



UNIVERSITY COLLEGE OF AVIATION MALAYSIA (UniCAM)

(Formerly known as Aviation Management College (AMC))

Lot PT 2141, Jalan Kajang Dengkil, Jenderam Hilir,
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UniCAM Transfer Credit (TC) Policy

1. Introduction

This policy outlines the principles, criteria, and procedures governing the transfer of academic credits at University College of Aviation Malaysia (UniCAM) in accordance with the Malaysian Qualifications Agency (MQA) Credit Transfer Guidelines.

2. Policy Statement

UniCAM supports student mobility and lifelong learning by recognizing and awarding credit transfers for equivalent learning acquired at other recognized institutions, whether local or international, in compliance with MQA standards.

3. Definitions

- **Credit Transfer:** Recognition of credits from a previously completed course or program, allowing students to gain exemptions or advanced standing in a current program.
- **Vertical Transfer:** Credit transfer from a lower to a higher qualification level.
- **Horizontal Transfer:** Credit transfer between programs at the same qualification level.

4. Scope of Policy

This policy applies to:

- Only **NEW** students applying for credit transfer into Diploma or Bachelor's Degree program
- Credit transfers between MQA-accredited institutions and programs.

5. General Principles

- Credit transfers must be based on formal learning from accredited/recognized institutions.
- Only courses that are equivalent in content, learning outcomes, credit value, and level of study will be eligible.
- A maximum of **30%** of the total credits required for the program may be transferred **between institution: Maximum Diploma: 27CH & Maximum Bachelor Degree : 40CH.**
- Credit transfer is not automatic and must be approved by the relevant academic committee.

6. Eligibility Criteria

To be eligible for credit transfer, the modules which the student want to transfer credit must:

- Have the syllabus with similarity or mapped min **80%** with UniCAM syllabus base on Table 4.
- Have obtained a minimum grade of '**C**' or equivalent in the course to be transferred.
- Have completed the course within the last **five (5)** years, unless otherwise stated.

7. Evaluation Process

- The academic faculty will evaluate submitted documents for equivalency of:
 - Learning outcomes
 - Contact hours
 - Assessment methods
 - Credit values
- Internal transfer credit (Eg: UniCAM Diploma to UniCAM Bachelor Degree) shall be approved by Centre of Academic (CoA), while external transfer credit need get the senate endorsement for the approval.

8. Documentation Required (Softcopy – attach to the online form)

1. Complete the online form of Transfer Credit
2. Certified academic transcript
3. Detailed course outlines/syllabus, also known as Table 4 – For External Transfer Credit only
4. MQA accreditation evidence – For External Transfer Credit only
5. Receipt of Payment: **RM150** per module or **RM1,000** for 10 or more modules

9. Decision and Notification

- Applicants will be informed of the outcome via email. Please ensure you key in your active email address.
- The approved credits will be reflected in the student's academic record as "CT" (Credit Transfer) and will not carry a grade or affect CGPA.

10. Policy Review

This policy is subject to review and amendment every three (3) years or as required by updated MQA guidelines.



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UniCAM Transfer Credit (TC) Process Flow

Student paid RM500 as part of admission fee to book his/her placement in UniCAM



Student to complete the online form before the registration day at:

<https://aviation.edu.my/credit-transfer/>

Need to attach the following:

1. Certified academic transcript
2. Detailed course outlines/syllabus, also known as Table 4 – For External Transfer Credit only
3. MQA accreditation evidence – For External Transfer Credit only
4. Any other relevant supporting documents – For External Transfer Credit only
5. Receipt of Payment: **RM150** per module or **RM1,000** for 10 or more modules

TC application after the registration day won't be entertained and student need to take the whole modules in their registered Diploma or Bachelor Degree program.



CoA will process the TC application, verify with finance on the payment and approve your TC request base on the following timeline:

- Internal Transfer Credit: 5 working days
- External Transfer Credit: 10 working days



Student will receive notification through email on their TC application status within the time frame mentioned above. If fail, then the fee paid is strictly non-refundable and non-transferable. Thus, kindly ensure the TC request comply with the transfer credit policies before applying.