



TIU Credit Transfer & Equalization Policy 2022-2023



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Version: 01

Issue date: 12/03/2022

First: Which time we accept transferred students?

Applications for transfer will only be considered if we have sufficient places available and applicants meet all of the conditions.

Second: What are the conditions to make a credit equalization?

1. Where applicable, applicants will also need to continue to meet the English language proficiency.
2. The credits must have been earned not more than four years prior to enrolment
3. Foreign institutions must be recognized as institutions of higher education by the appropriate ministry of education or other governmental agencies. Also, the institution should be recognized by the Ministry of Higher Education and Scientific Affairs of Kurdistan Region.

Third: What are the required documentations for transfer and credit equalization?

1. A recent transcript outlining all modules, courses and assignments completed or being taken as part of the current programme of study and marks received, including, where relevant, details of any modules, courses or assignments that have been retaken/repeated. The transcript should include the followings:
 - Course codes or numbers
 - Course titles or descriptions
 - Final grades earned
 - Course credits earned
 - signature and/or seal of the issuing official
 - institution's name, the student's name, dates of term(s) attended
2. The syllabus and the course description of the course requested to be equalized. The syllabus should be verified:
 - Either to be stamped by the issuers,
 - Directly emailed from the issuers,
 - Or uploaded to the issuer's website (the version data should be clear).
3. All documentation must be in the English language (or all documentation must have a certified English translation).
4. undergraduate program at the institution (this must be from an official source, such as a course catalog)
5. A document indicates the Institution's credit system (quarter, ECTS, semester)



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6. A document indicates the Institution's accreditation, if any (must be officially recognized).
7. TIU should verify the credibility and the validity of the submitted transcripts by directly contacting the university/institution the issued from.

Fourth: Rules of Scientific Equalization

1. Transferring credit is a course-by-course based process.
2. A credit equalization and transfer REQUEST should be submitted by the student indicating all the courses that are requested to be equalized.
3. Credit is assessed on the basis of equivalence of between the previous learning and TIU study program, subject to the limits on credit.
 - content and learning outcomes: should match at least 75% of the content and learning outcomes of the course syllabus
 - assessment requirements
4. The course work should not duplicate, overlap, or regress previous work.
5. The course work should not count towards secondary school diploma and/or graduation requirements.
6. Courses to be credit equalized are those completed and passed with "C" or better.
 - If a course has a 'P' or 'Pass' grade listed, then the grading scale must explicitly state what the minimum grade is to earn a passing grade. Pass grades are accepted only for courses for which the standard of passing is 'C' (or better) quality work
 - No transfer of credit is allowed for grades S (Satisfactory) or similar non-quality grades.
 - A near pass grade or terminating pass at another institution (or where previously awarded by another TIU program) will not be considered successful completion, and will not be considered for credit or exemption.
7. Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.
8. Courses that are determined to be not comparable or not equivalent to any of the curriculum courses may or may not be accepted as electives.
9. When comparing the number of ECTS allocated for the course requested for equalization, there are the following cases:
 - If the number of TIU ECTS is less than the other institution's ECTS allocated for the course => the course is able to be equalized (if the point 3 of this section is applicable).



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- If the number of the other institution's ECTS is equal or greater than 75% of the TIU ECTS allocated for the course => the course is able to be equalized (if the point 3 of this section is applicable).
 - If the number of the other institution's ECTS is less than 75% of the TIU ECTS allocated for the course => the course is NOT able to be equalized.
10. University Courses (Kurdology, Introduction to IT, ...) will not be considered in the equalization process.

Important notes:

- The timeline of the "Credit Transfer & Equalization" Procedure is as per the regulations of the Ministry of Higher Education.
- The Credit Transfer & Equalization will be conducted only once, based on the documentations received at the "submitting period". Any later submitted documentations will not be considered. After the decision is made, no additional documentations will be taken into consideration.
- TIU is not responsible about delay in responding by the other university/institution.

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