SAGE University, Bhopal
Standard Operating Procedure
Program Equivalence and Credit Transfer

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A. Definition and Need for Equivalence

Program equivalence in higher education describes how a Program offered by one University relates to a Program offered by another. Program equivalence is required for the students transferred from one university to another or taking for those who were transferred from one program to another within the University. The equivalence among the programs is needed –

- To facilitate learners to continue their education in different Universities.
- To ensure uniformity in the achievement levels of learners of different Universities.
- To highlight achievement levels of learners acceptable at the National and International level.
- To remove the fear from the minds of students and parents that changing University would adversely affect their learning process.
- To recognize the credits earned from any Higher Education Institution (HEI) and to be counted for award of Degree at SAGE University, Bhopal in case of Inter University transfer.

B. Principle

- Programs are regarded as equivalent, if they have same learning outcomes and consequently the same graduate profile.

- Equivalent Programs should therefore have the same overall educational aims and assess their achievement at the same standard.

C. Formation of Committee

Departmental Council shall constitute the equivalence committee in the beginning of the academic year to consider the admission of the students willing to get transferred from other Universities to the SAGE University, Bhopal. The members of the committee shall be as follows –

1. Head of the Department/School – Chairperson

2. Two senior most teachers of the Department/ School – Members

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3. One nominee of the Dean of the faculty.

Courses are evaluated at the time of application review on the basis of submitted Academic Transcript and final Grade / Marks sheet issued from the HEI.

The recommendations of the Committee shall be placed for the approval of Dean and Vice Chancellor before such admissions.

D. Process of Program and Course Equivalence:

1. The Program equivalence or the major course requirement at UG / PG level toward admission will be determined by the Committee constituted by the Department Council and the list for Program equivalence shall be forwarded to Admission department of the University.

2. A program / course missing in the submitted equivalence list may be transferred to the respective department of getting equivalence.

3. Any students interested in taking admission in II/III/IV Year through lateral entry in SAGE University, Bhopal will apply to admissions department with the required documents including Academic Transcript, all Grade Sheets, TC, Migration and NOC.

4. Admission department will prepare a file with all necessary documents and send it to HOS / HOD Concerned with an IOM (**Annexure-1**)

5. Concerned HOS gets the equivalence done within 2 working days and get the approval from Vice Chancellor before the issue of Certificate of Equivalence (**Annexure-2**).

6. Admission Department shall confirm with the student for program / course equivalency for completion of further admission process.

7. Student shall be communicated for the additional courses /credits to be done by him by the Admission Department. Consent of students is required before finalizing the admission. Admission to be continued and student to be allowed to submit fees.

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8. After processing admissions, the file is to be sent to Students' Section for further processing/reporting etc.

9. At the end of admission season, along with the enrollment number, a list of such students along with a copy of Equivalence Certificate to be sent to COE office by Students Section.

10. The additional courses / credits shall be mapped in ERP with the student during the course of program study as per the recommendations of the Committee and evaluation shall also be planned by the School / department. (Internal or External shall be arranged in consultation with the Examination Department / COE office)

NOTE: All documents submitted are subject to verification. Submission of spurious documents is considered as an offense and may result in disciplinary action (if found liable).

SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Inter Office Memo

Ref. No -------------------   Date: -----

Sub: Equivalence of Program/ Courses / Credits

From:	To,
Head, Admission, SUB	Head of School School of .... Sage University, Bhopal

Dear Sir,

1. Please find a file of Mr/Ms --- who has Completed (Program/Year/Semester) --- in Session ----------------- from (Name of University) --- in (Regular/Part time/ODL/Online) ----------------------------Mode.

2. He/ She is looking forward to take admission in SAGE University, Bhopal in(Program /Year/ Semester) -- in Session -----------------

3. You are requested to please get the Equivalence done so that his /her admission process can be completed.

4. Following Documents are enclosed in the File

S.No.	Item	YES / NO	Original (√)	Attested Copy (√)
1	**Academic Transcript ***			
2	Grade Sheet (10th / 12th / UG / PG / Other...............................)			
3.	Migration Certificate			
4	Transfer Certificate			
5	No Objection Certificate			

*Mandatory for getting Certificate of Equivalency

(Head Admissions)

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Certificate of Equivalence

To Whom it May Concern

This is to certify that Mr/Ms. --- who has completed -- (Program/Year/Semester) from (Name of University) -- is eligible to be admitted in the (Program/Year/Semester) of SAGE University, Bhopal in Academic Year ------------------ subject to the following fulfillment.

Sr No	Category (Disciplinary (Core Courses) / Discipline Specific Courses / Field Projects/ internship/ /research project	Name of Additional courses to be completed with Program of study	No of Credits	Time Period
1				
2				
3				
4				
5				

Details of Equivalence of various courses completed is attached as (**Annexure -2 A**)

(HOS)
School of -----------------------

CC:
- Registrar
- Admission Department

SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Details of Credit Equivalence for admission in II /III / IV Year

Name of Candidate: --

Last Program Details :-(Program/Year/ Sem) --

Name of Previous University: ---

Type of Previous University (Central/Deemed /State/State Pvt) --------------------------------

Sr No	Course / Category *Core Course* *Discipline Major* *Discipline Minor* *Interdisciplinary Minor* *Generic Elective* *Dissertation/ Project*	Credits Earned	Equivalence Course /Category of SUB	Credits	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Chairperson   Expert 1   Expert 2   Expert 3

Equivalence Committee

SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Details of Credit Equivalence for Admission in I Year

Name of Candidate: --

Last Program Details :-(Name of Program/Year/ Sem) -----------------------------------

Name of Previous University: --

Type of Previous University (Central/Deemed /State/State Pvt) ---------------------------------

Sr No	Program Name	Mode of Study	Approved by UGC / Board / AIU / Statuary body (copy of approval required)	Specialization (Major)	Total Credits Earned (Separately for major and Minor)	Equivalence Program of Board / University / SUB	Eligible for Admission in Program
1.							
2.							
3.							

Recommendations (if any)...

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....

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Chairperson   Expert 1   Expert 2   Expert 3
Equivalence Committee