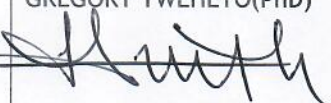
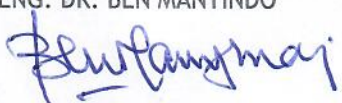
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MOUNTAINS OF THE MOON UNIVERSITY



GUIDELINES AND PROCEDURES FOR EXEMPTION, CREDIT ACCUMULATION AND TRANSFER SYSTEM

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APPROVAL

Approved by the Mountains of the Moon University Council

Signature



Name

ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date

27.03.2025

PREFACE

These guidelines are developed to streamline the process of credit accumulation and transfer

Definitions and abbreviations

AR- Academic Registrar

Capacity- The number of students admitted into each programme.

Committee of Graduate Studies and Research- The internal body under the directorate of Post Graduate Studies and Research that recommends to Senate the admission of qualified students into graduate programmes in each school;

Credit Accumulation -is a mechanism of stocking earned credits for purposes of earning a qualification over a given time. This is in relation to a planned programme of study.

Credit transfer- is a process in which stocked credits are transferred to a similar/related programme from one institution to another.

Credit Unit- a numerical value representing the estimated time needed for a learner to achieve specific learning outcomes in a course.

Credit value- This is the number of credits awarded for successful achievement of particular learning outcomes. A credit value is achieved when a learner has satisfied the assessment criteria for all or the majority of the designated learning outcomes.

Entry Requirements- The minimum academic grades needed to be eligible for admission into various programmes.

Exemption- An exemption means a student is not required to take a particular unit/ subject of his/her programme because the student will be deemed to have recently covered that syllabus in the same breadth and depth as part of a previous qualification.

Faculty Admission Committee- The internal body under the faculty board that recommends for the admission of undergraduate and mature entry students in each school. (Admissions will be by University Admissions Committee/PUJAC)

MMU- Mountains of the Moon University

MOE&S- Ministry of Education and Sports

Students' instructions- Admission requirements in form of students Handbook sent to all students which include; the letter of offer/admission, courses registration form, student

personal detail form, regulation governing the conduct and discipline of students, examinations rules and regulations, medical examination form and fee's structure.

Senate-The highest Academic body that approves the admission of students in all programmes in the university.

UACE-Uganda Advanced Certificate of Education.

UJAB – University Joint Admissions Board

UQE- University Qualifying Examination.

VC-Vice Chancellor

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1.0 BACKGROUND

1.1 Mountains of the Moon University Vision

A centre of excellence in teaching, research and community engagement for sustainable development.

1.2 Mountains of the Moon University Mission

To provide innovative and transformative education, research and community engagement for socio-economic transformation.

1.3 Mountains of the Moon University core values

- i. **Professionalism:** Adherence to high ethical principles; truthfulness, fairness, doing what you say you will do and speaking forth about why you do what you do.
- ii. **Innovativeness:** Applying solutions that make everything better every day and embracing change.
- iii. **Integrity:** Being honest and trustworthy in our works.
- iv. **Teamwork:** Working together to achieve the best possible outcomes for all.
- v. **Social Responsibility:** Committed to added value in whatever we do and act in a manner that benefits the people within and outside the University.

1.4 Mountains of the Moon University Mandate

The object for which the Mountains of the Moon University is established is to-

- (i) provide quality teaching and learning that is relevant and competitive;
- (ii) offer courses that address the needs of the local, national and international community;
- (iii) promote research for the social-economic and political development of the country; and
- (iv) engage in activities for self-sustainability

2.0 EXEMPTIONS FOR BOTH UNDERGRADUATE AND POSTGRADUATE

A student seeking course exemption by transferring credits/ grades shall follow the procedure below:

- (a) A student shall submit a written application or a form for exemption in a particular course to the Faculty Dean through a relevant Head of Department
- (b) Application for exemption must be completed within the first semester of the first year
- (c) The student shall be required to present a certified copy of a transcript with a course outline of the relevant course unit endorsed by the relevant Department. Students may be asked to attach certified copy of the transcript including rules of assessment and abbreviations' explanation
- (d) The approval of exemption and transfer of credit will be granted by Faculty Board.
- (e) Student awarded exemption shall not be required to take the exempted course units.
- (f) Exemptions count towards the total number of units/subjects a student has to take to complete his/her programme.
- (g) A student so exempted shall pay for each of the exempted course units as per financial regulations of the University.
- (h) There shall be core course units which vary from program to program that cannot be exempted.
- (i) MMU shall consider exemption applications once the necessary documentary evidence has been received. If the applicant has passed the correct subjects and has satisfied the conditions specified, the University will grant exemptions accordingly.
- (j) A student must score at least a B+ as per NCHE guidelines in the course unit for which the exemption is sought. Exemption applies for a period of not more than a period of not more than five years from when the credits were earned.
- (k) Exemptions can be granted only in respect of qualifications of accredited programme obtained from chartered institution.

3.0 CREDIT ACCUMULATION AND TRANSFER OF CREDITS (CATS)

3.1 Rationale for CATS

The rationale for CATS is as follows

- i. Provide a link for vertical progression from lower to upper tier e.g. certificate, diplomas to degrees;
- ii. Facilitate the mobility of students amongst institutions and programmes
- iii. Provide for horizontal mobility within related academic programmes
- iv. Ensure transparency in the professional academic system
- v. Provide a model of attributing credits
- vi. Permit students to get in and out of the education without loss of already earned credits.

3.2 Process and Guidelines on CAT

- (a) A student seeking transfer shall submit a written application (form). Student shall fill a transfer form attached.
- (b) Application for transfer must be completed at the time of application
- (c) The student shall be required to present a letter showing statement of results with a course outline of the relevant course unit endorsed by the relevant Department of the sending institution.
- (d) The academic Registrar's office shall send the transfer application and the required documentation to the respective faculty for assessment and recommendation
- (e) It must be noted that core course or modules at the sending institution may not be necessarily be a core at MMU and vice versa.
- (f) The transfer application shall be assessed, for recommendation by the respective Faculty/ Department
- (g) The faculty Boards will recommend approval of transfers accordingly. Admissions on transfer will be presented to the University Admissions committee
- (h) Successful applicants will be admitted on transfer by the office of the Academic Registrar

- (i) MMU reserves the right to admission on transfer
- (j) Students shall be allowed to transfer credits if they meet the NCHE minimum admission requirement and those of the relevant programme at MMU.
- (k) Students admitted on transfer shall be required to confirm their acceptance of the terms and conditions set by MMU
- (l) Applicants for CATS shall earn up to a minimum of 60% of credits from MMU
- (m) The transferred credits shall be reflected in the final CGPA

