



**POLICY FOR MIGRATION OF STUDENTS**  
Academic Year 2023-24 onwards

## **REGULATION FOR MIGRATION OF STUDENTS (Academic Year 2023-24 onwards)**

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### **1. PRELIMINARY**

#### **1.1 Short Title, Applicability and Commencement**

- a) This Regulation may be called as 'Sharda University Regulations for Migration of Students which is effective from Academic Year 2023-24.
- b) This Regulation shall apply to all the undergraduate (UG), postgraduate (PG) and doctoral (Ph.D) programmes offered at the Sharda University (SU).
- c) This Regulation shall come into force from the date of approval by the Executive Council of SU.

### **2. Policy for Migration of Students**

#### **2.1 Migration Policy**

- a) The Policy covers the inter-department migration of students of Sharda University (termed as Intra-University student migration) or from other Universities to Sharda University (Inter-University).
- b) Such migration will not be the right of a student; though it is a permissive facility and hence not obligatory on the part of the University to allow.
- c) Inter-University migration shall be allowed to students coming from Universities/ Institutes established under the law of land and are duly recognized by the Regulatory Bodies.
- d) Furthermore, a student's academic record, eligibility and the availability of vacancies will also play a decisive role in granting permission for migration.

#### **2.2 Intra-University (Inter-Department/ School) Migration**

The regulation for the migration of a student enrolled in an undergraduate/ postgraduate/Ph.D program shall be as follows:

- a) Only students who have completed their first year of the enrolled programme and meet the academic eligibility criteria for registering in the third semester are permitted to be considered for migration between departments or schools within the university.
- b) Students are permitted to migrate after finishing their second semester but before commencing their third semester.

##### **2.2.1 Order of preference for Migration**

- a) In case it is allowed, transfers to a different program or branch within the same Department or School, or between different Departments or Schools, shall be managed at the level of the respective School or Faculty specializing in the relevant discipline. The School or Department in question will verify the

candidate's eligibility for migration and, if the candidate satisfies the requirements, the department will submit their case to the equivalence committee with the endorsement of the Dean of the concerned School.

- b) Students who have successfully completed all the courses/subjects of the First and Second Semesters will be given priority.
- c) If there are a large number of students for migration, priority will be given based on academic merit.
- d) Further, such students shall be required to submit a 'No Objection Certificate' from their parents in support of change of Programme/Branch.
- e) If a student transfers from one program to another, they are responsible for paying the difference in fees.

### 2.2.2 Documents Required

- a) Grade Cards of First and Second Semester issued by the Controller of Examination office of the University/ Institute where the candidate is presently studying.
- b) Requisite Migration Form duly signed along with the "NOC" for migration form
- c) Concerned Department/School shall provide dully completed mapping form in terms of mapping of courses, credits and the grade points obtained in the courses of the previous Department/School with the grades equivalent to Sharda University.
- d) Mapping forms shall be made available to the Equivalence Committee. The composition of the committee is given below.
  - Dean, Academic Affairs - Chairman
  - Controller of Examination - Member
  - Director, Admission - Member
  - Dean/HoD of concerned School/Department - Convener
  - Two Senior/Experienced Professors - Vice Chancellor's Nominees  
(For a tenure of two year)

Prof. Arun Prakash Agrawal from SSET and Prof. Manmohan Rahul from SSBS will serve as the nominees of the Vice Chancellor.

- e) The convener of the equivalence committee will suggest bridge courses for transferring students and provide information on the syllabus, teaching method, and exam schedule for such courses, if needed.
- f) The fee for each bridge course is Rs. 10,000/- for students paying their tuition fee in rupees, while all other students must pay USD 200.

### 2.3 Inter-University Migration

- a) The following conditions shall be applicable to the cases of migration of students from other Universities/Institutes.
- b) Migration of students from other recognized Universities/Institutions to Sharda University in undergraduate/postgraduate/Ph.D programmes shall be allowed at least 15 days prior to the date of commencement of semester.  
Such migration shall be regulated as under:
  1. The candidate must have passed all the courses of the previous semester(s) of the University from where he/she is migrating.

2. The courses studied by the candidate must be mapped with the courses offered by Sharda University. The student has to pass all those courses which are not mapped, whenever they will be offered by the University.
3. The candidate would be required to furnish an undertaking that he/she will attend classes and pass the courses and earn the credit(s) which are not equivalent to courses of Sharda University.
4. The candidate will have to produce a NOC from the institute/university where he/she is presently studying.
5. Such migration will be subject to the availability of seat(s) in programmes/branches in which migration is sought.
6. In addition of the above, migration will be governed by the rules and regulations of the Sharda University.

### **2.3.1 Procedure for Inter-University Migration**

- a) A candidate seeking migration should have no active backlog courses
- b) A candidate seeking migration should obtain 'No Objection Certificate' (NOC) in prescribed format (Annexure I) from the University/Institute where the student is studying and from Sharda University where migration is sought.
- c) The candidate seeking migration should submit an application duly signed by him/her together with the "NOC" issued by the University/Institute last studied.
- d) Sharda University will authorize migration only if a vacant seat is available in the programme/branch in which migration is sought.
- e) Such migration will be governed by the rules and regulations of the Sharda University.

### **2.3.2 Documents Required**

- a) Grade Cards of First and Second Semester issued by the Controller of Examination office of the University/ Institute where the candidate is presently studying.
- b) Requisite Migration Form duly signed along with the "NOC" for migration form
- c) Concerned Department/School shall provide dully completed mapping form in terms of mapping of courses, credits and the grade points obtained in the courses of the previous University/Institute with the grades equivalent to Sharda University.
- d) Mapping forms shall be made available to the Equivalence Committee.
- e) The convener of the equivalence committee will suggest bridge courses for transferring students and provide information on the syllabus, teaching method, and exam schedule for such courses, if needed.
- f) The fee for each bridge course is Rs. 10,000/- for students paying their tuition fee in rupees, while all other students must pay \$200.

### **2.3.3 Grade/Marks Consideration**

- a) The academic performance of the student will be evaluated according to the rules and regulations of Sharda University.
- b) For progression from one year to another year, only the CGPA obtained at Sharda University will be considered.
- c) The grades/marks obtained at the previous University/Institute will be considered only for the calculation of the final CGPA after the completion of the program.

- d) In case a student wants the Grade Cards to be issued by Sharda University of the previous semesters studied at the previous university/institution, they must submit their original Grade Cards/Marks Sheet issued by the previous University/Institution to Sharda University.

## **2.4 Migration for Ph.D. programs**

Research Scholars pursuing Ph.D. programmes in recognized Universities may be allowed migration to Sharda University on the following conditions:

- a) The candidate should be a bonafide Research Scholar of a recognized University and has been registered under a duly recognized research Guide.
- b) The topic of the research pursued by the candidate should be contemporary, in emerging areas of research and is expected to make substantial addition to new knowledge.
- c) The candidate should have completed the course work and cleared recommended credits, and put in a minimum stay of one year in the University where registered.
- d) Candidate shall submit a status report on the research work completed as on date duly verified by the Research Guide and Ph.D programme coordinator.
- e) The candidate shall have valid and convincing reason for seeking migration.
- f) Candidate shall produce an NOC issued by the present Guide and Ph.D programme coordinator, duly forwarded by the competent authority of that University.
- g) Submit a research plan in association with proposed Guide in Sharda University.
- h) Gives a declaration in writing to abide by the research policies and rules and regulations of the Sharda University.

## **2.5 Information to Authorities**

All the migration cases i.e. intra/inter/Ph.D. must be informed to the office of the Dean Academic Affairs, Registrar, Vice-Chancellor, COE and admission cell by the concerned schools

## **Conclusion**

Sharda University Policy for Migration of Students will be subject to review annually on the basis of suggestions received from stakeholders, impact analysis and considerations by the committee group constituted at the time.

**Application Form for Migration**  
(Intra-/Inter-University)

<b>Whether Intra-University Migration</b>	Yes/No	
	From Department/School	To Department/School
<b>Whether Inter-University Migration</b>	Yes/No	
	Name of University/Institute	

1	Name (in Capital Letters)					
2	System ID(if applicable)					
3	Roll No. (if applicable)					
4	Father's Name					
5	Mother's Name					
6	Details of Last Examination	<b>Year</b>	<b>Session</b>	<b>Semester</b>	<b>CGPA</b>	<b>Result Status (Fail/Pass)</b>
7	Reason of Migration					
8	Name of the programme/ course/ school to which migration is sought					
9	Full Address of the Applicant (with Mobile No.)					

Date:

Signature of the Candidate

**NOC FOR MIGRATION**

(Issued by the School from where the student is migrating)

This is to certify that.....D/o, S/o.....  
.....of Department.....Roll No..... is a  
regular student of.....Department. She/ He has applied for  
migration from ..... (Programme/ Course/ University)  
to..... (Programme/ Course/ University). This School/  
Department has no objection to her/him migration out of this (Programme/ Course/  
University).

**Further certified that:**

- a) The student is eligible to registered for third semester commencing from..... (in case of Programme/ Course)
- b) She / He has cleared all the subjects of first year

Or

She / He has \_\_\_\_\_ subject not cleared as on \_\_\_\_\_

- c) There are no Department dues pending as against the student

**Signature of HoD**

**with Seal**

**Signature of the School Dean**

**with seal**

**(Issued by the School to which the student seeks migration)**

This is to certify that this School/ University has ..... (Number) of seats vacant in..... (Branch).

This is also to certify that this institution has no objection to Ms. /Mr.....  
D/o/S/o.....of.....Department Roll-  
on..... migrating to this Programme/School.

**Signature of HoD**

**with Seal**

**Signature of Dean**

**with Seal**

**Signature of Registrar**

**with seal**