



SOHAIL UNIVERSITY

Policies & Procedures

Credit Transfer Policy

1. Purpose:

This policy helps and supports students who have are/ were already enrolled at any other HEC recognized Higher Education Institution and are interested in pursuing their goals at Sohail University, provided they fulfill the university requirements and criteria.

2. Scope:

All students whether they are at Bachelor or Postgraduate level can apply for transfer of their credits to Sohail University.

3. Policy:

- 1) Transfer of credits from a HEC recognized University or DAI's shall be allowed only if the student has completed at least one semester at the parent Institute / University.
- 2) Transfer of credits is allowed on course to course basis only. Exemption in a course shall be allowed only if the course contents match at least 80% with the corresponding course.
- 3) A student must take a regular admission in an academic program of Sohail University and earn a minimum of 60 credit hours out of a total of 124–140 credit hours or complete at least 50% of his / her course work from Sohail University in order to be entitled for the university degree.
- 4) For transfer of credits at MS/MPhil level a student must have a regular admission in the university and should earn a minimum of 15 credit hours from Sohail University for being entitled to its degree.
- 5) Transfer of credits from any other HEI to Sohail University are allowed for similar courses passed in at least 'C' grade for undergraduate programs and 'B' grade for postgraduate

programs from a HEC recognized national or international university or DAI provided they also fulfil the basic admission criteria for the relevant degree program and have paid the requisite fee for credit transfer / exemption.

- 6) Exempted Course/s or credit hour/s transferred shall be displayed without grades in the student's transcript and will not be counted towards the calculation of CGPA.
- 7) Exemption/transfer of credit hour/s of course/s will not be considered, after five years of completion of course.
- 8) Internal Transfer of credit/s in same or similar course/s passed by a student is allowed only if he/she has transferred from a constituent institute/college/department of Sohail University. In such cases both grades and credits transferred will be shown on transcript.

To apply for transfer/ exemption following documents are mandatory to be submitted along with the application:

- N.O.C / Clearance from the HEC recognized Institute / University is required to be submitted by the student to get admission at Sohail University.
- If a foreign citizen migrates from abroad, he/ she must submit the migration certificate and NOC from the relevant Ministry of the Government of Pakistan.
- In case of a foreign degree/transcript, an Equivalence Certificate from the HEC (Higher Education Commission of Pakistan) will be required.
- Original consolidated Transcript/s on which basis course exemption/transfer of credit hour/s is applied, issued by the examination department of the HEC recognized Institute / University.
- Copy of the course outline with detailed course contents for which the student has applied for course exemption/transfer of credit hour/s duly verified/attested by the concerned authority of the institute/university.

Approved by:

Academic Council (9th Academic Council held on March 18th, 2022)

Ratified by:

Board of Governors (10th Board of Governors held on March 29, 2022)