

Student Details

Full Name: _____

Student I.D / I.D
Card No _____**Details of Request** **Extra Study-Unit**

Before submitting this request, students are to read carefully the Conditions and Criteria for extra study-units available from this link https://www.um.edu.mt/_data/assets/pdf_file/0003/108966/Extra_Study_Units.pdf

 Transfer of credits

A request for transfer of credits should indicate the study-units the student would be exempted from, that is, what they would be replacing.

Students can only be exempted from units which are compulsory or elective. Optional study-units that are not specifically included in a programme of studies should not be replaced by a transferred study-unit.

I would like to transfer the following study-unit/s which was/were obtained during my previous course at:

University of Malta Other (indicate institution) _____

(In case of study-units obtained outside UM please attach a transcript)

Please indicate:

Study-unit Code, Title and Value of unit/s to be transferred:

Study-Unit Code, Title and Value of unit/s from your Programme of Studies which is being replaced:

 Other: (explain) _____

Students are always to attach Original Transcripts or any other Official Documents to support their request.

Student's signature _____

Date _____

Reason for your Request

Recommendation by Head of Department

Signature _____

Date _____

Recommendation by Head of Department

Signature _____

Date _____