

RECOGNITION OF PRIOR LEARNING (DLI) PROCEDURE

Section 1 - Preamble

- (1) This Policy is effective from 22 July 2025.

Section 2 - Purpose

- (2) This Procedure supports the implementation of the Recognition of Prior Learning (DLI) Policy that governs credit granted based on recognition of prior learning towards a Deakin University Lancaster University Indonesia (DLI) program.

Section 3 - Scope

- (3) This Procedure applies to:
- a) prospective and current students who seek to apply for credit in Higher Education Programs at DLI;
 - b) credit for recognition of prior learning arrangements made on the basis of:
 - i. formal credit agreements made between DLI and other education institutions and partners (articulation pathways);
 - ii. credit for recognition of prior learning granted in response to individual applications.
- (4) This Procedure does not apply to:
- a) students who seek to apply for credit in Pathway Programs at DLI (refer to the Pathway Programs (DLI) Procedure);
 - b) recognition of concurrent learning undertaken by DLI students enrolled in dual awards; or
 - c) students who seek to apply for credit in a DLI program based on a Deakin University or Lancaster University articulation pathway agreement.
- (5) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy & Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All academic policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

- (6) This Procedure is pursuant to the Recognition of Prior Learning (DLI) Policy.

Section 5 - Procedure

Information for prospective and current students

- (7) DLI will maintain a central website which contains up-to-date information on recognition of prior learning and the granting of credit, including the eligibility criteria, application process and evidence required. Students enquiring about or applying for credit will be referred to this website.
- (8) Applicants will be advised that credit transferred into a DLI program does not carry a grade or mark.

Applications

- (9) Students may apply to the DLI Chief Operating Officer or nominee (COO) for credit for prior learning.
- (10) The COO administers credit on the basis of RPL, in consultation with relevant staff at Deakin University and Lancaster University.
- (11) Applications for credit can be made either as part of the application for admission or after enrolment, by completing the prescribed form.
- (12) Prospective students should be encouraged to apply for credit for prior learning as early as possible before the commencement of study to ensure that the most appropriate program of study is undertaken.
- (13) Where a student has already enrolled in a module, the application must be made within the first two weeks of the Trimester. An extension may be granted by the COO in exceptional circumstances.

Supporting documentation

- (14) Except where credit transfer is covered by a formal agreement, all applications for credit must be in writing using the prescribed form accompanied by current and verifiable evidence of equivalent learning which relates to the learning outcomes of the program component/s for which credit on the basis of RPL is sought. The onus is on the student applying for credit to present adequate evidence to support their application. Requirements regarding such evidence must be clearly communicated to students.
- (15) Evidence of learning must demonstrate achievement against the learning outcomes of the component/s of the program for which credit is sought and may include:
 - a) verifiable copies of academic transcripts and extracts from institutional handbooks or other official documentation giving sufficient details to allow an assessment of the application
 - b) verifiable digital credentials from Deakin, Lancaster or other institutions warranting the achievement of learning outcomes and giving sufficient details to allow an assessment of the application.

Records and precedents

- (16) The COO will maintain current and accurate records of all approved credit in the DLI credit management system and the student record. This will include the reasons for individual decisions and approval details.

- (17) Credit decisions for Higher Education Program modules require approval in writing by both University Partners and must be recorded in the credit management system by the COO.
- (18) Credit decisions for Indonesian national modules require approval in writing by the Rector and must be recorded in the credit management system by the COO
- (19) Approved credit recorded in the credit management system will be used by the Rector as precedents in considering future applications for credit. The Rector will review precedents annually in consultation with University Partners, based on evidence of student success in each course cohort.

Decisions

- (20) Where a precedent exists, the Rector will make a decision in accordance with that precedent within ten DLI working days of the student's application.
- (21) Where a precedent does not exist for Higher Education Program modules, the Rector will forward the application to the relevant Lancaster University and Deakin University for review on academic grounds. A decision agreed to by University Partners will be provided within 20 University working days from receipt.
- (22) A unanimous decision is required for credit to be applied. Should University Partners not agree on an application for credit, the application will not be approved.
- (23) University Partners and DLI will manage applications forwarded by the Rector as follows:
 - a) the application will be reviewed by an authorised assessor with appropriate expertise;
 - i. at Deakin University this will usually be the relevant Course Director or where the Course Director is not available, Associate Head of School /Department (Teaching and Learning) or Associate Dean, Teaching and Learning;
 - ii. at Lancaster University, this will usually be the University Academic Dean, or nominee;
 - iii. at DLI, this will be the Rector, or nominee;
 - b) the assessor will determine the outcome of the application, and provide reasons where the application is refused; and
 - c) the decision and reasons (where applicable) will be provided to the COO.
- (24) Decisions regarding credit on the basis of RPL will be made in accordance with the principles specified in the Recognition of Prior Learning (DLI) Policy and relevant legislative frameworks.

Notification to students

- (25) The COO will notify current and prospective students of the outcome of their application for credit. Notification will be in writing, (including reasons where credit is not granted) and will be given as soon as possible and no later than two DLI working days after the decision is made.

Review of decisions

- (26) If a student believes that the assessment of their application for credit has not been consistent with this procedure, they may lodge a request with the Rector for a review of the decision relating to their application. The student must lodge their request within five working days of notification of the outcome of their application.

- (27) The Rector will conduct the review within five DLI working days, in consultation with University Partners. The Rector will notify the student in writing of the outcome of the review as soon as possible.
- (28) Where the Rector was involved in the original decision, they will nominate a senior Indonesian academic with knowledge of the Indonesian national subjects to review the decision.

DLI articulation pathways with other institutions

- (29) With the approval of both University Partners, DLI may enter into articulation pathway agreements with other institutions. These may guarantee the entry of students into a DLI program upon completion of the other institution's program.
- (30) Articulation pathway agreements must be documented as agreements in a form approved by the Yayasan Governing Board.

Section 6 - Definitions

- (31) For the purpose of this Policy:
- a) **credit:** as defined in the Recognition of Prior Learning (DLI) Policy.
 - b) **credit point:** as defined in Recognition of Prior Learning (DLI) Policy.
 - c) **digital credential:** a digital record of achievement in which metadata attached provides information about the source and value of the award.
 - d) **learning:** as defined in the Recognition of Prior Learning (DLI) Policy.
 - e) **precedent:** as defined in the Recognition of Prior Learning (DLI) Policy.
 - f) **recognition of prior learning (RPL):** as defined in the Recognition of Prior Learning (DLI) Policy.
 - g) **university partners:** Deakin University (Australia) and Lancaster University (United Kingdom).

ASSOCIATED DOCUMENTS

- Recognition of Prior Learning (DLI) Policy
- DLI Grading Schema and Award Classification

PROCEDURE DETAIL	
Name	Recognition of Prior Learning (DLI) Procedure
Overarching legislation	<p>Australia</p> <p>Australian Qualifications Framework (AQF)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</p> <p>Tertiary Education Quality Standards Agency (TEQSA)</p> <p>Higher Education Support Act (2003) (Cth)</p> <p>Deakin University Academic Board Regulations</p> <p>TEQSA Guidance note: Credit and recognition of prior learning</p> <p>United Kingdom</p> <p>Manual of Academic Regulations and Procedures Recognition of Prior Learning</p>

	The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (QAA Quality Code, Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, 2nd Edition, 2024). Indonesia Indonesian National Qualification Framework for Higher Education Minister of Education, Culture, Research, and Technology Regulation (Permendikbudristek) No.41 of 2021, Recognition of Prior Learning (RPL) Presidential Regulation Number 8 of 2012 on Indonesian National Qualification Framework Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 on the Implementation of the Indonesian National Qualification Framework for Higher Education
Approved by	Yayasan Governing Board
Approval date	22 July 2025
Date of effect	22 July 2025
Version	Version 1.0
Date of review	Within 12 months of approval
DLI Approval	Yayasan Governing Board 22 July 2025
Deakin University Approval Authority	International Branch Campus Working Group (under delegated authority of Academic Board) 1 July 2025 IBCWG 08-25 agenda item 6
Lancaster University Approval Authority	Policy Approval Sub-Group of Senate 14 July 2025
Responsible Officer	Chief Operating Officer
Implementation Officer	Chief Operating Officer, or nominee
Policy/procedure superseded	N/A
Summary	This Procedure supports the implementation of the Recognition of Prior Learning (DLI) Policy that governs credit granted for prior learning towards a DLI program.
Key words for online searching	Credit, recognition of prior learning, precedent
Category	Academic
Target audience	Staff, students

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	University Partners and Navitas	Recognition of Prior Learning (DLI) Procedure New procedure	July 2025	July 2025