



## GUIDELINES FOR EXEMPTIONS AND TRANSFER OF CREDITS

### 1.0 Exemption of Credit (CE)

- 1.1 Exemption of credit refers to the credits have been given exemption (Credit exemption) **during the application process for entry into a course of study based on the achievement in a particular course.** It is an exemption to part of the credit requirement for degree conferral based on the existing qualification which is identified as equal with the degree from UTM. The total credit exemption is informed during course study registration.
- 1.2 Students who undergo change in program/course of study, either within the University or from other IPT/program can apply for credit exemption. The faculty that accepts this student will determine the course that will be given Credit Exemption.
- 1.3 Credit exemption will not be given for program/course of study which has been followed and has already obtained a degree/diploma in similar area and level from other IPTs.
- 1.4 According to Item 3.5 below, the maximum credit exemption allowed must not exceed **50%** of the total credits as the requirement for degree conferral of any program or course of study. Application for Credit Exemption must go through the faculty involved and all the process must be settled in week TEN (10) of the first semester of study. However, the Faculty can appeal to the Senate for credit exemption of more than 50%. .

### 2.0 Transfer of Credit (CT)

- 2.1 Transfer of credit is the credit transferred (transfer credit) to the students who have taken and passed the course that is recognized in all IPTs **during the duration of study in the University.** The course applied for the transfer of credit must be equivalent to and fulfill the requirements of the present course curriculum.
- 2.2 According to Item 3.5 below, the limit for transfer of credit allowed from other IPTs must not exceed 50% from the total number of credits for a degree conferral.
- 2.3 Transfer of credit approved will be used in the calculation of GPA and CPA.
- 2.4 Student is not allowed to complete his or her last semester in other IPTs by taking the advantage of Transfer of Credit.
- 2.5 Only students with **active** registration status are allowed to apply for transfer of Credit.

- 2.6 Application for transfer of credit from other IPTs must be made within ONE (1) semester before registering the Transfer Credit Programme.

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

UTM Students can apply for credit transfer for any particular course based on the specified rules and regulations.

#### **3.1 Passing Grade**

- i) a minimum of Grade B according to the UTM grading system
- ii) a minimum of a passed grade set by the faculty

#### **3.2 Credit Value**

Courses that are given Credit Exemption and Credit Transfer must be equivalent to the level with the University's curriculum of the course of study based on the calculation of academic load and credit value.

#### **3.3 Contents of course and Curriculum**

The contents of the course that have been identified for credit transfer, must be equivalent to the existing curriculum of the program or course of study pursued. The contents of the course should be the same or not be less than 80% similar, if not exactly the same.

- 3.4 The approval for Exemption and Transfer of Credit will only be given to courses for courses that are recognized by JPA/MQA.
- 3.5 The combination of Item 1.4 and Item 2.2 above must not exceed 50% of the overall credits required for a degree conferral for a particular course of study. However the faculty can make a request to the senate for a total exceeding 50%.
- 3.6 The courses given Exemption and Transfer of Credit will be recorded in the student's academic record.
- 3.7 An application for Transfer of Credit/Credit Exemption must be made using the **UTM-E/3-8 Amendment 1/08** form.
- 3.8 The faculty based on the recommendation of the Faculty's Academic Committee will give Transfer of Credit Approval.
- 3.9 The Credit Exemption slip can be print through <http://pendaftaran.utm.my/sps/>.