

NDEJJE UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

EXEMPTION AND CREDIT TRANSFER POLICY



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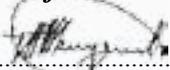
FOREWORD

Welcome to Ndejje University where we empower people through a wide range of educational, training, Research and development frameworks to develop personal skills, knowledge and abilities. This handbook provides procedures and requirements to guide students joining Ndejje University from other institutions seeking course exemptions and transfer of credits. It provides information about the rules and regulations on course exemption and transfer of credit of various academic courses. It is the responsibility of the student to understand these regulations.

Ndejje University is a student-centered institution offering numerous programs of study that are flexible to meet individual students' needs. It is important that students transferring credits from other chartered Universities and those from other recognized institutions wishing to have their previous grades exempted or transferred become acquainted with the exemption and credit transfer policy before they attempt to apply.

The exemption and credit transfer policy is based on wide consultations in addition to an assessment of past practices, challenges and emerging priorities and the anticipated impacts on the delivery of quality education to such groups that qualify for exemption and transfer of credits. We are enthusiastic to mentor you for a rewarding intellectual experience, and hope you will make maximum use of these guidelines as you settle in your academics. This handbook is readily available at all faculties and departments at a fee.

“Fear of God brings knowledge and wisdom”



.....
Prof. Bishop Micheal Senyimba

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Acronyms

- AR - Academic Registrar
- GMAT - Graduate Management Admission Test
- ICPA - Institute of Certified Professional Accountants
- NCHE - National Council for Higher Education
- NDU - Ndejje University
- TOEFL - Test of English as a Foreign Language
- UACE - Uganda Advance Certificate of Education
- UCE - Uganda Certificate of Education



Introduction

This policy will serve as the basis for exemption and credit transfers for all students who qualify for exemption and transfer of credits. The policy aims to guide and direct the planning and administration of activities relating to exemptions and credit transfers, including; admissions, fees structures, implementation of the curriculum, monitoring, and evaluation of the students and processing of the transcript. The emphasis on exemption is based on Ndejje University recognition of a number of students who seek admission after obtaining certificates at various levels, from different recognised institutions and how these are likely to impact on students' grades. Statistics show that over 70% of Ndejje University admissions for weekend and evening, and a few on day programmes constitute students in the above category. Some of these students fail to generate enough points for the admission to a degree, while others are hampered by the inadequate funds to raise the required fees, at the time they would have enrolled at the University for the Appropriate Level of education. Further, owing to the past gender imbalances in education, many female students especially have had to enrol later after liberalisation of education. It is worth noting that admissions of female students to Makerere University has only recently been boosted through the affirmative action that gives the total score of the female entrants.

In addition, some students who wished to transfer their credits to Ndejje University were most often denied the opportunity due to the absence of recognised measures to help them assimilate their points and apply for admission to the appropriate programmes implemented in the University. The review of existing policies also revealed a gap in the enforcement of exemption and credit transfers, which this policy is attempting to bridge.

The policy on exemption and credit transfers was developed through wide consultations from the faculties of Education, Engineering, Environment,

Forest Sciences, Business, Basic Sciences and Information Technology, Social Sciences and the School of Graduate Studies. Representatives from Accounts and the Academic registrar's office were brought on board by a joint discussion under the chair of the Faculty of Social Sciences. The contributions of these people to developing this policy are duly acknowledged and appreciated.

POLICY GOAL

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

POLICY OBJECTIVES

- To promote recognition of adult learners as beneficiaries of education at Ndejje University.
- To minimise wastage of resources in terms of time and money among people with other qualifications and enable them to upgrade without much stress.
- To provide access to students who wish to complete their learning at Ndejje University.
- To harmonise in all faculties the way exemptions and credit transfers are conducted.

POLICY STRATEGIES

1. Requirements for Admission

1.1 Academic Qualifications

a) Degree (Year I):

To be admitted to Year I of a Degree Course without direct entry qualifications, a student should have:

- i) scored 5 credits at UCE or its equivalent
- ii) at least 2 principal passes at UACE
- iii) an Advanced Certificate in a relevant field to the Degree for a period of not less than 1 year.
- iv) Diploma from a recognised institution.

b) Diploma:

A student should have:

- i) 5 Passes at UCE and
- ii) 1 Principal Pass and 2 subsidiaries at UACE obtained at the same sitting, OR its equivalent Certificate from a recognised institution.

c) Certificate:

- i) 5 Passes at UCE and at least 3 Subsidiary Passes at ‘A’ Level obtained at the same sitting.
- ii) Must have reached UCE or its equivalent.

2. Requirements for exemption

2.1 Academic qualifications

a) Masters :

Ndejje Univesrity shall exempt course units for students admitted at masters level with a relevant post graduate diploma

To be exempted course units at masters, the following criteria have to be fulfilled:

- i) A student should have passed the relevant course unit with 70% and above.
- ii) A student should be from a chartered institution
- iii) A student should not have exceeded 3 years after Her/His previous qualification.

- iv) Allows a maximum of 6 course units in case of exemptions.

b) Undergraduate

To be exempted at an undergraduate degree course, the following criteria have to be fulfilled:

- i) A student should have done a 2-year Diploma course in the relevant field and scored either Upper 2nd or 1st Class.
- ii) A student should have qualified for a Diploma Course with the required 5 Passes at UCE and 1 Principal Pass at UACE obtained at the same sitting.
- iii) The Diploma should have been obtained from an institution recognized by National Council for Higher Education (NCHE).
- iv) Ndejje University diploma graduates who wish to exempt course units should have obtained at least a lower second class Diploma in the relevant field.
- v) Applicants for the degree in Engineering but with a relevant Upper second or first class Higher Diploma may be exempted from year 1 and II to Year III of study.

2.2 Period of Previous Training

This should not be more than 5 years after acquiring the qualification, that is being considered for exemption. The degree, diploma and certificate should be relevant to the field a student intends to undertake.

2.3 Experience

Minimum working experience of 2 years after completion of the course in a relevant field. e.g. Engineering, Forestry and Agriculture would be an added advantage.

2.4 Qualifying Exams

To be done after admission into Year I on application for exemption.
To be administered by the relevant Faculty, for all students applying for exemption.

2.5 Specification of previous training Institution

A University and any other recognized Institution of Higher Learning.

3. Process of Admission (Exemptions)

- i) Exemption of course units is optional.
- ii) It should only be the Senate or Senate standing committee to exempt a student either from subjects, a semester, a whole year or from two years of study.
- iii) Exemption will be a process considered on merit, case by case. When one has been admitted and He/She needs exemption, He/She should write an application to the Academic Registrar.
- iv) A student who applies for exemptions should fill in an exemption form in Triplicate indicating the subject(s), score(s) and grade(s). Results should be verified by both the Head of Department who makes a recommendation to the Dean of Faculty, who should sign that form and submit it to the Academic Registrar's Office.
- v) The Academic Registrar should then compile a list of all students who are recommended for exemption per Faculty per year for the approval of Senate.

4. Effecting Exemptions

All students seeking exemption shall be admitted at year I. The exemption process shall begin there after for year II, III. The exemptions shall be up to a maximum of 12 course units for 3 year courses and 18 course units for 4 year courses. Each exempted course should have been passed

at 60% and above. Application form for exemption is obtained from Academic Registrar's office.

At masters, a maximum of 6 course units can be exempted. Faculties to work out exemptible courses and submit them to Academic Registrar's office. Exemptions do not apply to students undertaking studies leading to the/an award of a qualification in Education.

5. Process of Admission (Credit Transfers)

Ndejje University shall admit students from other chartered institutions on normal degree or diploma programs. Students applying for credit transfers should meet the following requirements:

- Apply to registrar through the Faculty Dean
- Should have passed all subjects for which He/She is seeking transfer of credits
- No credit transfer will be effected in the final year of study
- The student should be from a chartered institution of higher learning.
- The procedure to be followed will be based on NCHE guidelines.

6. Exemption Fees Structure

- i) Students should pay a *fee* to be determined by Senate for each exempted course unit of study. The current charges per course unit is Ug. Shs 60,000/= for Ndejje University graduates and Ug. Sh 100,000/= for students from other institutions. These fees would be changed from time to time as determined by Senate.
- ii) An application for exemption should be accompanied by a non refundable fee of UG. Sh 50,000 payable for *purposes* of processing and verifying papers, subject to adjustment as the University may deem fit.
- iii) Where an international test exam is **required** for example GMAT, TOEFL, etc, it shall conform to the normal international

fees requirements for those examinations.

7. Nature of Curriculum (Core, Electives and Options)

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

8. Monitoring and Evaluation

Faculties and Departments shall work with the office of the Academic Registrar to implement the guidelines required by the policy. Head of Department shall follow-up the academic progress of the students who are on exemptions 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.

9. Writing of Ndejje University Academic Transcript

The transcript should be a normal transcript. It should however include a phrase: *Exempted on the basis of....* It should also show courses that have been exempted and their grades.

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 Ndejje University Transcript.

10. Policy Implementation

- Adopt the policy on exemption to senate regulations 2011
- Training Workshops required for all Ndejje University Office Bearers (i.e. Academic Registrars, Faculty Deans, Heads of Department and respective subject heads) in interpreting this

Senate document.

- The Academic Registrar in liaison with Faculty Deans to ensure adherence and implementation of Ndejje University Policy on Exemption, which is in line with the NCHE rules and regulations
- The professional bodies have standards set for each professional level/stage, depending on the number of subjects done. ICPA for instance has six levels and those with degrees from NDU, are exempted up to level 3 only. However, students should also be exempted up to level 2 or 3. The Faculties should be able to provide the necessary information. Therefore, upon admissions, the relevant office should refer to the faculties for such students.

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 exemption and credit transfers and it is aligned to Ndejje University strategic framework. With the involvement of staff, Departments and Faculties, the University is expected to meet the requirements of this policy with success, without compromising the quality of education.



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