

CREDIT EVALUATION FORM

In order to receive a transfer credit evaluation report from The University of Nicosia, candidates must fill in this form and provide all documentation requested. Please allow 2-3 weeks following the receipt of all required documents for the processing of the transfer credit evaluation report.

Student/Applicant Name	
Student Number <i>(if any)</i>	
Programme of Study	
Telephone Number(S)	
Email Address <i>(if any)</i>	
Degree Objective <i>(please tick where appropriate)</i>	<input type="radio"/> Bachelor <input type="radio"/> Master

PLEASE LIST BELOW ALL INSTITUTIONS/EXAMINATIONS ATTENDED

Name of Institution	Country	Attendance Dates <i>(from - to)</i>	Qualification Awarded

Statement of Student/Applicant

I have read and understand the credit evaluation requirements (see overleaf) for transferring courses to the University of Nicosia and understand that it is my responsibility to provide all official documents requested. I also confirm that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions and agree to the terms stated therein.

Student's/Applicant's Signature..... Date

CREDIT EVALUATION PROCEDURE

Transfer credit is credit earned at other accredited colleges and universities, which are transferable to the University of Nicosia. All courses are evaluated individually, based on the University standard and the student's grades.

The general philosophy governing transfer credits is that a student's knowledge, no matter how it was gained, can be considered as long as it is relevant and can be documented. Thus, credits may be transferred to the student's record from a variety of sources. Where the credits duplicate, credits will transfer from only one source.

Transfer credits may correspond to specific University of Nicosia courses or may apply as credits in specific categories (computer, math, humanities or social science electives). In all cases, they appear on the student's transcript with the suffix "TR" but no grades are counted in the student's CPA.

Regardless of the credits transferred, students must complete a minimum of 60 credits/120 ECTS for the Bachelor degree.

Students are also permitted to transfer credits from correspondence, distance learning or web-based learning at accredited colleges and universities. Individual schools and departments decide the credits awarded for specific courses.

It is possible to earn credit from life or work experience, business or industrial training programs and other achievements. A portfolio must be submitted documenting the learning done outside of formal University courses. Credit is given for the learning or achievements that have come from experience, not the experience itself. Students must demonstrate a balance between theory and practice. Credits from self-acquired competencies through portfolio assessment are limited to one third of the requirements of the qualification sought.

In order to receive a credit evaluation report, an applicant must provide the following:

1. This form completed and signed, together with a non-refundable credit transfer evaluation fee (see official list of fees). No refund will be made if a request for transfer credit evaluation is cancelled after the submission of this form, or when the report fails to be completed due to the lack of all substantial information pertinent to the preparation of the report.
2. Information and documentation about the accreditation status of foreign institutions together with official diplomas and certificates in the original language.
3. Official transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study together with detailed course descriptions indicating subject matter, method of assessment and prerequisite courses (if any).
4. Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement but do not replace the original documents so these must be accompanied by the foreign language original documents as well.
5. Academic catalogues of institutions illustrating main policies with course codes, regulations, course descriptions and program curriculum showing course duration and credit load requirements.
6. No refund will be made if a request for transfer credit evaluation is cancelled after the submission of this form, or when the report fails to be completed due to the lack of all substantial information pertinent to the preparation of the report.
7. If an applicant fails to submit all required information and/or if this is not submitted within 6 months of the date this form was received, the request for a credit evaluation will be cancelled/inactivated, and no refund of the application fee will be made. A new form and application fee will be required for documents submitted thereafter.

UNIVERSITY OF NICOSIA Office Use Only

EVALUATION FEE PAID AT THE DEPARTMENT OF FINANCE

Department of Finance Signature

Receipt Number Date