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 Academic Head of Department's Approval

TOA Course Code &

Authorizing

Approval for

Credit Transfer Application Form

Student Information

Name	Student ID
Contacts No: (HP)	
Email Address	
Programme Applied for	Intake

Details of previous study

Details of previous study

Please list the qualifications that you wish to present to support your credit transfer application. (Photocopy this page if you need to record additional course)

Name of Institution	١
Qualifications	

Qualification	
Did you complete the progra	mme?

No

Yes

Course Code & Name –	Credit	Grade	Equivalent to TOA Course
previously taken	Hours	Obtained	Name (Optional)

previously taken	Hours	Obtained	Name (Optional)	Yes	No	Name	Signature
				1			

1. I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the College may withdraw an offer of a place or cancel my enrolment in consequences.

2. The protection of personal data is an important concern to The One Academy and any personal data collected on this form will be treated in accordance with the Personal Data Protection Statement of the institution as listed out in http://www.toa.edu.my/pdpa-notice/. By signing this form, I agree and consent that The One Academy may collect, use, disclose and process my personal information set out in this form and/or provided by me or possessed by The One Academy for one or more purposes stated in http://www.toa.edu.my/pdpa-notice/.

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