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TUNKU ABDUL RAHMAN
UNIVERSITY OF
MANAGEMENT AND TECHNOLOGY

TUNKU ABDUL RAHMAN UNIVERSITY OF
MANAGEMENT AND TECHNOLOGY DU058(W)
Wholly owned by the TARC Education Foundation (Reg. No.: 201301003979 (1033820-M))

DACE/CT-H/16	
Rev No.: 2	Effective Date: 21 Nov 2022

APPLICATION FOR HORIZONTAL CREDIT TRANSFER (AFTER ACCEPTANCE OF OFFER OF ADMISSION)
– only applicable for Diploma & Bachelor Degree programme

1. Horizontal credit transfer would only be considered for Ex-TARCians who have previously withdrawn from TAR UMT/TAR UC programme and have now enrolled into another programme of the same level as the programme withdrawn.

2. Students are required to seek advice from the Associate Dean/Programme Leader of their existing programme before filling in this form.

3. Students are required to pay an application fee of **RM 200 (non-refundable)** at Bursary Department. Application without the application fee will **NOT** be processed.

4. The completed application form must be submitted to the Faculty together with receipt of payment and a certified true copy of the previous programme examination result slips/transcript.

5. The deadline for the application is latest by <u>end of week 4 (for long semester) or end of week 3 (for short semester)</u> after the commencement of the semester first joined. Late applications will **NOT** be entertained.

6. The approval for credit transfer is **NOT** guaranteed. The outcome of the application will be notified to students via letter by the Faculty within 1 week after the application deadline.

7. The decision of the University on the credit transfer is **<u>FINAL</u>**.

8. For the horizontal credit transfer to take effect, successful students are required to pay the credit transfer fee of RM 100 per course (non-refundable) at Bursary Department and return the acceptance of horizontal credit transfer to the Faculty by the stipulated deadline. Late acceptance will **NOT** be entertained.

9. Students are required to attend classes before the outcome of their application for horizontal credit transfer.

APPLICATION FOR HORIZONTAL CREDIT TRANSFER (AFTER ACCEPTANCE OF OFFER OF ADMISSION)
– only applicable for Diploma & Bachelor Degree programme

Students are required to seek advice from the Associate Dean/Programme Leader of the programme that they wish to transfer credit before filling in this form.

Application deadline: End of week 4 (for long semester) <u>or</u> end of week 3 (for short semester) after the commencement of the semester first joined.

Name:	**Student ID No.:**
Programme & Campus of Study:	
Year & Semester of Study:	**Contact No.:**

Please state the course(s) which you wish to apply for horizontal credit transfer in your current programme.

	Previous Programme			Current Programme		FOR OFFICE USE ONLY			
	Course Code & Course Title	Credit Hour	Grade Obtained	Course Code & Course Title	Credit Hour	Course Granted	Equivalency of course content (%)	Yr & Sem Offered	Grade
Technical Course (s)						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			

RECEIVING FACULTY

Evaluated by Programme Leader:	Checked by Associate Dean:	Approved by Dean/Deputy Dean/ Head/Deputy Head of Branch:
(Signature & Stamp)	(Signature & Stamp)	(Signature & Stamp)

MPU & Languages						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			

FACULTY OF SOCIAL SCIENCE AND HUMANITIES

Evaluated by Programme Leader:	Checked by Associate Dean:	Approved by Dean/Deputy Dean/ Head/Deputy Head of Branch:
(Signature & Stamp)	(Signature & Stamp)	(Signature & Stamp

Declaration

I hereby certify that the information provided in this application is true and complete. I understand that the University has the right to withdraw my credit transfer, if at any time, any information in my application is found to be false/incorrect or intentionally omitted.

_____   _____
                                    Signature   Date

FOR OFFICE USE ONLY

Bursary

Application fee of RM 200.00   **Date:**

Receipt No.:   **Signature & Stamp:**

Receiving Faculty

Approval by Faculty Dean /Deputy Dean/Head/Deputy Head of Branch

☐ Approved

     Total number of credit transfer granted (including MPU & Language courses): _____ course(s) _____credit hours.

☐ Not Approved

     Comments: _____

_____   **_____**
       Signature & Stamp   Date

Maintenance of Credit Transfer In TIAS By Faculty Office

Credit Transfer maintained in TIAS on _____

Action taken by _____