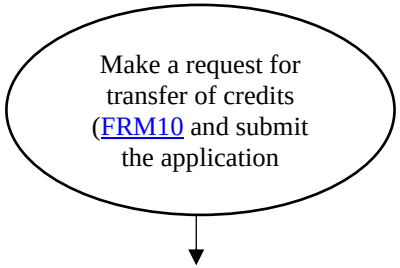
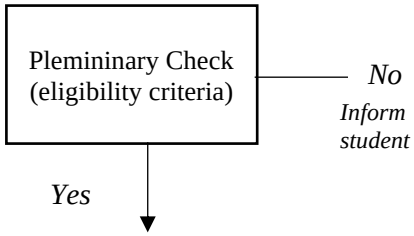
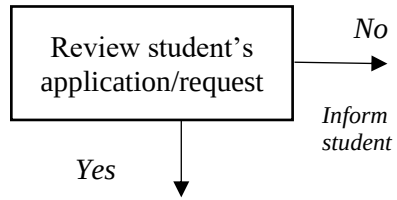
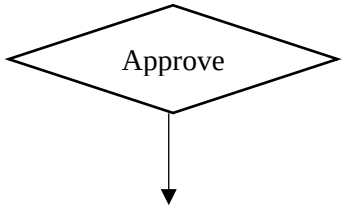
Procedures for the implementation of transferring of credit request

Step	Responsibility	Workflow	Time	Details
1	Student		Starts on the first week of the semester	- Students must complete the application to obtain approval for transfer credit to be applied to their College degree. - Transfer courses must be equivalent in content, rigor, and level to courses offered by the program. - The application includes: *+ Transfer credit application form (FRM11) – fill out the information in Section A* *+ A course description/syllabus/handbook* *+ An academic record (e-transcripts or sealed paper transcripts)* - All supporting documentation must be in English. Any incorrect, incomplete, or misleading documentation may result in: • delay in processing the application; or • rejection of the application; or • cancellation of the student's enrolment
2	Registrar		1 working day since receiving the student's request.	- In accordance with current policy, the Registrar will evaluate the legitimacy of the application as well as all conditions for transferring credits.

3	Program Director Faculty /Course or Block leader - in charge		2 working days since receiving the application from Registrar	- Registrar sends the application to the Program Director for review and assessment. - The Program Director assigns Faculty/Course Leader or Block Leader-in-charge to review the application. He/she will evaluate the application and propose the decision to the Program Director - Assessment of an application for credit transfer takes into consideration the followings: *(i) type of studies undertaken* *(ii) institution where the studies were undertaken* *(iii) amount of study* *(iv) learning outcomes* *(v) University's/College's limits on credit transfer* *(vi) any restrictions placed by relevant external professional accreditation or registration bodies on the amount and type of credit.*
4	College Dean (or his/her designee) Program Director		1 working day-since the assessment of the application	- The Program Director to proceed for Dean (or designee) approval if she/he has no other objections. - Dean (his/her designee) endorses the final decision of transferring credits. - Depending on the assessment, the decision may be: **Option 1:** Decline (students need to enroll in the course) **Option 2:** Fully Approve (students will be exempt from the course and credits will be transferred, following the current process). **Option 3**: Conditionally Approve (students may be required to make additional efforts to persuade the equivalency) (i.e taking the proficiency exams (*), taking the final exam with a passing score, taking the practical sessions, etc). The relevant year Committee or the Program Director/Faculty in charge will make the decision. - College Assistant collects the signatures of approval and submits the complete form FRM11 to the Registrar for archive.

5	Registrar	Grant the transfer of credits	1 working day since receiving the final approval	- Registrar grants the transfer of credits on the SIS system and updates the students' status. - Registrar informs the student of the result.
6	Registrar	Close out and file the document		- An official transcript (bearing the institutional seal) from the transfer institution must be received by the University Registrar Office for final approval and processing. Any application lacking an official transcript on file after 6 months will be null and void. A new application will be required for further approvals.

(*) Specific requirements for Medical Doctor Program regarding the Proficiency Exam:

- Proficiency Exam for exemption decision shall be organized on the first weekday after the deadline. The final score shall be released within 05 working days after the test date.
- Before the proficiency exams, Course Syllabus would be provided for students within 05 working days after the form submission which contains learning outcomes and topics covered.
- Students are exempted from the course with a passing score of ≥60%.