

## CREDIT TRANSFER POLICY

<b>Approving Authority</b>	: Senate
<b>Establishment Date</b>	: Trimester 2 2012/2013.
<b>Date Last Amendment</b>	: Special Senate No. 91 on 25 <sup>th</sup> November 2016
<b>Responsible Department</b>	: Academic Compliance and Regulatory

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**This credit transfer policy stated below is approved by Special Senate no. 91 held on 25<sup>th</sup> November 2016 to be in line with the Ministry of Higher Education (MOHE)'s policy. It takes effect beginning 25<sup>th</sup> November 2016 session.**

### **GENERAL**

1. The syllabus of the subject offered for credit transfer must cover at least 80% syllabus of the corresponding subject at MMU.
2. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU grade C.
3. The credit value of the subject from the programme to be transferred must be the same or more than the credit value of the subject offered by MMU.
4. Only subjects from accredited/recognized Certificate programmes (MQF level 3) / Diploma programmes) can be considered for credit transfer.
5. Transfer of credit from a higher level programme (e.g. Bachelor's degree) to lower program (e.g. diploma) is not permitted.

### **VERTICAL CREDIT TRANSFER**

Vertical credit transfer is allowed for the following circumstances :

1. From Diploma to Bachelor's degree level. The maximum transferrable credit is 30% (i.e approximately one year of Bachelor's degree duration) of the total programme's credit.
2. Student who possesses an advanced diploma in addition to a Diploma qualification may apply for a consideration for credit transfer of up to a maximum of two years of the Bachelor's degree duration. Student may join the third year of the programme if the application is successful.
3. From Certificate (MQF Level 3) to Diploma.

### **HORIZONTAL CREDIT TRANSFER**

Horizontal credit transfer is allowed in the following circumstances:

1. Student who possesses a qualification and wishes to pursue another programme at the same level as the earlier qualification. Eg : Possessed Bachelor's degree qualification and wanting to pursue another Bachelor's degree.
  - a) If the previous qualification was completed in MMU, no limit is imposed on the credit transfer. The same subject can be considered for credit transfer multiple times provided that the transfer is for programme within the same field (Eg. First degree completed is Bachelor

- of Business Administration (Hons) (Human Resources Management). Student may use the same subjects from this first degree to credit transfer for subsequent Bachelor of Business Administration (Hons) programme/s. If the previous qualification is from a different institution, the credit transfer is limited to the extent where the student must complete a minimum of 1 year for Bachelor degree level and 1 semester for the Diploma level in MMU.
2. Student following a programme and wishes to change to another programme offered by MMU at the same level and within the same field. This is on condition that he/she meets the requirement of the new program.
    - a) Grade transfer is allowed. In this case, there is no limit to the amount of credit allowed to be transferred.
    - b) If the previous programme is from another institution of higher learning, the credit transfer is dependent on the residential year : student must spend at least 1 year at MMU for Bachelor's degree level and 1 semester at MMU for Diploma level.  
*Note: Item 2a) When there is an application for a change in programme, both faculties are to discuss and agree on subjects to be allowed for credit transfer.*
  3. Student who has failed/been terminated from a programme and wishes to pursue another programme at the same level in MMU.
    - a) No credit nor grade transfer is (including the MPW/MPU subjects) allowed.
  4. Student who quit a programme and wishes to continue another programme at the same level in MMU.
    - a) Grade transfer may be considered. In this case, there is no limit to the amount of credit allowed to be transferred. The subject taken by the student must not be more than **FIVE** years prior to the registration date of the new programme at MMU.
    - b) If the previous programme was taken from another institution, the credit transfer is dependent on the residential year: student must spend at least 1 year at MMU for Bachelor's degree level and 1 semester at MMU for Diploma level.
  5. Student of a programme in MMU who enrol for a few subjects at another institution of higher learning at the same time (for example via mobility or exchange programme)
    - a) Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions.

#### **CREDIT TRANSFER OF MPU SUBJECTS**

1. Refer Table 1 that contains the list and level of MPU subjects allowed for the credit to be transferred.

***Note : Credit transfer for Engineering based subject shall follow the policy as stated in the current EAC manual.***

**Table 1: Credit Transfer for MPU Subjects**

	Level of Programmes					Condition
	Certificate to Diploma	Certificate to Degree	Diploma to Diploma	Diploma to Degree	Degree to Degree	
<p><b>MPU 1</b></p> <p><b>Diploma</b> MPU2133 Bahasa Melayu Komunikasi 1 MPU2163 Pengajian Malaysia 2</p> <p><b>Bachelor's Degree</b> MPU3113 Hubungan Etnik MPU3123 Tamadun Islam dan Tamadun Asia MPU3143 Bahasa Melayu Komunikasi 2 MPU3173 Pengajian Malaysia 3</p>	√	√	√	Not applicable because there is no common subject	√	Transferrable, subject to meeting minimum 80% of content similarity
<p><b>MPU 2</b></p> <p><b>Diploma</b> MPU2201 Basic Academic Writing MPU2202 Grooming and Professional Etiquette MPU3201 Bahasa Kebangsaan A*</p> <p><b>Bachelor's Degree</b> MPU3201 Bahasa Kebangsaan A MPU3202 French for Beginners MPU3203 Arabic for Beginners MPU3204 Spanish for Beginners MPU3205 Chinese for Beginners MPU3206 Japanese for Beginners MPU3207 Korean for Beginners MPU3208 German for Beginners MPU3209 The Practice of Leadership MPU3210 Image Management for Professionals</p>	√	√	√	Not applicable because there is no common subject except for Bahasa Kebangsaan A	√	Transferrable, subject to meeting minimum 80% of content similarity
<b>MPU 3</b>	√	√	√	Not applicable	√	Transferable, subject to meeting

	Level of Programmes					Condition
	Certificate to Diploma	Certificate to Degree	Diploma to Diploma	Diploma to Degree	Degree to Degree	
<p><b>Diploma</b> MPU2312 Introduction to Cultural Practices in Malaysia MPU2322 Fundamental of Islamic Leadership in Malaysia MPU2332 Family and Society</p> <p><b>Bachelor's Degree</b> MPU3313 Islamic Institution in Malaysia MPU3323 Introduction to Multicultural Studies in Malaysia MPU3333 Stress and Well-Being</p>				because there is no common subject		minimum 80% of content similarity
<p><b>MPU 4</b></p> <p><b>Diploma</b> MPU2409 Personal Social Responsibility MPU2403 Korean Culture and Communication MPU2404 French Culture and Communication MPU2405 Spanish Culture and Communication MPU2406 Chinese Culture and Communication MPU2407 Japanese Culture and Communication MPU2408 Arabic Culture and Communication</p> <p><b>Degree</b> MPU3409 Personal Social Responsibility MPU2408 Arabic Culture and Communication MPU3403 Korean Culture and Communication MPU3404 French Culture and Communication MPU3405 Spanish Culture and Communication MPU3406 Chinese Culture and Communication MPU3407 Japanese Culture and Communication MPU3408 Arabic Culture and Communication</p>	√	√	√	√	√	Transferrable, subject to meeting minimum 80% of content similarity

