


Category	Undergraduate Admissions	Policy Number	ACA-ADM-103	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	2.0	
Responsible Office	Provost	Policy Owner	Admissions	
Date Approved	17 May 2023	Effective Date	AY 2023-24	
Date Last Reviewed	12 May 2023	Due Date for Next Review	12 May 2026	

POLICY

Undergraduate Transfer Admissions and Transfer Credits

1. Purpose

This policy ensures that the processes governing undergraduate transfer admissions to Zayed University, and transfer credits are in line with government regulations and are conducted with integrity and fairness in a manner that upholds the standards and expectations of the university.

2. Scope of Application

This policy applies to all undergraduate students who wish to transfer to ZU, and to those who wish to transfer credits.

3. Definitions

3.1 National students are those who have a U.A.E. passport and U.A.E. National Identity Certificate (U.A.E. Family Book).

3.2 Non-national students are those who do not have a U.A.E. passport and/or U.A.E. National Identity Certificate (U.A.E. Family Book).

4. Policy

4.1 Zayed University admits national and non-national students who meet the criteria for undergraduate transfer admission.

4.2 No transfer students will be admitted under the conditions stipulated for conditional admission.

4.3 Transfer credits will be assessed on a case-by-case basis according to the criteria stated below.

4.4 The number of transfer credits that may be applied to a specific undergraduate degree program must not exceed 50% of the total number of credits that are required to complete the degree.

- 4.5** Zayed University will establish a committee that includes staff from the Admissions Department, and subject-matter specialists to evaluate transfer requests, and transfer credits.
 - 4.5.1** The committee will make its recommendations to the Dean, or designee, of the college concerned.
 - 4.5.2** The records of all committee recommendations, including meeting minutes, and the related documents will be maintained by the Admissions Department.
- 4.6** The final decisions on transfer admissions and transfer credits rest with the Dean, or designee, of the ZU college concerned.

5. Transfer Admissions

- 5.1** Only students transferring from UAE institutions recorded in the National Register of Licensed Higher Education Institutions, or other organizations in the UAE approved by the Commission for Academic Accreditation, or recognized institutions of higher learning located outside the UAE, are eligible for transfer admission.
- 5.2** Students must meet all the transfer admission requirements of the ZU academic program they wish to transfer to (see Appendix A).
- 5.3** All entering transfer students must present valid certification demonstrating the required language competency in line with the admission criteria for the ZU academic program they wish to transfer to (see Appendix A).
- 5.4** Students transferring from other institutions must demonstrate with valid documentation that they are in good academic standing at the institution they are currently attending by meeting the minimum CGPA requirement for the ZU academic program they wish to transfer to (see Appendix A).
- 5.5** Students must submit official transcripts showing all post-secondary work attempted at all institutions they have attended to the Admissions Department at the time of application for transfer admission.
- 5.6** The time spent studying at the previous institution is included in the total amount of time the student spends towards graduation.

6. Transfer Credits

- 6.1** Zayed University accepts transfer credits in line with the criteria listed below. All transfer credits count towards the completion of degree requirements but are not calculated as part of the Cumulative Grade Point Average.
- 6.2** Zayed University will provide timely written notification to students, 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 the student wishes to transfer to.

- 6.3** Credits completed more than five (5) years before the intended enrollment date at ZU are not transferable.
- 6.4** ZU transfers 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 (GPA of 2.0 on a 4.0 scale) or better.
- 6.5** A ZU student who has been granted permission by their college to study at another institution during the summer may apply for credit transfer in accordance with university policy.
- 6.6** ZU does not grant credit twice for substantially the same course taken at two (2) different institutions.

7. Related Policies and Laws

ACA-ADM-101 Undergraduate Admission to Zayed University
 ACA-ADM-102 Advanced Placement and Advanced Standing
 ACA-REG-101 Undergraduate Enrollment and Registration
 ACA-REG-102 Change of Academic Program within Zayed University
 ACA-PRO-203 Grading in the Undergraduate Program
 ACA-PRO-402 Summer School and Summer Study

8. Administration

This policy is administered by the Admissions Department.

9. Revision History

Date	Revision
17 May 2023	President's Decision issued (PD#44 of 2023).
12 May 2023	Endorsed by the Executive Committee.
1 May 2023	Endorsed by the Academic Council.
6 March 2023	Endorsed by the Provost's Council subject to the removal of all references to Advanced Standing , which will be added to the Advanced Placement policy (ACA-ADM-102).
13 February 2023	Endorsed by the Deans' Council. <ul style="list-style-type: none"> Added Article 5.6 re: total time spent towards graduation for greater clarification and to more clearly align with other related policies.
30 January 2023	<ul style="list-style-type: none"> Removed information regarding changing programs within ZU as that is now contained in the new Change of Program within ZU policy. Updated the information header including the policy owner as the Admissions Dept, and related policy numbers. Updated the policy number from ACA-REG-03 to ACA-ADM-103. Updated Appendix A.
27 December 2021	Approved by the University Council. President's Decision issued (PD#93 of 2021).
18 May 2021	New policy drafted in line with CAA requirements.

APPENDIX A: TRANSFER ADMISSION REQUIREMENTS



Program/Major	Concentration/Specialization	Transfer CGPA	Math	Physics / Chemistry / Biology	English	Arabic	Others										
BFA Animation Design		2.25	EMSAT 550 or SAT 475 or ZU internal Math test ¹ (60%)	NA	EMSAT 1250 or IELTS 5.5 or TOEFL iBT 71	EMSAT 750 (UAE Nationals Only)	Portfolio ²										
BFA Graphic Design																	
BFA Interior Design																	
BFA Visual Arts																	
BS Multimedia Design																	
Bachelor of Science in Business Transformation	BS Business Transformation with Concentration in Accounting	3	EMSAT 750 or SAT 530 or ZU internal Math test ¹ (65-75%) ²				EmSAT Physics /Chemistry /Biology - 700 or HS Subject score in either Physics / Chemistry / Biology 80% or Equivalent			NA							
	BS Business Transformation with Concentration in Entrepreneurship & Innovation																
	BS Business Transformation with Concentration in Finance																
	BS Business Transformation with Concentration in Growth Strategy & Management																
	BS Business Transformation with Concentration in Operations Management																
Bachelor of Science in Social Innovation	BS Social Innovation with Concentration in Behavioral Economics		EMSAT 600 or SAT 475 or ZU internal Math test ¹ (65%)														
	BS Social Innovation with Concentration in New Media																
	BS Social Innovation with Concentration in Political & Economic Systems																
	BS Social Innovation with Concentration in Psychology																
	BS Social Innovation with Concentration in Societal Design																
Bachelor of Science in Computational Systems	BS Computational Systems with Concentration in Applied Data Science	EMSAT 900 or SAT 590 or ZU internal Math test ¹ (75%-85%) ²															
	BS Computational Systems with Concentration in Digital Security																
	BS Computational Systems with Concentration in Machine Intelligence																
Bachelor of Science in Sustainability	BS Sustainability with Concentration in Sustainability & Safety	EMSAT 600 or SAT 475 or ZU internal Math test ¹ (65%)															
	BS Sustainability with Concentration in Sustainability Enterprise																
	BS Sustainability with Concentration in Sustainability Policy																
College of Interdisciplinary Studies Notes																	
1. Candidates without the required EmSAT Math or the SAT score can take Zayed University’s Internal mathematics test.																	
2. Candidates scoring at the low end of this threshold will be required to attend a Math lab during their first semester																	
College of Arts and Creative Enterprises Notes																	
1. Candidates without the required EmSAT Math or the SAT score can take Zayed University’s Internal mathematics test.																	
2.All CACE candidates required to submit a Portfolio as part of the application process.																	