

Credit Recognition and Transfer Regulations

1. Version

These Regulations came into force on 1 January 2024.

2. Authority

- (a) The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.
- (b) the relevant Amo Matua | Executive Dean(s) are delegated the administration of these Regulations.

3. Recognition of Credits

Unless otherwise specified in the regulations to a qualification, the following rules will apply to the transfer of credit from one qualification to another qualification, or the sharing of credit (i.e. cross-credit) between two qualifications.

- (a) Any transfer of credit, or cross-credit, to a Te Whare Wānanga o Waitaha | University of Canterbury qualification must meet the requirements of that qualification and be accepted by the relevant Amo Matua | Executive Dean or delegate, in accordance with CUAP principles and guidelines.
- (b) The level and amount of credit granted for any course or courses will be determined by the relevant Amo Matua | Executive Dean or delegate.
- (c) Except in exceptional circumstances and subject to the relevant Amo Matua | Executive Dean or delegate's permission, cross-credit and transfer credit will only be accepted for courses completed within the time limit of the relevant qualification.
- (d) Unless otherwise specified in the regulations to the qualification, the total credit applied to a qualification from any external credit, including transfer of credit, and recognition of prior learning, may account for no more than:
 - i. two thirds of the credit required for an undergraduate qualification; or
 - ii. half of the credit for a graduate or postgraduate qualification, and must not include any thesis or research component.
- (e) Unless otherwise specified in the qualification regulations, or an exemption is granted by the relevant Amo Matua | Executive Dean or delegate, the internal credit requirements for qualifications are laid out in General Conditions for Credit Regulation 12., General Requirements for Credit to be Studied at the University.
- (f) External credit may be Unspecified or Specified.
- (g) Specified credit must be restricted against a specific course or courses.

4. Cross-Credit

Unless otherwise specified in the regulations to a qualification, the following rules will apply to the crediting of courses between more than one qualification.

- (a) Cross-credit may occur between qualifications being completed simultaneously, or between a completed qualification and a subsequent qualification.
- (b) Cross-credit is only available between undergraduate qualifications.
- (c) A student may cross-credit courses common to two qualifications, provided the amount of credit cross-credited is limited to:
 - i. a maximum of 15 points between a 60-point certificate and a degree;
 - ii. a maximum of 30 points between a 120-point diploma and a degree;
 - iii. a maximum of 120 points between either two 360-point degrees or a 360-point degree and a 480-point degree;
 - iv. a maximum of 150 points between two 480-point degrees.
- (d) A course may be used to satisfy the 300-level or final Professional Honours year requirement of one degree or diploma.

5. Cross-Crediting within Majors and Minors

Unless otherwise stipulated in the qualification regulations or an exemption is granted by the relevant Amo Matua | Executive Dean or delegate:

- (a) No 300-level courses may be used to satisfy the requirements for more than one major or minor.
- (b) No 200-level course used to satisfy the requirements of a minor may be used to satisfy the requirements of a major or subsequent minor.

6. Transfer of Credit

Unless otherwise specified in the regulations to a qualification, the following rules will apply to the transfer of credit from one qualification to another qualification.

- (a) A student may apply to transfer credit, either internal or external, from a qualification that has not been conferred to another unconferral qualification.
- (b) Application must be made to the Faculty responsible for the qualification receiving the credit, who will be responsible for any approved transfers.

7. Crediting Micro-credentials to other Qualifications

- (a) In order for a micro-credential to be credited to a qualification it must:
 - i. be certified at New Zealand Qualifications Framework (NZQF) Level 5 (100-level) or higher; and
 - ii. be deemed to be appropriate courses at the correct NZQF level for the qualification by the relevant Amo Matua | Executive Dean or delegate; and
 - iii. meet the time limit requirements of the qualification, unless waived by the Amo Matua | Executive Dean or delegate; and
 - iv. satisfy the qualification requirements as defined by the regulations.
- (b) For micro-credentials taken at Te Whare Wānanga o Waitaha | University of Canterbury, there is no limit to the points that can be credited to a qualification.
- (c) For micro-credentials from other institutions, the maximum credit to a qualification is limited as specified in clause 3 (d) of these regulations.
- (d) A micro-credential can only be credited to one qualification.

8. Credit from Recognition of Prior Learning (RPL)

- (a) In order for RPL credit to be awarded towards a UC qualification, the relevant Amo Matua | Executive Dean or delegate must be satisfied, through an appropriate assessment process, that the student has:
 - i. met the learning outcomes of a specific course or courses at the appropriate NZQF level; and
 - ii. met the time limit requirements of the qualification (where the date of the RPL assessment is the date of the RPL credit), unless waived by the Amo Matua | Executive Dean or delegate; and
 - iii. satisfied the specific qualification credit requirements as defined by the regulations.
- (b) RPL credit may only be awarded to undergraduate, graduate, and postgraduate taught coursework.
- (c) RPL credit may be awarded as specified or unspecified credit.
- (d) RPL credit will only be awarded for a whole course or courses, and not for individual assessment items.
- (e) The maximum credit awarded via RPL is limited to half the credit of an undergraduate qualification and one-third of the credit for a graduate or postgraduate qualification, excluding any thesis or research component, unless otherwise specified in the specific qualification regulations.
- (f) RPL credit may be awarded on the basis of assessed formal learning, informal learning, and practical or professional experience.
- (g) The fee for assessment of RPL is outlined in the Fees and Fines Regulations.