



REGULATIONS / POLICY LIBRARY

Credit Recognition and Transfer Policy

ACD-004 | Academic Standards

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INSTITUTIONAL REGULATIONS & POLICIES | IEU

Credit Recognition and Transfer Policy

DOCUMENT CONTROL / ACD-004

Document ID	ACD-004
Document family	Academic Standards
Document custodian	Registrar / Academic Credit Reviewer
Version	1.0
Edition date	18 October 2026
Review cycle	Annually and following material change

1 Purpose and applicability

Applies to requests for recognition of previous academic study. The provisions govern the activities within the defined IEU service scope; applicable programme-specific contracts and verified rules of a separate awarding institution govern award requirements wherever relevant.

2 Policy requirements

- 01** Candidates provide authentic transcripts, course content, learning outcomes, credits/workload and grading information.
- 02** An academic reviewer compares level, relevance, volume, currency and verified learning outcomes against the destination curriculum.
- 03** Credit recognition is not automatic and is not assured by the presence of ECTS terminology alone.
- 04** Where an external university awards the qualification, its credit acceptance decision is controlling.
- 05** Approved transfer decisions are recorded in the individual academic plan before enrolment where practicable.
- 06** Candidates receive a documented explanation and may request reconsideration for factual or procedural error.

3 Operational procedure

Trigger: A credit transfer or prior-learning application

- 01** Collect authenticated transcripts, course outlines, workload/credit definitions and grading scales.
- 02** Map learning outcomes, level, volume and recency against the destination programme.
- 03** Seek the awarding institution's decision where it controls formal recognition.
- 04** Communicate the result, any conditions and the adjusted study plan with a reconsideration route.

4 Responsibilities and evidence

Accountable process owner. Registrar / Academic Credit Reviewer maintains implementation, staff guidance, case processing and reporting. Academic decisions requiring external award authority must be referred according to the verified programme arrangement.

Minimum evidence. Transcripts; mapping worksheet; authenticity verification; partner approval; transfer decision.

Record protection. Keep case files, decisions and correspondence in access-controlled systems; apply an approved retention schedule and document transfers to relevant partners. Do not publish personal or confidential records.

5 Exceptions, concerns and review

Exceptions. Material deviations require a written rationale, authorization by a role with the appropriate delegation, and a record of any impact on students or staff. No local exception may override mandatory law or a controlling awarding-body requirement.

Challenge and escalation. Explain the applicable complaints, academic appeals or rights-request route to affected persons. Refer safety concerns, integrity incidents, data incidents, conflicts of interest or disputed award claims to the designated specialist authority.

Monitoring. Audit reversals, delayed evaluations and inconsistencies between programme requirements.

6 Linked institutional controls

Related controls, where relevant: Academic Regulations (ACD-001); Academic Integrity (ACD-003); Student Complaints (STU-004); Academic Appeals (STU-005); Quality Assurance (QUA-001); Privacy and Student Records (DIG-001); Academic Partnerships and Award Information (PAR-001).

7 Document information and periodic review

Document series	IEU Regulations & Policies
Institution	International European University (IEU)
Applicability	See section 1 and programme-specific terms
Student enquiries	Use the IEU contact and support routes
Document maintenance	Controlled by the responsible function