

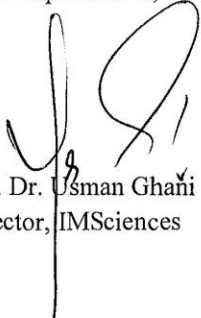
INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR
EXAMINATION SECTION

No: IMSciences/Exams/AC-16/2023/1167.

September 12, 2023

NOTIFICATION

The IMSciences Academic Committee in its 16th meeting held on September 5, 2023, approved the Migration Policy of the Institute (attached).


Prof. Dr. Usman Ghani
Director, IMSciences

Copy to:

1. Joint Director
2. Deputy Director
3. Program Coordinators
4. Coordinator Admissions
5. Controller Finance
6. Controller of Examination
7. Coordinator Establishment
8. Coordinator R&D
9. Coordinator QEC
10. Coordinator ORIC
11. Manager ERP
12. Master File

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR

MIGRATION AND CREDIT TRANSFER POLICY

1. COMMENCEMENT AND SHORT TITLE

This policy shall be called “Migration and Credit Transfer Policy” and shall come into force with immediate effect.

2. PURPOSE

The purpose of this policy is to establish the guidelines and procedures for the transfer of credit hours from other Universities/HEIs to the Institute of Management Sciences, Peshawar. This policy is intended to ensure that the transfer of credit hours is fair and equitable, and that it does not compromise the academic standards of the Institute.

3. SCOPE

This policy applies to the transfer of credit hours from other Universities/HEIs to the Institute of Management Sciences, Peshawar. The policy covers the following:

- 3.1. Eligibility criteria for students who wish to transfer credit hours.
- 3.2. Procedures for submitting a request for transfer of credit hours.
- 3.3. Factors that will be considered by the Credit Transfer Committee in making its decision on whether or not to approve a request for transfer of credit hours.
- 3.4. Limitations on the number of credit hours that can be transferred.

4. GENERAL RULES

- 4.1. The determination of acceptability of credit for course work completed at another HEC recognized Universities/HEIs is made solely at the discretion of Institute of Management Sciences, Peshawar.
- 4.2. The evaluation of any course work or exam from another Universities/HEIs for acceptance by the Institute will be based only on an official transcript from the Universities/HEIs initially offering the course work or exam.
- 4.3. The migration shall be allowed to all levels of studies at IMSciences after the 1st semester.

5. ELIGIBILITY FOR MIGRATION/CREDIT TRANSFER

- 5.1. Credits have been earned from Universities/HEIs recognized by HEC and accredited by respective accreditation council.
- 5.2. The applicant should be a regular student in his/her parent Universities/HEIs at time of applying for transfer of credit.
- 5.3. The student shall apply for credit transfer with the result transcripts issued by the last institution attended.
- 5.4. The student must have obtained Minimum 2.5 GPA/CGPA in bachelors’ program and 3.0 GPA/CGPA in Master and PhD program from his/her last institution for transfer of credits to IMSciences.
- 5.5. Students seeking migration from a university or institution in Pakistan will only be admitted if they can present a No Objection Certificate confirming that they have not received any form of punishment (such as suspension, rustication, expulsion, etc.) and that there are no ongoing disciplinary proceedings against them.
- 5.6. All prospective transfer students must complete IMSciences’ entrance requirements.

- 5.7. Students once appeared in the IMSciences entry test and failed to get admission in IMSciences on account of not qualifying the test/admission interview or not qualifying on merit, as the case may be, shall not be eligible for credit transfer.
- 5.8. The migration applications shall be routed through the Admission Office for test and interview designed specifically for students' migration. Qualifying test and interview are mandatory for migration to IMSciences.
- 5.9. The program coordinators shall provide test questions to the Admission Office.
- 5.10. The score weightage for merit shall be as follows:
 - 5.10.1. GPA/CGPA (50%)
 - 5.10.2. Test (40%)
 - 5.10.3. Interview (10%)

6. PROCEDURES

6.1. For Applicants

- 6.1.1. The applicants shall download credit transfer form (as annexed to this policy as Annex-A) from <https://imsciences.edu.pk/>
- 6.1.2. Duly filled credit transfer form shall be submitted to Admission Office at IMSciences four weeks before the start date of a semester along with following:
 - (1) Official transcript of semesters studied at Parent University/HEI.
 - (2) Verified and attested photo copy of mark sheets of his/her previous qualifications on the basis of which the student secured admission in the Parent University or Institution.
 - (3) Detailed course outlines of courses already studied including course titles, course outline, course content, course credit hours, reference books and grades obtained to award credits.
 - (4) No Objection Certificate (NOC) from Parent University.
 - (5) Students shall mention the reason for migration to IMSciences.
 - (6) Character certificate from Parent University.
 - (7) Initial migration/credit transfer processing fee (non-refundable) in favor of IMSciences shall be applied.

7. For the Institute

- 7.1 All the migration/credit transfer applications shall be submitted to Credit Transfer Evaluation Committee by the Admission Office at least four (04) weeks before the commencement of every semester.
- 7.2 The Credit Transfer Evaluation Committee shall evaluate the applications as per this policy and give their recommendations on the prescribed template (as attached to the migration application form).
- 7.3 The Credit Transfer Evaluation Committee shall decide all cases two (02) weeks before the commencement of classes.

8. CREDIT TRANSFER EVALUATION COMMITTEE

There shall be a Credit Transfer Evaluation Committee notified by the Director to review and approve requests for the transfer of credit hours from other Universities/HEIs to the Institute of Management Sciences, Peshawar.

8.1 Composition

The Credit Transfer Evaluation Committee shall consist of the following members:

- i. Joint Director (Convener)
- ii. Coordinator Admissions (member)
- iii. Controller Examination (member)
- iv. Program Coordinator Concerned (member)
- v. Coordinator QEC (member)
- vi. Junior Officer Admissions (secretary)

8.2 Responsibilities

The Credit Transfer Evaluation Committee shall have the following responsibilities:

- 6.1.1. Review and approve requests for the transfer of credit hours from other Universities/HEIs to the Institute of Management Sciences, Peshawar in accordance with these rules.
- 6.1.2. Establish and maintain procedures for the transfer of credit hours.
- 6.1.3. Refer the case to an appropriate subject expert for ascertaining the relevance of the course outline of the University/HEIs with the course outline of the Institute.
- 6.1.4. Develop and maintain criteria for the evaluation of requests for the transfer of credit hours.
- 6.1.5. Advise the Director of the Institute of Management Sciences, Peshawar on matters related to the transfer of credit hours.

6.2. Meetings

The Credit Transfer Evaluation Committee shall meet at least once per semester. The committee shall be convened by the Chair.

6.3. Decision-Making

The Credit Transfer Evaluation Committee shall make its decisions based on this policy by majority vote. In the event of a tie vote, the Chair shall have the casting vote. The decision of the Credit Transfer Evaluation Committee is considered final and cannot be challenged in any forum under any circumstances.

7. RULES FOR MIGRATION AND CREDIT TRANSFER

Students desiring to transfer their credits, earned at other HEC recognized Universities/HEIs, will be accepted under the following conditions:

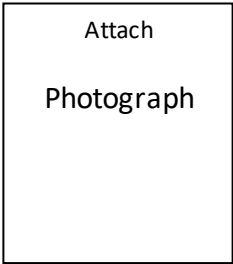
- 7.1. Application must be submitted at least four (4) weeks prior to the start of a regular semester.
- 7.2. Original transcript is produced along with a photocopy.
- 7.3. Course outline, duly signed by the office concerned of the Universities/HEIs, is produced for evaluation.
- 7.4. No credit hours of a course will be accepted for transfer if the grade is less than 'C' for bachelors and 'B' grade for Masters and PhD level programs.
- 7.5. Credits from other Universities/HEIs will be evaluated by the Credit Transfer Evaluation Committee on a course-to-course basis with the courses offered by the Institute.
- 7.6. Course outlines should match minimum 75% with that of the Institute. The 75% shall be determined the subject expert as referred in clause 8.2.3 of the policy.
- 7.7. Maximum credit equivalent to 40% of the total credits of the degree program of University/HEI may be accepted for transfer.
- 7.8. Grades / grade points of the transferred courses will not be counted towards CGPA of courses of the Institute.
- 7.9. Character certificate, from the previous University/HEI is produced.

- 7.10. Students should not assume that their academic qualifications will allow them transfer of credits till written confirmation has been given.
- 7.11. In case of acceptance and willingness of the student for admission, he / she will have to produce No Objection Certificate from the previous University/HEI.
- 7.12. Student will pay credit transfer fee for each transferred credit hour.
- 7.13. The transferred courses will appear in the full transcript of the Institute, such courses will be denoted by the symbol 'T' on the transcript.
- 7.14. The students applying from abroad must ensure that their Institute / University is accredited from respective accreditation body of that country. In such cases the students shall provide proper grading key of the University/Institute concerned.
- 7.15. The students whose credits are transferred shall not be eligible for Hons/Awards/Gold Medals.
- 7.16. The credit of transfer shall be subject to availability of seats in any program.
- 7.17. The Institute authorities reserve the right to reject cases without assigning any reason.

APPLICATION FORM FOR MIGRATION TO IMSCIENCES

Intended Area of Transfer

1. Program _____



Personal Data (Type or write in Block Letters)

2. Name: _____

Male Female

3. Date of Birth

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--	--	--	--

Day Month Year

4. Nationality: _____

5. C.N.I.C/NICOP#: _____

6. Passport No: _____

7. Fathers' Name: _____

8. **Present Postal Address** _____

9. Telephone No. _____ Mobile No. _____

E-mail _____ Fax No. _____

10. **Permanent Address:** _____

11. Telephone No. _____ Mobile No. _____

E-mail _____ Fax No. _____

12. Have you ever applied in IMSCIENCES any program on basis of following:

IMS Entrance Test GAT Test No

13. Have you qualified the test and interview
Yes or No.

14. If yes, give following details:-

Year of applying _____ Registration/Roll no/program. _____

15. Have you ever applied for migration to IMS? Yes No

16. If yes when? _____ To, which program? _____

What was the decision? _____

17. **Academic Data** (Provide all transcripts and report all results)

Degree/Cert	Name and Location of School/College/ University	From	To	Division GPA/ Grade	Marks Obtained (In%)	Major Subjects Taken
<input type="radio"/> Matric <input type="radio"/> O'Level/ Other						
<input type="radio"/> FA/FSc <input type="radio"/> A'Level/ Other						
<input type="radio"/> Other (Specify)						
<input type="radio"/> Currently Enrolled						

18. Have you failed, repeated or withdrawn from any of the above examinations or taken any examination in parts. If yes, please provide the following details:

<u>Examination (s)</u>	<u>Year (s)</u>	<u>Failed/repeated/withdraw/In parts</u>	<u>Reason (s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. Academic Achievements

Distinctions, awards and other recognitions of academic achievements (please indicate the basis of selection and date of each listing).

20. Current Academic Program

Title of Program (currently studying):

Institution/university: _____

Entry date: _____ Semesters Completed: _____

Credits earned: _____ CGPA: _____

21. Reasons of Transfer (Be specific and to the point. Clearly indicate changes in circumstances, which render it difficult for you to continue education in your present institution)

22. Character Certificate from Where Migration Is Being Made

Certified that the applicant bears good moral character and has not been debarred from taking University examinations or suspended or not expelled or rusticated from University or Institution from which he intend to migrate and that no disciplinary action is pending against him. The applicant has never been involved in any indiscipline or unfair means case during his stay at this Institution. He was never a member of any political group. I also certify that the applicant was not admitted against any reserved seat for special categories.

Signed by:
Principal/Vice-Principal/Registrar

(with Official Seal)

Date: _____

23. Declaration by Father/Guardian of the Applicant

I hereby declare that this application of migration is being submitted with my consent and I agree to honor my responsibilities in this regard.

Dated: _____ **Signature of the Father/Guardian** _____

Note: Incomplete applications will not be entertained. So please do not leave any field blank

Note: *Please write on extra sheet, if required and attach with the application.*

24. Undertaking

I have read the details given in application form for Transfer of Students. I hereby apply for admission to the _____ Program at IMSCIENCES as a Transfer student and certify that, to the best of my knowledge, all the above statements are complete and correct. I also declare that I have never been involved in any illegal activity. I understand that any attempt to influence the Admission process or providing false or incomplete information would result in my disqualification or dismissal from the program at any stage.

Applicant's Signature: _____

Applicant's name: _____

Date: _____

Please attach following documents with the migration form:-

- a. Official transcript of semesters studied at Parent University.
- b. Photo copy of mark sheets of Matric and FSc/equivalent examinations (equivalence certificates from IBCC, Pakistan in case of O/A level/equivalent exams).
- c. Detailed courses outlines of courses already studied.
- d. No Objection Certificate (NOC) from Parent University.
- e. Initial migration/credit transfer processing fee (non-refundable) in favor of IMSciences.

Note: *Duly completed migration form along with above mentioned documents may be forwarded to Admission Office, Institute of Management Sciences, Peshawar.*

(TO BE FILLED BY IMSCIENCES CREDIT TRANSFER COMMITTEE)

25. Details of Accepted Courses / Credits

Course Code	Course Title	Credits	Grade

26. Details Of Deficient Courses

Course Code	Course Title	Credits	Grade

The case for migration from above mentioned institution to our Institute has been critically examined by Credit Transfer Committee and it is recommended that migration of student be accepted to join _____ semester with _____ course.

RECOMMENDED / NOT RECOMMENDED

Dated: _____

Signatures of
Convener/Joint Director