
Credit Transfer Statute

Academic Policy

1 Purpose

This statute governs the credit to be awarded towards Victoria University programmes from courses taken at other tertiary institutions.

The award of a qualification implies not only that a sufficient proportion of the courses required have been passed at Victoria University, but that the courses passed include a sufficient number at advanced levels, to establish its distinctive character. The schedule to this statute (Appendix A) lists programmes of study for which limits on transfer credit have been determined, programmes of study for which special arrangements for credit transfer have been made which may not conform to the general rules set out in the statute, and some Victoria University programmes of study for which special cross-credit arrangements exist.

Note: Credit of Victoria University courses to more than one Victoria University programme (“cross credit”) is governed by statutes for each qualification and the [Personal Courses of Study Statute](#).

2 Organisational Scope

This is a University-wide statute.

3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Transfer credit: Credit awarded towards a Victoria University programme(s) on the basis of courses taken at another tertiary institution.

Victoria University Victoria University of Wellington

4 Statute Content and Guidelines

4.1 Courses for Which Transfer Credit May Be Awarded

- (a) 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 educational institutions and recognised by Victoria University as being of equivalent standard to courses in (i) or (ii) of this section.
- (b) Credit will not be awarded in respect of courses taken elsewhere when the content is substantially similar to courses passed at Victoria University.

- (c) Credit will not be awarded in respect of 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 normally be awarded in respect of courses passed while the student was excluded or suspended from this university or any other tertiary institution on academic misconduct grounds.

4.2 Types of Victoria University Credit That May Be Awarded

- (a) Credit will be awarded at an appropriate academic level for the content of the qualifying course. Credit awarded may be:
 - (i) Fully specified credit, i.e. a Victoria University course identified by subject and course code and having the normal point value of that course, or
 - (ii) Credit in a particular subject at a particular level, but not specifying a course code, or
 - (iii) Credit at a particular level which may be used to satisfy a particular requirement of a statute, but which does not specify a subject or course code, or
 - (iv) Credit at a particular level that is otherwise unspecified.
- (b) In conjunction with part (ii) of this section, an exemption may be granted from a requirement to pass a particular course.

4.3 Amount of Credit To Be Awarded

- (a) Where an external programme of study is listed in the Schedule to this statute, credit may be awarded as follows:
 - (i) If the programme has been completed, the amount of credit will be as specified in the schedule.
 - (ii) If the programme has not been completed, the amount of credit will be the total assessed point value for all eligible courses passed in the programme, but will not exceed the amount specified in the schedule for the completed programme.
- (b) Where the schedule specifies a particular Victoria University degree or major to which the transfer credit may be credited, transfer credit beyond 120 points may only be used to satisfy the requirements of the specified Victoria University qualifications.
- (c) For qualifications not on the schedule, credit may be awarded at the assessed point value for all eligible external courses up to a maximum of 120 points. Such transfer credit cannot contribute more than one-third of the point value for any Victoria University qualification.
- (d) Notwithstanding the limitation in (c), more than 120 points from an incomplete external degree may, with the permission of the appropriate Associate Dean (Students), be transferred and credited to an equivalent Victoria University Bachelors degree as long as the external degree is very similar in structure and content to the Victoria University degree. In all cases, at least 120 points must be passed at Victoria University for each Victoria University degree.
- (e) Transfer credit cannot be counted towards any minimum requirements of a bachelor's degree for points at 300-level or above, except with permission of the appropriate Associate Dean (Students).

- (f) Transfer credit cannot be counted towards a requirement for a thesis or a research project in a graduate programme. Transfer credit cannot be credited to an Honours degree (except LLB (Hons) or BDes (Hons)) or to a Masters degree that is to be awarded with Honours.

Note 1: A programme listed in the Schedule to this statute may specify more than 120 points of transfer credit if Victoria University has an articulation agreement with the other institution which gives appropriate and on-going quality assurance for the external programme.

Note 2: Where a student is granted transfer credit under clause (c) above, Victoria University will inform the other university involved that the student has transferred their credit to Victoria University.

Note 3: Students who are not eligible for transfer credit for all courses passed as part of an incomplete qualification elsewhere, should consider using courses offered by Victoria University to complete their external qualification.

Note 4: The granting of transfer credit at graduate level does not preclude the award of a Masters degree with Merit or Distinction or otherwise without Honours.

4.4 Transfer Credit May Be Cancelled

Transfer credit will be cancelled if a Victoria University course is subsequently passed with content substantially similar to the external course from which credit was transferred.

4.5 Assessment of Transfer Credit

- (a) For external qualifications from New Zealand Universities, the assessed point value of an eligible course will be calculated by multiplying the Equivalent Full Time Student (EFTS) value of the course by the number of Victoria University points that correspond to one EFTS (120). For other qualifications, the best available evidence will be used to estimate equivalent point values.
- (b) Award of fully or partially specified credit is determined by a comparison of courses passed with similar courses at Victoria University. Credit will be specified to the extent possible given the variations in arrangement of material between courses, and the breadth and depth of material covered.
- (c) The level at which credit in respect of an eligible course is awarded will be based on an assessment of the content and difficulty of that course. In making this assessment, Victoria University will be guided, but not bound, by the level of the course on the Qualifications Framework and the level assigned to it by the other institution.

Note: Some academic programmes label courses with a level code that implies the sequential year of study in which the course is taken, rather than the level of difficulty of the material. In such cases the credit offered may not correspond to the indicated levels of the external courses.

4.6 Responsibilities of Applicants

Applicants will be responsible for providing acceptable evidence of their qualifications, and any additional materials that may be requested in order to assess the content, level and value of the papers. Credit will not be awarded unless satisfactory information is provided.

Note 1: Copies of documents can only be accepted if they have been certified by a Solicitor, Notary Public, Justice of the Peace, or the institution which issued the originals. Students may also bring documents and copies to be certified by staff in the Enrolment Office, Faculty Offices, Student Recruitment and Course Advice, or Victoria International.

Note 2: If the original document is not in English, a certified translation must also be provided

4.7 Approving Authority and Appeal Process

Decisions on credit transfer are made by the Associate Dean (Students) or equivalent of the relevant faculty. Any student dissatisfied with the decision of the Associate Dean (Students) may apply to have the decision reviewed by the Convener of the Academic Committee.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this statute.

6 References

[Personal Courses of Study Statute](#)

Previous Version: [archived_CreditTransferStatute_20091130.pdf](#)

7 Appendices

Appendix A: [Schedule of Limits on Transfer Credit for Programmes of Study.](#)

8 Approval Agency

Council

9 Approval Dates

This statute was originally approved on: 28 September 1998

This version takes effect from: 1 December 2009

This statute will be reviewed by: 1 December 2010

10 Statute Sponsor

Assistant Vice Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this statute:

Jenny Christie
Academic Policy Manager
Ext: 5191