****

**APPLICATION FOR RECOGNITION OF ACADEMIC CREDIT (RAC)**

**1. APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Student ID** |  |
| **Date of birth** |  |
| **Contact phone** |  |
| **Email** |  |

1. **TARGET QUALIFICATION**

*(Which qualification do you want the credit to go towards?)*

|  |  |
| --- | --- |
| **Title (including Major or Strand if applicable):** | **NMIT Programme Version:** |

1. **TYPE OF RECOGNITION OF ACADEMIC CREDIT (RAC)**

*(Which type of RAC are you applying for?)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TICK**  | **APPLICANT TO COMPLETE**  | **PROGRAMME AREA STAFF TO COMPLETE**  |
| **External Credit Transfer** |  | *Complete sections 1, 2, 3, 4, 5 and 7 then return form to the Programme Area Administration Office* | *Check sections 1 to 5 and section 7 have been completed.* *Complete sections 6 and89.* *Forward to Recognition of Academic Credit Committee Secretary.* |
| **Cross Credit (CC)** |  |
| **Recognition of Prior Learning (RPL)** |  |
| **Addition to Schedule** |  |  |  |

1. **APPLICATION FEES**

*(If a fee is applicable you must pay it and attach the receipt to the application form)*

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| --- | --- |
| **Internal Credit Transfer (separate form)** | *No charge* |
| **External Credit Transfer** | *No charge* |
| **Cross Credit (CC) if it is already on the Cross Credit Schedule** | *No charge* |
| **Cross Credit (CC) if it is not already on the Cross Credit Schedule** | *$50 minimum. Additional hourly charge for assessment, if required.* |
| **Recognition of Prior Learning (RPL)** | *$50 minimum. Additional hourly charge for assessment, if required.* |
| **Total for applicant to pay:** | **$**  |

1. **EVIDENCE OF CREDITS ALREADY ACHIEVED (PRIOR STUDY), WORK OR LIFE EXPERIENCE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses/papers** **already completed:***Course code and title.* | Creditsorpoints \* | Level \* | Result |  | **NMIT Target Course/s****you want the credits to go to:** *Course code and title* | Credits | Level | *On approved schedule Y/N* |
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| *\* if applicable* |
| ***For work or life experience list details for each individual course for which RPL is sought*** |
|  | 🡪 | **NMIT Target Course/s****you want the credits to go to:***Course code and title* | Credits | Level |
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*Academic records providing proof of credits must be attached.*

*Applicants for Cross Credit or External Credit Transfer should attach the following:*

* *Academic Transcript from the other tertiary institute where study was completed*
* *NMIT Academic Transcript or Preview showing study completed so far at NMIT*
* *If the prior study includes Assessment Standards (Unit Standards or Achievement Standards) the NZQA Record of Achievement should be attached.*

*Applicants for Recognition of Prior Learning (RPL) should attach the following:*

* *Documentation of the life, work or study experience being used to support the application*
* *NMIT Academic Transcript or Preview showing study completed so far at NMIT*
1. **ASSESSORS' NAMES, SIGNATURES, RECOMMENDATIONS**

*(STAFF USE ONLY)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course code and title** | **Assessor’s name** | **Assessor’s signature** | **Assessor’s recommendation** * *Approval/non approval*
* *Add to Cross Credit Schedule or not*
 | **Date** |
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1. **APPLICANT’S SIGNATURE**

|  |  |  |
| --- | --- | --- |
| **Applicant** | **Date:** |  |
| **Name** |  |
| **Signature** |  |

1. **CURRICULUM MANAGER’S SIGNATURE**

*(STAFF USE ONLY)*

|  |  |  |
| --- | --- | --- |
| **CM recommending approval to the Academic Committee** | **Date:** |  |
| **Name** |  |
| **Signature** |  |

1. **ACADEMIC COMMITTEE DECISION**

*(STAFF USE ONLY)*

|  |  |  |
| --- | --- | --- |
| **Academic Committee decision: (Note if declined)** | **Date:** |  |
|  |

|  |  |  |
| --- | --- | --- |
| **AC Chair name and signature:** | **Date** |  |
| **Name**  |  |
| **Signature** |  |