BSBI
School of Business and Innovation

BSBI Policy
VERSION 1.0

Policy for Recognition of Prior Learning

BSBI School of Business and Innovation

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Preamble

BSBI School of Business and Innovation (BSBI) is a multi-faculty state-accredited institution committed to imparting high-quality higher education programmes (courses) in collaboration with prestigious university partners. Since its inception, the institution has achieved remarkable growth in terms of student enrolment and number of academic programmes.

To ensure the smooth and transparent implementation of credit recognition, BSBI has established a policy for recognition of prior learning. This document provides details of the considerations and internal procedures for activities related to transparent recognition of prior learning of applicants.

Abbreviations and Definition of Key Terms

I. **Applicant**: Anyone who has formally applied (or submitted query) for admission to any of the academic progammes of BSBI School of Business and Innovation.

II. **BSBI**: BSBI School of Business and Innovation

III. **Courses**: Academic degree programmes having specific credit and leading to the award of a degree, diploma or certificate.

IV. **Chief Academic Officer:** Chief Academic Officer of BSBI School of Business and Innovation

V. **Credit**: A formal unit of measurement of learning, expressed in terms of the equivalent hours of efforts to accomplish that learning at any defined level.

VI. **Dean of the Faculty**: Dean of the Faculty of BSBI School of Business and Innovation

VII. **Examination and Assessment Officer**: Examination and Assessment Officer of BSBI School of Business and Innovation

VIII. **Faculty**: Academic Faculty of BSBI School of Business and Innovation

IX. **Provost**: Provost of BSBI School of Business and Innovation

X. **Registrar**: Registrar of BSBI School of Business and Innovation

1. Aim and Objectives

The main aim of this policy is to provide a transparent and efficient procedure for determining the credit equivalence of the prior learning of an applicant. More specifically, the policy aims to:

A. Provide systematic stepwise procedures for different activities relating to recognition of prior learning.

B. Facilitate inter-institution student mobility through credit recognition across different academic systems and institutions.

C. Develop a standardised operational system for objective equivalence of prior experiential learning.

2. Scope

BSBI's Policy for Recognition of Prior Learning will be applicable for determining recognition of prior leaning equivalence in all courses offered by BSBI. The policy will help in operationalising the credit recognition policies of the respective partner universities in the specific context of BSBI.

3. Prior Learning

I. Prior Learning will be categorised in two broader forms:

   A. Prior Academic Learning: Where the applicant has earned some formal academic credits awarded by any university or institution, recognisedby the applicable regulatory framework for awarding the academic credits.

   B. Prior Experiential Learning: Where the applicant has demonstrated evidence and/ or a claim of learning through practical work, internship or other relevant experience.

II. If prior experiential learning (3.I.B) has already been recognised by any credit awarding institution as academic credit, it will be treated as prior academic learning (3.I.A) for the purpose of determining equivalence.

III. BSBI, on its own, will not make any quantitative distinction in the credit earned through different types of educational and professional training institutions, including vocational and technical education system.

IV. BSBI will not award any academic credit for recognition of prior learning. It will only determine the equivalence through the established procedure, aligned to the credit recognition procedures of the respective partner university. The final decision regarding equivalence of the credit will be made by the respective partner university.

4. Process for Recognition of Prior Academic Learning

I. To assess the credits, the standards provided by the partner university will be followed.

II. The credit will be calculated in terms of the time required for completing a module or unit.

III. One United Kingdom (UK) credit is equivalent to 10 hours of scheduled and independent learning.

IV. While converting UK Credits to the European Credit Transfer and Accumulation System (ECTS), 1 ECTS will be considered equivalent to 2 UK credits and vice-versa.

V. While converting United States (US) credit points to the European Credit Transfer and Accumulation System (ECTS), 1 US credit point will be equivalent to 2 ECTS and vice-versa.

VI. The prior qualifications earned by an applicant can be adjusted to the existing degree requirements depending on quantitative and qualitative credit mapping.

VII. For quantitative mapping, the equivalence of credits will be determined based on the evidence submitted by the applicant.

VIII. Credits will be considered only if they are awarded by a university or institution, created by an act of law or a regulation of the country concerned.

IX. For qualitative mapping, the assessment will be done based on the relatedness and similarity of the modules earned by the student to the modules of the degree programme they are applying for.

X. For assessment of prior academic learning, the applicant will submit the details of the prior qualification with evidence like transcripts, degree certificate etc.

XI. Recognition of prior academic learning will be done in line with the statutory provisions of Partner University.

XII. Application for recognition of prior academic learning will be submitted by the applicant at the time of admission application.

XIII. The Admission Office will send the application and all the evidence submitted by the applicant to the Dean of the faculty concerned.

XIV. The Dean of the Faculty concerned (or a faculty member nominated by the Dean) will determine the quantitative as well as qualitative equivalence in relation to the programme/ course in which the studentis seeking admission.

XV. Upon verification of prior academic learning, the report regarding the equivalence, in the prescribed template, will be submitted to the Admission Office as well as to the Examination and Assessment Office.

XVI. For undergraduate level mapping, focus will be on generic programme objectives and transferable skills rather exact module mapping.

XVII. For unrelated degree transfer, in the case of justification, students can be asked to 'audit' additional modules or units to meet the basic requirements of the degree. Such students will not be awarded any credits for the extra audited modules. Students will be awarded certificate of participation for the audited courses.

XVIII. A programme (or course)-wide list of modules will be provided by the Dean of the Faculty to meet the academic requirements for the degree. In any case, the total audited modules will not be more than 40 UK credits or 20 ECTS.

XIX. Please refer to Annex I for recognition of prior leaning process.

5. Process for Recognition of Prior Experiential Learning

I. To assess the credits, the standards provided by the partner university will be followed.

II. For assessment of prior experiential learning, the applicant will submit the details of their experience with evidence, which will be further assessed by the subject experts through the interview.

III. Recognition of prior experiential learning will be done in line with the statutory provisions of the Partner University.

IV. Application for recognition of prior experiential learning is submitted by the applicant at the time of admission application.

V. The Admission Office will send the application and all the evidence submitted by the applicant to the Dean of the faculty concerned.

VI. The Dean of the faculty concerned will appoint a panel of at least two (02) subject experts for verification of the prior experiential learning to determine the quantitative as well as qualitative equivalence in relation to the programme/course to which the student is seeking admission.

VII. Upon verification of the prior experiential learning by the subject expert panel, the report regarding the equivalence, in the prescribed template, will be submitted to the Admission Office as well as to the Examination and Assessment Office.

VIII. Depending on the assessment of the credit, the panel may also recommend admission to an alternative programme for which the student has not applied.

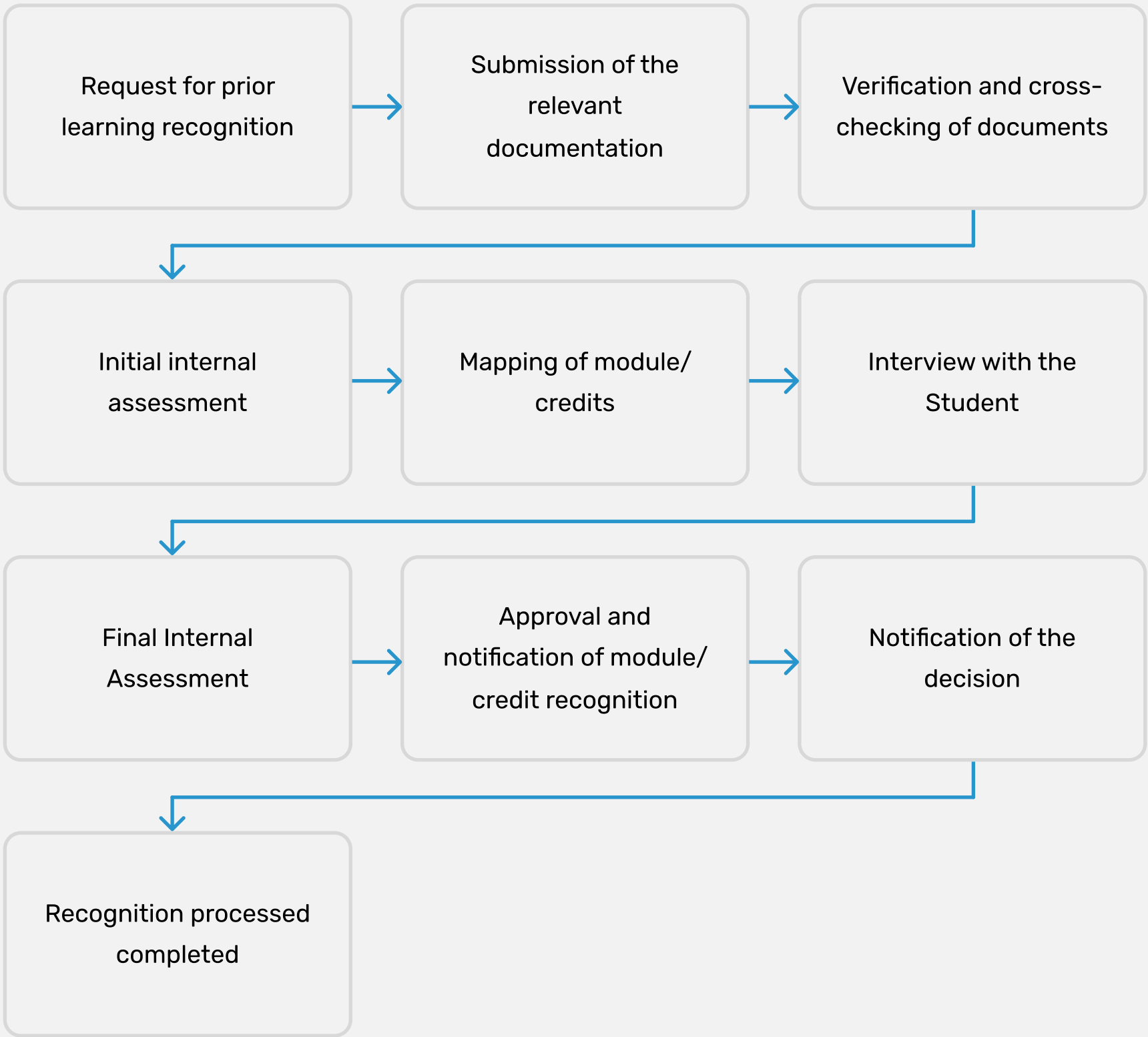
IX. Please refer to Annex I for recognition of prior leaning process.

6. General

A. Any change to this document can only be made upon approval of the Quality Assurance Steering Committee and Academic Council.

B. For any interpretation, the document should be read in conjunction with the other relevant policies and procedures of BSBI and its partner universities and institutions.

Recognition of Prior Learning



Annex 1: Process Flow-Chart for RPL

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