



The University students may register in courses for degree credit at other institutions accredited by the UAE Ministry of Education during the summer semester in accordance with the following rules and regulations:

## 1. Terms and Conditions

- The start date of the summer semester offered by other institutions should not overlap with the end of the spring semester at UAEU by more than one academic week. Additionally, the end date of the summer semester offered by other institutions should not overlap with the start date of the fall semester at UAEU by more than one academic week.
- Students may register for specialized courses at other institutions provided that the equivalency requirements listed under “Administrative Procedures” in this document are fulfilled.
- Students are not allowed to register for internship at UAEU while taking summer courses at other institutions.
- Students may not register for more than six (6) credit hours in the summer semester except for honors and expected-to-graduate students who may register in courses up to nine (9) credit hours. Students under probation cannot register in more than one course (with a maximum limit of four (4) credit hours).
- Students are allowed to register for summer courses at more than one educational institution provided that the maximum number of allowed credit hours is not exceeded.
- In case of discrepancies, the number of credit hours counted towards the student degree will be based on those of the equivalent course offered by the other institution.
- The course to be studied at other institutions should be equivalent to the course required in the student's study plan in terms of scientific content, academic level, language of instruction and the number of contact hours.
- Only those courses taken at other institutions during the summer semester in which the final grade is C- or higher will be considered for transfer for degree credit.
- Grades of summer courses successfully completed at other institutions will be given (pass) grade and not counted in the student's Grade Point Average. The course will be transferred to UAEU for degree credit.



- The number of credit hours earned at other institutions during summer semesters and accepted for degree credit is limited to a maximum of (15%) of the total credit hours required in the student's academic major/specialization, and a maximum of (10%) of the total credit hours required for the student's degree program.
- The total credit hours earned by transferring from other institutions and studying external summer semesters should not exceed (25%) of the degree program requirements.
- Students should register only in the courses approved by the academic department to be equivalent to courses offered at UAEU.
- Course grades are to be submitted directly to the University's official student record system by the individual student no later than the first week of the following fall semester for students graduating in summer, or the last day for withdraw/drop without failure for other students.
- Colleges and/or degree programs holding international accreditation, or the equivalent, may require that summer courses be transferred to UAEU for degree credit only when taken at institutions holding the same international accreditation as the corresponding College or degree program at UAEU.
- Colleges are allowed to impose additional requirements as deemed appropriate.

## **2. Administrative Producers**

- Students who wish to take summer courses at other institutions should submit a request to the College advising unit along with the course description and the academic schedule showing the start and end dates of the summer semester.
- The academic department at the College that offers the course should evaluate the alternative course for possible equivalency to its counterpart at UAEU. This process should involve checking the course content, academic level, language of instruction, total credit hours and class contact hours.
- The College advising unit may identify alternative courses in which the student may register in case he/she is not able to register in the originally proposed course.
- The advising unit should provide the registration department with the request for summer study, indicating the course code and number, course title, credit hours and the equivalent course at UAEU.
- The registration department should provide the student with a letter addressed to the Registrar of the other institution indicating the courses approved for registration.
- Students must sign a consent form not to violate the terms and conditions of summer study at other institutions prior to receiving the approval letter for the summer study.