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## Credit Transfer Statute

### Academic Policy

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#### 1 Purpose

This Statute governs the credit to be awarded towards Victoria University of Wellington programmes from courses taken at other tertiary institutions (“transfer credit”). Credit of Victoria University courses to more than one Victoria University programme (“cross credit”) is governed by the statutes for each qualification and the Personal Courses of Study Statute.

The award of a qualification implies not only that a sufficient proportion of the courses required have been passed at Victoria University, but that the courses passed include a sufficient number at advanced levels, to establish its distinctive character.

The Schedule to this Statute (Appendix A) lists programmes of study for which limits on transfer credit have been determined, programmes of study for which special arrangements for credit transfer have been made which may not conform to the general rules set out in the Statute, and some Victoria University programmes of study for which special cross-credit arrangements exist.

#### 2 Organisational Scope

This is a University-wide Statute.

#### 3 Definitions

For purposes of this Statute, unless otherwise stated, the following definitions shall apply:

Transfer credit: Credit awarded towards a Victoria University of Wellington programme(s) on the basis of courses taken at another tertiary institution.

#### 4 Statute Content and Guidelines

##### 4.1 Courses for which Transfer Credit may be Awarded

- (a) Transfer Credit may be awarded in respect of courses that are:
- (i) available for degree programmes at other New Zealand universities; or
  - (ii) registered on the New Zealand Qualifications Framework at Level 5 or above and in a subject which could properly be taught at degree level in a university; or
  - (iii) offered by educational institutions and recognised by Victoria University as being of equivalent standard to courses in (i) or (ii) of this section.
- (b) Transfer credit will not be awarded in respect of courses taken elsewhere when the content is substantially similar to courses passed at Victoria University.

- (c) Transfer credit will not be awarded in respect of courses passed more than ten years before the date of application for credit unless the course content is still valid material that could properly be taught as part of a current programme.
- (d) Transfer credit will not normally be awarded in respect of courses passed while the student was excluded or suspended from this university or any other tertiary institution on academic misconduct grounds.

#### **4.2 Types of Credit that may be awarded at Victoria University**

- (a) Transfer credit will be awarded at an appropriate academic level for the content of the qualifying course. Transfer credit awarded may be:
  - (i) fully specified credit, that is, a Victoria University course identified by subject and course code and having the normal point value of that course; or
  - (ii) credit in a particular subject at a particular level, but not specifying a course code; or
  - (iii) credit at a particular level which may be used to satisfy a particular requirement of a Statute, but which does not specify a subject or course code; or
  - (iv) credit at a particular level that is otherwise unspecified.
- (b) In conjunction with this section, an exemption may be granted from a requirement to pass a particular course.

#### **4.3 Amount of Credit to be awarded**

- (a) Where an external programme of study is listed in the Schedule to this Statute, credit may be awarded as follows:
  - (i) If the programme has been completed, the amount of credit will be as specified in the Schedule.
  - (ii) If the programme has not been completed, the amount of credit will be the total assessed point value for all eligible courses passed in the programme, but will not exceed the amount specified in the Schedule for the completed programme.
- (b) Up to 120 points of transfer credit may be awarded for eligible courses. With the permission of the appropriate Associate Dean (Students), further points may be credited to an equivalent Victoria University Bachelor's degree from:
  - (i) approved student exchange programmes; and/or
  - (ii) one incomplete external qualification that is very similar in structure and content to the Victoria University degree; and/or
  - (iii) one external qualification listed in the Schedule to this Statute as allowing a larger amount of transfer credit.
- (c) In all circumstances at least one third of the points for each Victoria University qualification must be passed at Victoria University.
- (d) Transfer credit awarded on the basis of courses undertaken through an approved student exchange programme that forms a coherent part of the students' overall course of study may, with the permission of the Associate Dean and in consultation with the Head of School, be used to satisfy up to:
  - (i) the greater of 40 points or half the minimum requirements at 300-level or above for a Bachelor's degree; and

- (ii) half the advanced points (200-level or above) requirements for a major in a Bachelor's degree.
- (e) Otherwise transfer credit may not be used to satisfy 300-level (or above) major or degree requirements, except in special circumstances approved by the Associate Dean.
- (f) Except where different arrangements are specified in the relevant qualification Statute, transfer credit cannot be counted towards:
  - (i) a thesis;
  - (ii) a research project in a graduate programme;
  - (iii) a postgraduate Honours degree;
  - (iv) more than 60 points in a Master's degree; or
  - (v) more than 30 points in a Postgraduate Certificate or Postgraduate Diploma.

#### **4.4 Cancellation of Transfer Credit**

Transfer credit will be cancelled if a Victoria University course is subsequently passed with content substantially similar to the external course from which credit was transferred.

#### **4.5 Assessment of Transfer Credit**

- (a) For qualifications from other New Zealand universities, the assessed point value of an eligible course will be calculated by multiplying the Equivalent Full Time Student (EFTS) value of the course by the number of Victoria University points that correspond to one EFTS (120). For other qualifications, the best available evidence will be used to estimate equivalent point values.
- (b) The awarding of fully or partially specified credit is determined by a comparison of courses passed with similar courses at Victoria University. Transfer credit will be specified to the extent possible given the variations in arrangement of material between courses, and the breadth and depth of material covered.
- (c) The level at which credit in respect of an eligible course is awarded will be based on an assessment of the content and difficulty of that course. In making this assessment, Victoria University will be guided, but not bound, by the level of the course on the National Qualifications Framework and the level assigned to it by the other institution.

*Note: Some academic programmes label courses with a level code that implies the sequential year of study in which the course is taken, rather than the level of difficulty of the material. In such cases the credit offered may not correspond to the indicated levels of the external courses.*

#### **4.6 Responsibilities of Applicants**

Applicants will be responsible for providing acceptable evidence of their qualifications, and any additional materials that may be requested in order to assess the content, level and value of the papers. Transfer credit will not be awarded unless satisfactory information is provided.

*Note 1: Copies of documents can only be accepted if they have been certified by a Solicitor, Notary Public, Justice of the Peace, or the institution which issued the originals. Students may also bring documents and copies to be certified by staff in the Enrolment Office, Faculty Offices, Student Recruitment and Course Advice, or Victoria International.*

*Note 2: If the original document is not in English, a certified translation must also be provided.*

#### **4.7 Approving Authority and Appeal Process**

Decisions on credit transfer are made by the Associate Dean (Students) or equivalent of the relevant faculty. Any student dissatisfied with the decision of the Associate Dean (Students) may apply to have the decision reviewed by the Convenor of the Academic Committee.

### **5 Legislative Compliance**

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this Statute.

### **6 References**

Previous Version: [Credit Transfer Statute](#)

Personal Courses of Study Statute – available in the [Victoria University of Wellington Calendar](#)

### **7 Appendices**

Appendix A: [Schedule of Limits on Transfer Credit for Programmes of Study](#).

### **8 Approval Agency**

Council (Statute)

Academic Board (Schedule)

### **9 Approval Dates**

This Statute was originally approved on: 28 September 1998

This version takes effect from: 6 December 2010

A revision to the Schedule to this Statute was approved on: 6 October 2011

This Statute will be reviewed by: 1 December 2012

### **10 Statute Sponsor**

Assistant Vice-Chancellor (Academic)

### **11 Contact Person**

The following person may be approached on a routine basis in relation to this Statute:

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