

Credit Transfer Policy of The ICFAI University Sikkim

1. Introduction

This Credit Transfer Policy aims to facilitate and regulate the transfer of academic credits earned by students either from other institutions to The ICFAI University Sikkim or vice versa. It is aligned with national and international academic standards and is designed to maintain the academic integrity and quality of programs offered by the University. The Credit Transfer Policy is governed by the UGC regulations or its amendments from time to time.

2. Objectives

1. To provide a structured process for the transfer of credits earned at other recognized institutions.
 2. To establish a policy framework ensuring that transferred credits align with the academic standards of The ICFAI University Sikkim.
 3. To enable academic mobility without compromising the quality of education.
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3. Scope and Eligibility

The Credit Transfer Policy applies to:

1. Students transferring credits to The ICFAI University Sikkim during admission or lateral entry.
 2. Students transferring credits earned at The ICFAI University Sikkim to other HEI's
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4. Credit Transfer during Admission

4.1 *Eligibility for Credit Transfer:* Students applying for undergraduate or postgraduate programs at The ICFAI University Sikkim may request the transfer of credits earned at other recognized institutions.

4.2 *Application Process:*

1. Applicants must submit a written request to the Registrar's office within the admission notified timeline and / or before commencement of academic session.
2. Supporting documents such as transcripts, transfer certificate, course syllabi, and grades must be provided.
3. Incomplete documents will lead to rejection.

4.3 *Evaluation Process:*

1. The concerned Head of Department (HoD) will review the application in consultation with the Undergraduate or Postgraduate Professors.

2. Course equivalence, credits earned and alignment with the University's curriculum will be assessed.
3. Only courses where the applicant has secured at least 40% marks (or equivalent to a C-grade) will be considered.

**Grade equivalence may vary from University to University.*

4.4 Limitations on Credit Transfer:

- No credit will be granted for remedial, audited, or non-academic courses.

4.5 A student needs to pay the fee applicable for the current academic year.

5. External Credits Earned by University Students

5.1 Students of The ICFAI University Sikkim may request to earn credits from other recognized institutions through:

- Exchange programs.
- MOUs with partner institutions.
- Online courses approved by the UGC as per UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016.

5.2 Approval Process:

1. Prior approval must be obtained from office of the Dean.
2. Applications must include course details and be submitted at least four weeks before enrolling in external courses.

5.3 Credit Limitations:

- External credits cannot exceed 40% of the total program requirements.
- Only courses equivalent in level and rigor to those offered by the University will be considered.

5.4 A student need to submit physical hard copy of the Certificate or Grade Sheet for transfer of credit earned though the mediums as mentioned in point 5.1

6. General Provisions

1. The University reserves the right to revise this policy based on UGC Curriculum and Credit Framework Policies or other regulatory requirements.
2. Decisions regarding credit transfer made by the University's Academic Council will be final and binding.
3. Court affidavit to be submitted for the ground of transfer by the candidate. The candidate has to mention on the affidavit that all information given by him / her are correct and all documents deposited by him / her are genuine. In case any information



/ certificate submitted by him / her is found false / fake, he / she will be liable for the appropriate administrative / legal action.

4. The eligibility criteria and matching of the credits for that program will be done according to the credits matching norms of The ICFAI University Sikkim and candidate should follow the academic and administrative rule of IU, Sikkim after registration.
5. The policy of credit transfer will be applicable only in the regular degree programs at PG and UG level offered by IU, Sikkim. The candidate will not be eligible to take admission under credit transfer from Distance to Regular mode.
6. Credit transfer will be applicable only from a Graduate Degree to a Graduate Degree, Postgraduate to Postgraduate Degree, Odd to Odd Semester and Even to Even Semester of same program respectively as per the guidelines.
7. In case the program credits of IU, Sikkim are more than the credits completed program by the candidate from other Universities / Colleges / Institutions, then the candidate will be required to give the extra papers to match the credits of IU, Sikkim.
8. The ICFAI University Sikkim has reserved the right to accept or reject any application.

7. Contact Information For queries regarding the Credit Transfer Policy, contact the office of the Registrar, IU, Sikkim.

The End



**NO OBJECTION / TRANSFER CERTIFICATE FROM INSTITUTION /
UNIVERSITY.**

(ON INSTITUTION LETTERHEAD)

Reference No: _____

Date: _____

This is to certify that Mr. / Ms. / _____, So / Do:
_____ of Vill: _____, P.O.:
_____ of State _____ is a
student of _____ Program, _____ Year,
_____ Semester of this University and granted permission to take admission in
The ICFAI University Sikkim in _____ Semester of _____ Year of
same program w.e.f.: _____ academic session. He / She is hereby
transferred from this institution w.e.f.: _____ and our institution
does not have any objection if he / she pursues rest part of the program from any other
University.

The above student bears a good moral character as per my best knowledge and belief.

Signature of Head of Institution

Name:

Designation:

Contact No.:

E Mail:

Seal:

