



## Recognition of Prior Learning Procedures

Cross Credit, Transfer of Credit, Reassignment,  
Exemption and Entry with Advanced Standing

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## 1. PURPOSE

These procedures support the General Academic Regulations (GAR) Part 4 Recognition of Prior Learning.

## 2. SCOPE

These procedures outline the processes in relation to applying for and determining the award of credit for formal and non-formal prior learning for AUT programmes, as well as entry with advanced standing into AUT programmes.

## 3. KEY TERMS

**Cross credit** – credit granted towards an AUT qualification for an equivalent course passed towards another AUT qualification.

**Delegated authority** – the principle of delegated authority holds that students need to be given early advice in order to make enrolment decisions and meet graduation requirements in a timely manner. Where there are a significant number of RPL applications within a department or faculty and those applications are generally straightforward and follow the 'normal' regulations, then the assessment board may give delegated authority to approve applications for RPL to an individual.

**Exemption** – exempts the student from the study and assessment requirements of a course. Credit is not given and the points are made up from another course/s.

**Formal prior learning** – study undertaken either within the University or at another tertiary institution prior to admission to a programme.

**Non-formal prior learning** – previously acquired learning based upon life experience, work experience, or a combination of non-formal and formal learning.

**Reassignment** – the credit and pass grade for a course passed in an incomplete qualification are assigned to another qualification where the course is also available.

**Specified credit** – credit given for direct equivalence between a course in a programme and the prior learning.

**Transfer credit** – credit granted from a qualification undertaken at another approved tertiary institution towards an AUT qualification.

**Unspecified credit** – where prior learning is deemed by the assessment 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.

## 4. INTRODUCTION

The procedures summarise the step by step processes involved for students and faculty staff when applying for and assessing recognition of prior learning. They have been developed as flow charts that clearly distinguish between the different types of recognition of prior learning and between faculty and student initiated processes.

Flow charts are developed for:

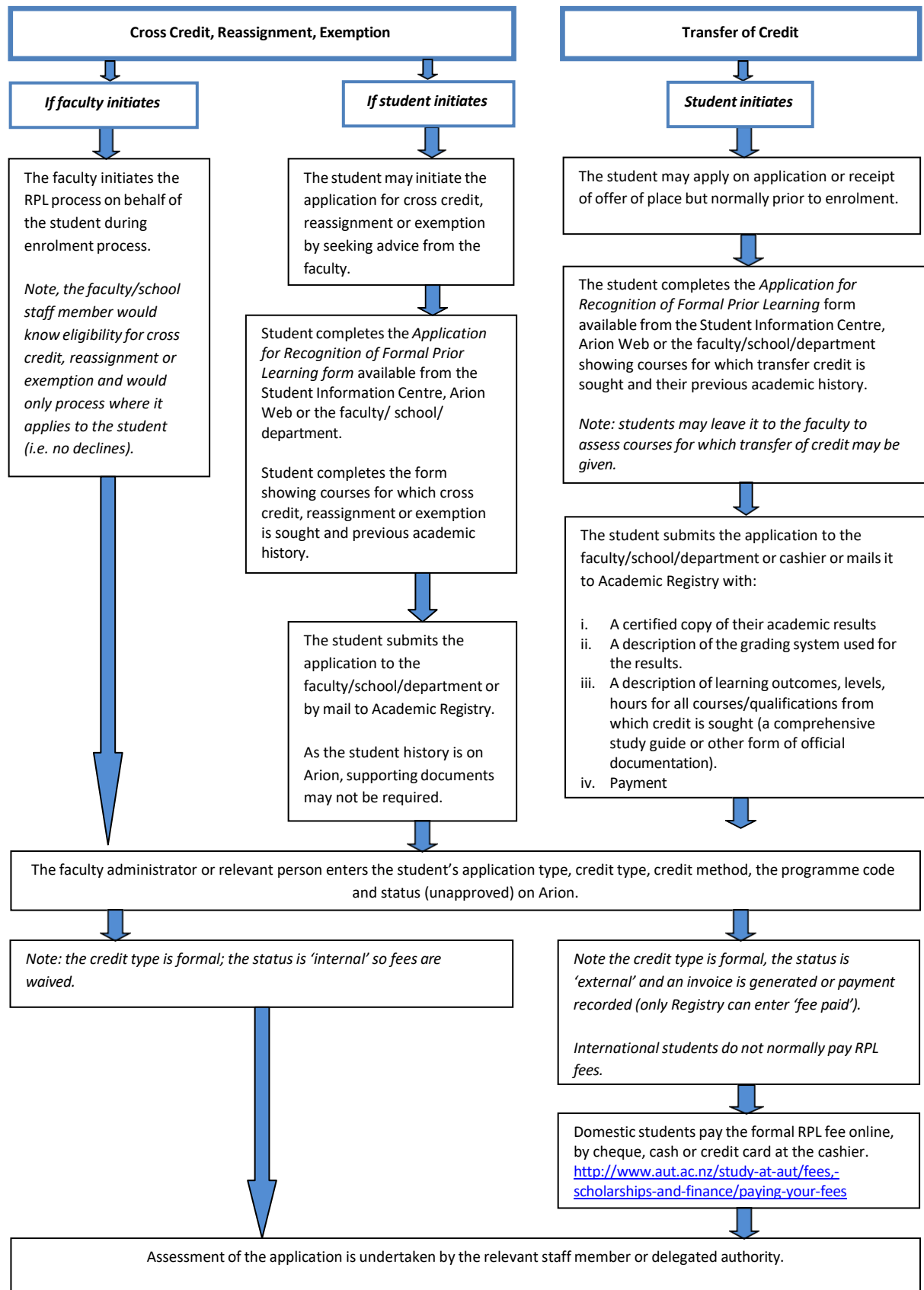
- Formal prior learning procedures - cross credit, reassignment, exemption, transfer of credit

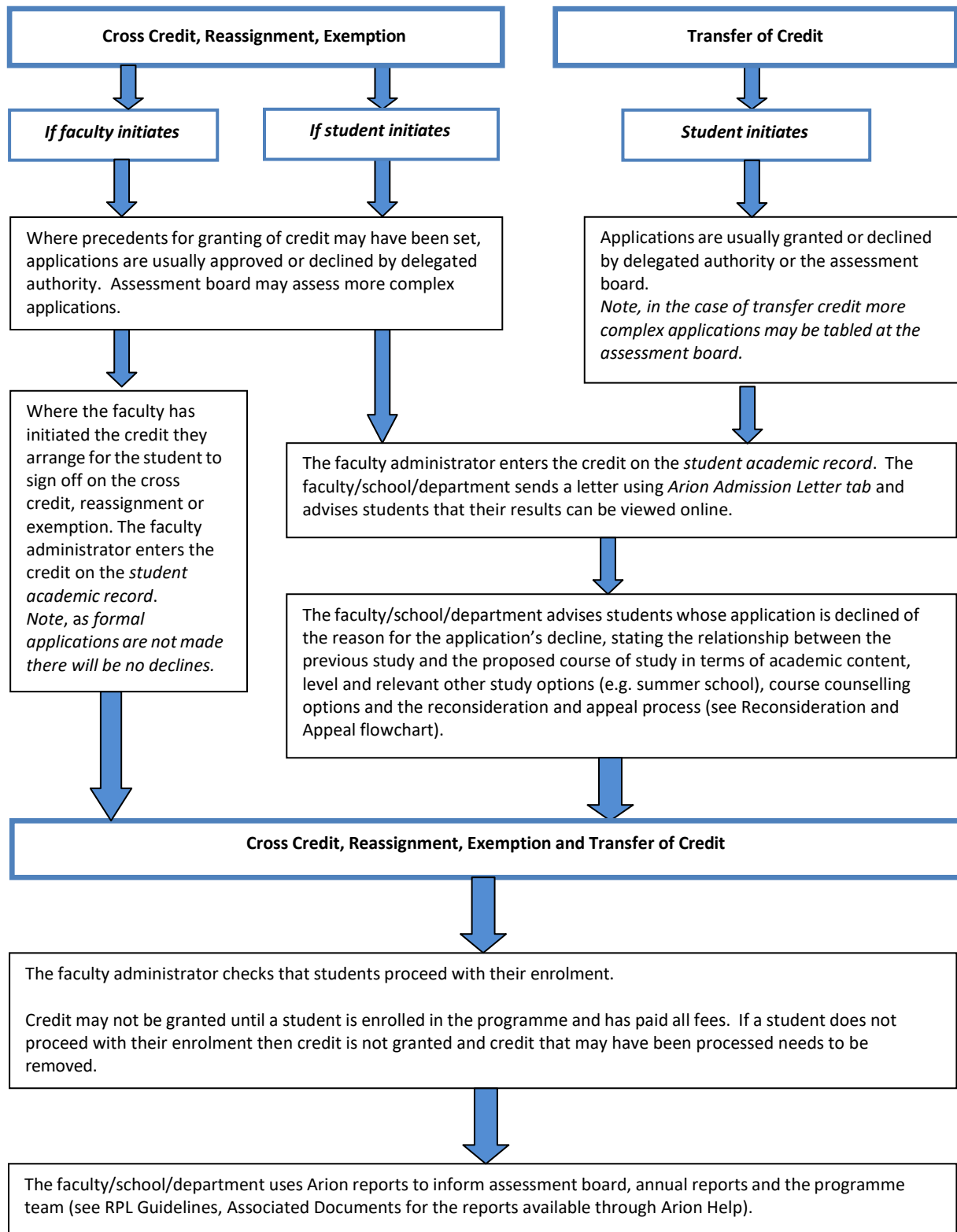
- Non-formal prior learning procedures
- Entry with advanced standing procedures
- Reconsideration and appeal procedures

Other forms of recognition of prior learning are outlined in this document. Surrender of qualifications is dealt with in a separate **Surrender of Qualifications: Guidelines and Process** document.

The separate **Recognition of Prior Learning Guidelines, Cross Credit, Transfer of Credit, Exemption, and Entry with Advanced Standing** offer a more detailed interpretation of the General Academic Regulations Part 4 RPL and these procedures. The application of the regulations is supported with examples of how the regulations may be applied and scenarios of more irregular situations. Arion Help should be used for more technical guidance on how to record applications and credit results as well as how to generate reports to track and record applications and outcomes. Additional information and forms relating to recognition of non-formal prior learning are found in the appendices to the guidelines.

## 5. CROSS CREDIT, REASSIGNMENT, EXEMPTION AND TRANSFER OF CREDIT PROCEDURES





## 6. RECOGNITION OF NON-FORMAL PRIOR LEARNING PROCEDURES

The student downloads the *Recognition of Non-Formal Prior Learning Checklist* from the AUT website.

<http://www.aut.ac.nz/study-at-aut/apply-to-aut/recognition-of-prior-learning>



The student identifies the course(s) for which they intend to apply for recognition of non-formal prior learning (NFPL).



The student contacts the relevant faculty/school/department for advice and to discuss their application.

The student downloads the Recognition of NFPL Portfolio Preparation Guide from the AUT website if the method of assessment is a portfolio and meets with the relevant staff to discuss the portfolio and timeline.

<https://www.aut.ac.nz/study/applying/cross-credit-your-experience-recognition-of-prior-learning>

If another method of assessment is used, the faculty/school/department will offer further advice on how to prepare for the assessment activity.

*Note, the timeline needs to meet the requirements for assessment board and possibly graduation. The timeline also needs to ensure assessment is in line with any prerequisites or co-requisites for other courses and for timely graduation.*

*If the assessment is a challenge exam, interview or a combination of assessment modes then consideration needs to be given to scheduling the assessment room and assessor or invigilator availability.*



Once the student has determined that they wish to proceed (or in the case of a portfolio, when it is compiled) they contact the faculty/school/department to arrange the assessment and to make payment.



The faculty contacts Registry who enter the student's application type, credit type, credit method, the programme code and status (unapproved) on Arion.

Registry generates an invoice that is sent to the student.



The student pays the initial application fee for recognition of non-formal prior learning online, or by cheque, cash or credit card at the cashier.

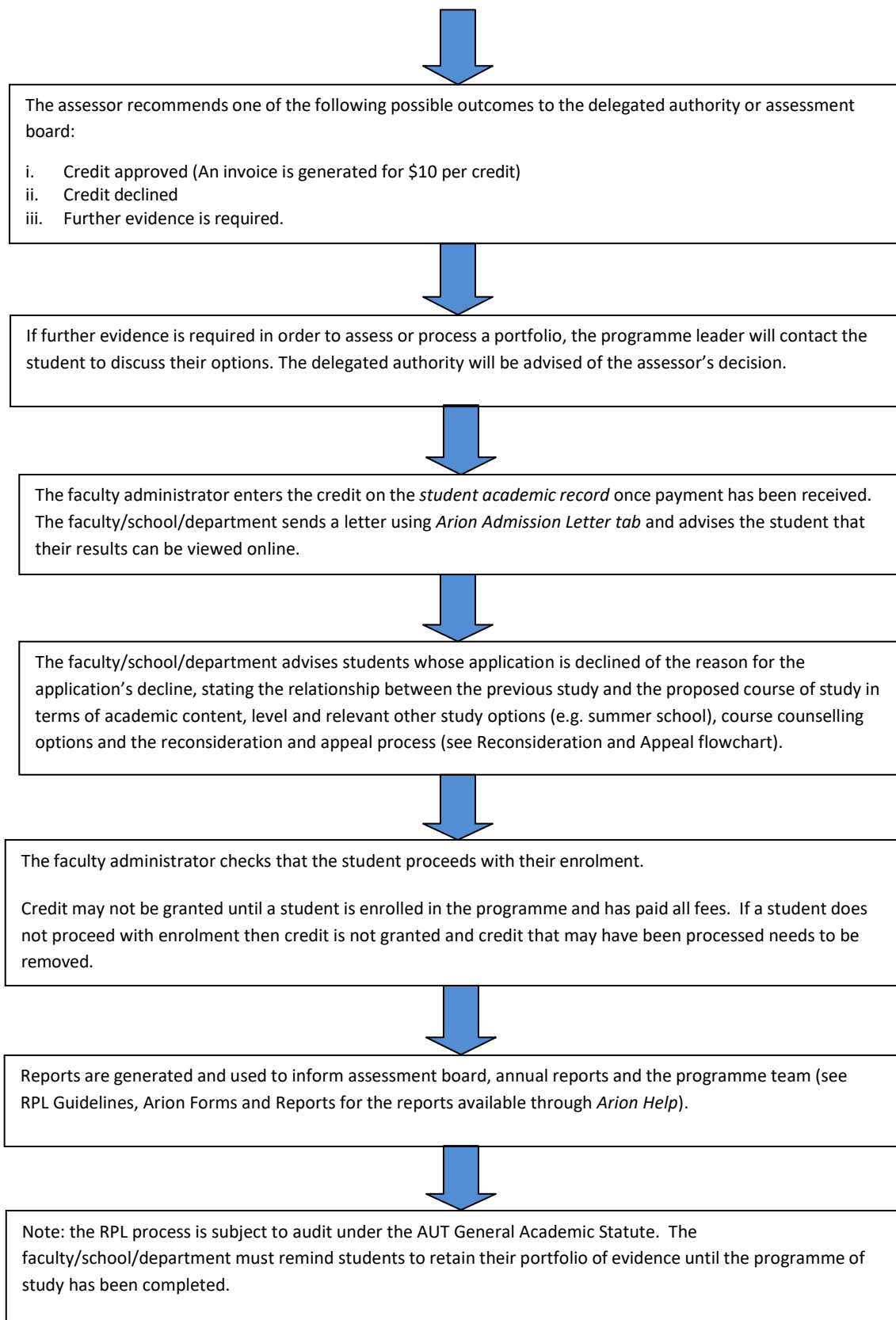
*Note international students do not pay RPL fees.*



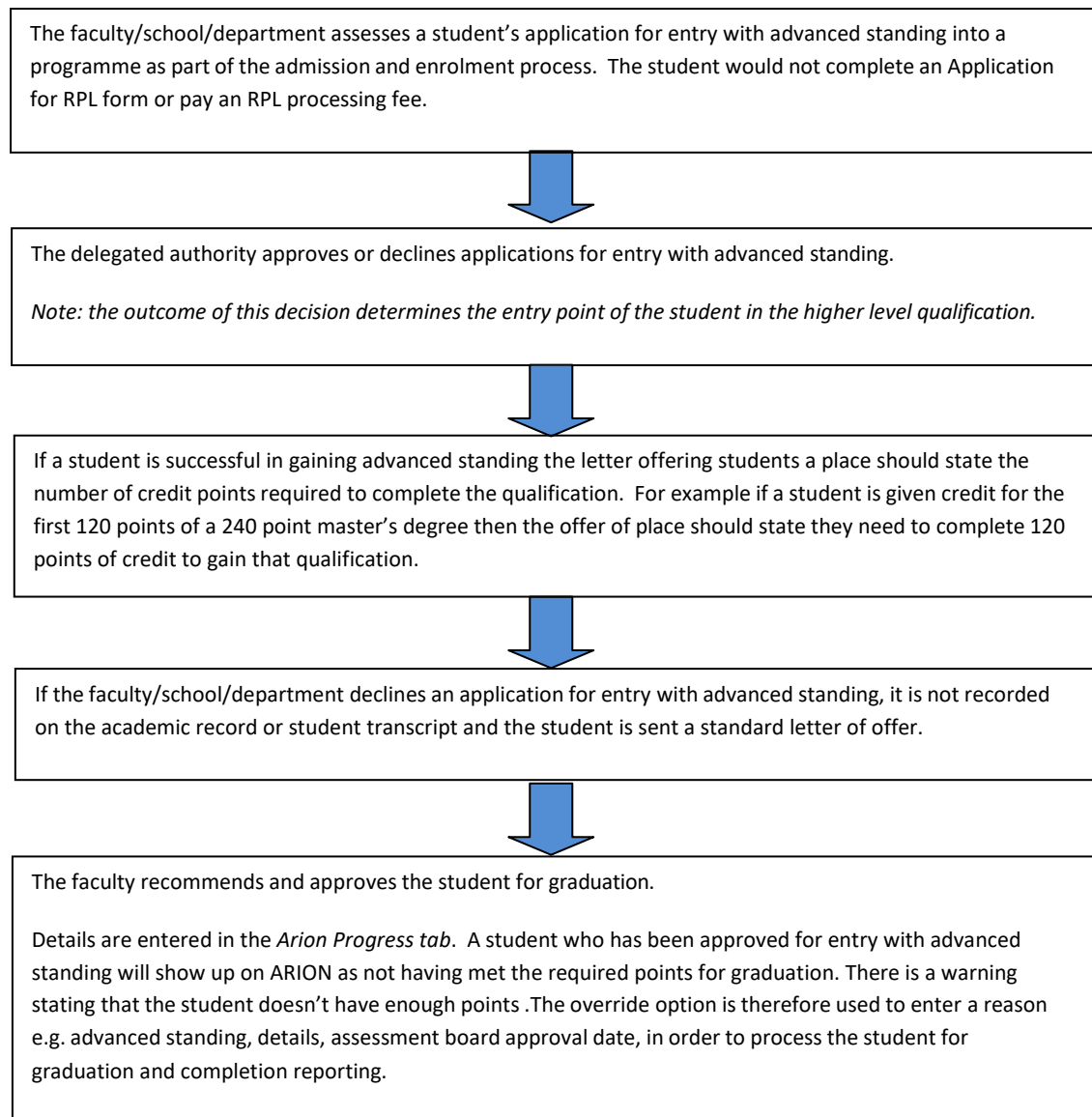
Once fees have been paid the student contacts the faculty/school/department to facilitate the assessment submission process.



Assessment is undertaken by the appropriate staff member. Normal post assessment moderation processes are undertaken for all assessment modes and marking schedules completed where appropriate.

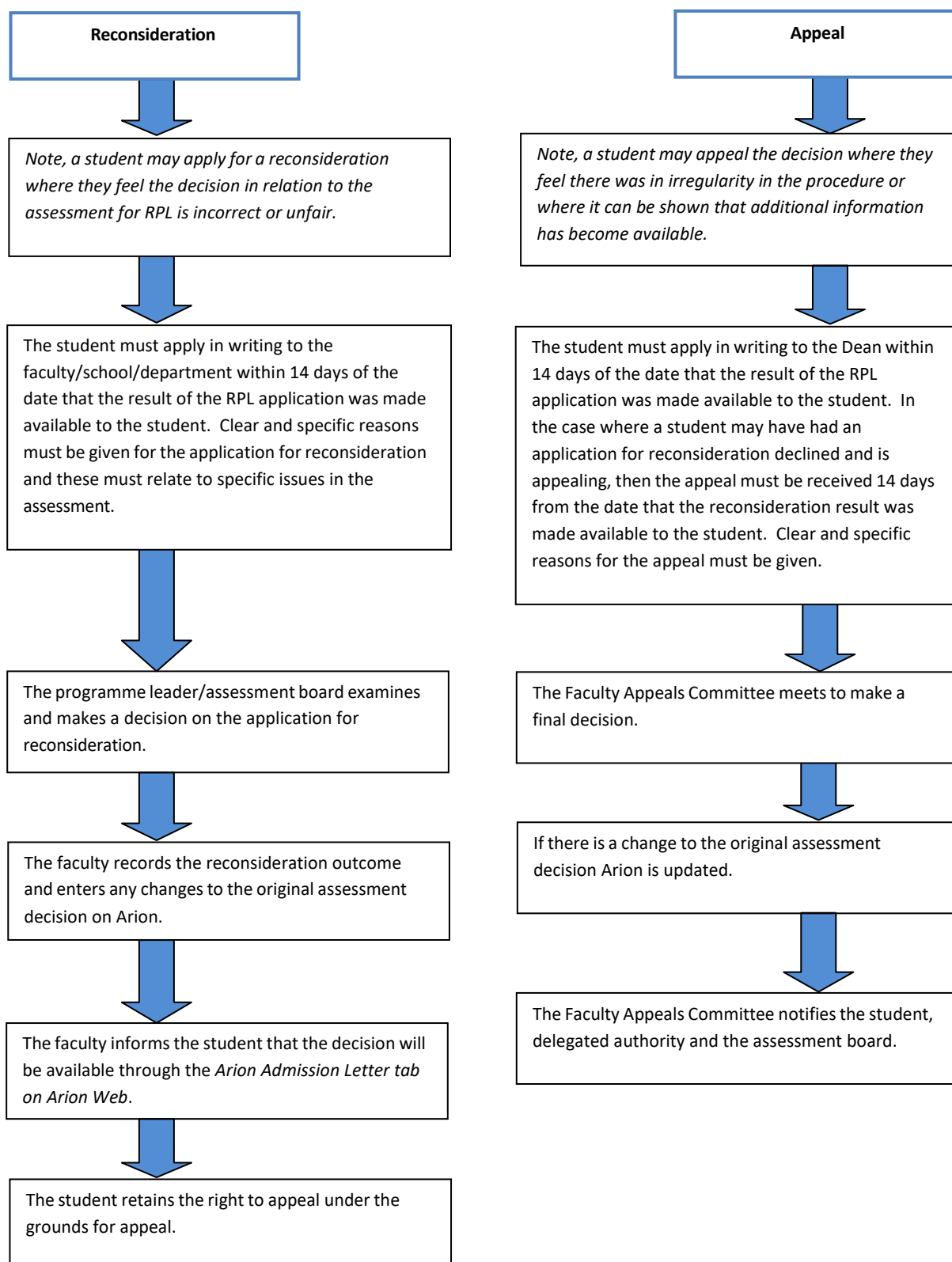


## 7. ENTRY WITH ADVANCED STANDING PROCEDURES





## 8. RECONSIDERATION AND APPEAL PROCEDURES



## **9. OTHER FORMS OF RECOGNITION OF PRIOR LEARNING**

### **9.1 Transfer requirements for postgraduate students**

Where a student is able to provide evidence that a proportion of their proposed master's research has already been undertaken at another university, then they may apply for this work to be recognised and for a shorter period of registration than normal to be approved.

If a student falls into this category they need to contact the relevant Faculty Postgraduate Office or the University Postgraduate Centre.

See details on the AUT website:

<http://www.aut.ac.nz/study-at-aut/entry-requirements/postgraduate-and-graduate-admission-requirements/transfer-requirements>

### **9.2 Study at another tertiary institute**

A student must seek prior approval in writing from the relevant programme leader for concurrent enrolment in a course with another tertiary institution where they wish that course to be credited to their AUT qualification (AUT Calendar, GAR Part 4 Section 5).

The student should refer to the programme leader and the programme regulations to determine if the regulations allow for study of courses outside of the programme and with another provider. They also need to consider their course of study to determine points required, fit with timetabling and other restrictions. A variation of study agreement should be completed and signed by the student and programme leader.

For example, in the Bachelor of Arts a student may be able to enrol in a course from another university where a language course is not available at the University. For example, where a particular course is not offered in a particular semester or year and this would prevent the student from completing a full semester then the student may seek approval for concurrent enrolment at another university in a similar course or in a course that meets the objectives of this University's programme.

## **10. RESPONSIBILITIES**

It is the student's responsibility to initiate the Application for Recognition of Prior Learning and to provide the required documentation.

It is the University's responsibility to publicise the process for RPL application in a transparent and explicit way.

It is the assessment board's responsibility and where appropriate delegated authority's responsibility to determine the credit to be granted or declined and to advise the student.

It is the relevant administrator's responsibility to ensure the credit is accurately reflected on the student's academic record.

## **11. POLICY BASE**

The General Academic Regulations (GAR) Part 4 Recognition of Prior Learning.

## **12. ASSOCIATED DOCUMENTS**

- Surrender of Qualifications Procedures and Guidelines
- Guidelines for Recognition of Prior Learning, Exemption, Entry with Advanced Standing
- RPL Application Form

### **Arion Generated Reports**

The Arion generated Credit Transfer Report should be used to report RPL outcomes to the assessment board. The report is run by programme and lists each student within a course for that programme. It itemises the programme, course, student, points, grade, application type, credit type, credit method and status. An aggregated summary is provided at the end of the report.

Refer to the Guidelines for Recognition of Prior Learning, Exemption, Entry with Advanced Standing, Arion Forms and Reports for other Arion reports that assist in tracking and reporting on RPL applications and outcomes.