

Credit Transfer Policy

Dev Sanskriti Vishwavidyalaya, Haridwar

A. Aims

1. This policy shall govern the transfer of academic credits earned by students of Dev Sanskriti Vishwavidyalaya (DSVV), Haridwar, while being enrolled at the University, to other educational institutions (Outward Transfers); the transfer of academic credits earned by a student of another University from DSVV, to the concerned University (Outward Transfers); and the transfer of academic credits earned by students of the University at other institutions to this University (Inward Transfers).

2. Transfer of credits are normally anticipated to take place under the following conditions:

- (a) Early exit of students from the University.
- (b) Lateral entry of students to the University.
- (c) Students of the University earning credits from MOOCs approved by the University through UGC SWAYAM or other approved platforms.
- (d) Students of the University earning credits for other stand-alone courses, approved by the University, at other higher-education institutions.
- (e) Students of the University participating in approved exchange programs with Indian/foreign Universities.
- (f) Students of another University earning credits at DSVV under student exchange program

Applicability

The Policy should be read together with any applicable regulation issued by the UGC or other statutory bodies.

B. Inward Transfer of Credits

B.I. Sources

Inward transfer of credits will be permissible from the following institutions:

- 1. Universities recognised under Section 2(f) or 12(b) of the UGC Act
- 2. Universities that are members of the Association of Indian Universities or recognized by UGC
- 3. Institutions granted Category-I autonomy by the AICTE.
- 4. A foreign University duly recognized in its home country and authorized to offer academic programs
- 5. Indian Institutes of Technology (IIT)
- 6. Indian Institutes of Management (IIM)
- 7. National Institutes of Technology (NIT)
- 8. Indian Institutes of Science Education and Research (IISER)
- 9. Indian Institutes of Information Technology (IIIT)
- 10. Schools of Planning and Architecture (SPA)
- 11. All India Institute of Medical Sciences (AIIMS)
- 12. National Law Universities (NLU)
- 13. Such Indian or Foreign Universities/Educational Institutions/ Research Institutions with which the University has signed an MOU for student exchange
- 14. Any other University / Educational Institution / Research Institution that has been recognized and approved for the purpose of credit transfer by the Academic Council of the University.

15. ERASMUS and other similar programs approved for the purpose of credit transfer by the Academic Council of the University.

B.II Level

Inward transfer of credits will be permissible only for credits earned at the same level (undergraduate, postgraduate, etc.) as the program in which the student is enrolled at the University.

B.III Time Limit

Only credits earned in the period of seven years prior to the date of application for transfer, shall be eligible for the inward transfer of credits in consonance with UGC regulation on the Academic Bank of Credits. Thus, a transfer of credits from other institutions / universities shall be permitted up to seven years from the date of earning those credits. The time limit for outward transfer of credits is given in section C.II of this document.

B.IV Credit Limit

No more than 25% of the credit requirements for a degree/diploma/certificate of the University may be fulfilled from credits transferred inwards from other institutions.

B.V Conversion of credits

For credits earned at institutions conforming to the National Credit Framework, each credit earned at that institution shall be transferred as one credit. In other cases, one credit earned in another university shall normally be transferred as one credit unless it is felt by the authority recommending the transfer that the requirements for earning one credit at the granting institution differs markedly from the requirements specified in the National Credit Framework. In such cases the authority shall recommend, with grounds specified in writing, a formula for the conversion of credits.

B.VI Conversion of grades

Inward credit transfers will be permissible only for courses where either a numeric mark/score is awarded or a letter grade is awarded, with a numeric value specified by the granting institution. Credits may not be transferred for courses where a non-numeric evaluation such as "Pass" or "Satisfactory" is granted. During inward transfer, grades will be converted as follows:

- (i) If the granting institution follows the same UGC 10-point scale as the University, the grades will be transferred without any conversion.
- (ii) If the granting institution lays down a procedure for converting grades to percentage, then the grade shall be converted to percentage 'P' according to that rule, a numerical value shall be obtained by rounding $(P/10)$ to the nearest integer, and the transferred grade shall be the letter grade corresponding to that numerical value on the UGC 10-point scale followed by the University.
- (iii) In all other cases, if M is the maximum numerical value of the grade obtainable for that course in the granting institution's scale, and G is the numerical value of the grade obtained by the student, a numerical value shall be obtained by rounding $(G/M*10)$ to the nearest integer, and the transferred grade shall be the letter grade corresponding to that numerical value on the UGC 10-point scale followed by the University.
- (iv) Conversion of grades from countries not following India's National Credit Framework (NCrF) shall be as per the agreed criteria by UGC or other statutory bodies or the universally accepted international norms – for example, ECTS (European Credit Transfer and Accumulation System) follows different grade conversion criteria.

B.VII Transcripts

Each course for which inward credit transfer has taken place shall be shown separately on the student's transcript together with the course name, and an indication that the credits were earned at another institution.

B.VIII Procedure

All inward credit transfers must have approval under one of the following clauses:

(i) In case of MOOCs or other courses, duly approved for students of a particular program by the statutory bodies of the University, approval for credit transfer may be considered to be part of the approval of such courses.

(ii) For duly approved student exchange programs between the University and other Indian/foreign institutions, approval for credit transfer may be considered to be part of the approval for the program, subject to any conditions that may be laid down as a part of the program.

(iii) In the case of lateral admission (whenever such an option is activated by the University), a proposal for credit transfer must be recommended by the Dean of the School, vetted by Dean Academics and approved by the Vice-Chancellor / Pro-Vice Chancellor, prior to or simultaneously with the approval for the grant of admission.

(iv) In all other cases where the students, currently enrolled in the University, wish to transfer credits to the University, for a course that they have either completed or are registering for at another institution, must apply for the same to their School. Schools shall have complete discretion to accept or reject such requests based on the academic requirements of their program. If accepted by the School, the same shall be forwarded to Dean Academics for approval. For approved credit transfers, once grade records have been obtained by the School from the granting institution, they shall be forwarded by the School to Dean Academics for inclusion in the student's academic record. The Dean Academics may, from time to time, lay down the format in which such information is to be transmitted. Wherever possible, grade/credit data shall be transferred through the Academic Bank of Credits. Where this is not possible, official transcripts or grade records, certified by appropriate authorities of the granting institution, must be provided. The Dean Academics may verify such records with the granting institution, before transferring the grades. Communications regarding course grades from course faculty at other institutions, will not be considered for the transfer of credits/grades.

B.IX Fees

The University may from time to time lay down fees or charges to be paid by students for the inward transfer of grades.

C. Outward Transfer of Credits

C.I Eligibility

(i) Students currently enrolled in any program of the University shall not be eligible for outward transfer of credits earned as part of that program.

(ii) For students who opt for early exit from academic programs of the University by obtaining degree/diploma/certificate as applicable (whenever such options are activated by the University), the credits required for the degree/diploma/certificate granted to the student shall be deemed to be redeemed and shall not be eligible for outward transfer.

(iii) Students who withdraw from an academic program of the University without obtaining any degree/diploma/certificate, may apply for the outward transfer of the credits earned by

them at the University.

(iv) Students who exit a program of the University after obtaining a degree/diploma/certificate, etc. (whenever such options are activated by the University), may apply for outward transfer of credits earned by them, over and above the minimum credit requirements of the said degree/diploma/certificate.

(v) For MOOCs offered by the University, or in other cases where the University permits enrollment for individual courses, as a part of student exchange with other Universities or otherwise, outward transfer of credits shall happen as a matter of course.

(vi) Outward transfer of credits shall be permanent. Once a transfer has been carried out, the credits in question shall not be available to the student to fulfill the requirements for any degree/diploma/certificate etc. of the University.

C.II Time Limit

Application for outward credit transfer shall be made within one year from the date of exiting a program. Thus, an outward transfer of credits to other institutions / universities shall be processed up to one year from the date of exiting a program from DSVV.

C.III Procedure

Once students have completed a course/program, or opted for early exit (whenever such an option is activated by the University), or withdrawn from a course/program, on their application, where applicable, the concerned School shall send a recommendation to the Dean Academics for outward transfer of credits. If found permissible under the rules, the Dean Academics shall carry out the outward transfer. The transfer shall be through the Academic Bank of Credits, wherever possible.

C.IV Fee

The University may from time to time lay down fees or charges to be paid by students for the outward transfer of grades.