



# IEA UK

International Entrepreneurs Association  
England and Wales, United Kingdom

Http://www.ibizea.co.uk

Email: enquiries@ibizea.co.uk



## Articulation Credit Transfer Evaluation Form

This is the primary document for the Accreditation Recognition Credit Transfer (ARCT) record that the applicants must complete. Please attach an original (or certified copy) of a verified Award or Statement of Attainment. Only the completed forms will be processed.

### STUDENTS PERSONAL DETAILS

Student Name (as stated in IC/Passport) :

Student ID :  Preferred Phone No :

Email Address :

Name of Undertake Institution :

Campus Location :

### PROGRAMME QUALIFICATIONS DETAILS

Programme / Course of Study :

Programme / Course Code:  Duration term of Study : \_\_\_\_\_ to \_\_\_\_\_

#### Please indicate your programme study mode:

Full Time  Part Time  Distance Learning  Credit Transfer  Others: \_\_\_\_\_

❖ Is the programme qualification accredited / recognised?  Yes  No

**If 'YES', please indicate the accreditation / approval body information :**

Accreditation Body :

Approval Reference No :

❖ Is your programme conducted / instructed in 'English' medium?  Yes  No

**If 'NO', please indicate what is the medium instruction : \_\_\_\_\_**

### CHECKLIST FOR STUDENTS

- Have you attached certified copies of your relevant parchment and academic transcripts (as well as and explanation of grading system / advanced standing and English translation of the awards (if applicable)?)
- Have you attached other evidence of your eligible for acceptance into the course you have applied for?
- Have you attached certified copy of your letter(s) of appointment showing relevant work experience and a certified organisational chart signed by your manager/superior?
- Have you completed all relevant sections of this form?
- Have you read all the sections of this form and signed the Terms and Conditions in this form?
- Have you read and signed the consent form attached to this form?

To ensure success of transferability and receive course credit from a regionally accredited institution. You must complete this form and seek for the approval from your Dean for approval. Only eligible credits which fulfilled the requirement of the IEA standards may be transferred. ( Please photocopy this page if you require more space to record your details information. ).

**COURSE UNIT DETAILS OF CREDIT**

Details of previous studies to support exemption				IEA's Credit Equivalents Approval					
<i>Course Unit Code</i>	<i>Course Title</i>	<i>Year Complete</i>	<i>Credit Hours</i>	<i>Course Unit Code</i>	<i>Course Title</i>	<i>Credit Hours Earned</i>	<i>Exemption (Y/N)</i>	<i>Grade Achieved</i>	<i>Authorising Signature</i>

Comments / Verifications / Remarks ( Dean / Director of Programme ) :

\_\_\_\_\_  
Faculty / School Division

\_\_\_\_\_  
( Director / Dean Signature & Name )

\_\_\_\_\_  
Date

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## FURTHER STATEMENT INFORMATION

IEA's official policy on accepting transfer credit from other institutions. The purpose is to provide an evaluation of transfer credit prior to participation in the programme. When applying for credit transfer, an original or certified copy of your academic results and unit syllabus (units synopsis, assessment, number of hours, textbooks used) for the year the unit was studied is required for all studies not completed at IEA.

This application for credit is only for the current course you are applying to or are enrolled in. If you apply for admission to a new course, you will need to submit a new application for credit. It is the applicant's responsibility to review this information prior to taking courses at another institution. Student's credits for undergraduate level programme must be completed/earned with a grade of 'C' or higher and only be applicable to transfer credit offered by IEA's.

You will receive written notification from your faculty regarding the outcome of your credit application. Applicants should enrol in units with the assumption that credit has not been granted until notified otherwise. For the association policy on Credit (including Recognition of Prior Learning), please refer for IEA's administration.

### Application processing

Applications for credit transfer will normally be assessed within ten working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times. Each application fees will be charge on the administration process. Application fee is not refundable regardless of the outcome of the application. If you successful in obtaining an exemption offer from the association, you must claim the exemption credits by paying the 'Exemption Credits Fee/Subject within a month time. After the period passed, the offer/unclaimed credits have lapsed and re-application is necessary. The 'Exemption fee' is subject to review from time to time. Applications for recognition of prior learning will normally be assessed within 20 working days. Where full assessment is required, a longer period may be required particularly at peak admission and enrolment times.

### Double degree programs

Applications for credit for a double degree must be made to the managing faculty. Where the application seeks credit for units within the partner faculty's area of the course, the application will be sent for assessment by the managing faculty to the partner faculty. Where the outcome of a credit assessment is provided in a course offer letter, the information will be sent by the managing faculty (or International Admissions, where the faculty has delegated credit administration). Where the application is subsequent to the admission application, the managing faculty will notify the student separately of the outcome of the credit application.

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## APPLICANT'S DECLARATION

*I hereby attest that I have personally filled in this Application Form and the information contained herein is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for admission and future enrolment. I have read the IEA's statement on policies and regulations on IEA's Advanced Standing and Credit Transfer. I understand that IEA is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken. I further understand that I may be required to appear for an interview or to undergo such test as requested by International Entrepreneurs Association Board of Council as a condition for admission to the programme of study for which I have applied.. I agree to abide by the statutes, regulations and policies of International Entrepreneurs Association.*

\_\_\_\_\_  
( \_\_\_\_\_ )  
Applicant's Signature & Name

\_\_\_\_\_  
Date

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## FOR REPRESENTATIVE

Provider ID : \_\_\_\_\_

Provider's Name : \_\_\_\_\_

\_\_\_\_\_  
( \_\_\_\_\_ )  
Representative's Signature & Name

\_\_\_\_\_  
Date

*Representative Stamp :*

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## FOR OFFICE USE ONLY

### Tracking Information:

Received By (Name) : \_\_\_\_\_ Date Received : \_\_\_\_\_

Revised Date : \_\_\_\_\_ Approval Date : \_\_\_\_\_

Remarks : \_\_\_\_\_