

Policy: Credit Recognition

Policy Reference: A-AB-012

Version: 2

Person Responsible: Director, Academic Development

1. Policy Statement

- Bahrain Polytechnic is committed to the Credit Recognition (CR) (Credit Transfer).
 - **Credit transfer** is the process of recognising prior learning that has already been assessed and awarded credit or awarded other recognition, by HEC approved institutions, to assist learner progression.
- This policy describes the nature of CR and the relevant procedures and guidelines for its administration, including issues of enrolment, fees, appeals and academic results.
- CR is voluntary for the learner and recognition is given for an individual's learning from experience, not the experience alone. CR can be used:
 - for entry to a qualification;
 - to contribute to a qualification by importing credit.

2. Definitions

Credit transfer is the process of recognising prior learning that has already been assessed and awarded credit or awarded other recognition, by HEC approved institutions, to assist learner progression.

3. Application

People:

- This policy applies to Administrators, Academic Managers, and those that consider applications for credit transfer.

Processes:

- This policy applies to all assessed courses and programmes, or courses and programmes for which Bahrain Polytechnic has been given specified authority by another body.

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Higher Education Council (HEC)

5. What is Expected:

- Roles and responsibilities of staff with Credit Recognition (CR) responsibilities and/or involved in the CR process are clearly and explicitly defined.
- Decisions on CR are made after professional judgement supported by evidence provided by the learner. Assessment is subject to the same quality assurance of assessment arrangements as that of 'in house' assessment.
- Any implications of CR (or exemption) for progression and the classification or grading of the final qualification are to be made clear to the learner.
- Prior to beginning a CR claim, applicants are informed of any costs involved and learner must be given appropriate support along with clear communication on what is expected of them. Any limit on the proportion of learning that can be assessed and approved through CR must also be made explicit.
- Staff making credit transfer decisions have expert knowledge in the subject area and the Bahrain Polytechnic Qualifications Framework.
- Credit awarded through the CR process are treated in exactly the same way as learning gained in formal contexts.
- All Programme Regulations regarding maximum CR credit allowed, that are more stringent than that required by the HEC, are specified in the Programme Approval Document.
- Courses that may not be achieved through CR are specified in the Programme Approval Document.
- The provisions of the Student Appeal policy, A-AB-025 apply.

6. Key Dates

First Approved: 10 December 2014 by BoT

This Version Approved: 02 March 2014 by SMT, 10 December 2014 by BoT

Next Review Date: 4 years from this version's approval date or as required

7. Links and Related Documents

Policies

- A/AB/005: Assessment and Moderation
- A/AB/ 018: Enrolment and Academic Progression
- A/AB/010: Student Admission
- A/AB/025: Student Appeal

Forms

- Form A/AB/012/2, Application For Credit Recognition

Guidelines

- Scope
- Fees
- Assessment
- Results
- Review and Appeal
- Responsibilities of Heads of School
- Training For Advisors and Assessors
- Other Authorities
- Applications

Procedures

- Credit Transfer

