

Policies and Procedures

Policy Title	Credit Transfer Policy & Procedure	Policy Number	522
Section	Student Affairs	Approval Date	4 June 2024
Subsection	Admission, Enrollment, Tuition, Scholarship	Authorizing Entity	BoT
Responsible Office	Registrar's Office	Effective Date	1 August 2024
Distributed To	Admission's Office, Enrollment Office & College Deans	Next Review Date	After 2 years

1. PURPOSE

- 1.1. The purpose of the Credit Transfer policy and procedure is to ensure a seamless process for students to transfer credits earned from previous educational institutions. This document aims to recognize and acknowledge students' existing knowledge and skills, providing them with fair and equitable credit recognition. By facilitating the transfer of credits, this policy promotes efficiency in academic progress and saves students valuable time and resources.
- 1.2. The scope of this document applies to all undergraduate and graduate students enrolled at AUBH who seek to transfer credits earned from other institutions.

2. DEFINITIONS

- 2.1. Credit Transfer: The process of accepting earned credits from another institution and applying them toward a program of study at AUBH.

3. POLICY

- 3.1. General Principles:
 - 3.1.1. Acknowledgement of Learning: AUBH acknowledges the value of prior learning and aims to facilitate credit transfer for students who have completed similar coursework at other institutions.
 - 3.1.2. Equivalency: Transferring credits is subject to the equivalency and appropriateness of the courses or learning experiences, as determined by the relevant academic evaluation committee.
 - 3.1.3. Regulation and Compliance: The credit transfer process will follow the Higher Education Council (HEC) guidelines and the accrediting agencies.
 - 3.1.4. Fairness: The credit transfer process is administered fairly and impartially, ensuring equal opportunities for all students.
 - 3.1.5. Transparency: The criteria and procedures for credit transfer are clearly communicated to students and staff.

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3.2. Eligibility:

- 3.2.1. Students applying for credit transfer must meet the minimum admission requirements for the program they intend to join.
- 3.2.2. Credit transfer is available to students who have completed courses at an accredited institution recognized in their home country.
- 3.2.3. Students transferring from foreign institutions must submit authenticated records as required by the HEC.
- 3.2.4. Students may transfer credits obtained from vocational or professional qualifications that are mapped or aligned to the National Qualification Framework or its equivalent entity in the awarding body's home country.
- 3.2.5. Courses must be equivalent in terms of level, content, and weight to be transferred.
- 3.2.6. Credits earned from a particular course may exempt a student from one equivalent course only, noting that partial exemptions are not permitted.
- 3.2.7. Undergraduate students may transfer credits obtained from courses where they have achieved a grade of C and above or equivalent based on the grading system adopted at the awarding institution.
- 3.2.8. Postgraduate students may transfer credits obtained from courses where they have achieved a grade of B and above or equivalent based on the grading system adopted at the awarding institution.

3.3. Limitations:

- 3.3.1. The total number of credits transferred should not exceed 50% of the number of credits required for graduation at AUBH.
- 3.3.2. The maximum interruption of study for students requesting credit transfer must not exceed five years, unless special approval is obtained from the HEC.
- 3.3.3. Students must apply for credit transfer before joining AUBH during their first semester of study. Conditionally accepted students who do not submit the pending official documents related to their admission within the first semester may lose any transferred credits requested.
- 3.3.4. Students cannot request the transfer of credits for a course that they are already enrolled in or have completed and obtained a grade for at AUBH.
- 3.3.5. Students cannot transfer credits they have obtained from a degree that was awarded to them at the same academic level (e.g., bachelor's to a bachelor's) but may transfer credits to a higher level (e.g., bachelor's to a master's).

4. PROCEDURES

4.1 Credit Transfer Process:

- 4.1.1. Students seeking credit transfer must submit official transcripts and relevant course descriptions from previously attended institutions to the Admissions Office.
- 4.1.2. A designated "subject expert" academic committee will evaluate the transferred courses for equivalency with the program's requirements in terms of level, content, and weight.
- 4.1.3. The identity of the reviewers should be protected and not shared with the student.

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4.1.4.If the courses are deemed equivalent, the credits will be transferred, and the grades will be recorded as "TC" (Transfer Credit) on the student's transcript.

4.1.5.Transferred credits are not included in the calculation of the student's GPA.

4.2. Appeal Process:

4.2.1.Students have the right to appeal the evaluation of credit transfer outcome within ten days of receiving it by submitting a written request to the Dean of Students.

4.2.2.Upon receiving the appeal, the Dean of Students will convene a second academic committee to review the request.

4.2.3.If students believe the first appeal was not handled according to AUBH guidelines or wish to present new evidence that was not considered in the initial appeal, they may request a final appeal hearing.

4.2.4.Second-level appeals will be reviewed by the Provost and must be requested within ten days of the outcome of the first appeal.

5. RELATED DOCUMENTS AND REFERENCES

5.1. Admissions Policy

5.2. Admissions Manual

5.3. Registration, Progression, and Graduation Policies

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
4 June 2024	Elements of the Credit Transfer policy were previously included in the Admission Manual. This document is developed and approved in line with AUBH's Policy Governing University Policies. Recognition of Prior Learning is further detailed in this Policy	Board of Trustees	1 August 2024
May 2026	Adding 3.2.1 Editing 3.2.6 to ensure that each credited course can only exempt students from one course Editing 3.3.2 to limit the transfer of credits based on the interruption of study instead of the credits' shelf-life Editing 3.3.3 to limit the credit transfer request window to one semester only Removed all items related to RPL and changed the name of the policy	Board of Trustees	9 June 2026

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