S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY	**Credit Transfer and Articulation Policy**
Document Type	Policy
Administering Entity	Vice President – Academic, Course Directors/Deputy Directors (Deans/ Assistant Deans), Registrar, Director – Admissions
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1. Purpose and Scope

This Policy provides the broad policy and framework for articulation, recognition of prior learning (RPL) and credit transfer for all the degree courses offered by S P Jain School of Global Management (S P Jain / the School).

2. Guiding Principles

a. This policy is consistent with the Higher Education Standards Framework (Threshold Standards) 2021, the Australian Qualifications Framework (AQF) and:
   i. will be applied fairly and consistently;
   ii. seeks to ensure that students have the necessary academic preparation to participate in their intended field of study, while not impeding their progression and completion; and,
   iii. students granted credit or credit transfer will not be disadvantaged in achieving the expected learning outcomes for their course of study or qualification. The granting of a credit transfer will not diminish the integrity of the course of study and the qualification awarded.

b. The objectives of the credit transfer and articulation policy are to:
   i. Provide students due credit for demonstrated prior learning and outcomes in line with the requirements of each course of study;
   ii. Assist mobility of students eligible to transfer between courses within the School and to other institutions;

iii. Institute clear guidelines and processes for determining credit transfer and articulation to and from the courses without compromising the integrity of each course;
iv. Ensure standards and integrity of the credit transfer arrangements.

3. Definitions

As defined in AQF glossary of terms[1]:

a. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

b. Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary).

c. Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

d. Credit arrangements are formal negotiated agreements within and between issuing organisations or accrediting authorities and are about students' entitlement to credit. They may also be formal arrangements made between issuing organisations and students. Credit can be given in the form of block, specified or unspecified credit.

e. Articulation arrangements enable students to progress from one completed qualification to another with admission and/or credit in a defined qualification pathway.

f. Advanced standing is a form of credit for any previous learning.

4. Admissions

a. Admission to the School will be based on the applicable *Undergraduate Admission and Selection Policy,* the *Postgraduate Admission and Selection Policy* and the *Doctor of Business Administration Admission and Selection Policy*, as amended from time to time. These policies only define the eligibility criteria for applying for admissions and do not guarantee an offer for admission.

[1] AQF Glossary of terms - https://www.aqf.edu.au/download/414/aqf-glossary/8/aqf-glossary/pdf

5. Granting of Credit

a. **Student Transfers from other institutions**

i. The School may consider granting credit when the content and standard of a unit of study (subject) and its learning outcomes are identical with, or similar to, that of a prescribed unit of study (subject) at the same AQF level for which credit is being sought.

ii. A student must have obtained at least a clear passing grade or its equivalent in the subject submitted for credit transfer consideration.

iii. Grades for the credit granted will not be included in the S P Jain transcript and will not be considered for the purpose of calculating the cumulative grade point average (CGPA). Details of credit granted will be recorded in the transcript with a grade of E (indicating exemption).

b. **Transfer of Credit for units undertaken by S P Jain students at an Exchange Partner School.**

i. S P Jain has signed Memoranda of Agreement (MoA) with a number of educational institutions for student exchange courses (programs).

ii. These MoAs are broad in nature and without any reference to any specific course(s) and unit(s) level articulation agreements. In the cases where a student of S P Jain decides to undertake a semester or academic year with an Exchange Partner School, the selection of the units of study eligible for credit transfer will be made on a case-by-case basis.

iii. In all such units/instances, the grades for the credits granted will not be included in the S P Jain transcript and will not be considered when calculating the cumulative grade point average (CGPA). Details of credit granted will be recorded in the transcript with a grade of E (indicating exemption).

c. **Internal Credit Transfers**

i. The School may consider granting internal credit on a case-by-case basis when the content and standard of a unit and learning outcomes are comparable with, or similar to, that of a prescribed unit at the same AQF level for which credit is being sought.

ii. A student must have obtained at least a passing grade in the unit submitted for credit transfer consideration.

iii. In all such units, the grades for the credits granted will be included in the S P Jain transcript and will be considered for the purpose of calculating the cumulative grade point average (CGPA).

d. **Internal Articulation and Pathways**

i. The School may also provide accredited pathways with advanced standing from one course to another to enable students to progress from one qualification to another.

ii. In such instances grades of completed qualifications will not be included in the transcript of the course for which an advanced standing is provided.

e. **Credit and articulation arrangements with other institutions**

i. Credit and articulation arrangements with other educational institutions will need to be formalised and approved by the Academic Board.

ii. The School is committed to monitoring the performance of all its agreements. The progress of students admitted through an articulation agreement will be reviewed regularly. This monitoring of agreements forms the basis for their renewal or non-renewal.

6. Credit Limits

a. To be eligible for an award of degrees at S P Jain, course-specific guidelines may specify a maximum number of units for which transfer of credit may be granted. This must not exceed 50% of the total credits prescribed for the course.

7. Time Limit for Credit transfers

a. Credit transfers will only be considered for a unit that remains current and has been completed within 5 (five) years of the date of receipt of the application for credit transfer.

b. A credit cannot be granted for units completed more than 5 (five) years prior to the receipt of an application for credit transfer.

8. Applications for Credit Transfer from Other Institutions

a. Students, who seek to transfer credit from another educational institution to a course at S P Jain, shall submit a Credit Transfer Application Form, at the time of admission, to the Registrar's Office with details of the units for which credit is sought.

b. The application will be supported by the student's academic record and a detailed explanation, which includes a description of the course, unit outline, number of teaching hours, learning outcomes, hours studied, prescribed textbooks, grades achieved, and the grading scale used at that institution.

c. Student must provide appropriate evidence to support assessment and recognition of any prior informal or non-formal learning. This may include work experience, professional development, training, or other relevant life experience.

9. Approval of Credit

a. All applications for transfer of credit will be reviewed and approved by the Course Director (Dean) in consultation with the Registrar.

b. Credit through recognition of prior learning will be considered only if the Course Director (Dean) and the Registrar are satisfied that:
   i. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification,

ii. the learning outcomes demonstrated through prior learning are broadly equivalent to the learning outcomes at the appropriate discipline and qualification level of the units for which credit is being awarded, and
iii. the integrity of S P Jain's higher education qualifications is maintained.

c. The Course Director (Dean) and /or Registrar may seek the assistance of the Area Heads or Faculty of specialised business area(s) relevant to the units for which credit transfer is sought.

d. Mapping of each course will be undertaken including the unit learning outcomes, the unit materials and the assessment of each course to establish whether credit can be awarded.

10. Record of Decision and Acceptance

a. All applicants will receive written notification of the outcomes of credit applications, within 21 working days from the date of receipt.

b. For instances where a credit recognition is granted, the student will be notified along with the Letter of Offer confirming admission.

c. A written acceptance by the student will be required for instances where a credit recognition is granted.

d. All credit decisions and written acceptances will be recorded by the School and retained for at least two years after the student has completed the course or ceases to be an enrolled student.

e. If the granting of credit reduces an international (overseas) student's course length, then the assigned staff on Admissions Office must:
   i. inform the student of the reduced course duration following granting of credit and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
   ii. report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted.

11. Refusal of Credit

a. If an application is misleading or invalid due to errors, the School reserves the right to refuse to grant credit.

b. A refusal to grant credit will be determined by the respective Course Director (Dean), in consultation with the Registrar.

12. Appeals

a. Applicants who are dissatisfied with an administrative decision pertaining to a credit transfer request may lodge an appeal against that decision pursuant to the School's *Student Grievance and Mediation Policy and Procedures*.

13. Course Level Guidelines

a. Within this broad policy framework, detailed credit transfer and articulation guidelines and procedures will be developed for each course.

Related Documents

a. Doctor of Business Administration Admission and Selection Policy

b. Postgraduate Admission and Selection Policy

c. Undergraduate Admission and Selection Policy

d. Student Grievance and Mediation Policy and Procedures

Policy version History and Updates Approved by the AB

Version	Date Executed	Revisions	Approval
2	24 February 2026	Added definition of advanced standing as a form of credit. Added requirements for evidence supporting recognition of prior learning (for non-formal and informal learning). Removed the reference to letter grades for credit transfer consideration. Internal Credit transfers and Internal Articulation and pathways – separated into two different sections (earlier combined in Internal Articulation and Credit transfer). Added clearer guidelines about application for credit recognition to be made by the student at the time of admission.	Academic Board

		Reorganized and moved ‘Refusal of credit’ to Section 11 (earlier section 9). To avoid ambiguity, added a clear clause that for instances where a credit recognition is granted, the student will be notified along with the Letter of Offer confirming admission. Minor drafting and structural refinements made to improve readability.	