

PANDUAN / GUIDELINES :

1. Pemindahan Kredit adalah pemindahan kredit bersama-sama dengan gred yang diperoleh bagi kursus yang telah diambil oleh pelajar di UniMAP atau IPT lain sebelum atau semasa mengikuti program pengajian di UniMAP. Kredit yang diperoleh bersama-sama gred dan mata gred bagi kursus berkenaan akan diambil kira dalam Purata Nilai Gred (PNG) dan Purata Nilai Gred Kumulatif (PNGK) pelajar.

Credit transfer refers to the transfer of credit together with the grade obtained for a course taken by a student at UniMAP or at other universities before or during his/her studies in UniMAP. The credit obtained, together with the grade and grade point of the relevant course, will be taken into account in the calculation of the student's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

2. Kelulusan untuk pemindahan kredit hanya diberikan kepada program yang telah diperakui oleh kerajaan atau/dan mendapat pengiktirafan daripada badan akreditasi atau badan profesional yang diiktiraf.

Approval for credit transfer is only given to programmes that have been certified by the government or/and received recognition from accreditation bodies or recognized professional bodies.

3. Kursus-kursus yang dibenarkan untuk pemindahan kredit ialah kursus yang mempunyai nilai kredit yang sama dengan atau lebih daripada kursus yang setara di UniMAP. Gred minimum yang diperoleh bagi sesuatu kursus setara di peringkat program pengajian berkenaan hendaklah sekurang-kurangnya **gred C atau 2.00 (Program Kejuruteraan, Teknologi Kejuruteraan dan Komunikasi Media Baharu)** dan sekurang-kurangnya **gred B atau 3.00 (Program Perniagaan)**.

*Courses that qualify for credit transfer are those that have similar or higher credit value compared to the equivalent courses offered in UniMAP. The minimum grade obtained for the equivalent course should be at least **grade C or 2.00 (For Engineering, Engineering Technology and New Media Communication Programmes)** and a minimum grade of **B or 3.00 (Business Programmes)**.*

4. Walau bagaimanapun, kursus-kursus setara yang dipohon untuk pemindahan kredit boleh digabungkan (dua kursus atau lebih) bagi mendapatkan pemindahan kredit untuk satu kursus di UniMAP. Bagi kes seperti ini, **gred individu (dan bukan gred purata)** hendaklah sekurang-kurangnya gred C atau 2.00 (Program Kejuruteraan, Teknologi Kejuruteraan dan Komunikasi Media Baharu) dan sekurang-kurangnya gred B atau 3.00 (Program Perniagaan).

*However, equivalent courses applied for credit transfer can be combined (two courses or more) to obtain the transfer of credit for one course at UniMAP. In such cases, **the individual grade (and not average grades)** should be at least grade C or 2.00 (For Engineering, Engineering Technology and New Media Communication Programmes) and a minimum grade of B or 3.00 (For Business Programme).*

5. Bagi pemindahan kredit daripada program di tahap kelayakan yang sama (*horizontal*), iaitu Ijazah Sarjana Muda ke Ijazah Sarjana Muda atau Diploma ke Diploma, pemindahan kredit hendaklah tidak melebihi 30% daripada jumlah kredit program pengajian yang sedang diikuti di UniMAP.

*For credit transfer from programmes that are at similar qualification level (horizontal transfer), such as Bachelor degree to Bachelor degree or Diploma to Diploma, the credit transfer should not be more than 30% of the total number of **credits** of the academic programme the student is registered for.*

6. Pelajar hanya akan diberikan pemindahan kredit sekali sepanjang tempoh pengajiannya. Walau bagaimanapun, pemindahan kredit bagi pelajar yang mengikuti program mobiliti atau program pertukaran pelajar tidak tertakluk kepada peraturan ini

Students are only allowed one credit transfer throughout the duration of his/her studies. However, credit transfers for students attending mobility programs or student exchange programs are not subject to this rule.

7. Pelajar yang bertukar program pengajian dalam bidang yang sama boleh memohon pemindahan kredit bagi kursus teras dan kursus wajib universiti atau kursus yang sama dalam kurikulum program pengajian baru. Semua kursus lain yang tidak berkaitan dengan kurikulum program pengajian baru akan kekal dalam transkrip akademik tetapi pengiraan PNG/PNGK dan kredit tidak akan diambil kira.

Students who change programmes of study in the same field can apply for credit transfer for university core courses and compulsory courses or courses that are similar in the curriculum of the new study programme. All other courses that are not related to the curriculum of the new study programme will remain in the academic transcript but will not be included in the calculation of credit as well as GPA / CGPA.

8. Pelajar yang bertukar program pengajian dalam bidang yang bertlainan hanya boleh memohon pemindahan kredit bagi kursus wajib universiti sahaja atau kursus yang sama dalam kurikulum program pengajian baru. Semua kursus lain yang tidak berkaitan dengan kurikulum program pengajian baru akan kekal dalam transkrip akademik tetapi pengiraan PNG/PNGK dan kredit tidak akan diambil kira.

Students who change their study programme in different fields can only apply for credit transfer for university compulsory courses or the same course in the new study programme curriculum. All other courses not related to the curriculum of the new study programme will remain in the academic transcript but will not be included in the calculation of credit as well as GPA / CGPA.

9. Borang permohonan perlu diisi dengan lengkap dan dilampirkan bersama :

The completed application form must be attached with the following:

- a. salinan slip keputusan peperiksaan semester dan surat kelulusan pertukaran program pengajian. **(bagi permohonan kategori 1)**

A copy of the semester examination result slip and letter of approval for the study exchange programme.(for category 1 application).

- b. salinan slip keputusan peperiksaan setiap semester, silibus setiap kursus dan struktur kurikulum program pengajian daripada IPT terdahulu serta salinan surat kelulusan menyambung pengajian di UniMAP. **(bagi permohonan kategori 2)**

A copy of examination result slip for every semester, syllabus of each course and curriculum structure of programme of study from previous study institution as well as a copy of letter of approval to continue studies at UniMAP. (for category 2 application).

- c. salinan slip keputusan peperiksaan/laporan penilaian kursus daripada Universiti Hos. **(bagi permohonan kategori 3)**

A copy of examination result slip/course evaluation report from Host University (for category 3 application).

10. Permohonan hendaklah dikemukakan **selewat-lewatnya pada MINGGU KE-2 daripada tarikh pelajar mendapat kelulusan (bagi kategori 1 dan 2) ATAU dalam tempoh 30 hari selepas keputusan peperiksaan diterima daripada Universiti Hos (kategori 3).**

Application must be submitted latest by the second week from the date the student received approval (for category 1 and category 2 application) OR within 30 days after examination results are received from the Host University (category 3).

BORANG PERMOHONAN PEMINDAHAN KREDIT HORIZONTAL
Horizontal Credit Transfer Application Form

* Sila tanda kategori berkenaan/Please tick the relevant category

1. Tukar Program Pengajian/Change of Programme 2. Menyambung Pengajian dari IPT Luar/Further Study from other IHL 3. Program Mobiliti/Mobility Programme

Permohonan hendaklah dikemukakan selewat-lewatnya pada minggu kedua semester pengajian (bagi kategori 1 dan 2) ATAU dalam tempoh 30 hari selepas keputusan peperiksaan diterima daripada Universiti Hos (kategori 3).

Application must be submitted latest by the second week of the semester (for category 1 and category 2 application) OR within 30 days after examination results are received from the Host University (category 3)

BAHAGIAN A: BUTIRAN DIRI PELAJAR /Student Details

Nama/ _____ **No. KP /** _____ **No. Matrik/** _____
Name : Passport No.: Matric No. :

Program Pengajian Semasa/ _____ **Semester Semasa/** _____ **Sidang Akademik/** _____ /
Current Programme : Current Semester : Academic Session :

Kategori 1 :

Program Pengajian Terdahulu/ _____ **PNGK Terakhir /** _____
Previous Programme : Latest CGPA :

Kategori 2 :

IPT Terdahulu/ _____ **Tarikh Kuatkuasa Pertukaran Program/** _____
Home Institute of Higher Learning (IHL): Effective Date of Exchange Programme :

Kategori 3 :

IPT Hos/ _____ **Tarikh Program Mobiliti/** _____
Host Institute of Higher Learning (IHL): Date of Mobility Programme :

Tandatangan Pelajar/Student's Signature:

No. Tel. Bimbit/Mobile No. :

Tarikh/Date:

BAHAGIAN B: BUTIRAN PERMOHONAN PEMINDAHAN KREDIT DAN PERAKUAN FAKULTI/ Application Details and Verification from Faculty

Bil.	Kursus Setara di IPT Asal/ di Universiti Hos <i>Equivalent Courses Taken at Home IHL/ Host University</i>				Kursus di UniMAP Yang Dipohon Untuk Pemindahan Kredit <i>UniMAP Courses Applied For Credit Transfer</i>						
	Kod Kursus <i>Course Code</i>	Nama Kursus <i>Course Title</i>	Gred <i>Grade</i>	Kredit	Kod Kursus <i>Course Code</i>	Nama Kursus <i>Course Title</i>	Kredit	#Jenis Kursus <i>Course Type</i>	Untuk Kegunaan Pusat Pengajian/Fakulti <i>For the Use of School/Faculty</i>		Perakuan dan cop rasmi (Lulus/Tidak Lulus) <i>Verification and Official Stamp (Approved/Not Approved)</i>
									Gred Diluluskan / <i>Grade Approved</i> (isi ruang berkenaan/ <i>fill in at the appropriate column</i>)	Mata Gred/ <i>Grade Point</i>	
1											
2											
3											
4											
5											
Jumlah kredit yang diperakui untuk pemindahan kredit <i>(Total of credit approved for credit transfer)</i>											

Bil.	Kursus Setara di IPT Asal/ di Universiti Hos <i>Equivalent Courses Taken at Home IHL/ Host University</i>				Kursus di UniMAP Yang Dipohon Untuk Pemindahan Kredit <i>UniMAP Courses Applied For Credit Transfer</i>						
	Kod Kursus <i>Course Code</i>	Nama Kursus <i>Course Title</i>	Gred <i>Grade</i>	Kredit	Kod Kursus <i>Course Code</i>	Nama Kursus <i>Course Title</i>	Kredit	#Jenis Kursus <i>Course Type</i>	Untuk Kegunaan Pusat Pengajian/Fakulti <i>For the Use of School/Faculty</i>		
									Gred Diluluskan / <i>Grade Approved</i> <small>(isi ruang berkenaan/ fill in at the appropriate column)</small>		Perakuan dan cop rasmi (Lulus/Tidak Lulus) <i>Verification and Official Stamp (Approved/Not Approved)</i>
Mata Gred/ <i>Grade Point</i>	Lulus/ Gagal <i>Pass/Fail</i>										
6											
7											
8											
9											
10											
Jumlah kredit yang diperakukan untuk pemindahan kredit <i>(Total of credit approved for credit transfer)</i>											

BAHAGIAN C : SEMAKAN OLEH TIMBALAN DEKAN AKADEMIK / Review by the Deputy Dean of Academic

Jumlah pemindahan kredit yang diperakukan/ Total of Credit Transfer Approved _____ **Ulasan/Comment :**

:

Tandatangan dan Cap Rasmi /

Signature and Official Stamp : _____

Tarikh / Date : _____

BAHAGIAN D : KELULUSAN DEKAN FAKULTI/ Approval by the Dean of Faculty

Permohonan / Application : **Diluluskan/Approved** **Tidak Diluluskan /Not Approved** **Ulasan/Comment :**

Tandatangan dan Cap Rasmi/

Signature and Official Stamp : _____

Tarikh / Date : _____

BAHAGIAN E : KELULUSAN PENGARAH PENGURUSAN AKADEMIK/ Approval by the Director of Academic Management Centre

Permohonan / Application : **Diluluskan/Approved** **Tidak Diluluskan /Not Approved** **Ulasan/Comment :**

Tandatangan dan Cap Rasmi : _____
Signature and Official Stamp

Tarikh / Date : _____

BAHAGIAN F : UNTUK KEGUNAAN UNIT PEPERIKSAAN DAN PENGIJAZAHAN /For Examination and Graduation Unit use

Rekod pemindahan kredit yang diluluskan telah dikemaskini dalam AMIS/
Credit transfer records have been updated in AMIS

Surat makluman kelulusan dikeluarkan kepada pelajar/
Letter of approval has been issued to student

Tandatangan Pegawai dan Cap Rasmi _____

Tarikh/ _____
Date: _____

KOD JENIS KURSUS/ Type of Course:

- T - **KURSUS TERAS/Core Courses**
- W - **KURSUS KEPERLUAN / WAJIB UNIVERSITI/University Compulsory Courses**
- A - **KURSUS AUDIT/Audit Courses**
- M - **KURSUS MOBILITI/Mobility Courses**