

PANDUAN / GUIDELINES :

1. 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.

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 programmes that have been accredited by the government and / or are recognized by accreditation bodies or recognized professional bodies.

- 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 for the equivalent course in the programme of study must be at least grade C or 2.00 (For Engineering, Engineering Technology and New Media Communication programmes) and at least grade B or 3.00 (For Business Programmes).

- 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 applied 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 the average grade) should be at least grade C or 2.00 (For Engineering, Engineering Technology and New Media Communication programmes) and at least grade B or 3.00 (For 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 diperakui oleh Pengarah Pusat Pengurusan Akademik.

The approval for credit exemption is subject to the approval of the respective Deans 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 filling out the form, students must first consult the Programme Chairperson regarding the 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.**

The completed application form must be enclosed with a copy of the certificate / diploma / degree and related academic transcripts as well as the syllabus and course scoring system of the course applied for credit exemption.

BORANG PERMOHONAN PEMINDAHAN KREDIT VERTIKAL
Vertical Credit Transfer Application Form

BAHAGIAN A: BUTIRAN DIRI PELAJAR /Student Details

Nama/Name : _____ No. KP / IC No. : _____ Passport No. : _____

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

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

Diploma/Diploma & Bidang Pengkhususan/: _____
Field of Specialization

Tandatangan Pelajar/Student Signature: No Tel. Bimbit/Mobile No: Tarikh/Date:

BAHAGIAN B: BUTIRAN PERMOHONAN PENGECCUALIAN KREDIT DAN PERAKUAN FAKULTI / Credit Exemption Application Details And Verification From Faculty

Bil.	IPT Asal (Name of previous institution) Kursus Setara (Equivalent Course)				Kursus di UniMAP Yang Dipohon Untuk Pengeccualian Courses Applied For Exemption in UniMAP				Perakuan dan cop rasmi Pusat Pengajian/Fakulti (Lulus/Tidak Lulus) Verification and Official Stamp by School's /Faculty (Approved/Not Approved)
	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)	
1.									
Jumlah kredit yang diperakukan untuk pengeccualian <i>(Total of Approved Credits for Exemption)</i>									

Bil.	IPT Asal (<i>Name of previous institution</i>) Kursus Setara (<i>Equivalent Course</i>)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian <i>Courses Applied For Exemption in UniMAP</i>				
	Kod Kursus (<i>Course Code</i>)	Nama Kursus (Peringkat Diploma) (<i>Course Title - Diploma Level</i>)	Gred (<i>Grade</i>)	Kredit (<i>Credit</i>)	Kod Kursus (<i>Course Code</i>)	Nama Kursus (Peringkat Ijazah) (<i>Course Title (Degree Level)</i>)	Kredit (<i>Credit</i>)	#Jenis Kursus (<i>Course Type</i>)	Perakuan dan cop rasmi Pusat Pengajian/Fakulti (Lulus/Tidak Lulus) <i>Verification and Official Stamp by School's /Faculty (Approved/Not Approved)</i>
2.									
3.									
4.									
5.									
6.									
Jumlah kredit yang diperakukan untuk pengecualian (<i>Total of Approved Credits for Exemption</i>)									

Bil.	IPT Asal (<i>Name of previous institution</i>) Kursus Setara (<i>Equivalent Course</i>)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian <i>Courses Applied For Exemption in UniMAP</i>				
	Kod Kursus (<i>Course Code</i>)	Nama Kursus (Peringkat Diploma) (<i>Course Title - Diploma Level</i>)	Gred (<i>Grade</i>)	Kredit (<i>Credit</i>)	Kod Kursus (<i>Course Code</i>)	Nama Kursus (Peringkat Ijazah) (<i>Course Title (Degree Level)</i>)	Kredit (<i>Credit</i>)	#Jenis Kursus (<i>Course Type</i>)	Perakuan dan cop rasmi Pusat Pengajian/Fakulti (Lulus/Tidak Lulus) <i>Verification and Official Stamp by School's /Faculty (Approved/Not Approved)</i>
7.									
8.									
9.									
10.									
11.									

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

Jumlah Pengecualian Kredit Lulus/ Total of Approved Credits for Exemption : _____

Ulasan/Comments :

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 the 5th week of lecture for further processing.

BAHAGIAN E : KELULUSAN PENGARAH 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 Student 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:

- T - Kursus Teras/Core Courses
- W - Kursus Keperluan Universiti/University Requirement Courses

PROSES PERMOHONAN DAN PENGESAHAN PEMINDAHAN KREDIT
THE PROCESS OF APPLICATIONS AND APPROVAL FOR VERTICAL CREDIT TRANSFER

		1 minggu/ Week	Pendaftaran Pelajar Baharu dan Minggu Suaikenal <i>New Students Registration (Orientation Week)</i>
MINGGU KULIAH Lecture Week	M1	2 minggu/ week	Tempoh pelajar mengisi borang permohonan HEA (B)-01[a] dan mengemukakannya ke Fakulti masing-masing berserta salinan sijil/diploma/ijazah dan transkrip akademik berkaitan serta silibus dan sistem permarkahan kursus yang dipohon. <i>Duration for students to fill in the application form HEA (B)-01[a] and submit it to the Faculty with the copies of certificate / diploma / degree and transcripts relating to the syllabus and system of marking of the respective course.</i>
	M2		
	M3	3 minggu/ week	Tempoh tindakan di peringkat Fakulti : 1. Semakan oleh Timbalan Dekan 2. Pertimbangan dan kelulusan Dekan 3. Semakan akhir dokumen oleh Penolong Pendaftar sebelum mengemukakannya ke UKRP, AMC. <i>Duration of action at the School / Faculty level:</i> 1. Review by the Deputy Dean 2. Consideration and approval by the Dean 3. Review the final documents by the Assistant Registrar before the submission to the Admissions and Records Unit, Academic Management Centre.
	M4		
	M5		
	M6	3 minggu/ week	Tempoh tindakan di peringkat UKRP, Pusat Pengurusan Akademik : 1. Semakan dokumen sebelum serahan ke Pusat Pengurusan Akademik. 2. Pertimbangan dan kelulusan Pengarah Pusat Pengurusan Akademik. 3. Kelulusan dimaklumkan secara bertulis kepada pelajar. 4. Senarai kursus yang diberikan pengecualian kredit akan direkodkan dalam Sistem AMIS. <i>Duration of action at the Admissions and Records Unit, Academic Management Centre level:</i> 1. Document review prior to submission to the Academic Management Centre. 2. Consideration and approval of the Director of Academic Management Centre. 3. Approval will be notified to the student in written form. 4. The list of system courses that are given credit exemptions will be recorded in the AMIS system.
	M7		
	M8		
	M9		
	M10		
	M11		
	M12		
	M13		
	M14		
MINGGU ULANGKAJI <i>Study Week</i>	M15		
MINGGU PEPERIKSAAN Examination Week	M16		
	M17		
	M18		