SOP FOR MIGRATION TO THE NORTHCAP UNIVERSITY IN UG/PG PROGRAMMES

The NorthCap University encourages migration/lateral entry into its UG/PG programmes. To facilitate smooth processing of applications and timely decision- making, the migration process must be streamlined.

1. **Eligibility Conditions**

   Students wishing to migrate from other universities/colleges to The NorthCap University in UG/PG programmes will be allowed to transfer subject to the following conditions:

   i. *The student must be currently studying in a UGC/AICTE approved University/affiliated college in a full-time programme.*

   ii. *The student must meet all entry-level eligibility and minimum criteria as prescribed by NCU for the respective programme.*

   iii. *The student should not have any record of disciplinary cases against them at the previous university.*

2. **Curriculum and Course Mapping**

   i. *The curriculum and courses studied by the student at their previous university/college must be mapped to the scheme of the NCU programme for which migration is sought.*

   ii. *A minimum of **70-80% content alignment** is required between the syllabus of the courses studied at the previous institution and the syllabus of the respective courses at NCU. This mapping ensures that the student's prior coursework aligns with NCU's academic standards and learning outcomes.*

   iii. *Any courses beyond the minimum required mapping, which do not meet the 70-80% alignment, will need to be completed in subsequent semesters at NCU.*

   iv. *These additional courses will be scheduled based on the availability of time in the student's academic timetable, ensuring the student fulfills the necessary requirements for their degree progression.*

v.   *The evaluation of* the curriculum *and course mapping will be carried* out by *the* **subject matter experts** *from the relevant School/Department/Centre at* NCU, who will assist the Dean (Academic Affairs) in determining the equivalency of the transferred credits.

vi.   *In case of any discrepancies or issues, the* **final decision will rest with the Dean (Academic Affairs)**, *whose judgment will be based on expert recommendations.*

3. Application Process

Students desiring admission through migration should apply on a prescribed form (*requesting at cor@ncuindia.edu*), indicating the details of the previous university, the programme being pursued, and the semester in which admission is sought at NCU.

The applications may be submitted in person or sent through courier to:

Controller of Records

The NorthCap University,

Sector 23A, Gurugram

Haryana-122017

4. Documents to be Submitted:

The application must be accompanied by self-attested copies of the following documents:

i.   *10th class mark sheet*

ii.   *12th class mark sheet*

iii.   *JEE score (For B.Tech. students only)/CUET/CLAT/CAT/NCU test, etc. (If available)*

iv.   *All mark/grade sheets of the programme in which migration is required (Previous semesters and current semester if available)*

v.   *Scheme of Study of the Programme being pursued in the previous university/college*

vi.   *Course Descriptions/syllabus of all the courses already studied at the previous university/college*

Note:

☐ *The COR must verify all documents, including eligibility criteria and any record of disciplinary action at the previous university, before forwarding the case to the Dean (Academic Affairs) office for course mapping.*

☐ *The originals of all certificates shall be produced at the time of admission for verification. If any additional documents are required, the student will be informed at the time of admission.*

☐ *Character certificate in original to be submitted after confirmation of admission.*

☐ *Migration Certificate in original to be submitted after confirmation of admission.*

5. Application Periods

Applications for migration will be accepted:

☐ **Usually till 15th July** for odd semesters, commence at the end of July every year:

The processing of applications usually starts from 15th June every year.

☐ **Usually till 15th January** for even semesters, commence in the mid of January every year:

The processing of applications usually starts from 2nd January every year.

6. Application Fee

A non-refundable processing and application fee of ₹**2500** must be paid with the application. The fee can be paid online/offline or through a bank draft.

7. Processing of Applications

i. *The **COR** will forward the **migration application** to the Dean (Academic Affairs) office after completing due verification, including eligibility criteria and any record of disciplinary action at the previous university.*

ii. *The **Course Mapping Process** at the Dean (Academic Affairs) office will be completed **normally within 7 working days** from the receipt of the application from the COR, ensuring a timely review.*

*iii. Based on the recommendations provided by the Dean (Academic Affairs), the COR will present the case to the **Competent Authority**, whose decision regarding admission shall be final.*

*iv. Once a decision is made, **intimation regarding admission** will be communicated to the student through a formal letter sent by the COR.*

*v. The student's **admission will be confirmed** upon verification of the required documents and the payment of the prescribed annual fees.*

8. Applicability of NCU Rules

Once admitted, the student will be fully governed by the rules and regulations of The NorthCap University, including its academic and disciplinary policies, as applicable to all enrolled students.

Note:

The above migration process SOP applies to all students coming from UGC approved universities/institutions where their existing degree programmes do not yet offer multiple entry and exit options as per the NEP 2020 or the students do not have any mid-program 'Exit' certificate as per NEP designations.

9. For students coming from Universities where their degree programs have introduced 'Exit' Options as per NEP 2020

i. Students from institutions offering "Exit" options as per NEP 2020 should apply for admissions into higher years directly through our Admission Office instead of taking the migration route.

ii. For these students, the Admissions Office will process their application as per the following pathways. However, the students must possess one of the following certificates /diplomas etc. from their previous University:

A. **For UG Certificate Holders**: Students who have completed one year (with 40 credits) and a 4-credit vocational course requirement – *Direct Admission to 2nd Year of the same program at NCU*.

B. **For UG Diploma Holders:** Students who have completed two years (with 80 credits) and a 4-credit vocational course

requirement- *Direct Admission to 3rd Year of the same program at NCU*.

C. **For Bachelor's Degree Holders**: Students who have completed three or more years(with 120 credits) of their UG programme- *Direct Admission to 4th Year of the same program at NCU*.

iii. Such students, upon applying for admission into the relevant year, must meet the eligibility requirements listed in para '1' above.

iv. However, admission will be confirmed only after the student appears for a personal interview and/or any other requirements as deemed necessary by the respective programme.

v. These cases shall be processed by the Admissions Office.

Prepared by
Dean - Academic Affairs

Expiry Date: Till Further Amendments