POLICY GUIDELINES FOR CREDIT SHARING/TRANSFER
AMONGST PAKISTANI UNIVERSITIES

Following policy guidelines will be followed for credit sharing/transfer of postgraduate courses among HEC recognized universities/ DAIs:

1. Every university will upload their scheme of studies (including name & qualification of faculty member (s) teaching the course) and study plan covering course title, code, credit hrs, objectives, detailed course contents, recommended text / reference books, time schedule, and course fee for each course, on their website two months before the start of the academic session / semester to enable students of other universities to adjust their time schedule for attending a particular course.

2. Students desirous of attending a course at other universities will fill MS/Ph.D course sharing application form (specimen attached) and send it to Registrar of the Host University through their own university.

3. Host University will ensure following before allowing the student to attend the course:
   a. There is no over-crowding and students of Host University do not suffer because of shortage of resources.space.equipment
   b. The desirous student has sufficient pre-requisite knowledge of the course which he/she intends to attend. Same may be assessed through last transcript and / or interview of the student (copy of the latest transcript is to be attested).

4. Parent University will ensure that a student is not allowed to take a course which is being offered by it in the current semester.

5. Registration number of Parent University shall be used by the Host University for result preparation and declaration. The Host University would however, assign its own registration number while registering the student for the course.

6. Rules/Regulations of the Host University for the examination, attendance, leave discipline etc. will be applicable to the students from other universities as well.

7. Counting of shared credits towards CGPA calculation for a programme will be as per policy of the university in which the student is registered.
8. Result of the guest student will not be notified by the Host University. The result/transcript for that particular course showing code no., name of the course, no. of credits, duration and grade earned will be issued by the Host University. The Parent University will incorporate the grades earned by a student in a Host University as per its own statutes / policy i.e. the calculation of CGPA.

9. Maximum countable courses that a student can take outside his / her own university shall be 2 courses / 6 credit hours for MS and 2 courses / 6 credit hours for Ph.D. However there will be no restriction on the additional courses (non-credited).

10. Credit sharing of only MS/M.Phil/Ph.D courses shall be allowed which are taught by fully qualified faculty and well known in his / her area of specialization.

11. Improvement / repetition of courses as a policy will no be allowed, however, Parent University can recommend cases of students facing acute domestic problem / valid reason subject to approval by the Host University.

12. Contents of the course should be attached with the application to check usefulness / relevance of the course.

13. Tuition fee per credit hour will be charged as per rules of the Host University. (Parent University, where tuition fee is charged on monthly basis may reimburse such fee).

14. Host University may accept or reject the request of a student to attend a course.