



UNSW Global Pty Limited		Course Credit Policy	
UNSW Institute of Languages	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
Responsible Officer	Director of Studies, English		
Contact Officer	Adele Pitkeathly		
Authorisation	Group Executive, UNSW Institute of Language		
Effective Date	October 2009		
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Superseded Documents	IL-012-POL V.1.02		
Review Date	October 2014		
Policy ID	IL-012-POL		

1. Preamble

1.1. Purpose

This policy is in place to ensure all students are aware of the fact that due to the preparatory nature of all UNSW Institute of Languages Programs course credit is NOT offered. This policy satisfies the requirements of Standard 12 of the National Code 2007.

1.2. Background

This policy satisfies the requirements of Standard 12 of the National Code 2007.

1.3. Principles

A university undergraduate course relies on fundamental academic skills including English language skills. As an enabling course for further undergraduate studies, UNSW Institute of Languages does NOT offer course credit in recognition of the fact that a recent measure of English language skills is necessary to determine the readiness of a student for undergraduate studies.

2. Scope

This policy applies to all students in UNSW Institute of Languages Programs including Australian citizens and permanent residents of Australia. The policy also applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Policy Statement

3.1. Granting of Course Credit for UNSW Institute of Languages Courses and Programs

Due to the preparatory nature of the UNSW Institute of Languages Programs, exemptions are NOT given and a repeating student will repeat all course content. This policy position guarantees compliance on standard 12 of the National Code.



4. Legal and Policy Framework

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

- Education Services for Overseas Students (ESOS) Act (2000)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code)

5. Implementation

5.1. Responsibilities

The Director of Studies is responsible for the implementation, dissemination and review of this Policy.

UNSW Institute of Languages must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

5.2. Staff Roles

UNSW Institute of Languages Staff and representatives involved in assessing student applications and advising students on course credit must adhere to the rules on course credit as outlined in this policy.

6. Review

This policy will be reviewed annually, or upon legislative changes governing the delivery of education services to overseas students on a student visa.

7. Related Policies and Procedures

IL-008-POL: UNSW Institute of Languages Complaints and Appeals Policy