



APPLICATION FOR TRANSFER OF CREDIT (EXCHANGE PROGRAMME STUDENT)

CRITERIA FOR TRANSFER OF CREDIT	FOR OFFICE USE ONLY									
<p><b>Please read carefully the following criteria of transfer of credit</b></p> <ol style="list-style-type: none"> <li>The institutions/colleges must be recognized by the Malaysian Government and IIUM.</li> <li>Credit/Contact hours/Semester are based on 14 lecture weeks.</li> <li>Minimum grade for credit transfer for diploma holders shall be 'B' grade or its equivalent and a good pass.</li> <li>Comparability in terms of depth and content.</li> <li>Maximum credits for transfer is 30% of the total graduation requirements of the programme.</li> <li>Courses taken within 5 years prior to admission to IIUM/other maximum validity period accepted by Kulliyah.</li> </ol>	<p><b>CHECKLIST</b>  <b>*Please tick (√) which is applicable</b></p> <table border="1"> <thead> <tr> <th></th> <th>*YES</th> <th>*NO</th> </tr> </thead> <tbody> <tr> <td>1. Course outline/syllabus</td> <td></td> <td></td> </tr> <tr> <td>2. Transcript/result slips</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>This application form will ONLY be processed subject to submission of the following documents:</b></p> <ol style="list-style-type: none"> <li>Transcript/result slips (showing course title and grade); and</li> <li>Course outline/syllabus/description/curricular; or</li> <li>University/Institutional prospectus or catalogue</li> </ol>		*YES	*NO	1. Course outline/syllabus			2. Transcript/result slips		
	*YES	*NO								
1. Course outline/syllabus										
2. Transcript/result slips										
<p><b>Illustration for the calculation on maximum credits for transfer:</b></p> <p>Total current graduation requirement : 132            Maximum number of credits transferred from outside institutions : 30%</p> <p>Calculation :  <math>30/100 \times 132</math>  <math>= 0.3 \times 132</math>  <math>= 39.6 = 40</math> credit hour</p> <p>For a-three (3) credit hour course, you may be asking for transfer of credit for a maximum of 13 courses only, subject to policy.</p>										

**PART A, B & C TO BE FILLED IN BY APPLICANT (Please write clearly)**

PART A: PERSONAL DETAILS OF STUDENT					
Name:		Matric Number:			
Programme:		Phone No.:		Handphone No.:	
		Email:			
Name of Exchange Programme Institution:					
Permanent Address :			Correspondence Address:		
<p><b>PART B: RECORD OF PREVIOUS CREDIT TRANSFER</b></p> <p>Have you been approved for credit transfer before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Background for the approved credit transfer: _____</p> <p>List of courses approved for credit transfer:</p>					
No.	Course Code (as stated in the applicant's transcript)	Course Title (as stated in the applicant's transcript)	Credit Hours	Grade Obtained	Course Code (as offered by IIUM)


**PART C: LIST OF COURSES TO BE CONSIDERED FOR CREDIT TRANSFER**  
 (Please attach ALL copies of the relevant course outlines/syllabus/description)

Subjects taken in the exchange programme institution (Please fill in the information accordingly)

No.	Course Code (as stated in the applicant's transcript)	Course Title (as stated in the applicant's transcript)	Credit Hours	Grade Obtained	Course Code (as offered by IIUM)

**NOTE: Incomplete application will not be entertained**

I certify that the above and attached information is TRUE.

Student's Signature:.....

Date:.....

**PART D : TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) OF THE COURSE AND DEPUTY DEAN ACADEMIC AFFAIRS AND INDUSTRIAL LINKAGES (DDAAIL)**

**TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) OF THE COURSE SOUGHT FOR TRANSFER OF CREDIT**

Please tick (√) your decision.

Approved

Rejected

IMPORTANT REMARK: Maximum credits for transfer is 30% of the total graduation requirements of the programme.

Course code approved for transfer of credit:

1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Signature and Stamp of the HOD

Date: .....

**TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) OF THE COURSE SOUGHT FOR TRANSFER OF CREDIT**

Please tick (√) your decision.

Approved

Rejected

IMPORTANT REMARK: Maximum credits for transfer is 30% of the total graduation requirements of the programme.

Course code approved for transfer of credit:

1.									
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9.									
10.									

Signature and Stamp of the HOD

Date: .....

**TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD) OF THE COURSE SOUGHT FOR TRANSFER OF CREDIT**

Please tick (√) your decision.

Approved

Rejected

IMPORTANT REMARK: Maximum credits for transfer is 30% of the total graduation requirements of the programme.

Course code approved for transfer of credit:

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2.									
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5.									
6.									
7.									
8.									
9.									
10.									

Signature and Stamp of the HOD

Date: .....

**APPROVAL BY DEPUTY DEAN (ACADEMIC AFFAIRS & INDUSTRIAL RELATIONS)**

Please tick (√) your decision.

Approved, concurred with HOD recommendation

Rejected

If rejected, please comment: .....

Signature and Stamp of the DDAAIL

Date: .....

**PART E: TO BE COMPLETED BY DDAAIL STAFF**

Processed by: .....

Remark: .....

.....

Signature and Stamp:

Date: .....