



CREDIT RECOGNITION PROCEDURE

1. Purpose

This procedure outlines the requirements for the recognition of academic credit.

2. Scope

This procedure apply to all formal courses at Unitec available for the awarding of cross-credit.

Recognition of prior learning that cannot be wholly attributed to formal courses of study successfully completed outside of the programme is covered by the *Assessment of Prior Learning Procedure*.

3. Procedure

1. Unless otherwise stated in the relevant *Programme Regulations*, credit recognition is available to all students enrolling in accredited Unitec courses.
2. Te Komiti o ngā Hotaka | Programme Academic Quality Committee's (PAQC) must:
 - a. develop, document, and communicate their own processes for the approval of credit recognition applications; and
 - b. must ensure credit recognition applicants are provided guidance and support in preparing their application.
3. All credit recognition applicants must:
 - a. already be enrolled in the programme for which course recognition is sought; or
 - b. have made an application to enrol in the programme and have demonstrated they meet all admission requirements.
4. Applicants must complete the official *Cross-credit Application Form* and pay the application fee.
 - a. This fee does **not** apply to currently enrolled students transferring from one Unitec programme to another, or to international students.
5. The relevant PAQC will assess the application and award cross-credits that may be recognised by the granting of specified or unspecified credits.

4. Responsibilities

Role	Responsibilities
Te Komiti o ngā Hotaka Programme Academic Quality Committee	<ul style="list-style-type: none"> Develop, document, and communicate programme-specific processes for the approval of credit recognition applications.

	<ul style="list-style-type: none"> Ensure credit recognition applicants are provided guidance and support in preparing their application.
Academic Staff	<ul style="list-style-type: none"> Assist in assessment of cross-credit applications

5. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6. Reference Documents

- AC 2.0 *Assessment, Moderation, and Grades Policy*;
- AC 2.1 *Assessment and Grading Procedures and Regulations*;
- the NZQA's *Credit Recognition and Transfer Policy*.

7. Document Details

Version Number	2.3	
Version Issue Date	20 January 2021	
Version History	Amendment Date	Amendment/s
	September 2004	First edition
	October 2008	Minor amendments
	July 2013	Minor amendments
	February 2015	Updated to align with APL policies
	May 2015	Updated to reflect new structures
	August 2018	Updated as part of policy review project
	January 2021	Update nomenclature
Consultation Scope		
Approval Authority	Te Komiti Mātauranga Academic Committee	
Original Date of Approval		
Document Sponsor	Executive Dean, Academic	
Document Owner	Te Komiti Mātauranga Academic Committee	
Contact Person	Manager, Te Korowai Kahurangi	
Date of Next Review	April 2022	