

Policy Title	Academic eligibility policy – Change program
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration
Pertinent Dates	Create Date: March 2022 Expire Date: must be updated each semester Revise Date: Approve Date: Effective Date:

I. SCOPE OF POLICY

Academic Eligibility policy for Change Program requests focuses on the rules and regulation set by the AIU and The Ministry of Higher Education regarding the eligible students to apply to AIU as a Change program.

II. DEFINITIONS

Change Major Transfer: A request from the student who was enrolled at AIU or another academic institution in a program then request to change to another program in another faculty.

Internal Change Major Transfer: A request from an AIU student to change the program within the same faculty.

III. POLICY STATEMENT

- The applicant graduated from high school two-years prior the admission year may apply as a transfer student or change program/major student.
- Change Major student must fulfill the requirements of the year of admission.
- The student should apply at the office of admission at AIU.
- The student must submit a prove of enrollment at another academic institution since high school graduation till applying to AIU. Except that student may have one gab year.
- Any student enrolled at AIU wishes to change to another program within the same faculty may apply for Change Program with no need to submit the request to the MoHE. If the student wishes to change program to another faculty, AIU admission office must inform the MoHE and refer to the admission requirements listed in the “Academic Eligibility Policy”.

Required Documents:

- 1- Admission documents. (Refer to academic eligibility policy)
- 2- Enrollment statement from the previous academic institution.

IV. RESPONSIBILITIES

- Students are responsible for applying at the admission office.
- Admission department personnel, are responsible for communicating with prospective students guiding them through the application process and offering information till they are admitted to the university.
- Supreme Council of Universities, Audit the eligibility of each student to be enrolled in the correspondence program and officially enroll them in the MoHE records.

V. POLICY STANDARDS AND PROCEDURES

- 1- Applying at the AIU admission office.
- 2- Academic and University council approves the change major transfer.
- 3- Sending acceptance email to accepted applicants though they are requested to submit the original and official document at AIU admission office.
- 4- Students must attend the orientation week which is held at AIU campus.
- 5- Supreme Council of Universities enrolls accepted students in the MoHE records.

VI. FORMS/INSTRUCTIONS (if applicable)

Applying at AIU's admission office.

VII. APPENDICES (if applicable)

Refer to the following policies:

- 1- Academic eligibility policy
- 2- Tuition and fees

VIII. CONTACT INFORMATION

Email: admission@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Tansik websit: <https://admission.egypt-hub.edu.eg/>

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