

Credit transfer policy for undergraduate programmes

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Cross reference/related documents:	1.0 Policies and procedures manual 5.0 Student handbook 3.6 Undergraduate admissions 4.7 Readmission	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1. This policy outlines the principles for awarding credit for prior learning towards the University's qualifications.

2.0 Scope

- 2.1. Transfer of credits may be considered for Bachelors programmes on the basis of studies successfully completed by applicants at a recognised post-secondary institution/college/university.

3.0 Policy

- 3.1. Recognised prior learning is assessed on the basis of equivalent learning outcomes. Assessments will be evidence-based and the faculty will determine a variety of methods and instruments to establish equivalence.
- 3.2. The University does not normally award credit for experiential learning.
- 3.3. The University does consider credit transfer arrangements towards its undergraduate programmes from other education institutions subject to the following conditions:

- 3.3.1. the applicant meets the University's normal entry requirements;
 - 3.3.2. the relevant Faculty is able to determine that the coursework was taken at undergraduate level and is at least equivalent to the credit rating available for one module of the programme for which the credit transfer is being considered;
 - 3.3.3. that the student attained a minimum GPA of 2.0 on a 4.0 scale or equivalent;
 - 3.3.4. the institution at which the programme was taken is recognised by the UAE Ministry of Education or licensed or officially recognised by the Department/Ministry of Education in the home country (and so, attestable by the UAE Ministry of Education);
 - 3.3.5. the Faculty only allows exemptions from modules with content equivalent to that qualification providing the transferable points;
 - 3.3.6. credit points can only be transferred where the work done for the previous qualification would allow the student to successfully perform the assessment exercise for the exempted module;
 - 3.3.7. the decision as to whether a previously taken qualification or credit accumulation serves to exempt a student from a current module rests with the Board of Examiners on the recommendation of the Dean of the Faculty;
 - 3.3.8. credits which have already formed part of an award are not acceptable for transfer;
 - 3.3.9. credit transfer will not be awarded for study completed as part of a credit bearing programme of continuing professional development education;
- 3.4. Transferred credit can provide no more than 50% of the credit points for the taught component of the programme.
 - 3.5. Any student receiving exemption from a module through credit transfer will have their period of study pro-rated at the discretion of the University, which may require specific attendance or study in the area to be credited.
 - 3.6. The modules exempted through credit transfer will be considered as normal pass for the degree completion requirements.
 - 3.7. As the University does not offer a GPA, credit transferred modules will not count towards any record of GPA, and only the final undergraduate award will be given a GPA equivalence.

4.0 Procedure

- 4.1. Credit transfer must be applied for at the time of application to a programme. A registered student may not apply for credit transfer, unless the potentially transferable credit has not been finalised prior to registration in which case the student must indicate their situation regarding possible credit transfer.
- 4.2. In order to make a claim for credit transfer, the student should make a request to the Student Administration department presenting the following documentation:
 - 4.2.1. the transcript grade of the module being claimed showing a minimum GPA of 2.0 on a 4.0 scale or equivalent or a successful pass in the relevant study system;
 - 4.2.2. the module outcomes and/or learning goals of the module already completed and claimed as equivalent;
 - 4.2.3. the learning outcomes of the University module against which the exemption request is made; or,

- 4.2.4. exceptionally a schedule indicating the planned availability of the above.
- 4.3. There will be an administrative charge for dealing with credit transfer requests.
- 4.4. If the Admissions Tutor and Dean of the Faculty consider that credit transfer is possible, a recommendation will be presented to the exam board as a decision is in effect being made to award the applicant a pass and progression for particular module(s) in a programme. Faculty will review the documents and will notify the student/applicant of the outcome of the credit transfer request. The decision as to whether a previously taken qualification serves to exempt a student from a current module rests with the Programme Board of Examiners subject to any further assessment requirements the Board may stipulate.
- 4.5. The decision of the Board of examiners will be communicated to the student via admissions office.
- 4.6. Normally a discount will be made from the tuition fees payable in respect of the credit transferred module at the discretion of the Vice-Chancellor.
- 4.7. The university shall maintain an informal watching brief regarding the development of credit transfer system and processes by the Ministry, British and European bodies and such other international to credit accumulation and transfer system (CATS) as the UAE may encourage or endorse.