



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi – 110 068



**Student Registration Division**

**Annexure – 1**

**Credit Transfer Scheme**

Credit transfer is of two types – Internal and External. In both the cases, Credit Transfer will be allowed only for the courses of an incomplete programme. To be more specific, if the applicant has already got certification by using certain courses; then those courses will not be considered eligible for Credit Transfer.

Students seeking credit transfer, both internal as well as external, should apply directly to –

**The Registrar, Student Registration Division, Block – 3, IGNOU Campus, Maidan Garhi, New Delhi-110068**, in the prescribed form enclosing the required documents.

The student availing credit transfer will be allowed to complete his/her programme early. For this purpose, the student will be allowed to do “change of course”, and take the elective(s) of second/third year/semester in the previous year/semester. Therefore, students availing credit transfer should **also apply for “change of course”**, by submitting an application on plain paper, indicating such ‘**change of course**’ at the time of submitting the application for credit transfer.

**Internal Credit Transfer :**

This facility is available to old IGNOU students who could not complete their programme. Such students have to take fresh admission in their desired programme once again just like any other student. They have to apply for transfer of credits from the old enrolment number to the new enrolment number after confirmation of their admission and before the expiry of the maximum validity period of the new enrolment number. Internal credit transfer for a course will be allowed only if –

- (i) the course code is the same under the old and new enrolment numbers **OR**
- (ii) the course code(s) has changed, but mapping between the old and new courses is available.

**Documents to be submitted:**

1. Student I-card of the new enrolment number.
2. Grade card issued by SED OR copy uploaded on the IGNOU website, of the previously enrolled programme.
3. Proof of payment of processing fee.



### External Credit Transfer :

ECT means allowing a student of another university/ institute to get admitted in IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University / institute. A student thus admitted, need not write IGNOU examinations for such courses which are found equivalent and for which appropriate credits would be deemed to have been acquired for purposes of fulfilling the IGNOU requirements for award of a degree/diploma.

### Eligibility:

The external credit transfer scheme is applicable only to those candidates who have not been able to complete their degree from any other recognised university / institute, but are willing to complete it through IGNOU as per rules provided. **As per UGC regulations, a student has to complete minimum of 50% credits from the degree awarding university, in order to be eligible to get a degree / diploma.**

Therefore, a maximum of 50% credits of a programme can be granted through external credit transfer. (For example – if an IGNOU programme is of 120 credits, then an exemption of maximum 60 credits can be granted through external credit transfer, even though the student had completed more than 60 credits in his / her previous university / institute).

### Modalities:

- i) Normally external credit transfer can be granted only from a diploma/degree to an equivalent diploma/degree of IGNOU.
- ii) Credit transfer will be permissible in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “Deemed to be University”, or an “Institution of National Importance”, or institutions recognized by statutory bodies like UGC,AICTE, ICMR, ICAR, CSIR etc.
- iii) Credit transfer can be done only on the basis of individual courses and not on the basis of year-to-year courses as in conventional institutions.
- iv) In order to get a diploma/degree from IGNOU, **a student will be required to earn at least 50% of the total credits of the program from IGNOU, for award of the diploma/degree.**
- v) The degree certificate or the marksheet given to the students will specifically indicate the credits earned in IGNOU and those obtained from the other institution.



### Rules and Regulations :

- i) For availing external credit transfer, **first and foremost the applicant has to take admission in the desired IGNOU programme.**
- ii) **Only after the admission is confirmed and the admission data uploaded on the IGNOU website,** the student can apply for external credit transfer.

### Documents to be submitted:

- a) Attested copies of Mark Sheet(s),
  - b) Attested copy of syllabus of courses completed by the applicant. The syllabus of the courses pursued from the University/Institute should be attested by the Registrar of the University/Institute or Head of the Department / Principal of the college.
  - c) Proof of payment of processing fee.
- iii) The decision of the University in this regard will be final.

All such applications of external credit transfer shall be examined on a case-to-case basis by the faculty concerned of the respective Schools of Studies. **This process will take a minimum period of three months from the date of receipt of such requests in SRD with all the relevant documents and fees.**



( Dr Himansu K Bose )

Registrar (SRD)

डॉ. हिमांशु कुमार बोस  
कुलसचिव (वि.पं.प्र.) इग्नू  
Dr. Himansu Kumar Bose  
Registrar (SRD) IGNOU