

RECOGNITION OF ACADEMIC CREDIT POLICY

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| Section | Learning and Teaching | | |
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PURPOSE

To define the process for formally recognising relevant experience and study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT.

To provide a framework for credit-recognition decisions that maintain the quality of qualifications offered by NMIT and support the mobile learner of the twenty-first century.

PRINCIPLES

NMIT is committed to the recognition of relevant prior learning and the prior achievement of academic credit.

NMIT recognises that learning may be general or specific and may be achieved in a variety of ways.

Procedures followed for RAC should ensure the validity, reliability, currency and fairness of any decisions made.

The principles are that credit recognition should:

- Eliminate duplication of learning and assessment.
- Provide open, inclusive and integrated tertiary education systems, enabling students to transfer between institutions, both nationally and internationally.
- Ensure that the quality, cohesion, integrity and standing of qualifications are not diminished.
- Ensure that constructive alignment across the qualification is maintained.

DEFINITIONS

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| Academic Credit | Credit granted through successful completion of assessment and/or recognition of prior learning. [TANZ definition] |
| Specified Credit: | There is an equivalence between the source course or work/life experience successfully completed and the learning outcomes of the specific target course. |
| Unspecified Credit: | In some cases where the previous study or experience aligns with the Graduate Profile of the target qualification but does not have a match to a specific NMIT course, and the target qualification contains elective components, unspecified credit may be recognised at a given level for elective credit. (Note: only available where Programme Regulations allow) |
| Advanced Standing | <p>This is a form of entry that assigns credit into a programme at an advanced level, following an assessment of prior learning or qualification equivalence. The rules for Advanced Standing will be provided in detail in the approved Programme Regulations. (TANZ definition)</p> <p>The term 'Advanced Standing' is also used to describe all types of Recognition of Academic Credit.</p> |

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| Approved Qualification | For New Zealand qualifications: any qualification listed on the New Zealand Qualifications Framework (NZQF). For overseas qualifications: any qualification endorsed by the Academic Committee and the courses that contribute to it as meeting the requirements for credit recognition. |
| Source Qualification | The qualification containing the completed course which is being used as evidence of prior learning. |
| Target Qualification | The qualification towards which the recognised credit contributes. |
| Authoritative record | A recognised, valid or trusted record |
| Course | A course may be known as a paper, module or unit standard. A course is related to an enrolment event. A defined course or collection of courses forms a Programme of Study, which, if completed successfully, results in the award of a Qualification. [TANZ definition] |
| Source Course: | The previously completed course which is being used as evidence of prior learning. This may be a NMIT course or one from any other provider. |
| Target Course: | The course for which the credit is to be recognised |
| Credit Transfer (CT) | The granting of credit towards a qualification on the basis of credit for the same papers or courses already earned in another qualification and/or in another institution. [TANZ definition] |
| External Credit Transfer: | Credit Transfer where previous study has been completed at another Tertiary Education Organisation either within New Zealand or overseas |
| Internal Credit Transfer: | Credit Transfer where previous study has been completed at NMIT |
| Cross Credit (CC) | Credit awarded for having successfully completed a similar course to the required standard (delivered at Institutes of Technology and Polytechnics (ITPs) or other comparable institutions) [TANZ definition] The granting of academic credit towards a qualification delivered by NMIT, of a similar course already completed as part of another approved qualification. |
| Cross Credit Schedule | Document listing all Cross Credits currently approved for the particular qualification. |
| Elective credit | Credits for the elective component of a qualification |

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| General Elective | A course in an NMIT programme that allows a student to choose any course of equivalent credit value and at least the same level, from any approved qualification, to fulfil the qualification completion requirements described in the Programme Regulations. (NB: not all programmes have elective courses) |
| Manager | The Curriculum Manager for a group of programmes. |
| Programme | One or more courses, usually leading to an award (certificate, diploma, degree, graduate diploma, postgraduate diploma) that has been approved by the Academic Board and, if required, by the relevant external approval/accreditation body. Also referred to as a 'Programme of Study'. |
| RAC | Recognition of Academic Credit. |
| Recognition of Prior Learning (RPL) | A process that makes use of evaluation evidence of academic achievement and/or work/life experience to assess relevant learning. RPL is also known as "Assessment of Prior Learning" and "Recognition of Current Competency." |
| Unit Standard | A nationally recognised, coherent set of learning outcomes and associated evidence requirements together with technical and management information that supports delivery and assessment. All unit standards are registered on the NZQA Directory of Assessment Standards, assigned a level and credit level, and may contribute to the award of a qualification registered on the New Zealand Qualifications Framework. Unit standards provide a link with technical and vocational training. |
| Source Unit Standard: | The previously completed unit standard which is being used as evidence of prior learning. |
| Target Unit Standard: | The unit standard for which the credit is to be recognised. |

SCOPE

This policy relates to applications for academic credit for all assessed NMIT courses and all the unit standards within those courses.

Note: Applications for academic credit of individual unit standard assessments that are not within a course delivered by NMIT are not covered by this policy.

RESPONSIBILITIES

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| <p>Academic Committee</p> | <ul style="list-style-type: none"> • Ensure decision making processes for RAC are fair and transparent, and comply with the RAC Policy and any relevant Programme Regulations. • Consider applications for all academic credit for courses and unit standards consistent with its responsibility to approve all course results • In considering recommendations for academic credit, the Academic Committee may request additional information including evidence that these procedures have been followed. • The Academic Committee’s authority to approve course results is delegated from the NMIT Council and may not be further delegated. |
| <p>Assessor</p> | <ul style="list-style-type: none"> • The Assessor has delegated responsibility from the Manager to assess RAC applications and map the evidence provided in each application against the requirements of the target qualification and/or course. • Make recommendation to the Manager. |
| <p>Central Academic Committee Secretary</p> | <ul style="list-style-type: none"> • Receive RAC applications on behalf of the Central Academic Committee. • Ensure applicants are advised of any relevant fees or additional charges applicable to their application. • Ensure RAC fees are paid by the applicant before the application is progressed. • Check RAC applications for completeness and if not complete ensure the applicant is notified. • Submit completed RAC applications to the Central Academic Committee for their consideration. • Update Cross Credit Schedules as required. |
| <p>Manager</p> | <ul style="list-style-type: none"> • Ensure procedures for managing RAC enquiries and applications within the programme area are fair and transparent, and comply with the RAC Policy and the relevant Programme Regulations. • Ensure enrolled students and programme applicants are informed about the availability of RAC, are aware of this Policy, and of any Programme Regulations relevant to their enquiry. |

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| Manager (cont.) | <ul style="list-style-type: none"> • Ensure that the provisions for RAC for each course or programme are defined in the Programme Regulations. • Explain to applicants that their eligibility for loans and allowances may alter if academic credit is granted for courses. • Assess Cross Credit, Credit Transfer, and Recognition of Prior Learning applications and make a recommendation to the Academic Committee • Where necessary, engage specialist personnel to assess RAC applications and provide advice. • Ensure that full and accurate records are captured and maintained throughout these procedures. |
| Programme Area Administrator | <ul style="list-style-type: none"> • Explain to applicants that their eligibility for loans and allowances may alter if academic credit is granted for courses. • Ensure that full and accurate records are captured and maintained throughout these procedures. • Check the Programme’s Cross Credit Schedule and record findings on application forms accordingly. • Notify the applicant of Academic Committee decisions made and the next steps to be followed. |

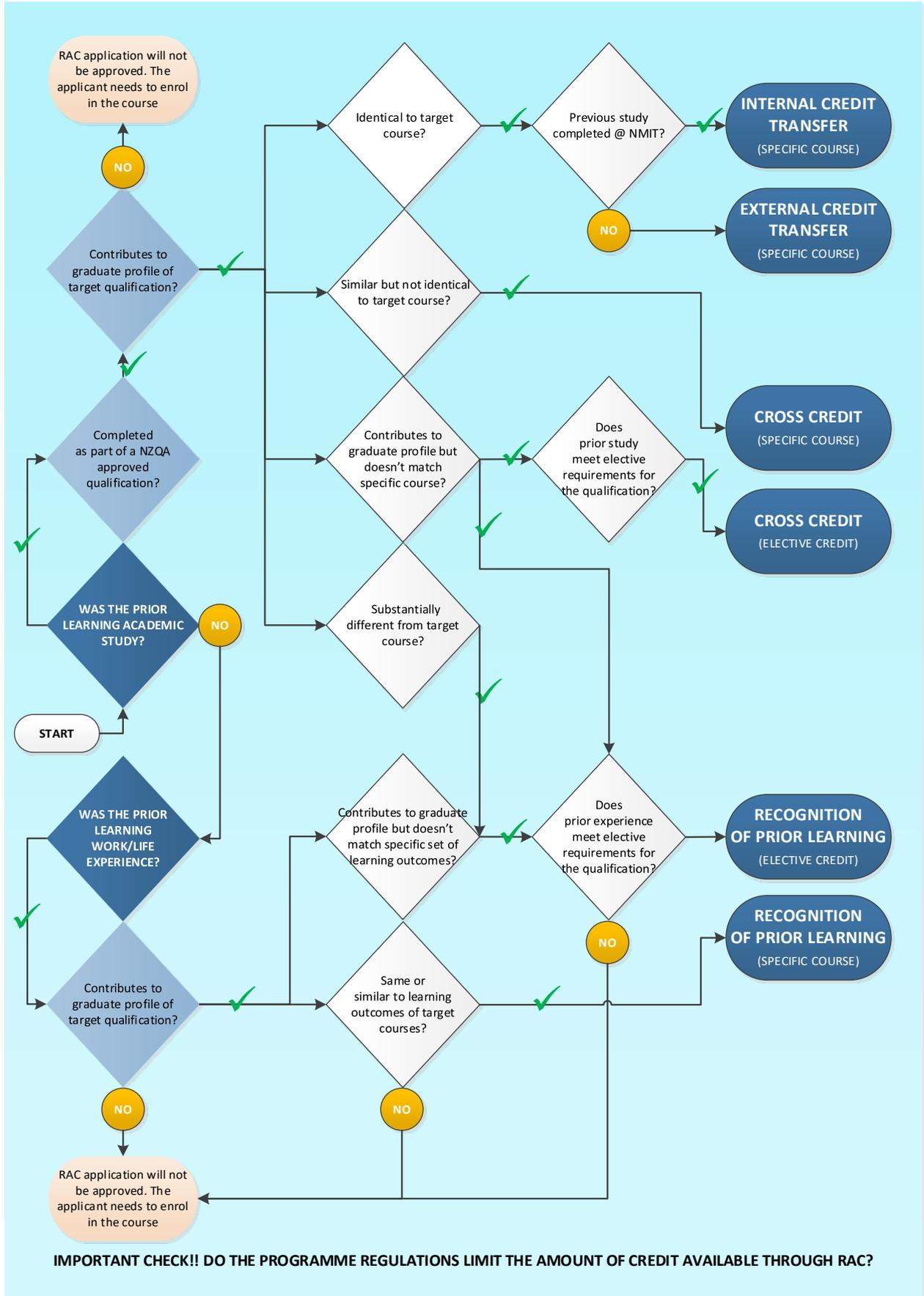
CREDIT RECOGNITION – GENERAL PROVISIONS

The following general provisions apply to all forms of credit recognition.

In order to formalise the completion of an NMIT course and have it entered on to their academic record, students must either:

- Meet the completion requirements for the course as defined in the relevant Course Descriptor after following normal enrolment procedures;
- or,
- Have academic credit for the course recognised through the NMIT procedure for Recognition of Academic Credit (RAC).

WHICH PROCEDURE SHOULD BE FOLLOWED?



APPLICATION FORMS

Applications for RAC should be made using the NMIT application forms appended to the *Recognition of Academic Credit Procedure* document.

EVIDENCE

It is the applicant's responsibility to provide sufficient, verified, documentary evidence of previous achievement so that a decision about appropriate credit recognition can be made. The Manager will advise the applicant about the evidence required before the application is lodged.

ASSESSMENT OF EVIDENCE

Assessment of the evidence provided for an application for RAC is carried out within the programme area that offers the target course and/or the target qualification, under the supervision of the Manager. Evidence provided by the applicant is mapped against the completion requirements of the target course and/or the target qualification.

APPROVAL

All RAC applications, as for any academic course completion, must be approved by the Academic Committee responsible for the programme before the results are added to a student's NMIT academic record.

ENROLMENT

To be eligible for credit recognition, the RAC applicant must either be already enrolled in the programme of study in which credit recognition is being sought, or will have made an application to enrol in the programme and has demonstrated that he/she meets the entry requirements.

STUDENTS' STUDY PLANNING

Each student's planned study for the academic year, including proposals for RAC, should wherever possible be endorsed by the Manager before commencement of classes and **no later than** two weeks after course commencement. However, should a student wish to change that plan at any stage, they are able to do so, within the bounds of Programme Regulations and NMIT policy.

NMIT will ensure that the learning outcomes and completion requirements are identified in each NMIT Course Descriptor and that the associated assessment timetable and criteria are provided to students within the first week of course commencement, to assist with students' study planning.

TIMING OF APPLICATIONS

Wherever possible, applications for RAC should be lodged well ahead of course enrolment, to allow time for the consultation with the Manager, for the assessment of the application, and for the Academic Committee approval process.

AVAILABILITY OF RAC

RAC is not available for a complete qualification unless specified in the relevant Programme Regulations. Programme Regulations will specify the number or percentage of courses contributing to a qualification to which RAC can be applied, and courses for which RAC is not available.

A course may be recognised for academic credit from a partially completed or fully completed qualification and irrespective of the passing grade attained for the source course.

Passes with Merit or Distinction are not available through RAC.

UNIT STANDARDS

Where a target course contains unit standards, evidence of the completion of all unit standard requirements is necessary before Recognition of Academic Credit can be considered. If credit recognition is approved for the course, any unit standards within the course will also be awarded. In this case, the unit standard results must also be registered with NZQA.

SPECIFIED AND UNSPECIFIED CREDIT

RAC is generally approved for specified credit, but where Programme Regulations allow, unspecified credit may also be approved at a given level for electives, under either the Cross Credit Procedure or the RPL Procedure. (See definitions above for specified and unspecified credit).

RECORD KEEPING

The authoritative record of approved RAC application forms are retained in the Academic Committee records.

Completed RAC application forms and evidence relevant to the application are recorded on the student's personal file in the programme area.

FEES

A fee is charged for applications for Cross Credit and for RPL, and an assessment fee may also apply depending on hours spent assessing the application. Please refer to *Domestic [or International] Student Fees, Charges and Refunds* policies.

CROSS CREDIT

Cross Crediting involves the recognition of academic credit already been gained from a course (source course) as part of an approved qualification, towards a similar course (target course) that is part of a qualification offered by NMIT.

Cross Credit is only considered for complete courses, including General Elective courses.

The person applying for Cross Credit must complete the standard application form in Recognition of Academic Credit Procedure Appendix 1.

Cross Credit is generally approved for specified credit, but where Programme Regulations allow, unspecified credit may also be approved at a given level for electives. (See definitions above for specified and unspecified credit)

If Cross Credit is approved, the student is not required to enrol in the target course or to substitute any further courses to meet the qualification completion requirements.

Where Cross Credit is approved, the course result that will show on the student's academic record will be **Cross Credit**. Grades will not be used.

CROSS CREDIT SCHEDULES

Cross Credit Schedules will:

- List the specific courses (each with its qualification, course title, credit value, level, and date of expiry) from other qualifications that are able to be Cross Credited to NMIT courses;

and/or

- Describe the credit value and level of courses able to be Cross Credited to each NMIT General Elective course or courses;

and/or

- Describe the credit value and level of unspecified credit able to be Cross Credited to each NMIT General Elective course or courses.

A course should not remain on the Cross Credit Schedule for a period of longer than three years, without a new assessment of the course's alignment with the NMIT target course.

Once a course is listed on the Cross Credit Schedule, subsequent applications for the same cross credit should routinely be approved, provided that the Cross Credit expiry date has not passed.

Where a Cross Credit is not already on the Schedule, the Manager will advise the applicant that their application should provide evidence of:

- Equivalency of source course content (usually at least 80% equivalence is required if the course does not include unit standards), level and standard required for successful completion of the source course.
- Current relevance of the source course to the target course or qualification, especially in areas of changing technology or standards.
- Ratio of theory to practical work (if relevant) in the source course, and amount of independent learning that was required of the student.

Cross Credit Schedules should be reviewed periodically by the relevant staff in the Programme Area, to ensure the Schedule complies with current Programme Regulations and the RAC Policy. If changes are required, Academic Committee approval will be needed. Once the expiry date for a Cross Credit on the Schedule has passed, that course must be removed from the Schedule.

If a Cross Credit is approved under exceptional circumstances, this should not be added to the Cross Credit Schedule, as such an addition to the Schedule would imply a precedent.

CREDIT TRANSFER

Credit Transfer involves the recognition of academic credit already gained from a course (source course) as part of an approved qualification, towards an identical course (target course) that is part of a qualification offered by NMIT.

Credit Transfer is used when a student who has completed a course as part of one qualification, (either at NMIT or at another institution in New Zealand or overseas), then subsequently wishes to have the identical course and its credit recognised within a different qualification at NMIT.

Credit Transfer is only considered for complete courses.

There are two types of Credit Transfer, and both require Academic Committee approval:

Internal – Where previous study has been completed at NMIT, (in effect not a new course result) - the existing course result needs to be assigned to the completion of a different qualification.

External – Where previous study has been completed at another Tertiary Education Organisation either within New Zealand or overseas, Credit Transfer involves approval of the result of **Credit Transfer (CT)** to the student's NMIT Academic Record.

The person applying for approval of External Credit Transfer must complete the standard application form in Recognition of Academic Credit Procedure Appendix 2.

If Credit Transfer is approved, the student is not required to re-enrol in the target course or to substitute any further courses to meet the qualification completion requirements.

Where Internal Credit Transfer is approved the course result is already on the student's Academic Record and will not change.

Where External Credit Transfer is approved, the course result that will show on the Academic Record will be **Credit Transfer**. Grades will not be used.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL involves the recognition of previous learning that has already been gained, either from completion of a course (source course) as part of an approved qualification, or from other life or work experience, towards credit for a course (target course) that is part of a qualification offered by NMIT.

RPL will only be considered for complete courses, including General Elective courses.

The person applying for RPL must complete the standard application form in Recognition of Academic Credit Procedure Appendix 3.

RPL is generally approved for specified credit, but where Programme Regulations allow, unspecified credit may also be approved at a given level for electives. (See definitions above for specified and unspecified credit)

The extent to which RPL is available will be specified in the relevant Programme Regulations.

The decision following an application for RPL shall be provided to the applicant promptly and within two weeks of the application being considered by the Academic Committee.

The RPL application forms and approval process must be used to determine entry into a programme at an advanced level – see Advanced Standing below.

Where Recognition of Prior Learning is approved, the course result that will show on the student's academic record will be **Pass (RPL)**. Grades will not be used.

REFERENCES

INTERNAL

- Recognition of Academic Credit Procedure
- NMIT Academic Statute
- Withdrawal from NMIT Programmes and Courses
- Student Results and Awards
- Student Academic Appeals
- Moderation of Assessment
- Programme Regulations
- Domestic and International Student Fees, Charges and Refunds
- Student fees as set and approved annually
- Records Management

EXTERNAL

- NZQA 'The Recognition of Prior Learning'
- Education Act