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Policy: **Course Substitution**

Code: **03EP05**

Reviewed/ Revised: **06/02/2024**

Date of Next Review: **July 2025**

Policy Owner: **Head of Academic Services & Registry (Registrar)**

Target audience: **Program Managers, Marketing & Enrolment**

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#### **PURPOSE:**

The purpose of this policy is to ensure the students have an accurate assessment of their application, against the course offered by EAHM (transferred students) or their programme, should EAHM offer a new curriculum that supersedes the current one (current enrolled students).

#### **SCOPE:**

This policy applies to students wishing to transfer, students who are affected by the change in the curriculum and to the Programme Manager at EAHM who must assess the courses.

#### **DEFINITIONS:**

**Credit transfer:** transfer credit, or advanced standing are the terms used by colleges and universities for the procedure of granting credit to a student for educational experiences or courses undertaken at another institution.

**Transfer Students:** Students who are enrolled in another university who wish to complete their programme at EAHM.

**Students:** Students currently enrolled at EAHM.

#### **POLICY STATEMENT:**

Courses may be substituted on the following grounds:

1. A transfer student applies to study at EAHM. In this instance, the Programme Manager maps the courses completed from the University from where the student is planning to transfer with EAHM courses to decide a credit waiver. For undergraduate programme, a maximum of fifty percent (50%) of the credits are allowed to be transferred and at the graduate level programme, a maximum of twenty-five percent (25%) of the courses is allowed to be transferred.
2. When a student is following a curriculum that has been superseded by a new one and the course substitution is needed to bring the old curriculum in line with the new.
3. When a student fails an elective or a language course. The student may take the same elective or language course or opt to register for a different elective or language course offered during the trimester.

A course substitution shall be valid when:

- a. The courses involved are within the same programme.
- b. The courses being used as a substitute has credit units equal to or greater than the credit units of the required course.
- c. All applications for substitution for transfer students must be submitted prior to the commence of their studies at EAHM. No transfer credit application shall be entertained once the trimester has started.
- d. No substitution shall be allowed for any course where the student has failed or received a grade of less than 2.00 or 60% (transfer students only).
- e. All application for substitution shall be acted upon by the Programme Manager concerned. The decision for course substitution is final and no appeal shall be entertained.

**RESPONSIBILITY:**

The Registrar is responsible in implementing this policy and in creating a sustainable programme plan for the student.

**IMPLEMENTATION OF THE POLICY:**

The application is received by EAHM via Marketing and Enrolment and it is forwarded to Administrative Services, They assess the application and forward it to the Program Manager who will map the courses and assess the number of credits that can be transferred and accepted by EAHM. The Dean is informed of the decision and may review.

In the event that course substitution must be done for current students, the Registrar will propose a programme plan to the Programme Manager and Dean to review. Once approved, a new programme plan will be shared to the students.

**ASSOCIATED DOCUMENTS:**

03EP03 Undergraduate Completion Requirements  
03EP04 Postgraduate Completion Requirements  
06ST03 Credit Transfer  
Catalogue

**MENTIONS:**

N/A

**DATE OF NEXT REVIEW:**

This document should be reviewed by **July 2025**.

**POLICY APPROVALS RECORD**

Policy Name: **Course Substitution**  
 Policy Code: **03EP05** Formerly: NA  
 Date of first approval: **17/07 /2022**

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
24/07/2023	<ul style="list-style-type: none"> <li>- Added new grounds as to when the course substitution may be applicable.</li> <li>- Added conditions to validate/confirm a course substitution application.</li> <li>- Added appendix of subject validated for course substitution.</li> </ul>
06/02/2024	<ul style="list-style-type: none"> <li>- Changed ARB7023 course title to Intermediate Arabic</li> </ul>

## APPENDIX I: Course Substitution 2023-2024

OLD CURRICULUM			NEW CURRICULUM		
COURSE CODE	COURSE TITLE	CREDIT HOURS	COURSE CODE	COURSE TITLE	CREDIT HOURS
FOOP101	Front Office Operations	3	HOS7106	Hotel Operations	6
HKOP101	Housekeeping Operations	3			
CDIP100	Career Development and Industry Presentation	0	PPD7103	Professional and Personal Development 1	3
			PPD7203	Professional and Personal Development 2	3
ENGL100	English Language and Academic Writing	3	ENG7103	English Language	3
ACNT101	Hospitality Accounting	3	FIN7103	Hospitality Accounting and Finance	3
ACNT201	Management Accounting	3			
FABS101	Food and Beverage Service	3	FNB7106	Food & Beverage Business	6
FABM101	Food and Beverage Business	3			
CULN101	Professional Food Preparation	3			
CULT203	UAE Culture and History	1			
CULT202	Islamic Studies	1	UAE7103	UAE Studies Hospitality and Tourism	3
STAT201	Statistics	3	UAE7203	Hospitality and Islamic Culture	3
REVM201	Revenue Management	3	DAT7203	Data Analytics	3
STMT401	Strategic Management	3			
RESH301	Research Methods	3	MGT7213	Strategic Management	3
BUSS101	Introduction to Hospitality and Events Management	3	RES7303	Applied Research Methods	3
MRKT101	Introduction to Marketing	3	TOU7103	International Hospitality and Tourism Business	3
ECON201	Principles of Economics	3	MKT7103	Digital Marketing	3
INEN301	Innovation & Entrepreneurship	3	TOU7203	Tourism Economics	3
FINN301	Introduction to Finance	3	MGT7203	Entrepreneurship and Innovation	3
FINN401	Real Estate (Hotel) Finance	3			
ORGB201	Organisational Behaviour	3	FIN7203	Managerial Financial Decision	3
ETHS301	Business Ethics	3	HRM7203	Organisational Behaviour	3
HLAW401	Legal Aspects of Hospitality Industry	3			
SUST301	Sustainability in the Hospitality Industry	3	LAW7103	Ethics and Law Hospitality	3
DISS490	Dissertation	9	SUS7103	Sustainable Development in Hospitality	3
CONS401	Consultancy Project	6	RES7313	Final Research Project: Dissertation	3
FREN100	Beginner's French	3	RES7323	Final Research Project: Consultancy Project	
FREN200	Intermediate French	3	FRN7013	Beginner's French	3
SPAN100	Beginner's Spanish	3	FRN7023	Intermediate French	3
SPAN200	Intermediate Spanish	3	SPN7013	Beginner's Spanish	3
ARAB100	Beginner's Arabic	3	SPN7023	Intermediate Spanish	3
ARAB200	Intermediate Arabic	3	ARB7013	Beginner's Arabic	3
			ARB7023	Intermediate Arabic	3