

Credit Transfer/Cross Credit Transfer Application Form

Name: _____

Date: _____

ID Number: _____

Phone Number : _____

Programme Title: _____

Specialisation: _____

Please tick attached documents for evaluation:

☐ Letter of Recognition from MOE

☐ Transcript of Records

☐ Unit Descriptor

Units taken elsewhere (Indicate name of institution/division: _____)			
Unit Code	Unit Title	Semester Taken	Year Taken

BTI unit equivalent applied for			
Unit Code	Unit Title	Semester	Year

Required Signature: By signing below, I certify that the information contained on this form is true and accurate and all supporting documentation is authentic and valid.

Trainee Signature: _____

Date: _____

For Admission and Registration Office Use only

I certify that the applicant has passed all admission requirements and the documents submitted are complete and verified duly forwarded to _____ (name of division) for Credit Transfer/Cross Credit Transfer Evaluation.



Staff Name: _____ Signature: _____ Date: _____

For Training Division Use only

We certify that the submitted documents have been evaluated in accordance to the Credit Transfer/Cross Credit Transfer Policy of Bahrain Training Institute.



Recommendation:

Evaluator's Name	Evaluator's Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
HOD Name: _____	Signature: _____	Date: _____

Approved ☐ Yes ☐ No

Manager's Name: _____ **Signature:** _____ **Date:** _____

Comments: _____

Conditions for Application
<p><u>Credit Transfer</u></p> <ol style="list-style-type: none"> 1. Trainees who re-register after dismissal, withdrawal or any other reason or who shift from one programme or qualification to another within the institute need not re-register for the units accomplished and passed if these are the same units specified to be enrolled for the completion of the programme being re-registered or shifted to. Units are automatically credited on the following rules and conditions: <ol style="list-style-type: none"> a. The grade in an earned unit meets the minimum passing grade set by BTI or awarding bodies. b. The unit is completed within the previous three years from date of credit transfer. 2. Trainees who successfully completed and passed units in any recognised educational institution in Bahrain are entitled upon admission to apply through credit transfer process for unit equivalents offered at BTI. The credit transfer is subject to the following rules and conditions: <ol style="list-style-type: none"> a. The programme for which units are previously earned in any accredited institution is duly recognised by the Ministry of Education. b. The grade in an earned unit meets the minimum passing grade set by BTI or awarding bodies. c. The content and learning outcomes of a completed unit substantially match (at least 75%) those of the unit or programme applied for. d. The credit value, credit hours and level of an earned unit are the same as or more but not less than that of the unit applied for. e. Credit is allowed for a completed unit only on the basis of an official transcript of records and unit descriptor. f. Credit is awarded for a unit completed within the previous three years from date of credit transfer application. g. Credit transfer can be for a maximum of three (3) units or fifteen (15) credits provided that the unit for which credit is applied is not a mandatory unit of the qualification.
<p><u>Cross Credit Transfer</u></p> <ol style="list-style-type: none"> 1. BTI trainees who re-register after dismissal, withdrawal or any other reason or who shift from one programme or qualification to another within the institute can apply for cross credit transfer for successfully completed unit/s similar to the unit/s specified to be enrolled for the completion of the programme being re-registered or shifted to. Units are automatically credited on the following rules and conditions: <ol style="list-style-type: none"> a. The grade in an earned unit meets the minimum passing grade set by BTI or awarding bodies. b. The unit is completed within the previous three years from date of credit transfer. c. Credit is allowed for a completed unit only on the basis of an official transcript of records and unit descriptor.