



JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

POLICY ON CREDIT ACCUMULATION AND
TRANSFER

SEPTEMBER 2017

Jaramogi Oginga Odinga University of Science and Technology

Credit Accumulation and Transfer Policy 2017

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Policy on Credit Accumulation and Transfer

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Policy Theme: Provision of Access to Higher Education and Training to facilitate mobility and progression for all qualified and deserving students

Policy Contact: Registrar (Academic Affairs)

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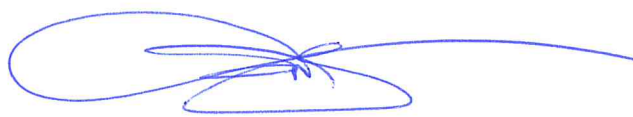
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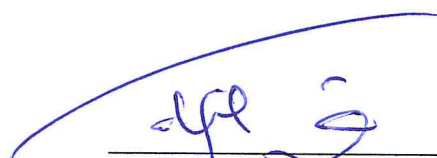
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Signed:



Vice-Chancellor, Secretary to Council Date
Prof. Stephen. G. Agong' 22/09/2017



Chairman of Council Date
Dr. Walter J. Ongeti 22/09/2017

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PREAMBLE

Policy on Credit Accumulation and Transfer has been made necessary to accommodate the needs of students from other recognized Universities who wish to continue and or complete their pursuit for higher degrees at Jaramogi Oginga Odinga University of Science and Technology (JOUST). The policy also caters for those students at JOUST who wish to transfer from one programme of study to another without necessarily losing credit hours.

ACKNOWLEDGEMENT

Acknowledgements are due to all those local and international Universities from which students will be transferred and to which students shall be transferred in the spirit of best collaborative practices with Jaramogi Oginga Odinga University of Science and Technology.

LIST OF ABBREVIATIONS AND ACRONYMS

DES:	Direct Entry Student
DVC (AA):	Deputy Vice Chancellor (Academic Affairs)
JOOUST:	Jaramogi Oginga Odinga University of Science and Technology
KCSE:	Kenya Certificate of Secondary Examinations
ODEL	Open , Distance and E-Learning

POLICY FRAMEWORK

This policy shall be read and enforced alongside:

- 1 The Universities Act No. 42 of 2012
- 2 The Universities (Amendment) Act No 48 of 2016
- 3 Commission for University Education, Universities Standards and Guidelines, 2014
- 4 Jaramogi Oginga Odinga University of Science and Technology:
 - i. Charter 2013
 - ii. Statutes 2013
 - iii. Code of Ethical Principles and Conduct 2013
 - iv. Rules & Regulations Governing the Organization, Conduct and Discipline of Students 2013

Policy on Credit Accumulation and Transfer

1 Introduction

Credit transfers are procedures that are practiced in many universities and which are advocated for in recognition of past or prior learning and qualifications from recognized educational institutions. Some students who have shown interest in enrolling in various programmes in Jaramogi Oginga Odinga University of Science and Technology (JOUST) from other institutions have applied for consideration for credit transfer on the basis of their specific qualifications in Certificate, Diploma, undergraduate and postgraduate qualifications.

In some cases, the majority of the requesting students have diploma qualifications. In certain cases, some students request for consideration for credit transfer in specific units. In view of the national and global recognition of this process, and in particular, Kenya Government's policy on enhancing access to higher education and training through accreditation, a comprehensive policy guideline on credit transfer is necessary for JOUST.

2 The Policy

The policy addresses the following issues:

- a) Definition of credit transfer
- b) Rationale for credit transfer
- c) Credit transfer criteria
- d) Role of School/department
- e) Procedure for credit transfer
- f) Documenting credit transfer
- g) Degree computation with credit transfer
- h) Financial implications of credit transfer

3 Definition of Credit Transfer

Credit transfer is where a student transfers course units that are deemed to be similar in content from institutions recognized by JOUST Senate/ the Commission for University Education or internal transfers of course(s) units from program to program.

Such unit(s) shall be adopted and shown on the student's transcript in JOUST with or without indications that they have been carried over and shall be used in the student's degree classification.

4 Rationale for Credit Transfers

Credit transfer is based on the assumption that a student has adequately covered the unit and should not be subjected to the same course content for studies at the same level for the following reasons:

- a. A student should not be made to spend resources on the same course unit twice.
- b. A student may not show interest in class by being made to repeat units and thereby take unnecessarily longer in studies.
- c. A student who has already covered a course may have undue advantage over others in the event that he/she repeats studying the course in JOUST
- d. Credit transfer is a recognized process of accreditation that facilitates students' academic mobility and progression

5 Criteria for credit transfers

- a) Courses intended for such credit transfer shall be evaluated unit by unit.
- b) Only a minimum of Credit Pass of C and above or equivalent from recognized institutions shall be accepted for credit transfer.
- c) All credit transfers shall be documented and an application form designed (see attachment) for credit transfer will be used.

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- d) Not more than 30% of requisite course units for the prescribed course of study shall be accepted from other institutions' programmes.
- 6 Role of the School/Department
 - a) Schools/Departments shall receive documents and carry out the vetting of each unit and evaluation of the course contents before presenting recommendations to the Senate that will have the final decision.
 - b) The course content shall be scrutinized relative to other course units the student shall be taking in the remaining period of study at JOOUST.
 - 7 Procedure for the Credit Transfers
 - a) A request for credit transfers vide the Credit Transfer Form shall be submitted together with the application for admission.
 - b) Any such approved transfer shall be communicated in writing to the applicant by the Registrar (AA)
 - c) The Registrar (AA) shall seek the literal marks from the originating university for inclusion in the Consolidated Marksheet.
 - 8 Documenting the Credit Transfers
 - a) Documents accompanying the application for transfer shall include *inter alia*: certified true copies of; KCSE certificate or equivalent; academic transcript(s), clearance certificates from the University being transferred from; and Course Content of the relevant course units under consideration from recognized Universities.
 - b) Students shall be required to provide the relevant documents stipulated in a) above at the time of application.
 - c) The credit transfers shall be indicated on the transcript by letter grades as suggested by the relevant department/school
 - d) A copy of the unit(s) transfer application with the approval forms shall be kept in each student's file as necessary.
 - 9 Degree Computation with Credit Transfers
 - a) Credit transfers shall be indicated on the transcripts with the letter grades obtained
 - b) For the purpose of computation of the final degree classification in accordance with JOOUST Statutes, 2013 and Amendment thereof, the Academic Registrar will seek the literal marks from the originating University.
 - 10 Financial Implications of Credit Transfers

The applicant shall pay the required credit transfer fee as determined by the JOOUST Council from time to time.
 - 11 Review

The Policy is subject to review every three years and when there is a change in law that governs Universities or as the need arises.

APPENDIX I



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
CREDIT TRANSFER APPLICATION FORM**

**Office of the Registrar (Academic Affairs)
Request for Credit Transfer Form**

Instructions

- (i) This form must be filled in four copies
- (ii) Applicants are required to fill a separate set of forms for each department where credit is to be transferred
- (iii) Applicants must attach copies of the relevant certificates and all transcripts. *(In some cases, course outlines for specific course units for which a transfer is requested may be required)*
- (iv) Applicants are advised to refer to the credit transfer application notes on this form before filling in the application form.
- (v) Credit transfer requests should be submitted together with the application for Admission form.

Application Details

Date -----

- A. Full Name (as appearing in nominal roll) -----
- B. Registration Number -----
- C. Mailing address -----
- D. Mode of learning (e.g. Regular, Part-time, ODEL) -----
- E. Degree for which candidate is applying-----
- F. School/Department in which a candidate is to be registered -----
- G. University(s) attended -----
- H. Programme in which units were taken -----
- I. Programme duration in years -----
- J. The examining body that approved/awarded the diploma/degree-----

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J. Overall KCSE or equivalent Grade attained -----

K. Units and grades for which credit transfer is requested: -----

Attach the following documents

Certified true copies of:

1. KCSE certificate or equivalent;
2. Academic transcript(s);
3. Clearance certificates from the University being transferred from; and
4. Course Content of the relevant course units under consideration from recognized Universities

To be filled by receiving Department /School

	UNIT Code	UNIT Title	UNIT Grade	Recommended by Receiving Department & Dean
1				
2				
3				
4				
5				
6				
7				
8				
9				

(Attached additional page as necessary)

Total number of units approved for transfer in words (number)-----

a) Recommendation by Chairperson of Department -----

Name and Signature ----- **Date** -----

b) Recommendation by Dean of School -----

Name and Signature----- **Date**-----

c) Recommended by the DVC (AA) -----

Name and signature _____ **Date** _____

d) Approved by the Chairperson of Senate -----

Name and signature _____ **Date** _____

APPLICATION NOTES FOR CANDIDATES

Please adhere to the following regulations in filling this Credit Transfer Application form.

1. The institution that granted the degree/diploma certificate and/or its examining body must be Accredited by the Commission for University Education or be on the Commission's list of accredited colleges elsewhere outside Kenya.
2. The applicant for credit transfer and holding a Diploma certificate must have an overall grade C+ at KCSE (or its equivalent) and at least a two and a half -year KNEC diploma with a minimum of credit pass.
3. The course content of units for which credit transfer is requested for should be equivalent or comparable to what is being offered by the respective JOOUST Department/School/Institute.
4. The applicant must have attained at least an average of Grade C (or its equivalent) in the course units comprising the subject areas of intended specialization.
5. The first recommendation on requests for credit transfer is made by the department offering similar units , after which the applications are passed to the School Board, Deans Committee and Senate for final approval.
7. Applications for credit transfer must be accompanied by certified true copies of transcripts that specify grades for each unit done.
8. Credit transfer applications recommended by departments should document reasons for the recommendation attached when the application is passed onwards to the School, the Deans Committee and Senate.
9. Classification of degrees will be based on literal marks for the units for which credit transfers were approved and will be obtained by the Academic Registrar from originating Universities.
10. A non-refundable credit transfer fee will be levied for each of the units transferred and will be determined by the University Council from time to time.
13. The final decision on granting a credit transfer to a specific candidate lies with the Senate of Jaramogi Oginga Odinga University of Science and Technology