

---

# KING CEASOR UNIVERSITY

---



## CREDIT TRANSFER

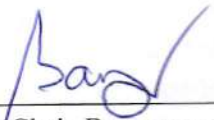
## POLICY

January 2024

**Approval**

This policy has been approved on the 19<sup>th</sup> day of March the year 2024

Signed:

  
\_\_\_\_\_  
Hon. Dr. Chris Baryomunsi  
**CHAIRPERSON, KCU COUNCIL**

  
\_\_\_\_\_  
Dr. Charity Basaza Mulenga  
**VICE-CHANCELLOR**

## 1.0 Introduction

The goal of this policy is to provide guidelines for the transfer of credit units for Undergraduates and Graduate Students who wish to transfer from other recognized Universities or equivalent Institutions of Higher Learning to King Ceasor University (KCU). King Ceasor University accepts credits earned at higher institutions of learning fully accredited by the Uganda National Council for Higher Education or a body/ministry responsible for Higher Education for all foreign institutions, provided such credits are earned through higher institutions-level courses suitable to the student's degree program. This policy spells out requirements and the procedure followed to apply and assess applications. The University shall established rigorous and comprehensive system for the approval, review, modification and annual monitoring of its academic provision. The quality improvement and enhancement system shall be adhered to at all times. The University will be subjected to both internal and external audits and scrutiny for the purpose of self-improvement.

## 1.1 Policy Goal

The overall goal of this policy is to widen access to quality University education to persons who wish to attain higher education.

### 1.1 Policy Objectives

1. To promote recognition of adult and lifelong learners as beneficiaries of education at King Ceasor University.
2. To upgrade and complete ones studies timely without much stress.
3. To provide access to students who wish to complete their learning at King Ceasor University.
4. To harmonise the way credit transfers are conducted.

## 2.0 Requirements for Admission

The minimum entry requirements into KCU Bachelor's degree programs are as follows:

- 1) **Direct Entry.** An applicant must have Uganda Certificate of Education (UCE) with at least five (5) passes and at least two principle passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;
- 2) **Mature Age Entry.** An applicant must have sat and passed the mature age entry examinations with at least 50% marks from a recognized centre by the NCHE;
- 3) **Diploma Entry.** An applicant must have obtained credit or distinction in the relevant field from a recognized institution; and
- 4) **Bridging course** for students who have done their secondary education outside Uganda provided the bridging courses are accredited by the NCHE.

KCU will consider the following minimum entry requirements into its diploma programs:

- 1) Uganda Certificate of Education (UCE) with at least five (5) passes; and
- 2) Uganda Advanced Certificate of Education (UACE) with one (1) principle pass and two (2) subsidiary passes obtained at the same sitting or its equivalent.

### **3.0 Process of Admission (Credit Transfers)**

King Ceasor University shall admit students applying for credit transfers that meet the following requirements:

- Apply to the academic registrar for credit transfer.
- A student must satisfy the admission requirement for the academic program(s) applied for.
- The Higher Institution of Learning from which credits are being transferred must be fully accredited by the National Council for Higher Education (NCHE) for Universities in Uganda or recognized by body/Ministry responsible for Higher Education for all foreign institutions.
- KCU will allow course credit transfer for only students whose Cumulative Grade Point Average (CGPA) is 2.0 and above for Ugandan Higher Educational Institutions or equivalent for foreign higher education institutions. The student should have passed all subjects for which He/She is seeking transfer of credits at the same sitting.
- Each course is considered for transfer of credits individually. KCU will consider only courses that have grade averages will be accepted.
- A student transferring all his/her credits from another institution shall be allowed to transfer at least 40% of the credits accumulated from the previous institution. And they shall be included in the GPA calculations at KCU.
- KCU students who take courses from other accredited institutions, shall transfer those credits and they shall be included in GPA as long as this was on a university arrangement a minimum grade of "C" or 60%. No block transfer of credit based upon.
- The maximum of credits should not exceed 40% of the minimum graduation load of the academic programme applied for.
- Applicants holding Higher National Diplomas from recognized institutions can be admitted to second year with a provision to take some courses from the first year that the School Academic Board will have identified and deemed mandatory.

### **4.0 Procedure**

- (a) Interested Students are supposed to complete and submit a Request to Transfer Credit Evaluation form.
- (b) Students will need to attach their partial transcript from the institution attended to the request form to support their application. The partial transcript must indicate the academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.

- (c) Students requesting for credit transfer will also need to attach the curriculum for the program from which credits they wish to transfer were earned.
- (d) Once the form is received by the KCU admission office, the evaluation for credit transfer will start and the student will be contacted if any additional information is required.
- (e) During the transfer of credit evaluation process, applicants will be invited for a pre-entry exam covering the major knowledge areas of the programme and level applied for. To qualify for admission, the student must score 60% and above.
- (f) The transfer of credit evaluation process will take approximately One week from the time the request is submitted at KCU. Therefore students who aim to join a particular intake should take into consideration this duration so that it does not impact on their anticipated enrollment.
- (g) Once the evaluation process is complete, students will be notified in person about the results through the contacts provided.
- (h) KCU reserves the right to accept, reject or make any recommendation about the credit transfer request.

#### **5.0 Nature of Curriculum (Core, Electives and Options)**

- i) The Curriculum must be that accredited by the NCHE
- ii) The concerned Schools/faculties should check on the depth and breadth of content in the curriculum.
- iii) The Curriculum shall be designed by the respective Schools and faculty to cover the specified number of years for a given programme.

#### **6.0 Cost**

An administrative fee shall be charged from the student who has requested for the credit transfer evaluation process. The fee will vary depending on the number of courses to be evaluated and this fee will change from time to time depending on the circumstances.

#### **7.0 Monitoring and Evaluation**

Schools, Faculties and Departments shall work with the office of the Academic Registrar to implement the guidelines required by the policy. The Head of Department shall follow-up the academic progress of the students who are on credit transfer and present their academic performance report to their respective Faculty Board. Such reports should be presented to Senate for noting and if necessary for further action.

#### **8.0 Writing of King Ceasor University Academic Transcript**

The transcript should be a normal transcript. For the case of credit transfers, original documents will be obtained from the institution where the student is transferring from and they will all appear on the KCU University Transcript and denoted with "CT" to indicate credits transferred from another institution.

### **9.0 Policy Implementation**

The Academic Registrar in liaison with School/Faculty Deans to ensure adherence and implementation of King Ceasor University Policy on credit transfer, which is in line with the National Council for Higher Education rules and regulations

### **10.0 Review of Credit transfer Policy**

The Credit transfer Policy shall be reviewed from time to time as need arises and as NCHE updates information. The revised version shall be approved by the University Council.

### **11.0 Effectiveness of the Policy**

This policy will be effective from the date of approval by the University Council.

### **12.0 Conclusion**

This policy stipulates the broad aims and strategies that need to be carefully implemented in order to manage issues regarding admissions, teaching and graduating students, based on credit transfers. With the involvement of staff, Departments and Schools/Faculties, the University is expected to meet the requirements of this policy with success, without compromising the quality of education at KCU.