

University of Peradeniya

Policy name :	Policy on Credit Transfer
Policy number :	UoP-P 018
Date of Approval :	27.08.2022 (Approved at the 519 th meeting of the Council)
Supersedes :	Not relevant
Approving Authority :	The Council, University of Peradeniya
Administrative Responsibility :	Vice-Chancellor, Deans of Faculties, and Directors of PGIs
Monitoring responsibility :	Boards of Management of PGIs, the Senate and the Council of the University of Peradeniya

Overview

Credit Transfer refers to transferring credits (of learning) from one educational institution/university to another and having those credits recognized and counted for completion of study programmes by respective students. With increasing international opportunities for academic staff members and students, the University of Peradeniya acknowledges the need for a comprehensive policy on credit transfer to enhance academic mobility.

Scope and Application

This policy covers the procedure of credit transfer from other universities – both national and international to the University of Peradeniya, including the Postgraduate Institutes. It applies to all staff and undergraduate and postgraduate students at the University of Peradeniya.

This policy aims to streamline the process of credit transfer at the University of Peradeniya to promote and encourage academic exchange and mobility among higher education institutions nationally and internationally, thus expanding the horizons for learning.

Thus, this policy aims

- to improve the access of students to international programmes to enrich their capacity for learning and research
- to enhance the academic mobility of students across national and international universities
- to facilitate lateral and vertical mobility and progression within higher education and career pathways
- to enhance collaborations leading to such learning and research

To whom it applies:

1. All staff (academic and non-academic)
2. Students (undergraduate and postgraduate)

Key areas to which it applies:

1. Teaching, learning, and research
2. Undergraduate and postgraduate education
3. Assessments and grading
4. Quality assurance
5. Administrative and other non-academic staff

Key Policy Principles

The University shall establish the Policy on Credit Transfer in compliance with the policies, strategies and laws of the national system accepted by the University Grants Commission (UGC) and the Sri Lanka Qualifications Framework.

1. This policy ensures that when students undertake international exchange and other short term educational opportunities, such student(s) are not disadvantaged on their return to the University of Peradeniya. However, it is recommended that students who wish to undertake overseas study must seek prior approval from the Faculty/Postgraduate Institute for the course units to be studied overseas.
2. Required legal documentation must be fulfilled when proceeding with credit transfer programs. The University may also enter into credit transfer agreements depending on the requirement.
3. Credit transfers to a study programme of a faculty or postgraduate institute shall be allowed only from national and international institutions with an equivalent semester-based course unit system where valid and reliable methods assess learning. Further, students must earn credits after completing the work prescribed at such institutions.
4. Students who wish to transfer credits for courses followed at overseas institutions without prior approval shall also have the provision to transfer credits subject to approval by the respective faculty/postgraduate institute following their return.
5. Students found guilty of misconduct are not allowed to transfer their credits.
6. Appropriate and reasonable time frames for lodging and processing applications should be advertised to students by faculties/postgraduate institutes of the University. Students shall be registered promptly to facilitate credit transfer. Credit transfers will not be allowed if the said study programme had been completed ten years prior to the date of application for credit transfer.
7. The approval of the Faculty Board with the recommendation of the relevant Department/s (or approval of the Board of Study in the case of Postgraduate Institutes) is required for credit transfers. Students who apply for transfer of credits shall present the original transcripts from respective universities and detailed course specifications (course description, learning outcomes and assessment scheme, etc.). If the original documents are in a different language other than Sinhala, Tamil, or English, an official signed/stamped translation of such documents shall be submitted along with the originals.
8. If formal arrangements such as memorandums of understanding/ agreements exist between the University of Peradeniya and the overseas institutions, such information relevant to an applicant's credit transfer shall be verified from official sources.
9. Follow-up during the processing of credit transfer applications – The applicants should be able to get information about the progress of their application and obtain information on any alternatives (if applicable) if the application is rejected.
10. Avenues of Appeal – Grounds for appeal and appeal procedures should be specified and explained clearly to the applicants. The appeals procedure should be consistent across the faculties and postgraduate institutes of the University

11. The maximum number of credits that a student can transfer shall amount to not more than one-third of the total number of credits of the relevant study programme at the University of Peradeniya. For research degrees, credits shall be earned by students after successful completion of the work prescribed by the overseas institution and completing the relevant assessment of learning.

Definitions

- **Credit:** The volume of learning at each level is described in terms of credits. A whole number indicates the number of credits per course unit or module. According to the Sri Lanka Qualifications Framework (SLQF), the minimum number of credits per course unit or module is one. One credit is considered equivalent to 50 notional learning hours of learning for a taught (with direct contact) course, laboratory studies course or field studies/clinical work. For industrial training, including time allocated for assessments, and for research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours of learning. The student workload of a study programme is defined as 1500 notional learning hours per academic year.

[Ref: https://www.ugc.ac.lk/attachments/1156_SLQF_2016_en.pdf]

According to the European Credit Transfer and Accumulation System (ECTS), one credit in Sri Lanka's system equals two credits in the ECTS.

- **Notional learning hours:** Notional learning hours include direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, and carrying out assignments & assessments. The need to undertake any or all of these within a course/module will be considered when credits are allocated to respective courses/ modules when the curricula are designed.

It is understood that the combination of learning activities may vary from one-course unit or module to another.

In designating the number of credits to a particular course unit/ module, its workload should be computed based on the total amount of learning activities a student is expected to complete in order to achieve the foreseen learning outcomes, and the workload expressed in time should match the number of credits available for the course unit or module.

[Ref: https://www.ugc.ac.lk/attachments/1156_SLQF_2016_en.pdf]

- **Short term educational opportunities:** Include all teaching, learning and research activities (with or without accumulation of credit value) conducted at a university, which will not lead to a degree but shall be considered as a partial requirement (or substituents) for completing a degree. These include but are not limited to: summer school (or equivalent) programmes, short courses, certificate programmes, international student and /or staff exchange and mobility programmes, short term collaborative research, and special audit studentships.
- **Overseas institutions:** include
 1. foreign institutes of higher education that are denoted by the following names: University, College, University College, Campus
 2. international research institutes (not focused on undergraduate and postgraduate teaching as their main purpose)

3. international industries that combine and commercialize research and innovation in close operation with other foreign institutes of higher education

Related Policies

- Policy of Internationalization
- Policy on Conflict of Interest
- Policy on Assessment and Award of Qualifications
- Policy on Curriculum Planning, Development and Revision
- Policy on Teaching and Learning
- Intellectual Property Policy
- Policy on Quality Assurance
- Policy on Requirement to Align with National Policies and Frameworks

Related Acts, Rules, Regulations, Key Circulars

- Approved study programmes and their rules & regulations of the University of Peradeniya
- Universities Act, No 16 of 1978

NOTE: The University Grants Commission recognizes foreign Universities/Higher Educational Institutes based on international acceptance. Universities/Higher Educational Institutes that are listed in the following international publications, which are authentic sources of information on universities and higher educational institutes in different countries, are usually recognized at present.

1. Commonwealth Universities Yearbook

(Published by Association of Commonwealth Universities) <https://www.acu.ac.uk/>

2. International Handbook of Universities

(Published by International Association of Universities) <https://www.whed.net/>