



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

POLICY ON TRANSFER OF CREDIT UNITS

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General

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 Institutes of Higher Learning to Uganda Technology and Management University (UTAMU). In general, UTAMU 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.

Requirements

The following is required:

- 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.
- UTAMU will allow course credit transfer for only students whose Cumulative Grade Point Average (CGPA) is 3.0 and above for Ugandan Higher Educational Institutions or equivalent for foreign higher education institutions.
- Each course is considered for transfer of credits individually. UTAMU will consider only courses that have a minimum grade of "C" or 60%. No block transfer of credit based upon grade averages will be accepted.
- The maximum of credits should not exceed 60% 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.

Procedure

- Interested Students are supposed to complete and submit a Request to Transfer Credit Evaluation form.
- 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.
- Students requesting for credit transfer will also need to attach the curriculum for the program from which credits they wish to transfer were earned.

- Once the form is received by the UTAMU admission office, the evaluation for credit transfer will start and the student will be contacted if any additional information is required.
- 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.
- The transfer of credit evaluation process will take approximately 4 weeks from the time the request is submitted at UTAMU. 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.
- Once the evaluation process is complete, students will be notified in person about the results through the contacts provided.
- UTAMU reserves the right to accept, reject or make any recommendation about the credit transfer request.

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.