

PROGRESSION FORM

This form is applicable to:

a) International students who completed their programme and are applying for **Full Progression** from Foundation/ Diploma/Bachelor/Master into Degree/Master/Doctorate.

b) Malaysian students who are applying for **Full Progression** from Diploma into Degree or **Full Progression** from Degree into Master.

For progression from Foundation into Degree, no form is required. Please bring your original SPM/ IGCSE or equivalent certificate to Registry to process your progression.

PERSONAL PARTICULARS

Name as in NRIC/Passport:

Student ID No:

Email Address:

Contact No:

Correspondence Address:

PROGRESSION PARTICULARS

Progress from:-

Programme

Intake Date

(MM/YYYY)

Progress Into:-

Programme

Major

Intake Date

(MM/YYYY)

Campus Damansara / Subang 2 (Please circle)

CREDIT TRANSFER (PROGRESSION FROM DIPLOMA INTO A DEGREE)

1. The following conditions stipulated by the Malaysian Qualification Agency (MQA) are adhered to when processing the credit transfer application:

- Course(s) that can be considered for credit transfer must be from an accredited programme (provisional or full)/recognised by the regulatory body in the country.
- Credit value of the course must be equivalent to the credit of the course applied for credit transfer
- There must be at least 80% content mapping between the course undertaken in the previous qualification and the course currently applied for credit transfer.
- The course undertaken in the previous qualification must achieve at least a C grade (30% of total credits).
- However, for Diploma [MQF Level 4] to Bachelor Degree [MQF Level 6], the Credit Transfer may be increased to 50% from the 30% limit provided the course in the previous qualification undertaken achieves at least a B grade (31% to 50% of total credits).

Please tick (✓) if you want to apply for additional credit transfer.

I would like to apply for additional credit transfer for subjects with CR2/B grade and above.

*Assessment will be made by the Academic Department. Please refer to the Academic Department for more details.

DECLARATION:

- 1. I have read the above and understood the Rules and Regulations on the HELP University's application for credit transfer and agree to abide by it.
- 2. I declare that all information given in this application form and the attached documents are accurate and complete.

Signature of Student

Date (DD/MM/YYYY)

FOR ACADEMIC DEPARTMENT USE ONLY

Please tick (✓) and fill accordingly.

Approved Rejected

Has the completion status been endorsed by Senate? Yes No [International student only]

State conditon/Reason(s):

- 1. _____
- 2. _____

Name and Signature of Dean / HOD

Dept Stamp:

Date:

FOR INTERNATIONAL STUDENT SERVICES DEPARTMENT USE ONLY

Please tick (✓) accordingly.

Approved. Upon receipt of approved form from ISSD, Registry will then issue 3 copies of offer letter and forward to ISSD.

Rejected. ISSD to discuss case with Dean / HoD.

Name & Signature of Senior Manager/Designate:

Date:

FOR REGISTRY USE ONLY

| | |
|---|------------------------------------|
| Received by: | Date Received: |
| Processed by: | Date Processed: |
| Offer Letter Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Offer Letter forward to ISSD: |
| Reason if No: _____ | Admission Officer's Signature: |

Updated: 9 August 2024