

Credit and Recognition of Prior Learning Procedure

Section 1 - Purpose and Scope

(1) This Procedure supports the [Credit and Recognition of Prior Learning Policy](#) and outlines the requirements for the assessment of prior learning for granting credit or exemption.

(2) This Procedure applies to:

- a. all coursework programs;
- b. all coursework students; and
- c. applicants for admission to a coursework program (hereafter program).

(3) For the requirements of gaining credit for completing UQ coursework, this Procedure should be read in conjunction with the [Enrolment Procedure](#).

Section 2 - Process and Key Controls

Process

(4) Prospective and current students may apply for credit or exemption in accordance with Parts A and B in this Procedure.

(5) Assessment of prior learning and the granting of credit or exemption is subject to the requirements and limits set in this Procedure.

(6) Students are responsible for ensuring the evidence supporting their prior learning is true and accurate. Documentation submitted for the assessment of prior learning will be subject to the requirements set out in the [Documents Submitted by Students Procedure](#).

(7) International students on a student visa are responsible for ensuring they comply with the conditions of their student visa.

- a. Students should seek advice from their [faculty](#) on how any changes to credit status (i.e. credit granted, cancelled or rescinded) will affect their Confirmation of Enrolment (CoE).
- b. Refer to the [Enrolment Procedure](#) for changes to the enrolment duration on the CoE.

Limits on recognition of prior learning (RPL)

(8) Subject to the [Schedule of RPL and Credit Limit Variations](#), the following limits apply to RPL and credit counted towards the completion of a program:

- a. No credit or exemption will be granted for prior learning with a failing grade (or equivalent).
- b. Completed learning, including UQ coursework, is deemed current from the time the learning was undertaken¹ for a maximum of:

- i. two calendar years if the learning is for a 16-unit bachelor honours program, or a longer period determined by the Associate Dean (Academic); or
 - ii. 10 calendar years for all other coursework programs.
- c. The limits to currency in clause 8(b) may be waived if the learning is being used to apply for reduced program duration credit or unspecified credit for general electives.
- d. Subject to clauses 8(b) and 8(c), credit will not be granted for prior learning if:
 - i. the learning expires before the student is expected to complete the program (based on their chosen study load),
 - ii. for International Baccalaureate studies, the grade received is lower than the minimum grades set out in the [Check Credit Eligibility](#) page on the my.UQ website, and/or
 - iii. a student enrolls in a UQ course comparable to the prior learning, does not apply for credit/exemption by the census date of their first semester in the UQ course, and then goes on to receive a failing grade for the UQ course.
- e. Credit for prior learning that exceeds the applicable period of currency before the completion of the program will be cancelled unless the Associate Dean (Academic) permits the student to retain the credit subject to any conditions (for example, demonstrating retention of learning).²
- f. Where learning is used to gain admission into a program, credit may be granted for aspects of the learning that exceeds the program's minimum entry requirements.³
- g. A student enrolled in a program must successfully complete the minimum units specified below from UQ courses that are not credited towards another completed UQ award:⁴
 - i. 16-unit bachelor honours programs – 75% of the total units required (12 units);
 - ii. Postgraduate coursework programs – 50% of the total units required;
 - iii. Undergraduate coursework programs – 33% of the total units required, rounded up to the nearest multiple of 2;
 - iv. Dual programs structured as two component parts – each component is subject to the minimum unit requirements above (e.g. 50% for a postgraduate component in a dual program); or
 - v. All other coursework programs – 33% of the total units required, rounded up to the nearest multiple of 2. For reference, the maximum credit limits for postgraduate and undergraduate coursework programs are specified in Tables 1 and 2 below.
- h. Despite clause 8(g), in applying the maximum credit limit:
 - i. granted credit for UQ courses transferred from an incomplete program will be treated as study completed in the program;
 - ii. courses completed as part of the same postgraduate coursework suite will be treated as study completed while enrolled in the program;
 - iii. if a student is granted reduced program duration credit, the maximum credit limit in clause 8(g) will apply to the reduced program;
 - iv. credit will not be granted towards a program or plan for more than half the units required at level 3 or higher in the program requirements, except for study completed on UQ-approved semester-based exchange, short-term experience or cross-institutional study; and
 - v. for bachelor's honours-embedded programs where the class of honours is calculated over 16 units, no more than 4 units of credit can be granted towards courses that contribute to the calculation of the class of honours.
- i. A course cannot be credited towards more than one incomplete program at any point in time.
- j. Despite clause 8(i), where a student is concurrently enrolled in two separate bachelor's or higher level programs (i.e. not a recognised dual program, and not an undergraduate diploma), the Associate Dean

(Academic) may approve that a course be credited towards both programs to allow simultaneous completion of both programs, where such credit would have been permitted if the programs had been completed sequentially.

- k. Where credit is granted for prior learning completed at another institution, the grade achieved for the prior learning is not recorded on the student's UQ academic transcript.

(9) The variations stated in the [Schedule of RPL and Credit Limit Variations](#) are:

- a. approved by the Deputy Vice-Chancellor (Academic) through the [Program Approval Procedure](#); and
- b. reviewed by the faculties through their quality assurance processes or as required.

Notes:

1. The year of completion is counted as the first year (for example, a course completed in 2015 would expire in 2024).
2. Examples of conditions placed on retention of credit include demonstrating currency of learning or completing additional study.
3. Learning could involve tertiary study pathways (for example, bridging programs) or studies within a recognised suite of postgraduate coursework programs.
4. A "completed award" does not include an award that is surrendered.

Table 1: Maximum credit for postgraduate coursework programs
(excludes 16-unit bachelor honours programs)

Program requirements (units)	Limit of credit (units)	Minimum remaining units to complete
8	4	4
16	8	8
24	12	12
32	16	16
40	20	20
48	24	24
64	32	32

Table 2: Maximum credit for undergraduate coursework programs

Program requirements (units)	Limit of credit (units)	Minimum remaining units to complete*
16	10	6
24	16	8
32	20	12
40	26	14
48	32	16
64	42	22
80	52	28

*(rounded up to nearest multiple of 2)

Section 3 - Key Requirements

Part A - Application process

Applications before admission

(10) Credit or exemption may be applied for as part of an admission application by:

- a. International applicants applying for admission to any undergraduate or postgraduate program.
- b. Domestic applicants applying for admission to a master's program that offers two or more durations through reduced program duration credit.

Applications after admission

(11) Enrolled students may apply to their faculty for credit or exemption by completing an [online request for credit or exemption](#). However, for enrolled students who apply for the following non-UQ studies, the assessment of learning is conducted by the faculty as part of the application process and a separate online request is not required:

- a. UQ Global Experiences to undertake for-credit [student exchange or short-term experience](#)
- b. [Cross-institutional study](#).

(12) Students are encouraged to apply early into their enrolment to aid with course selection in future semesters. For credit to take effect in a semester, the application should be received 14 calendar days before the semester commences; applications submitted after this time may not be accepted.

(13) Applications generally take up to 28 calendar days to process, however in some cases they may take longer (e.g., during peak periods, or an application involving multiple learning types).

Transfer of credit between UQ programs

(14) Students who are changing their enrolment from an incomplete program to a new program may apply to have credit for the completed UQ coursework transferred to the new program as follows:

- a. Program change requests through mySI-net – the option to transfer UQ coursework credit is included in the program change request process, and the [online request for credit or exemption](#) is completed for external learning.
- b. Program change requests through QTAC – the [online request for credit or exemption](#) is completed once the student is enrolled in the new program.

(15) Despite clause 14, if a student changes from a dual program to one of the component degrees or vice versa, or to another dual program that shares a component degree, the UQ coursework credit that fits within the new program requirements is automatically transferred.

Part B - Evidence of prior learning

Formal learning

(16) Students applying for credit or exemption for formal learning completed at another institution must supply:

- a. A current copy of the student's official academic transcript issued by the institution or a digital transcript issued via a UQ-recognised platform (e.g. myEquals).
- b. An explanation of the institution's grading system. URL weblink(s) to the institution's grading system on their official website is sufficient, provided it is in English. If the grading system is not available online for verification, a certified copy will be required.
- c. If the learning is not covered by a current precedent or credit transfer/articulation agreement, course descriptions (e.g. course profiles) from the time the study was undertaken with a detailed syllabus will be required. URL weblink(s) to the location of the course descriptions on the institution's official website is sufficient, provided it is in English. However, if the required information is not available online for verification and/or assessment, certified copies of the course descriptions must be provided. Course descriptions are

expected to cover the information listed below:

- i. week-by-week list of topics covered in the course
- ii. an overview of learning activities including the numbers of lectures, practicals, tutorials etc in the course
- iii. list of aims and/or learning objectives (if available)
- iv. lecture titles and descriptions
- v. titles of practicals
- vi. texts and references
- vii. timetable to indicate the number of contact hours of the various types of learning activities in the course
- viii. methods of assessment including assessment items/tasks and grading criteria.

(17) Applications for reduced program duration credit may require evidence of completed awards (i.e. testamur) as well as the evidence requirements in clause 16.

(18) Clause 16 may be waived wholly or partly for completed UQ studies, provided completion is verifiable on the student's record in SI-net.

(19) For student exchange, cross-institutional studies, the formal learning is assessed before the student undertakes the studies at the other institution, and the credit application may be provisionally approved subject to successful completion of the coursework verified through the official transcript issued by the institution and any additional evidence requested by the faculty or the Internships and Global Experiences team.

Non-formal and informal learning

(20) Students applying for credit or exemption for non-formal and/or informal learning must provide a supporting statement that outlines how the learning links to the learning objectives of the course(s) for which credit or exemption is sought, with examples of the outputs that demonstrate relevant performance (e.g. written reports).

(21) Students should contact the faculty for advice on the type of evidence required, that may include:

- a. relevant professional training
- b. project work
- c. practice-related learning
- d. independent research
- e. capstone experiences
- f. a piece of scholarship
- g. a portfolio containing a range of supporting materials
- h. work-based assessments
- i. examinations
- j. interviews
- k. demonstrations, or
- l. a combination of the above.

(22) Evidence submitted is expected to be of a standard comparable to the type of assessment that would typically be undertaken in a course, subject to the discipline and nature of the program of study. The faculty may verify the authenticity of any evidence submitted, including seeking further information from relevant third parties.

Part C - Assessment of prior learning

Assessment of reduced program duration

(23) Where a program is offered in two or more durations using reduced program duration credit, the faculty will specify in the program requirements the prior learning eligible for each of the reduced durations.

(24) Prior learning considered for reduced program duration credit will be assessed as follows:

- a. where the requirement specifies an approved degree, assessment will be carried out in accordance with the [Admission to Coursework Procedure](#); or
- b. where other formal, non-formal or informal learning is considered, the assessment will be conducted in accordance with the 'Assessment of formal learning' and 'Assessment of non-formal and informal learning' provisions below where applicable.

Assessment of formal learning

(25) For completed learning to be eligible for credit or exemption, the applicant or student must have achieved a minimum passing grade of 4 (or equivalent) or non-graded pass. For International Baccalaureate studies, credit eligibility is subject to specific minimum grades set out in the [Check Credit Eligibility](#) page on the my.UQ website.

(26) When determining the unit value of credit for formal learning, the load equivalency to UQ coursework units will be taken into consideration, which may include the use of pre-existing standards such as the European Credit Transfer System (ECTS) weighting equivalency, or prior precedents established within the University.

(27) Formal learning is assessed for credit or exemption as follows:

- a. If the learning is covered by a current precedent registered in the [UQ Credit Precedent Database](#) or set by the Associate Dean (Academic), or the learning is covered by a credit transfer or articulation agreement, the application may be considered using the precedent/agreement subject to the approval requirements in clause 29.
- b. If no precedent/agreement exists, or the existing precedent is older than 3 years, an assessor nominated by the faculty will review the evidence of the formal learning against the criteria stated in Table 3 below and the approval requirements set in clause 29 to advise the Associate Dean (Academic) or authorised delegate on whether the application is eligible for specified or unspecified credit or exemption:

Table 3: Criteria for credit (specified and unspecified) and exemption

Credit Type	Assessment Criteria
Specified Credit	<p>The content, assessment and learning outcomes are demonstrated to be equivalent to a specific UQ course listed in the program requirements, at the same course code level or higher. If the UQ course is a prerequisite course, it should also provide sufficient foundational knowledge for the higher-level course.</p> <p>The threshold for equivalence is at least 70% similar to the UQ course. A higher threshold may be set based on the discipline and/or nature of the program.</p> <p>Eligibility for specified credit may also be restricted by professional accreditation or registration requirements, in which case an exemption may be recommended.</p>
Unspecified Credit	<p>The content, assessment and learning outcomes are demonstrated to fulfil the requirements of a conventional UQ course (not a specific course) and be at the same course code level or higher as the elective courses listed in the program requirements.</p> <p>Eligibility for unspecified credit may be restricted by the program requirements.</p>

Credit Type	Assessment Criteria
Exemption	<p>Exemption may be recommended if the learning does not qualify for credit and/or one or more of the following apply:</p> <ul style="list-style-type: none"> a) the learning is similar, but not equivalent, to a course listed in the program requirements b) the learning is at a lower AQF level qualification or course code level) c) the learning is for a UQ course that is incompatible to a course listed in the program requirements d) the learning exceeds the period of currency.

Assessment of non-formal and informal learning

(28) Applications for credit or exemption involving non-formal and/or informal learning will be assessed by an academic assessor nominated by the faculty, who will review the evidence submitted against the criteria stated in Table 3 and approval requirements in clause 29 to advise the Associate Dean (Academic) or authorised delegate whether the application is eligible for specified or unspecified credit or exemption.

Part D - Approval requirements

(29) When considering an application to grant credit or exemption, the Associate Dean (Academic) or authorised delegate will consider the advice and recommendation from the nominated assessor (where applicable) and determine whether credit/exemption meets the following criteria:

- a. the type and unit value assigned to the credit/exemption is appropriate to the design and structure of the program;
- b. the credit/exemption satisfies the remaining program requirements; and
- c. the credit/exemption complies with the principles of the [Credit and Recognition of Prior Learning Policy](#) and the 'Limits on RPL' section in this Procedure.

(30) Where an exemption is granted, the Associate Dean (Academic) or authorised delegate may specify conditions (e.g. that the course be substituted by a specific course or by a course from a specified list of courses).

Part E - Outcome of application

(31) The outcome of the application will be communicated by UQ email (for students) or nominated email (for applicants).

(32) The granted credit or exemption takes effect from the census date in the semester the credit was applied for and will be noted on the student's studies report and official transcript.

(33) Granted credit towards a program is non-graded, however if the credit granted is for UQ coursework, the grades from all attempts at the course(s) are retained on the academic transcript.

(34) If the credit/exemption is approved with admission, it will initially be noted in the offer letter and clause 32 applies in the semester the student commences their studies.

(35) An appeal of a credit/exemption decision may be lodged in accordance with the [Student Grievance Resolution Procedure](#).

Part F - Cancellation and retention of credit

(36) Credit granted for prior learning that exceeds the applicable period of currency specified in this Procedure will be cancelled unless the Associate Dean (Academic) approves the retention of credit subject to any conditions (e.g. demonstrating retention of learning). Students will be notified before the credit is cancelled and advised to contact the

faculty.

Rescission of credit

(37) If the faculty finds that credit/exemption was granted due to a procedural error, incomplete or inaccurate information, or fraud, the student will be notified and the credit/exemption rescinded on the approval of the Associate Dean (Academic) or authorised delegate. Any evidence of misconduct will be managed under the [Student Integrity and Misconduct Policy](#).

(38) Students may apply to the Associate Dean (Academic) to have reduced program duration credit rescinded. The same deadline for credit applications in clause 12 applies. The student will be notified through the UQ email of the outcome and, if approved, the faculty will update the student's record.

Section 4 - Roles, Responsibilities and Accountabilities

Deputy Vice-Chancellor (Academic)

(39) The Deputy Vice-Chancellor (Academic) is responsible for implementation and review of this Procedure, and approves variations to the credit limits set out in this Procedure.

Associate Dean (Academic)

(40) The Associate Dean (Academic) is responsible for RPL assessment and quality assurance processes within the faculty.

(41) The Associate Dean (Academic) also provides reports to the Deputy Vice-Chancellor (Academic) and the Academic Board through the Committee for Academic Programs Policy to demonstrate and provide assurance of compliance with the requirements of this Procedure and the [Credit and Recognition of Prior Learning Policy](#) as required.

Faculties

(42) Faculties are responsible for:

- a. articulating the type/s of credit granted for each of their programs/courses including:
 - i. program-specific restrictions and limitations on credit transfer, and
 - ii. program-specific assessment and evidence requirements, and
- b. establishing local operating procedures for timely consideration of applications.

Section 5 - Monitoring, Review and Assurance

(43) The Associate Dean (Academic) will:

- a. develop and implement quality assurance processes to ensure that prior learning is of an appropriate standard to permit consideration for admission, credit or exemption; and
- b. review precedents every 3 years. Faculties may set an earlier review period as required (e.g. for accreditation purposes).

(44) Review of, and compliance with, this Procedure is overseen by the Deputy Vice-Chancellor (Academic) and the

Section 6 - Recording and Reporting

(45) Credit precedents are recorded in the [Credit Precedent Database](#) where feasible to do so.

(46) Records concerning a person's credit/exemption and the related University decisions are filed in the applicant/student's record in the University's official records systems.

(47) The Associate Dean (Academic) provides reports to the Deputy Vice-Chancellor (Academic) via the Committee for Academic Programs Policy to demonstrate compliance with this Procedure, as required.

Section 7 - Appendix

Definitions, Terms, Acronyms

Term	Definition
AQF	Australian Qualifications Framework .
Articulation	Articulation pathways that facilitate the progression of students from a partner institution (either domestic or international) to UQ. Articulation involves the recognition of study completed at a partner institution to allow admission and/or credit and/or exemption to a specified UQ program under specified conditions (for example, study undertaken in a completed undergraduate diploma at another institution is used as credit towards a bachelor level program at UQ).
Associate Dean (Academic)	The relevant Associate Dean (Academic) of the faculty administering the program.
Authorised delegate	University staff authorised to make decision regarding the assessment and granting of credit or exemption, as set out in the Academic Powers (Teaching and Learning) Sub-delegation Schedule .
Block credit	Where credit involves a specific number of units for components of a given program.
Concurrent enrolment	Enrolment in two or more UQ programs in any one time. This is different to enrolment in a dual or integrated program.
Course	Has the meaning given to it in the Course Design Policy .
Credit	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation or recognition of prior learning.
Credit transfer	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
Cross-institutional study	Has the meaning given to it in the Enrolment Procedure .
Domestic applicant/student	Has the meaning given to it in the Admission to Coursework Procedure .
Dual program	Has the meaning given to it in the Program Design Procedure .
ECTS	European Credit Transfer System.
Exemption	Waiver of a requirement to complete a course specified for a program, where there is no reduction to the units required to satisfy the program requirements and another UQ course is completed in place of the exempted course.
Failing grade	A grade of 3 or lower. Refer to the grading system in the Assessment Procedure .

Term	Definition
Formal learning	Learning that takes place through structured courses and/or programs completed at this or another higher education institution but may include studies undertaken at other accredited private learning organisations.
General electives	Courses in any “general electives” building block in a program structure (see Program Design Policy).
Informal learning	Informal learning is learning gained through work, social, family, hobby or leisure activities and experiences. Informal learning is not organised or externally structured in terms of objectives, time or learning support. See also formal and non-formal learning
International applicant/student	Has the meaning given to it in the Admission to Coursework Procedure .
mySI-net	Has the same meaning given to it in the Enrolment Procedure .
Non-formal learning	Learning that takes place through completion of a structured program of learning but does not lead to a formally recognised qualification.
Plan	Has the meaning given to it in the Program Design Procedure .
Precedent	Previously decided applications for credit or exemption.
Prior learning	Any learning completed prior to admission to a program of the University or prior to undertaking a relevant component of a program.
Program	Has the meaning given to it in the Program Design Procedure .
Program requirements	Has the meaning given to it in the Program Design Procedure .
QTAC	Queensland Tertiary Admissions Centre.
Recognition of prior learning	An assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine eligibility for admission, credit and/or exemptions.
Reduced program duration credit	Credit granted into select master’s programs that offer two or more durations, as a reduction in the number of units required to complete a program. This reduction is in 8-unit blocks, and the program requirements will specify the remaining units applicable for the reduced duration.
Specified credit	Credit granted for a specific UQ course when an exact or near exact equivalence to that course can be demonstrated.
Student	For the purpose of this Procedure, a student means a person enrolled as a student at the University or undertaking courses, non-award studies or programs at the University.
Suite of programs	Has the same meaning given to it in the Admission to Coursework Procedure .
Units	Has the meaning given to it in the Course Design Policy .
Unspecified credit	Credit granted when an exact or near exact equivalence cannot be demonstrated. Unspecified credit is typically granted for elective courses.

Status and Details

Status	Current
Effective Date	22nd January 2026
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Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Academic Services Division