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## General Programmes of Study Regulations

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### 1. Purpose

These Regulations set out the general provisions relating to qualification requirements and how they are to be met by individual students' personal programmes of study.

### 2. Application of Regulations

These Regulations apply to staff members and students. They should be read in conjunction with other relevant regulations, including the Admission and Enrolment Regulations, Credit Transfer and Recognition of Prior Learning Regulations, and the regulations for individual qualifications.

### Regulations Content

### 3. General requirements for qualifications, majors, subjects, micro-credentials and other curriculum components

*Note 1: The procedures for approving new or amended curriculum components are set out in the [Academic Approvals Handbook](#).*

*Note 2: Refer to the Academic Transcripts and Certificates Procedure for details of the qualification-related information that is included on qualification certificates and academic transcripts.*

#### 3.1. CUAP requirements

The structure of the University's qualifications and components within them must align with the requirements defined by the New Zealand Vice-Chancellors' Committee (also known as Universities New Zealand – Te Pōkai Tara) through the Committee on University Academic Programmes (CUAP) (see <https://www.universitiesnz.ac.nz/>). Within these definitions, Te Herenga Waka—Victoria University of Wellington defines some specific requirements as set out below.

#### 3.2. Pre-degree qualifications

The requirements for pre-degree certificates and diplomas are as set out in the CUAP Handbook.

#### 3.3. Undergraduate qualifications

- (a) A bachelor's degree:
  - (i) requires 360 points except where a larger programme is mandated by professional accreditation requirements; and
  - (ii) must include at least 180 points above 100-level of which at least 75 points must be at 300-level.
- (b) A bachelor's degree awarded with honours:

- (i) requires at least 480 points and must meet CUAP's requirements for research content and the number of points required at each level; and
- (ii) must provide an exit point at the end of the programme of study that meets the requirements for a bachelor's degree for students whose performance is not at the level to justify the award of honours.

*Note: Refer to section 6 for information on conjoint degrees programmes and other combinations of qualifications.*

### **3.4. Graduate qualifications**

- (a) Graduate certificates and graduate diplomas are designed for graduates or those whose practical, professional or scholarly experience provides an equivalent level of preparation.
- (b) A graduate certificate is a coherent programme of study comprising at least 60 points, including at least 40 points at 300-level or above.
- (c) A graduate diploma is a coherent programme of study comprising at least 120 points, including at least 75 points at 300-level or above.

### **3.5. Postgraduate qualifications**

#### **3.5.1. Postgraduate certificate and postgraduate diploma**

- (a) Postgraduate certificates and postgraduate diplomas build on a prior degree.
- (b) A postgraduate certificate is a coherent programme of study comprising at least 60 points at 400-level or above.
- (c) A postgraduate diploma is a coherent programme of study comprising at least 120 points at 400-level or above.

#### **3.5.2. Postgraduate honours degree**

A postgraduate honours degree:

- (i) is a 120-point qualification following on from a bachelor's degree; and
- (ii) must normally include a research component of at least 30 credits at NZQF level 9 with the other courses at level 8. The research component should be a discrete easily identifiable course(s).

#### **3.5.3. Master's degree**

The requirements for a master's degree are as set out in the CUAP Handbook.

#### **3.5.4. Duration of postgraduate honours and master's degrees**

- (a) In order to be eligible for the award of honours, merit or distinction, a candidate for a postgraduate honours or master's degree must complete the requirements for the degree within the relevant time period specified in the qualification regulations.
- (b) The Associate Dean, after consultation with the relevant Head of School, may extend the maximum period for completing the requirements for the award of honours, merit or distinction. A candidate refused such an extension may still be permitted to complete the qualification, or in the case of a postgraduate honours degree, may be required to transfer to a relevant postgraduate diploma.

*Note: Extensions to a master's thesis are dealt with in the Master's Thesis Regulations. Refer to the Assessment Handbook regarding extensions for work within other courses.*

- (c) The course of study for a qualification shall be regarded as having begun when the candidate first enrolled in a course later credited to that qualification.

*Note: Provisions for the duration of theses within master's degrees are set out in the Master's Thesis Regulations.*

### 3.5.5. Doctoral degree

A doctoral degree requires at least 360 points.

- (a) The Doctor of Philosophy (PhD) is a university-wide research degree comprising a 360-point thesis at NZQA level 10 (600-level).
- (i) The thesis constitutes the entire body of work on which the award of the qualification is based. This does not preclude coursework, but any coursework only contributes to the preparation for and acceptance of the candidate to undertake the research that leads to the thesis.
- (ii) The PhD may (subject to appropriate supervision capacity) be offered in any subject area in which the University offers a postgraduate honours or master's programme.
- (b) A professional or named doctorate is a coherent programme of study:
- (i) It must include a thesis at NZQA level 10 (600-level) worth at least 240 points;
- (ii) The balance may be coursework at NZQA level 9 or 10 (500-600 level). Any coursework normally contributes to the overall result and if so, must be externally examined.

### 3.6. Major or subject

- (a) A major is a substantial component of a degree consisting of courses in a recognised disciplinary area.
- (i) A major in a bachelor's degree consists of courses worth at least 120 points including at least 40 points at 300-level or above. For a general undergraduate degree (that is, the BA, BCom, BSc), a major shall not require more than 140 points at 200-level or above.
- (ii) In a postgraduate honours degree, the courses for a major comprise the entire qualification.
- (iii) In a master's degree, the courses for a major normally comprise the entire qualification and must comprise at least 40% of the points for the degree. In some cases, a research project course or thesis may count towards a major only when the programme director determines that the topic of the project or thesis falls within the relevant subject area.
- (b) A subject is a substantial part of a certificate, diploma, graduate certificate, graduate diploma, postgraduate certificate or postgraduate diploma. It must comprise at least 40% of the qualification. In some cases, a course such as a project or internship may count towards a subject only when the programme director determines that the student's topic falls within the relevant subject area.
- (c) The regulations for a qualification may:
- (i) Require each student to complete at least one of the majors or subjects offered;
- (ii) Allow students the option of including a major or subject; or

- (iii) Not offer any majors or subjects.
- (d) A particular major may be offered for more than one degree but, where the degrees are at the same level, the requirements must be the same (although they may be stated differently according to conventions adopted by the faculties concerned).

*Note: Majors and subjects appear on qualification certificates as well as on academic transcripts (see the [Academic Transcripts and Certificates Procedure](#) section 4.1(c)).*

### 3.7. **Minor**

- (a) A minor is a component of a bachelor's degree, that specifies 60 points at 200- and 300-level in a subject area, with at least 15 points at 300-level.
- (b) A student may only include a minor where permitted by the regulations for the qualification in which they are enrolled. Any minor must be in a different subject area from the student's major(s).
- (c) Unless otherwise specified in the regulations for the qualification in which the student is enrolled, a minor can be selected from:
  - (i) all majors listed in the BA, BAS, BBmedSc, BBS, BC, BCom, BDI, BHIth or BSc regulations; or
  - (ii) additional minors listed in the regulations for a bachelor's degree.
- (d) Courses for a minor in a subject area which is available as a major shall be chosen from the requirements at 200-level or above for that major unless additional constraints or flexibility are specified in the qualification regulations in which the major is defined.

### 3.8. **Specialisation**

- (a) A specialisation is an optional area of focus within a major or subject.
- (b) A specialisation requires at least 45 points of directly relevant courses at 200-level or above, including at least one course above 200-level.
- (c) The courses specified for a specialisation shall normally be from courses within the associated major or subject, but in all cases, at least 50 percent of the specified points shall be from such courses.

### 3.9. **Micro-credentials**

- (a) A micro-credential certifies achievement of a coherent set of skills and knowledge; and is specified by a statement of purpose, learning outcomes, and strong evidence of need by industry, employers, professional associations, iwi and/or other communities.
- (b) A micro-credential:
  - (i) normally certifies achievement of a range of assessable learning outcomes of between 5 and 40 points at a specified level;
  - (ii) focuses on skill development opportunities not currently included in other approved courses at this university;
  - (iii) is approved for a period of two years after which time re-approval is needed;
  - (iv) must undergo an evaluation that uses student feedback at least annually; and
  - (v) stands alone and may or may not contribute to a qualification.

*Note: The University may credit micro-credentials towards a qualification by way of credit transfer (see the [Credit Transfer and Recognition of Prior Learning Regulations](#)).*

### 3.10. Course

Each course must have a specified points-value. Depending on faculty requirements, courses must normally be 15 points or 20 points, or multiples of those values. In exceptional cases the Deputy Vice-Chancellor (Academic) may approve different points-values.

*Note: Refer to the Academic Transcripts and Certificates Procedure for details of the qualification-related information that is included on qualification certificates and academic transcripts.*

## 4. When a student may register in a course

### 4.1. Prerequisites, corequisites and restrictions

(a) Each course in a student's personal programme of study must comply with any prerequisites, corequisites or restrictions specified in the relevant qualification schedule.

(i) **Prerequisite for a course:** A student must pass the prerequisite before registering in the course unless the prerequisite is waived by the Head of the School responsible for the course. If the waiver is conditional on simultaneous registration in the prerequisite course, then both courses must be passed before registration can occur in any subsequent course for which the second course is itself a prerequisite.

(ii) **Corequisite for a course:** In order to register in the course, a student must either concurrently register in the corequisite course, or have already passed it. The Head of the School responsible for the course may waive a corequisite.

(iii) **Restriction against a course:** Restrictions prevent a student registering in sets of overlapping courses.

- A student cannot register in a course which is restricted against a course or combination of courses that the student has already passed, or is concurrently registered in.
- In some cases, a restriction may be limited to courses done in a particular year.
- Double-labelled courses are necessarily restricted against each other.

A restriction may be waived by the Head of the School responsible for the course. In such cases, where equivalent material has been covered in both courses (or sets of courses), the student may only credit one course (or set of courses) towards any Victoria University of Wellington qualification.

(b) A student may enrol in a postgraduate honours or master's course (i.e., one listed on the schedule of a postgraduate honours or master's degree) only with the approval of the Head of School responsible for that course.

(c) A student may appeal any decision taken under section 4.1(a) or (b) to the relevant Associate Dean.

### 4.2. Registration in a course already passed or exempt

(a) Only with the permission of the relevant Associate Dean may a student register in a course that is the same or substantially equivalent to a course:

- (i) that the student has already passed; or
- (ii) from which the student has been exempted with credit;

- (iii) that is essentially a lower level version of a course the student has already passed or been exempted from with credit; or
  - (iv) previously passed at another institution for which the student has been awarded transfer credit.
- (b) A student who passed a course more than 10 years earlier and, under section 5.3(e), is unable to use that course to satisfy current requirements, may re-register in the course.

*Note: Credit for any course will normally be given just once (see section 5.3(b)).*

#### **4.3. Re-registration in a failed course**

A student who has failed the same course twice may not register again in that course unless permitted by the relevant Associate Dean. The Associate Dean may approve a further registration where justified, for example if:

- (i) the course is a required course for a major, subject or qualification the student is enrolled in, and the student has passed at least half the other courses for that major, subject or qualification; or
- (ii) the student's previous performance in the course was affected by serious medical or personal circumstances; or
- (iii) a substantial period of time has elapsed since the student's last attempt at the course.

### **5. Completion of qualification requirements**

#### **5.1. General**

- (a) To be awarded a qualification, a student must have met the full academic requirements specified in the qualification regulations, taking account of the provisions in these and other relevant regulations.
- (b) In exceptional circumstances the relevant Associate Dean (or for doctoral qualifications, the Dean FGR) may vary the qualification requirements for an individual student. In all cases the student's personal programme of study should be consistent with the essential character of the qualification and achieve the qualification graduate attributes.

#### **5.2. Which regulations apply when there have been amendments**

- (a) A student may complete their qualification under the regulations in force at the time of their final enrolment for the qualification.
- (b) Unless expressly prevented by subsequent regulations, a student who enrolled for a qualification under previous regulations may complete the qualification under those regulations if they do so:
  - (i) within the maximum duration where specified in the qualification regulations; or
  - (ii) otherwise, within two years more than the normal full-time duration of the qualification from when the regulations were changed.

*Note: for a 360-point degree this period is five years; for a 120-point qualification it is three years.*

- (c) The Associate Dean (or for doctoral qualifications, the Dean FGR) shall determine how the requirements of the earlier regulations are to be met and in doing so shall endeavour to prevent undue hardship and, as appropriate, take account of:

- (i) any provisions for the transition stated in the proposal to amend the regulations; and
  - (ii) how long the student has been enrolled.
- (d) The Associate Dean (or Dean FGR) may allow a student to complete a qualification under regulations that last applied before the time specified in 5.2 (b).

*Note 1: The schedules to current qualification regulations generally include prerequisites and restrictions relating to courses that have been offered within the last seven years. Information about courses last offered more than seven years ago that may be used as prerequisites for current courses, or be restricted against current courses, can be obtained on request from the relevant Faculty Student and Academic Services Office or school.*

*Note 2: Refer to the Appendix for information on equivalent points-values for historical courses defined in credits, units or stages.*

### **5.3. Crediting courses to qualifications, majors, subjects and minors**

- (a) Subject to the constraints in section 6, a student may credit a set of courses to a qualification if, and only if:
- (i) the student has obtained a pass in each of the courses; and
  - (ii) except as provided for elsewhere in these Regulations, the set of courses meets the requirements of the regulations for the qualification.
- (b) Except for directed individual study courses or special topic courses where the content changes between offerings, credit for any course will be given just once.
- (c) Any course which is double-labelled with another course may be substituted for that course to meet prerequisite, corequisite, major, subject, specialisation or other requirements of the qualification regulations.
- (d) A student who has passed, at this or any other institution, a course equivalent to one which is required for a Victoria University of Wellington qualification, or for a major, subject, specialisation or minor within such a qualification, but is unable to gain credit for it towards that qualification, will normally be given an exemption from that course by the relevant Associate Dean who may require the substitution of an approved alternative course.

*Note: There are limits on the amount of transfer credit and credit based on prior informal learning that can be credited to qualifications. Refer to section 5.6 and the [Credit Transfer and Recognition of Prior Learning Regulations](#).*

- (e) Where a student has passed a course more than 10 years earlier:
- (i) The relevant Associate Dean may decide that the course cannot be used to meet the requirements of a major, subject, minor or qualification in which the student is currently enrolled;
  - (ii) The relevant Head of School may decide that the course cannot be used to satisfy prerequisite requirements for a current course.

Such decisions are based on consideration of the currency of the course content and the significance of the course in the student's personal programme of study.

*Note: A student unable to use an old course to satisfy current requirement may re-register in the course (refer to section 4.2(b)).*

#### 5.4. Failed courses in postgraduate honours and master's degrees

*Note: Refer to the [Master's Thesis Regulations](#) for provisions relating to master's theses. Refer to the [Assessment Handbook](#) for provisions relating to the award of classes of honours, merit or distinction.*

- (a) A candidate for a postgraduate honours or master's degree will not be awarded the qualification if they have failed more than 30 points of courses for the qualification on their first attempt, even if they pass the courses or alternative courses at a later time.

*Note 1: In such a case, the student may be offered the option of transferring into an appropriate postgraduate diploma.*

*Note 2: For the purposes of this section, a withdrawal from a course does not count as a fail.*

- (b) Appeals may be made to the relevant Associate Dean, who may permit the award of the qualification if satisfied that the student's failure in the first attempt in the courses was affected by exceptional medical or personal circumstances.

#### 5.5. Substitution of courses

- (a) The set of courses credited to a qualification must be consistent with the intent of the qualification regulations. Any courses substituted for specified qualification, major or subject requirements must be relevant and complementary to the rest of the student's programme.
- (b) Any substitute course must normally be at the same or higher level as the course being replaced.
- (c) Substitutions for courses in bachelor's degrees, graduate certificates, graduate diplomas or pre-degree qualifications must be approved by the Associate Dean under section 5.1(b).
- (d) Except where otherwise specified in the qualification regulations, the relevant Head of School may permit a student to replace courses worth up to half the points-value of a non-doctoral postgraduate qualification with courses of a comparable points-value.

#### 5.6. Transfer credit and credit based on prior informal learning (RPL)

*Note: The detailed provisions for transfer credit and credit based on RPL are set out in the [Credit Transfer and Recognition of Prior Learning Regulations](#).*

- (a) Credit transfer and recognition of prior learning allow a student to be granted credit towards a Victoria University of Wellington qualification on the basis of learning achieved elsewhere.
- (i) Transfer credit is credit awarded on the basis of courses previously passed at another tertiary institution. Decisions on the award of transfer credit are made by the Associate Dean (Students) or equivalent in the relevant faculty.
- (ii) RPL credit is fully specified credit based on the assessment of a student's prior informal learning against the learning objectives of a specific course offered by this University. Informal learning is learning that occurs outside accredited courses or qualifications and may include workplace training, marae-based learning or independent learning. The RPL assessment process for a course must be approved by Academic Committee.

*Note: only some courses offered by this University are approved for RPL credit (refer to the [Credit Transfer and Recognition of Prior Learning Regulations](#)).*

- (b) In all cases, 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.

*Note: Limits on transfer and RPL credit are in the [Credit Transfer and Recognition of Prior Learning Regulations](#).*

- (c) Credit should be awarded at a level that is consistent with the nature of the previous learning and the student's personal programme of study at Victoria University of Wellington.
- (d) 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.
- (e) In all cases, transfer credit from a completed graduate or postgraduate qualifications is only permitted if the external qualification is a lower qualification than the one in which the student is enrolled at this university.
- (f) 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.

### **5.7. Abandoned and rescinded qualifications**

- (a) A student may abandon a qualification prior to it being awarded (graduation), by ceasing enrolling in it and being accepted for enrolment in a different qualification (*refer to the Admission and Enrolment Regulations*).
- (b) In certain circumstances a qualification that has been awarded can be rescinded by the University Council (*refer to the [General Academic Statute](#) section 7.2*).
- (c) Where a student's qualification is abandoned or rescinded, any courses passed towards it may be credited to a different qualification providing they meet the requirements in sections 5.1-5.6.

## **6. Combinations of qualifications, majors, subjects or minors**

### **6.1. Constraints on combinations of qualifications, majors, subjects and minors**

- (a) No student may be awarded:
- (i) an undergraduate major and a minor in the same subject area, irrespective of whether the major and the minor are in the same or different qualifications;
  - (ii) two undergraduate majors in the same subject area;  
*Note: A bachelor's graduate wanting to do the courses associated with an additional undergraduate major has the option of enrolling in a graduate diploma or graduate certificate.*
  - (iii) any pair of postgraduate honours degrees in the same major;
  - (iv) any pair of MA, MA(Applied), MCom, MMus or MSc in the same major;
  - (v) any pair of graduate certificates or graduate diplomas in the same subject; or

- (vi) any pair of postgraduate certificates or postgraduate diplomas in the same subject.
- (b) A graduate who has been awarded:
  - (i) a postgraduate honours degree or master's degree in a particular major; or
  - (ii) a graduate certificate, graduate diploma, postgraduate certificate or postgraduate diploma in a particular subjectmay be a candidate for the same qualification in a different major or subject providing no courses are cross-credited between them (see section 6.3.1(f)).

## **6.2. Counting courses towards the requirements for more than one qualification, major, subject or minor**

- (a) Unless stated otherwise in the qualification regulations, a student cannot count a course towards the 300- or 400-level requirements for:
  - (i) more than one qualification; or
  - (ii) more than one major, subject or minor, irrespective of whether the majors, subjects or minors are in the same or different qualifications.
- (b) There is no bar against double-counting a course towards 200-level requirements in more than one qualification, major, subject or minor.

## **6.3. Cross-crediting: counting courses towards more than one Victoria University of Wellington qualification**

*Note: Refer to the [Credit Transfer and Recognition of Prior Learning Regulations](#) regarding crediting courses passed at a different institution to a Victoria University of Wellington qualification.*

### **6.3.1. General**

- (a) Cross-crediting means that the course (or points) is counted towards both of two Victoria University of Wellington qualifications.
- (b) A student doing two or more qualifications must complete the requirements of each, subject to the constraints in section 5.
- (c) Courses may be cross-credited between a pre-degree qualification and a bachelor's degree as specified in the regulations for the pre-degree qualification.
- (d) A student enrolled in a conjoint degrees programme may cross-credit up to 180 points between the two bachelor's degrees (see section 6.3.2).
- (e) Otherwise, a student may cross-credit up to 120 points between any pair of bachelor's degrees, irrespective of the student's level of achievement or whether degrees are done concurrently.
  - (i) These points will normally be at 100-level, unless otherwise permitted by the relevant Associate Dean.
  - (ii) The total of such cross-credit and any transfer credit shall in no circumstance exceed two-thirds of the total points-requirement for the subsequent degree.
  - (iii) At most 60 points from a completed pair of cross-credited bachelor's degrees may be cross-credited to a third bachelor's degree.

*Note: A pair of degrees undertaken concurrently in an arrangement outside a conjoint degrees programme may be referred to as a "double degree".*

- (f) Unless otherwise permitted by the relevant qualification regulations, no course already credited to another qualification that has been granted (whether at this university or another institution) may be credited to a postgraduate honours or master's degree or to a graduate certificate, graduate diploma, postgraduate certificate or postgraduate diploma.

### 6.3.2. Conjoint degrees programmes

- (a) A conjoint degrees programme comprises two bachelor's degrees undertaken concurrently and with up to 180 points cross-credited between them.

*Note: Upon completion of a conjoint degrees programme, the student is awarded a separate degree certificate for each of their two degrees (see the Academic Transcripts and Certificates Procedure).*

- (b) Unless otherwise specified in the qualification regulations, all bachelor's degrees offered by the University are available as part of a conjoint degrees programme.
- (c) Enrolment in a conjoint degrees programme normally occurs in a candidate's second year of study at university, but it may also occur in a later year. To be accepted into the conjoint programme, the candidate must have achieved at least a B- average over all the courses towards the two degrees, but not have completed the requirements of either component degree.
- (d) In order to remain enrolled in a conjoint degree programme, a candidate must (unless the Associate Dean approves otherwise):
- (i) achieve a GPA of at least 2 in the previous year of study; and
  - (ii) register in courses for each of the two qualifications in each year of study.
- (e) A student who fails to satisfy the GPA requirements for remaining enrolled in a conjoint degrees programme cannot reenrol in it except with permission of both the relevant Associate Deans.
- (f) The student must graduate with both degrees at the same time.
- Note: approval is normally granted for a student to remain in the conjoint programme if they complete the courses required for one of the component degrees up to one year before completing the other degree, providing they do not graduate until both are completed.*
- (g) The set of courses passed for the conjoint programme must meet all degree requirements for each component degree.
- (h) The minimum points that must be completed for conjoint degrees programmes are set out below.

<b>Degree combination</b>	<b>Total number of points</b>	<b>Total number of points at 200-level or above</b>	<b>Total number of points at 300-level or above</b>
3 year + 3 year	540	360	150
3 year + 4 year	660	480	270
4 year + 4 year	780	600	390

- (i) No more than 60 points may be credited to a conjoint programme from a previously completed degree. In all circumstances a conjoint degrees programme must include at least 240 points passed at Victoria University of Wellington, with at least 180 of those points above 100-level.

## 7. Powers of the Deputy Vice-Chancellor (Academic)

In extraordinary circumstances, the Deputy Vice-Chancellor (Academic) may, after consultation with appropriate parties, modify the application of a particular provision within these Regulations, associated Procedures or the regulations for any qualification, where convinced that the application of the provision would lead to injustice for a particular student or group of students. Any such modification should be at the request of a faculty or CSU and applies only for the individual case being considered.

## 8. Definitions

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

Abandon a qualification	After enrolling in the qualification, the student stops pursuing it.
Associate Dean	The Associate Dean in the relevant faculty who has been allocated responsibility for the decision. For the purposes of these regulations, the Deputy Dean in the Faculty of Law is considered to be an Associate Dean.
Bachelor's degree	A first or undergraduate degree, normally requiring at least three years of full-time study (or equivalent). The programme requires completion of a specified number of points, including specified numbers from particular sets of courses or at a particular level.
Bachelor's degree awarded with honours	A bachelor's degree requiring advanced study that is awarded with a class of honours depending on the student's level of academic achievement. It comprises at least 480 points, including a research component.
Course	An individual unit of study towards a qualification. A course is identified by a course code and title, carries a specified points-value and is listed on a qualification schedule.
Cross-credit	One or more courses (or points) that are counted towards both of two Victoria University of Wellington qualifications.
Exemption	Exemption from completing a certain requirement for the qualification without granting credit.
Major	A substantial component of a degree consisting of courses in a recognised disciplinary area. (see also "subject").
Minor	A secondary area of study within a bachelor's degree. A minor is smaller than a major.
Postgraduate honours degree	A 120-point degree following a bachelor's degree requiring advanced or distinguished study. It must include a research component and is awarded with a class of honours depending on the student's level of academic achievement.
Personal programme of study	A particular combination of courses in which an individual student registers.

Policy document	A Statute, Policy, Regulation, Process/Procedure, Guideline or Local Requirement unless the Vice-Chancellor approves otherwise.
Programme of study	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Qualification	A degree, diploma or certificate.
Rescind a qualification	Revoke or cancel a qualification that has been granted.
RPL (recognition of prior learning)	Credit for a course offered by this university that is granted on the basis of an assessment of a student's prior informal learning against the learning objectives of the course.
Specialisation	An optional area of focus within a major or subject.
Subject	A substantial component of a certificate or diploma consisting of courses in a recognised disciplinary area. (See also "major").
Subject area	A particular academic discipline offered through courses at various levels.
Transfer Credit	Courses (or points) awarded towards a qualification at this university on the basis of courses previously passed at another tertiary institution.

## Related Documents and Information

### 9. Related Documents

[Education and Training Act 2020](#)

[Academic Approvals Handbook](#)

[Academic Transcripts and Certificates Procedure](#)

[Admission and Enrolment Regulations](#)

[Credit Transfer and Recognition of Prior Learning Regulations](#)

[General Academic Statute](#)

**10. Document Management and Control**

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Contact Person	Senior Academic Policy Advisor Extension 5191

## Appendix: Equivalencies for historical credits, units and stages

### 1. Introduction

Over time, systems of points, credits and units have all been used to define the size of courses at Victoria University of Wellington. Equivalent points-values for earlier courses are provided below.

*Note: There may be some exceptions to these rules and students must obtain advice from the relevant Faculty Student and Academic Services Office regarding their personal programme of study.*

### 2. Points: used since 1998

Since 1998 Victoria University of Wellington has used “points” to specify the size of courses, with one point equating to 10 notional learning hours (including contact time and non-contact-time). This aligns with the New Zealand Qualifications Framework.

A standard full-time workload (one EFTS) is 120 points per academic year.

### 3. Credits: used 1973 - 1998

The weighting of each undergraduate course passed after 1972 and before 1998 shall normally be translated from credits to points as follows.

*Note: 12-, 4- and 3-credit courses will be translated proportionally with fractions rounded up.*

#### 3.1. Courses from the BA, BMus, BCA, BTM and BEd(Tchg)EC schedules

- (i) 6-credit 100-level courses: 18 points
- (ii) 6-credit 200-level courses: 22 points
- (iii) 6-credit 300-level courses: 24 points

#### 3.2. Courses from the BSc schedule

As for the BA with the following exceptions:

- (i) BIOL 301–330: 6-credit courses each 30 points, 3-credit courses each 15 points
- (ii) CHEM 365, 371, 372: each 30 points
- (iii) COMP 301–389: each 15 points
- (iv) GEOL 311–333: each 30 points

#### 3.3. Courses from the LLB/LLB(Hons) schedules

- (i) LAWS 101: 36 points
- (ii) LAWS 211–214: each 32 points until 2010, when they become 30 points
- (iii) LAWS 301: 30 points
- (iv) 6-credit LAWS 300-level courses: 15 points
- (v) LAWS 401, 402, 489: each 8 points

#### 3.4. Courses from the BArch, BBSoc and BDes schedules

- (i) Intermediate Years: as for BA/BSc
- (ii) Professional Years: 20 points for each 6-credit course

**4. Units: used prior to 1972/1973**

- (a) Units were used in BA, BCA and BMus prior to 1972, and in BSc prior to 1973.
- (b) Units were offered at particular “stages” which equate to current levels and points as follows:

<b>Stage</b>	<b>Courses numbered</b>	<b>Points</b>
Stage I or Reading Knowledge	100–199	36
Stage II	200–299	44
Stage III	300–399	48

- (c) Half units equate to half the number of points at the relevant level.