

PROCEDURE

Students **must** complete this form to obtain permission from their Victoria University of Wellington School and Faculty to cross-credit their exchange courses. **Without completion of this form students cannot be guaranteed that courses studied overseas will be credited to their Victoria University of Wellington degree.**

TRANSFER OF CREDITS FROM HOST UNIVERSITY

- Students must achieve a Pass mark at the host institution to be granted Victoria University of Wellington credit. **If a course is failed, no credits will be granted for it.** Although exchange grades are not transferred to the University's student records, they can be taken into consideration for some future programs and prerequisite requirements.
- Exchange courses will be credited once an official transcript is received from the host institution and the student exchange evaluation has been submitted.
- Exchange courses will be shown as transfer credit on Victoria University of Wellington transcripts and student records - 60 or 120 points earned from exchange.
- It is the student's responsibility to make sure an official transcript is emailed or posted from the host institution to the Wellington Global Exchange Office (Wellington University International, PO Box 600, Wellington, New Zealand 6140).

STUDENTS SHOULD BE AWARE OF THE FOLLOWING:

- You will pay for and be eligible to receive **60 Victoria University of Wellington points** per trimester abroad (no more, no less) up to a maximum of 120 points for one year of exchange. Points will be awarded at your faculties' and schools' discretion.
- The workload while on exchange is at the discretion of your Victoria University of Wellington school and faculty, but you must **maintain the full-time course load at your host university.**
- Half of all degree requirements must be completed at Victoria University of Wellington – including major and minor requirements. This means: the greater of 40 points or half the minimum requirements at 300-level or above for a Bachelor's degree; and half the 200-level or above requirements for a major in a Bachelor's degree must be completed at Victoria University of Wellington.
- **If you are working towards a minor, you will need to complete one 200-level and one 300-level course in your minor subject at Victoria University of Wellington.**

INSTRUCTIONS

1. Meet with a Student Advisor at your Victoria University of Wellington faculty/faculties to discuss your exchange plans, if you have not done so already.

2. Research course information on your host university website. If course information has not yet been released, base your research on previous years' course listings for the same period.

There is **no guarantee of preferred courses being available.** Choose 1-2 alternate courses for each required Victoria University of Wellington course in case you are unable to get into some courses or you change your mind once you arrive. Check if there are any restrictions or prerequisites you need to meet.

3. Prepare course outlines and as many details as possible. e.g. which Victoria University of Wellington course it is equivalent to and your reasons why, host credit value, the number of taught hours and any other useful information. It is preferable to have at least 1-2 alternates for each required Victoria University of Wellington course.

4. Contact your Programme Director or Head of School at your Victoria University of Wellington faculty/faculties to discuss and gain approval for your courses (Part C).

If you are unsure who you need to see, please refer to a Student Advisor at your faculty.

Email confirmation is sufficient as long as you can provide proof of email confirmation when submitting the form to your Victoria University of Wellington Faculty Student and Academic Services Office (Step 5).

5. Submit this form to your Victoria University of Wellington Faculty Student and Academic Services Office for approval (Part E).

Wellington Faculty of Architecture and Design Innovation: architecture@vuw.ac.nz/design@vuw.ac.nz

Wellington School of Business and Government: wsgb@vuw.ac.nz

Wellington Faculty of Engineering: engineering@vuw.ac.nz

Wellington Faculty of Health: health@vuw.ac.nz

Wellington Faculty of Humanities and Social Sciences: fhss-enquiries@vuw.ac.nz

Wellington Faculty of Science: science-faculty@vuw.ac.nz

Faculty of Law: law-undergraduate@vuw.ac.nz

6. Save an electronic and hard copy of your signed form.

This is an agreement between you and your Victoria University of Wellington faculty/faculties. Until this form has been signed, there is no guarantee that your exchange courses can be cross credited. Please provide an electronic copy to student-exchange@vuw.ac.nz once it has been finalised by your faculty/faculties.

CHANGES

Any changes to your pre-approved courses must be approved in writing by your Victoria University of Wellington school and faculty to ensure you receive appropriate credit.