

Policy on Credit Transfer for Undergraduate Degree

This document describes the process of transfer of undergraduate credits to Shiv Nadar (Institution of Eminence Deemed to be University) (“SNIOE”) under three categories:

- A. **Credit Transfer during Admission:** Students taking admission in an undergraduate program at SNIOE through the regular process can apply for transfer of credits already earned at another institution.
- B. **Lateral Entry/Migration:** A student may apply for direct admission to the 2nd year of an undergraduate program at SNIOE, through a special process managed by the relevant Department.
- C. **Credits Earned at Other Institutions by SNIOE Students.** SNIOE students may apply for transfer of credits earned by them during visits to other institutions while enrolled at SNIOE.

This document also includes the relevant forms for applying for transfer of credits.

This policy document incorporates amendments passed by the Academic Council on August 18, 2018 and is applicable for admissions from 2019 onwards.

A. Credit Transfer during Admission

A student at another institution, who wants to seek admission in SNIOE as a first year student with applicable scholarships, may apply for the credits earned before admission to SNIOE to be counted towards the SNIOE degree requirements. The pertinent procedures are listed below:

1. The student should submit the prescribed form to the Registrar within the time schedule notified by the Institution for First Year Admissions, giving full details of credited courses, syllabi and grades. The Registrar will forward the completed form to the concerned department.
2. *An incomplete application may be rejected at this stage.*
3. The Head of Department in consultation with the Undergraduate Advisor and the Department Undergraduate Committee will evaluate the courses already credited by the student and within 2 weeks, inform the Registrar of the credits which may be transferred to SNIOE and what would be the remaining requirements for the SNIOE degree. The following details will be provided:
 - i. The core courses at SNIOE which may be waived based on the transferred credits.
 - ii. The external credits which may be transferred under the various Elective heads: Major Elective, University Wide Elective, and Common Core Curriculum.
4. The Registrar will forward the Department’s decision to the applicant.
5. Marks or grade equivalent to at least a C- grade (5 points out of 10) at SNIOE are required for a course to be considered for credit transfer.
6. The credits to be transferred per course will be determined by the Department and may differ from the credits allotted by the original institution.
7. Credit may not be granted for the same course twice. A student who has been allowed to transfer credit for a course may not earn credit for an equivalent course at SNIOE.
8. The transferred credits cannot exceed 25% of the total minimum requirements for the SNIOE degree.
9. The student will separately apply for admission to SNIOE through the regular process. If admitted, the student’s remaining degree requirements will be as approved by the Department earlier. After completing the admission formalities, the student should apply to the Dean Undergraduate Studies for implementation of the approved credit transfer.
10. Scholarship and financial aid will also be applicable as notified in the admission brochure and fee structure for all the schools at the time of admission, and thereafter as per the scholarship retention policy notified by the university from time to time.

B. Lateral Admission/Migration

SNIOE may admit students to the second year of various undergraduate programs offered by the Institution as per the following criteria:

Eligibility:

1. The applicant should have completed the First Year in the same program from a UGC recognized university or an equivalent foreign university or a recognized institution.
2. In addition to the above, the applicant should also meet the Class XII marks based eligibility criteria of SNIOE in the program in which the lateral admission is being sought.
3. Applicants who have completed their 3 years Diploma in Engineering and meeting point 2 above are eligible to apply for a relevant Major under the B.Tech. Program in the Second Year.

Application and Selection Process:

1. The department/s have to ascertain the seats available for migration/lateral admission in 2nd year after earmarking the seats for internal major change applications and inform the Registrar's office on or before 1st June 2023.
2. The applicant needs to apply for Lateral Admission with all the details of their candidature via an email to LateralAdmission@snu.edu.in managed by Registrar's office on or before 15th June 2023.*
3. The application must be on the prescribed form and supported with the first year (two semesters) result, a detailed resume and documents supporting the academic and extra-curricular achievements.
4. *An incomplete application may be rejected at this stage.*
5. Registrar's office will forward the completed application to the appropriate Department within one week of the receipt of the application, provided the Department has available vacancies for such admissions.
6. The Head of Department in consultation with the Undergraduate Advisor and the Departmental Undergraduate Committee (DUGC) will review the candidature and consider the credits earned in the previous University/Institution for course mapping with the SNIOE credits subject to a maximum of 25% of the SNIOE credits.
7. The Head of Department will communicate the Department's decision to Registrar's office on or before 10th July 2023, and the Registrar's office will communicate it to the student on or before 14th July 2023 along with the navigation to PRP gateway and fee payment schedule. The candidates will be given time to pay the fees on or before 20th July 2023.
8. The details of the candidates who have fulfilled the pre-registration process and paid the fees will be forwarded to the Dean Students Welfare for hostel accommodation and joining formalities.

* In case an applicant applies before the above-mentioned stipulated date and has a complete result of the first year (i.e., two semesters) which is a minimum criteria for lateral entry/migration, the Undergraduate Advisor and the Departmental Undergraduate Committee (DUGC) may evaluate the credentials of the applicant and course/credit mapping. In such case, the applicant can be given a **Letter of Intent (LOI)** so that applicant seeking admission may decide to discontinue from the existing institution/university.

Fees and Scholarship

1. The Lateral Admission/Migration candidates need to pay Full Fees as applicable to the batch they are being admitted to. For instance, a candidate being admitted into the Second Year of studies in 2023, will be required to pay the full fees as applicable to the batch of 2022-26.
2. There is no scholarship available to Lateral Entry/Migration students at the time of admission. However, such students will be eligible for scholarships at the end of their first year of studies at SNIOE, according to the announced criteria for the batch in which they are being admitted.

C. External Credit Earned by SNIOE Students

Students pursuing a degree at SNIOE may also earn credits towards that degree from other institutions in ways such as the following:

1. Via a dual degree agreement between SNIOE and another institution.
2. Via an exchange program between SNIOE and another institution.
3. By visiting another institution and completing courses there.

Such credit transfer is subject to the following rules:

1. The student must apply to his/her Department at least 4 weeks prior to visiting the other institution. The Department will respond, within 2 weeks of the submission of the application, with the following details:
 - a. The core courses at SNIOE which may be waived based on the transferred credits.
 - b. The external credits which may be transferred under the various Elective heads: Major Elective, University Wide Elective, and Common Core Curriculum.A student who applies late for credit transfer may have the application rejected.
2. A student may earn credit at another institution only after completing two semesters at SNIOE and maintaining a CGPA of at least 6.0.
3. Marks or grade equivalent to at least C (5 points out of 10) are required for a course to be considered for credit transfer.
4. Except for a dual degree program, credit transfer from other institutions cannot exceed 25% of the total minimum requirements for the SNIOE degree.
5. Credit may not be granted for the same course twice. A student who has been allowed to transfer credit for a course may not earn credit for an equivalent course at SNIOE, and conversely.
6. To qualify for credit transfer, courses should be of an appropriate level. Following are some course categories that will not be considered for transferring credits.
 - a. Courses which are a level or more below the courses that the student is taking at SNIOE
 - b. Non-academic/Remedial/ Developmental courses
 - c. Audited courses
7. Grades may be transferred, in addition to credits, only when there is an agreement to that effect between SNIOE and the other institution. The agreement should include an equivalency chart between the grading systems of the two institutions.

D. Transcript

The student's transcript will specifically indicate the credits transferred from other institutions, by declaring 'Transfer' along with the name of the credit-granting institution in the 'Status' column.

When credit is transferred but not the grade, the grade will be entered as TR. In this case, the course will not count towards the CGPA calculations.