
Credit Transfer and Recognition of Prior Learning Policy

In order to earn a degree from Abu Dhabi Polytechnic (AD Poly), a student must earn credits that fulfill the program requirements for graduation which are distributed among general education requirements (college requirements), major program requirements, and electives, as defined by the study plan for each program. This policy addresses the awarding of credits for the recognition of prior learning. Newly enrolled students at AD Poly may be awarded credit and/or satisfy college requirements in the following ways:

- Placement examination
- Challenge examination
- Nationally and internationally recognized tests (EmSAT, IELTS, TOFEL, SAT, AP, IB, or any other certified exams recognized by AD Poly)
- Articulation agreement with another institution
- Transfer course credits from another accredited institution

Placement Examination

Placement exams serve to assess the needs and backgrounds of individual students preparing for college curriculum. Student performance in these exams is used to place entering students at the proper level of study in a given subject by minimizing the repetition of subjects already mastered while minimizing the possibility of students being inadequately prepared for certain courses. Placement exams measure skills in problem solving, as well as general knowledge in a subject field.

Placement exams may be taken before or at the time of matriculation at AD Poly. The test may be taken only once. The placement exams are organized and conducted by the Academic Support Department (ASD) in close cooperation with Student Services. AD Poly has the right to develop placement exams based on the academic needs of its programs.

Mathematics Placement Examination (MPE)

All students admitted to AD Poly are required to take the Math Placement Exam (MPE) prior to registration of courses. Exam results will be used to place students in the appropriate mathematics course which reflects their math understanding. The ASD at AD Poly uses exam results to check new students' math knowledge and skills. Hence, students should be placed at the right math level for them. Students will be placed into MATH100 (Pre-calculus) unless they pass the MPE with a score of 70% or higher. At this point, MATH100 will be waived and students will be given permission to register for MATH111 (Calculus I).

Note: The MPE qualifies students to sit for further challenge exams. Students who don't pass the MPE can't sit for challenge exams for mathematics, physics and/or chemistry.

English Placement Examination

English language placement exams are required for students who obtained EmSAT or IELTS scores which fall below the specified admission criteria. Performance in one of these exams is used to determine

which English course a student may enroll at AD Poly; results do not confer credit or satisfy other language requirements set by a program.

The minimum English knowledge and skill requirements are (EmSAT=1100 or IELTS score \geq 5.0 or equivalent). English communication Skills (ENGL111) is a compulsory course for all students; however, this course can be exempted for students who are admitted to AD Poly with EmSAT \geq 1500 or IELTS \geq 6.0 with all bands equal or above \geq 5.5.

Challenge Examinations

Credit is available by optional challenge examinations at AD Poly to those students who have already studied certain subjects at the college level (Recognition of Prior Learning). In the case of a course where both experimental and theoretical skills are involved, students may be required to fulfill the laboratory portion. College credit achieved by challenge examination is entered as units of credit on the student's official academic record. Letter grades are not assigned.

Chemistry/Physics Challenge Exams

Students can earn credits for physics and chemistry courses according to the policy indicated in Table 1. They can sit for chemistry and physics challenge exams according to the following conditions:

1. The student must first pass the Math Placement Exam (MPE) or have earned a score on the EmSAT/SAT/AP/IB chemistry or physics exam as indicated in the Test Score Tables 1 and 2).
2. Next the student has to pass the chemistry/physics challenge exam with \geq 70%.

Table 1. The Test Score table provides a detailed list of accepted challenge exams and scores required to earn credit at AD Poly.

Calculus Challenge Examination

Students who passed the MPE or earned a score from nationally or internationally recognized exams as indicated in the Test Score table (1) have the option to take a challenge examination in Calculus I and then Calculus II. The calculus challenge exams must be taken prior to matriculation and may be taken only by new or transfer students in the first semester of their enrollment at AD Poly.

Nationally and Internationally Recognized Tests

Nationally and internationally recognized tests include Emirates Standardized Test (EmSAT), International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), Scholastic Aptitude Test (SAT), Advanced Placement (AP), and International Baccalaureate (IB).

Students who request college credit or fulfillment of college requirements for EmSAT, IELTS, TOEFL, SAT, AP, IB and/or any other certified examinations taken in high school (i.e., before a student matriculates in the College) are asked to submit an official valid certification detailing their scores.

Transfer Course Credits from other Institutions

Admitted students to AD Poly might transfer credits courses completed at other accredited (licensed) internal or external institutions for degree credit at AD Poly. Courses and credits earned at other institutions and accepted for transfer at AD Poly will be listed in the student's transcript and designated with a letter (T). These credit courses will not be included either in student's GPA or CGPA.

Admitted students who are seeking to transfer credit courses must submit their valid attested documents including original credit courses transcript, course syllabi, and/or other evidence to the Student Services Office upon the acceptance at AD Poly by the second week of their first semester. The documents will be evaluated by the articulation committee toward credit course transfer by the department offering the course(s) within two weeks. The transferrable credit courses for undergraduate are courses completed at other accredited (licensed) institutions either with grade of at least C and above ($\geq C$) or with Pass for Pass/Fail courses only. The maximum number of credit courses that might be accepted for transfer cannot exceed 50% of the total course credits required for graduation at AD Poly.

General Conditions

- The placement and challenge exams' results will be valid for one academic year;
- Students transferring from other institutions (internal or external) into same program major, should provide valid documentations and are in a good academic standing (CGPA ≥ 2.0 out of 4.0 points scale, or equivalent);
- Students transferring from other institutions (internal or external) who are not in a good academic standing are allowed to transfer to a different program from the one which the student is transferring;
- The final decision to grant credit is at the discretion of AD Poly, and any units of credit awarded will appear on the student's official academic record with a letter "T";
- Credit grant can be given only once for same course even if it was taken at two different institutions;
- Transfer undergraduate credits are only granted for courses with an overlap of 80% or more similarity between course learning outcomes (CLOs) and in which the student earned a grade of C (2.0 on a 4.0 scale) or better; and, for courses with at least the equivalent or greater credit value to AD Poly's course;
- As per accreditation standards, credits for training, internship, and graduation projects cannot be transferred from another institution to satisfy AD Poly degree requirements;
- All credits awarded towards a degree by showing recognition of prior learning or taking courses out of the college (with prior AD Poly approval) and/or transferred from other institutions should not exceed 50% of the total number of credits which are required to complete a degree at AD Poly;
- AD Poly treats credits taken under an articulation agreement with another institution as transfer credit;
- Only students who transfer from a Commission for Academic Accreditation (CAA) accredited institution in the UAE or from a foreign institution of higher learning based outside the UAE and accredited in the country of origin are eligible for transfer admission and credits;
- A timely written notification will be provided to the student, prior to registration, of transferability of credit, and how much credit is granted toward the degree program;
- The Academic Support Department (ASD) at AD Poly will provide regular updates of articulation tables and guidelines for accepted scores of nationally and internationally recognized exams that satisfy college requirements;
- Tables (1 & 2) below (Test Score Table) provide a detailed list of accepted challenge exams and scores required to earn credit at AD Poly.

Table 1. Recognition of Prior Learning for national and international certified exams.

Subject at AD Poly	EmSAT Subject	EmSAT Score	SAT Subject	SAT Score	AP Subject	AP Score	IB Subject	IB Score	Course Credit
Chemistry I (CHEM111 and CHEM111P)	----	----	----	----	Chemistry	4	Chemistry (SL)	6	4
							or Chemistry (HL)	5	
Pre-Calculus	EmSAT Math	>1500	Mathematics Level 2	>640	----	----	Mathematic Studies	6	4
Calculus I	----	----	----	----	Calculus AB	4	Mathematic (SL)	6	7
					or Calculus BC	3	Mathematic (HL)	5	
Calculus II	----	----	----	----	Calculus BC	4	Further Math (HL)	5	10
Physics I (PHYS-111 and PHYS-111P)	----	----	----	----	Physics C-Mech	4	Physics - SL	6	4
Physics II (PHYS-112 and PHYS-112P)	----	----	----	----	Physics C-Mech and Physics C-E&M	4	Physics - HL	5	8

References:

EmSAT: <http://emsat.moe.gov.ae/emsat/Default.aspx>

SAT: <https://collegereadiness.collegeboard.org/sat>

- Bench marking:**
1. Virginia Polytechnic Institute and State University, VA, USA.
 2. California Polytechnic State University, CA, USA.
 3. Rensselaer Polytechnic Institute, NY, USA.

Website: <https://bigfuture.collegeboard.org/find-colleges>

Table 2. Criteria for English: Test Score Comparisons

EmSAT*	IELTS* International English Language Testing System	CEPA Common Educational Proficiency Assessment	TOEFL Test of English as a Foreign Language	CEF Common European Framework	Cambridge	PTE Pearson Test of English (Academic)
675	4 ³ limited	165 ²	n/a	A1/A2 ⁵	n/a ⁶	<30 ⁷
950-1075 ¹	4.5 limited	170	450 (139 CBT, 51 iBT) ¹	A2/B1	147-153 ¹	31-35 ¹
1100-1225	5 modest	175	500 (173 CBT, 61 iBT)	B1/B2	154-161	36-41
1250-1375	5.5 modest	180	530 (197 CBT, 71 iBT)	B2	162-168	42-49
1400-1525	6 competent	185	550 (213 CBT, 79-80 iBT)	B2	176-184	50-57
1625 ²	6.5 competent	190	n/a	B2	n/a	58-65 ⁷
1750	7 good	195	n/a	C1	n/a	65-72
1850	7.5 good	200	n/a	C1	n/a	72-78
2000	8 very good	205	n/a	C1	n/a	78-82
n/a	8.5 very good	210	n/a	C2	n/a	82-86
n/a	9 expert	n/a	n/a	C2	n/a	86-90

*Acceptable entrance to AD Poly (EmSAT-1100; IELTS 5.0); (EmSAT between 1500-1525 can waive English 120); (EmSAT greater than 1525 can waive English 121)

1. Information retrieved from CAA (2017). "Standards for Institutional and Program Accreditation."
2. Interpreting CEPA Scores: FAQ - ws1.mohesr.ae. (n.d.). Retrieved September 7, 2016, from http://ws1.mohesr.ae/cepa/Files/Interpreting_CEPA_Scores.pdf
3. TOEFL and IELTS Score Comparison. (n.d.). Retrieved September 7, 2016, from http://www.iau.la/download/TOEFL_IELTS_score_comparison.pdf
4. Compare TOEFL® Scores. (n.d.). Retrieved September 07, 2016, from <https://www.ets.org/toefl/institutions/scores/compare/>
5. IELTS-Common European Framework. (n.d.). Retrieved September 7, 2016, from <http://www.ielts.org>
6. Comparing scores on Cambridge English: Advanced (CAE) and IELTS. (n.d.). Retrieved September 7, 2016, from <http://www.cambridgeenglish.org/images/28894-cae-comparing-scores.pdf>
7. Scores - Pearson. (2014). Retrieved September 07, 2016, from <http://pearsonpte.com/test-takers/results/>