PIHMS
Pacific International Hotel Management School
NEW ZEALAND

CREDIT RECOGNITION

1. Definitions

Cross Credit (CC)

Credit for outcomes already achieved by a student through study of a qualification at PIHMS awarded as credit for comparable outcomes towards another PIHMS qualification.

Credit Transfer (CT)

Credit for outcomes already achieved by a student at another institution recognised as credit for comparable outcomes towards a PIHMS qualification.

Recognition of Prior Learning (RPL)

Relevant and current knowledge and skills gained through informal learning recognised as credit for outcomes towards a PIHMS qualification.

SELMA

Student Enrolment Learning Management Application

2. Responsibilities

2.1 The Marketing Director (or delegate)

- Ensuring students are aware of the opportunity for CC, CT or RPL prior to enrolment
- Receiving applications and ensuring these are processed by the appropriate person.

2.2 Marketing Director (or delegate) and/or Stream Leaders and Lecturers

- Assessing a student's application for CC, CT or RPL[1], approving or declining CC or CT, and referring RPL assessment to CE for approval

2.3 Administration Officer

- Entering the appropriate non-numeric grade (CC, CT or RPL) into SELMA.

2.3 Academic Services Administrator

- Submitting results of credit recognition to the Academic Board for ratification, and filing all application documentation.

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[1] Ensure decisions are timely, transparent, robust, consistent, and defensible and for the maximum benefit of learners
(NZQA Recognising learning for credit. Page 4, bullet point 5)

3. Purpose

To ensure outcomes and learning already achieved by a student, both formal and informal, are recognised as credit towards a PIHMS qualification which has comparable outcomes.

4. Policy

4.1 Students who have undertaken previous studies at PIHMS are eligible to apply for CC if the subjects they have studied are similar, in content and level, to those described in the PIHMS programme course outlines for which credit is being sought.

4.2 Students who have undertaken studies elsewhere are eligible to apply for CT if the subjects they have achieved are similar, in content and level, to those described in the PIHMS programme course outlines for which credit is being sought.

4.3 Where students have existing relevant current knowledge and skills gained through prior learning (eg workplace, life experience, hobbies, self-directed study) they are eligible to apply to have this prior learning recognised by the award of credit as RPL. Applicants may be required to undertake a challenge test. The RPL process to be completed within two (2) weeks of a student's commencement, approved by the CE and ratified by the Academic Board.

4.4 The opportunity for credit recognition will be published/advised pre-enrolment and the process for application will be included in the Marketing Director's letter of offer to a prospective student.

4.4 Applications for credit recognition must be completed on the required form and accompanied by supporting evidence.

4.5 If the programme for which credit recognition is being sought has commenced, the student will be required to attend all classes for each course until the result of the application has been finalised.

4.6 Maximum CC, CT or RPL credits permitted in each programme will be stated in the approved Programme Regulations.

4.7 Any adjustment to a student's fee, due to the cost of assessment for credit recognition or tuition fees for courses credited, will be administered by the Finance Department.

5. Procedure

Step	Responsibility	Record
1. Advise student of opportunity to apply for CC, CT or RPL and electronic link to forms, and record in SELMA.	Marketing Director (or delegate) or Programme Coordinator	Letter of offer SELMA file note
2. Complete credit recognition application and provide supporting documentation.	Student	Credit recognition application
3. Receive completed application for the assessment of award of credit. Undertake assessment of application in consultation with Stream Leader/Lecturers as required, seek CE approval for RPLs	Marketing Director (or delegate) and Programme Coordinator	Emails
4. Advise student of outcome of application and if unsuccessful also advise decision may be appealed. If application approved advise Administration Officer to enter result in student's academic record.	Marketing Director (or delegate) Programme Coordinator (if student on-site) Programme Coordinator	Letter/email SELMA
5. Forward approval to Academic Services Administrator for submission to Academic Board for ratification.	Marketing Director (or delegate. Academic Services Administrator	Academic Board minute
6. Forward all documentation to Administration Officer for filing in student's file.	Marketing Director (or delegate) or Academic Services Administrator	

6. Record Management

Record	Responsibility	Filed	Retention Time
Correspondence and completed application documentation	Administration Officer	Student File	Indefinitely
Academic Record	Administration Officer	SELMA	Indefinitely
Academic Board minute	Academic Services Administrator	I:Drive/Academic Board	Indefinitely

7. Quality Standard

This policy is written to comply with:

● *NZQF Programme Approval and Accreditation Rules 2021* – specifically Criterion 5 Regulations

● *NZQA Recognising learning for credit: Guidelines for the recognition and award of credit for learning December 2017*