Category	Undergraduate Admissions	Policy Number	ACA-ADM-103	
Distribution	External	Version	3.0	
Responsible Office	Provost	Policy Owner	Admissions	
Date Approved	21 February 2024	Effective Date	AY 2024-25	
Date Last Reviewed	5 February 2024	Due Date for Next Review	31 July 2025	

POLICY
Undergraduate Transfer Admissions and Transfer Credits

1. **Purpose**
   This policy ensures that the processes governing undergraduate transfer admissions to Zayed University ("**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 the University, and to those who wish to transfer credits.

3. **Definitions**

National Students	Students who have a U.A.E. passport and U.A.E. National Identity Certificate (U.A.E. Family Book)
Non-national Students	Students 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 The University admits national and non-national students who meet the criteria for undergraduate transfer admission.

   4.2 The admission process will be conducted in a manner that upholds the ethical standards of the University that include professionalism, respect, integrity, fairness, inclusion, and tolerance; and will ensure that no student applying to the University will be discriminated against.

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

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

4.5   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.

4.6   The University will establish a committee that includes staff from the Admissions team, and subject-matter specialists to evaluate transfer requests, and transfer credits.

    4.6.1   The committee will make its recommendations to the Dean, or designee, of the college concerned.

    4.6.2   The records of all committee recommendations, including meeting minutes, and the related documents will be maintained by the Admissions team.

4.7   The final decisions on transfer admissions and transfer credits rest with the Dean, or designee, of the 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 degree program they wish to transfer to (see appendix).

5.3   All entering transfer students must present valid certification demonstrating the required language competency in line with the admission criteria for the degree program they wish to transfer to (see appendix).

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 degree program they wish to transfer to (see appendix).

5.5   Students must submit official transcripts showing all post-secondary work attempted at all institutions they have attended to the Admissions team 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.

    5.6.1   Eligible national undergraduate students who receive federal funding will be funded for a time period not exceeding 1.5 times the normal time for the completion of their degree program (e.g., six years for a four-year program). Students who require more time to complete their graduation requirements are responsible for arranging the funding of the remaining tuition fees by themselves (MOE Federal HEI Financing System 2022).

6. Transfer Credits

    6.1 The 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 The 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 the University are not transferable.

    6.4 The University will 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 (GPA of 2.0 on a 4.0 scale) or better.

    6.5 A University 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 The University does not grant credit twice for substantially the same course taken at two (2) different institutions.

7. Related Policies and Laws
- MOE Federal HEI Financing System 2022
- ACA-ADM-101 Undergraduate Admission to Zayed University
- ACA-ADM-102 Advanced Placement
- 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 team.

9. Revision History

Date	Revision
21 February 2024	Approved by the Board of Trustees.
5 February 2024	Added admission requirements for new programs to appendix.
30 January 2024	Endorsed by the Academic Calendar.
19 October 2023	Revised in preparation for AY 2024-25: • Added Article confirming that students will not be discriminated against. • Added clarification regarding the funding requirements for P1 students who need more time to graduate (5.6.1).

	• Added transfer admission requirements from AY 2024-25 (appendix).
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. • 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	• 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.

Attachment:
Appendix: Undergraduate Transfer Admission Requirements

UNDERGRADUATE TRANSFER ADMISSION REQUIREMENTS
(from AY 2024-25)

Degree Program	Transfer CGPA	English	Mathematics	Others
BFA Animation Design	2.25	EmSAT 1250 or IELTS 5.5 or TOEFL iBT 71	EmSAT 500 or SAT 450	Portfolio
BFA Graphic Design				
BFA Interior Design				
BFA Visual Arts				
BS Multimedia Design				
BS Business Transformation	3.0		EmSAT 750 or SAT 535	N/A
BS Social Innovation			EmSAT 600 or SAT 485	
BS Computational Systems			EmSAT 900 or SAT 590	One (1) Science Subject (Physics or Chemistry or Biology) EmSAT 700 or HS subject score 80%

Degree Program	Transfer CGPA	English	Mathematics	Others
BS Marketing & Entrepreneurship	2.25	EmSAT 1250 or IELTS 5.5 or TOEFL iBT 71	EmSAT 600 or SAT 485	N/A
BS Finance				
BS Accounting				
BS Information Technology			EmSAT 700 or SAT 520	One (1) Science Subject (Physics or Chemistry or Biology) EmSAT 700 or HS subject score 80%
BS Information Systems & Technology Management				
BS Environmental Science & Sustainability				
BS Public Health & Nutrition			EmSAT 500 or SAT 450	Two (2) Science Subjects (Physics or Chemistry or Biology) EmSAT 700 or HS subject score 80%

Degree Program	Transfer CGPA	English	Mathematics	Others
BS Psychology	2.25	EmSAT 1250 or IELTS 5.5 or TOEFL iBT 71	EmSAT 500 or SAT 450	N/A
BA International Studies				
BS Communication & Media Sciences				
Bachelor of Architecture		EmSAT 1400 or IELTS 6.0 or TOEFL iBT 79		Portfolio