

# Credit Points and Student Workload

Policy

## Table of Contents

1. PURPOSE .....	3
2. SCOPE .....	3
3. DEFINITIONS .....	3
4. POLICY .....	3
5. RELATED DOCUMENTS .....	4
6. RELEVANT LEGISLATION .....	4
7. POSITIONS RESPONSIBLE .....	4
8. APPROVAL INFORMATION .....	5
REFERENCES and ACKNOWLEDGEMENTS .....	5
Appendix 1 – Schedule of Qualification Credit Points and EFTSL .....	6
Appendix 2 – Schedule of Unit Credit Points and EFTSL .....	7

## 1. PURPOSE

The Credit Points and Student Workload Policy sets out the principles for credit arrangements in coursework academic programs at JMC Academy to ensure:

- Equitable assignment of credit points between units of study in all JMC Academy accredited qualifications,
- Credit points are an accurate representation of student workload,
- Units of study are portable between qualifications, as per course rules.

## 2. SCOPE

The Credit Points and Student Workload Policy applies to all JMC Academy's Higher Education Programs.

## 3. DEFINITIONS

All definitions are located in the *JMC Academy Glossary*.

## 4. POLICY

- 4.1. JMC Academy is committed to deliver qualifications with manageable, fair, and equitable student workload.
- 4.2. All units have assigned credit point values that:
  - 4.2.1. Measure the relative quantitative contribution of a unit to a qualification course, and
  - 4.2.2. Represent student workload (number of hours) required to successfully complete learning activities of a unit to achieve all its learning outcomes.
- 4.3. The Academic Board is responsible for approving all new units and amendments to the existing units including their credit point values.
- 4.4. All unit offerings at JMC Academy will be assigned six (6) credit points unless by approved exception. Any request for exceptions to the credit point standard must provide a rationale and establish compatibility with the standard.
- 4.5. At JMC Academy an Equivalent of Full Time Study Load (EFTSL) of one (1) equates to 48 credit points, typically eight (8) units of six (6) credit points each.
- 4.6. Unit credit point values and their corresponding EFTSL values are set out in the *Appendix 2 – Schedule of Unit Credit Points and EFTSL*.
- 4.7. The standard student workload at JMC Academy is set at 120 hours for each unit of six (6) credit points for the entire duration of that unit comprising contact and non-contact study. It is recognised that the split between contact hours and study time shall differ from discipline to discipline.
- 4.8. The workload specified by the credit point value of a unit is constant regardless of the course and year of a course in which the unit is taken.
- 4.9. Twenty-four credit points is the standard value of one study period in a course, comprising four (4) units of six (6) credit points each. Exceptions to the six (6) credit points units may

exist where applicable however the total fulltime workload remains at 24 credit points per one study period. Any deviations from this value must be approved by Academic Board.

4.9.1. The limit of 24 credit points per one study period may be exceeded upon student's individual request when and if approved by the Head of Department.

4.10. Units of study shared across different qualification courses and between different departments must have the same credit point value in every course.

4.11. The relationship between the level of student effort in a unit of study and the credit point value of that unit must take account of all qualifications sharing that unit of study.

4.12. A student must achieve required total number of credit points in a qualification course to successfully complete it as set out in the *Appendix 1 – Schedule of Qualification Credit Points and EFTSL*.

## 5. RELATED DOCUMENTS

- 5.1. JMC Academy Glossary
- 5.2. Assessment Management Policy and Procedure
- 5.3. Credit and Recognition of Prior Learning Policy and Procedure
- 5.4. Academic Progress Policy and Procedure
- 5.5. Grading Policy

## 6. RELEVANT LEGISLATION

- 6.1. Higher Education Support Act 2003 (Cth)
- 6.2. Higher Education Standards Framework (Threshold Standards) 2021

## 7. POSITIONS RESPONSIBLE

- 7.1. Academic Board
- 7.2. Heads of Department
- 7.3. Campus Directors
- 7.4. Members of the academic workforce

## 8. APPROVAL INFORMATION

Approval Authority	Academic Board
Health Check approval authority	Dean
Review date	26/03/2027

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality (former Director of Education)	28/06/2021	28/07/2021	Amendments as per external reviewer's recommendations to the <b>Standard Credit Points Policy</b> . It has been renamed <b>Credit Points and Student Workload Policy</b>	Superseded
1.1	Dean	12/08/2022	12/08/2022	Position/s updated.	Superseded
1.2	Dean	26/06/2024	26/06/2024	Updated References section and Appendix 1 – Schedule of Qualification Credit Points and EFTSL.	Current

*Version control tables from previous Policies and Procedures reside in the original documents.*

## REFERENCES and ACKNOWLEDGEMENTS

Melbourne Institute of Technology, (2023). *Credit Point Policy*.

<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MITCreditPointPolicy>

University of New England. (2023). *General Rules*.

<https://policies.une.edu.au/download.php?id=213&version=9>

University of Sydney. (2019). *Learning and Teaching Policy 2019*.

<https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2015/401&RendNum=0>

## Appendix 1 – Schedule of Qualification Credit Points and EFTSL

Qualification	Total Credit Points	Total EFTSL	Standard number of units of study	Time
Undergraduate Certificate Graduate Certificate	24	0.5	4	1 Study Period
Diploma	48	1	8	2 Study Periods
Associate Degree	96	2	16	4 Study Periods
Bachelor	144	3	24	6 Study Periods
Graduate Diploma	48	1	8	2 Study Periods
Master	96	2	16	4 Study Periods
Double Degree	216	4.5	36*	9 Study Periods

\*Minimum

## Appendix 2 – Schedule of Unit Credit Points and EFTSL

Credit Points (CP) per Unit	EFTSL per Unit
2 CPs Unit	0.0416
3 CPs Unit	0.0625
4 CPs Unit	0.0833
6 CPs Unit	0.125
12 CPS Unit	0.25
18 CPs Unit	0.375