

## CREDIT TRANSFER EVALUATION FORM

NB. A separate form must be completed for each USP Course for which credit transfer is sought.

### SECTION A: APPLICANT DETAILS

#### A.1 Institutional Details

This section is to be completed if the credit transfer relates solely to a course that is part of an application for a new or for a change to an existing institutional credit transfer agreement.

Institution:

Contact Name:  Position / Role at Institution:

Contact (Phone):  Contact (Email):

#### A.2 Student Details

This section is to be completed if the credit transfer relates solely to a course that is part of a student application.

Last Name:  First Name:  Middle Name:

USP Student ID Number:

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### SECTION B: COURSE AND PROGRAMME DETAILS

#### B.1 USP Course and Programme

Course Name:  USP Course Code:

USP Programme:

#### B.2 Course(s) and Programme Completed

Course Name(s):

*List one or more courses below that are of relevance to the individual USP Course for which Credit Transfer is sought and/or merit consideration as optional/elective course(s) – See Section D*

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Programme Name:

Institution/University where course(s) completed:

## SECTION C: EVALUATION OF LEARNING OUTCOMES

List all learning outcomes for the USP Course below, together with their percentage weighting based on the estimated student learning hours (directed and self-directed). Upon completion of your evaluation of the evidence supplied tick (✓ or x) the relevant box to show whether the learning outcome has been met. In addition, explain the reasons for your decision, including the supporting evidence (or lack of).

When completing this section the evaluator must be familiar with and adhere to the USP Credit Transfer Policy and the USP Credit Transfer Procedures.

	% Weighting	Met (✓) Not Met (x)
Learning Outcome 1:  <u>Explanation/Justification</u>		
Learning Outcome 2:  <u>Explanation/Justification</u>		
Learning Outcome 3:  <u>Explanation/Justification</u>		
Learning Outcome 4:  <u>Explanation/Justification</u>		

	% Weighting	Met (✓) Not Met (x)
Learning Outcome 5:  <u>Explanation/Justification</u>		
Learning Outcome 6:  <u>Explanation/Justification</u>		
Learning Outcome 7:  <u>Explanation/Justification</u>		
Learning Outcome 8:  <u>Explanation/Justification</u>		
Learning Outcome 9:  <u>Explanation/Justification</u>		
Learning Outcome 10:  <u>Explanation/Justification</u>		

**SECTION D: OVERALL JUDGEMENT**

	Yes (✓) No (x)	% Total of Boxes Ticked in Section C
Overall there is sufficient evidence to demonstrate that there is substantial equivalence between one or more courses completed and the USP course.		
<u>Explanation/Justification</u>		

	Yes (✓) No (x)
The course learning outcomes gained elsewhere, as listed in Section B, do not correspond with a specific USP course (core or optional), but are relevant to the programme of study in which the student is enrolled at USP. Therefore, one or more <u>optional courses</u> merit approval (as outlined in Section E below).	
<u>Explanation/Justification</u>	

**SECTION E: RECOMMENDATIONS AND APPROVALS**

**Recommended Credit Transfer for the following USP course(s):**  
(NB. for any non-specific optional courses specify the level and credit points)

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Staff Evaluator:  Signature:  Date

Head of School:  Signature:  Date

**Approved by:**  
Faculty Dean:  Signature:  Date

NB. All courses approved above must be added to the list of courses in the ‘Recommended Credit Transfer(s) section’ of the Credit Transfer Application form. Once all Approval procedures are completed (as specified in Section 5 of the Credit Transfer Procedure), all completed forms must be sent to SAS who will then finalise the ‘Outcome’ processes (per Section 6 of the Credit Transfer Procedure).