

ARDHI UNIVERSITY



Guidelines and Procedures for Student Credit Accumulation and Transfer at Ardhi University

April, 2017

Regulations on Student Credit Transfer at Ardhi University

1. Introduction

University education is a higher level of learning at any given country. Universities are meant to be centers of excellence with respect to teaching, research and public service. In order to achieve this goal, universities in the globe have increasingly established ways of complementing efforts through exchange programmes including arrangements for credit transfer from one University to another.

These guidelines provide framework for students from other Universities to transfer their credits to and enable them to continue their studies and attain their degree at Ardhi University (ARU). The guidelines are in accordance with the Tanzania Commission for Universities (TCU) Credit Accumulation and Transfer General Guidelines 2012 revised in 2016.

2. Outline of Guidelines

The following comprises sections of credit transfer guidelines:

1. General principles of credit transfer
2. Credit transfer criteria from other universities to ARU
3. Role of ARU
4. Role of releasing institution
5. Role of the student
6. Procedures and administration of student credit transfer

2.1 General principles of credit transfer

Students' transfer from other Universities to ARU or programmes within ARU is permissible under the following principles:

- a) Credit transfer applies to all ARU programmes of study at undergraduate and postgraduate levels
- b) Students may transfer credits awarded by other regional University or higher education institution accredited by TCU or foreign universities or institutions of higher education accredited by their appropriate national educational authorities to ARU as long as that university/institution is judged to be substantially comparable in level to ARU with respect to the University Charter.
- c) Students transferring Credits from other Universities to ARU will be considered on a space available basis only.
- d) ARU students on study-abroad programmes (such as exchange or joint programmes) shall be allowed to transfer credits obtained from the other University to ARU provided that there is a Memorandum of understanding (MoU) between the two Universities that clearly stipulates credit transfer arrangements in line with the credit accumulation and transfer requirements;

- e) The relevancy and equivalence of courses shall be determined by the following criteria:
 - i. The course must have a theoretical component involving a final module examination on the whole course content at the end of the course.
 - ii. Course contents must be comparable in nature and level and match at least 75% to that of ARU course
 - iii. The number of teaching hours used to cover the course must not be less than 75% of those used at ARU.
 - iv. Once a course has been accepted as being equivalent to an ARU course as per the criteria, the course shall be given the same number of units/credits as that of the course at ARU regardless of the units/credits in the other University
- f) Transferring students should be aware that a core subject course or module in another University might not necessarily be a core subject, course or module at ARU;
- g) Transferred students shall earn credits only for the successfully completed courses;
- h) Students discontinued from other universities on academic or disciplinary grounds are not allowed to transfer credits to ARU;
- i) Number of credits and grades earned for a course will be included in calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of the students.
- j) Conversion of grades shall be done according to the following rules:
 - i. A grade for the transferring student shall be obtained by anchoring the pass mark obtained from the other University to that of ARU and accordingly determining the range of marks in the other University for ARU grades
 - ii. In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

2.2 Credit transfer criteria from other Universities to ARU

A student who intends to transfer for the purpose of accumulating credits on a specific subject, module or course or part of it shall be required to fulfill the following conditions:

- a) Must have been registered in the programme at the previous university/institution where the credits were accumulated.
- b) The applicant's academic entry qualifications in the previous University shall be similar to that required by ARU including the respective programme's cut-off point in the relevant year.

- c) The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is registered;
- d) The subject, course or module has been successfully completed before credits can be earned;
- e) Credit transfer can only be allowed if such credits have been obtained within a period of not more than five (5) years;
- f) With the exception of students under exchange or joint programme for which a MoU exists, a student who intends to transfer for purposes of graduating at ARU shall be required to earn at least 50% of the total credits from ARU core courses.

2.3 Role of ARU

ARU shall:

- a) Satisfy itself that the student seeking transfer from another University had met the conditions for transfer;
- b) Ensure that all transfer arrangements made by the other University are acceptable;
- c) Counsel the student on compliance requirements for any mismatch between the programmes;
- d) Upon receiving the student notify TCU and any relevant authorities that the student has reported for studies;
- e) Submit the student's credit transfer request letter to TCU
- f) Submit to TCU all copies of academic certificates and provisional results/transcripts from the University from which the student is transferred.
- g) Indicate the requested year of transfer and proposed semester as per 50% credit transfer regulations
- h) Submit to TCU the credits comparison matrix which shows:
 - Course credits earned from another University and the year of study against those of ARU
 - Student's details including full name, gender, proof of previous academic qualifications, nationality and nature of disability (where applicable).
- i) Communicate the transfer to TCU prior to registration to allow TCU to evaluate student's eligibility to the programmes he/she wishes to transfer to so as to avoid inconvenience.

- j) Ensure that TCU has received, evaluated and endorsed the credit transfer before the student is admitted and/or registered at ARU

2.4 Role of the releasing institution

The releasing University shall:

- a) Facilitate the student's transfer and provide the necessary information on the student and the programme;
- b) Provide evidence of the amount of time the student has spent on unsupervised workload, which is aiming at achieving learning outcomes;
- c) Provide detailed transcripts/statement of results indicating credits and grades awarded to the transferring student;
- d) Provide an authentic and signed letter to ARU, which contains relevant student's information

2.5 Role of the student

The student wishing to transfer credits to a programme at ARU shall:

- a) Apply and secure admission at ARU using the standing University application procedures;
- b) Understand and accept the terms and conditions regarding the programme to which he/she is intending to transfer;
- c) Take the necessary measures to ensure that, on being transferred he/she will cope with the learning environment at ARU;
- d) Confirm his/her acceptance of the terms and conditions set by ARU; and,
- e) Notify his/her sponsor about the transfer through the receiving institution.
- f) Meet all costs and expenses arising from credit transfer process

2.6 Procedures and administration of student credit transfer

- a. Applications for credit transfer into specific programme should be submitted to the Deputy Vice Chancellor Academic Affairs (DVC-AA), in writing, and attaching copies of all supporting documents required for admission of first-time student.
- b. All applications shall be scrutinized by relevant committees responsible for admission at the School/Institute levels before reaching Senate for approval.
- c. Students transferring from other universities to ARU shall apply for credit transfer at least three months before the beginning of the semester they want to join. Applications of students under exchange or joint programmes shall be dealt with on case-by-case basis.

- d. Supporting documents for credit transfer application shall include the following:
 - i. Certified transcripts/statement of results from the previous University
 - ii. Letter of introduction/recommendation from the previous University
 - iii. Course description, catalogue or syllabus (to include specific content that covered, number of hours of teaching, method of assessment and grading system)
 - iv. An official translation of the original documents (in case of non-English documents)
 - v. Personal identification documents e.g. Birth certificate, passport or ID and current and valid passport photo
 - vi. Certified copies of the original certificates used to gain admission into the previous University.
- e. Credit transfer applicants must pay a non-refundable fee to be determined from time to time by ARU council unless stated otherwise in the respective MoU governing the ARU students under exchange or joint programmes.