

Australian College of Theology

Overseas Students Course Credit Application Procedure

1. PURPOSE

The objectives of this are to:

- ensure compliance with the National Code of Practice for Providers of Education and Training to Overseas Students, established by the Education Services for Overseas Students (ESOS) Act 2000.
- provide a process for granting and recording a course credit
- ensure records are kept on the student's file
- ensure any changes to course duration as a result of granting a course credit are reported to the Department of Home Affairs via PRISMS

2. SCOPE

This covers overseas students seeking credit for qualifications previously achieved.

3. POLICY STATEMENT

Before application, please read the ACT's [Prior Learning Policy](#) and [Credit Transfer Rules](#).

4. PROCEDURE

How to apply

1. Advise ACT and/or your enrolling college about your previous study and interest in applying for credit transfer or recognition of prior learning. Your enrolling college will ask you to complete an ACT application form for credit transfer. Applicants may wish to identify ACT units for which credit is sought, matched against previous study or work completed
2. Attach Prior Learning Portfolios as outlined in the [Prior Learning Policy](#) where required. Please do not supply original documents.
3. Submit the form and documents to the Registrar or course coordinator at your enrolling college for review and verification.
4. The Registrar will submit the application to ACT for assessment and approval.

Notification and Recording of outcome

5. Students who are granted credit will be informed in writing of the approval, and a copy of the communication is given to the student's enrolled college for inclusion in the student's file.

A record of the specific course credit will be recorded on the student's record in the Student Management System and updated on the student's academic record.

6. If the credit is granted prior to course admission and the credit granted shortens the student's course duration, this will be reflected in the written agreement (as this is the contract with

- the student) and will be indicated on the student's CoE.
7. If the credit is granted after admission to course and the credit granted shortens the student's course duration, this will be reflected in a revision to the timeframe for the student's CoE. For this reason, it is important that applicants understand that applications should be submitted before the student commences a course.
 8. If the application is rejected, the student will be informed of the reasons of refusal.

When to apply

In accordance with the Prior Learning Policy, and due to the complication with timeframes issued for CoEs and student visas, as well as ensuring sound course advice, applications should be submitted before the applicant enrolls in an ACT course, and will not normally be considered once the student has commenced study.

5. REFERENCES

- a. [Prior Learning Policy](#)
- b. [Credit Transfer Rules](#)