DOCUMENT CONTROL

Document Name	Undergraduate Transfer Students Programme Admissions Process and Policies
Abstract	The policy aims to ensure a fair, transparent, and holistic evaluation of applicants. It provides clear guidelines on eligibility, application procedures, and academic integration for transfer students.
Applicable to	All incoming UG
Effective from	Jan 22, 2026

APPROVALS (LATEST VERSION)

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Approved by	Academic Council and BOM

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Ashoka University
Undergraduate Transfer Students Programme
Admissions Process and Policies

Ashoka University's Undergraduate Transfer Students Programme outlines the admissions processes and policies for students seeking to transfer into its undergraduate programs. The policy aims to ensure a fair, transparent, and holistic evaluation of applicants. It provides clear guidelines on eligibility, application procedures, and academic integration for transfer students.

1. Application Timelines

Applicants can apply only once in an academic year (for the Monsoon or the Spring Semester) but not in successive semesters; also, those applying as regular undergraduate applicants cannot apply as transfer students in the same admissions cycle within that academic year. Applications must be submitted online via the dedicated transfer application portal only.

https://www.ashoka.edu.in/admissions/undergraduate-transfer-students/.

2. Calculation of Programme Duration for Transfer Students

The duration of the undergraduate programme will be calculated by subtracting the number of semesters equivalent to the transferred credits from the maximum permissible period specified in Ashoka University guidelines.

3. Application Eligibility Criteria at Ashoka University

3.1 Minimum Study Requirement

Applicants must have successfully completed at least one full year of academic study at another recognized university, with official marks/grades and transcript(s) available at the time of application, subject to eligibility and admissions conditions.

3.2 Conditional Eligibility

Applicants who have completed one year but are still awaiting final transcripts may apply conditionally. However, the final marks/grades must be submitted upon admission. Failure to provide these documents will render the transfer admissions offer invalid.

3.3 Eligibility for Ashoka Credits (VSP & Previous Enrolments)

Students who have completed one semester elsewhere and enrolled in Ashoka's Visiting Student Programme (VSP) may apply as transfer students, with VSP and previously earned Ashoka undergraduate credits considered for transfer; however, high school Advanced Placement (AP) credits are not eligible for transfer.

4. Semester of Admission based on Transferred Credit

At present, students are required to complete a minimum of eight semesters to qualify for a four-year degree (which is equivalent to 160 credits for incoming UG 2024 and batches thereafter). A new student begins at Semester Zero, while a transfer student may be permitted to start at a later semester, depending on the number transferred credits to Ashoka. Table 1 outlines the mapping between the number of credits transferred and the corresponding semester equivalence. All students are required to meet all academic criteria within the duration applicable to them in order to graduate.

Table-1 Credits Transferred and Semester of Admission

Credit Transferred	**Equivalent Semesters Completed**
Less than 12 Credits	Zero semester equivalent coursework completed.
13-28 Credits	1 semester equivalent coursework completed.
29-44 Credits	2 semesters' equivalent coursework completed.
43-52 Credits	3 semesters' equivalent coursework completed.

5. Transfer Credit Eligibility

To ensure the completion of a four-year degree, credit transfer limits are set for Foundation (FC), Major/Minor (MM), and other courses. Only up to one-third of the total required credits in FC, Major and other courses can be transferred, in accordance with the four-year degree credit requirement of a minimum of 160 credits.

Courses	**Credit needs to be completed for four-year Degree**	**Allowed credit Transfer***
Foundation Courses	36	12
Major Courses	72-80	24-28**
Other Courses	44-52	14-16

* The maximum allowed credits to be transferred is strictly equal to or less than 52 in all cases
* The one-third credit transfer rule will be strictly enforced even for students opting for an early exit. To qualify for graduation under the early exit pathway, a maximum of one-third of Ashoka's required credits from other universities will count towards the diploma/certificate/degree programmes. *If additional credits were transferred at the time of admission with the four-year degree in mind, and the student later opts for an early exit, any transferred credits* ***exceeding the one-third limit*** *will* ***not be counted*** *toward fulfilling the early exit requirements*. In other words, at least two-thirds of the credits—particularly those from Major/Minor (MM) and Foundation Courses (FC)—must be earned at Ashoka University
* Internship and Co-curricular credits are not eligible for transfer
** Depending on major credit requirements

At Ashoka, transfer students usually start with Foundation or Core courses in their first semester, while Major course registration may be limited initially based on credit evaluation and departmental approval.

6. Credit Transfer Process – Roles and Responsibilities

Step 1: Submission by Student

For a course to be eligible to be transferred to Ashoka, students are required to submit the following information[1]:

- Name of the Course and Course Code
- University Name
- Contact Hours[2] for the course, preferably in an official document
- Course Credits
- Faculty Name
- Semester
- Course Description, such as topics and reading list
- Course Description Link
- Grading Scale
- Assessment Style
- Student's Grades
- Transcript

Step 2: Compilation by Office of Admissions

- The Office of Admissions compiles the submitted information.

- Courses are categorised by the Office of Admissions and the Office of Academic Affairs based on the type (Foundation, Major/Minor, CC etc.).

[1] In exceptional circumstances, where a student identifies a course at Ashoka as substantially similar to one completed at a previous institution, transfer credit requests shall be permitted only if submitted within one year of admission and shall be subject to review by the Office of Academic Affairs.
[2] Students must submit a document stating the number of contact hours for the course and how these translate into course credits. Under UGC norms, contact hours refer to weekly hours of direct instruction—such as lectures, tutorials, seminars, or practicals. Contact hours do not include self-study or independent learning time. Typically, one credit equals one hour of lecture per week, or two hours of tutorial/practical work per week, over a 14–15-week semester.

- The compiled record is forwarded to the **Office of Academic Affairs (OAA)**.

Step 3: Review by Office of Academic Affairs (OAA)

- OAA reviews course contact hours in semester to establish Ashoka credit equivalence:
    - 13 weeks × 4 hours = 52 hours → equivalent to a 4-credit course
    - 13 weeks × 2 hours = 26 hours → equivalent to a 2-credit course

Courses with 52 contact hours are considered the benchmark for a 4-credit course. In exceptional cases, courses with fewer contact hours may be permitted, but the contact hours must not be less than 40 hours.

- OAA forwards the verified details to the relevant **Academic Department(s)**.

Step 4: Evaluation by Academic Departments

- The concerned department evaluates the compatibility of submitted courses with Ashoka's curriculum. Normally, only those courses which are equivalent to a course offered at Ashoka are eligible for transfer.
- A final decision (approval/rejection of transfer of credits) is made.

Step 5: Communication of Decision

- Academic Departments communicate the decision back to the Office of Academic Affairs.
- The Office of Academic Affairs consolidates outcomes and sends them to the Office of Admissions for approval by the Admissions Committee.
- The Office of Admissions informs transfer students of the credit transfer decision approved by the Admissions Committee.