

Graduate Students Transfer Policy

Policy #	AA-105	Revision #	01
Accessibility level	A	Effective date	02 June 2022

1. Purpose

This Policy highlights the rules, regulations and procedures governing the transfer of graduate students from another recognized university.

2. Definitions

- 2.1. **Semester:** A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.
- 2.2. **GPA:** The result of dividing the total points obtained by the student in all the courses s/he has studied since joining the university by the total number of credits prescribed for those courses.

3. Policy

3.1. Admission requirements of graduate transfer students

- A) A graduate studies transfer application must be submitted in person at FBSU Department of Admission and Registration or by e-mail (admissions@fbsu.edu.sa) at least one week before the start of any regular semester. The application shall be accompanied by the following documents:
 - Bachelor's degree certificate,
 - Latest educational qualification certificate (if any),
 - Transcript of grades,
 - Letters of recommendation (if available),
 - Two colored passport size photos, and
 - "No- Objection" Certificate from employer, if applicable.
- B) The transfer of a student from outside the University may be accepted under the following conditions:
 - The student has been enrolled at a recognized university.
 - The student must not have been dismissed from that university for disciplinary reasons.
 - The student must satisfy the transfer provisions as determined by the University Council and by the transferred to program College and Department Councils.

If, after transfer, it is discovered that a student had been dismissed from his/her previous university for disciplinary reasons, his/her enrollment will be canceled as of the date of acceptance of his/her transfer to the University.
- C) The applicant must have successfully completed a semester with a GPA of no less than (3.00 out of 5 or its equivalent).
- D) The transfer of a graduate student is subject to the approval of the Council of the Deanship of Graduate Studies upon the recommendation of the concerned department and college councils.

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3.2. Transfer of previously studied courses

- A) The applicant can apply for course equivalency before the admission or during the first semester at most.
- B) The studied courses are evaluated for equivalency by the Department's Equivalency Committee, which forwards its recommendation to the Dean of the College for approval.
- C) A course is deemed equivalent to a course offered at FBSU if it covers 70% of the topics, involves the same components (Lecture, Lab, Tutorial), and has the same number of credits.
- D) The applicant has completed the equivalent course within no more than six semesters.
- E) The applicant grade in the equivalent course should not be less than "good".
- F) The courses deemed equivalent will be transferred to the student's record as "exempt" but will not be included in the calculation of his/her cumulative GPA. Courses taken as Audit cannot be transferred.
- G) The credit hours of transferred equivalent courses shall not exceed thirty three percent (33%) of the required credit hours of the transferred to program.

3.3. Transfer from FBSU to another university

According to the unified regulation for postgraduate studies, a student may be transferred from one university to another, and each university, in addition to the conditions mentioned in Article (30), has executive rules regulating such transfer.

In the event of a student transferring from FBSU to another university, FBSU is not a party to the procedure and its role is limited to submit official documents that the other university may require.

4. Related Documents

- 4.1. Admission of Transferred Graduate Students Procedure (AA-105-P1)
- 4.2. Admission Application for Graduate Programs (AA-100-F2)