

Credit Transfer Factsheet

POSTGRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (C66)



The Open
University

If you have previously studied elsewhere and your studies were completed at the same academic level as OU modules, we may be able to award you credit transfer towards an OU qualification: this will reduce the number of OU modules you have to study to complete your OU qualification. You need to decide which OU qualification you wish to study for with us before you can apply for credit transfer.

This factsheet tells you about transferred credit from elsewhere into this particular OU qualification.

Please note that:

- We can only confirm how much credit you can be awarded once you have made a formal Credit Transfer application which has been considered by an OU assessor.
- Your previous studies must be at the same academic level and carry at least as many Credit Accumulation and Transfer (CATS) points, as the OU study from which you are to be exempted. More details about CATS points and levels can be found on our website at www.open.ac.uk/credit-transfer.
- We will award you as much credit transfer as possible, but this may be less than the maximum available towards this OU qualification. This is because the amount of credit transfer you can be awarded depends on several factors (such as the number of credits you achieved and how closely your previous study matches the OU modules).

Credit transfer towards the Postgraduate Certificate in Business Administration (Qualification code C66)

Maximum credit transfer available towards this qualification

The maximum number of credits that can be transferred towards this qualification are shown in the table below. The actual number of credits that you are awarded will be determined when your application for credit transfer has been assessed and may be less than the maximum shown below. Credit transfer towards this qualification can be awarded in multiples of 30 credits.

Qualification component	Type and amount of possible credit transfer
60 credits of compulsory modules	30 credits of module exemption
Maximum credit transfer towards this qualification	30 credits

Types of credit transfer

There are two types of credit transfer: **module exemption** and **general credit exemption**. The table on page 1 shows which type/s can count towards this qualification.

Module exemption: means that you have been exempted from a particular OU module in recognition of your previous study. Your prior study must be at, or equivalent to, the UK academic level of the OU module/s you are being exempted from, and considered to be broadly in-line with the learning outcomes of your chosen OU qualification. Your *Credit Transfer Award* will specify which OU module/s you have been exempted from studying towards your chosen OU qualification.

General credit exemption: means that you have been exempted from studying the specified amount of credit at the given academic level towards this OU qualification. This type of credit transfer is awarded if your previous study is at, or equivalent to, the UK academic level of the OU module/s concerned and is considered relevant to this OU qualification in terms of subject and/or skills development. This type of credit transfer differs from module exemption in that it does not exempt you from any particular OU module/s. Your Credit Transfer Award will indicate the number of credits you have been exempted from, and at what level/s, towards specific components of the qualification.

Time limits towards this qualification

There are time limits on the counting of credit towards this qualification:

The credit required from OU modules or any permitted credit transfer towards this qualification must be obtained during a period not exceeding 4 years. This period commences from the start date of the study for which credit transfer is given, or your first OU module (whichever is the earliest). If you have more than one period of previous study for which you are awarded credit transfer, we will use the date of the earliest.

Study for which you could be awarded credit transfer

You can apply for credit transfer towards this OU qualification if you have eligible previous study shown on our website that was completed at a postgraduate level www.open.ac.uk/credit-transfer. Study completed at an undergraduate level can not be transferred to this qualification.

When we assess your application for credit transfer, we will look at how similar the study you completed is to the OU modules in this qualification. How much credit you are awarded is likely to depend in part on how closely the subjects of your previous studies match those of the modules in this qualification. If your previous study is in an unrelated subject area we will not be able to award you credit transfer towards this qualification. To read about the subjects covered in this qualification visit the qualification description at <http://www.open.ac.uk/postgraduate/qualifications/c66>

What do I need to provide with my application?

Every application must be supported by original hardcopy evidence, usually in the form of an academic transcript and/or a certificate. Please see the application form and the FAQs on our website for more information about the evidence you will need to provide

For applications towards this qualification you will also need to provide syllabus information in order that the academic expert can map how closely your previous study matches that of the OU modules in the qualification. Your academic transcript will provide a list of the modules or units you completed, but syllabus information provides a detailed description of the content of each of those modules, often about a paragraph per module/unit. If you do not provide syllabus information we will be unable to assess your previous study towards this qualification.

Unique study rule

For each OU qualification, you must include an amount of OU study that is unique to that particular qualification (credit from study completed at the OU which has not previously been counted towards another OU qualification). Full details are given in the degree regulations, in the Qualification Regulations section of the qualification description:

<http://www.open.ac.uk/postgraduate/qualifications/c66>

Further information you will need

To find out more about credit transfer, and to download a Credit Transfer application form, visit our Credit Transfer website: www.open.ac.uk/credit-transfer. This site also tells you what previous study can be used for credit transfer and explains in detail how the application process works.

You should read this Credit Transfer factsheet in conjunction with the qualification description which can be found at: <http://www.open.ac.uk/postgraduate/qualifications/c66> which

- Contain the University regulations
- Gives information on the structure of your chosen OU qualification

If you require a version of these notes in an alternative format, such as large print, please contact us.

This factsheet has been prepared by the Credit Transfer Centre, The Open University, PO Box 80, Milton Keynes, MK7 6AS.

You are welcome to contact us regarding your application for credit transfer, however please note that we are unable to advise you how much credit transfer you could be awarded before we have assessed your formal application.

You may find that your query has already been answered at www.open.ac.uk/credit-transfer.

Tel: 01908 653077

E-mail: credit-transfer@open.ac.uk Website: www.open.ac.uk/credit-transfer

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