

PANDUAN KEPADA PELAJAR / INSTRUCTIONS :

1. Pemindahan Kredit Vertikal (Pengecualian Kredit) ditakrifkan sebagai pengecualian daripada pendaftaran dan mengikuti kursus yang ditetapkan untuk sesuatu program pengajian berdasarkan kursus yang diambil oleh pelajar sebelum diterima masuk ke program pengajian universiti ini. Kursus yang diberikan pengecualian kredit tidak akan diambil kira dalam pengiraan Purata Nila Gred (PNG) dan Purata Nilai Gred Keseluruhan (PNGK) pelajar.

Vertical Credit Transfer (Credit exemption) is defined as exemption from registration and attendance of a prescribed course for a program of study based on the course taken by the student before being accepted into the university's program of study. Courses given credit exemption will not be taken into account in the calculation of Grade Point Average (CGPA) and Overall Grade Point Average (CGPA) of the student.

2. Kebenaran untuk pengecualian kredit adalah tertakluk kepada syarat-syarat berikut :

Permission for exemption of credit is subject to the following conditions:

- a) Kelulusan untuk pengecualian 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 exemption is only given to a program that has been certified by the government or / and received recognition from accreditation body or recognized professional body.
- b) Kursus – kursus yang dibenarkan untuk pengecualian kredit ialah kursus yang mempunyai nilai kredit yang sama dengan atau lebih daripada kursus yang setara di UniMAP.
Courses that qualify for credit exemption are courses that have a credit value equal to or greater than the equivalent courses at UniMAP.
- c) 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).
The minimum grade obtained in a similar course of study in the program should be at least grade C or 2.00 (Engineering ,Engineering Technology and New Media Communication Program) and a minimum grade of B or 3.00 (Business Program)
- d) Walau bagaimanapun, kursus-kursus setara yang dipohon untuk pengecualian kredit boleh digabungkan (dua kursus atau lebih) bagi mendapatkan pengecualian 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 for credit exemption can be combined (two courses or more) to obtain credit exemption for one course at UniMAP. For such cases, the individual grade (not average grade) should be at least grade C or 2.00 (Engineering ,Engineering Technology and New Media Communication programmes) and at least grade B or 3.00 (Business Programmes).
- e) Kursus setara yang dimohon mestilah yang disahkan setara oleh Fakulti dan diiktiraf Universiti sepertimana ketetapan dalam peraturan akademik.
The equivalent courses that are applied for must be verified by the Faculty and recognized by the University as stipulated in the academic rules.

3. Kelulusan untuk pengecualian kredit adalah tertakluk kepada Dekan Fakulti masing-masing dan diperakukan oleh Pengarah Pusat Pengurusan Akademik.
The approval for credit exemption is subject to the approval of the respective Dean of each Faculty and the endorsement of the Director of Academic Management Centre.
4. Borang permohonan hendaklah dikemukakan kepada Fakulti masing-masing selewat-lewatnya **MINGGU KE-2, daripada tarikh pelajar mendaftar semester.**
*The application form must be submitted to the respective Faculty no later than **WEEK 2**, from the date the student registers for the semester.*
5. Sebelum mengisi borang, pelajar hendaklah berbincang dengan Pengerusi Rancangan terlebih dahulu berkenaan kursus-kursus yang layak diberikan pengecualian kredit.
Before fill in the form, students should consult with the Chairperson in advance in respect of courses that are eligible for credit exemption.
6. Borang permohonan yang lengkap diisi hendaklah disertakan salinan sijil/diploma/ijazah dan transkrip akademik berkaitan serta silibus dan sistem permarkahan kursus yang dipohon.
Completed application forms must enclose with the copies of certificate / diploma / degree and transcripts relating to the syllabus and system of marking of the respective course.



BORANG PERMOHONAN PEMINDAHAN KREDIT VERTIKAL
Vertical Credit Transfer Application Form

BAHAGIAN A: MAKLUMAT PELAJAR /Student Details

Nama/Name : _____ **No. KP / IC No. :** _____ **Pasport No. :** _____

No. Matrik/ _____ **Program Pengajian/** _____ **Sidang Akademik/** _____ **/**
Matric No. : _____ **Programme :** _____ **Academic Session :** _____

IPT Asal/ Home Institute of _____ **PNGK Akhir (Diploma) /** _____
Higher Learning (IHL): _____ **Final PNGK (Diploma) :** _____

Diploma/Diploma & _____
(Bidang Pengkhususan/Majoring): _____

Tandatangan Pelajar/Student Signature:

Tarikh/Date:

BAHAGIAN B: MAKLUMAT PERMOHONAN PEMINDAHAN (PENGECUALIAN KREDIT) DAN PERAKUAN FAKULTI / Exemption Application Details And Verification From Faculty

Bil.	IPT Asal (Home IHL) Kursus Setara (Equivalent Course)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian Courses Applied For Exemption in UniMAP				
	Kod Kursus (Course Code)	Nama Kursus (Peringkat Diploma) (Course Title – Diploma Level)	Gred (Grade)	Kredit (Credit)	Kod Kursus (Course Code)	Nama Kursus (Peringkat Ijazah) Course Title(Degree Level)	Kredit (Credit)	#Jenis Kursus (Course Type)	Perakuan Pusat Pengajian/Fakulti (Lulus/Tidak Lulus) School's /Faculty Verification (Approved/Not Approved)
Jumlah kredit yang diperakukan untuk pengecualian (Total of Approved Credits for Exemption)									

Bil.	IPT Asal (Home IHL) Kursus Setara (Equivalent Course)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian Courses Applied For Exemption in UniMAP				
	Kod Kursus (Course Code)	Nama Kursus (Peringkat Diploma) (Course Title – Diploma Level)	Gred (Grade)	Kredit (Credit)	Kod Kursus (Course Code)	Nama Kursus (Peringkat Ijazah) Course Title(Degree Level)	Kredit (Credit)	#Jenis Kursus (Course Type)	Perakuan Pusat Pengajian/Fakulti (Lulus/Tidak Lulus) School's /Faculty Verification (Approved/Not Approved)
Jumlah kredit yang diperakukan untuk pengecualian (Total of Approved Credits for Exemption)									

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

Ulasan/Comments:

Jumlah Pengecualian Kredit Lulus :

Total Of Approved Credits For Exemption

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/Comments:

Tandatangan dan Cap Rasmi :

Signature and Official Stamp

Tarikh :

Date

*Setelah kelulusan, Fakulti dimohon mengemukakan permohonan ini ke Unit Kemasukan dan Rekod Pelajar, AMD selewat-lewatnya minggu ke 5 kuliah untuk proses selanjutnya/ Upon approval, the form must be submitted to the Student Admissions and Records Unit, Academic Management Division, no later than 5th Week lecture for further processing.

BAHAGIAN E : KELULUSAN PENGARAH PUSAT PENGURUSAN AKADEMIK/ Approval by the Director of Academic Management Centre**Permohonan / Application :****Diluluskan/Approved**☐**Tidak Diluluskan /Not Approved**☐

Ulasan/Comments:

Tandatangan dan Cap Rasmi :

Signature and Official Stamp

Tarikh :

Date

UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR/For Admissions and Records Unit use• **Jumlah Kredit Lulus /Total Of Approved Credit**• **Tarikh Kemaskini Rekod Pelajar :**

Date of updated records

Tandatangan dan Cap Rasmi :

Signature and Official Stamp

Tarikh :

Date

KOD JENIS KURSUS/ Type of Course:

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Kursus Teras/Core Courses

PROSES PERMOHONAN DAN PENGESAHAN PENGECUALIAN KREDIT
THE PROCESS OF APPLICATIONS AND APPROVAL FOR CREDIT EXEMPTION

		1 minggu/ Week	Pendaftaran Pelajar Baharu dan Minggu Suaikenal <i>New Students Registration (Orientation Week)</i>
MINGGU KULIAH <i>Lecture Week</i>	M1	2 minggu/ week	Tempoh pelajar mengisi borang permohonan HEA (B)-01 dan mengemukakankannya ke Pusat Pengajian/Fakulti masing-masing. <i>Duration for students to fill in the application form HEA (B)-01 and submit it to the School/Faculty.</i>
	M2		
	M3	4 minggu/ week	Tempoh tindakan di peringkat Pusat Pengajian/Fakulti : Semakan oleh Pengerusi Rancangan/Timbangan Dekan Pertimbangan dan kelulusan Dekan Semakan akhir dokumen oleh Penolong Pendaftar sebelum mengemukakankannya ke UKRP, BPA, Jabatan Pendaftar. <i>Duration of action at the School / Faculty level:</i> <i>Review by the Chairperson / Deputy Dean</i> <i>Consideration and approval by the Dean</i> <i>Review the final documents by the Assistant Registrar before the submission to the Admissions and Records Unit, Academic Management Division and the Registry.</i>
	M4		
	M5		
	M6		
	M7	5 minggu/ week	Tempoh tindakan di peringkat UKRP, BPA, Jabatan Pendaftar : Semakan dokumen sebelum serahan ke Bahagian Pengurusan Akademik, Pejabat TNC (A&A). Pertimbangan dan kelulusan Dekan Pengurusan Akademik. Kelulusan dimaklumkan secara bertulis kepada pelajar. Senarai kursus yang diberikan pengecualian kredit akan direkodkan dalam Sistem AMIS. <i>Duration of action at the Admissions and Records Unit, Academic Management Division and the Registry level:</i> <i>Document review prior to submission to the Academic Management Division, Office of Deputy Vice Chancellor (Academic & International).</i> <i>Consideration and approval of the Academic Affairs Dean.</i> <i>Approval will be notified to the student in written form.</i> <i>The list of courses that are given credit exemptions will be recorded in the AMIS system.</i>
	M8		
	M9		
	M10		
	M11		
	M12		
	M13		
	M14		
MINGGU ULANGKAJI <i>Study Week</i>	M15		
MINGGU PEPERIKSAAN <i>Examination Week</i>	M16		
	M17		

	M18		
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