



## CREDIT ACCUMULATION AND TRANSFER SYSTEM POLICY

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<b>Short Description</b>	Credit Accumulation and Transfer System Policy
<b>Relevant to</b>	Staff, Students and Other Stakeholders
<b>Approved by</b>	University Council
<b>Responsible Officer</b>	DVC (ASA)
<b>Responsible Office</b>	Office of the Deputy Vice-Chancellor (ASA)
<b>Date Introduced</b>	June, 2019
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<b>Related Legislation</b>	Universities Act No. 42 of 2012 Revised Edition 2018 [2016, 2015]
<b>Key words</b>	Credit Accumulation and Credit Transfer

June, 2019



## **ACKNOWLEDGEMENTS**

The University Council acknowledges the Deans' Committee, Senate and the University Management Board for developing this policy.



## **APPROVAL**

The University of Eldoret having been awarded its Charter on 11<sup>th</sup> February 2013, set on a growth path guided by its vision of "being a Premier University that is globally visible in knowledge generation and technological innovation"

As part of laying its foundation, the University developed its Statutes in November 2013 followed by its first Strategic Plan (2014-2019). The process of recruiting its top managers was completed in March 2014. The University has so far developed a number of policies which have been instrumental in facilitating the streamlining of processes and activities.

I would like to thank the University Management for preparing this policy. It is hoped that with this policy in place, students from across the country and beyond will fulfil their desire to study at University of Eldoret. By virtue of the authority vested in me as the Chairman of the Council of the University of Eldoret and in reference to the approval granted by the Council in its meeting of 28<sup>th</sup> June, 2019, I hereby sign this Credit Accumulation and Transfer System Policy on this 28<sup>th</sup> day of June, 2019



Dr. David Ojakaa B.Ed, M.Sc (Population Studies); Ph.D. (Demography)  
Chairman of Council

## FOREWORD

The University of Eldoret is one of the Public Universities in Kenya. Prudent management of institutions such as a university requires guiding instruments in its operations. Among such important governance instruments are policies. It is with this backdrop that the University has set out to develop relevant policies and the Credit Accumulation and Transfer System Policy is one of them.

This document sets out the policy of the University in relation to credit accumulation and transfer system, and recognition of prior learning along with the criteria to be applied and procedures to be followed when doing so. It relates to the transfer of credits by University of Eldoret students or students from other accredited institutions of higher learning within or outside the country. It also provides guidelines to be employed in recognition of prior certificated learning for students who wish to be admitted into degree programs at UoE. This is done in line with Kenya laws, University Statutes, and other Rules and regulations.

 Date 28.6.2019

Prof. Teresa A. O. Akenga

Ph.D. UNSW (Australia), M.Sc., B.Ed. (KU), MRSC, MBS, MBA

Vice-Chancellor



## **EXECUTIVE SUMMARY**

The University of Eldoret Credit Accumulation and Transfer System Policy sets out the general guidelines for credit accumulation and transfer for undergraduate applicants and recognition of prior learning for those having Diplomas or recognized Professional certificates. This policy also covers credit accumulation and transfer for postgraduate studies. It provides the purpose, goals and scope of the policy and outlines the criteria used to determine credit accumulation and transfer for postgraduate studies, undergraduate and recognition of prior certificated learning for diploma students and holders of recognized Professional certificates. The criteria applied to determine credit transfer and recognize prior learning are in line with the Commission for University Education (CUE) Standards and Guidelines (2014), the Universities Act No. 42 of 2012 Revised Edition 2018 [2016, 2015], the University of Eldoret Statutes (2013) and the Kenya National Qualifications Framework Act, 2014 (No. 22 of 2014) and the Kenya National Qualifications Framework Regulations (2018). The policy also details the procedures to be followed when applying for credit transfer and recognition of prior learning.



## **DEFINITION OF TERMS**

**Accredited Institution:** Means an institution formally recognized by the Commission for University Education for purposes of offering university education, research and extension.

**Credit:** Refers to a measurement unit for notional or average learning time where notional learning time includes all the activities which a learner is expected to undertake in order to achieve the designated learning outcomes. Hence 1 credit is taken to be equal to 15 notional hours.

**Ordinary Diploma:** A diploma is a certificate, below a Bachelor's degree, or deed issued by an educational institution, such as college or university, which testifies that the recipient has successfully completed a particular course of study.

**Higher National Diploma:** Is a certificate above ordinary diploma but below bachelor's degree which testifies that the recipient has successfully completed a specific course of study.

## **ACRONYMS**

**CATS:** Credit Accumulation and Transfer System

**CUE:** Commission for University Education

**DVC (ASA):** Deputy Vice-Chancellor (Academic and Student Affairs)

**HND:** Higher Nation Diploma

**HOD:** Head of Department

**IUCEA:** Inter-University Council for East Africa

**KNEC:** Kenya National Examinations Council

**UMB:** University Management Board

**UoE:** University of Eldoret



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## **1.0 INTRODUCTION**

### **1.1. Background**

The University of Eldoret is one of the Public Universities in Kenya. It is situated approximately 9 km along the Eldoret-Ziwa road in Eldoret town, Uasin Gishu County. It was founded in 1946 by the white settlers as a Large Scale Farmers Training Centre. In 1984, it was converted to a Teachers' Training College and renamed Moi Teachers' Training College to offer Diploma level Science Teachers Training. Due to the double intake crisis, the College was taken over by Moi University as a Campus in 1990, renaming it Chepkoilel Campus. From 1990, the University made it a campus of natural, basic and applied science programs. In August 2010 the President, through Legal Notice No. 125 of 13<sup>th</sup> August, 2010 upgraded the campus to a University College with the name Chepkoilel University College, a Constituent College of Moi University. Upon award of Charter by the President on 11<sup>th</sup> February 2013, the University College was upgraded to University of Eldoret.

Prior to the Commission for University Education (CUE) Standards and Regulations (2014) and subsequent Stakeholders' Forum, the universities were admitting at undergraduate level, applicants with diploma and professional certificate at 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year depending on their performance at those levels. Those who had attained credit and above or equivalences in relevant programmes were admitted at second year while those with pass were admitted at 1<sup>st</sup> year. The applicants with Higher National Diplomas or equivalences were admitted at 3<sup>rd</sup> year of study in relevant programmes.

CUE noted that the diplomas and certificates that universities were considering for credit transfer were inadequate and varied in duration from one year to three years. The quality of learning these applicants carried for admission into undergraduate programmes therefore were inadequate. As a University Education Regulator, CUE advised that all universities should come up with a Credit Accumulation and Transfer System (CATS) Policy before admitting such applicants into their programmes. This trend has also taken effect in the East African Community (EAC) countries and Inter-University Council for East Africa (UCEA) has been working on CATS for the Region.

## **1.2. Institutional Values**

### **1.2.1. Vision**

A premier University that is globally visible in knowledge generation and technological innovations.

### **1.2.2. Mission**

Providing high quality Education in training, Science, Agriculture and Technology that promotes networking, partnerships and linkages with other institutions and industry for Sustainable Development.

### **1.2.3. Core Values**

At the University of Eldoret, we are committed to:

- Integrity
- Innovativeness
- Customer satisfaction
- Competitiveness
- Equity
- Responsiveness
- Inclusivity

### **1.2.4. Mandates**

The Mandates of the University of Eldoret are enshrined in its objects and functions.

The objects of the University are to:

- To excel in teaching, research, consultancy and outreach;
- To acquire, maintain, preserve and organize the collection of library resources for learning;
- To provide students with secure accommodation, adequate health services and recreation facilities for holistic development;
- To advance in science, technology and innovation for sustainable development;
- To acquire, develop and maintain quality infrastructure for academic excellence;
- To attract, recruit, develop and retain high quality staff of both genders;



- To ensure revenue growth through effective management of costs and resource mobilization to meet our financial obligations;
- To initiate and mainstream environmentally sound management systems;
- To establish and strengthen networking, partnerships and linkages.

The functions of the University are to:

Participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya.

## **2.0 PURPOSE**

The Credit Accumulation and Transfer System Policy is geared towards facilitating student mobility in accordance with the Inter-University Council for East Africa (IUCEA) and the Commission for University Education guidelines. It endeavors to provide a structured framework through which quality education is maintained through Credit Accumulation and Transfer System (CATS) at the University of Eldoret. The University will thus endeavor to ensure, as far as is reasonably practicable, that students' mobility is guaranteed within the stipulated rules and regulations and other related criteria governing academic matters. The University Senate shall be responsible for all admissions sought by students to the University of Eldoret through CATS. This policy therefore aims at enabling the entry/admission of students into University of Eldoret's (UoE) postgraduate and undergraduate programmes either through credit transfer from similar or related programmes in other accredited institutions of higher learning or through recognition of prior certificated learning which may lead to exemption from one or two levels of a degree course depending on the learning presented for accreditation as part of a specific programme.

## **3.0 RESPONSIBILITY**

The responsibility for effective implementation of this policy is with the University Senate and line officers in Academic and Students' Affairs Division who include: the DVC (ASA), Registrar Academic, Deans of Schools and Heads of Departments.

### **3.1. Deputy Vice-Chancellor (ASA)**

The DVC (ASA) shall be responsible for the effective application of the Credit Accumulation and Transfer System Policy. All other officers under the DVC (ASA)

are required to familiarize themselves with this Policy and contribute to its effective implementation.

### **3.2. Registrar Academic**

The Registrar Academic, working under the DVC (ASA) will ensure that the CATS Policy is faithfully implemented by Deans of Schools and Heads of Departments.

### **3.3. Deans of Schools**

The Deans of Schools will be working in consultation with the Registrar Academic to ensure that the applicants to the University using the CATS Policy are appropriately placed in relevant academic programmes of study.

### **3.4. Heads of Departments**

The heads of departments working under the Deans of Schools will ensure that admitted students through the CATS Policy are registered as admitted in relevant programmes.

## **4.0 POLICY STATEMENT**

This policy will ensure that all postgraduate and undergraduate students seeking credit transfer to the University of Eldoret or diploma students and students with recognized professional certificates seeking recognition of their prior certificated learning for their admission, are admitted after taking into consideration all relevant legislation, rules and regulations and requirements stated in this policy.

## **5.0 POLICY GOALS**

The goal of this Policy is to provide general criteria and guidelines that will regulate the admission of students to postgraduate and undergraduate programs at UoE through credit accumulation and transfer system and recognition of prior certificated learning.

## **6.0 SCOPE**

This policy covers admission into the postgraduate and undergraduate academic programmes at University of Eldoret. It shall the admission of diploma holders (Ordinary and Higher National Diploma), holders of professional certificates e.g. Certified Public Accountant (CPA), undergraduate and postgraduate students from other accredited institutions of higher learning into UoE's programmes



through credit accumulation and transfer or recognition of prior certificated learning.

## 7.0 CRITERIA FOR CREDIT ACCUMULATION AND TRANSFER SYSTEM

The criteria relates to three types of credit accumulation and transfer system that will be operational at University of Eldoret:

- (a) Recognition of prior certificated learning e. g. Diploma and CPA; and
- (b) Credit transfer at undergraduate level
- (c) Credit transfer at postgraduate level.

### 7.1. Recognition of Prior Certificated Learning

- (a) Students holding a 2 or 3-year Diploma offered by a recognized and accredited institution in Kenya or any other country within the East African region or beyond or those having a CPA, or any other equivalent professional training certificate will have their prior learning recognized for purposes of placement at an appropriate level in a degree course they wish to be admitted into.
- (b) The volume of learning covered in the prior certificated learning must be, at the minimum, equivalent to two hundred and forty (240) credits (i.e a programme taking a minimum of two years) as indicated below:

- Number of learning hours/day = 12 hours
- Number of learning hours in a week =  $12 \times 5 = 60$  hours
- Number of learning hours in a semester =  $60 \times 13 = 780$  hours (60 hrs per week x 13 weeks of learning)
- One (1) Credit = 13 hours
- 780 hours = 60 credits

Therefore 1 Semester = 60 credits

Year 1	Semester 1	60 credits	120 credits
	Semester 2	60 credits	
Year 2	Semester 1	60 credits	120 credits
	Semester 2	60 credits	
Year 3	Semester 1	60 credits	120 credits
	Semester 2	60 Credits	



- (c) The University will scrutinize the Diploma or the professional certificate attained by the student seeking recognition of prior certificated learning completed and determine whether it is related to the programme of study the student wishes to be admitted into and whether the volume of learning covered is, at the minimum, equivalent to two hundred and forty (240) credits. This will entail screening the student's transcripts to determine the number of credits attained.
- (d) Satisfactory volume of learning will be considered to have been attained in the prior certificated learning, if the student has a minimum of 240 credits and has qualified with a credit or above in the Diploma or professional certificate course undertaken.
- (e) If it is determined that the required volume of learning took place as provided in part 7.1 (d), the student holding an Ordinary Diploma awarded by a recognized awarding institution/authority will be admitted into the 2<sup>nd</sup> year level of study in the degree programme he/she is interested in. The one holding a Higher National Diploma (HND) will be admitted into the 3<sup>rd</sup> year level in the degree programme of interest. Applicant's with a minimum of 240 credits but qualified with a pass, will join the first year of study. Similarly, students who have attained CPA 1 and CPA 2 or their equivalent will be admitted into the 2<sup>nd</sup> year of study in the appropriate degree programme and those with CPA 3 or its equivalent into the 3<sup>rd</sup> year of study. Admission into a particular degree programme will also be governed by admission requirements for the University and those stated in this policy.
- (f) Applicants from the East African region will also be subjected to this policy.
- (g) Those from beyond the East African region will be handled on a case by case basis paying particular interest to course content equivalences in the programmes of interest.

## 7.2. Credit Transfer at Undergraduate Level

- (a) In line with the existing qualification framework, credit transfers shall only be accepted from accredited universities and programmes.
- (b) Credit transfers shall be permitted up to a maximum of 49% of the core course units for similar programmes at the same level in line with CUE Standards and Guidelines (2014).

- (c) For all programmes, the credits must have been earned not more than 2 years prior to the year when the UoE degree will be conferred, except for those programmes that take five or more years in which case they must have been earned not more than 3 years prior.
- (d) The student must have earned a minimum pass grade D (40%) in every course being considered for credit transfer or as stipulated by the specific programme of study.
- (e) The course must be at the same level as the degree for which credit transfer is being sought.
- (f) Credits can be transferred for a course that is deemed relevant to the degree programme towards which the credits will be applied.
- (g) If earned from a university other than UoE:
  - i. The credits must not have been used to satisfy the requirements for any other degree programme.
  - ii. There must be proof that the course being considered for credit transfer was completed in its entirety with proof of official transcripts.
  - iii. The contact hours and duration of the course being considered for credit transfer must be similar to that of a comparable course at UoE i.e. 45 contact hours or 15 credits.
- (h) If credits being considered have been earned from Non-English speaking country, the applicant must not only fulfill the requirements in part (g) but must also show proof of proficiency in English. The applicant must also provide an English translation of the transcripts and any other documents submitted for consideration.
- (i) Courses delivered through distance education can be considered for credit transfer so long as they are in compliance with the conditions set out for this purpose.

### 7.3 Credit Transfer at Postgraduate Level

Postgraduate constitutes postgraduate diploma, masters and PhD.

#### (j) Postgraduate Programmes

Most postgraduate diploma programmes have a duration of one (1) Academic Year. Any student taking this programme cannot transfer credits in the middle of an Academic Year because they would not



have completed the courses taken. There will be no credit transfer at this level.

(ii) The masters programmes

These programmes take a minimum of two (2) Academic Years. The masters programme can be undertaken by thesis only or by coursework, examinations and thesis. A masters programme by thesis only spans over the entire two years and it is not possible to accumulate and transfer any credits to University of Eldoret. On the other hand, a masters programme by coursework, examinations and thesis has most of the course units covered in the first year of study. Such a student would have covered more than 50% of the course units at the close of first year of study. University of Eldoret will not admit such students into its programmes and graduate them. However, University of Eldoret will admit masters students on exchange arrangement who may wish to take specific courses of interest to their academic programmes of study for a minimum period of one semester. Such courses will count towards their grading in the masters programme at the institutions where they are registered, to enrich their knowledge base.

(iii) The PhD Programme

The PhD programme takes a minimum of three Academic Years which may be undertaken as thesis only or by coursework, examination and thesis. Credit accumulation and transfer is not possible when PhD is undertaken by thesis only. In the PhD by coursework, examinations and thesis the student earns more than 50% of the programme units in the first year. Such a student can only graduate in the University where they have earned more programme units. University of Eldoret will not admit such students under this policy. However, University of Eldoret will admit PhD students on exchange arrangement who may wish to take specific courses of interest to their academic programmes of study for a minimum period of one semester. Such courses will count towards their

grading in the PhD programme at the institutions where they are registered, to enrich their knowledge base.

## 8.0 APPLICATION PROCEDURE

The application procedure will be considered in two parts:

- I. Recognition of Prior Certificated Learning; and
- II. Credit Transfer at Undergraduate Level.

### 8.1. Recognition of Prior Certificated Learning

These include the applicants holding diploma, higher national diploma, CPA, and any other equivalent certification from recognized institutions who wish to enroll in relevant programmes at UoE.

- (a) Applications for recognition of prior certificated learning must be submitted to the Admissions Office at least one month to the beginning of the target academic year for joining in the prescribed Form UoE/FM/018.
- (b) Applicants seeking recognition of prior certificated learning should contact the Head of department to determine whether the Diplomas/Professional certificates they hold are relevant to the courses they want to be admitted into for those seeking recognition of prior certificated learning.
- (c) Official certified copies of the original transcripts should be attached to the application, showing the courses and grades achieved and in addition a certified copy of the attained Diploma/Professional certificate.
- (d) Applicants are responsible for providing all relevant documentation, for example, official transcripts of results, copy of the course structure and outline or syllabus of the course.
- (e) Undocumented applications will not be considered.
- (f) All applications are subject to approval by University Senate upon recommendation by the relevant Head of Department, the Dean and Deans' Committee.



## **8.2. Credit Transfer at Undergraduate Level**

- (a) Applications for credit transfer must be submitted to the Admissions Office at least one month to the beginning of the target academic year for joining in the prescribed Form UoE/FM/018.
- (b) Applicants seeking credit transfer should contact the Head of department to determine which of their previous courses are relevant to the programme they seek to be admitted into.
- (c) Official certified copies of the original transcripts should be attached to the application, showing the courses and grades achieved in each of the courses taken.
- (d) A course outline duly certified and published by the releasing institution should be attached for every course for which credit transfer is being sought.
- (e) Applicants are responsible for providing all relevant documentation, for example, official transcripts of results, copy of the course structure and outline or syllabus of the course.
- (f) Undocumented applications will not be considered.
- (g) All applications are subject to approval by the University Senate upon recommendation by the relevant HoD, the Dean and Deans' Committee.

## **9.0 NOTIFICATION**

Applicants will be notified in writing by the Admissions Office about the outcome of their application for credit transfer or recognition of prior certificated learning within 21 working days.

## **10.0 REVIEW OF POLICY**

This policy will be subject to review by the University from time to time as circumstances may dictate.

## **11.0 EFFECTIVE DATE**

The policy shall be effective from the date it is approved by the University Council.



**ANNEXURE 1: RISK MATRIX FOR THE IMPLEMENTATION OF THE CREDIT ACCUMULATION AND TRANSFER SYSTEM POLICY**

S/N	RISK EVENT	RISK FACTORS	RISK EFFECTS	I	V	IV	MITIGATION MEASURES	KEY PERFORMANCE INDICATOR	RESPONSIBILITY	TIMEFRAME
1.	• Errors in working out volume of learning covered by applicants seeking recognition of their prior learning	• Inadmissible students being admitted or admissible students being denied admission	• Integrity of admission process will be compromised	4	3	12	• Controls put in place at different levels (Department, School and Registrar's office) to verify that volume of learning is properly worked out by the receiving school	• No errors detected in the calculation of volume of learning for all Students admitted through Credit Accumulation & Transfer System	• DVC (ASA) • Registrar (Academic)	Continuous
2.	• Use of credits earned more than 2 years prior to the time the UoE will be conferred	• Students not deserving credit transfer being offered admission	• Integrity of admission process will be compromised	4	3	12	• Controls put in place at different levels (Department, School and Registrar's office) to verify credits used for admission are within admissible period	• No mistakes in credits used to admit students on credit accumulation & Transfer	• DVC (ASA) • Registrar (Academic)	Continuous

D-O



S/N	RISK EVENT	RISK FACTORS	RISK EFFECTS	I	V	IV	MITIGATION MEASURES	KEY PERFORMANCE INDICATOR	RESPONSIBILITY	TIMEREFAME
3.	• Credits already used to satisfy requirements of another degree being used again	• Students not deserving credit transfer being offered admission	• Integrity of admission process will be compromised	4	3	12	• Controls put in place at different levels (Department, School and Registrar's office) to verify that credits used have not been used to satisfy requirements for another degree qualification	• No students admitted using credits already used for another Degree qualification	• DVC (ASA) • Registrar (Academics)	Continuous
4.	• Course being considered for credit transfer not completed in entirety	• Students not deserving credit transfer being offered admission	• Integrity of admission process will be compromised	4	3	12	• Official certified transcripts must be presented by applicant authenticated by originals on admission	• No students admitted based on courses not completed in Entirety	• DVC (ASA) • Registrar (Academics)	Continuous
5.	• Contact hours and duration of the course being considered for credit transfer not similar to that of a	• Students not deserving credit transfer being offered admission	• Integrity of admission process will be compromised	4	3	25	• Controls put in place at different levels (Department, School and Registrar's office)	• No students admitted based on courses not having contact hours as	• DVC (ASA) • Registrar (Academics)	Continuous

D.O.

S/N	RISK EVENT	RISK FACTORS	RISK EFFECTS	I	V	IV	MITIGATION MEASURES	KEY PERFORMANCE INDICATOR	RESPONSIBILITY	TIMEFRAME
O	comparable course at UoE i.e. 45 contact hours or 15 credits						to verify that contact hours are same as comparable course at UoE	comparable course at UoE		

I = IMPACT, V= VULNERABILITY, IV = IMPACT × VULNERABILITY



D.O.



## ANNEXURE 2: APPLICATION FORM



UoE/FM/018

**APPLICATION FOR CREDIT TRANSFER/RECOGNITION OF PRIOR  
CERTIFICATED LEARNING FORM**

## **Student Information**

Last name                          First                          Middle initial

Department \_\_\_\_\_ Degree Program \_\_\_\_\_ Academic Year \_\_\_\_\_

Name of Diploma/Professional Certificate \_\_\_\_\_

Gender:  Male  Female

Application is for:  Credit Transfer  Recognition of prior certificated learning

Campus: Main Campus      Town Campus

**Course-Related Information (Only required for those seeking credit transfer)**

Name of Institution Transferring from:

Applicant's Signature \_\_\_\_\_

Date:

(dd/mm/yy)

D-O.



**Office Use Only:**

Please review this request and the attached materials to make specific recommendations concerning recognition of the prior learning undertaken by the applicant or credit transfer. Please use the space below for your recommendations and comments.

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I recommend/do not recommend Head of Department Signature \_\_\_\_\_

I recommend/do not recommend Dean of School Signature \_\_\_\_\_

I recommend/do not recommend Registrar Academic Signature \_\_\_\_\_

**Notes**

- Contact your department prior to submitting the application to determine which of your previous studies or qualifications are likely to be relevant.
- If you seek to transfer credit from another educational institution or need recognition of diploma or professional studies undertaken elsewhere other than UoE, attach an official certified copy of the original Diploma or Professional Certificate, showing the courses and grades achieved.
- For credit transfer, also attach a course outline duly certified and published by the releasing educational institution. Provide as much detail as you can provide to help in the evaluation of your request.
- Kindly submit a soft copy and hard copy of your application. The hard copy can be sent to the following address: Registrar Academics, University of Eldoret, P. O. Box 1125-30100, Eldoret, Kenya

The soft copy should be submitted to [registraracademics@uoeld.ac.ke](mailto:registraracademics@uoeld.ac.ke)

D.O.

