



Document Name:	Undergraduate Credit Transfer Policy
Document Number:	DUHS / RO / SOP / 29

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Undergraduate Credit Transfer Policy

(CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Ms. Sanam Soomro	Director QEC		Dec. 7 th 2018
REVIEWED BY:	Prof. Amjad Siraj Memon	Chairman, Academic Committee DUHS		Dec 8 th 2018
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TERMS AND DEFINITION

TERMS	DEFINITION
Credit Hour	Is the unit of measuring educational credit usually based on the number of classroom hours per week throughout a term
Credit Transfer	A system whereby successfully completed units of study contributing towards a degree or diploma can be transferred from one course to another.
Exemption	Exemption of the course for which credit hour of other university/higher education institute is accepted.



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LIST OF ABBREVIATIONS

BOS	Board of Studies
DOC	Document
DUHS	Dow University of Health Sciences
FM	Form
HEC	Higher Education Commission
PMDC	Pakistan Medical and Dental Council
ISO	International Organization for Standardization
OC	Organization Chart
QEC	Quality Enhancement Cell
QMR	Quality Management Representative
QMS	Quality Management System
QSP	Quality System Procedure
SOP	Standard Operating Procedure
VC	Vice Chancellor
HEI	Higher Education Institute
IHM	Institute of Health Management
NOC	No Objection Certificate

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1. PURPOSE:

The purpose of this procedure is to:

- Establish a structured mechanism to implement and allow the transfer of credit hours, as prescribed by the Higher Education Commission, for Undergraduate programs being offered at the Dow University of Health Sciences.
- Facilitate the institution to identify the allowable credit hours that may be transferred for a student.
- Establish effective measures for the transfer of credit hours from one undergraduate program to another.

2. SCOPE:

This procedure is applicable to Undergraduate academic degree, diploma programs mentioning required course credit hours, offered at the Dow University of Health Sciences. The scope of the policy only applies to the Faculty of Health Management, as per HEC semester guidelines provided.

3. RESPONSIBILITIES:

- The Program Director is responsible to process the application of the credit transfer, and present the case to the Committee for Credit Transfer of Undergraduate programs.
- The Academic Council is the final authority for the granting of the credit transfer, upon recommendations by the Committee for Credit Transfer of Undergraduate Programs.

4. PROCEDURE:

Students are encouraged to apply for credit transfer into a degree awarding program of DUHS, as per the procedure/ SOP defined below:

4.1. Application for Transfer of Credit by Student

- 4.1.1 To observe the authenticity and validity of the credit transfer process and after his / her name appears in the final merit list, to be displayed at DUHS website; the application for transfer of credits shall be made to the Director Academic Committee or the Registrar at least one week prior to commencement of the classes or within gaining admission.
- 4.1.2 Credit Transfer is allowable if the student has completed at least 12 years of education and meets the institute's eligibility criteria of the transferrable program.
- 4.1.3 The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts / course outlines verified by the official of the University along with latest photographs, duly attested by HOD in which currently enrolled.
- 4.1.4 Credit transfer is allowable as per this policy for credit hours that are awarded by an HEC recognized institute/school or University, or an internationally recognized University.
- 4.1.5 The student has to submit NOC from the concerned University along with application.
- 4.1.6 Work experience will not be counted for credit transfer in any field/program or discipline of Undergraduate programs.



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4.2. Procedure for Undergraduate Programs

- 4.2.1. For each credit transfer, a maximum of 50% of total course contents and duration of study, as per the curriculum of the program, may be awarded.
- 4.2.2. In case student has completed (successfully) more than 50% courses of Undergraduate program, the credits with highest grades will be considered for credit transfer, along with those courses that are major requirements of program completion (not electives).

4.3. Majority Similarity of Course Content & Duration

- 4.3.1. Diploma or Certificate Course(s) may claim credit transfer in the reciprocal course(s); provided that the total number of credit transfers does not exceed 50% of the total courses. Credit transfers may be allowed for the reciprocal courses, having similar course contents.
- 4.3.2. Therefore, the content of the course for which the credit shall be given has to be identical or near majority similar to the one of the DUHS program, to which the credit is to be transferred.
- 4.3.3. The majority similarity of the courses may be verified by the credit hours displayed on the transcript, and course description of the specialty, in the relevant discipline, along with the course outline covered. The same is to be verified by the Program Director of the respective undergraduate program.

4.4. Authentic and Certified Copy of Course Curriculum/ Course Contents

- 4.4.1. The student who requests for transfer of credit is responsible for providing authentic (genuine/stamped) and Certified copy of the course contents where they studied the courses.
- 4.4.2. Transcript is to be verified by the official of the respective University, either the Controller of Examinations or the Registrar.

4.5. Credit Transfer of Regular Courses

- 4.5.1. Only courses that have been taught face to face, more than 50% of the time, can be transferred.
- 4.5.2. This does not apply to any distance learning courses, even though they may be approved by accreditation authority/HEC.
- 4.5.3. Distance learning courses/programs are not eligible for credit transfer.

4.6. Minimum Grade/ Percentage Requirement

- 4.6.1. The students should have received a minimum grade "C" or equivalent percentage in the transferred Course at the undergraduate level.

4.7. Requirement of Entry Test

- 4.7.1. The Dow University of Health Sciences may ask the student to take an admission test, prior to transfer of credits, if there is any ambiguity of equivalent transfer or below required percentage.



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4.8. Description on Transcript

- 4.8.1. The course whose credit has been transferred from another course will be mentioned in the mark sheet (transcript), as a "Transferred" Course.
- 4.8.2. The student will have to cover the entire deficient course(s) (if any), within the stipulated time for the completion of his/her degree.
- 4.8.3. The credits transferred are counted towards degree requirements of a student for an Undergraduate program.

4.9. Any Other Exceptional Cases

- 4.9.1. All cases are to be submitted to the Committee for Credit Transfer of Undergraduate Program duly and duly endorsed by the Chairman, Academic Committee, DUHS.

5. RELATED DOCUMENTS:

- DUHS–Academic Policies-2012

6. RELATED RECORDS

- Enrollment Policy
- Semester Freezing Policy
- Examination Policy
- Fee Policy
- Course Duration Policy
- Cancellation of Admission Policy
- Withdrawal/ Change of Courses Policy
- Course Load Policy
- Credit Transfer Checklist



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Annexure I

Student Name: _____

Program: _____

Credit Transfer Checklist	Yes	No
1. Credit Transfer is allowable if the student has completed at least 12 years of education and meets the institute's eligibility criteria of the program.		
2. The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines verified by the official of university, in which currently enrolled.		
3. Latest photographs duly attested by HOD		
4. Credit transfer is allowable as per this policy for credit hours that are awarded by an HEC recognized institute/school or University, or an internationally recognized university.		
5. The student has to submit the NOC from the concerned university along with the application.		
6. The majority similarity of the courses may be verified by the credit hours displayed on the transcript, and course description of the specialty, in the relevant discipline, along with the course outline covered. The same is to be verified by the Program Director/ Director/ principal of the respective undergraduate program.		
7. For each credit transfer case, a minimum of 50% of total course contents and duration of study, as per the curriculum of program, may be awarded for transfer.		
8. The student who requests for transfer of credit is responsible for providing authentic (genuine/stamped) and Certified copy of the course contents where they studied the courses.		
9. Transcript is to be verified by the official of respective University/HEI, either the Controller of Examinations or the registrar.		
10. Only courses that have been taught face to face, more than 50% of the time, can be transferred.		
11. The students should have received a minimum grade "B" or equivalent percentage in the transferred course at undergraduate level.		
12. Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 71% marks in annual system or B and above grades in the undergraduate programs.		
13. The Dow University of Health Sciences may ask the students to take an admission test, prior to transfer of credit, if there is any ambiguity of equivalent transfer or below required percentage.		



Office of the Registrar

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Dated the 19th March, 2020

MEMORANDUM

In pursuance of the decision of the Syndicate of the Dow University of Health Sciences taken in its 81st Meeting vide Resolution/Decision No: Syn-81/14.03.2020/Item-28, unanimously approved the Revised Credit Transfer Policy for Undergraduate Programs.

(Dr. Ashar Afaq)
Registrar

Dow University of Health Sciences,
Karachi

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1. All Head of constituent Institutions, DUHS
2. The Director Finance, DUHS.
3. The Director QEC, DUHS
4. The Director Admissions, DUHS
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6. The Controller of Examinations, DUHS
7. PA to the Vice Chancellor, DUHS.
8. PA to the Pro-Vice Chancellor(s), DUHS.