Prepared by:	Approved by:
Name : Nadiaizzati Binti Mohamad	Name : Aspa' Aida Binti Haji Mohamad
Position : Executive, Academic Affairs & Registry	Position : Manager, Academic Affairs & Registry

AMENDMENTS RECORDS

No.	Date	Remarks	Revision No.	Approved by
1.	15/05/19	Establishment	00	Director, CQA
2.	15/05/19	Change of document code/number	01	Director, CQA
3.	01/02/20	Integration with online application system	02	Director, CQA
4.	01/12/21	Change of university name and logo	03	Director, CQA
5.	05/07/24	Review the whole content	04	Manager, AAR
6.	10/10/24	Review section 3.0, 4.0, 6.0 (flow chart), and 7.0	05	Manager, AAR

1.0 OBJECTIVE

1.1 To serve as a guideline for processing of credit transfer/course exemption of new student intake

1.2 To ensure that the credit transfer/course exemption process is carried out in a consistent manner.

2.0 SCOPE

2.1 This procedure covers the credit transfer/course exemption process for new students whether the evaluation of credit transfer/course exemption is based on application or based on the pre-evaluation of students' results during admission process.

3.0 REFERENCES

3.1 Undergraduate Academic Rules & Regulations (UTS-AAR-P01-UARR)

4.0 DEFINITIONS / ABBREVIATIONS

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AAR        : Academic Affairs & Registry
AARP       : Academic Affairs & Registry Personnel
HoP        : Head of Program
ARR        : Academic Rules & Regulations
CT         : Credit Transfer
CE         : Course Exemption
VCT        : Vertical Credit Transfer
LCT        : Lateral Credit Transfer
STD        : Student
SA         : School Administrator
FO         : Fail & Out
MIA        : Missing in Action
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5.0 RESPONSIBILITY

5.1 The Dean is responsible for ensuring that credit transfer/course exemption procedure is adhered to.

5.2 The Head of Program is responsible for ensuring course equivalency are evaluated according to the Credit Transfer/Course Exemption policy and applications.

6.0 PROCEDURE

6.1 Refer to the process flow chart.

```
                    ( Start )
                        |
                        v
            +---------------------+
            | 1. HoP receive CT/  |
            |    CE form          |
            +---------------------+
                        |
                        v                        No
                  < 2. Eligible? >----------------+
                        |                         |
                       Yes                        |
                        v                         |
            +---------------------------+         |
            | 3. Student applies credit |         |
            |    transfer or course     |         |
            |    exemption via Academic |         |
            |    Management System      |         |
            +---------------------------+         |
                        |                         |
         No             v                         |
          +------< 4. Recommend? >                |
          |             |                         |
          |            Yes                        |
          |             v                         |
          +------< 5. Approve? >                  |
         No             |                         |
                       Yes                        |
                        v                         |
              +-------------------+               |
              | 6. Approval       |               |
              |    letter         |               |
              +-------------------+               |
                        |                         |
                        v                         |
              +-------------------+               |
              |   7. Filing       |               |
              +-------------------+               |
                        |                         |
                        v                         |
                     ( End )<--------------------+
```
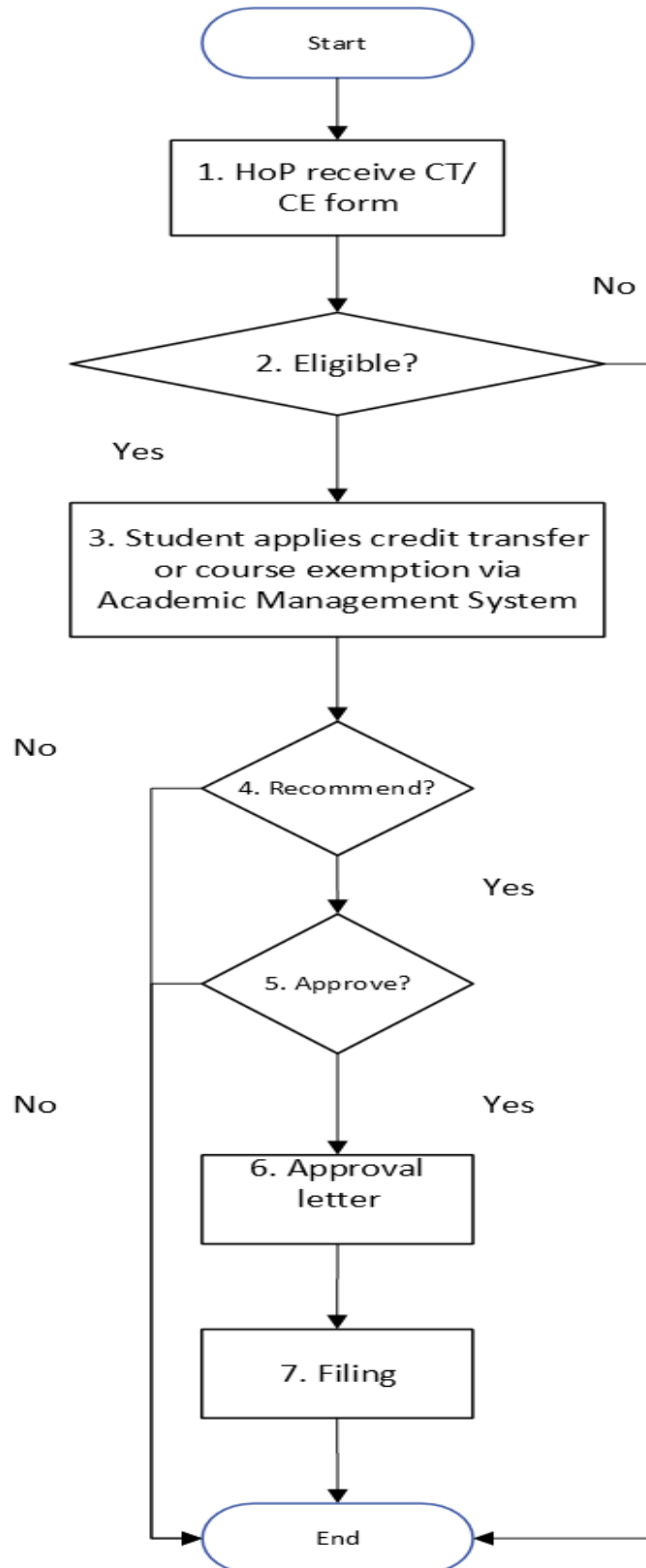
7.0 DESCRIPTION

No.	Description	Person in Charge	Documents
1.	Receive and evaluate eligibility of credit transfer or course exemption (CT/CE). Check and confirm that the student has a withdrawal of study approval from the previous University, if the status of study is not complete (CT/CE is NOT allowed for FO, MIA or dismissed students). Check and identify type of credit transfer: a) Vertical Credit Transfer (VCT) b) Lateral Credit Transfer (LCT)	HoP	i. UARR (UTS-AAR-P01-UARR) ii. CT/CE form (UTS-AAR-P02-CT or UTS-AAR-P02-CE) iii. Academic transcript iv. Course syllabus/outline v. Study Withdrawal approval letter (where applicable)
2.	Verify eligibility of CT/CE form. If eligible: Proceed to step 3. If not eligible: End process after HoP discuss and explain with the student concerning the eligibility.	HoP	
3.	SA will assist students with the application for CT/CE approval and upload verified CT/CE form via the academic management system, Oculus. SA to notify AARP of students CT/CE applications via email.	STD SA	i. Academic transcript ii. Course syllabus iii. Course Mapping iv. CT/CE form
4.	Receive and recommend application for CT/CE in Week 2. If Yes: Proceed to step 5. If No: Student will receive notification via academic management system, Oculus before end of the process.	HoP	Uploaded CT/CE form (UTS-AAR-P02-CT or UTS-AAR-P02-CE)
5.	Approve application for CT/CE via the academic management system, Oculus. If Yes: Proceed to step 6. If No: Student will receive notification via academic management system, Oculus before end of the process.	Dean	Uploaded CT/CE form CT/CE form (UTS-AAR-P02-CT or UTS-AAR-P02-CE)
6.	The CT/CE approval letter is available via the academic management system, Oculus. Student will be able to print CT/CE approval letter in Oculus once approved by AARD by the end of Week 2.	Registrar	i. Uploaded CT/CE form (UTS-AAR-P02-CT or UTS-AAR-P02-CE) ii. Approval letter

7.	Print and file approval documents for record and reference by the end of week 2. (Credit transferred or course exempted will be automatically updated in the academic management system.)	AAR	i. Approval letter ii. Approved CT/CE list

8.0   RECORD

No	Title / Records	Location	Retention Period
1.	Credit Transfer/ Course Exemption Approval Letter	i. AAR File Room ii. Academic Management System, Oculus (https://oculus.uts.edu.my /academic/index.php?page=acact-create&id=)	2 years
2.	Credit Transfer / Course Exemption List • CT/CE form (UTS-AAR-P02-CT or UTS-AAR-P02-CE) • Academic transcript • Course syllabus/outline • Study withdrawal approval Letter (if applicable)		
3.	Student File	i. AAR File Room ii. AAR Archive Room	i. 6 – 8 years (Bachelor) ii. Permanent