



BMU CREDIT TRANSFER POLICY

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BAQAI MEDICAL UNIVERSITY

BMU CREDIT TRANSFER POLICY

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1. Introduction

Baqai Medical University (BMU) is committed to maintaining high academic standards while facilitating student mobility within the national and international higher education framework. The **Credit Transfer Policy for Undergraduate (UG) and Postgraduate (PG) Programs** has been developed to provide a transparent, fair, and standardized mechanism for the transfer and exemption of academic credits earned from recognized Higher Education Institutions (HEIs) to BMU, as well as internal transfers, where applicable.

This policy ensures alignment with the guidelines of the Higher Education Commission (HEC), Pakistan Medical & Dental Council (PM&DC), other UG / PG Programs Accreditation Councils (PCP, PNMC, AHPC, NBEAC & Others) and internal academic governance structures of BMU. The policy balances flexibility for students with the need to preserve academic integrity, program learning outcomes, and degree requirements of the university.

2. Objectives

The objectives of this policy are to:

- 2.1 Facilitate the smooth transfer / migration of eligible students between recognized institutions and BMU, and within internal transfer.
- 2.2 Ensure academic equivalence, quality assurance, and consistency in credit transfer / migration decisions.
- 2.3 Provide clear criteria and procedures for the evaluation and approval of transferred courses.
- 2.4 Safeguard BMU's degree standards while supporting student progression and retention.
- 2.5 Standardize credit transfer / migration practices across all Faculties and Programs of BMU.

3. Policy Purpose

The purpose of this policy is to define the principles, eligibility criteria, limits, and procedures governing the transfer of academic credits for UG and PG programs at BMU. It aims to consolidate previously scattered provisions into a single comprehensive framework that is easy to interpret, implement, and review by students, faculty, and administrative authorities.

4. Scope

This policy shall apply to:

- 4.1 All students of UG and PG programs offered by BMU under the Semester / Annual System.
- 4.2 Students seeking transfer / migration from HEC / PM&DC recognized National / International Universities to BMU.
- 4.3 Internal transfer of students between Faculties or Programs within BMU, where applicable.
- 4.4 This policy does not apply to the transfer of complete degrees, diplomas, or final - year coursework, except where explicitly permitted by the competent authority.

5. Policy Statement

BMU permits the transfer / migration of academic credits earned at recognized institutions subject to strict evaluation of equivalence, academic performance, regulatory compliance, and seat availability. Credit transfer / migration is granted on a course-to-course / year basis and shall not compromise the learning outcomes, residency requirements, academic standards or policies of BMU programs. The admission criteria / requirements will remain the same for the transfer cases set by the university / HEC / PM&DC.

A candidate debarred from higher education by any recognized University or Degree Awarding Institution (DAI) shall not be eligible for admission to BMU. The university reserves the right to accept or reject any credit transfer / migration request without assigning any reason.

6. Definitions

- 6.1 **Credit Transfer:** Recognition of academic credits earned at another recognized institution towards a BMU degree program.
- 6.2 **Migration:** A UG medical or dental student transfers to another college in the same program and level or vice/versa.
- 6.3 **Course-to-Course Basis:** Transfer of credits only when the content, grade points / percentage, letter grade, and credit hours of a course completed at another institution are equivalent to those offered at BMU.
- 6.4 **Equivalence Committee:** A duly constituted committee by the Vice Chancellor (VC) responsible for assessing course equivalence, academic credibility, and transfer / migration eligibility.
- 6.5 **Parent Institution:** The Institution / University where the student was previously enrolled and courses completed.
- 6.6 **Transferred Course:** A course accepted at BMU for credit towards a student's current degree program.

7. Responsibilities

- 7.1 **Student:** Submit a formal application for **Credit Transfer / Migration** following complete and authentic documents.
- 7.1.1 Transfer / Migration Eligibility:
- 7.1.1.1 *For HEC Recognized Programs:* After completing atleast first semester / year at the Parent Institution
- 7.1.1.2 *For MBBS / BDS Programs:* After completing first 2 years of MBBS and first year of BDS at the Parent Institution –
Refer: **Annexure No. 1**
- 7.1.2 Original or Attested Photo-copied Transcript / Marksheet of the Parent Institution
- 7.1.3 Course Outlines of the courses studied at the Parent Institution.
- 7.1.4 Transfer NOC from the Parent Institution.
- 7.1.5 Character Certificate from the Parent Institution.
- 7.1.6 Must be a Regular Student at the Parent Institution.

7.1.7 Payment Proof of Prescribed Credit Transfer / Migration Processing Fees (Non-Refundable)

7.1.8 Any other document as deemed necessary

7.2 Head of Institution

7.2.1 For HEC Recognized UG Programs:

Head of Institution or its Nominee reviews all submitted documents (Section 7.1) for credit transfer / migration.

7.2.2 For MBBS & BDS Programs: Nominee of the Principal of the respective college reviews all submitted documents (Section 7.1) as well as PM&DC Undergraduate Education (Admissions, Curriculum And Conduct) Policy and Regulations 2025, Section (18), Page No. 16.

Refer: **Annexure No. 1**

7.2.3 Forward the case to the Chairman UG - Equivalence Committee for further processing.

7.3 Post Graduate Medical Institute (PGMI):

7.3.1 For PG Programs:

The Director PGMI reviews all submitted documents (Section 7.1) for credit transfer / migration.

7.3.2 Forward the case to the Chairman PG - Equivalence Committee for further processing.

7.4 Equivalence Committee:

7.4.1 Assess eligibility, course content equivalence percentage, grades, No. of credit hours and number of equivalences granted courses for **Credit Transfer / Migration.**

7.4.2 And any other requirement, as deemed necessary

7.4.3 Recommend Approval, Partial approval, Additional deficiency courses, or Rejection.

7.5 Competent Authority

7.5.1 For PG – Programs, BASR decision

7.5.2 For UG – MBBS & BDS, Principal's decision

7.5.3 For UG – All Other Programs, Dean's decision

7.5.4 Approve, Review or Reject Equivalence Committee recommendations.

- 7.5.5 The university reserves the right to accept or reject any credit transfer / migration request without assigning any reason.

8. Policy Implementation Procedure

8.1 Application Submission:

- 8.1.1 The student submits a written application for credit transfer / migration through the concerned department (Section 7.2 or 7.3) along with required documents (Section 7.1)

8.2 Preliminary Scrutiny:

- 8.2.1 The concerned department (Section 7.2 or 7.3) reviews the submitted case, and forward it to the relevant (UG or PG) Equivalence Committee for further processing.

- 8.3 **Equivalence Assessment:** The (UG or PG) Equivalence Committee evaluates the case on the basis of forwarded documents (Section 7.2 or 7.3) and Credit Transfer / Migration Criteria (Section 9)

8.4 Approval:

- 8.4.1 Recommendations (Section 7.4.3) are forwarded to the relevant competent authority (Section 7.5) or final approval / decision.

8.5 Enrollment:

- 8.5.1 Upon approval, the student pays the prescribed university fees as per the prevailing fees structure and is enrolled in the approved semester / program.

9. Credit Transfer / Migration Criteria (UG & PG)

9.1 Institutional Recognition

- 9.1.1 Credits / Program can be transferred from HEC / PM&DC and relevant regulatory body – recognized HEIs and internationally recognized universities.

9.2 Course Content Equivalence Requirement

- 9.2.1 UG Programs: **Minimum 80%** course content matching.
- 9.2.2 PG Programs: **Minimum 70%** course content matching.
- 9.2.3 Otherwise, the student has to repeat the course / year at BMU.

9.3 Course Credit Hours Requirement

9.3.1 The credit hours of a course completed at the parent university must exactly match the credit hours of the same course at BMU (e.g., ABC 3+0 at XYZ university must be equivalent to ABC 3+0 at BMU)

9.4 Academic Performance Requirement

9.4 (a) UG Program Courses:

(i) For HEC Recognized Programs: **Minimum 60% Marks** in the course for credit transfer consideration or **C Letter Grade**

(ii) For MBBS & BDS Programs: **Minimum 50% Passing Marks**

The PM&DC Undergraduate Education (Admissions, Curriculum And Conduct) Policy and Regulations 2025, Section (11)-(2), Page No. 13

Refer: **Annexure No. 2**

9.4 (b) PG Program Courses:

(i) For MPhil / Masters or Equivalent: **Minimum 70% marks in the course** for credit transfer consideration or **B Letter Grade**

(ii) For PhD: **Minimum 70% marks in the course** for credit transfer consideration or **B Letter Grade**

(iii) For MS / MD / Equivalent / Diploma (Clinical Sciences):

1. Admission to these programmes shall require passing a prescribed entry test.
2. All candidates must qualify a mandatory exit examination for successful completion of the programme.
3. In four-year programmes, an intermediate module assessment shall also be conducted as per institutional regulations.
4. Students shall be permitted to appear in professional examinations on the basis of completed clinical work/clerkship performed under approved supervision.
5. No prior work experience in the same field, obtained without formal registration in the programme, shall be considered for academic credit.
6. However, institutions may grant credit within a degree programme to students who have completed a recognized diploma in the same field, subject to approval by the relevant equivalence committee.

9.5 Credit Transfer Limits

9.5.1 For HEC Recognized Programs: A maximum of 50% of total program courses may be transferred and at least 50% of the program coursework must be completed at BMU.

9.5.2 For PM&DC Recognized (MBBS / BDS) Programs: Migration is allowed as per PM&DC Undergraduate Education (Admissions, Curriculum And Conduct) Policy and Regulations 2025 – Refer: **Annexure No. 1**

9.5.3 In clinical sciences (MD / MS / Equivalent), clinical work / training counted with mandatory research can be transferred.

9.6 Failed & Improvement Cases

9.6.1 Failed courses shall not be considered for transfer.

9.6.2 No improvement in any transferred course shall be allowed at BMU.

9.6.3 The GPA or CGPA of courses transferred from the parent university shall not be included in the calculation of GPA or CGPA for courses and grades earned at BMU.

9.7 PG Research Work

9.7.1 PG Research project, synopsis, and thesis are not transferable, except where explicitly permitted by BMU authorities in accordance with its PG policies.

9.7.2 The PG student has to appear and pass the Final Comprehensive Exam (FCE), where applicable at BMU, before starting the research work.

9.8 Total Program Duration

9.8.1 The total program duration shall be counted from the admission date of parent institution as per the prevailing BMU / HEC / PM&DC regulations.

10. Internal Transfer within BMU

BMU students may request internal transfer between Faculties or Programs subject to:

10.1 Mutual consent of concerned Deans.

10.2 Approval of the Equivalence Committee.

10.3 Fulfillment of Merit, Seat Availability, Admission Test (if applicable), etc.

10.4 And any other requirement, as deemed necessary

11. Scholarship and Merit Ineligibility (Credit Transfer / Migration Cases)

Upon getting admission on the basis of course equivalence / transfer / migration, the student will not be entitled to any BMU Scholarship / Medal / Merit Position.

12. Financial Provisions

12.1 A **Credit Transfer / Migration Processing Fee (Non-Refundable)** is charged as per university fee structure.

12.2 Transfer students shall pay full admission, tuition, and other prescribed fees as per the prevailing university fee structure.

13. Transcript & Record

13.1 Only courses completed at BMU shall be graded and reflected with GPA / CGPA / Percentage.

13.2 The final transcript shall comply with HEC / PM&DC transcript format requirements.

14. Policy Implementation Date

14.1 This policy shall come into force with immediate effect upon approval by the competent statutory body of BMU and shall supersede all previous credit transfer provisions and / or policies.

15. Revision / Modification

15.1 BMU reserves the right to revise, amend, or modify this policy from time to time in line with HEC / PM&DC regulations, regulatory body requirements, and university needs.

15.2 Any such revisions shall be approved by the relevant statutory body of BMU.

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