Notice of Personal Data Protection Act / Notis Akta Perlindungan Data Peribadi
By completing this Form, I understand MIA is bound to give Notice and require consent in relation to processing of personal information, in accordance with the Personal Data Protection Act 2010 ["PDPA"]. I hereby confirm that I have read, understood, and agree to the Personal Data Protection Notice at www.mia.edu.my.
Dengan melengkapkan borang ini, saya faham bahawa MIA terikat untuk memberi notis dan memerlukan persetujuan berhubung dengan pemprosesan maklumat peribadi menurut Akta Perlindungan Data Peribadi 2010 ["PDPA']. Saya mengesahkan bahawa saya telah membaca, memahami serta bersetuju dengan kenyataan Notis Perlindungan Data Peribadi di www.mia.edu.my.

Important Notice: This application form is SOLELY for Credit Transfer & Exemption Evaluation processing and administrative matters.

This form is to be used for prospective Malaysian Institute of Art (MIA) students or MIA's graduands when applying for credit transfer / exemption from their previous study to MIA.

- Credit transfer / exemption application shall be applied together with the admission application to MIA together with a non-refundable application fee of RM 200.

- Applications must be **enclosed with** the certified true copy of the applicant's previous programme **Transcript, Course Description and programme accreditation certificate**.

- Applicants who apply for Diploma art and design programme are advised to submit the art portfolio as additional supporting document. Applicants who are using Diploma qualification to apply for Bachelor degree programme are also required to submit their final year project art portfolio (in CD format, files to be saved in jpeg or pdf format).

  > *For **MIA's graduands**, only the certified true copy of the previous programme Transcript is required. Application fee for credit transfer / exemption to Bachelor degree programme shall be waived as well.*

- For Certificate and Diploma programmes, applicants who are granted 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 150 per unit transferred for Certicate programme and RM 250 per unit transferred for Diploma programmes.

  Applicants who are granted credit transfer via residential year shall be given tuition fee waiver for the stated semester(s). In the event applicants are required to take top-up course(s) from the semester(s) that is granted Residential Year, applicants shall be required to pay for the top-up course(s) according to the rate determined by MIA.

- For Bachelor degree programmes, applicants who are granted credit transfer shall be given tuition fee waiver for the stated semester(s). In the event applicants are required to take top-up course(s) from the semester(s) that is granted credit transfer, applicants shall be required to pay for the top-up course(s) according to the rate determined by MIA.

- Application for credit transfer will normally take 15 working days upon submission of completed documentations. A longer period may be required at peak admission and/or enrolment period.

- Applicants may check the Credit Transfer / Exemption Policy from MIA's website (www.mia.edu.my) for further details.

SECTION 1 : APPLICANT'S INFORMATION

Applicant Name : …………………………………………………………………………………

NRIC / Passport No. : …………………………………………………………………………………

Former Academic Qualification : …………………………………………………………………………………

Former Education Institution : …………………………………………………………………………………

Programme accredited by MQA* : ☐ Yes ☐ No   Year of Completion: …………………
  (*Malaysian Qualifications Agency)

Programme Applied for Credit Transfer / Exemption : …………………………………………………………………………………

Declaration of Applicant:

I hereby declared that I have applied for credit transfer / exemption from Malaysian Institute of Art (MIA). I understood that the evaluation outcome of the application is subjected to the discretion of MIA. I also consent MIA to obtain my personal information inclusive my academic record from my previous education institution / organisation in order to facilitate the evaluation process of my application.

Applicant's signature: ……………………………………   Date: ……………………………

SECTION 2 : APPLICATION FEE RECORD

Amount : …………………………………..   Collected by : …………………………………

Receipt no. : …………………………………..   Date : …………………………………

SECTION 3: APPLICANT ACADEMIC RECORD CHECKING (BY ADMISSION UNIT)

Applicant Name : ……………………………………………………………………………………………

Programme Applied : ……………………………………………………………………………………………

For Intake / Year : ……………………………………………………………………………………………

Remarks : ……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

Form checked by,	Recommended by,	Forwarded to Dept: ……………..…………………
		Received by,
………………………………	…………………………….	………………………………
Name:	Name:	Name:
Date:	Date:	Date:

SECTION 4: CREDIT TRANSFER / EXEMPTION EVALUATION (BY ACADEMIC DEPARTMENT)

Note:
1) The credit transfer / exemption evaluation shall followed MIA's Credit Transfer / Exemption Policy.
2) The total credit transfer and credit exemption allowed must not exceed 30% of the total credit unit of the applied programmes.
3) Evaluation must be completed and returned to Admission Unit not later than ten (10) working days upon receiving of the application.
4) Only ONE (1) type of credit transfer is allowed – General Credit Transfer or Block Credit Transfer.
5) Academic Department are advised to keep the record of evaluation for the purpose of audit by relevant authorities.

Section 4.1: Block Credit Transfer Evaluation
(Note: Please strike off this section if this is not applicable in this application.)

Important Criteria:
a) Block credit transfer can be considered to be given to a completed Diploma qualification to MIA's Bachelor degree programme only.
b) The Diploma qualification must be completed with a minimum 90 credit units and obtained CGPA of at least 2.0.
c) The programme curriculum / syllabus of the block credit transfer must be at least 80% on par with the course curriculum / syllabus of MIA's Diploma programme.
d) The total credit block credit transfer allowed must not be exceeding 30% of the Bachelor degree total credit unit.
e) This section can also be used for recommendation of **Residential Year**.

Block Credit Transfer Evaluation Outcome

Year / Semester	Total Credit Allowed for Transferred	Subject(s) with NO Credit Transfer *(please write subject code only).*
Year 1, Sem 1		
Year 1, Sem 2		
Total Block Credit / Residential Year Approved		

Remarks: ……

……..

……...

Evaluated by:	Evaluated by: (Foundation Studies Department, if necessary)	Approved by:
………………………………	………………………………	………………………………
(Head / Department's Representative)	(Head / Department's Representative)	(Head / Department's Representative)
Name:	Name:	Name:
Date:	Date:	Date:

Section 4.2: General Credit Transfer / Exemption Evaluation

(Note: Please strike off this section if this is not applicable in this application.)

Important Criteria:

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** that 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.

Applicant name: ………………………………………………………………………

No.	Former Education Institution			Malaysian Institute of Art		Evaluation Status*
	Subject Code & Name	Credit Unit	Grade	Subject Code & Name Matched	Credit Unit	

***Evaluation Status: CT – Credit Transfer   CE – Credit Exemption**

(Please use additional sheet if the space provided is insufficient.)

General Credit Transfer / Exemption Evaluation Outcome

Applicant name: ………………………………………………………………………

Total credit hours allowed for transfer : ……………… Total credit hours allowed for exemption : …………………

Remarks: ………

……..

……...

Evaluated by:	Evaluated by: (Foundation Studies Department, if necessary)	Approved by:
……………………………. (Head / Department's Representative) Name: Date:	……………………………. (Head / Department's Representative) Name: Date:	……………………………. (Head / Department's Representative) Name: Date:

SECTION 5: SUMMARY OF EVALUATION (ADMISION UNIT)

Received by: ………………….. Name: …………………………………………… Date: ………………….….…

Applicant name   : ………………………………………………………………………………………

Programme Applied : ………………………………………………………………………………………

- **Type of Credit Transfer Approved:**

  ☐ Block Credit Transfer (Transferred Unit: …………….)

  ☐ Residential Year (for Year ……….., Semester ……......)

  ☐ General Credit Transfer (Transferred Unit: ………….. ; Exempted Unit: ………………)

- **Percentage of transferred / exempted unit:**

  ☐ less than 30%

  ☐ more than 30% (second revision by Academic Department is needed)

Revised Decision:
     Revised by: …………………… Name: …………………………………………… Date: ………………………

- **Applicant shall start the programme in:**

  ➢ Year   ☐ One   ☐ Two   ☐ Three

  ➢ Semester   ☐ One   ☐ Two

Record checked by:	Verified by:
   ………………………………….. Name: Date:	 …………………………………. Name: Date: