

Part 4 Recognition of Prior Learning

Section 1 Types of Credit and Conditions

- 1.1 The University may grant credit for prior formal or nonformal learning (an RPL credit) under these Regulations.
- 1.2 Formal learning is defined as study undertaken either within the University or at any other tertiary institution prior to admission to a programme.
- 1.3 Nonformal learning is defined as previously acquired learning based upon life experience, work experience, or a combination of nonformal and formal learning not recognised under 1.2 above.
- 1.4 For the credit to be granted a student must be admitted to and enrolled in the programme and have paid all fees.¹
- 1.5 Credit may be granted as:
 - a) specified credit, where there is direct equivalence between a paper in a programme and the prior learning, or
 - b) unspecified credit, where prior learning is deemed by the examination board to be relevant and at an equivalent level to a part or parts of a programme. The unspecified credit may be in a general subject area, and granted towards the programme as a whole.
- 1.6 To qualify for RPL credit, prior formal learning must normally have been undertaken within five years of the first date of enrolment into the programme for which credit is sought.

Section 2 Limits

- 2.1 Subject to the relevant programme regulations, the following limits on RPL credit normally apply.
- 2.2 In the case of crediting towards a:
 - a) graduate or postgraduate qualification of 120 points or more, a maximum of one third of the total points of the qualification may be credited.
 - b) four-year degree, a maximum of three quarters of the total points of the qualification may be credited. A student must complete the final year requirements for the qualification.
 - c) three-year bachelor's degree, a maximum of two thirds of the total points of the qualification may be credited. A student must complete all compulsory requirements at level 7 for the qualification.
 - d) diploma or certificate of 120 points or more, a maximum of one third of the total points of the qualification may be credited.
 - e) qualification of less than 120 points, no RPL credit will be granted.
 - f) thesis, dissertation or compulsory research project of 30 points or more, no RPL credit will be granted.
 - g) graduate or postgraduate qualification, credit will not be granted for nonformal learning.

¹ Where a student is admitted but does not proceed with their enrolment, then an approved RPL credit will not be granted towards their qualification and will be removed from the student's academic record.

- 2.3 A paper shall not be credited to more than two qualifications.
- 2.4 A paper shall only be credited once to a particular qualification.
- 2.5 A paper taken as part of a foundation certificate or equivalent to meet University Entrance requirements may not be credited towards a bachelor's degree.
- 2.6 A paper credited towards meeting the minimum requirements of a bachelor's degree or major within a bachelor's degree may not be subsequently credited towards a graduate diploma or certificate.
- 2.7 A paper credited towards meeting the minimum requirements of a major or minor subject in a bachelor's degree may not be credited to the same or similar subject area in another qualification.
- 2.8 A paper completed as part of a major shall not be credited towards a minor, except in specific circumstances.¹
- 2.9 A paper completed as part of a minor shall not be credited towards another minor.
- 2.10 Unless otherwise specified in the Programme Regulations for a specific qualification, a student wishing to use the points of one completed AUT qualification towards another AUT qualification may under certain circumstances surrender the completed qualification in order to credit more than the maximum permitted under these regulations. Master's, bachelor's honours and bachelor's qualifications cannot be surrendered.
- 2.11 Notwithstanding 2.10 above, all points gained through one or more certificate of proficiency may be credited towards another relevant qualification without the requirement to surrender the certificate(s).

Section 3 Cross Credit

- 3.1 Cross credit means granting credit towards an AUT qualification for an equivalent paper passed towards another AUT qualification.
- 3.2 Where the Surrender of Qualifications regulation is applied, full credit for equivalent learning may be granted.
- 3.3 A conceded pass or equivalent may not be cross credited.

Section 4 Transfer Credit

- 4.1 Transfer credit means granting credit from a qualification undertaken at another approved tertiary institution towards an AUT qualification.
- 4.2 A student who has completed study at another institution may be granted credit subject to the qualification being approved for credit, and in accordance with Section 2 above.
- 4.3 A transfer credit may be specified or unspecified and may restrict advancement in a particular subject or course of study.
- 4.4 A conceded pass or equivalent may not be transferred for credit.

¹ Where the major concerned is more than 120 points, a maximum of 15 points may be held in common with a minor, subject to the approval of the board of studies.

Section 5 Study at another Tertiary Institution

- 5.1 A student must seek prior approval in writing from the relevant programme leader for concurrent enrolment in a paper at another tertiary institution where they wish that paper to be credited to their AUT qualification. Students who concurrently enrol must:
- have prior confirmation that the credit will satisfy the requirements of the regulations for the AUT qualification and
 - apply for RPL credit when the official results have been confirmed.
- 5.2 Where study at another tertiary institution has been approved as part of an exchange agreement, study abroad or other agreement, credit will be granted and may not be subject to Section 2 above.

Section 6 Reassignment

- 6.1 Reassignment of credit means the credit and pass grade for a paper passed in an incomplete qualification are assigned to another qualification where the paper is also available.
- 6.2 Reassignment may not occur where the former qualification has been granted unless the former qualification is surrendered.
- 6.3 A paper which is reassigned is no longer credited to the former qualification.
- 6.4 A paper passed with a conceded pass may not normally be reassigned. If this paper is compulsory, another paper may be substituted with the approval of the examination board.
- 6.5 Students may apply to reassign a paper or papers passed for a Certificate of Proficiency once they have been accepted and enrolled in the relevant qualification.

Section 7 Reconsideration and Appeal

- 7.1 A student may request in writing and upon payment of any prescribed fee a reconsideration by the examination board of a decision made under these Regulations.
- 7.2 Any such request for reconsideration must be lodged within 14 days of the day on which the decision was communicated to the student.
- 7.3 A student may appeal against the outcome of a reconsideration, determined by the examination board in respect of RPL, in accordance with Part 6, Section 1 of the General Academic Regulations.