



Credit transfer process

1. Purpose

The purpose of this policy is to facilitate credit transfer for students and establish a streamlined process for granting and documenting course transfers in accordance to SRTO [Clause 3.5](#) and National Code [Standard 2.3-2.5](#). It ensures that RBIT provides students with a record of the credit transfer, which is acknowledged by the student and stored in their Student Portfolio.

2. Policy

2.1 Credit Transfer: The recognition of prior learning or completed qualifications and their transferable credit value towards a course at RBIT. It is also known as Course Credit.

2.2 CRICOS students may be eligible for credit transfer based on their prior learning and completed qualifications that are equivalent to the learning outcomes of the course they are currently enrolled in.

2.3 Eligibility for credit transfer will be determined through a comprehensive assessment conducted by RBIT's academic staff and relevant subject matter experts.

2.4 Credit transfer may be granted for whole qualifications or individual units of competency, subject to the assessment outcomes.

2.5 Student will be informed successful Credit Transfer means a reduction of the Student Visa . Students to sign or accept a record of course credit granted; or if the application for credit transfer has been rejected, along with the reason for refusal.

2.6 Course credit may reduce the length of a student's course. If this occurs before visa grant, the actual course duration and will be recorded and the enrolment formalised. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) as per clause [2.52](#) of the National Code 2018.

3. Procedure

3.1 Students will need to complete the [Credit transfer request form](#) and specify the unit/s or qualification they wish to be granted credit.

3.2 The documents to provide will be listed in the form. Student must be able to show documentation, such as 'Statements of Attainment' or Record of Results to confirm the equivalency and includes and attach the prior study or workforce skills /working experience evidence where applicable.

3.3 The administration officer is responsible for informing international students that gaining credit may affect the length of their studies and possibly in turn, affect their visa conditions.

3.4 The administration officer will verify the authenticity of the submitted documents before recording into the student file. The application package will be forwarded to the academic department for assessment.

3.5 Assessment and Granting of Credit Transfer

- The academic department will conduct a thorough assessment of the student's previous learning and qualifications against the learning outcomes and requirements of the current course.
- The assessment process will be guided by established guidelines, applied industry standards.

3.6 The decision regarding credit transfer will be communicated to the student in writing (via the sample [Credit Transfer Outcome Form](#) template) , specifying the units or qualifications for which credit transfer application has been refused, partially approved or fully approved.



3.7 Documentation and Record-Keeping

- The credit transfer decision and the corresponding units or qualifications as mentioned above will be documented in the student's academic record and Student Portfolio.
- The student will be required to sign or otherwise acknowledge the credit transfer decision, confirming their acceptance of the granted credits.

3.8 Any Course credit granted by RBIT that shortens the student's course must be reported on PRISMS:

- If the credit is granted before the student visa is issued, the reduced course duration is reflected in the Confirmation of Enrolment (CoE) issued to the student.
- If the credit is granted after the student visa is issued, the change in course duration must be reported on PRISMS within 14 days.

3.9 If students are not satisfied with the outcome of the Course transfer process, they may appeal within the 20 working days appeals period following the assessment outcome advice. See the [Complaints and Appeals Policy](#)

4. Record-Keeping

1. RBIT will keep records of all Credit Transfer applications, the decision made for the approval or refusal and also all other related and relevant documents for a minimum of 2 years, even after the student completes their studies at RBIT.
2. These records will be securely stored for a minimum period of two years following the completion or cessation of the student's enrollment.