

International Entrepreneurs Association, UK



Accreditation Recognition

&

Credit Transfer Procedures

IEA Accreditation Recognition and Credit Transfer Policy

International Entrepreneurs Association, United Kingdom (IEA, UK) is a registered educational professional body founded with the purpose of cultivating new generation of youth into becoming the elite future generations of professionals and entrepreneurs through IEA's unique educational articulation system.

Today's academic world is operating on a different platform from our world twenty years ago. Students are not necessarily expected to move directly from high school into university for undergraduate or postgraduate studies. Future plans, goals, and conditions consistently changes, therefore students make decisions in certain stage of their life to study in some educational institutions and may decide to change later. Some of the most common transfers are those between two different universities, from community colleges to universities, from one community college to another, and from a technical school or vocational training centres to community college or university.

Credit transfer is a process in which credit already obtained from one qualification is recognised either completely or partially, towards obtaining another new qualification. The time spent in learning could be in the form of time spent directly with tutors or lecturers; time spent preparing for and doing assessments and time spent in assessment. IEA's Diplomas award you the necessary credit toward obtaining a university degree. University's credit transfer and admission policies uniquely established by IEA's and a number of reputable universities facilitate university admission for IEA's graduates on specific courses by awarding credits similar to college study. Graduates may receive recognised credit exemption from IEA on several subjects or for one year or more in duration of study, for the purpose of pursuing a university degree.

Nonetheless, IEA has developed a *Transfer Guide* that contains professional programs or courses which are delicately developed, most appropriate for the transfer of community/junior college students who plan to obtain IEA's professional qualification. This is to ensure courses or program with credits hours earned from one college or university are accepted for credit transfer or advanced standing toward an undergraduate program offered by IEA. Students or undergraduates who have attended any academic studies in any college or university may be eligible to transfer some or all of their credits earned towards obtaining IEA's recognition and professional qualification.

IEA consistently initiates efforts to ensure professional evaluation of academic courses and conduct appropriate revisions to be made whenever appropriate to ensure the accuracy of each transfer opportunity. Requests for evaluation of such credits should be made after the first official meeting and the written acceptance directly from IEA. However, from time to time, changes will be made in courses offered, admission requirements and credit transfer granted by the IEA.

The Credit Articulation and Transfer Accreditation (CATA) unit within the IEA's registrar is responsible for evaluating credit transfer, identify and match course-by-

course equivalencies. Students who are interested should consult with the admissions registrar of IEA as provided at the end of this document.

Information on additional pathway opportunities or other alternatives such as *Joint Award; Affiliation Alliance*; collaborative programs; articulation collaborations and credit transfers between IEAs and other colleges/universities is available for further discussion.

Credit Transfer FAQs

(1)How does a student transfer his or her academic credits to IEA?

Student may request for academic evaluation on courses taken at other colleges or universities by presenting the official academic result's transcript to the IEA's Representative Office. Once the Admission's Office receives the official result transcript, it will submit the document to the Assistant Director of Counsel for credit transfer as part of the procedure in the Office of Academic Counsel. Academic Counsel then immediately review all earned credits and begin the evaluation process to determine the possibilities of credit recognition which could be transferable any one of IEA's program.

Note: Not all credits transfer will be successful, even if it was obtained from an accredited institution. The academic content must be up to date and closely related.

(2)What qualifies a student to be a transferable student?

Admission and transfer requirements for any educational institution that offers three/four year degree may vary in many areas. The student needs to contact the receiving college/university to determine on the qualifications offered. Most colleges and universities have a standard limit on the number of transferable credit hours which can be accepted.

(3)How far in advance does a student need to apply for credit transfer?

Some colleges/universities have a rolling admission policy, which means they process transfer applications as they are received. Other educational institutions may require a student to apply during a priority-filing period, which can be up to a year before student's admission into the college/universities. Because procedures vary between different educational institutions, student needs to contact the relevant educational institution for further advice. *IEA processes transfer applications as when they are received.*

(4)Is it possible to transfer courses from several different institutions?

The limit placed on transfer credits varies from institution to institution. Most colleges and universities clearly provide this information in their respective articulation procedure. However, IEA will determine the situation on case-by-case basis.

(5) What happens to earned credits if a student changes programs?

Students often change programs or courses of study after admission. In some cases, the earned credits cannot be used for the new program or course of study. However, in many instances students find that they may use otherwise lost credits as elective credits. Discussing such credit transfer with an advisor from the relevant institution is most helpful.

(6) Are all courses transferable?

All colleges and universities that offer three/four year degree programs limit the number of hours of credit transfer they are willing to accept, even if it is from a similar educational institution.

(7) Are grades below a “C” transferable?

Grades below “C” are normally non-transferable. IEA *does not* accept any credit transfer for grades below “C”. This is to maintain the high quality and standards set by IEA and its reputable standing with other universities.

(8) What are the responsibilities of the student?

A prospective transfer student should plan a course of study that will meet the requirements of a degree or certificate program from the relevant institution. To be specific, a student should identify the specific course that will transfer in shortest time. Student should prepared all information or documents required by IEA to be evaluated for accreditation purposes.

Note: Student may need to prepare a write-up or any relevant presentation materials on the subject to be transferred as proof of student’s quality and therefore, qualifies according to the standard of IEA.

Criteria on Credit Transfer

IEA accepts credit transfer from any academically accredited educational institution that offers two-year or four-year degree. There is no time limit on the transfer of credits. The IEA, UK may, on a case-by-case basis, accept credits from an educational institution which the candidates obtain pervious education from. Only credits earned with a grade of “C” or better will be considered for transfer. Applicants must have at least an average 2.0 grade point from the last studying period where they attended college/university on a full-time basis to have their application being accepted reviewed by IEA.

It is mandatory under IEA’s strict requirements that a basic bachelor degree to include credits from a minimum one elective semester in the field of study. For example, Bachelor in Business Administration to include one elective semester in management related subject. All or part of these credits may be transferred from another institution.

To be eligible for credit transfer, coursework must be relevant to IEA's accreditation requirements and adhere to the following provisions:

- The credit hours must have been earned in courses offered at a college or university that is fully accredited by the local government or any relevant authority that sets the requirements of that particular course.
- A grade must be designated to each subject/course completed and the grade must be measurable and comparable to such grading systems adopted by IEA. Only courses completed in semester hour with credits that has been awarded with grades will be considered for credit transfer.
- The course completed must be measurable and comparable in terms of credit hours, subject; content; the level of instruction and study; duration in hours required for class participation; time spent for meetings and attendance; accumulated instructor's hours; examinations requirement and grading system similar to courses offered by IEA.
- Prerequisites for the course completed must be similar to the prerequisites for a course offered by IEA's courses.
- Courses completed from any educational institutions must be similar to those offered by IEA.
- Students must possess a favorable status from the previous college or university, i.e., not on academic or disciplinary suspension when accepted for admission into IEA, and must be a member of an association or a baccalaureate undergraduate degree holder from his/her previous college or university at the time of transfer.
- The Dean of IEA relevant to the course shall make the initial evaluation on the similarity of any course to be accepted for transfer to IEA, which then designate the limit of credit hours to be accepted and the degree program or programs toward which the credit may apply in such terms as "prerequisite," "tentative", or "elective," and specify the course name and number of the course offered at IEA to which the transferred course and credit is relevant and acceptable.
- Final decision on credits accepted for transfer to IEA shall be made by the Registrar of the Association under the authority of the Dean of Business Development and Academic Affairs.
- Credits from acceptable courses completed in two-years college's study are comparable up to the first sixty-four hours of Advanced Diploma programs from IEA. None may apply toward the next sixty hours of an Advanced Diploma. Credits from one year of college studies from acceptable courses are comparable to the first thirty-two semester hours of a Diploma qualification.
- No more than one-fourth of the total credit hours required for a Graduate Diploma from IEA is allowed to include courses completed from another college or university by means of extension or correspondence.
- Credit hours granted by another college or university through advanced standing examinations must be the same as the advanced standing standards set by IEA in order to be considered for acceptance toward a diploma program; i.e. applicable to Major Core subject examinations only. Students who wish to be tested for acceptance of credit previously granted from other college or university on any previous academic work which was completed other than the most recent registered college/university attended may apply for advanced standing from IEA. The student may need to undertake the

departmental examinations or assessment that are available and which have been approved by the Chairman or Dean of IEA in which the subject material are deemed appropriate.

- Credits given or accepted for transfer from work experiences which may have been granted from another college or university can be accepted only upon successful completion of a course assessment and examination or through a departmental examination by IEA. In the case of a departmental examination is not available from IEA, the credit granted by another college or university previously attended cannot be accepted for credit transfer.
- The amount of advanced standing credit which may be awarded shall not exceed one-half of the total semester hours required at the lower division undergraduate level and not more than one-half of the total semester hours required at the upper-division undergraduate level. In the process computation of the total amount of credit which may be earned by advanced standing, hours taken through correspondence and extension methods shall be considered as having been earned through the advanced standing system.
- Students transferring from universities which are not fully accredited by the appropriate regional accreditation authority are eligible to enroll into IEA with the condition that they meet the undergraduate and/or graduate admission requirements set by IEA. It is the responsibility and prerogative of IEA to determine which courses transferring from these universities are comparable toward any particular degree program. Validation tests are administered and processed for courses which are considered to be similar in structure and content with IEA. Credits will be granted upon which satisfactory scores are obtained from the validation tests.
- Graduates from universities which are not fully accredited by the appropriate regional accrediting authority may be accepted into graduate study under academic field in which all undergraduate prerequisites must be met by way of proper validation of credit or through earning of credits from a fully accredited educational institution.
- Any graduates of a fully accredited institution who possess transcripts that do not indicate grade points **MUST** submit all assessed documents including graded examination papers or completed assignments, or relevant presentation materials of each module on all courses attended before being considered for admission into any IEA professional diploma programs.

Credit Transfer Procedure

Credit transfer is the process that recognises the equivalence of an accredited course previously completed, where the course aligns either in part or to the whole of a course provided by IEA.

Participant's eligibility for credit transfer will not be unreasonably advantageous or disadvantageous to any particular applicants who are interested in pursuing IEA courses. IEA may design courses and programs specifically for educational articulation route. These are clearly depicted in the course information. Credit transfer requests may be made prior to assessment against any qualification offered by IEA. IEA adopts a transparent decision-making process in the process of consideration of

any credit transfer cases. Recognition of Prior Learning principles forms an integral part of the credit transfer process.

A successful credit transfer must adhere to the following criteria:

1. Detail information of the educational institution from which the qualification was gained. Applicants or any interested Educational Center must submit the Accreditation Form, IEA center's Approval Form and the institution/college/university's profiles for reference.
2. Applicants of credit transfer must complete the Credit Transfer Application Form from IEA, attachment of a copy of verified Qualification or Statement of Attainment and submission of the application to IEA.
3. Applicants must submit all relevant information with regards to the complete syllabus of relevant course/module. { Refer: *IEA Certification Program Operating Guidelines* }
4. Submission of the original certificates and official transcript, or the certified true copies from the relevant educational institution where the qualification was awarded.
Note: If these documents are not in English language, either a translation must be submitted together with the original documents by a credible translation service provider, or a unique case-by-case basis arrangement agreeable by all parties involved, both the applicant and IEA. { Certified True Copy or Verification from institution/college/university will be most appropriate }
5. Submission of the overall academic guideline, such as examination format, procedures, code of conduct, etc. of the college/university that awarded the qualification to the applicant of credit transfer.
6. Courses completed by applicant should not be more than ten years before the date of application for credit transfer, unless the course content is still valid and taught as part of the present course's content.
7. Assessment of assignment regarding the credit transfer module/subject needed to be a complete set as well as being compiled in softcopy format for the purpose of determining the applicant's level of knowledge, standard of quality and accomplishment attained in each course's subject.
8. IEA's appointed providers and assessors will be conducting the assessment of all relevant documentation. Assessment of documentation and all evidence are presented for moderation before the credit transfer is confirmed.
9. All applications for credit transfer must be made through the IEA Business Development Center as listed below.

For Further Information or Assistant, Please Contact :

The application form and relevant supporting documents must be sent to: (via email and post):

Academic & Business Development Centre - Asia Pacific Region

IEA Management Consultancy (Malaysia)

1-3-22, Ideal Avenue,

Jalan Tun Dr.Awang, 11950,

Bayan Baru, Penang, Malaysia.

Tel / Fax: (6-04) 6410168

E-Mail: info@ibizea.co.uk; ibizea@gmail.com

Holgrave House, 9 Holgrave Close,

High Legh,Knutsford,Cheshire,

WA16 6TX Wales,

United Kingdom

Email: enquiries@ibizea.co.uk; admin@ibizea.co.uk

Website: <http://www.ibizea.co.uk>

Upon receipt of the application form and the applicable fees (made payable to “IEA Management Consultancy”), Mr. Henry How, IEA UK’s Asia Pacific Regional Director & Academic Advisor, shall review the information with supervision from IEA UK Academic Board. Mr. Henry How will subsequently advise the Approved Training Centre (ATC) or applicant on the outcome of the application and proceed to discuss all matters relating to the delivery of the above said IEA programme.

APPENDIX 1

