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Policy: **Credit Transfer Policy**

Code: **06ST03**

Reviewed/ Revised: **19/07/ 2022**

Policy Owner: **Dean**

Target audience: **Faculty, Admissions, Global Mobility, and Registry**

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**PURPOSE:**

This policy is developed to provide guidelines on transfer of credits at the Emirates Academy of Hospitality Management (EAHM).

**SCOPE:**

This policy relates to students wishing to transfer into EAHM after partially or fully completing an academic programme at another accredited and recognised University. It relates also to students wishing to be part of a mobility programme (Student exchange, study abroad).

**DEFINITIONS:**

**Credit transfer:** Total number of credits given to students to recognise their previous formal study at a lower or similar level of qualification from a higher educational institution with a programme that is recognized, approved, or accredited by relevant authorities or their equivalent abroad

**Credit transfer (Mobility):** The recognition of the total number of credits acquired by a EAHM student following a programme at another higher educational institution within their duration of studies at EAHM (for example, through a student exchange programme, inbound or outbound).

**POLICY STATEMENT:**

The policy governs the steps and limits of the academic credit transfer at the EAHM. The Dean and the Programme Managers are the only authorities authorized to conduct the mapping of learning outcomes and to make an award of credit. Their findings in this matter are absolute and are not subject to appeal or to negotiation.

Academic credits can only be awarded at the time of making an application to study at EAHM and students may not request the award of credit once they have commenced their studies at EAHM.

**RESPONSIBILITY:**

It is the responsibility of the Programme Managers/ Dean, and Registrar to implement this policy. The Dean will monitor and update this policy.

**IMPLEMENTATION OF THE POLICY:**

**Transfer Admission from other institutions**

EAHM will transfer academic credits from formal programmes of study (defined in terms of the academic level on a framework of qualifications, and through assessed learning outcomes) from universities that it recognizes. These are:

1. UAE institutions records in the National Register of Licensed HEIs
2. recognised institutions of higher learning located outside the UAE
3. Other organisations in the UAE approved by the CAA

### *Nature of studies*

The program must be at the same level, and it should not be vastly different. The student shall submit the official transcripts of all post-secondary work attempted at all institutions attended.

### *Course mapping*

EAHM will only transfer academic credits for individual courses, where these courses are at least two thirds equivalent to a similar course at EAHM. Credits completed in other universities must be mapped with EAHM courses for the award of credits exemption by the Programme Manager. Students wishing to transfer courses must provide an attested transcript showing which courses they have taken and passed, and detailed course syllabi for each course. These syllabi must show the level of the course, its content in terms of learning outcomes and assessment. A similar course taken in two different institutions shall not be granted credits twice.

For undergraduate programme, no more than 50% of the total number of credits at EAHM may be awarded based on prior academic study and no credits can be awarded for courses at level 4. Transfer credit cannot be accepted twice for the same course taken at two different institutions and only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of C (2.0 on a 4.0 scale) or better.

For postgraduate programme, no more than 25% of the total number of credits at EAHM may be awarded based on prior academic study and no credits can be awarded for graduation projects and dissertation from other institution. Transfer credit cannot be accepted twice for the same course taken at two different institutions and only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.0 on a 4.0 scale) or better.

### *Other eligibility requirements*

English Proficiency and Arabic language requirement are to be fulfilled.

The Registrar will notify the applicant, 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 of the receiving institution. The Registrar will then seek for approval of awarding of transfer credits from the Ministry of Education.

1. Only after the Ministry of Education had approved the awarding of transfer credits would any awards of credit be formally recorded on the student's transcript.
2. EAHM does not transfer marks from other institutions and the credits that are awarded will not contribute towards a student's GPA or final classification of award.
3. Should the information upon which awards of credit were made be found to be inaccurate or fraudulent, the credits will be removed from the transcript and the student will face disciplinary action.

### **International student mobility**

International student mobility is encouraged both inbound and outbound. Student can earn up to 25% of credits of postgraduate programme and 50% of Undergraduate programme at a partner institution having specific agreement to that effect with EAHM.

The offering of a semester exchange or study abroad option is at the discretion of the EAHM. The process followed for student mobility is as below:

- A student must have a satisfactory academic record with a minimum CGPA of 3.0 at the end of the term before the provision for mobility.
- Students on academic probation in first and/or second term are not eligible for international exchange.

- Interested students can meet the Manager of Global Mobility to assess their eligibility and mobility offering.
- Inbound mobility students are given a selection of courses based on the agreement with the partner institution.
- A mapping of courses is made by the programme manager in the case of an outbound mobility against the course offering from the partner institution. It shouldn't be more than 2/3 discrepancy between the course learning outcomes and mode of delivery.
- The credits earned in mobility programme will be transferred but the grades will not be added to the CGPA.

**ASSOCIATED DOCUMENTS:**

- Credit Mapping Document
- Advanced Standing Policy

**MENTIONS:**

- Catalogue

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.

**POLICY APPROVALS RECORD**

Policy Name:	<b>Credit Transfer Policy</b>	
Policy Code:	<b>06ST03</b>	Formerly: EA/ACA/007
Date of first approval:	<b>05/2013</b>	

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
31/07/2014	
31/07/2015	
31/08/2016	
31/07/2018	
09/2020	
15/02/2022	
19/07/2022	<ul style="list-style-type: none"> <li>- Added conditions from which universities can be considered for transfer credit application</li> <li>- Added the Programme Managers as authorised person to conduct mapping of learning outcomes</li> <li>- Added the Programme Managers and Registrar as responsible person for implementing the policy</li> <li>- Added the need for the Registrar to seek approval from Ministry of Education before confirming transfer credits</li> <li>- Added provision for postgraduate transfer credit</li> <li>- Inbound/outbound mobility</li> </ul>