



UIT
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Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

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Undergraduate Course Equivalency Policy

1. Purpose

This policy provides a structured framework for evaluating and defining course equivalency within undergraduate academic programs. It ensures consistency, fairness, and academic rigor when granting equivalency for:

- Courses across different departments within the institution.
- Courses completed at other HEC-accredited local or international institutions.

2. Scope

This policy applies to:

- Undergraduate students seeking inter-departmental course equivalency.
- Students transferring from other institutions.
- Students participating in exchange programs.
- Academic departments and equivalency committees involved in course evaluation.

3. Definitions

- **Course Equivalency:** Recognition that a course completed elsewhere or in another department provides equivalent academic content, learning outcomes, and rigor to a course offered by the host department.
- **Home Department:** The department in which the student is formally enrolled.
- **Host Department:** The department offering the course for which equivalency is requested.
- **Accredited Institution:** A higher education institution recognized by the relevant regulatory authority in its country or region.

4. Principles for Determining Equivalency

4.1 Academic Equivalence Criteria

The following must be compared between the courses:

- **Learning Outcomes/Objectives:** At least 70% similarity in outcomes.
- **Course Content and Topics Covered:** Substantial overlap in core topics. Minimum of 75% compatibility and matching.
- **Credit Hours / Contact Hours:** Ideally, exact matching of Credit/Contact hours is required. However, higher Credit/Contact hours may be considered equivalent to a lower one. For example, a course from another institution (or within the institution from any other department) with credit hours 3+1 might be equivalent to a course with 2+1, 2+0, 1+0, or 1+1 at the Host department of the UIT University. However, a course with 2+1 from another institution (or any other department of the UIT University) cannot be considered equivalent to a 3+1 course at the Host department of the UIT University.
- **Assessment Methods:** Comparable rigor and assessment types (e.g., exams, projects, labs).
- **Pre-requisites:** Compatibility in prerequisite knowledge/skills.

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4.2 Documentation Required

Applicants must submit:

- Official transcript from the Home Department/Institution showing course grade (minimum passing grade required).
- Detailed course outline/syllabus from the original institution.
- Credit hour system explanation (if from a different credit structure).
- University catalog description or website reference.
- If applicable, translation and certification of documents from foreign institutions.

5. Equivalency Evaluation Process

5.1 Initiation

- Student submits a **Course Equivalency Request Form** to the **Registrar's Office**.
- Documentation is reviewed for completeness.

5.2 Evaluation Committee

An **Equivalency Committee** shall be constituted as given below:

a) For Inter-Departmental Cases within UIT University

- Department Chairperson (Host Department)
- Department Chairperson (Home Department)
- Department Advisor/Subject Expert
- Dean of the Host Department
- Registrar or his nominee

b) For Inter-University Cases

- Department Chairperson (Host Department)
- Department Advisor/Subject Expert
- Dean of the Host Department
- Registrar or his nominee

5.3 Decision Criteria

- Unanimous or majority decision from committee members.
- Recommendations recorded and forwarded to Registrar's office for inclusion in student records.
- If approved, the equivalent course is entered in the student's transcript with appropriate annotation (e.g., "Transferred", "Equivalent").

5.4 Timeframe

- Evaluation to be completed within **5 working days** from the date of submission of complete documentation.

6. Special Cases

6.1 International Institutions

- Accreditation of the foreign university is verified through recognized accreditation bodies.
- Language of instruction must be English.

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6.2 Inter-Departmental Equivalency

- Equivalency within an institution must be based on learning outcomes and level of rigor.
- Used especially for elective courses or multidisciplinary programs.

6.3 Obsolete/Retired Courses

- Equivalency may be granted for retired/obsolete courses if deemed appropriate by the equivalence committee.

6.4 Leftover Cases:

- Students who have completed courses that are no longer offered.
- Students transferring from other institutions with equivalent courses that have been retired.
- Program revisions where course codes, titles, or content have changed.

6.5 Policy Guidelines:

6.5.1 Mapping with Current Curriculum:

- The Equivalence Committee shall evaluate the syllabus/content of the obsolete course against current offerings.
- If a direct equivalent exists, it will be assigned for credit transfer.
- If no direct equivalent exists, a "Closest Match" course may be recommended, provided at least **75% content overlap** is established.

6.5.2 Transitional Course Substitution:

- For courses without a current equivalent but deemed critical for degree progression, students may be advised to take a **designated substitute course**.
- In special cases, a **customized bridge module or independent study project** may be arranged to fill critical gaps.

6.5.3 Course Retirement Grace Period:

A grace period of **5 academic years** from the retirement date will be observed, during which students can claim equivalency through course archives.

- 6.5.4 After the grace period, such cases will require a **case-by-case academic audit** by the Equivalence Committee.

7. Appeals Process

- Students may appeal decisions within **5 working days** of notification.
- Appeals are reviewed by the **Deans Committee** if required.

8. Recordkeeping and Transparency

- All equivalency decisions are logged in the **Central Equivalency Database** maintained by CoE/Director IT/Registrar's office.
- The database includes:
 - Course codes
 - Source institution
 - Equivalency status

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- Date of approval
- Review comments

9. Review and Update

- This policy is to be reviewed every **3 years** or as needed by the **Academic Regulations Committee**.
- Departments are encouraged to maintain and update an internal list of pre-approved equivalencies for recurring requests.

10. Prohibitions

- No equivalency granted for:
 - Courses taken through unaccredited institutions.
 - Courses with significant content variation.
 - Internships or field experiences unless validated by a formal evaluation process.
 - Courses with grades below the minimum required threshold (typically equivalent to grade "C" as per UIT University policy existing at the time of evaluation of equivalency).

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