



Doc. No: **FET/PRO-01**

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Ref. No.	Description	Form/Report
1	Students have to apply for Credit Transfer Online at <a href="http://mars.mmu.edu.my/ocrTransfer/index.jsp">http://mars.mmu.edu.my/ocrTransfer/index.jsp</a> and print out credit transfer application.	
2	The faculty will announce the specific date in the FET bulletin board for students to meet the Credit Transfer committee. Usually it is held on Week 1 of the first trimester.	
3	Students have to present the credit transfer application with complete supporting documents to Credit Transfer Committee such as the detailed syllabus, the official transcript (for Bahasa Kebangsaan A, please bring SPM certificate or your transcript that proved that you have passed MPW2113 Bahasa Kebangsaan A during FOSEE/Diploma or other previous studies).	
4	The complete application will be evaluated by the Credit Transfer Committee. If necessary, a viva may be conducted to test the level of the student during the discussion. The student may be required to show a sample of the examination paper should the need arises. If the subject is approved, the respective committee member will put his/her signature on the application form.	
5	Student must submit the completed form to the faculty office immediately after the application is recommended by the respective academic staff.	
6	Confirmed result will be announced within 2 weeks. Student can check the result online in the Student Information Centre at <a href="http://pulsar.mmu.edu.my/icems/stud_info/index.jsp">http://pulsar.mmu.edu.my/icems/stud_info/index.jsp</a> OR ?? The student will receive an email notification about their credit transfer application has been approved or disapproved.	
7	Student to add/drop the subject.	

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1	Normally only subjects at beta level can be considered for credit transfer.	
2	It is normally done within the first two weeks of the first trimester when the students first registered with the Faculty.	
3	It is evaluated on case to case basis.	
4	For students with a Diploma: The diploma must be of at least 2 years in duration after SPM, and students must have completed and be awarded the Diploma.	
5	More than one subject done during the diploma course can be combined to request for credit transfer of an equivalent subject in MMU. The syllabus of the subjects must cover a minimum of 70% of MMU syllabus and that all the subjects for consideration must have a minimum of B (as per the Faculty's standard); and any subject in the diploma course can only be used once for the purpose of credit transfer to one MMU subject.	
6	The decision of the Faculty is final and the credit transfer is recommended by the Credit Transfer Committee and approved by the Dean	
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