

## CREDIT EXEMPTION MANAGEMENT SYSTEM (CEMS)

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### ABSTRACT

Credit Exemption Management System (CEMS) is smartly designed to provide a comprehensive study plan and to recommend the guidelines for credit transfer that are equivalent on credit values for qualifications in the Institute of Higher Learning (IHL). The exemption process is a part of the credit requirement for bachelor's degree programs based on the existing qualification which is identified as equal with the degree from Universiti Teknologi MARA (UiTM) specifically. This system is created from the advanced Microsoft Excel 365 version which provides the integrated database system for students to track their study plan for the whole semester and determine those courses that are equivalent to get transferred efficiently. Traditionally, the process requires students to fill in the credit exemption form and determine those courses that allow to transfer as credit exemption based on the list stated in the Manual of Credit Exemption Guideline provided by Faculty. However, the students found this process difficult to understand and it would result in the forms to be filled in incorrectly. This will halt many other processes such as the assignment of group, course registration and such. Detailed scrutiny needs to be given to the students to guide them in filling the form and ensure that they are able to execute the credit exemption process successfully. Therefore, the introduction of the CEMS system is expected to help students to manage their Credit Exemption process at their fingertips. To begin, this system will only be implemented specifically for new students entering the Degree in the Faculty of Management and Business at Kedah branch. The system is expected to be effective in achieving the objectives as stated and it is hoped that it will also be beneficial to students as a whole.

**Keywords:** Credit exemption, Application Management system, Database management process

### 1. INTRODUCTION

Credit Exemption refers to the credit of a course in a programme that has been waived, determined during the admission process into a higher-level programme. The exemptions are given on specific courses based on the students' achievement of those courses in their previous level of study or institution. The credits exempted are based on the students' previous qualification (e.g. certificate, diploma, bachelor or experience) which is identified as equal to the Diploma or Degree from UiTM. Meanwhile, Credit Transfer is the course's credit given to students who have passed the course taken at other recognized IHLs (Institute of Higher Learning) during their duration of study at the University. The course applied for Credit Transfer must be equivalent and fulfill the requirements of the study programme at the University. According to the Academic Regulation Diploma and Bachelor Degree (Honours) Program (Amendment 2011), the total credit that can be exempted are based on the course performance in a programme of study/IHE programme that the student completed previously. These courses have been given 'Complete' status before the student enrolls in a more advanced/equivalent programme of study at the University. The total credit exemption is for students who have completed semester three (3) Diploma Programme and successfully obtained a place in the fast-track to bachelor's degree Programme based on the achievement in the Diploma Programme. Application for this process must be made within 14 days during entering semester before enrolling the study programme at the University.

The usual process carried out at UiTM specifically in Business & Management Faculty is to require students to complete the form manually based on the handbook provided. This matter however

often confuses students. The students do not understand the procedures of filling in the form and fail to identify the Course Codes that are qualified for the next exemption, and this will result in an error in the form. As a result, the students will consume more time to complete the process and furthermore, the lecturers will have to pay more attention to the students while they are completing this process. With this covid-19 pandemic situation, it becomes a constraint for students and lecturers to meet for the purpose of helping students to complete this process thoroughly. Therefore, this system was created to facilitate students and lecturers in helping smoothens this process successfully with minimal scrutiny by lecturers.

## 2. MATERIALS AND METHODS

This study was conducted only to diploma graduates who were offered admission to the Degree for the faculty of management and business UiTM Kedah Branch. For the record, there are 7 bachelor's degree programs offered here, it includes Marketing (BA240), Finance (BA242), Human Resource Management (BA243), Operations Management (BA244), International Business (BA246), Islamic Banking (BA249) and Economics (BA250). These students will be briefed on the subject of new students including the credit waiver process. they will be taught how to use the CEMS along with handbooks and videos will be provided for further reference during the process. The following Figure 2.1 is a Process Flow for the credit exemption process implemented.

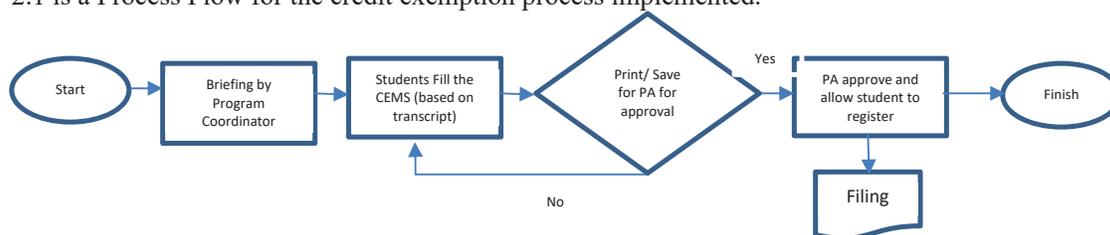


Figure 2.1. Process Flow of Credit Exemption

The CEMS serves to channel information on course codes that are eligible for credit exemption and also inform students about the study plan throughout their study. How this system works is with the integration of the assessment formula set in the Microsoft Excel 365 version template based on the original study plan for each bachelor program offered at UiTM Kedah Branch. Information related to all codes eligible for credit exemption (CE) based on the CE handbook provided by the faculty has also been entered into the database and integrated using the appropriate excel formula to provide interpretation to students while using this system. With just one click, the system can display the information needed by students further, thus facilitating them to complete this process successfully.

## 3. RESULTS AND DISCUSSION

This section will elaborate details on the result of the system conducted together with the rationales of the study. It began with the Credit Exemption that is generated from the CEMS, then proceed with the Program Structure Plan and lastly will discuss on the difference of practicing the CEMS or Vice versa.

### 3.1: Application of Credit Exemption Form

The application of Credit Exemption form will be automatically generated with one click once the students completed filling in all the details needed in the first template shown in the system. Students are required to select their previous diploma qualification program and current Degree program offered in the selected space provided. The form will automatically change accordingly to the program selected and all the Course Code that are eligible to get exemption will show up based on the program respectively. To complete the form, students need to refer to their previous Diploma result (Mini Transcript) and then, select from the drop-down list provided and choose the Course Code that is equivalent to get transfer together with the grade mark as stated in the result. Lastly, with just one (1) click "Save to PDF", students will receive the complete form and ready to print and signed before passing to the Lecturer for approval. Figure 3.1 and 3.2 shows the CEMS Display as perceived by students/ user.

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KOD PROGRAM ISM	<b>BA243</b>	<<< Sila pilih
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PELAN  
 PENGAJIAN  
 SAYA

SILA ISI DI BAHAGIAN INI SAHAJA						
Kursus Terdahulu Yang Mempunyai Kesetaraan						
Bil.	Kod Kursus	Nama Kursus	Jam Kredit	Kod Kursus	Nama Kursus	Gred
<b>Semester 1</b>						
1	HBU111	Ko-Kurikulum I	1	HBU111		A
2	TAC/TMC401	Third Language I	2	TAC151	Third Language I (Arabic)	A
3	ACC406	Financial Accounting	3	ACC106	Accounting and Reporting	B+
4	LAW416	Business Law	3	ACC106	Accounting and Reporting	A
5	MKT420	Principles & Practices of Marketing	3	ACC107	Accounting	A-
6	MGT420	Fundamentals of Mgmt	3	ACC111	Introduction to Financial Accounting	B
<b>Semester 2</b>						
1	HBU121	Ko-Kurikulum II	1	ACC111	Introduction to Financial Accounting	A
2	TAC/TMC451	Third Language II	2	ACC115	Introduction to Financial Accounting	B
3	ECO415	Economics	3	ACC150/ACC106	Introduction to Financial Accounting and Reporting	A
4	FIN420	Financial Management	3	FAC119	Financial Accounting 1	A-
5	HRM533	Human Resource Mgmt	3	FAC150	Financial Accounting 2	B
6	OPM530	Intro. to Operations Mgmt	3	ECO161/162	Microeconomics	B
7	WGT538	Personal Development & Ethics	3	MAF253	Financial Management	B
<b>Semester 3</b>						
1	HBU131	Ko-Kurikulum III	1	WGT345/375	Operations Management	A
				TIADA PC BAGI KOD INI	NONE	NONE

Figure 3.1. Students Details

**PERMOHONAN PENGECCUALIAN KREDIT**  
*(Hanya untuk Lulusan Diploma UiTM/ Kolej Bersekutu UiTM sahaja)*

HEAR/APC-2021-2

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- Sila dapatkan rasah dari Penasihat Akademik (PA) di Fakulti sebelum mengisi borang.
- Untuk panduan, sila rujuk Peraturan Akademik UiTM (PAU) 2017 (PAU17.2.5.1) Kemaskini April 2021. Pasilan setiap syarat dan prosedur pengecualian kredit UiTM dibatasi.
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- Permohonan yang tidak lengkap tidak akan diproses.

Maklumat Kursus yang dimohon Pengeccualian Kredit						
Bil.	Kod Kursus	Nama Kursus	Jam Kredit	Kod Kursus	Nama Kursus	Gred
<b>Semester 1</b>						
1	HBU111	Ko-Kurikulum I	1	HBU111		A
2	TAC/TMC401	Third Language I	2	TAC151	Third Language I (Arabic)	A
3	CTU502	Islamic and Asian Civilization	2	TIADA PC BAGI KOD INI		
4	ACC406	Financial Accounting	3	ACC106	Accounting and Reporting	B+
5	LAW416	Business Law	3	LAW231	Business Law	A
6	ISM402	End User Applications	3	TIADA PC BAGI KOD INI		
7	MKT420	Principles & Practices of Marketing	3	MKT243	Fundamentals of Marketing	A-
8	MGT420	Fundamentals of Mgmt	3	MGT180	Business and Organization Management	B
<b>Semester 2</b>						
1	HBU121	Ko-Kurikulum II	1	HBU126		A
2	TAC/TMC451	Third Language II	2	TAC421	Third Language II (Mandarin)	B
3	ECO415	Economics	3	ECO161/162	Microeconomics	A
4	BLC201	English for Critical Academic Reading	3	TIADA PC BAGI KOD INI		
5	FIN420	Financial Management	3	MAF253	Financial Management	A-
6	HRM533	Human Resource Mgmt	3	MGT340	Human Resource Management	B
7	OPM530	Intro. to Operations Mgmt	3	MGT345/375	Operations Management	B
8	WGT538	Personal Development & Ethics	3	TIADA PC BAGI KOD INI	NONE	NONE
<b>Semester 3</b>						
1	HBU131	Ko-Kurikulum III	1	HBU134		A

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Figure 3.2. Credit Exemption Application Form

### 3.2: Program Structure for Registration each Semester

The next objective of this system is to be able to channel information and display the study plan along with the course code that needs to be registered for each semester. This display is guided by the information of the graduate program that has been taken by the student. Based on the database information that has been integrated with the original study plan, CEMS will continue to display all the course codes that need to be registered each semester as well as the groups that need to be registered by students. Figure 3.3 show the CEMS Display for the Program Structure for the whole semester.

7715	ISM (KEPUJIAN) PENGURUSAN SUMBER MANUSIA																KUMPULAN KBA244 2B
PELAN ID	Semester 1								Semester 2								
Kod Kursus & Jam Kredit	HBUI13 (1)	TMC/TAC401 (2)	CTU552 (2)	ACC407 (3)	LAW416 (3)	ASM453 (3)	MKT420 (3)	MGTA30 (3)	HBUI22 (1)	TMC/TAC451 (2)	ELCS01 (2)	ECO415 (3)	FIN420 (3)	HRM533 (3)	HRM552 (3)	IBM530 (3)	OPM538 (3)
Semester perlu mendaftar	PC	2	2	PC	PC	2	PC	PC	PC	3	2	PC	PC	2	2	2	2
	Semester 3								Semester 4								
Kod Kursus & Jam Kredit	HBUI13 (1)	TMC/TAC501 (2)	ELCS90 (2)	FINS33 (3)	OPM549 (4)	OPM554 (3)	OPM555 (3)	UBM599/UBM588 (3)	CTU544 (2)	MGTS55 (3)	ENT530 (3)	OPM560 (4)	OPM545 (4)	OPM562 (4)	ADSS60 (3)	N/A	N/A
Semester perlu mendaftar	PC	4	3	3	3	3	3	3	4	4	4	4	3	4	4	N/A	N/A
	Semester 5								Semester 5								
Kod Kursus & Jam Kredit	EET699 (6)	MGTS67 (4)	MGTS68 (4)	OPM658 (3)	OPM655 (4)	OPM632 (3)	OPM633 (3)	LAW573/ADE444 (3)	MGTS66 (12)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Semester perlu mendaftar	5	5	5	5	5	5	5	5	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
No. Pelajar	20202020								SITI FAIRUZA HASSAM								

Figure 3.3. Program Structure for each Semester

The colors and numbers display on the row of “Semester Perlu Mendaftar” will be as a guideline for students to take action for their course registration each semester. This Credit Exemption Management System (CEMS) provides many advantages to students. Among them, students do not have to fill in the application form manually with the self-guided handbook provided. This will also prevent students from making mistakes while filling out the form if they mistakenly choose the course code that should be applied for. Other than that, time can be saved and speeded up because with this smart system, all the necessary information will be displayed with just a click of a button. Students will continue to be able to complete this process successfully. Students also do not need to get detailed observations from the lecturer or do not need to meet with the lecturer for this CEMS usage guide because the system is very easy to understand and user-friendly. This is also to prevent the spread of Covid19 which will put students and lecturers at risk if face-to-face meetings are held to complete this credit exemption process.

### 4. CONTRIBUTION AND USEFULNESS/COMMERCIALIZATION

As proven, this CEMS is not only give beneficial to students from the Business & Management Faculty only, but it also can be used by all students involved in the credit exemption process, especially the admission of Degrees from Diploma graduates throughout UiTM. As we know, this credit exemption process is a normal process that students will go through for any university in Malaysia as well as around the world. Provided with the database system firmly set up, there is no issue to introduce this system to the students concerned to facilitate students to complete this process successfully.

### 5. CONCLUSION

Credit Exemption Management System (CEMS) is created for the purpose of helping to solve all the problems mentioned above. With a complete database, this system can help students in determining the Course Code that is eligible for exemption as well as able to display study plans for all semesters starting semester one (1) until the end of the semester throughout their studies at the university. It is hoped that it will also be beneficial to students as a whole.

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