Credit Transfer Application Form

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

Credit transfer is subject to subject mapping. General conditions on credit transfer are as follows:

- The subjects that can be used for credit transfer must be from a programme that has been accredited.
- Credit value - similar to the course curriculum of the receiving IPT.
- The equivalent of course curriculum - not less than 80%.
- Passing grade - minimum of grade C.
- Transferred credits will not be calculated in the GPA and the CGPA. Transferred credits will be taken into account to fulfil the total credit requirements for graduation.

When to apply

Submission must be made to the Registration staff at Student Support Centre (during application for admission). Application for credit transfer by local students should be made at least 4 weeks before the commencement of the programme, whereas for international students, the application should reach us eight (8) weeks before the commencement date of intake. Application 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.
- Certified true copies of the examination results, transcripts and certificates of your academic achievements from the accredited institution 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.

All documents submitted will not be returned regardless of the result of the application.

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/ SMS. 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.

THE ONE ACADEMY
www.toa.edu.my

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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.

The protection of personal data is an important concern to The One Academy and any personal data collected on this form will be treated in accordance with the Personal Data Protection Statement of the institution as listed out in http://www.toa.edu.my/pdpa-notice/. By signing this form, you agree and consent that The One Academy may collect, use, disclose and process your personal information set out in this form and/or provided by you or possessed by The One Academy for one or more purposes stated in http://www.toa.edu.my/pdpa-notice/.

Signature of applicant/student | Date

To be completed by the Academic Head of Department

Comments (May include why an evaluation is not possible)

To be completed by SRA

Name of staff member processing application

Student advised of outcome

☐ Printed and issued letter of notification – credit transfer

☐ SMS ☐ Telephone

Successful application

☐ Enrolled and updated courses status (in the Staff E-Portal + Student Grading System)

Keyed Date

Remarks