

CREDIT FRAMEWORK POLICY

Reference Number: RGR - 008

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	UCA Academic Programmes
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: To establish and communicate a standardized framework for the allocation of credit values for courses and programmes offered by all UCA academic programmes, ensuring transparency and consistency in measuring student workload and academic achievement.

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1. POLICY STATEMENT

- 1.1. The Credit Framework Policy sets the rules for the allocation of credit points to courses based on defined parameters of supervised learning, student workload, and learning outcomes. The principles underpinning this framework ensure consistency in the delivery of academic programmes and transparency in communicating credit values to stakeholders.

2. POLICY PURPOSE

- 2.1. To define the basis for allocating credit points to courses and to outline the principles of credit-based learning for all stakeholders, ensuring alignment with the expected learning outcomes of academic programmes offered by UCA.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This Policy applies to all courses offered at the University. It encompasses all UCA academic programmes, addressing the calculation, allocation, and transfer of credit points.

4. DEFINITIONS

- 4.1. Credit. A numerical value assigned to a course that reflects the estimated total academic workload required to achieve the intended learning outcomes.
- 4.2. Contact Academic Hours. Time spent in direct interaction between students and faculty, including lectures, tutorials, labs, and fieldwork.
- 4.3. Supervised Delivery. Portion of a student's academic workload that involves direct interaction between the student and an instructor or faculty member. This includes activities such as lectures, seminars, tutorials, labs, and fieldwork, where tutoring, mentoring, instruction, and feedback are provided in a structured setting.
- 4.4. Independent Study. Portion of a student's academic workload that is completed outside of direct, supervised instruction. It includes activities such as reading, research, assignments, projects, and other forms of self-directed learning necessary to achieve the intended learning outcomes of a course.

5. POLICY

5.1. Assignment of Credit Points

- 5.1.1. The credit hour system applies to all academic programmes at UCA. The allocation of credit points to the programmes and courses is made in accordance with the legislation of Kyrgyzstan and Tajikistan for the Naryn and Khorog campuses respectively, and for postgraduate programmes as appropriate, and is approved by the Academic Council.

5.2. Number of Credits to Be Completed

- 5.2.1. In order to receive a bachelor's degree the number of credit points to be completed

in the undergraduate programme must be no less than 240 credit points.

- 5.2.2. In order to receive a master's degree the number of credit points to be completed in the graduate programme must be no less than 120 credit points.

5.3. Principles of Credit-Based Learning

- 5.3.1. Credits are assigned considering the intellectual demands and student workload, including supervised delivery and independent study.
- 5.3.2. Each credit point corresponds to 15 contact academic hours per semester, where one academic hour equals 45 minutes. The assigned number of credits must be documented in the course memo.

5.4. SAS Preparatory Programme Credits

- 5.4.1. Courses in the Preparatory Programme are credited but are not transferable to the Undergraduate Programme, and therefore, do not count towards the undergraduate credential at UCA.

5.5. SAS Transfer Credits

- 5.5.1. Transferring to Year 2 or later of an Undergraduate Programme from other universities is not permitted.
- 5.5.2. Transfer credits are reviewed on a case-by-case basis, requiring an 80% alignment of learning outcomes and institutional accreditation. Only credits with a grade of "B" or higher are transferable.
- 5.5.3. Credits transferred are noted on the transcript without affecting the GPA calculation. The total allowable transfer credit is 25% of the total program credits.

6. ROLES AND RESPONSIBILITIES

- 6.1. Programme Director. Responsible for implementing the Credit Framework Policy.
- 6.2. Academic Council. Approves the credit allocation framework.
- 6.3. Registrar's Office. Responsible for monitoring adherence to the Credit Framework Policy.

7. CONTACT INFORMATION

Registrar's Office (registrar@ucentralasia.org).

8. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
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