



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

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Office of the Registrar

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NOTIFICATION

On the recommendations of the 20th meeting of the Academic Council held on 15.11.2025, the Syndicate, University of Engineering & Technology, Mardan, in its 22nd meeting held on 22.11.2025, approved UET Mardan Policy for International Students and Credit Transfer Mechanism (Annexed).

Registrar

Copy to:

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of the Departments, UET Mardan.
3. Director Academics, UET Mardan.
4. Director QEC, UET Mardan.
5. Deputy Registrar Academics, UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. Master File.



Registrar
University of Engineering &
Technology, Mardan

Item No. 12-03 (viii) of the Minutes of 22nd Meeting of the Syndicate

Policy for International Students and Credit Transfer Mechanism

1. Purpose

This policy establishes a framework for admitting international students into the University of Engineering and Technology (UET) Mardan and defines mechanisms for the recognition and transfer of credits earned abroad or within Pakistan.

It aims to ensure academic quality, transparency, and fairness while fully aligning with the Higher Education Commission (HEC) of Pakistan's regulations, including those under the National Qualifications Framework (NQF) and Credit Transfer Policy.

2. Scope

This policy applies to all faculties, departments, schools, and administrative units of UET Mardan involved in admitting, advising, or managing international students.

It covers both:

- International students seeking admission with prior credits from foreign institutions, and
- Pakistani students returning from foreign institutions seeking credit recognition.

3. Definitions

- Credit Transfer: Formal recognition of coursework completed at another recognized institution and its application towards a program at UET Mardan.
- HEC Equivalence: Recognition of foreign qualifications and credits based on verification by the HEC Equivalence Cell.
- Host Institution: UET Mardan as the receiving institution admitting the student.
- Sending Institution: The foreign or Pakistani university/HEI where credits were initially earned.

4. Guiding Principles

- Academic Integrity: Only credits from accredited and recognized institutions will be accepted.
- Transparency: Criteria for transfer and recognition shall be publicly available on UET Mardan's website.
- Equity: Equal treatment for all applicants, regardless of country of origin.

- Alignment with HEC: All transfers must comply with HEC Credit Transfer Policy, NQF, and program accreditation requirements.
- Student-Centeredness: Facilitate smooth academic progression without compromising academic standards.

5. Eligibility Criteria for Credit Transfer

1. The sending institution must be recognized by its national accrediting body and by the Higher Education Commission (HEC) of Pakistan.
2. Courses must be relevant to the receiving program at UET Mardan and must match at least 70% of the content, learning outcomes, and contact hours.
3. Minimum grade requirement: C (or equivalent) for undergraduate programs and B (or equivalent) for postgraduate programs.
4. Transferable credits shall not exceed 50% of the total credit requirement of the program, in line with HEC's Credit Transfer and Course Exemption Policy.
5. No credit transfer is allowed for the final year or final semester of undergraduate and postgraduate programs.

6. Credit Evaluation and Approval Process

1. Application Submission: Students must submit official transcripts, course outlines, accreditation proof of the sending institution, and English/Urdu translations if required.
2. Initial Verification: The Office of International Affairs (OIA) or Registrar's Office verifies document authenticity and institutional recognition.
3. Departmental Review: The concerned department evaluates course equivalence (content, learning outcomes, contact hours).
4. Equivalence Committee: The University-level Equivalence Committee reviews departmental recommendations and approves or rejects transfer requests in accordance with HEC guidelines.
5. Notification: Approved credit transfers are communicated in writing and recorded in the University Student Information System (SIS).

7. Recognition of Prior Learning (RPL)

Where applicable, experiential learning or professional certifications may be recognized subject to HEC guidelines and departmental approval.

Such recognition shall not exceed 15% of the total program requirements and shall be supported with verifiable evidence and portfolio assessment.

8. Appeals Process

Students may appeal against a credit transfer decision within fifteen (15) working days of receiving notification.

The appeal will be reviewed by a panel comprising the Dean, Controller of Examinations, and one senior faculty member nominated by the Vice Chancellor.

A final decision shall be communicated within thirty (30) working days.

9. Student Responsibilities

- Submit authentic and complete documentation by specified deadlines.
- Ensure compliance with visa, residence, and institutional regulations as per the Ministry of Interior and HEC international student requirements.
- Pay applicable fees associated with the credit transfer evaluation process.

10. Institutional Responsibilities

- The Registrar Office shall serve as the primary contact for international student admissions and credit transfer cases.
- UET Mardan shall publish clear procedures and deadlines for international credit transfer on its official website.
- Departments shall provide pre-admission counseling and maintain transparent records of all transfer decisions.
- The Quality Enhancement Cell (QEC) shall annually compile and submit a summary of all credit transfer cases to HEC's QA Division.
- The Examination Branch shall maintain an official digital record of all approved transfers.

11. Quality Assurance

- The Quality Enhancement Cell (QEC) of UET Mardan shall conduct periodic audits of credit transfer cases to ensure policy compliance.
- Benchmarking with international and national best practices shall be maintained for continuous improvement.
- An annual review report shall be submitted to the Vice Chancellor and Academic Council highlighting trends, issues, and improvements.

12. Compliance and Review

This policy is subject to full compliance with the Higher Education Commission (HEC) regulations, Pakistan's visa and immigration laws, and professional accreditation requirements.

The policy shall be reviewed every three (3) years or earlier upon directives from HEC or as recommended by the Academic Council of UET Mardan.

This policy shall come into effect upon approval by the Academic Council and remain valid until amended or replaced.