

CASS Course Substitution and Credit Guidelines for enrolled students:

- **Course Substitutions**
- **Exchange Credit**
- **Study Abroad Credit**
- **Cross Institutional Study Credit**

Effective Date: date of approval

Approved by the College Dean on 12 August 2019

All CASS Programs go through a rigorous development process and are approved as per the ANU *Programs and Courses Accreditation Policy* https://policies.anu.edu.au/ppl/document/ANUP_000360 and *Procedure* https://policies.anu.edu.au/ppl/document/ANUP_000691. Great care is taken by the staff involved in this process to ensure that there is constructive alignment from assessment to courses to sub-plans to programs, and that the placement of courses within program orders reflects this. Compulsory courses play a specific and special role in both students' educational development and in assuring that every student in a program meets all of the program-level learning outcomes.

Nevertheless, there may be circumstances where the Delegate may amend the program rules on a case-by-case basis. Authority for this to happen is given to the Delegate by the [Coursework Awards Rule 2019](#) paragraph 26(3)(a)-(b):

(3) Also, the Delegated Authority may, on the written application of the student and in special circumstances, modify the orders applying to the student for the program by:

(a) varying the requirements applying to the student under the orders for the year in which the student was admitted to the program; or

(b) permitting the student to complete the requirements that would have applied to the student if the student had been admitted to the program in another year.

In CASS, the primary Delegate for this consideration is the CASS Associate Dean (Education). [Delegation N49].

In addition, Exchange, Study Abroad and Cross Institutional Study are all considered forms of credit. The maximum limit for credit (from all sources) in a single program is outlined in the [Coursework Award Rules 2019](#) paragraph 24.

Applications for credit from Exchange, Study Abroad and Cross Institutional Study are considered by the CASS Student Office in the first instance. [Delegation N38].

Appeals pertaining to credit application outcomes from the CASS Student Office are considered by the CASS Associate Dean (Education).

The circumstances around which courses not in the orders may be counted towards a program typically fall into one or more of five categories:¹

- (i) courses taken while on an approved Exchange Program at another University (Exchange);
- (ii) ANU enrolled students taking courses at another University overseas not under an Exchange agreement (Study Abroad);
- (iii) ANU enrolled students taking courses at another University in Australia where the ANU does not have a written agreement (Cross Institutional Study);
- (iv) replacements from courses taken at ANU for disestablished courses that are listed in a program, major, minor, or specialisation where the course lists no longer permit the student to complete the requirement; and
- (v) allowing students to count towards a program, major, minor or specialisation a course created at the ANU since the year version of the program, major, minor, or specialisation that the student is following, and where that course is listed in more recent versions of the program, major, minor, or specialisation.

When considering applications, the Delegate must always consider the learning outcomes of the course and how those learning outcomes relate to the completion of the learning outcomes of the program, major, minor, and/or specialisation to which the course would be counted.

The following principles and processes apply:

[Compulsory Courses](#)

[Courses on thematic lists \(e.g. a Research Methods list\) or lists designed to broaden knowledge of the relevant discipline or a field.](#)

[Courses on lists of any elective courses offered by ANU \(Exchange, Study Abroad or Cross Institutional Study only\)](#)

¹ The awarding of specified or unspecified credit at the point of admission is a separate process and is not dealt with in these guidelines; see paras 23-24 of the *Coursework Awards Rule 2019* and the *ANU Credit Policy* https://policies.anu.edu.au/ppl/document/ANUP_000399 and *Procedure* https://policies.anu.edu.au/ppl/document/ANUP_002612

Compulsory Courses:

Courses counting in place of courses that are compulsory in a student's program, major, minor, or specialisation are normally not permitted unless the CASS Academic Quality Assurance Committee has endorsed that a particular course (including course code and course name) may be substituted for a compulsory course in the program, major, minor, and/or specialisation. This is normally only done where a course that is compulsory in earlier versions of a program has since been disestablished.

In exceptional cases, substitutions of a compulsory course for other reasons will be considered using the following process.

Process:

1. The applicant (the student) must submit a case to the relevant program, major, minor or specialisation Convenor using the prescribed web form that includes the following:
 - a) The compulsory course that is proposed for substitution;
 - b) A statement as to which program/major/minor/specialisation the course will be counted.
 - c) Class summary or equivalent for the proposed substitute course or courses;
 - d) A case that the substitute course, or combination of substitute courses, meet each and every learning outcome for the compulsory course for which the substitution is being applied.
2. The applicant (the student) discusses their case with an academic advisor (the relevant program, major, minor or specialisation convenor).
3. The academic advisor (the relevant program, major, minor or specialisation convenor) submits the case to the CSEO including a response commenting on the case for meeting each and every learning outcome of the compulsory course (and if necessary the number of ANU units it is equivalent to) and either (i) endorses or (ii) not endorses
4. For *Course substitutions*: The CSEO, checks the application against policy before submitting it to the CASS Associate Dean (Education).
5. The delegate considers the case and makes a decision.
6. If approved (course substitutions) or conditionally approved (Exchange, Study Abroad and Cross Institutional Study), the CSEO notes the decision on the student's unofficial transcript.
7. The CSEO notifies the student of the outcome advising:
 - courses credited or exempted (if any),
 - the total amount of course credit in units approved or conditionally approved (if any), and
 - rights to a review of the decision under the appropriate award rules.
8. For *Exchange, Study Abroad and Cross Institutional Study*: upon return from study the student supplies an official transcript confirming successful completion of the course(s), the CSEO then ratifies the conditional approval and the student accepts the outcome of the application.

Courses on thematic lists (e.g. a Research Methods list) or lists designed to broaden knowledge of the relevant discipline or a field:

Students may count towards a program, major, minor or specialisation a course created at the ANU since the year version of the program, major, minor, or specialisation that the student is following, where it has been added to the same thematic list via approval of a program amendment by Academic Board.

In all other cases, course substitutions for courses on a thematic list in a student's program, major, minor, or specialisation will only be considered where the substitute course can be demonstrated to be at least as relevant to both the theme and the relevant discipline/field as the other courses on the thematic list. The following process will be used:

Process:

1. The applicant (the student) must submit a case using the prescribed web form that includes the following:
 - a) A statement as to which list in which program/major/minor/specialisation the substitute course would be counted;
 - b) Class summary or equivalent for the course that the student is applying to count towards the themed list;
 - c) A case that the substitute course is at least as relevant to (i) the theme and (ii) discipline/field as the other courses on the list.
2. The applicant (the student) discusses their case with an academic advisor (the relevant program, major, minor or specialisation convenor).
3. The academic advisor (the relevant program, major, minor or specialisation convenor) submits the case to the CSEO including a response commenting on the case put for substitution (and if necessary the number of ANU units it is equivalent to) and either (i) endorses or (ii) not endorses.
4. For *Course substitutions*: The CSEO checks the application against policy before submitting it to the CASS Associate Dean (Education).
5. The delegate considers the case and makes a decision.
6. If approved (course substitutions) or conditionally approved (Exchange, Study Abroad and Cross Institutional Study), the CSEO notes the decision on the student's unofficial transcript.
7. The CSEO notifies the student of the outcome advising:
 - courses credited or exempted (if any),
 - the total amount of course credit in units approved or conditionally approved (if any), and
 - rights to a review of the decision under the appropriate award rules.
8. For *Exchange, Study Abroad and Cross Institutional Study*: upon return from study the student supplies an official transcript confirming successful completion of the course(s), the CSEO then ratifies the conditional approval and the student accepts the outcome of the application.

Courses on lists of any elective courses offered by ANU (Exchange, Study Abroad or Cross Institutional Study only):

Course substitutions are not required for these lists, this only applies to students in single degrees applying for Exchange, Study Abroad or Cross Institutional Study.

Students wishing to count a course completed on Exchange, Study Abroad or Cross Institutional Study towards an elective list identified by: "XX units from completion of elective courses offered by ANU" must follow the following process:

Process:

1. The applicant (the student) must submit a case using the prescribed web form that includes the following:
 - a) A statement as to which program the course is asked to be counted towards the elective list;
 - b) Class summary or equivalent for the course that the student is applying to count towards the elective list;
 - c) For Study Abroad and Cross Institutional Study: a case that the course can be demonstrated to be a university level course that amounts to 6 (or a multiple of) units of study.
2. The delegate considers the case and makes a decision.
3. If conditionally approved, the CSEO notes the decision on the student's unofficial transcript.
4. The CSEO notifies the student of the outcome advising:
 - courses credited or exempted (if any),
 - the total amount of course credit in units conditionally approved (if any), and
 - rights to a review of the decision under the appropriate award rules.
5. Upon return from study the student supplies an official transcript confirming successful completion of the course(s), the CSEO then ratifies the conditional approval and the student accepts the outcome of the application.

Guidelines for assessing applications:

Academics

1. The academic must be satisfied that the substitute course, or combination of substitute courses, meets each and every learning outcome for the compulsory course for which the substitution is being applied.
2. The academic must be satisfied that substitute course can be demonstrated to be at least as relevant to both the theme and the relevant discipline/field as the other courses on the thematic list.
3. The academic must be satisfied that the substitute course can be demonstrated to broaden knowledge of the same discipline or field as the other courses on the broadening list
4. For Exchange: credit equivalencies from Terradotta are followed.
5. For Study Abroad: where there is a credit equivalency in Terradotta, this will be followed.
6. For Study Abroad: where there is no set credit equivalency (held in Terradotta) for a specific institute, the relevant Convenor will recommend that number of ANU units a course is worth.
7. For Cross Institutional Study: The relevant Convenor will recommend that number of ANU units a course is worth (generally one course at any Australian University is equivalent of one course at ANU).
8. Credit equivalencies (when not set by Terradotta) are normally assessed as follows:
 - a) May be based on, but is not limited to, assessment regime, listed topics, workload.
 - b) The average student workload for an ANU course is 130 hours for a six unit course for each of the two standard semesters. This includes time spent in scheduled classes and self-directed study time.
 - c) For comparison assessment for a CASS course is expected to be:
 - for undergraduate: 5,000 words maximum (or equivalent) total per 6 units (i.e. a 12 unit course will have 10,000 words or equivalent).
 - for postgraduate: 6,000 words maximum (or equivalent) total per 6 units (i.e. a 12 unit course will have 12,000 words or equivalent).
 - Must include at least two pieces of assessment.
 - Marks and or grades cannot be given merely for attendance at course activities.
9. The relevant Convenor must be satisfied that the level of study is appropriate for the program of study the student is undertaking (please see the AQF and [coursework award rules](#) for definitions).
10. In the event the course is provided by a third party provider, it would normally be expected that the hosting institution recognise the course towards their own degrees.

CASS Student and Education Office (CSEO)

1. Students must be applying for courses they take whilst they are enrolled at ANU.
2. Students applying for Exchange must have first been nominated by Global Programs (and therefore have met the [Global Programs requirements](#)).
3. Students must have successfully completed at least 48 units (one full year of study) at ANU by the time they go on Study Abroad/Cross Institutional Study².
4. Students must have a GPA of 4 out of 7 or above (a pass average) at the time of processing of their application and going on Study Abroad/Cross Institutional Study.
5. The unit load must be equivalent to ANU 6 (or multiples thereof) units using the credit equivalencies stated on [Terradotta](#).
6. If [Terradotta](#) does not list a credit equivalency then the CSEO will use that recommended by the academic.
7. If a student does more credits than the equivalent full time load (equal to 24 ANU units) whilst on Study Abroad/Cross Institutional Study, they will need to meet the overload policy.
8. If the dates for the nominated Exchange/Study Abroad/Cross Institutional Study course(s) conflict or overlap with Australian National University (ANU) course dates then the student:
 - a) must apply for and meet the overload requirements, where necessary.
 - b) must explain how the in person ANU courses are not negatively impacted and
 - c) must include written permission from the convenors of ANU courses impacted by the clash.
9. In the event courses taken whilst on Exchange/Study Abroad/Cross Institutional Study change from those pre-approved, the CSEO may ask the student to submit further documentation before ratifying credit.
10. The CSEO will only ratify approval for a course taken on Exchange/Study Abroad/Cross Institutional Study when an Official Transcript proving successful completion of a course is provided (please see definition of Official Transcript below).
11. Once conditionally approved for Exchange, ARTS5920 (with the appropriate unit value) will be added to a student's transcript to record their enrolment.
12. Once conditionally approved Study Abroad/Cross Institutional Study, ARTS5999 (with the appropriate unit value) will be added to a student's transcript to record their enrolment.
13. Courses taken on Exchange/Study Abroad/Cross Institutional Study after final approval (ratification by the CSEO) will be reflected on the student transcript as follows:
 - a) **Compulsory courses:** *Specified existing course credit* e.g. POLS1005 – Introduction to IR. This credit will count as that particular course in the program.

²Exception to the prior successful completion of 48 units is for UG students studying a PRIMO short course organised by Global Programs. All PRIMO courses if they are approved will be assessed at 1000 level.

- b) **Thematic or Breadth lists:** *Unspecified area credit* e.g. POLS1900 (first year/1000 level) or POLS2900 (later year/2000-3000 level). This credit reflects the general discipline on the thematic or breadth list
14. If a student does not attend or complete the pre-approved course(s) whilst on Exchange/Study Abroad/Cross Institutional Study this will be reflected on the student transcript as follows:
- a) If a student follows the normal withdrawal dates and procedures for ARTS5920 or ARTS5999, the course will be removed from the transcript and will not show.
 - b) If a student does not follow the normal withdrawal dates and procedures for ARTS5920 or ARTS5999, the course will remain on the transcript with no grade applied.
15. The courses that appear on an academic transcript for Exchange/Study Abroad/Cross Institutional Study will not include the grade achieved at the other institution.

Definitions:

AQF means the Australian Qualifications Framework as in force at the time of application www.aqf.edu.au.

A **Class Summary** is a document that includes:

- a) a detailed course description;
- b) learning outcomes;
- c) a detailed list of topics covered;
- d) assessment item(s) and their weightings.
- e) prescribed textbook(s) and other required reading(s);
- f) prerequisite course(s) or assumed knowledge;
- g) contact hours and total hours of work required; and
- h) unit load or credit amount (note that “equivalent unit load” will not be accepted).

Credit for a person who applies to be admitted to, is admitted to, or is enrolled in, a program for a coursework award, credit is the recognition, towards completion of the program, of:

- a) a course, or other relevant graduate or undergraduate studies, undertaken at the University or another university or tertiary education institution otherwise than as part of the program; or
- b) clinical or professional experience;

and includes advanced standing and recognition of prior learning.

[Coursework Awards Rule 2019](#)

Cross Institutional Study in CASS, for current ANU students, refers to the study of courses at another Australian institution

Exchange for current ANU students, refers to the undertaking of courses International institution via a partnership agreement through [Global Programs](#).

Study Abroad for current ANU students, refers to the undertaking of a course at an International institution not under an Exchange agreement.

- Students make their own arrangements to liaise with the host university for the chosen program.
- Student needs to meet the host university's own entry requirements for the chosen program.
- Students are responsible for all fees incurred and will pay fees directly to the host university.

An **Official Transcript** is a transcript of Academic Record issued by the Institute running the course (marked with the institute's crest). It includes details of all programs and/or courses in which the student has had an effective enrolment including unit or credit value, code and name of each course and the marks/grades achieved in each course. A certificate of completion alone is not considered an official transcript.