

Credit Transfer Application Form

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.

Criteria for Credit Transfer

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

- Courses that can be transferred credit must be from a program that has been accredited and recognized by an authority body in the country concerned.
- The course content must be at least 80% similar to the course offered by TOA.
- The credit value of an equivalent course must be of same value carried by TOA course.
- Minimum 80% of the topics of the TOA course must be covered in the equivalent course evaluated.
- Passing grade – minimum grade C

When to apply

Submission must be made to the Student Admissions Officer at Student Registration Counter (Level 2) (during application for admission). Application for credit transfer should be made within the first 2 weeks of commencement of the programme.

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 Student Admissions Officer will notify you of the outcome by telephone/ Email. 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.

Office Use Only

Name of staff member processing application | _____

Date Received | _____

Student advised of outcome by | _____

Letter Email Telephone

Successful application

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

Remarks | _____

