



**THE UNIVERSITY OF AZAD JAMMU & KASHMIR**  
**ACADEMICS & MEETINGS SECTION**

**☎ 05822-960481**

*Handwritten mark*

**NOTIFICATION**

Dated: *27-05-2024*

No. Meetings/53<sup>rd</sup> Sy (AC-xxiii)/ *1737 - 87* /2024. On the recommendations of the Academic Council, held on (12-10-2023), the Syndicate in its meeting held on 21-02-2024, confirmed the action taken by the Vice Chancellor regarding Credit Transfer/Migration Policy for the University of Azad Jammu & Kashmir which is adopted and implemented vide order No. 5432-42/R&A/2023 dated 07-09-2023 (copy enclosed).

*[Signature]*  
[Signature]

Copy of the above for:

1. Senior Private Secretary to the Vice Chancellor.
2. The Dean, Faculty of Engineering & Technology.
3. The Dean, Faculty of Science.
4. The Dean, Faculty of Humanities & Social Sciences.
5. The Associate Dean, Faculty of Health & Medical Sciences.
6. Deputy Registrar (Registration & Affiliation).
7. Master File.

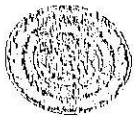
*[Signature]*  
[Signature]  
[Signature]

[Signature]  
Registrar

Assistant Registrar  
[Academics & Meetings Section]

-110-

-398-



The University of Azad Jammu & Kashmir, Muzaffarabad

Department of Registration & Affiliation, Chellab Campus

Ph. #: 05822-960425 Fax #: 05822-960437

[www.ajku.edu.pk](http://www.ajku.edu.pk)



Order,

The Vice Chancellor, on the recommendation of Committee constituted for revision of Credit Transfer/Migration policy, has been pleased to adopt Credit Transfer/Migration Policy in The University of Azad Jammu & Kashmir.

(Safdar Hussain Rathore)  
Assistant Registrar (Affiliation)

No. S432-42 /R&A/2023

Dated: 07-09-2023

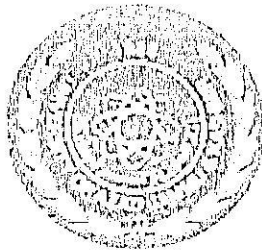
Copy to:

1. Senior Private Secretary to the Vice Chancellor.
2. The Registrar.
3. All Deans/Directors of Institutes, UAJ&K.
4. Master File.

Assistant Registrar (Reg)

-109-

Credit Transfer/Migration Policy



The University of Azad Jammu & Kashmir

## 1. Introduction

The credit transfer policy is formulated for handling the cases of undergraduate and post graduate students migration cases to the University of Azad Jammu and Kashmir (UJK) from local/foreign HEC recognized university/degree awarding institutes (DAIs). The primary goal of this policy is to provide an institutional framework to serve as a guide for dealing with transfer acceptance and award of credits to the students from HEC recognized institutions. It also promotes the recognition of prior learning and provides flexibility for students who may have changed their educational goals or institutions. All migration requests are evaluated and processed in the light of this policy under controlled manner.

## 2. Eligibility

The UJK allows students from other HEC recognized institutions to transfer their credits under the following conditions:

- I. The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch.
- II. Program that are being offered under the umbrella of accreditation council, the migration will be allowed from recognized university/colleges accredited by regulating bodies i.e. PEC, NCEAC, NBEAC, Education Council, Pharmacy Council or Nursing Council etc.
- III. Migration will not be allowed earlier than 2<sup>nd</sup> and later than 6<sup>th</sup> semester in undergraduate and not later than 2<sup>nd</sup> semester in graduate programs.
- IV. Ceased/expelled student of other institutions shall not be considered eligible under this policy.

## 3. Course equivalency evaluation

The undergraduate/post-graduate admissions committee of the concerned department will act as course equivalence committee. The committee shall evaluate all undergraduate/post-graduate transfer coursework through a long standing collaborative effort with departmental faculty and HoD. This process will assure that only those courses will be transferred that have similar title, standard, duration, credit hours and matching description is available in the relevant academic program of University of Azad Jammu & Kashmir. The decision of the equivalence committee shall be considered final and cannot be challenged in any court of law under any circumstances.

## 4. Grade requirements:

Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 65% marks or B and above grades in semester system.

**Maximum transferable credits**

Fifty percent of the pass courses fulfilling the clause 3 and 4 of this policy can be transferred at the undergraduate level and 60% can be transferred in graduate programs of the course work only. For such students, regular scheme of studies shall be followed and no special arrangements will be made for any student coming from any institution. The student will have to cover the entire deficient courses within the stipulated time for completion of his/her degree. The university will not be responsible for making special course offering for such student even if it prolongs their degree duration. The controller of examination recalculates the grade point (GP) of transfer courses as per University of Azad Jammu & Kashmir policy which may be different from GPs calculated from other institution. The office of the controller examination shall upload all calculated GPs on UMIS.

**Credit transfer Process****Undergraduate Program**

On the recommendation of the Chairman/Director of the concerned department/institute, the case will be processed by Registrar for approval from Vice chancellor who may allow transfer of a student within UAJK, or migration from other HEC recognized DAIs, generally under the following conditions:-

- I. The applicant should be an enrolled student in his/her parent university at time of applying for migration/transfer of credit and should meet the eligibility criteria as mentioned in clause 2
- II. The applicant can apply after completion of semester of study. He / she should apply to UAJK, four weeks before the start date of a new semester.
- III. The applicant must possess SSC & HSSC/equivalent certificates of relevant groups with minimum 45% marks. All Non SSC and HSSC stream candidates have to provide equivalence certificate duly obtained from inter board coordination commission (IBCC) of Pakistan.
- IV. The applicant will provide the attested copy of the syllabus with detailed course(s) contents for which the student has applied for transfer of course credit hour(s) duly verified/attested by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled (for non-UAJK students).
- V. The candidate must complete at least 60% credit hours of his degree program at UAJK
- VI. Migrated Students will not be eligible for best graduate award/gold medal.
- VII. The applicant will provide a clearance certificate from his/her previous institution on confirmation of migration by UAJK.
- VIII. Migration shall be allowed against vacant seats in the class/section. However children/spouse of army personnel, who come on posting/transfer or have retired during previous one year, may be accommodated
- IX. Student may submit credit transfer/migration request on duly filled migration form (template attached) to the office of the Registrar along with following:

- 402 -

- 106 -

- a. Official transcript of semesters studied at parent University
- b. Photo copy of mark sheets of previous academic record (equivalence certificates from IBCC, Pakistan in case of O/A level/ equivalent exams)
- c. Detailed course outlines of courses already studied
- d. No objection certificate (NOC) from parent University
- e. Character certificate from parent University
- f. Bank draft amounting to Rs 5,000/- (Rupees five thousand) in favour of director finance UAJK submitted through university bank challan in HBL.

**b. Credit Transfer Policy for MS/MPhil (18 Years) Program**

For MS/MPhil programs on recommendation of course equivalence committee of the department and concerned dean of the faculty, the case will be processed by the Registrar office for approval from the vice chancellor who may allow migration from other HEC recognized DAIs. The recommendation of admission committee must fulfill the conditions laid down in clause 2 to 5 of this policy document. The procedure for submitting application is same as described above. Migration shall be granted subject to vacancy and completion of all formalities and approval of the Competent Authority. After getting approval the Registrar office shall notify Migration and credit transfer in favor of the applicant. In compliance to this notification the applicant will join the department after submitting the semester fee. The concerned HoD will submit his/her case through Dean to the BASAR for credit transfer confirmation.

**c. Credit Transfer Policy for PhD Program**

1. The consent of Supervisors and concerned department shall be required for migration of PhD students. The supervisor recommendation for transfer credit should be sent through HoD to the concerned Dean.
2. On the recommendations of the concerned Dean, the BASAR may allow to transfer maximum of those four courses of PhD that fulfill the conditions laid down in clause 2 to 5 of this policy document. 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/BASAR.
3. On the recommendations of concerned Dean/BASAR, the Academic Council may allow any student, 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 credit hours are not less than the B grade, in each course under consideration for transfer.
4. The Scholar must fulfill residency requirement of one year after the transfer of credit hours at University of Azad Jammu & Kashmir, even if the research work is at its final stage. Otherwise, normal duration of the program will have to follow for completion of degree.

## d. Cross-Campus Credit Transfer Policy


A student may transfer his/her credits earned at University of Azad Jammu & Kashmir in either campus two weeks before the start of upcoming semester by submitting the following documents/ requirements:

- I. Credit transfer form with the approval of the concerned Dean/Director of destination Campus and the parent department
- II. Clearance from lab, library and account section of parent campus.
- III. Migration shall be granted subject to vacancy and completion of all formalities and approval of the Competent Authority.

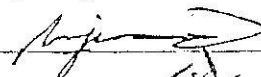
## Note:

- i. The University reserves the right to take legal action against those applicant(s) who either conceal the facts or deceive the University by submitting Tampered/Fake/Forged educational documents, etc.
- ii. The University of Azad Jammu & Kashmir reserves the right to change or revise migration/admission related policy at any time without prior notification. In matters where University of Azad Jammu & Kashmir migration/Admission Policy is unclear or ambiguous, the policies of Higher Education Commission of Pakistan will prevail.

of. Dr. Ghulam Murtaza (Registrar)



of. Dr. Wajid Aziz Loun (Controller of Examinations)



of. Dr. Ayaz Arif Khan (Director QEC)

