

Guidelines for Credit Transfers (GSIM Exchange Program)

June 2025

Requirements:

- ✓ You must complete a sufficient number of courses equivalent to **6 IUJ credits at GSIM**.
- ✓ In principle, all courses taken at the host school will be recorded on your IUJ transcript, with credits assigned based on classroom hours.
- ✓ You may transfer **up to 10 IUJ credits** from the host school.
- ✓ Final credit transfer approval will be determined at a GSIM faculty meeting after your return to IUJ.

Credit Conversion Guidelines:

- A minimum of **11.25 classroom hours** is required per 1 IUJ credit.
- Credits are assigned in 1-credit intervals based on the total classroom hours of the transferred courses.

Credit Conversion Table:

Minimum Classroom Hours at Host Schools	11.25H	22.5H	33.75H	45.0H	56.25H	67.5H
Credits Given at GSIM	1	2	3	4	5	6

Notes:

- This table does NOT apply to language courses.
- Exam weeks are not included in total classroom hours.

Credit Transfer Procedures:

1. Submission Requirements:

Submit a **Credit Confirmation Form** and an **official transcript** issued by the host school to the Office of Academic Affairs (OAA) **within one month of your return** to IUJ.

If you wish to apply the transferred credits toward your MBA Specialization Requirements, you must also submit the syllabus for the relevant course(s).

2. Review Process:

The OAA will review your submission and present it at a GSIM faculty meeting for approval.

3. Notification of Results:

Once approved, the OAA will notify you of the results and finalize the credit transfer.

4. Grading Policy:

Transferred credits will be recorded on a **Pass/Non-Pass** basis, meaning they will **not** influence your GPA. A grade of "Fail" will be recorded as "Non-Pass".

Important Notes:

1. Advanced Seminar Exemption:
 - During your study abroad period, you are exempted from taking **Advanced Seminar**.
 - You must **compensate for the missing 2 Advanced Seminar credits** by taking additional courses.
 - Communication with your supervisor is essential before and during the study abroad period to ensure proper research planning and activity progress.
2. Language Courses:
 - You may transfer credit from a language course as 1 IUJ credit, if the class includes more than 15 classroom hours.
3. Duplicate Content Restriction:

You cannot receive credit twice for the same or similar content.

Examples

- Corporate Finance: MBA and JGDP students cannot transfer credit from a course that overlaps in content with "Corporate Finance", it is a core course at IUJ.
 - Digital Supply Chain Management: You cannot register for Digital Supply Chain Management at GSIM (Core Elective), if you have already transferred credits from a course with similar content.
4. If Total Earned Credits Exceed 10 IUJ Credits

Students earning more than 10 IUJ credits must adjust their credit transfers to comply with the limit. You have two options:

 - a) Transfer all courses but reduce credits per course to fit the total number of transferred credits will be 10.
 - b) Select specific courses not to be transferred to ensure the total number of transferred credits will be 10.

Contact:

If you have any questions or concerns, please feel free to reach out to the OAA.

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