



اونيورسيتي مليسيا قهغ السلطان عبد الله  
UNIVERSITI MALAYSIA PAHANG  
AL-SULTAN ABDULLAH

## JABATAN HAL EHWAL PELAJAR DAN ALUMNI

### PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR KALI KE 172 BIL 20/2025

#### PERMOHONAN TUNTUTAN KREDIT KURSUS KOKURIKULUM BAGI PELAJAR DIPLOMA, IJAZAH SARJANA MUDA DAN IJAZAH SARJANA DUAL SESI AKADEMIK 2024/2025 SEMESTER II (FASA DUA)

Assalamualaikum wbt dan Salam Sejahtera,

Dengan segala hormatnya saya diarah merujuk perkara di atas.

Merujuk kepada pemakluman ini, para pelajar yang telah selesai mengikuti modul kokurikulum penawaran Akademi Adab dan telah memenuhi jumlah 4 CATS (UQB1001/UQB2001) atau 8 CATS (UQA1002/UQA2002) dipohon untuk membuat permohonan tuntutan kredit pada Semester II 2024/2025. Permohonan tuntutan kredit bermula pada **13hb Jun 2025 (Jumaat)** sehingga **20hb Jun 2025 (Jumaat)** sebelum jam 5:00 petang. Permohonan tuntutan kredit hendaklah dibuat melalui sistem MyCREDENTIAL (<https://mycredential-b.com/CredB/index.php>).

Kelewatan untuk membuat tuntutan kredit bagi kursus Ko-kurikulum (UQB1\*\*1/ UQB2\*\*1/ UQA1002 / UQA2002) menyebabkan keputusan peperiksaan Ko-kurikulum tidak dapat diproses pada Semester II 2024/2025. Sebarang pertanyaan berkaitan tuntutan pelajar diminta hadir ke Pejabat Akademi ADAB (Pekan / Gambang) atau melalui pautan [https://mycredential-b.com/CredB/user\\_support.php](https://mycredential-b.com/CredB/user_support.php) atau menghubungi pegawai Akademi Adab seperti talian dibawah:

|    |                                   |             |                 |
|----|-----------------------------------|-------------|-----------------|
| 1. | Encik Mohd Irwan bin Musa         | 09-431 6802 | Pekan           |
| 2. | Encik Mohd Khairulnazri bin Saidi | 09-431 5471 | Pekan           |
| 3. | Puan Shahirah binti Che Aziz      | 09-431 5079 | Gambang         |
| 4. | Encik Darolhisham bin Darus       | 09-431 6008 | Gambang         |
| 5. | Talian Rasmi Akademi Adab         | 09-431 5079 | Gambang & Pekan |

Sekian, terima kasih.

**Disediakan oleh:**

**Akademi Adab**

Jabatan Hal Ehwal Pelajar & Alumni

Tarikh: 16 Jun 2025



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**JABATAN HAL EHWAL PELAJAR DAN ALUMNI**

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**NOTICE OF ADMINISTRATION AND STUDENT MANAGEMENT OPERATION  
ANNOUNCEMENT 172<sup>nd</sup> TIME, BIL NO. 20/2025**

**APPLICATION FOR CO-CURRICULUM COURSE CREDIT CLAIM FOR DIPLOMA,  
BACHELOR'S, AND DUAL DEGREE STUDENTS' FOR THE ACADEMIC SESSION  
2023/2024 SEMESTER II (SECOND PHASE)**

Assalamualaikum wbt dan Salam Sejahtera,

With reference to the above matter.

Referring to this announcement, students who have completed the co-curricular module offered by the Akademi Adab and have accumulated 4 CATS (UQB1001/UQB2001) or 8 CATS (UQA1002/UQA2002) are requested to submit their credit claim applications for Semester II 2024/2025. The credit claim application period requests are available from, **June 13<sup>th</sup>, 2025 (Friday), through June 20<sup>th</sup>, 2025 (Friday) before 12:00 noon**. Credit claim applications must be made through the MyCredential system (<https://mycredential-b.com/CredB/index.php>).

Students who do not submit credit claims for Co-curriculum courses (UQB1\*\*1/ UQB2\*\*1/ UQA1002/ UQA2002) within the stipulated timeframe will not have their results processed for Semester II 2024/2025. For assistance with credit claims, please visit the Akademi Adab Office (Pekan/Gambang), access support at [https://mycredential-b.com/CredB/user\\_support.php](https://mycredential-b.com/CredB/user_support.php), or contact Akademi Adab staff using the numbers listed below:

|    |                                   |             |                 |
|----|-----------------------------------|-------------|-----------------|
| 1. | Encik Mohd Irwan bin Musa         | 09-431 6802 | Pekan           |
| 2. | Encik Mohd Khairulnazri bin Saidi | 09-431 5471 | Pekan           |
| 3. | Puan Shahirah binti Che Aziz      | 09-431 5079 | Gambang         |
| 4. | Encik Darolhisham bin Darus       | 09-431 6008 | Gambang         |
| 5. | Akademi Adab General line         | 09-431 5079 | Gambang & Pekan |

Thank you.

**Prepared by:  
Akademi Adab**

Jabatan Hal Ehwal Pelajar & Alumni

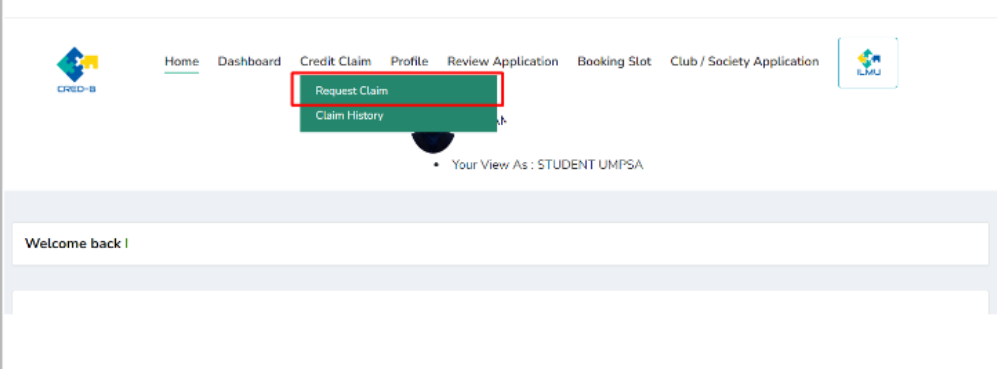
Date: May 16<sup>th</sup>, 2025

## STUDENT USER MANUAL

### 1) Claim Credit

Click on "Request Claim" under "Credit Claim" at navigation bar.

Klik pada "Minta Tuntutan" di bawah "Tuntutan Kredit" dalam bar navigasi.



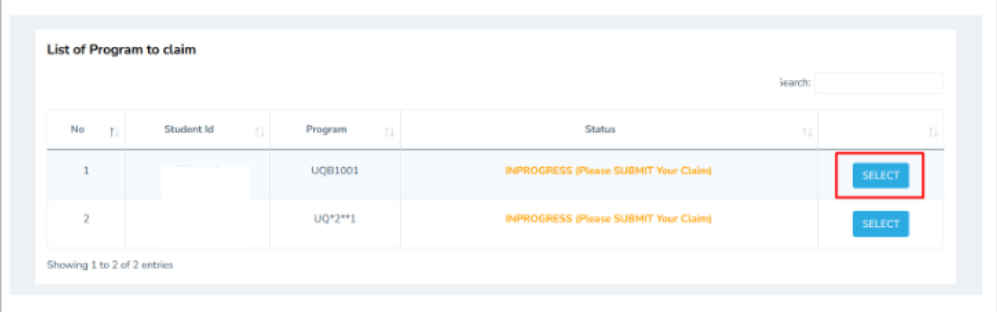
Status credit claim.

Tuntutan kredit status.

| No | Status  | Description  |
|----|---|--|
| 1  | INPROGRESS                                    | You need to submit your credit claim.  |
| 2  | APPLIED                                       | You have success applied your credit claim. Wait approval from AKADEMI ADAB. |
| 3  | APPROVED                                      | Your credit claims already approved by AKADEMI ADAB.                         |
| 4  | COMPLETED                                     | Your credit claims already completed.  |
| 5  | REJECTED DUE _____ PLEASE RESUBMIT YOUR CLAIM | Your credit claim rejected and needed to resubmit again.                     |

Click on "Select" button to claim your subject.

Klik pada butang "Pilih" untuk tuntutan kredit subjek.



| No | Student Id | Program | Status                                |               |
|----|------------|---------|---------------------------------------|---------------|
| 1  |            | UQB1001 | INPROGRESS (Please SUBMIT Your Claim) | <b>SELECT</b> |
| 2  |            | UQ*2**1 | INPROGRESS (Please SUBMIT Your Claim) | SELECT        |

Showing 1 to 2 of 2 entries

Please note that it is necessary for you to follow the required minimum of CATS for the subject you selected. The claimed module is not available for other subject code claims. One module is available to claim for one subject code only.

Sila ambil perhatian bahawa anda perlu mengikut minimum CATS yang diperlukan untuk subjek pilihan anda. Modul yang dituntut tidak tersedia untuk tuntutan kod subjek lain. Satu modul tersedia untuk dituntut untuk satu kod subjek sahaja.

| No | Subject | Total Minimum CATS to claim |
|----|---------|-----------------------------|
| 1  | UQB1001 | 4                           |
| 2  | UQ*2**1 | 4                           |
| 3  | UQA1002 | 8                           |
| 4  | UQA2002 | 8                           |

The list of modules you have attended will be displayed. You cannot claim the module if you do not attend the class / your trainer has not updated attendance / your trainer has not updated marks yet.

Senarai modul yang telah anda hadiri akan dipaparkan. Anda tidak boleh menuntut modul jika anda tidak menghadiri kelas / jurulatih anda belum mengemas kini kehadiran / jurulatih anda belum mengemas kini markah lagi.

List of Module


| CATS | Attendance                          | Total Marks                         | Class Date          | Available Credit Transfer (Please Select)       | Claim For UQ*2**1                   |
|------|-------------------------------------|-------------------------------------|---------------------|---|-------------------------------------|
| 2    | NA                                  | 87                                  | NA                  | HQ-DE007-02-L4F 3D DESIGN + 3D PRINTING         | <input checked="" type="checkbox"/> |
| 2    | Attendance has not been updated yet | Attendance has not been updated yet | 14-10-2023 08:00:00 | HQP3032 GROOMING AND ETIQUETTE                  | Mark has not been updated yet       |
| 2    | PRESENT                             | 86                                  | 28-10-2023 08:00:00 | HQD3022 MOBILE PHONE PHOTOGRAPHY                | <input checked="" type="checkbox"/> |
| 2    | PRESENT                             | Mark has not been updated yet       | 02-11-2023 08:00:00 | HQD3042 CLICK WISELY & SOSIAL MEDIA ETHICS      | Mark has not been updated yet       |
| 2    | ABSENT                              | ABSENT                              | 14-11-2023 08:00:00 | HQP3052 APLIKASI SURAH ALFATHAH DALAM KEHIDUPAN | You not attend this module          |


Click on  to select the module for the credit claim.

Klik pada  untuk memilih modul bagi tuntutan kredit.


The selected module will be in the table on the right.

Modul yang dipilih akan berada dalam jadual di sebelah kanan.



You may click button  to remove the module from the request claim.

Anda boleh mengklik pada  untuk mengalih keluar modul daripada permintaan tuntutan.

**List of Module**

| CATS | Attendance                          | Total Marks                         | Class Date          | Available Credit Transfer (Please Select)              | Claim For UQ*2**1   |
|------|-------------------------------------|-------------------------------------|---------------------|--|---|
| 2    | NA                                  | 87                                  | NA                  | HQ-DE007-02-L4F-3D DESIGN + 3D PRINTING                |  |
| 2    | NA                                  | 81                                  | NA                  | HQ-CC011-02-L5F-THE SECRET OF OUTSTANDING PRESENTATION | MODULE ALREADY SUBMIT FOR SUBJECT UQ*2**1   |
| 2    | Attendance has not been updated yet | Attendance has not been updated yet | 14-10-2023 08:00:00 | HQP3032 GROOMING AND ETIQUETTE                         | Mark has not been updated yet   |
| 2    | PRESENT                             | 86                                  | 28-10-2023 08:00:00 | HQD3022 MOBILE PHONE PHOTOGRAPHY                       | MODULE ALREADY SUBMIT FOR SUBJECT UQ*2**1   |

**List of Module Request Claim**  
Table below show list of student mark

| Program           | CATS           | Total Marks         | Selected Credit Transfer                                 | ACTION  |
|-------------------|----------------|---------------------|--|---|
| UQ*2**1           | 2              | 81                  | HQ-CC011-02-L5F - THE SECRET OF OUTSTANDING PRESENTATION |  |
|                   | 2              | 86                  | H11-G397-L0-2-002F - HQD3022 MOBILE PHONE PHOTOGRAPHY    |  |
| TOTAL FOR UQ*2**1 | Total CATS : 4 | Final Mark : 83.50% |  |   |

Declaration for Co-Curriculum Credit Claim

- I understand the rules and implications of the credit claim application, and I agree with the marks obtained.
- I understand that providing false or misleading information may result in revocation of the grade given.

I agree with the term and condition

**SUBMIT CLAIMS**

Please read the declaration for Co-Curriculum Credit Claim and tick "I agree with the term and condition" and click on "SUBMIT CLAIMS" button.

Sila baca pengisytiharan untuk tuntutan kredit kokurikulum dan tandakan "Saya bersetuju dengan terma dan syarat" dan klik pada butang "HANTAR TUNTUTAN".

Declaration for Co-Curriculum Credit Claim

- I understand the rules and implications of the credit claim application, and I agree with the marks obtained.
- I understand that providing false or misleading information may result in revocation of the grade given.


I agree with the term and condition

**SUBMIT CLAIMS**

Click on "Yes, I am sure !" to submit your credit claim.

Klik pada "Ya, saya pasti!" untuk menghantar tuntutan kredit anda.

SUBJECT



Are you sure want to submit this claim for UQB1001?

You may click on "CANCEL CLAIM" button to cancel your claim.

Anda boleh mengklik pada butang "BATALKAN TUNTUTAN" untuk membatalkan tuntutan anda.

| # | Student Id | Program Code | Cancel Requested  | Status  | List Module   |
|---|------------|--------------|---|---------|---|
| 1 |            | UQB1001      | <input style="background-color: #e67e22; color: white; border: none; padding: 5px 15px;" type="button" value="CANCEL CLAIM"/> | APPLIED | HQ-CC011-02-L5F-THE SECRET OF OUTSTANDING PRESENTATION<br>HQ-DE007-02-L4F-3D DESIGN + 3D PRINTING |