

Student Mobility Programme & Horizontal Credit Transfer Guide

Official Operational Procedure, Eligibility Requirements, Course Registration (KM), and Academic Standing Policies

Target Audience: Full-Time Undergraduate Students	Governing Regulation: UTM Academic Regulations (Edisi Ke-16 / 2025)	Transfer Type: Horizontal Credit Transfer
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1 REGULATORY FRAMEWORK & SCOPE

Under Universiti Teknologi Malaysia (UTM) undergraduate regulations, a **Student Mobility Programme** refers to an approved mode of teaching and learning where registered students undertake equivalent courses at another recognized Higher Education Institution (IPT) locally or abroad. Academic credits completed during mobility are processed via **Horizontal Credit Transfer (Pindah Kredit Secara Horizontal)**, which applies to equivalent courses taken at the same qualification level (Bachelor's Degree) during a student's active candidature.

2 PRE-DEPARTURE ELIGIBILITY & APPLICATION TIMELINE

Students intending to participate in a mobility programme must adhere strictly to the following pre-departure requirements established in Part 4 (Perkara 16) and Part 10 (Lampiran 4 & 10) of the Academic Regulations:

- **Active Registration Status:** Only students with an active registration status are permitted to utilize the Horizontal Credit Transfer facility. Students with suspended, terminated, or non-active status are strictly ineligible.
- **Mandatory 1-Semester Timeline:** The formal application to undertake courses at another IPT for horizontal credit transfer must be submitted **one (1) semester prior** to participating in the mobility program.
- **Prior Faculty Approval:** Students must obtain formal approval from the Faculty Academic Committee (JKAF) regarding the list of equivalent courses eligible for credit transfer *before* departing or commencing studies at the host institution.
- **Host Institution Recognition:** The mobility program must be undertaken at an IPT recognized by the Senate, and the host academic program must hold official government/accreditation body recognition.
- **Final Semester Restriction:** Students are **not permitted to complete their final semester of study** at another IPT using Horizontal Credit Transfer, unless explicit special approval is granted by the Senate (except for Health Sciences programmes).

3 COURSE REGISTRATION & SPECIAL STATUS KM

Course registration while on mobility is governed by formal academic coding to maintain active matriculation and track degree audit progression:

- **Registration Status Code KM (Kursus Mobiliti):** Students must register equivalent approved courses offered at the host institution under course status **KM** in the university academic management system.
- **Academic Advisor Endorsement:** Registration must be cross-checked against the curriculum structure, section, and credit allocation with the student's Academic Advisor during the standard registration window (Weeks 14–15 of the preceding semester).
- **Accuracy & Compliance:** Course codes, sections, and credit values must be entered correctly. Unregistered courses or errors in registration will not be recognized for credit transfer.

4 CURRICULUM EQUIVALENCE & CREDIT TRANSFER LIMITS

To qualify for Horizontal Credit Transfer, courses taken at the host institution must fulfill rigorous curriculum benchmarking standards:

- **Curriculum Equivalence (≥80% Overlap):** Course content and learning outcomes must match UTM's course curriculum with an overlap of **not less than 80%**.
- **Academic Workload & Credit Parity:** The host course must feature comparable Student Learning Time (SLT) and credit valuation (where 1 credit equates to 40 student learning hours at UTM).
- **Minimum Passing Grade:** Students must achieve a passing grade determined by the faculty, with a **minimum threshold of Grade C** (Grade Point 2.00). Courses completed with Grade C–, D+, D, D–, or E are ineligible for transfer.
- **Overall Credit Transfer Limit (80% Cap):** The cumulative total of vertical and horizontal credit transfers from other IPTs **cannot exceed 80%** of the total credits required for program graduation.
- **Mandatory Residency Requirement (20% Minimum):** At least **20% of the total graduation credits** must be completed in physical/non-physical residency at UTM. For any mobility duration at another IPT, a minimum residency of one (1) semester at UTM is mandatory.

CRITICAL REGULATORY COMPLIANCE NOTE

Horizontal credit transfer approval is strictly provisional until official transcript verification. Students who register for courses at another IPT without securing prior faculty approval risk complete nullification of transfer eligibility.

5 GRADING EVALUATION, GPA/CGPA IMPACT & STATUS TS(KM)

Under UTM's academic regulations, horizontal credit transfer under mobility differs significantly from vertical credit transfer regarding grade computation and academic standing:

- **Impact on GPA (PNG) and CGPA (PNGK):** Grades obtained from approved mobility courses **are factored into the calculation** of the student's Grade Point Average (GPA / PNG) and Cumulative Grade Point Average (CGPA / PNGK).
- **Temporary Status TS(KM):** While awaiting official examination results and transcripts from the host institution, the student's academic record is assigned the temporary status **TS(KM)** (*Tidak Selesai – Kursus Mobiliti*).
- **Academic Standing Deferment:** During the period under status TS(KM), the student's academic standing (Kedudukan Akademik: KB / KS / KG) for that semester is **not determined**.
- **Grade Submission Obligation:** Students must officially submit certified transcripts and notification of grades obtained for all attended courses to their faculty immediately upon release of results by the host IPT.
- **Subsequent Semester Updating:** Once received and audited, the approved mobility grades and transferred credits are factored into the GPA and CGPA calculations in the **subsequent regular semester**, and formal credit endorsements appear on the student's official academic record.

6 END-TO-END OPERATIONAL WORKFLOW

Stage / Phase	Timing & Deadline	Action Items & Procedure	Responsible Party	Regulatory Rule
Phase 1: Pre-Departure Planning	1 Semester Prior to Mobility	Identify host IPT courses; map syllabi against UTM curriculum; submit application for Horizontal Credit Transfer.	Student & Academic Advisor	≥80% syllabus overlap; Senate-recognized IPT.
Phase 2: Formal Faculty Approval	Prior to Mobility Departure	Faculty Academic Committee (JKAF) evaluates course equivalence, SLH, and credit values; issues formal approval.	Faculty / JKAF	Courses must be approved prior to departure.
Phase 3: Course Registration	UTM Registration Period (Weeks 14–15)	Register approved mobility courses in UTM system under course status KM ; confirm with Academic Advisor.	Student	Active registration status required; Code KM .
Phase 4: Mobility Study Period	Mobility Term at Host IPT	Attend lectures, fulfill assessments, and complete examinations according to host institution rules.	Student & Host IPT	Must achieve minimum Grade C (pass threshold).
Phase 5: Grade Deferment TS(KM)	Semester End Evaluation	UTM assigns temporary status TS(KM) while awaiting host transcripts; semester academic standing is held.	Faculty Administration	Academic standing (KB/KS/KG) deferred.
Phase 6: Result Submission & Audit	Immediately Upon Result Release	Submit official host transcript and grade slips to faculty; faculty verifies grade parity and credit equivalence.	Student & Faculty	Official certified transcript required.
Phase 7: GPA/CGPA Finalization	Subsequent Regular Semester	Status TS(KM) is resolved; grades and credits are integrated into student's GPA and CGPA calculations.	UTM Examination Board	Grades counted in PNG/PNGK; max 80% transfer cap.