

IUKL'S DIGITAL TRANSFORMATION PROJECT
INFRASTRUCTURE UNIVERSITY KUALA
LUMPUR (IUKL)

USER MANUAL
CREDIT TRANSFER

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FILE: User Manual

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1	1.0	27.11.2023	First Draft	First Draft of User Manual	Ishwarya Ramesh	Hanim Zaki
2	1.1	12.12.2023	Final Version	Final Version of User Manual	Ishwarya Ramesh	Hanim Zaki

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1. OVERVIEW OF THE APPROVAL FLOW

Student will be able to apply for Credit Transfer from the Student Portal. This process is called **Credit Transfer Request** under the **Student Services Module**. Once a request is submitted, it is directed to the Admin for eligibility evaluation.

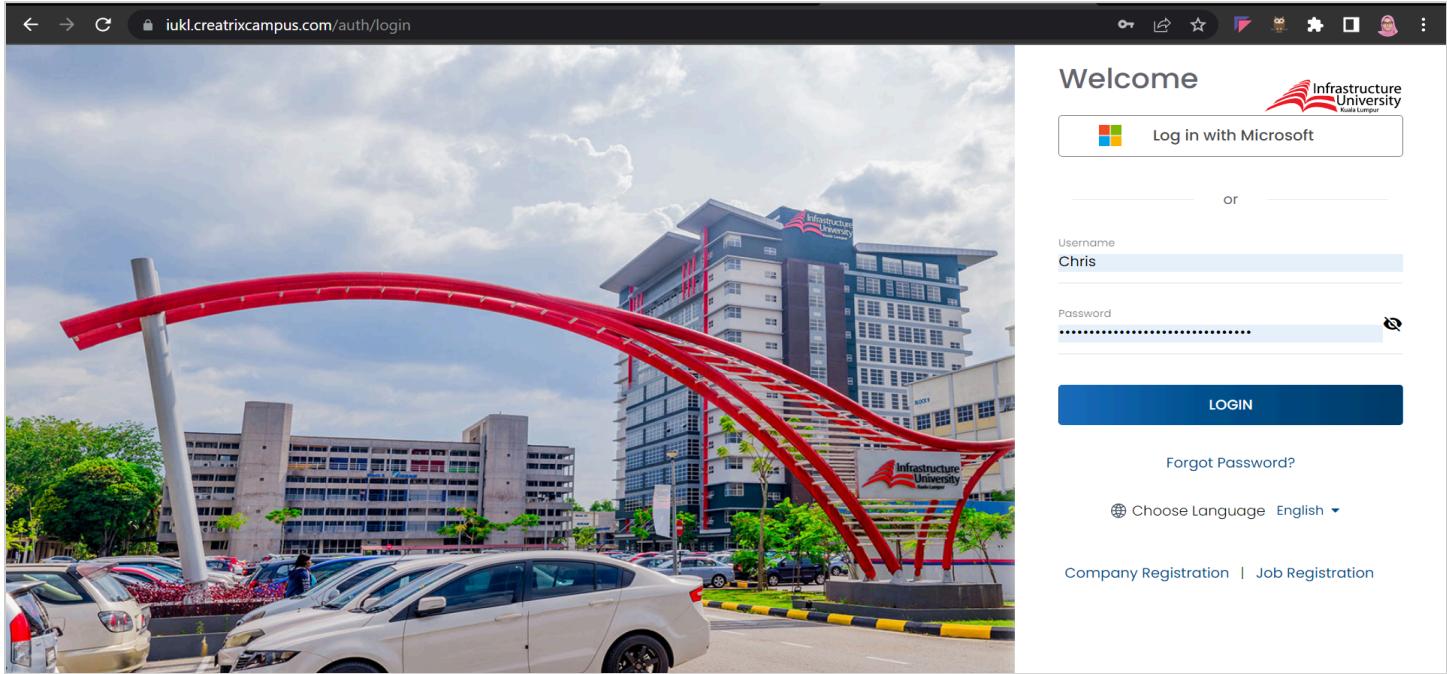
2. CREDIT TRANSFER PROCESS

Credit Transfer is the acceptance of prior learning represented in course units or credits applied and articulated (denoted) on a student's academic transcript. Transfer courses are generally not counted into the GPA of the attending institution. However, they may be recorded to show the level of performance in the course transferred, as well as other attributes such as when the course was taken.

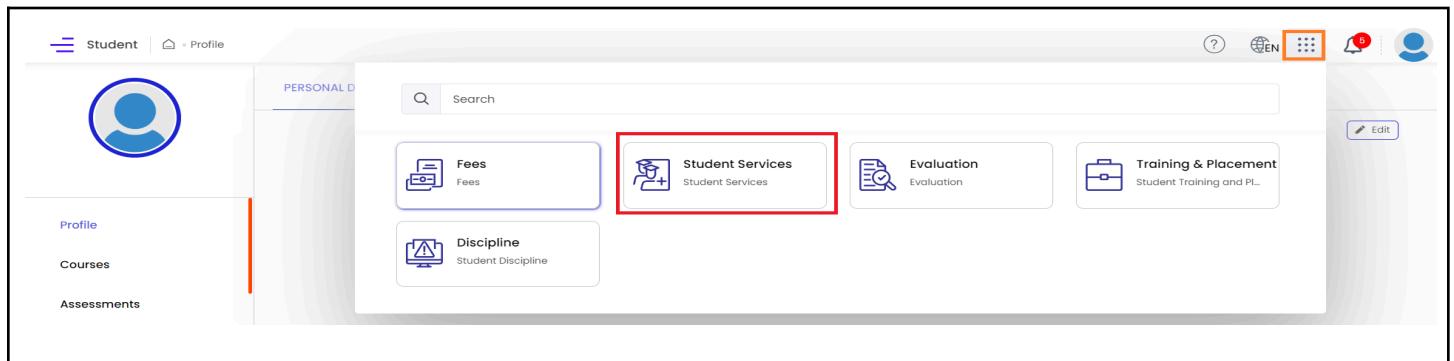
2.1 Student Request

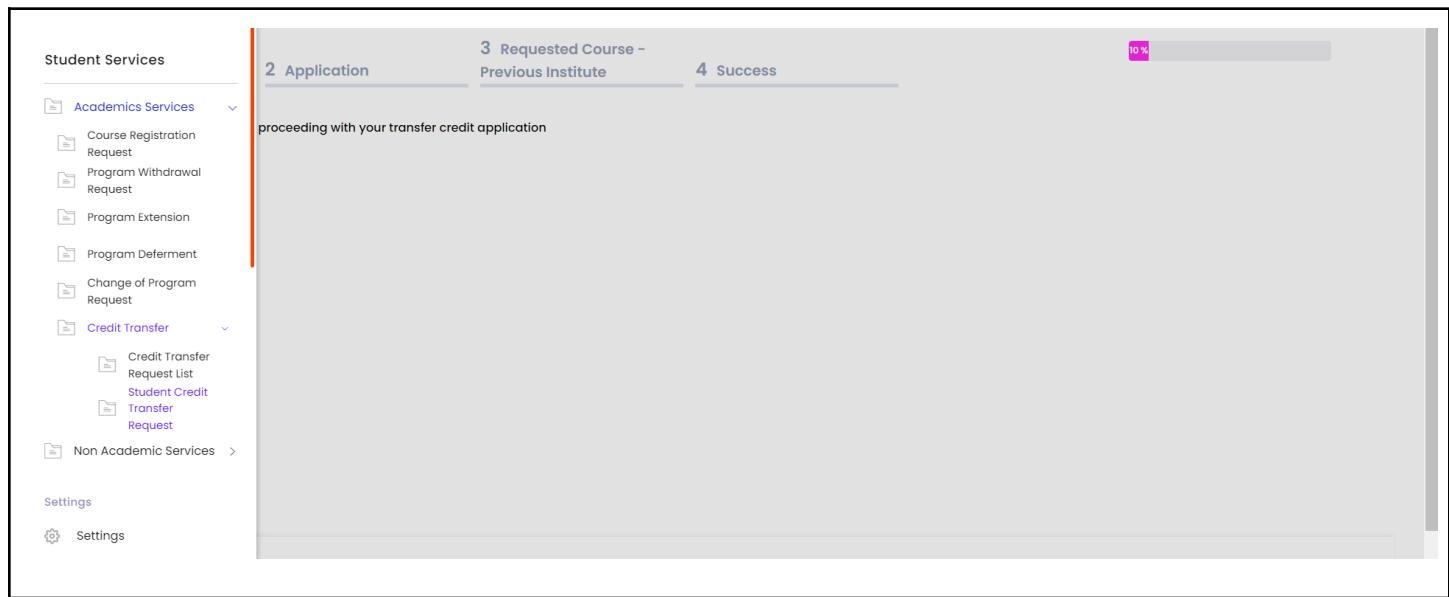
2.1.1 Credit Transfer Form

Step 1: To create a new Credit Transfer request, staff must first log in to the Creatrix Platform using the link:
<https://iukl.creatrixcampus.com/auth/login>

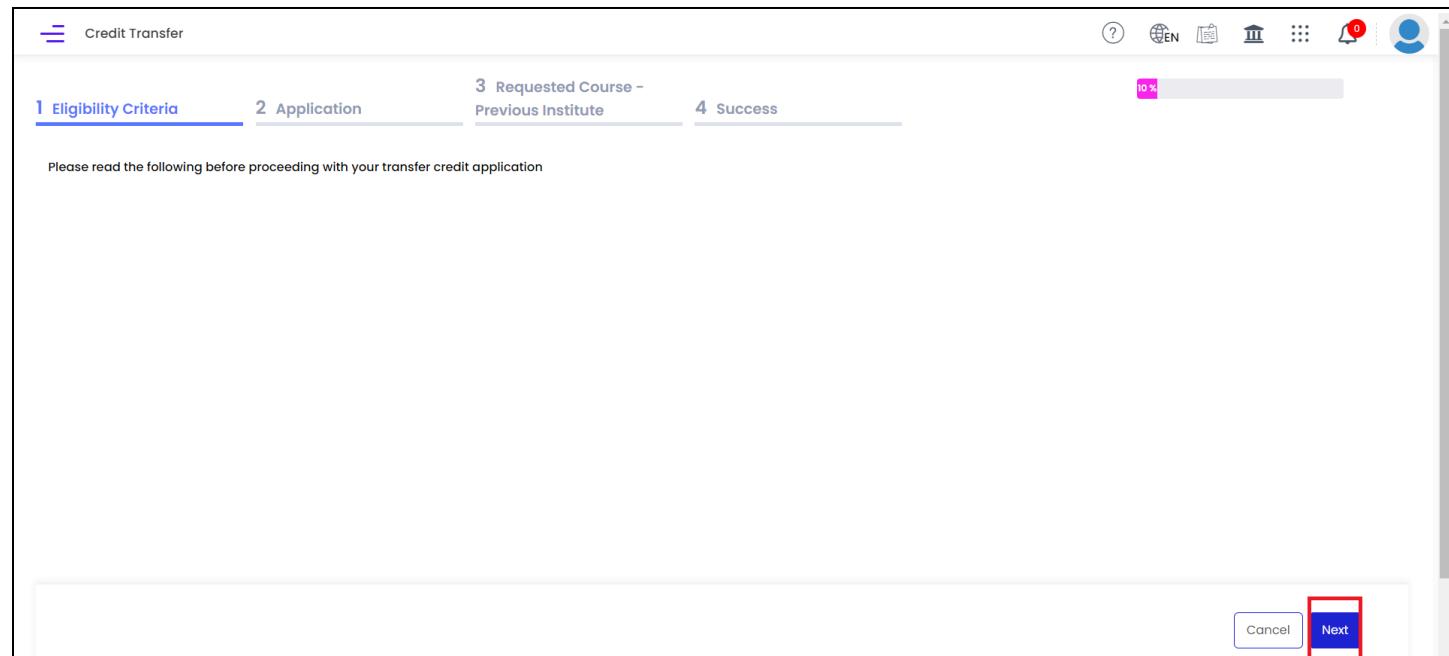


Step 2: Click on the Main Menu button >> Student Services>>Credit Transfer>>Student Credit transfer request.

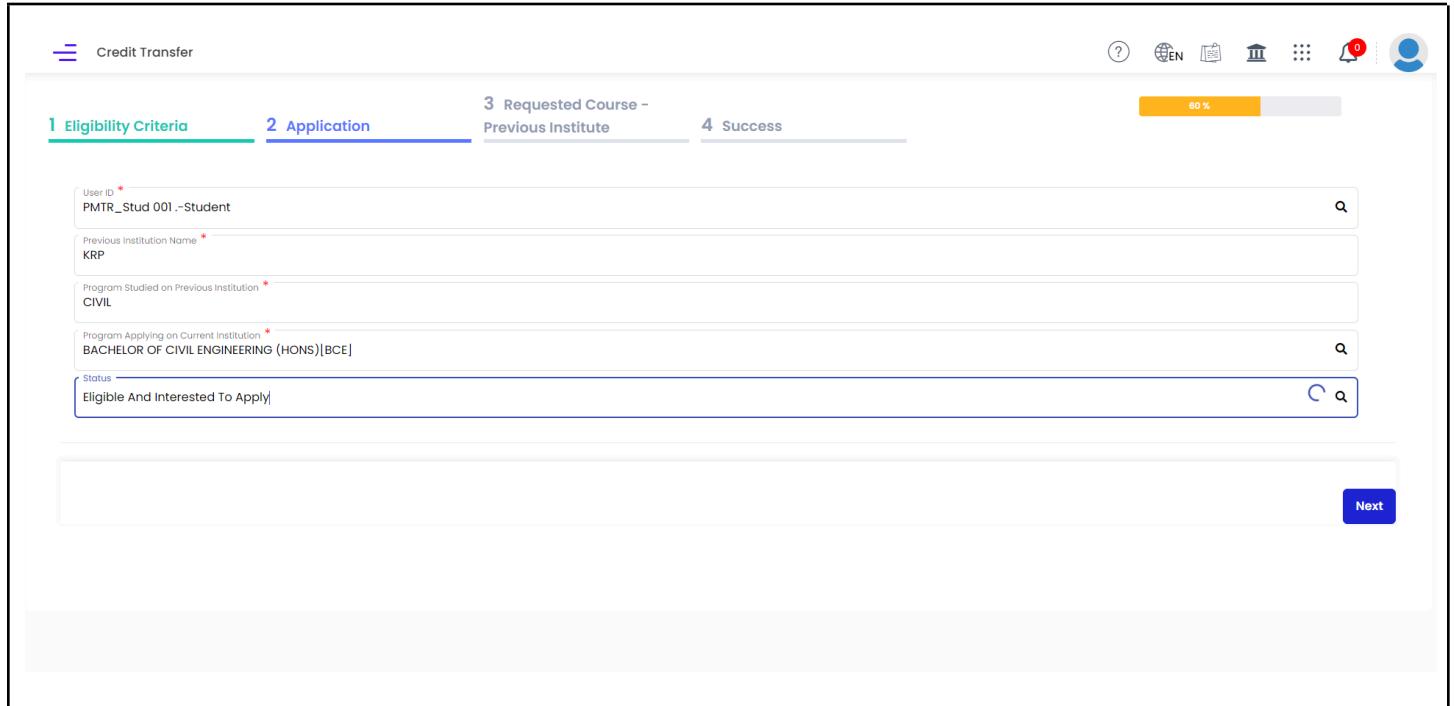




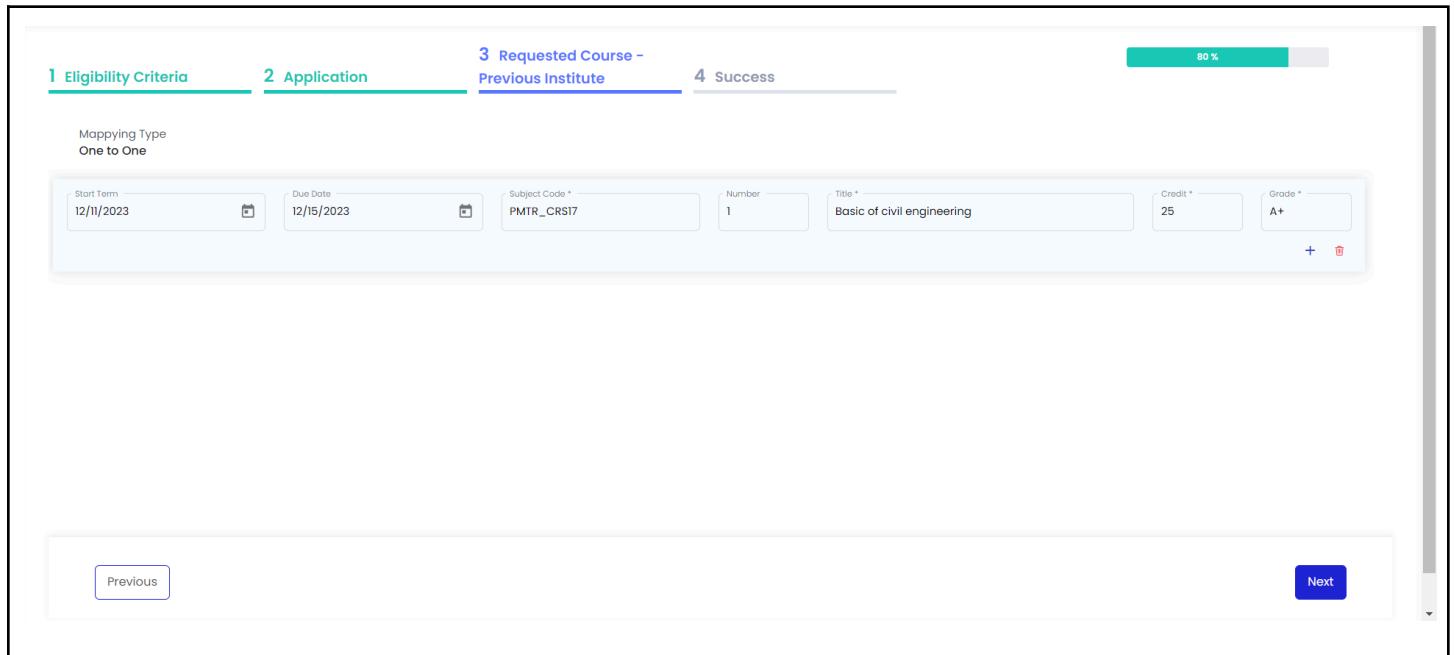
Step 3: User will be redirected to the Credit Transfer request feature. Click on the NEXT button to submit a new Credit Transfer request.

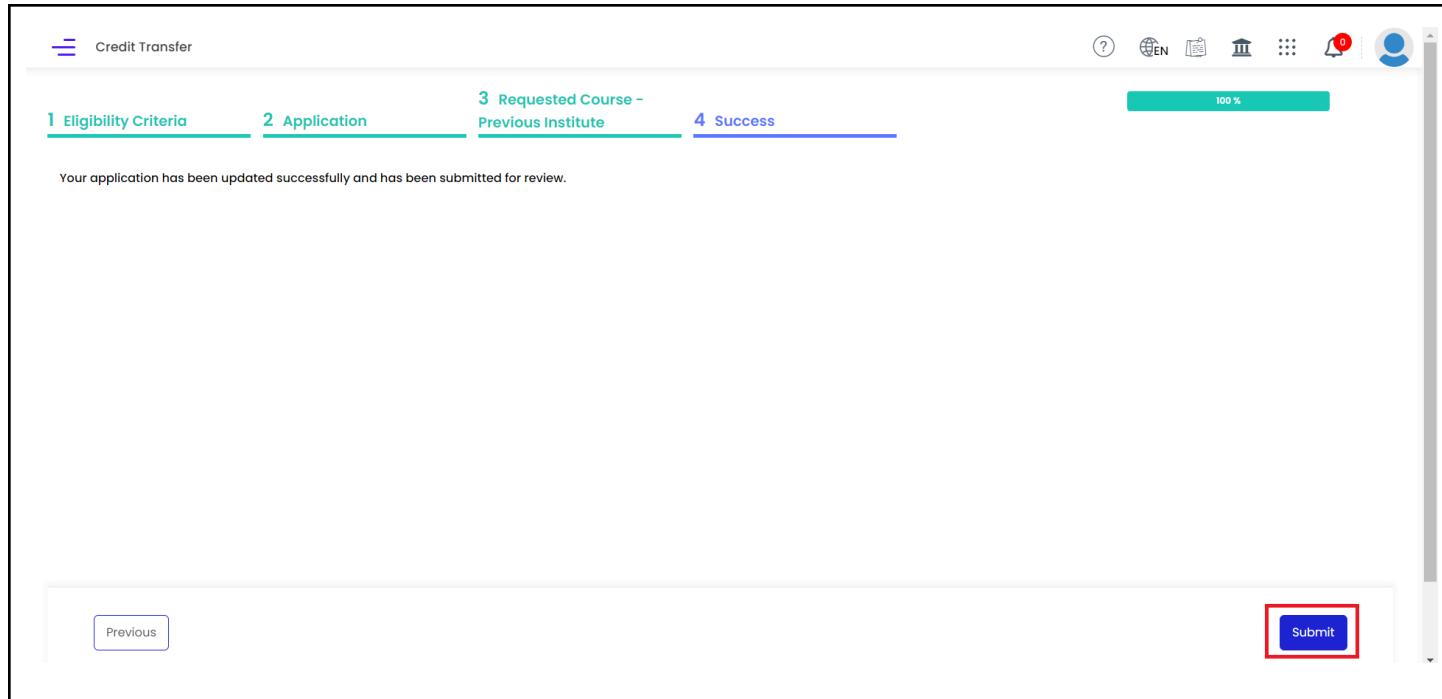


Step 4: Type on the required fields like User ID , Previous institution name,Program studied on previous institution,Program applying on current institution ,Status applied and click Next.



Step 5: Type on the required fields like Start term, Due date, Subject code ,Number ,Title, Credit , grade, click Next and submit.





Credit Transfer

1 Eligibility Criteria 2 Application 3 Requested Course - Previous Institute 4 Success

100 %

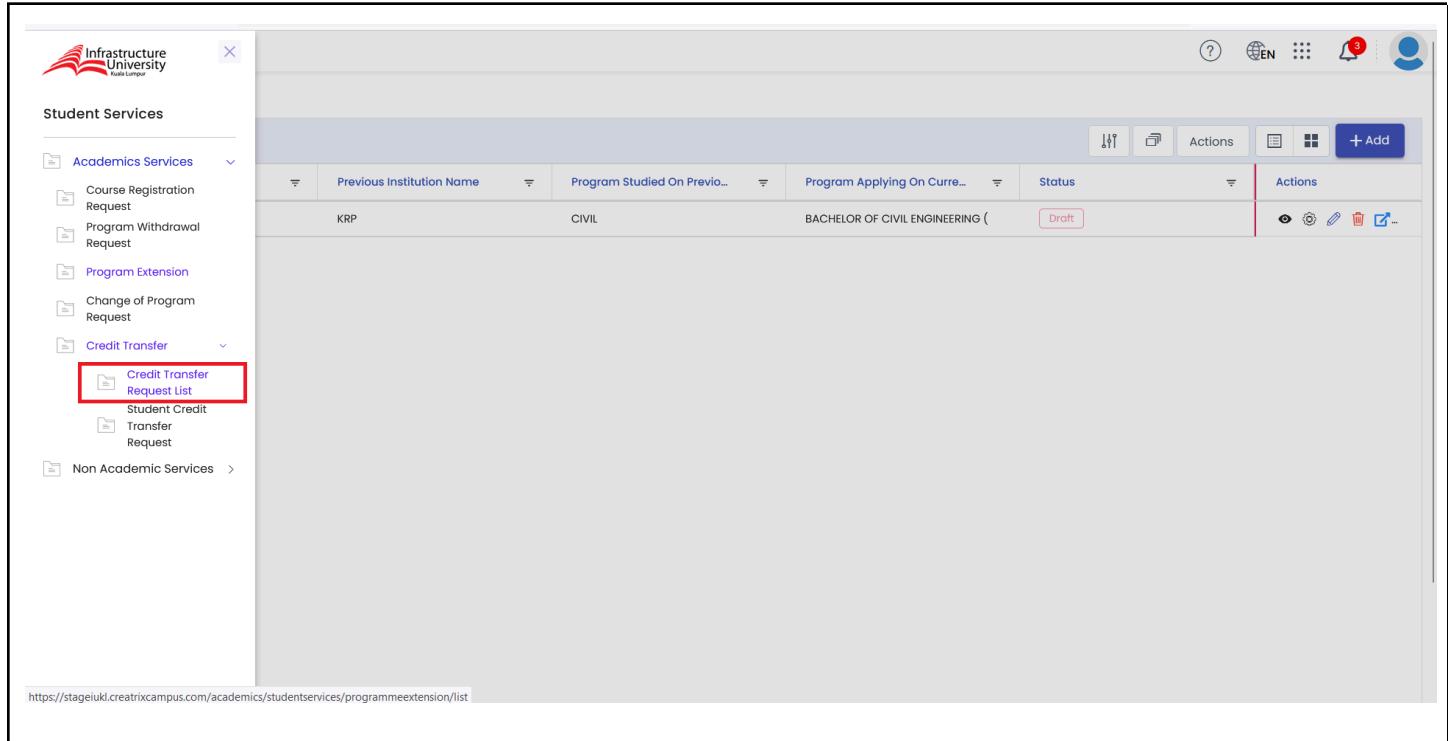
Your application has been updated successfully and has been submitted for review.

Previous

Submit

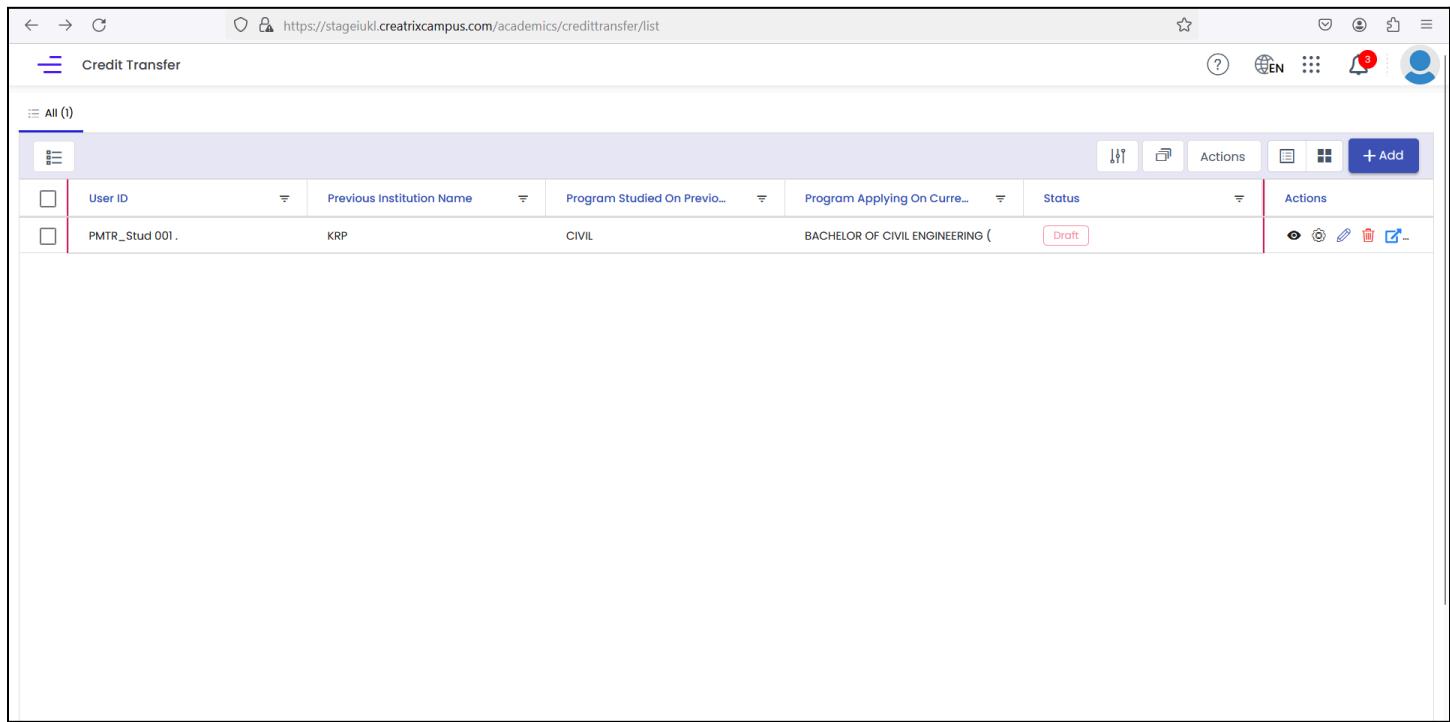
2.1.2 Approval Process

Step 1: Click on the Main Menu button >> Student Services>>Credit Transfer>>Credit transfer request list.



The screenshot shows the IUKL Student Services application interface. The left sidebar has a tree structure with 'Academics Services' expanded, showing 'Course Registration Request', 'Program Withdrawal Request', 'Program Extension', 'Change of Program Request', and 'Credit Transfer' expanded, with 'Credit Transfer Request List' highlighted by a red box. Other options under 'Credit Transfer' are 'Student Credit' and 'Transfer Request'. 'Non Academic Services' is also listed. The main content area shows a table with columns: Previous Institution Name, Program Studied On Previous Institution, Program Applying On Current Institution, Status, and Actions. One row is visible with 'KRP' in the first column, 'CIVIL' in the second, 'BACHELOR OF CIVIL ENGINEERING (', and 'Draft' in the status column. The URL at the bottom is <https://stageiukl.creatrixcampus.com/academics/studentservices/programmeextension/list>.

Step 2: Click on the Main Menu button >> Student Services>>Credit Transfer>>Credit transfer request list. Here student can see the approval status on the status column

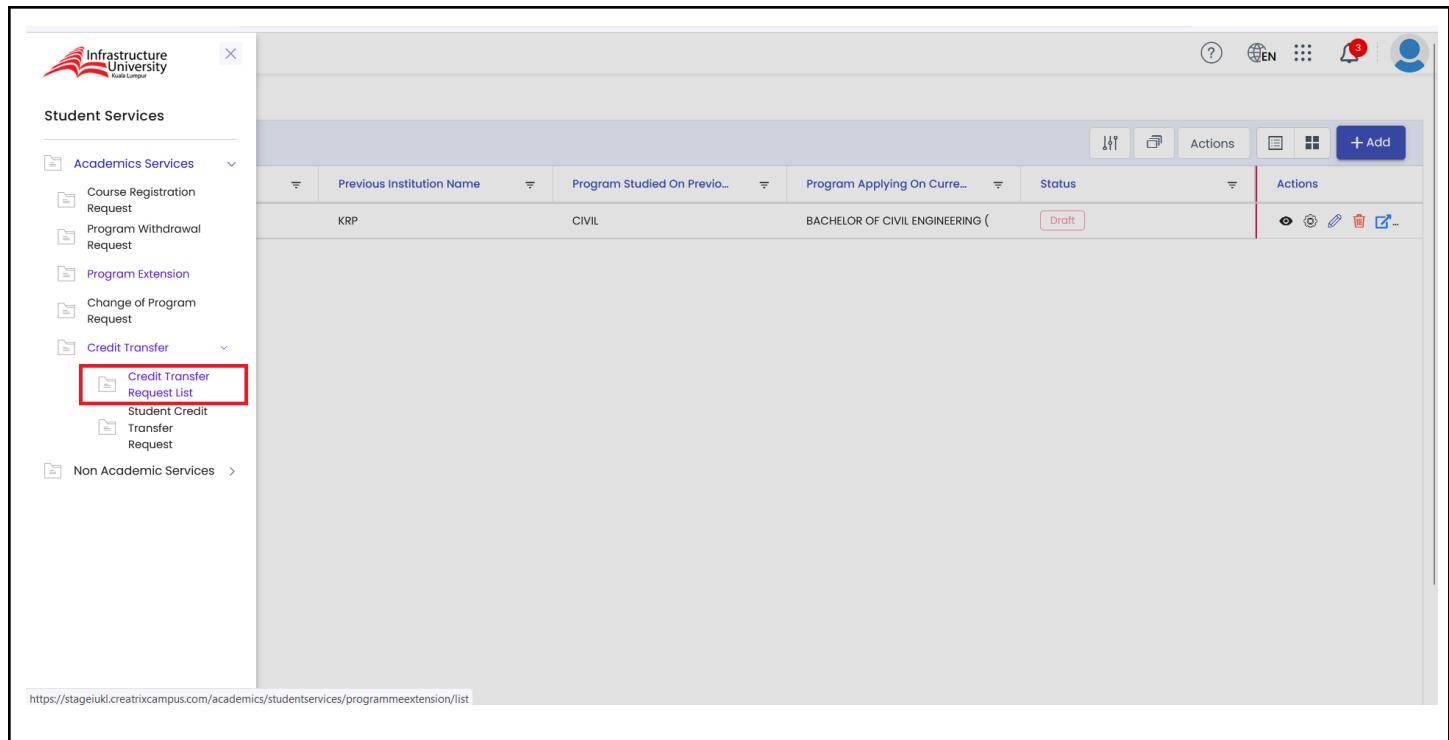


User ID	Previous Institution Name	Program Studied On Previous Institution	Program Applying On Current Institution	Status	Actions
PMTR_Stud 001.	KRP	CIVIL	BACHELOR OF CIVIL ENGINEERING (Draft	    

2.2 Admin Operations

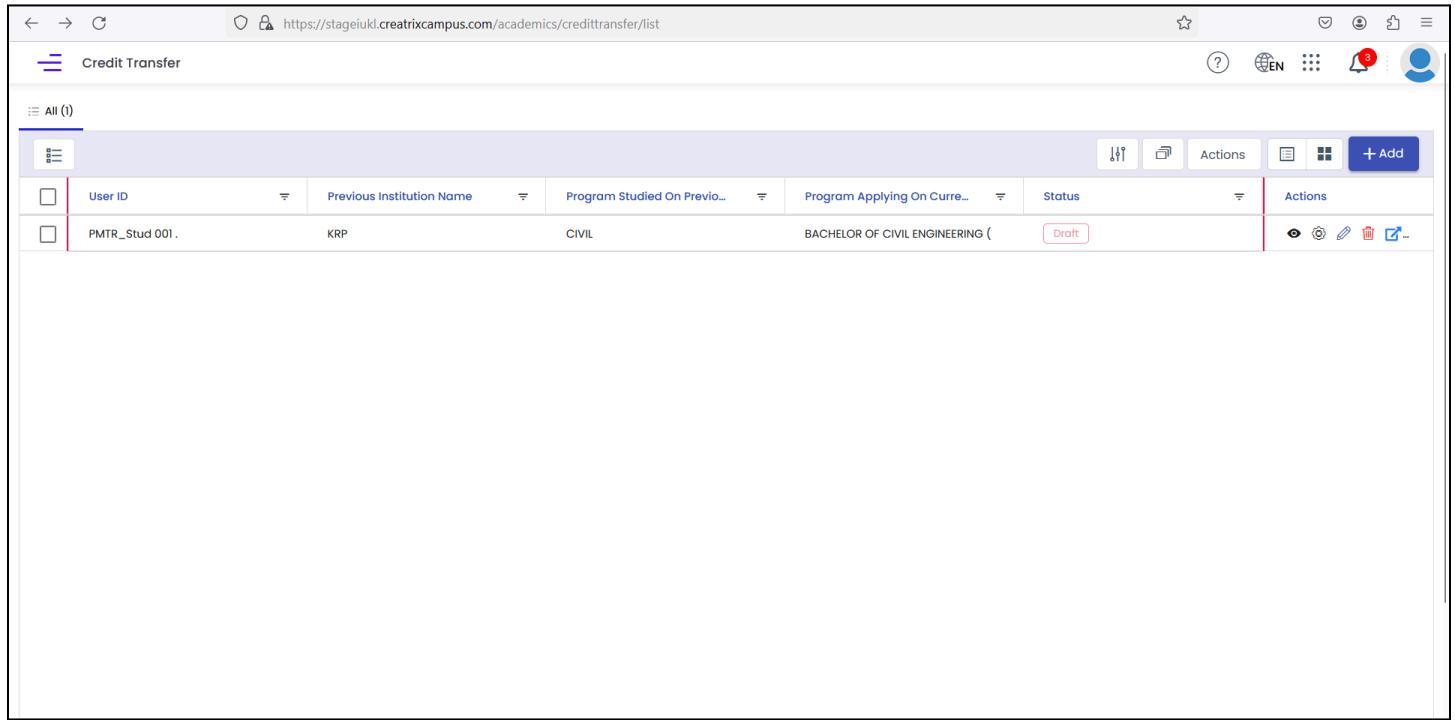
2.2.1 View/Access Credit transfer request

Step 1: Click on the Main Menu button >> Student Services>>Credit Transfer>>Credit transfer request list.



https://stageiukl.creatrixcampus.com/academics/studentservices/programmeextension/list

Step 2: Click on the Main Menu button >> Student Services>>Credit Transfer>>Credit transfer request list. Here Admin can see the approval status on the status column

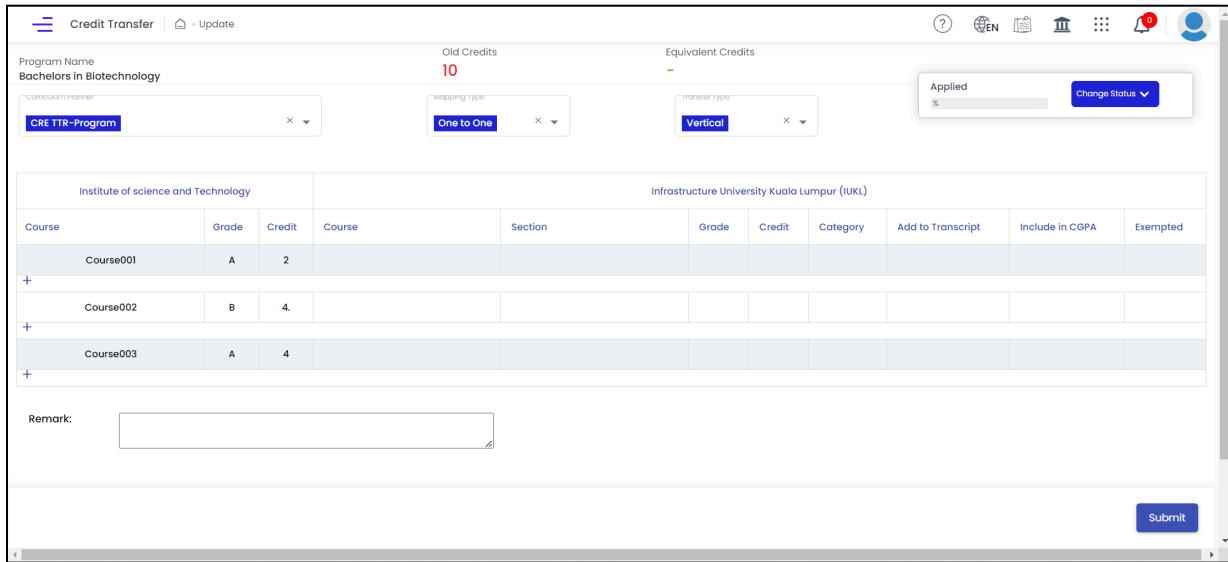


The screenshot shows a web-based application interface for managing credit transfer requests. The URL in the address bar is <https://stageiukl.creatrixcampus.com/academics/credittransfer/list>. The page title is "Credit Transfer". The main content is a table listing credit transfer requests. The columns are: User ID, Previous Institution Name, Program Studied On Previous Institution, Program Applying On Current Institution, Status, and Actions. The first row shows a request for User ID PMTR_Stud 001, Previous Institution KRP, Program Studied CIVIL, Program Applying BACHELOR OF CIVIL ENGINEERING, and Status Draft. The Actions column contains icons for Edit, Delete, and More.

User ID	Previous Institution Name	Program Studied On Previous Institution	Program Applying On Current Institution	Status	Actions
PMTR_Stud 001.	KRP	CIVIL	BACHELOR OF CIVIL ENGINEERING	Draft	

2.2.2 Equivalent credit allocation

I. **One to One** - One equivalent course will be mapped to equalize the earned credit from another institution.



Credit Transfer | Update

Program Name: Bachelors in Biotechnology

Old Credits: 10

Equivalent Credits: 0

Mapping type: One to One

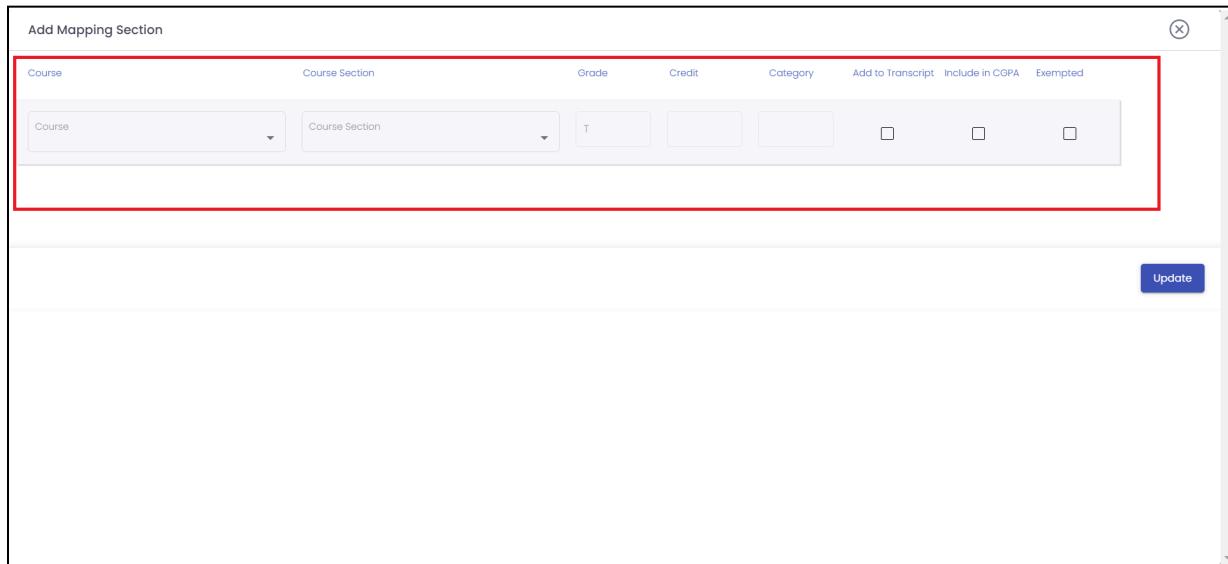
Transfer type: Vertical

Applied: 0% | Change Status

Institute of science and Technology			Infrastructure University Kuala Lumpur (IUKL)							
Course	Grade	Credit	Course	Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted
Course001	A	2								
Course002	B	4								
Course003	A	4								

Remark:

Submit



Add Mapping Section

Course	Course Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Update

II. **One to many** - One equivalent course will be mapped to equalize the earned credit from another institution to match many courses offered in the new institution.

Credit Transfer | Update

Program Name: **Bachelors in Biotechnology**

Old Credits: **10**

Equivalent Credits: **-**

Mapping type: **One to Many**

Transfer type: **Vertical**

Status: **Applied** | Change Status

Institute of science and Technology | Infrastructure University Kuala Lumpur (IUKL)

Course	Grade	Credit	Course	Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted
Course001	A	2								
Course002	B	4.								
Course003	A	4								

Remark:

Submit

Add Mapping Section

Course	Course Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(+)

Update

Add Mapping Section

Course	Course Section	Grade	Credit	Category	Add to Transcript	Include in COPA	Exempted	
Course	Course Section	T			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(x) (+)
Course	Course Section	T			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(x) (+)

Update

III. **Many to One** - Many equivalent course will be mapped to equalize the earned credit from another institution to match One single courses offered in the new institution.

Credit Transfer | Update

Program Name: Bachelors in Biotechnology

Old Credits: **10**

Equivalent Credits: **—**

Mapping type: **Many to One** (highlighted with a red box)

Transfer type: **Vertical**

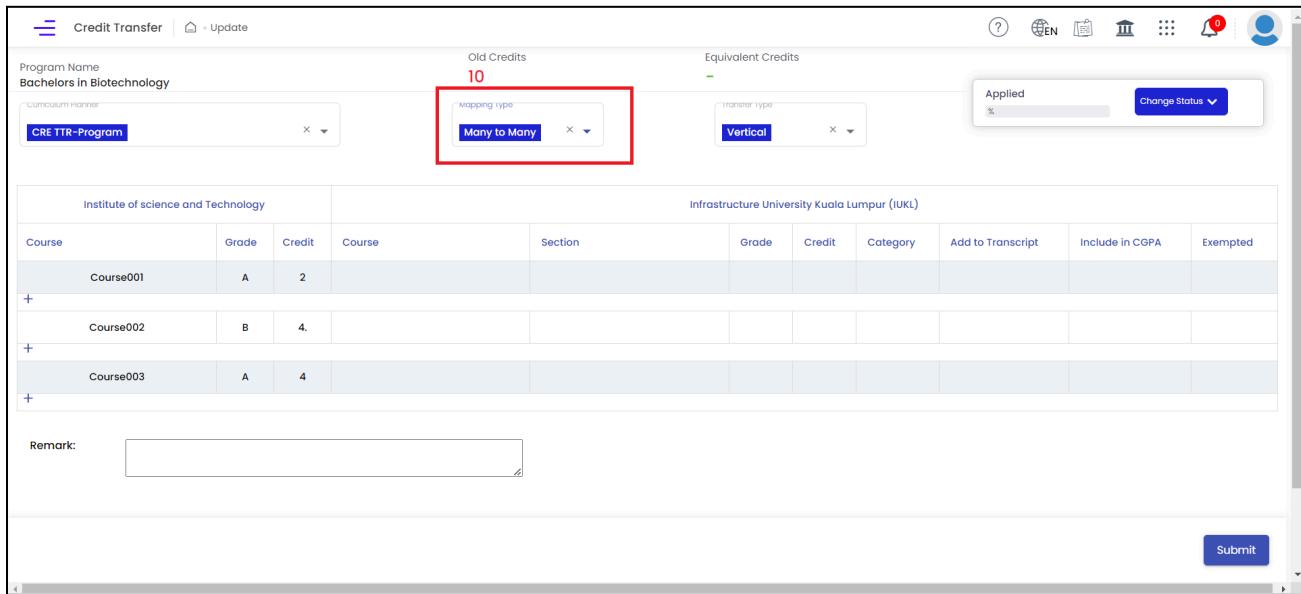
Applied: **0%** Change Status

Institute of science and Technology				Infrastructure University Kuala Lumpur (IUKL)							
Course	Grade	Credit	Course	Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted	
Course001	A	2									
Course002	B	4.									
Course003	A	4									

Remark:

Submit

IV. **Many to Many** - Many equivalent course will be mapped to equalize the earned credit from another institution to match equal courses offered in the new institution.



Credit Transfer | [Update](#)

Program Name: Bachelors in Biotechnology

Old Credits: 10

Equivalent Credits: 46

Mapping type: Many to Many

Transfer type: Vertical

Applied: Change Status: [Change Status](#)

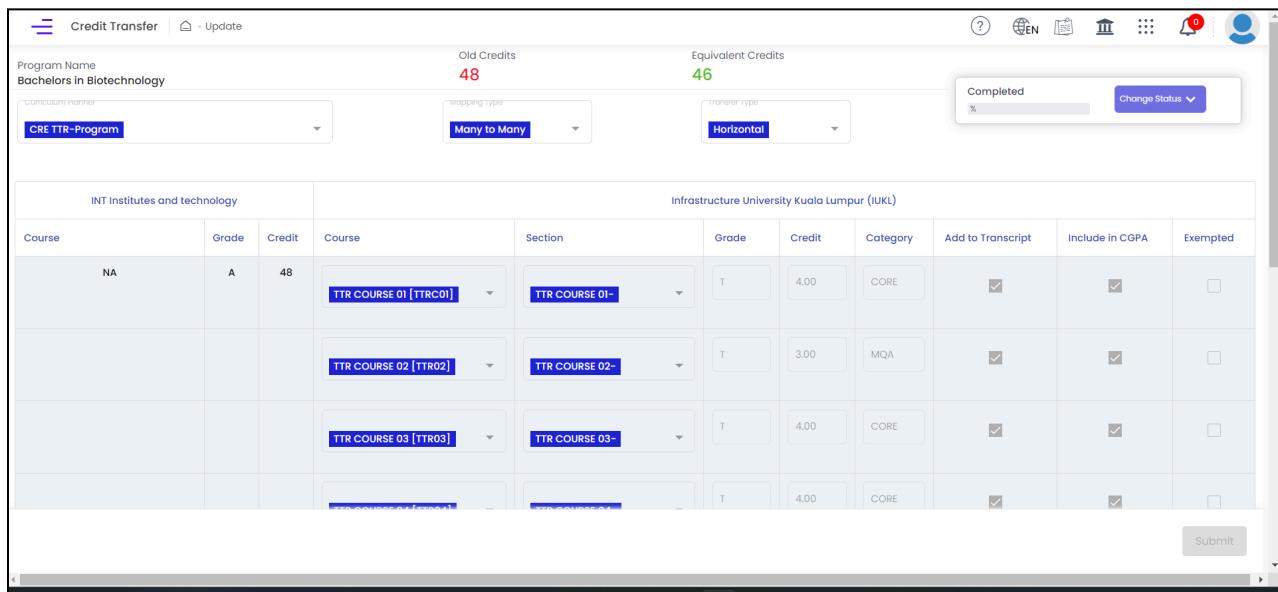
Institute of science and Technology

Course	Grade	Credit	Course	Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted
Course001	A	2								
Course002	B	4.								
Course003	A	4								

Remark:

Submit

V. APEL(C) - If a candidate have previous work experience in related to the course credit offered in the new institution. The credits will be equivalent to their work experience



Credit Transfer | [Update](#)

Program Name: Bachelors in Biotechnology

Old Credits: 48

Equivalent Credits: 46

Mapping type: Many to Many

Transfer type: Horizontal

Completed: Change Status: [Change Status](#)

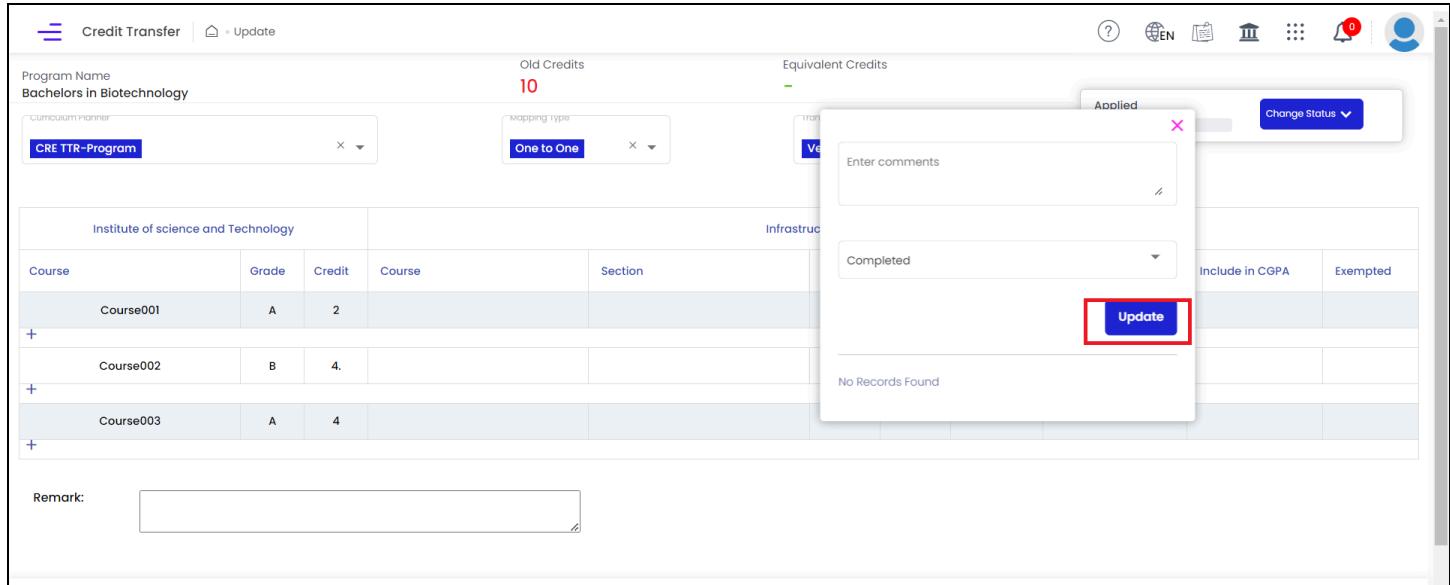
INT Institutes and technology

Course	Grade	Credit	Course	Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted
NA	A	48	TTR COURSE 01 [TTRC01]	TTR COURSE 01-	T	4.00	CORE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			TTR COURSE 02 [TTR02]	TTR COURSE 02-	T	3.00	MQA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			TTR COURSE 03 [TTR03]	TTR COURSE 03-	T	4.00	CORE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					T	4.00	CORE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submit

2.2.3 Approval of the request

After successful mapping of the courses admin will approve the credit transfer request and transfer the credits to the current semester.



Credit Transfer | Update

Program Name
Bachelors in Biotechnology

Old Credits
10

Mapping type
One to One

Equivalent Credits

Applied

Change Status

Enter comments

Completed

Update

Institute of science and Technology

Course Grade Credit Course Section

Course001	A	2		
Course002	B	4.		
Course003	A	4		

Infrastructure

Completed

No Records Found

Include in CGPA Exempted

Remark:

2.2.4 Impact on Other Academic Operations

2.2.4.1 Transcript

The transferred credits will appear on the students final grade transcript with the credits earned in the new institution

OFFICIAL TRANSCRIPT

NAME	: Umar Faran	NRIC/PASSPORT :
STUDENT ID	: 1089	INTAKE :
PROGRAMME	: Bachelors in Biotechnology	
MAJOR	:	STATUS : Active

CREDIT(S) TRANSFERRED AND COURSE(S) EXEMPTED				
CODE	COURSE	CR(S) TRANSFER	APEL (C)	EXEMPTION(S)
TTR08	TTR COURSE 08	-	-	8.00
TTR06	TTR COURSE 06	-	-	6.00
TTR02	TTR COURSE 02	3.00	-	-
TTR05	TTR COURSE 05	3.00	-	-
TTRC01	TTR COURSE 01	4.00	-	-
TTR04	TTR COURSE 04	4.00	-	-
TTR03	TTR COURSE 03	4.00	-	-
TTR10	TTR COURSE 10	4.00	-	-
TTR07	TTR COURSE 07	6.00	-	-
TTR09	TTR COURSE 09	4.00	-	-
TOTAL CREDITS TRANSFERRED:		46.00		

2.2.4.1 Degree progress

The Transferred credits will be shown in the degree plan as 'T' under the grade column.



	<input type="checkbox"/> TTR_ODD_01	21	-	4.00	-	-	-
	<input type="checkbox"/> TTR_ODD_02	22	-	4.00	-	-	-
	<input type="checkbox"/> TTR_ODD_03	23	-	4.00	-	-	-
	<input type="checkbox"/> TTR_EVEN09	20	-	3.00	-	-	-
	TTR even_01	12	-	4.00	3.00	A+	PASS
	TTR COURSE_01	TTRC01	-	4.00	4.00	T	PASS
	TTR COURSE_03	TTR03	-	4.00	4.00	T	PASS
	TTR COURSE_04	TTR04	-	4.00	4.00	T	PASS
	TTR COURSE_09	TTR09	-	4.00	4.00	T	PASS
	TTR COURSE_10	TTR10	-	4.00	4.00	T	PASS
	TTR even_02	13	-	3.00	4.00	B+	PASS
	TTR COURSE_06	TTR06	-	6.00	6.00	T	PASS
	TTR COURSE_07	TTR07	-	6.00	6.00	T	PASS
	TTR COURSE_08	TTR08	-	4.00	8.00	T	PASS
ELECTIVE [Earned Credits : 0] [Required Credits : 22.00]							