



# CREDIT TRANSFER / EXEMPTION APPLICATION FORM

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**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.*

## General Information

- 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. Waiver of application fee is given to applicants applying to the Bachelor degree programme.
- All applications must be **enclosed with** the following documents:
  - Certified true copy of transcript; AND
  - Certified true copy of course description for the course(s) / programme; AND
  - Certified true copy of the MQA accreditation certificate or accreditation certificate from a recognised authority.
  - Certified letter from current education institution (for partially completed programme only). Applicants' status must be still active at the current education institution.
- For MIA's graduands, only the certified true copy of the previous programme Transcript is required.
- Upon request by MIA, applicants are required to submit the softcopy of the design(s) / artwork(s) / portfolio of the intended evaluated course(s).
- 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.
- The evaluation of credit transfer / exemption is solely at the discretion of MIA. **Applicants must acknowledge that there may be no credit transfer or exemption granted at the end of the evaluation.**
- Applicants who are granted credit transfer will be given waiver of tuition fee according to the rate determined by MIA (terms and conditions apply) based on the semester's total credit transferred. However, no waiver of tuition fee is given for MPU subject(s).
- Applicants may check the Credit Transfer / Exemption Policy at MIA's website (www.mia.edu.my) for further details.
- MIA reserves the right to reject any application or retract any decision if it is found that the information given by the students is incorrect and/or inaccurate.

## SECTION 1 : TO BE FILLED BY APPLICANT

Applicant's 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 declare that I have applied for credit transfer / exemption from Malaysian Institute of Art (MIA). I **have read** the MIA's credit transfer / exemption policy and I understand that the evaluation outcome of the application is subject to the discretion of MIA. I also consent MIA to obtain my personal information inclusive of 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 (OFFICE USE ONLY)

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

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







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Applicant's Former Education Institution			MIA Course Code & Name	Course Classification	Mapping Evaluation (Y/N)			Comments (if any)	Evaluation Outcome	Evaluated by (Name & Signature)
Course Code & Name	Credit Unit	Grade			Credit Unit	Grade	Learning Outcome / Content			

Total credit unit for graduation:..... Total credit transfer granted: ..... Total credit exemption granted: .....

<p><b><u>Academic Department</u></b></p> <p>Confirmed &amp; Approved by: .....</p> <p>Name : .....</p> <p>Date : .....</p>	<p><b><u>Admission Unit</u></b></p> <p>Received by: ..... Date: .....</p> <p>Remarks: .....</p>
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