


Policy Group	Admissions and Registration	Policy Number	ACA-REG-03	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
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POLICY

Undergraduate Transfer Admissions, Change of Program, and Transfer Credits

1. Purpose

This policy ensures that the processes governing undergraduate transfer admissions to Zayed University, changing academic programs within 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. Application

This policy applies to all undergraduate students who wish to transfer to or change programs within Zayed University.

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 Zayed University undergraduate students who wish to change from one academic program to another within the university must meet the admission criteria and requirements for the academic program they wish to transfer to.

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 Zayed University will establish a committee that includes staff from the Admissions and Registration Department and subject-matter specialists to evaluate transfer requests and transfer credits.

4.5.1 The committee will make its recommendations to the Dean of the concerned college.

4.5.2 The records of all committee recommendations and the related documents will be maintained by the Admissions and Registration Department.

4.6 Zayed University will provide 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 the student wishes to transfer to.

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 and Registration Department.

5.6 The final decision on transfer admission rests with the ZU college concerned.

6. Change of Program

6.1 ZU students who wish to change from one program to another within the university must meet the transfer admission requirements for the academic program they wish to transfer to (see Appendix A).

6.2 Students must demonstrate that they are in good academic standing in the program they are currently studying by meeting the minimum CGPA requirements for the program they wish to transfer to (see Appendix A).

6.3 Students are not allowed to change from one program to another after completing 60 credits in their current program.

6.4 Students are not allowed to change their majors after completing 75 credits in their current major.

6.5 Students are not allowed to change their concentration after completing 90 credits in their current concentration.

6.6 Students are not allowed to apply for a minor, or to change a declared minor, after completing a total of 90 credit hours.

6.7 The final decision on changing programs, in accordance with the above criteria, rests with the college concerned.

7. Transfer Credits

- 7.1 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.
- 7.2 Credits completed more than five (5) years before the intended enrollment date at ZU are not transferable.
- 7.3 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.
- 7.4 The number of transfer credits which may be applied to a specific undergraduate degree program may not exceed 50% of the total number of credits which are required to complete the degree.
- 7.5 ZU does not grant credit twice for substantially the same course taken at two (2) different institutions.

8. Transfer Credits for Summer Study

- 8.1 A student who has been granted permission by their college for summer study at another institution may apply for credit transfer in accordance with university policy.
- 8.2 Only courses endorsed by the student's college and approved by the Admissions and Registration Department may be transferred for degree credit.
- 8.3 Only those courses taken at another institution during the summer semester in which a final grade of C or higher will be accepted for transfer.

9. Related Policies and Laws

ACA-REG-01 Undergraduate Admission to Zayed University
ACA-ADM-14 Summer School and Summer Study

10. Administration

This policy is administered by the Admissions and Registration Department.

11. Revision History

Date	Revision
28 April 2022	Approved by the Provost.
17 March 2022	Updated CIS requirements in Appendix A to be in line with new UC-approved admission requirements.
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



College	CGPA (4.0 scale)	UAE High School or Equivalent		English Language			EmSAT		American System	British System	IB
		Gen	Adv	EmSAT	IELTS Academic	TOEFL iBT	Arabic	Math	<i>Arabic and Islamic Studies not included</i>		
COB*	2.25	75%	70%	1250	5.5	71	600	600	Pass 5 subjects with total average 75%	5 GCSE/IGCSE/ O-levels and 4 AS-Levels with grade B or 2 A-Levels with grade C	Complete the IB Diploma with at least 24 points
CACE	2.25	75%	70%	1250	5.5	71	900	500			
CCMS	2.25	75%	70%	1250	5.5	71	900	500			
CHSS	2.25	75%	70%	1250	5.5	71	900	500			
CNHS	2.25	75%	70%	1250	5.5	71	900	500			
CTI	2.50	80%	75%	1250	5.5	71	900	700	Pass 5 subjects with total average 80%		
CIS**	3.0	80%	75%	1250	5.5	71	N/A	750		5 GCSE/IGCSE/ O-levels and 2 A-Levels with grade B	

* Interview is required

** English essay and interview required

CIS: All transfer students to CIS must start their academic program from the first year without any transfer credits

Colleges:

COB	College of Business
CACE	College of Arts and Creative Enterprises
CCMS	College of Communication and Media Sciences
CHSS	College of Humanities and Social Sciences
CNHS	College of Natural and Health Sciences
CTI	College of Technological Innovation
CIS	College of Interdisciplinary Studies