

## **CREDIT TRANSFER / EXEMPTION POLICY**

### **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 / 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 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 partially completed or a completed academic qualification for MQA or MPU courses at the same level than fulfilled criteria Clause 1.3 as above.

- 2.1.3 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:
- Master / PhD – 1 semester
  - Bachelor – 1 year
  - Diploma / Certificate – 1 semester
- 2.1.4 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 Cumulative Grade Point Average (CGPA) of the new programme.
- 2.1.5 No credit transfer is allowed:
- From a higher level programme to a lower level programme.
  - For course(s) which has been granted credit transfer in the previous application of credit transfer.
  - 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).
  - From MPW units to MPU units.
- 2.1.6 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.

## 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
- 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.
  - There is no limitation to the total credit unit to be transferred and the credit unit will be transferred with grades.
  - There will be no waiver of tuition fee to be given upon successful of credit transfer into MIA's Certificate and Diploma Programme. However, 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.
  - 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 applied together with the admission application to MIA together with a non-refundable application fee of RM 200.
- 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 Cumulative 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.

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) (including the MPU courses) with Grade C 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.

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 (including MQA and MPU units).
- d) From MPW units to MPU units.

### **3.0 Block Credit Transfer**

- 3.1 Block credit transfer is referred to credit transfer granted towards whole stages or components of a qualification. It is considered to fulfil the progressive requirements for an applicant who use a Diploma qualification to apply for MIA's Bachelor degree programme.

- 3.2 Applicants who would like to apply for credit transfer to Bachelor of Arts (Hons) Interior Architecture and Design are required to submit the following documents:
- Applicant's previous academic certificate and transcripts; and
  - The course description (syllabus); and
  - Final year project portfolio (to be saved in CD in pdf or jpeg format).
  - MQA accreditation certificate or accreditation certificate from any other authorised accreditation bodies.

MIA Diploma graduands are required to submit documents as per Clause 3.2a only and the application fee for credit transfer / exemption shall be waived.

- 3.3 In order to be considered for block credit transfer, the following criteria must be fulfilled:
- The applicant must have completed the previous Diploma programme with a minimum 90 credit units and obtained a minimum C.G.P.A. of 2.0.
  - 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 block credit transfer.
  - 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.
  - The programme for consideration of credit transfer or credit exemption must be from programme that has been awarded accredited status. For overseas programme, the programme must be accredited by the recognized authority from that particular country.
- 3.4 Subject to the evaluation of the credit transfer, an applicant may be granted credit transfer based on General Credit Transfer of Block Credit Transfer. Only one form of credit transfer is allowed and if the applicant is granted for block credit transfer, no other form of credit transfer or credit exemption will be given.
- 3.5 In the event the applicants are required to top-up certain unit of courses to fulfil the graduation requirement, they shall be required to pay for the top-up courses according to the rate determined by MIA.
- 3.6 The total block credit transfer allowed must not be exceeding 30% of the Bachelor degree total credit unit.

#### **4.0 Credit Exemption**

- 4.1 Credit Exemption refers to credit unit of a study programme that has been waived, determined during the admission process into the programme.
- 4.2 Students who are given credit exemption are required to replace the exempted credit unit awarded with other course(s) with the same credit unit.
- 4.3 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.