

**AGA KHAN UNIVERSITY**  
**Guidelines, Policies and Procedures**

<b>Policy Name</b>	Credit Framework Policy
<b>Policy Number</b>	KE-002
<b>Approved by</b>	Academic Senate
<b>Date of Approval</b>	October 16, 2022
<b>Contact Office</b>	Office of the University 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 credit 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 Commission for University Education (CUE), Kenya shall be the source of credit hour definitions for the University.

The Commission for University Education (Kenya) (CUE) defines a credit hour as 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 the Academic Senate 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.

### **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 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 institutions external to AKU 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%~~ 49% 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 may be required to do a qualifying exam / paper or fulfil other requirements as specified by each programme.

**INTERNAL TRANSFERS: PROCEDURES, PROCESSES AND CRITERIA**

**1.0 Applicability of the Policy**

- 1.1 Unless there are contrary regulatory body requirements these guidelines are applicable to all programmes at the Aga Khan University in Kenya.
- 1.2 This policy provides guidelines for:
  - 1.2.1 Internal transfer' of courses from one AKU programme / department / entity to another AKU programme / department / entity.
  - 1.2.2 Transferring from one AKU programme of study to another AKU programme of study.

**2.0 Guidelines**

- 2.1 Credit transfers/exemptions must be requested a minimum of four weeks before the start of a programme/semester or as specified by the programme concerned. The application should be made on the application form available at [www.aku.edu/transfer\\_credit\\_application](http://www.aku.edu/transfer_credit_application). Necessary fees should be paid as applicable.
- 2.2 The student must meet all academic admission requirements to the new programme of study.
- 2.3 The student is not required to write the relevant admissions test but must take part in the oral interview.
- 2.4 **A student who applied to a programme of study and was not admitted to the programme, is not eligible for transfer to that programme of study.**
- 2.5 A student who is deemed eligible to transfer to a new programme of study, may transfer a maximum of 49 percent of the course credits from their previous programme of study to the course work requirements for the new programme of study.
- 2.6 A student may request to transfer to another AKU programme of study once during their academic careers at AKU, unless there are extenuating circumstances, and a transfer is required.
- 2.7 Transfer credit courses will be used in the calculation of a student's CGPA.
- 2.8 If a student has been granted credit / course transfer from another University, the same may not apply in the programme in which the student is now requesting to transfer.
- 2.9 The programmes will specify whether the time limits for degree completion will need to be extended for those that are transferring.
- 2.10 The financial and other implications of the transfer should be assessed prior to making the request. It may be that a transferee may lose or gain different privileges due to the

transfer. This may include but not limited to finances (loans, grants, scholarships etc.) or tuition fees.

- 2.11 Each request for credit transfer/exemption must be dealt with on a case-to-case basis by an advising committee to be set up by the programme Dean or designate.
- 2.12 Transferring courses for credit/exemption remains the responsibility of the receiving programme/department and entity. Consideration should be given to regulatory body/licensing requirements if any. Rules regarding the number of credits to be transferred, grade requirements and completion of additional courses/clinical or lab sign offs remain the responsibility of the receiving programme/department/entity to which transfer is being sought.
- 2.13 All credit transfers must be signed off by the Dean of the receiving programme of study.
- 2.14 The Dean will inform the Office of the Registrar, in writing, of his/her approval to admit the student to the new programme of study and to accept transfer credit.
- 2.15 In cases where courses have been used to receive a Diploma or Degree and the courses are acceptable for transfer/ exemption, such course certificates/diplomas and degrees must be surrendered to the Office of the Registrar before registration into the prospective programme.
- 2.16 Students in the first year of their programme, in consultation with their faculty advisor, and completion of all formal requirements of the process, may request for a change in their programme/entity/department/majors at the end of the first year. 49% of the number of credits completed during the year may be transferrable. The request may be considered by the receiving programme/department and entity depending on but not limited to the following:
  - 2.16.1 Competitive and eligible entrance requirements for the proposed new degree programme; an assessment that the student has the capacity to complete the new degree programme satisfactorily.
  - 2.16.2 Availability of space and cut off CGPA/progression criteria.
  - 2.16.3 Rule(s)/requirement(s) defined and as required by the regulatory/licensing body.
  - 2.16.4 Completion of prerequisite courses or additional courses or challenge courses before applying for a transfer.
- 2.17 Each programme, to the extent possible, must develop a course substitution list to highlight what courses from other programmes will be acceptable to meet their requirements.
- 2.18 The University will reserve the right to reject requests for internal course and credit transfers without assigning any reason.