

## PANDUAN / GUIDELINES :

1. 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 a programme that has been certified by the government or / and received recognition from accreditation body or recognized professional body.*

- b) Gred minimum yang diperoleh bagi sesuatu kursus setara di peringkat program pengajian berkenaan hendaklah sekurang-kurangnya gred C atau 2.00 (Program Kejuruteraan) dan sekurang-kurangnya gred B atau 3.00 (Program Perniagaan).

*The minimum grade obtained in a similar course of study in the programme should be at least grade C or 2.00 (Engineering Programme) and a minimum grade of B or 3.00 (Business Programme).*

- c) Walau bagaimanapun, kursus-kursus setara yang dipohon untuk pemindahan kredit boleh digabungkan (dua kursus atau lebih) bagi mendapatkan pemindahan kredit untuk satu kursus di UniMAP. Bagi kes seperti ini, gred purata (dan bukan gred individu) hendaklah sekurang-kurangnya gred C atau 2.00 (Program Kejuruteraan) dan sekurang-kurangnya gred B atau 3.00 (Program Perniagaan).

*However, equivalent courses which were applied for credit transfer can be combined (two courses or more) for the transfer of credit for a course at UniMAP. In such cases, the average grade (and not individual grades) should be at least grade C or 2.00 (Engineering Programme) and a minimum grade of B or 3.00 (Business Programme).*

- d) Kursus setara yang dimohon mestilah yang disahkan setara oleh Pusat Pengajian/Fakulti dan diiktiraf Universiti sepertimana ketetapan dalam peraturan akademik.

*The equivalent courses that were applied must be equivalent approved by the School / Faculty and recognized by the University as a provision in the academic regulations.*

2. Kelulusan untuk pengecualian kredit adalah tertakluk kepada Dekan Pusat Pengajian/Fakulti masing-masing dan diperakukan oleh Dekan Pengurusan Akademik.

*Approval for credit exemption is subject to the respective Dean of the School / Faculty and endorsed by the Dean of Academic Affairs.*

3. Borang permohonan hendaklah dikemukakan kepada Pusat Pengajian/Fakulti masing-masing selewat-lewatnya **MINGGU KE-2, SEMESTER 1 SIDANG PENGAMBILAN BARU.**

*The application form must be submitted to the respective School / Faculty latest by **WEEK 2, SEMESTER 1 of the NEW INTAKE SESSION.***

4. Sebelum mengisi borang, **pelajar hendaklah berbincang dengan Pengerusi Rancangan terlebih dahulu** berkenaan kursus-kursus yang layak diberikan pengecualian kredit.

*Before fill in the form, **students should consult with the Programme Chairman in advance** in respect of courses that are eligible for credit exemption.*

5. Borang permohonan yang lengkap diisi hendaklah **disertakan salinan sijil/diploma/ijazah dan transkrip akademik berkaitan serta silibus dan sistem permarkahan kursus yang dipohon.**

*Completed application forms must enclose with the **copies of certificate / diploma / degree and transcripts relating to the syllabus and system of marking of the respective course.***

**BORANG PERMOHONAN PENGECUALIAN KREDIT**  
*Credit Exemption Application Form*

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

**Nama/Name :** \_\_\_\_\_ **No. KP / IC No. :** \_\_\_\_\_ **Passport No. :** \_\_\_\_\_

**No. Matrik/** \_\_\_\_\_ **Program Pengajian/** \_\_\_\_\_ **Sidang Akademik/** \_\_\_\_\_ /  
*Matric No. :* \_\_\_\_\_ *Programme :* \_\_\_\_\_ *Academic Session :* \_\_\_\_\_

**IPT Asal/ Home Institute of** \_\_\_\_\_ **PNGK Akhir (Diploma) /** \_\_\_\_\_  
*Higher Learning (IHL):* \_\_\_\_\_ *Final PNGK (Diploma) :* \_\_\_\_\_

**Diploma/Diploma &** \_\_\_\_\_  
**Bidang Pengkhususan/Majoring:** \_\_\_\_\_

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

**BAHAGIAN B: BUTIRAN PERMOHONAN PENGECUALIAN KREDIT DAN PERAKUAN PUSAT PENGAJIAN / Exemption Application Details And Verification From School/Faculty**

Bil.	IPT Asal ( Home IHL) Kursus Setara (Equivalent Course)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian 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)	Unit (Unit)	Kod Kursus (Course Code)	Nama Kursus (Peringkat Ijazah) Course Title(Degree Level)	Unit (Unit)	#Jenis Kursus (Course Type)	
1.									
<b>Jumlah kredit yang diperakukan untuk pengecualian</b> <i>(Total of Approved Credits)</i>									

Bil.	IPT Asal ( Home IHL) Kursus Setara (Equivalent Course)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian Courses 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)	Unit (Unit)	Kod Kursus (Course Code)	Nama Kursus (Peringkat Ijazah) Course Title(Degree Level)	Unit (Unit)	#Jenis Kursus (Course Type)	
2.									
3.									
4.									
5.									
6.									
<b>Jumlah kredit yang diperakuan untuk pengecualian</b> (Total of Approved Credits)									

Bil.	IPT Asal ( Home IHL) Kursus Setara (Equivalent Course)				Kursus di UniMAP Yang Dipohon Untuk Pengecualian Courses 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)	Unit (Unit)	Kod Kursus (Course Code)	Nama Kursus (Peringkat Ijazah) Course Title(Degree Level)	Unit (Unit)	#Jenis Kursus (Course Type)	
7.									
8.									
9.									
10.									
11.									
<b>Jumlah kredit yang diperakuan untuk pengecualian</b> (Total of Approved Credits)									

**BAHAGIAN C : SEMAKAN OLEH Pengerusi Rancangan / Review by the Programme Chairman**

Jumlah Pegecualian Kredit Lulus/ Total of Exemption Credit Approved : \_\_\_\_\_

Ulasan/Comment :

Tandatangan dan Cop Rasmi /  
Signature and Official Stamp : \_\_\_\_\_

Tarikh / Date : \_\_\_\_\_

**BAHAGIAN D : KELULUSAN DEKAN PUSAT PENGAJIAN/FAKULTI/ Approval by the Dean of School/Faculty**

Permohonan / Application : Diluluskan/Approved  Tidak Diluluskan /Not Approved

Ulasan/Comment :

Tandatangan dan Cop Rasmi/  
Signature and Official Stamp : \_\_\_\_\_

Tarikh / Date : \_\_\_\_\_

\* Setelah kelulusan, Pusat Pengajian/Fakulti dimohon mengemukakan permohonan ini ke Unit Kemasukan dan Rekod Pelajar, BPA 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 latest by 5th week of lectures for further processing.

**BAHAGIAN E : KELULUSAN DEKAN PENGURUSAN AKADEMIK/ Approval by the Dean of Academic Affairs**

Permohonan / Application : Diluluskan/Approved  Tidak Diluluskan /Not Approved

Ulasan/Comment :

Tandatangan dan Cop 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 Cop 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

Tarikh kuatkuasa/ Effective Date : : 4 Sept. 2017

**PROSES PERMOHONAN DAN PENGESAHAN PENGECUALIAN KREDIT**  
**THE PROCESS OF APPLICATIONS AND APPROVAL FOR CREDIT EXEMPTION**

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