



Letter of Agreement: Transfer Statement

**I.K. Gujral Punjab Technical University (PTU)
Bachelor of Business Administration
And
Yorkville University (YU)
Bachelor of Business Administration (with specializations)**

This Letter of Agreement (LOA) for Transfer into YU's Bachelor of Business Administration, (BBA) directly by completion of the PTU BBA or through the Qualifying Studies Pathway (indicated courses if the BBA has not been completed), is subject to the terms of the MOU in place between YU and PTU.

(1) Preamble

YU has reviewed courses from PTU's Bachelor of Business Administration presented to YU and have determined the articulation results identified.

Subject of to the availability of space and enrollment allocations, the Transfer Credit & Program Plan in Y's BBA for students from PTU's Bachelor of Business Administration program is as follows:

Appendix I

Transfer Credit from PTU: 23 courses (60 credits)

Program Plan courses to be taken at YU: 20 courses (63 credits)

NOTE: The Program Plan shows just one pathway based on students entering YU after PTU's second year. Other program plans could be worked out with a YU Academic Advisor for PTU students who choose to transfer at different points in their studies.

(2) Admissions and Transfer Credit

In general, a minimum of 50% of the courses required for an undergraduate degree must be completed through Yorkville University. In addition, project-based and capstone courses must be completed at Yorkville University.

Students who meet the following BBA entry and language requirements as outlined below, and have a minimum transfer GPA of 2.0 on a scale of 4.0 (YU) or an average score of 44 (C) on a scale of 100 (PTU), will be unconditionally admitted to the YU BBA and will follow the Program Plans as indicated in Appendix.



a. Program Admission Requirement

Students who complete Grade 12 program leading to a British Columbia Certificate of Graduation, or the equivalent, with at least a 65% average in the following:

- Foundations Math 12 or Pre-Calculus Math 12 or Principles Math 12, or equivalent
- English 12/English 12 First Peoples or equivalent

b. English Admission Requirements

English is the primary language of instruction at Yorkville University. Applicants whose native language is not English must establish proficiency in English sufficient for post-secondary study. Such proficiency may be established in one of the following ways:

- Completion of secondary education where English is the language of instruction.
- Successful completion of at least 12 credit hours of previous postsecondary education where English is the language of instruction.
- Successful completion with the equivalent of “B” standing of a post-secondary level English for Academic Purposes program accredited by Languages Canada.
- Confirmation of an official TOEFL (Test of English as a Foreign Language) score of at least 550 (written version) or 80 (Internet based version); or an IELTS (International English-Language Test System) **overall bandwidth of at least 6.5**; or a Canadian Academic English-Language Test 43 (CAEL) score of 60 or higher; or a score equivalent to these scores on another test of English language proficiency recognized by and acceptable to the University. **Students with IELTS score of 6.0 or equivalent, applying to the BC BBA will be admitted to the EAP (Eng180) course to be completed in their first term of study along with specific other courses in the plan of study.** Students below 6.0 applying for the BC BBA program will be referred to an ESL partner in BC or to the Ontario program.

For Language Canada, see footnote 1.

c. Transfer Credit for Students

Students entering the Bachelor of Business Administration program may transfer blocks of credits from degree and diploma programs recognized by and acceptable to the admissions committee.

The block transfers are generally applied to the elective component of the program. Students may also transfer credits where it can be demonstrated that a course previously completed is equivalent to a course in the Bachelor of Business Administration program.

The general rules governing transfer of credits into the BBA are:

- The University may accept up to a maximum of **60 credits (50% of total credits required)** in transfer toward the BBA degree for coursework.
- Credits being transferred to the Yorkville program must have been completed at a post-secondary institution recognized in that institution’s home jurisdiction.



- Normally, only credits earned within ten years of a student's admission to Yorkville will be accepted, but the admissions committee may establish different rules for particular cases.
- Students must have achieved a satisfactory grade, as defined by the registrar or admissions committee, in the courses being considered for a transfer credit.
- Transfer credit will not be granted for the following courses:

- BUSI 2123 Business Strategy
- BUSI 4003 Business Case Analysis
- BUSI 4013 Business Organization Analysis Project
- BUSI 4033 Business Improvement Project
- BUSI 4046 Final Business Plan

- Official transcripts must be submitted at the time of application to Yorkville University for transfer credits to be considered by the University. Transcripts will be evaluated and notification will be forwarded by the Registrar's Office concerning the student's status in the program, including the number of transfer credits awarded.
- Credits earned through transfer are not used to compute the student's GPA.

(3) Provisos

- i. In all cases, the University reserves the right to require proof of language proficiency before permission will be granted to register in academic courses. Applicants from countries where English is the language of instruction but is not the primary language of the general population, may be asked to demonstrate English-language proficiency.
- ii. For a student to graduate with a Yorkville University degree, at least 50% of degree credits must be completed at Yorkville University.
- iii. The transfer of credits obtained at other post-secondary institutions is permitted, but all requests must be well documented.

(4) Duration & Termination of LOA

- a. This LOA shall become effective on the date that it is signed by both parties and shall be valid for a period of five years, but will be reviewed annually, and may be extended by mutual consent expressed in writing.
- b. This LOA may be terminated by either Party at any time provided that the terminating Party gives written notice of its intention at least 90 days prior to termination. Such termination would not alter the programs for students who already have transfer credit with YU under this agreement as they would complete their studies in accordance with the terms of this LOA at the time of their entry into YU.
- c. Where there are two or more versions of this LOA in different languages, and where a dispute arises, the English version shall prevail for the purposes of interpretation of the LOA.

1. <https://www.languagescanada.ca/en/>



(5) Endorsement of LOA

As witness to their subscription to the above articles, the representatives of PTU and YU have hereunto provided their endorsement.

For and on behalf of:
Yorkville university

h Kabir

Dr. Muhammed Kabir
Campus Provost/Vice President Academic

Date: Sept 13, 2018

Yorkville University
2000 Steeles Ave West
Concord, ON L4K 4N1
Canada

For and on behalf of:
I.K. Gujral Punjab Technical University

NB

Dr. Narinder Paul Singh
Dean, Planning and External Programs

Date: 13th Sept, 2018

I.K. Gujral Punjab Technical University
Jalandhar – Kapurthala Highway
VPO – Ibban, Kapurthala-144603
Distt. Kapurthala
India



Appendix

Bachelor of Business Administration Program Plan for PTU BBA Two-year Transfer

PTU and YU Courses Equivalency		
PTU Courses	YU Courses	YU Credits
First Semester		
HVPE Human Values & Professional Ethics	GE 1xxx	3
BBA 101 - Principles of Management	BUSI 1033 - Introduction to Business	3
BBA 102 - Microeconomics	BUSI 1023 - Introduction to Economics for Managers	3
BBA 105 – Introduction to Computers	GE 1xxx	3
Second Semester		
BBA 201 - Organization Behavior	BUSI 2033 - Organizational Behavior and Management	3
BBA 202 - Macroeconomics	BUSI 2003 - Macroeconomics in Global Context	3
BBA 203 - Business Mathematics	BUSI 1003 - Math for Business	3
BBA 204 - Corporate Accounting	BUSI 1043 - Introduction to Financial Accounting	3
BBA 205 - Business Communication I & II	BUSI 1073 - Business Writing and Communications	3
Third Semester		
BBA 301 - Human Resource Management	BUSI 2103 - Human Resources Management and Development	3
BBA 302 - Marketing Management	BUSI 2063 - Introduction to Marketing	3
BBA 304 – Business Statistics	BUSI 1013 - Statistics for Business	3
Fourth Semester		
BBA 401 – Research Methodology	GE 3xxx	3
BBA 402 - Financial Management	BUSI 2093 - Introduction to Managerial Finance	3
BBA 404 - Business Laws I + BBA 604- Business Laws II	BUSI 2023 - Business Law	3
BBA 406 - Production and Operations Management	BUSI 2113 - Production/Operations Management	3



Fifth Semester		
BBA 501 - Business Environment	BUSI 2043 - International Business	3
BBA 504 - Managing Across Culture	GE 3xxx	3
Sixth Semester		
BBA 602 - Small Business and Entrepreneurship	BUSI 2143 - Entrepreneurship and Small Business Management	3
EVSC 101 - Environmental Science + BBA 306 - Seminar on Contemporary Issues	GE 2xxx	3
Total Number of Courses		23
Total Credits		60
For Yorkville BBA Degree – PTU students need to complete: 63 credits (20 courses, including 5 specialization courses = 15 credits)		
	BUSI 1063 - Business & Sustainability	3
	BUSI 2013 - Business Decision Analysis	3
	BUSI 2053 - Business Ethics	3
	BUSI 2073 - Management of Technology & Innovation	3
	BUSI 2083 - Introduction to Managerial Accounting	3
	BUSI 2093 - Introduction to Managerial Finance	3
	BUSI 2133 - Organization Theory & Design	3
	BUSI 2163 - Marketing Strategy	3
	BUSI 2123* - Business Strategy	3
	5 Specialization Courses (Accounting, Project Management, Supply Chain Management, Energy Management)	15
	GE 4XXX	3
	GE 4XXX	3
	BUSI 4003* - Business Case Analysis	3
	BUSI 4013* - Business Organization Analysis	3
	BUSI 4033* - Business Improvement Project	3
	BUSI 4046* - Final Business Plan	6