



## **REQUIRED DOCUMENTS:**

Please attach the following documents to your form:

1. Latest UBD Academic Transcript
2. Examination/ Academic Transcript from Host University
3. Information about workload and grading system from your host university. For AUN universities, this is NOT required.

## **IMPORTANT POINTS ABOUT CREDIT TRANSFER**

- If the module is to be counted towards your major, please give an equivalent UBD module name & module code. For example, you are an ELAL major. You took a module called Language & the Environment in your host university. You wish to transfer this module towards your major. You wish to transfer this module as equivalent to AE-3302 Language & Gender, which you have not taken before. Please indicate this clearly in the table. Please also note that you will not be able to do AE-3302 as the module has now been mapped onto SEP module.
- For modules to be transferred as Breadth (“B”), you do not need to map them onto existing UBD modules.
- No credit transfer for failed modules and/or modules with Grade ‘P’/ ‘E’.
- SEP/SAP modules do not contribute towards credit requirements for Minor modules/ Outside Faculty/ Level 1000 breadth modules.
- For SAP (two semesters abroad), one semester will be counted towards your cGPA (the modules taken during the semester are termed as graded modules). Another semester will be on a Pass/Fail basis (the modules are termed as MC modules).
- For SEP (one semester abroad), If you did COP or Internship or Incubation for one semester of your DY, your grades for SEP will count towards your cGPA. If you did Study in UBD for one of the DY semesters, the grades for your UBD semester will count toward your cGPA. Your grades for your SEP abroad will be assessed on a Pass/Fail basis.
- All modular credits of graded modules and MC modules will count towards the cumulative modular credits. If you mapped SEP modules onto your major, the modular credits of the modules will be counted towards the credit requirement of your major.
- The modular credits that you get for SEP/SAP will depend on the number of credits/ units you take at Host University. Generally, 2 units/credits are worth 3 MCs while 3 units/credits are worth 4 MCs.
- Please consult the Academic Advisor in your programme before submitting the completed form and supporting documents to FASS DY Office. Your Academic Advisor has to sign the credit transfer form.
- Please keep a copy of the completed form for reference and record keeping. Submit the form to FASS DY Office at FASS 2.97.