

## HELP University: Micro-Credential (MC) Policies

The following MC policies are aligned to the MC policies stipulated by the **Malaysian Qualifications Agency (MQA)**. These policies will be the guiding principles for the University to offer MCs either to learners within the country or abroad:

**1. Mode of Delivery of MC**

MC are designed and delivered through open and distance learning (ODL) or conventional modes including blended modes of delivery.

**2. Nationality**

MC are available to both Malaysians and non-Malaysians. Non-Malaysians enrolled in the MC are advised that the recognition of the MC and the qualification to be eventually awarded (if so intended by the learners) are subject to the rules and policies of their respective countries. All students who successfully complete their MCs will be issued the Malaysian Micro-Credential Statement (MMS).

**3. Implementation of MC from Accredited Programmes**

A programme must have provisional accreditation and fulfilled all conditions imposed, or obtained full accreditation from MQA before it can be unpacked into MC. Learners who have completed the requirements of an accredited programme via MC can only be conferred a qualification if it is a fully accredited programme. The University can make some adjustments to the teaching, learning and assessments of course(s) offered via MC provided that constructive alignment is always maintained and demonstrated.

**4. Entry Requirements via MC**

A learner can enrol in a MC which is a component of an accredited programme without the minimum entry requirements or appropriate APEL(A) certification. This does not absolve the MC providers from setting appropriate prerequisites, i.e. work experience, age, literacy, digital literacy, formal education etc., for a learner to enrol and have a reasonable chance of completing the MC. However, the learner must fulfil the minimum entry requirements for the Programme or possess appropriate APEL(A) certification before being eligible for the award of the Programme qualification.

**5. Minimum Graduation Age via MC**

The duration taken to earn a programme qualification **fully via MC** must be in accordance with the national education system (with its focus on the formal school system) and with appropriate recognition of lifelong learning by working adults. In general, the learners should not graduate with a qualification before the normal age as stated in Table 1. However, in exceptional cases, HELP may permit a lower age learner to graduate.

NO	LEVEL	ENTRY REQUIREMENT	NORMAL AGE AT GRADUATION
1	CERTIFICATE	Based on current entry requirements or equivalent	19 (18+1)
		APEL (A) / APEL (MC)	20 (19+1)
2	DIPLOMA	Based on current entry requirements or equivalent	20 (18+2)
		APEL (A) / APEL (MC)	22 (20+2)
3	BACHELOR	Based on current entry requirements or equivalent	22 (19+3)
		APEL (A) / APEL (MC)	24 (21+3)
4	MASTER	Based on current entry requirements or equivalent	24 (23+1)
		APEL (A) / APEL (MC)	31 (30+1)
5	DBA	Based on current entry requirements or equivalent	28 (27+ 1)

Table 1: Age at Graduation via MC (Age calculated from the year of birth).

**6. MC (credit – transfer)**

Successful completion of HELP's MC may enable the MC holder to transfer credit into selected HELP academic programmes, subject to terms and conditions prevailing at the time of credit-transfer application. Students are advised to consult the relevant academic Head of Department/Dean of Faculty about their intention to present any MC for credit transfer prior to commencing those MC.

**7. HELP MC Refund Policy**

HELP will provide a **FULL** refund for course withdrawal notified and received more than 14 days before commencement of a course. A charge of 50% of the fees payable will apply for refund made 14 days or less before course commencement. **NO REFUND** of fees will be entertained after a course has commenced. An Administrative Fee of RM 200.00 will be charged for any transfer of registration to another course prior and after course commencement, including changes in course specialization.