



Policy for transferring between programs and colleges

Deanship of Admissions and Registration

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Based on Vertex University's commitment to providing a flexible, fair, and student-centered learning environment, and its keenness to enable students to develop their academic paths in accordance with their abilities, inclinations, and career aspirations, the university has put in place this policy to regulate the procedures for transferring between programs and colleges at the undergraduate level. This policy aims to ensure clarity of procedures, achieve academic fairness, and maintain the quality of educational outputs, taking into account the nature of international e-learning adopted by the university, and adhering to internationally approved academic standards.

Introduction and General Provisions

Article (1): Scope of Application

The provisions of this policy apply to all undergraduate students enrolled at Vertex University who wish to transfer:

1. from one academic program to another within the same college, or
2. From one college to another within the university,

This applies whether the programs offered are theoretical, applied, or professional in nature, and this policy applies to all modes of study approved at the university, including full e-learning.

The provisions of this policy do not apply to graduate students, visiting students, or students in non-regular programs, unless otherwise stipulated by an explicit decision of the University Council.

Article (2): Definitions

For the purposes of this policy, the following terms shall have the meanings assigned to them below, unless the context requires otherwise:

1. **University:**
Vertex University.
2. **Student:**
Anyone who has been accepted and enrolled on a regular basis in one of the accredited bachelor's degree programs at Vertex University.
3. **Academic transfer:**
It is an organizational procedure that allows a student to move from one study program to another or from one college to another within the university, when he is unable to complete his academic career in the specialization in which he was accepted, for academic or organizational reasons, or because the program is not suitable for his abilities and inclinations, or because he does not meet the requirements for continuation, in accordance with the conditions and regulations approved by the university.
4. **Internal transfer:**
Transferring a student between programs or colleges within Vertex University without interruption of studies.
5. **Original program:**
The academic program in which the student was enrolled before submitting the transfer request.



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6. **The program to which the student is transferred:**
The academic program that the student wishes to enroll in after the transfer.
7. **Equivalent courses:**
Courses that the student has previously studied and successfully passed, and whose equivalence has been approved within the requirements of the new program.
8. **Academic record:**
The official electronic record that includes all the courses the student has taken, their grades, and their academic status.
9. **Academic load:**
The number of credit hours that a student is allowed to register for in one semester according to the approved regulations.
10. **The competent authorities:**
These include the department council, the college council, the deanship of admissions and registration, or any other entity approved by the university council to implement this policy.

Article (3): Objectives of the Academic Transfer Policy

The academic transfer policy at Vertex University aims to achieve the following:

1. Supporting the continuity of the student's academic path By providing organized opportunities for transferring between programs or colleges, enabling the student to complete his university studies in a specialization that matches his abilities and academic inclinations.
2. Enhancing the flexibility of the academic system By providing clear and fair transfer mechanisms that take into account the different educational backgrounds and the development of students' interests during their university career.
3. Improving the efficiency of educational outcomes By guiding students towards programs that enable them to achieve better academic performance and improve their chances of success and graduation within the regular timeframe.
4. Ensuring fairness and equal opportunities among students This is done by applying uniform and transparent standards to all transfer requests, without discrimination, and in a way that ensures academic integrity.
5. Maintaining the quality of academic programs By organizing the transfer processes in a way that ensures that the approved academic levels or the approved standards for admission and graduation in each program are not compromised.
6. Aligning study plans with labor market needs By enabling students to switch to specializations that are more compatible with global professional and technological changes.
7. Supporting the privacy of international e-learning Taking into account the nature of distance learning, the diversity of students' nationalities, and the differences in their previous educational systems, within an organized and accredited academic framework.
8. Enhancing the efficiency of academic advising By linking transfer decisions to well-considered academic recommendations, students are guided towards the most suitable path for them academically and professionally.



Article (4): Principles of Academic Transfer

Academic transfers between programs or colleges at Vertex University are subject to the following general principles:

1. The transfer is carried out in a manner that does not compromise the approved academic level of the program or college to which the student is being transferred, and in a manner that ensures the maintenance of the approved educational quality standards at the university.
2. Transfer requests are studied according to unified and transparent standards that are applied to all students without discrimination, ensuring fairness and equality in decision-making.
3. The transfer must be compatible with the student's academic background, academic abilities, and the requirements of the new program, and must support their chances of success and continuity.
4. The university takes into account the flexibility of the transfer in a manner that is appropriate to the nature of international e-learning, without compromising academic regulations or study plan requirements.
5. The transfer should not result in an unjustified disruption to the student's academic progress or impose unreasonable academic burdens on him, unless the program requirements so require.
6. It explains to the student all the academic implications of the transfer, including course equivalence, remaining study period, and expected course load.
7. The student is responsible for the transfer request and for adhering to its academic and organizational consequences after it has been officially approved.
8. All transfer procedures are carried out in accordance with the university's approved systems and regulations, and with the applicable academic accreditation and quality requirements.

Article (5): Types of academic transfer

At Vertex University, the following types of academic transfers are accepted for undergraduate students, without prejudice to the approved academic regulations or quality and accreditation requirements:

First: Internal transfer between programs within the same college

It means the transfer of a student from one academic program to another within the same college, provided that there is academic compatibility between the two programs, and that the admission requirements of the

program to which the student is transferred are met, in accordance with the regulations set forth in this regulation and the decisions issued thereunder.

Second: Internal transfers between colleges within the university

This refers to a student's transfer from an academic program in one college to an academic program in another college within Vertex University. This type of transfer is subject to a comprehensive academic evaluation that includes:

- Suitability of the student's scientific background.
- Previous courses are compatible with the requirements of the new program.
- Meeting the general and specific admission requirements of the college and the program to which the student is transferring.



Third: External transfer from other educational institutions

This means accepting the transfer of a student from another recognized university or educational institution to one of the bachelor's degree programs at Vertex University, in accordance with the terms and conditions of external transfer stipulated in these regulations, and in a manner that ensures the equivalence of learning outcomes and the quality of academic outputs.

Fourth: Conditional Transfer

It is a transfer granted to the student with the obligation to complete specific academic requirements, such as:

- Studying foundational or supplementary courses.
- Passing the learning outcomes assessment tests.

Conditional transfer is an academic and organizational procedure aimed at ensuring the student's readiness for the program to which they are transferring, and it is not considered final acceptance until those requirements are successfully met.

Fifth: Exceptional Transfer

In justifiable exceptional cases, a student may be approved for transfer contrary to some general conditions, by a reasoned decision from the competent academic authority, and in a manner that does not compromise academic quality standards or accreditation requirements. This type of transfer is not considered an acquired right.

General provisions:

1. No type of transfer is considered an acquired right for the student, and all are subject to academic and institutional evaluation.
2. After transferring, the student is subject to all the regulations and rules in force in the program and the college to which he/she is transferring.
3. The rules for course equivalency are applied in accordance with the relevant articles in these regulations.

[Article \(6\): Conditions for transferring and changing majors between programs and colleges](#)

Undergraduate students at Vertex University are eligible to apply for transfer or change of major between programs or colleges, subject to the following terms and conditions, and in a manner that ensures academic fairness and the quality of educational outcomes:

First: General conditions for transfer

1. The student must be academically enrolled in the semester in which he is applying for the transfer.
2. Students are not permitted to apply for a transfer.
 - Academically postponed.
 - The person who apologizes for not being able to study in the semester in question.



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3. The general and specific admission requirements approved for the program or college to which the transfer is requested must be met.
4. A student may not apply for a transfer more than once during their undergraduate studies.
5. Transfer is not permitted after the student has completed more than 50% of the study plan requirements for the original program.
6. Transfer is not permitted after two regular semesters have passed from the date of admission to the university, and semesters of study postponement are not counted within this period.

Second: Selection criteria and admission mechanism

1. Transfer requests are subject to academic selection if the number of applicants exceeds the program's capacity.
2. Qualified students are ranked based on:
 - The student's cumulative grade point average (GPA).
 - The extent to which the academic background and completed courses align with the requirements of the new program.
3. The university may set a minimum cumulative grade point average required for transfer, according to the nature of the program and academic quality requirements.

Third: Conditional Transfer

1. A student may be conditionally accepted for transfer if there is a knowledge or skills gap, provided that they meet the following requirements:
 - Studying foundational or supplementary courses.
 - Or passing a specific learning outcomes assessment.
2. The transfer is not considered final until the conditional requirements have been successfully met.
3. Supplementary courses are not counted towards the cumulative GPA or graduation requirements.

Fourth: Exceptions and restrictions

1. The transfer does not include:
 - Students transferring from other universities (are subject to the external transfer policy).
 - Students accepted into preparatory programs or transitional pathways, only after successfully completing them.
2. Transferring to the same major or a similar program in which the student has previously failed is not permitted.
3. Transfer is not an acquired right, and is subject to academic and institutional evaluation according to what the university deems to be in the interest of the program and the quality of its outputs.

Fifth: Regulatory Procedures

1. Transfer applications are submitted electronically through the university's approved academic system, within the specified deadlines.



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2. The student is obligated to specify transfer requests - if available - according to priority, and within a maximum limit approved by the system.
3. The transfer results are announced through the university's official channels and are final and binding.
4. The transfer decision cannot be reversed after it has been officially adopted and implemented.

Sixth: Academic impact after transfer

1. After the transfer, the student is subject to the approved study plan for the new program.
2. Courses are equated according to the course equivalency policy adopted by the university.
3. Any previous academic privileges or placements associated with the original program are cancelled.

Article (7): Course equivalency after transfer

The equivalence of courses for students transferring between programs or colleges within Vertex University is subject to the following academic controls and standards, ensuring the achievement of approved learning outcomes and the quality of educational outputs:

First: The principle of equation

1. Courses that the student has already passed in his original program are considered equivalent, provided that their academic equivalence with the courses of the program to which he has transferred is proven.
2. The equivalence of courses is not an acquired right for the student, and is subject to academic evaluation according to the standards adopted by the university.

Second: Academic requirements for equivalency

1. The equivalence between the previous course and the course for which equivalence is sought is verified in terms of:
 - Academic course level.
 - Number of approved units.
 - Course content and learning outcomes.
2. The course must not have been studied for more than the period specified by the approved academic regulations of the university.
3. The course must not have been counted as part of the requirements of another program from which the student previously transferred after exceeding the maximum limit of the approved equivalency.

Third: The limits of the equation

1. The number of equivalent courses must not exceed 50%. Out of the total approved units for the study plan of the program to which the student is transferring.
2. The foundational or qualifying courses of the new program are not equivalent, except by an explicit and reasoned decision from the relevant college council.
3. The equation does not include:



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- Graduation projects.
- Practical training.
- Any special requirements related to the program's identity or academic path.

Fourth: Calculating the cumulative grade point average

1. Equivalent courses are recorded in the student's academic record.
2. The relevant college council, based on the department's recommendation, determines whether the courses are equivalent:
 - It is included in the cumulative grade point average, or
 - They are recorded as completed courses without their grades being counted.
3. The equivalency decision is approved and documented by the Deanship of Admissions and Registration in coordination with the relevant academic authority.

Fifth: Academic impact after equivalency

1. After the transfer, the student is obligated to follow the approved study plan for the new program according to the remaining requirements.
2. The student may not request a review of the equivalency decisions after they have been approved and officially registered.

Article (8): Executive procedures for academic transfer and follow-up

The procedures for academic transfer and monitoring the status of transferred students at Vertex University are implemented according to the following organizational mechanisms, in a way that ensures the integrity of the academic decision and the continuity of the student's academic path:

First: Submitting a transfer request

1. The transfer application is submitted electronically through the university's approved academic system, during the dates specified by the Deanship of Admissions and Registration.
2. The student is required to attach all the required documents and papers, and the application will be considered incomplete if any of them are missing.
3. Any application submitted outside the approved time periods or through unofficial channels will not be considered.

Second: Studying the demand and making a decision

1. Transfer requests are referred to the relevant academic body (department and college) for academic review.
2. The assessment includes:
 - The extent to which the transfer conditions are met.
 - Suitability of the student's academic background.
 - The possibility of course equivalency.
 - The capacity of the program to which it is transferred.



3. The final decision to approve the transfer is submitted by the authorized body according to the organizational structure approved at the university.

Third: Documenting the transfer decision

1. The transfer decision is officially documented in the student's academic record after it has been approved.
2. The transfer decision is effective from the semester specified in the decision, and is not applied retroactively.
3. The student may not object to the transfer result after it has been approved and implemented, except according to the grievance mechanism approved by the university, if any exists.

Fourth: Academic follow-up after transfer

1. The student's study plan is updated to align with the new program, after the completion of the course equivalency procedures.
2. An academic advisor is assigned to the student - when needed - to monitor his academic progress during the first semester after the transfer.
3. The relevant academic body is committed to monitoring the student's performance during the transition period and taking the necessary steps to ensure their academic integration.

Fifth: The student's obligations

1. After transferring, the student is bound by all the regulations and rules in force in the program and the college to which he/she is transferring.
2. The student bears full academic responsibility for any consequences resulting from the transfer, including an extension of the study period or an increase in the academic workload.
3. The transfer does not entail any automatic entitlement to grants or academic privileges that were associated with the original program.

Sixth: Regulatory Provisions

1. The student may not reverse the transfer decision after it has been officially approved and implemented.
2. The university reserves the right to cancel the transfer if it is proven that incorrect information was provided or that the approved regulations were violated.
3. All academic and financial policies in force at the university apply to transfer students.

[Article \(9\): Mechanism for applying for academic transfer](#)

Vertex University uses a unified electronic mechanism for submitting academic transfer requests between programs or colleges for undergraduate students, according to the following procedures:



First: Approved application channels

1. The transfer request is submitted exclusively through one of the two approved channels:
 - The university's Student Information System(SIS) .
 - The approved electronic form provided by the Deanship of Admissions and Registration through the official university website.
2. Any transfer request submitted via email or any means other than the approved channels will not be considered.

Second: Application steps

1. The student should review the transfer instructions and approved conditions before submitting the application.
2. The student is required to accurately complete the electronic transfer application, specifying:
 - The program or college to which one wishes to transfer.
 - Ordering preferences (if there is more than one option).
3. The student must upload all required documents via the system, including - where applicable-:
 - Academic record.
 - Course descriptions.
 - Any additional documents required by the relevant academic authority.
4. The application is considered complete only after confirmation of submission via the academic system

Third: Reviewing and approving the application

1. Completed applications are automatically referred to the relevant academic body for review in accordance with the approved terms and conditions.
2. The student is notified of the status of their application through the academic system, and this includes:
 - Under study.
 - Acceptance.
 - Conditional acceptance.
 - No acceptance.
3. The result of the transfer request is final after it has been approved and documented in the academic system.

Fourth: Regulatory Provisions

1. The student is obligated to submit the transfer request within the time periods specified by the Deanship of Admissions and Registration.
2. It is not permissible to modify the transfer request or change preferences after the application period has closed.
3. If incorrect information or unapproved documents are provided, the university has the right to cancel the application or the resulting decision.
4. Submitting a transfer request does not obligate the university to accept it.



[Article 10\(General provisions of the academic transfer policy\)](#)

This article is a general regulatory framework that governs the application of the academic transfer policy between programs and colleges at Vertex University, and it is implemented in conjunction with the previous articles, according to the following provisions:

First: The regulatory framework

1. The provisions of the academic transfer policy apply to undergraduate students at Vertex University and may not be interpreted or applied apart from the university's approved academic regulations.
2. The application of this policy does not prejudice any special requirements imposed by accreditation bodies or approved academic quality requirements for programs.

Second: Academic discretion

1. The university reserves the right to make the appropriate academic decision in all transfer cases, in a way that serves the student's best interests and maintains the quality of the program.
2. Nothing contained in this policy constitutes an automatic commitment to accept the transfer request, even if the conditions are met.
3. The university may refuse, modify, or conditionally accept a transfer request, based on academic or regulatory justifications.

Third: Exceptional cases

1. Exceptional cases not expressly provided for in this policy may be considered, by a reasoned decision from the competent academic authority.
2. Consideration of exceptional cases does not create any vested right for other students, and each case is evaluated individually.

Fourth: Disputes and grievances

1. In the event of any dispute regarding the interpretation or application of the transfer provisions, the matter shall be referred to the competent academic authorities in accordance with the organizational structure adopted by the university.
2. The student may submit an academic grievance according to the mechanism adopted by the university, if any, without this resulting in the suspension of the implementation of the decision subject to the grievance.

Fifth: Updating and Modifying

1. The University Council or the body authorized by it has the right to review, amend or update this policy whenever necessary.
2. Any amendment or update shall be effective from the date of its official adoption, and shall not be applied retroactively unless otherwise stipulated.



Sixth: Effective Date

This policy will be effective from the date of its adoption by the competent authorities at Vertex University, and will be published through the official university channels. It is binding on all students and relevant academic bodies.

Vertex University communicates with its students via their university email addresses. Please Make sure to check your university email for updates and notifications sent to you.

The content of this guide is subject to change from time to time at the sole discretion of the university. Updated information regarding changes to policies and regulations may be distributed from time to time.

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