



Document Name:	Credit Transfer Policy of Post Graduate Programs
Document Number:	DUHS / DPGS / SOP / 01

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Credit Transfer Policy of Post Graduate Programs (CLAUSE 1.1 OF ISO 9001:2008)

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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 program of study/course to another.
Exemption	Exemption of practical work in the course work in a post-graduate program.



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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

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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 all post-graduate degree awarding 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 post-graduate student/ trainee.
- Establish effective measures for the transfer of credit hours.

2. SCOPE:

This procedure is applicable to all post-graduate academic degree and diploma programs offered at the Dow University of Health Sciences

3. RESPONSIBILITIES:

- The Department of Post-Graduate Studies (Chairperson) is responsible for application of the credit transfer policy, upon recommendations by the Committee for Credit Transfer of Post Graduate programs.
- The Academic Council is the final authority for the granting of the credit transfer, upon recommendations by the Committee for Credit Transfer of Post-Graduate 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

- Work experience will **not** be counted for credit transfer.
- To observe the authenticity and validity of the credit transfer process, the application for transfer of credit to the university or from external programs shall be made only at the time of entry and admission (within 3 months) into the degree awarding program.
- Credit Transfer of students is allowable if the student has completed at least 16 years of Education.
- For those entering into MD program after diploma will need to submit transcript as well as diploma degree

4.2. Procedure for Clinical Post Graduate Programs

- The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts / course outlines verified by controller and certified by registrar of the university along with latest photographs duly attested by registrar/ principal/ HOD in which currently enrolled.
- The applicant must also submit clearance certificate from his or her previous institution and will register himself/ herself with the postgraduate program of DUHS within the stipulated time.



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- 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.
- Credit transfer for the Clinical programs is allowable based on the Program duration of Study, as per the below table:

5 Year Program	20% Credit Transfer Allowable
4 Year Program	25% Credit Transfer Allowable
3 Year Program	33% Credit Transfer Allowable
2-1.5 Year Program/ Certificate Courses	No Credit Transfer/ Exemptions allowed

- However, the research components of any of the post-graduate degree awarding programs are not to be exempted or transferred, without exception.

4.3. Procedure for Allied Post Graduate Programs

- Allied Post Graduate Programs refers to MSN, MS-APT, MBA/EMBA, and MSPH.
- For each credit transfer, a **maximum of 50% of total course contents** and duration of study, as per the curriculum of this university, may be awarded.

4.4. Majority Similarity of Course Content & Duration

- The content of the course for which the credit shall be given has to be identical or near majority similar to the one of DUHS, to which the credit is transferred.
- 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.

Note: This is based on qualitative analysis.

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


- The student who requests for transfer of credit is responsible for providing authentic (genuine) and Certified copy of the course contents where they studied the courses.
- Verified by the Controller of Examination and Authenticated by the Registrar of the University/Institution.

4.6. Credit Transfer of Regular Courses

- Only courses that have been taught face to face, more than 50% of the time, can be transferred.
- This does not apply to any distance learning courses, even though they may be approved by accreditation authority/HEC.

4.7. Minimum Grade/ Percentage Requirement

- The students should have received a minimum grade "B" in the transferred Course.

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- 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 Master/post-graduate programs.

4.8. Requirement of Challenge Test

- The Dow University of Health Sciences may ask the students to take a challenge test, prior to be given credit of the transfer.
- Summative examination is then required to be given by the student as with the regular non-exempted candidates, as per examination rules and policies.

4.9. Mark Sheet (Transcript) Description

- The course whose credit has been transferred from another course will be mentioned in the mark sheet (transcript), as a "Transferred" Course.
- The student will have to cover the entire deficient course(s) (if any), within the stipulated time for the completion of his/her degree.
- The credits transferred are counted towards degree requirements of a student for a post-graduate program. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only 'Transferred' will be written against those courses whose transfer of credits was allowed, as per policy.

4.10 Any Other Exceptional Cases

- Exceptional cases are to be submitted to the Committee for Credit Transfer of Post Graduate programs.

5. RELATED DOCUMENTS:

- DUHS –Academic Policies-2012

6. RELATED RECORDS

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