**Introduction:**

Admitted applicants and enrolled students at the Doha Institute may apply for credit transfer for courses successfully completed at other institutions, the approval of such transfers is at the sole discretion of DI and the concerned schools and programs. This policy stipulates the rules and regulations set at DI for transferring credits from other institutions.

**Policy Statement:**

- Admitted applicants and students who wish to transfer credits may apply for a credit transfer at the Department of Enrollment and Student Affairs, normally before they register any elective courses.
- Credit transfers only apply towards elective courses of the program of study and do not apply towards core or required courses.
- A maximum of six (6) credit hours will be considered for transfer regardless of the total number of credits completed at the other institution.
- To be eligible for credit transfer consideration, the following conditions must be met:

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يمكن للمتقدمين المقبولين والطلاب الذين يرغبون في تحويل مقرراتهم تقديم طلب تحويل إلى إدارة التسجيل وشؤون الطلاب، وذلك قبل تسجيل أي من المقررات الاختيارية.

يسمح فقط بأعتماد وحدات دراسية من برامج ومؤسسات أخرى عوضا عن المقررات الاختيارية للبرنامج الدراسي، وليس المقررات التأسيسية أو الإلزامية.

يجري النظر في طلب تحويل ست وحدات دراسية كحد أقصى، يغيب النظر عن العدد الإجمالي للمقررات المنجزة في المؤسسة الأخرى.

ي ينبغي للمتقدمين بطلبات تحويل المقررات تحقيق الشروط التالية:
Courses completed at other institutions must be of a graduate level (i.e. master's level or higher);
Courses must be completed at a recognized institution;
Courses must be completed with a letter grade of minimum “B” or equivalent;
Courses must have been completed within three (3) years of the date of admittance to DI;
Students are requested to submit an official transcript, course description, and syllabus of the courses completed all formally attested by the granting institution.

- The credits requested for transfer will be evaluated and deemed acceptable or unacceptable, by the respective program, based on the completed course content and comparability relative to DI program of study.
- Accepted transfer credits will be posted to the student's permanent record and transcript. Such credits will be assigned a notation of “T” and will count towards the required elective credits for the program but will not be included in the calculation of the average GPA.

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