



## **Policies, Systems, and Regulations Guide to the System for Transferring Students to the Bachelor's Degree**

,Issued pursuant to Article (16) of the Academic Policies  
Systems, and Regulations for the year 2024

**Approval of the University Board of Directors No 65  
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## system

### Transferring students to a bachelor's degree

## Stardom University

### First: Transfer from one department to another within the college

A student registered at Stardom University has the right to transfer from the department he joined to another department in the same college according to the following conditions:

1. The student fills out the transfer form at Student Affairs.
2. The student shall submit his application to the Dean of the College within a period not exceeding two weeks from the beginning of the academic year.
3. The student must meet the requirements for admission to the academic department to which he wants to transfer.
4. The transfer process to the department the student wishes to transfer to will not take place except after the approval of the Dean of the College based on the recommendation of the Head of the Academic Department and the approval of Student Affairs.

### Second: Transfer from one college to another

A student registered in one of the university's colleges has the right to transfer from one college to another in accordance with the following conditions:

1. The student must submit an official request to the Deanship of Student Affairs at the university within two weeks of the start of the academic year, stating his desire to transfer to another college.
2. The Deanship of Student Affairs will transfer the application, according to a form prepared for this purpose, to the college to which the transfer is desired for an opinion. In the event of approval, the application will be transferred to the Dean of the college from which the transfer is made for approval and completion of the procedures.
3. The student must meet the conditions for admission to the college he wishes to transfer to, as well as the conditions for the department he wishes to join.
4. The student must not have been expelled from the college from which he wishes to transfer for disciplinary reasons.
5. The student is enrolled in the level determined by the Equivalency Committee after the equivalency process is completed.

The following should also be taken into consideration:

1. In the event that the transfer request is approved, the student will be enrolled in the level determined by the department/college to which he/she is transferred, according to the result of the relevant equivalency.
2. A transferred student is not entitled to any exemptions or financial discounts for the same academic period.
3. The period spent by the student in the department/college from which he transferred is counted within the maximum period permitted to remain in the college/university.
4. The student is obligated to pay the financial obligations arising from the transfer process, and pay the fees set by the college to which he has transferred.

### **Third: The system of transferring to the university from other universities**

A student enrolled in one of the local or international universities recognized by the university may transfer to Stardom University, provided that the following is met:

1. To submit a written application accompanied by all necessary documents to the Deanship of Student Affairs during the admission period. And registration.
2. All academic documents must be authenticated by the competent authority or authorities that issued them.
3. To have successfully completed the first level at the university from which he is transferring.
4. Not to have been dismissed from the university from which he transferred for disciplinary reasons.
5. The transfer student must join the level determined by the Equivalency (Bridging) Committee, in accordance with the equivalency conditions and procedures specified by the university.
6. The grades of the courses previously studied by the student at the university from which he transferred and which were equated in the plan are included in his cumulative GPA at the university.
7. Any course taken by a student transferring to the university that is more than seven years old will not be counted, with the exception of university requirements and elective courses.
8. The number of credit hours that the student studies at the university must not be less than 50% of the total hours of the approved study plan, and he must spend at least half of the prescribed study period, which is two years for the bachelor's degree.



9. When a student transfers from another university to Stardom University under the equivalency (bridging) system, he/she will not be accepted unless he/she has the original transcript of grades from that university certified by the Ministry of Higher Education in his/her country or the country where the university is located, along with the attached subject details to be compared to what the student studied at that university in terms of content and number of hours.

**STARDOM UNIVERSITY**

