



**EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA**

EAST AFRICAN CHRISTIAN COLLEGE (EACC)

MASAKA CAMPUS

P.O.BOX 4129 KIGALI

RWANDA

CREDIT TRANSFER POLICY

KIGALI, MARCH, 2023

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1. PURPOSE:

The purpose of this document is to provide policy guidelines related to credit transfer processes at EACC

2. VISION OF EACC

To be a leading international Christ-centered College that fosters knowledge, faith, ethics and service through excellent academic and research programs

3. MISSION OF EACC

To equip servant leaders for the church and the community and produce professional graduates of character and commitment that will serve as agents of transformation.

4. MOTTO:

With Heart, Mind and Hand, We Serve Professionally.

5. CORE VALUES

5.1. Christ-centeredness

We confess the Lordship of Christ, the authority of the Bible in matters of philosophy, morality, and character. Therefore, Our Education should be guided by those principles.

5.2. Integrity

We manage all resources of the College guided by biblical principles of upholding responsibility, honesty and transparency, truthfulness, faithfulness and exercising humility.

5.3. Professionalism and Excellence in Service Delivery

We find out the optimal and cost-effective way to reach objectives, in changing environment and limitation of resources and keeps on being result and solution oriented.

5.4. Responsibility and Transparency

Teachers, students, and administrative staff, to achieve their job, are expected to take decision, take upon their choices, delegate and report openly.

5.5. Justice and equity

We ensure that the fairness, equity without discrimination, clear delegation and decentralization are adopted at all levels of the college

5.6. Solidarity

We are convinced that all people bear the image of God, therefore we commit to promote a gender balanced culture and stressing on the needs of disabled people, and disadvantaged groups.

5.7. Innovation and creativity:

We make sure that teaching and learning processes are considering changing needs of churches and society and therefore programs are continually assessed and improved accordingly in a spirit of creativity and entrepreneurship at all levels.

6. GOALS

1. Provide the highest quality learning teaching and research environment for the greater wellbeing of the students and deliver an outstanding educational portfolio.
2. Produce graduates fully equipped with character and knowledge to achieve the highest personal and professional standards
3. Make a significant, sustainable, and socially responsible contribution to Rwanda, the East Africa ,and the world, promoting Christian Values, health, economic growth and cultural wellbeing.
4. Enhance our position as one of the East African leading research and teaching universities and to measure our performance against the highest national and international standards
5. Deliver academic awards.

7. GENERAL PROVISIONS

Long life learning is encouraged in Rwanda, and it entails continuous learning. Learning has been classified in levels as guided by the Rwanda Qualifications Framework which facilitates student vertical and horizontal mobility. This will be possible by considering prior learning which will be considered in terms of credits and hence the purpose of this policy. EACC is committed to awarding credits based on equivalence of learning, which is established by assessing the degree of resemblance between the completed modules/courses of a certification from a recognized Higher Learning institution and the qualification applied for at EACC in terms of:

- i. Learning outcomes for accredited programs
- ii. Content;
- iii. Learning and evaluation methods;
- iv. Module Value and
- v. Qualification Level.

This policy establishes the equivalence of learning outcomes which helps learners to reduce redundancy in knowledge acquisition and proper use of resources and time.

8. CREDIT TRANSFER

The minimum grade allowed for credit transfer is **grade C**. A student who intends to transfer to a higher academic program must first fulfill the criteria of the one in which he or she is already enrolled. As a result, students enrolled in Diploma programs may only transfer their credits to Degree programs after completing certain requirements. This can be done for EACC graduates or qualified students from other recognized higher learning institutions. Transfer will be done for continuing students in the same program from a recognized higher learning institution or have advanced diploma with average of at least 60% cumulative of all marks for the entire program. For professional courses like Healthy Sciences, credit transfer will be in line with guidelines of NCNM. A student who desires to transfer credits from a higher to a lower program may do so; but if admitted, the student must meet the criteria of the lower program as decided by the Deans' Committee. The maximum transferrable credits cannot exceed 50% of the program requirements.

Eligibility: An eligible student must meet specific admission requirements specified in EACC admission policy.

The maximum amount of credit that will be granted towards the college qualification shall not exceed 50% of the core courses of the program requirements as per HEC guidelines.

For each credit transferred, a fee of a half module fee will be paid in Rwandan francs or as determined by the Senate.

9. PROCESS

- A student should apply for credit transfer with an application letter, transcripts, and any other relevant documents to the registry;
- The application is directed to the relevant offices i.e., Head of Department/Admissions;
- The application is analyzed, assessed, and forwarded to dean of the faculty;
- Dean presents it to the faculty council and takes a decision which is then directed to the academic registrar;
- The academic registrar writes to communicate the final decision to the applicant;

Unit/module exemption

The following conditions should be met in seeking an exemption for a particular unit/module.

1. The applicant shall pay a non-refundable credit transfer/exemption fee as determined by the School Board and approved by the Senate.
2. A formal application should be addressed to the Dean of School.
3. The application should include justification and documentary support for the exemption to be considered.
4. The applicant must have passed the final examinations for the semester in which the unit in which to be exempted was examined.

The School Board may require the applicant to sit an exemption examination. No exemption shall be granted for professional or clinical units.

11: POLICY REVIEW

This policy will be reviewed after five years.

12.IMPLEMENTATION DATE

This policy is effective from the date it is signed by the chairman of Senate.

Approved by College Senate and Senior Management Committee

1. Secretary of the Academic Senate:

Signed by _____ Date _____

2. PRINCIPAL and Chairman

Signed by _____ Date _____