

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	August 2021
Document Location	R:\Managers\OIHE\Policies
Associated documents	Unit Coding Policy Course and Unit Approval and Review Policy and Procedure

1. PRINCIPLES

- 1.1 Ozford Institute of Higher Education (hereafter referred to as “the Institute”) 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.
- 1.2 The total number of credit points required for a course will be 240 and normally be divided equally among the units to be completed.
- 1.3 The allocation of credit points for each unit of the Institute course is normally 10.
- 1.4 Units may be allocated credit points on a non-proportional basis in certain circumstances such as for Work Integrated Learning units.

2. SCOPE

This policy applies to allocation of credit points to all units of study offered by the Institute.

3. DEFINITIONS

3.1 *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.

3.2 *Unit*

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 (usually 10, except where approved by the Academic Board). 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. They 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.

3.3 *Workload*

Workload is the number of hours for an average student to achieve the learning outcomes of a unit of study.

3.4 *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.

3.5 *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.

3.6 Learning activity

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

4. POLICY

It is policy that:

- 4.1 assigning credit points to units will be based on an estimate of student workload measured in hours per week on that unit;
- 4.2 all units (irrespective of the study level of the unit) are normally assigned 10 credit points;
- 4.3 one credit point is on average 12 hours of learning activity;
- 4.4 a work load for a unit is assumed to be approximately 120 hours learning activities irrespective of mode of delivery or enrolment or attendance pattern;
- 4.5 a Bachelor degree courses at AQF level 7 leading to an accredited Ozford Institute of Higher Education award will therefore comprise 240 credit points, being 24 units of 10 credit points each;
- 4.6 a specialisation in a Bachelor degree course at AQF level 7 will comprise 80 credit points being 8 units x 10 credit points. These units must be taken at level 2 and level 3;
- 4.7 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 additional 4 elective units (40 credit points);
- 4.8 new course proposals presented to the Academic Board for endorsement must include an allocation of credit points calculated in accordance with this Unit Credit Points Policy;
- 4.9 a record of students' progress must 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 officers of the Institute.

7. ACKNOWLEDGEMENTS:

This policy was initially developed with reference to the following institutions policies:

University of Ballarat, *Standard Credit Points (Higher Education) Courses Policy*, November 2013

University of Melbourne, *Subjects and Credit Points Policy*, November 2013

University of Sydney <https://sydney.edu.au/students/glossary.html#u>

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	5 December 2013	Initial issue	AB
2.0	14 August 2018	Internal Review	AB
Related legislation/ regulation/standard	HES Threshold Standards (2015) 3.1 (Course Design)		