

# CHAPTER 6

## CREDIT ACCUMULATION AND TRANSFER

### 6.1 DEFINITIONS

In this chapter, unless otherwise indicated –

- 6.1.1 “**accredited institution of higher education**” means one of the following:
- A South African public institution of higher education;
  - A private provider of higher education, registered with the Registrar of Private Higher Education Institutions;
  - International accredited institutions of higher education, which are accredited by their governments as higher education institutions; or
  - A South African college for Further Education and Training accredited as a provider with Umalusi, the Council for Quality Assurance in General and Further Education and Training.
- 6.1.2 “**Assessment**” means the systematic evaluation of a student’s ability to demonstrate the achievement of the learning goals intended in a curriculum;
- 6.1.3 “**Credit**” refers to the measure of the volume of learning required for a qualification, quantified as the number of notional study hours required for achieving the outcomes specified for the qualification;
- 6.1.4 “**Credit accumulation**” means the totaling of relevant credits toward the completion of a qualification;
- 6.1.5 “**Credit accumulation and transfer**” (CAT) means the arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning and access to the workplace;
- 6.1.6 “**Credit transfer**” means the vertical, horizontal or diagonal relocation of credits towards a qualification;
- 6.1.7 “**Curriculum**” means the requirements for student achievement of a qualification or part-qualification in terms of knowledge, skills, and where relevant, also work experience;
- 6.1.8 “**Exemptions**” means the exemption from compatible subjects/modules or qualifications, which the student had obtained through formal learning, and which correspond with current subjects/modules or qualifications, in order to prevent the student from repeating them for the purpose of obtaining a qualification. Exemptions are granted to students who have passed subjects at a recognised higher education institution other than Tshwane University of Technology;
- 6.1.9 “Exit-level subject” (HEQSF) means a subject that is offered at:
- (a) NQF Level 5 in the Higher Certificate;
  - (b) NQF Level 6 in the Advanced Certificate;
  - (c) NQF Level 6 in the Diploma;
  - (d) NQF Level 7 in the Advanced Diploma;
  - (e) NQF Level 7 in the Bachelor’s Degree;
  - (f) NQF Level 8 in the Postgraduate Diploma;
  - (g) NQF Level 8 in the Bachelor Honours Degree;
  - (h) NQF Level 8 in the Professional Bachelor Degree;
  - (i) NQF Level 9 in the Master’s Degree;
  - (j) NQF Level 9 in the Professional Master’s Degree;
  - (k) NQF Level 10 In the Doctoral Degree; and
  - (l) NQF Level 10 In the Professional Doctoral Degree
- 6.1.10 “**Formal learning**” means learning that occurs in an organised and structured education and training environment and that is explicitly designated as such. Formal learning leads to the awarding of a qualification or part-qualification registered on the NQF;



- 6.1.11 “**National Qualifications Framework (NQF)**” means a comprehensive system approved by the Minister of Higher Education and Training for the classification, registration, publication and articulation of quality-assured national qualifications;
- 6.1.12 “**Notional hours of learning**” comprises the total amount of time it would take an average student to meet the outcomes defined in a learning experience and include, inter alia, face-to-face contact time, time spent in structured learning in the workplace, time for completing assignments and research, and time spent in assessment processes;
- 6.1.13 “**Part-qualification**” means an assessed unit of learning that is registered as part of a qualification.
- 6.1.14 “**Programme**” means the structured and purposeful set of learning experiences that leads to a qualification.
- 6.1.15 “**Qualification**” means a registered national qualification consisting of a planned combination of learning outcomes which has a defined purpose, intended to provide qualifying students with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the National Qualifications Framework (NQF) and certified and awarded by a recognised institution.
- 6.1.16 “**Recognition**” means the recognition of compatible subjects/modules or qualifications, which the student had obtained through formal learning, and which correspond with current subjects/ modules or qualification, in order to prevent the student from repeating them for the purpose of obtaining a qualification. Recognitions are granted internally to students who have passed subjects at the Tshwane University of Technology;
- 6.1.17 “**Recognition of Prior Learning (RPL)**” means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition, or further learning development;
- 6.1.18 “**Subject/module**” means a study unit by means of which a curriculum of an approved qualification is constructed and prescribed to students in the form of a subject, module or any other study unit, identified by a name and a unique alpha-numerical code;
- 6.1.19 “**Subject or module credits**” means NQF credits;
- 6.1.20 “**TUT**” means Tshwane University of Technology, as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;
- 6.1.21 “**Work Integrated Learning (WIL)**” means a structured form of experiential learning in a qualification that focuses on the application of theory at an authentic workplace or in a simulated, non-work-based context, and which meets the specific competencies needed for obtaining a qualification, being therefore linked to the acquiring of credits and being aimed at the development of a range of skills that will render the qualifying student employable.

## 6.2 LIST OF ACRONYMS

|       |   |
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| CAT   | Credit and Accumulation Transfer              |
| CHE   | Council of Higher Education                   |
| DHET  | Department of Higher Education and Training   |
| HEQSF | Higher Education Qualifications Sub-Framework |
| NQF   | National Qualifications Framework             |
| RPL   | Recognition of Prior Learning                 |
| SAQA  | South African Qualifications Authority        |
| WIL   | Work-Integrated Learning                      |



## 6.3 RULES

- 6.3.1 All credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification, or may be recognised by a different institution as meeting part of the requirements for the same qualification. The contents of the two (2) subjects should overlap at least 70% and the assessment contents should coincide in all cases. Such requests for exemptions must be recommended by the head of the department and approved by Senate on an ad hoc basis.
- 6.3.2 Only applications from admitted TUT students will be considered for CAT.
- 6.3.3 A student must apply for CAT on the prescribed form and in accordance with the rules and procedures for processing CAT applications.
- 6.3.4 CAT shall be considered on the basis of individual subjects/modules.
- 6.3.5 Successes attained in more than one (1) subject/module may be combined for CAT in respect of obtaining credit in one (1) subject/module only.
- 6.3.6 NQF levels of the corresponding subject/module at Tshwane University of Technology and the subject/module presented for CAT will be considered during decision making. CAT, in respect of a subject/module, may not be granted on the basis of a subject/module that has been passed on a lower level, unless 70% of the contents of the two subjects/modules overlap, and assessment contents coincide. This refers to the relevant spread of cognitive levels, namely remember, understand, apply, analyse, evaluate and create – depending on the level of the subject.
- 6.3.7 There must be at least a 70% overlap in cognitive levels and content between the syllabi of the subject/module passed and the corresponding TUT subject/module.
- 6.3.8 CAT of a subject/module may only be used once for the issuing of a qualification.
- 6.3.9 Successes attained more than five (5) years before the student's first registration for the qualification concerned, will not be considered and may follow the RPL process. Individual cases will, however, be considered on merit, if there is at least a 70% overlap in cognitive levels and content between the syllabi of the subject/module passed.
- 6.3.10 A student who has passed subjects/modules at a recognised higher education institution other than the Tshwane University of Technology, may obtain exemption for a maximum of 50% of the credits of the subjects, including 50% of the credits of the exit-level subjects/modules that are required for the qualification for which he or she wishes to enroll, provided that those subjects/modules meet the requirements contained in the regulations for CAT. These exemptions are only applicable for complete qualifications.
- 6.3.11 A student who has passed subjects/modules at the Tshwane University of Technology may, in the case of an unfinished qualification obtain recognition once only for all the applicable subjects/modules. The student shall forfeit such subjects/modules as credits for the original qualification.
- 6.3.12 A maximum of 50% of the credits of a completed qualification may be transferred to another qualification, provided also that no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification.
- 6.3.13 Applications for CAT must be accompanied by an official academic record and certificate of conduct, as well as the syllabi of the higher education institution where the credits were obtained.
- 6.3.14 The prescribed, non-refundable exemption administration fee must be paid prior to the submission of an application for exemption.
- 6.3.15 Recognition of subjects is free of charge. An exemption fee is payable per subject for all approved subject exemptions.



- 6.3.16 CAT shall only be considered in respect of successes obtained at the South African public higher education institutions, private providers and TVET Colleges registered with the Department of Higher Education and Training (DHET). The recognised qualifications and institutions are listed in the register for private higher education institutions, available on [www.dhet.gov.za](http://www.dhet.gov.za).
- 6.3.17 Credits obtained at a foreign or international institution will only be considered if the student passed corresponding subjects/modules at an institution that is accredited and listed in the International Handbook of Universities and/or Commonwealth Universities Yearbook.
- 6.3.18 The qualification and institution must have been accredited at the time that the subject offered for CAT, was obtained.
- 6.3.19 Learning based on experience and learning acquired in non-accredited qualifications and/or institutions, as well as on subsidised certificate qualifications, can only be converted to credits by means of RPL and are not dealt with in this policy.
- 6.3.20 Standard recognition of subjects/modules should be included in the phase-out plan of a qualification that will be replaced by a new qualification, which will serve at the Senate Committee for Teaching and Learning (SCTL) for approval.
- 6.3.21 Credits can only be transferred if they form part of the curriculum of the qualification for which the student has been enrolled.
- 6.3.22 Credits obtained from studies that do not lead to a full qualification (for example, non-degree studies comprising of modules or courses that are part of a programme which normally leads to qualifications registered on the HEQSF) will be considered for credit accumulation and transfer mechanism towards relevant TUT qualifications.
- 6.3.23 Short learning programmes offered outside the HEQSF are non-credit bearing and, thus, individuals who register for and attend such short learning programmes are not awarded credits against any level on the National Qualification Framework (NQF). This means no credit will be accumulated and/or transferred from such short courses. However, the learning acquired counts for RPL.
- 6.3.24 Credits cannot be transferred to more than one qualification within the Tshwane University of Technology. Credits may not be duplicated.
- 6.3.25 Credits will not be considered for phased-out qualifications, i.e. that can no longer be issued, and that have not been replaced by any new qualifications.
- 6.3.26 CAT cannot be obtained for a mini-dissertation, dissertation or thesis.
- 6.3.27 **Work-Integrated Learning**
- 6.3.27.1 CAT, on the grounds of completed WIL, may be granted for a maximum of one (1) WIL registration period. If a qualification consists of only one (1) WIL registration period, no CAT will be considered.
- 6.3.27.2 Exemption from WIL shall be considered only if such learning had been completed in the service of an accredited employer, as approved by the relevant academic department.
- 6.3.27.3 A student who did WIL at an employer while he or she was a registered student at another public institution for higher education, may obtain CAT for the WIL, subject to the provisions of the CAT rules, and subject to the permission of the head of the academic department.
- 6.3.28 CAT that was approved and issued erroneously by TUT shall not be valid and shall be withdrawn. Any documents issued to the student shall be returned to the University on request.

