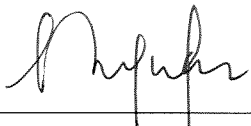

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 00</b>
	<b>REVISION NO : 00</b>
<b>DOCUMENT TITLE: APPLICATION FOR TRANSFER OF CREDIT FOR UNDERGRADUATE STUDENTS (EXTERNAL INSTITUTION)</b>	<b>EFFECTIVE DATE : 09/2020</b>
<b>DOCUMENT NO. : IIUM/TNL/AMAD/15</b>	<b>PAGE : 01/03</b>

## APPLICATION FOR TRANSFER OF CREDIT FOR UNDERGRADUATE STUDENTS (EXTERNAL INSTITUTION)

<b>Prepared by :-</b>	<b>Approved by :-</b>
Signature : 	Signature : 
Name : Nuraqmar Az Amirudin	Name : Assoc. Prof. Dr. Gairuzazmi bin Mat Ghani
Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 2/3/2020	Date : 2/3/2020

APPLICATION FOR TRANSFER OF CREDIT FOR UNDERGRADUATE  
STUDENTS (EXTERNAL INSTITUTION): V0 (00)

**1. OBJECTIVE**

The objective of this procedure is to guide and ensure the efficiency in the process of receiving, screening and approving the applications for transfer of credit from outside IIUM.

**2. SCOPE**

The procedure covers receiving application forms, screening, and approving the application for transfer of credit in line with the Policies and Procedures for the Transfer of Credit.

**3. DEFINITION / ABBREVIATION**

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
DD	Deputy Director
AO	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
TOC	Transfer of Credit
COS	Centre of Studies

APPLICATION FOR TRANSFER OF CREDIT FOR UNDERGRADUATE STUDENTS (EXTERNAL INSTITUTION): V0 (00)

**4. RESPONSIBILITY AND DETAILED PROCEDURE**

RESPONSIBILITY		DETAILED PROCEDURE
SAO/AO/SAAO/ AAO/SAA/AA of COS	4.1	To receive completed TOC form.
	4.2	To send the following documents to the Deputy Dean (Academic Affairs and Dean):  (i) Completed TOC form; (ii) A copy of Academic Transcript from the previous institutions or result slip (showing course code and grade); (iii) A copy of course outlines or course description or course curricular.  The Kulliyah is to process within the stipulated time.
DEPUTY DEAN (AA) of COS	4.3	To recommend the application of TOC.
DEAN of COS	4.4	To approve the application of TOC.
SAO/AO/SAAO/AAO/ SAA/AA of COS	4.5	To update the approved course/s for TOC in the Admission System based on the decision made by Deputy Dean (Academic Affairs) of Kulliyah.
SAO/AO/SAAO/ AAO/SAA/AA of COS	4.6	To notify the student of the decision of the TOC applications.

**5. QUALITY RECORDS**

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Relevant Documents on TOC	As student graduated or terminated	COS	SAA/AA