

**Office of the Registrar  
(Meetings Section)**

**University of Swat**

Sector-F, Kanju Township, Swat,

Ph: (0946) 923011-13

Email: [registrar@uswat.edu.pk](mailto:registrar@uswat.edu.pk)

[khurshid@uswat.edu.pk](mailto:khurshid@uswat.edu.pk)

No. UoS/Meetings/28-SYND/2019- II

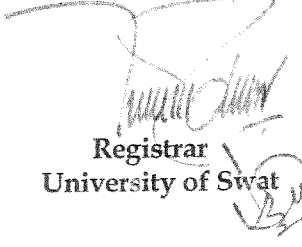
Dated: Feb 19, 2019

**NOTIFICATION**

Subject: **APPROVAL OF CREDIT HOURS TRANSFER POLICY**

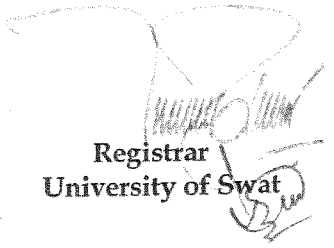
It is notified for the information of all concerned that, the Syndicate in its 28<sup>th</sup> meeting held on February 08, 2019, vide item No. 08, unanimously approved the credit hours transfer policy with the remarks that it shall be in consonance with the Higher Education Commission approved policy / guidelines.

**(Encl. Approved Credit Hours Transfer Policy)**

  
Registrar  
University of Swat

**Copy for information to the:**

1. PS to Vice Chancellor, UoS
2. PS to Registrar, UoS
3. Controller of Examinations, UoS
4. Director Admissions, UoS
5. All Heads of Academic Units, UoS
6. Syndicate File

  
Registrar  
University of Swat

## **University of Swat Credit Transfer Policy 2018 onwards**

### ***1. Short title, commencement and application***

This Policy shall be called as "Credit Transfer Policy of University of Swat 2018".

This policy shall come into force with immediate effect.

### **2. Definitions**

- a. "*University*" means University of Swat;
- b. "*Vice Chancellor*" means the Vice Chancellor of the University;
- c. "*Deans*" means the Dean of the Faculty;
- d. "*Registrar*" means the Registrar of the University;
- e. "*Controller*" means the Controller of Examinations;
- f. "*Provost*" means the Provost of the University;
- g. "*Academic Unit*" means an academic Centre, Institute, or Department of the University
- h. "*Head*" means the Head of the academic unit;
- i. "*Admission Office*" means Admissions Section of the University.
- j. "*Faculty*" means the faculty of the University;
- k. "*Board*" means Board of intermediate and Secondary Education;
- l. "*College*" means a constituent or affiliated college with the University;
- m. "*Course*" means a course of study leading to the successful completion of the degree;
- n. "*Grade Point*" means the score of the student obtained in an examination;
- o. "*Grade Point Average*" means the grade point average (GPA)

*8/23/18*

- p. "*Cumulative Grade Point Average*" means the Cumulative Grade Point Average (CGPA) earned by a student in semesters or in the whole programme of study;
- q. "*Contact hours*" means the number of hours of laboratory/ field/students in the class;
- r. "*Department*" means an Academic Unit of the University;
- s. "*Examinations*" means the semester examinations;
- t. "*Examiner*" means a person appointed to conduct the examination;
- u. "*Fee*" means fee charged from students for any academic activity.;
- v. "*Registration*" means registration number of a students allotted by the examination section of University
- w. "*Credit hour*" one credit hour means one hour of Theory and/or two hours of practical/field work
- x. "*Credit transfer*" means transfer of credit hours of subjects with the equivalent courses credit hours to the host University.
- y. "*Parent University*" means the University from which student(s) wants to transfer
- z. "*Host University*" means the University to which the student wants to transfer
- aa. All other terms will mean the same as given under University of Swat Regulations, 2010 and the statutes made thereunder.

### **Policy Guidelines**

1. A student desirous for transfer of credit due to some valid and verifiable reasons shall apply to office of the Director Admissions through prescribed form (Annex). The form shall be accompanied by copies of all previous transcripts/DMC's, course outlines, a latest photograph, character certificate, duly verified by the Principal/Chairperson/Head of the Department of the Institution/DAI where he/she is currently enrolled.

*[Handwritten signature]*  
23/11/2

2. Request for credit transfer shall be submitted at least 4 weeks prior to the start of a semester. No application shall be considered after the commencement of semester.
3. Transfer of credit shall be granted to those students who have completed at least first semester of study in the parent Institution. Credit transfer shall not be allowed in final year (last two semesters) of the degree program.
4. An applicant desirous for transfer of credit shall be full time regular student in a public sector HEC recognized Institution, paid all the dues/fee, having good character certificate and justified reasons of transfer of credit(s).
5. An applicant desirous to transfer credit from other Universities/DAIs shall be governed under the semester system regulations/by-laws in vogue of the University of Swat. The applicant shall submit an affidavit to the effect that he/she shall abide by the rules/by-laws in vogue.
6. The application for credit transfer may be entertained subject to the availability of vacant seats in the discipline where credit transfer is being sought and shall be only allowed in semester system of examinations.
7. The applicant shall be eligible as per approved criteria for admission of the degree program.
8. The aggregate marks of the last admitted student shall be the minimum bench mark for the applicant in the ongoing session in that discipline.
9. This Credit Transfer policy shall be applicable to the undergraduate (BS 4 or 5 years) degree program only.
10. The applicant shall not be on probation or drop out or rusticated in the parent University from which transfer is being sought and no disciplinary action is pending against the candidate in the parent University.
11. He/she shall have passed all the courses being studied in the parent University.
12. Depending upon the similarity of course outlines/contents and equivalence of the nomenclature of courses, only those credits of courses shall be transferred in which the applicant has obtained at least 70% marks or equivalent grade in undergraduate as per semester regulation in vogue.
13. Credit transfer is not allowed in 1 year program.
14. Credits for only those courses will be transferred for which a course with similar title, standard, duration, credit hours and matching description/contents is available in the relevant academic program of Swat University.

15. The applicant shall provide a clearance certificate/ No Objection Certificate (NOC)/migration certificate from the institution last attended and shall register himself/herself with University of Swat within the stipulated time once credit transfer permission is granted.
16. The applicant must cover the entire deficient course(s) (if any) within the maximum duration for the completion of his/her degree. University will not be responsible for any loss of time and it would be the sole responsibility of the student concerned.
17. Once the application for transfer of credit is approved, the applicant shall deposit the Semester fee/Registration fee and all other fee of the University of Swat in vogue.
18. The cases of transfer of credit shall be forwarded to the office of Controller of Examinations by the Director Admissions after completion of all the formalities.
19. An applicant desirous to transfer of credit to other University/DAI shall be given a transcript (incomplete) of the semesters studied at UoS, on the recommendation of the Head of Department/Dean concerned by the Controller of Examinations, University of Swat.
  - a. Fee for the transcript(incomplete) shall be Rs.1000/-(Non-refundable)
  - b. Such a student shall lose the opportunity of re-admission in vogue.
20. The credits transferred shall be counted towards degree requirements of the student concerned and GPA of transferred credits will not be counted towards the calculation of CGPA, however the word "Transferred" shall be reflected in the transcript against the courses being transferred at the end of successful completion of degree.
21. Course outlines should match minimum 70% with that of the host University and accordingly the nomenclature of the host University.
22. An exemption of course in credit transfer will be allowed based on the grade earned by the students. The student shall deposit all other approved fee of the host University upon acceptance of his/her credit transfer. Fee for transfer of credit shall be Rs. 500/- per course.
23. Transfer of credit to University of Swat will be considered on case to case basis by Credit Transfer/Equivalence Committee and will be authorized to review and approve the equivalence of courses completed at other recognized degree awarding institution(s). The Committee shall forward its recommendation

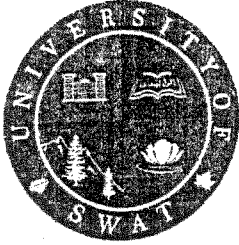
9/22/11/13

Dean/Vice Chancellor for approval. After approval, the Director Admissions shall notify the student(s) enrolment in classes with an ongoing batch and forward the case to Controller of Examination for allotment of registration number.

**Credit transfer/Equivalence committee**

1. Dean of the Faculty concerned/nominee of the Vice Chancellor      Convener
  2. Principle/Chairman/Director/HoD of the Department/college concerned (Member)
  3. Subject expert      (Member)
  4. Controller of Examinations      (Member)
  5. Director QEC      (Member)
  6. Director Admission or nominee      Secretary/Member
24. Application for transfer of credit within affiliated colleges of University of Swat shall be through the University of Swat

8/3/11/13



*University of Swat*  
KHYBER PAKHTUNKHWA, PAKISTAN  
**CREDIT TRANSFER FORM**

Paste  
Attested  
Photo

NAME OF PARENT UNIVERSITY/DAI \_\_\_\_\_

REGISTRATION NO AT PARENT UNIVERSITY/DAI: \_\_\_\_\_  
ROLL NO AT PARENT UNIVERSITY/DAI: \_\_\_\_\_  
APPLICATION FOR TRANSFER OF CREDIT FOR DEPARTMENT OF  
UNIVERSITY OF SWAT : \_\_\_\_\_  
SESSION \_\_\_\_\_  
NAME OF DISCIPLINE APPLIED FOR: \_\_\_\_\_

**PERSONAL DATA (Fill in Block Letters)**

Name of applicant: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CNIC Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Contact #: \_\_\_\_\_

**ACADEMIC RECORD**

Name of Exam: Passed	Roll No	Year	Marks Obt:	Total Marks	Grade /Div:	Name of Institute	Board / University
SSC/Equivalent							
HSSC/Equivalent							
B.A/B.Sc/Equivalent							

**Subjects studied (Elective)**

F.A/F.Sc/Equivalent

i. \_\_\_\_\_  
iii. \_\_\_\_\_

ii. \_\_\_\_\_

**Course titles with credit hours (Studied at Parent University)**

	Course code	Course name	Credit Hours
i.	_____	_____	_____
ii.	_____	_____	_____

*Signature*  
23/1/18

- iii. \_\_\_\_\_  
iv. \_\_\_\_\_  
v. \_\_\_\_\_  
vi. \_\_\_\_\_  
vii. \_\_\_\_\_

The information given above is in accordance with the credentials and correct to the best of my knowledge. If any discrepancy due to my wilful negligence are found at any stage. I will be liable of disciplinary actions as per University of Swat rules in vogue.

**Signature of the Candidate**

**Documents to be attached**

- 1) Verified copies of all the documents/DMCs from parent University
- 2) NOC from parent university
- 3) NOC from department of host university
- 4) SSC/HSSC certificates
- 5) Attested copy of CNIC
- 6) One attested Photographs
- 7) Clearance certificate from host parent University
- 8) Affidavit certificate
- 9) Character certificate from parent University
- 10) Course outlines dully attested from parent University

*Signature*  
23/11/18