



جامعة السلطان الشريف علي الإسلامية  
UNIVERSITI ISLAM SULTAN SHARIF ALI  
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

## UNIVERSITY ISLAM SULTAN SHARIF ALI PROGRAMME TRANSFER AND CREDIT TRANSFER REGULATIONS

### Definitions

#### **Credit Transfer:**

A procedure by which previously studied course(s) undertaken by an intending or enrolled student are recognised and counted towards the completion of an approved programme of the University.

#### **Common course:**

A course that forms part of the original (transferred-from) programme and also forms part of the new (transferred-to) programme. A Common Course has the same:

1. level within both programmes,
2. name,
3. allocated credit hours,
4. aims or/and learning outcomes, and
5. content

#### **Elective course:**

Any course a student chooses to study which is not specifically listed as part of the student's particular programme, provided that it is offered by a faculty other than the one his/her programme belongs to.

#### **Equivalent course:**

A course that was taken within the original programme for which credit may be given within the new programme provided the original course has:

1. the same allocated credit hours\* or more,
2. most of the aims or/and learning outcomes, and
3. most of the content

#### **Expired course:**

A course which was studied more than **five** years before the date of credit transfer application.

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\* If the original university or institution does not follow the same credit hour system as UNISSA, one credit hour in UNISSA shall be equivalent to one contact hour per semester (which consists of at least 16 weeks) in the other university or institution.



#### **A. TRANSFER FROM ONE PROGRAMME TO ANOTHER WITHIN UNISSA**

1. A student may apply to transfer to another programme within UNISSA only if he/she is in one or more of the following situations:
  - a) He/she has failed a programme.
  - b) He/she is a first year student and wants to be transferred to a programme in another faculty.
  - c) He/she is a second year student and wants to be transferred to a different programme within the same faculty.
2. The acceptance of a student's application for transfer requires all of the following:
  - a) The student must fulfill the entrance requirements of the programme he/she applying to transfer to.
  - b) The approval of the Faculty Board he/she is applying to transfer from (for situation b above only).
  - c) The approval of the Faculty Board he/she is applying to transfer to.
3. The year level of a transferred student will be decided according to the amount of credit accepted for transfer and according to the Student Year Level Ranking Scheme stated in the 1<sup>st</sup> degree Programme Regulations.

#### **B. CREDIT TRANSFER FROM ONE PROGRAMME TO ANOTHER WITHIN UNISSA**

1. An applicant for transfer between programmes within UNISSA shall fill the prescribed Credit Transfer Application Form and attach to it the original or a certified copy of his/her official transcript of courses and grades.
2. An applicant can request the transfer of one or more of the following three types of courses:
  - a) unexpired Common courses,
  - b) unexpired Equivalent courses,
  - c) unexpired Elective courses.
3. A course is accepted for transfer as an Elective if:
  - a) it has been offered by a Faculty other than the one the applicant is applying to transfer to,
  - b) it has the same or more than the allocated credit hours for Elective courses within the new programme,
  - c) Elective courses form part of the normal structure of the new programme.
4. Transferred courses will have the same grade and grade points as in the original programme and will be included in the calculation of the CGPA of the new programme.
5. Transfer between programmes will not reestablish a new duration of candidature; the period of candidature within the original programme shall be included when calculating the maximum duration of candidature of a student.



### **C. CREDIT TRANSFER FROM A PROGRAMME IN A RECOGNIZED UNIVERSITY OR INSTITUTION TO A PROGRAMME IN UNISSA**

1. An applicant for admission to a UNISSA programme can apply at the same time as the original application for entry to the University, or later on, for credit transfer.
2. An applicant applying for Credit Transfer shall fill in the Credit Transfer Application Form and attach to it with the following:
  - a) a certified copy of the award certificate for the programme he/she is applying to transfer credit from (if the applicant has finished the programme successfully),
  - b) a certified copy of the transcript which shows the courses and grades/marks the applicant has achieved in those courses and
  - c) course outlines of the courses the applicant wants to be considered for credit transfer.
3. A course is accepted for credit transfer only if:
  - a. it is Common, Equivalent or Elective;
  - b. it is not expired and
  - c. the applicant has passed it with minimum of 50% total mark (a C- grade or equivalent).
4. Conditions for accepting a course to be transferred as an elective are the same as in regulation no. B3
5. The maximum amount of credit accepted for transfer is 62 credit hours.
6. No grade shall be given for a transferred course, and it will be assigned the letters (TR) in the final transcript. Transferred courses shall not be used in the calculation of the CGPA of a programme taken at UNISSA.
7. The Dean of the Faculty concerned shall determine which courses are acceptable for Credit Transfer, and shall inform the Registrar accordingly.
8. If the applicant has applied for credit transfer at the same time as he/she has applied for admission to the University, the Registrar shall ensure that both applications are processed at the same time. The applicant shall be informed of the result of the credit transfer application at the same time as he/she is informed of the result of the application for admission.

### **D. CREDIT TRANSFER FOR STUDENTS UNDER A STUDY ABROAD AGREEMENT**

1. The head of the programme concerned shall prepare a scheme according to which credit transfer shall be calculated.
2. Such a scheme shall be approved by the Faculty Board concerned.
3. A copy of the scheme shall go to the Senate for information.