CREDIT TRANSFER REGULATIONS

Credit transfer is a process for enabling students to have their learning experiences (typically whole courses but not necessarily) from another programme or higher education institution recognised as equivalent in content and, particularly, learning outcomes to those within USPs educational offerings.

1.1 Application

Applications for credit transfer for students registered at the Laucala campus shall be processed at Student Administrative Services, but Academic Units shall provide assistance at the request of Student Administrative Services to determine particular applications. Applications for credit transfer from students registered at campuses other than Laucala, shall be processed by the relevant campus and will follow the Procedures for Credit Transfer for Regional Campuses.

Students applying for credit transfer for courses passed elsewhere shall provide all information relating to previous studies such as:

(a) Course outlines with readings, assessment and other critical information

(b) Official copy of grade report or transcript from institution at which the course was undertaken. The above information should be either in original format or certified copy of the original.

The information will be submitted with an application for credit transfer to the Student Administrative Services.

1.2 Criteria for Credit Transfer

The following criteria shall govern processes for the transfer of credits:

(a) Where the examinations passed or credits gained elsewhere or at USP for another programme substantially correspond with, or are equivalent to, courses in a programme of study in which the student is enrolled at USP, specified credits may be awarded.

(b) Where examinations passed or credits gained elsewhere or for another programme of study at USP do not correspond with, but are relevant to, courses in a programme of study in which a student is enrolled at USP, a limited number of unspecified credits may be awarded depending on the structure of the programme of study concerned.

(c) For MBA, 20% credit transfer of any other equivalent programme is allowed.

(d) Credit transfer will only be allowed for courses no longer than 10 years after completion.

1.3 Approval of Credit Transfer

The transfer of specified or unspecified credits shall be made by:

(a) The Vice-Chancellor & President or delegate or nominee, where necessary in consultation with appropriate Academic Units, up to the limit in Clause 1.4 (a) below.

(b) The Academic Programmes Committee in exceptional cases where it is deemed necessary to exceed the limit in Clause 1.4 (a) below.

1.4 Restrictions on Number of courses to be transferred

The following restrictions shall apply when transferring credits

(a) Not more than 50% of the courses in the new programme may be credited, except where internal programmes have been approved by the Senate to stair-case from a lower to a higher programme.

(b) No course may be transferred towards vocational requirements in a programme if the course does not have appropriate practical training elements.

(c) Credits may be transferred once only, except:

(i) Where a course is part of an internal programme that has been approved by the Senate to stair-case to a higher programme where the course is also required; or

(ii) Where they are non-USP courses which have been transferred as credits for a USP programme, they may be credited again for a higher USP programme in the same discipline if they are required courses for that higher programme.

1.5 Appeals

Students may appeal against the outcome of their applications provided that an appeal shall be lodged in writing, addressed to the Deputy Vice-Chancellor (Education), together with a copy of the receipt for the appropriate fees per appeal. The appeal shall be received by the Deputy Vice-Chancellor (Education) no later than four weeks after the result of the original application was sent to the applicant.

1.6 Approved credits transferred from other Qualifications

(a) **Fiji Institute of Technology, Fiji College of Advanced Education, Lautoka Teachers College, Fiji College of Agriculture**

Credit Transfers approved under institutional arrangements with the Fiji Institute of Technology, Fiji College of Advanced Education, Lautoka Teachers College and Fiji College of Agriculture are currently being reviewed.

Applications received from students who have completed programmes at the above institutions will be considered on a case by case basis by the relevant Academic Units.

Procedures for applying shall follow those in Regulations 1.1

(b) **Fiji National University**

For holders of the Fiji National University (FNU) Advanced Diploma in Mechanical Engineering and Advanced Diploma in Engineering (Electrical & Electronics), the following 100-level courses comprising the first year will be transferred to the Bachelor of Engineering (Electrical & Electronics) and the Bachelor of Engineering (Mechanical):

EE102, MA111, MA112, MM101, MM103, PH102, CS111 and UU114

(c) **Hango Agricultural College (HAC)**

Students who have passed the HAC courses listed below and are enrolled in the BAgr programme may be awarded the following USP credits:

HAC Courses	USP Credits
HAC3.21 Farm Business Management; plus	
HAC3.22 Agriculture in Tongan Economy	AG111
HAC1.05 Soil Science; plus	
HAC2.05/HAC2.06 Soil and Fertilizers	AG124
HAC1.07 Agricultural Machinery	AG134
HAC3.07 Horticultural Technology; plus	
HAC3.08 Post Harvest Horticulture	AG164
HAC1.07 Horticultural Production 1; plus	
HAC2.07 Horticultural Production	AG165
HAC1.13 Animal Health; plus	
HAC3.13 and HAC3.14 Animal Production and Health	AG172

(d) Solomon Islands National University (SINU)

For a holder of the following qualifications awarded by SINU, the credits shown shall normally be awarded:

Certificate in Business and Administration:	MG101
Certificate in Business and Finance:	AF101
Certificate in Tropical Agriculture:	to be confirmed.
Diploma in Administration:	AF101, IS121, EC101 or EC102, MG101
Diploma in Finance:	AF101, AF102, IS121, EC101 or EC102, MG101

(e) Tonga Institute of Higher Education (TIHE)

For a holder of the following qualifications awarded by TIHE, the credits shown shall normally be awarded:

(i) Certificate in Computer Science

TIHE Courses	USP Credits
IT131 Mathematics for Science	MA102
IT133 Introductory Statistics	MA131
IT141 Information Systems	IS121
IT142 Introduction to Programming	IS122
IT151 Introduction to Programming (Java)	CS111
IT152 Data Structures and Algorithms	CS112

(ii) Certificate in Information Systems

TIHE Courses	USP Credits
IT133 Introductory Statistics	MA131
IT141 Information Systems	IS121
IT142 Introduction to Programming	IS122

(iii) Certificate/Diploma in Accounting

TIHE Courses	USP Credits
NAP721 Business Statistics	EC103
NAP722 Economics for Business	EC100
Certificate in Accounting	AF100, AF121
Diploma in Accounting	AF101, AF102, AF108, AF121, FM101
AGC00A plus AGC00B	Industry Based Work Experience 12 weeks extra-mural practical work

(iv) Diploma in Computer Science

TIHE Courses	USP Credits
IT235 Discrete Mathematics	MA161
IT244 Database Management Systems	IS222
IT253 Computer Organisation	CS211
IT254 Design and Analysis of Algorithms	CS214

(v) Diploma in Information Systems

TIHE Courses	USP Credits
IT244 Database Management Systems	IS222
IT245 Management Information Systems	IS221
IT256 Advanced Programming (VB.Net)	IS224
IT262 Principles of Management	MG101

(vi) Diploma in Agricultural Science

TIHE Courses	USP Credits
AGDl35 Farm Management Decision+	
AGDl44 Agricultural Economics & Marketing	AG 111
AGDl22 Agricultural Chemistry +	
AGDl33 Soil Science	AG124
AGDl25 Agricultural Machinery	AGl34
AGD111 Entomology +	
AGDl23 Microbiology	AG164
AGD113 Crop and Horticultural Production +	
AGD143 Crop Protection	AG165
AGC0l2 Animal Anatomy and Physiology+	
AGD114 Animal Production 2 +	

AGDl31 Animal Nutrition and Breeding   AG172

(vii) Diploma of Education (Primary Teaching)

TIOE Courses	**USP Credits**
MAT101 Introduction to Teaching and Learning Mathematics at Primary Schools	ED115
MAFT101 Teaching of Movement And Fitness	ED184

(f) Bachelor of Education (Early Childhood Education & Care)

All students admitted with a USP Diploma in Early Childhood Education (School of Education) may be eligible to apply for up to 12 cross-credits as follows:

Education Compulsory Courses – ED152, ED153,

Early Childhood Education Courses - ED103, ED 204, ED205, ED206, ED 302

Education Courses - ED 250, ED252, ED262

USP Courses – UU100, UU114

Those requesting admission using qualifications from other recognised educational institution. Specific amendments for clarity within the Pacific Region may be eligible for up to 5 cross credits. Students will be expected to enrol in the remaining courses to complete the requirement of 24 courses. Those requesting admission using qualifications from recognised Australian, New Zealand or other international colleges or universities may be eligible for cross credits to be assigned on a case by case. Students will be expected to enrol in the remaining courses to complete the requirement of 24 courses

(g) Bachelor of Education (Special and Inclusive Education) – (In- Service)

All students admitted with a USP Diploma in Special and Inclusive Education may be eligible to apply for up to 12 cross-credits as follows:

Education Compulsory Courses – ED152, ED153, ED170,

Special and Inclusive Courses - ED209, ED 210, ED 262, ED323, ED362, ED 363 (Students can do four   out of the six SIE recommended courses)

Education Courses - ED 250, ED 252

USP Courses – UU100, UU114, PS101

Those requesting admission using qualifications from other universities within the Pacific Region may be eligible for up to 7 cross credits. Students will be expected to enrol in the remaining courses to complete the requirement of 24 courses. Those requesting admission using qualifications from recognised Australian, New Zealand or other international universities may be eligible for cross credits to be assigned. Students will be expected to enrol in the remaining courses to complete the requirement of 24 courses.

(h) Bachelor of Education Primary (In Service)

All students admitted will on application be awarded five 100 level cross credits, depending on the qualification obtained from either USP or other regional teacher training institutions. Those admitted with a Certificate or Diploma in Education Primary from USP

and other recognised teacher institutions will be credited with the number of courses successfully completed in each programme. Students not admitted with USP certificates have to complete the UU114 and UU100 and ED170 before proceeding into the 200 levels courses.

(i) Bachelor of Education (Secondary)

All students admitted from the USP Diploma in Education (Secondary) will automatically be awarded cross-credits for all courses completed towards the programme. All students admitted from other recognised Diplomas in Education or Teaching (Secondary) will on application be awarded cross credits as follows: ED152, ED153, ED250. Students admitted with current Bachelor of Teaching (Secondary) programme from regional universities will be given some cross credits in the 100 level and 200 level Education Courses. All students in this category have to complete the required teaching subject majors that are offered with different schools at USP.

(j) New Zealand Certificate in Business (NCB)

For a holder of the New Zealand Certificate in Business, the following credit transfers shall normally be awarded:

NCB Course USP Credits

101 Accounting Practices AF101 120 Economic Environment EC100 130 Organisation and Management MG101 202 Management Accounting AF102 220 Managerial Economics EC102

(k) University of Technology (UNITECH) in Papua New Guinea

For a holder of a UNITECH Diploma in Business Studies, the following five credits shall normally be awarded: AF101, AF102, EC101, MA101 and MG101

(l) UNILEARN Programmes

Course	**USP Credits**
Introduction to Computing	IS121
Academic Literacy	LLF15

Credit Transfer to the LLB

From the USP Certificate in Law: One non-Law course in Year I and one optional law course at 300-level.

From the USP Diploma in Law: Two optional non-Law courses in Year I and two optional law courses at 300-level.

(m) Tupou Tertiary Institute (Whitireia Community Polytechnic) TTI (WCP)

The following USP Credits may be awarded:

TTI Courses/Programme	USP Credits
AM5107 Management AM5108 Business Communication, Professional Communication BUS 6636 Applied Management	MG101 Introduction to Management MG 106 Introduction to Human Resource Management

BUS 5500 Accounting Principles	AF 101 Introduction to Accounting & Financial Management
BUS 5501 Accounting Practices	AF 102 Introduction to Accounting & Financial Management 2
BUS 5520	EC100 Introduction to Economics
IT5383: Fundamental of Software Design and Development	CS140 Introduction to Software Engineering
IT5387: Fundamental of Networking	CS150 Introduction to Computer networks and security
IT6326: Data Model & Databases	IS222 Database Management System

(n) USP Pacific Technical and Further Education

(i) Certificate IV in Information Technology (Support)

For the holder of a Certificate IV in Information Technology (Support) or Diploma of Information Technology (Level 5)the following credits shall normally be awarded

CEI41: ICT Fundamentals, CEI42: ICT Business Processes, CEI43: ICT Work Practices, CEI44: Networking and Hardware Support, CEI45: Network Communications, CEI46: Database and User Support. USP Credits: IS121.

1.7 Notwithstanding the provisions for transferring external credits or programmes to USP courses or programmes identified above, every three years a report on a review of all credit transfer arrangements shall be presented to Senate.

1.8 Franchised USP Pre-Degree Programmes

(a) The University shall allow students to enrol in a USP Pre-Degree programme at franchised schools in the region. The scope of the arrangements shall include the teaching of courses leading to a Pre-Degree certificate.

(b) Franchise shall involve evaluation of the capacity of a school to facilitate admission and support for the organisation of Pre-Degree courses for students who enrol in University Pre-Degree programmes through such a franchised school.

(c) The scope of the evaluation shall include school governance and management, staff, physical and learning resources, learner information and support, assessment policy, and development, delivery and review of programmes.

1.9 Completion of Programme from Outside the Region

Students who leave the University region to reside in a country outside that region, and who wish to complete any programme or qualification of the University may, with the prior approval of Senate, take appropriate examinations at another institution approved for the purpose by Senate, and may be awarded credit for passes in any such examinations for the purpose of their programme or qualification.