



**VICTORIA  
UNIVERSITY**

**Kampala . Uganda**

**EXEMPTION AND CREDIT TRANSFER POLICY**

**January , 2018**

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## EXEMPTION AND CREDIT TRANSFER POLICY

### 1.0 Introduction

This policy will serve as the basis for exemption and credit transfers for all students who qualify for exemption and transfer of credits. The policy aims to guide and direct the planning and administration of activities relating to exemptions and credit transfers, implementation of the curriculum, monitoring, and evaluation of the students and processing of the transcript.

It is recognized that many students wishing to join Victoria University (VU) are students with transcripts and qualifications from other universities and from different levels. Unfortunately some students are denied admissions due to the absence of recognized measures to help them assimilate their points and apply for admission to the appropriate programs implemented in the University.

### 2.0 Policy Goal

The overall goal of this policy is to widen access to quality University education to persons who wish to attain higher education.

### 3.0 Policy objectives

- a) To minimize wastage of resources in terms of time and money among people with other qualifications and enable them to upgrade without much stress.
- b) To provide access to students who wish to complete their learning at VU.
- c) To harmonize in all faculties the way exemptions and credit transfers are conducted.

### 4.0 Purpose

To align and articulate the manner in which the Victoria University seeks to achieve compliance with the Enrolment Policy.

### 5.0 Scope

The following policy applies to any taught modules and taught units in non-modular programs, including taught modules and units in postgraduate research programs.

Any exemptions to the policy must be approved by the relevant Academic managers and Academic Registrar in circumstances where prior learning or credit transfer may be considered, the minimum level of assessment will be determined by the relevant Degree Program head.

## 6.0 Requirements for Admission

### 6.1 Academic Qualifications

To be admitted to Year I of a Degree Course without direct entry qualifications, a student should have:

- a) Scored 5 credits at UCE or its equivalent
- b) At least 2 principal passes at UACE
- c) An Advanced Certificate in a relevant field to the Degree for a period of not less than 1 year.
- d) Diploma from a recognised institution.

#### 6.1.1 Diploma

A student should have:

- a) 5 Passes at UCE and
- b) 1 Principal Pass and 2 subsidiaries at UACE obtained at the same sitting, or its equivalent Certificate from a recognised institution.

#### 6.1.2 Certificate

- a) 5 Passes at UCE and at least 3 Subsidiary Passes at 'A' Level obtained at the same sitting.
- b) Must have reached UCE or its equivalent.

## 6.2 Requirements for exemption

### a) Academic qualifications

#### 6.2.1 Undergraduate

To be exempted at an undergraduate degree course, the following criteria have to be fulfilled:

- a) A student should provide equated and certified results in English language from the authorized regulator.
- b) A student should have done a 2-year Diploma course in the relevant field and scored either 1<sup>st</sup> Class or Upper 2<sup>nd</sup> credit.
- c) A student should have qualified for a Diploma Course with the required 5 Passes at UCE and 1 Principal Pass at UACE obtained at the same sitting.
- d) The Diploma should have been obtained from an institution recognized by National Council for Higher Education (NCHE).
- e) Victoria University diploma graduates who wish to exempt course units should have obtained at least a lower second class Diploma in the relevant field.
- f) A student should have passed the relevant course unit with 70% and above.
- g) Exemptions shall be available to only registered students.
- h) Core modules for a course shall not be exempted such as Research Methodology, Dissertation, and core (fundamental/ essential) modules for a specific course.

- i) Every exempted module shall attract a fee of \$50.
- j) Up to a maximum of 10 course units/ modules for 3 year courses and 15 course units for 4 and 5 year courses shall be exempted for the applicant.
- k) There shall be no exemption what so ever for students progressing from the **Foundation** program or **Higher Certificate of Education**.

#### **6.2.2 Masters**

Victoria University shall exempt course units for students admitted at master's level with a relevant post graduate diploma. To be exempted course units at masters, the following criteria have to be fulfilled:

- a) A student should have passed the relevant course unit with 70% and above.
- b) A student should be from a chartered institution
- c) A student should not have exceeded 3 years after her/his previous qualification.
- d) Allows a maximum of 6 course units in case of exemptions.

#### **b) Period of Previous Training**

This should not be more than 5 years after acquiring the qualification that is being considered for exemption. The degree, diploma and certificate should be relevant to the field a student intends to undertake.

#### **c) Experience**

Minimum working experience of two years after completion of the course in a relevant field. e.g. Nursing, midwifery, Social work practice in Primary agencies, auditing, etc. would be an added advantage.

#### **7.0 Qualifying Exams**

- i) To be done after admission into Year I on application for exemption.
- ii) To be administered by the relevant Faculty, for all students applying for exemption.

#### **8.0 Specification of previous training Institution**

This shall be a University and any other recognized and licenced Institution of Higher Learning.

#### **9.0 Process of Admission (Exemptions)**

- a) Exemption of course units is optional.
- b) It should only be the Senate or Senate standing committee to exempt a student either from subjects, a semester, or a whole year of study.
- c) Exemption will be a process considered on merit, case by case. When one has been admitted and registered and he/she needs exemption, He/ She should write an application to the Academic Registrar.

- d) A student who applies for exemptions should fill in an exemption form in Triplicate indicating the modules(s), score(s) and grade(s). Results should be verified by both the Head of Department who makes a recommendation to the Dean of Faculty, who should sign that form and submit it to the Academic Registrar's Office.
- e) The Academic Registrar should then compile a list of all students who are recommended for exemption per Faculty per semester for the approval of Senate.

## 10.0 Implementation Exemptions

### 10.1 Undergraduate

All students seeking exemption shall be admitted at year I. The exemption process shall then begin there. The exemptions shall be up to a maximum of 10 course units for 3 year courses and 15 course units for 4 and 5 year courses. Each exempted course should have been passed at 70% and above. Application form for exemption is obtained from Admissions'/Academic office.

### 10.2 Masters

At masters, a maximum of 6 course units can be exempted. The School of Post Graduate will work out exemptible courses and submit them to Academic Registrar's office. Exemptions do not apply to students undertaking studies leading to the/an award of a qualification in Social work and Education.

### 10.3 Rescinding of Credits and /or Exemptions

The University may rescind a previously approved Credit and/or Exemptions where:

- a) an error has been made in assessing an application;
- b) the documentation provided by the Student is incomplete, fraudulent, misleading or invalid; or
- c) a Student changes Academic Plan/Major/Specialisation within their program and the Exemption is no longer relevant in the new Academic Plan/Major/Specialisation.

### 11.0 Appeal of Decision

A University Applicant or Student who is dissatisfied with the outcome of an Exemption and/or Credit application may Appeal the Decision in accordance with the Academic Appeal Procedure.

### 12.0 Credit Transfer

Through the process of credit transfer, a student will earn the credit value of the transferred unit. For credit transfer from diploma or degree programmes of other institutions, credit hours with grades will be transferred.

### 13.0 Maximum permitted credit transfer

Undergraduate students are therefore expected to spend two full-time-years at Victoria University Any exemptions to this rule of maximum credit must be approved by the Senate or the Academic Registrar.

### 14.0 Process of Admission (Credit Transfers)

Victoria University shall admit students from other chartered institutions on normal degree or diploma programs. Students applying for credit transfers should meet the following requirements:

- i) Prospective students shall present a release letter from the sending institution.
- ii) Apply to Academic Registrar through the Faculty Dean
- iii) Should have passed all subjects for which s/he is seeking transfer of credits
- iv) No credit transfer will be effected in the final year of study
- v) The student should be from a chartered institution of higher learning.
- vi) The procedure to be followed will be based on NCHE guidelines.

### 15.0 Exemption Fees Structure

- a) Students should pay a fee to be determined by University Council for each exempted course unit of study. The current charges per module unit shall be \$50. These fees would be changed from time to time as determined by University Council.
- b) An application for exemption should be accompanied by a non-refundable fee of \$5 payable for purposes of processing and verifying papers, subject to adjustment as the University may deem fit.
- c) Where an international test exam is required for example TOEFL, GMAT, etc., it shall conform to the normal international fees requirements for those examinations.

### 16.0 Nature of Curriculum (Core, Electives and Options)

- a) The Curriculum must be that accredited by the NCHE
- b) The concerned academic managers/faculties should check on the depth and breadth of content in the curriculum.
- c) The Curriculum shall be designed by the respective Faculties to cover the specified number of years for a given programme.

### 17.0 Monitoring and Evaluation

Faculties and Departments shall work with the office of the Academic Registrar to implement the guidelines required by the policy. Head of Department shall follow-up the academic progress of the students who are on exemptions and present their academic performance report to their



respective Faculty Board to Senate. Such reports should be presented to Senate for noting and if necessary for further action.

### 18.0 Writing of Victoria University Academic Transcript

The transcript should be a normal transcript. It should however include a phrase: **Exempted on the basis of....** It should also show courses/modules that have been exempted and their grades. For the case of **credit transfers**, original documents will be obtained from the institution where the student is transferring from and they will all appear on the Victoria University Transcript.

### 19.0 Policy Implementation

- a) Adopt and ratify the policy on exemption to Council regulations 2017.
- b) Training Workshops required for all Victoria University Office Bearers (i.e. Academic officers, Faculty Deans, Heads of Department and respective course heads) in interpreting this senate/council document.
- c) The Academic Registrar in liaison with Faculty Deans to ensure adherence and implementation of Victoria University Policy on **Exemption and Credit Transfer**, which is in line with the NCHE rules and regulations.
- d) The professional bodies have standards set for each professional level/stage, depending on the number of subjects done. ICPA for instance has six levels and those with degrees from Victoria University shall be exempted up to level 3 only.

### 20.0 Conclusion

This policy stipulates the broad aims and strategies that need to be carefully implemented in order to manage issues regarding admittances, teaching and graduating students, based on exemption and credit transfers and it is aligned to Victoria University strategic framework. With the involvement of staff, Departments and Faculties, the University is expected to meet the requirements of this policy with success, without compromising the quality of education.

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