

STUDENT CROSS CREDITING, CREDIT TRANSFERS, AND RECOGNITION OF PRIOR EXPERIENCE POLICY

For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

In particular, the UNDA Credit for Previous Study and RPL Policy and Procedures document guides Bachelor of Divinity applications.

Purpose

To ensure that prior learning, current competency and transfer of credit is recognised in a fair and equitable way.

Principles

1. Prior learning and current competency of students is valued
2. A fair and equitable system is used for transferring credit to papers or programmes with similar skills and knowledge.
3. Papers taught at Te Kupenga – Catholic Theological College (CTC) are portable to other educational institutions.

Requirements

For Bachelor of Theology/Divinity students, the UNDA process must be used. The policies in this section apply only to other qualifications awarded by CTC.

Students must apply to CTC to have credits awarded through cross crediting, credit transfers, or recognition of prior experience. There may be an administrative cost to the student. CTC reserves the right to allocate credits or reject credit applications. The application form is available on the CTC website.

Students must normally complete at least 50% (or its equivalent) of a CTC qualification with CTC. Up to 50% of credits required can be transferred from another institution or through recognition of prior experience. In the case where a student demonstrates that existing qualifications and prior experience in related fields of study are of such a level that study of certain papers would not be of benefit to the student, alternative papers must be studied in order to achieve the 50% requirement for the qualification awarded by CTC.

Cross-Crediting

Students who have completed a CTC qualification can apply to have some papers cross-credited to a second CTC qualification, where the papers are relevant to their study. Up to a maximum of 40% (or its equivalent) of a qualification can be cross credited from a completed CTC qualification.

While applications for cross crediting can be made at any time during study, it is preferable to do so at the start. Students should contact the Registrar to request cross crediting. The Registrar will review the request and make a recommendation to the Board of Studies for ratification.

Once papers have been cross credited for one qualification, they must not be cross credited towards a third qualification. In this case the student must study alternative papers.

Credit Transfer

Where students have completed papers at another institution, they may be eligible to have those papers credited towards a CTC qualification. Students are to supply evidence of recognised qualifications and/or papers obtained from other learning institutions that are at least:

- a. of an equivalent or higher level/standard;
- b. are in the same area of study;
- c. have been completed not longer than 10 years prior to enrolling for qualifications at CTC

Once an application is submitted, the claim will be assessed by staff who are familiar with the appropriate assessment methods.

Where students have started, but not completed, an equivalent programme of study at another institution and wish to transfer credit towards a CTC qualification their case will be dealt with on an individual basis by the Dean.

Prior experience

To be eligible for credits for previous experience, students must submit evidence that:

- a. the prior experience is current (within the previous 10 years);
- b. is in a related field;
- c. meets the industry or discipline regulations and/or benchmarks.

Once an application is submitted, the claim will be assessed by staff who are familiar with the appropriate assessment methods.

Appeal

Any student dissatisfied with a decision on cross crediting, credit transfers, or recognition of prior experience may apply to have the decision reviewed by the Dean by emailing dean@ctc.ac.nz.

Review and Approval

The *Student Cross Crediting, Credit Transfers, and Recognition of Prior Experience Policy* is subject to the normal three-year review cycle. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: 23 April 2021

Next review: April 2024