

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education



ALMA MATER EUROPAEA
CAMPUS COLLEGE "REZONANCA"

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Date:	31.01.2023

The Governing Council of the College, based on Article 13, point 1.4 of the College Statute and following the recommendation of the Senate, in the meeting held on January 31, 2023, has approved this:

College's Credit Transfer Policies

Article 1

General Provisions

- 1.1 The College establishes credit transfer policies to facilitate student mobility while maintaining academic quality and integrity.
- 1.2 These policies align with national and international standards for credit recognition and academic equivalency.
- 1.3 The credit transfer process applies to students seeking to transfer credits from other accredited institutions to the College's programs.

Article 2

Objectives

- 2.1 The primary objectives of the credit transfer policies are:
 - To enable students to continue their education without redundancy.
 - To uphold the academic standards and quality of the College's programs.
 - To ensure transparency and consistency in the evaluation of credit transfers.

Article 3

Framework for Evaluating Credit Transfers

3.1 Application Process:

- Students must submit a formal application for credit transfer, including supporting documentation such as transcripts, syllabi, and course descriptions.
- Applications must outline the student's intent and academic goals.

3.2 Verification of Accreditation:

- The transferring institution must be accredited by recognized national or international accrediting bodies.
- The institution's accreditation status must meet the College's standards.

3.3 Course Evaluation:

- Each course is evaluated for equivalency with the College's curriculum, focusing on learning outcomes, credit hours, and content scope.

3.4 Academic Committee Review:

- Applications are reviewed by the Academic Committee, comprising program coordinators and subject matter experts.
- The committee ensures alignment with program objectives and learning outcomes.

3.5 Decision and Communication:

- Students are notified of the decision within the stipulated timeframe.
- Approved credits are recorded, and an updated study plan is provided to the student.

Article 4

Criteria for Assessing Academic Equivalency

4.1 Accreditation and Recognition:

- The transferring institution must be recognized by appropriate accrediting agencies.
- Programs must align with the European Qualifications Framework (EQF) or equivalent standards.

4.2 Alignment with Learning Outcomes:

- Transferred courses must align with the learning outcomes of equivalent courses in the College's curriculum.
- Specific competencies and knowledge must be clearly demonstrated.

4.3 Credit Hour Equivalency:

- The number of credit hours for transferred courses must meet or exceed the equivalent courses at the College.
- Partial credit recognition may apply to courses with discrepancies in credit hours.

4.4 Relevance to Program Objectives:

- Transferred courses must contribute to the academic progression and overall objectives of the program.
- Elective courses may be accepted if they complement the program's scope.

4.5 Academic Performance:

- Only courses with a minimum grade of "E" or equivalent are eligible for transfer.
- Students must meet the College's admission requirements.

Article 5

Student Transfers

- 5.1 The College accepts student transfers from other universities if the study curricula match.
- 5.2 Transfers are allowed only if the student has completed at least one year of studies at their previous institution.
- 5.3 Curricula must be consistent enough to enable the student to continue learning without significant disruption, with a maximum of 40% compensation hours allowed.
- 5.4 If curricula do not match, students may be enrolled in a lower year of study.
- 5.5 Transfer applications are assessed by the Academic Committee, with input from course coordinators and study commissions.

Article 6

Conditions for Transfer

6.1 Transfers are contingent on:

- Fulfillment of teaching obligations at the original institution.
- Proficiency in the Albanian language.
- Justification for the transfer.

6.2 The number of transferable students depends on the College's capacity.

6.3 When transfer demand exceeds capacity, students are selected based on academic performance.

Article 7

Documentation for Transfers

7.1 Students must provide the following documents:

- Official grade certificate.
- Proof of enrollment as a regular student.
- Study curriculum from the original institution.
- Birth certificate.
- Additional documentation as required by the Study Commission.

7.2 If documents are in a foreign language, an authorized translation may be required.

Article 8

Appeals Process

8.1 Students may appeal credit transfer decisions by submitting a formal request to the Academic Committee.

8.2 Appeals must include additional supporting evidence and be submitted within 14 days of the decision notification.

8.3 The Academic Committee reviews appeal and communicates the final decision within 14 days.

Article 9

Implementation and Monitoring

9.1 The Academic Committee oversees the implementation of credit transfer policies.

9.2 The policies are reviewed periodically to ensure compliance with academic standards and evolving educational frameworks.

Article 10

Repeal Upon the entry into force of this Regulation, all previous acts regulating disciplinary procedures and measures within the College shall be deemed repealed.

Article 11

Entry into Force This Regulation shall enter into force on the date of its approval and signature by the Rector of the College.

RECTOR

Akad. Prof. Dr. Arain R. Idrizaj, MD, PhD

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