Credit Recognition and Transfer Policy

1. Overview

1.1 This policy establishes the grounds on which academic credit will be considered and related processes. This policy covers:

- Formal study undertaken in recognised institutions in New Zealand, including universities, colleges, polytechnics and other post-secondary education institutions;
- Formal study undertaken in overseas institutions (assessed to what extent this is equivalent to relevant New Zealand institutions);
- Formal study undertaken within UCIC, in cases where a student changes to another programme at UCIC.

And may extend, under certain conditions, to:

- Programmes provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- Demonstrable expertise and relevant experience.

2. Scope

2.1 This policy applies to current and prospective students of UCIC.

3. Definitions

Term or Acronym	Definition
Appeals and Grievance Committee	Appeals and Grievance Committee (AGC). The final appeals body at UC International College which considers appeals from students against any decision by UC International College of an academic or non-academic nature.
Applicant	Prospective student applying for a place at UCIC.
Census Day	The last day for commencing (new) students to enrol in their programme and the last day for current (returning) students to register in classes or make changes to their programme or courses. Census Day falls on the tenth working day of the second week of semester.
Course	The term course is used to mean a single subject. See Programme.
Credit	A unit of measurement that gives weighting to the value, level or time requirements of an academic course.
Credit transfer	The granting of credit as recognition for prior learning.
Programme	A period of instruction made up of multiple courses. See course.
Student	UCIC only enrols international students. Therefore, for the purpose of this policy a student is assumed as an international student who is not a New Zealand or Australian citizen or holder of a permanent residency visa.

Semester	A defined and formal period of study within a programme. UCIC runs three formal study periods annually.

4. Policy Statement

4.1   UC International College will maintain the integrity of, and protect the academic standards and reputation of its programmes. Credit for prior learning will only be granted within the constraints of this principle.

4.2   The aim of the recognition of prior learning is to:

- Grant academic credit to students who have previously achieved the learning outcomes/objectives equivalent to a course within their programme of study at UCIC, and/or at another institution

4.3   Admission to UCIC is based on academic and English language entry requirements as published in UCIC's prospectus and UCIC's website. Also see Entry Requirements Policy. Applicants will only be granted credit towards the award programme at UCIC once they have gained admission to the relevant programme of study. Applicants may also seek specific advice from UCIC prior to admission in relation to possible credit transfer.

5. Type of Credit Transfer

5.1   **Internal – credit awarded on articulation between UCIC programmes**
UCIC awards credit for certain courses which are common to more than one UCIC programme, when a student moves from one programme to another. There may be a limit on the number of courses which are able to be recognised, depending on the requirements of the new programme.

5.2   **External – credit awarded on articulation into a UCIC programme**
Applicants, or students of UCIC, may be awarded academic credit towards programmes where the credit granted relates to the specific courses or components in a programme, exempting students from those courses or components, and awarding the appropriate credit points in their place. Academic credit may be given where applicants have met the learning outcomes, attained the knowledge or developed the skills required by a particular course or course components.

5.3   **External – credit awarded on articulation out of a UCIC programme**
UCIC works in partnership with the University of Canterbury. When a student successfully completes their UCIC programme and satisfies University of Canterbury programme entry requirements, they will be offered entrance to the relevant level of a University of Canterbury degree programme, subject to final approval by the University of Canterbury.

All approvals of academic credit at UCIC will also be approved by the University of Canterbury to ensure this credit can be awarded towards the University of Canterbury programme upon articulation. Some exceptions apply here, so individual cases must be discussed with UCIC staff.

6. Amount of Credit

6.1   Applicants, or students of UCIC, may be awarded credit up to a maximum of half (50%) of the courses to be undertaken within a programme of study offered at UCIC.

6.2 This limit for credit does not apply to applicants undertaking formalised reverse articulation arrangements from the University of Canterbury.

7. Application for Credit

7.1 UCIC strongly encourages students to apply for credit at least one month prior to the commencement of their studies. Where an application is received after this date, the result may not be available prior to the commencement of the semester.

7.2 Students who submit a transfer of credit application after commencement of their programme may not be eligible for credit depending on the courses they have already registered in or completed at UCIC. Students will not be able to make changes to their semester registration after Census Day even in circumstances where the outcome of their application is not released until after Census Day.

7.3 An Application for Credit Recognition will not be considered complete unless the following documents are provided:

- **Completed Application for Credit Recognition form**

- **Academic Transcripts**: the record of courses taken and grades awarded at a previous institution of study. This is required for each qualification to be considered in the application.
  (The application can be assessed with emailed documents but UCIC will require the original documents provided by the institution or certified true copies of the originals before credit can be granted).

- **Graduation Requirements**: information about the structure of the qualification(s) or degree(s), which states the total number of credits, credit hours, hours, points or units required in order to qualify for graduation.
  (The evidence for this information can come from the catalogue or handbook of the programme or from the institution's website or from the institution directly).

- **Learning Outcomes and Content of Courses**: information about the content of each course for which the student is applying for credit towards a UCIC programme.
  (The evidence for this information can come from the catalogue or handbook of the programme or from the institution's website or from the institution directly).

NOTE: for documents in a language other than English, students must provide both the original or certified copy and a certified official translation.

7.4 Where credit is being sought for prior learning on the basis of programmes completed with recognised professional bodies, employers and other authorities, or for demonstrable expertise and relevant experience, appropriate certified samples of work must be submitted. Supporting documentation may include references, samples of work, project briefs, reports, publications, employment history and employment position descriptions.

7.5 Applications for credit will not be considered if the course of previous study for which the credit is sought was awarded with a low pass grade or equivalent. For example, where a Pass Conceded or Restricted Pass grade.

7.6   Credit may not be granted for courses completed more than five years prior to commencement of study at UCIC. Students should seek further advice from UCIC Admissions staff, to ascertain if other restrictions apply.

7.7   After students arrive at UCIC they may be required to meet with the Academic Coordinator or Academic Manager to obtain advice on their programme of study.

8. Approval of Credit

8.1   In order to obtain recognition of prior learning applicants must demonstrate that they have attained knowledge and skills which are equivalent to the learning outcomes and assessment criteria of the course for which they are seeking credit.

8.2   The standing and quality assurance or registration of the institution which delivered the course for which credit is sought will be taken into consideration as part of the approval of credit process.

8.3   Individual course grades will also be taken into consideration. See section 7.3

8.4   Where credit is granted towards a University Transfer Programme, consideration must be given to relevant UC regulations and policies to ensure that the credit can ultimately be transferred to a qualification at the University.

8.5   **Internal – credited awarded on articulation between UCIC programmes**
The UCIC Academic Coordinator will be responsible for determining the credit to be granted, in response to applications for credit from students enrolled in any UCIC programme.

8.6   **External – credit awarded on articulation into a UCIC programme**
The UCIC Admissions Manager, in consultation with the UCIC Academic Manager, applicable UC Faculty Dean (or nominee) and Assistant Vice-Chancellor (Academic) (or nominee) will be responsible for determining the credit to be granted for applications based on completion of courses/qualifications with external providers or on the basis of previous experience.

9. Appeals

9.1   Applicants who are dissatisfied with the outcome of a credit application may appeal the decision. Please refer to UCIC's Appeals Policy for grounds for appeal.

10. Related Forms

Transfer of Credit Recognition form

Policy Title	Credit Recognition and Transfer Policy	
Policy Owner(s)	Marketing and Admissions Director	
Contact Person(s)	Admissions Manager	
Key Stakeholders	UCIC Staff, UCIC Students (current and future), University of Canterbury	
Approval Authority	UCIC Executive Committee	**Meeting date approved** 11/10/2019
Relevant Legislation	The Education (Pastoral Care of International Students) Code of Practice 2016 (and amendments) and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989	
Related Policies	Entry Requirements Policy Appeals Policy	
Related Guidelines	UC's Credit Recognition and Transfer Policy	
File information	**File number** N/A	**Version number** V3.1
Date Effective	11/10/2019	**Next Review Date** November 2021