

CREDIT TRANSFER FORM

1. Students can apply for a vertical or horizontal credit transfer for a certain course with the conditions as follow:
2. Conditions for **Vertical Credit Transfer**:
 - (a) Students possess a bachelor degree recognized as equivalent by University Senate; or
 - (b) Content of the course is equivalent with the UMP course and the result obtained for the course is achieving minimum UMP course passing grade.
 - (c) Candidates have experiences recognized by the University Senate as equivalent to a Bachelor degree.
3. Conditions for **Horizontal Credit Transfer**:
 - (a) The course is from the program that is equivalent to the current program.
 - (b) The content of the course must be equivalent to more than 80%.
 - (c) Credit unit of the course must be equivalent to the credit unit of the course applied.
 - (d) The course applied for credit transfer must be from the study program that has been accredited.
4. The combined amount of Credit Transfer is not more than 30% of the total passing credit for the current curriculum.
5. Application for credit transfer must be done in the first semester during the stipulated period unless with the approval of the Dean. Student is required to attach a copy of the course curriculum structure and the result transcript.

SECTION 1 (To be completed by Student)

1. Student's particular

Student Name	:				
Student ID	:		IC/Passport No.	:	
Programme	:				
Faculty	:				

2. Details of Credit Transfer

Vertical Credit Transfer

Horizontal Credit Transfer

Course	Credit	Grade	University and Level of Study	UMP Equivalent Course	Credit

Student's Signature :	Date:
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SECTION II (To be completed by Head of Programme / Coordinator)

Approved		Disapproved
Comment from Head of Programme / Coordinator: Date: Head of Programme / Coordinator's Signature and Stamp:		

SECTION III (To be completed by Dean)

Approved	Disapproved
Comment from Dean:	
Date:	
Dean's Signature and Stamp:	

SECTION IV (To be completed by IPS)

Within rules & procedures	Further actions to be taken:				
	MPSU & Senate Matters		Administration Matters		
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
				IPS Staff's Name:	
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
				IPS Staff's Name:	
Reasons:					
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information				
	<input type="checkbox"/> Bring to MPSU for approval				(Signature & Stamp)
Hereby, I verify that this student matter has been solved.					
Date:					
IPS Staff's Signature and Stamp:					