Credit Point Policy

JMI
JAZZ MUSIC INSTITUTE

1. Purpose

This policy provides a framework for the allocation of credit points to subjects delivered in the Bachelor of Music in Jazz Performance.

The intent of this policy is to ensure that credit points allocated to subjects in this degree are fair, equitable and transparent and relevant to the appropriate workload required in this course.

2. Scope

This policy applies to all members of the Institute's higher education community that are involved in credit point and subject workload decisions.

3. Objectives

The Institute is committed to the following principles that underpin this policy.

- To evenly distribute credit points across subjects according to their workload required
- To ensure that decisions regarding credit points for subjects are fair and equitable and made in a timely manner

4. Implementation

The Head of School and Course Coordinator are responsible for implementation of this policy.

4.1 Credit points per EFTSL

Credit points will be distributed such that equivalent one year of full-time study will equal 80 credit points. For the three year degree, this equates to a total of 240 credit points.

4.2 Study load per credit point

The equivalent full-time study load for the degree equates to a total of 40 nominal hours per week, including contact hours. Each credit point will equate to one hour of study load, including contact hours for that subject. An equivalent full time student undertakes 40 credit points per semester which equates to a full-time study load of 40 hours per week.

4.3 Determination of credit points for a subject

The Head of School and Course Co-coordinator must ensure that a subject's credit point weighting adheres to 4.2 of this policy.

Subjects that are allocated 5 credit points are expected to have 5 hours of study each week including contact hours. Subjects that are allocated 3 credit points are expected to have 3 hours of study each week including contact hours. Subjects that are allocated 12 credit points are expected to have 12 hours of study each week including contact hours.

4.4 Attainment of Award

Successful completion of all subject and course requirements is required for attainment of the Bachelor of Jazz Performance, which equates to 240 credit points.

5. Definitions

Contact hours
Hours in which a student is expected to be in attendance at classes (including lectures, tutorials, laboratory classes and field work).

Credit Points
A measure of the relative magnitude of subjects which are available in a course which are used to:
- provide students with a guide to the amount of work a course may entail;
- indicate enrolment load;
- define the requirements for an award of the Institute;
- quantify the recognition of prior-learning; and
- indicate the amount of work a student has successfully completed towards an award of the Institute.

EFTSL
Equivalent Full-Time Student Load. Indicates the equivalent workload for a student to be classified as a full-time student

Full time
Refers to a student who is enrolled for 75% or more of an Equivalent Full-Time Student Load (i.e. 60 CP or more for an academic year).

Subject
A unit of academic work having a discrete designated code and title in which students enrol and complete specific work requirements and on completion of which the student is awarded a grade, such grades appearing on a student's academic record

6. Related policies and procedures

The following policies and procedures are related to this policy:
- Recognised Prior Learning Policy
- Teaching and Learning Policy
- Student Fee Policy

7. Review

Four years from commencement.

8. Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.

9. Version Control

Document	Policy on Credit Points	Author	JMI Executive Management
Approver	JMI Academic Board	Approved	11 July 2018
Version No.	4		
Reviewer	JMI Academic Board	Due for Review	July 2022