



UNITED ARAB EMIRATES UNIVERSITY

Section: ACA-ADM

Policy Number: 03

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Responsible Office: Associate Provost for Academic Affairs

Inter- and Intra-Institutional Transfer

I. Policy

The United Arab Emirates University shall establish standards governing inter- and intra-institutional transfer to the University in conformity with the policies of the Ministry of Higher Education and Scientific Research and shall implement procedures that effectively and efficiently achieve the end of enrolling qualified students in the University.

1. Transfer from One College to Another

Students may choose to transfer from one college to another only once. The transfer shall take place within the framework of the general admission policies of the United Arab Emirates University.

Applications will be submitted to the Admission and Registration Department during the last two weeks of the semester. Recommendations will be made by a committee appointed annually for this purpose by the Vice Chancellor.

2. Transfer from Another Educational Institution

- a) Students may apply for transfer from another educational institution to the United Arab Emirates University.

The transfer shall take place within the framework of the general admission policies of the United Arab Emirates University.

The conditions of eligibility for transfer shall be:

- Students must have successfully completed at least two semesters or one academic year in an accredited university. His/her overall grade in that university should correspond to a minimum of *good* (C).
- Students must satisfy the admission requirements of the University and the qualifying conditions for the college.
- There are seats available within the quota assigned to the college in the semester in question.
- The maximum number of credit hours that can be transferred is sixty credit hours (eighty credit hours for the College of Engineering, the College of Education [Bachelor Degree in Education with Teaching License] and the College of Information Technology).

Nationals of the United Arab Emirates may be transferred to/from the College of Medicine and Health Sciences from within the University or from another accredited university. The transfer must satisfy the rules and criteria of the regulations of that college.

Transfer will be granted only from educational institutions that require the students to attend classes on a campus.

- b) Transfer of all or some of the credit hours shall be granted upon the recommendation of the academic department. A minimum grade of C will be the condition for the transfer of credits of any course.
- c) Credit hours completed in another educational institution may be transferred on a pass/fail basis only.

II. Application

This policy shall apply to all students seeking to transfer from one college to another within the United Arab Emirates University and shall apply to transfer from another educational institution to the UAE University.

III. Related Policies

ACA-ADM-01	Admission
ACA-ADM-04	Enrollment and Registration

IV. Revision History

Date	Revision