

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Credit Transfer and Articulation Policy
Document Type	Policy
Administering Entity	Vice President – Academic, Course Directors/Deputy Directors (Deans/ Assistant Deans), Vice President – Administration, Registrar and Director – Admissions
Latest Approval/ Amendment Date	July 30, 2020
Last Approval/Amendment Date	May 06, 2019
Approval Authority	Academic Board
Indicative Time of Review	July 29, 2020

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's 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 and can demonstrate learning that is deemed to be equivalent to level and nature of the parts of the course of study for which credit has been granted.
- b. Credit transfer is a process grounded in evidence-based academic judgement that provides students with agreed and consistent credit outcomes for completed components of a course of study based on identified equivalence in content and learning outcomes between equivalent courses of study.
- c. Credit arrangements are formal negotiated agreements within and between issuing organisations or accrediting authorities and are about students' 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

a. Student Transfers from other institutions

- i. The School may consider granting credit when the content and standard of a subject and learning outcomes is identical with, or similar to, that of a prescribed subject at the same AQF level for which credit is being sought.
- ii. 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' grade.
- iii. Grades for the credit granted will not be included in the S P Jain transcript and will not be considered for the purpose of calculating the cumulative grade point average (CGPA). Details of credit granted will be recorded in the transcript with a grade of E (indicating exemption).

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

- i. S P Jain has signed Memoranda of Agreement (MoA) with a number of educational institutions for student exchange programs at the undergraduate level.
- ii. These MoAs 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.
- iii. 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 when calculating the cumulative grade point average (CGPA). Details of credit granted will be recorded in the transcript with a grade of E (indicating exemption).

c. Internal Articulation and Credit Transfer

- i. The School may consider granting internal credit on a case-by-case basis when the content and standard of a subject and learning outcomes are identical with, or similar to, that of a prescribed subject for which credit is being sought.
- ii. A student must have obtained at least a passing grade in the subject submitted for credit transfer consideration.
 - iii. 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 the cumulative grade point average (CGPA).

d. Articulation agreements for specific credit arrangements with other institutions

- i. 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 than 33% of the total credit units prescribed for the course.
- c. To be eligible for an award of degrees at S P Jain, the course-specific guidelines may specify a maximum number of units for which transfer of credit may be 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 only be considered for a unit that has been completed within 5 years of the date of receipt of the application for credit transfer.
- b. A credit cannot be granted for subjects completed more than 5 years prior to the receipt of an application for credit transfer.

8. Applications for Credit Transfer from Other Institutions

- a. Students, who seek to transfer credit 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 student's academic record and a detailed explanation, which includes a description of the course, subject outline, number of teaching hours, learning outcomes, hours studied, prescribed text books, grades 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.

9. Refusal of Credit

- a. If an application is misleading or invalid due to errors, the School reserves the right to refuse to grant credit.
- b. A refusal to grant credit will be determined by the respective Course Director (Dean), and Vice President – Administration/ Registrar.

10. Approval of Credit

- a. All applications for transfer of credit will be reviewed and approved by the Registrar in consultation with the Course Director (Dean) and Vice President - Administration, if required.
- b. Credit through recognition of prior learning will be considered only if the Course Director (Dean), Vice President – Administration/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 learning outcomes demonstrated through prior learning are broadly equivalent to the learning outcomes at the appropriate discipline and qualification level of the units for which credit is being awarded, and
 - iii. the integrity of S P Jain's higher education qualifications is maintained.

- c. The Registrar, Vice President - Administration 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. Record of Decision and Acceptance

- a. All applicants will receive written notification of the outcomes of credit applications within 21 working days from the date of receipt.
- b. A written acceptance by the student will be required for instances where a credit recognition is granted.
- c. All credit decisions and written acceptances will be recorded and School and retained for at least two years after the student ceases to be an accepted student.
- d. If the granting of credit reduces an international (overseas) student's course length, then the assigned staff on Admissions Office must:
 - i. inform the student of the reduced course duration following granting of credit ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
 - ii. report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted.

12. 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'.

13. Course Level Guidelines

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

14. Related Documents

- a. Course Credit Transfer and Articulation Guidelines and Procedures
- b. Postgraduate Admission and Selection Policy
- c. Undergraduate Admission and Selection Policy
- d. Student Grievance and Mediation Policy and Procedures