



DOHA INSTITUTE  
FOR GRADUATE STUDIES

## Credit Transfer Policy

DEANSHIP OF STUDENT  
AFFAIRS

<b>Edition</b>	<b>Title</b>	<b>Date of preparation</b>	<b>Prepared by</b>
<b>02</b>	Credit Transfer	October, 2015	Deanship of Students Affairs
<b>Review Date</b>	<b>Review by</b>	<b>Certification date</b>	<b>Certified by</b>
22/3/2018	Academic Affairs and Policies Committee	02/05/2018	Council of Doha Institute for Graduate Studies (DI Council)
26/4/2018	Academic Affairs and Policies Committee	20/05/2018	Board of Trustees of Doha Institute for Graduate Studies (DI BOT)
02/12/2020	Deanship of Students Affairs	02/12/2020	Council of Doha Institute for Graduate Studies (DI Council)
		27/12/2020	Board of Trustees of Doha Institute for Graduate Studies (DI BOT)

## Academic Policies

### Credit Transfer

#### Introduction:

Admitted applicants and enrolled students at Doha Institute (DI) may apply for credit transfer for courses successfully completed at other institutions. Approval of such transfer 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 Registration and Student Services Department. This department undertakes to review the file in terms of form, and then compare it with the policies and regulations set at DI before they register for any courses. These applications are sent to the respective programs for decision-making, and then approved by the Dean.
- To be eligible for credit transfer consideration, the following conditions must be met:
  - Courses completed at other institutions must be of a graduate-level (i.e. master's level or higher).
  - Courses must be completed at an institution recognized by authorities competent.
  - Courses that have already been passed and for which a certificate was obtained are not counted.
  - An application must submit together with an official transcript, a description of the course, and the curricula of the completed courses. Provided that, all of them must be original duly certified by authorities competent.
- 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 the respective 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 courses for the program but will not be included in the calculation of the average GPA.

#### Table of Policy Amendments and their Reasons:

Date	Statement of Amendment	Reasons
02/12/2020	Delete paragraph that limits the opportunity of credit transfer to a maximum of (6) credit hours or two courses.	To comply with institutional accreditation requirements.
02/12/2020	Delete paragraph that stipulates the credit transfer is for elective courses only, and not for required courses.	To comply with institutional accreditation requirements.
02/12/2020	Delete paragraph that requires obtaining a letter grade of minimum "B" to approve the course that the student intends to equate or transfer while studying at DI.	To comply with institutional accreditation requirements.
02/12/2020	Delete paragraph that requires the applicant to complete the course within	To comply with institutional accreditation requirements.

	three (3) years of the date of admittance to DI.	
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- This policy was initially prepared, approved, and published in October 2015.
  - This policy was reviewed at Academic Affairs and Policy Committee' meetings on 22/03/2018, and on 26/04/2018. It was adopted at DI Council meeting on 02/05/2018, while It was approved by Decision No. 031/2018 by the Board of Trustees on 20/05/2018.
  - This policy was amended again on 02/12/2020 by the Students Affairs Deanship. It was discussed and approved by DI Council at its meeting on 02/12/2020. The policy was submitted to the Board of Trustees on December 23, 2020, and approved by letter No. 060/2020 on 27/12/2020 as per the rules.