UTM-MOOC CREDIT TRANSFER CHECKLIST

	APPLICANT CHECKLIST FOR CREDIT TRANSFER FROM MOOC CERTIFICATE	
1	Student has 'Active' status in UTM	
2	MOOC was studied from platforms recognized by UTM or offered by UTM such as from the platform OpenLearning, edX, Coursera, or FutureLearn	
3	The MOOC applied for credit transfer has been completed and certificate has been earned.	
4	List down the compatible MOOC that you want to apply for credit transfer. For example: MOOC by Coursera Instructional Design is a course that you want to apply for credit transfer for the subject SPPM 1702 Multimedia Design and Instruction	
5	MOOC certificate must not exceed the validity period of five (5) years.	
6	Prepare a portfolio containing proof of participation and verification of MOOC learning outcomes, as follows:	
	a. Course Learning Outcomes (CLO)	
	b. Course Synopsis	
	c. Course Content	
	d. Learning Activities	
	e. Course Duration	
	f. Course Assessment	
	g. Course Instructor	
	h. Proof that the applicant has fully completed the MOOC	
	i. Course Grade (if applicable)	
7	Letter of Approval for MOOC Credit Transfer from respective Faculty (if Face-to-Face Assessment has been carried out)	