

COMSATS University Islamabad
Registrar Secretariat, Academic Unit (PS)

No. CUI-Reg/Notif- *1866* /24/ *1934*

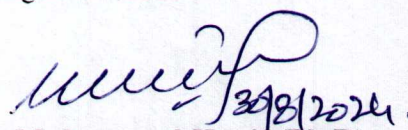
August 30, 2024

NOTIFICATION

The Academic Council, in its 39th meeting held on August 01, 2024, approved the Inter-Campus Migration Policy (**attached**) for Undergraduate Students of COMSATS University Islamabad, effective from Fall 2024.

This issues with approval of the Rector and partially modify the corresponding clauses of all rules, regulations, common policies, and all other notification(s) issued from time to time with respect to the extent of the above.

This shall supersede the notification No. CUI-Reg/Notif-1852/24/1918 dated August 29, 2024.


Dr. Muhammad Hanif (Ph.D)
Deputy Registrar

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COMSATS University Islamabad

Registrar Secretariat, Principal Seat

INTER-CAMPUS MIGRATION POLICY FOR UNDERGRADUATE STUDENT(S)

1. ELIGIBILITY CONDITIONS

- i. The facility of inter-campus migration is allowed to only those student(s) of COMSATS University Islamabad (CUI) who are unable to continue with their education at the Parent Campus due to unavoidable/special circumstances.
- ii. In case of migration requested on the basis of medical grounds, verified medical reports from the concerned specialist of government hospital(s) must be submitted along with the request. The same shall be verified by the Medical Officer at CUI.
- iii. Undergraduate Students will be eligible to apply for inter-campus migration after completing at least 01 semester at the Parent Campus.
- iv. Only students with Good Academic Standing (GAS) status will be eligible for migration
- v. Transfer of Credits to a PEC-accredited program shall be allowed only from relevant accredited programs and the transferred credits shall not exceed 50% of the total credit hours required for degree program. In addition, prior NoC from PEC must be obtained by the sending CUI campus, for migration processing by CUI Registrar office, before the start of semester at receiving CUI campus.
- vi. However, migration shall not be demanded as a matter of right under any circumstances and can be refused by the administration without assigning any reason.

2. PROCEDURE FOR MIGRATION

The following procedure will be followed to process the cases of inter-campus migration of students:

- i. All inter-campus migration cases will be initiated by the Parent Campus of the student.
- ii. Migration fee of Rs. 10,000/- (refundable) will be paid by the student in the accounts section of Parent Campus. If the case is not approved due to any reason, the fee will be refunded to the student.
- iii. On receipt of an application from the student, the administration of the Parent Campus shall forward only verified cases to the Academic Unit of the Registrar Secretariat for further processing. The application shall accompany the complete academic record of the student and "No Objection Certificate" (NOC) from the Parent Campus.

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- iv. Subsequently, the Registrar Secretariat shall seek NOC from the Destination Campus.
- v. The Destination Campus shall intimate the willingness/NOC to the Registrar Secretariat after evaluating the application of the student from all perspectives. The student requesting migration must meet the closing merit of the Destination Campus at the time of admission in CUI.
- vi. The Office of the Registrar shall approve and notify migration after completing the above-mentioned formalities.
- vii. Accordingly, the Parent Campus shall:
 - a) Forward the complete academic record of the student to the Destination Campus
 - b) Forward refundable security and any fee paid in advance by the concerned student to the Destination Campus.
- viii. The migration shall not be cancelled/reversed after the Notification of the same has been issued.
- ix. The Parent Campus shall prepare a combined list of all eligible migration cases and forward it to Registrar Secretariat along with supporting documents, after Result Notification of the semester at Parent Campus.
- x. The Parent Campus shall not process any request for migration during semester.
- xi. The Registrar Office shall not forward any migration case to Destination Campus after commencement of classes at that Campus.
- xii. An aggrieved student may submit an appeal to the Rector, considering verified exceptional circumstances, who shall have the power to decide the case. The decision of the Rector in such cases shall be final.

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31/12/24