CREDIT TRANSFER PROCEDURE
Contents

- Credit Evaluation for Applicants from other institution
- Internal Credit Transfer
- LAN Unit Exemption
Guidelines for Evaluating Unit Exemption

A. Other Institution
1. A maximum of 30% for all programmes can be transferred upon evaluation for exemption
   Exemptions will not be considered for the following subjects
   • Industrial training
   • Project/Final project
   • University subject
   • Co-curriculum subject
2. Normally the exemption is applicable to year one subjects only. Exemption beyond year two can be considered subjected to discretion of the Dean of Faculty.
3. Minimum 80% of the topics of the UTAR unit must be covered in the equivalent units evaluated before exemption can be granted.
4. The applicant must obtain an average of Grade B for other institution or Grade C for KTAR courses for an equivalent unit to be evaluated.
5. For equivalent qualification/diploma holder from other institution, the student is required to bring along the entire equivalent qualification/diploma transcripts and syllabi for consideration of credit transfer.
6. For KTAR, an equivalent table will be set up every November of the year by Senate. This equivalent table will be given to DACE for implementation.
7. Credit Transfer has to be submitted by student not later than 1 week after they register for UTR degree programmes.

B. Internal Credit Transfer
1. Application to be done directly at Faculty not DACE.
2. The students who wished to apply for course transfer are required to get approval from respective Deans.
3. The students required to submit their current results when doing course transfer.
4. The respective Deans would then decide and come out with the policy for the course transfer.
5. After approval, respective Deans would forward the course transfer case to DACE for record.

C. LAN Exemption
1. Follow the attached flowchart when evaluating LAN subject exemption.
During the application process of the selected UTAR course by the applicant, the applicant submits his/her the certified true copy of results/academic transcripts and syllabi to Department of Admission and Credit Evaluation DACE for credit evaluation.

DACE forwards the course application form to the Faculty concerned for credit evaluation.

Upon receiving the course application form, FGO distributes the forms to respective Course Coordinators to conduct evaluation.

Respective Course Coordinator approaches the relevant lecturer for evaluating the equivalency of every unit based on the syllabus given by the applicant. The lecturer will then provide the recommendations by filling up the form “Unit Evaluation Form” (Appendix A) for every unit evaluated.

Respective Course Coordinator compiles the unit recommendations from the lecturer and makes recommendation for the total number of unit exemption and total credit exemption by filling up the form “Recommendation for Unit Exemption Form” (Appendix B).

The course application form attached with “Unit Evaluation Form” form and “Recommendation for Unit Exemption Form” form are returned to FGO to get HOD’s recommendation and Dean’s approval.

Upon approval by the Dean, the evaluated application form is returned to DACE for further processing.

DACE informs the applicant the outcome of the credit evaluation and makes offer of the course.

Applicant accepts the outcome of the credit evaluation and the course offered.

Applicant does not accept the outcome of the credit evaluation and the course offered.

Applicant may apply another course offered by UTAR.
(B) INTERNAL CREDIT TRANSFER

DACE notifies the Faculty and students the deadline for the application for internal credit transfer

Student submits Internal Credit Transfer Application Form (Appendix C), together with the relevant notification of result/academic transcript of the unit concerned to the Faculty General office (FGO)

FGO checks and verifies that the unit applied for is enrolled for the semester and documents required are appended, and advises students to proceed for the payment of application fee, i.e. RM100.00 per unit applied at Department of Finance (DFN)

Student returns the application form attached with receipt of payment to FGO

FGO forwards the application forms to HOD for approval

FGO forwards to Dean for confirmation

FGO enters the credit transfer status into the Telnet system and generates the report

FGO forwards the report and application forms to DACE for verification

DACE provides a copy of the approved maintenance report to FGO and requests ICTC to release the credit transfer status on Student Intranet for students’ viewing

DACE generates Letter of Notification on the credit transfer status and mails the letter to the students
(C) LAN Exemption Procedure

DACE notifies the faculty and students the deadline for application of the exemption for LAN compulsory units (except for automatic exemption cases).

Student submits LAN Unit Exemption Application Form (UDACE/CRE/520b/04), together with the relevant academic transcript and/or a letter of certification from the institution where he sat for the LAN unit(s), and the syllabus of the unit(s) concerned to the Faculty General Office (FGO) by week 2 of the semester.

FGO to ensure the unit(s) applied for is enrolled for that semester and documents required are appended, and advise student to proceed for the payment of application fee, i.e. RM100.00 per unit applied, at Department of Finance (DFN). The application form, together with the receipt issued by DFN, shall be returned to FGO.

FGO collects all the LAN unit exemption application forms.

(2a) FGO generates the check list and LAN Unit Evaluation Form (Form E) for each application under the ‘LAN Compulsory Unit (MPW) Check List’ maintenance screen and sends to Department of Admissions and Credit Evaluation (DACE) for the internal evaluation processing.

(2b) DACE checks the evaluation forms against the exemption applications and sends to LAN Exemption Working Committee for evaluation.

(2c) LAN Exemption Working Committee returns the completed evaluation forms and its exemption recommendations to DACE for verification and approval.

(2d) DACE verifies and approve the exemption status recommended by the Working Committee, and maintains the exemption status into the TelNet system under ‘LAN Compulsory unit (MPW) Exemption status’ maintenance screen for report

DACE provides a copy of the approved maintenance report to FGO and Department of Examination and Awards (DEAS) for reference and DFN for refund processing, and requests ICTC to release the exemption status to UTAR homepage & Student Intranet for students’ viewing.
DACE generates the Letter of Notification to be mailed to students and files all the application forms into student folders.

DACE tabulates the LAN compulsory unit (MPW) exemption listing for Credit Evaluation Committee’s ratification and approval.
UNIT EVALUATION FORM

To: Department of Admissions and Credit Evaluation,

I certify that I have completed the evaluation of the below unit and would like to recommend the following:-

(a) For UTAR Unit to be exempted
   Unit Code : ________   Unit Description : _____________________________   Credit : ____

(b) Particulars of Unit Evaluated
   Name of Awarding Institution / Body : __________________________________________

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Credit</th>
<th>Grade Obtained</th>
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(c) Recommendations (Please tick whichever applicable)

☐ The evaluated unit from the awarding institution / body be given equivalent standing as the above–mentioned UTAR unit.

☐ Other pre-requisites must be met before credit transfer can be granted. (Please specify the pre-requisites, e.g. obtain above average grade in the unit evaluated)

☐ No equivalence in the evaluated unit compared to the UTAR unit.

(d) Justification

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Evaluated By : ______________________      ______________________         Date : _______
   (Signature)    (Name of Evaluator)

Confirmed & Approved By : ______________________      ______________________         Date : _______
   (Signature)                   (Name of HOD)
RECOMMENDATION FOR UNIT EXEMPTION FORM

For _____________________ Intake
(Month/Year)

1. (a) Name of Applicant: ______________________________________________________

   (b) UTAR Course Applied: ____________________________________________________

2. (a) Qualification/Course Evaluated: __________________________________________

   (b) Name of Awarding Institution/Body: _______________________________________

3. I certify that the Faculty has completed the evaluation of the qualification submitted and would like to recommend the following:

   (a) UTAR Course Offered: ___________________________________________________

   (b) Year and Semester Offered: Year _____ Semester _____

   (c) UTAR units that can be exempted:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>UTAR Unit Description</th>
<th>Credit Hour</th>
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</tbody>
</table>

   (d) Total number of credit hours can be granted exemption: __________

   (e) Total number of unit can be granted exemption: __________

Recommended & Certified by: ____________________  Approved by: ____________________
(Head of Department)             (Dean of Faculty)
Date  :      Date  :

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INTERNAL CREDIT TRANSFER APPLICATION FORM

Please enclose a certified copy of the Notification of Result/Academic Transcript of the unit(s) concerned.

Name: ____________________________  Registration No: __________________________

IC No: ____________________________

Current Faculty: FICT/FAS/FAM/FES/FSET/ FBF/FCI *  Course: __________________________

Current Year of Study:  Y1   /   Y2   /   Y3   /   Y4 *  Semester:     S1   /   S2   /   S3 *

Previous Faculty:  FICT/FAS/FAM/FES/FSET/ FBF/FCCS *  Course: __________________________

Internal Credit Transfer Application for the Academic Year of 20____, Jan / May / Oct * Semester:

<table>
<thead>
<tr>
<th>UTAR Unit Code</th>
<th>UTAR Unit Description</th>
<th>Grade Obtained</th>
<th>Approved/Not approved</th>
<th>Checked &amp; Verified by HOD (Name &amp; Signature)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

*Please circle whichever applicable.

Note: Approval of internal credit transfer may NOT be granted if students fill in the unit code(s) and unit description(s) incorrectly.

Applicant’s Signature _______________  Tel. / HP No. ____________________________

Date ______________________________

For Office Use Only

Department of Finance:

Total number of UTAR unit(s) applied for internal credit transfer: ___  x RM100 per unit = *RM____

* Processing fee charged is not refundable.

Receipt No: ____________________________  (Name & Signature) ____________________________  (Date)

Faculty General Office:

Documents received:   NOR/ Transcript  [ ]

Remark : ____________________________

Checked by : ____________________________  Name & Date : ____________________________

Dean of Faculty:

Confirmed by : ____________________________

Name & Date : ____________________________

Department of Admissions and Credit Evaluation:

Date received : ____________________________

Checked by : ____________________________

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LAN UNIT EXEMPTION APPLICATION FORM

Please enclose a certified copy of the relevant Academic Transcript and Syllabus of the unit(s) concerned.

Name : ______________________________________ Registration No : _____________________________

IC No : ______________________________________

Faculty : FICT/ FAS/FAM/FES/FBI/FSET/FCI* Course : ___________________________

Current Year of Study: Y1 / Y2 / Y3 / Y4 * Semester : S1 / S2 / S3 *

*Please circle whichever applicable.

LAN Unit Exemption Application for the Academic Year of 20____, January / May / October / _______ Semester :

<table>
<thead>
<tr>
<th>Unit(s) for Evaluation</th>
<th>Unit(s) Applied for Exemption (Tick (/) whichever applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Title/ Description Taken at (Institution &amp; Course)</td>
</tr>
<tr>
<td>MPW2113 Bahasa Kebangsaan (A)</td>
<td>Year &amp; Semester enrolled: <strong>/</strong>_ ( )</td>
</tr>
<tr>
<td>MPW2123 Bahasa Kebangsaan (B)</td>
<td>Year &amp; Semester enrolled: <strong>/</strong>_ ( )</td>
</tr>
<tr>
<td>MPW2133 Pengajian Malaysia</td>
<td>Year &amp; Semester enrolled: <strong>/</strong>_ ( )</td>
</tr>
<tr>
<td>MPW2143 Pengajian Islam</td>
<td>Year &amp; Semester enrolled: <strong>/</strong>_ ( )</td>
</tr>
<tr>
<td>MPW2153 Pendidikan Moral</td>
<td>Year &amp; Semester enrolled: <strong>/</strong>_ ( )</td>
</tr>
</tbody>
</table>

Note: (i) Approval of LAN unit exemption may NOT be granted if students fill in the unit code(s) and unit title(s) incorrectly.

(ii) An application fee of RM100.00 per LAN unit applied for unit exemption must be paid to the Department of Finance upon submission of this application form.

Applicant’s Signature: ____________________________ Date : ____________________________

For Office Use Only

Department of Finance:

Total number of LAN unit(s) applied for Unit Exemption: ___ x RM100 per unit = *RM ___________

Enclosed is the Postal Order/ Money Order/ Bankdraft/ Cheque No: ____________ for the above amount.

*Application fee charged to this Unit Exemption Application is not refundable.

Remark: ____________________________ Receipt No: ____________________________

Processed by (Name & Signature): ____________________________ Date: ____________________________

Faculty General Office:

Documents received: 1) Academic Transcript □
                              2) Syllabus □

Grade obtained: SPM/STPM Bahasa Melayu □

Checked by : ____________________________

Name & Date : ____________________________

Department of Admissions and Credit Evaluation:

Application Form: Completed □
                             Incomplete □

Date received : ____________________________

Remark : ____________________________

Checked by : ____________________________

Remark: ____________________________________________

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