

FACULTY OF HEALTH SCIENCES AND MEDICINE

Policy on Credit and Exemption

This policy applies to all students applying for credits and/or exemptions for any subject in the Faculty of Health Sciences and Medicine

➤ Deadlines

Students wishing to apply for credit or exemption must notify the Academic Advisor (of their Faculty of Enrolment) of their intention, no later than the end of their first semester of study, in that degree, at Bond University. Applications will only be received if full documentation is supplied. Students are encouraged to submit an application for credit or exemption when applying for admission to the University.

➤ Documents Required

The documentation required to assess an application for credit/exemption, is as follows:

- ❖ Detailed course outline of the subject being based on for the application, including the following information:
 - **duration of the course, hours per week, a list of topics covered, software utilised, etc;**
 - **certified copy of transcript, highlighting the particular subject the student is basing the credit application. If not certified, the Academic Adviser must see the original transcript and will copy and sight for the records; and**
 - **if application is based on work experience:**
- ❖ **a detailed letter from the employer, listing the position the student held in the company, length of employment and what the job entailed, including any software packages the student utilised.**

➤ Credit

Credit can only be granted if a student has completed, with at least a passing grade, a unit or units with very similar or identical content in a recognised degree programme. Students who have studied at an Associate Diploma, Diploma or certificate level, and who do not come under an existing Articulation Agreement, would normally be expected to have completed a number of relevant units to obtain credit for a specific subject. Credit is normally granted for core, foundation and elective subjects. It is rare for a student to receive a credit towards a major.

➤ Exemption

Exemption for specific subjects (with no reduction in the total number of subjects required to graduate) may be granted for prior non-academic experience and/or short courses, seminars, certificates, diplomas, and so on, in the specific area of the subject in question.

In some cases exemptions will be conditional and students may be required to replace the exempted subject with a more advanced one in the same area.