

MBA Program Transfer Policy

Effective Academic Year: 2025–2026

1. Purpose and Scope

This policy outlines the procedures and criteria under which students from other institutions or programs may transfer into the MBA program at European City University (ECU). The goal is to provide a clear and consistent process for recognizing prior learning while maintaining academic standards and program integrity.

2. Eligibility Criteria

To be eligible for transfer, applicants must:

- Have completed graduate-level coursework at an accredited or recognized higher education institution.
- Demonstrate academic performance with a minimum GPA of 3.0 on a 4.0 scale or equivalent.
- Submit official transcripts and course descriptions/syllabi for evaluation.
- Ensure that the courses completed are equivalent in content and credit value to ECU MBA modules.

3. Transferable Credits

Students may transfer up to 50% of the total program credits, subject to academic approval.

The following components are normally non-transferable:

- Capstone Project or Thesis
- Final Integrative Assessment
- Managerial Ethics

4. Evaluation and Approval Process

The transfer request will be reviewed by the Admissions Committee and the relevant Program Director. The evaluation includes:

- Verification of accreditation status of the sending institution
- Comparison of course content, outcomes, and credit hours
- Recommendation for course equivalency

The final decision is made by the Dean of Academic Affairs.

5. Non-Transferable Components

The following components must be completed at ECU and are not eligible for transfer:

- Capstone Project or Thesis
- Final Integrative Assessment
- Managerial Ethics (core module)

6. Application Process

To apply for transfer credit, students must:

- Submit a formal Transfer Credit Application Form
- Provide official transcripts and supporting documentation
- Await confirmation and transfer credit decision prior to enrollment

7. Contact and Appeals

For transfer inquiries or appeals, students may contact:

Admissions Office: admissions@cityu.edu.eu

Academic Affairs: academics@cityu.edu.eu

Appeals must be submitted in writing within 10 working days of the transfer decision.