

CREDIT TRANSFER AND COURSE EXEMPTIONS

Credit Transfer

1. Vertical

- Credit transfer from Diploma program to Bachelor program.
- The maximum amount of credit transfer cannot exceed 50% of the total number of graduate credit hours.
- Credits will be transferred without bringing grades to the Bachelor program.
- The application period given is two (2) weeks from the beginning of the semester to make a credit transfer application.
- The course exclusion table can be consulted at the link: Course Exclusions

Credit Transfer Terms:

- The minimum grade for credit transfer is B+
- Attach a copy of the relevant exam results/transcript and course outline to the credit transfer and course exemption application
- If the application is not filled out completely, the credit transfer will not be processed.
- Credit transfer applications must be made through the Student Information System (online)

<http://www.smp.upm.edu.my/smp/action/security/loginSmpSetup>

- ⊗ Menu
- ⊗ My form
- ⊗ Course Exemption
- ⊗ New Application

- ⊗ Complete the details of the information that needs to be filled in and upload a copy of the exam transcript and course outline
- ⊗ Send

Credit transfer applications must be completed no later than the second week (2) of the first semester of study.

2. Horizontal

- Credit transfer from programs of the same level, for example, Bachelor to Bachelor.
- The maximum number of credits that can be transferred to a new program is normally 50% subject to program standards.
- Credits are transferred by bringing previous grades to the new program for the purpose of calculating PNG and CGPA.
- Credit transfer is only considered for the same course of study and passed with at least a C grade, or an equivalent course passed with at least a C+ grade or a higher grade according to the requirements of the program. At SPE, the minimum grade for credit transfer is C+.

3. Credit Transfer – Student Mobility

- Students applying for mobility outside UPM are asked to discuss with the KJ/Mobility Program Coordinator regarding courses to be taken outside the university to ensure eligibility for credit transfer.
- Grades and course credits, subject to a maximum of 30% of the total number of graduated credits, that are successful in credit transfer will be included in the student's PNG and CGPA calculation for the semester during which the student undergoes the mobility program.
- Credit transfer will be made after the student gets the exam results of the courses taken during the mobility program subject to the approval of the UPM Academic Equivalence Evaluation Committee.
- All credit transfer applications from outside UPM must be accompanied by complete course content for the course in question and forwarded to the TDPA Office for the purpose of equivalence assessment.

Course Exemptions

- Course exemptions (courses are exempt but credits need to be replaced).
- Students can apply for an exemption from a course listed in the study structure.

Example:

ASPER graduate students can apply for an exemption from the PRT2009: Agriculture and Life Course

BUT need to replace the credit of the course by taking any course that has the same credit/no less than the credit of the course for which the exemption is requested

- Applications must be made through SMP within two (2) weeks of the first semester of study.

Any further questions, please contact:

MRS NOR HANISHAH BINTI SHAFIE

Φ Administrative Assistant (Clerical/Operations)

03-9769 7673

* hanisah_shafie@upm.edu.my