



MUJ/REGR/1403/076/2025

17th March 2025

Notification

Subject: Course-Credit Mapping Policy and Procedure

In accordance with the decision taken by the competent authority in the 42nd Academic Council meeting of Manipal University Jaipur held on 21st February 2025, it is hereby notified to all the concerned that, the **Course-Credit Mapping Policy and Procedure** of Manipal University Jaipur hereby formed and the same are to be adhered without any deviation.

All the concern may please note.

Enclosure: As stated above.

To:

Director, DoIC

Copy to:

President through PS
Pro President through PS
Provost
Deans (RIAAA, GO, Q&A)
Director, Academic Administration
CoE

- for information please.
- for information please.
- for information please.
- for information please.
- for information please.
- for information please.



Amit Soni
Dr Amit Soni
Registrar

17/03/25

DIRECTORATE OF INTERNATIONAL COLLABORATIONS**MANIPAL UNIVERSITY JAIPUR (MUJ)****Course-Credit Mapping Policy and Procedure****Preamble:**

The procedure outlines the credit transfer process to support the Academic Regulations in implementing the policy in a manner consistent with the requirements of credits and its relevance with the policy.

1. Minimum academic semester credit hours (Credits) requirements for obtaining the degree / certification:

The required number of credits vary from program to program and the details must be checked from the Academic Handbook of the concerned program for the relevant academic year.

2. Student exchange programs

Student exchange programs are activities of receiving foreign students for short term visit and semester exchange/study abroad at **Manipal University Jaipur (MUJ)** and sending MUJ students for the same at Collaborative Institutes (CIs) within frameworks of MoU/Agreement executed by MUJ.

At present, MUJ is applying two forms of student exchange as follows:

2.1 Exchange under Summer Schools/Short Duration Programs/ Internships

1. An application form in which students apply as per the CIs requirement and only participate in summer schools, short-term visits, relation exchanges, internships and study from 1 week to 6 months without receiving any degree/diploma. Such exchanges are encouraged during the semester breaks.

2. Students from CIs can apply for similar exchanges at MUJ by applying as per MUJ's application format and undergo summer schools/ short duration programs/internships.

2.2 Credit Exchange Program

The Process Flow (ANNEXURE 1) shows the step-by-step process of the Credit-Course Mapping Program.

2.2.1 Course-Credit Mapping Guidelines for Outgoing Students

1. The Directorate of International Collaborations (DoIC) will share the offers with students.
2. Students can apply as per the CIs requirement and only participate in summer schools, short-term visits, relation exchanges, internships and study from 1 week to 6 months without receiving any degree/diploma.
3. Interested/Shortlisted students list along with the MoU, Curriculum and Rule copy, will be shared to Head of Departments (HoDs) by DoIC.
4. Credit transfer can be considered only for the courses at same level or above.
5. Course mapping and Credit equivalence to be approved by Chairman BoS of concerned department with an expert committee.
 - a. Minimum 80% course outcome should be mapped.
 - b. Mapping of Core Courses is mandatory
 - c. If all the credits are not mapped, HoDs can suggest MOOC/NPTEL/Coursera courses for remaining credits.





6. Both within India and abroad, different universities follow different academic credit norms and hence giving a simple solution for credit transfer is not feasible. Therefore, utmost care must be taken while defining credit equivalence. The parameters to be considered include level, relevance and measure of academic engagement. An appropriate academic team shall look into these details and give their recommendations to university on a case-to-case basis. However, these aspects can be looked into and resolved before signing an MoU with a partner university. Some of the prominent academic credit standards are **US Semester Credit Hours (SCH)** followed by US Universities, **European Credit Transfer and Accumulation System (ECTS)** of European Universities, **Credit Accumulation and Transfer Scheme (CATS)** of UK Universities. A full study year in US Universities (SCH) normally consists of 30 credits, whereas in European Universities (in ECTS) it is 60 credits and in UK Universities (in CATS) it is 120 credits. In India UGC/AICTE recommends a full year academic load of 40 credits which is being followed by Manipal University Jaipur. The general guidelines for credit transfer therefore would be
$$1 \text{ MUJ Credit} = 0.75 \text{ US credits} = 1.5 \text{ ECTS credits} = 3 \text{ CATS credits}$$
Like in India, universities in Canada and Australia also follow different norms while defining academic credits. Hence credit equivalency can be established only by considering each application on a case-to-case basis. Most of the universities would have mapped their credits to US/ ECTS credits and this can be taken as reference for defining equivalent MUJ credits. Maximum allowable credit transfer in a program shall be limited to 50 % of the total credits required for the award of the degree. However, GPA/CGPA awarded will be based on the courses the learner registers with MUJ. Also, no class/ rank will be awarded in credit system.
7. For course mapping, Learning Outcome must be matched not the Curriculum.
8. A letter (**ANNEXURE 2**) will be issued to student by DoIC (Credit transfer mode) and Directorate of Academics (DoA) (Academic guidelines and rules), keeping all stakeholders in loop.
9. At the end of the exchange, student has to bring along the granted certificate/transcript for completed credits based on their learning results from the Host Institute (HI) and submit to HoD, DoIC, DoA, and Controller of Examinations (CoE).
10. The credits will be approved by the HoD.
11. Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other universities/educational Institutions/Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.
12. Student must pass all such courses for which credit transfer is to be made. If the student fails in CIs courses, he/she must cover the courses in MUJ.
13. For a regular exchange partner University, per student approval is not required. A standard format should be followed.
14. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.





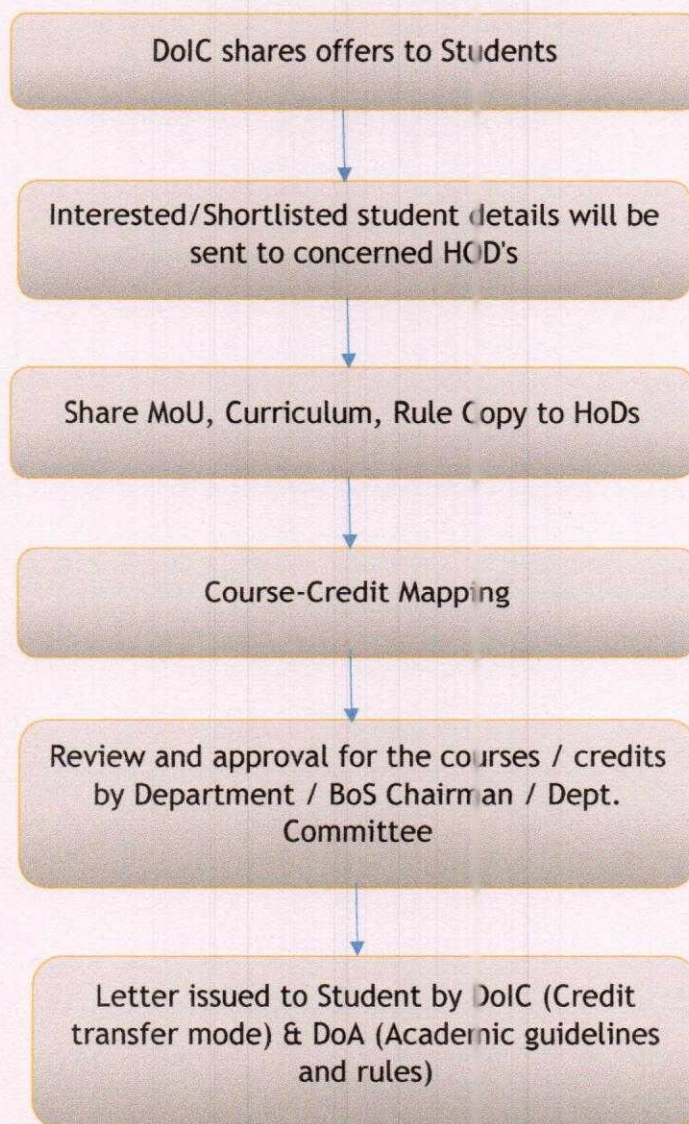
15. Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student. The copy of Credit transfer/mapping form needs to be completed by the student, further verified by the respective HoD and approved by Dean of the Faculty. The approved credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.
16. A student can be allowed for more than said semesters on special permission.

Note: In case of any disputes the Dean of the faculty along with Director International Collaborations will call for a committee to solve the dispute.



ANNEXURE 1

Course-Credit Mapping Process Flow



*For any confusion, contact DolC.



ANNEXURE 2

Dated

To

Name of Student

Address of Student

Dear Name of Student

Sub: Semester Exchange to (Name of International University) on Credit Transfer Mode -
Registration number of student

Congratulations!

We are happy to share that you have been selected for Semester Exchange Program at (Name of International University).

Based on your request and subsequent recommendation of the Credit-Mapping Committee/BoS, you have been offered Semester Exchange under the "Credit Transfer Mode" and the details of the courses to be taken during a transfer are given below:

S. No.	Course Code	Course Name	Credits
1.			
2.			
3.			
4.			
5.			
6.			
Total Credits			

Best Wishes,

Director (International Collaborations)
Director (Academics)

Copy to:

1. Head of Departments/ Director
2. Dean
3. DoA
4. CoE
5. Registrar
6. Pro-President Office



Credit Transfer Mode:

The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

- Students with consistent academic performance and $CGPA \geq 7$ can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB), in other institutions during the final/pre-final year or during semester breaks.
- Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirements of the program.
- Credit transfer can be considered only for the courses at the same level or above.
- Students must provide all details for the course which he is requesting for credit transfer along with the acceptance letter to the HoD for approval, before proceeding for the course. An Expert Committee nominated by the HoD will compare the course curriculum and credits to approve the credit transfer.
- The maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However, total credit earned at the completion of degree should not be less than the required credit for the award of the degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.
- Students must pass all such courses for which credits transfer is to be made. Otherwise, the student will complete the course at MUJ by re-registering for the courses.
- For students with credit-transfer mode, the eligibility criteria for campus placement, student-mobility for internationalisation and higher studies etc. are purely dependent upon the recruitment organisation/institution. If the need be, MUJ will issue the letter of support but does not ensure the outcome.
- The credit mapping and conversion will be done on a case-to-case basis considering some of the prominent academic credit standards are US Semester Credit Hours (SCH) followed by US Universities, European Credit Transfer and Accumulation System (ECTS) of European Universities, Credit Accumulation and Transfer Scheme (CATS) of UK Universities. The general guidelines for credit transfer therefore would be

1 MUJ Credit = 0.75 US credits = 1.5 ECTS credits = 3 CATS credits

- Maximum allowed credit transfer in a program shall be limited to 50% of the total credits required for the award of the degree. However, GPA/CGPA awarded will be based on the courses the learner registers with MUJ.

