Purpose

The purpose of this policy is to instil and mandate a systematic approach to planning Federation University Australia's higher education programs and courses in relation to student workloads. It is also designed to ensure portability of courses between programs and to systemise units of work.

Scope

This policy covers all courses included in the University approved higher education courses (diplomas, advanced diplomas, associate degrees, bachelor degrees, graduate certificates, graduate diplomas and masters degrees).

Legislative Context

• Federation University Australia Act 2010
• Statute 5.1

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>A subsidiary element of a program</td>
</tr>
<tr>
<td>Credit Point</td>
<td>One (1) credit point is the value of approximately ten (10) hours of learning activity by an average student directed at achieving the objectives of a course. Acceptable variations to the total time commitment are in the range of</td>
</tr>
</tbody>
</table>
Term | Definition
--- | ---
A ± 20%. A semester coursework workload for an average student is approximately 600 hours

Learning Activity | A learning activity may include: pre-lecture weeks' reading; participation in lectures and tutorials; participation in laboratory sessions; online learning activities; research; work on individual and team projects; writing essays; problem-solving and project work; individual consultation; preparation for tests and examinations; and taking tests and examinations

Program | Study/research leading to the granting of an official award or qualification - refer Schedule 5.1. A program contains subsidiary elements referred to as courses

Workload | The learning workload of a course is the number of hours necessary to be given by an average student to learning activities to achieve the objectives of that course

Policy Statement
Credit points offer an indication of the estimated work time necessary for a student to perform at a level consistent with that student's ability. A standard system of credit points based on student workload is used for all University approved higher education courses. Sixty (60) credit points is the standard value of one teaching period workload in a course and 120 credit points the standard value of one year workload in a course.

A credit point standard has been established by the University, this being 15 credit points or, in certain circumstances multiples thereof. The credit point value of a course is constant regardless of the program and year of a course in which the unit is taken.

A Faculty may apply for an exclusion to the use of standard credit point values for a course if there is a belief that this policy is unsuitable for a course or impractical to implement under particular conditions. Reasons for variation must be in the Course and Program documentation submitted to Curriculum Committee.

Any course that relates to practical, clinical, practicum, work and teaching experience, and fieldwork will also be expected to conform to the standard credit point value. A Faculty may apply for an exclusion for these courses at the proposal stage or through a Program review. The exclusion would stand until the following review when the Faculty would need to justify a further exclusion of these courses.

In specific circumstances, zero credit point courses will be approved. These courses may only be created for work experience in industry and does not include work undertaken at the University or its associated institutions. In this instance the course will be assessed as a compulsory pre-requisite (eg Hurdle requirements) to undertake a future course or to receive the award.

Responsibility
Academic Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy
Chair, Academic Board is responsible for maintaining the content of this policy as delegated by Academic Board
Academic Secretariat is responsible for the administration support for the maintenance of this policy as directed by the Chair, Academic Board
It is the responsibility of a Faculty's Course Committee to ensure compliance with this policy. Applications for exclusion to the policy will be through the Curriculum Committee
Associated Documents

- Nomenclature of Sealed Awards Policy
- Approval of New Award Programs (Higher Education) Procedure
- Review of Established Sealed Award Programs (Higher Education) Policy
- Review of Established Sealed Award Programs (Higher Education) Procedure

Promulgation

The Standard Credit Points (Higher Education) Courses Policy will be communicated throughout the University via:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Policy
- Academic Board
- Learning and Teaching Committee
- Faculty meetings
- Academic Induction Program

Implementation

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Records Management

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for exclusion</td>
<td>University's approved records management system</td>
<td>Program Coordinator</td>
<td>While the Program/Course is continuing to be offered</td>
</tr>
</tbody>
</table>