

Policy on Prior Learning, Advanced Standing and Credit transfer

7.1. Policy Statement

This Policy describes the Prior Learning, Advanced Standing and Credit transfer at the Maldives Institute of Technology in line with Policy 9: Enrollment & Student Registration and Policy 11: Assessment and grading Policy.

7.2. Scope

The Scope of this policy are to:

- (a) provide the framework for the awarding of academic credit for prior study or learning while maintaining academic standards for Maldives Institute of Technology (MIT).
- (b) set clear responsibilities and accountabilities for academic credit decisions;
- (c) ensure that academic credit processes are transparent and decisions are consistent and fair; and
- (d) facilitate movement of students between institutions and courses.

7.3. Definition of Terms

Advanced Standing: Advanced standing is the recognition of successful prior studies taken at other institutions that have equivalence to similar studies at another institution. This means that once advanced standing is given, you are not required to study those MIT/TVET units. Advanced standing may also be called Recognition of Prior Learning or Credit Transfer.

Exemption (Preclusion): A term used when a student has demonstrated to the satisfaction of the relevant Field, the student has previously gained competence in the subject matter of a particular MIT/TVET unit, such that the student is not required to complete that unit.

Assessment Process: Assessment by the MIT, for validation to ensure that the unit/s assessed fit into your course structure.

Recognition of Prior Learning: Recognition of Prior Learning is a chance to have your skills, knowledge and experience count towards a formal qualification.

7.4. Formal recognition

Formal recognition of your skills could help you with:

- Improved job security
- Re- entry into the workplace
- Job promotion or career change
- Moving from volunteer work to paid employment
- Entry into a training course
- Fast track getting a qualification.

7.5. Types of Advanced Standing

Advanced standing awarded is of two basic types:

- *Specified Advanced Standing*
Units which have a direct equivalence to MIT units or industry experience. This advanced standing will be described in MIT unit terms (for example, "granted advanced standing for particular course.)
- *Unspecified advanced standing*
Cannot be given in some courses, especially those with professional accreditation requirements.

7.6. Maximum Amount of Advanced Standing

The MIT rules for your course, as well as MIT policy, will determine the maximum amount of advanced standing that you can receive. Your actual grant may be lower than the maximum if this is required to give space in your course to complete major and/or prerequisite requirements.

7.7. Advanced Standing and Periods of Candidature

Where a maximum period of candidature is specified for your course, this is reduced in proportion to your grant of advanced standing. For example, if you are studying part-time depending on level of program (25%) award of advanced standing will result in the maximum part-time period being reduced to your competency level of that particular level of certificate or diploma

7.8. Specific Courses Policies

Some courses have specific policies about what you must do to complete your program after the award of advanced standing (such as a minimum number of theoretical and experiential learning). It is your responsibility to be aware of these policies by checking the course rules for the year you commenced your Course.

7.9. Articulated Courses (Transfer Agreements)

Some programs are specifically designed for a graduate of specific programs. In these cases, the advanced standing is automatic and unit information is not required. However, the automatic advanced standing is based upon the completed program. Incomplete programs are assessed unit-by-unit for which unit information is required. For some courses, no admission is possible unless the specific program has been completed.

7.10. Recognition of Prior Learning

MIT will recognize your previous relevant study, work and life experience

You may be able to gain credit from units/modules in your course if you have:

- Completed any National Modules or Units of Competency
OR
- Completed any other training
OR
- Undertaken University studies

If you are seeking recognition for a unit/module in your course because of your other study, life or work experience, please follow these steps:

7.10.1. Obtain a copy of the Recognition Guide, Student Assessment guide, Learning Outcomes, Topics List, or Competency Unit Guide for the unit/module. (complete guide line of course contents and learning outcomes)

This can be obtained and assisted by MIT You will also need to obtain a recognition form.

7.10.2. Ask yourself if you can demonstrate the skills and knowledge of the unit/module.

The following questions may act as a guide in making that decision:

If you can answer YES to all these questions, then you should be able to make a convincing claim for Recognition.	Yes	No
Have I done this in the past?		
Have I practiced it enough to be confident?		
Could I demonstrate this to someone else?		
Do I have any documentation to back up my claim?		
Can I describe how to do this?		
Have I done this recently; do I still remember it thoroughly?		
Can anyone else verify that I have these skills?		

7.10.3 Fill an application form requesting Recognition and outline the grounds for your claim.

Please give evidence of all elements/learning out-Comes for each unit/module in your application.

7.10.4. Types of evidence:

• **Direct evidence:**

Actual examples of your work or anything that you have produced relevant to the Content of the unit/module. (photos, reports, assignments)

• **Indirect evidence:**

Evidence such as statements from employers, certificates, school reports or newspaper article about your achievement in community work, for example a letter from work place and award from work

You should try to include as many different types of evidence as possible. A statement to the effect that you carry out relevant work will not usually be sufficient, since there must be some evidence of work standard.

7.10.5. Submit your completed application as soon as possible to the relevant academic department

7.10.6. After your application has been assessed, you will be notified in writing of the outcome.

If additional information is required, you will be notified in writing.

7.10.7. The outcome of your application for one unit should be known within 1 weeks of lodging your application. If multiple assessors are required for a range of units, then the time may be longer.

Please attend class during that time; if you are Applying for several units/modules, notification May take longer.

7.10.8. If you are unsuccessful, and you believe that the procedure used to assess you was unfair, then you may request a review of results in writing within two weeks of the notification of the decision. Your written request should be sent to your Academic director of the department

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