

Policies and Procedures

Academic Policies & Procedures

1.6.2.22 Credit Transfer Procedure

This procedure is linked to:	1.6.2.22 Credit Transfer Policy
Responsible Officer:	DVC (LTSS)
Policy Editor/Contact:	DVC (LTSS)
Approving Authority:	The Senate
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1. Purpose

The purpose of the procedures is to ensure there is consistent and effective implementation of the Credit Transfer Policy.

2. Scope

The procedures are to be followed for all aspects of credit transfer, from initial student enquiries to the approval of applications and any subsequent appeals. Full details are outlined in Sections 3 - 7 below.

3. Applications

All queries regarding credits transfer applications should be directed to Student Academic Services (SAS) at the student's local campus or to the Student Services Centre at Laucala Campus. Students may seek advice from their School as to what credits they are likely to be awarded, but in order for the credit transfers to be registered on their record they must submit all documentation with their application form to SAS.

Credit Transfer applications will only be processed during the following time lines:

Semester 1: November to February

Semester 2: May to July

The procedures for applying for credit transfers depend on where the course was completed. There are three different types of applications and related procedures as outlined below.

3.1 USP Qualifications

To apply for credit transfer for courses that a student has passed in another USP programme, they need only submit the Application for Credit Transfer form to SAS.

3.2 Credit Transfer Agreements with Other Institutions

The [USP Handbook and Calendar](#) outlines the credit transfer from other institutions that have

Policies and Procedures

been approved by the USP Senate¹.

Applications for credit transfer of any courses from other institutions listed in the USP Handbook and Calendar, for both domestic and international students, must be lodged with USP at the time of applying for admission to the University. In addition to completing the Application for Admission form, students that have completed programmes at these institutions must complete the [Application for Credit Transfer form](#), and also provide a certified copy of their academic transcript together with a certified copy of their graduation certificate.

Students who have completed the requirements of a programme at one of these institutions, but are yet to graduate must also provide certified copies of their transcript and completion letter. They will be sent a letter confirming which credit transfers will be awarded on completion. After graduation a certified copy of the graduation certificate must be provided to SAS and the credits will be formally approved and entered onto the system.

3.3 Other Credit Transfers

Credit Transfers may also be awarded to applicants/students that have completed studies at a regional institution or from a non-regional institution that does not have formal credit transfer arrangements with USP.

Applicants that have completed studies at these institutions must complete the [Application for Credit Transfer form](#) and also supply the following information:

- (a) certified copies of transcripts of academic records & certificates;
- (b) certified copies of relevant course information for which credit transfers are sought, i.e., details of aims and objectives, description of course content and course learning outcomes, prescribed texts and course readings, exam and assessment scripts and
- (c) in addition to the information above, students applying for credit transfer for courses completed at universities or higher education institutions in countries other than Australia, New Zealand, UK or USA, are also required to supply the following information:
 - number of years of primary/secondary education prior to commencing tertiary studies
 - duration of the programme, i.e. the number of courses constituting one year of full-time study and the number of courses constituting the complete degree/diploma programme.
- (d) Students seeking credit transfer for courses completed as part of an outbound student exchange programme must also follow the student exchange application processes as specified on the USP website: http://international.usp.ac.fj/?page_id=261.

¹ An institution seeking a credit transfer arrangement with USP, or who wish to make changes to an existing institutional arrangement, must apply directly to the school(s) and follow the procedures outlined in Section 4.2 (a)

Policies and Procedures

4. Credit Transfer Evaluations

4.1 Initial Review by Student Administration Services

All credit transfer application forms and related documents received will initially be reviewed by the Student Administration Services (SAS). Where insufficient information has been supplied SAS will liaise with the student accordingly². Once sufficient information has been provided, the outcome of the initial review will be determined by the type of application submitted as follows:

(a) Credit Transfers from another USP Qualification

Any direct credit (where the course completed is the same as the course required for the new programme) will be approved by SAS. Where the course to be credited is different, but may be considered equivalent, the application and any related information will be sent to the relevant School for evaluation (as outlined in Section 4.2 below).

(b) Credit Transfer for Courses Approved through Institutional Arrangements

Where sufficient information has been provided to show that the student has completed courses at an external institution which is included in the current list³ of courses approved by the Senate as part of an institutional arrangement, the credit transfer will be approved by SAS.

(c) Other Credit Transfers

For all other credit transfers the application form and related documents will be forwarded to the relevant School for their evaluation. Where applications include a course that has subjects/disciplines of relevance to a different School, related information will be sent to the other school for their evaluation.

4.2 Evaluations by Schools

Schools or delegated staff members will be responsible for the evaluation of course credit transfer applications within their area of subject/discipline specialisation. How each School or delegated staff member evaluates the credit transfer will be dependent on the type of application submitted as follows:

(a) Courses Being Considered for Inclusion in a Credit Transfer Arrangement with Another Institution

Courses being considered for inclusion in an existing or new credit transfer agreement with another institution shall comply with the following procedures:

- The external institution must submit a formal application to the related School

² Any additional information requested must be supplied by the student within five working days

³ The current list may exclude some courses shown in the institutional agreement section of the USP Handbook and Calendar where the content and learning outcomes for courses at either institution have been changed or are currently under review (such exclusion must also have Senate approval)

Policies and Procedures

along with full documentation. Typically, such documents will include: course outlines/descriptors (including course content, course learning outcomes, and course level⁴), course credit points and/or the number of courses that constitute one year of full-time study and the number of courses constituting the complete programme of study, exam and assessment scripts, and CVs of staff teaching the course, and any other relevant documents.

- Each School will delegate credit transfer evaluation responsibility to a staff member with relevant subject expertise.
- When evaluating the course credit transfer the staff evaluator must be familiar with and adhere to the Credit Transfer Policy, particularly Section 4: Policy Requirements.
- In addition to the evaluation of evidence provided by the external institution, the School or delegated staff member may also undertake a visit to the institution to collect any further evidential information required (e.g., quality assurance/accreditation documents, quality of resources, services and campus facilities).
- All evaluation decisions will be documented using the standard USP Credit Transfer Evaluation form. When signed and completed by the evaluator the form will be submitted for approval as outlined in Section 5 below.

(b) **Other Credit Transfers**

All other credit transfer applications shall adopt the following evaluation procedures:

- Upon receipt of the credit transfer application and related information from SAS, each School will delegate evaluation responsibility to a staff member with relevant subject expertise.
- When evaluating the credit transfer application the staff evaluator must be familiar with and adhere to the Credit Transfer Policy, particularly Section 4: Policy Requirements.
- If any further information is required, the evaluator will liaise directly with SAS.
- All evaluation decisions will be documented using the standard USP Credit Transfer Evaluation form. When signed and completed by the evaluator the form will be submitted for approval as outlined in Section 5 below.

5. Credit Transfer Approvals

With the exception of course credit transfers approved by SAS (as specified in Section 4.1 above), the following processes will be implemented for approval of Course Credit Transfers.

⁴ In relation to the relevant national qualifications framework

Policies and Procedures

- (a) Courses Being Considered for Inclusion in a Credit Transfer Arrangement with Another Institution
- All Credit Transfer Evaluation forms completed by the evaluator must be signed and approved by the Head of School and Faculty Dean.
 - The signed and completed forms must then be submitted to the USP Academic Standards and Quality Committee (ASQC) for their approval.
 - Following ASQC approval, final approval is required by the Senate.
- (b) Other Credit Transfers
- For all other credit transfers, both the Credit Transfer Evaluation forms and the Application for Credit Transfer form must be signed and approved by the Head of School and Faculty Dean.
 - Where credit transfer approval is sought for a number of courses that are equivalent in credit points to 30% or more of the USP programme of study the signed and completed forms must also be submitted to the USP Academic Standards and Quality Committee for their approval, with final approval required by the Senate.

6. Outcomes

All applications approved, or declined, for credit transfer will be referred to Student Administration Services (SAS) who will:

- (a) Inform students of the outcome⁵
- (b) Add approved courses and the related grades to the student's files
- (c) Add approved courses to a central list on Banner that is accessible by all USP staff.

All courses approved as part of an institutional agreement will be included in the next available version of the USP Handbook and Calendar within the 'Approved credits transferred from other Qualifications' section.

7. Appeals

Students may appeal against the outcome of their application only on procedural grounds. The appeal shall be lodged in writing, which must specify clearly which procedures the student believes have not been followed, addressed to the Vice-Chancellor, together with a copy of the receipt for the appropriate fees⁶ per appeal. The appeal shall be received by the Vice-Chancellor no later than four weeks after the result of the original application was sent to the

⁵ Communication of an outcome relating to an institutional agreement will be the responsibility of the relevant Head of School or Dean

⁶Appeal fees are shown in the [Application for Credit Transfer form](#)

Policies and Procedures

applicant. The appeal shall be considered by the Vice Chancellor, whose decision shall be final.

8. Related Documents

The following documents should be read and/or completed as specified in Sections 3 to 6 above:

- Credit Transfer Policy
- Application for Admission form
- Application for Credit Transfer form
- Credit Transfer Evaluation form
- USP Handbook and Calendar
- Student exchange programmes – refer to http://international.usp.ac.fj/?page_id=261