



**UNIVERSITY OF ZAMBIA
DIRECTORATE OF QUALITY ASSURANCE**

**APPLICATION FOR COURSE EXEMPTIONS AND CREDIT TRANSFER
GUIDELINES FOR STUDENTS**

1.1 Background

A student who has done previous studies in an institution of higher learning relevant to their current academic programme can request to receive a course exemption and credits based on the prior learning. The University only offers course exemptions where the student has prior formal learning in a recognised institution.

Course credits can be granted where the prior learning is considered equivalent to a specific University of Zambia course. The credits of the course will be added to the student's credit accumulation for the purposes of degree classification prior to graduation from the programme.

The grade-point average (GPA) of the student will only be calculated for actual points earned in the programme.

The course exemptions are limited to a maximum of the equivalent of four full courses. However, in special cases, especially for students who have taken courses at lower levels of the University of Zambia programmes, the Senate may permit up to eight full course exemptions (e.g. for diploma graduates from the University of Zambia wishing to pursue an equivalent degree programme).

Course exemptions and credit transfer are only granted for compulsory courses and those which form prerequisites for other courses.

Course exemptions and credit transfer are only available for the first and second year courses of programme in the University of Zambia (i.e. up to an absolute maximum of eight full courses).

1.2 Scope

These guidelines are intended to deal with appeals made by students for course exemptions and credit transfer in all University programmes of study and in all the different modes of study provided by the University.

These guidelines do not override the provisions in other regulations and must be interpreted so as to be consistent with other University Regulations and Statutes.

1.3 Resolution of Appeals for Course Exemptions

1.3.1 Appeals for Course Exemptions and Credit Transfer

A student should complete a form for application for course exemption and credit transfer.

The assessment of the application for course exemption and credit transfer shall be based on demonstrated attainment of the learning outcomes for the course. Learning outcomes for each course are available online on the University's e-learning platform.

For formal learning completed outside the University of Zambia, a student needs to supply an official transcript from the institution where the learning was done as well as course outlines for each completed course.

For formal learning completed at the University of Zambia, no documentation is required.

1.3.2 Submission of the Appeal for Course Exemption and Credit Transfer

If a student decides that he or she has eligible grounds for appeal for course exemption and credit transfer, the student should:

- (a) appeal on his/her own behalf and take the responsibility to obtain the required evidence;
- (b) note that the University will not contact third parties (e.g. other university officials) on behalf of the applicant;
- (c) complete and submit the form "*Course Exemption and Credit Transfer*" with supporting documentary evidence; and
- (d) ensure that the appeal is submitted by the stated deadline as a failure to do so will result in the appeal being disallowed. The deadline will be communicated on a year-by-year basis, but it is, in general *7 days after commencement of course registration*.

Students will need to attach evidence of prior learning and other supporting documents as PDFs.

It is strongly recommended that students apply for course exemptions and credit transfer before enrolling for the first time in a programme of study.

Academic advisors (either Assistant Deans or Heads of Department) will assess the students' eligibility to either receive credit or an exemption on courses in a given programme. They will also assist students in choosing alternate courses to enroll in.

On receipt of the appeal, it will be checked to confirm that the appeal is presented in the right format with sufficient supporting documents. If not, the applicant will be notified in writing and advised that the appeal cannot be accepted or the applicant will be offered the opportunity to supply more information or evidence within a stated timeframe. All appeals will be acknowledged.

1.3.3 Unacceptable Behaviour in Resolution of Appeals for Course Exemptions

The University reserves the right not to continue with the appeals/complaints resolution process if the appeal/complaint is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner.

1.4 Procedure for Resolution of an Appeal for Course Exemption

Stage 1: Lodging an Appeal/Complaint for Admission to the University

Stage 2: Checking the Documents and Dispatch to Admitting Units

Stage 3: Admitting Unit Consultation Process

Stage 4: Notification to Applicants