

## CREDIT POLICY

### Guidelines for granting Credit for Previous Study into SCD Awards in both English and Korean language

<b>Approved</b>	Council/Academic Board
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<b>Responsible Officer</b>	Academic Registrar
<b>Author(s) and Role(s) from most recent</b>	Les Gainer (Academic Registrar)
<b>Related Documents (explicitly cross-referenced)</b>	
<b>Higher Education Standards (2021)</b>	1.2, 7.2.2 (a,d)
<b>National Code (2018) (if directly relevant)</b>	2.3, 2.4, 2.5

### MAXIMUM CREDIT INTO SCD AWARDS

The maximum credit allowed in SCD awards is set out below.

#### Maximum Credit in SCD Awards

SCD Award	AQF Level	Duration	Total Credit Points	Maximum credit allowed
Diploma of Ministry Diploma of Theology	5	1 ½ years	108	54
Diploma of Christian Studies	7	1 year	72	36
Associate Degree in Christian Thought and Practice	7	2 years	144	72
Bachelor of Ministry Bachelor of Theology	7	3 years	216	144
Graduate Certificate in Arts Graduate Certificate in Leadership Graduate Certificate in Theological Studies	8	½ year	36	18
Graduate Certificate in Pastoral Supervision Graduate Certificate in Theological Education	8	½ year	36	9
Graduate Diploma of Arts Graduate Diploma of Theological Studies	8	1 year	72	36

Graduate Diploma of Leadership Graduate Diploma of Professional Supervision	8	1 year	72	18
Master of Arts Master of Theological Studies Master of Professional Supervision	9	1 year	72	36
Master of Leadership	9	1 year	72	18
Master of Arts	9	1½ year	108	54
Master of Theology	9	1½ year	108	54
Master of Divinity	9	3 years	216	108

### Credit into SCD Undergraduate Awards

The SCD offers six undergraduate awards, the Diploma of Ministry, Diploma of Theology, Diploma of Christian Studies, Associate Degree of Christian Thought and Practice, Bachelor of Ministry and the Bachelor of Theology. The actual amount of credit granted, up to the maximum (table above), depends on how much study was completed previously and at what academic level and whether the previous study was in the area of Theology, Ministry, Divinity or other unrelated disciplines.

### Credit for previous complete awards

The table below lists the credit granted for completed undergraduate awards in ministry, theology and divinity for both Higher Education and Vet accredited awards.

Credit for previous study would not normally be considered if the previous study was over 10 years old. Consideration might be given to waive the 10-year limit if the previous study continued to be used and informed the person's vocation, ministry and life or was built-on with further study. Evidence in support of this would need to be provided.

### Credit for Previous Study for completed awards in Ministry, Theology and Divinity

Award	Credit into SCD BMin / BTh (216cps)	Credit into SCD AssocDegChThPr (144cps)	Credit into SCD DipChSt (72cps)	Credit into SCD DipMin / DipTh (108cps)
<b>Certificate IV</b> 1 year VET	36	18	-	45
<b>Diploma</b> 1 year VET	54	27	9	54
<b>Diploma</b> 2 year VET (incl. 1 year Cert IV)	72	36	18	
<b>Diploma</b> 1.5 year Higher Education	72	36	18	
<b>Diploma</b> 2 year Higher Education	90	45	27	
<b>Advanced Diploma</b> 3 year VET (incl. 1 yr Cert IV & 1 yr Diploma)	108	54	27	
<b>Advanced Diploma</b> 3 year Higher Education	144	72	36	
<b>Associate Degree</b> 2 year Higher Education	144	72	36	
<b>Bachelor of Theology</b> <b>Bachelor of Ministry</b> 3 years Higher Education	144			

The total credit indicated above is normally transferred to a student's program as foundational and/or advanced block credit in particular subject areas.

The distribution of this credit to the subject areas is established by determining the ratio of credit hours/credit points completed in a subject area over the total credit hours/credit points of the award, as found on the transcript of the previous award.

The subject areas (sub-disciplines) offered by the SCD include

- Humanities (A)
- Biblical Studies (B)
- Pastoral Counselling (C)
- Christian Ethics (E)
- Church History (H)
- Worship and Liturgy (L)
- Mission (M)
- Pastoral Theology (P)
- Christian Spirituality (S)
- Theology (T)
- Philosophy (W)

Block credit can be granted in these 11 sub disciplines.

The table below provides the credit distribution details for VET accredited awards that have formal articulation arrangements with SCD into the SCD Bachelor courses. This can be used as a guide for other similar VET accredited awards being offered at other institutions.

<b>COLLEGE Award</b>	<b>Articulation Arrangement</b> Block credit in Sub Disciplines	<b>Total Credit Points</b>
<b>Australian College of Ministries</b> Dip. Christian Ministry (2 year) Adv. Dip. Christian Ministry (3 year)	B 9, P: 54, T: 9 A: 9, B: 18, P: 63, T: 18	72 108
<b>Aust. Inst. Counselling</b> Adv. Dip. Counselling and Family Therapy (Christian) (3 year)	P: 81, T: 9	90
<b>Booth College</b> Dip. Pastoral Counselling (2 year) Adv. Dip. Pastoral Counselling (3 year) Adv. Dip. S.Army Ministry (3 year)	A: 18, C: 18, P: 36 A: 18, C: 36, S: 9, P: 45 B: 27, L: 18, M: 9, P: 36, T: 18	72 108 108
<b>CCC Ministry Training College</b> Dip. Christian Ministry (2 year) Adv. Dip Christian Ministry (3 year)	S: 9, P: 63 A: 18, B: 9, P: 81	72 108
<b>Hillsong Leadership College</b> Dip. Ministry (2 year) Adv. Dip. Ministry (3 year)	A: 9, B: 9, P: 54 A: 36, B: 9, P: 63	72 108

**Sub disciplines:** A = Humanities, B= Biblical Studies, C= Pastoral Counselling, L= Worship and Liturgy, M = Mission, P = Pastoral Theology, S = Christian Spirituality, T = Theology

The determination of equivalency between the VET Diploma and Advanced Diploma courses and Higher Education courses is the responsibility of the SCD Student Support and Administration Committee.

In establishing the level of equivalence, the committee examines the subject content, the body and focus of knowledge, the outcomes and assessment of the VET programs in light of those of the

Higher Education courses. This includes examining the content, outcomes and assessment of each competency in the scope of the VET course and assessing its equivalency to that within the Higher Education course units. This process is helped by involving the teachers of the VET programs who also teach in the Higher Education programs. This detailed process allows both the amount of credit to be determined as well as to what subject area the credit should be allocated.

The outcome of this process is a documented formal articulation arrangement for the course being examined into an SCD course. The table above lists such articulation arrangements.

Credit for previous study is also granted for completed accredited non-theological awards. This credit is distributed as advanced block credit in Humanities. The table below sets out the amount of credit granted for the various accredited awards.

**Credit for Previous Study**  
**Block credit in Humanities for completed awards in other disciplines**  
**– non-theological disciplines -**

<b>Award</b>	<b>Credit into SCD BMin / BTh (216cps)</b>	<b>Credit into SCD AssocDegChThPr (144cps)</b>	<b>Credit into SCD DipChSt (72cps)</b>	<b>Credit into SCD DipMin / DipTh (108cps)</b>
<b>Diploma 2y VET</b>	9	-	-	9
<b>Diploma 2y Higher Education</b>	18	-	-	18
<b>Advanced Diploma 3y VET</b>	18	-	-	18
<b>Advanced Diploma 3y Higher Education</b>	27	9	-	27
<b>Associate Degree 2y Higher Education</b>	27	9	-	27
<b>Degree 3y Higher Education</b>	36	18	9	36

**Credit for previous incomplete awards**

Credit into SCD undergraduate awards for previous study is also granted for incomplete accredited awards. Credit is granted on a unit by unit basis.

If the units are theologically related (comparable and equivalent with SCD units), at the same award level and are Higher Education accredited then the units are seen as equivalent and receive credit at degree or diploma level. The amount of credit given will depend on the proportion of the credit points of the unit to the total credit points of the course.

If the units are theologically related, at Diploma level and are Higher Education accredited then these units receive 2/3 credit at degree level.

If the units are theologically related, at Diploma level and are VET accredited then the units receive 1/2 credit at degree level or 2/3 credit at diploma level.

Foundational units in Psychology, Sociology and Anthropology receive block credit in Humanities into the degree. The amount of credit given is limited to 9 credit points in any one of these three disciplines.

Clinical Pastoral Education units (400 hours) receive 18cps block credit (advanced) in Pastoral Theology in the degree. A maximum of 36 credit points can be granted for CPE units.

### Credit for Overseas Awards

The equivalence of an overseas award to an Australian award is established using CEP-Online. The credit arrangements used for the overseas award are those that apply to the Australian equivalent award.

### Credit into SCD Postgraduate Awards

The SCD offers eight coursework postgraduate awards, the Graduate Certificate in Arts, Graduate Certificate in Leadership, Graduate Diploma of Arts, Graduate Diploma of Leadership, Master of Arts, Master of Leadership, Master of Theology and the Master of Divinity. The maximum credit that can be granted into each of these awards is set out in the following table.

SCD Postgraduate Award	Entry Requirements	Maximum Credit
<b>GradCertArts</b> 36cp	3 year accredited undergraduate degree	up to 18cps for equivalent units*
<b>GradCertLead</b> 36cps	3 year accredited undergraduate degree in the field of Philosophy and Religious Studies	up to 9cps for equivalent units*
<b>GradCertTE</b> 36cps	3 year accredited undergraduate degree in the field of Philosophy and Religious Studies	up to 9cps for equivalent units*
<b>GradDipArts</b> 72cps	3 year accredited undergraduate degree	up to 36cps for equivalent units*
<b>GradDipLead</b> 72cps	3 year accredited undergraduate degree in the field of Philosophy and Religious Studies	up to 18cps for equivalent units*
<b>MA</b> 72cps 108cps	SCD Graduate Certificate in Arts Bachelor of Theology / Ministry	up to 36cps for equivalent units* up to 54cps for equivalent units*
<b>MLead</b> 72cps	Graduate Certificate degree in the field of Philosophy and Religious Studies	up to 18cps for equivalent units*
<b>MTh</b> 108cps	Bachelor of Theology	up to 54cps for equivalent units*
<b>MDiv</b> 216cps	3 year accredited undergraduate degree	up to 108cps for equivalent units*^^

\*Equivalent units – units within SCD subject areas at graduate level with outcomes, demand hours and assessment comparable to that of units in the SCD award.

^^As part of the possible credit into the MDiv, credit may be granted for a completed SCD Bachelor of Theology or equivalent degree, with 54cps allocated to level 8500 units with a maximum of 18credit points in any discipline.

Clinical Pastoral Education units (400 hours) receive 18cps block credit (8500 /9600 level) in the sub discipline of Pastoral Theology (P) in the degree. A maximum of 36 credit points can be granted for CPE units.

Catholic Education Office (Sydney) 'Growing in Faith' course receives 9cps block credit at 8500 level in the sub discipline of Pastoral Theology (P).

### **Credit for Overseas Awards**

The equivalence of an overseas postgraduate award to an Australian award is established using CEP-Online. The credit arrangements used for the overseas award are those that apply to the Australian equivalent award.

### **Credit for Nested SCD Awards**

If credit is requested for a lower award into a higher award the credit can be granted in two ways. If the full credit of the lower award is granted into the higher award, the lower award is returned to the SCD. If credit up to 50% of the lower award is granted into the higher award the lower award can be retained.

### **Credit Application Process**

A student provides evidence of previous study (academic transcripts) to the Registrar of the Member Institution at which the student is attending. The Registrar prepares a Credit Application and submits it to the Student Support and Administration Committee via the Chairman. The committee processes the application and communicates its determination to the appropriate Registrar.

The student is advised in a timely manner after the Student Support and Administration Committee has made its determination.