



## **Process for checking and recording of exemptions and credit transfers**

### **Eligibility Check**

- Learner submits an application with supporting documents (e.g., transcripts, certificates).
- Ensure prior qualifications match course requirements.

### **Administrative Review**

- Verify document completeness and authenticity.
- Check qualifications against the course structure.

### **Academic Review**

- Evaluate the learning outcomes, credit values, and course equivalencies.
- Consult with program directors or subject matter experts if needed.

### **OTHM Approval**

- Submit the application and review findings to OTHM (Office of the Higher Education & Training Management) for approval.
- OTHM evaluates based on their guidelines and standards.

### **Decision Notification**

- Inform the learner of the decision in writing, including the details of approved exemptions or credit transfers.

### **Recording**

- Update learner's academic record in the system (LMS or student database).
- Store all relevant documents and approval details for future reference.

### **Monitoring and Reporting**

- Ensure transferred credits align with learner progression.
- Generate regular reports for academic boards and OTHM compliance.

## Appeals Process

- Provide an appeal mechanism if the learner disagrees with the decision.

