



Global Educators

Melbourne - Australia

Higher Education Advanced Standing Policy

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Purpose

To ensure compliance with the requirements of Box Hill Institute's responsibilities as a Non-Self Accrediting Higher Education Provider.

To promote understanding by all applicants of the requirements and process to apply for advanced standing into higher education courses.

Scope

This policy applies to all Higher Education programs delivered in Australia and off-shore.

Policy

Box Hill Institute aims to provide students with the maximum advanced standing for relevant approved post-secondary study, or informal learning, which exceeds the normal admission requirements for the relevant course. Advanced standing will be granted for whole subjects only.

Definitions

Advanced Standing is approved recognition of prior learning that is displayed as an Exemption (EX) on the student's academic record

Accredited Courses of Study Completed or Partially Completed. Accredited courses and units are those taught as part of an accredited higher education award at Australian institutions that are universities, higher education providers or Institutes of Technical and Further Education (TAFE).

Other Credentialed Programs. Learning acquired in a credentialed context, other than higher education awards at universities, higher education providers or TAFE Institutes, such as a course offered by an overseas university, a professional body, enterprise, private educational institution, a Vocational Education and Training (VET) course offered by a Registered Training Organisation, or by any other provider recognised by Box Hill Institute may be considered for advanced standing.

Satisfactory Documentary Evidence in support of an Advanced Standing application. The Teaching Centre will make an advanced standing determination only on presentation of original documentation to authorised staff of the teaching centre, or in the case of off-campus courses, copies of documentation that have been certified

as true and correct copies of the original by persons authorised under the Statutory Declarations Act 1959 of the Commonwealth of Australia. In some cases, as determined by the Advanced Standing Committee, the student may be required to submit in addition to a certified transcript, the following information in relation to the previous course:

- admission requirements
- a key to results
- an extract from the handbook of the previous institution showing details of course structure, credit-point or equivalent weightings, unit outlines for any units for which advanced standing is sought and assessment requirements for those units.

Teaching Centre Advanced Standing Rules are required to document the following matters:

- variations from the cut-off period for granting advanced standing
- establishment of advanced standing committees
- delegations of responsibility for assessment of advanced standing
- delegations of responsibility for review of advanced standing decisions
- Centre-specific frameworks for the guidance of staff in the assessment of advanced standing.

The **Advanced Standing Committee** will meet to consider Advanced Standing Applications. Membership will consist of the Course Leader and two delegates with relevant qualifications and experience to contribute to the decision.

Levels of Advanced Standing The total advanced standing granted toward meeting the requirements of a Box Hill Institute higher education award may not exceed the following limits:

- 30 credit points in a 48 credit point graduate certificate
- 60 credit points in a 96 credit point associate degree
- 90 credit points in a 144 credit point bachelors degree
- 120 credit points in a 192 credit point bachelors degree.

Any exemptions to the above levels of advanced standing must be negotiated with the Higher Education Board of Studies (HEBOS) or delegate before a decision is made.

Except for designated articulated awards where full advanced standing is granted, advanced standing granted towards a particular course will not be automatically transferred to another course at this Institute.

Normally no advanced standing will be granted in a subsequent course for previous studies or prior learning for which advanced standing has already been granted.

Students transferring between courses at Box Hill Institute must be granted advanced standing for any units completed at Box Hill Institute that are course-grouped to both courses.

Where prior studies or experience are deemed not to constitute equivalence to a specified unit to the degree necessary, advanced standing will not be granted.

Advanced standing may be granted in either of the two courses that form a combined course, or apportioned between them, but may not be granted twice for the same prior studies.

Special conditions may apply to advanced standing for combined courses. Advanced standing will not be granted where:

- provisions contained in the course rules for either course would not be met if advanced standing were granted
- the integrated structure of the combined courses would be adversely affected.

Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

All students are expected to conduct themselves in a manner consistent with the Institute Student Code of Conduct and in accordance with the requirements of Box Hill Institute Student & Academic Policies and Procedures.

Principles

- Prior learning accepted as the basis for advanced standing shall be comparable in content and standard with the course in which advanced standing is sought.
- Advanced standing will not be granted for prior studies that have been failed.
- Criteria applied in assessing an application for advanced standing will not be more stringent than those required to pass the relevant component of the Box Hill Institute course.
- The amount of advanced standing granted will be consistent with relevant course regulations and requirements. Applicants may be granted different advanced standing for entry to different courses depending on the relevance of their previous studies to each course.
- Advanced standing will not normally be granted for studies or other learning completed more than ten years prior to application. In individual courses this time restriction may be shorter, based on the currency of knowledge and skills in the discipline. Such shorter time restrictions must be approved by the Higher Education Board of Studies.
- Subject to the discretion of the appropriate course leader, advanced standing will not normally be granted for units undertaken by a student at another tertiary institution during a period of exclusion from Box Hill Institute. Students will be advised in their letter of notification of exclusion that this restriction applies.
- advanced standing may be granted for:
 - accredited courses of study completed or partially completed
 - other credentialed courses of study completed or partially completed

- uncredentialed learning.
- Being deemed as eligible for advanced standing will not guarantee a student selection into the course in which that advanced standing would be available.
- Students will not be excluded from enrolling in subjects for which they have been granted advanced standing.

Responsibilities

A student is responsible for apply for advanced standing at the time of application or at the time of enrolment and no later than two weeks after the beginning of semester. They must apply in writing to the teaching centre using the Box Hill Institute Application for Higher Education Advanced Standing form and supply satisfactory documentary evidence in support of their application.

The Teaching Centre is responsible for publishing a set of Teaching Centre Advanced Standing Rules, establishing an Advanced Standing Committee to consider the Advanced Standing Applications, and reviewing advanced standing decisions following the Institute's Advanced Standing Policy and Procedure and applying the Teaching Centre Advanced Standing Rules, and forwarding the finalised application to Student Administration before the Census date.

Student Administration is responsible for advising the applicants of the outcome of the Advanced Standing Application.

The **Teaching Centre Manager** will review the decision of the Advanced Standing Committee if requested by the student.

The Higher Education Board of Studies (HEBOS) is responsible for coordinating the appeal process and forming the Appeals Panel. HEBOS or its delegate will negotiate, before a decision is made, with a Teaching Centre Advanced Standing Committee where the advanced standing decisions may vary from the Levels of Advanced Standing.

The **Appeals Panel** is responsible for hearing appeals against unsuccessful applications for Advanced Standing

References and Compliance Requirements

NIL

Records

Institute Degree Teaching Centres will develop, maintain and record processes for tracking and ensuring the timely consideration of applications for advanced standing.

All documents submitted in support of an application for advanced standing will be retained as part of the student's file.

The student's file will be the sole source for reference in relation to enquiries relating to advanced standing.

The Institute will collect and record information in a form that enables it to track the performance of different cohorts of students granted advanced standing.

Related Documents

- Higher Education Progression Policy and Procedure
- Higher Education Fees and Charges Guideline

Review

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

DOCUMENT CONTROL

Policy ID:	POLSA23
Classification:	Operational
Approved by:	The CEO under delegation from Institute Board
Date Approved:	17 December 2007
Board Reference:	NA
Committee Reference:	Board of Studies
Prepared by:	Manager Higher Education & Learning Partnerships
Accountable Manager:	Executive Director, Learning & Academic Affairs
