

Application for Assessment of Credit

Please complete this form and use the 'Submit' button to send your request to Student Administration at Student.Services@lincoln.ac.nz

Office Use Only Date: Fee posted: Receipt No:

Section A: Personal Information and Contact Details

Full name:	<input type="text"/>
Student ID (if known):	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Email address:	<input type="text"/>
Phone:	<input type="text"/>

Section B: Credit transfer details

Name of institution you wish to transfer credit from:

Qualification completed? Yes, qualification completed No, qualification not completed

Number of courses/credits successfully completed

Name of Lincoln programme you wish to transfer credit to:

Section C: Important information

- Please supply an original or verified copy of your full academic transcript with your application. Your credit assessment cannot be finalised until this has been received.
- In some cases course outlines may be requested in order to assess the structure of the qualification, and the content, level and value of the courses. If previous study is outside of New Zealand you **must** supply the course outline for each course being assessed for credit.
- If your name differs from that on your academic transcript, please provide official documentation of the name change
- If credit is awarded, a fee of \$100 will be charged to your student account to transfer this credit to your Lincoln record. This charge is not covered by StudyLink funding and therefore must be paid individually.
- Please see the following page for further information.

Section D: Declaration and Signature

I supply the information on this form in support of this application on the understanding that (a) it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff at Lincoln University; (b) I have the right to see and correct, if necessary, the information I have provided and my personal record; (c) my application cannot proceed without my consent at the foregoing conditions. I declare that all the information submitted on this application form and in the attached document/s is, to the best of my knowledge, correct and complete in every detail. I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of any offer made to me, and (if appropriate) disciplinary action by the University.

Signature: Date:

By typing your name above, you are providing an electronic signature that is legally binding, as described in the New Zealand's Electronic Transactions Act 2002.

Section E: Credit at Lincoln University

Information about credit

Credit is awarded to recognise the quality, nature, level and achievement of previous study taken at a recognised tertiary institution, enabling students to access Lincoln courses at higher levels and to contribute to the total credit required to complete the Lincoln qualification.

Where sufficient acceptable documentation is provided to support the application the credit granted may be specified rather than unspecified where the courses are considered equivalent.

Types of credit - definitions

Cross Credit – the award of credits towards a Lincoln University qualification on the basis of passes that have also been credited to another qualification.

Transfer Credit – the award of credits towards a qualification on the basis of passes that have been obtained at an institution of higher learning other than Lincoln University while studying for another qualification but not credited to that or any other qualification.

Specified Credit – credit awarded for a particular course that is substantially equivalent in content and level to a course offered at Lincoln University.

Unspecified Credit – credit awarded for a course that corresponds to a Lincoln University course but is not substantial enough to award a specified credit. Unspecified credit can help make up the number of courses needed for a degree but cannot be used for prerequisites.

Exemption – if a student is granted an exemption for a course, they do not have to enrol in that course even if it is a core course for their degree. The exemption can be used as a prerequisite course but does not count as credit towards their degree.

Non-credentialed learning – credit awarded for uncertified or non-credentialed learning is based on an assessment of the applicant's achievements in relation to the specific learning outcomes of the Lincoln course for which credit is sought.

Concessions

In particular cases the Academic Board may relax or vary these regulations, or any rules made under these regulations, in order to mitigate hardship.

When is credit not awarded?

Credit is not normally awarded in the following circumstances:

- For courses more than five years old
- When any grade is equivalent to less than 50% i.e. some Restricted Passes
- For courses at 300 level or higher, or at the 400 level or higher for BLA
- For two substantially equivalent courses to the one qualification
- In stand-alone Bachelor's degrees with honours
- In postgraduate programmes, as cross credit

Process

Applications for credit must be made using this Credit Application form available from Student Administration, or as a download from the Lincoln University website. Adequate documentation must be provided to support the application before assessment can begin.

Credit applications can take several weeks to finalise so applicants are encouraged to apply well before they intend to begin their studies. The University may seek verification that the courses have not been used towards a qualification elsewhere. While the University endeavours to ensure all applications for credit are finalised by the start of the semester, it cannot be held responsible for applications arriving with insufficient time to process. In those cases students may have to delay the start of their studies, apply for prerequisite dispensations, or structure their course in case the expected outcome of an application does not occur.

Fee

Lincoln University does not charge for the credit assessment; however there will be a \$100 fee for transferring any credit/exemptions awarded to your Lincoln University academic record.

Payment can be made at the cashier's desk (Student Finance, ground floor, George Forbes building), or

internet banking: ASB 12 3147 0016000

Please reference your student number and name on all types of payments.

The following students are exempt from the fee:
Current or returning Lincoln University students applying to cross credit from a completed Lincoln qualification to a higher level Lincoln qualification.

	Maximum Cross Credit	Maximum Transfer Credit	Maximum Non-Credentialed
4 year degrees (480 credit degrees)	120 credits	320 credits	120 credits
3 year degrees (360 credit degrees)	120 credits	240 credits	120 credits
Dip Ag, Dip Hort, Dip FM, Dip HM	60 credits	60 credits	45 credits
Dip AppSc, Dip Comm, Dip Nat Res	45 credits	45 credits	45 credits
Masters by thesis & examination, and Masters by examination only	None	Up to one half of one year's full-time study	None
Honours (standalone qualification)	None	None	None
Graduate Certificate	None	15 credits	None
Graduate Diploma	None	30 credits	None
Postgraduate Certificate	None	20 credits	None
Postgraduate Diploma	None	40 credits	None
Cert English Academic Purposes	None	None	One module
Graduate Cert Academic English	None	None	One module

