

**Credit Transfer and Board of Studies Network (BoSN) Regulation
for Collaboration with Higher Education Institutions Abroad Sree
Sankaracharya University of Sanskrit (SSUS)
Kalady, 2024**

The 59th meeting of the Academic Council held on 21.12.2024 vide item number 13 in its supplementary agenda has resolved to make the Regulations in exercise of the powers conferred on it under section 17 (2) (c) and 42 of the Sree Sankaracharya University of Sanskrit Act, 1994. The conditions laid down Chapter XI of the Sree Sankaracharya University of Sanskrit Statutes, 1997 were followed in making these regulations.

1. Definitions.-

In these Regulations, unless the context otherwise requires,-

- a) “Academic Bank Account” means an individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of Degree/Diploma/Certificates etc.
- b) “Academic Bank of Credits” (ABC) means the academic service mechanism as a digital or virtual or online entity established by the UGC with the approval of the Central Government, to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility within SSUS or between SSUS and other Higher Education Institutions (HEIs) in India and abroad through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching learning;
- c) “Academic Flexibility” means the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses or Programmes in Disciplines of study leading to Degree or Diploma or Post Graduate Diploma or Certificate of Study, removing the rigid curricular boundaries and creating new possibilities of life-long learning;
- d) “Course” means one of the specified units which go to comprise a specified programme of study;
- e) “Credit” means the standard methodology of calculating one hour of theory or one hour of tutorial or two hours of laboratory, practical or field work, per week for a duration of a semester (15-18 weeks), resulting in the award of one credit; and, Credits’ for internship shall be one credit per one week of internship.

- f) “Credit-accumulation” means the facility created by Academic Bank of Credits in the Academic Bank Account opened by students in order to transfer and consolidate the credits earned by them by undergoing Courses;
- g) “Credits-recognition” means the credits earned through courses offered by SSUS or other Higher Education Institution in India or abroad and recognised by BoSN, SSUS. Credits earned through courses offered by SSUS can be transferred directly to the Academic Bank of Credits by SSUS or to the parent university account;
- h) “Credit-redemption” means the process of commuting the accrued credits in the Academic Bank Account of the students maintained in ABC for the purpose of fulfilling the credits requirements for the award of Degrees /Diplomas/Certificates/Course work for Ph.D. programme etc., by SSUS;
- i) “Credit-transfer” means the mechanism by which the HEIs, India or abroad, recognised by BoSN SSUS, are able to receive or provide prescribed credits to individual Academic Bank Accounts in registered ABC account in adherence to the UGC credit norms for the ‘course/s’ registered by the desirous students;
- j) Degree granting Higher education
- k) Learning Agreement
- l) “Programme”/“Programme of study” means a higher education programme pursued for a degree specified under Section 22 (3) of the UGC Act;
- m) “Statutory/Regulatory Body” means a body so constituted by a Central Act or a State Government Act for setting and maintaining standards in the relevant areas of higher education;
- n) “Student” means a person admitted to and pursuing a specified credit- based course/programme of study in a higher education institution.

2. Objectives of Credit Transfer Regulations

- a) Facilitate student mobility between SSUS and HEIs within India and abroad. b) Contribute to the development of open, accessible, inclusive and integrated education systems c) Remove duplication of learning and promote a continuum of learning
- d) Promote a more democratic process of academic enquiry, collaboration, and interaction in which students and faculty from different teaching and learning platforms interact with each other.
- e) Respect academic standards, quality, integrity and ensure that content and status of the Degrees awarded is not diminished in the process of credit transfer.
- f) Virtual Mobility — for transferring credits earned through courses taken from online platforms and courses offered in blended mode.

3. National Credit Framework and Level Descriptors

3.1. SSUS shall follow the National Credit Framework which encompasses the following main components/ dimensions of learning:

- Credits earned by virtue of completed academic Programmes/Courses
- Credits earned by virtue of undergoing vocational education, training/ skill based education •
- Credit points earned by virtue of relevant experiential learning including relevant professional level expertise

3.2. In case of higher education, for enrolling in a HEI “Certificate obtained after successful completion of Grade 12 or an equivalent recognised certification” is a must. Hence, this becomes a mandatory assessment criteria for entry into higher education.

3.3. The framework proposes that the number of credits per year for 1200 learning hours for a programme will be 40. Accordingly, every semester will comprise of 20 credits. Any additional program/ course undertaken by the student/ learner beyond the 1200 learning hours or beyond the purview of the course syllabus, shall be considered for additional credits that can be earned by the student/ learner. Therefore, the minimum credits that a student/learner can earn in a year shall be 40.

3.4. For the Programmes and Courses taken from HEIs in India, the higher education shall be from credit levels of 4.5 and to level 8. For the credit levels of higher education Programmes and Courses acquired from HEIs abroad should be based on the approved regulatory framework existing in different countries. The students taking Courses from HEIs abroad will have to obtain prior sanction from BOSN, SSUS ascertaining that they are enrolling to course which is equivalent in credit level to their existing programme at SSUS.

3.5. For National Higher Education Qualification Framework (NHEQF), the element of the Descriptor includes knowledge and understanding, skills required to perform and accomplish tasks; application of knowledge and skills; generic learning outcomes; Constitutional, humanistic, ethical, and moral values; employment- ready skills and entrepreneurship skills and mindset; Credit requirements, Entry requirements for deciding which NCrF level to be assigned should be decided by BoSN, SSUS.

3.6. For the Vocational Education and Training/ Skilling the NCrF credit levels are from level 1 to 8 wherein the level 1 is of lowest level of competence and complexity while level 8 indicates highest level of competence and complexity.

3.7. The basic principle of the credit framework is that credits are a function of successful completion of a program of study/ vocational education/ training and assessment. No credit can be earned by the student unless the student is assessed for the achievement of the desired competencies and outcome of a program.

3.9. The total Credit Points earned by the student could be obtained by multiplying the credits earned with the NCrF Level at which the credits have been earned. The credit points may be

redeemed as per Academic Bank of Credit (ABC) guidelines for entry or admission in higher education, technical or Vocational Education programs/ courses at multiple levels enabling horizontal and vertical mobility with various lateral entry options.

3.10. The National Credit Framework (NCrF) also enables creditisation of Experiential learning including relevant experience and professional levels acquired, based on the weightage for relevant experience and proficiency levels achieved, subject to assessment.

Table1: Learning Hours across academic programmes*

SI N O	Higher Education Programmes	Total Notional Learning Hours in/ by the Institution per year*	Remarks
1	3 year Under Graduate Degree after 12th Std	1200	This does not include self-study hours but includes industry attachments/ internships
2	4 year Under Graduate Degree with Honours / Honours with Research after 12th Std	1200	This does not include self-study hours but includes industry attachments/ internships
3	1-Year Post-Graduate Programme after 4 year Under Graduate Degree with Honours / Honours with Research	1200	This does not include self-study hours but includes industry attachments/ internships
4	2-Years Masters Degree after 3 years Bachelors Degree	1200	This does not include self-study hours but includes industry attachments/ internships
5	Doctoral program - Ph.D. (3 1200 to 5 Years) after Master's degree	1200	

6	Certificate Programmes	1200 This does not include self-study hours but includes industry attachments/ internships
7	Diploma Programmes	1200 This does not include self-study hours but includes industry attachments/ internships

* As per the National Credit Framework (NCrF)

Table 2: NCrF levels for different academic grades/ Vocational Education & Training/ Skilling* and Assessment Bands

Academic Band	Academic Grade	National Credit Framework (NCrF) Credit Levels	Minimum Credits earned per year	Credit points earned	Assessment Stage and Equivalence
Doctoral Degree	PhD	8.0	42	280	
PG Degree (1/2 years) for professional and Engineering	PG 2nd year	7.0	42	260	
PG Degree (1/2 years)		6.5			
4 year UG with Honours /Honours with Research/ 3 year UG	4 year UG with Honours / Honours with Research PG – 1 st yr	6.0	42	240	
	UG 3 year	5.5		220	

	UG 2nd year	5.0		200	
	uG 1st year	4.5		180	

* As per the National Credit Framework (NCrF)

4. Procedures for Credit Transfer

4.1. Requests for Transfer of Credits can be as follows:

1. Credits earned from courses completed/ done at UGC accredited institutions while enrolled in a programme at SSUS
2. Credits earned from courses completed/ done at any Institute/ University abroad while enrolled in a programme at SSUS
3. Transferring credits for the courses completed at SSUS to other university programs.
4. Credits earned from courses completed/done in UGC approved online courses from MOOC Swayam and other online courses offered by different university systems.
5. Credits earned from courses offered by other online learning platforms.

4.2. SSUS shall encourage and enable students to customise or design their own degrees utilising Courses selected by the student from among courses offered by one or more of the Registered HEIs within India and abroad recognised by UGC and by BOSN, SSUS;

4.2. a. Provided that, the student shall be required to earn at least fifty per cent of the credits from SSUS:

4.2.b. Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree or Diploma or Certificate, as specified by the Board of Studies of the discipline in which the student is enrolled.

4.3. SSUS shall provide student counselling and guidance to all students desirous about the details of Credit definition, Credit accumulation, Credit transfer, and Credit redemption. All transfer of credit requests are subject to the approval of the respective head of the department and BOSN, SSUS.

4.4 Applications for transfer of academic credit must be submitted by the applicant to the respective Head of the department before the beginning of the registration period. Head of the department will forward the request to the BOSN, SSUS with the recommendation from the department council. Subsequent to the approval by BOSN, SSUS the relevant registration details can be communicated to the office of Pro-Vice Chancellor.

4.5. If seeking credit transfer from another educational institution, the following documents must be attached along with the application: original official transcript (or official certified copy), showing the relevant courses and grades achieved; a course description published by the concerned HEI; a description of the credit system in case of an institution abroad which does not follow NCrF credit framework; and or any other relevant information required by SSUS.

4.6. Applicants are responsible for providing all relevant documentation related to the course, for example, an official transcript of results, copy of the course structure and outline or syllabus of the course etc.

4.7. Undocumented applications for academic credit will not be considered. **4.8.** In case original documents (e.g., course outlines) are not in English, the original document and an English translation must be submitted. The translation does not need to be official but must be certified by a relevant authority.

4.9. Applicants for academic credit transfer may be required to undergo additional assessment as the head of the respective academic unit may determine. All such additional assessments or additional work/hours of study required for the credits to be transferred should be as per the learning agreement between SSUS, the student and the HEI from which the student is acquiring the credits or the HEI where the students are enrolled in.

4.10. The Credits earned by students will have to be deposited in their respective 'Academic Account' of ABC and would have a fully defined shelf life at least up to 5 years from the date of earning the credits or as specified by the credit awarding institutions whichever is higher, for the purpose of its commutation for the award of any Degree/Diploma/PG Diploma/Certificate. Once the credit is redeemed for the award of the above, it would be irrevocably debited from the respective student's 'Academic Account' of ABC.

4.11. Based on the sufficiency of the overall total credits earned and types of credits earned, a student can become eligible for award of the specified Degree/Diploma/PG Diploma/Certificate as per the approved norms of SSUS.

4.12. Building or completion of degree requirements could use the method of 'floating credits' and transfer of credits between intra and inter institutions, where in the credits once used or redeemed cannot be used for any other formal purposes or course waivers.

4.13. Since the ABC scheme is intended to promote multi/ inter-disciplinary higher education` as its fundamental principle, the structure of courses with appropriate credit requirements can be apportioned as core courses/core electives/open electives/skill enhancement electives/ability enhancement electives etc., as per the approval of the Statutory bodies of the universities concerned.

4.14. For foreign students enrolling for any courses/semesters, SSUS shall provide an **official transcript** in English which shows the following for each course:

- Course codes/numbers
- Course titles or descriptions and syllabus with reading list
- Final grades earned
- Course credits earned

4.15 BoSN : A Board of Studies Network (BoSN) consisting of the Deans of all Faculties in the University, members of the Academic Committee under the Directorate of Programmes and Courses in SSUS will be constituted with the Pro- Vice Chancellor as the Chairperson and Director of Directorate of Programmes and Courses as convenor. It shall also include members from other Universities or Higher Education Institutions. BoSN is an advisory body to enter into the learning agreement with the students and the HEIs concerned.

The BoSN shall

1. Collaborate with BoSN of other HEIs at the state level (or other relevant bodies in HEIs abroad).
2. Form the modalities of credit transfer from other foreign higher education institutions or any other learning platforms outside the National Credit Framework.
3. Design and develop multidisciplinary programmes and courses specifically towards foreign collaborations.
4. Design and develop general foundation courses that are multidisciplinary in nature.
5. Collaborate with other HEIs towards formulating HEI clusters (Main campus and Regional Campus levels) for enabling student mobility, sharing courses and other infrastructural facilities.
6. Invite eminent academicians and experts in various fields and disciplines to offer unique Signature courses at University level available to students within SSUS and other HEIs.
9. Support academic Departments to enable students for wider international internship/apprenticeship/ field based project work

5. Monitoring, support and Quality assurance by Universities

5.1. Learning Agreement: In order to facilitate the organization of credit transfer and its recognition, the three parties involved – the student, SSUS and the receiving institution or organization/enterprise – should agree on the programme. They should formalize this in a Learning Agreement, to be signed by the three parties before the start of the credit transfer course/semester. The Learning Agreement is intended to give the student the confirmation that the credits they successfully acquired during the mobility period will be recognized. Learning Agreement should also be signed while the students are taking online courses for which credit transfer is sought.

5.2. Office of international Affairs along with the academic coordinator in each department and BOSN will be authorized to discuss the programme of study in other institutions with the student

and to approve and sign the Learning Agreement on behalf of SSUS before the start of the mobility period and for issuing the Transcript of records after the mobility period. Individuals should not be asked to negotiate academic recognition with staff members who are not authorised to do so, before or after their study abroad period, neither should the student be asked to sit for any other examinations or have to do extra work after having returned which was not earlier stipulated in the learning agreement.

5.3. Courses must be of corresponding credit levels (either UG , PG or PHD level) to count towards a degree offered by SSUS. Transfer of credits is possible only for the courses taken from the same level (i.e., for a student enrolled to a PG program credits obtained from a PG level course would be considered).

Notwithstanding the above clause, A PhD student may take PG level courses in which case, a department committee with the guide, one staff member and hod should be able to look into the course, its syllabus and decide. This committee can also recommend additional work if there is a deficiency of credit

5.4. The course must have **substantial content overlap** with SSUS course work. Comparison of the Learning outcomes along with course level should be the key factor in choosing the courses. Number of credits gained for compatible learning outcomes achieved in another context will replace the number of credits that are allocated for compatible learning outcomes at the awarding institution. The learning outcomes of the whole programme of study taken in the institution should be compatible with or complementary to the learning outcomes of the programme in SSUS for which recognition is to be granted after the study period.

5.6. The courses **cannot duplicate**, overlap, or regress previous work. The student cannot request credit transfer for a course, very similar or which duplicates the exact courses that student would be taking in the SSUS program.

5.7. SSUS will allow a maximum credits of 21 credits for PG and UG programs. Additionally, students taking a year abroad module as part of their Twinning degree program may apply for transfer of a year's worth of credits 42 credits.

For the doctoral degree program - 12 credits Online Platforms 12 Credits

5.8. Transferred credits must not have been used to satisfy degree requirements for any other degree. However, this rule, as well as the limit of transferred credits, may be modified by (a) special cooperation agreements between SSUS and other universities; (b) specific program regulations, if permitted by respective programmes approved by the Vice Chancellor/ Pro- Vice Chancellor.

6. Transfer of non-degree credit

A maximum of:

- 12 credits for one-year master's programs
- 12 credits for two-year master's and doctoral programs
- 16 credits for under graduate programs

can be transferred to a SSUS degree from non-degree programs (e.g. summer schools) if they meet the following **additional** conditions:

- 1) The credits fall within the maximum overall transfer credit limit stipulated in this regulation.
- 2) The credits are not used to satisfy mandatory degree requirements.
- 3) The number of classroom hours per credit is in line with the NCrf credit hour assignment Policy (1 credit = 15 hours/ 900 minutes). With the approval of the head of the department or program, missing classroom hours may be supplemented by supervised independent study.
- 4) Course learning outcomes are equivalent to a comparable SSUS course and assessment of learning outcomes is of equivalent rigor. The departments may also device additional assessments as per the learning agreement.
- 5) The head of the department approves the credit transfer.

7. Experiential Learning

A maximum of:

- 4 credits for one-year master's programs
- 4 credits for two-year master's and doctoral programs
- 8 credits for Under Graduate programs

may be awarded for experiential learning (e.g., work experience, internships, volunteering) if all of the following conditions are met:

- The credits fall within the maximum overall transfer credit limit stipulated in this regulation.
- *The credit transfer request indicates which specific course(s) of the degree program the experiential learning credits would replace.*
- *The credit transfer request clearly demonstrates how the content of the experiential learning is substantially equivalent to the learning outcomes of the specific course(s) indicated, e.g., by demonstrating an overlap between a job description attached to the credit transfer request and course learning outcomes.*
- *The head of the department approves the credit transfer.*

Appendix 1



SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

(A Statutory Educational Institution Constituted by Government of Kerala)

Reaccredited by NAAC with 'A+' Grade

Kalady P.O., Ernakulam Dist., Kerala-683 574

REGISTRATION/APPLICATION FORM FOR CREDIT TRANSFER

1. NAME OF THE STUDENT

2. REGISTER NUMBER

3. DEPARTMENT

4. NAME OF THE PROGRAMME

5. SEMESTER

6. COURSE DETAILS FOR WHICH CREDIT TRANSFER IS REQUESTED

UNIVERSITY/INSTITUTION/ONLINE PLATFORM FROM WHICH CREDITS ARE EARNED:

SI NO	COURSE TITLE	CREDIT S EARN E D	DURA TION	ENROLLM ENT NUMBER	GRAD ES OBTAI NED	MONTH AND YEAR OF GRADE TRANSCRIPT	TO BE REGISTER ED AS (DSC/DS E/ SEC/AE C, MDC)

Declaration by the student

I hereby declare that all the information given by me in this application form is correct to the best of my knowledge. I shall comply with the Credit transfer rules and regulations of SSUS. I agree that after the completion of the course(s) taken from other HEIs or online platforms it is my duty to submit the course completion certificate to the Head of the department and to the office of Pro-vice Chancellor in the prescribed format failing which my grades cannot be uploaded into the ABC portal.

(Signature of the Student)

Remarks by the Head of the Department

(signature and seal by the HOD)

Remarks by Chairperson BOSN, SSUS

(signature and seal by Chairperson BOSN, SSUS) 12

Appendix 2

COURSE ENROLLMENT PERMISSION REQUEST