

	<h1>APPLICATION FOR CREDIT/EXEMPTION</h1>
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**Who should complete this Application**

You should complete this Application for Credit / Exemption if you wish to apply for Module / Unit / Credit exemption towards your selected course for previously completed tertiary studies.

**What to attach to this Application**

You must attach the following supporting documentation:

- 1) A certified copy of your academic transcript of results (for previous studies completed)
- 2) A detailed description of the module(s) completed, as at the time of completion of the module(s) e.g. module syllabus / outline
- 3) Payment of application fee. The fee is listed in the fee list found on the Academy website. This payment is non-refundable.

Application forms without all required supporting documentation will not be assessed.

**Where to submit this Application**

This application can be submitted to

Front-office, Malvern International Academy

SECTION 1 – Personal Details		
Name (underline surname)	Sex	Date of Birth (DD/MM/YYYY)
	Male/Female	
Mailing Address		
Email		
Mobile		
Name of MALVERN course(s) applied for		

SECTION 2 – Details About Highest Qualification		
Name of Qualification Attained		
Name of Institution of study		
Medium of Instruction	IELTS score (attach cert)	
Years attended	to	

**SECTION 3 – Privacy Statement, Declaration and Signature**

**Declaration:**

1. I declare that, to the best of my knowledge, the information supplied in this application form and any in supporting documents submitted with this application is correct and complete.
2. I understand that the Academy may terminate my enrolment if I have misrepresented or failed to fully and completely state my academic record and my attendance at each other tertiary institution attended by me, and that this termination may take place at any stage during the course I undertake.
3. I understand that the Academy may contact other institutions attended by me to verify the information provided which pertains to my enrolment at that institution, and to seek other relevant information about me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RECOMMENDATION - TO BE FILLED UP BY HEAD, ACADEMIC**

Credit Transfer / Exemptions	
<b>MALVERN DIPLOMA IN CIVIL ENGINEERING</b>	
1) Applied mathematics for Engineers	
2) Basic Engineering science	
3) Construction Management principles	
4) WSH in the construction Industry	
5) Civil Engineering technology and practices	
6) Civil Engineering design and process	
<b>MALVERN DIPLOMA IN ELECTRICAL ENGINEERING</b>	
1) Applied mathematics for Engineers	
2) Basic Engineering science	
3) Engineering project design	
4) Mechatronics	
5) Electrical and Electronic principles	
6) Electrical circuits and power	
<b>MALVERN DIPLOMA IN MECHANICAL ENGINEERING</b>	
1) Applied mathematics for Engineers	
2) Basic Engineering science	
3) Engineering project design	
4) Mechatronics	
5) Engineering mechanics and principles	
6) Strength of materials	
<b>BTEC LEVEL 5 HND DIPLOMA IN CONSTRUCTION AND THE BUILT ENVIRONMENT(CIVIL ENGINEERING)</b>	
1) Applied mathematics for construction and the built Environment	
2) Science and materials for construction and the built Environment	
3) Site surveying procedures for construction and the built Environment	
4) Engineering geology and soil mechanics	
5) Project management for construction and the built Environment	
6) Personal and professional development	
7) Group project in the construction Industry	
8) Design principles and application for construction and the built Environment	
9) Management principles and application for construction and the built Environment	
10) Health, Safety and welfare for construction and the built Environment	
11) Civil Engineering technology	
12) Structural analysis and design	
13) Contractual procedures and procurement for construction and the built Environment	
14) The use of information and communication technology for construction and the built Environment	
15) Project design implementation and Evaluation	
16) Employability skills	
<b>DIPLOMA IN BUSINESS(MANDARIN)</b>	
1) Finance	
2) International trade and Practice	
3) Principles of management	
4) Accounting	
5) Customer service management	
6) Marketing	
7) Economics	
8) Human Resource management	
<b>ADVANCED DIPLOMA IN BUSINESS(MANDARIN)</b>	
1) Leadership	
2) Business strategy	
3) Entrepreneurship	
4) International Business	
5) Business communication	
6) Electronic Commerce	
7) International Marketing	
8) Small and medium Enterprise development	

**RECOMMENDATION - TO BE FILLED UP BY HEAD, ACADEMIC**

Credit Transfer / Exemptions	
DIPLOMA IN CIVIL ENGINEERING (MANDARIN)	
1) Applied mathematics for Engineers	
2) Basic Engineering science	
3) Construction Management principles	
4) WSH in the construction Industry	
5) Civil Engineering technology and practices	
6) Civil Engineering design and process	

**INTERVIEW AND RECOMMENDATIONS - TO BE FILLED UP BY HEAD, ACADEMIC  
(IF ANY)**

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Head, Academic signature/date

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Academic Board Representative signature/date