

This credit transfer policy stated below is approved by Senate no. 159 held on 10th January 2013 to be in line with the Ministry of Higher Education (MOHE)'s policy. It takes effect beginning Trimester 2, 2012/13 session.

CREDIT TRANSFER POLICY – Bachelor's Degree

1. The syllabus of the subject offered for credit transfer must cover at least **80%** syllabus of the corresponding subject at MMU.
2. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU grade **C**.
3. The credit value of the subject from the programme to be transferred must be the **same or more** than the credit value of the subject offered by MMU.
4. Only subjects from accredited Diploma programmes can be considered for credit transfer.
5. The maximum transferrable credit is **30%** (approximately one year of Bachelor's degree duration) of the total programme's credit.
6. Student who possesses an advanced diploma in addition to a Diploma qualification may apply for a consideration for credit transfer of up to a maximum of two years of the Bachelor's degree duration. Student may join the third year of the programme if the application is successful.
7. Transfer of credit from a higher level programme (e.g. Bachelor's degree) to lower program (e.g. diploma) is not permitted.
8. Horizontal credit transfer is allowed in the following circumstances:
 - a. Student who possesses a qualification and wishes to pursue another programme at the same level as the earlier qualification. Eg : Possessed Bachelor's degree qualification and wanting to pursue another Bachelor's degree
 - Credit transfer is not allowed.
 - b. Student following a programme and wishes to change to another programme offered by MMU at the same level and within the same field. (Eg : from FCI to FIST and vice versa, from FOM to FBL and vice versa)
 - Grade transfer is allowed. In this case, there is no limit to the amount of credit allowed to be transferred.
 - If the previous programme is from another institution of higher learning, the credit transfer is dependent on the residential year (1 year for Bachelor's degree level and 1 semester for the Diploma level)
 - c. Student who has failed/been terminated from a programme and wishes to pursue another programme at the same level in MMU.
 - No credit nor grade transfer is (including the MPW subjects) allowed.
 - d. Student who quit a programme and wishes to continue another programme at the same level in MMU.
 - Grade transfer may be considered. In this case, there is no limit to the amount of credit allowed to be transferred. The subject taken by the student must not be more than **FIVE** years prior to the registration date of the new programme at MMU.
 - If the previous programme was taken from another institution, the credit transfer is dependent on the residential year (1 year for Bachelor's degree level and 1 semester for the Diploma level)
 - e. Student of a programme who enrol for a few subjects at another institution of higher learning at the same time (for example via mobility or exchange programme)
 - Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions.
 - f. Below is the credit transfer status for types of subject not allowed for credit transfer :

Subject Type	Credit Transfer Status
Industrial Training	not transferrable
Project	not transferrable
University Subjects	*not transferrable
MPW subjects	not transferrable but eligible for exemption

*Not applicable to students from MMU's Diploma programme

CREDIT TRANSFER POLICY – Diploma Programme

1. No credit transfer is allowed from Certificate to Diploma.
2. Transfer of credit from a higher level programme (e.g. Bachelor's degree) to lower programme (e.g. diploma) is not permitted.
3. The syllabus of the subject offered for credit transfer must cover at least **80%** syllabus of the corresponding subject at MMU.
4. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU grade **C**.
5. The credit value of the subject from the programme to be transferred must be the **same or more** than the credit value of the subject offered by MMU.
6. The maximum transferrable credit is **30%** of the total programme's credit.
7. Horizontal credit transfer policy is allowed in the following circumstances :
 - a. Student who have possessed a qualification and wishes to pursue another programme at the same level as the earlier qualification. Eg : Possessed Diploma qualification and wanting to pursue another Diploma
 - Credit transfer is not allowed.
 - b. Student following a programme and wishes to change to another programme offered by MMU at the same level and within the same field.
 - Grade transfer is allowed. In this case, there is no limit to the amount of credit allowed to be transferred.
 - If the previous programme is from another institution of higher learning, the credit transfer is dependent on the residential year (1 year for Bachelor's degree level and 1 semester for the Diploma level)
 - c. Student who has failed/been terminated from a programme and wishes to pursue another programme at the same level in MMU.
 - No credit nor grade transfer is (including the MPW subjects) allowed.
 - d. Student who quit a programme and wishes to continue another programme at the same level in MMU.
 - Grade transfer may be considered. In this case, there is no limit to the amount of credit allowed to be transferred. The subject taken by the student must not be more than **FIVE** years prior to the registration date of the new programme at MMU.
 - If the previous programme was taken from another institution, the credit transfer is dependent on the residential year (1 year for Bachelor's degree level and 1 semester for the Diploma level)
 - e. Student of a programme who enrol for a few subjects at another institution of higher learning at the same time (for example via mobility or exchange programme)
 - Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions.
 - f. Below is the credit transfer status for types of subject not allowed for credit transfer :

Subject Type	Credit Transfer Status
University subjects	*not transferrable
MPW subjects	not transferrable but eligible for exemption

*Not applicable to students from MMU's Diploma programme