



**MQA and Technical Units Exemption Application (For New Students with Units Exemption **or** Existing Students Only)**  
**Students are required to seek advice from Head of Department to fill up the following table.**

I wish to apply for MQA and technical units exemption for the following UTAR exempted unit(s) in the existing programme:

UTAR Unit Code & Description	Exemption Status	<b>For Office Use Only ("receiving" Faculty)</b>		
		Equivalent Unit Code & Description in Destination Programme (if applicable)	Recommended/ Not Recommended	Checked and Verified by "receiving" HOD (Name & Signature)
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			
	Exempted			

**Application for Unit(s) to be studied in First Trimester of Destination Programme**

**Students are required to seek advice from Head of Department to fill up the following table.**

Unit Code & Description	<b>For Office Use Only ("receiving" Faculty)</b>	
	Recommended/ Not Recommended	Checked and Verified by "receiving" HOD (Name & Signature)
	Recommended Destination Programme Structure Code:	
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- Note:
- (i) Please attach the following supporting documents with this application form:
    - (1) certified photocopies of SPM/SPMV/STPM/A-Levels/SAM/CPU/UEC/other qualification results\*
    - (2) validated student bill
    - (3) UTAR's examination result slips (for existing students only)
  - (ii) Approval of internal credit transfer/MQA and technical units exemption application **may NOT be granted** if students fill in the unit code(s) **or** unit description(s) incorrectly.
  - (iii) A fee of **RM100.00 per unit (non-refundable)** for successful application will be charged for internal credit transfer application and unit exemption application, except for:
    - (1) internal credit transfer of MPW/University wide units from UTAR programmes
    - (2) exemptions of MQA units using SPM/STPM Bahasa Melayu subject
    - (3) unit exemptions using KTAR results

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\* Delete whichever is not applicable

***For Office Use Only***

**Collection of Completed Form by Faculty/Centre General Office / Department of Admissions and Credit Evaluation**

Collected By: \_\_\_\_\_

Amount: RM20.00

In Order: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval by Dean/Director of "outgoing" Faculty/Centre**

Approved       Not Approved      Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval by Dean/Director of "receiving" Faculty/Centre**

Approved       Not Approved      Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Maintenance by**

- (i) Department of Admissions and Credit Evaluation (New Students/Students proceed from Foundation); OR  
(ii) "receiving" Faculty/Centre General Office (Existing Students)**

Please place a tick (✓) in the relevant boxes below and indicate the number of unit(s) as per maintenance in the system.

<input type="checkbox"/>	Course Transfer		
<input type="checkbox"/>	Internal Credit Transfer (if any)	No. of Internal Credit Transfer Unit(s):	
<input type="checkbox"/>	Exemption (if any)	No. of Exempted MQA unit(s):	
		No. of Exempted Technical Unit(s):	
<input type="checkbox"/>	Destination Programme Structure Code		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Issuance of Letter to Students by Department of Admissions and Credit Evaluation**

Action Taken By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_