

Proposed
“Credit Transfer Policy”
for
Under-Graduate (BS) Computing Programmes
at
Baqai Institute of Information Technology (BIIT)
Baqai Medical University (BMU)
Version 1.0
2023

1.1 Objective

This policy outlines a framework for transfer of completed courses/credit hours from HEC recognized universities/DAI or from BIIT-BMU, as per approved roadmap.

1.2 Scope of the Policy

This policy will be applicable to the undergraduate (BS-level) applicants, who have completed part of their study in BIIT or another HEC recognized institution and wish to transfer their completed courses/credit hours to a degree programme of BIIT.

2.0 POLICY STATEMENT

To enhance the effectiveness and efficiency of Transfer of Credit Hours earned from BIIT or other HEC recognized universities/DAI to a degree programme of BIIT as per approved Road Map.

3.0 IMPLEMENTATION AND COMPLIANCE

3.1 External Credit Transfer

An undergraduate (BS) **External Credit Transfer** student is a student who has completed HSSC/Equivalent qualification and is already enrolled in an undergraduate (BS) programme at HEC recognized university/DAI. The student now wishes to enroll in an undergraduate (BS) degree programme at BIIT by transferring credits already earned at his/her current university/DAI.

BIIT takes the admissions decision of transfer students on a case-to-case basis after reviewing their application.

3.1.1 General Procedure

Following process must be followed for the External Credit Transfer case(s):

- (a) Transfer of credit hours to BIIT will be considered on case to case basis by the “Credit Transfer/Equivalence Committee”, which is constituted by the Dean/Director during the admission process of every fall and spring semesters. The committee reviews and recommends the equivalence of courses completed at other HEC recognized universities/DAI to the Dean/Director for approval. (The courses should have been completed in the last two (2) years).
- (b) The degree duration will be counted from the starting date of previous degree programme on the basis of which external transfer is claimed. Thus, the applicant should have sufficient time to complete the degree requirements at BIIT, if considered for transfer of credits.
- (c) The applicant is required to submit his/her filled “Admission Form” and “Credit Transfer Form” at the admission office, along with:

- Attested Copies of Certificates and Mark sheets
 - Course Outlines from the Previous University/DAI
- (d) HEC Equivalence Certificate is mandatory to submit with Credit Transfer Form, in case credit transfer is being sought on the basis of a foreign university.
- (e) After Admission Office verifies the programme eligibility requirement, the applicant needs to pay the prescribed Credit Transfer Processing Fees (Non-refundable). The Admission Office refers the credit transfer case(s) file folder along with the filled Credit Transfer Form, Copy of Fees Payment slip, Mark Sheet and Course Outline(s) to the Credit Transfer Committee for further processing.
- (f) The committee chairman after ensuring the necessary checks certifies that:
- 70% or more of the contents of the course(s) for which credit transfer is sought are similar to course(s) offered by BIIT and the detailed course contents/outlines attached are compatible in depth and breadth of similar courses taught at BIIT.
 - Credit Transfer Committee of BIIT shall ensure that the applicant has completed same level course(s) with at least letter grade of ‘C’ or ‘60%’ marks in under-graduate degree programme from HEC recognized University/DAI for which credit transfer is being sought.
 - Course and credit hours shall confirm to the programme outlines of BIIT (i.e. credit hours earned should not be less than the course credit hours of the equivalent course at BIIT).
 - The accumulative credits accepted for transfer in any programme should not exceed 50% of the total credits required to complete an under-graduate BS degree programme
- The committee chairman authenticates the credit transfer form by putting his/her signature on it and forwards the form to the Dean/Director for approval.
- (g) The committee Secretary will be responsible to communicate the decision of the Credit Transfer Committee to the applicant so that he/she may decide about getting admission in BIIT and finally forward the case file folder to the Registrar Office for implementation.
- (h) The Registrar Office will scrutinize the Credit Transfer Application and update the necessary data in the system, along with the admission details.
- (i) The Registrar Office will send the case to the Examination Department. The Credits Transferred shall **ONLY** be counted towards the degree requirements, but **NOT** the previous Letter Grade and Grade Points of the applicant. Only ‘CT’ will be displayed against those courses whose transfer of credits was allowed by the Dean/Director.

3.2 Internal Credit Transfer

(a) Internal Credit Transfer is allowed at BIIT participants if the Programme Change request fulfills admission eligibility requirements of the new programme.

(b) The applicant must have CGPA of at least 2.50 for under-graduate programme.

The participant is required to submit **“Programme Change Form”**, along with copy of change of programme fees slip and filled Internal Credit Transfer Form to the Credit Transfer Committee secretary.

(c) The Chairman, Credit Transfer Committee after ensuring the necessary checks, certifies that:

- The participant fulfills the admission eligibility requirements of the new programme.
- The level of the courses and titles are same in the current and new programme.
- The participant must have attained the passing grade in the courses, which needs to be reflected in the new programme.
- The degree duration will be counted from the starting date of previous degree programme on the basis of which internal programme transfer is claimed. Thus, the applicant should have sufficient time to complete the degree requirements at BIIT, if considered for transfer of credits.

(d) The committee chairman authenticates the credit transfer form by putting his/her signature on it and forwards the form to the Dean/Director for approval.

(e) The Secretary, Credit Transfer Committee shall prepare the minutes of the meeting in which; the programme change request case(s) were presented.

(f) The committee secretary will communicate the outcome of the programme change case(s) to the participant(s) and finally forward the case(s) along with the copy of the meeting minutes to the Registrar’s Office.

(g) The Registrar’s Office will scrutinize the Programme Change as well as Credit Transfer Form and new ID will be issued after checking all documents. The previous ID will be blocked.

(h) The previous course grades and credits applicable to the new programme will be counted towards calculating CGPA of the new programme. However, degree duration will be counted from the starting date of the previous programme.

(i) Credit Transfer under Programme Change will not be allowed in case of dismissal on academic/disciplinary grounds, including expulsion from the university or time barred case

(i.e. completed maximum duration of the programme after first registration and unable to fulfill the requirements for the award of degree in prescribed duration).

4.0 FEES, SCHOLARSHIP & FINANCIAL AID

(i) Transfer students will follow the fees structure defined for the year in which they join BIIT.

(ii) BIIT does not offer any scholarship to transfer students. However, if they need support to manage their fee, they can apply for financial aid through proper channel with rules & regulations of BMU

(iii) The transfer students are not eligible for any award of medal(s) for the batch in which their admission is granted.

5.0 EFFECTIVENESS

The policy is effective on immediate basis after the approval of the competent authority

5.1 Policy Revision

The policy will be reviewed on annual basis so as to manage any exception(s).

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The policy has been adopted from:

“Section 16 – Transfer of Credit Hours for Under-graduates / Graduates, pg. 21, Policy Guidelines for Implementation of Uniform Semester System in HEI’s of Pakistan, <https://www.hec.gov.pk/english/services/universities/Documents/Final%20Examination%20Policy%20Guidelines.pdf>



BIIT External Credit Transfer Form

Date: _____

(A) External/Transfer Student Details:

Student Name (As written in SSC/Equivalent Qualification): _____

Programme Applied for: BS-CS BS-BI BS-SE Other:

Semester: Fall _____ Spring _____ Summer _____

Previous University/DAI: _____

Total Credit Hours Completed: _____ CGPA: _____

Cell No. _____ Email: _____

Note: Attach the following documents with the form

- (i) Interim Transcript/Mark Sheet (Verified) of the University/DAI
- (ii) Detailed Course Outlines (Verified)

(B) Course(s) applied for transfer (Sheet-1):

Courses taken at the other University/DAI				Equivalent courses at BIIT			Credit Given
S. No	Course Title	Semester	Credit Hours	Course Code	Course Title	Credit Hours	Yes /No

Note: Attach filled Sheet-2, if required

Student Signature: _____

<i>(For Office Use Only)</i>	
Credit Transfer Committee Chairman (Proposed by)	Dean/Director BIIT (Approved by)
No. of Course(s) approved for transfer: _____	
No. of Credit Hours transferred (allowed): _____	
Name: _____	
Signature: _____	
Date: _____	Date: _____
Office of the Registrar	Office of the Controller of Examinations
Registered: <input type="checkbox"/> Yes, <input type="checkbox"/> No	Grade Displayed <input type="checkbox"/> Yes, <input type="checkbox"/> No
Signature: _____	Signature: _____
Date: _____	Date: _____

General Guidelines for Credit Transfer:

- The Credit Transfer Policy applies to those participants who have not completed any degree programme from any HEC recognized University/DAI
- Credit Transfer Committee of BIIT shall ensure that the applicant has completed same level course(s) with at least letter grade of ‘C’ or ‘60%’ marks and 70% contents of course outline in Under-Graduate Degree Programme from HEC recognized University/DAI for which credit transfer is being sought. The request for credit transfer shall be approved by the Dean/Director on the recommendation of the Credit Transfer Committee Chairman
- Credits transferred shall be counted towards the completion of degree requirements. The Credit Transferred Course(s) GPA shall not be counted in calculation with the grades obtained in the courses studied at BIIT
- Course and credit hours shall confirm to the programme outlines of BIIT (i.e. credit hours earned should not be less than the course credit hours of the equivalent course at BIIT).
- The accumulative credits accepted for transfer in any programme should not exceed 50% of the total credits required to complete an under-graduate BS degree programme



BIIT Internal Programme Change Form

Date: _____

BIIT Student ID/Enrolment No. _____

(A) Student Details:

Student Name: _____

Present Programme: _____

Semester: Fall _____ Spring _____ Summer _____

Total Credit Hours completed: _____ CGPA: _____

Email: _____ Contact No. _____

Proposed Programme: _____

State the Reason: _____

Student Signature: _____

(B) Course(s) Applied for Internal Credit Transfer (Sheet-1):

Courses Taken in Previous Programme				Courses Proposed in New Programme			Credit Given
S. No	Course Title	Semester	Credit Hours	Course Code	Course Title	Credit Hours	Yes /No

Note: Attach filled Sheet-2, if required

Credit Transfer Committee Secretary (Prepared by): _____

Credit Transfer Committee Chairman (Name & Signature): _____

<i>(For Office Use Only)</i>	
Credit Transfer Committee Chairman (Proposed by)	Dean/Director BIIT (Approved by)
No. of Course(s) approved for transfer: _____	
No. of Credit Hours transferred (allowed): _____	
Name: _____	
Signature: _____	
Date: _____	
Office of the Registrar	Office of the Controller of Examinations
Registered: <input type="checkbox"/> <input type="checkbox"/> Yes, No	Grade Displayed <input type="checkbox"/> <input type="checkbox"/> Yes, No
Signature: _____	Signature: _____
Date: _____	Date: _____

Guidelines regarding Internal Program Change:

- Concerned official shall ensure that such participant fulfill the admission criteria of the particular program which he/she wish to join.
- After approval of Dean/Director for internal programme change, new ID shall be issued by Office of the Registrar.
- The concerned official accepting the transfer of the program will determine the transfer of courses as per Road Map.
- Only the passing grades of these courses shall be transferred to the new program.
- Clearance Form is required
- Form must be filled in completely.
- Copies of all academic Credentials be attached.
- **Program change request can be filed only once.**