

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

USER MANUAL
CREDIT TRANSFER

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1	1.0	27.11.2023	First Draft	First Draft of User Manual	Ishwarya Ramesh	Hanim Zaki
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TABLE OF CONTENT

1. OVERVIEW OF THE APPROVAL FLOW	4
2. CREDIT TRANSFER PROCESS	4
2.1 Student Request	5
2.1.1 Credit Transfer Form	5
2.1.2 Approval Process	9
2.2 Admin Operations	11
2.2.1 View/Access Credit transfer request	11
2.2.2 Equivalent credit allocation	13
2.2.3 Approval of the request	17
2.2.4 Impact on Other Academic Operations	18
2.2.4.1 Transcript	18
2.2.4.1 Degree progress	19

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.

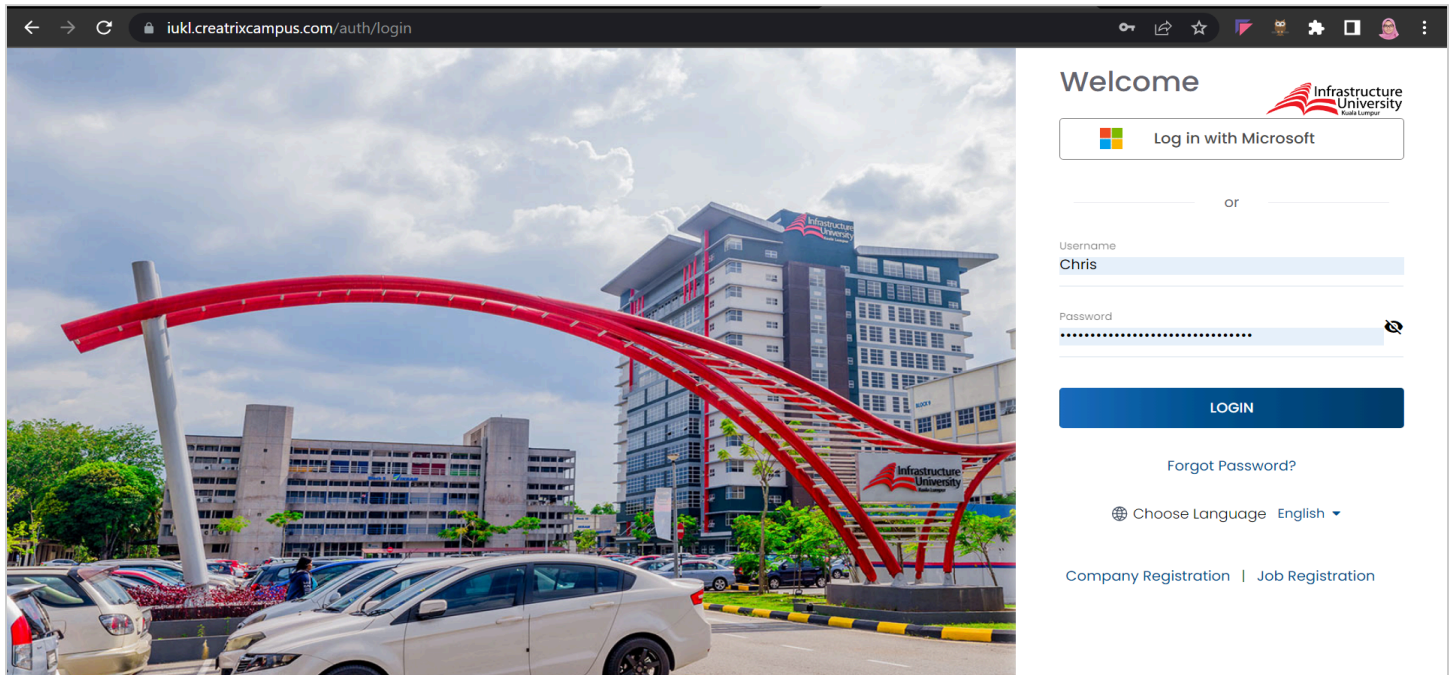
2. CREDIT TRANSFER PROCESS

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.

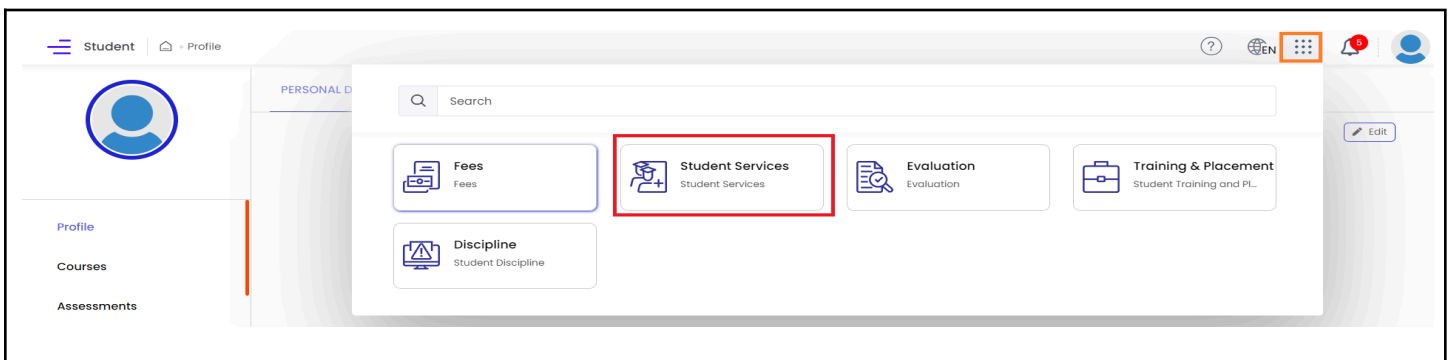
2.1 Student Request

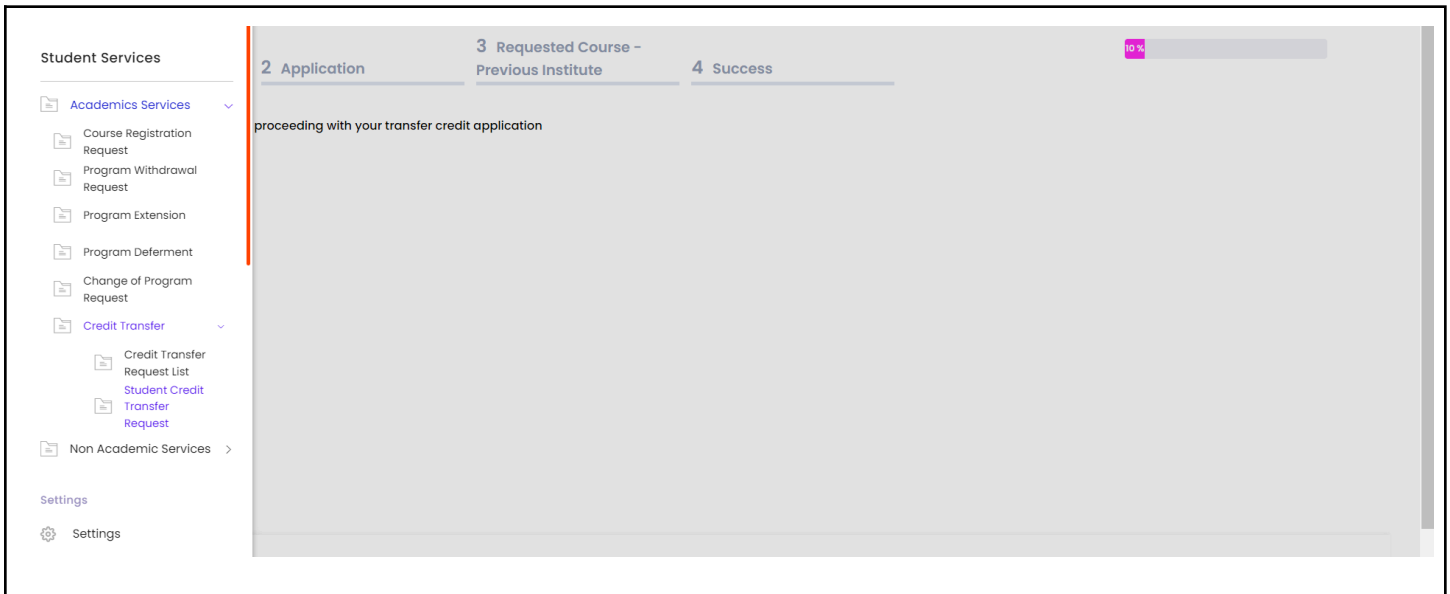
2.1.1 Credit Transfer Form

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.

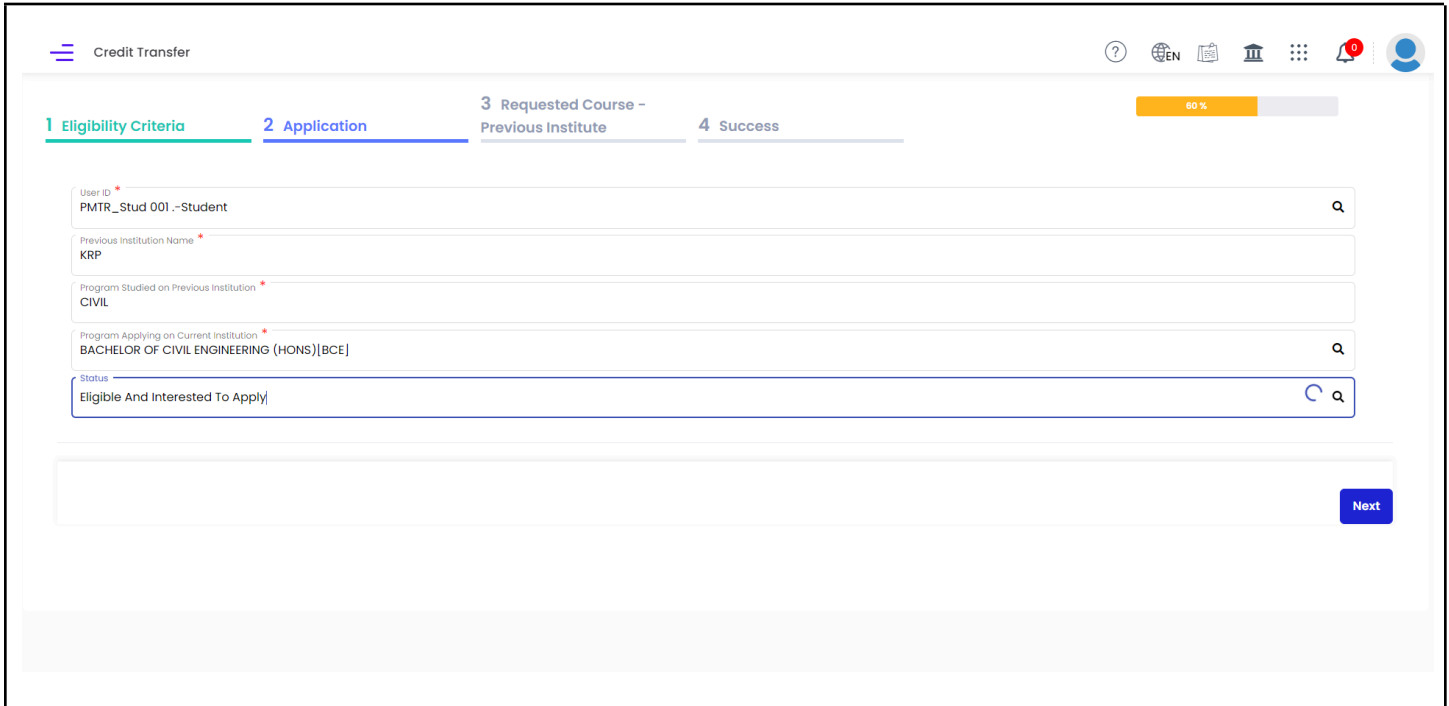




Step 3: User will be redirected to the Credit Transfer request feature. Click on the NEXT button to submit a new Credit Transfer request.



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.

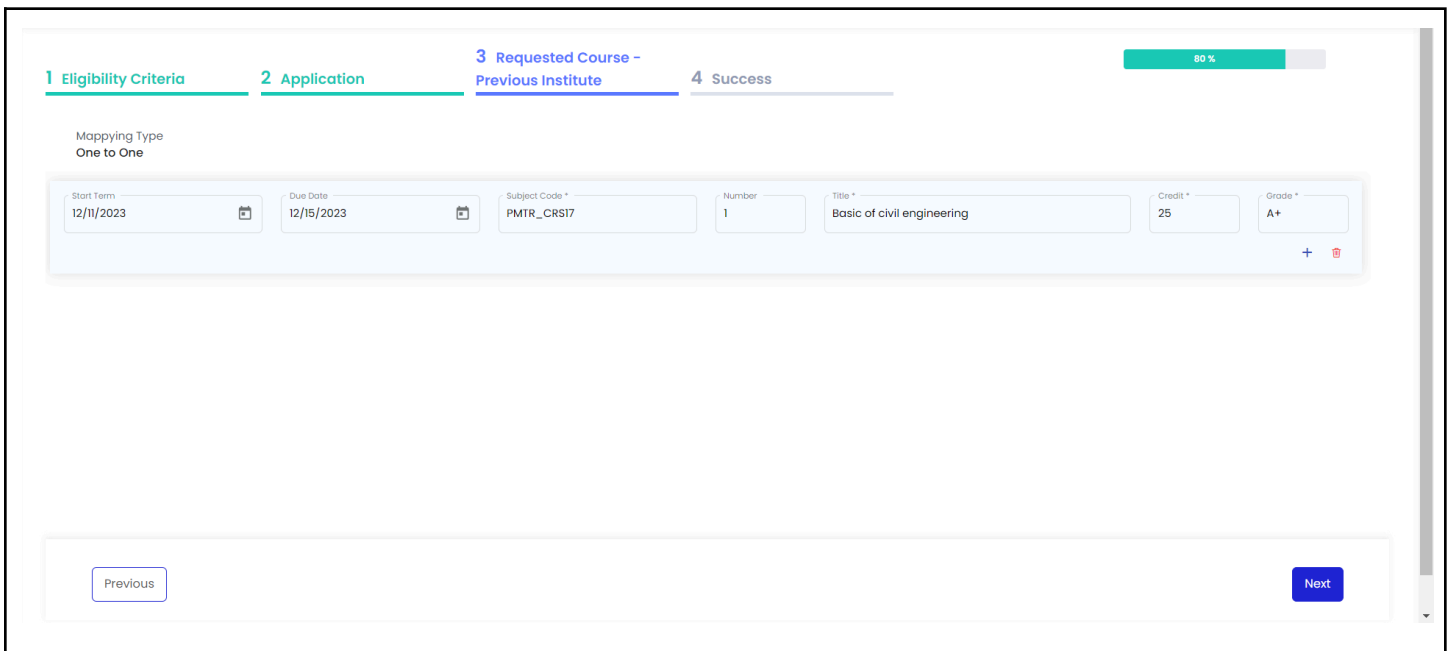


The screenshot shows the 'Credit Transfer' application form at the 'Eligibility Criteria' step. The progress bar indicates 60% completion. The form includes the following fields:

- User ID ***: PMTR_Stud 001.-Student
- Previous Institution Name ***: KRP
- Program Studied on Previous Institution ***: CIVIL
- Program Applying on Current Institution ***: BACHELOR OF CIVIL ENGINEERING (HONS)[BCE]
- Status**: Eligible And Interested To Apply

A 'Next' button is located at the bottom right of the form.

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



The screenshot shows the 'Credit Transfer' application form at the 'Requested Course - Previous Institute' step. The progress bar indicates 80% completion. The form includes the following fields:

- Mapping Type**: One to One
- Start Term**: 12/11/2023
- Due Date**: 12/15/2023
- Subject Code ***: PMTR_CRS17
- Number**: 1
- Title ***: Basic of civil engineering
- Credit ***: 25
- Grade ***: A+

Buttons for 'Previous' and 'Next' are located at the bottom of the form.

Credit Transfer

?

EN

0

1 Eligibility Criteria

2 Application

3 Requested Course - Previous Institute

4 Success

100 %

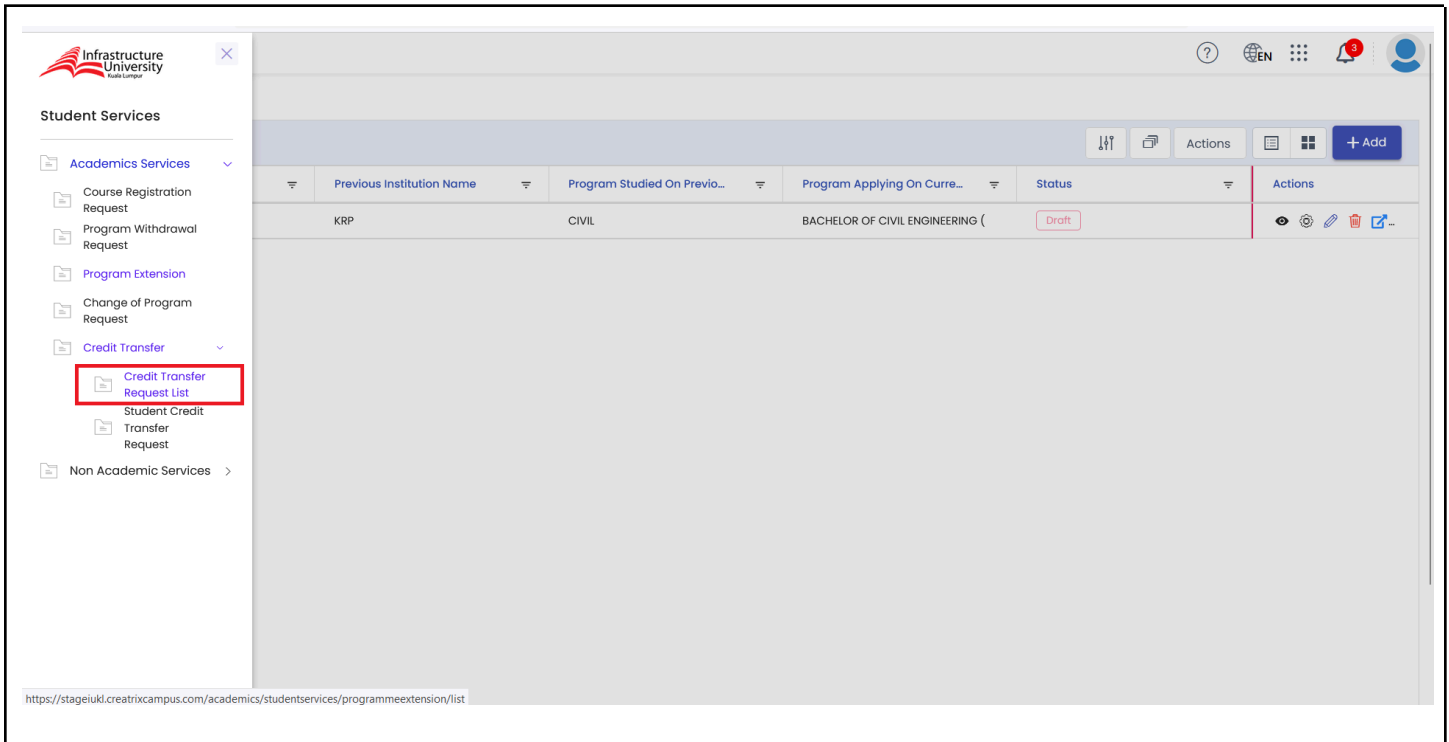
Your application has been updated successfully and has been submitted for review.

Previous






Submit

2.1.2 Approval Process

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



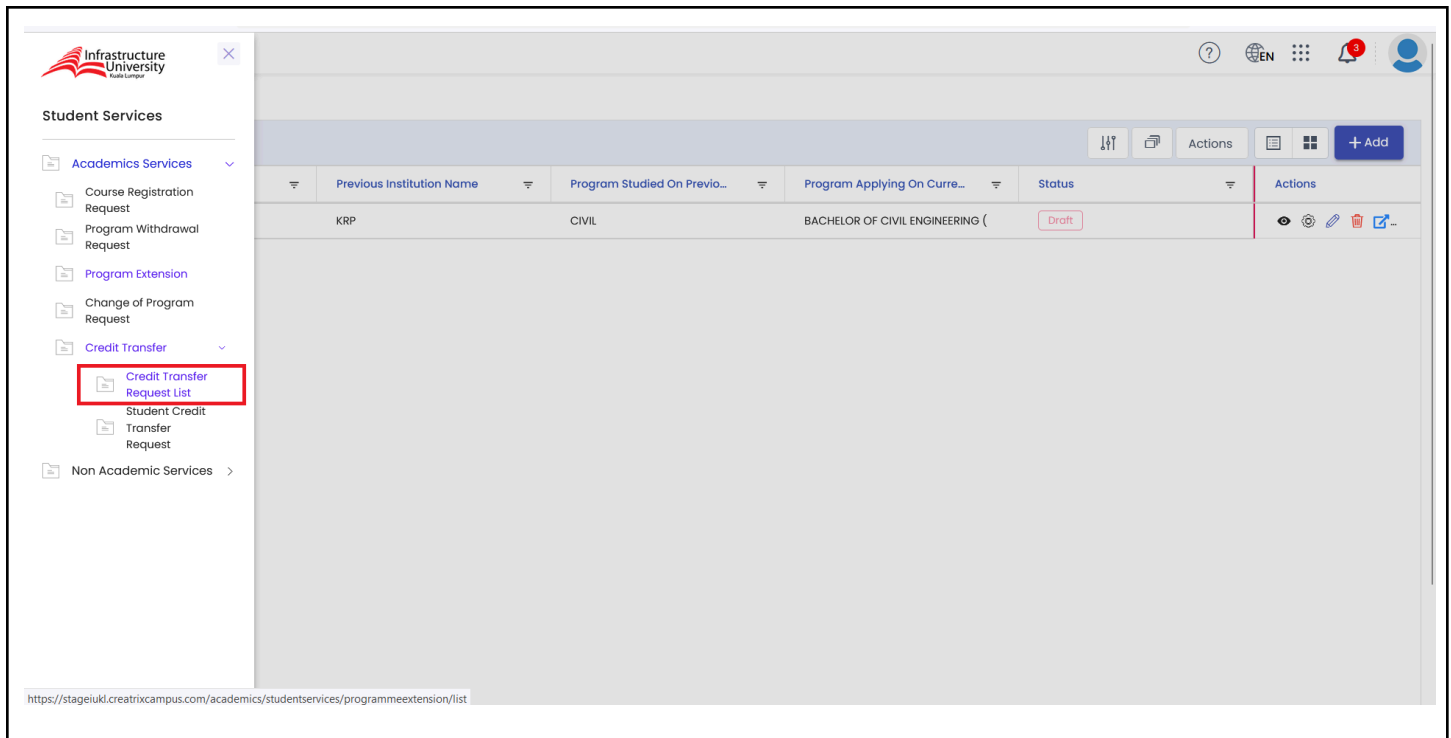
Step 2: Click on the Main Menu button >> Student Services>>Credit Transfer>>Credit transfer request list. Here student can see the approval status on the status column

Credit Transfer						
All (1)						
<input type="checkbox"/>	User ID	Previous Institution Name	Program Studied On Previo...	Program Applying On Curre...	Status	Actions
<input type="checkbox"/>	PMTR_Stud 001.	KRP	CIVIL	BACHELOR OF CIVIL ENGINEERING (Draft	    

2.2 Admin Operations

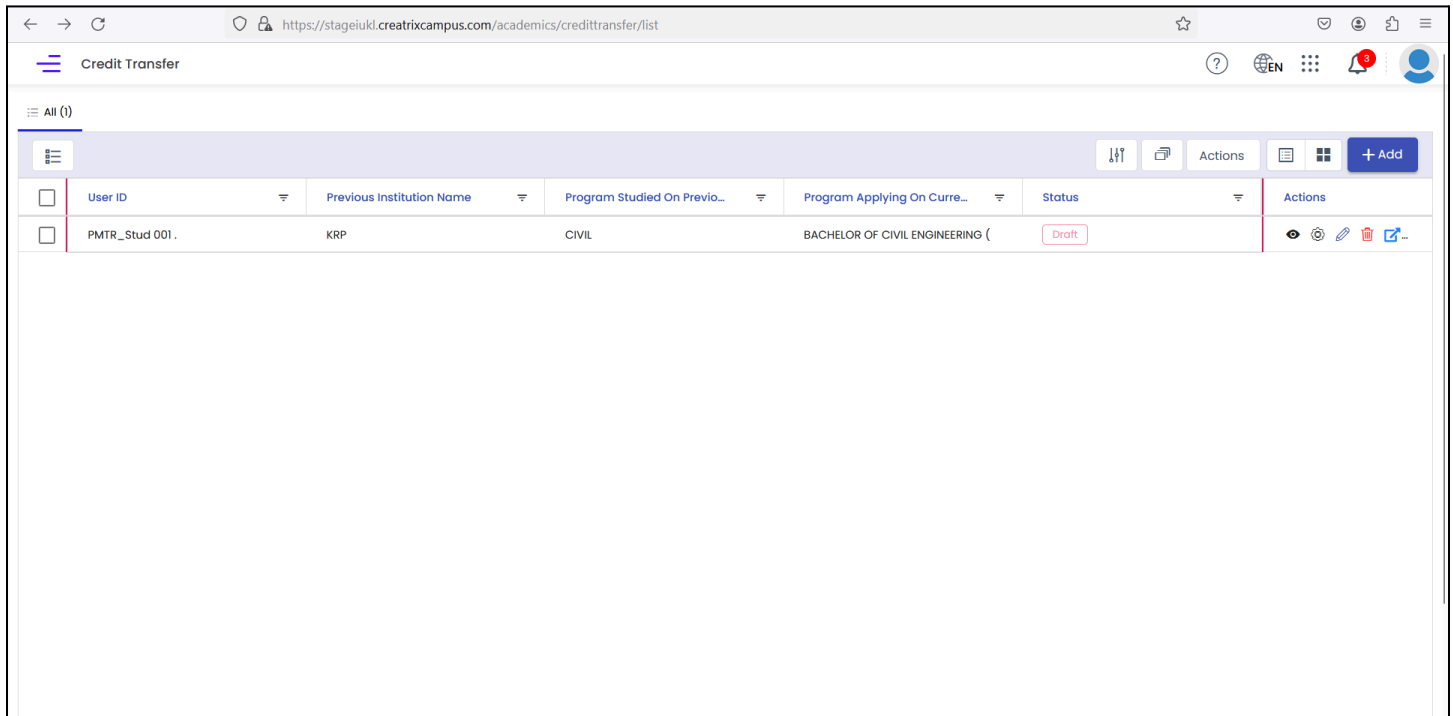
2.2.1 View/Access Credit transfer request

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







The screenshot displays the Creatrix Campus web application interface. On the left, a sidebar menu under 'Student Services' lists various options. The 'Credit Transfer' section is expanded, and the 'Credit Transfer Request List' is highlighted with a red box. The main content area shows a table with columns: 'Previous Institution Name', 'Program Studied On Previo...', 'Program Applying On Curre...', 'Status', and 'Actions'. The first row of data shows 'KRP' as the previous institution, 'CIVIL' as the program studied, and 'BACHELOR OF CIVIL ENGINEERING (' as the program applying. The status is 'Draft'. The URL at the bottom of the page is <https://stageiukl.creatrixcampus.com/academics/student-services/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

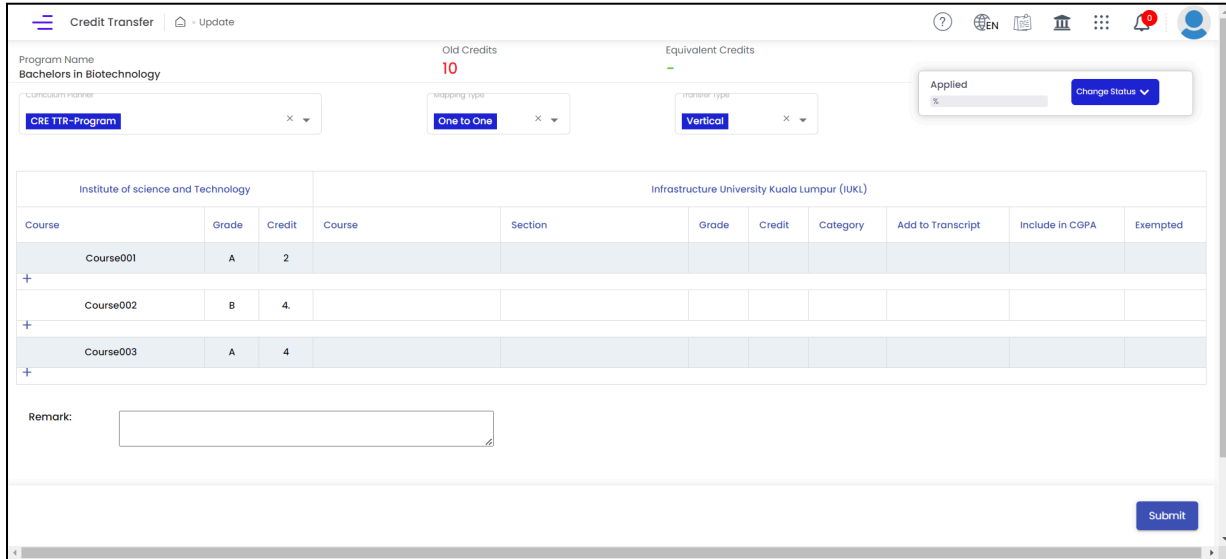


The screenshot shows a web application interface for "Credit Transfer". The browser address bar displays "https://stageiukl.creatrixcampus.com/academics/credittransfer/list". The page has a header with a "Credit Transfer" title and a user profile icon. Below the header, there is a filter bar showing "All (1)". The main content area contains a table with the following columns: "User ID", "Previous Institution Name", "Program Studied On Previo...", "Program Applying On Curre...", "Status", and "Actions". A single row is visible with the following data: "PMTR_Stud 001.", "KRP", "CIVIL", "BACHELOR OF CIVIL ENGINEERING (", and "Draft". The "Status" column for this row is highlighted in pink. The "Actions" column contains icons for view, edit, delete, and share.

User ID	Previous Institution Name	Program Studied On Previo...	Program Applying On Curre...	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: -

Course Transfer: CRE TTR-Program

Mapping type: One to One

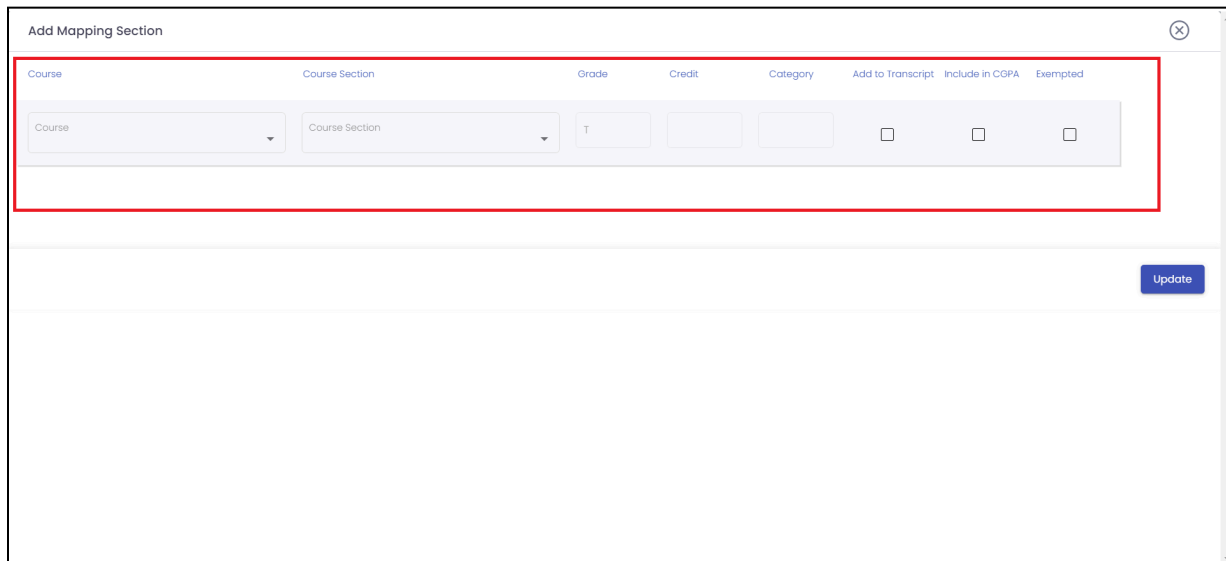
Transfer type: Vertical

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="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

Course Transfer

GRE TIR-Program

Mapping type

One to Many

Transfer type

Vertical

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
Course	Course Section	T			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update

Add Mapping Section

Course	Course Section	Grade	Credit	Category	Add to Transcript	Include in CGPA	Exempted	
Course	Course Section	T			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/> <input type="button" value="+"/>
Course	Course Section	T			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/> <input type="button" value="+"/>

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

Curriculum Mapper

CRE TTR-Program

Mapping type

Many to One

Transfer type

Vertical

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

- 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**

Curriculum Planner: **CRE TTR-Program**

Old Credits: **10**

Mapping type: **Many to Many**

Equivalent Credits: **0**

Transfer type: **Vertical**

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

- 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**

Curriculum Planner: **CRE TTR-Program**

Old Credits: **48**

Mapping type: **Many to Many**

Equivalent Credits: **46**

Transfer type: **Horizontal**

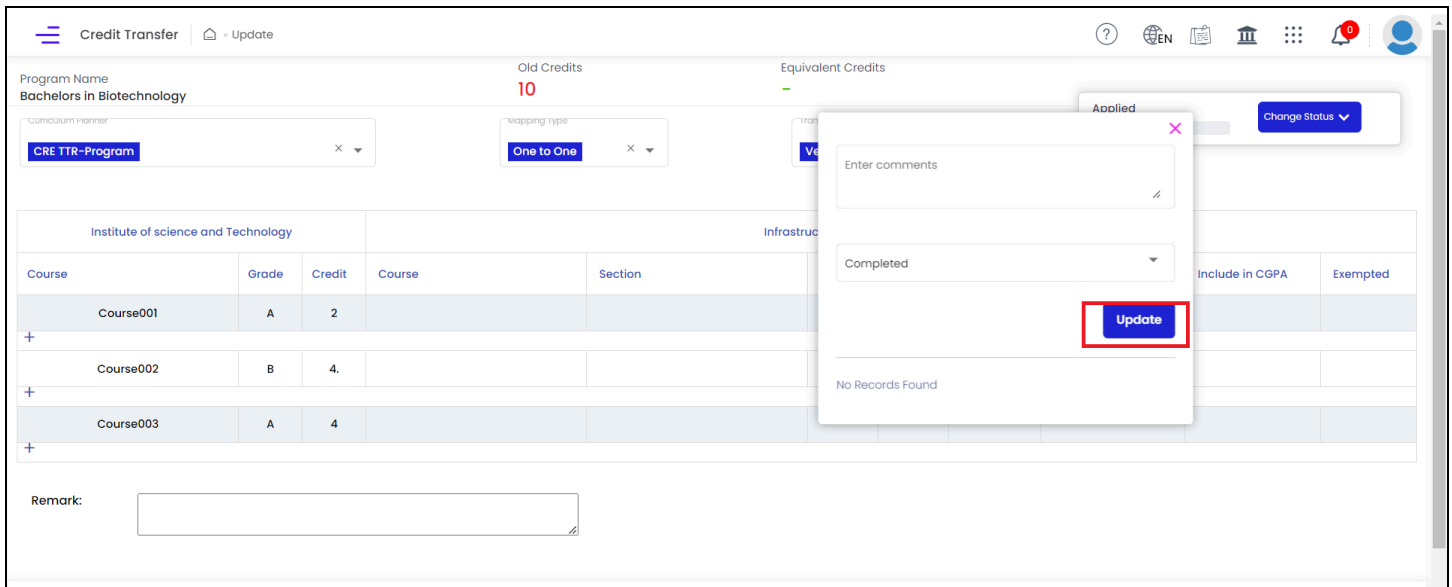
Completed: **Change Status**

INT Institutes and technology			Infrastructure University Kuala Lumpur (IUKL)							
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"/>
			TTR COURSE 04 [TTR04]	TTR COURSE 04-	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.



The screenshot displays the 'Credit Transfer' interface. At the top, there's a header with 'Credit Transfer' and an 'Update' button. Below this, the 'Program Name' is set to 'Bachelors in Biotechnology'. The 'Old Credits' are 10, and 'Equivalent Credits' are 0. A dropdown menu shows 'CRE TTR-Program' under 'Curriculum manner' and 'One to One' under 'mapping type'. A table lists courses from the 'Institute of science and Technology' with columns for Course, Grade, Credit, Course, and Section. The table contains three rows: Course001 (Grade A, Credit 2), Course002 (Grade B, Credit 4), and Course003 (Grade A, Credit 4). A modal window is open over the table, titled 'Applied', with a text area for 'Enter comments', a 'Completed' dropdown, and an 'Update' button highlighted with a red box. The modal also shows 'No Records Found' and a 'Change Status' button. At the bottom, there's a 'Remark' field.

Course	Grade	Credit	Course	Section
Course001	A	2		
Course002	B	4		
Course003	A	4		

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.

Student Profile		? EN 0					
	TTR ODD 01	21	-	4.00	-	-	-
	TTR ODD 02	22	-	4.00	-	-	-
	TTR ODD 03	23	-	4.00	-	-	-
	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]							