

ADMISSION OF TRANSFER STUDENTS POLICY

1. Purpose

The purpose of this policy is to outline the criteria and process for the admission of transfer students to GBSB Global Business School. This policy ensures that transfer students are evaluated fairly and that their previous academic achievements are appropriately recognised.

2. Scope

This policy applies to all undergraduate, graduate, and PhD applicants seeking admission to GBSB Global along with the recognition of accredited prior learning (RAPL).

3. Control and Distribution

- 3.1 The Head of Institution is the owner of this policy.
- 3.2 All requests for revisions shall be addressed to the Head of Institution. Amendments shall be made, if any are required, and approved by the Executive Committee. Superseded versions of the policy shall be retained for future reference.
- 3.3 The policy is reviewed annually.

4. Definitions

- 4.1 **Applicant** – a student who is or was enrolled in another accredited institution of higher education and seeks to transfer their credits to GBSB Global Business School.
- 4.2 **Credit Transfer** – takes place when an individual has completed a formal programme of study, has received formal credit and is looking to enter at an advanced stage or gain exemption from components of another programme of study, provided that the learning outcomes of the previous programme match those of the new one. The credit can either be subject-specific or general if the learning is at the same European Qualifications Framework/Malta Qualifications Framework (EQF/MQF) level.
- 4.3 **Component** – smaller parts of a full programme of learning that can be assessed separately.
- 4.4 **Internal Transfer** – refers to the process whereby a student continues their education in the same programme of study but at a different GBSB Global campus. This includes transferring credits earned at one campus towards the same programme at another campus. Internal transfer also applies to students who initially pursued an exit award for a particular programme but later decided to aim for the terminal qualification, either at the same campus or a different GBSB Global campus.
- 4.5 **Recognition of Accredited Prior Learning (RAPL)** – a process of assessing formally accredited prior learning, aligning it with an MQF level, and awarding ECTS credit points toward a programme of study. This allows the candidate to receive exemptions or advanced entry into the programme.
- 4.6 **RAPL Candidate** – an individual making a claim for credit transfer.

5. Roles and Responsibilities

- 5.1 The Head of Institution is responsible for implementing this policy.
- 5.2 The Academic Committee is responsible for reviewing RAPL candidate applications and making decisions regarding potential credit transfers¹.
- 5.3 The Registrar Office is responsible for processing RPL applications and evaluating candidates' documentation in accordance with institutional policies and procedures.

6. Policy Statements

- 6.1 To be considered for transfer to a credential programme at GBSB Global Business School, an applicant must meet the following minimum academic requirements:
 - 6.1.1 Fulfil the relevant GBSB Global's established programme admission criteria.
 - 6.1.2 Satisfy GBSB Global's English proficiency standards.
 - 6.1.3 Maintain good academic standing at the time of transfer, i.e., not on probation or dismissed for any reason.
- 6.2 The smallest programme component to be considered for credit transfer is a module (course), i.e., a unit of teaching that typically lasts one academic term or semester and is designed to provide students with knowledge skills and competencies in a specific subject area.
- 6.3 Applicants must have a minimum of 30 ECTS credits, or equivalent, passed in the previous programme of study to be considered for credit transfer.
- 6.4 RAPL applications must be submitted to the Admissions Department no later than five weeks before the start of the next term.
- 6.5 Due to significant differences in programme content between higher education institutions, students should be aware that they may need to repeat some modules (courses) already completed at their previous institution. The final decision will be made by the Academic Committee based on the verification of module syllabi.
- 6.6 Modules (courses) studied at the previous institution must be equivalent to those offered in the current programme, i.e., at least 75% of GBSB Global learning outcomes and content must match the module(s) being considered for credit transfer, including the EQF/MQF level.
- 6.7 A minimum grade of C or its equivalent is required in any module to be considered for transfer of credit. The grades from transferred modules are not included in the calculation of the student's GPA at GBSB Global.
- 6.8 The following will be considered for internal transfers only (see Section 4.4 for the internal transfer definition):
 - 6.8.1 Equivalency and credit transfer will be automatic (Section 6.6 does not apply).
 - 6.8.2 There is no limitation on the number of ECTS credits that can be potentially transferred.
 - 6.8.3 Students wishing to transfer should inform their Academic Coordinator and/or Head of Studies and Academic Operations.
- 6.9 Applicants must provide official transcripts, detailed course syllabi, and, if necessary, additional information such as contact hours to facilitate the conversion and equivalence assessment.
- 6.10 Other criteria for credit transfer considering the module (course) credit type include:

¹ In complex cases, an ad hoc committee is established to review RAPL candidate applications and provide recommendations.

6.10.1 For ECTS credits:

- Credits must be earned from accredited programmes recognised within the European Higher Education Area (EHEA).
- Modules for which transfer of credit is approved will be assigned the corresponding ECTS credits of the relevant GBSB Global programme.

6.10.2 For non-ECTS credits:

- Credits must be earned from accredited programmes outside the EHEA that are recognised by relevant accrediting bodies.
- ECTS credit conversion, where 1 ECTS credit corresponds to 5 contact hours, may be applied to validate the equivalency assessment.

6.11 The maximum number of credits that may be transferred from another institution shall not exceed 50% of the total ECTS credits of the GBSB Global programme. Per Section 6.8.2, this limitation does not apply to GBSB Global internal transfers.

6.12 Applicable fees will be charged for the processing of credit transfer requests.

6.13 Any appeals regarding the outcomes of the equivalency and transfer decisions must be submitted to the Head of Studies and Academic Operations no later than two weeks (10 calendar days) after the assessment results have been communicated to the applicant. GBSB Global will review the appeal within three weeks (15 calendar days).

7. Related Documents

- 7.1 Admissions Policy Guide.
- 7.2 Admission of Undergraduate Students Policy.
- 7.3 Admission of Graduate Students Policy.
- 7.4 Admission of PhD Students Policy.
- 7.5 Recognition of Prior Learning Policy.

8. Version Control and Change History

Version	Amendment Details	Review and Approval Details
1.0	Initial document release.	<ul style="list-style-type: none"> ▪ Policy owner: Head of Institution ▪ Approved by: Executive Committee ▪ Date approved: July 12, 2024 ▪ Due for review: July 12, 2025 ▪ Most recent review: September 9, 2025 ▪ Due for review: September 9, 2026