



## **POLICY ON CREDIT TRANSFER**

### **BHIKSU UNIVERSITY OF SRI LANKA**

Approval authority:	The Council of the Bhiksu University of Sri Lanka on the recommendation of the Senate
Policy Number:	04/2025
Date of Approval:	13.02.2026
Date of Revision:	
Description in Brief:	This policy specifies that recognition of prior learning enables universities to offer students advanced placement in a given course of study based on evidence of prior learning in a subject area relevant to the course of study.

### **SECTION 1**

#### **Rationale**

The Bhiksu University of Sri Lanka (BUSL) will recognise an individual's prior learning and will grant credit towards satisfying the requirements where that learning is considered equivalent to the content, volume of learning, and learning outcomes prescribed for courses within that programme. BUSL will also recognise credits within the institute and, where appropriate, transfer credits to enable students to continue or complete a programme of study. It involves evaluating students' transcripts, learning outcomes, course outlines, and other relevant information.

The University shall establish the Policy on Credit Transfer in compliance with the policies, strategies, and laws of the national system accepted by the University Grants Commission (UGC) and the Sri Lanka Qualifications Framework (SLQF).

## **SECTION 2**

### **Scope**

The policy sets out the framework for evaluating and accepting transfer credits, and provides guidance for undergraduate and postgraduate students who wish to transfer credits from other Higher Educational institutions.

## **SECTION 3**

### **Definitions**

**“Credit”** means providing a weight for a course in the calculation of Grade Point Average (GPA). The volume of learning at each level is described in terms of credits. A whole number indicates the number of credits per course unit or module. According to the Sri Lanka Qualifications Framework (SLQF), the minimum number of credits per course unit or module is one. One credit is considered equivalent to 50 notional learning hours of learning for a taught (with direct contact) course, laboratory studies course, or field studies/clinical work. For industrial training, including time allocated for assessments, and for research, for literature survey, one credit is considered equivalent to a minimum of 100 notional hours of learning. The student workload of a study programme is defined as 1500 notional learning hours per academic year.

If a student follows courses in a foreign higher education institution, the number of credits will be calculated according to the SLQF guidelines or credit values certified by an accepted accreditation body.

**“Credit Transfer”** means that a course completed in a different study programme is recognized as a course completed under the host institute, with rational mapping of courses and assignments of grades. This is easily achieved if both study programmes follow the same credit system.

**“Notional Learning Hours”** mean direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, and carrying out assignments & assessments. The need to undertake any or all of these within a course will be considered when credits are allocated to respective courses, when the curricula are designed.

It is understood that the combination of learning activities may vary from one-course unit to another.

In designating the number of credits to a particular course unit, its workload should be computed based on the total amount of learning activities a student is expected to complete

in order to achieve the foreseen learning outcomes, and the workload expressed in timetable should match the number of credits available for the course unit.

***Foreign Higher Education Institutions:*** means

1. foreign institutes of higher education that are denoted by the following names: University, College, University College, Campus
2. international research institutes (not focused on undergraduate and postgraduate teaching as their main purpose), and
3. international industries that combine and commercialize research and innovation in close operation with other foreign institutes of higher education.

**“University”** means the Bhiksu University of Sri Lanka (BUSL).

## **SECTION 4**

### **Purpose and Objectives**

#### **Purpose**

The purpose of credit transfer is to recognize and reward previous academic achievements, reduce duplication of coursework, and facilitate a smoother transition for students from one institution to another.

#### **Objectives**

1. To establish an institutional framework, policies, and procedures for the development of credit transfer and articulation agreements between BUSL and other educational institutions.
2. To provide guidelines for determining the award of credit, including the maximum amount of credit that can be awarded in any given programme.
3. To provide students with credit for former studies undertaken in a recognized institution, where it can be shown that the learning outcomes satisfy the objectives of components of the BUSL programme/s.
4. Allow movement of students between programmes or institutions or levels.

## **SECTION 5**

### **Credit Transfer Principles**

Credit transfer policies are designed to provide students with the opportunity to build on their prior learning experiences and apply them towards a new academic programme. The following principles are essential to the credit transfer policy:

1. **Transparency:** Credit transfer regulations and processes must be transparent, accessible, and clearly communicated to students, faculty, and staff.
2. **Consistency:** Credit transfer policy must be applied consistently to all students, regardless of their background or programme.
3. **Rigor:** Credit transfer policy must ensure that transferred credits meet the same academic standards and rigor as the credits earned at the receiving institution.
4. **Flexibility:** Credit transfer policy and its regulations must be flexible to accommodate the diversity of student backgrounds and learning experiences.
5. **Timeliness:** Credit transfer policy must ensure that transfer evaluations are completed in a timely manner, allowing students to make informed decisions about their academic pathway.

## **SECTION 6**

### **Required Documents and Considerations**

Applicants intending to apply to transfer credits are required to submit the application (Annex 1) and the following documents to the Student Services branch. Required documents are,

1. Subject/module content
2. Learning outcomes
3. Assessment process
4. Grading scheme
5. Results transcript

### **Considerations**

#### **Categories of credit transfer**

1. **Vertical:** Credit transfer from a lower qualification to a higher level.
2. **Horizontal:** Credit transfer from the same programme level or qualifications, such as from certificate to certificate/diploma to diploma/degree to degree.

## **SECTION 7**

### **Guidelines**

1. Transfer of credits from a recognized HEI shall be allowed only if the student has completed at least one semester at the BUSL. It is possible in face-to-face or online mode of teaching of a course/s.

2. A maximum of two semesters is permitted for a student from the BUSL to study at another university. The first and the last semesters are excluded, and students should study in the BUSL in those semesters.
3. The host HEI should follow the academic credits and semester system.
4. Transfer of credits is allowed on a course-by-course basis only. Exemption in a course shall be allowed only if the course contents match at least 50% with the corresponding course.
5. A student must take a regular admission in an academic programme of the BUSL and earn a minimum of 60 credits out of a total of 120–130 or 45 credits out of a total of 90-100 credit hours or complete at least 50% of his coursework from the BUSL, to be entitled to the university degree.
6. First, students should verify the courses to be credit-transferred and then seek permission from the BUSL.
7. For transfer of credits at the Master's level, a student must have a regular admission in the BUSL and should earn a minimum 50% out of the total credits from the BUSL to be entitled to the degree.
8. Transfer of credits from any other HEI to the BUSL is allowed for similar courses passed with a GPA of 2.0 for undergraduate programmes and a GPA of 3.0 for postgraduate programmes from a recognized national or international HEI.
9. The grade awarded for the unit completed in the previous course will be used to calculate the overall GPA of the student and will appear in the academic transcript.
10. Exemption/transfer of credit/s of course/s will not be considered after five years of completion of a course.
11. To apply for transfer/ exemption, the documents stated in Section 6 are mandatory to be submitted along with the application.
12. All the exemptions/transfer of credit/s shall be in accordance with the Sri Lanka Qualification Framework (SLQF).
13. The Senate of the BUSL reserves the right to accept or reject the credits earned at other HEI.

## **SECTION 8**

### **Student Eligibility/Non-Eligibility for Credit Transfer**

The following categories of students are recommended/not recommended for the purposes of credit transfer.

**1. Students who wish to undertake a short period of study in a foreign HEI**

Full-time undergraduate/postgraduate students registered in the BUSL following the regular admissions process may be offered an opportunity to study in a foreign university for a specified period of time (e.g., one or more semesters), under a Memorandum of Understanding regarding student exchange between the BUSL and foreign HEI. In this situation, students are expected to return to the BUSL, which will award the degree, and the BUSL will accept transfer of credits earned in the foreign HEI.

**2. Students who wish to undertake a short period of study (one or two semesters) in another state university**

Full-time undergraduate/postgraduate students registered in the BUSL may seek an opportunity to study in another state university for one or two semesters or follow specific course units that are not available in the BUSL. In this situation, students would be provided documentation regarding completion of specific course units in the guest university, and the BUSL will accept transfer of these credits towards the degree to be awarded by the BUSL based on the given guidelines.

**3. Students who wish to upgrade a sub-degree level qualification to a Bachelor's or Bachelor's Honours degree (Lateral Entry)**

This category of students, who may seek admission as full-time undergraduates, may be granted admission to the BUSL to complete a programme of study directly related to a previous course of study. Such students may be allowed to transfer credits from the previous course of study, subject to the given guidelines.

#### **Students not eligible**

Students who have registered for higher studies in a foreign HEI in Sri Lanka or a non-state higher education institution in Sri Lanka, cannot be considered for admission and credit transfer in the BUSL.

## **SECTION 9**

### **Appeals**

Any student who is dissatisfied with the outcome of a review of a credit decision may appeal to the Senate of the University.

**NOTE:** The University Grants Commission recognizes foreign Higher Educational institutions based on international acceptance. Higher Educational institutions that are listed in the following international publications, which are authentic sources of information on universities and higher educational institutes in different countries, are usually recognized at present.

1. Commonwealth Universities Yearbook  
(Published by Association of Commonwealth Universities)  
<https://www.acu.ac.uk/>
2. International Handbook of Universities  
(Published by the International Association of Universities)  
<https://www.wshed.net/>
3. Memorandum of Understanding Signed Universities.

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## Sample Application Form

**CREDIT TRANSFER APPLICATION FORM****Bhiksu University of Sri Lanka**

<b>Section 1a: Student Information for Local Student</b>	
Full Name	
Monastery/Dhamma Name	
Date of Birth (dd/mm/yy)	
Student Registration Number	
Faculty (Bhiksu University of Sri Lanka)	
Email Address	
Telephone Number	
National Identity Card Number	

<b>Section 1b: Student Information for International Student</b>	
Full Name as Per the Passport	
Monastery/Dhamma Name	
Date of Birth (dd/mm/yy)	
Student Registration Number	
University/ Institute	
Faculty/ School	
Email Address	
Telephone Number	
Passport Number	

<b>Section 2: Programme Information</b>	
For which Degree Programme are you applying for credit?	
Course Code	
Course Title	
Are you currently enrolled in the course for which you are seeking credit?	Yes/No
Are you applying for credit based on formal study?	*Yes/No

\*If yes, provide certified copies of the transcript of results

<b>Section 3: Higher Education Credit</b>									
Student Number/Name						Name of the Programme			
Student to Complete						Faculty Use Only			
List Courses Successfully Completed			List Corresponding BUSL Courses			No of Credits	Credit Type	Approved	Not Approved
<b>Higher Education Credit Application</b>									
Institution	Course Code	Course Title	Subject	Course Code	Course Title				
<b>Total</b>									

.....  
Signature of the Student

.....  
Date

<b>Section 4: Approval</b>			
<b>Committee/Board/Senate</b>	<b>Observation (Remarks if any)</b>	<b>Recommendation</b>	<b>Date &amp; Signature</b>
Head/Department			
Credit Transfer Committee			
Faculty Board			
Dean			
Senate			
Vice Chancellor			

**Check List** 
**Transcript Provided** 
**Academic History Provided** 
**Supportive Documents Provided**