

ACADEMIC REGULATIONS FOR BACHELOR DEGREE AND DIPLOMA PROGRAMME OF UNIVERSITI TEKNIKAL MALAYSIA MELAKA

PREAMBLE

This document outlines the policies made by the Senate to ensure the standard of education and award of the Bachelor degree and Diploma at the Universiti Teknikal Malaysia Melaka (UTeM). This document is published to all students, faculty and staff, all of whom are responsible for reading and adhering to these policies.

TABLE OF CONTENT

1) Part I Definition and Interpretation	1
2) Part II Academic Session	5
3) Part III Programme Registration	8
4) Part IV Course Registration	8
5) Part V Credit System	9
6) Part VI Grade System	13
7) Part VII Assessment	13
8) Part VIII Academic Standing	15
9) Part IX Dean's List	17
10) Part X Requirements For The Conferment Of The Bachelor Degree or Diploma	18
11) Part XI Deferment Of Study	18
12) Part XII Suspension Of Studies	19
13) Part XIII Application Of Withdrawal from Studies	19
14) Part XIV Re-Registration	19
15) Part XV Academic Misconduct	20
16) Part XVI Code Of Conduct For The Final Examination	20
17) Part XVII Penalty	22
18) Part XVIII Education Fees, Other Fees and Charges	23
19) Part XIX General Provisions	24

PART I

1.1 DEFINITION

In these Regulations, unless the context otherwise requires—

“Aegrotat” means the pass status and fulfilment of the requirements for the conferment of the Bachelor Degree or diploma accorded to any student who is unable to complete their studies due to permanent loss of ability or death, subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

“Posthumous” means the conferment of the Bachelor Degree, diploma, certificates and other academic distinctions to a student after his death subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

“credit load” means the total number of credits undertaken by a student in a semester.

“CGPA” (Cumulative Grade Point Average) means the average sum of grade point values obtained for all semesters.

“Re-Registration (DS)” means the status of a student who has failed the first year of first semester and is allowed to recommence his studies in the next Academic Session.

“Dean” means the head of a Faculty appointed by the Vice Chancellor.

“Faculty” means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer Bachelor Degrees and Diplomas to students.

“GPA” (Grade Point Average) means the average Grade Point Values obtained in a semester.

“grade” means the letter used to indicate a student’s achievement in a course.

“instructional meeting” means the formal face-to-face teaching and learning session.

“JKL” means the Total Number of Regular Credits as determined by a Faculty for a specific year of study.

“KB” means Good Academic Standing.

“Academic Standing” means the code used to indicate a student’s academic standing.

“KBA” means Good Academic Standing Award.

“KBTT” means Elapsed Good Academic Standing.

“Direct Entry” means a student who is enrolled directly into the second year of study based on Credit Transfer approved by the University.

“coursework” means any form of assessment carried out in the duration of instructional session of a semester.

“KG” means Failed Academic Standing.

“credit” means the unit of measurement for the load of a course.

“Credit Earned” means the total number of credits earned for courses passed including Credit Transfer.

“Credit Counted” means the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA.

“credit for graduation” means the number of credits in a curriculum structure determined by the Faculty and approved by the Senate which a student must earn in order to graduate.

“KS” means Conditional Academic Standing.

“curriculum” means the arrangement of courses organised for a programme.

“course” means components of a programme.

“Audit Course” means any course taken by a student which is not a requirement of the current programme’s curriculum.

“Grade Point Value” means the equivalent numerical value for each grade.

“Elective Course” means the optional course offered within a course to fulfill the graduation requirement.

“Compulsory University Course” means a course determined by the Senate that shall be taken by all students.

“Massive Open Online Courses (MOOC)” means an online course aimed at unlimited participation and open access via the web.

“student” means an individual who has completed registration to follow a programme

“new student” means a person who has registered as a student at the University and who is in the first semester of first year of study including the Direct Entry students.

“senior student” means a student who has completed at least one (1) semester of study at the University.

“special student” means the final year student who only registers for one course that has been previously taken.

“prior learning” means knowledge, skills or attitudes previously acquired and includes prior experience.

“deferment of studies” means the status of the student who does not register for a continuation of study in a semester due to specific reasons approved by the University.

“studies” means the levels of learning in order to earn a Bachelor Degree or Diploma.

“Accreditation of Prior Experiential Learning (APEL)” means a systematic process that involves the identification, documenting and assessment of prior experiential learning, i.e. knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes and is used for access to a programme of study and/or for the award of credit.

“APEL for Credit Award (APEL(C))” means the award of credits for a prior experiential learning towards a course in an accredited programme of a higher education provider (HEP). APEL(C) provides the mechanism to recognise the individual's prior experiential learning that is relevant and specific to a course within a programme of study. The credit award is granted on the basis of the knowledge and skills acquired through informal and non-formal learning.

“suspension of studies” means the status of a student who is barred from attending any instructional meeting in a semester as directed by the University due to disciplinary reasons.

“formative evaluation” means the assessment of student progress throughout a course, in which the feedback from the learning activities is used to improve student attainment.

“summative evaluation” means the assessment of learning, which summarises the progress of the learner at a particular time and is used to assign the learner a course grade.

“final examination” means the assessment carried out at the end of the semester to measure students' academic achievement.

“Special Examination” means a replacement examination for the Final Examination.

“instructional session” means the teaching and learning activities in a specific period.

“Credit Transfer” means the process of transferring the credits for courses which a student has undertaken in his previous programme to the current programme of study. This process allows the credits that have been acquired to be counted as part of the graduation credit requirement of the current programme that the students are pursuing. Essentially, transferable credit should be from courses that are equivalent to the courses of the programme of study being pursued at the University.

“Credit Transfer with Grade” means the horizontal transfer of course credits for a student who is still actively studying, at the same level of qualification as the current programme being followed by the student at the University.

“Credit Transfer without Grade (also known as Credit Exemption)” means the transfer of course credits of a student who has graduated or has achieved competency in the course either vertically or horizontally to the current programme of study being attended by the student at the University.

“programme” means an arrangement of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of qualification.

“semester” means the duration of study in an Academic Session as stipulated by the University.

“Special Semester” means an 8-week duration of study conducted at the end of an Academic Session.

“Initial Special Semester” means the obligatory 8-week duration of study that must be undertaken by new Diploma students before the commencement of Semester I.

“Regular Semester” means an 18-week duration of study determined by the University.

“Senate” means the highest academic body of the University established under the Constitution of Universiti Teknikal Malaysia Melaka.

“Academic Session” means a 12-month duration as determined by the Senate.

“SMP” means Student Information System.

“course status” means the additional code given during registration in order to reflect the standing of a course.

“maximum duration of study” means the maximum number of semesters allowed in order to complete a programme of study.

“Compulsory Course Registration Period” means the period between Week 13-15 of the semester during which a student must register for their courses for the following semester.

“Late Course Registration Period” means the period between Week 1-2 of the semester given to a student who failed to register courses during Compulsory Course Registration Period, to register for the following semester's courses.

“transcript” means an official statement issued by the University listing all the examination results obtained by a student during his duration of study.

“University” means Universiti Teknikal Malaysia Melaka.

1.2 INTERPRETATION

- (1) For the purpose of these Regulations, word importing the singular shall include the plural and vice versa.
- (2) At any time these Regulations refer every day in the calendar, such figures or numbers shall be referred to the days of the Gregorian calendar.
- (3) The titles and sub-headings of these Regulations are for reference only and shall not affect the interpretation of these Regulations.
- (4) The attachments referred to in these Regulations (if any) shall be taken, considered, read and interpreted as an integral part of these Regulations.
- (5) For the purpose of these Regulations, word referring to any particular gender shall include other gender.

PART II

2. ACADEMIC SESSION

- (1) The University Academic Session is divided into two (2) Regular Semesters which are Semester I and Semester II. Each semester consists of 14 weeks of instructional sessions.
- (2) In addition to these two Regular Semesters, the University also has one Special Semester which is held during the semester break at the end of the Academic Session. The Special Semester shall not be considered in calculating the duration of study for a programme.
- (3) For the Diploma programme, the University also has one Initial Special Semester held prior to the commencement of Semester I and is made mandatory for all new students of the Diploma programme.

- (4) The Academic Session is divided as shown in **Table 1** and **Table 2**:-

Table 1: The Academic Session for the Bachelor Degree Programme

SEMESTER I			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
Semester Break	3 weeks		
SEMESTER II			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
End of Academic Session Break 13 weeks		OR	
		Semester Break	1 week
		SPECIAL SEMESTER	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
Total	52 weeks		

Table 2: Academic Session for the Diploma Programme

		INITIAL SPECIAL SEMESTER (compulsory for all new students of the Diploma programme)	
		Instructional Session & Examination	8 weeks
		Initial Special Semester Break	5 weeks
SEMESTER I			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
Semester Break	3 weeks		
SEMESTER II			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
End of Academic Session Break	13 weeks	OR	
		Semester Break	1 week
		SPECIAL SEMESTER	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
Total	52 weeks		

PART III

3. PROGRAMME REGISTRATION

- (1) All student candidates must register for programme offered on the date stipulated by the University.
- (2) For the student candidates who fail to register on the stipulated date without any reason acceptable by the University, the programme offered shall be revoked.
- (3) Programme registration shall be done every semester. However, programme registration for the senior student will be done automatically by the University administration based on the examination results of the previous semester.
- (4) A senior student shall re-register for the programme if he has a break in the period of study due to deferment, suspension etc.
- (5) Students are not allowed to change the programme of study.

PART IV

4. COURSE REGISTRATION

- (1) All students including special students are required to register for all courses taken in each semester.
- (2) All students must register for their courses with the correct codes.
- (3) Students are only allowed to register for courses as stipulated and offered by the Faculty.
- (4) Direct Entry students shall register for courses according to the curriculum of the cohort of the previous Academic Session.
- (5) Students are allowed to register for any course beyond the curriculum of the current programme as an Audit Course with the permission of the Dean. If the Audit Course involves other Faculties, the approval of both Deans is required.
- (6) Course registration for the following semester must be made within the prescribed Course Registration Period.
- (7) A student who fails to register for the courses within the Compulsory Course Registration Period is required to register the courses during the Late Course Registration Period with penalty. A student who still fail to register during the Late Course Registration Period shall be dismissed by the University, except with reasons acceptable by the University and will be subjected to a penalty determined by the University.

- (8) A student with KS or failed pre-requisite courses, the previous registration of courses is considered void, and he has to re-register for all courses during the Late Course Registration Period.
- (9) A student with KS shall register for courses with the total of 12 credits. Under certain circumstances, a student may register for more or fewer than a total of 12 credits subject to the Dean's special approval.
- (10) A student may add and/or drop courses until the end of week 2 of the semester subject to the total number of credit load allowed.
- (11) In order to register for a course with a pre-requisite, the student needs to pass that particular pre-requisite course.
- (12) A student who defers his study/instructed by the University to defer his study/whose study is suspended by the University for Semester II is not allowed to register for courses and to attend the Special Semester except with recommendation from the Faculty and approved by the Senate.
- (13) Course Withdrawal
 - (a) A student may withdraw from any course registered with the condition that the remaining total of the course credits must not be less than the minimum number of credits (12 credits) except with the Dean's special approval.
 - (b) The application for the withdrawal of courses must be made no later than the last working day of week 13 of the semester.
 - (c) The withdrawal from the Compulsory University course is not allowed except with the Dean's special approval.

PART V

5. CREDIT SYSTEM

- (1) All courses have specific credit values as quantitative measurement approved by the University to represent the learning volume or learning load in achieving the learning outcomes of the courses.
- (2) The learning load is the quantitative measurement of all learning activities required to achieve a set of learning outcomes. These activities include attending lectures, tutorials, seminars, and doing practicums, independent studies, information searches, research, field studies, as well as preparing and sitting for examinations.
- (3) For the purpose of calculating the student learning time, one (1) credit hour is equivalent to 40 hours of notional learning.

(4) Credit Hour Load per Semester

- (a) All students shall take at least twelve (12) credits in a semester, except in the final semester.
- (b) All Diploma and Bachelor of Engineering students are allowed to take a maximum of 18 credits in a semester.
- (c) All non-Engineering Bachelor Degree students are allowed to take a maximum of 20 credits in a semester .
- (d) A student taking fewer than the minimum credit or more than the maximum credits allowed must obtain the Dean's special approval.

(5) Credit Transfer

- (a) A student may apply for Credit Transfer if he has passed the same or equivalent course or has an equivalent experience recognised by the Senate. There are two (2) categories of Credit Transfer namely Credit Transfer with Grade and Credit Transfer without Grade (also known as Credit Exemption).
- (b) Credit Transfer with Grade and Credit Transfer without Grade shall be based on the equivalency of courses which are acquired through course mapping. The Faculty may consider awarding Credit Transfer under the following conditions: -
 - (i) The student has passed the course with at least C grade;
 - (ii) The credit value of the passed course which has been passed is equal to the credit value of the course of the current programme attended at the University
 - (iii) The curriculum of the passed course that has been passed is at least 80% equivalent to the curriculum of the course of the current programme attended at the University; and
 - (iv) The course applied for Credit Transfer shall be from an accredited/recognised programme by an authorised body of the country concerned.
- (c) For all Bachelor of Engineering programmes, the permitted total Credit Transfer with Grade shall not exceed 50% of the total credits for graduation. Subject to the conditions of residency, there is no maximum percentage imposed for Credit Transfer with Grades for other programmes.
- (d) For all programmes of study, the permitted total Credit Transfer without Grades (also known as Credit Exemption) from a lower qualification

level to a higher qualification level shall not exceed 30% of the total amount of credits required for the award of the Bachelor Degree.

- (e) For all Bachelor of Engineering, Engineering Technology and Diploma in Engineering programmes, the permitted total Credit Transfer without Grades (also known as Credit Exemption) between programmes of the same level shall not exceed 50% of the total amount of credits for graduation for the programme. However and subject to the conditions of residency, there is no maximum percentage imposed for Credit Transfer without Grades (also known as Credit Exemption) for other programmes.
- (f) For all Bachelor of Engineering/Engineering Technology and Diploma in Engineering programmes, the combination of Credit Transfer With Grade and the Credit Transfer Without Grade (also known as Credit Exemption) shall not exceed 50% of the total credit for graduation. Subject to the conditions of residency, there is no maximum percentage imposed for other programmes.
- (g) Credit Transfer without Grade (also known as Credit Exemption) up to a maximum of 30% of the total credits for graduation may be awarded for credits obtained through APEL(C) or for passing the University MOOC Competency Test subject to a minimum of two (2) semester residency condition for the Bachelor Degree and one (1) semester for the Diploma programme. This transfer of credit will be in addition to the permissible limit for Credit Transfer without Grade mentioned in paragraphs (iv) and (v).
- (h) A new student may apply to the Faculty for Credit Transfer within one (1) week after the student's first semester registration.
- (i) A senior student who has passed the University MOOC Competency Test may apply for Credit Transfer without Grade (also known as Credit Exemption) to the Faculty during the first week of the semester.

(6) Credit Calculation of Failed Courses

- (a) A student who fails in any course, including courses with the Compulsory Attendance Course (HW) status, shall repeat the same or equivalent course until a pass is obtained. For the purpose of the CGPA calculation, Credit Counted and the latest Grade Point Value of the repeated course shall be taken into account and the previous Credit Counted and Grade Point Value shall be annulled.
- (b) A student who fails in any Elective Course needs not necessarily repeat the same course. For the purpose of calculating the CGPA, Credit Counted and Grade Point Value of the new Elective Course shall be taken into account and the previous Credit Counted and Grade Point Value shall be annulled.

- (c) A student who fails Third Language or Co-curriculum course is allowed to repeat other Third Language or Co-curriculum course. For the purpose of calculating the CGPA, Credit Counted and Grade Point Value of the new course shall be taken into account and the previous Credit Counted as well as the Grade Point Value shall be annulled.

(7) Credit Calculation of Audit Courses

- (a) Compulsory Attendance (HW) status will be assigned to an Audit Course. The course credit will not be taken into account in the GPA and CGPA calculation but will be counted towards Credit Earned.
- (b) A student is not allowed to repeat a failed Audit Course.

(8) Maximum Duration of Study

- (a) The maximum duration of study is shown in **Table 3**:-

Table 3: Maximum Duration of Study

Programme	Maximum Duration (semester)
Bachelor of Engineering	12
Bachelor of Computer Science/Information Technology	11
Bachelor of Technology Management	12
Bachelor of Technopreneurship	12
Bachelor of Engineering Technology	12
Diploma	10

- (b) The total credits required to pass a programme is determined by the Faculty with the approval of the University.
- (c) The maximum duration of study for Direct Entry students is shown in **Table 4**:

Table 4: Maximum Duration of Study for Direct Entry Students

Programme	Semester Of Entry	Maximum Duration (semester)
Bachelor of Engineering	3	10
Bachelor of Computer Science /Information Technology	3	9
Bachelor of Technology Management	3	10
Bachelor of Technopreneurship	3	10
Bachelor of Engineering Technology	3	10

PART VI

6. GRADE SYSTEM

- (1) A student's achievement in a course is stated in grades. The relationship between marks, grades, and Grade Point Value is shown in **Table 5**: -

Table 5: Relationship between Marks, Grades, and Grade Point Value

Marks	Grade	Grade Point Value	Achievement
80 - 100	A	4.0	Distinction
75 - 79	A-	3.7	Distinction
70 - 74	B+	3.3	Credit
65 - 69	B	3.0	Credit
60 - 64	B-	2.7	Pass
55 - 59	C+	2.3	Pass
50 - 54	C	2.0	Pass
47 - 49	C-	1.7	Conditional Pass
44 - 46	D+	1.3	Conditional Pass
40 - 43	D	1.0	Conditional Pass
00 - 39	E	0.0	Fail

- (2) Other than the grades above, the following grades are also used: -
- (a) Attendance Pass (HL) - A passing grade for courses registered as Compulsory Attendance Course (HW).
 - (b) Attendance Fail (HG) - A failing grade for courses registered as Compulsory Attendance Course (HW).
 - (c) Attendance Only (HS) - A passing grade for courses registered as Attendance Only (HS).
- (3) The passing grade for a course is a D. For a course with a conditional pass of D to C-, a student is allowed to improve the grade by repeating the course in accordance to Regulation 8(2) (a) below.

PART VII

7. ASSESSMENT

(1) Assessment Scheme

- (a) The assessment of each course including Industrial Training is done continuously and periodically based on the summative and formative

assessments according to the procedures determined by the University.

- (b) There are two types of assessment i.e coursework and final examination.
- (c) For courses assessed based on coursework and final examination, the coursework marks shall not be less than 60% and the final examination marks shall not be more than 40% (for non-engineering courses).
- (d) For engineering courses, the coursework marks shall not exceed 40%, and the final examination marks shall not be less than 60%.
- (e) Weightage other than those mentioned at (b) and (c) above can be implemented with the approval of the Senate.

(2) Requirements for Evaluation

- (a) Students shall attend all instructional meetings and/or related activities specified in a course including Industrial Training.
- (b) Students with less than 80% attendance in:-
 - (i) any form of instructional meetings;
 - (ii) any related activities specified in a course; or
 - (iii) any form of instructional meetings and involvement in related activities specified in a course,

shall be barred from any form of further instructional meetings, coursework and final examination evaluation.

(3) Final Examination

- (a) The final examination shall be conducted within a specified period of time and in accordance to the procedures determined by the University.
- (b) All registered students shall sit for the final examination for a particular course determined by the Faculty. Any student who fails to attend the final examination shall be given zero (0) mark for that particular course.

(4) Special Examination

- (a) A student must apply to sit for the Special Examination subject to the approval of the Senate.

- (b) Subject to the approval of the Senate, the Special Examination may be held within a specified period of time and in accordance to the procedures determined by the University as follows: -
 - (i) A student who is unable to sit for the Final Examination due to medical reasons.
 - (ii) A final year student who passes with a KB but fails one course of the final two semesters, and the student has not yet exceeded the maximum duration of study.
 - (iii) A final semester student who passes with a KB but fails one Repeat Course (UM) on the condition that the course is being taken every time it is offered.
 - (iv) Reasons for absence from the final examination other than (i) and (ii) above shall not be considered unless with the approval of the Senate.
- (c) The Special Examination shall not be held in the following cases:-
 - (i) Courses without final examinations.
 - (ii) A student who fails to sit for the final examination without reasons acceptable by the Senate.

(5) Announcement of Course Grades

The Faculty shall display the final grades of every course within a period of time determined by the University.

(6) Course Grade Appeal

A student may appeal to the Faculty to re-evaluate the course grade for any course within a specified period of time and in accordance to the procedure determined by the University.

PART VIII

8. ACADEMIC STANDING

- (1) The academic achievement of a student is evaluated using the GPA and the CGPA.
 - (a) The Academic Standing of a student is determined at the end of each Regular Semester as shown in **Table 6:-**

Table 6: Academic Standing

Academic Standing	CGPA
Good Academic Standing (KB)	$\text{CGPA} \geq 2.00$
Conditional Academic Standing (KS)	$1.70 \leq \text{CGPA} < 2.00$
Fail Academic Standing (KG)	$\text{CGPA} < 1.70$

- (b) With the approval of the Senate, a student who obtains $\text{CGPA} \geq 2.00$ but $\text{GPA} < 1.00$ may;
- (i) Continue his studies with KB
 - or
 - (ii) Be instructed to defer his studies to the next semester with KB
 - or
 - (iii) Be terminated from his studies with KG
- (c) With the approval of the Senate, a student who obtains $1.70 \leq \text{CGPA} < 2.00$ but $\text{GPA} < 1.00$ may;
- (i) Be instructed to defer his studies to the next semester with KS
 - or
 - (ii) Be terminated from his studies with KG
- (d) The Academic Standing of a student in the Special Semester shall not be determined. Grades obtained in the Special Semester shall be taken into consideration in calculating the CGPA for the subsequent semester. However, calculation of the CGPA will be done in the Special Semester for a student who is due to graduate based on the Repeat or Redeem Course.
- (e) A student who obtains KS for three (3) consecutive semesters shall be given KG.
- (f) A student who obtains KG shall be terminated from his studies.

(2) Improving Academic Achievement

- (a) A student is allowed to improve his course grades throughout the duration of study with the following conditions:-
 - (i) A D to C- grade is obtained.
 - (ii) Improving grades for the same course or equivalent course is allowed only once.
 - (iii) Grades for the Diploma Project and Final Year Project are not allowed to be improved.
- (b) The better grade between the original and current grades shall be taken for the calculation of the GPA and CGPA.
- (c) A final semester student who has fulfilled the Credit Earned requirement but obtains a KS shall be given the opportunity to improve his Academic Standing with the following conditions:-
 - (i) The maximum duration of study has not exceeded.
 - (ii) Required to re-take a number of courses with the approval of the Faculty.
 - (iii) A student who fails to improve his Academic Standing by earning KB shall be given KG and dismissed.

(3) Announcement of Academic Standing Result

The Academic Standing result shall be announced to the students after the endorsement of the Senate.

(4) Status of Student's Year of Study

The status of a student's year of study shall be based on the student's Credit Earned (KD) according to the formula $KD \geq JKL - 6$, where JKL is the total regular credits as set by the Faculty for the previous Academic Session.

PART IX

9. DEAN'S LIST

- (1) A student who obtains a $GPA \geq 3.50$ in a Regular Semester shall be placed in the Dean's List on the condition that the student has registered for no fewer than twelve (12) credits in that semester. Students undergoing Industrial Training are not eligible to be considered for the Dean's List.

- (2) The term “Dean’s List” will be inscribed in the transcript and Examination Result Slip.

PART X

10. REQUIREMENTS FOR THE CONFERMENT OF THE BACHELOR DEGREE OR DIPLOMA

- (1) A student shall be eligible to be conferred upon fulfillment of the following conditions: -
 - (a) The student must obtain KB in his final semester;
 - (b) The student must pass all courses required in the curriculum; and
 - (c) Any other conditions determined by the University.
- (2) The Good Academic Standing Award (KBA) shall be given to students who have fulfilled the conditions of Regulation 10 (1) above.
- (3) The Elapsed Good Academic Standing (KBTT) shall be given to students who do not meet the requirements of Regulation 10 (1) above for utilising the maximum duration of study.
- (4) Students who do not meet the requirements of Regulation 10 (1) above may be awarded the Bachelor Degree or Diploma with special approval from the University.

PART XI

11. DEFERMENT OF STUDY

- (1) A student with a Medical Certificate or a health status and endorsement letter from a University Medical Officer or Government Hospital/Clinic may apply for a deferment of study. This period of deferment shall not be counted in the number of semester utilised.
- (2) A student may also apply for deferment of study for reasons other than medical. The period of this deferment shall count towards the total duration of study. However, the Senate may give its permission to exclude the period of deferment from the calculation if the student involved in the industry mode or Gap Year programme. The application for deferment shall be made no later than Week 13 of the semester. The maximum leave allowed for deferment is two (2) semesters.
- (3) Where a student is deferred by the University, the period of deferment shall be counted in the number of semester utilised.

PART XII

12. SUSPENSION OF STUDIES

- (1) Students may be suspended during their studies due to the following reasons:
 - (i) Disciplinary action
 - (ii) Failure to pay the Education Fees
- (2) The duration of suspension shall count towards the calculation of the duration of study at the University.
- (3) A student who is suspended from his studies shall not be allowed to utilise any facility and service of the University.

PART XIII

13. APPLICATION OF WITHDRAWAL FROM STUDIES

- (1) A student is not allowed to withdraw from his studies except with the approval of the University.
- (2) A student is not allowed to abandon his studies before the University decides on his application.
- (3) The student is liable for any and all implications arising from this action. The University reserves the rights to claim any outstanding debt from the student, his guarantor or next of kin.

PART XIV

14. RE-REGISTRATION

- (1) A student with KG in his first semester of the first year may apply to the Faculty to re-register (DS) within six (6) weeks after the Academic Standing result is announced.
- (2) A re-register (DS) student is subject to the following conditions:-
 - (a) The student is deemed to have utilised two (2) semesters of the duration of study.
 - (b) The student shall be terminated from his studies if he fails to obtain KB in the re-registered semester.
- (3) A re-register (DS) student shall register for courses in accordance to the curriculum of the current academic cohort.

- (4) A student who has been approved for Re-Registration is not allowed for any Credit Transfer.

PART XV

15. ACADEMIC MISCONDUCT

Academic misconduct is an offence under the provisions of the Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009.

PART XVI

16. CODE OF CONDUCT FOR THE FINAL EXAMINATION

- (1) Students are advised to be outside the Examination Hall no less than fifteen (15) minutes before the examination begins.
- (2) Students are required to wait outside the Examination Hall until the permission to enter is given by the invigilator. Students may be allowed entry into the Examination Hall fifteen (15) minutes before the examination begins. When the permission is granted, the students must enter the hall in an orderly manner through designated entrances.
- (3) Students are required to enter the Examination Hall as stated in the Examination Timetable.
- (4) Students are not allowed to enter the Examination Hall thirty (30) minutes after the examination has begun and to sit for the examination unless with a reason acceptable by the Chief Invigilator.
- (5) Students who arrive late but within the first thirty (30) minutes of the examination are allowed to sit for the examination however, the ending time of the examination shall be the same as the other students'.
- (6) Students are not allowed to leave the Examination Hall within the first 30 minutes of the examination and within the final 15 minutes of the examination. A student who wishes to leave the Examination Hall temporarily must obtain permission from the Chief Invigilator or his representative. The student must also record his absence in the Student Record Book provided.
- (7) Students must obtain their Examination Slips two (2) weeks before the commencement of the final examination from their respective Faculties.
- (8) All students are required to bring along their examination slip and matriculation card into the Examination Hall. The Examination slip and matriculation card shall be placed at the top right corner of the desk for

inspection by the invigilators. Students are not allowed to sit for the examination if they fail to produce the documents.

- (9) Students without examination slip are not allowed to sit for the examination unless with a written permission from the Examination Supervisor or his representative.
- (10) Students are not allowed to bring in any books, papers, documents, photographs, notes, any tools in or on which there are written notes, 'programmable calculators', mobile phones, or any other devices except with prior permission from the invigilators into or out of the Examination Hall, or receive any books, papers, documents, photographs, notes, any tools in or on which there are written notes, 'programmable calculators', mobile phones, or any other devices from other person while present in the Examination Hall except any books, papers, documents, photographs or other devices provided by the invigilators and permitted by the Vice Chancellor on the recommendation of the Examiners or Faculty.
- (11) All examination necessities and tools loaned to the students must be returned to the invigilators at the end of the examination.
- (12) Five (5) minutes before the start of the examination, students should: -
 - (a) Ensure that they get the correct question papers with the appropriate number of pages.
 - (b) Fill in the Attendance Form and the information required on the front cover of the examination answer sheet/booklet.
- (13) Students shall carefully read and follow the instructions printed on the front cover of the answer sheet/booklet.
- (14) Students shall write their identity card number/passport number, matriculation number, course code, and programme in each answer sheet/booklet and attachments used. Students should indicate the question numbers answered in the answer booklets.
- (15) Students are not allowed at all to open and read the question paper before being instructed by the Chief Invigilator.
- (16) All answers shall be written using ink, except for diagrams and graph sketches.
- (17) If a student receives an incorrect question paper, the invigilator shall be informed immediately.
- (18) All examination works including rough work must be done in the answer booklet. The booklet pages must not be torn off.

- (19) The used answer sheet and/or answer booklet are not allowed to be taken out of the Examination Hall even though they have been damaged or not used (blank).
- (20) During the examination, students must not refer to or use any prohibited reference materials inside or outside the Examination Hall for the examination purpose.
- (21) Students must not begin answering the examination questions before the stipulated time or continue answering after the examination has ended.
- (22) Students must obey all instructions given by the invigilators in the Examination Hall.
- (23) Students are not allowed to communicate in any manner with other students during the examination. Students must not give or receive any assistance related to the examination to/from other students or parties unless permitted by the invigilators.
- (24) Students are not allowed to bring any food into the Examination Hall.
- (25) At the end of the examination, students are required to ensure that the answer sheets/answer booklets are arranged and tied up neatly as instructed.
- (26) Students must remain seated after the examination ends and are only allowed to leave the Examination Hall after being instructed to do so by the Chief Invigilator.
- (27) Students must enter and exit the Examination Hall in an orderly manner.

PART XVII

17. PENALTY

- (1) A student who has committed any academic misconduct or violated the Final Examination Code of Conduct, after having been tried and found guilty, shall be liable to any one or more of the following penalties, which shall be imposed by the Senate:-
 - (a) Give a written warning to the student;
 - (b) Give zero (0) mark for the coursework or final examination for the particular course;
 - (c) Give zero (0) mark for the particular course;
 - (d) Suspend the student from his studies for a period deemed appropriate by the Senate;

- (e) Give zero (0) mark for all courses taken in the particular semester; or
- (f) Give zero (0) mark for all courses taken in the particular semester and terminate the student's studies.

PART XVIII

18. EDUCATION FEES, OTHER FEES AND CHARGES

- (1) Education Fees shall be charged by the University to all students of the Bachelor Degree or Diploma programmes upon admission to the University and for each semester. In addition, the University reserves the rights to impose other fees and charges according to the determined rates.
- (2) The University reserves the rights to amend the rates of Education Fees, other fees and charges from time to time.
- (3) The Education Fees are the overall fee charged on students for a semester of study at a prescribed rate. It consists of one-off fees for the whole duration of study and recurring fees for each semester.
 - (a) The one-off Education Fees are:
 - (i) Registration Fee;
 - (ii) Co-curriculum Fee;
 - (iii) Matric Card Fee;
 - (iv) Orientation Fee;
 - (v) Alumni Fee; and
 - (vi) Professional Certification Preparation Course Fee
 - (b) The recurring fees (each semester) are:-
 - (i) Tuition Fee;
(inclusive of the tuition fee charged on per credit basis for students enrolled in the Special Semester or extension of studies);
 - (ii) Service Fee;
 - (iii) Student Activity and Student Welfare Fees; and
 - (iv) Accommodation Fee

- (4) The following actions may be imposed on any student who fails to settle the Education Fees, other fees and charges within the stipulated period:
- (a) Shall be refrained from registering for courses
 - (b) The Examination Slip shall be withheld
 - (c) The examination results shall be withheld
 - (d) Shall be suspended from his studies
 - (e) Shall be terminated from his studies
 - (f) Shall be barred from attending the convocation
 - (g) The scroll and academic transcripts shall be withheld
- (5) Any student who defers, withdraws, or is terminated from his studies shall be required to:
- (a) settle the Education Fees, other fees and charges for the semester undertaken; and
 - (b) settle the Education Fees, other fees and charges for the semester in which the student has deferred, withdraw from studies, or terminated. However, a reduction of Education Fees may be allowed, subject to the prescribed conditions.

PART XIX

19. GENERAL PROVISIONS

- (1) Further guidelines and procedures in implementing any provision under this Academic Regulations may be made and shall be complied with. However, the Senate may amend or waive any provision of the Academic Regulations and any implementation of the guidelines and procedures from time to time.
- (2) Students are advised to always seek clarification and guidance from their Academic Advisors to help students plan their learning at the University.

Endorsed by the Senate of Universiti Teknikal Malaysia Melaka

On
10 June, 2004
2005 amendment
2007 amendment
2010 amendment
2011 amendment
2013 amendment
2016 amendment
2019 amendment

Chairman
The Senate of Universiti Teknikal Malaysia Melaka