

Guidelines for Credit Transfer as an option

Credit Transfer option offered by the University (LPU) is an initiative taken by the University to facilitate students who aspire to study abroad. Credit Transfer Option is offered to Under Graduate and Post-Graduate Programmes of the University which is subject to the arrangement with the partner/receiving University. If any regulatory body has imposed stricter conditions/conditions on student studying through Credit Transfer for a particular programme, the same shall prevail.

Stage wise details of the process of credit transfer as an option has been given below:

The student should have at least spent one year in LPU and should be eligible as per conditions stated below:

Stage 1 (Eligibility):

For Continuing students:

A student should have a minimum #6.5 CGPA with no backlog(s)/reappear(s) and should have no indiscipline case (initiated or action taken) against him/her during his/her stay at LPU.

For Freshmen:

#65% marks in lower qualifying exam in case of freshmen where credit transfer option is offered.

In case a partner University asks for higher CGPA as stated above, the same shall be applicable for that particular programme.

(Note-The option for taking Credit Transfer may be taken in advance; but the student will be sent to the partner/receiving University after completion of at least one year in LPU)

Stage 2 (Option taking activity):

The students who meet the requirements as per conditions mentioned in **Stage 1** of this policy are eligible to opt for Credit Transfer. They may apply by filling the Online Undertaking form as per the timelines mentioned below:

Activity	Period*
Filling of Option Taking Undertaking form by eligible students	Twice a semester Start of Autumn Term (Term-I) -End of Autumn Term (Term-I) Start of Spring Term (Term-II) -End of Spring Term (Term-II)

* In case of any change in the dates as mentioned above, the same shall be intimated via UMS announcement. In case of a holiday, the dates will be announced accordingly.

Stage 3: Payment of Fee

After filling the option taking undertaking form a student needs to deposit Rs. 1,50,000 as processing fee. Refund of the Credit Transfer processing fee should be done in following situations:

- If student does not get offer letter from the University applied to then 10,000/- should be deducted and rest should be refunded to the student.
- If the student gets the offer letter and does not get the visa of the country and continues in the LPU with his/her studies then 20,000/- should be deducted and rest should be refunded back to the student.

Stage 4: Interview

After the payment of the fee as mentioned in Stage 3, a student shall be eligible to appear for the next stage i.e. the interview conducted by the University's Panel.

Stage 5: Filling of the Application Form

Students who successfully clear the interview conducted by the University and have made necessary payments as mentioned in Stage 3 should fill the Application Form and complete other necessary formalities of the University (LPU).

Note: It is very important that before taking the decision of joining the partner/ receiving University the student and the parents must ensure an understanding of the financial /legal implications, career opportunities, medical implications etc.

Other very important information:

- 1.Passport:** A Student is required to have a valid passport before the application process for Credit Transfer Option is initiated.
- 2.Entry requirements by partner/ receiving University:** The entry requirements of a partner/ receiving university abroad can vary and can be also different from what it is today. Lovely Professional University (LPU) will not be liable for any thing that may be caused due to such variation and/or changes. It may also include paying programme fee and/or other charges as solicited by the partner/ receiving University for the remaining duration of the programme before going for study abroad.

Refund/compensation:

- a) If a student is not able to get Visa or fulfill any formality by the prescribed date for the purpose of staying in the host country, or could not undertake the programme due to any other reason including family/health problem then he/she will not be entitled to claim for refund or compensation in any manner whatsoever from the University (LPU).
 - b) If a student before joining the partner/ receiving University pays the programme fee and/ or any other charges of a partner/ receiving University as a part of its entry requirements and later could not undertake the programme due to any unforeseen reason including family/health problem any other, then he/she will be entitled to claim for refund or compensation in any manner whatsoever as per the Refund/compensation policy of the partner/ receiving University only. The student and the parents must go through the Refund Policy of the partner/receiving University very carefully.
3. A student may have to sit for English Language Proficiency Tests like TOEFL/ IELTS etc. or any other competitive examination like SAT/ GMAT etc. Fee for the same is to be paid by the student separately.
- a) Application Fee:** If a partner/ receiving University charge any Application Fee, then the same shall be borne by the student.

b) Visa issues:

- i. The University (LPU) is not responsible for any Visa related issues; the process is taken ahead by the student himself/herself. Student has to apply and fulfill the Visa requirements of the host/ visiting country to be visited for the purpose of Credit Transfer, as applicable when he/ she will opt for such option at a later stage.
- ii. The Visa requirements of the host countries where the partner/ receiving universities are situated can vary and can also be different from what it is today and the University (LPU) will not be liable for any thing that may be caused due to such variation and/or changes.

- iii. The University (LPU) is not liable to incur any expenses for any Visa related issues of the student.
- iv. The Visa obtained with the help of the University (LPU) for the purpose of Credit Transfer option cannot be used for any other purpose.
4. Students who have opted for Credit Transfer are awarded academic transcripts for the period they have spent in LPU. The academic transcripts will have **“Programme not completed”** written on it. LPU degree is not awarded to Credit Transfer Programme students.
5. It is the responsibility of the student to submit all the documents required in the form of affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the University (LPU) well in advance or when required by the University(LPU).
6. A student and/ or his parents may have to complete certain formalities / documentation including but not limited to undertaking, indemnity bond etc. as and when demanded by the University (LPU).
7. It is the responsibility of the student to check authenticity and validity of the partner/ receiving Universities abroad and their programme for which he/she opts for.
8. A student shall not be permitted to apply for the Credit Transfer option in a Country / University of his/her own choice .The student can join a partner/receiving University as per the list provided by the University(LPU).
9. The list of partner/ receiving Universities and/or host countries for Credit Transfer or otherwise, as available today may change when the student becomes eligible to go abroad or from time to time. In that case, the students will be given the option to complete the programme at LPU.
- 10.Nomenclature of Degree, Duration, Curricula, Evaluation, and Fee etc. may vary in respect of different partner/ receiving Universities.
- 11.It is to be ensured by the student that all his/her dues are cleared before joining the partner / receiving University. In case of any pending dues with LPU, the student shall not be permitted to join the partner / receiving University.
- 12.If due to any unforeseen reason, a student is waiting for visa after the offer letter is received by a student from a partner/receiving University, then he/she has the choice to sit in the upcoming semester which otherwise is not applicable to him/her as per requirements of Credit Transfer as per partner/receiving University in the programme he/she has applied for. Such a student will pay the full next semester fee as per University timelines. In case the student’s visa comes after the start of the semester where he/she chose to attend classes before joining partner/receiving University, then the fee which will be applicable to the student till that date is as per the following:

Time Period	Applicable Fee	Refund
Start of Autumn Term –upto 31st August or, Start of Spring Term- upto January 31st	1/4 th of the applicabletuition fee	3/4 th of the applicabletuition fee
Autumn Term: Upto 30th September or, Spring Term: Upto 28 th or 29 th February	1/2 of the applicable tuition fee	1/2 of the applicable tuition fee
Autumn Term: Upto 31st October or, Spring Term: Upto 31st March	3/4 th of the applicabletuition fee	1/4 th of the applicabletuition fee
Autumn Term: Upto 30th November or, Spring Term: Upto 30th April	Full semester fee to be charged	No refund applicable

13. After a student is marked “TW” (Left due to Credit Transfer Option) by the Records Cell (Examination

Division) a student will be considered as **"Transferred"** from the system of the University. If the student still wants to join back after being marked "TW" due to any unforeseen or personal reasons then all existing conditions (including charges as applicable) of rejoining the University shall apply. The student shall resume classes and will fulfill all academic obligations: no duty leaves, attendance relaxation, CA proration shall be done for such a student.

