
Credit Transfer and Recognition of Prior Learning Regulations

1. Purpose

These regulations govern the credit awarded towards Victoria University of Wellington qualifications from:

- courses taken at other tertiary institutions ('transfer credit');
- micro-credentials taken either through this university or another provider; and
- credit awarded for informal or uncertificated prior learning ('RPL credit') that has been assessed by the University as equivalent to specified Victoria University of Wellington courses.

Credit of Victoria University of Wellington courses to more than one of this university's qualifications ('cross-credit') is governed by the regulations for each qualification and the General Programmes of Study Regulations.

2. Application of Regulations

These Regulations apply to staff members and students.

Regulations Content

3. Principles

- (a) The award of a qualification must be on the basis that the student has met the full academic requirements of the qualification, irrespective of the extent of any transfer credit or RPL credit.
- (b) The award of a Victoria University of Wellington qualification requires that a sufficient proportion of the courses for the qualification has been passed at this university, and that these courses include a sufficient number at advanced levels to establish its distinctive character as a Victoria University of Wellington qualification.
- (c) Credit should be awarded at the highest level that is consistent with the nature of the previous learning and appropriate for the student's programme of study at Victoria University of Wellington.

4. Responsibilities

- (a) Decisions on the award of transfer credit are made by the Associate Dean (Students) or equivalent in the relevant faculty. The Associate Dean will consult with the relevant Head of School where specified in section 7.
- (b) Decisions on RPL credit are made by the Associate Dean on the recommendation of the relevant Head of School.
- (c) Applicants are responsible for providing acceptable evidence of their prior learning, and any additional materials that may be requested in order to assess its content, level and value. Credit will not be awarded unless satisfactory information is provided.

5. Learning for which credit may be awarded

5.1. Credit must be based on the original learning

All assessment of transfer credit and RPL credit must be based on the original learning. Transfer credit can only be awarded on the basis of achievement at the institution where the course was originally taken. The awarding of transfer credit for a course by another institution is not sufficient grounds for Victoria University of Wellington to award transfer credit for the same course. Transfer credit cannot be awarded on the basis of RPL credit awarded by another institution.

5.2. Courses passed at another tertiary institution

- (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 an educational institution and recognised by the Associate Dean 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 of Wellington.
- (c) Transfer credit will not be awarded for 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) Credit will not be awarded for courses passed while the student was suspended from this university on academic misconduct grounds.
- (e) Credit will not normally be awarded for courses passed while the student was suspended or excluded from any other tertiary institution on academic misconduct grounds.

6. Types of credit that may be awarded at Victoria University of Wellington

6.1. Transfer credit

- (a) Transfer credit may be awarded as:
 - (i) fully specified credit, that is, a Victoria University of Wellington course identified by subject and course code and usually having the normal point value of that course. Subject to section 7, specified credit may be used to satisfy any degree, major or prerequisite requirement that would be satisfied by the relevant Victoria University of Wellington course; or
 - (ii) partially specified credit in a particular subject at a particular level, but not specifying a course code. Subject to section 7, partially specified credit may be used to satisfy degree, major or prerequisite requirements that would be satisfied by courses with the same subject code and level or degree schedule and level; or
 - (iii) unspecified credit at a particular level but which does not specify a subject or course code. Unspecified credit may be used to satisfy degree, major or prerequisite requirements expressed in terms of any points at the same level.

Note: Under the provisions in the General Programmes of Study Regulations, the Associate Dean may exempt a student from particular degree, major or prerequisite requirements. Such

exemptions may be based on prior learning, and may be in addition to, or instead of, the award of any transfer credit.

- (b) Unspecified or partially specified transfer credit may be reassessed if the student seeks an alternative qualification.

6.2. RPL credit

6.2.1. Principles for the award of RPL credit

- (a) RPL credit may only be awarded as fully specified credit, normally at 100-level, and is regarded as full Victoria University of Wellington credit in terms of meeting degree, major or prerequisite requirements.
- (b) Credit may only be awarded in courses that have been approved for RPL credit by the Academic Programmes Committee in accordance with section 6.2.2 below.
- (c) Credit may only be awarded for courses currently listed on the schedule to a Victoria University of Wellington qualification.
- (d) Credit may only be awarded for prior learning that satisfies the course learning objectives as set out in the relevant course outline. Credit is not awarded purely on the basis of practical experience.

Note: Where a student's prior experience has adequately prepared them for direct entry to an advanced course or graduate programme, but it is not appropriate to grant RPL credit, this can be dealt with using the provisions in the General Programmes of Study Regulations, or the entry requirements for individual graduate programmes.

6.2.2. Approval of courses for RPL credit

Any school wishing to be able to award RPL credit for a course must submit an RPL proposal for approval by the relevant faculty board and the Academic Programmes Committee. The RPL proposal must include:

- (i) the justification for offering RPL credit for the course, which might include information on how students can obtain appropriate learning independently and why there is a demand for RPL credit;
- (ii) the criteria under which a candidate is permitted to apply for RPL credit in the course; and
- (iii) the assessment process to be used, including a statement on how it ensures the student has met the learning outcomes for the course.

6.2.3. Assessment procedures

The proposed assessment procedure must be fair, valid and transparent, and must allow determination of whether the applicant's knowledge, experience and skills satisfy the course learning objectives. Typically, assessment involves one or more of:

- (i) a challenge examination, where the applicant undertakes the same or equivalent assessment to that of students enrolled in the course; or
- (ii) an oral examination, in which the applicant's knowledge and learning are determined through an interview process. The RPL proposal should include information on the nature of such an interview and the staff who would be involved; or

- (iii) a portfolio detailing the relevant experiences of the applicant, identifying the learning achieved in those experiences, and providing supporting evidence such as letters or testimonials from employers or supervisors.

6.3. Micro-credentials

A micro-credential may be credited to a qualification where it is at or above New Zealand Qualifications Framework Level 5 (or equivalent), and the Associate Dean is satisfied that:

- (i) the content is relevant to the qualification;
- (ii) it is in a subject which could properly be taught at degree level in a university; and
- (iii) it is of sufficient quality to be an appropriate component of the qualification.

7. Amount of transfer and RPL credit to be awarded

7.1. Limits on credit

Except where different arrangements are specified in the relevant qualification regulations, transfer and RPL credit may be awarded towards Victoria University of Wellington qualifications based on the assessed points value for eligible prior learning up to the limits set out below.

7.2. Undergraduate Bachelor's degrees

Note: This includes BE(Hons) and LLB(Hons).

7.2.1. Standard provisions for credit transfer

Except as provided in sections 7.2.2 - 7.2.3:

- (i) a maximum of 120 points of transfer credit may be awarded towards a Bachelor's degree;
- (ii) transfer credit cannot be used to satisfy the 300-level (or above) degree, major or minor requirements.

7.2.2. Special circumstances

Further points and/or points at 300-level (or above) towards degree, major or minor requirements may be credited to a Bachelor's degree in the following circumstances:

- (i) from an approved student exchange programme; and/or
- (ii) where specified within a formal articulation or twinning arrangement between this university and another institution; and/or
- (iii) in consultation with the Head of School, from one incomplete external qualification that is very similar in structure and content to the Victoria University of Wellington degree; and/or
- (iv) in consultation with the Head of School, in other exceptional circumstances.

7.2.3. Minimum Victoria University of Wellington content in undergraduate degrees

- (a) In all circumstances, irrespective of any transfer credit or RPL credit, at least 120 points for each Bachelor's degree (including those completed within a conjoint degrees programme) must be passed at this university.
- (b) Except as provided in section 7.2.3(c) the points passed at this university must include:

- (i) at least 40 points, or half the minimum degree requirements at 300-level or above if that is more than 40 points; and
 - (ii) at least half the advanced points (200-level or above) requirements for any major.
- (c) For undergraduate Bachelor's degrees requiring points at 400-level, the points passed at this university must include:
- (i) any research project; and
 - (ii) at least 60 points at 400 level (or above), or the full 400-level (and above) degree requirement if that is less than 60 points; and
 - (iii) half the minimum 300-level (or above) requirements for any major.

7.3. Graduate certificates, graduate diplomas, postgraduate certificates and postgraduate diplomas

Credit may be awarded for up to half the points required for the qualification.

7.4. Postgraduate Honours degrees

- (a) Normally all courses credited to a postgraduate Honours degree must be undertaken at this university.
- (b) In exceptional circumstances and in consultation with the Head of School, the Associate Dean may approve up to 60 points of transfer credit within a postgraduate Honours degree, providing the integrity and cohesiveness of the student's programme is maintained.
- (c) In all circumstances, any research project within a postgraduate Honours degree must be undertaken and passed at this university.
- (d) RPL credit must not be awarded towards a postgraduate Honours degree.

7.5. Master's degrees (including Master's degrees that can be awarded with Honours)

Transfer credit and/or RPL credit may be awarded towards a Master's degree, providing that in all circumstances at least 120 points, including any thesis or research project worth 60 points or more, is passed at this university.

8. Appeals

Any student dissatisfied with the decision of the Associate Dean may apply to have the decision reviewed by the Vice-Provost (Academic).

9. Definitions

In these Regulations, unless the context otherwise requires, the following definitions shall apply:

Exemption:	Exemption from completing a particular degree, major, or prerequisite requirement. An exemption does not imply that credit has been granted for the courses associated with the requirement.
Fully specified credit:	Awarded credit that is defined as a specific course code (where the previous study is considered to be equivalent or a superset of that particular Victoria University of Wellington course).

Partially specified credit:	Awarded credit that is defined in terms of a subject or faculty code and level (where the previous study is broadly equivalent to material covered in that discipline or faculty at that level, but not equivalent to a specific course).
RPL (recognition of informal prior learning) credit:	Credit awarded on the basis of prior learning that occurred outside accredited courses or qualifications. This may include workplace training, marae-based learning or independent learning. RPL credit is always fully specified credit.
Transfer credit:	Credit awarded towards a Victoria University of Wellington qualification on the basis of courses previously passed at another tertiary institution.
Unspecified credit:	Awarded credit that is defined at a particular level, but does not specify a subject area (where the previous study is broadly equivalent to material at that level, in a subject area that could properly be taught at degree level in a university). Unspecified credit is identified with the 'subject' code UNSP.

Related Documents and Information

10. Related Documents

[Education and Training Act 2020](#)

[General Academic Statute](#)

[General Programmes of Study Regulations](#)

11. Document Management and Control

Approver	Academic Board
Approval Date	21 July 2020
Effective Date	22 September 2020
Last Modified	22 September 2020 Amended s.6.3 for micro-credentials. 9 February 2023 Minor edits: Updated "Academic Committee" to "Academic Programmes Committee" and "Personal Courses of Study Regulations" to "General Programmes of Study Regulations".
Review Date	31 August 2023
Sponsor	Provost
Contact Person	Senior Academic Policy Adviser Ext: 5191