

## POLICY FOR CREDIT TRANSFER

<b>Responsible Officer</b>		Dean PIDC	
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<b>Associated document</b>		MDC guidelines for Credit transfer in Dental Degree Program (endorsed by MDC at 101 <sup>st</sup> meeting on 21 <sup>st</sup> Feb 2013)	
<b>Version</b>	<b>Authorization</b>	<b>Approval Date</b>	<b>Effective Date</b>
3.0	CEO of PIDC	27 <sup>th</sup> Dec 2023	1 <sup>st</sup> Jan 2024

### SCOPE

This policy has been prepared in line with the MDC guidelines for Credit transfer in Dental Degree Program (endorsed by MDC at 101<sup>st</sup> meeting on 21<sup>st</sup> Feb 2013) and shall serve as a guideline for all Credit transfer applications submitted to PIDC.

### POLICY GUIDELINE\*

Credit transfers is generally not encouraged for dental degree program. However, applications from individuals can be considered on a case to case basis. The application made to PIDC must fulfill the following Student transfer policy criteria:

- Students applying for transfer must fulfill the minimum entry requirement for admission to the dental degree program determined by MOHE, Malaysia.
- The applicant's institution must be from the list of eligible institutions as listed in schedule 2 of the Dental act 1971.
- The applicant has not failed in exams conducted in the institution prior to applying for transfer to PIDC.
- The applicant is required to produce a certificate of Good Standing (case to case).
- Admission of the applicant candidate to PIDC enables him/her to receive a minimum 3 years of education before graduation.
- Availability of a vacancy in PIDC within the stipulated intake of 75 per year.
- Any change/modification done by MOHE and MDC will also be applicable to the existing transfer policy.

\*Any change/modification done by MOHE and MDC will also be applicable to PIDC policy.

## **PROCEDURE**

### **Step 1**

1. Expression of interest by the candidate through official communication to PIDC along with supporting documents including but not restricted to the following:
  - a. Transcripts /Result slips
  - b. Curriculum/ Student Hand Book
  - c. Proof of Identification (IC/Passport)
  - d. Copy of Foundation results
2. Preliminary evaluation of the candidate's requests and supporting documents is done by the Admissions committee. Where applicable course mapping is also done.

### **Step 2**

1. The candidate will be required to submit the duly signed application in hard and soft copy with copies of all supporting documents (as outlined in the application) endorsed by the Commissioner of Oaths to the Marketing & Promotions center.
2. PIDC will forward the credit transfer application to MQA for approval to enroll as per the latest guidelines.

### **Stage 3**

1. Following the receipt of Official approval from MQA, the candidate will be given letter of offer to enroll into the year 2/ year 3 cohort based on eligibility and commencement date of the program.
2. Upon completion of the financial obligation the candidate will be given the admission and will be required to report to PIDC on the specified date for the commencement of classes.

Credit Transfer students who have completed research elective from transferring institutions will be considered for exemption from research projects in PIDC after approval

of Institutional Review Board (IRB). No other credit exemptions are considered for Credit Transfer.

### Approvals

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	CEO of PIDC	1 <sup>st</sup> Jan 2018	2 <sup>nd</sup> July 2018	
2.0	CEO of PIDC	26 <sup>th</sup> Oct 2020	27 <sup>th</sup> Oct 2020	
3.0	CEO of PIDC	13 <sup>th</sup> Dec 2021	1 <sup>st</sup> Jan 2022	Procedure updated as per latest guidelines
3.0	CEO of PIDC	29 <sup>th</sup> Dec 2022	1 <sup>st</sup> Jan 2023	Document Review done
3.0	CEO of PIDC	27 <sup>th</sup> Dec 2023	1 <sup>st</sup> Jan 2024	Document Review done