

## OBJECTIVE

This Policy was drawn up based on the guidelines provided by MQA and is to serve as a guide for dealing with transfer, acceptance and award of credit from a recognized institution.

In addition, this Policy is to protect the University's academic standards and reputation whilst at the same time, recognizing previous study of transferring students with the following aims:

1. Establish an institutional framework, policies and procedures for the development of credit transfer and articulation agreements between IMU and other educational institutions.
2. Provide guidelines for determining the award of credit, including the maximum amount of credit that can be awarded in any given programme.
3. Provide students with credit for former studies undertaken in a recognized institution, where it can be shown that the learning and outcomes satisfy the objectives of components of the IMU programme.
4. Allow movement of students between programmes or institutions or levels.

## APPLICATION

This Policy applies to the programmes offered by the University in accordance to the guidelines provided by MQA and the conference of credits transfer is subject to the approval of the University.

The University will consider credit transfer based on the following circumstances:

1. Students who are still enrolled and studying in a programme accredited by the Malaysian Qualifications Agency (MQA) and approved by the Malaysian Ministry of Education (MOE);
2. Students who are currently studying in any of IMU's partner schools;
3. Ex-students of IMU appealing to return from any of IMU's partner schools.

In addition, the University may also consider credit transfer on a case by case basis for circumstances not mentioned above subject to prior approval from the Admissions Committee.

## REQUIRED DOCUMENTS

Applicants intending to apply to transfer credits are required to submit the application and the following documents to the Admissions Department:

1. Unit/subject/module outline/syllabus;
2. Grading scheme;
3. Marking scheme;
4. Results transcript;
5. Accreditation certificate (if available).

## CONSIDERATIONS

### Categories of credit transfer

1. **Vertical:** Credit transfer from a lower qualification to a higher level.
2. **Horizontal:** Credit transfer from the same program level or qualifications such as from certificate to certificate / diploma to diploma / degree to degree.

### Criteria for credit transfer

1. Passing grade: Minimum grade C or GPA of 2.0.
2. Transfer credit from different courses can be considered based on the subject mapping. However, the value of credit for the subject needs to be carefully evaluated. For example, 2 subjects with 2 credits in each subject can be combined and transfer into a subject with 3 credits. In this case, the credit transferred is only 3.
3. Minimum of 80% equivalence in the programme's curriculum to be transferred into.
4. The subjects recognized for credit transfer must be from accredited programme.
5. Credit transfer must be achieved based on the subject to subject mapping.

### Vertical credit transfer

| Credit Transfer Level                            |                                       | Condition  |
|--|---------------------------------------|--|
| From Level                                       | To level                              |  |
| Certificate                                      | Diploma                               | Credit transfer is allowed.  |
| Diploma  | Bachelor's degree                     | Credit transfer is allowed with a maximum of 30% (approximately 1 year of study) of the total credits of the programme to be transferred into.   |
| Advanced diploma                                 | Bachelor's degree                     | Advanced diploma holders (who has also completed a diploma) may be considered for credit transfer to a maximum of 2 years into the bachelor's degree programme. Therefore, these students will join in as 3 <sup>rd</sup> year students in the bachelor's degree programme to be transferred into. |
| Higher qualification<br>(e.g. bachelor's degree) | Lower qualification<br>(e.g. diploma) | Credit transfer is not allowed.  |

### Horizontal credit transfer

| Condition   |   |
|---|---|
| Graduated students who would like to pursue a 2nd qualification of the same level (e.g. bachelor's degree to another bachelor's degree) | Credit transfer is allowed.   |
| Enrolled students who would like to transfer to another programme of the same level   | Credit transfer is allowed. <sup>1,2</sup>                            |
| Failed students who would like to resume their studies in another programme of the same level   | Credit transfer (including MPU subjects) is not allowed. <sup>3</sup> |

| <b>Condition</b>   |   |
|--|---|
| Students who have ceased studies and subsequently would like to resume their studies in another programme of the same level  | Credit transfer can be considered. <sup>1,2,4</sup>   |
| Students who are currently enrolled in a particular programme and at the same time completed a number of subjects in another institution (e.g. through student mobility programs or student exchange programs) | Credit transfer can be considered subject to specified residential requirements as follows:<br>a) 1 year for bachelors (level 6, MQF)<br>b) 1 semester for diploma & lower (levels 4 and lower, MQF)<br>c) 1 semester for postgraduate programmes (levels 7 and 8, MQF) |

1 - If the programme to be transferred into is taken within the same institution, there is no limitation to the credit transfer allowed

2 - If the programme to be transferred into is taken in a different institution, the credit transfer is subject to the residence of the student\* (residential year)

3 - The University allows in some cases for a withdrawn student on academic grounds to exit with a degree. If allowed, the transfer needs to be offered earlier and not after the withdrawal notice is given.

4 - As a guide, the currency of knowledge for any particular programme is about 5 years.

### **Duration of the residential year<sup>5</sup> in the awarding institution**

Bachelor's degree : 1 year

Diplomas and certificates : 1 semester

Postgraduate Programmes : 1 semester

5 – Residential year is the minimum duration that the students are required to study in the awarding institution once credit transfer has been approved.

### **Levels Definition**

| <b>Qualification Level</b> | <b>MQF<sup>6</sup> Level</b> | <b>MQF* Definition</b>   |
|----------------------------|------------------------------|--|
| Certificate                | 3                            | This level has 3 different categories which are:<br>1. Skills Certificate; or<br>2. Vocational and Technical Certificate; or<br>3. Foundation or University Preparatory Course.<br><br>In the context of IMU, only the 3 <sup>rd</sup> category is applicable which are not in the MQF as they are the entry qualifications to universities. Nevertheless, MQF determines standards for these certificates to ensure comparability and standardization of student abilities. |
| Diploma                    | 4                            | Encompass capabilities and responsibilities that are wide-ranging and will at the end, lead to a career. This level balances theory and practice or practical and stresses on the instillation of values, ethics and attitudes.  |
| Advanced Diploma           | 5                            | Specific qualification which identifies an individual who has knowledge, practical skills, managerial abilities and more complex and higher responsibilities than those expected at the diploma level.   |
| Bachelor Degree            | 6                            | Prepare students for general employment, entry into postgraduate programme and research as well as highly skilled careers. It enables the individuals to pair responsibilities, which require great autonomy in professional decision-making.  |

6 – Malaysian Qualifications Framework (Please refer to the Malaysian Qualifications Framework (2011) published by MQA for further details on the various level definitions).