



Credit Transfer Information Sheet

Eligibility criteria

You are eligible to apply for credit transfer if you have completed one or more course in a qualification at the former accredited institution comparable with the programme you are planning to enroll at The One Academy.

Credit transfer will not be granted for non-academic, such as vocational and technical courses.

Total Allowable Credit Transfer

The maximum transferable credit is 30 hours.

Transfer Credit Hours

Grades earned in courses accepted for transfer will not be included in grade point average (GPA) calculation at The One Academy. The credits will count toward the total number required for graduation. Transfer credits are not computed into your cumulative GPA.

How to apply

- Get one programme outline sheet and the credit transfer guide for the major that you intend to pursue from the Registration Staff at the Student Support Centre.
- Complete the Credit Transfer Application form. Your request must also include course outlines, academic transcripts and other documentary evidence.
- Match your transfer course(s) with what you believe to be an equivalent to The One Academy course(s).
- Ensure that your previous coursework meets all the criteria for transferring credit into The One Academy.

When to apply

Submission must be made to the Registration staff at Student Support Centre (during application for admission). Application for credit transfer should be made at least 4 weeks before the commencement of the programme. Applications will not be accepted after the programme has commenced.

Processing Time

- The processing time of this application will take approximately 14 working days from the date of submission of this form (evaluation times may vary during peak admission and enrolment times).

Documents required

- Credit transfer application form.
- Original or Certified copies of official transcripts from all accredited institutions at which previous studies were undertaken. This documentation is to be provided in English.
- Course outlines for each unit taken previously for which you are seeking credit transfer, including course credit hours, academic level and number of contact hours per week, details of the topics covered and type of assessment (e.g. 60% assignment, 40% exam).
- Portfolios

Application forms without complete supporting documentation will not be assessed and will be returned to you.

Credit Transfer fees

There is no charge for Credit Transfer application, however, a non-refundable registration fee of RM500.00 is payable upon application.

Outcome

Once the assessment process is completed, the Registration Staff will notify you of the outcome by telephone. A letter with regard to confirmation of credit transfer will be issued to you.

The Academic Department shall have absolute discretion whether to grant the credit transfer and their decision is final. No appeals for re-evaluation will be entertained thereafter.



Credit Transfer Application Form

Student Information

Name _____ Student ID _____
 Contacts No: _____ (HP) _____ Home _____
 Email Address _____
 Programme Applied for _____ Intake _____

Details of previous study

Dates of study		Qualification obtained/ Highest Level Completed	Name of Institution
Start	Finish		
____/____/____ (dd /mm/ yy)	____/____/____ (dd /mm/ yy)		

Did you complete the programme? Yes No

Please state the course(s) which you are requesting for credit transfer

(Photocopy this page if you need to record additional course)

Course Code & Name – previously taken	Credit Hours	Grade Obtained	Equivalent to TOA Course Name (Optional)	Academic Head of Department's Approval			
				Approval for Transfer		TOA Course Code & Name	Authorizing Signature
				Yes	No		

I declare all the information furnished by me is correct and accurate to the best of my knowledge.

Signature of student _____ Date _____

