




It's the way we're *wired* 

Credit Accumulation and Transfer (CAT) Policy

Code: FAC-POL-QA-01.01.02

Version: 1.3

Date: 20.05.2024

Credit Accumulation and Transfer Policy					
Faculty Policies					
CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024

Table of Contents

2	Relevant Documents	3
3	Document Approval	3
4	Document Control	4
5	Definitions	4
6	Acronyms	5
7	Purpose	5
8	Scope	5
9	Policy Description	5
9.1	General/Introduction.....	6
9.2	Sources of Credit Accumulation.....	6
9.3	Evaluation Process	7
9.4	Result.....	8
9.5	Appeal.....	8
10	Review of this policy	8




Credit Accumulation and Transfer Policy					
Faculty Policies					
CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024

1 Relevant Documents

This policy is benchmarked against and should be read in the context of the relevant legislation underpinning the principles against which institutional policies, processes and standard operational procedures are developed, implemented, and maintained.

Act	The Higher Education Act (101 of 1997)
Act	The Constitution of the Republic of South Africa: 1996
Reference	The Higher Education Qualifications Sub-Framework (HEQSF). 2013: CHE, Pretoria
Reference	The National Development Plan (NDP) 2030
Reference	The Department of Higher Education and Training's (DHET) Recognition of Prior Learning Coordination Policy: 2016
Reference	Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment. 2016: CHE, Pretoria
Reference	National Policy for the Implementation of the Recognition of Prior Learning. 2013 SAQA, Pretoria
ADM-POL-QA-01.01.01	Admissions Policy
ADM-POL-QA-01.01.02	Selection Policy
FAC-POL-QA-01.01.01	Recognition of Prior Learning (RPL) Policy

2 Document Approval

CEO	Head of Education	Academic Dean
		
Mr Nigel Tattersall	Dr Jannie Zaيمان	Dr Jan Mentz

Credit Accumulation and Transfer Policy					
Faculty Policies					
CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024

3 Document Control

All records are kept in safe and in secure custody (either in records storage areas or off-site storage in case of hard copy records or on approved electronic systems in case of electronic records) according to prescribed procedures and guidelines particularly the Document Control Log provided by the Quality Assurance department.

Date Reviewed	Reviewed Version	Update Affected
01/01/2019	1.0	Credit Accumulation and Transfer
01/03/2021	1.1	FAC-POL-QA-01.01.02
01/03/2023	1.2	Change of policy custodian
20/05/2024	1.3	Review and update of policy

4 Definitions

Term	Definition
Assessment	The process is used to identify, gather, and interpret information against the required competencies in a qualification to make a judgement about a learner's achievement.
Credit	A measure of the volume of learning required for a qualification or part-qualification is quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification or part qualification. One credit is equated to ten (10) notional hours of learning.
Programme	A structured and purposeful set of learning experiences that leads to a qualification.
Qualification	A registered national qualification consisting of a planned combination of learning outcomes which has a defined purpose, intended to provide qualifying students with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the National Qualifications Framework (NQF) and certified and awarded by a recognized institution.

Credit Accumulation and Transfer Policy					
Faculty Policies					
CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024

Exemption	The facilitation of movement of learners between and within the three sub-frameworks of the NQF, between institutions and within institutions, to enable access, progression, and mobility (Notice 505 of 2014, National Qualifications Framework Act, No. 67 of 2008. p.12; Articulation policy for the post-school education and training system of South Africa, January 2017)
-----------	---

5 Acronyms

CAT	Credit Accumulation Transfer
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
NQF	National Qualifications Framework
SAQA	South African Qualifications Authority

6 Purpose

The purpose of this policy is to outline the guiding principles for applying the Credit Accumulation and Transfer for promoting articulation between qualifications and to ensure that students are supported to successfully complete their qualifications.

7 Scope

This policy applies to the following stakeholders:

- Prospective Students
- Foreign/ International Students
- Existing Students
- Belgium Campus iTversity Registrar's Office
- Belgium Campus iTversity Admissions Office
- Belgium Campus iTversity Accounts Department
- Belgium Campus iTversity Academic Staff
- Belgium Campus iTversity Faculty Leadership

8 Policy Description

Credit Accumulation and Transfer Policy					
Faculty Policies					
CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024

8.1 General/Introduction

- Credit accumulation and transfer is available when an applicant wishes to enrol in a programme course for a qualification offered at our institution.
- The purpose of this transfer is to grant an exemption and transfer credits for modules of the programme course where it is satisfactorily proven that the applicant already possesses the requisite skills and knowledge to satisfy the exit level outcomes of the programme module(s).
- The process evaluates the appropriate learning that occurred during the applicant's adult life through formal studies at the Belgium Campus iTversity or other higher education institutions.
- Applicants who have not completed their previous qualification or that was enrolled for non-degree studies that wish to enrol for the programme course of a different qualification may apply for credit accumulation and transfer when enrolling for the new programme course or qualification.
- Annual review of the CAT fee structure for all CAT programmes and services including those programmes and services that involve the assessment of learning for credit against existing formal qualifications or part qualifications.

8.2 Sources of Credit Accumulation

- The applicant's results from their previous incomplete qualification will be used in the application for horizontal or diagonal articulation.
- Study at a SAQA-listed institution. The applicant must submit the proof of de-registration from the previous institution, academic records as certified copies and curriculum details from the previous institution.
- Study at a non-SAQA-listed, foreign institution. An applicant must submit the proof of de-registration from a previous institution, academic records as certified copies and curriculum details from the previous institution, along with SAQA evaluation of these studies to indicate the South African equivalent of achievement.
- No subjects that were completed more than 5 calendar years prior to the application will be considered during this evaluation process.

Credit Accumulation and Transfer Policy

Faculty Policies

CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024
------	---------------------	---------	-----	------	------------

8.3 Evaluation Process

- Once the CAT fee has been paid the applicant will gain access to our online platform on which documentary evidence of all information requested to evaluate the application for Credit Accumulation and Transfer must be uploaded.
- Copies of documents supplied must be certified as true copies of the originals by a relevant authority.
- Each subject in the programme course for which credit transfer are applied is evaluated by evaluation panel, with good knowledge of subjects, in terms of NQF level, number of credits, subject content and exit level outcomes. It is necessary to demonstrate proficiency in the subject in terms of all these requirements for credit transfer to be granted.
- When the fulfilment of the requirements is not demonstrated, the applicant may be invited for an interview by an evaluation panel or granted access to an examination in the subject to demonstrate that the requirements are satisfied.
- The assessor(s), appointed by the programme coordinator, will make its recommendations to faculty management, who will submit its findings to the Registrar.
- This faculty management meeting mentioned in the last paragraph will be conducted on a quarterly basis with dates stipulated on the Belgium Campus iTversity academic calendar.
- All statutory requirements regarding credit accumulated and transferred, credit mobility and life-long learning must be satisfied. These statutory requirements include:
 - If a candidate has completed a qualification at our institution or another higher education institution that a maximum of 50% of credits for the qualification the candidate wants to enrol for may be credited.
 - The modules were completed within the last five years and are at the same NQF level as the module for which credit is being sought.
 - No more than 10% of students in a cohort for a qualification may be granted admission through CAT.
 - The same set of credits cannot be transferred to more than one qualification and, as a result, cannot be used by a student more than twice - once for the originally completed qualification and once for another.

Credit Accumulation and Transfer Policy					
Faculty Policies					
CODE	FAC-POL-QA-01.01.02	VERSION	1.3	DATE	20.05.2024

8.4 Result

- The findings received by the Registrar will be communicated in writing to the applicant within 10 working days from the faculty management meeting. These findings will also be recorded on the Management Information System of the institution.
- If the application for any subject is successful, the applicant will be granted a credit transfer for that subject in the programme course.
- If the application is not successful, the subject will be included in the programme course being enrolled for. This may be for any of the following reasons:
 - The course content of previous studies does not cover the gamut of content for the subject in the proposed programme course.
 - The course content submitted is obsolete and replaced by new requirements in the current subject.
 - The NQF level and credits of the earlier studies do not meet the requirements.
 - Some or all the exit level outcomes are not satisfactorily demonstrated by the previous studies.
- If no appeal is received from the applicant the faculty management's decision is final.

8.5 Appeal

- Any applicant that is not satisfied with the result of the application may appeal the findings in writing to the Registrar no later than 14 days after the result was provided by the Registrar.
- A review panel consisting of the faculty leadership will re-evaluate the recommendation of the assessor(s) and communicate the findings to the applicant in writing no later than 10 days after the next quarterly sitting of the faculty management.

9 Review of this policy

Review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at the departmental and institutional level, under the auspices of the official custodian of this policy, namely the Head of Education and the Academic Dean.