

## CREDIT TRANSFER POLICY

Madhya Pradesh Bhoj Open University (MPBOU) facilitates the transfer of credits through an evaluation process. The following steps are undertaken.

1. Taking courses on SWAYAM / MOOCs while enrolled in MPBOU.
2. First/Second Year of Graduation successfully completed at UGC accredited institutions and wish to take admission in Second/Third Year of Graduation Programme in MPBOU.
3. First Year of Post-Graduation successfully completed at UGC accredited institutions and wishes to take admission in Second Year of Post-Graduation Programme in MPBOU.
4. First/Second Year of Graduation successfully completed at any Institute/University abroad and wish to take admission in Second/Third Year of Graduation Programme in MPBOU.
5. First Year of Post-Graduation successfully completed at any Institute/University abroad and wishes to take admission in Second Year of Post-Graduation Programme in MPBOU.

### 1. Taking courses on SWAYAM while enrolled in MPBOU.

As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016, Madhya Pradesh Bhoj Open University may allow up to twenty percent of the total courses being offered in a particular Programme in a semester/year through the Online Learning courses through SWAYAM/Massive Open Online Courses (MOOCs).

- The list of courses to be considered for transfer of credits available on SWAYAM/MOOCs and decided by the Academic Council of the concerned school offering the Programme need to be approved by the Board of Management.
- The University must designate a SWAYAM Coordinator to guide the students throughout the course.
- The list of courses considered for Credit Transfer for a particular Programme is made available to the students through Study Centres, faculty members, Counsellors, Notice boards, Student forums, Workshops, Posters, Social media platforms, and the University website.
- The University shall incorporate the marks/grades in the final mark sheet of the student, which counts for the award of the degree. However, the University shall evaluate the students for practical/lab components and incorporate these marks/grades in the overall mark sheet of the student.
- On receipt of the MOOCs completion certificate from SWAYAM / MOOCs, the University must give equivalent credit weightage up to 20% for the credits earned through SWAYAM.

## **2. First / Second Year of Graduation Programme successfully completed at UGC accredited institutions and wish to take admission in Second / Third Year of Graduation Programme in MPBOU.**

- If a student had successfully completed the First/ Second Year of Graduation Programme similar in content as compared to what is offered at MPBOU and had to take a break due to some unavoidable circumstances during his / her studies and wishes to complete his / her studies at MPBOU may get the benefit of transfer of credits earlier earned to get admission in Second / Third year of equivalent Graduation Programme offered by MPBOU.
- Such individuals may submit the prescribed application with a grade card and detailed syllabus of the Programme studied to the admission department of the university. The admission department shall then arrange for necessary approval from the Director (Academics), who in turn will obtain the recommendations of the concerned school for equivalent grades and credit for the course(s) of interest.
- 3. First Year of Post-Graduation Programme successfully completed at UGC accredited institutions and wish to take admission in the Second Year of Post-Graduation Programme in MPBOU.
- If a student has successfully completed the First Year of the Post-Graduation Programme similar in content as compared to what is offered at MPBOU and had to take a break due to some unavoidable circumstances during his / her studies and wishes to complete his / her studies at MPBOU may get the benefit of transfer of credits and shall be considered eligible to get admission in the Second year of equivalent Post-Graduation Programme offered by MPBOU
- Such individuals may submit the prescribed application with grade cards and a detailed syllabus of the Programme studied to the admission department of the university. The admission department shall then arrange for necessary approval from the Director (Academics), who in turn will obtain the recommendations of the concerned school for equivalent grades and credit for the course(s) of interest.

## **3. First/Second Year of Graduation successfully completed at any Institute / University abroad and wish to take admission in Second/Third Year of Graduation Programme in MPBOU.**

- If a student had successfully completed the First / Second Year of Graduation Programme similar in content as compared to what is offered at MPBOU from any Institute / University abroad and had to take a break due to some unavoidable circumstances during his /her studies and now would like to complete his / her studies at MPBOU may get the benefit of transfer of credits earlier earned to get admission in Second / Third year of equivalent Graduation Programme offered by MPBOU.
- Such individuals may submit the prescribed application with grade card, equivalence certificate of Degrees awarded by the Foreign Universities by the Association of Indian Universities (AIU), and detailed syllabus of the Programme studied to the admission department of the university and admission department shall then arrange for necessary

approval from Director (Academics) who in turn will obtain the recommendations of the concerned school for equivalent grade and credit for the course(s) of interest.

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

#### **4. First Year of Post-Graduation successfully completed at any Institute / University abroad and wishes to take admission in the Second Year of Post-Graduation Programme in MPBOU.**

- If a student had successfully completed the First Year of a Post-Graduation Programme similar in content as compared to what is offered at BAOU from any Institute / University abroad and had to take a break due to some unavoidable circumstances during his / her studies and now would like to complete his / her studies at MPBOU may get the benefit of transfer of credits earlier earned to get admission in the Second year of equivalent Post-Graduation Programme offered by MPBOU.
- Such individuals may submit the prescribed application with grade card, equivalence certificate of Degrees awarded by the Foreign Universities by the Association of Indian Universities (AIU), and detailed syllabus of the Programme studied to the admission department of the university and admission department shall then arrange for necessary approval from Director (Academics) who in turn will obtain the recommendations of the concerned school for equivalent grade and credit for the course(s) of interest.
- All grade cards/transcripts and course syllabi must be translated from the original language into English and certified by a professional translator.

#### **Maximum credits allowed to be transferred :**

- MPBOU will allow a maximum of 64 credits for a Graduation Programme and 32 credits for Post-Graduation Programme. The programme must be academic and similar in scope and content to the Programme offered at MPBOU.