

Credit Transfer Policy

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1. Introduction:

Eton University believes that learners should not repeat learning where there is valid and reliable evidence to show that learning outcomes of a unit have been met at the standards stated by the assessment criteria. Prospective students who believe they could be eligible for a credit transfer or a recognition of prior learning should fill the Credit Transfer Application form and submit the relevant supporting documents.

2. Definitions:

- **Learning outcomes:** the set of knowledge, skills, and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.
- **Credit Transfer:** the procedure of granting credit to a student for educational experiences or courses undertaken at another institution
- **Formal learning:** is the learning that takes place through a structured course of learning that leads to the full or partial achievement of an official qualification.
- **Informal learning:** is learning gained through relevant work or life experience, self-tuition and social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support.
- **Non-formal learning:** refers to learning that takes place through a structured course of learning but does not lead to an official qualification, for example work-based courses and non-accredited professional development courses.
- **Recognition of Prior Learning (RPL):** recognition of uncertified (non-formal or informal) learning

3. Scope

These procedures apply to

- all Eton University students
- all applicants to an Eton University course.

4. Applying for a credit transfer or exemption

An applicant who obtained educational certificates through formal learning might be eligible to transfer some of the previously earned credits and be exempted from repeating these modules during the studies at Eton University. If the applicant wants to inquire regarding the eligibility for a credit transfer, a completed Application for Credit Transfer Form must be submitted along with the following supporting documents:

1. An original or copy of academic transcript including a description of the grading system. Note: If you are submitting an overseas transcript, please include a certified English translation of the transcript.
2. An up to date resume outlining in detail your job responsibilities and duties
3. Other evidence supporting your statement relating to prior learning which may include certified copies of training certificates and/or a signed letter from your employer on company letterhead verifying the information you have supplied.

Failure to provide sufficient evidence may delay the processing of the application or result in its rejection.

The decision to grant credit rests with the Head of Academic Studies (or delegated nominee). Applications for credit transfer will be assessed to ensure that previous learning is of a comparable standard to the subjects and/or units of competency within a particular Eton University course, with reference to the course and subject learning outcomes, topics covered and learning and assessment approaches.

Students will be advised of the outcome of their application within 10 working days of receipt of their application. If a credit application is unsuccessful, the notification to the student will include the reasons for the decision.

5. Applying for a Recognition of Prior Learning

While the credit transfer refers to previously certificated achievement, RPL refers to recognition of uncertified (non-formal or informal) learning. Essentially, RPL is an assessment process that enables learners to receive recognition of their achievement from a range of activities they have already undertaken.

It may be that a learner has already attained the knowledge and expertise needed to meet the standards stated in the assessment criteria, through:

- employment

- in relevant voluntary work or leisure activities
- in education or training e.g. adult education courses or in-company training
- from independent previous study in a college or university
- from other commitments or activities e.g. care situation or involvement in a family business

The essential point for RPL is that the learning from any or all of the activities listed above or other activities not listed here is uncertificated. However, evidence submitted for RPL must be authentic, reliable, current, valid and sufficient. The burden of evidence for a course credit application rests with the applicant. Evidence must reflect the student's current levels of knowledge and skills.

Prior to applying for an RPL the learner must be provided with the learning outcomes and assessment criteria of the units. If the learner is convinced that he/she has a knowledge that meets the learning outcomes, and a sufficient evidence to prove such knowledge, then the learner must compile a portfolio of evidence to support their claim for RPL so at the outset he/she is aware of all the information that must be contained in a file. This will include:

- a CV or other resumes
- Other evidence supporting your statement relating to prior informal and non-formal learning which may include a signed letter from your employer on company letterhead verifying the information you have supplied.
- a summary of the learning outcomes and assessment criteria claimed
- a commentary identifying prior achievement against individual learning outcomes and assessment criteria
- full evidence against each assessment criterion claimed

The assessor will examine the portfolio systematically for its completeness and will ensure that the evidence relates to the assessment criteria of the unit(s) being claimed by the learner and that there are no gaps in the evidence. The assessor checks that the evidence presented:

- is relevant to the standards (valid)
- represents sufficient breadth and quality to be appropriate to the standards to which it applies (sufficient)
- is the work of the candidate (authentic)
- is recent enough to meet the requirements of the assessment criteria

Following a review of the learner's documents, an assessor might decide to provide the learner with an assessment or a comprehensive exam which, if passed successfully, will enable the learner to claim the exemption for certain module(s).

6. Lodging complaints or requesting reviews of unsuccessful course credit application decisions

Students can request a review of a decision made under the Credit Policy by following the Student Complaints Policy. The following documents provide information on the process:

- Resolving a Complaint Informally
- Formal Complaints