

## Policies and Procedures

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### Credit Points Policy

**Policy Number:** 1.6.2.8.8  
**Responsible Officer:** Deputy HoS (Learning, Teaching and Quality), Heads of Schools,  
Heads of other Academic Units  
**Policy Editor/Contact:** Deputy Vice-Chancellor Education  
**Approving Authority:** The Senate  
**Date Approved:** 16 September 2021 -S3/2021  
**Reviewed Date:** 02 November 2023 - S4/2023  
**Review date:** 3 years from date approved

#### 1. Purpose

To assign appropriate credits to all forms of learning that takes place at USP. For academic qualifications Level 7 and above, the University follows the Bologna model. For qualifications below Level 7, the University follows the Fiji Higher Education Commission credit points system.

The policy includes:

- (a) all undergraduate courses and programmes offered in all modes;
- (b) all postgraduate courses and programmes offered in all modes;
- (c) all Masters and PhD degrees; and
- (d) may include some non-formal and extra-curricular activities which can lead to achieving any of the University's specified Graduate Outcomes and specified as such in the course outlines.

#### 2. Objective

The aim and intention of this policy is to have credit points allocated to courses/ activities that are reflective of the student learning hours and that contribute to the evaluation of course equivalency for credit transfer purposes.

#### 3. Definitions

##### **Academic Year (Level 7 and above)**

Comprises of two semesters, each of 18 weeks in length, or 3 trimesters each of 12 weeks. For a full time student total workload Learning Hours for one year will be between 1500-1800.

##### **Credit Point**

A measure that indicates the volume of student workload in terms of notional learning hours for a course.

##### **Credit Transfer**

A process for enabling a student to have a course(s) or components of a course from another programme or higher education institution recognised as equivalent in knowledge and skills to those in a University course in their required programme of study.

**Equivalent Full-time Students (EFTS)**

A measure of the study load for a year of a student undertaking a programme of study (made up of courses) on a full-time basis.

**Full Time Student**

Full time study will involve registration in more than or equal to 0.75 for the full year per year (that is more than or equal to 75% of the standard annual full-time workload (i.e., learning hours).

**Part Time Student**

Part time study will involve registration in less than 0.75 for the full year (that is less than 75% of the standard annual full-time workload).

**Learning Hours**

The time spent by a student through directed learning activities (e.g., lectures, tutorials, tests, labs, online required activities, exams, field trips, internships etc.) and/or self-directed learning activities (study, reading, exam or test preparation, formal or informal coaching, group study, writing drafts, completing assignments, consulting with academic staff or Student Learning Specialists (SLS), research data gathering, project design etc.).

**Notional Learning Hours**

An estimate of the number of hours that equates to 1 credit.

**4. Policy****4.1 Credit Points System: Level 7 and above**

- (a) One (1) credit point in the Bologna system is the equivalent of 25-30 hours notional learning time.
- (b) All undergraduate courses 18 week long will have a credit point value of 7.5 credit points.
- (c) All postgraduate courses will have a credit point value of 15 credit points or multiples thereof.
- (d) For the purposes of assessing fees for a full time student, an Academic Year is defined as 60 credit points.
- (e) To be eligible for the award of a Certificate (Level 7) qualification students must complete a minimum of 45 credit points.
- (f) To be eligible for the award of the Diploma (level 7) qualification students must complete 60 credit points.
- (g) To be eligible for the award of a Bachelor's Degree a student must complete a minimum of 180 credit points for a three-year degree, 240 credit points for a four-year degree, and 300 credit points for a five-year degree
- (h) To be eligible to the award of a Professional Diploma a student must complete a minimum of 70 credits points (Level 8).

- (i) To be eligible to the award of a Postgraduate Certificate a student must complete a minimum of 30 credits points (Level 8)
- (j) To be eligible to the award of a Postgraduate Diploma a student must complete a minimum of 60 credit points (Level 8).
- (k) To be eligible to the award of a Master's Degree (through PGD or direct entry consistent with H&C) a student must complete at least 120 credit points, except where it builds upon 4 years of prior study successfully completed at Bachelor Degree Level of above, in which case it can be fewer than 120 credits, but no fewer than 60 credits. All credit points for a Master's Degree must be achieved at Levels 8 and 9.
- (l) To be eligible for the award of a Ph.D. Degree, a student must complete at least 180 credit points. All credit points for a Ph.D. Degree must be achieved at Level 10. The level 9 credit points will be counted for Master's students who upgrade their Master's thesis degree to a Ph.D.

4.2 Any variation to this will require the approval of Senate.

## **5. Related documents**

- Bologna
- Fiji Higher Education Commission