

Credit Recognition and Transfer Policy

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Approval Authority	Assistant Vice-Chancellor (Academic)
Contact Officer	Academic Services Group, Head – Office of the Deputy Vice-Chancellor (Academic)

Introduction

This policy covers

- credit transfer between University of Canterbury qualifications,
- credit recognition and transfer from another New Zealand Institution,
- credit recognition and transfer made under formal agreements,
- cross-crediting between University of Canterbury qualifications,
- subsuming of a conferred University of Canterbury qualification, and
- assessment and recognition of prior learning.

Definitions

Types of Credit Recognition:

- **Assessment of Prior Learning (APL)** – the process of assessing for credit non-formal learning acquired through work/life experiences.
- **Credit transfer** – the process whereby credit already achieved for an incomplete qualification at a quality assured tertiary institution is recognised towards another qualification.
- **Credit equivalence** – the process whereby credit is granted by the University for completion of one or more course that are substantially equivalent at another institution. Credit equivalence is used where credit transfer is not feasible.

- **Credit exemption** – no credit but exemption and right to advance (RTA) to the next level of study is granted on the basis of previous study.
- **Cross Crediting** – is where credit is shared between qualifications, rather than credit which is transferred from one qualification to another. For example, exemption from intermediate and first professional year of a BE (Hons) on the basis of a completed National Diploma in Engineering.

Outcomes of Credit Recognition:

The Credit Recognition Process involves the evaluation of a student's transcript, course outlines and other information relevant to the application. Outcomes may include:

- **Block or arranged credit** – guaranteed credit on commencement of a course of study on the basis of previous study, e.g. articulation to 300-level Bachelor of Music courses after completing two years of the three-year Diploma of Jazz at the Christchurch Polytechnic Institute of Technology.
- **Specified credit** – the process of transferring credits to a specified course within a different programme of study, e.g. course equivalence, credit for COSC 121.
- **Unspecified credit** – the process of transferring credits for courses which are not part of the schedule of a qualification but which are judged to be relevant to the objectives of that qualification as a whole, e.g. equivalence within a subject area, credit for 15 points Commerce at 100-level.
- **No credit but exemption and right to advance (RTA)** – exemption from a block of study with the right to advance to the next level on the basis of previous study.
- **Subsuming** - the process of incorporating a conferred qualification into a larger qualification and crediting all credits earned for the completed qualification to the larger qualification. Where subsuming occurs, the following terminology will be used.
 - **Subsuming Qualification** - refers to the qualification that is of a greater points value, and sometimes at a higher qualification level, than the subsumed qualification.
 - **Subsumed Qualification** - refers to the qualification that is of lesser points value than the subsuming qualification.

Qualification Level - As the following ordered list from lowest to highest: Level 4 Certificate, Level 4 Diploma, Certificate, Diploma, Bachelor's degree, Graduate Certificate, Graduate Diploma, Postgraduate Certificate, Bachelors with Honours or Postgraduate Diploma, Master's degree, Doctoral degree, Higher Doctoral degree

Policy Statement

It is both desirable and expected that the University will facilitate the movement of students and their credits between qualifications and institutions in the best interests of students. In particular, the University is committed to facilitating access and creating new study opportunities without undermining the quality of University of Canterbury qualifications.

The University joins other tertiary providers in facilitating such student credit movement, in line with the Ministry of Education's [Tertiary Education Strategy 2014-2019 \(Ministry of Education website\)](#). The University supports the principles outlined in the New Zealand Qualifications Authority (NZQA) document: [Supporting Learning Pathways – Credit Recognition and Transfer Policy \(PDF, 150KB\)](#). It also endorses the principles for transfer of credit published by Universities New Zealand: [Committee on University Academic Programmes \(CUAP\) Handbook \(Universities New Zealand website\)](#).

A distinction should be made between the separate processes of Admission and Credit Transfer. Credit transfer procedures are not applied until eligibility for admission is established. (See the [Admission Regulations \(University Regulations website\)](#) and the [UC Policy Library \(UC Policy Library website\)](#)).

Credit recognition and transfer is specified in General Regulations: [Credit Recognition and Transfer Regulations \(University Regulations website\)](#). In addition, the regulations for individual qualifications may refer to credit transfer matters that are specific to them. Notwithstanding the amount of transferred credit, a student must pass a minimum number of University of Canterbury credits in order to graduate with a particular qualification. These are set out in either the qualification regulations or in [Appendix 4](#).

Guiding Principles

Operating Principles for Transfer of Credit

1. Fair and equitable recognition

The University is committed to finding ways to facilitate learning pathways through the fair and equitable transfer of credit for relevant former study. Where possible, these will be by way of formalised articulation arrangements between institutions.

- 1.1 The credit recognition between University of Canterbury and other New Zealand universities is primarily through credit transfer, and cross credit, though this does not preclude other forms of credit recognition on a case-by-case basis. This is because the procedures are well established and understood, as CUAP's quality assurance processes apply uniformly to all, and long-standing historical relationships exist between institutions.
- 1.2 The credit recognition between University of Canterbury and New Zealand polytechnics institutions of technology for qualifications approved by NZQA at Bachelor Level or higher shall be treated in the same way as from a New Zealand university.
- 1.3 The credit recognition between University of Canterbury and New Zealand polytechnics and institutes of technology not covered in 1.2 or of New Zealand Private Training Organisations or Wānanga will be considered on a case-by-case basis, unless articulation agreements are in place.

- 1.4 The credit recognition between University of Canterbury and tertiary education organisations of other nations will be considered on a case-by-case basis, unless articulation agreements are in place.
- 1.5 Mature students with work experience and qualifications from previous eras are primarily considered for credit recognition via the *Assessment of Prior Learning* process.
- 1.6 The University also affords the same recognition to other institutions on quality assurance of their courses and qualifications when it enters into a formal agreement to do so.

2. Protecting the University of Canterbury Qualification

The integrity and distinctiveness of a University of Canterbury qualification will be protected in all credit transfer decisions.

- 2.1 Any formal articulations between the University and other institutions must protect and preserve the academic integrity of each institution and their qualifications.
- 2.2 In all credit transfer formal arrangements and case-by-case decisions, the distinctive features of the University of Canterbury qualification must be maintained. Note the guidance provided by Universities New Zealand at [section 8.2 of the CUAP Handbook](#),

“Credit transfer arrangements must recognise the distinctive differences amongst providers and the integrity of their programmes. The aim is to facilitate access, and promote new study opportunities, without compromising the quality or standards of qualifications.”

3. Admission Criteria must be met

- 3.1 To maintain the integrity of a University of Canterbury programme and ensure a reasonable chance of success, a transferring student will be required to meet University and programme admission criteria before the transfer is confirmed.
- 3.2 Students who do not hold a University Entrance qualification under the [Admission Regulations \(University Regulations website\)](#) must first apply for University admission. The application for credit will be processed only after University Admission has been granted.

4. Credit which may be Granted for Transfer

4.1 Credit transfer from University of Canterbury qualifications

A student may transfer the credits initially completed for one qualification to another with approval of the relevant dean of the receiving qualification. In order for the dean to approve the transfer the student must first have been granted admission to the receiving qualification. The eligibility to transfer the credit is made at the time of application for transfer and not when the credit was completed.

4.2 Credit to conform with University of Canterbury qualification distinctiveness

4.2.1 The University of Canterbury will not give specified credit for disciplines or qualifications that it is not accredited to offer. Where such courses or qualifications are presented for credit transfer from other institutions, unspecified credit may be granted for courses that do not closely align with the University of Canterbury's course offerings but where there is some relevance to the proposed programme of study.

Where there is no alignment at all, no credit shall generally be granted, regardless of the level assigned to the course of study. An exception to this may be permitted where the University of Canterbury qualification allows for greater leniency, e.g. "120 points from any course offered at the University".

4.2.2 In order to be awarded a qualification by the University of Canterbury, students must normally complete the core requirements at the final level of a qualification as an enrolled student at the University of Canterbury. The *Credit Recognition and Transfer Regulations (University Regulations website)* specify the maximum number of credits that may be completed outside of the University and be permitted for transfer in order to ensure the distinctive nature of the University of Canterbury qualification.

4.3 Student chances of success to be considered

Credit will be appropriate to the level and content of the work already completed.

In accordance with guidelines provided by NZQA in [Supporting Learning Pathways – Credit Recognition and Transfer Policy \(PDF, 150KB\)](#), credit transfer decisions at the University of Canterbury should be granted at the highest level consistent with the student's chances of success, as demonstrated by completion of part of, or a whole qualification identified on the NZ Qualifications Framework (see [Appendix 1](#)).

4.4 Levels at which credit may be granted

Normally no credit towards a qualification should be granted for individual courses below Level 5 on the National Qualifications Framework. Heed must also be taken of the relevance of that level: a Level 5 course in computing, for example, might not equate with level 5 in *computer science* at the University of Canterbury.

It should be noted that the registration of a qualification at a specific level does not mean that all its component parts are at a tertiary level (see [Appendix 1](#)).

4.5 Limits to maximum credit to be granted

- 4.5.1 The maximum amount of credit which may be transferred from a qualification already completed is stated in the Cross-Credit rules of the *Credit Recognition and Transfer Regulations (University Regulations website)*. These limits may be modified by specific qualifications or where a formal articulation agreement is in place.
- 4.5.2 The maximum amount of credit that may be transferred from an incomplete qualification is stated in [Appendix 4: Maximum Credit Transfers for Incomplete Qualifications](#).
- 4.5.3 Substantially more credit may be granted where the previous qualification has been completed but has not been conferred or is relinquished but these shall be limited to ensure the distinctiveness of the University of Canterbury qualification.

4.6 Limits to use of credit granted

The award of credit for previous study does not necessarily guarantee entry into a proposed course of study. Limitation of entry regulations or specific pre-requisites may apply.

5. **Subsuming a University of Canterbury Qualification**

- 5.1 The University of Canterbury offers many *suites* of qualifications. These suites typically contain a number of qualifications in the same subject, and will typically have overlapping NZQA levels as well as different points values. The suites usually include certificates and/or diplomas, and Bachelors or Masters degrees. In many cases these suites aim to offer students entry points to study combined with the opportunity to continue to other qualifications.
- 5.2 The University offers pathways for students who have completed but not graduated with a lower-qualification to continue to a higher-qualification. However, these pathways do not apply to those who have graduated. In the case of those students who have graduated with the lower-level qualification, subsuming that qualification into a higher-level qualification enables the student to advance their studies by utilising relevant credits already achieved.

5.3 General Principles

- 5.3.1 The subsumed qualification must be composed of courses which are permitted to be credited to the subsuming qualification.
- 5.3.2 Completion of the subsumed qualification must be an admission requirement (either explicitly or implicitly) of the subsuming qualification.
- 5.3.3 Subsuming of qualifications applies to University of Canterbury qualifications only, unless otherwise specified in the qualification regulations. Specifically,

qualifications from institutions other than University of Canterbury will not be subsumed into a University of Canterbury qualification.

5.3.4 For the purpose of the time-limit of a subsuming qualification, the starting date for the subsuming qualification will be from the date when studies for the subsumed qualification began. If appropriate the relevant dean may vary the time-limit for the subsuming qualification.

5.3.5 The subsuming will be clearly stated on the external transcript.

5.3.6 Students who have had a qualification subsumed may not claim to hold both qualifications, only the subsuming qualification. To claim both qualifications would be considered misrepresentation of academic credentials.

5.4 Conflicting Regulations

5.4.1 There must not be both an exemption from points for those who have completed a smaller qualification, and the option for that smaller qualification to be subsumed.

5.4.2 Where a qualification is equivalent to Part 1 of a Masters, no subsuming into the Masters is permitted. In this case it should be clearly indicated that the qualification is equivalent to Part 1 or meets the requirements for entry to Part 2.

5.5 Qualification Level Subsuming Rules

Qualification	Subsuming Rule
CERTIFICATES	A certificate may be subsumed into a diploma and a degree for which the courses taken are permitted.
◦ LEVEL 4 CERTIFICATES	A level 4 certificate may be subsumed into a level 4 diploma for which the courses taken are permitted.
◦ GRADUATE CERTIFICATES	May not normally be subsumed.
◦ POSTGRADUATE CERTIFICATES	May be subsumed into postgraduate diplomas, Honours degrees and Master's degrees in the same subject. Where Masters requires a postgraduate diploma or honours degree for entry then the postgraduate certificate may only be subsumed within the postgraduate diploma or Honours degree

DIPLOMAS <ul style="list-style-type: none"> ◦ LEVEL 4 DIPLOMAS ◦ GRADUATE DIPLOMAS ◦ POSTGRADUATE DIPLOMAS 	<p>A diploma may be subsumed into a degree for which the courses taken are permitted.</p> <p>May not be subsumed.</p> <p>May not normally be subsumed.</p> <p>May be subsumed by a Master's degree where this is not equivalent to Part 1 of a Master's that can be taken by taking Part 2 alone.</p>
BACHELORS DEGREES	Cannot be subsumed
HONOURS DEGREES	Cannot be subsumed.
DOCTORAL DEGREES	Cannot be subsumed.
HIGHER DOCTORAL DEGREES	Cannot be subsumed.

6. Assessment of Prior Learning (APL)

The University distinguishes credit transfer from assessment of prior learning (APL). The APL process assesses the credit value of non-formal learning acquired through work/life experiences. This is sometimes also referred to as recognition of prior learning (RPL). At present the University does not have formal guidelines on APL at the university-wide level but individual deans may operate procedures within the regulations of their programmes and offer credit accordingly.

7. Time Elapsed since Previous Study

- 7.1 For the purpose of the time-limit of the receiving qualification the date of course commencement is used and not the date of the transfer. Consequently the relevant dean may need to consider a variation on the completion time-limit.
- 7.2 Credit transfer will be time-bound. It is expected that only credit transfer applications for study completed within the last five years will normally be considered. Beyond that time applications will be considered on a case-by-case basis.

8. Grade Point Average Calculation

All courses transferred, cross-credited or subsumed will contribute to the grade point calculations for a student. The calculation of a GPA for a single qualification that

forms part of a double degree arrangement, or for a single postgraduate qualification, is subject to the conventions stipulated by the relevant dean for each qualification. In the case of any external credits the courses are credited with a “Pass” grade.

9. Precedents

The University will compile established credit transfer precedents wherever appropriate. These shall be revised regularly or as curriculum content (of either party) changes.

10. Documentation of Decision on the Transcript

Decisions to transfer credit, cross-credit, subsume, and/or recognise prior learning will be noted on the students transcript. Documentation should normally follow the coded notes given in [Appendix 6: Notes for Student Record Notes for Credit Recognition](#).

11. Delegated Powers

All credit transfer decisions will be made by staff holding delegated powers. Deans must ensure that decisions are documented and appropriately moderated.

12. Appeals

Students who have been declined credit will be advised of the established processes for appeal of credit transfer decisions under the [Academic Appeals and Grievance Regulations \(University Regulations website\)](#).

Related Documents and Information

Regulations

- [Admission Regulations \(University Regulations website\)](#)
- [Credit Recognition and Transfer Regulations \(University Regulations website\)](#)
- [Academic Appeal and Grievance Regulations \(University Regulations website\)](#)

External

- [Committee on University Academic Programmes \(CUAP\) Handbook \(Universities New Zealand website\)](#)
- [Supporting Learning Pathways – Credit Recognition and Transfer Policy \(PDF, 150KB\)](#)
- [Tertiary Education Strategy 2014-2019 \(Ministry of Education website\)](#)

- [Transfer of Credit Application Forms \(University Enrol at UC website\).](#)

Appendices

- [Appendix 1: Qualification Levels on the Qualifications Framework.](#)
- [Appendix 2: Credit Transfer Administrative Procedures](#)
- [Appendix 3: Credit Transfer Checklist](#)
- [Appendix 4: Maximum Credit Transfer for Incomplete Qualifications](#)
- [Appendix 5: Subsuming Administrative Procedures](#)
- [Appendix 6: Notes for Student Record Notes for Credit Recognition.](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Conversion of document onto new template and hyperlinks updated	Policy Unit	Sep 2013
1.01	A/A changed from Chair, Academic Board to DVC(A&I).	Policy Unit	Mar 2014
1.02	Hyperlinks updated, external document details updated.	Policy Unit	Jul 2014
1.03	Review date pushed out.	Policy Unit	Sep 2014
1.04	Scheduled review date moved to June 2017 to align with regulations review.	DVC(A)	Jun 2016
2.00	Scheduled review by Contact Officer, major changes, addition of subsuming qualification section and definitions, policy renamed <i>from Credit Transfer to Students From New Zealand Institutions Guiding Principles</i>	DVC(A)	May 2018

This document remains in force until it is updated.

APPENDIX 1:

QUALIFICATIONS FRAMEWORK LEVELS

Explanation of the NZQA Qualifications Framework Levels

For more details see [New Zealand Qualifications Authority \(NZQA website\)](#)

Credit transfer for formal study at a New Zealand institution should be possible only for qualifications, or parts of qualifications, registered at Levels 5 – 10 on the [New Zealand Qualifications Framework of Quality Assured Qualifications](#).

Qualifications are registered as shown on the table below:

Note that -

- Level 5 = 100 level (or first year of bachelor degree level study)
- Level 6 = 200 level (or second year of bachelor degree level study)
- Level 7 = 300 level (or third year of bachelor degree level study)

10	Doctorates
9	Masters
8	Postgraduate Diplomas and Certificates, Bachelors with Honours
7	Bachelors Degrees, Graduate Diplomas
6	Diplomas
5	
4	
3	Certificates
2	
1	

- Qualifications are registered at the highest level of study within the qualification. A diploma, for example, must: be registered at Level 5, 6 or 7, with the top 72 credits defining the level at which it can be registered. The level of a diploma is determined by beginning with the highest level credits and counting back until a total of 72 credits is reached. The level at which the total of 72 is reached determines the level of the diploma.

APPENDIX 2:

CREDIT TRANSFER ADMINISTRATIVE PROCEDURES

1. Credit Transfer decisions are made by Deans or Associate Deans under delegation from the Assistant Vice-Chancellor (Academic), who in turn holds powers delegated from the Vice-Chancellor.
2. Where formal articulation agreements are in place, credit transfer arrangements will be well documented and automatic.
3. In all credit transfer arrangements not governed by formal articulations, it is the
 - student's responsibility to provide all necessary documentation, including relevant course outlines;
 - University's responsibility to publicise the process for a credit transfer application in a transparent and explicit way;
 - Deans' responsibility to determine the credit to be granted and to advise students of other study options when the outcome of a credit transfer application is unfavourable, e.g. bridging courses, summer programmes. In cases where credit is not granted, the Dean must ensure that the reasons for declining the application clearly state the relationship between the previous study and the proposed course of study at the University in terms of academic content, level and relevance.
4. The University of Canterbury will publish on the web formal articulations with other New Zealand institutions.
5. Underpinning all formal articulation arrangements is an expectation that information about changes to course content which may have an impact on the amount of credit given will be shared with the University of Canterbury by the other institutions and vice versa. Arrangements for such transfer of information should be specified in the articulation agreement.
6. From time to time, credit transfer decisions may be made that reflect issues other than those listed. These will be at the discretion of the Dean and decisions will be made on a case-by-case basis.
7. All credit transfer decisions should be documented, based on evidence and be able to be justified in the event of an appeal. In the letter advising of a decision to decline credit, students should be notified of the established process for appealing decisions (see GCER O. Appeals. Section 4).

APPENDIX 3:**Credit Transfer Sample Checklist:**

Credit transfer applications from other NZ tertiary institutions

		Yes	No
1.	Is the student eligible for admission to the University under the Admission Regulations? If yes, proceed through the checklist. If no, the credit transfer application cannot be considered.		
2.	Is the qualification for which the credit transfer application is requested on the New Zealand Qualifications Framework (NZQA website) website. <ul style="list-style-type: none"> ▪ If yes, at what level is the qualification registered? <u>Level</u> ▪ If yes, but the level is below Level 5, then the application is declined and the student advised accordingly ▪ If no, application is declined and student advised accordingly 		
3.	Is there a formal articulation in place for this qualification? If so, and all conditions are met, then 'block' or 'arranged credit' applies and the credit transfer is automatic.		
4.	Is there an established precedent for this credit transfer application? (check date of precedent and whether or not there have been any more recent changes to course content)		
5.	Is the credit transfer application for a completed qualification? <ul style="list-style-type: none"> ▪ If yes, then has the qualification been conferred? ▪ If the qualification has been conferred, then determine if the qualification can be subsumed, or if some courses can be cross-credited. ▪ If the previous study is incomplete or has not been conferred, then the amount of credit granted should reflect the level and content of the study completed but note the limits specified in the Credit Recognition and Transfer Regulations. 		
6.	Is there an alignment with the student's proposed course of study and with the previous course of study, in terms of: <ol style="list-style-type: none"> a) level? b) academic content? c) relevance? <ul style="list-style-type: none"> ▪ If yes, then specified credit should be granted at the highest level at which the student has demonstrated competence and is believed likely to be able to proceed successfully. ▪ If yes in part, then a mixture of specified and unspecified credit should be granted at the highest level at which the student has demonstrated competence and has the chances of success. ▪ If no, then no credit should be awarded and the student advised of the reasons why the application is declined. 		
7.	Does the decision made reflect the University of Canterbury Guiding Principles on Credit Transfer? – If not, then the decision should be revisited.		
8.	Has the student been advised of the appeals procedure should he / she disagree with the credit transfer decision?		

APPENDIX 4:**Maximum credit transfer for incomplete qualifications**

- (a) Unless otherwise specified in the qualification regulations, or an exemption is granted by the relevant Dean, no student may graduate with the Degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Education (Physical Education), Bachelor of Music, Bachelor of Science, Bachelor of Sport Coaching, Bachelor of Teaching and Learning (Early Childhood), or Bachelor of Teaching and Learning (Primary), unless he or she has been credited with courses of this University which:
 - i. have a total value of at least 120 points; and
 - ii. include courses satisfying the 300-level majoring requirements for the degree.
- (c) No student must normally be eligible to graduate with the degree of Bachelor of Fine Arts unless he or she has been credited with courses at this University which:
 - i. have a total value of at least 180 points from studio courses in the majoring subject, including 90 points at 400-level.
- (d) No student must be eligible to graduate with the degree of Bachelor of Engineering, Bachelor of Engineering with Honours, Bachelor of Forestry Science or Bachelor of Forestry Science with Honours unless he or she has been credited with courses at this University which satisfy the 300 and 400-level requirements of the degree.
- (e) No student must normally be eligible to graduate with the Degree of Bachelor of Criminal Justice unless he or she has been credited with the following courses of this University:
 - i. the CRJU courses from Group A of the Schedule to the degree; and
 - ii. courses to the value of 90 points at 300-level from Schedules A and B of the degree. This includes the courses in (i).

APPENDIX 5:

SUBSUMING ADMINISTRATIVE PROCEDURES

Below is a high level process for qualification subsuming.

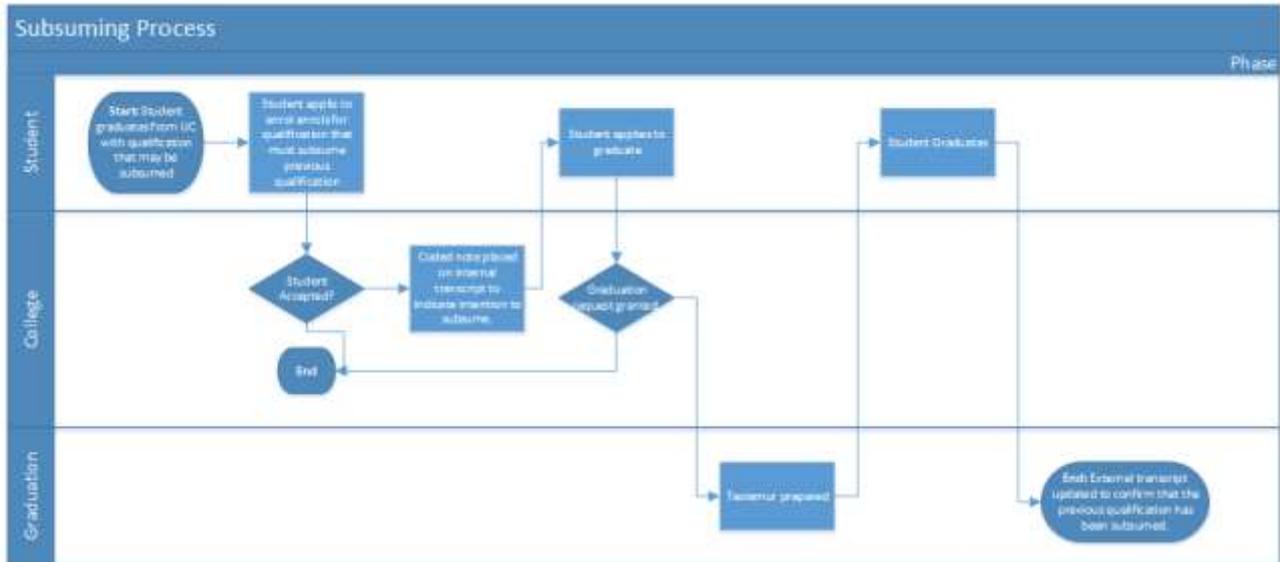


Table 1: Subsuming Qualifications – This table is the implementation of the policy.

Subsuming Qualification	Subsumed Qualification
Certificate in Arts	
Certificate in Languages	
Diploma in Languages	
Bachelor of Arts	Certificate in Arts, Certificate in Commerce, Certificate in Criminal Justice Certificate in Languages, Certificate in Science, Diploma in Languages
Graduate Diploma in Arts	
Bachelor of Arts with Honours	Postgraduate Certificate in Arts, Postgraduate Certificate in Digital Humanities, Postgraduate Certificate in Māori and Indigenous Leadership
Postgraduate Certificate in Arts	
Postgraduate Certificate in Digital Humanities	
Postgraduate Certificate in Māori and Indigenous Leadership	
Postgraduate Diploma in Arts	Postgraduate Certificate in Arts, Postgraduate Certificate in Digital Humanities, Postgraduate Certificate in Māori and Indigenous Leadership
Postgraduate Diploma in Art Curatorship	Postgraduate Certificate in Arts
Postgraduate Diploma in Journalism	
Postgraduate Diploma in Māori and Indigenous Studies	Postgraduate Certificate in Arts, Postgraduate Certificate in Māori and Indigenous Leadership
Postgraduate Diploma in Te Reo Māori	Postgraduate Certificate in Arts
Master of Arts	Postgraduate Certificate in Arts, Postgraduate Certificate in Digital Humanities, Postgraduate Certificate in Māori and Indigenous Leadership, Postgraduate Diploma in Arts, Postgraduate Diploma in Māori and Indigenous Studies, Postgraduate Diploma in Te Reo Māori
Master of European Union Studies	Postgraduate Certificate in Arts, Postgraduate Diploma in Arts
Master of International Relations and Diplomacy	Postgraduate Certificate in Arts, Postgraduate Diploma in Arts
Master of Linguistics	Postgraduate Certificate in Arts, Postgraduate Diploma in Arts
Master of Māori and Indigenous Leadership	Postgraduate Certificate in Arts, Postgraduate Certificate in Māori and Indigenous Leadership, Postgraduate Diploma in Māori and Indigenous Studies, Postgraduate Diploma in Te Reo Māori
Master of Māori and Indigenous Studies	Postgraduate Certificate in Arts, Postgraduate Certificate in Māori and Indigenous Leadership, Postgraduate Diploma in Arts, Postgraduate Diploma in Māori and Indigenous Studies,

	Postgraduate Diploma in Te Reo Māori
Master of Policy and Governance	Postgraduate Certificate in Arts, Postgraduate Diploma in Arts
Master of Strategic Communication	Postgraduate Certificate in Arts, Postgraduate Diploma in Arts
Master of Te Reo Māori	
Master of Writing	Postgraduate Certificate in Arts, Postgraduate Diploma in Arts
Bachelor of Fine Arts	
Bachelor of Fine Arts with Honours	
Postgraduate Diploma in Fine Arts	
Master of Fine Arts	Postgraduate Diploma in Fine Arts
Bachelor of Music	
Bachelor of Music with Honours	
Master of Music	
Bachelor of Social Work	
Master of Social Work	
Master of Social Work (Applied)	
Certificate in Commerce	
Bachelor of Commerce	Certificate in Arts, Certificate in Commerce, Certificate in Criminal Justice, Certificate in Languages, Certificate in Science, Certificate in Sport Coaching, Diploma in Languages
Graduate Diploma in Accounting and Information Systems	
Graduate Diploma in Commerce	Certificate in Commerce
Graduate Diploma in Economics	
Graduate Diploma in Management	
Bachelor of Commerce with Honours	
Postgraduate Certificate in Business	
Postgraduate Certificate in Information Systems and Technology	
Postgraduate Certificate in Strategic Leadership	
Postgraduate Diploma in Business	Postgraduate Certificate in Business
Postgraduate Diploma in Business Administration	Postgraduate Certificate in Strategic Leadership
Postgraduate Diploma in Business Information Systems	Postgraduate Certificate in Business
Postgraduate Diploma in Information Systems and Technology	Postgraduate Certificate in Business, Postgraduate Certificate in Information Systems and Technology
Master of Applied Finance and Economics	
Master of Business Administration	Postgraduate Certificate in Strategic Leadership, Postgraduate Diploma in Business Administration
Master of Business Information Systems	Postgraduate Certificate in Business, Postgraduate Certificate in Information Systems and Technology, Postgraduate Diploma in Business Information Systems

Master of Business Management	Postgraduate Certificate in Business, Postgraduate Diploma in Business
Master of Commerce	Postgraduate Certificate in Information Systems and Technology, Postgraduate Diploma in Information Systems and Technology
Master of Financial Management	Postgraduate Certificate in Business, Postgraduate Diploma in Business
Master of Professional Accounting	Postgraduate Certificate in Business, Postgraduate Diploma in Business
Certificate in Criminal Justice	
Bachelor of Criminal Justice	Certificate in Arts, Certificate in Criminal Justice, Certificate in Languages, Certificate in Science, Diploma in Languages
Graduate Diploma in Criminal Justice	
Bachelor of Laws	Certificate in Arts, Certificate in Commerce, Certificate in Criminal Justice, Certificate in Languages, Certificate in Science, Certificate in Sport Coaching, Diploma in Languages
Bachelor of Laws with Honours	Certificate in Arts, Certificate in Commerce, Certificate in Criminal Justice, Certificate in Languages, Certificate in Science, Diploma in Languages
Master of Laws	
Master of Laws (International Law and Politics)	
Certificate in Learning Support	
Diploma in Early Childhood Education,	
Bachelor of Teaching and Learning (Early Childhood)	Diploma in Early Childhood Education
Bachelor of Teaching and Learning (Primary)	
Graduate Diploma in Early Childhood Teaching	
Graduate Diploma in Education and Learning	
Graduate Diploma in Teaching and Learning (Primary)	
Graduate Diploma in Teaching and Learning (Secondary)	
Bachelor of Teaching and Learning with Honours	
Postgraduate Certificate in Clinical Teaching	
Postgraduate Certificate in Education	
Postgraduate Certificate in Specialist Teaching	
Postgraduate Certificate in Teaching English to Speakers of Other Languages	

Postgraduate Certificate in Tertiary Teaching	
Postgraduate Diploma in Education	Postgraduate Certificate in Education
Postgraduate Diploma in Specialist Teaching	Postgraduate Certificate in Specialist Teaching
Master of Computer-Assisted Language Learning	
Master of Education	Postgraduate Certificate in Education, Postgraduate Diploma in Education
Master of Specialist Teaching	Postgraduate Certificate in Specialist Teaching, Postgraduate Diploma in Specialist Teaching
Master of Teaching and Learning	
Master of Teaching English to Speakers of Other Languages	Postgraduate Certificate in Teaching English to Speakers of Other Languages
Bachelor of Health Sciences	Certificate in Arts, Certificate in Science
Postgraduate Certificate in Health Sciences	
Postgraduate Certificate in Palliative Care	
Postgraduate Diploma in Child and Family Psychology	
Postgraduate Diploma in Health Sciences	Postgraduate Certificate in Health Sciences
Master of Counselling	
Master of Health Sciences	Postgraduate Certificate in Clinical Teaching, Postgraduate Certificate in Health Sciences, Postgraduate Diploma in Health Sciences
Master of Health Sciences Professional Practice	Postgraduate Certificate in Health Sciences, Postgraduate Diploma in Health Sciences
Bachelor of Education (Physical Education)	
Certificate in Sport Coaching	
Bachelor of Sport Coaching	Certificate in Arts, Certificate in Commerce, Certificate in Criminal Justice, Certificate in Languages, Certificate in Science, Certificate in Sport Coaching
Graduate Certificate in Sport Coaching	
Postgraduate Certificate in Sport Science	
Postgraduate Diploma in Sport Science	Postgraduate Certificate in Sport Science
Master of Sport Science	Postgraduate Certificate in Sport Science, Postgraduate Diploma in Sport Science
Diploma in Global Humanitarian Engineering	
Bachelor of Engineering	Certificate in Science
Bachelor of Engineering with Honours	Certificate in Science
Postgraduate Certificate in Architectural Engineering	
Postgraduate Certificate in Engineering	
Master of Architectural Engineering	Postgraduate Certificate in Architectural Engineering
Master of Engineering	Postgraduate Certificate in Engineering
Master of Engineering in Fire Engineering	Postgraduate Certificate in Engineering
Master of Engineering in Management	Postgraduate Certificate in Engineering
Master of Engineering in Transportation	Postgraduate Certificate in Engineering
Master of Engineering Studies	Postgraduate Certificate in Engineering
Bachelor of Forestry Science	Certificate in Science
Graduate Diploma in Forestry	

Postgraduate Diploma in Forestry	
Master of Forestry Science	Postgraduate Diploma in Forestry
Bachelor of Product Design	Certificate in Commerce, Certificate in Science
Conjoint Bachelor of Product Design and Commerce	Certificate in Commerce, Certificate in Science
Conjoint Bachelor of Product Design and Science	Certificate in Commerce, Certificate in Science
Master of Human Interface Technology	
Certificate in Science	
Bachelor of Science	Certificate in Arts, Certificate in Commerce, Certificate in Criminal Justice, Certificate in Languages, Certificate in Science, Certificate in Sport Coaching, Diploma in Languages
Graduate Diploma in Science	
Bachelor of Science with Honours	
Postgraduate Certificate in Antarctic Studies	
Postgraduate Certificate in Geospatial Science and Technology	
Postgraduate Diploma in Applied Data Science	
Postgraduate Diploma in Clinical Psychology	
Postgraduate Diploma in Geographic Information Sciences	
Postgraduate Diploma in Geospatial Science and Technology	Postgraduate Certificate in Geospatial Science and Technology
Postgraduate Diploma in Science	
Postgraduate Diploma in Water Resource Management	
Master of Antarctic Studies	Postgraduate Certificate in Antarctic Studies
Master of Applied Data Science	Postgraduate Diploma in Applied Data Science
Master of Bicultural Co-Governance of Natural Resources	Postgraduate Diploma in Science
Master of Disaster, Risk and Resilience	Postgraduate Diploma in Science
Master of Financial Engineering	
Master of Geographic Information Sciences	Postgraduate Certificate in Geospatial Science and Technology
Master of Science	Postgraduate Diploma in Science
Master of Spatial Analysis for Public Health	Postgraduate Certificate in Geospatial Science and Technology
Master of Urban Resilience and Renewal	Postgraduate Diploma in Science
Master of Water Resource Management	Postgraduate Diploma in Water Resource Management
Professional Master of Engineering Geology	
Professional Master of Geospatial Science and Technology	Postgraduate Certificate in Geospatial Science and Technology
Bachelor of Speech and Language Pathology	Certificate in Science
Bachelor of Speech and Language Pathology with Honours	Certificate in Science
Master of Audiology	

Master of Speech and Language Pathology	
Certificate in University Preparation	
Doctor of Philosophy	
Doctor of Education	
Doctor of Musical Arts	
Doctor of Commerce	
Doctor of Engineering	
Doctor of Laws	
Doctor of Letters	
Doctor of Music	
Doctor of Science	

APPENDIX 6:**Student Record Notes for Credit Recognition**

All notes should either be: Dean's Resolutions or AVCA resolutions and have the following elements:

- Begin with the name of the student - "That Jane DOE..."
- Must state the qualification that the note refers to - "... towards a University of Canterbury BCom..."
- End with name or role of the person making the decision (potentially under delegation) and the date - "... Academic Manager, College of Arts 28.11.17"

1. Transfer/Recognition of Credit Decision

Must include the following elements:

- Name of the institution of origin AND the qualification at that institution
- Must state "on the basis of a completed qualification" if that is the case
- The courses from the origin qualification
- A colon ":"
- The credit to be awarded at UC and any restrictions
- Separate each group of origin course(s) and UC credit by a semicolon

So for example this could be:

"... on the basis of studies at Victoria University of Wellington BA; ANTH102: 20 points ANTH at 100 level restriction CINE101; FILM102: 20 points CINE at 100 level; FILM201: CINE205; MUSC160, MUSC162, ITAL114: 60 points unspecified credit at 100 level;..."

If there are multiple institutions being credited then these should each have their own note.

2. Cross-credit Decision

Must include the following elements:

- Name of the second qualification
- The total number of points being cross-credited
- The list of courses being cross-credited.

So for example this could be:

"... from the BE(Hons); 75 points from: ENGR102, EMTH210, EMTH211, COSC121, ENCE260..."

If there are multiple qualifications being credited at one time then these should each have their own note.

3. Exchange Decision

Must include the following elements:

- Name of the institution of origin

- The courses from the origin qualification (of give an equivalent University of Canterbury course if unknown)
- A colon “:”
- The credit to be awarded at University of Canterbury and any restrictions
- Separate each group of origin course(s) and University of Canterbury credit by a semicolon

So for example this could be:

“... on the basis of an Exchange at the University of Copenhagen; JJUA55122U Corporate Responsibility: 30 points of unspecified LAWS at 300 level;...”

4. Subsuming Decision

Must include the following elements:

- Name of both qualification
- Where appropriate a list of other courses required to complete the qualification.

So for example this could be:

“That John DOE be permitted for the University of Canterbury BA to subsume the DipArts UC....”