

Universiti Tunku Abdul Rahman			
Policy Title: CREDIT TRANSFER AND COURSE EXEMPTION			
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## 1. Credit Transfer

Through the process of credit transfer, a student will earn the credit value of the transferred course. For credit transfer from diploma or degree programmes of other institutions, only credit hours will be transferred with no grade. For inter-programme transfer within UTAR and student exchange programmes with recognised UTAR MOU partners, credit hours will be transferred with grades.

### 1.1 Vertical Credit Transfer

*Vertical credit transfer* refers to the transfer of credit from one programme to another programme of higher academic level (for example, from diploma qualification to bachelor degree qualification).

- a. A maximum of 30% of total credit hours for all programmes can be transferred upon evaluation for credit transfer for diploma holders.
- b. Credit transfer from advanced diploma qualification to bachelor qualification is limited to a maximum of 2 years of programme of study.
- c. No credit transfer is allowed from a higher qualification to a lower qualification as per credit transfer policy from the Ministry of Higher Education (MOHE).
- d. Credit transfer is only applicable to course(s) of current programme which has not been undertaken by the student during the period of study at UTAR.
- e. Credit transfer granted cannot be automatically transferred to another programme within or across faculty. Student is required to apply for such credit transfer based on the existing credit transfer policies.
- f. The application for credit transfer must be made within the first academic trimester of the programme enrolled.
- g. Criteria for Vertical Credit Transfer
  - i) Credit transfer from diploma/advanced diploma qualification to bachelor qualification will not be considered for the following courses:
    - Industrial training
    - Project/Final Year Project
    - University courses
    - Co-curriculum courses
    - MPU courses
  - ii) Minimum 80% of the topics of the UTAR course must be covered in the equivalent course evaluated before credit transfer can be granted.
  - iii) The credit value of an equivalent course must be of same value or more than the credit value carried by UTAR course before credit transfer can be granted.

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- iv) The equivalent course evaluated for credit transfer must be from an accredited programme recognized by the country where the qualification is awarded.
- v) The applicant must obtain the following average of grade for an equivalent course to be evaluated:
  - (a) **English courses:**
    - Grade B and above (or equivalent) for all institutions.
  - (b) **Other courses:**
    - Grade B for other institutions, or
    - Grade C for Tunku Abdul Rahman University College (TAR UC) programmes.
- vi) Student is required to provide the relevant syllabi and full academic transcripts of the equivalent qualification for consideration of credit transfer.

## 1.2 Horizontal Credit Transfer

*Horizontal credit transfer* refers to the transfer of credit from one programme to another programme of the same academic level (for example, from bachelor degree qualification to another bachelor degree qualification).

- a. Credit transfer can be considered for a programme transfer student for the new programme at the same level.
- b. Credit transfer can be considered for a withdrawn student for the new programme at the same level when he is readmitted to UTAR. However, the UTAR courses taken from his previous programme of study must not exceed 5 years prior to his readmission to the new programme at UTAR.
- c. Credit transfer can be granted from a partially completed academic qualification from other institutions to a new programme at the same level.
- d. Credit transfer can be considered for a student who has participated in student exchange programme or mobility programme at other institutions. However, the maximum credit transfer allowable will be 30% of total credit hours of the programme and depending on the mutual agreement between the two institutions.
- e. Credit transfer can be considered for a student who has obtained an academic qualification at UTAR and pursuing another programme of the same level at UTAR based on subject to subject mapping.

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- f. Credit transfer can be considered for a student who has obtained an academic qualification at other institution of higher learning and pursuing another programme of the same level at UTAR based on *subject to subject mapping*. However, student is required to fulfil at least one year of academic residence at UTAR.
- g. No credit transfer (including MQA and MPU courses) is allowed for a student who has failed or been terminated from his study and enrolling for a new programme (of the same academic level).
- h. Credit transfer is only applicable to course(s) of current programme which has not been undertaken by the student during the period of study at UTAR.
- i. Credit transfer granted cannot be automatically transferred to another programme within or across faculty. Student is required to apply for such credit transfer based on the existing credit transfer policies.
- j. The application for credit transfer must be made within the first academic trimester of the programme enrolled.
- k. Criteria for Horizontal Credit Transfer
  - i) Minimum 80% of the topics of the UTAR course must be covered in the equivalent course evaluated before credit transfer can be granted.
  - ii) The credit value of an equivalent course must be of same value or more than the credit value carried by UTAR course before credit transfer can be granted.
  - iii) The equivalent course evaluated for credit transfer must be from an accredited programme recognized by the country where the qualification is awarded.
  - iv) Student must obtain a pass grade or at least Grade C and above (whichever is higher) for an equivalent course to be evaluated.
  - v) Student is required to provide the relevant syllabi and full academic transcripts of the equivalent qualification for consideration of credit transfer.

## 2. Course Exemption

Through the process of course exemption, a student will be exempted from taking a course with no credit earned. Therefore, the student is required to take a replacement course in order to fulfil the credit requirement of his programme.

Exemption for Bahasa Kebangsaan A will be granted as per MQA guidelines.

## 3. Residency Requirement

A credit transfer student from other institution is required to fulfil at least one year of academic residence at UTAR before a degree can be awarded by the University.