



## GUIDELINES REGARDING TRANSFER OF CREDITS FOR ADMINISTRATIVE STAFF

These guidelines are to be read in conjunction with regulations 34 to 37 of the General Regulations for Undergraduate Awards and regulations 36 to 38 of the General Regulations for Postgraduate Awards.

### Definitions:

**TRANSFER** – When a UM study-unit is transferred from one programme of study to the other. A transferred UM study-unit will feature on the student's transcript (including the mark and grade) and will be taken into consideration for progression, year average and final classification purposes.

**EXEMPTION** – When students are exempted from a UM Study-unit on the basis of having obtained a study-unit with the same learning outcomes at another Institution. In this case, the UM study-unit from which the student is being exempted will feature on the student's transcript but will carry the grade EXEMPT. The study-unit will NOT be taken into consideration for the year average and final classification purposes.

In the case of postgraduate courses, students may be exempted from the attendance requirement of a compulsory study-unit which was obtained towards another award, but would still be required to sit for the assessment of the study-unit.

1. Students may submit a request to transfer **study-units** which were obtained in a previous **complete or incomplete course to the Board of Studies** of their home F/I/C/S.
2. Students shall **fill in the Request for Transfer of Credits form** which is available on the website.
3. Students should ideally **submit their request before the beginning of the semester when the UM study-unit is offered.**
4. **Successfully completed credits obtained in an area of study which is being changed to another area may be retained if they are part of the new area of study.** If the study-units are not part of the new area of study, students may request through the FICS and subject to the approval of the Academic Registrar, to have these shown on the transcript as extra study-units (TRA). A note to explain how these were obtained shall be included on the transcript.
5. When transferring **UM study-units obtained prior to October 2019**, that is, before the adoption of the new grading scheme in terms of the new UG Regulations, the **grades/marks shall remain as per old grading scheme.** The transcript shall include the old and current grade schemes with the respective applicability dates.
6. **In the case of postgraduate compulsory study-units** obtained in a completed programme of study, students may **request the Board of Studies for exemption from the attendance requirement.** Since the students will still be sitting for the assessments, these study-units and the mark obtained in the new course shall be recorded in the transcript.

7. **Study-units obtained in an exchange programme or in a Joint/Double Degree programme need to be given an equivalent mark and grade** by the Office of the Registrar, since these are considered part of the programme of studies and shall be included in the transcript as EXT study-units and considered for progression, year average and classification purposes.
8. Students **admitted into the 2<sup>nd</sup> year or in a subsequent year of a course** shall have this decision indicated in their letter of acceptance and included on their SPR record. If the student is **admitted with an award which satisfies the admission requirement of the new course, the study-units obtained in the previous course shall not be transferred and shall not be included in the transcript or considered for the final classification (unless it is otherwise stated in the course bye-laws). HOWEVER, a note to indicate that the student was accepted to join a particular year of the course shall be included in the transcript.** The classification of the new course shall be worked out with a 100% weighting (if the student is admitted in the final year) or with equal weighting (if the student is admitted in the second year).
9. **Non-UM study-units** shall only be considered for **Exemption from UM study-units AND shall neither be listed in the transcript, nor be considered for the year average or classification purposes.**

When students **are exempted from UM study-units, the transcript shall include:**

- (i) the list of UM study-units which the students followed together with the results obtained;
- (ii) the list of UM study-units which the students were exempted from together with an EXEMPT grade instead of a result;
- (iii) the total number of credits TAKEN (as in (i));
- (iv) the total number of credits AWARDED (total of (i) + (ii));
- (v) the name of the Institution from where the non-UM credits were obtained which make up for the study-units the student is being exempted from.

**FICS are to provide** the following information which **shall be inputted by SIMS office on the SMC table** as follows:

- the UM code of the study-unit;
  - the academic year, period and selection status when the student was supposed to obtain that particular study-unit according to the PoS.
  - the grade of these study-units will be X which will in turn be translated as 'EXEMPT' on the transcript;
  - the mark and the Module Type fields are to be left blank;
  - the mark scheme will be UPFM for Level 1- 4 or PPFM (Level 5);
  - the Name of the Institution will be recorded in the field 'Institution code'.
10. When students are **withdrawn from a course because they are ineligible to proceed further** (definitively failed the course) and decide to re-apply for the same course, they **cannot request to transfer any study-units**, even those which they have successfully passed. Such students shall be required to follow the programme of the course in its entirety.
  11. Students **admitted on a course with an interim qualification** shall have the **UM successfully completed credits transferred** to the higher level qualification. FICS shall provide the information to SIMS office for the necessary action.

## UNDERGRADUATE courses:

Transfer of study-units from a COMPLETED PROGRAMME OF STUDY can **ONLY** be considered for study-units that are compulsory in the new course. (UG Regs 36)

Transfer of study-units from an INCOMPLETE PROGRAMME OF STUDY can be considered for study-units that are compulsory or elective in the new course. (UG Regs 35 & 37).

Optional study-units that are not specifically included in a programme of studies should not be replaced by a transferred study-unit.

Students may have their credits for study-units accepted by the Board of Studies of their home F/I/C/S for transfer towards a specific Programme of Study as follows:

<b>TOWARDS THE <u>UNDERGRADUATE AWARD OF:</u></b>	<b><u>TOTAL OF UM CREDITS</u> which were <u>USED TO OBTAIN ANOTHER AWARD</u> AND which may be <u>TRANSFERRED IF THE SAME STUDY-UNITS ARE <u>COMPULSORY</u> IN THE NEW COURSE</u> (UG Reg 35 &amp; 36)</b>
Certificate	Nil
Diploma or Higher Diploma	<b>Up to 12 credits</b>
Bachelor or Bachelor Honours Degree	<b>Up to 30 credits</b>

<b>TOWARDS THE <u>UNDERGRADUATE AWARD OF:</u></b>	<b><u>TOTAL OF UM CREDITS</u> which were <u>NOT USED TO OBTAIN ANOTHER AWARD</u> AND which may be <u>TRANSFERRED IN LIEU OF <u>COMPULSORY or ELECTIVE STUDY-UNITS</u></u> (UG Reg 35)</b>
Certificate	<b>No limit, if the Board of Studies considers the study-units to be the same or satisfy the same learning outcomes.</b>
Diploma or Higher Diploma	
Bachelor or Bachelor Honours Degree	

<b>TOWARDS THE <u>UNDERGRADUATE AWARD OF:</u></b>	<b><u>TOTAL OF NON-UM CREDITS</u> which were <u>USED TO OBTAIN ANOTHER AWARD</u> AND which may count towards a UM award IF THE SAME STUDY-UNITS ARE <u>COMPULSORY</u> IN THE UM COURSE (marked as <u>EXEMPT</u> on transcript) (UG Reg 35, 36 &amp; 37)</b>
Certificate	Nil
Diploma (60 credits)	Nil
Diploma (90 credits)	<b>Up to 12 credits</b>
Higher Diploma	<b>Up to 12 credits</b>
Bachelor or Bachelor Honours Degree	<b>Up to 30 credits</b>

<b>TOWARDS THE <u>UNDERGRADUATE</u> AWARD OF:</b>	<b><u>TOTAL OF NON-UM CREDITS</u> which were <u>NOT USED TO OBTAIN ANOTHER AWARD</u> AND which may count towards a UM award (marked as EXEMPT on transcript) (UG 35 &amp; 37)</b>
Certificate	<b>Nil</b>
Diploma (60 credits)	<b>Nil</b>
Diploma (90 credits)	<b>Up to 30 credits. The last 60 credits have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>
Higher Diploma (90 credits)	<b>Up to 30 credits. The last 60 credits have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>
Higher Diploma (120 credits)	<b>Up to 60 credits. The last 60 credits have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>
Bachelor or Bachelor Honours Degree (180 credits)	<b>Up to 120 credits. The last 60 credits have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>
Bachelor Honours Degree (240 credits)	<b>Up to 180 credits. The last 60 credits have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>

***Extract from the UG Regulations:***

35. Study-Units credited to a student may not normally be used towards an award after seven years have elapsed from the award of the credit to the student, provided that when credit for more than one Study-Unit is being transferred to another Course, then the seven years shall commence from the date of the last credit awarded.

36. The same credits cannot be counted towards two separate qualifications unless one qualification is considered by Senate to be an interim qualification in the normal progression to the other, higher level qualification:

provided that a Board of Studies may allow a student to transfer credit for a Study-Unit obtained in a completed Programme of Study if such a Study-Unit is compulsory in a subsequent Course, in which case the original mark and grade is retained, and provided that not more than 30 credits can be so transferred to a Course leading to a Bachelor or Bachelor Honours degree and not more than 12 credits can be so transferred to a Course leading to a Diploma or Higher Diploma.

37. (1) Subject to regulations 35 and 36, students who obtained credit when registered at other recognised institutions of higher education may have their credits accepted by the Board of Studies for transfer towards a specific Programme of Study except to a Programme leading to a University Certificate:

Provided that any award of the University shall be subject to the last 60 credits of the Course being awarded by the University of Malta and, except for students who participate in periods of study abroad approved by the University, the classification of the award is calculated only on the credits obtained from the University of Malta.

(2) The mark, grade and credit value equivalence of the Units for which credits are transferred shall be calculated by the Office of the Registrar in consultation with the Board.

## In POSTGRADUATE courses:

Students may have their credits for study-units accepted by the Board of Studies of their home F/I/C/S for exemption or transfer towards a specific Programme of Study as follows:

**Exemption from attendance of study-units because study-units were obtained in a COMPLETED PROGRAMME OF STUDY may only be considered for compulsory study-units. (PG Reg 36)**

**Transfer of study-units from an INCOMPLETE PROGRAMME OF STUDY may be considered for compulsory or elective study-units.**

<b>TOWARDS THE <u>POSTGRADUATE</u> AWARD OF:</b>	<b><u>TOTAL OF UM CREDITS</u> which were <u>USED TO OBTAIN ANOTHER AWARD</u> AND which may be used as EXEMPTION from the ATTENDANCE requirement of COMPULSORY STUDY-UNITS where the students shall still be required to BE ASSESSED in the study-units (PG Reg 36 &amp; 37)</b>
Postgraduate Certificate	<b>No limit, if the Board of Studies considers the study-units to be the same or satisfy the same learning outcomes.</b>
Postgraduate Diploma	
Master's	

<b>TOWARDS THE <u>POSTGRADUATE</u> AWARD OF:</b>	<b><u>TOTAL OF UM CREDITS</u> which were <u>NOT USED TO OBTAIN ANOTHER AWARD</u> AND which may be TRANSFERRED IN LIEU OF <u>COMPULSORY or ELECTIVE STUDY-UNITS</u> (PG Reg 37)</b>
Postgraduate Certificate	<b>No limit, if the Board of Studies considers the study-units to be the same or satisfy the same learning outcomes.</b>
Postgraduate Diploma	
Master's	

<b>TOWARDS THE <u>POSTGRADUATE</u> AWARD OF:</b>	<b><u>TOTAL OF NON-UM CREDITS</u> which were <u>USED TO OBTAIN ANOTHER AWARD</u> AND which may be used for EXEMPTION from the ATTENDANCE requirement of COMPULSORY STUDY-UNITS where the students shall still be required to BE ASSESSED in the study-unit (PG Reg 36, 37 &amp; 38)</b>
Postgraduate Certificate	<b>Nil</b>
Postgraduate Diploma (60 credits)	<b>Up to 30 credits. Half of the credits of the course programme have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>
Master's (90 credits)	<b>Up to 45 credits. Half of the credits of the course programme have to be awarded from UM and the classification of the award shall be calculated only on the UM credits.</b>

Master's (120 credits)	<b>Up to 60 credits. Half of the credits of the course programme have to be awarded from UM</b> and the classification of the award shall be calculated only on the UM credits.
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<b>TOWARDS THE <u>POSTGRADUATE AWARD</u> OF:</b>	<b><u>TOTAL OF NON-UM CREDITS</u> which were <u>NOT USED TO OBTAIN ANOTHER AWARD</u> AND which may count towards a UM award (marked as EXEMPT on transcript) (PG Reg 37 &amp; 38)</b>
Postgraduate Certificate	Nil
Postgraduate Diploma (60 credits)	<b>Up to 30 credits. Half of the credits of the course programme has to be awarded from UM</b> and the classification of the award shall be calculated only on the UM credits.
Master's (90 credits)	<b>Up to 45 credits. Half of the credits of the course programme has to be awarded from UM</b> and the classification of the award shall be calculated only on the UM credits.
Master's (120 credits)	<b>Up to 60 credits. Half of the credits of the course programme has to be awarded from UM</b> and the classification of the award shall be calculated only on the UM credits.

***Extract from the PG Regulations:***

36. The same Study-Units cannot be counted towards two separate awards unless one qualification is considered by Senate to be an interim qualification in the normal progression to the other, higher level, qualification:

provided that a Board of Studies may exempt a student from the attendance requirement of a Compulsory Study-Unit credit which was obtained towards another award, although such a student shall still be required to be assessed in the Unit.

37. Credits awarded for Study-Units may not be used towards an award after seven years have elapsed from the successful completion of the Unit: provided that when credit for more than one Study-Unit is being transferred to another course, then the seven years shall commence from the date of the last credit awarded.

38. Subject to the provisions outlined in regulations 36 and 37, students who obtained credit when registered at other recognised institutions of higher education may have their credits accepted by the Board of Studies for transfer towards a specific Programme of Study except to a Programme leading to a University Certificate:

provided that any award of the University shall be subject to not less than half of the credits of the course programme being awarded by the University. In such cases, the classification of the award shall be calculated only on the credits obtained from the University. This provision does not apply to students who participate in periods of study abroad approved by the University.

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