

- 13. Migration Policy**  
a. Migration to University

**DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY KARACHI**

- 13.1 **Migration** is only allowed to and from local and foreign Universities recognized by Higher Education Commissions (HEC) and the program is accredited with PEC/PCATP.
- 13.2 Admission on **migration** basis will be given if the seat is available in relevant discipline.
- 13.3 **Migration** is not allowed to the students studying first and final year.
- 13.4 **Migration/** Transfer is allowed only in the cases of extreme hardship for the students or if it is considered in the best interest of the university by the competent authority. The decision of the university is final and binding in this regard.
- 13.5 Admission on **migration** basis will be given up to the fourth week of the start of the classes of semester whether in the Spring or Fall Semester.
- 13.6 The applicant will apply in the Office of Registrar following the **migration** rules of the University.
- 13.7 The Office of Registrar will send the case to the Convener of Departmental Equivalency Committee for the further process, after the approval of the Vice Chancellor.
- 13.8 Departmental Equivalency Committee shall comprise of chairperson of the concerned department who shall head the committee and two senior teachers of the department appointed by the Vice Chancellor.
- 13.9 The Equivalency Committee will assess all the related aspects of the case. Student admitted on **migration** shall be given exemption in all such courses which applicant has passed during study in previous institution. Moreover, the Equivalency Committee will notify all the terms and conditions in its recommendations for the case.
- 13.10 The recommendations of Equivalency Committee shall be final and binding.
- 13.11 The convener of Equivalency Committee will send the recommendations to Office of Registrar through respective Dean of Faculty. The Office of the Registrar will notify the decision of the Equivalency Committee after taking the approval of Vice Chancellor.
- B. Migration from University**
- 13.12 The Office of Registrar will issue him/ her NOC for the **migration** from parent University to another institute/ University specifying the time limit of two months for his/ her **migration** to another institute/ university.
- 13.13 The applicant will take classes in parent university during the process of the **migration**. If the applicant is unable to secure admission based on **migration** in any other institute/ university for what- so-ever reason(s) within two months, The NOC issued to applicant shall stand cancelled and Office of Registrar shall issue such notification.

### 3. Rules for Migration Policy

#### a. Migration Procedure

- 1.1 The applicant will apply in the Office of Registrar on the prescribed Application Form for Migration.
- 1.2 The applicant will submit the following documents along with the application form:
  - Original NOC (No Objection Certificate) from the parent University
  - Photocopy of Student ID Card of the parent University.
  - Photocopies of Detailed Marks Sheets.
  - Original Challan/ voucher of non-Refundable Rs. 5000/- as a processing fee (shall be paid in the account of the University through challan/ voucher).
  - Original Authority Letter by the parents/guardian for the migration of the applicant.
  - No Objection Certificate (NOC) of the parents University/ Embassy (only for the foreigner applicant).
- 1.3 The Equivalency Committee will assess all the related aspects of the case. Moreover, the Equivalency Committee will notify all the terms and conditions in its recommendations for the case. The recommendations of Equivalency Committee shall be final and binding.
- 1.4 The convener of Equivalency Committee will send the recommendations to Office of Registrar through respective Dean of Faculty. The Office of the Registrar will notify the decision of the Equivalency Committee after taking the approval of Vice Chancellor.
- 1.5 After the payment of the prescribed fee by the applicant, the Office of Registrar will issue the Admission Letter to the applicant.

#### b. Transfer of Credit Hours for Undergraduates

- 1.1 Credits are transferred on course-to-course basis i.e., a person taking course A at parent University is allowed to transfer his/her credits to this University provided that course A is equivalent to course B taught at the this University.
- 1.2 No credit hour of a course will be transferred if the grade is less than C
- 1.3 Credit hours transfer is allowed between duly recognized HEIs and internationally recognized universities.

### 2.9 Migration Fee

- (1) The local applicant if admitted based on migration shall be required to pay non-refundable migration fee of Rs. 400,000/- (Rupees Four Hundred Thousand Only) + Taxes through pay order in favor of Director Finance, Dawood University of Engineering and Technology, Karachi. The above prescribed migration fee for the local student shall be paid within two (02) weeks by the applicant after receiving the notice of terms and conditions by the Office of Registrar.
- (2) The foreigner applicant if admitted based on migration shall be required to pay non-refundable migration fee of Rs. 600,000/- (Rupees Six Hundred Thousand Only) + Taxes through pay order in favor of Director Finance, Dawood University of Engineering and Technology, Karachi.
- (3) The above prescribed migration fee for the foreigner applicant shall be paid within two (02) weeks by the applicant after receiving the notice of terms and conditions by the Office of Registrar.
- (4) For the student migrating from Dawood University of Engineering and Technology to another institute/college shall pay Rs. 5,000/- (Rupees five thousand only) as processing fees in the account of the University through Challan/ Voucher.