

Policies and Procedures

Policy Title	Credit Transfer and Recognition of Prior Learning Policy & Procedure	Policy Number	522
Section	Student Affairs	Approval Date	4 June 2024
Subsection	Admission, Enrollment, Tuition, Scholarship	Authorizing Entity	BoT
Responsible Office	Registrar's Office	Effective Date	1 August 2024
Distributed To	Admission's Office, Enrollment Office & College Deans	Next Review Date	4 June 2026

1. PURPOSE

- 1.1. The purpose of the Credit Transfer and Recognition of Prior Learning policy and procedure is to ensure a seamless process for students to transfer credits earned from previous educational institutions or recognized prior learning experiences. This document aims to recognize and acknowledge students' existing knowledge and skills, providing them with fair and equitable credit recognition. By facilitating the transfer of credits and Recognition of Prior Learning, this policy promotes efficiency in academic progress and saves students valuable time and resources.
- 1.2. The scope of this document applies to all undergraduate and graduate students enrolled at AUBH who seek to transfer credits earned from other institutions or be exempted from courses based on recognized prior learning experiences.

2. DEFINITIONS

- 2.1. Credit Transfer: The process of accepting earned credits from another institution and applying them toward a program of study at AUBH.
- 2.2. Recognition of Prior Learning (RPL): The process of granting exemptions from specific courses or graduation requirements based on the student's ability to demonstrate mastery of the relevant learning outcomes through prior learning. This prior learning may include, but is not limited to, work experience, professional certifications, or independent study.

3. POLICY

- 3.1. General Principles:
 - 3.1.1. Acknowledgement of Learning: AUBH acknowledges the value of prior learning and aims to facilitate credit transfer for students who have completed similar coursework at other institutions. AUBH also aims to acknowledge prior learning obtained through other means of acquisition.

Policies and Procedures

- 3.1.2. Equivalency: Transferring credits is subject to the equivalency and appropriateness of the courses or learning experiences, as determined by the relevant academic evaluation committee.
 - 3.1.3. Regulation and Compliance: The credit transfer and RLP process will follow the Higher Education Council (HEC) guidelines and the accrediting agencies.
 - 3.1.4. Fairness: The credit transfer and RPL process is administered fairly and impartially, ensuring equal opportunities for all students.
 - 3.1.5. Transparency: The criteria and procedures for credit transfer and RPL are clearly communicated to students and staff.
 - 3.1.6. Rigor: The assessment of prior learning is conducted with academic rigor to ensure the integrity and validity of awarded credits.
 - 3.1.7. Currency: The assessment of prior learning takes into account the currency and relevance of knowledge and skills in the field of study.
- 3.2. Eligibility:
- 3.2.1. Credit transfer is available to students who have completed courses at an accredited institution recognized in their home country.
 - 3.2.2. Students transferring from foreign institutions must submit authenticated records as required by the HEC.
 - 3.2.3. Students may transfer credits obtained from vocational or professional qualifications that are mapped or aligned to the National Qualification Framework or its equivalent entity in the awarding body's home country.
 - 3.2.4. Courses must be equivalent in terms of level, content, and weight to be transferred.
 - 3.2.5. Undergraduate students may transfer credits obtained from courses where they have achieved a grade of C and above or equivalent based on the grading system adopted at the awarding institution.
 - 3.2.6. Postgraduate students may transfer credits obtained from courses where they have achieved a grade of B and above or equivalent based on the grading system adopted at the awarding institution.
 - 3.2.7. RPL is available to students who can demonstrate knowledge and skills relevant to the program of study through documented evidence. This will be implemented where the HEC regulations allow for it.
- 3.3. Limitations:
- 3.3.1. The total number of credits transferred or exempted should not exceed 50% of the number of credits required for graduation at AUBH.
 - 3.3.2. Students may only transfer credits obtained within the past five years unless special approval is received from the HEC.
 - 3.3.3. Undergraduate students must apply for recognition of credits or learning they have obtained before joining AUBH during their first year of study, while postgraduate students must complete the application during their first semester.
 - 3.3.4. Students cannot request the transfer of credits or RPL for a course that they are already enrolled in or have completed and obtained a grade for at AUBH.

Policies and Procedures

- 3.3.5. Students cannot transfer credits they have obtained from a degree that was awarded to them at the same academic level (e.g., bachelor to a bachelor) but may transfer credits to a higher level (e.g., bachelor to a master).

4. PROCEDURES

4.1 Credit Transfer Process:

- 4.1.1. Students seeking credit transfer must submit official transcripts and relevant course descriptions from previously attended institutions to the Admissions Office.
- 4.1.2. A designated “subject expert” academic committee will evaluate the transferred courses for equivalency with the program's requirements in terms of level, content, and weight.
- 4.1.3. The identity of the reviewers should be protected and not shared with the student.
- 4.1.4. If the courses are deemed equivalent, the credits will be transferred, and the grades will be recorded as "TC" (Transfer Credit) on the student's transcript.
- 4.1.5. Transferred credits are not included in the calculation of the student's GPA.

4.2. RPL Process:

- 4.2.1. Students seeking RPL must submit a portfolio of evidence to the Admissions Office, which may include but is not limited to work samples, certifications, and testimonials or request to take an examination.
- 4.2.2. The designated “subject expert” academic committee will assess the portfolio and may request additional information or conduct interviews to validate the evidence.
- 4.2.3. The identity of the reviewers should be protected and not shared with the student.
- 4.2.4. If the evidence is deemed sufficient and meets the learning outcomes of specific courses, the student will be exempted from that particular course.
- 4.2.5. Exempted courses through RPL will be recorded as "RPL" on the student's transcript and will not count toward calculating the student's GPA.

4.3. Appeal Process:

- 4.3.1. Students have the right to appeal the evaluation of credit transfer or RPL outcome within ten days of receiving it by submitting a written request to the Dean of Students.
- 4.3.2. Upon receiving the appeal, the Dean of Students will convene a second academic committee to review the request.
- 4.3.3. If students believe the first appeal was not handled according to AUBH guidelines or wish to present new evidence that was not considered in the initial appeal, they may request a final appeal hearing.
- 4.3.4. Second-level appeals will be reviewed by the Provost and must be requested within ten days of the outcome of the first appeal.

5. RELATED DOCUMENTS AND REFERENCES

- 5.1. Admissions Policy
- 5.2. Admissions Manual
- 5.3. Registration, Progression, and Graduation Policies

Policies and Procedures

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
4 June 2024	<p>Elements of the Credit Transfer policy were previously included in the Admission Manual. This document is developed and approved in line with AUBH's Policy Governing University Policies.</p> <p>Recognition of Prior Learning is further detailed in this Policy</p>	BoT	1 August 2024