# 6.c. Transfer Admissions / Credit

| Subject | Students | Effective From | Sep - 2011 |
|---|---|---|---|
| Policy # | 6.c. | Latest Revision | Jun - 2024 |
| Title of The Policy | Transfer Admissions / Credit | Next Review | Dec - 2024 |
| Responsible Entity | Colleges Councils, Admission and Registration Unit | Policy Pages | 3 |

| | |
|---|---|
| Definitions | **AAU**: Al Ain University |
| Purpose | A student who is registered at another university or college may apply to transfer to AAU |
| Scope | Transferred students |
| Statement | • AAU has a dedicated committee for the "Transfer Admission" in each college. This committee includes staff of the registration unit and Colleges Dean, and concerned Program Director. The records of all decisions of the committee and related documents are maintained; <br>• Only students 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, are eligible for transfer admission; <br>• Students entering under 'transfer students' should present valid certification (EmSAT, TOEFL, IELTS or other certification approved by the CAA) demonstrating the required language competency scores for full admission; <br>• Students transferring from other institutions into a program within the same field of study are considered to be in good academic standing. For undergraduates, this requires a minimum CGPA of 2.0 on a 4.0 scale, or its equivalent. <br>• AAU permits external or internal students who are not in good academic standing to transfer only to a program in a field distinctly different from the one from which the student is transferring; <br>• Students can transfer undergraduate program credits only for courses relevant to the receiving degree that provide equivalent learning outcomes and in which the student earned a grade of C (2.0 on a 4.0 scale) or better; <br>• AAU accepts only transfer students in good academic standing (a minimum CGPA of 3.0 on a 4.0 scale in graduate level course work, or equivalent) to graduate programs; <br>• Students are required to submit the official transcripts showing all post-secondary work attempted at all institutions attended; <br>• Transfer students must meet all the admission requirements of AAU and program, and does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission; |

| | |
|---|---|
| | - AAU limits the number of transfer credits which may be applied to a specific undergraduate degree program; the limit may not exceed 50% of the total number of credits which are required to complete a degree;<br>- AAU limits transferred credits for Master's programs to a maximum of 25% of the total credits required for the program (or whichever equivalent measure is used in determining course or program requirements);<br>- AAU transfers graduate program credits only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.0 on a 4.0 scale) or better;<br>- AAU does not grant credit twice for substantially the same course taken at two different institutions;<br>- AAU allows the transfer of credits for clinical training only when done in the UAE or in exceptional circumstances, upon review and approval of a waiver to this requirement by the CAA;<br>- AAU does not allow credits for graduation projects and theses to be transferred;<br>- AAU does provide for timely written notification to the student, prior to admission, of the transferability of credit, how much credit is granted, and how the accepted credit will be applied to the degree program of the receiving institution. |
| **Procedures** | - A student who is registered at another university or college may apply, transfer to AAU, provided that the university or college from which the student is transferring is accredited by the Ministry of Education in the UAE.<br>- The student should meet the admission requirements at the enrollment in the desired college.<br>- The student must be a full time student.<br>- The student must have successfully completed at least 9 credit hours – only for undergraduate programs (in the previous institution)<br><br>By meeting the 4 points (listed above), the "Transfer Admissions/Credit" procedures are as follows:<br><br>- Applicants willing to enroll in the university should review and submit their papers to the Admission and Registration Unit.<br>- Admissions staff will verify the submitted papers and ensure achieving program's academic requirements.<br>- After making sure of achieving the criteria for admission to the program, the applicant should fill the university admission file accompanied with all the required papers and their educational qualifications.<br>- Handle the university admission file to admission staff.<br>- After verifying that all student data and papers exist, admission file are given a "request number".<br>- The student will contact the finance unit to pay fees for enrollment by using "request number ". Confirming the enrollment of admitted students at the university after the acceptance of admission request and giving them an AAU ID number and study plan for the program they joined. |

| | |
|---|---|
| | • The student should fill "Course transfer" form and pay the form fees then handle it to admission and registration to carry on the procedure. |
| **Recent Changes** | June 2024:<br>This policy has been revised & updated as per the CAA ERT requirements (Renewal- B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering). |