RECOGNITION FOR CREDIT TRANSFER, MASTER'S LEVEL

Credit Transfer Requirements

Candidates or admitted students, who have completed master's degree level courses, may apply for credit transfer (recognition). A master's degree implies a previous study at a bachelor's level. The applicant will need to complete a credit recognition process to transfer course(s) successfully completed in their previous university. In addition:

1. Maximum number of transferred credits: 24 ECTS (40% of total credits) if from an official master's degree and 9ECTS (or 15%) if from a private degree.

2. Same level of study between the course of origin and IE's course (i.e., from master's to master's and from undergrad to undergrad).

Credit Recognition Process

The applicant must provide the Admissions Dept. with the following documentation:

1. Academic transcripts with grades and credit hours, including the course(s) to be transferred.

2. Syllabi of all of courses, the applicant wishes to transfer.

3. Credit Recognition Request form (CRR)

Internal Process Next Steps

1. Upon receipt of the above-mentioned documents, the Admissions Dept. will send them to the corresponding Program Management (PM) together with the CRR form for PM's review and endorsement.

2. PM completes the CRR form, indicating which course(s) if any it agrees to recognize. In order for a course to be recognized, its syllabus must match IE's corresponding syllabus in at least 80% of its content. PM submits the CRR form and "RESOLUTION" doc signed by the Associate Dean back to Admissions.

3. Admissions shares the above with applicant. If the latter agrees with the resolution, s/he must sign the document and return it to her/his admissions advisor. The applicant will be exempt from attending the course(s) of which credits were recognized.

4. Admissions will forward the signed CRR form to both PM and Program Operations (transferopsteam@ie.edu).

5. Before the term starts, PM will un-enroll the student from transferred course(s). Once the term is completed, Ops team will enroll the student back in the transferred course(s) and publish a REC grade notation. PM will inform Ops team when the student is to be enrolled in transferred course.

Other Important Information

The afore-mentioned documentation must be official, issued by the competent authorities. It must be authenticated through diplomatic channels, except documentation from EU country members.

Courses that are recognized will be included in the student's IE academic transcript with the status of REC.

This process involves the Admissions Department, the corresponding Program Management, and ultimately Program Operations Dept. (to publish the "REC" grade notation on the transferred courses.). Admissions might not be involved in the process if the applicant is already an admitted student and the program has started.

The transferred course credits will not affect the price of the program's tuition.