

## **CREDIT TRANSFER POLICY**

**AcSIR facilitates transfer of credits through an evaluation process**

**Requests for Transfer of Credits can be categorized as below:**

1. Taking courses outside while enrolled in AcSIR
2. Taking a break (due to unavoidable circumstances) during studies at AcSIR
3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, NITs, BITs
4. Course completed/ done at any Institute/ University abroad

### **1. Taking course outside AcSIR and recognition of Credit**

Current AcSIR students who are considering taking course(s) at another institution should obtain permission from their guide(s) and Doctoral Advisory Committee (DAC) in advance. The information has to be sent to Associate Director (Academics).

Guide, DAC and Lab Coordinator shall decide about the credit units of recommended courses with due approval from Associate Director (Academics).

The guide will ensure the necessary academic requirements out of the course(s) credited elsewhere. Any discrepancy is to be settled in consultation with the Associate Director (Academics).

### **2. Taking a break (due to unavoidable circumstances) during studies at AcSIR**

If a student had to take a break due to unavoidable circumstances during studies at AcSIR (with due permission from the Senate) and wishes to complete his/her studies at AcSIR may also get the benefit of transfer of credits earlier earned. Such individuals may route the application through Coordinator and Coordinator shall then arrange for necessary approval from his/her guide, DAC and Associate Director (Academics).

### **3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, NITs, BITs**

Candidate can get benefit of transfer of credits for graduate level courses completed at UGC-accredited institutions and other reputed institutions such as IITs, NITs, BITs, provided that a grade of at least "C+" of AcSIR (equivalent to 6.0 or above grade point) is earned and the course is similar in content as compared to what is offered at AcSIR.

In order to obtain transfer of credits due to coursework on individual's records (grade-cards), the candidate must submit a grade-card (equivalent) obtained from the host institute to the Associate Director (Academics) who in turn will obtain the recommendations of the concerned guide(s) for equivalent grade and credit for the course(s) of interest. Documents to accompany the application for Credit transfer are copies of the grade-card and course descriptions. .

**Maximum credits allowed to be transferred:**

AcSIR will allow a maximum of 12 credits for a 2 year program or 16 credits for an integrated combination (2+3 year) program or 4 credits for the doctoral degree program from accredited institutions. Courses must be academic in nature and be similar in scope and content to the courses offered at AcSIR.

**4. Course completed/ done at any Institute/ University abroad**

Credit earned due to the courses attended in the Universities/Institutes abroad can be transferred based on the comparability with the equivalent courses at AcSIR. Generally the Institutions/Universities should be well reputed or recognized by the Association of Indian Universities (AIU).

All grade-cards/transcripts and course syllabi must be translated from the original language into English and certified by a professional translator.