



DRAFT CREDIT TRANSFER POLICY 2019

The Senate of the Wayamba University of Sri Lanka, as the academic authority of the Wayamba University of Sri Lanka, by resolution adopts the following policy.

Dated:

Last amended:

Signature:

Position:

CONTENTS

Contents	1
Part 1	1
1 Name of policy	1
2 Commencement	1
3 Policy is binding	1
4 Overview	2
5 Application	2
6 Definitions	Error! Bookmark not defined.
7 Transfer Credit Limit	3
8 Determining Credit to be granted	
9 Overlapping Content	4
10 Student Transcript	4
11 Credit Transfer to other institutes	4
12 Rescissions and replacements	4
Notes	5
Amendment history	5

PART 1

1 Name of policy

Credit Transfer Policy 2019.

2 Commencement

This policy commences on the day after the day on which it is approved.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Overview

This policy helps in managing and recognizing credits earned at other university-level institutions for students who intend to be admitted to a point other than Semester 1 of Year 1 of a four-year undergraduate programme offered at the WUSL. The goal of the policy is to recognize previously earned credits by transfer students and Year 2 direct entry students that meet the expectations of the WUSL programmes of study for academic contents.

This policy

- (a) acknowledges the need to provide effective and equitable students pathways for accepting and granting credit transfer to and from WUSL
- (b) provides a framework and minimum requirements governing the credit transfer to the degree programmes offered by the WUSL
- (c) facilitates students' mobility between WUSL and other national and international higher educational institutes.
- (d) ensures that students perusing a bachelor's degree at other institutes of higher education accepted by the senate of Wayamba University of Sri Lanka may request transfer of credits.

5 Application

This policy applies to

- a) Departments
- b) Faculties
- c) Senate

6. Definitions

Credit transfer

the process of granting credit for a course or courses up to a specified limit towards an award of a degree programme of Wayamba University of Sri Lanka on the basis of previous formal studies or prior learning at similar higher education institutes where the final qualification has not been awarded

Specified credit

credit granted towards specific components of a course such as compulsory modules

Block credit	credit granted towards whole stages or components of a programme of learning leading to a qualification
Unspecified credit	credit granted towards elective components of a course

7. General

- a) The recognition of previous university-level studies will be done to verify whether or not the student's experience at the other institution is appropriately commensurate with the experience of students in similar programmes offered by WUSL with respect to content, academic level, scope and relevance and learning outcomes.
- b) Senate of Wayamba University of Sri Lanka reserves the right to accept or reject credits earned at other institutes of higher education.
- c) Such credits should have been earned through university level courses appropriate to the degree programme sought at Wayamaba University of Sri Lanka as specified in SLQF.
- d) A thorough review should be carried out to verify the comparability of credit to be transferred and applicability of the credit in relation to the programmes being offered at WUSL.
- e) The student will be required to provide sufficient documentations regarding the credits to be transferred.
- f) The grade awarded for the unit completed in the previous course will transfer to the new course.

8 Transfer Credit Limit

The University allows a transfer of maximum 50% of total credits of the degree programme expected to enrol at Wayamba University.

Under exceptional cases senate of the Wayamba University of Sri Lanka will determine the maximum transfer credit limit.

9 Determining Credit to be granted

Credit is granted on the basis of equivalence which is determined by evaluating the extent to which there is equivalence between the completed components of a qualification and the qualification applied at WUSL for in terms of; Learning outcomes, content, learning and assessment processes, volume of learning and level of the qualification

10 Overlapping Content

If a department/Faculty considers two of its' courses to have overlapping content, credit will be awarded on for only one course.

11 Student Transcript

Transferred credits will be used to calculate GPA and it will be appeared in student's final academic transcript.

12 Credit Transfer to other institutes

Upon official request from other higher education institutes, WUSL will provide relevant information regarding academic transcript

13. Credit transfer application Process

To qualify for credit, the previous study must normally have been completed no more than seven years before the application for admission being processed. If the credit was gained more than 7 years before the application, the student may still submit an application for assessment if s/he has maintained involvement in the discipline area and can provide evidence.

An application for Credit must normally be submitted prior to commencement of the course.

It is the responsibility of students applying for Credit to obtain and submit:

a Credit Transfer Application Form

a verified transcript of their past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program

a copy of the course/subject description, including the syllabus or Handbook outline and the specified course/subject learning objectives

Any other information required by WUSL and any other information considered relevant by the student.

13 Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

- (1) [Name of document], which commenced on [date]
- (2) [Name of document], which commenced on [date]

NOTES

[Name] Policy [Year]

Date adopted: [This is the date on which the policy is formally approved]

Date commenced: [This is the date on which the policy will commence, suggest at least two weeks from date of adoption/approval]

Administrator: [List the position title of the most senior person responsible for the day to day operation of the policy]

Review date: [This date must be no more than 5 years from the date of commencement.]

Rescinded documents: [List here any documents replaced by this policy.]

Related documents: [List here documents related to the policy, in the following order.

Codes, protocols or similar, external to the University

University Policies

University Procedures

University Guidelines]

AMENDMENT HISTORY

Provision Amendment

Commencing