



Policy Name	<i>Transfer Admissions, Transfer Credit and Advanced Standing</i>	Date Approved	<i>February 2022</i>	Date for next review	<i>January 2024</i>
Policy Number	<i>AMUD-S24</i>	Policy Effective from	<i>Spring 2022</i>	Policy Group	<i>Students</i>

Purpose / Objectives: The objective of this policy is to set a framework for transfer admission, transfer credits, and advanced standing.

Applies to: Students who are transferring their credits or admission from other approved CAA universities or applied to receive advanced standing.

Policy:

The following principles are applied in Transfer Admission, Transfer Credit and Advanced Standing:

- Students are required to submit official transcripts showing all post-secondary work attempted.
- Transfer students should meet all of the admission requirements of AMUD. Under no circumstances, these students are admitted under the provisions stipulated for conditional admission.
- *Transfer Admission*
 - Transfer admission is limited to students who are transferring from UAE institutions recorded in the National Register of Licensed HEIs, or other organizations in the UAE approved by the CAA, or recognized institutions of higher learning located outside the UAE.
 - All transfer admission students must present valid certification (EmSAT, TOEFL, IELTS or other certification approved by the CAA) demonstrating the required language competency scores for full admission.
 - Students transferring from other institutions into a program in the same field of study should present certified transcripts from the university at which they were initially enrolled, evidencing their good academic standing. For undergraduate transfers, a minimum CGPA of 2.0 on a 4.0 scale, or equivalent is required. While for the graduate programs, a minimum CGPA of 3.0 on a 4.0 scale in graduate level course work, or equivalent, is required.
 - External or internal students who are not in good academic standing are only permitted to transfer to a program in a field that is distinctly different from the one from which the student is transferring.
- *Transfer Credits and Advanced Standing*
 - With respect to undergraduate programs, transfer credits are only allowed for courses relevant to the receiving degree that provide equivalent learning outcomes and in which the student earned at least a grade of C (2.0 on a 4.0 scale). In this



case, the maximum number of transfer credits that any student could receive should not exceed 50% of total required credits for the program.

- With respect to graduate programs, transfer credits are only allowed for courses relevant to the receiving degree that provide equivalent learning outcomes and in which the student earned at least a grade of B (3.0 on a 4.0 scale). In this case, the maximum number of transfer credit should not exceed 25% of the required credits for the graduate program.
- AMUD does not grant credit twice for substantially the same course taken at two different institutions.
- AMUD does not allow credits transfer for graduation projects and theses.

Procedural Guidelines:

- a. Students should contact the Admissions Office to complete the required form for transfer admission, transfer credits and advanced standing.
- b. Admissions refers the request to the Registrar Office who will establish an ad-hoc committee comprising members of its staff along with subject specialists. This ad-hoc committee reviews the transfer requests and makes decisions on transfer admission and transfer credits/advanced standing.
- c. The staff of the Registrar Office ensure that the request is evaluated according the AMUD Transfer Admissions, Transfer Credit, and Advanced Standing Policy.
- d. The committee has to announce its decision within one week of receiving the request.
- e. Minutes of meetings along with relevant supporting documents should be filed at the Registrar Office.
- f. The final decision is communicated to students requesting transfers through the student registered email.
- g. Such communication should include the number of granted credits and a disclosure about how the accepted credits will be applied to the degree program at AMUD.
- h. This communication of transfer credit decisions shall be made in advance of their admission to their program and within one week of the final decision announcement.

Responsible Office: Admissions, Registrar, and Concerned School

POLICY REVISION HISTORY

Rationale	Date	Revised by	Modifications	Approval
To comply with CAA Standards	19.05.2023	Admissions, Registrar, and Concerned School	To limit transferable credits for master programs to 25%	Governing Board
To comply with CAA Standards	29.05.2023	QAIE	To specify a timeline for the announcement of transfer credit decisions	Governing Board