



MAASAI MARA UNIVERSITY

CREDIT TRANSFER POLICY

Policy No.	MMU/RAA/P01
Version	01
Principal Responsibility	Registrar Academic Affairs
Effective Date	15 th January, 2018

Policy Approval

This policy shall be known as the Credit Transfer Policy of Maasai Mara University (herein after referred to as “the policy”) shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

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Chairman of Council

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Foreword

Learning is a continuous process and has various qualification levels. Each level is distinguished from the other according to the Kenya National Qualifications Framework. There are several qualification pathways that facilitate student mobility and progression within education and training career paths. Movement of students within a career path has increased recently, necessitating a system to accommodate it. In response, institutions of higher learning have weighted the various units of learning according to a criterion set by the Commission for University Education (CUE) so that it is easy to facilitate mobility of students between institutions and programmes. Currently, most undergraduate degree programmes take up to four years with exception of courses in engineering and medical disciplines that take more than four years. When a student who is registered in a given University wishes to transfer to another University in the same programme, consideration should be given to the amount of study already learnt in the originating University to determine what remains to be learnt in the destination University. In this way the student saves both money and time, resources that are critical for economic development.

The University credit transfer policy has laid down guidelines to facilitate student mobility between programmes and institutions. The policy sets out various considerations, among them, the minimum grade a student should attain in each course unit learnt to qualify for credits at the University. It also sets out the maximum allowable credits a student can transfer from another institution to the University in line with CUE recommendations contained in the Universities Standards and Guidelines, 2014. Our stakeholders are therefore invited to acquaint themselves with this credit transfer policy to enjoy the flexibility it offers to our academic programmes.

Prof. Mary K. Walingo, PhD, MKNAS, EBS

Vice – Chancellor

Definition of Terms

“Content” means the specific academic material covered in a course

“Credit” means recognition towards meeting the requirements of a course based on prior study.

Credit is granted for specific courses that constitute a programme of study

“Credit arrangements” means are formally negotiated arrangements within and between issuing organizations or accrediting authorities and are about student entitlement to credit.

“Credit assessment” means an academic assessment of prior learning.

“Credit transfer” means exempting a student from enrolling in and being assessed in a course(s) because they have been granted recognition (Credit) for having completed similar course(s) at another programme of the same level.

”Originating Institution” An institution where course work has been taken, and/or academic credit earned.

“The University” means Maasai Mara University

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1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

Applications for admission into any programme in the University are assessed based on set minimum admission requirements of each programme. For example, to join a degree or diploma programme in the first year of study a candidate must have obtained a prescribed grade at Kenya Certificate of Secondary Education (KCSE) or equivalent. Such applications are straightforward to process. However, applicants with extra qualifications who wish to transfer from one institution/programme to another may seek a waiver on some components of a programme that they have already learnt. When students apply to change or join a programme at the same or different levels having learnt some components of the programme already, consideration should be given to what they have already learnt and passed in a process known as Credit transfer.

Credit transfer can therefore be defined as a process that allows for recognition of components of a qualification based on identified equivalence in content and learning outcomes between corresponding qualifications. If equivalence in content and learning outcomes is established, then a value called Credit is assigned to the learning that has been achieved previously hence reducing what a student must learn in the programme applied for.

Maasai Mara University is guided by the values of academic excellence thus its commitment to providing professional recognition of prior learning through clear, fair and consistently applied policies and procedures. In this policy, the University aims to encourage mobility of students into and between programmes and institutions by providing a means for establishing equivalence of content and learning outcomes between matched courses. This policy therefore, sets out to ensure that applications for credit transfers at Maasai Mara University are properly evaluated through a systematic approach.

1.1 Vision, Mission and Core Values

Vision

To be a world class university committed to academic excellence for development

Mission

To provide Quality University education through innovative teaching, research and consultancy services for development

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability

2. Purpose

This policy applies to all applications from students requesting to transfer credits from one programme to another or similar programmes but at different or same levels. It mainly applies to Certificate, Diploma and undergraduate degree programmes.

3. Policy Statement

The University is committed to grant Credits based on equivalence of learning determined by evaluating the extent to which there is similarity between the completed components of a qualification and Maasai Mara University's qualification that is applied for in terms of:

- i. Learning outcomes
- ii. Content
- iii. Learning and assessment processes
- iv. Volume of learning
- v. Level of the qualification.

The determination of credit to be granted to the student shall be done by the Dean of School in consultation with the head of relevant Department. Throughout the credit transfer process, the university will ensure that there is consistency, fairness and transparency in the decision-making process. A guiding principle in credit transfer decisions is ensuring that the integrity of the qualification is maintained.

4. Policy Objectives

- i. Recognize learning considering how, when and where it was acquired to ensure that the learning is relevant and current to the learning outcomes or competencies in a subject, unit, module, course or qualification.
- ii. Ensure that qualifications, statement of results and statements of attainment issued by another registered institution are recognized. This means that students would be granted exemptions in a programme because of having completed the same course(s) in an equivalent programme.
- iii. Enhance the educational effectiveness of formal learning
- iv. Facilitate learner mobility into and between education and training sectors and providers

5. Scope of the Policy

This policy applies to all applications from students requesting to transfer credits from one programme to another or similar programmes but at different or same levels. It mainly applies to Certificate, Diploma and undergraduate degree programmes.

6. Rationale of the credit transfer Policy

It provides a means for establishing the equivalence of learning outcomes to reduce redundancy in knowledge acquisition and therefore save time and resources for the learner.

7. Responsibility and Implementation

The Registrar, academic affairs is responsible for the implementation of this policy and to ensure that students are aware of its application and requirements.

8. Credit Transfer into other programmes

- i. A student who wishes to change to a higher academic programme must first complete the requirements of the one in which he/she is registered. Consequently, students registered in Diploma programmes may only transfer their credits to Degree programmes after satisfying the requirements for the diploma programme.
- ii. A student graduating with a Maasai Mara University diploma and wishing to continue with a degree programme shall be considered for Credit transfer.
- iii. A student who wishes to transfer credits from a higher to a lower programme may do so, and if admitted, must satisfy the requirements of the lower programme as determined by the Deans Committee. The maximum credits transferable cannot exceed half of the programme requirements.
- iv. A fee of one thousand Kenya shillings (1000/-), or as determined from time to time by senate, shall be charged for each credit transferred.

9. Credit transfer arrangements

All students will receive the same credit where a credit transfer agreement exists, and they can verify that they have met the qualification requirements specified in the agreement. Credit transfer arrangements with other educational institutions will be negotiated by the respective deans of schools and shall be approved by the University Senate.

In all cases where credit transfer arrangements are negotiated with other institutions, the agreements will be recorded in a credit Transfer Register whose custodian shall be the Registrar, Academic Affairs.

Credit transfer for courses of professional degree programmes such as Nursing and Medicine shall conform to the guidelines of the respective professional bodies besides satisfying internal credit transfer requirements.

10. Maximum Allowable Credit

The maximum amount of credit that will be granted towards the university qualification shall not exceed 49% of the core courses of the programme requirements as per Commission of University Education (CUE) Standards and Guideline PROG/STD/10 of 2013.

11. Credit Transfer Process

- i. The maximum period allowable for post-graduation Credit transfer shall normally be within five years of completing the course.
- ii. An application for Credit transfer shall normally be submitted prior to commencement of the course.
- iii. Applicants for credit transfer must write a letter requesting for credit transfer and attach certified copies of: qualifications, statement of results, (certificate and academic transcripts), course syllabus and submit the letter to the Registrar, Academic Affairs
- iv. The Registrar Academic Affairs will request the respective dean of school to process the application and advise on the suitability of the credit transfer request.
- v. Successful credit transfer requests are granted in writing by the Registrar, Academic Affairs and copies of the grant letter kept in the school and student's file. Where necessary all applicable student records must be updated accordingly (e.g. in the students' management system).
- vi. It is the responsibility of the student to provide any other information considered relevant by the university.

12. Minimum grade

The minimum grade allowed for credit transfer is grade D

13. Credit Assessment

Credit assessment will be undertaken by the department offering the course, who will forward the recommendations to the Dean of the respective school. The decision shall be tabled at the Deans committee and the applicant notified appropriately.

14. Review of the Policy

This policy shall be reviewed from time to time.