Waikato Institute of Technology
Tristram Street, Private Bag 3036
Waikato Mail Centre
Hamilton 3240, New Zealand

Telephone: +647 838 6399
Freephone: 0800 2 Wintec (0800 294 6832)
wintec.ac.nz

Wintec™
WAIKATO INSTITUTE OF TECHNOLOGY
Te Kuratini o Waikato

Application For Formal Transfer Of Credit (External)

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.

Formal TOC is credit based on previous formal learning either at Wintec or at another educational institution in New Zealand or overseas Formal TOC may be internal or external. External TOC is formal credit gained at another tertiary institution – either in New Zealand or overseas. Internal TOC refers to credit transferred from one Wintec qualification to another, or NZQF assessment standards recorded on a student's NZQA Record of Achievement.

Informal TOC – usually referred to as Recognition of Prior Learning (RPL) – is also credit based, but is based on the assessment of learning gained through work experience, personal experience, private or informal study (eg short courses). Applications for RPL or Informal TOC should be made through our online application or contact us for more information on 07 834 8800 ext 7743.

Applications for formal (external) TOC should be made on this form and submitted to the Student Enrolment & Information Centre (SEIC) **before the start of your programme of study**. Please ensure you complete both sides of this form and submit this with your supporting documents.

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

First name(s):

Last name:

Student ID number:

Date of birth:

Mobile:

Telephone:

Email:

OFFICIAL USE ONLY

BARCODE HERE

SECTION TWO – Student Declaration

I declare the information submitted on this application form and in the attached document(s) is, to the best of my knowledge, correct and complete. I understand it is my responsibility to provide the necessary documentary evidence. I authorise Wintec to obtain further information, if necessary, in relation to the documents I have submitted. I consent to my academic results being provided to Wintec or its authorised agency.

Student's signature

Date:

If you need help filling out this form, please contact SEIC by phone on 0800 2 Wintec (0800 2 946 832).
Please return your completed form and supporting documents to SEIC, Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton 3240 or by email to academicservices@wintec.ac.nz

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Please turn over

SECTION THREE - Programme Details

Which Wintec Programme do you want to apply for Transfer of Credit to?

Programme Code: Programme of Study:

SECTION FOUR – Transfer Of Credit Details

Please provide details of the Transfer of Credit you wish to apply for in the tables below.

Please attach full documentation to support your application to this form. This should include a verified copy of your academic transcript together with module outlines showing the learning outcomes of your previous study. Alternatively you can bring the originals of these to SEIC to be verified.

Qualification Details – please provide details of the qualification or programme of study you have undertaken that you wish to apply for TOC from.

Name of Institution	Programme of Study	Last year of study	Qualification Gained?	SEIC USE ONLY	
				Approved Institution?	Equivalent Level of Qualification
			Yes No	Yes No	
			Yes No	Yes No	

Module Details – please provide details of the module, paper or unit standard you have completed and the Wintec module this is to be credited to

Module / Paper Title Completed	Grade	Wintec Module Code	Name of Wintec Module to be credited	CENTRE / SCHOOL USE ONLY		
				Credit Type (S) Specified, (U) Unspecified	Level & No of Credits	Approve?
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No
				S U		Yes No

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CENTRE / SCHOOL USE ONLY	
Is this application for TOC part of a contract or project agreement?	Yes No

OFFICIAL USE ONLY

School or Centre to Complete

Date received by School / Centre:

Date Considered at Programme Committee:

Outcome of Programme Committee: Approved Declined

SEIC

Date Processed:

SEIC DATE STAMP

Precedence List updated:

OFFICIAL USE ONLY

Staff member's Name: Date:

Signature: Centre/School: