

**PANDUAN / GUIDELINES :**

1. **Pemindahan Kredit Horizontal** –Pemindahan kredit daripada program pada tahap kelayakan yang sama seperti daripada Diploma ke Diploma ATAU Sarjana Muda ke Sarjana Muda. Pemindahan Kredit yang dibenarkan adalah Pemindahan Kredit Dengan Gred atau Pemindahan Kredit Tanpa Gred (Pengecualian Kredit) berdasarkan situasi.  
*Horizontal Credit Transfer – Credit transfer from one programme to another programme at the same academic level, i.e., from Diploma to Diploma OR Bachelor's Degree to Bachelor's Degree. The credit transfer permitted is either the Credit Transfer with Grades or Credit Transfer without Grades (Credit Exemption) based on the situation.*
2. **Syarat-syarat umum pemindahan kredit** adalah seperti berikut:  
The general requirements for credit transfer are as follows:
  - (i) **Gred lulus** – Gred lulus minimum bagi kursus yang layak dipertimbangkan untuk pemindahan kredit ialah **Gred C atau nilai gred 2.00**.  
*Passing Grade – Minimum passing grade for courses eligible to be considered for credit transfer is a C Grade or a grade point value of 2.00.*
  - (ii) **Nilai kredit** – nilai kredit bagi kursus yang layak dipertimbangkan untuk pemindahan kredit mestilah sama atau lebih tinggi daripada nilai kredit kursus yang dipohon.  
*Credit value – credit value point of the equivalent course must be equal or higher than the credit value point of the course being applied.*
  - (iii) **Kesetaraan kandungan kursus-kursus** yang terlibat dengan pemindahan kredit mestilah **tidak kurang daripada 80%**.  
*The content of the courses involved with credit transfer must be equal to or more than 80% with the course being applied.*
3. Kelulusan untuk pemindahan kredit hanya diberikan kepada program yang telah diperakui oleh kerajaan atau/dan mendapat pengiktirafan dari badan/agensi akreditasi atau badan profesional yang diiktiraf.  
*Approval for credit transfer is only permissible for programmes that have been accredited by the Malaysian government or/and recognised from any authoritative body/ accreditation agency or professional bodies.*
4. Pemindahan kredit bagi kursus yang diikuti secara **Pentauliahn Mikro (Micro- Credentials), Massive Open Online Course (MOOC)** atau melalui **Akreditasi Pembelajaran Berasaskan Pengalaman Terdahulu – Penganugerahan Kredit (APEL-C)** adalah dibenarkan mengikut kesesuaian program berdasarkan syarat yang dinyatakan oleh standard program dan/atau garis panduan yang dikeluarkan oleh Agensi Kelayakan Malaysia (MQA).  
*Credit transfer for courses that are taken via Micro-Credentials, Massive Open Online Courses (MOOC) or through Accreditation of Experiential Learning – Credit Transfer through Accreditation of Learning Based on Prior Experience (APEL-C) is allowed based on the suitability of the programme according to Malaysian Quality Agency (MQA) guidelines.*
5. **Syarat-syarat khusus bagi pemindahan kredit horizontal** yang dibenarkan mengikut kategori adalah seperti berikut:  
*Specific regulations for horizontal credit transfer that is permitted by category are as follows:*
  - **Gabungan Kursus** – Gabungan kursus tidak dibenarkan untuk memenuhi mana-mana syarat pemindahan kredit.  
*Course Combination – Course Combinations are not eligible for a credit transfer.*
  - **Had Pemindahan Kredit** – Tiada had pemindahan kredit namun tertakluk kepada syarat yang ditetapkan oleh Agensi Kelayakan Malaysia (MQA) dan/atau Badan Profesional dari semasa ke semasa.  
*Limit of Credit Transfer – The credit transfer is unlimited, but subjected to the requirements regulated by the Malaysian Qualification Agency (MQA) and/or professional bodies from time to time.*
  - **Permohonan pemindahan kredit** daripada program pengajian terdahulu hendaklah dibuat dalam tempoh **dua (2) minggu pertama pada semester pertama pengajian** mengikut prosedur yang telah ditetapkan oleh Pusat Pengurusan Akademik. Pemindahan kredit hanya akan diberikan **SEKALI** dalam tempoh pengajian.

*Application for credit transfer from the previous programme must be made within **the first two (2) weeks of the first semester of study** adhering to the procedures set by the Academic Management Centre. Credit transfer is only allowed **ONCE** throughout the study period.*

- **Permohonan pemindahan kredit** bagi **program mobiliti, Pentauliahn Mikro, MOOC dan APEL-C** boleh dilakukan sepanjang tempoh pengajian. Permohonan mestilah dibuat dalam tempoh **30 hari** selepas sesuatu keputusan diterima oleh IPT atau pemberi pendidikan mengikut garis panduan telah ditetapkan oleh Pusat Pengurusan Akademik.  
*Credit transfer application for mobility programmes, micro-credentials, MOOC and APEL-C can be done during the study period. The application must be made within **30 days** after a decision is received by the IPT or the education provider according to the guidelines that have been set by the Academic Management Centre.*
  - Pelajar yang bertukar program pengajian secara dalaman di UniMAP boleh memohon pemindahan kredit dengan gred bagi kursus yang sama/setara dalam kurikulum program pengajian baharu. Bagi kursus yang tidak terdapat dalam kurikulum program pengajian baharu, pelajar dibenarkan memohon pemindahan kredit namun diiktiraf sebagai kursus **Audit**.  
*Students who change study programmes internally at UniMAP can apply for Credit Transfer With Grade for similar/equivalent courses of their new programme. For courses which are not included in the new programme's curriculum, they are entitled to apply for credit transfer to be recognised as **Audit** courses.*
  - Pemindahan kredit bagi kursus Wajib Universiti berstatus Mata Pelajaran Umum adalah tidak dibenarkan kecuali kursus-kursus yang dibenarkan oleh Jabatan Pendidikan Tinggi (JPT) dan Agensi Kelayakan Malaysia (MQA).  
*Credit Transfer for compulsory General Studies (MPU) courses is not allowed except for courses approved by Department of Higher Education (JPT) and the Malaysian Qualification Agency (MQA).*
  - Pelajar yang telah gagal dan diberhentikan daripada sesuatu program pengajian dan ingin melanjutkan pengajian dalam program pengajian yang lain di peringkat yang sama tidak dibenarkan melakukan Pemindahan Kredit.  
*Students who have failed and been terminated from a programme and wish to continue their studies in another programme at the same level are not allowed to transfer credits.*
  - Pelajar yang telah berhenti belajar daripada sesuatu program pengajian dan ingin melanjutkan pengajian dalam program pengajian yang lain di peringkat yang sama adalah **dibenarkan melakukan Pemindahan Kredit Dengan Gred**.  
*Students who have withdrawn from a study programme and would like to continue in another programme at the same level **are allowed to apply for Credit Transfer with Grade**.*
  - Pelajar yang telah menamatkan pengajian daripada sesuatu program pengajian dan ingin melanjutkan pengajian dalam program pengajian yang lain di peringkat yang sama adalah dibenarkan melakukan **Pemindahan Kredit Tanpa Gred (Pengecualian Kredit)**. Beberapa kursus boleh digabungkan bagi memenuhi perkara (ii) dan (iii) syarat-syarat umum. Walau bagaimanapun, setiap kursus yang digabungkan mestilah memenuhi perkara (i) syarat-syarat umum.  
*Students who have graduated and wish to continue their studies in another programme at the same level are allowed to apply for **Credits Transfer Without Grade (Credit Exemption)**. Several courses can be combined to meet items (ii) and (iii) of the general requirements. However, the conditions of each course combined must meet item (i) of the general requirements.*
6. Kursus yang telah berjaya mendapatkan pemindahan kredit adalah tidak dibenarkan untuk diambil semula.  
*Students are not allowed to retake courses that have successfully obtained credit transfers.*
7. Kelulusan permohonan pindah kredit adalah tertakluk kepada kelulusan Dekan.  
*Approval of credit transfer applications is subject to the Dean's approval.*
8. 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 kategori 1 dalam borang permohonan)  
*A copy of the semester examination result slip and letter of approval for the study exchange Programme (for category 1 in the application form).*

- 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 kategori 2 dalam borang permohonan).  
*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 in the application form).*
- c. Salinan slip keputusan peperiksaan/laporan penilaian kursus daripada Universiti Hos (bagi kategori 3 dalam borang permohonan).  
*A copy of examination result slip/course evaluation report from Host University (for category 3 in the application form).*

**BORANG PERMOHONAN PEMINDAHAN KREDIT**  
**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 IHLs  3. Program Mobiliti/Mobility Programme   
4. Pentauliah Mikro/Micro-credential  5. Massive Open Online Course (MOOC)  6. APEL-C

- Permohonan pemindahan kredit daripada program pengajian terdahulu hendaklah dibuat dalam tempoh dua (2) minggu pertama pada semester pertama pengajian mengikut prosedur yang telah ditetapkan oleh Pusat Pengurusan Akademik. Pemindahan kredit hanya akan diberikan SEKALI dalam tempoh pengajian.  
*Application for credit transfer from the previous programme must be made within the first two (2) weeks of the first semester of study adhering to the procedures set by the Academic Management Centre. Credit transfer is only allowed ONCE throughout the study period.*
- Permohonan pemindahan kredit bagi program mobiliti, Pentauliah Mikro, MOOC dan APEL-C boleh dilakukan sepanjang tempoh pengajian. Permohonan mestilah dibuat dalam tempoh 30 hari selepas sesuatu keputusan diterima oleh IPT atau pemberi pendidikan mengikut garis panduan telah ditetapkan oleh Pusat Pengurusan Akademik.  
**Credit transfer application for mobility programmes, micro-credentials and MOOC can be done during the study period. The application must be made within 30 days after a decision is received by the IPT or the education provider according to the guidelines that have been set by the Academic Management Centre.**

**BAHAGIAN A: BUTIRAN DIRI PELAJAR /Student Details**

Nama/ Name: \_\_\_\_\_ No. KP / Passport No.: \_\_\_\_\_ No. Matrik/ Matric No.: \_\_\_\_\_

Program Pengajian Semasa/ Current Program: \_\_\_\_\_ Semester Semasa/ Current Semester: \_\_\_\_\_ Sidang Akademik/ Academic Session: \_\_\_\_\_ / \_\_\_\_\_

Kategori 1:

Program Pengajian Terdahulu/ Previous Programme: \_\_\_\_\_ PNGK Terakhir / Latest CGPA: \_\_\_\_\_

Kategori 2:

IPT Terdahulu/ Home Institute of Higher Learning (IHL): \_\_\_\_\_ Tarikh Kuat kuasa Pertukaran Program/ Effective Date of Exchange Programme: \_\_\_\_\_

Kategori 3:

IPT Hos/ Host Institute of Higher Learning (IHL): \_\_\_\_\_ Tarikh Program Mobiliti/ 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/Micro-credential/MOOC/ APEL-C <i>Equivalent Courses Taken at Home IHL/ Host University/Micro-credential/MOOC/ APEL-C</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>	Unit	Kod Kursus <i>Course Code</i>	Nama Kursus <i>Course Title</i>	Unit	#Jenis Kursus <i>Course Type</i>	Untuk Kegunaan Fakulti <i>For the Use of Faculty</i>		
									Gred Diluluskan / <i>Grade Approved</i> (isi ruang berkenaan/ <i>fill in at the appropriate column</i> )		Perakuan dan cap rasmi <i>(Lulus/Tidak Lulus)</i> <i>Verification and Official Stamp</i> <i>(Approved/Not Approved)</i>
									Mata Gred/ <i>Grade Point</i>	Lulus/ <i>Gagal</i> <i>Pass/Fail</i>	
1											
2											
3											
4											
5											
<b>Jumlah unit yang diperakukan untuk pemindahan kredit</b> <i>(Total of unit approved for credit transfer)</i>											

Bil.	Kursus Setara di IPT Asal/ di Universiti Hos/Micro-credential/MOOC/ APEL-C <i>Equivalent Courses Taken at Home IHL/ Host University/Micro-credential/MOOC/ APEL-C</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>	Unit	Kod Kursus <i>Course Code</i>	Nama Kursus <i>Course Title</i>	Unit	#Jenis Kursus <i>Course Type</i>	Untuk Kegunaan Fakulti <i>For the Use of Faculty</i>		
									Gred Diluluskan / <i>Grade Approved</i> (isi ruang berkenaan/ <i>fill in at the appropriate column</i> )		Perakuan dan cap rasmi <b>(Lulus/Tidak Lulus)</b> <i>Verification and Official Stamp (Approved/Not Approved)</i>
								Mata Gred/ <i>Grade Point</i>	Lulus/ <i>Pass</i> Gagal/ <i>Fail</i>		
6											
7											
8											
9											
10											
<b>Jumlah unit yang diperakukan untuk pemindahan kredit</b> <i>(Total of unit approved for credit transfer)</i>											

**BAHAGIAN C: PERAKUAN OLEH KETUA JABATAN / Verification by the Head of Department**

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: UNTUK KEGUNAAN UNIT PEPERIKSAAN DAN PENGIJAZAHAN /BAHAGIAN PENDIDIKAN FLEKSIBEL/For Examination and Graduation Unit/Flexible Education Division 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  
Signature and Official Stamp: \_\_\_\_\_

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

Tarikh kuatkuasa/ Effective Date: Oktober 2023