

DRAFT

What is ACTS?

ASEAN Credit Transfer System (ACTS) is a credit transfer mechanism that will be applicable to the student exchange programme among 26 Member Universities of ASEAN University Network (AUN)¹. The ACTS will be a student-centered system based on students' workload in terms of the learning outcomes achievement. The system is used in order to accommodate differences of grading conversion system when students participate in the exchange programme at any AUN Member Universities for the duration of 1 – 2 semesters.

How does the ACTS work?

The ACTS will make the process of credit transfer more easily for the students who participate in the exchange programme at AUN Member Universities.

- *Student will receive the credits assigned from a course which they earn in the Host University² during the exchange period.*

By applying for the ACTS, credits that students earn during the exchange study at the Host University will be collected and will be automatically transferred back to the Home University³ when the exchange period ends. (Please refer to the table of ACTS Grading Scale below)

ACTS Grading Scale

Grade Description	ACTS/ECTS Grade Equiv.	U.S. Grade Equiv.	Percentage of successful students normally achieving the grade
EXCELLENT - outstanding performance with only minor errors	A	A	10%
VERY GOOD- above the average standard but with some errors	B	B+ to A-	25%
GOOD - generally sound work with a number of notable errors	C	B	30%
SATISFACTORY- fair but with significant shortcomings	D	C+ to B-	25%
ADEQUATE - performance meets the minimum criteria	E	C	10%

¹ List of 26 AUN Member Universities

² Host University means the university where you choose to be the place for your exchange study, the destination, receiving university

³ Home University means the university of student's origin, sending university

FAIL - some more work required before the credit can be awarded	FX
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FAIL - considerable further work is required	F
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ACTS Credits:

1 Full Academic Year = 60 credits

1 Semester = 30 credits

1 Term/Trisemester = 20 credits

ACTS application process for student

Students who will participate in the student exchange programme at 26 AUN Member Universities must complete the ACTS Application form and follow the ACTS application process in order to get benefit of credit transfer.

Step 1: Getting started

1. Download the student application form at www.aunsec.org
2. Choose your preferred course available within each AUN Member University
3. To complete the application form, signature of dean or authorised person at your faculty is required for the approval
4. Submit the completed application form to the international office of your university for their further process
5. Wait for the confirmation and approval from Host University (your destination), the confirmation will be sent to you approximately within 1 month⁴

(**Note:** students who meet criteria will be selected to participate in the exchange programme)

Step 2: When your application has been approved by Host University

1. Download the “Learning Agreement” at www.aunsec.org
2. Complete and have your “Learning Agreement” document signed
3. Return the completed agreement with signature of applicant and faculty Dean to the international office of your university

After the end of the exchange programme😊

Students will receive the ACTS Transcript of Record. Credits that you have earned during programme will be transferred to your academic transcript.

For more information please visit [www. aunsec.org](http://www.aunsec.org)

⁴ The duration may subject to change according to numbers of applicants and the internal recruitment process of each university