



|                               |   |                              |                 |
|-------------------------------|---|------------------------------|-----------------|
| <b>Policy Name:</b>           | <b>Recognition of Prior Learning and Transfer of Credit – Academic Policy</b> |                              |                 |
| <b>Department</b>             | Admission   | <b>Approval Authority</b>    | Rector          |
| <b>Date of Implementation</b> | 28/08/2018  | <b>Date of last Revision</b> | 15/07/2020- V02 |

## 1. Introduction and Scope

The policy:

- facilitates the transfer of credit of some subjects or units of study successfully completed in previous qualifications towards another qualification.
- obtain exemption from subjects or units of a course if the competencies stipulated in the subject or unit are shown to be possessed by the applicant as evaluated by independent assessors of the College
- defines guidelines and limits to exercising the policy as determined by the Maldives Qualifications Authority (MQA)

## 2. Definitions

**Credit point:** One credit point is equivalent to 10 hours of learning related engagement.

**Credit transfer:** the process whereby the learning acquired in a related program is recognized as equivalent for another qualification.

**Cross Credit (XC):** Credits transferred under the above provision.

**Advanced Standing:** A term used to indicate any form of credit transfer

## 3. Protocols

- All credit transfer requests must be received through the “Advanced Standing Application Form’ (See Annex 1 for Advanced Standing Application Form).
- Generally Credit Transfer will be accommodated for learning that has occurred in the last 5 years. If, however, a student carries evidence of competency in a particular area, in which the formal period of study occurred earlier than 5 years, the student may still be given advantage of credit transfer based on thorough evaluation treated in a case-by case approach.
- Credits cannot be given for areas of study for which MI College does not have accreditation from MQA
- As a rule, MI College allows credit transfer (or advanced standing) for a maximum of one-third of the total course credit. However, exceptions will be made on a case-by case approach where student shows evidence mastery in the relevant areas of study.



5. While this document provides the general guidelines, each course offered must explicitly state the appropriate amounts of credits that can be granted under advanced standing. This does not limit the Academic Committee from making case-by-case decisions.
6. Any credit transfer request must be thoroughly scrutinized against the evidences submitted. The list of required documents as proof of evidence will be mentioned in the “Advanced Standing Application Form”. All documents must be verified for validity and accuracy and all documents must be appropriately filed for future reference.
7. Any credit transfer request can be issued to the student ONLY after the credit transfer request is updated on the SS.
8. As a general rule the module that is placed as evidence of prior learning should have at least equal credit weightage as the module which the applicant expects to avail advanced standing for. However, the credit equivalence can be obtained through multiple shorter credit point modules the applicant has successfully completed.
9. As a general rule the module that is placed as evidence of prior learning should have at least 90 percent similarity in terms of the content as the module which the applicant expects to avail advanced standing for. However, the 90 percent content similarity can be obtained through multiple shorter credit point modules the applicant has successfully completed.
10. Applicants who successfully avail the benefits of credit transfer can be eligible for early certification. More information on Early certification is available in the Convocation Policy.
11. A student must ensure the advanced standing is formally granted before opting to drop the module or component

#### **4. Advanced Standing for Field or Practical Oriented Modules.**

12. Students seeking for advanced standing in practical or field oriented modules, must submit relevant documents to prove that he or she has obtained the required experience and expertise through a formally recognized program of study that included the same component.
13. For teaching practicum, an Advanced Standing for the final year of any program will not be given.
14. For the teaching practicum of year 1 and year 2, an Advanced Standing maybe given provided the student submits relevant documents that can prove that he or she has the required competencies. While the College may request a series of documents, some or all of the following documents may be requested for the student to submit. The required documents may vary from case to case and additional documents not mentioned herein may also be requested.
  - a. Experience letter proving 3 or more years of experience in the relevant field or level of teaching.
  - b. Confidential performance report mailed directly to the college by a relevant authority.
  - c. Qualification Proofs.

#### **Relevant Other Policies / Documents:**

*Convocation Policy*

#### **5. Annex:**



**MIANZ INTERNATIONAL COLLEGE**  
INSPIRING EXCELLENCE

*Annex 1: Advanced Standing Application Form – Sample*

**END OF DOCUMENT**