

Credit Transfer Policy



**Sambalpur University,
Jyoti Vihar,
Sambalpur- 768 019**

Credit Transfer Policy

Sambalpur University provides transfer of credits on application through scrutiny and assessment by an appointed committee. This Policy shall be known as Credit Transfer Policy of Sambalpur University.

I. PURPOSE

- i. This Policy seeks to provide a broad procedure and outline for recognition, certification of prior learning and credit transfer for all the courses offered by Sambalpur University.
- ii. The Policy seeks to ensure that the students have the required academic preparedness for a career without hindering their progression and completion of course they have been pursuing.
- iii. To ease the process of obtaining the intended learning outcomes for the courses of study or certification.
- iv. To safeguard the integrity of the course of study and the qualification awarded.

II. OBJECTIVES

The credit transfer and articulation policy's goals are to:

- i. Give students credit for documented past learning and outcomes in accordance with each course's criteria.
- ii. Help the transition of eligible students between courses and departments and colleges within the University.
- iii. Establish explicit criteria and protocols for determining credit transfer and Certification to and from courses without harming the integrity of the courses.
- iv. Manage the transfer credit procedures, criteria and integrity.

III. POLICY COVERAGE

Following are the categories of Transfer of Credits

- A. For Courses on SWAYAM/MOOC while a student of Sambalpur University
- B. For courses in other institutes/universities while pursuing a course at Sambalpur university

- C. In a break caused by unpreventable conditions during studies at Sambalpur University
- D. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country
- E. For Courses completed/done from overseas Institutes/ Universities abroad
- F. For Courses under DDE and Private Cell of Sambalpur University
- G. Maximum credits allowed to be transferred

A. for Courses on SWAYAM/MOOC while a student of Sambalpur University

1. A student, if so wishes can pursue a course on SWAYAM/MOOCs while being a student of the University. This permission is granted to the students by the University on par with the University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016 which allows up to twenty percent of the total courses offered in a particular Programme in a semester/year through the Online Learning courses through SWAYAM/Massive Open Online Courses (MOOCs).
2. The Academic Councils of the University are to decide the list of courses available on SWAYAM/MOOCs for transfer of credits which has to be approved by the Syndicate of the University.
3. The list of available courses is to be made available to the students on the website and the notice boards of the university and other social media platforms of the university.
4. There shall be a University SWAYAM Coordinator, assisted by dedicated staff to guide the students through the courses.
5. The University shall give equivalent credit weightage up to 20% for the credits earned through SWAYAM.
6. Provisions shall be made to incorporate the marks/grades of SWAYAM/MOOCs secured by the students which count for the award of degree. However, the practical/lab component therein shall be evaluated by the University before the incorporation.

B. For courses in other institutes/universities while pursuing a course at Sambalpur university

1. Students of Sambalpur university while pursuing a course in Sambalpur University desirous of taking a course at another institute/university can do so after obtaining prior permission from

- a. the Academic Council for the student is pursuing a Bachelor's or Master's Programmes and
- b. the Guide, Doctoral Advisory Committee for the students pursuing Doctorate degrees.

In all these the permission is subject to the approval of the Vice Chancellor.

2. In these matters, the credit units of the course to be calculated for the degree shall be decided by the Guide, Doctoral Advisory Committee with due approval from the Academic Council.
3. Any discrepancy arising in the matter will be addressed by the guide in consultation with the DAC and approval of the Academic Council.

C. In a break caused by unpreventable conditions during studies at Sambalpur University

1. If a student has to take a break from his studies due to some unavoidable situations and wishes to complete his/her studies at Sambalpur University is eligible to get the benefit of transfer of credits earlier earned subject to the following conditions:
 - a. A Ph.D. student should take prior permission for the break and the course from the guide, the DAC, and the Academic Council.
 - b. A PG/UG student shall take prior permission for the break and the course from the Head, Teachers' Council of the Department, Chairman PG Council, and the Academic Council.
2. In such cases, the student has to route the application through the guide/Head of the Department, the Teachers' Council of the Department, the Chairman PG Council, and the Academic Council. After the approval of the same, the matter will be placed before the Controller of Examination for necessary action.

D. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country

1. A student can get the benefit of transfer of credits for graduate-level courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country, provided that
2. A grade obtained by the candidate is at least C+ of Sambalpur University (equivalent or above 6.0 GP).

3. The course in which the transfer of credit is requested has similar content to the course offered by Sambalpur University.
4. The candidate must apply in the prescribed format with the self-attested copy of the grade card and documents related to the course description, and other relevant documents for the transfer of credits to the Head which will be forwarded to the Controller of Examinations with recommendations from the Teachers' Council, DAC and Academic Council.

E. For Courses completed/done from overseas Institutes/ Universities abroad

1. The University also facilitates the transfer of credits earned from university/institution abroad.
2. The university/institution from where the credits have been earned should be reputed and recognized by AIU (Association of Indian Universities).
3. Credit transfer in these matters shall be based on the comparability with the equivalent courses at Sambalpur University.
4. In such cases, a professional translator must translate all grade cards/transcripts and course syllabi into English and issue a certificate to the effect.
5. The fees of the translator which shall not be more than Rs. 1000/- (Rupees One Thousand Only) has to be paid by the candidate.

F. For Courses under DDE and Private Cell of Sambalpur University

i) For PG Courses

1. Having completed the first year of Post Graduate Programme at UGC recognized/accredited institutions within India, if a student wishes to complete his degree under DDE and Private Cell of Sambalpur University he may get the benefit of transfer of credits earlier earned to get admission in the Second year of equivalent Post Graduation Programme offered by the DDE and Private Cell of the University.
1. Having completed the first year of Post Graduate Programme at a recognized/accredited institution of great reputation outside India, if a student wishes to complete his degree under DDE and Private Cell of Sambalpur University he may get the benefit of transfer of credits earlier earned to get admission in the Second year of equivalent Post

Graduation Programme offered by the DDE and Private Cell of the University provided:

- a. The University/institution the candidate should apply to with a grade-card, and equivalence certificate of Degrees awarded by the Foreign Universities recognized by the Association of Indian Universities (AIU).
 - b. The course in which the credit of transfer is requested should be similar in nature and content to the intended course of courses under DDE and Private Cell of the University.
 - c. In such cases, all grade cards/transcripts and course syllabi should be translated into English and certified by a professional translator.
2. Such students may submit the prescribed application with a grade card and detailed syllabus of the Programme studied, for admission under courses offered by the DDE and Private Cell of the University.
 3. Once the DDE and Private Cell of the University have received the application it will be scrutinized by the Director, DDE, and Private Cell and placed before the Academic Council for approval.

ii) For UG Courses

1. Having completed the first/Second year of Under Graduate Programme at UGC recognized/accredited institutions, if a student wishes to complete his degree under DDE and Private Cell of Sambalpur University he may get the benefit of transfer of credits earlier earned to get admission in Second/Third year of equivalent Graduation Programme offered by the DDE and Private Cell of the University.
2. Having completed the first/second year of the Graduate Programme at a recognized/accredited institution of great reputation outside India, if a student wishes to complete his degree under DDE and Private Cell of Sambalpur University he may get the benefit of transfer of credits earlier earned to get admission in Second/Third year of equivalent Post Graduation Programme offered by the DDE and Private Cell of the University provided:
 - a. The University/institution the candidate should apply to with a grade-card, and equivalence certificate of Degrees awarded by the Foreign Universities recognized by the Association of Indian Universities (AIU).

- b. The course in which the credit of transfer is requested should be similar in nature and content to the intended course of courses under DDE and Private Cell of the University.
 - c. In such cases, all grade cards/transcripts and course syllabi should be translated into English and certified by a professional translator.
 3. Such students may submit the prescribed application with a grade card and detailed syllabus of the Programme studied, for admission under courses offered by the DDE and Private Cell of the University.
 4. Once the DDE and Private Cell of the University have received the application it will be scrutinized by the Director, DDE, and Private Cell and placed before the Academic Council for approval.

G. Maximum credits allowed to be transferred:

- a. **Maximum Credits allowed to be transferred under Regular Courses**
 1. A maximum of 12 credits for a two-year programme or 16 credits for an integrated programme of 2+3 years or 4 credits for the doctoral degree programme shall be allowed by Sambalpur university.
 2. Only Courses of academic nature whose content will be similar to the courses offered by the university will be considered for transfer of credits.
- b. **Maximum Credits allowed to be transferred for courses under DDE and Private Cell**
 1. Sambalpur University shall allow a maximum of 64 credits for a Graduation Programme and 32 credits for the Post-Graduation Programme.
 2. Only Courses of academic nature whose content will be similar to the courses offered by the university will be considered for transfer of credits.

IV. The Credit Transfer Committee

1. The Credit Transfer Committee shall be comprised of the following members
 - I. Registrar
 - II. Controller of Examinations
 - III. Dean of the stream
 - IV. Head of the Department (Convenor)

2. The Registrar, in consultation with the Committee, shall assess and approve all applications for credit transfer.
3. The applications shall be addressed to the Registrar and shall be routed through the Head of the Department.

c. **Application and Processing Fees**

1. The University will take the necessary steps for the transfer of credits only when the candidates apply for it.
2. The applications should be forwarded through proper channel to the concerned authorities.
3. All expenses and fees related to the transfer of credits have to be borne by the candidate.
4. Application fees for an application for transfer of credit will be Rs. 500 (Rupees Five Hundred Only)
5. Applications for credit transfer are to be disposed of within 21 working days.
6. Approval or rejection of an application, and grant and refusal of credit is the responsibility of the committee.
7. Any appeal or grievance in this matter should be addressed to the Vice Chancellor, Sambalpur University.