Faculty of Information Science and Technology
Important Notes On Credit Transfer
Academic Year 2007/2008 onwards

These notes are applicable for NEW intakes only.

Credit Transfer From FOSEE's Alpha Programmes

(1) Credit transfer for Islamic Studies and Moral & Ethics are done automatically if a student passes the two subjects at Alpha level. Therefore, students are not required to submit a credit transfer application for these two subjects.
(2) Students are required to submit a credit transfer application for Bahasa Malaysia if they have obtained a credit in SPM Bahasa Melayu.
(3) All other subjects done at the Alpha level are not transferable.
(4) For the credit transfer of Bahasa Malaysia, students are required to submit a completed credit transfer form and an academic transcript for SPM.
(5) Enter the complete set of application document into a box, with a label "UNIVERSITY SUBJECT", which is located at the FIST Administration Office.

Credit Transfer From CADP's Diploma Programmes

(1) You may apply for ALL faculty level and university level subjects.
(2) University level subjects are Bahasa Malaysia, Islamic Studies, Moral & Ethics and Malaysian Studies. These are transferable with a Pass grade.
(3) All other subjects are faculty level subjects and are transferable with a B grade or better. You might be called for an interview before an application is approved or rejected. Kindly state your e-mail address clearly on the application forms.
(4) Credit transfer for Bahasa Malaysia will also be granted with a credit in SPM Bahasa Melayu.
(5) Credit transfer application should be done in two separate credit transfer forms. One contains application for university level subjects, such as Bahasa Malaysia, Malaysian Studies, and Islamic Studies/Moral and Ethics. The other contains application for faculty level subjects, such as Computer Programming 1, Economics 1, etc.
(6) For subjects from CADP, syllabi are not required, when a credit transfer application is made. However, an academic transcript for the diploma, with grades of subjects on it, is required.
(7) An academic transcript for SPM is also required if SPM Bahasa Melayu is used for credit transfer.
(6) Enter the two sets of application documents for university level subjects and faculty level subjects into two separate boxes, with labels “UNIVERSITY SUBJECT” and "FACULTY SUBJECT" respectively, located at the FIST Administration Office.
Credit Transfer From Other Diploma Programmes (From Other Colleges)

(1) **Faculty Level Subjects.**
All faculty subjects are open for credit transfer application, with a B grade or better, syllabi match of at least 70% and the credit hours not lesser than corresponding FIST subject. Interviews will be conducted if deemed necessary.

(2) **University Level Subjects.** The following 3 subjects are open for credit transfer application from the corresponding subjects approved by LAN:
PIC1010 Islamic Studies
PML1010 Moral and Ethics
PMS1020 Malaysian Studies
Credit transfer for PBM1020 Bahasa Malaysia will be granted with a credit in SPM Bahasa Melayu.

(3) Credit transfer application should be done in **two separate credit transfer forms.** One contains application for university level subjects, such as Bahasa Malaysia, Malaysian Studies, and Islamic Studies/Moral and Ethics. The other contains application for faculty level subjects, such as Computer Programming 1, Economics 1, etc.

(4) When a credit transfer application is made on a particular subject, the **detailed syllabus** for it should be attached.

(5) A complete **academic transcript for the diploma**, with grades of subjects on it, is required. An **academic transcript for SPM** is also required if SPM Bahasa Melayu is used for credit transfer.

(6) Enter the two sets of application documents for university level subjects and faculty level subjects into two separate boxes, with labels "UNIVERSITY SUBJECT" and "FACULTY SUBJECT" respectively, located at the FIST Administration Office.

**IMPORTANT : Dates to remember**

Credit transfer application **MUST** be done online. You have to print out the form and submit it, together with all the necessary documents (as mentioned above) to the FIST ADMIN office within the due date stipulated in the online system. **ALL** incomplete forms will be rejected. Please make sure you separate Faculty and University level subjects using different forms.