



Credit Point Policy

1. Purpose

The purpose of this policy is to provide a uniform and consistent measure of total student workload in all forms across all Institute undergraduate and postgraduate award courses. This uniform approach facilitates consistent and equitable access for students to units across the Institute.

2. Scope

This policy applies to all units offered in Institute higher education courses.

3. Definitions

Term	Definition
Australian Qualifications Framework (AQF)	is the national policy for regulated qualifications in Australian education and training.
Course	A defined structure of study that on completion results in the awarding of a degree.
Credit point	means the unit of measure of workload for individual units. Credit points are gained by students enrolled in award courses when units are passed; and when accumulated, credit points form one measure of the total requirements of a course.
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; independent and library study, preparation for class; problem-solving and project work; individual consultation; preparation for tests and examinations; and taking tests and examinations.
Unit	A unit of study is a discrete body of learning and/or skills approved by the Academic Board.

Warning: uncontrolled when printed.

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Workload	The learning workload of a unit is the number of hours necessary to be given by an average student to learning activities to achieve the objectives of that unit.
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4. Policy Statement

- 4.1. Institute courses must meet the volume of learning requirements of the Australian Qualifications Framework being 1200 study hours per full-time year (or two trimesters).
- 4.2. The Institute assigns a credit point value to each unit of study, which consists of formal instruction and individual study. All Institute units will:
 - have a whole number as their credit point value; and
 - be delivered within a single teaching period or trimester.
- 4.3. In determining the credit point value for each unit, schools will take account of the total student workload (in the form of the various teaching and learning requirements) of the unit.
- 4.4. 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 Institute higher education courses. Sixty (60) credit points is the standard value of one trimester workload in a course and 120 credit points the standard value of one year (or two trimester) full-time workload in a course. 120 credit points of full-time load at 10 hours = 1200 hours. 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.
- 4.5. The credit point value of a unit is constant regardless of the course and the year of a course in which the unit is taken.
- 4.6. A School may apply to the Academic Board for an exclusion to the use of standard credit point values for a unit if there is a belief that this policy is unsuitable for a unit or impractical to implement under particular conditions.
- 4.7. 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.

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- 4.8. In specific circumstances, zero credit point units will be approved. These units may only be created for work experience in industry and does not include work undertaken at the Institute. In this instance the unit will be assessed as a compulsory pre-requisite to undertake a future unit or to receive the award.

5. Responsibilities

5.1. The Academic Board-

Academic Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.

5.2. The Schools-

It is the responsibility of each School to ensure compliance with this policy.

Schools must ensure that the student workload represented by their units complies with this policy.

6. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage;
- Internal circulation to staff;
- Staff professional development;
- Student Handbook.

Supporting documents and References

Government legislation:

Australian Qualifications

Framework Institute documents:

MIT Policies and Procedures

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