



University of Essex



# University of Essex Re-use of Credit Policy

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Publication date:	26 September 2023
Amended:	20 August 2023
Review date:	20 August 2024

# Table of Contents

<b>The re-use of credit from university or external sources towards University of Essex awards.</b>	<b>3</b>
<hr/>	
Reuse of Credit Criteria	4

# The re-use of credit<sup>1</sup> from university or external sources towards University of Essex awards

Re-use of credit from completed module(s)/courses (awarded by the University of Essex or External Institutions)	Re-use of credit from a staged award (awarded by the University of Essex)
A student successfully completes a unit of study or course from the University of Essex, Partner Institution <sup>2</sup> , or an external institution and is awarded the credit or award.	A University of Essex student, including those studying at Partner Institutions <sup>3</sup> , successfully satisfies the requirements for a staged University of Essex award. <sup>4</sup>
<p>The credits may be re-used to form the basis of an application for AP(E)L towards:</p> <ul style="list-style-type: none"> <li>■ A new postgraduate qualification at a higher, equivalent, or lower level up to one third of the total credit required for the new award</li> <li>■ A new undergraduate qualification of more than 240 credits, at a higher, equivalent, or</li> </ul>	<p>The credits may be re-used to form the basis of an application for AP(E)L towards:</p> <ul style="list-style-type: none"> <li>■ The next staged award, for example, 120 credits from a Postgraduate Diploma (maximum) could be used towards a Masters award, or 60 credits from a Postgraduate Certificate (maximum) could be used towards a Postgraduate Diploma.</li> </ul>

<sup>1</sup> QAA's Higher Education Credit Framework

<sup>2</sup> Requests for AP(E)L and re-use of credit for students studying at Partner Institutions will need to follow the process as agreed between the University and Partner Institution in all cases.

<sup>3</sup> Requests for AP(E)L and re-use of credit for students studying at Partner Institutions will need to follow the process as agreed between the University and Partner Institution in all cases.

<sup>4</sup> A 'staged award' is a discrete award that a student applies for and receives when they progress from one course to another, requiring study at a particular level and achieving a minimum number of credits, for example a Postgraduate Certificate or Postgraduate Diploma. Please note, if a student was unable to complete the original target award that they applied for (such as a Bachelors degree) and was granted an 'exit award' (such as a Diploma of Higher Education) they would need to be considered under the [University's Readmissions Policy](#) (or relevant Partner Institution Readmissions Policy)

<b>Re-use of credit from completed module(s)/courses (awarded by the University of Essex or External Institutions)</b>	<b>Re-use of credit from a staged award (awarded by the University of Essex)</b>
<p>lower level up to two thirds of the total credit required for the new award</p> <ul style="list-style-type: none"> <li>■ A new undergraduate qualification of 240 credits or less (such as a Diploma of Higher Education), up to one half of the total credit required for the new award</li> <li>■ Please also see Reuse of Credit Criteria</li> </ul>	<ul style="list-style-type: none"> <li>■ Converting a conferred University of Essex Ordinary degree to a Degree with Honours. Students must count all relevant credit contained in the Ordinary degree towards the requirements of the named degree with Honours. For each new award applied for, a minimum of 60 credits of unique study at level 6 is required and can only be used once</li> <li>■ Please also see Reuse of Credit Criteria</li> </ul>

## Reuse of Credit Criteria

1. In all cases, the acceptance of AP(E)L, including any re-use of credit, towards University taught awards will continue to be an Admissions team decision at the University (or Dean/Deputy Dean of Partnerships or nominee at Partner Institutions) based on each individual case. The maximum volumes outlined in the policy are provided for the guidance of applicants and departments but does not constitute an entitlement.
2. Exemptions will not be considered for pre-requisites in certain disciplines where professional and statutory regulating body requirements apply (e.g., Health and Care Professions Council, Law Society).
3. Students may not be able to count credit towards an award from more than one module where they are considered to be too similar in content. Further details are available from the relevant Department/School on request.
4. Credit can be re-used more than once, as long as other criteria are met.
5. The following criteria will also apply to University of Essex students/graduates on staged awards only (including those studying at Partner Institutions):
  - a. If a student requests to transfer from one Essex course to another under the staged Essex award route, but the new award is not considered the same pathway (e.g. a different course title, or to move from a partner to Essex award or vice versa), students would need to obtain Department/School and Faculty Dean (Undergraduate, Postgraduate or Partnerships) approval.

## Document Control Panel

Field	Description
<b>Title</b>	<b>Re-use of credit policy</b>
<b>Policy Classification</b>	Policy
<b>Security Classification</b>	Open
<b>Security Rationale</b>	N/A
<b>Policy Manager Role</b>	Quality Enhancement Manger
<b>Nominated Contact</b>	quad@essex.ac.uk
<b>Responsible UoE Section</b>	Quality and Academic Development
<b>Approval Body</b>	Academic Quality and Standards Committee (AQSC)
<b>Signed Off Date</b>	24 May 2023
<b>Publication Status</b>	Published
<b>Published Date</b>	26 September 2023
<b>Last Review Date</b>	24 May 2023
<b>Minimum Review Frequency</b>	Annually
<b>Review Date</b>	24 May 2024
<b>UoE Identifier</b>	0117

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