policy Library / The University of Newcastle, Australia](https://www.unnewcastle.edu.au/course-management-and-assessment-manual))

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	December 2013	Initial issue	AB
2.0	August 2018	Internal Review	AB
3.0	September 2023	Internal Review	AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth)		

Note: AB = Academic Board