



UNIVERSITI MALAYA

USER MANUAL

Pathway to Credit Transfer and Exemption:

Student Application

(STUDENT)

Workstream: – Enrolment Prepared on: 13th March 2025 Author:

DOCUMENT OWNERSHIP INFORMATION

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Acting Project Director	
Project Manager	
Confidentiality	SULIT

DOCUMENT NAME AND VERSION CONTROL

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Document name		- Enrolment Workstream		
Version	Date	Prepared by	Reason for issue/changes included	
1.0	13/03/2025		Initial document	

1. USER MANUAL

1.1 STUDENT VIA MAYA

1.1.1 Login Page

C Log in to the portal X + C maya.um.edu.my/sitsvision/wrd/siw_lgn C Suptem Message C Suptem Message	1 - ☞ ×
 A reason source was use use was biswardwall account for student and Ummail account for UM Staff. A reproblem anses regarding the account, glease direct your question Online Enquiry. 	lg m
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¹ Click 'Forgot Password' if forgot password.

1.1.2 Navigate to Main Dashboard

UNIVERSITI MALAYA				AYAM
Home Admission Enrolment Fin	ance - Placements Click 'Enrolment' tab.	4		8
Current Fee Balance RM 250.00 Dr (?)Programme Bachelor Of East Asia	n Studies	Inbox	Timetable	Examination Result
My Profile Name		UMSItS Guide	р муUМ	SPeCTRUM
Student ID E-mail	View My Profile	Highlights Personal Data Prot Photos	ection Declaration Form	New

1.1.3 Navigate to Enrolment Page

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e Admission	Enrolment	Finance - Placer	nents				٩
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nrolment Det	ails		Ý	Click 'E Amendn	Enrolment nents' tab		
Bachelor Of E	East Asian Studi	es - BCWAIGFTC	CV03	C	O de teor d'acc	A	Enrolment Amendmen
Bachelor Of E Academic Session	ast Asian Studi Semester	Level of Study	CV03 Status	Course Enrolment Progress ?	Outstanding Balance	Action	Enrolment Amendmen
Bachelor Of E Academic Session 2024/2025	Semester Semester Semester 1	Level of Study	Status Active student	Course Enrolment Progress ⑦ Student must complete the personal details step	Outstanding Balance	Action View Enrolment Details	Enrolment Amendmen Pro Forma
Bachelor Of E Academic Session 2024/2025 2023/2024	Semester 1 Special Semester	Level of Study (?) 3 3	CV03 Status Active student Active student	Course Enrolment Progress ⑦ Student must complete the personal details step Enrolment has been completed	Outstanding Balance	Action View Enrolment Details View Enrolment Details	Enrolment Amendmer Pro Forma

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1.1.4 Enrolment Amendments Dashboard

UNIVERSITI MALAYA			MAYA
Home Admission Enrolment Finance - Placements			۹
Enrolment Amendments			
Enrolment Amendments		F	F
Pathway to Credit Transfer and Exemption		Special Permission	Extra Credit
Academic Session 1 Host Module Home Module	Approval Status ⑦ Action		
	No entries to show First Previous Next Last	Semester Withdrawal	Programme Withdrawal
Academic Session	Application Date Action	Appeal	PaCE Pathway to
Click 6	a 'Pathway to Credit Transfer and Exemption'	Application	Credit Transfer and Exemption

1.1.5 Transfer of Credit Application

dent Name sion nester olment Status	PCCC 2024/2025 Semester 1 Active student
dent Name sion nester olment Status	CO24/2025 Semester 1 Active student
dent Name sion hester olment Status	2024/2025 Semester 1 Active student Fill up the Host Information Details
	Fill up the Host Information Details
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Clic Com the	k 'Browse My puter' to upload selected files
	Clic Com the

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	Module Selection Module Please che Module Credit	te Existing Approval () Others e an option oose 'Ohers' if the module is not in the selection Add Module	•		9 Insert the module Selection details.
1 Transfe Host Instituition	er of Credit Application L Host Module Information	ist Home Module Information	Click 'Add	Module'	10 Pay Action
	I, Cheong Min, hereby d 1. All information provi and proposed module knowledge. 2. I understand that my information may result i 3. I acknowledge that a fee as determined by U 4. I accept that the ap Malaya. Upload Transcript	eclare that: ded in this credit transfer application, includin matches at Universiti Malaya, is accurate application will be reviewed based on the info n the rejection of this application or revocation n estimate of the credit transfer fee provided a niversiti Malaya upon approval of my application proval of credit transfer is subject to the pol Browse My Computer	ig details of courses taken at inst , complete, and truthful to the ormation provided, and any false o n of approved credit transfers. above, and l agree to pay the full c on. olicies and academic regulations	itution above best of my or misleading redit transfer of Universiti	11 Click 'Browse My Computer' to upload the selected files
	□ I Che abov	ong Min (U2104965/1) confirm my understan e conditions on this date (13/Mar/2025)	ding and acceptance of the		12 Tick for declaration
		Back Subm	hit Application		Click 'Submit Application' button for submission

Add Modules Outcome

Transfer of Credit Application List

Host Instituition	Host Module Information	Home Module Information	Supporting Document	Amount to Pay	Action
Politeknik Sultan Idris Shah, Sabak Bernam	1221222 - MATHEMATICAL SYSTEM Grade: K	GBS0029-MATHEMATICAL EXPLORATIONS		RMO	1
		10(a) Click dele delete the a	te icon to application		

Add as much the modules and will be insert in the 'Transfer of Credit Application List' section before click 'Submit Application'

Filled Form Preview

Transfer of Credit Application		
Host Information	(i)	
Institution / Provider	MY4595	POLITEKNIK SULTAN IDRIS SHAH, SABAK BERNAM
Method of Transfer	One to One Module Many to One Module	
Transfer with Grade	O Yes No	
Source of Transfer	Dual Programme *	
Level of Study	DIPLOMA × *	
Module	OTHERS - OTHERS X X	
	Please choose 'Ohers' if the module is not in the selection	
Module Code	1221222	
Module Name	Mathematical System	
Module Credit	5	
Module Grade	ĸ	
Period of Completion		(i)
		J
Upload Supporting Document	Browse My Computer	
	Required documents (upload if applicable). 1. Course Information	
	2. Course Learning Outcome 3. Course Objectives and Assesment	
	4. Partial Transcript 5. Grading Scheme	
	6. Exam Question	
	Cisco-ISE-Manual-iOS (193 kb)	
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Home Information	ı				
Module Selection	n 🔿 Senate Existing Approval 🔘	Others			
Module	B GBS0029 - MATHEMATICAL	EXPLORATIONS	*		
Module Credi	t 2				
Module Collection	ELECTIVE UNIVERSITY COL	JRSE	~		
	If more than 1 option available, pleas	e choose which module collection for fulfillmen	t		
		Add Module			
Transfer of Credit Ap	plication List				
Host Instituition	Host Module Information	Home Module Information	Supporting Document	Amount to Pay	Action
Politeknik Sultan Idris Shah, Sabak Bernam	1221222 - MATHEMATICAL SYSTEM Grade: K	GBS0029-MATHEMATICAL EXPLORATIONS		RM0	Ŵ
and propo knowledge 2. I underst information 3. I acknow fee as dete 4. I accept Malaya.	sed module matches at Universit and that my application will be revie I may result in the rejection of this ar iledge that an estimate of the credit rmined by Universiti Malaya upon ap that the approval of credit transfe	i Malaya, is accurate, complete, and ewed based on the information provided pplication or revocation of approved cred transfer fee provided above, and I agree oproval of my application. er is subject to the policies and acader	and any false or mislead it transfers. to pay the full credit tran mic regulations of Unive	my ding sfer rsiti	
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Enrolment Amendments Dashboard Preview

UNIVERSITI MALAYA Admission Enrolment Finance - Placements **Enrolment Amendments Enrolment Amendments** 囹 囹 Pathway to Credit Transfer and Exemption Special Extra Credit Permission Academic 🖺 Host Module Home Module Approval Action Status ? Session 囹 2024/2025 1221222 -GBS0029 -Draft 囹 • Semester 1 MATHEMATICAL MATHEMATICAL SYSTEM EXPLORATIONS Semester Programme Withdrawal Withdrawal Special Permission Academic Session 🖺 Semester Student ID Application Date Action 囹 Pace No information available Appeal Pathway to No entries to show Application Credit Transfer and Exemption