

INSTRUCTIVO



GUIDELINES: TRANSFER OF CREDIT FOR THE ARCHITECTURE PROGRAM

Department: Architecture Program

Version: 1.0

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1 SCOPE AND APPLICABILITY

The following guidelines aim to provide additional instructions to ensure the correct application of the transfer of credit and recognition of prior learning process for the Architecture program.

2 TRANSFER OF CREDIT

2.1 *Information collection*

Students must submit complete documentation for the courses they have taken, including syllabi and a portfolio of completed previous work.

2.2 *Evaluation group for credit transfer*

A credit transfer evaluation group will be formed, composed of faculty members specialized in the subject. These individuals must possess in-depth knowledge of NAAB accreditation criteria. The group will be chaired by the Academic Director or Coordinator of the Architecture Program, who is responsible for overseeing the process and ensuring compliance with academic standards and institutional policies. The chair holds exclusive authority to approve or deny the transfer of credits.

2.3 *Comparison of content, course learning outcomes, and competencies*

Each course will be meticulously compared with NAAB's Program Criteria (PC) and Student Criteria (SC) to identify equivalences and differences. A correspondence table will be used to assess content, Course Learning Outcomes (CLOs), and competencies. The relevance, depth, and currency of the content and outcomes will also be taken into consideration.

2.4 *Review of completed work*

The Credit Transfer Evaluation Group will review the portfolio, evaluating aspects such as the originality of design, technical complexity, the use of sustainable technologies, and adherence to ethical and inclusive principles. Standardized rubrics will be employed to ensure alignment with NAAB criteria.

2.5 *Determination of equivalencies and evaluation mechanisms*

Courses that meet NAAB's requirements will be eligible for direct credit transfer.

For core courses, such as Construction Technologies and Project Workshop, NAAB criteria evaluation mechanisms are necessary, for example: a diagnostic exam or a scheme to validate competencies.

Courses that do not fully meet the requirements will need complementary study plans, which may include additional courses, workshops, or specific projects supported by MOOC-type platforms. Continuous monitoring of

student progress in the implementation of complementary activities will be carried out.

3 NAAB CRITERION EVALUATION MECHANISMS

3.1 *Diagnostic exams*

Diagnostic exams aligned with NAAB criteria will be administered to assess the student's technical and conceptual knowledge.

3.2 *Evaluative sketch*

This brief and practical exercise focuses on solving an architectural design problem and is evaluated based on its alignment with NAAB's Program Criteria (PC) and Student Criteria (SC). The exercise measures the student's ability to integrate NAAB criteria in the development of the sketch.

4 DECISION BY THE CREDIT TRANSFER EVALUATION GROUP

The Credit Transfer Evaluation Group will issue one of the following decisions:

- **Approved Transfer:** The course is considered equivalent in terms of content, credits, and course learning outcomes.
- **Partial Transfer:** Partial recognition of content or credits, requiring the student to complete additional requirements or pass further exams.
- **Rejected Transfer:** The course does not meet the technical and academic criteria. The decision will be communicated to the student in writing, outlining the technical reasons for the rejection.

Transfer eligibility applies only to courses through the sixth semester of the program. Courses from the seventh semester onward, which focus on integrating knowledge and professional practice, must be completed at UDLA to ensure alignment with NAAB criteria and program objectives. Capstone project courses are excluded from the transfer process.

5 INDUCTION COURSE

All students seeking credit transfer are required to attend an induction course held during "Semana 0" (the week preceding the start of the semester). The purpose of this course is to familiarize students with academic standards, the university's digital platforms, and the specific requirements of the Architecture program.

6 DOCUMENTATION AND REPORTS

6.1 *Record keeping*

A detailed record must be maintained for all credit transfer decisions, complementary study plans, and all evaluations and results achieved by the students. The academic and technical reasons for partial or rejected transfers, as well as the results of diagnostic exams and portfolio assessments, must be documented. All documentation must be available for internal and external audits. Records will be uploaded to the approval workflow, managed by the Admissions Consultant, according to the Transfer of credit and recognition of prior learning procedure.

6.2 *Reports to NAAB*

Periodic reports must be submitted to NAAB, demonstrating compliance with Program Criteria (PC) and Student Criteria (SC), including evaluation results and credit transfer decisions.

7 DEADLINES AND ADMINISTRATIVE PROCEDURES

7.1 *Application deadlines*

The reception of transfer requests will be adjusted to institutional timelines.

7.2 *Deadlines for decisions*

The Credit Transfer Evaluation Group will issue a decision within seven business days after receiving complete documentation.