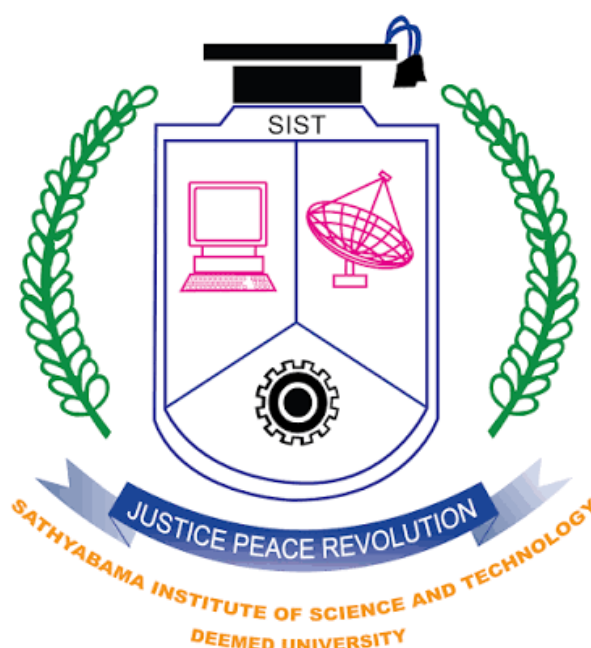


CREDIT TRANSFER POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/AE/2025-2026/03



Sathyabama Institute of Science and Technology
(Deemed to be University)

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

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DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Credit Transfer Policy
Policy Number	EOMS 21001: 2018/Pol/AE/2025-2026/03
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Reviewed By	IQAC
Approved By	Executive Council
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Policy Status	Active

DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

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CREDIT TRANSFER POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology adopts this Credit Transfer Policy to establish a structured framework for the transfer and recognition of academic credits. The policy ensures transparency, academic integrity, and compliance with the guidelines of the University Grants Commission (UGC), while supporting student mobility and flexibility in line with the National Education Policy (NEP 2020).

2. CREDIT SYSTEM

The Institution follows a credit-based system to measure and assess students' academic work in Undergraduate and Postgraduate programmes.

Credits are assigned as follows:

- Lecture (Theory): 1 credit per lecture hour per week
- Practical:
 - 1 credit for 2 hours/week
 - 2 credits for 3–4 hours/week
- Tutorial:
 - 1 credit for 2 hours/week
 - No credit for 1 hour/week

This system is widely recognized and facilitates national and international credit transfer.

3. DEFINITION OF CREDIT TRANSFER

Credit transfer refers to the process of allowing a student who has completed part of a degree programme in a recognized institution to continue an equivalent programme at Sathyabama Institute of Science and Technology by recognizing the credits already earned.

Students admitted under this provision are exempted from appearing for examinations in equivalent courses for which credits have already been obtained.

Credit transfer is permitted only:

- From Undergraduate to Undergraduate programmes, and
- From Postgraduate to Postgraduate programmes

4. OBJECTIVES

The objectives of this policy are:

1. To promote inter-university student mobility in India and abroad
2. To facilitate:
 - Transfer of credits from other institutions to Sathyabama
 - Transfer of credits from Sathyabama to other institutions
 - Transfer of credits earned through online courses as per UGC guidelines
3. To establish procedures for issuance of academic transcripts

5. ACCEPTANCE OF CREDIT TRANSFER

The Institution shall accept credits earned from:

- a) Universities recognized under Section 2(f) of the UGC Act
- b) Universities that are members of the Association of Indian Universities (AIU)
- c) Institutions of National Importance (IITs, NITs, IIMs, IISERs, etc.)
- d) Institutions with which Sathyabama has signed MoUs

6. TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Students seeking credit transfer must:

1. Submit a written request to the Controller of Examinations with the prescribed fee
2. The Controller of Examinations will issue and forward the official transcript to the concerned institution

7. PROCEDURE FOR ACCEPTANCE OF CREDITS (INCOMING STUDENTS & ONLINE COURSES)

Credits earned through online courses (MOOCs, SWAYAM, Coursera, etc.) will be considered as per UGC guidelines, subject to proper documentation and procedures.

8. APPLICATION FOR CREDIT TRANSFER

Students must:

- Apply in the prescribed format
- Submit required documents and fees

Conditions:

- Full semester transfer allowed if all courses are passed
- If only some courses are passed, transfer is allowed only for those courses
- Courses must match the Institution's syllabus

9. CREDIT TRANSFER LIMITS

- Maximum 50% of total programme credits can be transferred
- Minimum 50% marks or equivalent required in each course
- If excess credits are available, student preference will be considered

- Final decision rests with the Dean of the concerned School

10. CREDIT EQUIVALENCE

Credit equivalence is determined as follows:

- Institutions with credit system:
15 contact hours = 1 credit
- Semester system (without credits):
45 lecture hours = 3 credits
- No credit/semester system:
Minimum 3 hours/week instruction = 3 credits

11. CREDIT ACCUMULATION FROM OTHER INSTITUTIONS

Students may earn credits from other institutions during their programme subject to:

- Prior approval of the Dean and the Controller of Examinations, as applicable.
- Credits shall be earned only from recognized institutions
- The maximum transferable credits shall not exceed 50% of the total programme credits

Issued by

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