



# University of Management and Technology

No.ORG/NOT/3010/004/119

March 27, 2018

## NOTIFICATION

Subject: Composition of UMT Equivalence Committee.

It is notified for information of all concerned that the Rector, in anticipation of the approval of Academic Council, has been pleased to constitute following UMT Equivalence Committee for dealing equivalence and credit transfer (internal & external) cases:

- |    |   |             |
|----|---|-------------|
| 1. | Dr. Mumtaz Hasan Malik,<br>Dean, STD                  | Chairperson |
| 2. | Mr. Abdul Rafay,<br>Professor, SBE                    | Member      |
| 3. | Dr. Adnan Abid,<br>Associate Professor, SST           | Member      |
| 4. | Mr. Muhammad Ahmad Adnan,<br>Assistant Professor, SEN | Member      |
| 5. | Dean/Director of respective School/Institute          | Member      |
| 6. | COD of respective Department                          | Member      |
| 7. | Manager Examinations                                  | Member      |
| 8. | Deputy Registrar, ORG                                 | Member      |
| 9. | Syed Moazzam Ali,<br>Deputy Manager, OIA              | Secretary   |

Scope, policy and procedure of Equivalence Committee are attached herewith. The Chairperson and members of the committee shall hold office for three academic years w.e.f. (Spring 2018-Fall 2020) and shall be eligible for re-appointment on the expiry of their terms unless the Rector of the university terminates the membership earlier. However, the Secretary will serve the Committee on permanent basis.

  
Anesha Rahat  
REGISTRAR

Circulation:

Rector Secretariat, All Deans, All Directors, All Heads of Teaching Departments, OCE, OTR, Management Offices and Master file.

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## **1.1 Objective**

This policy outlines a framework for transfer of completed courses/credit hours from UMT or other HEC recognized institutions/universities to a degree program of UMT, as per approved road map.

## **1.2 Scope of the Policy**

This policy will be applicable to undergraduate, graduate and post graduate applicants, who have completed part of their study in UMT or another HEC recognized institution and wish to transfer their completed courses/credit hours to a degree program of University of Management & Technology.

## **2.0 Policy Statement**

To enhance the effectiveness and efficiency of Transfer of Credit hours earned from either UMT or other HEC recognized institutes/universities to a degree program of UMT as per approved Road Map.

## **3.0 IMPLEMENTATION AND COMPLIANCE**

### **3.1 General Procedure for External Credit Transfer Case(s)**

Following process be followed for External Credit Transfer Cases (courses completed at other HEC recognized institutions/universities):-

- a) Transfer of credit hours to UMT will be considered on case to case basis by its Equivalence Committee authorized to review and approve the equivalence of courses completed at other HEC recognized degree awarding institutions/universities. However, the courses should have been completed in the last two years.
- b) Requests for transfer of credit hours will be initiated at the time of admission. Thereafter, no credit transfer request will be entertained at later stage.
- c) The degree duration will be counted from the starting date of previous degree program on the basis of which internal or external credit transfer is claimed. Thus, the participant should have ample time to complete the degree requirements at UMT, if considered for transfer of credits.
- d) The applicant is required to submit his/her admission form and credit transfer form available at following link <http://www.umat.edu.pk/offices/registrar/DownloadForms.html> (Annex-



l), accompanied by attested copies of: (a) official transcripts, (b) course contents/outlines duly verified by previous institution/university, in the admission Office UMT, at least one month before the commencement of a regular semester.

- c) HEC Equivalence Certificate is mandatory to submit with Credit Transfer form, in case credit transfer is being sought on the basis of a foreign degree.
- f) Admission Office will refer applicant admission and credit transfer form(s) to the relevant school/department who will be responsible to determine eligibility requirement of the candidate towards admission in the desired program and also evaluate his/her credit transfer case.
- g) The Chairperson after ensuring the necessary checks, certifies that
  - o 80% or more of the content of the course(s) for which credit transfer is sought are similar to course(s) offered by UMT and the detailed course contents/outlines attached are compatible in depth and breadth of similar courses taught at UMT.
  - o Course and credit hours shall conform to the program outlines of UMT (i.e. credit hours earned should not be less than the course credit hours of the equivalent course at UMT).

The Chairperson authenticates the credit transfer form by putting his/her signature on verified copy of course contents as well as on credit transfer form. After approval from the Chairperson of the department, the application is forwarded to concerned Dean for his approval and signature on the credit transfer form.

- h) After that, the Secretary of Equivalence Committee will put up the case before Equivalence Committee for consideration and final decision.
- i) The Committee will re-evaluate the case in the light of prevailing policy and finally, the Chairperson of Equivalence Committee will endorse/reject the case by putting his/her signature on credit transfer form. Meanwhile, the Secretary will record the proceedings of the Committee and will be required to submit Minutes of Meetings in ORG afterwards.
- j) The Secretary will be responsible to communicate the decision of Equivalence Committee to the applicant so that he/she may decide about getting admission in UMT and finally forward the complete case to ORG for implementation.
- k) Office of the Registrar (ORG) will scrutinize the admission application form as well as Credit Transfer form and ask student to deposit prescribed fee payable at the time of admission. The Admission and Transfer of Credit Hours of the applicant will be processed in ERP upon submission of paid copy of challan.



- l) The Credit Transferred will be counted towards degree requirements of the applicant. However, GP of transferred credits will not be counted towards the calculation of CGPA, and that only “Transferred” will be displayed against those courses whose transfer of credits was allowed by the respective Dean.

### **3.2 Credit Transfer Policy for Undergraduate and (Masters) Programs**

- i. The applicant must have CGPA of at least 2.00 for undergraduate programs.
- ii. Up to 50% of credit hours of respective program at UMT can be transferred at the Undergraduate level and up to 30% can be transferred in Masters (16-year) Programs.
- iii. Depending upon the similarity and equivalence of courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system or ‘C+’ and above grade in semester system of Bachelor/Master Programs(16-year).

### **3.3 Credit Transfer Policy for MS/M.Phil and equivalent program**

- I. On the recommendations of the concerned Dean, the Rector may allow to transfer maximum of three (3) courses of MS/M.Phil or equivalent to complete that program at UMT. The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean.
- II. On the recommendations of concerned Dean/BASAR, the Academic Council may allow any participant, who has completed course work of MS/M.Phil or equivalent in any other HEC approved university, for transfer of credit hours. Such candidates should at least have CGPA of 3.3 and must have taken almost same courses or courses which can be substituted provided that such course(s) have at least ‘B’ grade.

### **3.4 Credit Transfer Policy for PhD**

- a) On the recommendations of the concerned Dean, the Rector may allow to transfer maximum of two courses of PhD to complete that program at UMT. The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean.
- b) On the recommendations of concerned Dean/BASAR, the Academic Council may allow any participant, who has completed course work of PhD in any other HEC approved university, for transfer of credit hours. Such candidates should at least have CGPA of 3.3



and must have taken almost same courses or courses which can be substituted provided that such courses don't have less than the B grade, in each course.

- c) The Scholar will be charged with half of the total fee of course work in addition to prescribed dissertation/thesis fee.
- d) The Scholar has to fulfill residency requirement of one year after the transfer of credit hours at UMT, even if the research work is at its final stage. Otherwise, the degree program will have to be completed within the normal duration of the program.

#### **4.0 Policy Guidelines for Internal Credit Transfer Case(s)**

- i. Internal Credit Transfer is allowed to UMT participants if the of Program Change request fulfills admission eligibility requirements of the new program.
- ii. The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for MS/MPhil programs, and 3.0 for PhD programs.

During admission campaign, participants are required to submit Program Change Form, along with paid copy of program change fee, clearance form and Internal Credit Transfer Form available at following link <http://www.umat.edu.pk/offices/registrar/DownloadForms.html> (Annex-II), in the Office of respective Chairperson. The Participants of Sialkot or other campuses transferring their degree programs to UMT Lahore Campus on permanent basis, are required to submit Internal Credit Transfer form, Clearance form along with Progress report duly signed by the examination office of parent campus in the Office of respective Chairperson.

- iii. The Chairperson after ensuring the necessary checks, certifies that the participant fulfills the admission eligibility requirements of new program.
- iv. The Chairperson authenticates the credit transfer form by putting his/her signature on credit transfer form. After approval from the Chairperson of the department, the application is forwarded to concerned Dean for his approval and signature on the Program Change as well as Credit Transfer Form.
- v. After that, the Secretary of Equivalence Committee will put up the case before Equivalence Committee for consideration and final decision.
- vi. The Committee will re-evaluate the case in the light of prevailing policy and finally, the Chairperson of Equivalence Committee will endorse/reject the case by putting his/her signature on credit transfer form. Meanwhile, the Secretary will record the proceedings of the Committee and will be required to submit Minutes of Meetings in ORG afterwards.



- vii. The Secretary will communicate the decision of Equivalence Committee to the participant and finally forward the complete case to ORG for implementation.
- viii. Office of the Registrar (ORG) will scrutinize the Program Change as well as Credit Transfer Form(s) and new ID will be issued after checking all documents. The previous ID will be blocked.
- ix. The previous course grades and credits applicable to the new program will be counted towards calculating CGPA of the new program. However, degree duration will be counted from the starting date of previous degree.
- x. Credit Transfer under Program 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 program after first registration and unable to fulfill the requirements for the award of degree in prescribed duration).

#### **4.0 Effectiveness**

The policy is effective on immediate basis after the approval from Competent Authority.

#### **4.0 Review of the Policy**

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