

Controlled Document – Refer to NMIT website or intranet for latest version

# RECOGNITION OF ACADEMIC CREDIT (RAC) PROCEDURE

<b>Section</b>	Learning and Teaching		
<b>Approval Date</b>	04.11.2020	<b>Approval Body</b>	Academic Committee
<b>Next Review</b>	20.10.2021	<b>Responsibility</b>	Executive Director – Customer Experience and Excellence
<b>This review</b>	20.10.2020	<b>Key Evaluation Question</b>	6

## PURPOSE

To describe the processes for formally recognising and crediting learners' successful completion of relevant, current, formal and informal learning acquired prior to enrolling in, or completion of, a qualification offered by NMIT.

This document must be read in conjunction with the Recognition of Academic Credit (RAC) Policy.

## SCOPE

RAC is considered for NMIT learners for all assessed courses NMIT delivers. RAC is only available for whole courses.

Recognition of Academic Credit may be granted for:

- courses completed through formal study at NMIT
- courses completed at another New Zealand tertiary education organisation
- an appropriately recognised overseas tertiary education provider
- current skills, knowledge and experience achieved through informal learning.

Programme Regulations will specify if RAC is available and any limitations.

## DEFINITIONS

A list of academic terminology and the glossary of Māori terms – Kupu - are located in section 2 of the NMIT Academic Statute.

The definitions of additional specialist terms relevant to the RAC Procedure are listed below:

<b>Approved Qualification</b>	New Zealand qualifications: any qualification listed on the New Zealand Qualifications Framework (NZQF).  Overseas qualifications: Must be a signed agreement with NMIT and an overseas provider or a qualification granted an equivalency of credits and level by NZQA.
<b>Flowingly</b>	A Business Process Management (BPM) platform that is used to track the progress of pending International RAC Applications.

<b>Learning outcome mapping</b>	The process of matching the learning outcomes of a source course against the learning outcomes of a target course or matching learning outcomes to other RAC evidence.
<b>RAC schedule</b>	RAC schedules lists the courses within a qualification (offered by NMIT) for which RAC approval has already been established for specific source courses.
<b>SME</b>	Subject Matter Expert: Person with expertise specific to the subject area for which RAC is being sought.
<b>Source course</b>	The previously successfully completed course being used as evidence.
<b>Source qualification</b>	The qualification containing the evidenced source course.
<b>Target course</b>	The course requested for RAC.
<b>Target qualification</b>	The qualification containing the target course.

## RESPONSIBILITIES

<b>Curriculum Area</b>	<p>Provide administrative advice and guidance to learners who wish to apply for RAC, including advice on the impact on learners' eligibility for loans and allowances and for Merit and Distinction awards.</p> <p>Check RAC applications against the RAC Checklist prior to submitting applications to the RAC Committee Secretary.</p> <p>Upload RAC applications to the appropriate electronic location (e.g. NMIT Intranet, Flowingly), and forward any original applications to the RAC Secretary.</p> <p>Notify the applicant of RAC Committee decisions and the next steps in the process.</p> <p>Ensure all communications with RAC applicants are retained including any evidence required for moderation processes to take place.</p> <p>Initiate any actions, such as withdrawal or cancellation of enrolment from a course, that maybe necessary as a consequence of RAC approval.</p> <p>Regularly review and update RAC schedules with other relevant teams.</p>
<b>Curriculum Director</b>	To establish RAC agreements with other tertiary providers as applicable to their curriculum directorate.
<b>Curriculum Manager</b>	<p>Overall responsibility for managing RAC enquiries and applications within their curriculum area, and that they follow the RAC policy and procedure correctly.</p> <p>Ensure RAC is visible in each of the programme regulations within their curriculum area.</p> <p>Provision of SMEs when required as RAC assessors.</p>

<b>Dean International Curriculum</b>	<p>Liaise with overseas providers to establish and maintain RAC agreements.</p> <p>Work with curriculum areas on a regular basis ensuring any RAC agreements and schedules are reviewed and up to date.</p>
<b>Information and Enrolments Manager</b>	<p>Maintain the electronic processes (Flowingly) for lodging RAC applications for international learners.</p> <p>Withdraw learners who are enrolled in courses for which RAC has been approved, as advised by the curriculum area.</p>
<b>Learner</b>	<p>Prior to making an application for RAC, the learner must consult with the relevant curriculum area staff (manager or delegate).</p> <p>Provide sufficient, verified, documentary evidence of previous achievement to enable the appropriate level of credit to be awarded.</p> <p>Complete the required sections of the RAC application form and supply the above evidence.</p> <p>Pay any RAC fees as applicable.</p>
<b>Recognition of Academic Credit Assessor</b>	<p>Provide subject matter expertise to assess evidence provided in the RAC application.</p> <p>Liaise with the learner on any additional evidence or requirements necessary to put forward application to next stage in the process.</p> <p>Recommend or not recommend approval of RAC and subsequent submission to RAC committee.</p>
<b>Recognition of Academic Credit Committee</b>	<p>Meet fortnightly and, if required, conduct e-votes outside of these fortnightly meetings as required.</p> <p>Consider RAC applications and the recommendations made by the RAC assessor and ensure relevant policies and procedures are followed.</p> <p>Consider RAC applications for approval.</p> <p>Review the evidence provided by the applicant.</p> <p>The RAC Committee's authority to approve RAC applications is delegated from the NMIT Board and must not be further delegated.</p>
<b>Recognition of Academic Credit Committee Chair</b>	<p>Sign off RAC applications as per the RAC Committee decisions.</p> <p>Sign off RAC applications outside of the RAC Committee meetings in accordance with previously agreed RAC schedules, RAC arrangements with other providers or programme transition arrangements.</p>

<p><b>Recognition of Academic Credit Committee Secretary</b></p>	<p>Receive RAC applications, and in conjunction with the Chair of the RAC committee, may advise curriculum areas of the need for additional evidence before the application can be put on the agenda for the RAC committee.</p> <p>Makes the applications and evidence available to RAC committee members approximately 3 working days prior to the meeting.</p> <p>Record minutes of the RAC committee meetings, including decisions made and the reasons for those decisions should they be a decline or a deferral.</p> <p>Update RAC schedules as required.</p> <p>Enter approved RAC results in the learner’s academic records in the Student Management System, including results for Assessment Standards where applicable</p> <p>Communicate RAC Committee decisions to curriculum areas, including requests for further information and/or evidence.</p> <p>Retain and file original paperwork, including minutes, relevant correspondence and approved RAC applications signed by the chair of the RAC Committee.</p>
--	---

---

## GENERAL PROVISIONS

RAC should be applied for during the enrolment process where possible. This enables learners to have an as accurate as possible study plan. RAC may be considered whilst a learner is studying. If RAC is approved for international learners after their enrolment, Immigration New Zealand has to be advised.

In order for the RAC results to be recorded in the Student Management System learners must be fully enrolled in the programme.

In order for RAC to be considered the previous learning must be current, all documents presented as evidence must be verified, where applicable. Evidence must current as stipulated by the relevant qualification completion timeframe.

Source courses achieved through Cross Credit or RPL, will only be considered for RAC based on the evidence for the original Cross Credit or RPL approval.

Learners must not be enrolled in courses for which RAC has been approved.

All RAC applications and supporting evidence are retained centrally.

Assessment standards achieved through RAC are subject to external moderation by the relevant Standard Setting Bodies (SSBs).

---

## SPECIFIC PROVISIONS

### **Credit Transfer**

**Internal Credit Transfer** – Where a course has been completed at NMIT and the approved course result needs to be re-assigned to another NMIT qualification. This includes courses completed as general electives or subject specific electives.

Internal Credit Transfer will automatically apply and does not need to be specifically applied for, and there is no cost involved for the learner.

Internal Credit Transfer is recorded in the Student Management System within the dataset for the achieved course.

**External Credit Transfer** – Where a course has been completed at another tertiary education organisation (either within New Zealand or overseas), and the external course result needs to be transferred to an NMIT qualification. Applications for External Credit Transfer need to include a relevant official academic transcript. There is no fee involved in this case.

### **Cross Credit**

Cross Credit applies to successfully completed courses at either NMIT or another New Zealand or overseas institute that are equivalent (but not identical) to a course or courses within the qualification the applicant intends to complete. These need to be considered current and there are costs involved.

Applications for Cross Credit need to include a relevant official academic transcript, and for courses from other New Zealand or overseas institutes the course descriptors of the source courses. Learning outcomes from the source course need to be mapped against the target course and present a minimum 80% match of learning outcomes. For courses with competency-based assessment, a 100% match is required.

RAC schedules are maintained of previous successful Cross Credit applications in order to simplify future identical Cross Credit applications. RAC schedules will be reviewed periodically to ensure Cross Credits comply with current Programme Regulations and the RAC policy. Courses listed on RAC schedules are reviewed annually and are valid for a maximum of three years, before needing re-approval. The fee for 'repeat' cross credits taken from the RAC schedule will be lower than those being cross credited for the first time.

### **Recognition of Prior Learning (RPL)**

RPL recognises a learner's previous relevant experience through informal learning or a combination of formal and informal learning.

Applications for RPL will include a portfolio of verified evidence of relevant experience mapped against individual target course learning outcomes. Such evidence may include written statements by the learner, attestations of work or life experience, references, licences, videos, photographs, display, academic transcripts and awards for previous study.

If an applicant is mapping learning outcomes from a source course against the target course, and the mapping is not deemed sufficient additional evidence or a specific additional assessment may be requested.

Learning outcomes from the source course need to be mapped against the target course and present a minimum 80% match of learning outcomes.

For courses with competency-based assessment, a 100% match is required.

---

## ASSESSMENT OF RAC APPLICATIONS

Assessment of RAC applications will be conducted by experienced assessors who are subject matter experts in the respective content.

The RAC assessors will evaluate the evidence provided and will decide whether to recommend or not recommend approval to the RAC committee.

The RAC assessor may request further evidence or determine the need for other requirements, prior to coming to a decision with regard to recommendations being referred to the RAC committee. RAC agreements with other providers

NMIT may establish signed agreements with other tertiary education organisations both in NZ or overseas for specific courses from a qualification offered by them to be credited towards a qualification offered by NMIT. The content of these agreements will have been agreed by subject matter experts, based on mapping to learning outcomes and will be recorded on a RAC schedule. RAC applications subject to these agreements must include an official academic transcript. RAC will be approved for successfully completed courses as per the individual agreements.

RAC agreements will be reviewed regularly.

---

## TRANSITION ARRANGEMENTS

Programme Regulations will specify any transition arrangements for learners who have partially completed an earlier version of a programme or a programme that has been replaced by another programme. RAC applications for courses subject to transition arrangements must include an official academic transcript. RAC will be approved for successfully completed courses as per the transition arrangements. Academic credits awarded as a result of transition arrangements will be excluded from the RAC limit for the award of a learner's qualification.

---

## ACADEMIC RESULTS FOR RAC

Recognition of Academic Credit results will be recorded on the learner's NMIT Academic Transcript as per the relevant course result key; e.g. CT for Credit Transfer, CC for Cross Credit, RPL for Recognition of Prior Learning. No individual grades are recorded for RAC results.

Where courses contain Assessment Standards, these will be awarded and recorded as Achieved.

---

## RAC FEES

RAC fees apply as per NMIT's ***Fees, Charges and Refunds policies***.

There is no charge for Credit Transfer, Cross Credit from NMIT courses, RAC resulting from programme transition arrangements and RAC applications subject to agreements with other tertiary education organisations.

---

## APPEALS

Appeals shall be conducted according to the procedures laid down in the ***Student Academic Appeals policy***.

## REFERENCES

### INTERNAL

[Assessment policy](#)  
[Fees, Charges and Refunds \(Domestic Students\)](#)  
[Fees, Charges and Refunds \(International Students\)](#)  
[Moderation Policy](#)  
[Moderation Procedure](#)  
[NMIT Academic Statute](#)  
Programme Regulations  
[Recognition of Academic Credit \(RAC\) Policy](#)  
[Records Management Policy](#)  
[Student Academic Appeals](#)  
[Student Results and Awards](#)  
[Withdrawal Policy](#)  
[Withdrawal Procedure](#)

RAC Application Form\*  
Learning Outcome Mapping Table (Cross Credit)\*  
Learning Outcome Mapping Table (RPL)\*  
RAC Checklist\*

\*[available from intranet for NMIT staff]

### EXTERNAL

- Education Act 1989
- Guidelines for the recognition and award of credit for learning (NZQA Document)