APPLICATION FOR ADVANCED STANDING / CREDIT TRANSFER – BACHELOR’S DEGREE

[Please read the ‘Important Notes’ before completing this Form]

IMPORTANT NOTES

1. In processing credit transfer and exemption granting (BCT & SCT), the following key conditions are adopted:
   - The credentials to support the application for Advanced Standing should preferably be accredited by the Malaysian Qualifications Agency (MQA). However, Malaysian qualifications obtained prior to the setting up of Lembaga Akreditasi Negara (LAN) or professional qualifications offered by recognised institutions / professional bodies may also be considered on a case-by-case basis;
   - Maximum credit transfer allowed for qualifications at various MQF Levels:

<table>
<thead>
<tr>
<th>Qualification Levels</th>
<th>Maximum Credit Transfer Allowed</th>
</tr>
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<tbody>
<tr>
<td>MQF Level 4 qualifications (Diploma)</td>
<td>30% of the total credits for the degree</td>
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<tr>
<td>MQF Level 5 qualifications (Advanced Diploma) plus Diploma</td>
<td>2/3 of the total credits for the degree</td>
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<tr>
<td>MQF Level 6 qualifications (Bachelor’s Degree)</td>
<td>No limit but subject to residential year requirement (studying at least one full year with WOU or equivalent to 30 credits)</td>
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   *The above are subject to terms and conditions*
   - Credit hours of the presented course(s) should be the same as credit hours of the intended course or more (i.e. if the intended course is a 3-credit course, credit hours of the presented course(s) should at least be 3 credits);
   - There must be at least 80% match in both content and level between the presented course(s) and the intended course; and
   - Results of the presented courses should at least be grade C.

2. All correspondence regarding Advanced Standing applications will be communicated via email. Please ensure that the personal email address given to the University is still valid and your WOU email account has been generated. Should you wish to update the University about your personal email address, please complete the Amendments of Personal Particulars form and submit it to your Regional Centre.

3. If Advanced Standing applications (for new cases) are submitted early (i.e. by week 22 of the current semester), Advanced Standing results will be released early, in time for course adding and course dropping without penalty (i.e. by week 3 of the next semester). Students who submit Advanced Standing applications late (i.e. after week 23 of the current semester), Advanced Standing results will be released late (i.e. week 22 of the next semester, after final examination period of the next semester). For April 2015 semester, Advanced Standing applications (for new cases) received by the last day of enrolment period, results will be released after final examination period of the semester. Advanced Standing results (for approved cases) are usually released faster as the presented credentials have previously been approved and evaluated. For Advanced Standing dates, please refer to Academic Calendars.

4. If you are successful in obtaining an exemption offer letter from the University, you must claim the exemption credits by paying the Exempted Credits Claim Fee within one (1) year from the date of the offer letter. After the one (1) year period has passed, the offer / unclaimed credits have lapsed and re-application is necessary. The Exempted Credits Claim Fee is currently charged at RM50 for each credit exempted and this is subject to review from time to time.

5. Re-issuance of BCT award letter due to change of programme by the student is RM100. In addition, if the new BCT award offers more credits and the student wishes to claim those extra credits, the similar Exempted Credits Claim Fee shall apply.

6. Please be informed that the fulfillment of the criteria for credit transfer consideration does not guarantee the award of the credits exempted course(s) that were taken, being taken or not taken by the applicant.

7. Applicants are advised to exercise their own discretion in determining whether to enrol into WOU courses while awaiting the outcome of their advanced standing application as there shall be no special refund of tuition fees or any other fees for exempted course(s) that were taken, being taken or not taken by the applicant.

8. For further details about Advanced Standing in WOU, please refer to the Advanced Standing brochure and the Student Handbook.

STUDENT PERSONAL PARTICULARS

Name: ____________________________________________

Student ID: ____________________________ Programme of Study: ____________________________

ACCREDITATION INFORMATION OF YOUR PREVIOUS QUALIFICATION

Is your previous qualification accredited / approved? ☐ Yes ☐ No

If you ticked (✓) Yes, please provide the following accreditation information.

It was accredited / approved by:

☐ Malaysian Qualifications Agency (MQA) [formerly known as Lembaga Akreditasi Negara (LAN)]

☐ Jabatan Perkhidmatan Awam (JPA)

☐ Ministry of Higher Education (MoHE)

Accreditation/Approval: Reference Number - __________ Approval period: From _______ to _______

Institution: ______________________________________________ Programme of study: ____________________________
Please note that only applications with complete documentation and payment will be processed.

1. A certified true copy of the following compulsory documents should be attached:
   - BCT for MQF Level 4 & 5:
     a) Award (proof of completion) AND  
     b) Full transcript AND  
     c) SPM Certificate
   - SCT for MQF Level 4 & 5 or BCT for MQF Level 6:
     Result slip(s)

2. A certified true copy of the complete and relevant course syllabus (for previous qualification where there is no approvals awarded)

3. Other supporting document(s) (if any): ______________________________________________ (please specify)

4. Application fee, Official Receipt No: R100

FOR REGIONAL CENTRE USE ONLY

Received by
Name: ________________________________
Signature: ______________________________
Date: ______________________________

FOR REGISTRY USE ONLY

FOR REGIONAL CENTRE USE ONLY

Received by
Name: ________________________________
Signature: ______________________________
Date: ______________________________

CHECKLIST FOR STUDENT:

Please note that only applications with complete documentation and payment will be processed.

1. A certified true copy of the following compulsory documents should be attached:
   - BCT for MQF Level 4 & 5:  
     a) Award (proof of completion) AND  
     b) Full transcript AND  
     c) SPM Certificate
   - SCT for MQF Level 4 & 5 or BCT for MQF Level 6:  
     Result slip(s)

2. A certified true copy of the complete and relevant course syllabus (for previous qualification where there is no approvals awarded)

3. Other supporting document(s) (if any): ______________________________________________ (please specify)

4. Application fee, Official Receipt No: R100

DECLARATION

1. I hereby pay a total of RM100.00 by cash / * postal order / money order / bank draft / cheque / visa / master card / ATM card (No: ) for the application fee.

I am aware that the application fee is not refundable regardless of the outcome of the application.

"All payments must be payable to "Wawasan Open University Sdn Bhd"

2. I have read the Important Notes above, understood the Rules and Regulations on WOU Advanced Standing and Credit Transfer and agree to abide by it.

3. I declare that all information given in this application form and the attached documents are accurate and complete.

Signature of Student: ______________________________
Date: ______________________________

FOR REGIONAL CENTRE USE ONLY

Received by
Name: ________________________________
Signature: ______________________________
Date: ______________________________

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