

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

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| Policy Name | Credit Framework Policy |
| Policy Number | 003 |
| Approved by | Academic Council |
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| Contact Office | Office of the Registrar |

1.0 PREFACE

- 1.1 Each academic unit shall clearly articulate the academic structure of its programmes.
- 1.2 The principles and purpose of provisions for credit-based learning will be shared with all stakeholders for transparency of curricula and learning outcomes.
- 1.3 For the purposes of this Policy, a 'credit' is a general measure of the academic work undertaken over a specific period of time and represents different types of academic work for different academic programmes and is the basic unit of progression towards a diploma or degree.
- 1.4 'Transfer credit' is the granting of credit for academic work completed at another institution.

2.0 ACADEMIC STRUCTURE

- 2.1 The University's academic structures – type of academic calendar, duration of academic terms / semesters, regionally approved definitions of course credits and determination of course credit values – will be derived from a careful and appropriately proportioned consideration of the required level of intellectual attainment.
 - 2.1.1 The Higher Education Commission (HEC), Pakistan; the Commission for University Education (CUE), Kenya; the National Council for Higher Education (NCHE), Uganda; the Tanzania Commission for Universities (TCU); and the UK Quality Assurance Agency (QAA – UK) shall be the source of credit hour definitions for the University. Other sources may be added as the University expands.
 - 2.1.2 For example, the Commission for University Education (Kenya) and the Higher Education Commission (Pakistan) state that the following method shall be used to define a credit hour: one credit hour means one hour of lecture per week; or two hours of tutorial per week per week; or three hours of laboratory / practicum work per week; or five hours in farm or similar practice per week over the entire length of a term of study.

- 2.2 The University Registrar will be responsible for ensuring that the course credit values awarded reflect the quality and standards of the University, fall within the requirements of the University's qualification frameworks for that academic level and comply with the requirements of the regional accreditation bodies.
- 2.3 Following the approval of courses and programmes of study by Academic Council, the University Registrar will be responsible for ensuring that:
 - 2.3.1 Credits assigned to a course are indicated in the course description.
 - 2.3.2 Credits are earned only when the course and assessment have been completed successfully.

3.0 TRANSFER CREDIT

- 3.1 The Dean is responsible for:
 - 3.1.1 Specifying whether transfer of credits will be allowed in relevant programmes of study.
 - 3.1.2 Providing academic unit-specific procedures for prior approval for transfer of credit from other institution.
- 3.2 Only credits from those institutions which the University recognizes are transferable directly.
 - 3.2.1 Credits earned in other at other institutions or AKU academic units / programmes must be certified to be equivalent [by the Registrar's Office] to the level and number of credits in the programme of study to which the credits are being transferred.
 - 3.2.2 Individual programmes of study will determine a stale dating policy for transfer credits. That is, whether a course will be accepted for transfer credit if older than the stale date noted. For example, a programme may determine that a course completed in 2005 cannot be used for transfer credit in 2016 as the programme has a five-year stale date rule.
- 3.3 Transfer credit is permissible only if the candidate has fulfilled all requirements of the course.
- 3.4 The transfer of credits is permissible for credits earned by the candidate before admission at AKU.
- 3.5 Transferred credits may not be used to meet practicum, lab, internship or thesis requirements.
- 3.6 As the University has no control on the awarding of grades and criteria for pass / fail at other universities. Therefore,
 - 3.6.1 Only credits with a grade B (or the percentage equivalent) or above are transferable.
 - 3.6.2 The grades obtained at other institutions will be listed on a student's transcript and noted as transfer credit, but these courses will not be included in the calculation of the CGPA.

- 3.7 The maximum number of credits that may be transferred will not exceed 50% of the total number of coursework credits required for the student's degree.
- 3.8 The University allows recognition of prior learning through transfer of credits for diploma-, bachelor- and master-level qualifications.
 - 3.8.1 For accreditation of prior learning from other institutions the candidate will be required to do a qualifying exam / paper or fulfil other requirements as specified by each programme.