

## Information for the granting of Credentialed Learning from other Tertiary Institutions (for the granting of credits)

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1. The granting of credits is governed by the University Regulations, which can be found in the current *Lincoln University Calendar*. The Regulations provide the framework for the granting of credits. Within this framework each application for credits is treated on its merits.
2. Credit granted is equivalent to a B- pass.

### **INFORMATION REQUIRED FOR ASSESSMENT:**

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3. To be able to determine what credits can be granted all applications for credits based on passes outside of Lincoln must be accompanied by sufficient information to allow a decision to be made.
4. The amount of information each applicant will need to supply depends upon how familiar Lincoln is with the institution at which the passes were obtained. As a general guide the minimum we require is:

#### **Passes at a New Zealand University:**

- a certified true copy of the academic transcript
- a copy of the subject outline for each subject for which a credit is sought

#### **Passes at a New Zealand Polytechnic or College:**

- for degree courses the requirement is as for a New Zealand University
- for two year National Certificate courses the requirement is as for a New Zealand University
- for other shorter courses, please check with an Undergraduate Administrator as credits are usually not given

#### **Passes at Overseas Tertiary Institutions:**

- details of the institution
  - ✓ name and type of institution offering the course (e.g. university, college, polytechnic)
- details of the course
  - ✓ type of course (e.g. degree, diploma, certificate)
  - ✓ duration of course
  - ✓ academic load (full-time or part-time)
  - ✓ admission requirements
- details of each subject passed - **Subject Outlines**
  - ✓ the topics covered
  - ✓ amount of time spent on each topic
  - ✓ number of lectures, labs, tutorials
  - ✓ total number of contact hours
  - ✓ text books used
- details of the grades and marks received for each subject
  - ✓ certified true copy of the academic transcript
  - ✓ details of the grading system
  - ✓ assessment information (e.g. a copy of a recent exam paper is useful)

**Please note that the information and details listed above must be in the English language or accompanied by an official English language translation.**

## CREDIT APPLICATION

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5. A formal application is required for credits to be granted. Wherever possible we would prefer that you indicate the Lincoln subject(s) for which you would like to receive credit. When making an application the supporting documentation referred to above must be supplied. **Applications with insufficient information will not be assessed.** A fee of \$75 (GST inclusive) per application is payable and must accompany your application.
6. Requests for application forms and applications for cross credits should be made to:  
  

**Student Services  
Lincoln University  
P O Box 94  
Lincoln University  
Canterbury  
New Zealand**

**[www.lincoln.ac.nz](http://www.lincoln.ac.nz)**
7. You will be notified the outcome by mail. Please also note that this process can take up to three weeks.

## PRIVACY ACT AND THE OFFICIAL INFORMATION ACT:

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Information received from applications for cross credits will be held only for so long as that information is likely to be relevant to the applicant's relationship with the University. Where an application is successful the information supplied will be transferred to the student's University record upon registration.

Unsuccessful applications will be held for three months in case the applicant wishes to appeal the decision. At the expiry of the three months any original documents will be returned and the application will be destroyed. If the applicant subsequently wishes to seek credits at a later date, the application process will need to be restarted and fresh material supplied, plus a new fee will have to be paid.

## Application for Credit(s) at Lincoln University on the basis of passes at another Tertiary Institution

PLEASE READ THE ACCOMPANYING INFORMATION AND INSTRUCTIONS

### A. PERSONAL DETAILS

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Lincoln student ID Number (if known): \_\_\_\_\_

Programme/s you wish to study at Lincoln University: \_\_\_\_\_

### B. CREDITS SOUGHT

Lincoln University		Previous Tertiary Institution			
Subject Code	Subject Name	Equivalent Subject	Name of Institution	Grade	Mark

### C. CHECKLIST OF ATTACHMENTS

  
  


Copy of Academic Record  
 Copy of Course Details  
 Fee (\$75.00)

  


Copy of Subject Outlines  
 Copy of Examination Papers

*If the necessary information is not included with your application, you will be asked to supply it before your application can be assessed.*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_