Transfer Credit Policy

(with effect as of 1 July 2013; last revised 07.07.2016)

GENERAL

Two scenarios can be distinguished:
I.   **Transfer credits earned *prior* to the student's enrollment at GSD**
II.   **Transfer credits earned *during* the student's enrollment at GSD**

GSD as receiving or hosting institution reserves the right to accept or reject credits earned at other institutions of higher education.

I.   **Transfer credits earned *prior* to the student's enrollment at GSD**

Should a candidate wishing to apply to a degree programme at GSD have completed academic credits prior to his/her candidacy at GSD, the Admissions Office together with the GSD Academic Office evaluates and decides the transferability and, if applicable, amount of credits that can be transferred to GSD.
Together with the Admission Offer, the candidate receives an overview of the amount of transferable credits counting towards his/her degree requirements at GSD.

II.   **Transfer credits earned *during* the student's enrollment at GSD**
Enrolled students at GSD wishing to participate in external academic offers (other university-level courses, external summer schools, etc.), can apply for credit transfer to their academic tutor. The transferability of credits has to be approved by the GSD Academic Board and Administration *before* taking the course and can only remain within the limits of the accepted amount.

EVALUATION CRITERIA

a)   University-level of previous courses
b)   Relevance to academic curriculum of degree programme at GSD
c)   Overall amount of transferable credits

RESTRICTIONS ON TRANSFERABILITY

a)   Maximum of transferable credits to GSD
  I.   Transfer credits *prior* to enrollment at GSD
        max. of BA-IR   120 ECTS out of required 180 ECTS
        max. of MIR   30 ECTS out of required 90 ECTS
        max. of EMIR   20 ECTS out of required 60 ECTS

  II.   Transfer of credits *during* enrollment at GSD
        max. of BA-IR   9 ECTS out of required 180 ECTS
        max. of MIR   3 ECTS out of required 90 ECTS
        max. of EMIR   2 ECTS out of required 60 ECTS

b)   Non-transferability for specific types of courses
    GSD reserves the right to deny credits for courses that are not compatible with the academic curriculum of the offered programmes. Certain types of courses cannot be considered as transferable, e.g. language courses; courses below university level, vocational courses.

    NOTE: Credit transfer request for students prior to enrollement at GSD, should be done not later than by the end of the first month of the first semester of their studies. Credit transfer request for students during the enrollement, should be done within the three months of the following semester.

c)   Appearance on academic record
    Transfer credits are merely listed on the student's academic record as a total number of transfer credits awarded with a passing mark "P". Transferring credits does not include the transfer of GPA or grades.

b)   Consequences on tuition
    Upon approval of transfer credits by GSD, these will be counted towards the degree requirements of the respective programme.
    Each ECTS credit carries a value which will be deducted from the annual tuition fees as per the following table and within the limits of the total amount of transferable credits as stated above:

Programme	Value per 1 ECTS	*Example:* *Transfer ECTS*	*Example:* *Tuition reduction from annual programme fees*
BA-IR	**CHF 450,-**	3	3 ECTS x CHF 450,- = - CHF 1.350,-
MIR	**CHF 380,-**	3	3 ECTS x CHF 380,- = - CHF 1.140,-
EMIR	**CHF 300,-**	2	2 ECTS x CHF 300,- = CHF 600,-

N.B.:

- *Students who are enrolled at GSD and are already benefitting from a tuition reduction granted by GSD (through scholarship, assistantship) may be able to transfer credits, but will not be able to benefit from the financial reduction of whatsoever nature.*
- *Should a student join GSD and transfer credits which have been achieved prior to his enrolment at GSD, further credits during his time of enrolment at GSD cannot be waived through additional transfer credits. Refund requests are not accepted 1 month after application for credits transfer.*

REQUEST FOR TRANSFER CREDIT APPROVAL

TO BE COMPLETED BY STUDENT

NAME, First Name:

Programme:

Transfer credits so far:

Name of organising institution:

Course title:

Course focus:

Number of credits awarded in ECTS (please add conversion chart into ECTS):

Total hours of course:

Please briefly explain the reasons for choosing this particular course:

Approval by GSD Academic Tutor:

Name: _____

Date, signature: _____

Approval by GSD Administration:

Name: _____

Date, signature: _____

Approval by GSD Financial Department:

Name: _____

Date, signature: _____

Tuition reduction: (YES/NO) _____

If YES, amount of CHF _____

Upon return of student:

Approval of credit transfer: (YES/NO)_____

Name of signing official: _____

Date, Signature: _____