International Transfer Credit Evaluation:

Resources to Expand Your Evaluator Toolbox

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Taking Stock: What do you need?

Who are your applicants? Is there a typical profile of your evaluation workload?

• What are the characteristics of your applicant pool?
  Visa students? Immigrants? Study abroad participants?
  Particular fields of study?
  Scholarships or other special purposes?
• What languages do you see most often?
• What are your high-volume countries/regions?
Taking Stock: What do you need?

• What level are you evaluating for?
  
  Freshman admission?
  Undergraduate transfer?
  Graduate admission?
  English language program?

• What kinds of credentials do you typically see?
  
  Secondary? Postsecondary? University? Technical?
  Completed programs with degree/diploma?
  Incomplete programs with transcripts only?
  Recent education? Older documents?
What kind of information are you usually looking for?

- Documents: Confirm that they are official and authentic
- Translation: Confirm accuracy
- Institution: name, location, status, level
- Program of study:
  - Medium of instruction
  - Curriculum (length, scope, breadth of the program)
  - Grading system and philosophy, distribution of grades
  - Quantitative measures (hours, units, credits)
  - Course content for individual courses
  - Placement recommendations or suggestions about comparability of foreign education to the education offered at your institution
What resources are available already? Do you know where to look for them?

In your office…

• Is there a resource collection now? What’s in it? How do you access it? Who maintains it? Is it kept up-to-date? Is there a budget to expand it? Who manages that money?

• Good resources: old files with sample documents, notes from conferences and training sessions, info from discussion lists and news services, etc.

• Keep old paper materials that are not available online, or scan them. (Who has the old AACRAO international publications? Are they somewhere in your office? In a campus library?)
What resources are available already? Do you know where to look for them?

On your campus…

– Academic departments
  • Foreign languages, education, social sciences, etc.
– Libraries and other information collections
– People
  • Staff, faculty or students with international experience, foreign language proficiency
  • Be aware of “subjectivity” – You are looking for information, not subjective “evaluations” or judgments.
What resources are available already? Do you know where to look for them?

In your community…
- Public library and information collections
- Bookstores – used and new
- International organizations

In your online community…
- AACRAO IES will help you with this!
Reliable Guidance in International Document Review

**AACRAO College & University Journal**
http://www.aacrao.org/publications/college_and_university_journal.aspx#.UZ093kpBmSo

- *Fighting Domestic and International Fraud in the Admissions and Registrar’s Offices*, by Ann M. Koenig and Edward Devlin
  2012, Vol. 88, No. 1, pp. 19-33

  2002, Vol. 77, No. 4, pp 43-47

- *A Practical Guide to Academic Credential Review and Verification in International Admissions*, by Ann M. Koenig & Jane Yahr Shepard, abridged update of the above article in the AACRAO SEM Source Newsletter online, February 2006:
Levels of Accuracy and Trustworthiness: Understanding the source of the information

**Primary** source:
The original statement.

“**It’s windy today.**”

**Secondary** source:
The original is quoted.

“**Wednesday? No, it’s Thursday.**”

**Tertiary** source:
The quote is reported.

“**She’s thirsty? Me, too. Let’s get a drink.**”
Electronic Resources: *caveat interretiarius*!*

- The Internet: It’s a jungle out there!
- Learn the basics of evaluating the reliability of Web sites.
- Online tutorials can help. Examples:
  - UC Berkeley Library: [http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html)
- Some things you should always confirm:
  - Source of the information. Who wrote it? Is it accurate and reliable?
  - Date of the information. Does it reflect the era of the information you are researching?
  - Copyrighted? Public domain? Can it be shared legally?

*Internet user beware!*
University of Warsaw grading scale: Which source is the most reliable?

1. University transcript in Polish (below)
2. AACRAO EDGE Profile
3. Classbase from Google search

<table>
<thead>
<tr>
<th>Polish</th>
<th>Abbreviation</th>
<th>Translation</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bardzo Dobry</td>
<td>b.dob., b dob., b.d.</td>
<td>Very Good</td>
<td>5</td>
</tr>
<tr>
<td>Dobry</td>
<td>dob., dob.</td>
<td>Good</td>
<td>4</td>
</tr>
<tr>
<td>Dostateczny</td>
<td>dost., dst., dst.</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>Niedostateczny</td>
<td>n.dost., n.dst., n.dst., n.d.</td>
<td>Unsatisfactory</td>
<td>2</td>
</tr>
<tr>
<td>Załiczenie</td>
<td>zal.</td>
<td>Credit</td>
<td>–</td>
</tr>
</tbody>
</table>

There is no 2.5 grade. 5.5 is sometimes given as an “exceeds expectations” or “passing” grade, but for all official purposes, it is equivalent to 3.0.
International Evaluation Resources: Levels of Information Authenticity

• Primary
  – Ministry of Education, the institution, documentation issued by the institution

• Secondary
  – Materials based on information provided directly by ministries (e.g. World Higher Education Database, Universities Handbook India, Eurypedia, SEAMEO Higher Education Systems, etc.)

• Tertiary
  – Materials based on information that was not received directly from a primary source. May be based on secondary source material.

• And beyond….

• Always check the source of the information reported!
Research Practice: The European Baccalaureate
## European Baccalaureate Exam Transcript

**EB exam transcript**

**Year 12 transcript**

### Baccalauréat Européen

#### NOUS NOMS:

- Prénom: 
- Nom: 

#### Classe:

- Classe: 5TELA

#### Matières

<table>
<thead>
<tr>
<th>Matière</th>
<th>(Lang)</th>
<th>Notes prélim</th>
<th>Notes écrites</th>
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<td>8,14</td>
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Après la prise en compte, conformément au Règlement en vigueur, des divers élements qui entrent dans le résultat final, l'élève a obtenu le Baccalauréat avec la note globale de 97,34 sur 100.

**BRUXELLES, le 01/07/2010**

Le Directeur

### Bulletin Selon le Règlement du Baccalauréat Européen

#### Nom:

- D:

#### Classe:

- Classe: 5TELA

#### Notes de Classe

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Note préliminaire: 90/100

**BRUXELLES, 26/09/2010**

Antonio Fina
Le Directeur
European Baccalaureate:
What kind of information do you need to know?

- English translations of the docs, confirm accuracy
- Location of the school
- Recognition / accreditation status
- What is the European Baccalaureate?
- Curriculum? How many years of study? Subjects? Credits?
- Grading?
- Access to further education?
- More?
European Baccalaureate: 
What kinds of resources would be helpful?

Check your session handouts…
http://www4.aacrao.org/handouts/transfer13/display.php
Schola Europeae: http://www.eursc.eu/
The European Baccalaureate

The secondary school course is validated by the European Baccalaureate examinations at the end of the seventh class. The certificate awarded is fully recognized in all the countries of the European Union, as well as in a number of others. Those awarded the certificate have the same rights and benefits as other holders of school-leaving certificates in their countries, including the same rights as nationals with equivalent qualifications to seek admission to any university or institution of higher education in the European Union.

The Examining Board, which oversees the examinations in all language sections, is chaired by a university professor and is composed of examiners from each country of the Union. They are appointed annually by the Board of Governors and must meet the requirements laid down in their home countries for appointment to examining boards of the same level.

The Baccalaureate examination assesses performance in the subjects taught in the sixth and seventh classes, and to qualify for admission students must have completed at least the last two classes of the secondary course at the European school.
University of Cape Town, South Africa

Recognized institution?

Consider transfer credit?

How are this applicant’s grades?

What do the credits mean?

Where can we find out?

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits Taken</th>
<th>Credits Earned</th>
<th>Credits Result</th>
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<tbody>
<tr>
<td>ACC</td>
<td>Financial Accounting</td>
<td>18.00</td>
<td>0.00</td>
<td>DDR DDR DDR</td>
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<tr>
<td>BUS</td>
<td>Evidence-based Management</td>
<td>18.00</td>
<td>0.00</td>
<td>DDR DDR DDR</td>
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<tr>
<td>ECO</td>
<td>Microeconomics</td>
<td>18.00</td>
<td>0.00</td>
<td>45A SF</td>
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<td>18.00</td>
<td>50 3</td>
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<td>Microeconomics</td>
<td>18.00</td>
<td>18.00</td>
<td>0.00 DRR DDR</td>
</tr>
<tr>
<td>INF</td>
<td>Information Systems I</td>
<td>18.00</td>
<td>18.00</td>
<td>0.00 DRR DDR</td>
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<tr>
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<td>18.00</td>
<td>33 F</td>
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</table>

<table>
<thead>
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<th>Description</th>
<th>Credits Taken</th>
<th>Credits Earned</th>
<th>Credits Result</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Evidence-based Management</td>
<td>18.00</td>
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<td>DDR DDR DDR</td>
</tr>
<tr>
<td>ECO</td>
<td>Microeconomics</td>
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<td>0.00</td>
<td>45A SF</td>
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<td>ACC</td>
<td>Financial Accounting</td>
<td>18.00</td>
<td>18.00</td>
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<td>Information Systems I</td>
<td>18.00</td>
<td>18.00</td>
<td>0.00 DRR DDR</td>
</tr>
</tbody>
</table>

Programme: BCom Financial Accounting
Plan: General Accounting Specialisation

Programme: BCom Financial Accounting
Plan: General Accounting Specialisation

Beginning of Undergraduate Record 2010

End of Career 2011
Recognized higher education institutions in South Africa: Resources

• Primary Sources:
    • Registry of private providers
    • Link to primary info on public universities

• Secondary Sources:
  – AACRAO EDGE: http://edge.aacrao.org/country/resource/south-africa-resources
  – IAU World Higher Education Database: http://www.whed-online.com/

• Tertiary Sources:
  – This presentation!
## RESULTS SYMBOLS

**Note.** Results for courses completed in the current year will remain PROVISIONAL until confirmed at the end of the year.

### A. Pass

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>75 - 130%</td>
<td>First Class</td>
</tr>
<tr>
<td>1</td>
<td>70 - 74%</td>
<td>Second Class, Division one</td>
</tr>
<tr>
<td>2-</td>
<td>60 - 69%</td>
<td>Second Class, Division two</td>
</tr>
<tr>
<td>3</td>
<td>50 - 59%</td>
<td>Third Class</td>
</tr>
</tbody>
</table>

PA: Pass

UP: Unclassified Pass

A conditioned pass or a supplementary examination written on academic grounds is graded as an Unclassified Pass.

SP: Pass result obtained via a supplementary examination.

### B. Fail

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0 - 49%</td>
<td>Fail</td>
</tr>
<tr>
<td>FS</td>
<td>0 - 49%</td>
<td>Failed, but permitted to write supplementary examination on academic grounds</td>
</tr>
<tr>
<td>SF</td>
<td></td>
<td>Supplementary Examination failed</td>
</tr>
<tr>
<td>A SF</td>
<td></td>
<td>Failed, absent from supplementary examination</td>
</tr>
</tbody>
</table>

### C. Other Results Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR</td>
<td>Duly Performed certificate refused</td>
</tr>
<tr>
<td>AB</td>
<td>Absent from the examination</td>
</tr>
<tr>
<td>DE</td>
<td>Permission to write a deferred examination in this course on medical, Religious, political or other good cause</td>
</tr>
<tr>
<td>OS</td>
<td>Result not yet available</td>
</tr>
<tr>
<td>GIP</td>
<td>Grade in progress - result expected in a subsequent term</td>
</tr>
<tr>
<td>ATT</td>
<td>Course attended</td>
</tr>
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</table>
## Higher Education

<table>
<thead>
<tr>
<th>Percent</th>
<th>Description</th>
<th>Suggested U.S. Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 - 100%</td>
<td>1st class</td>
<td>A</td>
</tr>
<tr>
<td>70 - 74%</td>
<td>2nd class / division 1</td>
<td>B+</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>2nd class / division 2</td>
<td>B</td>
</tr>
<tr>
<td>50 - 59%</td>
<td>3rd class</td>
<td>C</td>
</tr>
<tr>
<td>0 - 49%</td>
<td>Fail</td>
<td>F</td>
</tr>
</tbody>
</table>

Some universities record only:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 - 100%</td>
<td>Distinction</td>
</tr>
<tr>
<td>50 - 74%</td>
<td>Pass</td>
</tr>
<tr>
<td>0 - 50%</td>
<td>Fail</td>
</tr>
</tbody>
</table>
What do the credits mean?

- **18.00 credits per course**
- **How many per FT year?**
- **For the whole degree?**
- **Where can I find this info?**
University of Cape Town
Bachelor of Commerce transcript
What kinds of resources would be helpful?

Check your session handouts…
http://www4.aacrao.org/handouts/transfer13/display.php
University of Cape Town Web site
Where do you start? Try “Search”
Result: UCT Info for international applicants
http://www.uct.ac.za/apply/intlapplicants/semester/overview/credit/

Introduction | Credit transfer | Examinations | Community services | Why UCT? | What to bring

Semester Study Abroad
Overview: Credit transfer

As a guideline for SSA undergraduate students, a full academic load equivalent to that of a full degree student for a semester, is considered to be between 72 and 90 HEQF* credits per semester. The undergraduate courses at the University of Cape Town are offered as first, second and third year courses (1000-, 2000-, 3000- codes). In general, a South African bachelor's degree is of three years duration. Fourth year courses (4000 codes) form part of the single year Honours degree, or the four year professional bachelors degree, which are required for admission to Masters-level studies. Some fourth year level courses may be open to senior SSA students, if students meet the pre-requisites. Bear in mind that transfer of credit is always at the discretion of the home institution or centralised programme.

UCT transcripts and handbooks show the credit value for each course. 1 HEQF credit represents roughly 10 notional hours of work.

There is no longer a table that should be used for converting all courses at a certain level (eg 1000 - level) to a specific number of credit hours. Each course has a uniquely defined HEQF credit value, which is published in the Faculty Course handbooks.

The Registrar’s Office has indicated that the following process should be used to determine the relative 'weight' of a course:

1. What credits should be used? The HEQF credit points allotted to the course - these are in the handbooks, both printed and online, for every course in every Faculty.

2. What is a FULL LOAD? The usual full load for an undergraduate student for one semester is 72 HEQF credits. Students enrolled for a full degree of study at UCT may take up to 90 credits in one semester, but 72 credits is the minimum full load.

As usual, semester study abroad students are permitted to enrol in up to FOUR semester courses.

An example
Search for Faculty Course (Program) Handbook

Search the name of the field of study

Financial Accounting

About 1,760 results (0.36 seconds)

**ACC1006S - Faculty of Commerce - University of Cape Town**
Mar 27, 2013 ... Financial Accounting is predominantly an applied discipline that is based on ... Furthermore, as numerous issues in financial accounting remain ...
www.commerce.uct.ac.za/accounting/courses/ACC1006S/

**Accounting :: Faculty of Commerce at the University of Cape Town**
Mar 27, 2013 ... Accountants communicate financial information about a business to users. To do this they need to analyse what has happened and present it in ...
www.commerce.uct.ac.za/accounting/programs/

**Accounting :: Faculty of Commerce at the University of Cape Town**
Apr 13, 2013 ... The courses have been sorted into four main categories, namely Financial Accounting, Auditing, Managerial Accounting and Finance, and ...
www.commerce.uct.ac.za/accounting/courses/

**University of Cape Town / Applying to UCT / Degrees & diplomas**
Finance (CA Option) Information Systems Law Marketing Organisational Psychology Quantitative Management. Bachelor of Commerce - Financial Accounting:
www.uct.ac.za/apply/degrees/commerce/undergraduate/
ACC1006S - Financial Accounting

Financial Accounting is predominantly an applied discipline that is based on broad conceptual principles. Students will be expected to apply these principles with a high level of technical competence. Furthermore, as numerous issues in financial accounting remain unresolved, students will be encouraged and expected to debate such issues. The standard of Financial Accounting has been set to the level required for those intending to become Chartered Accountants (and it is, therefore, a demanding course).

At the end of the course students should have developed the necessary skills to understand the business’s recording cycle and key business decisions taken in a business, to record and report financial transactions, to prepare financial statements, and relate underlying accounting principles and concepts to current practice. Students are expected to develop the ability to record all routine type transactions and limited less routine transactions.

Upon completion of Financial Accounting, students may continue with Financial Reporting 1 or Business Accounting. Students will need to achieve 40% in Financial Accounting to proceed to Financial Reporting 1 or Business Accounting. Students that achieve between 40% and 49% for Financial Accounting will need to write a supplementary examination and pass Financial Accounting in order to have the credits for 1006/1011/1012 recognised.

For further details please refer to the Faculty handbook which can be found here.
Bachelor of Commerce

- 3-year program
- 144 credits per year
- Transcript holder earned 36 UCT credits
UCT Bachelor of Commerce
Credits Compared to US Sem. Hours

Step 1: Transcript holder earned 36 UCT credits
Step 2: How many US semester hours of credit?
   Do a mathematical calculation (divide UCT credits by 5)
Step 3: 36 UCT credits = 8 US s.h. of credit

<table>
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<th>US Full-Time</th>
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</thead>
<tbody>
<tr>
<td>• 72 per semester</td>
<td>• 15 per semester</td>
</tr>
<tr>
<td>• 144 per year</td>
<td>• 30 per year</td>
</tr>
<tr>
<td>• 432 for 3-year degree</td>
<td>• 90 for 3 years</td>
</tr>
</tbody>
</table>
Growing your own resource collection

- Develop a plan for organizing your collection
- Populate it with reliable resources
  - From your daily work
  - From sharing with knowledgeable colleagues
  - From professional development sessions
- Save useful material from your files for future reference; record the files numbers, scan useful copies, etc.
- Cross-reference information that has more than one purpose
- Share information with colleagues
Summary: Resources to Expand Your Evaluator Toolbox

- Identify the kinds of information you need to know on a regular basis
- Assess what is available already
- Seek out reliable sources for new info
- Assess the trustworthiness of the source
- Apply the info to the case
- Save useful reliable resources in your own resource collection
Questions?

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