SPECTRUM INTERNATIONAL UNIVERSITY COLLEGE (SIUC)	CREDIT TRANSFER, COURSE EXEMPTION & STUDENT TRANSFER POLICY
TECHNICAL COMMITTEE REVIEW DATE	26/02/2025
SENATE APPROVAL DATE	28/02/2025
INDICATIVE TIME OF REVIEW	WITHIN TWO (2) YEARS

1. Objective

This policy, created following MQA guidelines, serves as a reference for managing credit transfers, acceptance, and awards from recognized institutions. It aims to recognize prior studies of transferring students with the following goals:

a. Develop an institutional framework, policies, and procedures for establishing credit transfer and articulation agreements between SIUC and other educational institutions across the world.

b. Provide guidelines for awarding credits, including the maximum credits allowed in any given program at SIUC.

c. Grant students' credit for previous studies at recognized institutions, provided the learning and outcomes meet the objectives of SIUC program components.

d. Facilitate the movement of students between programs, institutions, or academic levels.

2. Credit Transfer and Exemption

Through the credit transfer process, students can earn credits for courses they have already completed.

For credit transfers from diplomas or higher qualifications obtained at other universities/colleges or through prior experiential learning such as APEL.C, only credit hours will be transferred, and no grade will be given (also known as Credit Transfer status). These credits will count towards graduation requirements but in the transcript, it will be labelled as CT.

For programs with professional certification and recognition, credit transfers will be granted according to the rules set by the related Professional Bodies and/or agreements between the University and these Professional Bodies such as MBOT, EAC, etc.

2.1 Vertical Credit Transfer

Vertical credit transfer refers to the transfer of credit from lower-level programmes to higher level programmes.

2.1.1 From Diploma to Bachelor

a. A maximum credit transfer of 50% of a Bachelor (Level 6) course is allowed to be transferred upon completion of Diploma (Level 4)

b. A maximum of 60% credit transfer(combined) is allowed for a bachelor's degree courses (Combination of 30% from APEL.C and 30% via Vertical Transfer from Diploma to Degree)
c. Students must apply for Credit Transfer within the First Semester.
d. The following courses are NOT ALLOWED for credit transfer
    i. Project
    ii. Industrial Placement
    iii. MPU Courses
e. A minimum of 80% of the subject content from SIUC bachelors programme must have been covered in the subject offered at previous institution. The subject content may refer to either the chapters/topics taught at both institutions and Course Learning Outcomes (CLO) at both institutions.
f. The credit value of the SIUC Bachelors subject and the subject taken at previous institution must be the same. Exemptions may be given for courses that have more credits in previous institutions.
g. The courses from the previous institution must come from a recognized and accredited programme.
    i. Malaysian Qualification – Provisional Accreditation / Full Accreditation
    ii. Foreign Qualification – From a recognized university and an accredited programme.
h. Students may apply for up to 50% credit transfer of the total programme at Bachelor level if all the courses have a minimum grade of B, B+, A-, A & A+ at the previous institution.
i. Students may apply for up to 30% credit transfer of the total programme at Bachelor level if courses have a grade of C, C+ & B- at the previous institution.
j. Credit transfer is not allowed for courses with grades below C such as C-,D+,D & F.
k. A combination of 2 courses at previous institutions mapping to 1 subject at SIUC is also allowed.

2.1.2 Requirement for Vertical Credit Transfer
Student is required to provide the relevant syllabus (Table 4 for Malaysian Students or Syllabus from Foreign Universities) and full academic transcripts (translated if in other language) of for consideration of credit transfer.

2.2 Horizontal Credit Transfer

Horizontal credit transfer involves transferring credits from one program to another program of the same academic level within the MQF such as Diploma to Diploma or Master to Master.

Only the following students are eligible to apply for Horizontal Credit Transfer:

a. Students who have registered for a SIUC programme.
b. Students who have withdrawn from a program within the last FIVE (5) years.

c. Students who have partially completed their programme at a previous university/college – the programme must be accredited, and the university must be recognized in home country.
d. Students who have undergone any courses via student exchange programs, mobility programs, or dual degree programs at other universities/colleges.
e. The maximum allowable credit transfer will be based on the advanced standing arrangement and mutual agreement between the institutions.

The amount of the maximum credit transfer allowable through horizontal credit transfer is subject to the student's academic residential requirement as below:

a. Academic Residential Requirement
    i. Diploma : One (1) Long Semester
    ii. Bachelor : One (1) Year
    iii. Masters : One (1) Long Semester
    iv. Doctorate : One (1) Long Semester
b. For students wanting to transfer to another programme within SIUC, credit transfer is **NOT AUTOMATICALLY** granted, and students must apply for Credit Transfer.
c. Students must apply for Credit Transfer within the First Semester.
d. A minimum of 80% of the subject content from SIUC programme must have been covered in the subject offered at the previous institution. The subject content may refer to either the chapters/topics taught at both institutions and Course Learning Outcomes (CLO) at both institutions.
e. The credit value of the SIUC subject and the subject taken at previous institution must be the same. Exemptions may be given for courses that have more credits in previous institutions.
f. For diploma and bachelor programmes, students must obtain a pass grade or at least Grade C and above) for an equivalent course at previous institution to be evaluated.
g. For the postgraduate programme, students must obtain at least Grade B or GPA 3.00 for an equivalent course at previous institution to be evaluated.
h. For students from foreign universities, the credit transfer for all programmes should be considered on a case-to-case basis depending on the graduating or passing criteria of the foreign university.
i. The courses from the previous institution must come from a recognized and accredited programme.
    i. Malaysian Qualification – Provisional Accreditation / Full Accreditation
    ii. Foreign Qualification – From a recognized university and an accredited programme

2.2.1 Requirement for Horizontal Credit Transfer

Student is required to provide the relevant syllabus (Table 4 for Malaysian Students or Syllabus from Foreign Universities) and full academic transcripts (translated if in other language) of for consideration of credit transfer.

2.3 APEL. C Credit Transfer

Students with work experience in the related field of the programme they wish to apply for may apply for APEL.C. They will be required to sit for an APEL.C Assessment and subject to passing the assessment, they may obtain a maximum of 30% credit exemption from the total number of credits of the programme at SIUC.

2.4 Micro credential Credit Transfer

Students that have undertaken Accredited Micro credential courses may apply for Credit transfer while enrolling on a course. The following table shows the allowable credit transfer for different micro credentials

Unbundled Micro credential from a SIUC Programme of the same level	Students wanting to enroll into a programme at SIUC having completed Micro credentials from the same programme at SIUC prior to enrolling in the programme may obtain an exemption of up to 100% and proceed for award upon approval of Credit Transfer application.
Unbundled Microcredentials from other University Programme of the same level	Students wanting to enroll into a programme at SIUC having completed Micro credentials from different programme at different institution may apply for an exemption of 70% and must proceed for the remaining 30% from SIUC.
Stand Alone Micro credentials	Students wanting to enroll into a programme at SIUC having completed a Standalone Micro credential/MOOC may apply for a maximum exemption of 30% from the total credit hour of the programme.

3. Student Transfer

Students that would like to transfer to a different course within SIUC are allowed. However, the decision on whether the student can transfer credits from the courses taken from the previous course to the new course will depend on the same rules as mentioned in 2.2 Horizontal Credit Transfer

4. Approval of Credit Transfer & Exemption

All approvals of Credit Transfer & Exemption and Student Transfer are processed by the respective Faculty and the final approval is given by the Senate.

5. Review and Revision

This policy will be reviewed periodically to ensure continued relevance and effectiveness.

End of Documentation