APPLICATION FOR ADVANCED STANDING / CREDIT TRANSFER – POSTGRADUATE

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

IMPORTANT NOTES
1. In processing credit transfer and exemption granting (SCT), the following key conditions are adopted:
   - The credentials to support the application for Advanced Standing must at least be or above the postgraduate level or equivalent and accredited by the Malaysian Qualifications Agency (MQA) or an equivalent National Accrediting Agency. However, Malaysian qualifications obtained prior to the setting up of Lembaga Akreditasi Negara (LAN) or qualifications offered by recognised institutions / professional bodies may also be considered on a case-by-case basis;
   - Maximum credit transfer allowed is 12 credits towards any named WOU Award;
   - 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);
   - To qualify for SCT, 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. Please note that complete qualifications at the postgraduate level are not allowed for the consideration of credit transfer.
3. 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.
4. 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). 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.
5. 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 RM100 for each credit exempted and this is subject to review from time to time.
6. Please be informed that the fulfillment of the criteria for credit transfer consideration does not guarantee the award of the credits applied for. Authorisation for Advanced Standing is subject to the approvals by the University Senate and conditions allowed by WOU and the relevant authorities.
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 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 __ __ __ __ __

DETAILS OF YOUR PREVIOUS QUALIFICATION

1. What is the previous qualification being used to apply for credit transfer?

2. Where did you obtain the above mentioned qualification?

Note: Only incomplete qualifications at the MQF Level 7 (Postgraduate) can be considered for credit transfer. If the previous qualification being used to apply for credit transfer is an incomplete credential, please proceed to complete the table below.

<table>
<thead>
<tr>
<th>WOU Courses to be considered for exemption (fill in ONE only)</th>
<th>Courses passed from previous studies to support exemption applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>

(if the space provided is inadequate, please attach the additional information on a separate sheet)

CHECKLIST FOR STUDENT:

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

☐ 1. A certified true copy of the 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 : _____________________________