

School of Business

CREDIT POLICY FOR GRADUATE COURSES

Date of effect

This Policy was approved by the Graduate Courses Committee on 6 December 2006 and came into effect on 01 January 2007.

Applicable Courses

PART A

This policy applies to the following courses:

Master of Business Administration BP9 (and all its specialist strands)

Master of Business Administration (International Management) BS9

Master of Business Management BA9

Master of Electronic Commerce BE9

Graduate Certificate of Management BQ4

Graduate Certificate of Electronic Business BE4

Graduate Diploma of Management BP4

PART B

Master of Commerce (BI9) and its nested courses, such as the Master of Professional Accounting, (BH9) Graduate Diploma of Commerce (BG4), and Graduate Certificate of Commerce (BF4)

PART A

Credits - general

- Credit **may** be granted for study, learning or experience in any or all of the following circumstances
 - Credit transfer – on the basis of previous successful post graduate study at a recognized higher education, tertiary or TAFE institution
 - Recognition of Prior Learning (RPL)
 - based on learning acquired in a credentialed context other than higher education institutions, such as courses offered by professional organizations (eg CPA), enterprises, private educational institutions, military colleges, Australian Institute of Management (AIM) police academies and/or any other recognized training providers
 - based on learning acquired in an uncredentialed context such as through work experience or through life experience where such acquired learning can be shown to be at least equal to that which would normally be gained through successful completion of a specific course unit
 - the School may require applicants to demonstrate that they have

met the required standard by using a special examination or other assessment

- Credits may be awarded as either direct credits for specified units (ie like for like) or where no direct correlate unit exists, they may be awarded as “unspecified electives”.
- The maximum number of credits that **may** be awarded for any of the above named courses shall not exceed 50% of the unit requirements. Further credits may be granted in cases where credit transfer arrangements exist between University of Ballarat courses, or through formally negotiated articulation arrangements with other external education providers.

Direct or Specified Credits

Direct or Specified Credits **may** be awarded for students enrolling in the above named courses subject to the following conditions:

- Credits will only be available for units passed with a minimum of 50% of the available marks in a graduate certificate, graduate diploma or a master's degree at a recognized tertiary education institution (such as a University, TAFE institution, Military College or professional accrediting organization such as CPA or ICA). Specified Credits will be considered on a 1 for 1 unit basis and must satisfy the following criteria:
 - Have a minimum of 80% similar content to the University of Ballarat unit for which credit is sought, including similar contact hours and similar assessment
 - These units must have been completed no more than 6 years prior to the date of the credit application
 - Units completed more than 6 but less than 10 years prior to the credit application may be considered for credit where the applicant can satisfactorily demonstrate that professional or employment experience has maintained their currency. Such proof will be applied on a unit by unit basis. No credits are available for units completed more than 10 years ago.
- No credits (or ‘content waivers’) are available for the MBA capstone unit (*BN926 Strategy and Management of Change*) or for the MBM Dissertation Units (*BN963 Action Learning and Action Research Methodology* and *BN965 Action Learning Dissertation*)
- Applicants wishing to transfer to the MBA, MBM or MEB from a University of Ballarat Graduate Certificate in Management, Graduate Diploma in Management Graduate Certificate in Electronic Business or Master of Business Degree program who have not taken out such award will be eligible for a full transfer of units as credits into the MBA / MBM / MEB courses.
- Applicants who have taken out a University of Ballarat graduate certificate, graduate diploma or masters degree in business, electronic business management award are eligible for a full transfer of completed units as credits only if the award was granted a minimum of 1 year and a maximum of 6 years prior to the date of the credit application. Applicants wishing to directly transfer to

the MBA, MBM or MEB before the one year minimum must surrender the earlier award(s) in order to progress into the new course with full credits.

Unspecified Credits

Where a post graduate unit of study has been completed elsewhere but does not include at least 80% of the content of a unit listed in the Graduate Management Schedule of units, a credit for an “Unspecified Elective” may be awarded subject to the following conditions:

- A maximum of 4 ‘unspecified credits’ can be awarded in the MBA /MBM /MEB courses and a maximum of 2 ‘unspecified credits can be awarded in the graduate Diploma of Management, provided the units of study were passed at a minimum of 50% of the available marks in a graduate certificate, graduate diploma or a master's degree at a recognized tertiary institution, professional organization, military college, etc. Credits will be considered on a 1 for 1 unit basis and must satisfy the following criteria:
 - Be deemed by the Graduate Courses Co-ordinator to be relevant to the MBA / MBM /MEB program as applicable. No credits are available for post graduate units completed that are not directly and clearly business related. In general this means that unspecified credits will only be awarded for postgraduate units that have a “whole-of-organisation” focus or are of a “general management” nature. For example an unspecified credit will not be awarded for post graduate units that although may be business-related are overly specialised or practitioner specific, like for instance Advanced Tax Law, Market Research, Job Design, Advanced Computer Programming, etc.
 - These units must have been completed no more than 6 years prior to the date of the credit application
 - Units completed more than 6 but less than 10 years prior to the credit application may be considered for credit where the applicant can satisfactorily demonstrate that professional or employment experience has maintained their currency. Such proof will be applied on a unit by unit basis. The School may require applicants to demonstrate that they have maintained the required standard by using a special examination or other assessment
 - No credits are available for units completed more than 10 years ago
- Unspecified elective credits will not be awarded for the Graduate Certificate in Management or Graduate Certificate Electronic Business

Credits for TAFE Graduate Certificates

No credits are awarded in the above listed “Applicable courses” for units completed as part of a Nationally Registered TAFE Graduate Certificate in Business or Management or a related business discipline (eg marketing, project management etc). Students who have successfully completed the AIM Graduate Certificate in Business in

conjunction with a TAFE Institute may apply for up to 4 credits in the MBA / MBM / MEB courses as applicable. No credits are available in the Graduate Certificate or Graduate Diploma courses

Credits for MPA Units

No credits are available for individual units completed as part of an Australian University Master of Professional Accounting Degree with the exception of Managerial or Business Economics which would be credited against BE402 or BE903. A student who has completed the Ballarat MPA program may be entitled to a further 3 direct credits based on 'clustering' the content from two or more MPA units. In this regard, BA401, BA925 and BL911 may also be awarded as credits in certain circumstances based on a case by case application.

Recognition for Prior Learning (RPL)

A maximum of two credits in the MBA /MBM / MEB may be awarded on the basis of RPL where the claim is based on learning acquired in an uncredentialed context such as through work experience or through life experience. Applicants wishing to pursue this line of credit transfer must speak directly with the Graduate Courses Co-ordinator in the first instance who can indicate the appropriateness of the proposed claim and who can then advise the appropriate procedure and requirements. The usual requirements for each unit sought may include, but are not limited to, the submission of a work history CV, a portfolio of related work/projects mapped against the unit curriculum, a reflective report and an interview with the Unit Co-ordinator or the Graduate Courses Co-ordinator. The School may require applicants to demonstrate that they have met the required standard by using a special examination or other assessment.

Where work/life experience has been used as an alternative entry qualification (ie applicant has no prior bachelor's degree) such work/life experience cannot then be used for credit /advanced standing.

No Credits are available for the Graduate Certificates or Graduate Diploma based on RPL in an uncredentialed context.

CONTENT WAIVERS (sometimes called Preclusions or Substitutions)

A Content Waiver is not a credit but has the effect of relieving the student's requirement to undertake a core unit, based on previously completed 'similar studies'. Content waivers may also be applied for a non core unit which is a pre-requisite unit for a more advanced unit. Whereas a credit reduces the total number of units required to complete the award, a student awarded a Content Waiver must undertake an elective unit in place of the "waived" unit, so that the total units required for the award remains as described in the Graduate Studies Handbook (ie, 4, 8 or 12)

- Students who have an undergraduate degree from a recognized tertiary institution with units that are deemed to be similar to core MBA units will be awarded a

Content Waiver for the similar MBA units based on the following criteria:

- The degree was awarded no more than 5 years prior to the credit application
- The unit or a series of units taken as a whole:
 - Have a minimum of 80% similar content to the University of Ballarat MBA/MBM unit
 - The student passed the unit(s) at a minimum (average) of credit level (ie 60%)
- No Content waivers will be available for the MBA capstone unit, (*BN926 Strategy and Management of Change*) or for the MBM Dissertation Units (*BN963 Action Learning & Action Research Methodology* and *BN965 Action Learning Dissertation*)
- A maximum of 2 Content Waivers will be available for the MBA/MBM core units. Content Waivers are not available for the elective unit program unless the elective is a pre-requisite for a more advanced unit

MBA DOUBLE DEGREE PROGRAMS

- Applicants enrolling in a UB double masters degree are not eligible for any externally awarded credit exemptions. However, they may be eligible for a maximum of 2 Content Waivers for the MBA/MBM core units

PART B

The following policy matters refer specifically to the following courses as indicated:

Master of Commerce (MCom_BI9) and its nested courses, such as the Master of Professional Accounting, (MPA_BH9) Graduate Diploma of Commerce (GDCom_BG4), and Graduate Certificate of Commerce (GCCom_BF4)

- No Credits may be awarded in the **MPA program** –BH9 (including BG4 , BF4 and the MPA units component of the MCom) except under the following strict rules:
- The unit(s) completed elsewhere must have been completed as part of a masters degree in accounting offered by an Australian University and undertaken at its Australian home campus within the past 5 years. Units completed overseas or at partner institutions on shore will not be considered.
- The course must be approved or accredited by the CPA or ICAA

- There must be a minimum of 80% overlap in content of the unit completed elsewhere and the UB unit sought. (this includes content, contact hours, texts and assignments)
- The student must have achieved a PASS for the unit including at least 50% of the available marks for the unit.
- A maximum of 50% of the course may be granted as credits
- No Credits may be awarded on the basis of completed undergraduate Course work
- The only exception to the above rules is for BE903 Business Economics where a similar unit with 80% overlap will be considered if completed as part of an MBA or masters degree in Finance, Commerce or Economics.

For the **Master of Commerce Degree (MCom BI9)**, the above rules apply to the 12 MPA units. For the remaining four general business units (electives) the following rules apply:

- Only units completed as part of a masters degree in Business, Business Administration, or Commerce within the last 5 years will be considered.
- Where the units were completed at an off shore institution, the completed degree must be recognized as equivalent to Australian post graduate level under the NOOSR guidelines.
- For a direct (specific) credit there must be a minimum of 80% overlap in content of the unit completed elsewhere and the UB unit sought. (this includes content, contact hours, texts and assignments)
- For an unspecified elective, the unit completed must be of a general business nature such as would normally be found in an MBA type program. (The intention of the four electives in the MCom course is to give the students, who have essentially completed an MPA in their first 12 units, some general business exposure of a non accounting/finance nature. For example UB students may not take as electives nor use for credit purposes MBA units BA401, BA925, BL911, BL925, BA921. For the same reason advanced finance units from other post graduate courses will not be considered.
- The student must have achieved a PASS for the unit including at least 50% of the available marks for the unit.
- A maximum of 2 general business units may be awarded as credits in the MCom under the above rules. (Students transferring from a UB_MBA program may be eligible for credits for up to four general business units).

ACCEPTANCE

Before any credits so offered are granted and subsequently applied to the students academic record, the student must formally accept such credits by signing a letter acknowledging that the credits approved by the University do not bind any other third party (such as Professional Accounting associations or Governments) in applying their particular rules or processes.

A copy of the acceptance letter (blank) is attached at the end of this policy document.

Once a credit is accepted it may not be recinded.

APPLICATIONS FOR CREDIT and APPROVAL PROCESS

Applications for credit transfer or RPL should be lodged with the administration of the relevant provider at the time of application for admission to the course. Students should be advised that credits are only awarded by the Graduate Courses Committee and are subject to ratification by the University Academic Board. Where possible students should be advised at the time of enrollment that certain credits would be recommended to the Graduate Courses Committee and that until such ratification is received such credit recommendations are PROVISIONAL. The Graduate Courses Committee and the Academic Board reserve the right to overrule any provisional credits recommended in this process. Students and provider administrators are therefore cautioned that if they subsequently make academic commitments/study plans based on such provisional advice which later turns out to be wrong, the Courses Committee's decision will be final.

All applications for credit transfer must be on the official form and accompanied by ALL required documentation (see separate check list). The onus is on the applicant to provide sufficient evidence to prove the case for the credit transfer. Applications lacking all required supporting documentation will be returned without being assessed.

APPENDIX 1.

Credit Applications Supporting Documentation Check List

The following items will be required to support a credit application:

1. A certified copy of the official Course Description from which credits are being claimed. This copy must clearly indicate that the course is POST Graduate (probably a one paragraph statement taken from a brochure or handbook)
2. A copy of the entry/admission requirements to the course
3. A certified copy of the transcript of results for the student which clearly shows the units completed, result gained and a legend of result codes. The transcript must also clearly indicate under which course of study the units were taken. Only subjects passed at 50% and above are eligible. Where the legend of results code is on a separate document it must be certified that it pertains to the relevant transcript being presented. Documentation presented must indicate what percentage of marks is required to achieve a Pass.
4. A copy of the complete Unit Description for each unit claimed. The Unit Description must include a description of the content covered in the unit including at least the following -
 - detailed list of topics covered,
 - the contact hours required,
 - the type of assessment and the weighting of each assessment task
 - prescribed text books.It is highly unlikely that a Unit Description would be less than three pages in length. In other words one paragraph brochure or handbook entries are not acceptable
5. NOOSR details (this may be supplied by UoB staff)

APPENDIX 2 : Copy of credit acceptance letter

Dear

RE: Student ID:

Reference is made to your application for Credit Transfer based on previous studies.

Your application has been considered based on the University's course rules and I am pleased to advise that credit transfer will be granted in the undermentioned units in the Master of Professional Accounting/Master of Commerce (Professional Accounting) course.

(insert details here as per usual)

This decision to grant the above-outlined credits does not, in any way, bind any other organisations or parties, such as professional accounting bodies, including CPA Australia, the Institute of Chartered Accountants in Australia and the National Institute of Accountants (NIA) or the Commonwealth Government of Australia which set their own requirements for granting, for example, membership status, "Permanent Residency" (PR) and/or any other privileges. Should you have any specific queries, for example, about your eligibility for membership of any professional accounting association or about your eligibility for PR in Australia, you are strongly advised to become familiar with the relevant requirements in planning and undertaking your study program at the University of Ballarat. You should also be aware that the acceptance of the above credit(s) may affect the length of your study program and any associated Visa issues.

This credit will be authorised and will appear on your transcript when we have received your acknowledgement of receipt of this letter and acceptance of its contents. Simply sign below and return one copy to me at the above address.

Yours sincerely

R.A. O'Shea
Graduate Courses Coordinator

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Student Acknowledgement