



Policy Title	Credit Transfer Policy
Policy Code	ACDM/ADM/001/21
Policy Category	Students Admissions
Date of Approval	21/03/20
Policy Authority	Governing Council
Policy Holder(s)	Registrar, Deans, and H.o.Ds
Date of Review	21/03/23

1. Introduction

The University of Lilongwe recognizes the need for flexibility and mobility in higher education. This policy outlines the principles and procedures for transferring academic credits from other recognized institutions.

2. Objectives

- To facilitate student mobility and access to education.
- To recognize prior learning and achievements from accredited institutions.
- To ensure a fair and transparent process for credit transfer.

3. Eligibility Criteria

- Credits must be earned from accredited institutions.
- Courses must be similar in content, level, and learning outcomes to those offered at the University of Lilongwe.
- A minimum grade of "C" or equivalent is required for transferable credits.

4. Maximum Transferable Credits

Undergraduate Programs:

Up to 50% of the total credits required for the degree.

Postgraduate Programs:

Up to 25% of the total credits required for the degree.

5. Application Process

Application Form:

Complete the Credit Transfer Application Form available from the registrar's office.

Supporting Documents:

Submit official transcripts, course descriptions, and syllabi.

Deadline:

Applications must be submitted before the start of the semester for which credit is sought.

6. Evaluation and Approval

Assessment:

The relevant faculty or department will evaluate the application based on course content, level, and outcomes.

Decision:

The final decision will be made by the Credit Transfer Committee.

Notification:

Applicants will be informed of the decision in writing within four weeks of submission.

7. Conditions and Limitations

- Transferred credits will not affect the student's GPA at the University of Lilongwe.
- Credits earned through non-formal learning or work experience are not eligible for transfer under this policy.
- The university reserves the right to refuse credit transfer if the courses do not meet the required standards.

8. Appeals Process

- Students may appeal credit transfer decisions by submitting a written appeal to the Academic Appeals Committee within 14 days of notification.
- The committee's decision on the appeal is final.

9. Record Keeping

- All credit transfer decisions and documentation will be recorded in the student's academic file.
- The registrar's office will maintain records in accordance with the university's data protection policy.

10. Review and Updates

This policy will be reviewed every three years to ensure alignment with institutional goals and regulatory requirements.