

# **CECOS UNIVERSITY, PESHAWAR**

## **POLICY FOR TRANSFER OF CREDITS**

### **1. Transfer of Credits from other Universities / Institutions**

- a) The President / Vice Chancellor may admit a student to the University by credit transfer from other Universities or Institutions upon the recommendations of the Credit Transfer Committee of the University.
- b) Credit transfer shall not be allowed ordinarily after expiry of two (2) weeks from the commencement of the classes (semester).
- c) Credit transfer application will only be entertained on the prescribed application form available at the Admission Office on payment along with relevant documents mentioned on the form.
- d) The request for credit transfer will be sent to relevant Head of Department for course evaluation and provision for admitting student. After initial evaluation, if candidate fulfill the minimum requirements for migration, the HoD will send the case to the Convener of Credit Transfer Committee which will consider the case in a formal meeting and will send its final recommendations to the Registrar for getting approval from the President of CECOS University through Vice Chancellor. Upon Approval, the Registrar office will issue notification of credit transfer of student to CECOS University in the relevant degree program.
- e) Credit transfer shall only be allowed provided the student seeking credit transfer to CECOS University is still on the rolls of parent University / college / institute.
- f) No student shall be allowed credit transfer from a University or Institution in Pakistan unless he / she produces a certificate of good moral character and a certificate to the effect that the student has neither been debarred from taking University examination nor suspended, expelled or rusticated from the university/college/institution from which he / she intends to transfer credits and that no disciplinary action is pending against him / her.
- g) Students from a Chartered University / Degree Awarding Institution, recognized by Higher Education Commission and accredited by the respective regulatory bodies can only be considered for credit transfer to the concerned degree program of CECOS University.
- h) Credits will be transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to CECOS University provided that course A is equivalent to course B taught at the CECOS University.
- i) The credit will be transferred if the Head of the Department concerned is agreeable to accept the applicant considering physical facilities in the department and the evaluation of academic record. Contents of each Course of the parent University must match 75% contents of corresponding course of this University.
- j) Only Public sector and centralized entry tests of university will be acceptable for credit transfer cases.
- k) For Foreign University Transfer Students, only those cases will be entertained which are listed by the HEC/Accreditation Bodies for the relevant discipline/program.
- l) Promotion to every next semester will be subject to fulfillment of promotion condition of minimum required GPA / CGPA and total 'F' grades.

- m) A student seeking transfer of credits in an undergraduate Program must possess credits of the relevant accredited program and transfer credit shall not exceed 50% of program total credits required.
- n) To meet minimum eligibility criteria for credit transfer, the student must have passed his/her previous semesters at his Parent University with minimum 2.00 CGPA. Upto four backlog courses with a maximum of two "F" grades will be allowed in comparison with the course curriculum of CECOS University. The passed courses with a minimum "C" Grade will only be transferred which correspond to courses offered by CECOS University or equivalent in depth and intensity.
- o) An application for admission on credit transfer basis shall be accompanied by Detailed Syllabi and Detailed Marks Certificate showing the examinations passed in the preceding semesters and Intermediate/Graduation examination on the basis of which he / she secured original admission in the parent University or Degree Awarding Institute.
- p) The deficient subjects of that class/ semester must be notified as his/her backlog, which he / she must pass along with the later classes / semesters. Additional tuition fee will be payable for the deficient subjects / courses in which he / she actually attends the classes.
- q) Upon credit transfer to CECOS University, the student will be exempted from studying those courses which S/he has passed in advance from his/her Parent University/Institution provided that such courses correspond to courses offered by CECOS University or equivalent in depth and intensity
- r) CECOS authorities reserve the right to reject cases without assigning any reason.
- s) Upon credit transfer, the transferring student shall be bound by all the rules and regulations of the University and shall submit the undertaking(s) otherwise given by the ordinarily admitted students. The admission will be allowed on the production of all relevant documents including enrolment date certificate at parent institution, original Transcript and migration certificate and all other relevant documents.

## **2. Credit Transfer to other Universities / Institutions**

- a) A student desiring to leave CECOS University in order to join another University or Institution shall apply to the Head of the respective Department on the prescribed form and will deposit the prescribed fee.
- b) No NOC / Migration Certificate shall be issued for credit transfer unless the student has cleared all the University dues including full fee of the running semester. Running semester fee will be due after completion of first week of that semester.
- c) In case of a student who has been debarred from taking University Examination or has been expelled or rusticated, from the University, no Migration certificate shall be allowed as long as the punishment is in force.
- d) A student who has obtained Migration Certificate for credit transfer from CECOS University but has not secured admission in another University may be readmitted to CECOS University if allowed by the Vice Chancellor provided his / her absence does not exceed 15 days and he/she surrenders the Migration Certificate issued to him / her.