Staff Forms Guide

OXFORD BROOKES UNIVERSITY

F103: Statement of Credit

When to use this form

- Use this form to confirm prior credit that a student is bringing to their course.
- This form can be used to give credit for OBU mods, to give generic credit, or to exempt modules from a student's programme.
- The student should provide evidence of their credit, which should be checked by the Subject Coordinator. This form is confirmation that the student has submitted sufficient evidence to be awarded credit.
- Credit can be from qualifications, or non-education means e.g. work experience.
- University regulations regarding credit entry can be found here.
- Only a maximum of two thirds of total credit can be given towards a student's award. A student must be studying a minimum of one third of their award at Brookes on their current registration.
- Double counting – credit achieved at Oxford Brookes cannot be transferred to a student's registration if it has already been used towards an equal or higher award. Further details about this can be found here.

Please note when completing the form **do not** copy and paste any of the information. Please type in all the information required on the form.

How to complete the form

- Log into Moodle. Click on 'Forms', and then select 'Forms List'.
  - *You can also search for the forms on the Brookes website by searching 'staff forms', selecting 'Forms for Staff', and then 'Forms for students on courses outside the Undergraduate Modular Programme'.*
- Select 'F103: Statement of Credit' form.
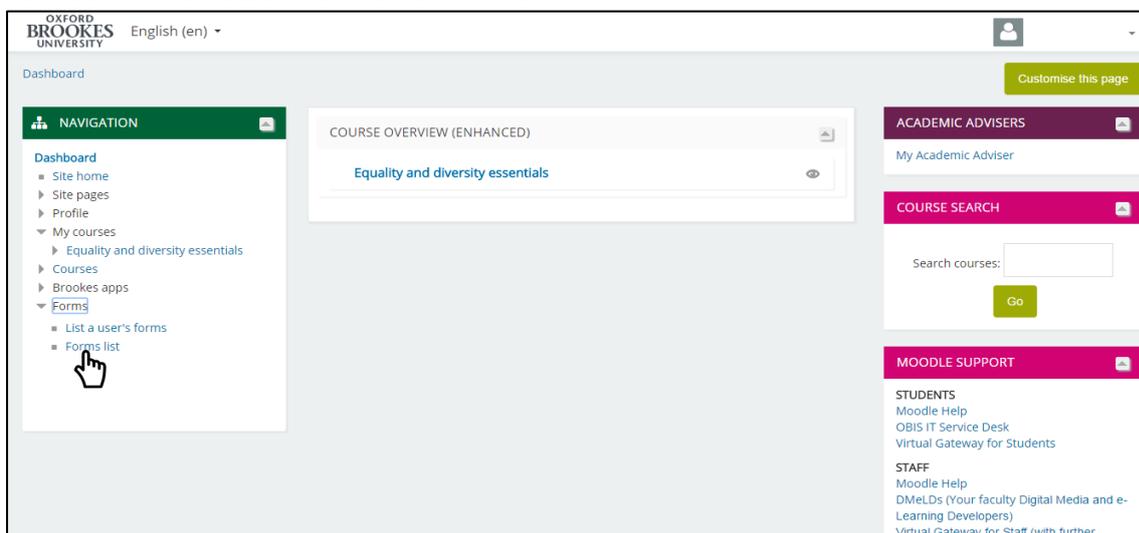
- In the first section, complete the student details.

FORM F103: STATEMENT OF CREDIT

APPLICANT / STUDENT INFORMATION

Applicant / Student Number*	99999998
Student Surname*	Pretend
Student Forename(s)*	Test
Course of Study (Code)*	PR99
Course of Study (Name)*	Pretend Course

- In the 'Credit for Prior Certificated Learning' section, record the source of the credit that the student is bringing into Brookes.
- Up to 2 sources can be included per form. Any more and another form must be submitted.
- The first source should be completed in box 1, and the second (if applicable) in box 2.
- Record the dates that the student studied, the qualification that was obtained, and the awarding institution.

CREDIT FOR PRIOR CERTIFICATED LEARNING

(see http://www.brookes.ac.uk/regulations/current/core/a2/a2-5/ for guidance)

1.

Studied From	20 ▾	September ▾	2015 ▾
Studied To	20 ▾	May ▾	2016 ▾
Qualification obtained or to be awarded	PGCert Pretend Course		
College or University	Pretend University		

2.

Studied From	20 ▾	October ▾	2016 ▾
Studied To	20 ▾	October ▾	2016 ▾
Qualification obtained or to be awarded			
College or University			

- In this section any evidence for credit obtained from sources other than certificated learning should be noted here. Please also include the name of the member of staff who has approved this credit transfer.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

(see http://www.brookes.ac.uk/regulations/current/core/a2/a2-5/ for guidance)

Description of evidence submitted

Internal Assessor

- In the 'Level and Volume of Credit to be Awarded' section record the amount of prior credit that was accrued, and the amount that is to be transferred to the student's Brookes registration. These amounts can be different.
- In the boxes labelled 1 enter credit earned from the first source of certificated learning.
- In the boxes labelled 2 enter the credit earned from the second source.
- If the only source of credit is from experiential learning leave this section blank.

LEVEL AND VOLUME OF CREDIT TO BE AWARDED

1.

Total credit earned from previous qualifications or experiential learning

Level 4

Level 5

Level 6

Level 7   80

Total credit to be transferred to OBU registration

Level 4

Level 5

Level 6

Level 7   50

- If the prior credit was obtained at **Oxford Brookes only** and the module is acceptable to the student's course, record the module number, mark, and the credit value in this section.
  - *If a student is bringing credit from a previous Oxford Brookes registration, all of the acceptable credit must be noted, including any failed modules.*
- If none of the prior credit was obtained at Brookes, leave this section blank.
- If the total amount of credit being transferred is greater than the modules listed in this section, the CSA team will make up the difference using generic credit.

OBU MODULES FOR WHICH SPECIFIC CREDIT IS TO BE AWARDED	
Module Code	P99999
Mark/Grade	66
Credit Value	20
Module Code	P99998
Mark/Grade	71
Credit Value	20
Module Code	P99997
Mark/Grade	64
Credit Value	10

- If the prior credit exempts the student from any compulsory modules, list them in this section.
- They will be added to the student's programme, and the grade EX will be displayed next to them in PIP.
- The student will not need to complete any of the modules in this section.

AUTHORISED EXEMPTIONS (FROM SPECIFIC COMPULSORY REQUIREMENTS)

Module Code	
Module Code	
Module Code	
Module Code	
Module Code	
Module Code	
Module Code	
Module Code	

- In this section note the normal maximum duration of the students course of study, and the amount of time it took the student to accrue their prior credit.

MAXIMUM TIME LEFT TO COMPLETE COURSE

Normal Maximum Duration of Course	5 years

Minus

Amount of Time to Accrue Credit	1 year

Equals

Maximum Amount of Time to Complete Course	4 years

- Once the form is complete, and all the details are correct, click submit.

For assistance with completing this form e-mail csa@brookes.ac.uk
or telephone 01865 483451.

Revised 20/07/2015

[Submit] [Cancel]

There are required fields in this form marked *.

What happens next?

- The form will go to the student's Subject Co-ordinator for authorisation. If you are the Subject Co-ordinator who has submitted the form, you will still need to authorise it before the CSA team can process it.

- Once it has been authorised by the Subject Co-ordinator, it will go to the CSA team for processing.

- Credit listed on the form will be added to the students programme, and any generic credit will be made acceptable to the students programme.

- Grades for credit from OBU modules will be recorded as CR on the students PIP page (or CF if the transferred credit has a fail mark).

- If a credited module has a mark against it, it will be factored into the average calculation for the award.

- You will then receive an email once the form has been processed, or if it has been rejected. If the form is rejected, the email will detail the reasons why.

If you have any queries regarding completing this form please contact the CSA team. Email csa@brookes.ac.uk or telephone 01865 483451.