

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

First name(s):

Last name:

Student ID number:

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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.

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

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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:

Please turn over ▶

SECTION THREE - Programme Details

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

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

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.

(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

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	C	R	S	U
			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				

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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