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1.0 General Information

- 1.1 Credit transfer and credit exemption application 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; 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.
 - d) Certified letter from current education institution (for partially completed programme only). Applicants' status must be still active at the current education institution.
 - e) Upon request by MIA, applicants are required to submit the softcopy of the design(s) / artwork(s) / portfolio of the intended evaluated course(s).
- 1.3 In order to be considered for credit transfer and/or credit exemption, the following criteria must be fulfilled:
- a) Only course(s) with Grade C (at least 50% marks) or above and is considered to be equivalent to at least MIA Grade C will be considered for credit transfer or credit exemption; AND
 - b) 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; AND
 - c) The credit transfer or credit exemption evaluation must be based on course mapping with at least 80% match in learning outcomes, content and performance; AND
 - d) 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; AND
 - e) Credit transfer or credit exemption is based on **subject-to-subject mapping** for courses classified as Core, Major, Minor & Specialisation; AND/OR
 - f) A more flexible application of horizontal credit transfer is allowed for course classified as open elective course. This type of credit transfer is excluded from the principle of subject-to-subject mapping.
- 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. MIA's graduands who exceeded this timeline will be evaluated based on case-to-case basis.

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2.0 General Credit Transfer

2.1 Credit Transfer from other HEPs to MIA

- 2.1.1 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.
- 2.1.2 Credit transfer can be granted from a **completed** academic qualification from other HEPs (in Malaysia) to a new programme at the **same level** and to be given Residential Year as the following:
- a) Master / PhD – 1 semester;
 - b) Bachelor Degree – 1 year;
 - c) Diploma / Certificate - 1 semester.
- 2.1.3 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 Cumulative Grade Point Average (CGPA) of the new programme.
- 2.1.4 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.
- 2.1.5 Students who obtained credit transfer shall be given tuition fee waiver based on the semester's total credit transferred unit(s) at a rate determined by MIA and/or waiver of the entire semester(s) tuition fee.

2.2 Credit Transfer within MIA programmes

- 2.2.1 Credit transfer is allowed for students who apply to change their programme of study in MIA.
- 2.2.2 For a current student
- a) Credit transfer and credit exemption evaluation shall be processed together with the Programme Changing Application. The **application fee** for credit transfer and credit exemption will be **waived**.
 - b) There is no limitation to the total credit unit to be transferred and the credit unit will be transferred with grades (ONE TIME only).
 - c) Students who obtained credit transfer shall be given tuition fee waiver based on the semester's total credit transferred unit(s) at a rate determined by MIA and/or waiver of the entire semester(s) tuition fee. If student is required to take top-up course(s) to fulfil the graduation requirement of the new programme, he / she shall be required to pay for the top-up course(s) according to the rate determined by MIA.

- d) The course(s) grade of the previous programme that is not credit transferable will be excluded from computation of GPA and CGPA.

2.2.3 For a student who has completed their study at MIA

- a) Credit transfer and credit exemption evaluation shall be processed together with the admission application to MIA. The application fee for admission as well as credit transfer and credit exemption will be waived.
- b) There is no limitation to the total credit unit to be transferred. However, the course grade **will not be computed** in the Grade Point Average (CPA) or Cummulative Grade Point Average (CGPA) of the new programme.
- c) Students who obtained credit transfer shall be given tuition fee waiver based on the semester's total credit transferred unit(s) at a rate determined by MIA and/or waiver of the entire semester(s) tuition fee. If student is required to take top-up course(s) to fulfil the graduation requirement of the new programme, he / she shall be required to pay for the top-up course(s) according to the rate determined by MIA.

2.2.4 For Re-admission of Programme

- a) Credit transfer can be considered for MIA students who apply for Re-admission of Programme that the students previously enrolled.
- b) Credit transfer and credit exemption evaluation shall be processed together with the Re-admission application. The application fee for credit transfer and credit exemption will be waived.
- c) Only course(s) with Grade C (at least 50 marks) or above can be considered for credit transfer.
- d) There is no limitation to the total credit unit to be transferred and the credit unit will be transferred with grades.
- e) Students who obtained credit transfer shall be given tuition fee waiver based on the semester's total credit transferred unit(s) at a rate determined by MIA and/or waiver of the entire semester(s) tuition fee. If student is required to take top-up course(s) to fulfil the graduation requirement of the new programme, he / she shall be required to pay for the top-up course(s) according to the rate determined by MIA.

2.2.5 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.

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3.0 General Credit Exemption

- 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(s) with other course(s) from any other programme of the same level.

4.0 Credit Transfer and Exemption for MPU Subjects

- 4.1 In order to be considered for credit transfer and/or credit exemption for MPU subjects, the following criteria must be fulfilled:
- 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.
 - Only course(s) with Grade C (at least 50 marks) or above and is considered to be equivalent to at least MIA Grade C will be considered for credit transfer or credit exemption.
 - The credit unit of the taken MPU course(s) must be same or higher than the credit unit of the course(s) that will be taken in MIA except for MPU subjects listed in Clause 4.2.
 - The course(s) for consideration of credit transfer or credit exemption must be from programme that has been awarded provisional accredited / accredited status.
 - Only **Horizontal** credit transfer or credit exemption is allowed for MPU subjects except for MPU subjects listed in Clause 4.2 and Clause 4.3.
 - No credit transfer / credit exemption will be given from a higher level programme to a lower level programme.

4.2 Credit Transfer in Package

- 4.2.1 Credit transfer in package (*pengecualian kredit secara berkelompok*) refers to credit transfer **without matching the credit unit** of the MPU subjects to be transferred. This is applicable for the following MPU subjects:
- MPU U1 subjects - Penghayatan Etika dan Peradaban (PEP) / Falsafah dan Isu Semasa (FIS); and
 - Integrity and Anti-Corruption (Kursus Integriti dan Antirasuah - KIAR); and
 - Any MPU subjects as per defined by MPU Unit in the future.
- 4.2.2 PEP and FIS are offered in Diploma and Degree while KIAR is offered in every level of the programme. Students shall be required to take these subjects **ONE time only** in any level of the programmes.
- 4.2.3 **Vertical** credit transfer can be given to the students (**ONE TIME ONLY**) when students fulfilled Clause 4.1 as above. If the MPU subject(s) has been given credit transfer before, credit exemption will be given (without matching of credit unit) and students will need to **replace** the exempted credit unit **with other MPU subject(s)**.

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4.3 Bahasa Kebangsaan A

- 4.3.1 Bahasa Kebangsaan A is a **compulsory subject for Malaysian students** and it is offered in every level of the programmes (Certificate, Diploma, Degree). Students shall be required to take this subject **ONE time only** in any level of the programmes.
- 4.3.2 Students who obtained Grade C or above in SPM will be given **automatic credit exemption** for this subject at any level of the programme(s) and students will be arranged to take **other MPU subject(s) to replace the exempted credit unit**.
- 4.3.3 Automatic credit exemption can also be given to students who do not fulfill Clause 4.3.2 as above but have taken and passed this subject (**graded or ungraded**) in the previous completed programme (at a lower level programme). The credit unit of the taken subject must be same or higher than the credit unit of MIA's Bahasa Kebangsaan A.
- 4.3.4 Students from a **completed / partially completed** academic qualification from other HEPs to a new programme at the same level in MIA are required to apply for credit transfer / exemption for this subject (evaluation will be based on case-to-case basis). The credit unit of the taken subject must be same or higher than the credit unit of MIA's Bahasa Kebangsaan A. If students had obtained credit transfer for this subject previously, credit exemption will be given.
- 4.4 No credit transfer or credit exemption is allowed for LAN or MPW subject(s) to MPU subject(s).
- 4.5 The total credit unit allowed for transfer in MPU subject(s) must be computed with the credit unit allowed for transfer for non-MPU subject(s) (if applicable) and it must not exceed 30% of the programme curriculum.
- 4.6 There will be **NO WAIVER of fees** for students who is granted credit transfer or credit exemption for MPU subjects.

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5.0 Credit Transfer for BCU Degree Programme

5.1 General Terms & Conditions

5.1.1 Credit transfer and credit exemption application shall be applied together with the admission application to MIA. The application fee for credit transfer will be **waived**.

5.1.2 Applicants who apply for credit transfer and/or credit exemption must enclose the following documents:

- i) Certified true copy of transcript; AND
- ii) Certified true copy of course description for the course(s) / programme; AND
- iii) Certified true copy of the MQA accreditation certificate or accreditation certificate from a recognised authority; AND/OR
- iv) Certified letter from current education institution (for incomplete programme). Applicants' status must be still active at the current education institution; AND
- v) Submission of the softcopy of the design(s) / artwork(s) / portfolio of the intended evaluated course(s).

5.1.3 In order to be considered for credit transfer and/or credit exemption, the following criteria must be fulfilled:

- i) Only course(s) with Grade C (at least 50% marks) or above will be considered for credit transfer or credit exemption; AND
- ii) 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; AND
- iii) For programme that is not accredited by Board of Architects Malaysia (LAM), the evaluation of credit transfer or credit exemption is based on **subject to subject mapping** and the course curriculum equivalency must be at least 80%; OR
- vi) Students registered in LAM-accredited programmes may be considered for **horizontal credit transfer** from one accredited programme to another **in the same field** but it is only applicable if the student has an active student status and has not failed in their current programme. Students must also have achieved at least a grade C (50% or above) in the Architectural Design Studio course (*kursus Studio Rekabentuk Senibina*) in their original programme.

5.1.4 The total credit transfer and credit exemption allowed must not exceed 30% of the new programme curriculum.

5.1.5 If the evaluated credit transfer and credit exemption exceeded 30%, students shall be given a choice to determine which of the evaluated subject(s) will be accepted for credit transfer or credit exempted.

5.1.6 Students who obtained credit transfer shall be given tuition fee waiver **based on the rate determined by MIA**. If the student is required to take top-up course(s) to fulfil the graduation requirement of the BCU Degree programme, he / she shall be required to pay for the top-up course(s) according to the rate determined by MIA.

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5.2 Direct Entry Requirements

5.2.1 Direct entry to Degree Year 2 (or above) can be given to a student who has completed the Diploma programme (MQF Level 4) and apply to the BCU Degree programme (MQF Level 6) according to the variants of Architecture and Design programmes identified by MAPS (Majlis Akreditasi dan Pendidikan Senibina Malaysia) as the following:

i) Category A1

- A *bona fide* Diploma in Architecture where the curriculum is designed to produce Technical Assistants (J29), Technologist, or Assistant Officer in the field of Architecture (JA29), or similar.

ii) Category A2

- A *bona fide* Diploma in Interior Design where the curriculum is designed to produce Assistants Technician, Technologist, or Assistant Officer in the field of Interior Design or similar.

iii) Category B

- Diploma other than 5.2.1 (i) and (ii) but having core elements in Design that can enrol to architecture programme at the level of Bachelor of Science (LAM Part I) or Bachelor of Interior Design.

5.2.2 General Conditions for Direct Entry

- i) Residency period of not less than 1 year;
- ii) Credit transfer is **not more than 50%** for applicants from Diploma in **Category A1 & A2**.
- iii) Credit transfer is **not more than 33%** for applicants from Diploma in **Category B**.
- iv) With reference to **Clause 5.2.2 (ii) & (iii)**, the grade for courses in Architectural Design (Rekabentuk Senibina) & Design (Rekebentuk / Senireka) is **at least Grade B (at least 65% marks or above)**.
- v) Credit transfer of not more than 16% is allowed for Other Diploma and can be given if the grade for courses in Architectural Design (kursus studio Rekabentuk Senibina) is Grade C (at least 50% marks).
- vi) With reference to Clause 5.2.2 (v), credit transfer between 33% - 50% can be given if the course grade is minimum B (at least 65% marks).
- v) For non-Design / non-studio course (kursus-kursus bukan-rekabentuk / bukan-studio), credit transfer is subject to the prerogative of MIA and the course grade is minimum C (at least 50% marks).

- vi) If the evaluated credit transfer and credit exemption exceeded the allowed credit unit, students shall be given a choice to determine which of the evaluated subject(s) will be accepted for credit transfer or credit exemption.

Summary for Clause 5.2.2

Category	Maximum Allowed Credit Transfer	Minimum Required Grade	Remarks
A1	50%	Grade B (at least 65%)	Courses in Architectural Design (Rekabentuk Senibina) & Design (Rekebentuk / Senireka)
A2	50%		
B	33%		
Other Diploma	16%	Grade C (at least 50%)	Courses in Architectural Design
	Subject to Category A1, A2, B and Other Diploma	Grade C (at least 50%)	Non-Design / non-studio course (kursus-kursus bukan-rekabentuk / bukan-studio)

- 5.2.3 Students who obtained Direct Entry shall be given tuition fee waiver **based on the rate determined by MIA**. If student is required to take top-up course(s) to fulfil the graduation requirement of the BCU Degree programme, he / she shall be required to pay for the top-up course(s) according to the rate determined by MIA.

5.3 No credit transfer is allowed:

- i) From a higher level programme to a lower level programme.
- ii) For course(s) which has been granted credit transfer in the previous application of credit transfer.
- iii) 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.