



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

Title of Policy: Policy for Transfer of Credit Hours & Student Mobility	
Revision Date (if any): NIL	
Policy Area: Academics	Policy Number: SSUET/P/Acad/024-V1
Approved by (Statutory Body/ Competent Authority): A.C. # 51.54, BOG # 63.4	
Approval Date: 31-07-2021	Effective Date: 31-07-2021
Date of Issue: 31-07-2021	
Total Pages: 04	

Policy Statement

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

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POLICY FOR TRANSFER OF CREDIT HOURS

1. Preamble

In order to provide students opportunity to benefit from the courses offered at renowned national/international universities and in order to transfer the credit hours of such courses to their parent-program, a policy was needed. In absence of such policy at SSUET, neither SSUET students could avail such opportunity nor students of other universities could benefit from the courses at SSUET. This policy facilitates the students to transfer their credit hours of different courses which they study at HEC recognized national/international universities/institutions. Moreover, students of other national and international universities can register for courses of their choice at SSUET.

2. Introduction

This policy provides guidelines for two categories of students;

- i. Credit Hours transferred at the time of admission.
- ii. Credit Hours earned during student exchange program.

This policy is in line with HEC policy “Policy Guidelines for Implementation of Uniform Semester System in HEI’s of Pakistan” Clause No. 16.

3. Conditions for Credit Transfer

Transfer of Credits for courses taken at other national or international institutions will be considered on the basis of course contents, Credit Hours and basic eligibility criteria. The Equivalence Committee will make a recommendation on the case to the Vice Chancellor for approval. Credits will be transferred subject to following conditions:

- i. Credit hours may only be transferred from HEC recognized national and international universities/ institutions.
- ii. At the time of admission maximum of 50% of the total credits in the program to which transfer is sought can be transferred for undergraduate programs. For postgraduate programs credits of maximum 3 (3 CH) courses can be transferred.
- iii. In case of student exchange/mobility program a maximum of 18 Credit Hours for undergraduate and 6 Credit Hours for MS/MPhil.
- iv. Only those courses will be transferred where the original earned grade is 'C' or better for undergraduate programs and 'B' or better for graduate programs.

- v. The credits transferred at the time of admission will be counted towards degree requirements, however transferred Credit Hours are not to be used in calculating student's GPA/CGPA at SSUET.
- vi. Students with transferred courses transferred at the time of admission will not be eligible for award of medals.
- vii. The migration and transfer of credits policy shall not violate the regulations of HEC/CIEC or any other accreditation body.
- viii. Migration of a student will only be allowed from the HEC recognized institutions/ universities subject to the approval of the University. No migration will be allowed in one-year programs. Students desiring to migrate to the University are required to produce an NOC from their previous institute/university.

4. Procedure for Credit Transfer

- i. The applicant desiring credit transfer will submit an application to the Registrar Office. All necessary documents including copies of transcripts/mark-sheet and course outlines, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution where he/she attended the course.
- ii. The Registrar will constitute and notify composition and names of members of Equivalence Committee. The Equivalence Committee will comprise of minimum following members:
 - a. Respective Dean
 - b. Respective Chairperson
 - c. Chairperson of another department.
 - d. A senior faculty member
- iii. The Equivalence Committee will verify the equivalence of the course(s) and that all required conditions are fulfilled.
- iv. The Equivalence Committee will submit its recommendations to the Vice Chancellor within 7 working days for approval.
- v. The Registrar will notify the approved decision of the committee and also inform the student.

5. Modality of Exchange Programs

- A. In order to provide SSUET students exposure to courses at renowned national/ international universities/institutions. Following procedure will be adopted:

- i. Detail review of programs at national and international universities will be undertaken. The arrangements for student mobility programs may be negotiated and documented through formal institution-to-institution student exchange agreements.
 - ii. Student who desire to proceed on mobility program will submit a formal application through respective Chairperson.
 - iii. Depending on the nature of agreement between the institutions the student may be required to bear the entire or partial financial cost of the program.
 - iv. Selection of students will be made on the basis of merit, that is, the last available CGPA.
 - v. Students who desire to proceed for mobility program must have successfully completed at least one year of study at SSUET.
 - vi. In order to ensure transfer of credit, the students proceeding on mobility program must discuss their study program with the concerned Chairperson and respective Dean of Faculty and have the formal approval from SSUET of equivalence and transfer of credit.
 - vii. The students may make their own arrangements for mobility. Prior approval of SSUET will be necessary before proceeding for studies.
 - viii. Credit hours can only be transferred according to the procedure given above.
- B. SSUET will also encourage and try to attract international and national students for registering at SSUET as External Students. The External Students will be issued an official SSUET academic transcript / mark sheet for the courses studied and completed at SSUET. The External Students may seek registration at SSUET personally or through an agreement with their university / institution.