

# HITEC UNIVERSITY POLICY ON MIGRATION

## Introduction

1. Migration of student(s) from one university to another university is normally carried out under exceptional circumstances. It is important that in such cases, only eligible candidates are given admission and, therefore, a need to lay down the Migration Policy of HITEC University for such students. This policy may be reviewed and suitably amended continually, as and when required. This policy covers migration of undergraduate and graduate students who desire to join or leave the HITEC University on migration.

## Bachelors' Programs

2. Subject to the provisions of rules, the VC may approve admission of a student to the University by migration from other institutes/universities on the recommendations of the Department.

3. Mandatory Requirements. Following conditions shall apply for migration from another University to HITEC University at undergraduate level:-

a. The candidate must:-

1. be a regular student of HEC and PEC recognized institution/university;
2. produce "No Objection" and "Good Character" certificates from previous institution/university he/she was attending.
3. provide a certificate that NO DISCIPLINARY ACTION is pending against him/her at the previous institution/university and that he/she has neither been debarred from taking University examinations nor suspended nor expelled nor rusticated, for whatever reason, from the institution or University, he/she intends to leave.
4. have academic merit 'at par' with the students admitted in the HITEC University on open merit in the respective program.

b. Admission by migration is not permissible in the first and final years of our academic programs.

c. Admission by migration shall not be allowed after expiry of three weeks of commencement of classes/semester.

d. Migration shall not be allowed from affiliated colleges or institutes.

- e. The candidate should be passing in all the subjects and achieved a minimum CGPA of 2.50 out of 4.00. Also there should be NO unclear 'F' grade in the candidates' transcript.
- f. The candidate shall have to complete the program in the stipulated time as laid down by the HEC, and it shall include the time already spent in the previous institution.

### **Submission of Requests for Migration**

- a. Migration application shall only be entertained on the prescribed form, obtainable from the Admission Office, after paying a cost of Rs. 1000.00 and shall be submitted to the Admission Office as mentioned below:-
  - 1. The application duly filled along with a signed request of parent/guardian, explaining the reason for migration.
  - 2. 'No Objection' and 'Good Character' certificates duly signed by the Registrar of previous institution/university he was attending.
  - 3. 'Attendance certificate' indicating the percentage attendance during the last semester/year duly signed by the Head of the Department of the Leaving University.
  - 4. Transcript of Grades from leaving University, showing courses attended with grades and course break down of each completed course.
  - 5. Original matriculation and intermediate or equivalent certificates along with one attested photocopy of each.
- b. The Registrar shall check the authenticity of the received documents and pass on the case to the concerned Department for processing of the case.

### **Masters' Programs**

**Mandatory Requirements.** Course credits may be considered for transfer from other local accredited or foreign reputed institution(s), if they are relevant and appropriate to a Master's program in a discipline approved by HITEC University. Following conditions shall be applicable at graduate level:-

- a. The Chairperson of each department shall formulate an Equivalence Committee (hereafter called Committee), comprising himself and two or three faculty members, to scrutinize all relevant details for a candidate's migration.
- b. The transfer of credits is subject to acceptance by the concerned Departmental Equivalence Committee.

- c. Only the course(s) with 'B' grade or equivalent shall be considered for transfer;
- d. The candidate shall have to complete the program in the stipulated time period as laid down by the HITEC University/HEC, and it shall include the time already spent in the previous institution.
- e. A maximum of 12 Cr Hrs (for MBA 50% of Cr Hrs) earned in the previous institution can be transferred to HITEC University.
- f. The candidate shall provide “No Objection” and “Good Character” certificates from previous institution/university he was attending.
- g. The candidate shall provide a certificate that NO DISCIPLINARY ACTION or any other administrative action is pending against him/her at the previous institution/university.
- h. Admission by migration shall not be allowed after expiry of three weeks of commencement of classes/semester.
- i. Migration shall not be allowed from affiliated colleges or institutes.
- j. The student should be passing in all the subjects and achieved a minimum CGPA of 3.00 out of 4.00.

### **Equivalence and Exemption of Courses**

- a. The Committee of the Department is authorized to review and approve the equivalence of courses completed at previous institution/university.
- b. If deemed essential, the candidate might be called for an interview as well.
- c. Transfer of credits shall be considered on case to case basis.
- d. The courses completed at another accredited institution/university shall be shown as exempted (EX) along with the credit hours of each course.
- e. The course grades shall not be shown on HITEC University transcript.
- f. Exempted courses shall not be shown on Interim Transcript.

**Submission of Requests for Migration.** Migration application shall only be entertained only on the prescribed form, obtainable from the Admission Office, after paying a cost of Rs. 1000.00 and shall be submitted to the Admission Office as mentioned below:-

- a. The application duly filled along with a signed request, explaining the reason for migration.

- b. 'No Objection' and 'Good Character' certificates duly signed by the Registrar of previous institution/university he was attending.
- c. Transcript of Grades from leaving University, showing courses attended with grades and course break down of each completed course.
- d. All pre-requisite certificates/degrees (duly attested from HEC) in original along with one attested photocopy of each.

The Registrar shall check the authenticity of the received documents and pass on the case to the concerned Head of the Department for their recommendations.



# HITEC UNIVERSITY TAXILA

## OFFICE OF THE REGISTRAR

### MIGRATION APPLICATION FORM

TO: THE VICE CHANCELLOR,  
HITEC UNIVERSITY,  
TAXILA.

Dear Sir,

I am a student of \_\_\_\_\_ and desire to get my credits transferred to  
(Name of Present Institution and Department)

the Program \_\_\_\_\_ at HITEC University Taxila. My particulars are as under:-

1. Name of the Candidate: \_\_\_\_\_  
(In Block Letters According to SECONDARY SCHOOL CERTIFICATE)

2. C.N.I.C. No.: 

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3. Gender \_\_\_\_\_ 4. Date of Birth \_\_\_\_\_

5. Father's Name: \_\_\_\_\_  
(In Block Letters According to SECONDARY SCHOOL CERTIFICATE)

6. C.N.I.C. No. : 

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7. Present Address: \_\_\_\_\_  
(For Correspondence)

8. Program \_\_\_\_\_ 9. Discipline \_\_\_\_\_  
(i.e BS/MS/PhD) (i.e Electrical/Mechanical)

10. Semesters Completed \_\_\_\_\_ 11. Credit Hours Completed: \_\_\_\_\_

12. CGPA: \_\_\_\_\_ 13. Total Years Spent in Present University \_\_\_\_\_

14. Reasons of Migration: \_\_\_\_\_

**Affix PP Size  
Photograph with sky  
blue background**

### CERTIFICATE

I hereby affirm that the above mentioned information is accurate and up-to-date to the best of my knowledge and belief.

Dated: .....

Signature of the Candidate: .....

**Note:** Admission by migration is not allowed in the first and final years of our academic programs. Application for admission by migration shall be submitted to University at least one month prior to the commencement of semester.

#### Required Documents:

1. Attested photocopy of Transcript from Present University
2. No Objection, Good Character Certificate from Present University
3. Attested photocopy of CNIC and all Academic Credentials
4. Fee Challan or Bank draft of Rs 2000/- only