

1.0 General Policy

- 1.1. Credit transfer and credit exemption evaluation shall be applied together with the admission application to MIA together with a non-refundable application fee of RM 200.
- 1.2. Applicants who apply for credit transfer and/or credit exemption must enclose the following documents:
 - a) Certified true copy of transcript / all semester results AND
 - b) Certified true copy of course description for the course(s) / programme AND
 - c) Certified true copy of the MQA accreditation certificate or accreditation certificate from a recognised authority.
- 1.3. In order to be considered for credit transfer and/or credit exemption, the following criteria must be fulfilled:
 - a) The evaluation of credit transfer or credit exemption is based on subject to subject mapping with at least 80% match in content and equivalent course outcomes.
 - b) Only course(s) with Grade C or above and it is considered to be equivalent to at least MIA Grade C will only be considered for credit transfer or credit exemption.
 - c) The credit unit of the taken course(s) must be same or higher than the credit unit of the course(s) that will be taken.
 - d) The course curriculum / syllabus of the credit transfer or credit exemption course(s) must be at least 80% on par with the course curriculum / syllabus of the course(s) that will be taken.
 - e) The course(s) for consideration of credit transfer or credit exemption must be from programme that has been awarded provisional accredited / accredited status. For overseas programme, the programme must be accredited by the recognized authority from that particular country.
- 1.4. The total credit transfer and credit exemption allowed must not exceed 30% of the programme curriculum.
- 1.5. The *currency of knowledge* for credit transfer and credit exemption is 5 years.

2.0 Credit Transfer Policy

- 2.1. Credit Transfer is the transfer of credit unit(s) of the course(s) taken by a student at other recognized HEPs (Higher Education Provider) or at MIA.
- 2.2. Credit transfer can be granted from a programme of Malaysian Qualification Framework (MQF) Level 3 to MQF Level 4 and from MQF Level 4 to MQF Level 6.
- 2.3. **Credit Transfer from other HEPs to MIA**
 - 2.3.1. Credit transfer can be granted from a partially completed academic qualification from other HEPs to a new programme (in the same discipline) at the same level.
 - 2.3.2. Credit transfer can be granted from a partially completed or a completed academic qualification for MQA or MPU courses at the same level than fulfilled criteria Clause 1.3 as above.
 - 2.3.3. Credit transfer can be granted from a completed academic qualification from other HEPs to a new programme at the same level. The residential year for an applicant who further their study at the same level in another HEPs is as following:
 - a) Master / PhD – 1 semester
 - b) Bachelor – 1 year
 - c) Diploma / Certificate – 1 semester



CREDIT TRANSFER AND EXEMPTION POLICY

- 2.3.4. Upon granted credit transfer, only the credit unit of the course(s) will be transferred. The course grade will not be computed in the Grade Point Average (CPA) or Cummulative Grade Point Average (CGPA) of the new programme.
- 2.3.5. No credit transfer is allowed:
 - a) From a higher level programme to a lower level programme.
 - b) For course(s) which has been granted credit transfer in the previous application of credit transfer.
 - c) For a student who has failed or has been terminated from his / her study due to unsatisfactory academic performance and enrolling for the same programme or a new programme (in the same discipline) of the same programme level (including MQA and MPU units).
 - d) From MPW units to MPU units.
- 2.3.6. Students who obtained credit transfer shall be given tuition fee waiver based on the semester's total credit transferred unit(s). The amount of fee waiver is RM 250 per unit transferred.

3.0 Credit Exemptions Policy

- 3.1. Credit Exemption refers to credit unit of a study programme that has been waived, determined during the admission process into the programme.
- 3.2. Students who are given credit exemption are required to replace the exempted credit unit awarded with other course(s) with the same credit unit.
- 3.3. Credit exemption can be given to MQA or MPU units that have fulfilled criteria 1.3. However, MPW units are no allowed as exemption for MPU units. Credit transfer and credit exemption evaluation shall be applied together with the admission application to MIA together with a non-refundable application fee of RM 200.

Note: Application fee for credit transfer and credit exemption shall be made to '**MALAYSIAN INSTITUTE OF ART**'. Fee can be made by the following methods:

- 1. Banker's cheque made payable to '**MALAYSIAN INSTITUTE OF ART**'
- 2. Online banking / ATM transfer / bank-in cheque and other bank transactions
 - Payable To : **MALAYSIAN INSTITUTE OF ART**
 - Account No. : **3072310818**
 - Bank : **PUBLIC BANK BERHAD**
- 3. Cash payment at MIA during the following office hours.
 - Monday to Friday : 9.00 am – 5.00 pm
 - Saturday : 9.00 am – 12.30 noon
 - Closed on Sundays and Public Holidays*

For method (1) and (2), please enclosed the receipt together with the MIA's Admission Form.