



Policies & Procedures Manual
Sir Syed University of Engineering & Technology

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Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
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MIGRATION POLICY

1. Preamble

Students from different institutions/Universities approach to SSUET regarding their admission in this university on Migration basis. However, in the absence of any policy, their request could not entertain. This migration policy facilitates genuine applicants to get admitted at SSUET.

2. Introduction

Clause No. 2.2 of Semester Rules stated in “**University Code**” of Sir Syed University of Engineering & Technology allows for admission in SSUET by migration. However, no formal policy to execute the Migration process was in place. The procedure for Migration is outlined in this policy document.

3. Procedure

Under extra ordinary circumstances the Vice Chancellor, on the recommendation of the Dean concerned may allow migration of a student to SSUET. All applications of migration shall be considered on case to case basis. Following are the general requirements of admission by migration:

- i. The mother institution concerned agrees for the migration of the student (NOC to be submitted by the student).
- ii. The courses of students are equivalent. Equivalence will be established by the respective department.
- iii. Course outlines / curriculum of the mother institution to be provided by the applicant.
- iv. The applicant fulfills required eligibility admission criteria of SSUET.
- v. The credits earned in the previous institutions are permitted to be transferred subject to a maximum of 50% of total credit hours of the program.
- vi. Credits are transferred on course to course basis provided that course is equivalent to course taught at SSUET.

- vii. No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
- viii. Credit hours will only be transferred between duly recognized HEIs by HEC and respective accreditation council.
- ix. Migration will be allowed in all discipline offered by the University subject to availability of seats in the discipline.
- x. Migration will be allowed only for 2nd year (i.e. 3rd & 4th semester only). From 3rd and onward years migration case will not be entertained.
- xi. Migration will be allowed before start of semester classes. After (02) week of commencement of regular classes no case will be entertained.
- xii. Migration will be allowed only in the discipline the applicant registered in his/her mother institute.
- xiii. Migration fee will be charged as per university policy.
- xiv. Competent authority reserves the right to reject any case without assigning any reason.