

គ្រប់គ្រង់សាខាថែន

Date: 01<sup>st</sup> September 2025

## Credit Transfer Policy

**Policy owner:** Registrar's Office

### 1. Purpose

To outline the procedures for recognising and transferring academic credit from other institutions to PSBU.

### 2. Scope

Applies to undergraduate and postgraduate students seeking recognition of prior study at other accredited institutions.

### 3. Principles

- Credit transfer is based on comparability of learning outcomes, content, and level.
- Credit must come from accredited or recognised institutions.
- Maximum transferable credit will be specified by programme.

### 4. Procedure

- Applicants must submit official transcripts and course syllabi.
- Evaluation conducted by academic staff in consultation with the Registrar.
- Final approval rests with the Academic Board.

### 5. Limitations

- No double counting of credit.
- Grades from transferred courses will not normally affect PSBU GPA.

### 6. Review

Policy reviewed every three years.

Next review date: 20<sup>th</sup> August 2028