POLICY ON DOUBLE COUNTING (RE-USE OF CREDITS)

1. Credits may not normally be used to count towards a second qualification which is both at the same level and in a similar subject to the first e.g. a student who has been awarded a BA Honours in Sociology would not be able to count credits from this programme towards a second BA Honours in the field of Social Policy and Sociology.

2. Credit Transfer of credits to count towards a second qualification at a higher level may be allowed, subject to the limitations set out in the table **RPL Limitations (Maximum Number of Credits)**. For example a PG Certificate awarded previously by the University of Sheffield or another UK awarding body may, if permitted by the department in accordance with the Policy on Recognition of Prior Learning, be counted towards a Masters degree award.

3. Re-Use of Credits (Double Counting) on Collaborative Programmes Leading to Dual/Double/Multiple Awards

   i) In certain cases, where there is a compelling rationale (such as legal restrictions in a partner institution’s country prohibiting joint awards or difficulty in aligning quality assurance processes with a partner HE institution/ country), the University of Sheffield may permit the re-use (double counting) of credits between universities on programmes which lead to dual/double/multiple awards. An example of this is a two-year Erasmus Mundus Masters programme leading to awards of the University of Sheffield and two other partner HE institutions.

   ii) The maximum amount of partner HE institution credits that may be re-used (double-counted) for use on the University of Sheffield award and the maximum amount of University of Sheffield credits that may be counted towards a partner HE institution award, will normally be a third of the total credits for the award. However, each case will be considered on its own merits, taking into account the specifics of the case. Any such arrangements must be approved by the Committee for Collaborative Provision and the Quality and Scrutiny Sub-Committee, as well as by the Faculty. See the **Framework for Approval and Management of Collaborative Taught Programmes**.