

ADVANCED STANDING PROCEDURES

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1. Purpose

The *Advanced Standing Procedures* relate to the *Advanced Standing Policy*. The procedures describe the process involved when a student applies for advanced standing based on prior learning, the assessment and granting of credit at the Institution.

2. Principles

All activities related to the granting of advanced standing at MHE are based on the overarching principle that MHE does not compromise academic integrity. Further, in granting advanced standing:

- MHE standards should always be maintained.
- the process must adhere to this policy and the specific course and/or entry requirements.
- students granted advanced standing are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification.
- the integrity of the course and qualification are maintained.
- decisions must be evidence based, clear, equitable, and transparent.
- procedures must be applied consistently and fairly with decisions subject to appeal and review.
- decisions must be academically defensible; and
- decisions must be made in a timely manner and the outcome is documented on the student's file.

3. Context

This policy is aligned with applicable Australian Government legislation including Standard 2 of the National Code of Practice for Providers of Education and Training of Overseas Students 2018 and

Domain 1 of the Higher Education Standards Framework 2021. Further the policy is in line with the Australian Qualifications Framework (AQF) and AQF Qualifications Pathways Policy.

4. Scope

These procedures apply to commencing and continuing students at MHE applying for advanced standing and staff who implement the procedures. The procedures are aligned with applicable Australian Government legislation including the *Higher Education Standards Framework 2021* (Domain 1) and the *National Code of Practice for Providers of Education and Training of Overseas Students 2018* (National Code Standard 2).

5. Definitions

Advanced Standing: The recognition of prior study or learning that can be credited towards a qualification. Advanced Standing typically reduces the number of units required to achieve a qualification.

Recognition of Prior Learning (RPL): A process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning. This process is grounded in evidence-based academic judgement about equivalence of learning.

Credit: The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Block Credit: Credit granted for components or groups of units within a course as part of an articulation agreement or on an individual basis subject to satisfying AQF level criteria.

Specified Credit: Credit granted towards particular or specific components of a qualification or course of study.

Unspecified Credit: Credit granted towards elective components of a course, where an exact or near exact subject equivalence cannot be determined.

Informal Learning: Learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike 'formal' and 'non-formal' learning, 'informal learning' is not organised or externally structured in terms of objectives, time or learning support.

Non-formal Learning: Learning that is undertaken through a structured program of learning but does not lead to a formally recognised qualification.

6. Procedure Details

3.1. The procedures set out the six key processes involved in assessing a student's application for advanced standing as per Table 1 below:

1. Applying for advanced standing

A student may apply for advanced standing with their application for admission or after course commencement with supporting documentary evidence.

2. Assessment

The relevant team assesses the application against the provisions of the *Advanced Standing Policy* to determine eligibility for advanced standing and the amount of credit to be awarded based on the types of application.

3. Outcome and acceptance

Students are provided with the outcome of their application for advanced standing with in five working days and in turn advise MHE if they do not wish to accept the credit awarded.

4. Review of the outcome

Students have the right to appeal a decision to grant advanced standing, on the basis that the decision was inconsistent with the rules outlined in these procedures, in accordance with the Student Grievances and Complaints Policy and Student Grievances and Complaints Procedures.

5. Recording

The student management system is updated with the outcome of the advanced standing application.

6. Reporting to Provider Registration and International Student Management System (PRISMS)

After an international student has accepted an offer and paid the required enrolment fee of \$500, they are issued with a confirmation of enrolment (COE) indicating a reduced duration (if applicable) as a result of the credit awarded. Current students who apply for and are granted advanced standing may require a new CoE.

Table 1

Process	Responsibilities	Timeframe
Step 1 Applying for advanced standing		
<p>1.1 A student applies for advanced standing during the following period either:</p> <p>a. During application stage: Indicate in the appropriate section of the application form when applying for admission into a course of study. The Student Admissions Office will email the student the applicable information including the application for advanced standing. The student submits the completed Advanced Standing Application Form and provides the relevant supporting documentation to the Student Admissions Office.</p> <p>or</p> <p>b. After course commencement: Complete the online form.</p> <p>1.2 Supporting evidence of prior learning, reflecting the student’s current levels of knowledge and skills, must be submitted in English (or a translation by an approved translator) with an application for advanced standing including (but not limited to):</p> <p>a. Formal learning: previous academic transcripts or statement of results; information in relation to the completed units from previous academic achievement such as unit descriptions, unit learning outcomes and assessment details.</p> <p>b. Informal learning: Information in relation to their previous employment or work experience (including voluntary or non-paid employment), job descriptions or statement of work, reference letter from the employer or record of work-related activities or portfolio. The applicant must provide evidence to demonstrate how they have met each of the unit learning outcomes of the units for which they seek credit.</p>	<p>Student Admissions</p> <p>Student Services</p>	<p>During application for admission* OR after course commencement</p> <p><i>*NB: Block credit applications can only be assessed at admission stage</i></p>

<p>c. The amount of advanced standing granted must be in accordance with the <i>Advanced Standing Policy</i></p> <p>2.1 Applications for advanced standing may be rejected where:</p> <p>a. The requirements and provisions described in the <i>Advanced Standing Policy</i> and in these procedures have not been met, as determined by the MHE.</p> <p>b. Postgraduate students have completed studies or a previous course which were required as a prerequisite for admission into a course, and these prerequisite studies are being claimed for advanced standing.</p> <p>2.2 The outcome of the assessment is recorded in the letter of offer for new students and in the Student Management System for current students. The outcome of the assessment includes the details of the advanced standing granted or rejected and the effect the advanced standing has on the expected completion date of the course (if applicable).</p>		
<p>Step 3 Outcome and acceptance</p>		
<p>3.1 Students are normally advised in writing of the outcome of their advanced standing application within five working days either:</p> <p>a. During application stage:</p> <p>i. A Letter of Offer is issued to the student specifying the type of advanced standing awarded, the number of credit points awarded, the total course duration after advanced standing is awarded and the indicative course fee. This includes advanced standing awarded as part of an articulation agreement or block credit arrangement; and</p> <p>ii. An Advanced Standing Assessment letter or a Block Credit Arrangement letter is issued to the student, detailing the results of their application, and if advanced standing is not granted the right to review the outcome is included.</p> <p>b. After commencement:</p> <p>i. The Advanced Standing Assessment letter or Block Credit Arrangement letter is issued to the student, detailing the results of their application, reduced course duration (if applicable) and if advanced standing is not granted the right to appeal is included. The advanced standing awarded is applied in the current or subsequent study period as applicable.</p> <p>3.2 Notification of the outcome may take longer than five working days in some circumstances including (but not limited to) where:</p> <p>a. further evidence is requested; or</p> <p>b. an additional challenge examination is deemed necessary.</p> <p>3.3 Where the assessment and notification of the advanced standing application will take longer than five working days, the student is notified via email including the reasons for the delay.</p> <p>3.4 Applications for admission into a course at MHE are normally processed within two working days and this includes issuing a Letter of Offer to successful applicants. If the advanced standing assessment and outcome is unable to be processed within the two working days set for admission applications, the Letter of Offer may need to be issued before the notification of</p>	<p>Student Admissions</p> <p>Student Services</p>	<p>Outcome to student within five working days of application submission</p> <p>Notify Institution within 2 working days of rejection of advanced standing</p>

<p>advanced standing has been sent. A revised Letter of Offer will be sent once the advanced standing assessment has been finalised.</p> <p>3.5 Students are required to indicate their acceptance of the credit awarded before it is applied to the student record, either:</p> <p>a. During application stage: Acceptance of Offer and Written Agreement contains a clause stating that accepting the offer means accepting the advanced standing granted. The student must advise MHE before they accept the offer if they do not wish to accept the advanced standing.</p> <p>b. After commencement: The student must advise MHE if they do not wish to accept the advanced standing they have been granted, by replying to the notification of advanced standing within two working days. If MHE receives no rejection notification from the student, MHE will deem the advanced standing as having been accepted.</p> <p>3.6 MHE is required to retain a record of the acceptance of credit awarded for two years after the student ceases to be an accepted student. The record will be retained on the student file.</p>		
<p>Step 4 Complaint against the advanced standing outcome</p>		
<p>4.1 The student submits a complaint about the advanced standing decision, as per the Student Grievances and Complaints Policy and Student Grievances and Complaints Procedures.</p> <p>4.2 The Dean notifies the student of the outcome of the review of the decision.</p> <p>4.3 If the original advanced standing decision is upheld, no further action is required by the Student Admissions or Student Services team.</p> <p>4.4 If the outcome of the appeal is to grant additional advanced standing, the Student Admissions or Student Services team proceeds as per Step 3.</p>	<p>Student Admissions</p> <p>Dean</p> <p>Student Services</p>	
<p>Step 5 Recording</p>		
<p>5.1 After an advanced standing application has been accepted by the student, the result is recorded as follows:</p> <p>a. The student management system, is updated with the credit awarded, reducing the total number of credit points required for completion of the course of study.</p>	<p>Student Admissions</p> <p>Student Services</p>	
<p>Step 6 Reporting to PRISMS</p>		
<p>6.1 For international students who have been awarded advanced standing and after signing their Acceptance of Offer and Written Agreement and paying the required deposit, a COE will be issued reflecting a reduced course duration, where applicable.</p>	<p>Student Admissions</p> <p>Student Services</p>	

6.2 For international students who accept the advanced standing awarded after a COE has already been issued and their visa has been granted, and where the advanced standing affects their course duration, MHE cancels the existing COE on PRISMS and issue a new COE reflecting the reduced course duration.

7. Relevant Legislation

MHE acknowledges its legal and regulatory obligations under the following frameworks:

- Higher Education Standards Framework (HESF) 2021
- Education Services for Overseas Students (ESOS) Framework 2013
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

8. Policy Administration

Policy category	Learning and Teaching
Policy owner	Academic Board
Responsible officer	Dean
Approving authority	Academic Board
Contact officer	Dean
Approval date	10 th August 2023
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Review date	Three years
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Related documents	Advanced Standing Policy Admissions Policy and Procedures Student Grievances and Complaints Policy Student Grievances and Complaints Procedures

9. Version control

Version	Approval date	Approved by	Summary of changes
1.1	13 th April 2022	Academic Board	
1.2	27 th May 2022	Academic Board	State that credit limits may be varied when a contractual arrangement exists between MHE and the other HEP
1.3	24 th June 2022	Academic Board	Clarify difference between advanced standing and recognition of prior learning
1.4	22 nd Nov 2022	Dean	Minor changes – outcomes will be provided within five working days instead of timely manner.
1.5	10 th August 2023	Dean	Minor changes – insert reference to Student Grievances and Complaints Policy and Procedure

10. Benchmark/References

- Australian Institute of Higher Education
[ACAHE05-Advanced-Standing-Procedure-2022.1.pdf \(aih.nsw.edu.au\)](https://www.aih.nsw.edu.au/ACAHE05-Advanced-Standing-Procedure-2022.1.pdf)

- International College of Management Sydney
[Advanced Standing Procedures – Policy Library \(icms.edu.au\)](http://icms.edu.au)
- ICHM
[Recognition of Prior Learning.pdf \(ctfassets.net\)](http://ctfassets.net)
- Macquarie University
[Recognition of Prior Learning Policy / Document / Policy Central \(mq.edu.au\)](http://mq.edu.au)