



# EXCELSIA COLLEGE

— Sydney —

## Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

## Document Number

STU-G14

## Document Name

CREDIT MATRIX

## Document Status

Owner	Chief Academic Officer	July 2017
Approving Authority	Academic Board	August 2017
Publication	Version 6 (Public)	August 2020
Review Date	Review of Version 6	August 2023

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

---

## 1 Policy Statement

The purpose of this policy is to define the Credit from a qualification.

---

## 2 Scope

This policy applies to staff and students.

---

## 3 Responsibility

The following members of staff are responsible for:

- Owner of policy - Chief Academic Officer.
  - Implementation of Matrix - Student Acquisition and Register staff
- 

## 4 Definitions

For the purpose of this Policy, the following definitions apply:

- FTE -Full Time Equivalent
  - HE - Higher Education
  - VET- Vocational Education and Training
- 

## 5 Principles

Excelsia College is committed to acknowledging the prior educational qualifications and dealing with them within this policy.

---

## 6 Related Documents and References

---

## 7 Mapped to HESF

The content of this policy is mapped to the HESF 1.1.

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

## 8 Credit Matrix Table

Qualification from which Credit is derived (i.e. the 'Presenting Qualification')	Qualification for which Credit is Sought (i.e. the 'Destination Qualification')							
	Associate Degree	Bachelor Degree	Bachelor Degree (Hons)	Graduate Certificate (Coursework)	Graduate Diploma (Coursework)	Masters Degree (Coursework)	Masters Degree (Research)	Doctoral Degree
International Baccalaureate	Up to 2, 6 credit point units	Up to 2, 6 credit point units	None	None	None	None	None	None
VET Diploma (Incomplete)	None	None	None	None	None	None	None	None
VET Diploma (Completed)	Up to 8 x 6 credit point units (i.e. 50% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
VET Advanced Diploma (Incomplete)	None	None	None	None	None	None	None	None
VET Advanced Diploma (Completed)	Up to 8 x 6 credit point units (i.e. 50% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 FTE year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
Associate Degree (Incomplete)	Up to 8 x 6 credit point units (i.e. 50% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 FTE year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
Associate Degree (Completed)	Up to 5 x 6 credit point units (i.e. ≈31% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	None	None	None	None	None	None

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.

Qualification from which Credit is derived (i.e. the 'Presenting Qualification')	Qualification for which Credit is Sought (i.e. the 'Destination Qualification')							
	Associate Degree	Bachelor Degree	Bachelor Degree (Hons)	Graduate Certificate (Coursework)	Graduate Diploma (Coursework)	Masters Degree (Coursework)	Masters Degree (Research)	Doctoral Degree
<i>Bachelor Degree (Incomplete)</i>	Up to 8 x 6 credit point units (i.e. 50% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 FTE year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
<i>Bachelor Degree (Completed)</i>	Up to 6 x 6 credit point units (i.e. 37.5% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	Normally None (see Point 3 in Notes)	Normally None (see Point 3 in Notes)	Normally None (see Point 3 in Notes)	Normally None (see Point 3 in Notes)	None	None
<i>Graduate Certificate (Incomplete)</i>	Up to 4 x 6 credit point units (i.e. 25% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	Coursework Units up to 25% of the total workload of the degree.	1 x 6 credit point units (i.e. 25% of a 0.5 FTE year, 4 unit, 24 credit point Graduate Certificate).	Up to 2 x 6 credit point units (i.e. 25% of a 1 FTE year, 8 unit, 48 credit point Graduate Diploma).	Up to 2 x 6 credit point units (i.e. 16.7% of a 1.5 FTE year, 12 unit, 72 credit point Masters degree).	None	None
<i>Graduate Diploma (Incomplete)</i>	Up to 7 x 6 credit point units (i.e. ≈44% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	Coursework Units up to 33% of the total workload of the degree.	Up to 2 x 6 credit point units (i.e. 50% of a 0.5 FTE year, 4 unit, 24 credit point Graduate Certificate).	Up to 4 x 6 credit point units (i.e. 50% of a 1 FTE year, 8 unit, 48 credit point Graduate Diploma).	Up to 4 x 6 credit point units (i.e. 33% of a 1.5 FTE year, 12 unit, 72 credit point Masters degree).	None	None
<i>Graduate Diploma (Completed)</i>	Up to 5 x 6 credit point units (i.e. ≈31% of a 2 FTE year, 12 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	Coursework Units up to 25% of the total workload of the degree.	1 x 6 credit point units (i.e. 25% of a 0.5 FTE year, 4 unit, 24 credit point Graduate Certificate).	Up to 3 x 6 credit point units (i.e. 37.5% of a 1 FTE year, 8 unit, 48 credit point Graduate Diploma).	Up to 6 x 6 credit point units (i.e. 50% of a 1.5 FTE year, 12 unit, 72 credit point Masters degree).	None	None

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.

Qualification from which Credit is derived (i.e. the 'Presenting Qualification')	Qualification for which Credit is Sought (i.e. the 'Destination Qualification')							
	Associate Degree	Bachelor Degree	Bachelor Degree (Hons)	Graduate Certificate (Coursework)	Graduate Diploma (Coursework)	Masters Degree (Coursework)	Masters Degree (Research)	Doctoral Degree
Masters Coursework (Incomplete)	Up to 8 x 6 credit point units (i.e. 50% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 FTE year, 24 unit, 144 credit point degree).	Coursework Units up to 33% of the total workload of the degree.	Up to 2 x 6 credit point units (i.e. 50% of a 0.5 FTE year, 4 unit, 24 credit point Graduate Certificate).	Up to 4 x 6 credit point units (i.e. 50% of a 1 FTE year, 8 unit, 48 credit point Graduate Diploma).	Up to 6 x 6 credit point units (i.e. 50% of a 1.5 FTE year, 12 unit, 72 credit point Masters degree).	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.
Masters Coursework (Completed)	Up to 5 x 6 credit point units (i.e. ≈31% of a 2 FTE year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 FTE year, 24 unit, 144 credit point degree).	Coursework Units up to 25% of the total workload of the degree.	1 x 6 credit point units (i.e. 25% of a 0.5 FTE year, 4 unit, 24 credit point Graduate Certificate).	Up to 3 x 6 credit point units (i.e. 37.5% of a 1 FTE year, 8 unit, 48 credit point Graduate Diploma).	Up to 4 x 6 credit point units (i.e. 33% of a 1.5 FTE year, 12 unit, 72 credit point Masters degree).	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.
Masters Research (Incomplete)	None	None	None	None	None	Coursework Units up to 50% of the total workload of the degree.	Units up to 50% of the total workload of the degree.	Units up to 33% of the total workload of the degree.
Masters Research (Completed)	None	None	None	None	None	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.
Non-Award Undergraduate Units	Up to 4 units	Up to 4 units	Up to 2 units	None	None	None	None	None
Non-Award Postgraduate Units	Up to 4 units	Up to 4 units	Up to 2 units	Up to 2 units	Up to 2 units	Up to 2 units	Up to 2 units	Up to 2 units

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.

Notes:

1. In the case of VET qualifications used for credit, competencies in the presented qualification(s) must map to course unit outcomes for each course unit in the destination qualification against which credit is sought.
2. In the case of HE qualifications used for credit, course unit outcomes in the presented qualification(s) must map to course unit outcomes for each course unit in the destination qualification against which credit is sought.
3. In the case of all qualifications:
  - a. **Amount:**
    - i. Credit for more than 50% of a qualification will not normally be granted.
    - ii. An incomplete presenting qualification can attract up to 50% credit into an identical destination qualification
    - iii. A completed presenting qualification usually attracts no more than 33% credit into an identical destination qualification.
  - b. **Mapping:** Credit is normally awarded on a detailed mapping basis only i.e.:
    - i. mapping must occur against competency or course unit outcomes – not against competency or course unit titles alone.
    - ii. “block credit” may be awarded, but only as a result of detailed mapping to determine the equivalency of previously completed studies.
  - c. **AQF Levels:** Credit is not normally awarded between levels of the AQF e.g. between undergraduate and postgraduate levels.
  - d. **Double Counting:** The qualification used for entry into a course of study may NOT also be used for a credit application in the same course of study unless the presenting qualification contains competencies and/or units in excess of the stipulated requirements for awarding of the presenting qualification e.g. a student may have completed certain 400 level (or above) units in their Bachelor degree that are additional to the stipulated requirements of the degree. Such units may be used as credit against Graduate Diploma or Masters units.
4. In the case of nested qualifications:

In some cases, a completed qualification (e.g., an Associate Degree) is the nested equivalent of an incomplete ‘parent’ qualification (e.g., an incomplete Bachelor Degree). For the purposes of credit, such nested qualifications (which would normally attract up to 33% credit into the parent qualification) may be treated as an incomplete ‘parent’ qualification (thus attracting up to 50% credit into the parent qualification). Where, within 12 months of the conferral of an Excelsia College nested qualification, the nested qualification is used for credit in the manner outlined in this Clause, students will normally be asked to surrender the nested qualification upon conferral of the relevant Excelsia College ‘parent’ qualification.

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

---

## 9 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
Issue 6	No changes. Extension of Existing Policy sort. AB August 2020

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K