



APPENDIX II

GUIDELINES FOR EXEMPTION AND TRANSFER OF CREDIT

1.0 Exemption of Credit

- 1.1 Credit Exemption refers to the credit of a study programme that has been waived, determined during the admission process into the programme. The exemptions are given on specific courses based on the students' achievement of those courses in their previous level of study or institution. The credits exempted are based on the students' previous qualification (e.g. certificate, diploma, bachelor or experience) which is identified as equal to the Diploma or Degree from UTM. The total Credit Exemption is informed to the students during programme registration.
- 1.2 Students who change their programme of study, either within the University or from other IPT/ programme can apply for Credit Exemption. The Faculty accepting the student will determine the courses that will be given Credit Exemption.
- 1.3 Credit Exemption will not be given for programme of study which has been completed and has already been conferred a Degree from other IHLs (Institute of Higher Learning) in similar area and level.
- 1.4 Subject to Item 3.5 below, the maximum Credit Exemption allowed must not exceed 33% of the total credit required for degree conferral. However, the Faculty can appeal to the Senate for Credit Exemption of more than 33% subject to a maximum of 50%. Application for Credit Exemption must be submitted to the Faculty and the assessment process must be completed in week THREE (3) of the first semester of study programme.



2.0 Transfer of Credit

- 2.1 Credit Transfer is the course's credit given to students who have passed the course taken at other recognized IHLs (Institute of Higher Learning) during their duration of study at the University. The course applied for Credit Transfer must be equivalent and fulfill the requirements of the study programme at the University.
- 2.2 Subject to Item 3.5 below, the total Credit Transfer allowed must not exceed 33% of the total number of credits required for the degree conferral of a programme of study.
- 2.3 Credit Transfer approved will be included in the calculation of GPA and CGPA.
- 2.4 Students are not allowed to complete their last semester in other IHLs (Institute of Higher Learning) through Credit Transfer programme.
- 2.5 Only student with Active registration status is allowed to make use of Credit Transfer programme.
- 2.6 Application for transfer of credit from other IHLs must be made within ONE (1) semester before enrolling the study programme at the University.

3.0 Rules and Regulations for Exemption of Credit and Transfer of Credit

Students can apply for Credit Exemption and/or Credit Transfer of any particular course based on the specified Rules and Regulations.

- 3.1 Passing Grade
 - (i) A minimum of Grade C according to the University's grading system is required for Credit Exemption.
 - (ii) A minimum of a Passed grade as set by the Faculty is required for Credit Transfer.
- 3.2 Credit Value

Courses that are given Credit Exemption and Credit Transfer must be equivalent to the courses in the curriculum of the programme pursued at the University with regards to calculation of academic load and credit value.



3.3 Contents of Course and Curriculum

The contents of the course considered for Credit Exemption and Credit Transfer must be equivalent to the similar course in the present curriculum of the programme pursued. The contents of the course should be the same or not less than 80% of the similar course in the University.

3.4 Approval for Credit Exemption and Credit Transfer will only be given to the courses that are recognized by the government.

3.5 Combination of Item 1.4 and Item 2.2 above must not exceed 33% of the total credits required for a degree conferral of the programme of study. However, the Faculty can appeal to the Senate for a total that exceed 33%, subject to a maximum of 50%.

3.6 The courses given Credit Exemption and Credit Transfer will be recorded in the student's Academic Record.

3.7 Application for Transfer of Credit and Exemption of Credit should be done using Form UTM-E/3.8.

3.8 Approval for Credit Exemption and Credit Transfer will be given by the Faculty based on endorsement by the Faculty's Academic Committee.

3.9 Approval of Credit Exemption and Credit Transfer will be informed to the student.