

APPLICATION FOR FORMAL TRANSFER OF CREDIT (INTERNAL)

Transfer of credit (TOC) is the process of assessing and awarding credit towards a Wintec and/or an NZQA National/New Zealand qualification based on past formal and informal learning.

Internal TOC refers to credit transferred from one Wintec qualification to another, or to NZQF assessment standards achieved at any NZ tertiary institution (recorded on a student's NZQA Record of Achievement) that can be credited towards a Wintec programme of study. There are two types of Internal TOC.

- **Cross credit** is based on the sharing of a defined number of modules passed from one completed Wintec qualification to another.
- **Reassigned credit** is formal credit gained from an incomplete Wintec qualification towards a new Wintec qualification.

Applications should be made on this form and submitted to the Student Enrolment & Information Centre (SEIC) **before the start of the student's programme of study.**

Please ensure the correct sections of this form are completed and any required supporting documents are attached.

Applicants have the right to appeal the outcome of a TOC application, as set out in the Academic Regulations. For further information please refer to the Transfer of Credit policy.

SECTION ONE – PERSONAL DETAILS

1.1 Student ID

1.2 First Name(s)

1.3 Surname or Family Name

OFFICIAL USE ONLY

BARCODE HERE

SECTION TWO – NZQF ASSESSMENT STANDARDS

Students who have previously gained NZQF assessment standards included in the requirements for modules and / or programmes at any NZ tertiary institution will receive Formal TOC for these, if they are recorded on their NZQA Record of Achievement. The student's NZQA Record of Achievement **must be attached**. Please provide details below of the assessment standard(s) and the Wintec module(s) to be credited. Where TOC is approved for NZQF assessment standards that are integrated into a bundled module students should be made aware this may impact their ability for loans and allowances from StudyLink.

2.1 Details of Assessment standards & Wintec programme and module(s) to be credited

| Unit Standard Number | Wintec Programme and Module Details to be credited | | | |
|----------------------|--|--------------------|-------------|--------------|
| | Programme Code | Programme of Study | Module Code | Module Title |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

OFFICIAL USE ONLY

Please indicate below that the student's Record of Achievement has been checked against the module requirements and this TOC has been discussed with the student. If a withdrawal and / or a refund is required please attach a completed EDC2 form.

Staff member's Name: Date:

Signature: Centre/School:

SECTION THREE – PROGRAMME DETAILS

Please indicate below which Wintec programmes Transfer of Credit is being awarded from and to?

3.1 Wintec Programme(s) TOC Being Awarded From

| Wintec Programme TOC being awarded from | | | |
|---|-----------------------|---------------------------|-----------------------|
| Centre / School | Wintec Programme Code | Wintec Programme of Study | Qualification Gained? |
| | | | YES / NO |
| | | | YES / NO |

3.2 Wintec Programme TOC Being Awarded To

| Wintec Programme TOC being awarded to | | | |
|---------------------------------------|-----------------------|---------------------------|--|
| Centre / School | Wintec Programme Code | Wintec Programme of Study | |
| | | | |

SECTION FOUR – MODULE DETAILS

Please indicate below which Wintec modules Transfer of Credit is being awarded from and to (where applicable); as well as the type of credit to be awarded. Application for formal TOC should be made **no later than two weeks before the start of the programme for which it will apply.**

KEY

| | |
|--|--|
| (C) Cross Credit – credit from one completed Wintec qualification to another | (S) Specified Credit – credit granted towards a specific module where learning outcomes match |
| (R) Reassigned Credit – credit from an incomplete Wintec qualification transferred to a new qualification | (U) Unspecified Credit – credit granted towards a qualification where the level and credit value are equivalent, but the learning outcomes do not match a specific module |

4.1 Module Details

| Wintec Module Completed | | | | Wintec Module to credited (if applicable) | | | Credit Type (C) Cross Credit, (R) Reassigned, (S) Specified, (U) Unspecified | | | |
|-------------------------|--------------|-------|-----------------------|---|--------------|-----------------------|--|---|---|---|
| Module Code | Module Title | Grade | Level & No of Credits | Module Code | Module Title | Level & No of Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |
| | | | Level | | | Level | C | R | S | U |
| | | | Credits | | | Credits | | | | |

OFFICIAL USE ONLY

School or Centre

Name of School / Centre Assessor:

Date Considered at Programme Committee:

Outcome of Programme Committee:

| |
|---------------------|
| |
| |
| Approved / Declined |

SEIC

Date Processed:

| |
|--------------------|
| SEIC Process Stamp |
|--------------------|