



CREDIT TRANSFER GUIDELINES UNIVERSITI TUN HUSSEIN ONN MALAYSIA

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GLOSSARY

Terms	Definition
Accreditation for Prior Experiential Learning – Credit Award (APEL-C)	Accreditation for former learning experience for the purpose of Credit Transfer.
Malaysian Qualification Agency (MQA)	The agency that is given the authority to monitor academic programmes at the higher learning institutions in Malaysia
Articulation	The process of cross-checking between two programmes for the purpose of Credit Transfer
Faculty	Faculty/Centre that is permitted to offer academic programme/course.
Credit Transfer accumulative	Credit Transfer accumulated from different categories.
Massive Open Online Course (MOOC)	Online courses offered through accredited platforms and students are awarded with credit after completing the courses.
Micro-credentials	Course/module offered and students are awarded after completing the course/module.
Credit Exemption	Credit Transfer Without Grade
Credit Transfer	Process to transfer credit obtained from learning in other than current study programme.
Vertical Credit Transfer	Credit Transfer from a lower qualification study programme to a higher level of qualification.

Horizontal Credit Transfer	Credit Transfer from the same level of qualification study programme with current study programme.
Credit Transfer With Grade	Credit Transfer With Grade obtained that is used to calculate GPA/CGPPA and student graduation credit.
Credit Transfer Without Grade	Credit Transfer Without Grade obtained. Credit is used to calculate for student graduation credit, also known as Credit Exemption.
Qualification	Refers to qualification as mentioned in the Malaysian Qualification Framework.
Period of residence	The duration period of student's residence (physically/non-physically) at UTHM or other institutions that give awards.
Programme standard	A standard issued by MQA and professional bodies for the development and implementation of academic programmes.

INTRODUCTION

This UTHM Credit Transfer guideline book is developed to explain the terms and conditions of the transfer of credit eligibility at UTHM.

Credit Transfer refers to the process of transferring credits obtained from a lower level qualification to a higher level qualification of study programme (vertical Credit Transfer), from the same level qualification of study programme (horizontal Credit Transfer), from independent courses completed during current study programme, and from experiential learning prior to current study programme.

This Credit Transfer book should be read together with Academic Regulation Book (Bachelor and Diploma Programmes, UTHM).

Credit Transfer Categories

1. There are **FOUR (4)** Credit Transfer categories:
 - (a) Vertical which is Credit Transfer from a lower level (Diploma/ Advanced Diploma) to a higher level (Bachelor Degree).
 - (b) Horizontal which is Credit Transfer from the same level such as Diploma to Diploma or Bachelor Degree to Bachelor Degree.
 - (c) Credit Transfer for courses that are taken independently such as Massive Open Online Course (MOOC) and Micro-credentials.
 - (d) Credit Transfer through Accreditation of Prior Experiential Learning - Credit Award, APEL (C).
2. Credit Transfer can be implemented through:
 - (a) Credit Transfer With Grade which refers to transfer of credit with grade obtained and will be counted in the GPA and CGPA
 - (b) Credit Transfer Without Grade which refers to transfer of credit with Credit Exemption status.
3. Vertical Credit Transfer is only allowed from Diploma/Advanced Diploma to Bachelor Degree. Vertical Credit Transfer from Bachelor Degree to Diploma is not allowed.
4. Student who fails a programme and wants to pursue for another programme of the same level is not eligible for Credit Transfer.

Regulations For Credit Transfer

5. The regulations for Credit Transfer are as follows:
 - (a) Passed the equivalent course with minimum grade C+ (following the University grading system) from any institution recognised by the Senate.

- (b) The content of the course is equivalent to or at least 80% syllabus similarity with the course applied.
- (c) The equivalent course must be from a programme that has been accredited (including temporary accreditation) or has received recognition from any authoritative body at the country the programme is offered.
- (d) The equivalent course is not given Credit Transfer at the prior study programme.
- (e) Credit value point of the equivalent course must be the same or more than credit value point of the course applied.

Credit Transfer Without Grade (Credit Exemption)

- 6. Credit Transfer Without Grade or Credit Exemption refers to the transfer of credit without grade **for one course** taken;
 - (i) during prior study programme, or
 - (ii) through mobility, MOOC and Micro-credentials in the current study programme.
- 7. Credit Transfer is allowed to a student who has completed prior study programme at the same level of qualification (horizontal) or from a lower level of qualification (vertical). Course that is given Credit Transfer is exempted from learning and credit obtained will be counted in the student study year and graduation credit. However, course grade is not considered in student's GPA and CGPA.
- 8. Student can choose not to apply for Credit Transfer and sit for the course as normal. However, student whose Credit Transfer application is successful but later intends to sit for the course must register for the said course before permission is given to attend the course.

9. Credit Transfer can be done with a combination of several courses provided that all courses fulfil regulation **Number 5(a)**, and the outcome of the combination must fulfil regulations **Number 5(b)(c)(d)(e)**.
10. Faculty with permission from the University Senate can set a higher minimum grade than **Regulations For Credit Transfer (Number 5(a))** based on the current requirement of programme accreditation agency and programme needs.
11. Student who fails the study, does not complete the study and/or is terminated **is not entitled** to apply for Credit Transfer.
12. Total Credit Transfer from Diploma to Bachelor Degree programmes must not exceed 30% of total credit required for graduation in a programme, except:
 - (a) Up to 50% maximum for a student who is in a bachelor degree programme that is accredited by Malaysian Qualifications Agency (MQA) based on the details in **Table 1**; or
 - (b) Following the details as outlined in the Programme Standard.

Table 1: Percentage For Credit Transfer

Category	Percentage For Credit Transfer (%)	Course Minimum Grade
I	1 to 30	Grade C+
II	31 to 50	Grade B

13. Total Credit Transfer allowed to a student who has qualification and intends to pursue study of the same level of qualification for the second time (horizontal) is:
 - (i) No limit should prior study programme is obtained from UTHM; and

(ii) Upon student's period of residence if from other institution.

14. Student's residence period refers to the duration of student's existence (physically/ non-physically) at UTHM. The minimum duration is Six (6) months for Diploma and Bachelor Degree student.
15. Application for Credit Transfer for prior study must be made in **the first semester** of the study only. Application after that will not be considered.
16. Credit Exemption through mobility programme, MOOC and Micro-credentials can be made within the study years.
17. Student who is entitled to apply for Credit Transfer must fill in the Course Credit Exemption Form. However, the Faculty reserves the right to determine the approval of the application for each course applied for.

Credit Transfer With Grade

18. Credit Transfer With Grade can be implemented based on the followings;
 - (a) Student who sits for equivalent course from UTHM or other institution during study years such as mobility programme. Total Credit Transfer With Grade allowed is unlimited for courses offered by UTHM, and maximum 30% from total pass credit for programme from other institution.
 - (b) Student in Kedudukan Baik (KB) who changes study programme whether in the same faculty or at other faculty, total Credit Transfer With Grade allowed is unlimited.
 - (c) Student from study programme at other institution who intends to study at UTHM. For example, programme from institution abroad but study locally. Total Credit Transfer With Grade allowed is unlimited depending on the student's period of residence.

- (d) Student who quits prior study programme with reasonable excuses and continues study within five (5) years from the date of study termination. Total Credit Transfer With Grade allowed is unlimited if the student is from UTHM. If the student quits study from other institution, total maximum allowed depends on the student's period of residence.
19. Student can apply for Credit Transfer With Grade for a certain course as stated at **Number 18** provided that:
- (a) The equivalent course fulfills the **Regulations Of Credit Transfer (Number 5)**:
 - (b) The equivalent course is completed within study years at UTHM/other institution;
 - (c) Application from other institution is made after the student obtains credit from the said institution
 - (d) Minimum requirement grade C+ can be **exempted** for:
 - (i) equivalent course taken at UTHM during study years
 - (ii) equivalent course taken at other institution where there is agreement on credit transfer/ mobility.
20. Faculty, with Senate permission, can set a higher minimum grade than in the **Regulations Of Credit Transfer (Number 5(a))** based on the current requirement of programme accreditation agency and programme needs.
21. Application for Credit Transfer With Grade must be made within the first two (2) week of the following semester throughout the study duration except for final semester.

Credit Transfer or MOOC and Micro-credentials

22. Student is encouraged to follow MOOC and Micro-credentials offered by many institutions either physically or online.
23. Student can apply for Credit Transfer for courses taken via MOOC and Micro-credentials provided that approval is obtained from the Faculty regarding the course for the purpose of course articulation.
24. Faculty must evaluate student application based on the followings:
 - (a) Whether the course is equivalent as in **Regulations Of Credit Transfer (Number 5)**;
 - (b) Credit Transfer type granted either with grade or without grade;
 - (c) For **Credit Transfer With Grade**, Faculty must inform student of additional assessment (if any) needed before Credit Transfer can be done;
 - (d) For **Credit Transfer Without Grade**, Faculty must evaluate the type of assessment conducted and student's learning achievement.
25. Approval for Credit Transfer application for MOOC and Micro-credentials is subject to the faculty discretion.
26. Total credit hour that can be approved for Credit Transfer via MOOC and Micro-credentials must not exceed 30% of total passing credit for the current programme; except MOOC or Micro-credentials taken at UTHM.¹

Credit Transfer Through APEL (C)

27. APEL (C) serves to recognise student's prior experiential learning which consists of:
 - (i) Work experience;

¹ 30% consists of the combination of Credit Transfer via MOOC, Micro-credentials and APEL(C). Refer Number 31.

- (ii) Life experience; and
- (iii) Short courses or Continuous Professional Development Courses (CPD).

28. APEL (C) Credit Transfer is only allowed by Credit Exemption. The application must be made in the **first semester** of the study year only. Application made beyond the permitted time will not be considered.
29. APEL (C) Credit Transfer is based on the **APEL (C) UTHM Credit Transfer Guidelines**.
30. Total credit hours allowed for Credit Transfer through APEL (C) must not exceed 30% from total passing credit of the current programme. ¹

Credit Transfer Combination

31. Credit Transfer combination through MOOC, Micro-credentials and APEL (C) cannot exceed 30% from total Graduation Credit.
32. Credit Transfer combination for Credit Exemption and Credit Transfer, either by academic qualification or by MOOC, Micro-credentials and APEL (C) as stated in this Guideline book, must not exceed 60% from the graduation credit except for:
- (a) **Number 13** and **Number 18** in this Guideline Book; and
 - (b) Subject to the requirement of the said accreditation and professional bodies.

REFERENCES

1. Kompilasi Dasar Jaminan Kualiti Pendidikan Tinggi (2009 – 2020), Agensi Kelayakan Malaysia (MQA).
2. Guidelines on Credit Transfer for Massive Open Online Courses (MOOC), Agensi Kelayakan Malaysia, 2016.
3. Guidelines to Good Practices: Micro-credentials, Agensi Kelayakan Malaysia, 2020.
4. Guidelines to Good Practices: APEL (C), Agensi Kelayakan Malaysia, 2020.