Micro-credentials Schedule

Section 1 - Introduction

(1) As a higher education provider authorised to self-accredit, the University of Newcastle (University) is responsible under the Tertiary Education Quality and Standards Agency Act 2011 for ensuring that offerings comply with the Provider Course Accreditation Standards. This Schedule provides the detailed principles and criteria that underpin the self-accreditation process for microcredentials offered by the University.

(2) In the event of an inconsistency between subordinate policy documents and any Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevail to the extent of the inconsistency.

Section 2 - Principles and Requirements

Credit-bearing micro-credentials

(3) This table describes the principles and requirements for credit bearing micro-credentials that are formally recognised by inclusion on the academic transcript, are fee-paying, and reportable.

Title	The title of the micro-credential will be a description of the course.
Career	Micro-credential
Reportable	The load associated with credit bearing micro-credentials will be reported under the Tertiary Collection of Student Information (TSCI).
Code	The course code will be the appropriated academic subject code (four-letter prefix) followed by a four-number string (unique)e.g. EDUC0001, EDUC0002.
Principles	As per the National Microcredentials Framework, microcredentials must be: a. Outcome-based; b. Responsive to industry-need; c. Tailored to support lifelong learning; and d. Transparent and accessible.
Grading scale	Credit bearing microcredentials will utilise the standard University Grading Scale. Refer to the Course Assessment and Grading Manual.
Materials	Course Outlines will be issued for credit bearing micro-credentials. Refer to the Course Design and Management Manual.
Learning outcomes	Credit bearing micro-credentials will have defined learning outcomes that underpin the design and align with the assessments. Refer to the Course Design and Management Manual.
Language	Credit bearing micro-credentials will be taught and assessed in English, unless: a. the micro-credential materials specify a different language of instruction, in which case the micro-credential title will include 'taught in '; or b. the micro-credential is specifically about learning a foreign language, like French.
Admission and selection criteria	Admission to credit bearing microcredentials is available to domestic and international offshore applicants who are at least 16 years of age as at 1 March of the year of admission.
Eligible cohorts	Domestic and international offshore applicants.

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Volume of learning	The volume of learning of credit bearing microcredentials will be a minimum of 1 unit and will be represented as whole unit values. Suggested unit values are: a. 2 units; or b. 5 units.
Learner effort	For every 1 unit of a credit bearing microcredential, students should expect to undertake approximately 12-14 hours of effort. This applies to all areas of study and delivery modes. A microcredential with a unit value of: a. 2 units will require approximately 24-30 hours of effort. b. 5 units will require approximately 60-70 hours of effort.
Delivery mode	Credit bearing micro-credential may be delivered online, in-person or blended. Where on-campus attendance is required, the location(s) will be advertised.
Term(s) of delivery	Credit bearing microcredentials will be delivered within University approved standard and non-standard terms and as such will have a term start date, census date, term end date and fully graded date.
Enrolment	Enrolment in credit bearing micro-credentials will be as a single course enrolment within the micro-credential career. Credit bearing microcredentials will require formal enrolment in the University Student System. Student enrolment will be via the usual enrolment processes by myHub. As part of the enrolment process, students will be required to accept the Terms of Conditions of Enrolment, and complete both the Academic Integrity Model and the Consent Matter Module. Please refer to the Enrolment Manual.
Learning Management System (LMS)	Credit bearning micro-credentials will utilise the Learning Management System. Refer to the Course Design and Management Manual.
Fees	The fees for a credit bearing micro-credential will be based on the unit value of the micro-credential and the domestic or international micro-credential fee schedules. Students will be invoiced by the University and payment must be made via the existing tuition payment processes managed by Student Central.
Assessment	Micro-credentials must be assessed to ensure that the learning outcomes are met. Assessment should encourage, challenge, stimulate and support student learning, and allow the identification of both high-achieving students and those in need of additional academic support. Assessment should be small in scale and not exceed the estimated learner effort outlined for the micro-credential. Micro-credentials may utilise a variety of assessments including but not limited to online open book examination. Some exclusions apply, refer to the Exclusion section.
Certification	The academic transcript is the official record of studies at the University. Credit bearing micro-credentials will be included on the academic transcript. No other supplementary certifications are centrally managed or distributed.
Assumed knowledge	Micro-credentials may include assumed knowledge.
Credit	Credit bearing micro-credentials may be “stackable”, where upon successful completion of multiple micro-credentials with a cumulative volume of 10 units or more, credit may be granted in line with the existing credit provisions. Refer to the Credit and Recognition of Prior Learning Policy.
Viability	For the creation of a credit bearing micro-credential an abbreviated business case detailing the objectives, target market and financial viability or strategic value must be approved by the relevant College Pro Vice-Chancellor. To assess ongoing viability, micro-credentials will be reviewed by the College every three years to determine if they should continue to be offered, the review will consider: a. financial viability; b. strategic value; c. alignment with market needs, industry skills and/or knowledge; d. student satisfaction; and e. student completion rates.

Academic Approval and Quality Assurance	Credit bearing micro-credentials must be approved via the existing governance approval processes utilised for courses offered by the University. Student success and student satisfaction within credit bearing micro-credentials will be monitored and reported annually to the Academic Senate using a centralised process.
Discontinuation	Approval to discontinue credit bearing micro-credentials will be via the existing governance approval processes utilised for courses offered by the University. Refer to the Course Design and Management Manual.
Exclusions	Credit bearing micro-credentials will not: a. be included within program structures; b. appear on Australian Higher Education Graduation Statement (AHEGS); c. be rebadged and offered as micro-credentials at two different levels; d. normally be co-taught with award courses*; e. include face-to-face supervised examinations held in the formal examination period; f. be created as a multi-term sequence; g. include prerequisites or co-requisites; and h. include Compulsory Course Requirements such as assessment items or other elements that must be satisfactorily completed before the student may obtain a pass mark (or greater).
Other provisions	Appeals against a Final Result will be dealt with under the appeal provisions utilised for courses and outlined in the Course Assessment and Grading Manual and the Academic Appeals Policy.

*Where approval to co-teach micro-credentials with award courses is granted, the offering must deliver 20% of the content prior to the relevant census date.

Non-credit bearing microcredentials

(4) This table describes the principles and requirements for non-credit bearing micro-credentials that are not included on an official transcript, and are not reportable or credit-bearing.

Title	The title of the micro-credential will be a description of the course.
Career	Non-degree
Reportable	Non-credit bearing micro=credentials are non-reportable.
Code	The course code will be the appropriated academic subject code (four-letter prefix) followed by a four-number string reflective of the level of the content.
Principles	As per the National Microcredentials Framework, micro-credentials must be: a. Outcome-based; b. Responsive to industry-need; c. Tailored to support lifelong learning; and d. Transparent and accessible.
Grading scale	Non-credit bearing micro-credentials will utilise the standard University Grading Scale. Refer to the Course Assessment and Grading Manual.
Materials	Non-credit bearing micro-credential materials will be provided via the Learning Management System or relevant platform.
Learning outcomes	Non-credit bearing micro-credentials will have defined learning outcomes that underpin the design and align with the assessments. Refer to the Course Assessment and Grading Manual. The knowledge, skills, or competencies a student will acquire upon completing a micro-credential will be stated in the course outline of the micro-credential materials.
Language	Non-credit bearing micro-credentials will be taught and assessed in English, unless: a. the micro-credential materials specify a different language of instruction, in which case the micro-credential title will include 'taught in '; or b. the micro-credential is specifically about learning a foreign language, like French.
Admission and selection criteria	There are no predefined admission and selection criteria for non-credit bearing micro-credentials. Access to non-credit bearing micro-credentials will be open.

Eligible cohorts	There are no predefined eligible cohorts. Access to non-credit bearing micro-credentials will be open.
Volume of learning	Non-credit bearing micro-credentials will require a minimum of one hour of effort and will require less effort than an AQF award course.
Learner effort	The effort associated will vary depending on the content and effort required to achieve the learning outcomes.
Delivery mode	Non-credit bearing micro-credentials may be delivered online, on campus or blended. Where on-campus attendance is required, the location(s) will be advertised.
Term(s) of delivery	Non-credit bearing micro-credentials may be delivered as self-directed, self-paced, or flexible. They will contain no scheduled or timetabled activities. They may or may not have defined start dates, end dates, or a grade release date.
Enrolment	Non-credit bearing micro-credentials do not require formal enrolment in the University's Student System. Enrolment will be via Learning Management System or other platforms. The provisions within the Enrolment Manual do not apply to non-credit bearing micro-credentials.
Learning Management System (LMS)	Non-credit bearing micro-credentials may utilise the Learning Management System or relevant platform.
Fees	Non-credit bearing micro-credential fees will be set by the School making the offering. Applicants will pay their fees upfront via the Student Payments portal.
Assessment	Non-credit bearing Micro-credentials must be assessed to ensure that the learning outcomes are met. Non-credit bearing micro-credentials may assess competency rather than gauge depth of knowledge and skills; and as such the assessment should be small in scale and not exceed the estimated learner effort outlined for the micro-credential.
Certification	Certification for the completion of non-credit bearing micro-credentials will be issued by the relevant School from the Learning Management System.
Assumed knowledge	Micro-credentials may include assumed knowledge. It is the student's responsibility to ensure that they are academically prepared to meet the assumed knowledge specified for the micro-credentials.
Credit	Not applicable.
Viability	For the creation of a non-credit bearing micro-credential an abbreviated business case detailing the objectives, target market and financial viability or strategic value must be approved by the relevant College Pro Vice-Chancellor. To assess ongoing viability, micro-credentials will be reviewed by the College every three years to determine if it should continue to be offered, the review will consider: a. financial viability; b. strategic value; c. alignment with market needs, industry skills and/or knowledge; d. student satisfaction; and e. student completion rates.
Academic Approval and Quality Assurance	Non-credit bearing micro-credentials will be approved by the relevant College Board. Student success and student satisfaction within non-credit bearing microcredentials will be monitored by the College and School.
Discontinuation	Discontinuation of non-credit bearing micro-credentials will be recommended by the relevant Head of School and endorsed by College Pro Vice-Chancellor.

Exclusions	Non-credit bearing micro-credentials will not: a. be included on the official transcript; b. be included within program structures; c. appear on Australian Higher Education Graduation Statements (AHEGS); d. be rebadged into micro-credentials at two different levels; e. be co-taught with award courses; f. include face-to-face supervised examinations held in the formal examination period; g. include placement activities, practicums, industrial experience or any other work integrated learning activities; h. require compulsory attendance; i. be created as a multi-term sequence; j. include prerequisites or co-requisites; and k. include Compulsory Course Requirements such as assessment items or other elements that must be satisfactorily completed before a pass mark (or greater) can be awarded for the course.
Other provisions	Appeals against a Final Result will be dealt with under the appeal provisions utilised for courses and outlined in the Course Assessment and Grading Manual.

Section 3 - Relaxing Provision

(5) To provide for exceptional circumstances arising in any case, the President Academic Senate, on the recommendation of the relevant Deputy Vice-Chancellor or relevant College Pro Vice-Chancellor may relax any provision of this Schedule provided that the relaxation:

a. does not compromise compliance with external obligations (including but not limited to contractual, legislative or accreditation requirements);
b. does not override a decision made under a formal delegation of authority;
c. does not replace a decision that is subject to a formal delegation of authority; and
d. gives due consideration to the principles of procedural fairness.

Section 4 - Reporting

(6) The President Academic Senate will report all applications of the relaxing provision of this Schedule to the Academic Senate.

Status and Details

Status	Current
Effective Date	12th November 2025
Review Date	7th March 2027
Approval Authority	President Academic Senate
Approval Date	11th November 2025
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance Student and Academic Administration

Glossary Terms and Definitions

"Academic transcript" - An official record of studies at the University.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Applicant" - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

"Assessment item" - Any form of work used to measure student learning outcomes and to determine the final result for a student in a course.

"Assumed knowledge" - The knowledge base upon which a course builds and which is deemed necessary at the commencement of that course to succeed in that course.

"Award" - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Census date" - The date in each term on which a student / candidate enrolled in a course is deemed to be financially liable for the course.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Credit" - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Volume of learning" - Identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years.

"Learning outcome" - In accordance with the AQF definitions, the expression of a set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

"Unit value" - The unit value for the course: 5,10, 15, 20, 25, 30, 35, 40, 50, 60, 70 or 80 units.

"fully graded date" - The approved date for the term at which official course results are released and published.

"College" - An organisational unit established within the University by the Council.

"Learning Management System" - The web-based system used to help facilitate online interactions between staff and students in their learning and teaching activities.

"Work integrated learning" - In the context of the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework), work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements. WIL can be undertaken as part of coursework or research training.

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