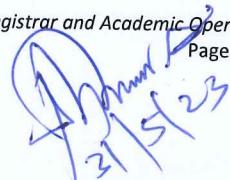


## Transfer of Credit Hours (TCH) Policy for Undergraduate / Graduate Programs

Document Nature	Policy
Document ID	AOP/2023/044
Applicable to	Prospective UITU students
No. of Pages	2
Initiated by	Registrar
Implementation	Teaching Departments
Title	Transfer of Credit Hours (TCH) Policy for Undergraduate / Graduate Programs
Document Ver.	1.0
Applicability	Spring 2023 onwards
Supersedes	Nil
Approved by	Concerned authorities
Department	Office of the Registrar and Academic Operations

1. Candidates applying for transfer of credit hours from other Universities shall submit a Transfer of Credit Hours request form along-with the following credentials/ documents to the Registrar's office.
  - 1.1. Transcript / grade sheet
  - 1.2. Migration Certificate / No Objection certificate
  - 1.3. Course Outline duly attested by the relevant program office of the ex-university
  - 1.4. TCH processing fee
2. The Registrar office shall forward TCH application to the department concerned for onward processing based on the following conditions;
  - 2.1. TCH application shall be received within three weeks of commencement of classes of the term / semester.
  - 2.2. TCH will only be considered from HEC recognized / chartered HEIs and internationally recognized universities.
  - 2.3. TCH shall only be considered for 4-year undergraduate and 2-year graduate programs, however, separate condition will be applicable for students joining undergraduate program after Associate Degree Program (ADP).
  - 2.4. TCH into an Engineering program will be subject to the available seats in the target program viz-a-viz PEC-allowed number of seats.
  - 2.5. For TCH into an Engineering program registered with PEC, TCH application should include the proof that the program from which TCH is being sought is a PEC-accredited program.
3. Concerned department through its Chairperson shall map the courses for transfer in a specific format (EDU Input Form for HoDs) based on following criteria and onward submit it to TCH Committee.
  - 3.1. Candidate must fulfill minimum qualification and eligibility requirement/ criteria for admission to the respective program at UIT University.
  - 3.2. Candidate will have to complete minimum 50% credit hours for both undergraduate and graduate programs at UIT University.
  - 3.3. Credit hours will not be transferred for the course(s) with less than "C" (C- or below) grade for undergraduate and "B" (B- or below) for graduate programs;
  - 3.4. Transfer grades shall NOT be calculated in the UIT University CGPA.
  - 3.5. Course and credit hour exemptions are only offered if a student is applying in the same degree at UIT University.
  - 3.6. Internships and projects are excluded from transfer/ exemption policy.
  - 3.7. For TCH into an Engineering program registered with PEC, the transfer of credits shall not exceed 50% of the required total credits of the target program.
4. TCH Committee<sup>1</sup> of concerned faculty and department shall review the mapping of courses and recommend the following:

<sup>1</sup> TCH Committee comprised of concerned Dean, Chairperson, a senior faculty member and a nominee of Academic Operations Department to be constituted by the Registrar with the approval of Vice Chancellor



- 4.1. Program in which candidate will be transferred
- 4.2. Induction batch
- 4.3. Semester to be registered; and
- 4.4. Number and details of courses exempted;
5. TCH Committee to submit its recommendations to Registrar office for necessary action and notification;
6. Admission section to admit the candidate in the relevant program, batch and assign student's roll number;
7. Academic section to enroll the student and register in the portal of relevant accreditation council / bodies (if applicable);
8. Academic section to register student in a respective semester / course(s);
9. Student will have to pay applicable fee including admission / transfer, security deposit, enrolment, document verification, tuition, semester, examination and exemption fees;
10. Grades and grade point average of other institutions are not included in the calculation of UIT University's semester / cumulative grade point average (SGPA/CGPA);
11. TCH courses will be specified as "TR" (Transferred) in the UIT University's transcript;
12. A TCH student(s) shall not be eligible for the nomination and award of medals / cash awards during studies and / or after graduation;
13. A TCH student will be eligible for scholarship / financial assistance as per UIT University policy;
14. Once the Registrar's office will notify TCH then no further request for TCH will be entertained;
15. The exchange programs under MoU will be separately reviewed by the Transfer of credits Committee keeping in view of above-mentioned conditions;
16. Any exception to the policy (within HEC guidelines) may be approved by the Vice Chancellor on the recommendations of the Registrar's office to be ratified from the Academic Council;
17. The policy is approved by the Academic Council and any amendments to the policy shall be initiated by Registrar's office;

For reference: HEC Draft Policy Guidelines for Semester Examination System (Final)

**16. Transfer of Credit Hours for Undergraduates/Graduates**

**16.1** Every university will develop its own criteria for transferring the credit hours. However, some guidelines are mandatory for all the Higher Education Institutions to follow as per the laid down criteria for HEC recognized Higher Education institutions.

**16.2** Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.

**16.3** No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.

**16.4** HEIs are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.

**16.5** Credit hours may only be transferred between Chartered HEIs.

For reference: Regulations for Engineering Education in Pakistan

Any student seeking transfer of credits [within or] from one institution or college or university to another institution or college or university must possess credits of the relevant accredited program and necessary steps must be taken by the accepting institution or college or university to ensure compliance of this provision failing which its accreditation of that program by the Pakistan Engineering Council shall be liable to be withdrawn. [The transfer of credits shall not exceed 50% of program total credits required.]

<https://pec.org.pk/wp-content/uploads/2022/11/REGULATIONS-FOR-ENGG-EDU.pdf>

<https://www.hec.gov.pk/english/services/universities/Documents/Final%20Examination%20Policy%20Guidelines.pdf>

  
Registrar

  
Vice Chancellor