

CREDIT TRANSFER POLICY

Credit Recognition and Transfer

- i. LIGS recognizes credits from previous studies at institutions of higher education throughout the world, provided such institutions are fully accredited and their professional orientation and academic level correspond to the program offered at LIGS.
- ii. Credit is recognized, based on sufficiently corresponding learning outcomes, in the form of a credit transfer and/or exemptions from specific courses of an LIGS Study Program.
- iii. LIGS may only transfer credits obtained during previous studies that have not led to the obtaining of an official qualification with an exception of transferability of community and junior college credits (leading to Associate Degree) towards (planned) BBA program.
- iv. In order to obtain credit recognition, the student has to provide LIGS with an official transcript and course descriptions in English, or in a certified English translation, along with acceptable evidence of course content. Requests for credit recognition must be made prior commencement of studies at LIGS. To be accepted for a transfer, courses must have been completed with grades of C and better (or the equivalent).
- v. Credit recognition is authorized by the Vice Provost who may consult the respective faculty course supervisors.
- vi. A maximum of 21 credits may be transferred towards an MBA program at LIGS. A maximum of 60 credits may be transferred towards a (planned) BBA program at LIGS.
- vii. LIGS only transfers credits; grades earned during prior studies do not affect a student's GPA at LIGS.
- viii. LIGS charges a student a credit transfer fee per credit in the amount of 10% of the LIGS per credit tuition.

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