



For Faculty Admin:

FASS CREDIT TRANSFER FORM for STUDY ABROAD PROGRAMME (SAP)

Student Details	
Name:	
Registration Number:	Major:

SAP Period (Year and Semester should match GIS)		
Academic Year (e.g., 2023/2024)	Semester (1 or 2)	Months (Jan-June, July-Dec, etc.)

SAP Module Details (Note: Guide on next page)					
Module Code	Module Name	Host University (Choose one)		UBD Equivalent MCs	UBD Module Mapped (optional)
		Credits / Units	Workload hours		
Total UBD MCs (should be at least 16)					

Student		Academic Advisor / Programme Leader	
Signature		Signature	
Date		Name	
		Date	

Please submit completed form with required documents attached to FASS
DY OFFICE (FASS 2.98)

REQUIRED DOCUMENTS (to be attached to this form)

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

IMPORTANT POINTS (Refer to FASS DY Handbook for further rules and guidelines)

- *Students should ensure that their SAP modules are added to GIS. If you are unable to do this yourself, you may approach the Exams Office for assistance. Until this is done, your SAP will not receive any MCs, and your SAP modules will not appear on your transcript.*
- *Students must pass the equivalent of **16 UBD MCs** of modules from their host university.*
- *Guide to credit conversion (for Unis in ASEAN Uni Network, South Korea, Japan, USA):*

Host University credit / units	UBD Modular Credits
1 credit/ units	1 MC
2 credit/ units	3 MCs
3 credit/ units	4 MCs
4 credit/ units	4 MCs

- *For universities that do not have any modules based on a credit / unit system, but instead use workload hours, take note that in FASS a module with 4 MCs typically requires 112 hours of workload (8 hours per week x 14 weeks).*
- *If you pass less than 16 UBD MCs during your SAP, you will be required to take compensation modules when you return to UBD.*
 - *These compensation modules must be level-2000 and above, and outside your major. You must inform the DY coordinator of these modules as soon as you register for them so that DYC can inform the Exams office that these modules are meant to compensate for your SAP MCs.*
- *If you have already taken elementary Korean or Japanese Language modules at UBD, make sure that any similar modules at your host university are advanced-level language modules (unless the host university requires you take elementary language modules).*
- *You cannot map SAP modules with the same content as UBD modules that you have already taken / will take at UBD.*
- *The mapped modules must be of similar level, e.g., to map to a level 4000 level at UBD, the module from your host university must be a final year module.*
- *Please keep a copy of the completed form for your reference and record keeping.*