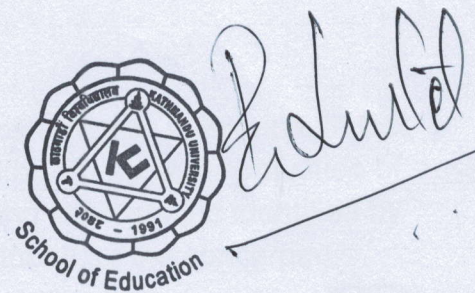


# **Norms for Non-Credit Courses**

**Kathmandu University School of Education**

Prepared By  
Research and Innovation Center

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## Introduction

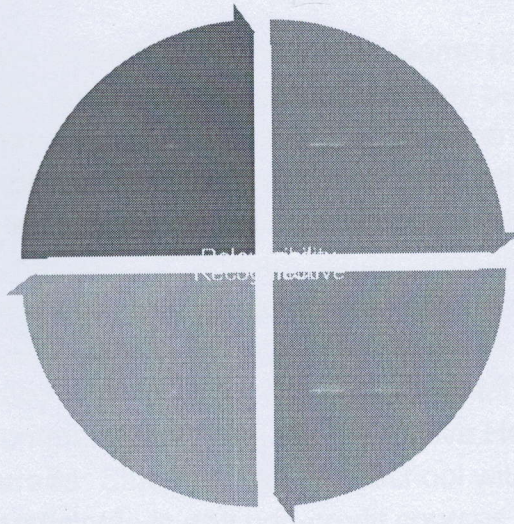
Non-credit courses, as the name suggest, are courses whose credit value is not accumulated towards a university degree. These are usually stand-alone courses, though a few can be integrated to the existing program framework.

Non-credit courses and instructions are essential to supplement credit courses and/or build on knowledge, skills, and attitudes in the learners. These can also be the foundations for academic success in certain programs/for certain learners. Moreover, non-credit courses are equally helpful in career progression of some learners, by meeting the labor market needs. Principally, there should be a strong connection between non-credit and credit courses. However, that may not be the case, always. Therefore, non-credit courses are envisaged to be wider in terms of accessibility and participation.

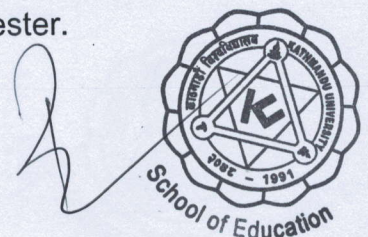
Non-credit courses are an educational option offered at KUSOED, allowing students an access to a wide range of useful courses not covered by their credit units. At KUSOED, non-credit offerings also apply to faculty/staff development and leadership sensitization courses.

## Guiding Principles

The guiding principles for non-credit courses are as following:



**Relevance:** The non-credit courses are offered to enhance program relevance. In fact, the curriculum of the courses are designed and approved by the subject committee of the concerned unit/Department. As per students' needs and interests (as identified by Academic Audit), newer non-credit courses may be introduced by the concerned department during the semester or at the beginning of next semester.



**Accessibility:** In design, the courses will be relevant to the corresponding programs. However, in terms of student participation/access, interdepartmental or even interschool students may also participate, following appropriate recommendation route. In fact, such non-credit courses will be open to non-KU students for admission.

**Cost-Effective:** Non-credit courses supplemental to the regular academic programs, as identified and conducted by the respective department, do not incur extra-cost on the students. Even interdepartmental or interschool students are eligible to get at least one non-credit course free of cost. However, non-KU students/faculty/staff will have to bear the cost of the course as determined by the respective department (based on the workload equivalence, e.g. 1 credit unit). Other non-regular non-credit courses as developed by the Centers will be offered in cost recovery basis – everyone irrespective of being a KU-insider or outsider has to pay separate fees.

**Recognition:** The non-credit course completion certificates will be counted as valuable in terms of academic excellence, hiring and promotion purpose. Such certificates can support learners advance their career or pursue further education. Recently, Kathmandu University has also approved the Recognition of Prior Learning and in this context, non-credit course completion may be useful for granting credits – we have envisioned charting a non-credit to credit pathway.

## Operational Norms

Here are some common norms for conducting non-credit courses:

- 1. Program relevant departmental courses:** Some non-credit courses may be pre-requisite to the program, whereas others may be supplemental. Likewise, some courses may be made mandatory, while others optional. Similarly, some courses may be offered to the whole cohort while others may be offered to specific candidate(s) based on their learning background/need. Such a decisions will be made by the relevant program coordinators/Heads of the Department.
- 2. Interdepartmental courses:** Students from any Department within KUSOED may choose to participate in any non-credit courses (even offered by a different department). If they wish to go for interdepartmental non-credit course, they should seek recommendation from the respective Head of the Department.
- 3. Interschool courses:** Students from any School within Kathmandu University may choose to participate in any non-credit courses (even offered by a different School). If they wish to go for interschool non-credit course, they should seek recommendation from the respective Dean of the School.
- 4. Support:** The non-credit learners will be offered the same (level of) support services as credit learners. Such support services include library, IT, counseling and advisement, access to academic mentor, etc.

