## Abstract
These Standard Operating Principles set the specific credit recognition requirements within the UTS Credit Recognition Policy for undergraduate and postgraduate coursework students in the Faculty of Engineering and Information Technology.

### Dates
- **SoP approved**: 08/06/2012
- **SoP takes effect**: 08/06/2012
- **SoP is due for review (up to 5 years)**: 06/2017

### Approved by
- Faculty Board
- 2012/2 (08/06/2012)
- Resolution FEIT 12/40

### Implementation Officer
Dean, Faculty of Engineering and Information Technology

### Relevant to
Faculty of Engineering and Information Technology Students, Academic and Support staff, Student Centres staff

### Related documents
- UTS Credit Recognition Procedures
- Australian Qualifications Framework National Policy and Guidelines on Credit Arrangements
- Engineering Practice Program Student Guide
- IT Industrial Training Student Guide

### Legislation
- Section 6 (UTS Student and Related Rules)
- UTS Credit Recognition Policy
- UTS Admissions Policy

### Superseded documents

### Review notes

### Contents
1. Purpose
2. Scope
3. Definitions
4. Principles
5. Roles and responsibilities
6. Acknowledgments
1. **Purpose**

These Standard Operating Principles set the specific credit recognition requirements within the UTS Credit Recognition Policy for undergraduate and postgraduate coursework students in the Faculty of Engineering and Information Technology.

2. **Scope**

These Standard Operating Principles apply to all Faculty of Engineering and Information Technology undergraduate and postgraduate coursework students, to the exception of students who gain admission and are granted credit recognition under an approved external articulation arrangement.

Authorised delegates must apply the provisions of these Standard Operating Principles, the requirements of any formal credit recognition arrangements, and the requirements of the UTS Credit Recognition Policy and Section 6 of UTS Rules, in assessing and determining applications for credit recognition for courses offered by the Faculty.

3. **Definitions**

As per [UTS Credit Recognition Policy](#).

4. **Principles**

4.1 **Approving authority for credit recognition**

The amount and nature of credit recognition granted to individual students is at the discretion of the Responsible Academic Officers who assess the credit recognition application and cannot exceed the limit set by the UTS Credit Recognition Policy or these Standard Operating Principles.

4.2 **Currency of knowledge and skills**

4.2.1 **UTS Engineering courses**

Subjects completed no more than 10 years prior to the student's first semester of study in the relevant UTS Engineering degree may be considered for credit recognition.

4.2.2 **UTS Information Technology courses**

Subjects completed as part of a qualification completed no more than three years prior to the student's first semester of study in the relevant UTS Information Technology degree may be considered for credit recognition.

4.2.3 **Deferral of commencement and currency of knowledge**

When deferral of commencement has been approved in accordance with [UTS Rule 5.5](#), the applicants’ eligibility for credit recognition will be re-assessed by the RAO.
prior to them being admitted in the course. The amount of credit recognition granted with the initial offer may be reduced if the subject(s) no longer meet the currency requirements at the time the student actually commences the course.

4.3 Credit recognition into undergraduate Engineering and IT degrees

4.3.1 Credit recognition limit

As per the UTS Credit Recognition Policy

4.3.2 Credit recognition for work experience

Students undertaking studies including the Diploma of Engineering Practice, who have more than 44 weeks of relevant work experience in Engineering prior to starting their studies in Engineering at UTS may be exempted from 48121 Engineering Practice Preview 1 and 48110 Engineering Experience 1. Relevant work experience includes those roles and responsibilities identified in Appendix F of the Engineering Practice Program Student Guide.

Eligible IT students who have undertaken substantial previous employment in an Information Technology environment may be awarded an exemption from part of the IT Practice component of their undergraduate degree.

Requests for exemption from the IT Practice component are assessed and processed following the IT Industrial Training Student Guide.

4.3.3 Challenge tests

Challenge tests may be offered only to students seeking credit recognition towards core subjects and majors’ subjects into undergraduate IT degrees. The result of the test will determine whether credit recognition is granted for that particular subject. In some cases, subject substitution may be granted instead of credit recognition.

The decision to offer a challenge test and the format of the challenge test are at the discretion of the Responsible Academic Officer.

Challenge tests are not offered for credit recognition into undergraduate Engineering degrees.

4.4 Credit recognition for postgraduate engineering degrees

4.4.1 Subject level for credit recognition for postgraduate engineering degrees

Students may be eligible for credit recognition based on previous postgraduate award study.

Subjects undertaken as part of an undergraduate degree, irrespective of their level of study will normally not be considered for credit recognition into a postgraduate Engineering degree. Subjects or courses undertaken outside a university, such as special courses, short courses or courses offered by professional associations are not considered for credit recognition.

Courses undertaken to advance a professional career and offered by an organisation or association are not considered for credit recognition. Any courses that are not offered by a recognised university, and which do not form a part of a post-graduate degree, are not considered for credit recognition.
Credit recognition for engineering postgraduate degree is not granted on the basis of work experience.

### 4.4.2 Credit recognition limits for postgraduate engineering degrees

The total amount of credit recognition for postgraduate Engineering courses cannot exceed the following maximum* amounts:

<table>
<thead>
<tr>
<th>Admitted into</th>
<th>On the basis of</th>
<th>MAXIMUM* Credit Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS Graduate Certificate</td>
<td>Relevant postgraduate qualification completed at a recognised tertiary institution</td>
<td>6 credit points (one subject) for an equivalent subject completed at postgraduate level</td>
</tr>
<tr>
<td>UTS Engineering Masters’ degree</td>
<td>UTS Engineering undergraduate degree</td>
<td>18 credit points (three subjects) for equivalent UTS subjects completed at postgraduate level provided that the subjects involved form part of the masters’ degree study plan</td>
</tr>
<tr>
<td></td>
<td>UTS Engineering graduate certificate</td>
<td>24 credit points (four subjects) for equivalent and relevant subjects completed as part of the UTS graduate certificate only</td>
</tr>
<tr>
<td></td>
<td>UTS Engineering Masters’ degree</td>
<td>12 credit points (two subjects) for equivalent subjects completed as part of the UTS masters’ degree only</td>
</tr>
<tr>
<td></td>
<td>Relevant postgraduate qualification completed at a recognised tertiary institution</td>
<td>12 credit points (two subjects) for equivalent subjects completed at postgraduate level</td>
</tr>
</tbody>
</table>

*Note that there is no guarantee that students will be granted the maximum amount of credit recognition listed above. The total amount of credit recognition granted to students is at the discretion of the Responsible Academic Officer who assessments the application.

Subject substitution may be offered in place of exemption at the discretion of the Responsible Academic Officer who assesses the application.

### 4.4.3 Challenge tests for postgraduate engineering degrees

Challenge tests are not offered for credit recognition into postgraduate Engineering degrees.
4.5 Credit recognition for IT postgraduate degrees

4.5.1 Subject level for credit recognition

Subjects undertaken as part of an undergraduate degree, irrespective of their level of study will normally not be considered for credit recognition into a postgraduate IT degree, with the following exception:

- Up to 24cp credit recognition for previous undergraduate subjects equivalent to the four foundation subjects (32555 Fundamentals of Software Development, 32557 Enabling Enterprise Information Systems, 32606 Database and 32524 LANs and Routing) with a three year currency from the date of completion of the undergraduate degree from a recognised tertiary institution to the semester of commencement of studies.

Any subjects the applicant has previously been granted prior recognition or advanced standing as part of their undergraduate studies will not automatically be considered for credit recognition. This also includes subjects studied as part of undergraduate diploma or certificate.

Students may be eligible for credit recognition based on previous postgraduate award study for core subjects only. The amount of credit recognition will depend on the institution at which the subjects were completed and the level of the UTS postgraduate degree the student is admitted to.

Credit recognition for IT postgraduate degree is not granted on the basis of work experience or in-house industry courses.

4.5.2 Credit recognition limit

The total amount of credit recognition for postgraduate IT courses cannot exceed the following maximum* amounts:

<table>
<thead>
<tr>
<th>Admitted into</th>
<th>On the basis of</th>
<th>MAXIMUM* Credit recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>C04157 Master of Information Technology</td>
<td>UTS IT Graduate Diploma course</td>
<td>48cp for equivalent subjects</td>
</tr>
<tr>
<td>C04218 Master of Information Technology (Extended)</td>
<td>UTS IT Graduate Certificate</td>
<td>24cp for equivalent subjects</td>
</tr>
<tr>
<td></td>
<td>Relevant qualification from a recognised tertiary institution other than UTS</td>
<td>24cp core for equivalent subjects</td>
</tr>
<tr>
<td>C06058 Graduate Diploma in Information Technology</td>
<td>UTS IT Graduate Certificate</td>
<td>24cp for equivalent subjects</td>
</tr>
<tr>
<td></td>
<td>Relevant qualification from a recognised tertiary institution other than UTS</td>
<td>24cp core for equivalent subjects</td>
</tr>
<tr>
<td>C11142 Graduate Certificate in Information Technology</td>
<td>Any course</td>
<td>0cp</td>
</tr>
<tr>
<td>C04224 Master of Internetworking</td>
<td>UTS IT Graduate Diploma course</td>
<td>48cp for equivalent subjects</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Type of Degree</td>
</tr>
<tr>
<td>-------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>C04224</td>
<td>Master of Internetworking (Extended)</td>
<td>UTS IT Graduate Certificate</td>
</tr>
<tr>
<td>C07080</td>
<td>Graduate Diploma in Internetworking</td>
<td>UTS IT Graduate Certificate</td>
</tr>
<tr>
<td>C11145</td>
<td>Graduate Certificate in Internetworking</td>
<td>Any course</td>
</tr>
<tr>
<td>C04161</td>
<td>Master of Business in IT Management</td>
<td>UTS IT Graduate Diploma course</td>
</tr>
<tr>
<td>C06060</td>
<td>Graduate Diploma in IT Management</td>
<td>UTS IT Graduate Certificate</td>
</tr>
<tr>
<td>C11138</td>
<td>Graduate Certificate in IT Management</td>
<td>Qualification from a recognised tertiary institution</td>
</tr>
<tr>
<td>C04158</td>
<td>Master of Interactive Multimedia</td>
<td>C07078 Graduate Diploma in Interactive Multimedia</td>
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<tr>
<td>C07078</td>
<td>Graduate Diploma in Interactive Multimedia</td>
<td>C11143 Graduate Certificate in Interactive Multimedia</td>
</tr>
<tr>
<td>C11143</td>
<td>Graduate Certificate in Interactive Multimedia</td>
<td>Any course</td>
</tr>
<tr>
<td>C11190</td>
<td>Graduate Certificate in Strategic IT Leadership</td>
<td>Any course</td>
</tr>
<tr>
<td>C11192</td>
<td>Graduate Certificate in Information Technology Project Management</td>
<td>Any course</td>
</tr>
</tbody>
</table>

*Note that there is no guarantee that students will be granted the maximum amount of credit recognition listed above. The total amount of credit recognition granted to students is at the discretion of the Responsible Academic Officer who assesses the application.

Subject substitution may be offered for additional subjects equivalent to core subjects which have already been completed at a recognized tertiary institutions at postgraduate level.
4.5.3 Challenge test and subject substitution for IT postgraduate subjects

Challenge tests are not offered for credit recognition into postgraduate Information Technology degrees.

Students may be eligible for subject substitution where the student has completed a similar subject at a recognized tertiary institution and the time limit has been exceeded and the student has related and documented industry work experience. Subject substitution, in general, would be to a subject of similar but a more advanced subject matter.

4.6 Rescinding of credit recognition

4.6.1 Requests by students

Students wishing to rescind credit recognition are advised to seek academic advice prior to applying for rescinding the credit recognition.

Applications to rescind credit recognition must be made via an eRequest which will be firstly referred to the Faculty RAO for consideration. The RAO’s recommendation is then forwarded to the Director, Student Administration for a final decision.

4.6.2 Review by RAO based on unsatisfactory academic progress

On review of a student’s academic results, an RAO may recommend rescinding of Credit Recognition to reduce the risk of continued unsatisfactory progress. Such cases may include reviews in conjunction with Academic Caution, Early Intervention, Exclusion appeals, course transfers, UAC applications, change of majors, and return to studies following periods of Exclusion. The RAO’s recommendation is then forwarded to the Director, Student Administration for a final decision.

4.7 Quality assurance and monitoring

The Faculty Quality Committee reports annually to Faculty Board on the broad trends related to credit recognition. In particular, the Committee reports on progress for students from UTS:Insearch, TAFE and Australian Universities who have been admitted to the Faculty of Engineering and Information Technology courses with credit recognition.

5. Roles and responsibilities

Accountable Officer: Associate Dean (Teaching and Learning)

Implementation Officer: Responsible Academic Officers

Faculty Courses Committee: endorses and recommends changes to external articulation arrangements, as per the Faculty Award Course Change Approval Process.

Faculty Quality committee: reports to the Faculty Board on broad trends related to credit recognition.

Manager, Student Centre: ensures that the Student Centre’s delegated authority to approve
credit recognition is used in compliance with these Standard Operating Principles.

6. Acknowledgements
N/A

7. Version control and change history

<table>
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<th>Date</th>
<th>Version</th>
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