



## **ADMISSION GUIDELINES FOR INTER-UNIVERSITY, INTER-FACULTY TRANSFER**

### **Article 1. Aim**

This document regulates the transfer students guidelines at Nile University of Nigeria (NUN).

### **Article 2. Credit Transfer Eligibility**

To be eligible to transfer for credit, a course must be completed at a recognized institution by the ministry of education. The fulfillment of Nile University of Nigeria's general education requirements is prioritized in awarding transfer credit. Generally, departmental requirements for majors and certificate programs may not be fulfilled through transfer credit.

### **Article 3. Inter-University Credit Transfer Requirements**

1. **Application Fee** – Prospective transfer students must pay the non-refundable application fee (N10,000) for evaluation processing.
2. **Submit** - Common Application. The applicant must submit his/her application online through the university website indicating (transfer student) as option. Please note: The online application is not available for transfer admission but for data collation. The applicant will be required to fill the transfer application form as well and submit the following documents to the Admissions Office:
  - I. **Transcripts** - (Original Official transcripts are required to be submitted within a maximum period of 3 months from date of application. (Note: failure to submit required documents within this period will result in cancelation of admission. There will be no refund of fees payed for that particular semester).
  - II. **Disciplinary Clearance** – A disciplinary clearance letter from HOD and DEAN of student from previous institution is required for evaluation of the student.
  - III. **Photocopies/scanned copies of transcript** will be accepted but only conditional admission letter will be issued. Full admission letters will be issued after original copies have been received.
  - IV. **Course Description** (Details of all course code(s), course description must be attached to the student's transcript for clarification. In situation where it's not provided, the department can still asses the relevant courses that they know, and ask for extra information if need be.
  - V. **Two (2) academic recommendations (at least one from a University Lecturer)**. At least one recommendation must be from a University lecturer, such as a professor or teaching assistant.
  - VI. **Transfer Duration** - Students can transfer in both semesters until the last day of registration.

**For transfer Students, decision on approval for the award of admission to Nile University of Nigeria will be authorized by the corresponding department's board recommendation, Faculty dean's endorsement, VC's approval.**

**Article 4: Transfer Eligibility**

To be eligible for transfer to Nile University of Nigeria, Candidates must meet the requirements below.

**Inter-University Transfer**

1. Transfer from International Universities, Private Universities, Federal and State Universities to Nile University is allowed subject to availability.
2. The minimum GPA for inter-university transfer is **1.00** on 4.00 Grade Scale and **1.50** on 5.00 Grade Scale.
3. Transfer is allowed into any level subject to minimum residency requirement of 4 semesters.
4. Inter-University transfer may involve change of course of study (program) if desired by student.
5. Candidates expelled from other universities are not acceptable for transfer.
6. Candidates must satisfy the University minimum entry requirements for admission.
7. Prospective transfer students must pay the application fee for evaluation processing.
8. Any candidate that provides false information will be expelled from the university.
9. Departments are free to limit the quota of transfer students depending on available spaces. They are also free to determine the GPA level which should not be less than the minimum mentioned above.
10. Transferred courses and grades will be used to calculate the GPA, however courses that are not relevant to the new program's curriculum will be discarded from the students' transcript and will not be used in the calculation. Admission office will always keep the original transcript in students' files.

**Inter-Faculty Transfer / Intra-Faculty Transfer**

1. Transfer from one faculty program to another faculty program may be allowed.
2. Withdrawn candidates on poor academic standing are allowed to benefit from such transfer.
3. Transfer from every program and vice versa is allowed, provided the student meets all the entry requirements for new admission into the program.
4. Students can transfer in both semesters until the last day of registration.
5. Prospective transfer students must pay the application fee for evaluation processing.
6. Students can transfer for a maximum of 2 times during the duration of stay in the university.
7. Departments are free to limit the quota of transfer students depending on available spaces. They are also free to determine the GPA level which should not be less than the minimum mentioned above.
8. Transferred courses and grades will be used to calculate the GPA, however courses that are not relevant to the new program's curriculum will be discarded from the students' transcript and will not be used in the calculation. Admission office will always keep the original transcript in students' files.
9. Transferred students should pay the tuition fee for the new program from their year of transfer.
10. For scholarship students, the new program discounts will be implemented based on university approval. However, for Board of Trustees (BOT) scholarship beneficiaries, discount request will be submitted to BOT for consideration and approval.



In inter-university transfer process, one of the suitable tables below should be implemented.

Table 1		<u>NILE</u>	Table 2			<u>NILE</u>	Table 3			<u>NILE</u>
A	4	<b>A</b>	AA	4	90-100	<b>A</b>	75-100	A+	4.3	A
A-	3.7	<b>A</b>	BA	3.5	85-90	<b>A</b>	71-74	A	4	A
B+	3.3	<b>B</b>	BB	3	80-85	<b>B</b>	67-70	A-	3.8	A
B	3	<b>B</b>	CB	2.5	70-80	<b>B</b>	64-66	B+	3.5	B
B-	2.7	<b>B</b>	CC	2	60-70	<b>C</b>	61-63	B	3.3	B
C+	2.3	<b>C</b>	DC	1.5	50-60	<b>C</b>	57-60	B-	3	B
C	2	<b>C</b>	DD	1	45-50	<b>D</b>	54-56	C+	2.8	C
C-	1.7	<b>C</b>	FD	0.5	35-45	<b>E</b>	50-53	C	2.5	C
D+	1.3	<b>D</b>	FF	0		<b>F</b>	48-49	C-	2.3	C
D	1	<b>D</b>					43-47	D+	2	D
D-	0.7	<b>E</b>					40-42	D	1.5	D
F	0	<b>F</b>					38-39	D-	1	E
							35-37	F+	0.8	F
							30-34	F	0.5	F
							0-29	F-	0	F

### ENACTMENT

**Article 5:** This regulation shall take effect on the day of its acceptance by the Senate.

**Article 6:** The provisions outlined in this document are executed by the Vice Chancellor.

<i>Prepared by</i>	<i>Approved by</i>
<i>The Committee of Deans and Directors</i>	<i>The Senate / The Vice-Chancellor</i>