Universiti Tunku Abdul Rahman

Procedure Title: CREDIT TRANSFER APPLICATION

Procedure Number: QP-DACE-012 Rev No.: 3 Effective Date: 02/05/2016 Page No: 1 of 1

(For students who have yet to be granted credit transfer at the point of admission)

Student submits the Credit Transfer Application Form (FM-DACE-027) together with the relevant academic transcript awarded by previous institution of study and syllabus and/or UTAR result slip for the course(s) concerned to the Faculty General Office (FGO) during the <u>first academic trimester</u> of the programme enrolled.

FGO checks and ensures all the documents required are appended and advise student to proceed with the payment of application fee of RM100 per course applied for credit transfer at the Division of Finance (DFN). The application form together with the receipt issued by DFN, shall be returned to FGO.

FGO collects the application form from student and sends to the respective HOD.

HOD assigns evaluator(s) of the respective course(s) for evaluation.

Evaluator reviews the application and completes the relevant section (required to provide Course Evaluation Form (FM-DACE-025) for application based on qualification from previous institution) and forwards the form and evaluated application to HOD.

HOD verifies the evaluation and confirms the status of credit transfer for each course applied and submits the completed application form and Course Evaluation Form (if any) to Dean for review and endorsement.

Dean reviews and endorses HOD's recommendation.

FGO inputs the credit transfer and/or internal credit transfer status into the TelNet system under the 'Credit Transfer Application' and/or 'Internal Credit Transfer' maintenance screen and prepares the maintenance report.

FGO verifies the maintenance report and forwards to Dean for approval

For credit transfer based on qualification from previous institution, FGO prints Letter of Notification to student and keeps proper filing of the application form and maintenance report.

FGO extends a copy of the approved maintenance report to DFN and Division of Examinations, Awards and Scholarships (DEAS) for refund/result processing and copies of the credit transfer letter, application form and maintenance report to DACE for student record.

For internal credit transfer based on UTAR results, FGO forwards the report and application form to Division of Admissions and Credit Evaluation (DACE) for verification.

DACE extends a copy of the approved maintenance report to FGO and DEAS.

DACE prints Letter of Notification to be collected by student via FGO and files the application form and a copy of the letter into student folder.

## Note:

- 1. For internal credit transfer based on UTAR results, the course(s) taken in the previous programme of study <u>must not exceed 5 years</u> prior to student's re-admission to a new programme at UTAR.
- 2. Internal credit transfer is not applicable to students who have failed or terminated from their previous programme of study at UTAR.

3 working days

2 working days

1 working day