

Recognition of Prior Learning Procedure

EFFECTIVE FROM 01 JANUARY 2026

Purpose and Scope

Provide the procedure and responsibilities for the recognition of prior learning leading to Credit for a Unit or a student not needing to complete a Unit in coursework award Courses. This procedure does not cover Short Courses.

This procedure applies to all staff, current and prospective students.

See the [Admission Procedure](#) for further information on Articulation Arrangements.

Overarching Policy

[Admission and Enrolment Policy](#)

Procedure

1. In this procedure, the following terms have the following meanings:
 - 1.1. “100 Level” and “200 Level” are defined in the [Coursework Regulations](#) and explained in the [Unit Procedure](#).
 - 1.2. “Articulation Arrangement” means a formal agreement with another institution or an approved pathway to admit students and/or give Credit towards a Murdoch University Course (this does not cover Dual Awards).
 - 1.3. “Completion Rate” is defined in the [Student Progression Policy](#).
 - 1.4. “Course” is explained in the [Coursework Regulations](#).
 - 1.5. “Credit” means a reduction in the remaining amount of learning required to achieve a qualification.
 - 1.6. “Dual Award” means one or more courses that lead to the award of two separate qualifications, involving an arrangement between Murdoch and another provider where one of the qualifications is conferred by each provider.

- 1.7. “General Elective” is explained in the [Coursework Regulations](#).
- 1.8. “Informal Learning” means learning gained through work, social, family, hobby or leisure activities and experiences.
- 1.9. “International Student Visa Holder” is defined in the [Admission and Enrolment Policy](#).
- 1.10. “Learning Outcomes” are defined in the [Coursework Regulations](#).
- 1.11. “Non-formal Learning” means learning that takes place through a structured program but does not lead to an officially recognised qualification.
- 1.12. “Specified Elective” is defined in the [Coursework Regulations](#).
- 1.13. “Transnational Student” is defined in the [Enrolment Procedure](#).
- 1.14. “Unit” is defined in the [Coursework Regulations](#).

General

2. Recognition of prior learning requires:
 - 2.1. evidence of alignment with the [Australian Qualifications Framework](#) (AQF) and other regulatory frameworks
 - 2.2. consideration of Murdoch’s:
 - 2.2.1. reputational and financial risk
 - 2.2.2. academic and professional staffing resources
 - 2.3. consideration of the other institution’s quality, including regulatory and accreditation status.
3. Credit will be granted:
 - 3.1. for a specific Murdoch Unit where the prior learning demonstrates a near equivalence to the content and Learning Outcomes of the Murdoch Unit
 - 3.2. for a group of Murdoch Units where the prior learning demonstrates a near equivalence to the content and Learning Outcomes of the Murdoch Units
 - 3.3. for the General Electives and Specified Electives sections of the Course, but not for a specific Murdoch Unit, where the prior learning is relevant to the Course Learning Outcomes.
4. Students must apply for Credit in accordance with the published process and deadlines.
5. Credit can only be granted towards the Course named on the student’s Course application.
6. Students requesting to transfer to a new Course will have their completed Murdoch Units assessed for recognition of prior learning when applying for the new Course.
7. Credit may be granted conditionally subject to the successful completion of the learning.

8. Any recognition of prior learning requirements set by professional accreditation bodies will apply.
9. Credit cannot be granted more than once towards the same Course for the same prior learning.
10. Granted Credit will not enable a student to complete their Course through the study of 100 Level Units only.
11. Informal or Non-formal Learning may only lead to Credit for one or more specific Units.
12. If a student has failed a Murdoch Unit, they may only be granted Credit towards that Unit if the learning was completed after the fail.

Assessing Prior Learning

13. Credit may be granted where:
 - 13.1. the prior learning was at the same or a higher AQF level (or equivalent)
 - 13.2. the prior learning was at an AQF level (or equivalent) lower than the Murdoch Unit but the content and Learning Outcomes are identical or directly relevant to those of the higher AQF level Course
 - 13.2.1. this will only apply to prior learning at AQF level 5 (or equivalent) or above
 - 13.3. the learning is current relative to the discipline
 - 13.4. there is academically defensible evidence of the prior learning
 - 13.5. the granted Credit point load will be equivalent to or less than the Credit point load or volume of the prior learning.
14. The [Admission and Enrolment Policy](#) provides a University-wide standard for the minimum number of Credit points that must be completed at Murdoch. This table sets out minimum Credit point requirements per award type:

Murdoch University award	Course length		Minimum Credit points that must be completed at Murdoch University
	Years	Credit points	
Diploma	1 year	24	9
Bachelor degree	3 years	72	24
	4 years	96	33
Combined Bachelor degree	4 years	96	48
	5 years	120	48
Embedded Honours degree	4 years	96	33
End-on Honours	1 year	24	18
Graduate certificate	6 months	12	9
Graduate diploma	1 year	24	12

Master degree	1 year	24	12
	1.5 years	36	12
	2 years	48	18
	4 years	108	36

- 14.1. For study leading to two Murdoch awards, at least one third of the credit points of each award must be completed at Murdoch.
- 14.2. For study leading to a Dual Award, at least one third of the credit points of the Murdoch award must be completed at Murdoch.
15. Credit for:
 - 15.1. AQF Level 5 learning will only be granted at University 100 Level.
 - 15.2. AQF level 6 learning will only be granted at University 100 Level or 200 Level.
16. If there is an Articulation Arrangement, Credit will be granted in accordance with the Arrangement.
17. A precedent:
 - 17.1. is recorded when the circumstances under which recognition of prior learning was granted can be reasonably reapplied
 - 17.2. is recorded in a central database
 - 17.3. is reviewed every five years
 - 17.4. may be rescinded.
18. The requirement to complete a Unit may be waived without Credit where:
 - 18.1. the prior learning is at high school level or equivalent or the prior learning is of the same language as being taught in the Unit, and
 - 18.2. the content and Learning Outcomes are identical or directly relevant to those of the Murdoch Unit
 - 18.3. the learning is current relative to the discipline
 - 18.4. there is academically defensible evidence of the learning.

Outcomes of Recognition of Prior Learning Applications

19. Students will be informed in writing of the outcome of their application, including the reason for not giving Credit.
20. International Student Visa Holders and Transnational Students must accept an offer of Credit in writing.
21. Students may reject an offer of Credit, the refusal:
 - 21.1. must be in writing
 - 21.2. is final and cannot be rescinded.
22. A student may request that accepted Credit is rescinded.

23. Credit granted for learning obtained after 1 January 2022 will be included in the student's Completion Rate.
24. Credit is recorded in the:
 - 24.1. student management system
 - 24.2. student's academic transcript.

Articulation Arrangements

25. Articulation Arrangements will be centrally recorded.
26. The admission and Credit provisions of an Articulation Arrangement will be publicly available and in plain English.
27. Articulation Arrangements will be reviewed:
 - 27.1. prior to a related Course change
 - 27.2. at least every five years.

Responsibilities

Role	Responsibility
Deputy Vice Chancellor Education	• Oversees academic decision making in relation to recognition of prior learning. ◦ Ensures staff build their capabilities in academic decision making in relation to recognition of prior learning. • Determines the standard of evidence required for recognition of prior learning. • Approves Articulation Arrangements ◦ With support from Head of College, Head of School and Academic Chair of the Course. ◦ Refer to Admission Procedure regarding approval of admission requirement equivalency.
Chief Experience Officer	• Oversees the processing of recognition of prior learning.
Director Student Administration	In relation to all students other than Transnational Students: • Ensures recognition of prior learning processes and documents meet relevant legislative requirements. • Determines the submission process and deadlines for applications for Credit and ensures these are communicated to students. • Grants recognition of prior learning: ◦ in accordance with a precedent or Articulation Arrangement ◦ for General Electives where Credit will not be awarded for a specific Unit

	▪ Consults with the Academic Chair of the Course if academic judgement is required. • Approves the recission of recognition of prior learning. • Ensures decisions about recognition of prior learning are recorded. • Ensures that precedents are centrally recorded and publicly available. • Ensures that students are informed of the outcome of their application. • Shares relevant information with Pro Vice Chancellor Transnational Education on recognition of prior learning standards.
Pro Vice Chancellor Transnational Education	In relation to Transnational Students: • Ensures recognition of prior learning processes and documents meet relevant legislative requirements. • Determines the submission process and deadlines for applications for Credit and ensures these are communicated to students. • Grants recognition of prior learning: ○ in accordance with a precedent or Articulation Arrangement ○ for General Electives where Credit will not be awarded for a specific Unit. ▪ Consults with the Academic Chair of the Course if academic judgement is required. • Approves the recission of recognition of prior learning. • Ensures decisions about recognition of prior learning are recorded. • Ensures that precedents are centrally recorded and publicly available. • Ensures that students are informed of the outcome of their application. • Ensures the alignment of recognition of prior learning for Transnational Students with University standards. • Advises on transnational regulatory requirements.
Academic Courses and Admissions Committee	• Assures rigorous academic scrutiny has been applied to Articulation Arrangements. • Notes all Articulation Arrangements. • May propose changes to the recognition of prior learning component of Articulation Arrangements.
Pro Vice Chancellor International	As it relates to all students: • Oversees the management of the Articulation Arrangement process. • Reviews Articulation Arrangements ○ In consultation with the Head of College, Head of School and Academic Chair of the Course.

	• Ensures admission and Credit provisions of Articulation Arrangements are publicly available. • Ensures Articulation Arrangements are centrally recorded.
Board of Studies (or equivalent)	• Reviews recognition of prior learning precedents.
Head of College, by whatever name known	• Supports new, changed or rescinded Articulation Arrangements relevant to their College.
Head of School, by whatever name known	• In relation to recognition of prior learning, ensures that the Academic Chair of the Course understands their responsibilities and has sufficient workload to undertake them. • Supports new, changed or rescinded Articulation Arrangements relevant to their School.
Academic Chair of the Course	In consultation with the Unit Coordinator: • Assesses applications and grants recognition of prior learning where there is no precedent or Articulation Arrangement. ○ This does not include the assessment and granting of recognition of prior learning for General Electives where Credit will not be awarded for a specific Unit, unless advice is requested. • Approves and rescinds precedents related to their Course. • Ensures that any recognition of prior learning requirements set by professional accrediting bodies are applied. • Proposes the recognition of prior learning components of an Articulation Arrangement.
Director Legal Services	• Determines legal requirements of an Articulation Arrangement.
Current and prospective student	• Requests recognition of prior learning for specific Murdoch Units or towards the General Electives or Specified Electives sections of their Course. • Provides academically defensible evidence to support their application for recognition of prior learning.

Governance

Approval Authority	Deputy Vice Chancellor Education
Owner	Deputy Vice Chancellor Education
Legislation mandating compliance	<i>Australian Qualifications Framework</i> <i>AQF Qualifications Pathways Policy</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Higher Education Support Act 2003</i> <i>Education Services for Overseas Students Act 2000</i> and supporting legislative instruments including the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Federal Law No. 29 of 2006 in Respect of the Rights of People with Special Needs (Dubai)</i> <i>Ministerial Decree No. 820 of 2014 (Dubai)</i>
Category	Primarily academic
Related University Legislation and Policy Documents	<i>Admission and Enrolment Policy</i> <i>Admission Procedure</i> <i>Coursework Regulations</i> <i>Curriculum Policy</i> <i>Delegations and Authorisations Policy</i> <i>Enrolment Procedure</i> <i>Grades Policy</i> <i>Grades Procedure</i> <i>Student Appeals Policy</i> <i>Student Appeals Procedure</i> <i>Student General Misconduct Guidelines</i> <i>Student General Misconduct Procedure</i> <i>Unit Procedure</i>
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Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative Amendments	11/12/2025	
Approved	31/07/2025	

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