

ATTACHMENT 1 (TRANSFER OF CREDIT FORM)



LEADING THE WAY
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN
LEADING THE WORLD



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

TRANSFER OF CREDIT SIMILARITY ASSESSMENT & RECOMMENDATION (STUDENT EXCHANGE PROGRAMME & COURSES FROM OTHER UNIVERSITIES/ COLLEGES)	Version No.: KLM/TC-00 Revision No.: 01 Effective Date: 22 nd September 2022
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STUDENT'S INFORMATION
NAME: MATRIC NO: PROGRAMME: TELEPHONE NO:

	PREVIOUS INSTITUTION	CURRENT INSTITUTION								
University		International Islamic University Malaysia								
Kulliyah/ Faculty/ School		Kulliyah of Languages and Management								
Programme										
Course Title										
Course Code										
Course Outline's Version and Revised Date										
Credit Hours										
Contact Hours										
Level of Study	<table border="1" style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Diploma</td></tr> <tr><td><input type="checkbox"/></td><td>Bachelor's degree</td></tr> <tr><td><input type="checkbox"/></td><td>Post graduate diploma</td></tr> <tr><td><input type="checkbox"/></td><td>Master's degree</td></tr> </table> <p><i>(please tick the appropriate box)</i></p>	<input type="checkbox"/>	Diploma	<input type="checkbox"/>	Bachelor's degree	<input type="checkbox"/>	Post graduate diploma	<input type="checkbox"/>	Master's degree	Bachelor's degree
<input type="checkbox"/>	Diploma									
<input type="checkbox"/>	Bachelor's degree									
<input type="checkbox"/>	Post graduate diploma									
<input type="checkbox"/>	Master's degree									

<p>Course Content/ Weekly Topics: List the topics/area (A) similar to the course taught in the Kulliyah course(B) (depth of knowledge in topic must be considered)</p> <p>Course Content/ Weekly Topics: State the topics/area similar to the course taught in the Kulliyah course (depth of knowledge in topic must be considered)</p>	A (topics covered in previous institution)		B (topics covered in IIUM)									
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<p>Percentage of Similarity between the topics covered</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center; width: 40%;"> [] <i>Number of topics/area SIMILAR (from A) to the course taught in the Kulliyah course (In B)</i> </td> <td rowspan="2" style="text-align: center; vertical-align: middle;">X 100 =</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">%</td> </tr> <tr> <td style="text-align: center;"> [] <i>Number topics/area covered in the Kulliyah course (B)</i> </td> </tr> </table>			[] <i>Number of topics/area SIMILAR (from A) to the course taught in the Kulliyah course (In B)</i>	X 100 =	%	[] <i>Number topics/area covered in the Kulliyah course (B)</i>					
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[] <i>Number topics/area covered in the Kulliyah course (B)</i>												
<p>Recommendation:</p> <p>1)Only courses that meet a minimum number of credit hours as offered by the Kulliyah can be recommended to be transferred as core/fundamental courses.</p> <p>2) Only courses that meet a minimum of 80% similarity</p>	<p>(Please tick the appropriate box)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">To be transferred as:</th> <th style="text-align: center;">Recommended</th> <th style="text-align: center;">Not Recommended</th> </tr> </thead> <tbody> <tr> <td>Core / Fundamental subjects</td> <td style="vertical-align: top;">(please state the recommended Kulliyah course title and course code if it is different from the above)</td> <td></td> </tr> <tr> <td>Free electives</td> <td></td> <td></td> </tr> </tbody> </table>			To be transferred as:	Recommended	Not Recommended	Core / Fundamental subjects	(please state the recommended Kulliyah course title and course code if it is different from the above)		Free electives		
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<p><i>can be recommended to be transferred as core/fundamental courses</i></p> <p><i>3) Courses that do not meet a minimum of 80% similarity can only be recommended to be transferred as free elective.</i></p>	<p>Lecturer in charge Name: Date: Signature:</p> <p>Recommended by Head of Department (HOD) Date: Signature and stamp:</p> <p>Approved by Deputy Dean (Academic and Internationalisation) Date: Signature and stamp:</p>
<p>Academic Office</p>	<p>Remarks:</p> <p>.....</p> <p>.....</p> <p>Signature and Stamp:</p> <p>Date:</p>