

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Credit Transfer and Articulation Policy</h2>
Document Type	Policy
Administering Entity	Vice President – Academic, Course Directors/Deputy Directors (Deans/ Assistant Deans), Registrar and Director – Admissions
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Last Approval or Amendment Date	New Policy (policy and framework for course level credit transfer and articulation policies)
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1. Purpose and Scope

This Policy provides the broad policy and framework for articulation, recognition of prior learning (RPL) and credit transfer for all the courses offered by S P Jain School of Global Management (S P Jain).

2. Guiding Principles

- a. This policy is consistent with the Higher Education Standards Framework (Threshold Standards) 2015 and;
 - i. will be applied fairly and consistently;
 - ii. seeks to ensure that students have the necessary academic preparation to participate in their intended field of study, while not impeding their progression and completion; and
 - iii. students granted credit transfer will not be disadvantaged in achieving the expected learning outcomes for their course of study or qualification. The granting of a credit transfer will not diminish the integrity of the course of study and the qualification awarded.
- b. The objectives of the credit transfer and articulation policy are to:
 - i. Provide students due credit for demonstrated prior learning and outcomes in line with the requirements of each course of study.
 - ii. Assist mobility of students eligible to transfer between courses within the School and to other institutions.

- iii. Institute clear guidelines and processes for determining credit transfer and articulation to and from the courses without compromising the integrity of each course.
- iv. Ensure standards and integrity of the credit transfer arrangements.

3. Definitions

As defined in TEQSA in guidance notes and glossary of terms:

- a. Credit is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study. Credit is obtained on the basis of evidence that the student has already undertaken learning that is deemed to be broadly equivalent to the parts of the course of study for which credit has been granted.
- b. Credit transfer is a process that provides students with agreed and consistent credit outcomes for completed components of a course of study based on identified broad equivalence in content and learning outcomes between matched courses of study.
- c. Credit arrangements are formal negotiated agreements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students. Credit can be given in the form of block, specified or unspecified credit.

4. Admissions

- a. Admission to the School will be based on the “Admissions Policy” as amended from time to time. The Admissions Policy only defines the eligibility criteria for applying for admissions and does not guarantee an offer for admission.

5. Granting of Credit

5.1 Student Transfers from other institutions

- a. The School may consider granting of credit when the content and standard of a subject and learning outcomes is identical with, or similar to, that of a prescribed subject for which grant of credit is being sought and is at the same AQF level.
- b. A student must have obtained at least a passing grade in the subject submitted for credit transfer consideration and where letter grades are used, have obtained at least a C letter grade.
- c. Grades for the credits granted will not be included in the S P Jain transcript and will not be considered for the purpose of calculation of the cumulative grade point average (CGPA). Details of credit granted will be recorded in the transcript with a grade of E (indicating exemption).

5.2 Transfer of Credits for subjects undertaken by S P Jain undergraduate students at an Exchange Partner School.

- a. S P Jain has signed Memorandum of Agreements with educational institutions for student exchange programs for their undergraduate courses.
- b. These MOUs are broad in nature and without any reference to any specific course(s) and subject(s) level articulation agreements. In the cases where a student of S P Jain decides to undertake a semester or academic year with an Exchange Partner School, the selection of the units of study eligible for credit transfer will be done on a case-by-case basis.
- c. In all such subjects/instances, the grades for the credits granted will not be included in the S P Jain transcript and will not be considered while calculating the cumulative grade point average (CGPA). Details of credit granted will be recorded in the transcript with a grade of E (indicating exemption).

5.3 Internal Articulation and Credit Transfer

- a. The School may consider granting of internal credit on a case-by-case basis when the content and standard of a subject and learning outcomes is identical with, or similar to, that of a prescribed subject for which grant of credit is being sought.
- b. A student must have obtained at least a passing grade in the subject submitted for credit transfer consideration.
- c. In all such subjects, the grades for the credits granted will be included in the S P Jain transcript and will be considered for the purpose of calculating of the cumulative grade point average (CGPA).

5.4 Articulation agreements for specific credit arrangements with other institutions

- a. While currently the School does not have any specific credit arrangement with other educational institutions, any such agreements proposed in future will need to be approved by the Academic Board.

6. Credit Limits

- a. To be eligible for the award of the MBA degree at S P Jain, the number of credit units for which transfer of credit is granted, must not exceed 20% of the total credit units prescribed for the course.
- b. In case the Student is seeking a credit transfer from the MGB to MBA (Global) course, this will be no more that 33% of the total credit units prescribed for the course.
- c. To be eligible for an award of other degrees at S P Jain, the course-specific policy may specify a maximum number of credit units for which transfer of credit to a course is granted. This must not exceed 50% of the total credit units prescribed for the course.

7. Time Limit for Credit transfers

- a. Credit transfers will be considered for only that subject which has been completed within the last 5 years prior to the date of receipt of application for credit transfer. Therefore, the transfer of credits cannot be granted for subjects completed more than 5 years prior to a student commencing study at S P Jain.

8. Withdrawal of Credit

- a. The School reserves its rights to withdraw credit granted if the application is misleading or invalid due to errors.
- b. Such withdrawal of credit will need to be approved by the respective Course Director (Dean) and the Registrar.

9. Applications for Credit Transfer

9.1 Application for credit transfer from other educational institutions

- a. Students, who seek the transfer of credits from another educational institution to a course at S P Jain, shall submit a written application to the Registrar with details of the subjects for which credit is sought.
- b. The application will be supported by the academic record and a detailed explanation, that is not limited to the description of course, subject/subject outline, number of teaching hours for the credit, learning outcomes, hours studied, prescribed text book, grade achieved and the grading scale used at that institution.
- c. The application will have to be submitted within the stipulated date (as advised) prior to the commencement of the term/semester during which credit is sought.

10. Approval of Credit

- a. All applications for transfer of credits will be reviewed and approved for consideration of credit by the Registrar in consultation with the Course Director (Dean), if required.
- b. Credit through recognition of prior learning will be considered only if the Course Director and Registrar are satisfied that:
 - i. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification,
 - ii. the demonstrated learning outcomes of prior learning is equivalent to the learning outcomes at the appropriate qualification level of the units being awarded credit, and
 - iii. the integrity of S P Jain's higher education qualifications is maintained.

- c. The Registrar and Course Director (Dean) may seek the assistance of the Area Heads or Faculty of specialised business area(s) relevant to the subjects for which credit transfer is sought.
- d. Mapping of each course will be undertaken including the unit learning outcomes, the subject materials and the assessment of each course to establish whether credit can be awarded.

11. Appeals

- a. Applicants who are dissatisfied with an administrative decision pertaining to a credit transfer request may lodge an appeal against that decision pursuant to the School's 'Student Grievance and Mediation Policy and Procedures'.

12. Course Level Policies

- a. Within this broad policy framework detailed credit transfer and articulation guidelines and procedures will be developed for each course.

13. Related Documents

- a. Student Grievance and Mediation Policy and Procedures
- b. Course Credit Transfer and Articulation Guidelines and Procedures