

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

PREAMBLE

This document outlines the method of implementing 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 shall be read together with the Academic Regulations for the Bachelor degree and Diploma programmes and is published to all students, Faculty and staff, all of whom are responsible for reading and adhering to the methods of implementing those policies.

CONTENTS

1) Academic System	1
2) Programme Registration & Course Registration	5
3) The Implementation of the Special Semester	21
4) Credit System	23
5) Assessment	32
6) Grade System	43
7) Academic Standing	44
8) Academic Misconduct	49
9) Conferment	50

1. **ACADEMIC SYSTEM**

The University implements the semester academic system. The semester system is a system that is widely used in local Institutions of Higher Learning. These Guidelines describe the implementation of the “Academic Regulations For Bachelor Degree and Diploma Programme of Universiti Teknikal Malaysia Melaka”.

(1) **Academic Session**

- (a) The University Academic Session is divided into two Regular Semesters which are Semester I and Semester II. Each semester consists of 14 weeks of instructional sessions, 1 week of Mid-Semester Break, 1 week of Revision Week and 2 weeks of Final Examination.
- (b) In addition to these two Regular Semesters, the University also has one Special Semester which is held during the semester break of the Academic Session. The Special Semester shall not be considered in calculating the duration of study for a programme.
- (c) For the Bachelor Degree programme, Semester I normally begins in September of each year, and Semester II begins in February of the subsequent year.
- (d) For the Diploma programme, there is one (1) Initial Special Semester which begins before Semester I. This Initial Special Semester normally begins in June and lasts until August and is made mandatory for all new students of the Diploma programme.
- (e) The Student Orientation Week is normally conducted in the week prior to commencing of Semester I.
- (f) The Academic Session is subject to amendment by the Senate, and the amendment shall be communicated through Administrative Circulars/Academic Circulars/Current Academic Calendar.
- (g) The University Academic Sessions are shown in **Tables 1** and **2**.

Table 1: Academic Session for the Bachelor Degree Programme

SEMESTER I		OR	
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	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		OR	
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	Semester Break	1 week
		SPECIAL SEMESTER	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
TOTAL	52 weeks		

The Academic Session shall be subject to amendment by the Senate.

(2) Semester System

- (a) The semester system is a flexible learning system. Subject to Part V, sub-regulations 5(4) of the Academic Regulations on credit load per semester, students can plan their learning load and the duration of their studies based on their academic ability and background.
- (b) A student shall be awarded a Bachelor Degree or a Diploma upon the fulfilment of the credit for graduation and the conditions for graduation.

(3) Relationship Between Courses In A Semester

- (a) Students are required to take up courses according to the curriculum determined by the Faculty and approved by the Senate.
- (b) Students are required to pass each course taken.
- (c) A student who fails any course must repeat and pass that particular course within the permitted duration of study.
- (d) All passed or failed courses shall be taken into account in the calculation of the GPA and the CGPA.

(4) Intensive Learning

- (a) The semester system is an intensive learning system which uses the summative and formative assessment methods.
- (b) The assessment of student achievement is based on their coursework and final examination.
- (c) Coursework means any assessment made during the instructional session of a semester such as quizzes, tests, assignments, reports etc.

(5) Academic Advising

The University learning system is very different from school or college because it is more flexible and intensive, and the system emphasizes effective time management. A student, with the guidance of his Academic Advisor, should be able to graduate with good academic achievement.

Each student will be guided by an Academic Advisor who is an academician appointed by the Faculty to advise students on academic matters. A student shall consult his Academic Advisor at least twice in each semester (refer to the Guidelines on Academic Advising).

(6) **Status of Student's Year of Study**

Students are categorised according to their year of study based on the Credit Earned (KD). The status of the students' year of study is based on the total of the current Credit Earned in accordance to the formula $KD \geq (JKL - 6)$, where JKL is the Total Number of Regular Credits determined by the Faculty for the previous year of study.

(7) **Conditions for the Conferment of the Bachelor Degree or Diploma**

Students who have met all the conditions set by the University shall be conferred with the Bachelor Degrees or Diplomas in their respective fields subject to Paragraph 9 (1) Conferment of these Guidelines.

2. **PROGRAMME AND COURSE REGISTRATION**

All student candidates must register for programmes and courses according to the date and period stipulated by the University.

(1) **Programme Registration for Candidates**

- (a) All candidates must undergo programme registration on the stipulated date and in accordance with the details stated in the offer letter.
- (b) The procedures for programme registration are as follows:
 - (i) On the registration day, candidates must produce the offer letter, all related original documents, certified copies of related documents, and other required documents.
 - (ii) Once the students are registered, they are assigned a matriculation number. The student matriculation number contains the following information:

1	2	3	4	5	6	7	8	9	10
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- (a) Column 1 contains the programme code. 'B' is for the Bachelor Degree programme, and 'D' is for the Diploma programme.
- (b) Columns 2 and 3 contain the Faculty code as in **Table 3**.

Table 3: Faculty Codes

Faculty Code	Faculty
01	Faculty of Electrical Engineering
02	Faculty of Electronic and Computer Engineering
03	Faculty of Information and Communication Technology
04	Faculty of Mechanical Engineering
05	Faculty of Manufacturing Engineering
06	Faculty of Technology Management and Technopreneurship
07	Faculty of Engineering Technology
08	Faculty of Electrical and Electronic Engineering Technology
09	Faculty of Mechanical and Manufacturing Engineering Technology

- (c) Columns 4 and 5 contain the Academic Session code as in **Table 4:-**

Table 4: Examples Of Academic Session Codes

Code	Academic Session
01	2001/2002
02	2002/2003
03	2003/2004
04	2004/2005
...	...
11	2011/2012
12	2012/2013
13	2013/2014
14	2014/2015

- (d) Column 6 contains the admission semester, 1 for Semester I and 2 for Semester II.
- (e) Columns 7, 8, 9, and 10 contain the student registration numbers.

Example: B011210001 is a Bachelor Degree programme student at the Faculty of Electrical Engineering admitted in the Academic Session of 2012/2013 in Semester I with the registration number of 0001.

- (c) The University may determine other procedures for programme registration.
- (d) Candidates must settle all Education Fees in the manner prescribed in the offer letter no later than on the programme registration day. The University reserves the right to reject the registration if the candidate

does not settle all fees as stated in the offer letter (please refer to the Bursary Circular on Student Payment Regulations).

- (e) The University reserves the right to revoke the programme offered if the student fails to comply with the programme registration rules.
- (f) A student is not allowed to change his programme of study. All offer for admission are final, and any appeal shall not be considered.

(2) Programme Registration for Senior Students

- (a) Programme registration for the senior student is done automatically by the University administration based on the examination results of the previous semester.
- (b) A student must re-register for the programme at the Academic Management Division if he has a break in the period of study due to deferment, suspension etc. in order to reinstate his status as enrolled student.
- (c) A student who has completed the mobility programme must re-register for the programme at the Academic Management Division on the first day of the instructional session of the semester.
- (d) A student who re-register for the programme shall settle all fees no later than the first day after the semester break (please refer to the Bursary Circular on Student Payment Regulations).
- (e) A student who is instructed to re-register for the programme but fails to do so within the stipulated time shall be terminated from his study.
- (f) Students are not allowed to change their program of study except with recommendation by the Faculty and approved by the University.

(3) Course Registration

- (a) Students who have completed programme registration must register for courses taken during a semester. The purpose of registration is to update their academic and instructional records. Students who fail to register for their programme are not allowed to register for their courses.
- (b) Prior to registration, students are required to consult their Academic Advisors for the selection of courses (please refer to the Faculty Academic Handbook for the students' respective cohort).
- (c) A student who fails to register for courses may face the following actions:

- (i) disallowed from attending any lecture and assessment;
 - (ii) fined for late course registration; or
 - (iii) dismissed from the University.
- (d) A student who fails to register for courses within the Compulsory Course Registration Period are required to register his courses during the Late Course Registration Period, which is week 1 and week 2 of the semester, with penalty. A student who still fails to register for courses during the Late Course Registration Period shall be dismissed by the University, except with reasons acceptable by the University, and are subject to a penalty determined by the University.

(4) **Procedures of Course Registration**

- (a) New students normally register for courses during the Student Orientation Week at their respective Faculties with the assistance of their Academic Advisors. Course registration must be done through the SMP.
- (b) Senior students shall register themselves for courses through the SMP with the assistance of their Academic Advisors. The details of courses registered shall be reviewed and approved online by the Academic Advisors.
- (c) Registration of all courses for the subsequent semester shall be performed by the students during the three (3) weeks period starting from week 13 to week 15 of the current semester (during the Compulsory Course Registration Period), subject to the latest Course Registration Schedule (*Jadual Kerja Urusan Pendaftaran Kursus*) of the Semester.
- (d) Course Registration Slip shall be printed by the students after their applications are approved by their Academic Advisors. If the Academic Advisor rejects the course registration, the student must re-register together with the Academic Advisor using the dual-login feature during week 1 and week 2 of the subsequent semester.
- (e) Students who fail to register for courses within the Compulsory Course Registration Period is required to register for the courses during the Late Course Registration Period with penalty (which is week 1 and week 2 of the semester) at the Academic Management Division. The student shall be fined RM25.00 for each course, but not exceeding RM200.00 for all courses registered.
- (f) The process of advancement to the subsequent year of study shall be performed after all results are endorsed by the Senate. During this process, the course pre-registration is void for students with KS status or who failed pre-requisites. These students must re-register at the Academic Management Division within the first two (2) weeks of the new semester.

- (g) Re-Registration (DS) students must register for courses at the Academic Management Division within the first two (2) weeks of the new semester. The Re-Registration (DS) students are required to register for courses in the curriculum of the current Academic Session cohort. The Re-Registration (DS) students are not eligible for any credit transfer.
- (h) Students may add and/or make amendments to their course registration through the SMP using the dual-login feature with their Academic Advisors within the first two (2) weeks of the new semester.
- (i) In weeks 3 and 4 of the semester, students can only drop courses through the SMP using the dual-login feature with their Academic Advisors.
- (j) All Bachelor Degree and Diploma students are required to register for courses according to the minimum and maximum number of credit hours set for a Regular Semester as shown in **Table 5**:

Table 5: Minimum And Maximum Credit Hours For A Regular Semester

Programme	Minimum Credit	Maximum Credit
Bachelor of Engineering Degree	12	18
Non-Engineering Bachelor Degree	12	20
Diploma of Engineering	12 (except in Industrial training semester)	18
Non-Engineering Diploma	12	18

- (k) A student taking fewer than the minimum credits or more than the maximum credits must obtain the Dean's special approval. The student must apply for the approval using the Course Registration Form and register at the Academic Management Division.
- (l) KS students must register a total of 12 credits only. Under special circumstances, a KS student may register for fewer or more than 12 credits subject to special approval of the Dean.

- (m) Students must register for courses as stipulated and offered by the Faculties. However students are allowed to register any course beyond the curriculum of the current programme as an Audit Course with the permission of the Dean. If the Audit Course involve other Faculties, the approval of both Deans are required. The registration of an Audit Course shall be done within the first two (2) weeks of the semester at the Academic Management Division and following fees will be charged:

<u>Programme</u>	<u>Fees</u>
Diploma	RM20.00 per credit
Bachelor Degree	RM60.00 per credit (local students) RM222.00 per credit (international students of non engineering programmes) RM250.00 per credit (international students of engineering programmes)

- (n) Each course taken in a particular semester shall be registered correctly by stating the course code, the section, the number of credits, and the status of the course, such as Repeat Course (UM), Compulsory Attendance (HW), Compulsory Attendance Repeat Course (HWUM), Repeat Grade (UG) or Redeem Course (TM).
- (o) Any course repeated by the student shall be registered with a UM, HWUM, or UG status.
- (p) A final year student who has fulfilled the conditions of total credits for graduation but received a KS status may be given the opportunity to improve his Academic Standing with the approval of the Dean, subject to the following conditions: -
- (i) the student is required to repeat several courses (excluding Projects, Workshops, and Industrial Training) using TM status, and
 - (ii) the student has not exceeded the maximum duration of study.
- (q) If a repeated course has a new code, the student must register for the course using the new code with a UM status. The equivalency of the course with the new code to the previous code must be registered by the Faculty for each cohort involved.
- (r) Students are allowed to improve the grades of their courses during the duration of study, provided that these grades (except for Diploma Project and Bachelor Degree Final Year Project) are either C- or D. The permission to improve the course grades is given only once in the

duration of study. The students must register for the course with the same code or an equivalent course using the UG status.

- (s) A Re-Registration DS student is not allowed to register for courses with the status of UM or HWUM. The UM or HWUM code must not be used in the registration because the previous academic records of the Re-Registration (DS) student have been nullified.
- (t) Students must pass the pre-requisite course before registering for a course with pre-requisite condition.
- (u) Students are responsible for checking and ensuring that all information stated in the Course Registration Slip is correct. The slip must be retained by the students for future reference.
- (v) The registration of courses shall be made according to procedures as prescribed by the Senate. Non-compliant registrations shall not be accepted or considered.

(5) **Course Codes**

- (a) Every course code offered by the Faculty shall be in the following format:

1	2	3	4	5	6	7	8	9
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- (i) Column 1 consists of the letter that refers to a programme as follows:

Letter	Programme
B	Bachelor Degree
D	Diploma

- (ii) Columns 2 and 3 consist of the Faculty/Centre code as shown in **Table 6**.

Table 6: Faculty Codes

Faculty/Centre	Code
Faculty of Electronics and Computer Engineering	EN
Faculty of Electrical Engineering	EK
Faculty of Mechanical Engineering	MC
Faculty of Manufacturing Engineering	MF
Faculty of Information and Communication Technology	IT
Faculty of Technology Management & Technopreneurship	TM
Faculty of Engineering Technology	ET
Faculty of Electrical and Electronic Engineering Technology	EE
Faculty of Mechanical and Manufacturing Engineering Technology	MM
Centre for Languages and Human Development	LH Or KK*

*KK is the code used for co-curriculum courses

(iii) Column 4 consists of the letter that refers to the following matters:

(a) Column 4 consists of the letter that refers to the department which offers the course.

Example: Department codes for the Faculty of Information and Communication Technology:

P	:	Department of Software Engineering
S	:	Department of System and Computer Communication
M	:	Department of Interactive Media

- (b) Column 4 consists of the letter U for courses offered by a Faculty to all programmes at the Faculty (i.e. Faculty common courses).
- (c) Column 4 consists of the letter G for courses offered by a Faculty to other Faculties (i.e. service courses).

Example:

BMCG \Rightarrow a Bachelor Degree course offered by the Faculty of Mechanical Engineering to other Faculties

- (d) Column 4 consists of the letter W for the Compulsory University Course.
- (iv) Columns 5, 6, 7, and 8 refer to the year of study, the field of study, and the credit hour of the course respectively.
 - (a) Column 5 consists of the digit that refers to the regular year of study for the course offered.
 - (b) Columns 6 and 7 consist of the digits from the Faculty that refer to the field of study or department.
 - (c) Column 8 consists of the digit that refers to the credit hour of the course.

Example:

BENE 3213 is a Bachelor Degree course offered by the Faculty of Electronics & Computer Engineering (EN), at the Department of Industrial Electronic (E) which is normally offered in the third year, with the department allocated code of 21 carrying 3 credits.

- (d) Column 9 consists of the letter M for the Massive Open Online Courses (MOOC)

(6) Course Category

- (a) A course offered in a programme is categorised as follows:
 - (i) W = Compulsory University Course which is a group of courses which must be taken by all students as determined by the Senate.

- (ii) P = Programme Core Course which is a group of courses determined by the Faculty and are required to be taken by all students enrolled in a programme offered by the Faculty.
- (iii) K = Specialisation Core Course which is a group of courses determined by the Faculty and are required to be taken by all students enrolled in a programme.
- (iv) E = Elective Course which is a group of elective courses offered for in-depth knowledge of a programme.
- (v) U = Audit Course, which is any additional course taken by a student which is not a requirement of the current programme's curriculum.

(7) **Course Status**

- (a) Other than the regular courses, some courses have the following specific statuses:
 - (i) **HW = COMPULSORY ATTENDANCE**
HW status is given to a course whose credit does not count in the calculation of the GPA and the CGPA but counts towards Credit Earned. The result for this course will be given a Passing Grade (HL) or Failing Grade (HG).
 - (ii) **UM = REPEAT COURSE**
UM status is given to a repeated course which a student had previously failed. Credit for a UM course does not count in the calculation of the CGPA.
 - (iii) **HWUM = COMPULSORY ATTENDANCE REPEAT COURSE**
HWUM status is given to a Compulsory Attendance Course repeated by a student after previously failed the course.
 - (iv) **UG = REPEAT GRADE**
UG status is given to a course which is repeated by a student to improve his grade.
 - (v) **TM = REDEEM COURSE**
TM status is given to a course which is repeated by a final year student who obtains KS.

(8) Pre-Requisite Course

- (a) A pre-requisite course is a course determined by the Faculty as a foundation for the subsequent course.
- (b) Students shall pass the pre-requisite course before registering for the subsequent course that requires the pre-requisite except with special approval from the Dean of Faculty or Centre that offers the course.

(9) Course Registration Correction

- (a) Students are responsible for checking and ensuring that all particulars in the Course Registration Slip are correct.
- (b) Students are required to make any necessary amendments in the Course Registration Slip within the specified period and in accordance to the stipulated regulations (please refer to the Course Registration Schedule of the current semester).
- (c) Failure to correct errors will affect the student's academic records, and the student may encounter the following:
 - (i) Prohibited from attending lectures for the actual course.
 - (ii) All assessments for that particular course are not counted and shall be given zero (0) mark (E grade).
- (d) If the student fails to make necessary course registration correction within the stipulated period, his examination result for the particular course shall be suspended.
- (e) An application to correct course registration after the stipulated period shall incur a fine of RM50.00 for each course, with the maximum amount of RM200.00.

(10) Course Withdrawal

- (a) Students may apply to withdraw from any registered courses on the following conditions:
 - (i) The total of the remaining registered credits should be no less than the minimum number of credits (12 credits) except with special approval from the Dean.
 - (ii) An application for course withdrawal shall be made through the Academic Advisor starting from week 5 to week 13 of the current semester.
 - (iii) The withdrawal from Compulsory University Course is not allowed except with special approval from the Dean.
- (b) TD status for withdrawn courses will be stated in the Course Registration Slip and transcript.
- (c) The student is required to re-take the course withdrawn unless the course is not part of the student's programme requirements.
- (d) All fees paid are non-refundable.

(11) Deferment of Study

- (a) A student may make a formal written application through the Dean of Faculty to the Academic Management Division to defer his study. The deferment of studies can be made based on the following reasons:

(i) Medical Reason

- (a) A student shall submit an application with an attached Medical Certificate or a health status and endorsement letter from the University Medical Officer or Government Hospital/Clinic.
- (b) If a student produces an application with an attached Medical Certificate or a health status and endorsement letter from Private Hospital/Clinic, the student is required to obtain verification from the University Medical Officer or Government Hospital/ Clinic.
- (c) If the application is approved by the Senate, the period of deferment shall not be considered as a part of the utilised number of semester.

(ii) Other reasons

- (a) A student may also apply for a deferment for reasons other than medical.
 - (b) The application shall be made no later than week 13 of the current semester.
 - (c) If the application is approved by the Senate, the period of deferment shall be considered in counting the number of semesters utilised. 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.
 - (d) If the student is sponsored, he is responsible to inform his sponsor on the deferment of his studies.
- (b) The payment and refund of Education Fees for the student whose application has been approved for deferment of studies due to medical or other reasons are subjunct to the following conditions:
- (i) A student who applies to defer his studies for other than medical reason no later than the last working day of week 7 of the Semester is required to pay fifty percent (50%) of the tuition fees. If the student has fully paid the Education Fees, fifty

percent (50%) of the Tuition Fees is refundable. However, the following fees must be paid, and are not refundable:

- (a) Registration Fee
- (b) Co-curriculum Fee
- (c) Matric Card Fee
- (d) Orientation Fee
- (e) Alumni Fee
- (f) Student Activity & Student Welfare Fee
- (g) Service Fee
- (h) Professional Certification Preparation Course Fee

The accommodation fee shall be paid based on the number of days the student stays at the Residential College.

- (ii) A student who applies to defer his studies for other than medical reason starting from week 8 of the semester is required to pay a hundred percent (100%) of the stated fees below:

- (a) Registration Fee
- (b) Co-curriculum Fee
- (c) Matric Card Fee
- (d) Orientation Fee
- (e) Alumni Fee
- (f) Tuition Fee
- (g) Service Fee
- (h) Student Activity & Student Welfare Fee
- (i) Professional Certification Preparation Course Fee

The accommodation fee shall be paid based on the number of days the student stays at the Residential College.

- (iii) If a student applies to defer his studies due to medical reason, all fees are refundable except:
 - (a) Registration Fee
 - (b) Co-curriculum Fee
 - (c) Matric Card Fee
 - (d) Orientation Fee
 - (e) Alumni Fee
 - (f) Student Activity & Student Welfare Fee
 - (g) Professional Certification Preparation Course Fee

The accommodation fee shall be paid based on the number of days the student stays at the Residential College.
- (iv) A student who has been deferred from studies by the Senate based on the Academic Standing result of the current semester is not eligible to receive any refund, and the University reserves the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next-of-kin.

(12) Suspension of Studies

- (a) During their studies, students may be suspended due to the following reasons:
 - (i) Disciplinary action
 - (ii) Failure to settle his debts to the University
- (b) Implications due to the suspension of studies are as follows:
 - (i) The duration of suspension shall be counted towards the total duration of study at the University.
 - (ii) The suspension will affect the scholarship/financial support given by the sponsor as the scholarship is normally based on the minimum duration of study.
 - (iii) The student will delay in completing his studies.
 - (iv) The student is not allowed to use any University facility and service during the suspension period.

- (v) The student is not eligible to receive any refund, and the University reserves the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next-of-kin.

(13) Application of Withdrawal from Studies

- (a) A student may apply to withdraw from studies by submitting the Withdrawal from Studies Application Form which can be obtained from the Faculty administrative office or the Academic Management Division.
- (b) A student is not allowed to abandon his studies before the University decides on his application.
- (c) If the application to withdraw from studies is made within fourteen (14) days from the programme registration date of the current semester, all fees of the current semester are refundable except:
 - (i) Registration Fee
 - (ii) Matric Card Fee; and
 - (iii) Orientation Fee

The accommodation fee shall be paid based on the number of days the student stays at the Residential College.

- (d) A student who withdraws from his studies after fourteen (14) days from the programme registration date of the current semester is required to settle a hundred percent (100%) of the stated fees below:
 - (i) Registration Fee
 - (ii) Co-curriculum Fee
 - (iii) Matric Card Fee
 - (iv) Orientation Fee
 - (v) Alumni Fee
 - (vi) Tuition Fee
 - (vii) Service Fee
 - (viii) Student Activity & Student Welfare Fee
 - (ix) Professional Certification Preparation Course Fee

The accommodation fee shall be paid based on the number of days the student stays at the Residential College.

- (e) The student is liable for any and all implications arising from this action. The University reserves the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next of kin.

3. CONDUCTING OF SPECIAL SEMESTER

(1) Duration of Study

The Special Semester is not counted in calculating the duration of study prescribed for any particular programme.

(2) Courses Offered

- (a) The maximum number of credits allowed for registration is seven (7) credits.
- (b) Courses offered in the Special Semester are limited to workshops, industrial trainings, courses offered for repeat/redeem purposes, and any other courses approved by the University.

(3) Course Registration

- (a) Students are required to register for each course taken during the Special Semester in accordance with the rules and procedures determined by the University.
- (b) Registration of courses for the Special Semester shall be performed by the student during the three (3) week period starting from week thirteen (13) to week fifteen (15) of Semester II (Compulsory Course Registration Period), subject to the latest Course Registration Schedule (*Jadual Kerja Urusan Pendaftaran Kursus*).
- (c) Students who fail to register for courses within the Compulsory Course Registration Period is required to register for the courses during the Late Course Registration Period (which is week 1 and week 2 of the Special Semester) at the Academic Management Division and shall be fined based on the rate specified for late course registration.
- (d) A student who repeats a course (UM/UG) shall register for the course during week 1 and week 2 of the semester at the Academic Management Division.
- (e) A student is allowed to withdraw registered courses by week 6 of Special Semester, subject to the approval of the Dean.

- (f) The Faculty may determine the number of students allowed to register for courses offered in the Special Semester.
- (g) A fee is charged for each course offered. The fee will not be refunded if the student withdraws from the course.
- (h) A student who defers his study/instructed by the University to defer his study/whose study is suspended by the University in 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.

(4) Determination of Academic Standing

- (a) Students' Academic Standing for the Special Semester shall not be determined. Only grades for courses taken shall be shown in the Special Semester examination results.
- (b) The examination results of the Special Semester shall be combined with those of the subsequent Regular Semester to determine the students' Academic Standing.
- (c) For students who will be graduating in the Special Semester based on repeat (UM/UG)/redeem (TM) courses, the CGPA shall be calculated in that semester.

(5) Fees

- (a) The rates of the Tuition Fees for repeat/improve grades (UM/UG) are as follows: -

<u>Programme</u>	<u>Fees</u>
Diploma	RM20.00 per credit
Bachelor Degree	RM60.00 per credit (local students) RM222.00 per credit (international students of non engineering programmes) RM250.00 per credit (international students of engineering programmes)

- (b) A Service Fee of RM50.00 is charged to students who repeat a course/improve grades (UM/UG).
- (c) An Accommodation Fee shall be paid based on the number of days the student stays at the Residential College.
- (d) Methods of Payment

- (i) Special Semester fees shall be charged into the student's account immediately after the course registration is performed by the Academic Management Division. The student is required to settle the Special Semester fees in accordance to the student payment regulation.
- (ii) For the students who fail to settle all applicable fees, their examination results will be withheld.

(6) Initial Special Semester

- (a) New Diploma students must complete the Initial Special Semester which is conducted before the start of Semester I. The Initial Special Semester begins in June and ends in August. The guidelines for conducting the Initial Special Semester are similar to that of the Special Semester, subject to the following conditions:
 - (i) The courses offered which must be taken in the Initial Special Semester consist of three (3) University Compulsory Courses determined by the Senate.
 - (ii) Students are required to take all three (3) courses with the total of six (6) credits. Students are not allowed to add, drop, or withdraw from any of these courses.
 - (iii) The fees for the Initial Special Semester are as determined by the University.

4. CREDIT SYSTEM

In the semester system, each course has a credit value, except for any course approved by the Senate. Credit refers to a quantitative measurement of all learning activities or academic load to achieve specific learning outcomes. Learning outcomes are statements of students' ability at the end of a period of study.

To achieve the learning outcomes, students need to effectively allocate learning hours (also known as Student Learning Time). Student Learning Time includes time to accomplish all learning activities including formal meetings (such as lectures), guided learning (such as tutorials, seminars, practicum, and fieldwork), individual learning (such as self-directed learning, information search, and research) as well as preparing and sitting for the examination.

As a general guideline, students need to spend 40 hours of learning time for a credit hour in a course.

For a semester with 14-weeks instructional session, one (1) credit hour is equivalent to:-

- (i) One (1) hour per week lecture; or
- (ii) Two (2) hours – three (3) hours per week laboratory or workshop session; or
- (iii) Two (2) hours per week supervised tutorial session; or
- (iv) Three (3) hours per week problem-based learning activities, e-learning modules, site visits and coursework projects activities.

One (1) credit hour is also equivalent to three (3) hours per week Final Year Project/Diploma Project activities or Integrated Design Project activities inclusive of meeting with supervisor.

One (1) credit hour is also equivalent to 2 weeks industrial training activities.

As a guide to estimate independent learning time, students may spend:

- (i) 4 hours revision period for any 1 hour assessment
- (ii) 1 hour preparation for every 1 hour of lecture
- (iii) 1 hour of preparation for every 2 hours of laboratory, workshop or supervised tutorial session.

(1) Credit Evaluation

Forms of contact may consist of lectures, tutorials, practicals, assignments, projects etc. Faculties may incorporate all forms of learning.

(a) Industrial Training Credit/Industrial Training Report

Industrial Training credit is as shown in **Table 8**.

Table 8: Industrial Training Credit/Industrial Training Report

PROGRAMME	CREDIT	REMARKS		
		SEMESTER	DURATION (WEEK)	STATUS OF COURSE
Bachelor of Engineering	5	Special	10	HW
Bachelor of Computer Science /Information Technology	12	Regular	20-24	HW (6 credits for Industrial Training) 6 credits for Industrial Training Report
Bachelor of Technology Management	12	Regular	20-24	HW (6 credits for Industrial Training) 6 credits for Industrial

				Training Report
Bachelor of Techno-preneurship	12	Regular	20-24	HW (6 credits for Industrial Training) 6 credits for Industrial Training Report
Bachelor of Engineering Technology	12	Regular	20-24	HW (6 credits for Industrial Training) 6 credits for Industrial Training Report
Diploma of Engineering	8 8	Regular	16	HW
Non-Engineering Diploma	5 5	Special	10	HW

(2) **Credit For Graduation**

Credit for graduation is the number of credits in a curriculum structure determined by the Faculty and approved by the Senate that a student must pass in order to graduate.

(3) **Credit Earned**

Credit Earned refers to the total credits earned for courses passed, or the combination of courses passed with any Credit Transfer.

(4) **Credit Counted**

Credit Counted refers to the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA. Credits for courses with UM, UG, and TM status are not counted in the CGPA calculation.

(5) **Semester Credit Load**

- (a) Students must take at least 12 credits per semester except in the final semester.
- (b) The Bachelor of Engineering degree and Diploma students are allowed to take a maximum of 18 credits each semester. Non-engineering Bachelor degree students are allowed to take a maximum of 20 credits.
- (c) Students who wish to take more than the maximum credits must seek the approval from the Dean and are limited to 22 credits only.

- (d) Students with KS status are allowed to take only 12 credits in the subsequent semester. Under certain circumstances, students may register for more or fewer than 12 credits, subject to the Dean's special approval.

(6) **Increase and Decrease of Credits**

Students can add or drop courses, within the prescribed period with the approval of the Academic Advisor.

(7) **Credit Transfer**

Credit Transfer is a provision that allows credit obtained by students after attending and passing certain courses at the University or at any institution of higher learning (IHL), whether domestically or abroad to be transferred to the current programme attended at the University. The courses that have been taken must be recognised as equivalent and meet the requirements of the current programme curriculum. If approved, the total credits transferred will be counted as part of the credits for graduation but may or may not be counted in GPA and CGPA calculations, subject to the conditions for Credit Transfer with Grade and Credit Transfer without Grade (also known as Credit Exemption). As a result of the approved Credit Transfer, students are not required to register and attend the equivalent course at the University. The duration of their study will be shortened.

(a) **Credit Transfer With Grades**

- (i) It is a provision provided by the Academic Regulations under the semester system that aims to facilitate student mobility.
- (ii) The conditions for Credit Transfer with Grades are as follows: -
 - (a) the student is **still** in the programme of study;
 - (b) Credit Transfer is horizontal in nature in that it involves transfer of course credits from the **same** level of programme with the programme being pursued such as from certificate to certificate/diploma to diploma/bachelor degree to bachelor degree.
 - (c) The student has passed the course with at least a C grade or equivalent;
 - (d) The credit value of a course or a combination of courses which has been passed is equivalent to or greater than the value of the course credit of the current programme attended at the University;

- (e) The curriculum of the course which has been passed is equivalent to at least 80% the current course curriculum being followed at the University; and
- (f) The courses applied for the Credit Transfer must be from an accredited/recognised programme from an authorised body in the country concerned.
- (g) The total permissible Credit Transfer is according to Table 9 For Credit Transfers involving credits from other universities, the number of credits allowed for transfer is subject to the conditions of residency as follows:
 - (i) Bachelor Degree: 1 year
 - (ii) Diploma & certificate: 1 semester

Table 9: Total Permissible Credit Transfer With Grade

PROGRAMME	MAXIMUM CREDIT TRANSFER WITH GRADE FROM THE TOTAL CREDITS FOR GRADUATION
Bachelor of Engineering / Bachelor of Engineering Technology / Diploma in Engineering	50%
Others	Unlimited (subject to the conditions of residency)

- (h) Upon approval, the course credits will be counted as a part of the total credits for graduation and the course grades will be taken into account in the calculation of GPA and CGPA.
- (iii) Situations regarding Credit Transfer with Grades are as follows:
 - (a) A student who is currently attending Diploma A transfers to Diploma B in the second semester. Credit Transfer is allowed in this case. The Credit Transfer process will include the student's course's grade obtained at the former programme when calculating the GPA and CGPA at the latter programme.
 - (b) A student who is currently pursuing a programme at the University and at the same time takes several courses at another institution of higher learning (such as in a mobility

or student exchange programme). Credit Transfer is allowed.

(c) A student who is currently pursuing a programme but wishes to transfer to another programme in the same field as the current programme.

(i) Credit Transfer is allowed

(ii) If a student is currently pursuing a programme at the University and wishes to transfer to another programme at the University, the maximum credit transfer allowable is as shown in Table 9.

(iii) In the case of a student who is currently pursuing a programme at another institution of higher learning but is allowed to transfer to a programme under the University, Credit Transfer is subject to the student's compliance with the condition of residency where the student is still required to complete a minimum period of study with the University before he is eligible to be awarded a bachelor degree or a diploma . The condition of residency are:

(a) Bachelor degree- 1 year

(b) Diploma- 1 semester

As a guide, the currency of knowledge for a programme is about 5 years.

(b) Credit Transfer without Grades (also known as Credit Exemption).

(i) The Academic Regulations under the semester system provides for Credit Transfer without Grades which aims to recognise a student's prior learning.

(ii) The conditions for Credit Transfer without Grade (also known as Credit Exemption) are as follows:-

(a) The student has completed his study or has achieved competency in the course concerned

(b) Credit transfer may be horizontal or vertical in nature. However, it typically involves the transfer of credit from courses belonging to a programme at a lower qualification level than the current programme being pursued such as from diploma to bachelor degree.

- (c) The student has passed the course with at least C grade or equivalent;
- (d) The credit value of a course or a combination of courses which has attained a pass is equivalent to or greater than the value of the course credit of the current programme attended at the University;
- (e) The curriculum of the course that has been passed is at least 80% equivalent to the curriculum of the course being followed at the University; and
- (f) The course applied for the Credit Transfer must be from an accredited/recognised programme by an authorised body in the country concerned.
- (g) The total permissible Credit Transfers without Grade is as shown in Table 10 For credit transfers involving credits from other universities, the number of credits allowed for transfer is subject to the conditions of residency as follows:
 - (i) Bachelor Degree: 1 year
 - (ii) Diploma & certificate: 1 semester

Table 10: Maximum Credit Transfer Without Grade

PROGRAMME	MAXIMUM CREDIT TRANSFER WITHOUT GRADE FROM THE TOTAL CREDITS FOR GRADUATION	
	VERTICAL	HORIZONTAL
Bachelor of Engineering / Bachelor of Engineering Technology / Diploma in Engineering	30%	50%
Others	30%	Unlimited (subject to the conditions of residency)

- (h) Transferred course credits will be considered as part of the total credits for graduation but the course's grade will not be taken into account in the calculation of the student's GPA and CGPA.

(i) The situations regarding Credit Transfer without Grade are as follows:

- (i) Diploma graduates who continue their studies to the bachelor degree level at the University and obtain Credit Transfer for appropriate courses. In this case, the course credits at the diploma level will be considered as a part of the total credits for graduation. However, the course's grade will not be counted in the calculation of the students' GPA and CGPA.
- (ii) A student who has completed Diploma A but wishes to pursue Diploma B. The course's grade obtained at Diploma A will not be counted in the calculation of the student's GPA and CGPA at Diploma B.
- (iii) Transfer of credit based on experience through the Accreditation of Prior Experiential Learning for Credit Assessment (APEL (C)) does not involve grades. In this case only the course credits will be considered.
- (iv) Courses taken on the MOOC platform are a part of non-formal and informal learning. A student who has attended a course on the MOOC platform and passed the University's MOOC Competency Test is eligible to apply for Credit Transfer without Grades for the course.
- (v) Credit Transfer from certificate to diploma.

Credit Transfer up to the maximum of 30% of the total credits for graduation of the Diploma program is allowed

- (vi) Credit Transfer from diploma to bachelor degree.

Credit Transfer is allowed subject to the maximum limit prescribed in Table 10.

- (vii) Credit Transfer from advanced diploma to bachelor degree.

A student with an advanced diploma (who also holds a diploma) can be considered for Credit Transfer up to the maximum of two (2) years for the bachelor's degree programme (the student will commence study at the third year of the bachelor degree programme).

- (viii) Transfer of credits from a higher qualification (e.g bachelor degree) to a lower-level qualification (e.g. diploma)

Credit Transfer is not allowed.

- (c) The application for Credit Transfer by new students shall be made at the respective Faculties within one (1) week after their first semester registration. Senior students who have passed the University MOOC Competency Test shall apply for Credit Transfer without Grades at their Faculty during the first week of every semester.
- (d) Credit Transfer approval will be communicated to the student by the Academic Management Division via the student portal. Courses that are given Credit Transfer will be reflected in the SMP.

(8) Credit for Failed Courses

- (a) Students must pass all courses required for a programme of study.
- (b) A student who fails in any course, including courses with the Compulsory Attendance Course (HW) status, are required to 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.
- (c) A student who fails in any elective courses need 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.
- (d) 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 the 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.

(9) 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

(10) Credit for Study Progress

The status of a student's academic year is based on the total of the current Credit Earned (KD). The student will progress to the following year based on the following formula:

$$KD \geq (JKL - 6)$$

JKL is the regular credit total determined by the Faculty for the previous Academic Session.

Example:

YEAR I		YEAR II		YEAR III	
Semester I	Semester II	Semester I	Semester II	Semester I	Semester II
16	17	17	18	16	16
JKL=33		JKL=68		JKL = 100	

- (a) **Credit for Study Progress to the Second Year**

$$KD = 33 - 6 = 27$$

- (b) **Credit for Study Progress to the Third Year**

$$KD = 68 - 6 = 62$$

- (c) **Credit for Study Progress to the Fourth Year**

$$KD = 100 - 6 = 94$$

5. EVALUATION

(1) Evaluation Scheme

- (a) In the semester system, the evaluation of learning, including Industrial Training, is done continuously and periodically in the form of summative and formative assessments of learning activities during the instructional sessions. Students must always be ready to undergo any form of evaluation. There are two (2) types of assessment i.e. coursework and final examination.
- (b) The weightage is as shown in Table 11.

Table 11 : Weightage of Coursework and Final Examination

EVALUATION	ENGINEERING COURSES	ENGINEERING TECHNOLOGY COURSES	OTHER COURSES
Coursework	≤40%	≤50%	≥ 60%
Final Examination	≥ 60%	≥ 50%	≤ 40%

- (c) Weightage other than those mentioned in paragraph (b) and (c) above can be implemented if deemed necessary by the Faculty upon approved by the Senate.

- (d) Coursework comprises of quizzes, tests, assignments, practicum, projects, case studies, industrial visits etc.

(2) **Conditions 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.

- (c) Procedures to be taken in cases of absenteeism are as follows:
 - (i) The student will be given a reminder and warning letter.
 - (ii) The reminder and warning letter will be issued by the lecturer concerned using a form prescribed by the University.
 - (iii) When a student is absent for more than 20%, the lecturer shall report him to the Dean of the student's Faculty using a form prescribed by the University.
 - (iv) Upon due consideration, the Dean of Faculty may inform the student that he is barred from attending any form of instructional meetings and/or related activities specified in a course and from sitting for any form of evaluation. The student will be given zero (0) mark for that particular course.

(3) **Coursework Evaluation**

Coursework evaluation can be carried out as follows:

(a) **Quizzes**

Quizzes can be in the form of short-answer questions, multiple-choice questions, or cloze questions, which aim to test students' understanding on the subject matter. The duration of the quiz is usually 15 minutes.

(b) **Tests**

Tests are questions that aim to test the students' in-depth understanding and the application of the subject matter. The duration of the test is usually 1 hour.

(c) **Assignments**

The purpose of assignments is to train students in independent research and detailed study and to present it as an academic report. It can also be considered as a means for the students to complement their lecture notes and to train them to solve problems related to the subject matter. Assignments can be given in the following forms:

- (i) Solving problems, writing essays, or producing reports on specific topics.
 - (ii) Tasks which require inquiry-based learning or the use of computer software and programming to solve problems.
 - (iii) Technical reports such as laboratory reports.
 - (iv) Assignments can be given as individual work or group work.
- (d) Coursework evaluation can be implemented in any other form with the approval of the Faculty.

(4) **Final Examination**

- (a) The Final Examination is held for two (2) weeks at the end of the semester. It is the final evaluation for particular courses determined by the Faculty.
- (b) The duration of the final examination depends on the credit hours of the course as illustrated in **Table 9 :-**

Table 9: Relationship Between Course Credit Hour And The Duration Of The Course Final Examination

Course Credit Hour	Duration Of The Course Final Examination
1	1 hour
2	1 ½ - 2 hours
3	2 - 3 hours

(c)

The venue and time for the final examination shall be determined by the University. Students are allowed to sit for the final examination at other venues subject to the following conditions:

- (i) The student shall submit a written application to the Dean of Faculty before the course final examination begins;

- (ii) The reason shall relate to the student's own health;
- (iii) The student must submit the Medical Certificate or the endorsement letter issued by the Medical Officer of a government hospital/ clinic or the University Medical Officer no later than 24 hours upon receipt of the documents.
- (iv) If the student submits a Medical Certificate or an endorsement letter issued by a private hospital/clinic, the document must be accompanied by a verification from the Medical Officer of the University or a government hospital/ clinic.
- (v) If approved, the student shall be subjected to the same timetable, duration, and procedures on the conduct of the final examination as other students.

(5) Special Examination

- (a) A student is allowed to request for a Special Examination subject to the approval of the Senate. Upon approval, the Academic Management Division will send a notification letter to the Faculty to arrange for the Special Examination. The Faculty shall manage the conduct of the Special Examination on its own.
- (b) The Special Examination of Semester I shall be held no later than two (2) weeks after the commencement of the Semester II. For Semester II, the Special Examination shall be held no later than three (3) weeks after the announcement of Semester II examination results. For the Initial Special Semester, the Special Examination shall be held no later than the first (1) week after the commencement of Semester I.
- (c) The Special Examination may be held for the following cases:

(i) Medical Cases

- (a) A student who is unable to sit for the final examination by reason of having a Medical Certificate issued by the Medical Officer of the University or a government hospital/ clinic, must submit the Medical Certificate to the Faculty within 24 hours after the commencement of the course's final examination, unless for a reason acceptable to the University. If the student obtains the Medical Certificate from a private hospital/ clinic, it must be verified by the Medical Officer of the University or government hospital/ clinic.
- (b) The results for that particular semester will be recorded as Incomplete (TS) until the Special Examination results are obtained.

- (c) The results from the Special Examination are considered in the calculation of Credit Earned and Credit Counted to determine the student's GPA, CGPA, and Academic Standing.

(ii) **Cases of the Final Semester Student**

- (a) In the case of the final semester students, those allowed to sit for the Special Examination are:
 - (i) a student who obtains Good Academic Standing (KB) but fails one repeated course (UM), on the condition that he has repeated the same course every time it is offered.
 - (ii) a student who obtains Good Academic Standing (KB) but fails one course in the final two semesters, and the student has not yet exceeded the maximum duration of study.
 - (b) The result of the Special Examination shall be stated in the transcript of the examination as 'Special Examination Pass' (LPK) with a HL grade for students who passed or 'Special Examination Fail' (GPK) with a HG grade for students who failed the course. If the student passed, the course credit shall be counted as Credit Earned but shall not be counted in the GPA and the CGPA. The original coursework marks shall not be considered. Only the marks for the Special Examination shall be considered and are limited to only 40%.
 - (c) If a student fails the Special Examination, he is required to repeat the course in any semester it is offered, and he must be registered as a full time student as long as the maximum duration of study has not been utilised.
 - (d) The Faculty may also allow the student to register as a Special Student in Week 1 until Week 2 of the following semester. The student is not required to attend any instructional meeting. The evaluation is based on the coursework marks of the previous semester and the final examination marks of the current semester. If he passes, the course credit shall be counted as Credit Earned and considered in the calculation of the GPA and the CGPA.
- (d) The Special Examination shall not be held for 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.

(6) Final Year Project Evaluation

- (a) The Final Year Project (PSM) consists of two parts i.e PSM I and PSM II which shall be offered and evaluated separately.
- (b) Passing PSM I is the pre-requisite condition for taking PSM II.
- (c) The method of evaluation shall be determined by the Faculty. The PSM evaluation is usually done through reports, student presentation, final product and a final report which includes all the tasks performed in PSM I and PSM II.
- (d) The PSM final report shall be submitted in the form of hardcopy, bound to the specifications of the Faculty, and a softcopy in an appropriate medium.
- (e) The Faculty shall record all the marks in the SMP within the prescribed timeframe as any other courses.
- (f) The examination results shall be suspended if the PSM final report is incomplete or fails to fulfill the specifications determined by the Faculty.

(7) Industrial Training Evaluation

- (a) The Industrial Training evaluation shall be carried out by the Faculty and the industry.
- (b) The method of evaluation for Industrial Training is determined by the Faculty. The evaluation is usually carried out based on the report of the Industry Supervisor, the University's Supervisor, the student daily log book, the student's presentation, and a final report consisting of the description of tasks and experience gained during the training.
- (c) For non-engineering Bachelor Degree programmes, the Faculty shall submit the Industrial Training's marks within the stipulated time frame. For engineering Bachelor Degree programmes and all Diplomas, the marks for Industrial Training shall be submitted in the next Regular Semester.
- (d) For non-engineering Bachelor Degree programmes the Industrial Training marks are given separately for both parts (the Industrial Training and the Industrial Report). If the student fails the Industrial Training, the Industrial Report will automatically be accorded a Course Withdrawal (TD) status.

- (e) A complete information on the evaluation of Industrial Training can be found in the Industrial Training Guidelines by the Industry and Community Network Office (PJIM).

(8) Course Grade Appeal

- (a) A student may lodge a course grade appeal within a stipulated time frame and is subject to conditions determined by the University.
- (b) The lecturer shall mark the answer scripts, enter the marks and determine the course grade within seven (7) days after the last day of the final examination week. All course grades shall then be posted on the student portal for review upon the expiry of this period.
- (c) A student who is dissatisfied with the course grades obtained is allowed to lodge a formal appeal to the Faculty to re-evaluate the grades.
- (d) The student shall appeal within seven (7) days after the course grades are posted on the student portal.
- (e) The appeal shall be made using a form which can be obtained at the Academic Management Division. The student shall submit the form to the Academic Management Division upon payment of RM50.00 for each course. This payment is non-refundable regardless of the outcome of the appeal.
- (f) In the case of an appeal, the Academic Management Division shall liaise with the Faculty that offers the courses. The Faculty shall re-evaluate and re-mark the student's answer script.
- (g) The Faculty shall report the findings to the Academic Management Division and the decision of the appeal shall be updated in the SMP.
- (h) The Academic Management Division shall notify the student of the decision of the appeal.
- (i) Any appeal received after the time frame or is contrary to the procedure prescribed shall not be entertained.

(9) Conduct of The Final Examination

(a) Examination Supervision

- (i) The Examination Supervisor is the Registrar.
- (ii) The Examination Supervisor is responsible to ensure that examinations are properly conducted and monitored.

- (iii) Where an examination is interrupted by an unforeseen circumstance, for example power failure, encroachment of wild animals etc. and the students have received the question papers, the Chief Invigilator shall immediately stop the examination and quarantine the students in the Examination Hall for a period of not more than thirty (30) minutes from the occurrence of the interruption, and the Chief Invigilator shall inform the Examination Supervisor. If the interruption is resolved within thirty (30) minutes from its occurrence, the Chief Invigilator shall resume the examination and an extra time equal to the length of time the examination is interrupted will be given. If the interruption is not resolved within thirty (30) minutes from its occurrence, the Chief Invigilator shall inform the Examination Supervisor. The Chief Invigilator shall then announce the cancellation of the examination and the examination will be rescheduled to a later date.
- (iv) The Examination Supervisor shall appoint the Chief Invigilator, Invigilators, and the Assistant Invigilators for every final examination. The invigilators shall consist of the academic staff, while the Assistant Invigilators consist of the non-academic staff.
- (v) The Chief Invigilator, the Invigilators, and the Assistant Invigilators are responsible to the Examination Supervisor.

(b) Invigilation of The Final Examination

- (i) An invigilator shall be responsible for invigilating each examination.
- (ii) A minimum of two (2) invigilators shall be appointed for an Examination Hall. The most senior academic staff shall be appointed as the Chief Invigilator while the other as the Assistant Chief Invigilator. The ratio of invigilators to students is 1:40 excluding the Chief Invigilator.
- (iii) The responsibilities of the Chief Invigilator/Assistant Chief Invigilator
 - (a) The Chief Invigilator and the Assistant Chief Invigilator shall report to the Examination Supervisor or his representative starting from one (1) hour prior to the examination. The Chief Invigilator shall obtain a sealed envelope containing the question papers and a name list of students sitting for the examination from the Examination Supervisor or his representative.
 - (b) The Chief Invigilator/Assistant Chief Invigilator shall instruct the Assistant Invigilators to distribute and place all answer booklets, permitted reference materials, and

other examination materials on the students' desks. This must be completed no later than 15 minutes before the examination begins.

- (c) The Chief Invigilator/Assistant Chief Invigilator shall ensure that student attendance is accurately recorded.
- (d) The Chief Invigilator/Assistant Chief Invigilator shall announce the important of examination rules, the start time and the end time of the examination (Code of Conduct for the Final Examination).
- (e) The Chief Invigilator shall announce to the students when they have only 15 minutes left before the end of the examination.
- (f) If any student is permitted to leave and return to the Examination Hall for any reason, the Chief Invigilator/Assistant Chief Invigilator shall ensure that the student does so under sufficient supervision while he is outside the Examination Hall. Before leaving the Examination Hall, the student must record his absence in the Student Record Book provided. Each student is only allowed no more than five (5) minutes outside the hall, unless with valid reason.
- (g) The Chief Invigilator may forbid any student who violates the examination procedures from taking the examination.
- (h) The Chief Invigilator/Assistant Chief Invigilator shall report any violation of the examination procedures to the Examination Supervisor or his representative immediately.
- (i) The Chief Invigilator may allow a student to leave the Examination Hall if he wishes to submit his answer booklet and/or script before the final 15 minutes of the examination period.
- (j) The Chief Invigilator shall instruct the invigilators to collect all answer booklets and/or scripts while the students are still seated. Any blank or unused answer booklets and/or answer sheets shall be collected separately.
- (k) The Chief Invigilator shall be responsible for counting and confirming the number of answer booklets collected.
- (l) The Chief Invigilator shall be responsible for delivering the answer booklets and/or scripts to the Examination

Supervisor or his representative. Any blank or unused answer booklets and/or answer sheets shall also be surrendered.

- (m) The Chief Invigilator shall be responsible for ensuring the smooth running of the examination.
- (n) The Chief Invigilator shall not delay, suspend, or cancel any examination without express approval of the Examination Supervisor.
- (o) The Chief Invigilator shall confirm the attendance of the Assistant Chief Invigilator, Invigilators, and Assistant Invigilators to the Examination Supervisor or his representatives at the end of the examination period.

(c) Responsibilities of the Invigilators

- (i) Invigilators shall report for duty to the Chief Invigilator at the Examination Hall at least thirty (30) minutes before the examination begins.
- (ii) Invigilators shall distribute and place question papers on the student desks before students are allowed to enter the Examination Hall.
- (iii) With the permission from the Chief Invigilator, the Invigilator may allow students to enter the Examination Hall fifteen (15) minutes before the examination begins.
- (iv) The Invigilator shall ensure that all particulars stated on the Student Attendance Form are the same with particulars stated on the students' identity card/passport and/or matriculation card and the Examination Slip before collecting the Student Attendance Form.
- (v) The Invigilator shall report any violation of the examination procedures and regulations to the Chief Invigilator.

(d) Responsibilities of the Assistant Invigilators

- (i) Assistant Invigilators shall report to the Chief Invigilator thirty (30) minutes before the examination begins.
- (ii) The Assistant Invigilator is responsible to the Chief Invigilator/Invigilators and shall:-
 - (a) Distribute, arrange, and collect the examination materials on the students' desks before, during, and after the examination as instructed by the Invigilators.

- (b) Accompany and closely monitor a student who has been permitted by the Invigilators to leave the Examination Hall.
 - (c) Invigilate continuously for the entire examination period.
 - (d) Perform other duties as instructed by the Chief Invigilator/Invigilators.
- (e) **Procedure on Handling Cases of Academic Misconduct**
 - (i) Any student caught or is suspected of bringing in any note or device into the Examination Hall, by the Assistant Invigilator, Invigilator, Assistant Chief Invigilator or Chief Invigilator whether intentionally or unintentionally will have his notes or device confiscated as evidence. A report shall then be made to the Examination Supervisor or his representatives.
 - (ii) The report shall be made by the Chief Invigilator using the Examination Misconduct Report Form and it shall be handed over to the Academic Management Division at the end of the examination.
 - (iii) Any student caught or is suspected of committing academic misconduct shall be allowed to continue answering the question until the examination ends.
 - (iv) The student's answer scripts shall be handed over to the respective lecturer together with the other students' answer booklets/answer scripts as usual for marking.

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 10**.

Table 10: Relationship Between Marks, Grades, and Grade Point Value

Marks	Grades	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:

Attendance Pass (HL) - A passing grade for courses registered as Compulsory Attendance Course (HW).

Attendance Fail (HG) - A failing grade for courses registered as Compulsory Attendance Course (HW).

Attendance Only (HS) - A passing grade for courses registered as Attendance Only (HS).

The passing grade for a course is a D. A student with a Conditional Pass of D to C- is allowed to rectify the grade by repeating the course as specified in Paragraph 7 (2) (e).

7. ACADEMIC STANDING

- (1) The overall performance of a student is evaluated using two measures, namely the Grade Point Average (GPA) for individual semesters and the Cumulative Grade Point Average (CGPA) for all semesters undertaken. These measurements are then used to determine the students' Academic Standing.

(a) GPA

GPA is the average of grade point values earned in a semester. It is calculated as follows:

$$JMN = k_1 m_1 + k_2 m_2 + \dots k_n m_n$$

Total Grade Point Value,

$$JKK = k_1 + k_2 + \dots k_n$$

Total Credit Counted,

$$\begin{aligned} \text{GPA} &= \frac{JMN}{JKK} \\ &= \frac{k_1 m_1 + k_2 m_2 + \dots k_n m_n}{k_1 + k_2 + \dots k_n} \end{aligned}$$

where

k_n = Credit for n^{th} course

m_n = Grade Point Value earned for n^{th} course

An example of a GPA calculation is shown in **Table 11**.

Table 11: Example Of GPA Calculation - Semester I

Course	Credit k_n	Marks	Grade	Grade Point Value (m_n)	Point value for course ($k_n m_n$)
I	3	90	A	4.0	12.0
II	3	78	A-	3.7	11.1
III	3	67	B	3.0	9.0
IV	2	53	C	2.0	4.0
V	2	48	C-	1.7	3.4
VI	1	35	E	0.0	0.0
TOTAL	JKK = 14 JKK₁ = 14				JMN = 39.5 JMN₁ = 39.5

$$\text{GPA} = \frac{39.5}{14} = 2.82$$

The CGPA for the first semester is the same as the GPA.

(b) CGPA

The CGPA is the average of the cumulative grade point values obtained in all semesters undertaken. It is calculated as follows:

$$\text{CGPA} = \frac{\text{JMN}_1 + \text{JMN}_2 + \dots \text{JMN}_n}{\text{JKK}_1 + \text{JKK}_2 + \dots \text{JKK}_n}$$

where:

JMN_n = Total Grade Point Value earned in n^{th} semester

JKK_n = Total Credit Counted in n^{th} semester

An example of the CGPA calculation for Semester II is shown in **Table 12**.

Table 12: GPA And CGPA Calculation For Semester II

Course	Credit k_n	Mark (%)	Grade	Grade Point Value m_n	$k_n m_n$
VII	3	35	E	0.0	0.0
VIII	3	48	C-	1.7	5.1
IX	3	53	C	2.0	6.0
X	2	68	B	3.0	6.0
XI	2	78	A-	3.7	7.4
VI(UM)	1	90	A	4.0	4.0
TOTAL	JKK =14				JMN=28.5
	JKK₂ = 13				JMN₂ =28.5

$$\text{GPA} = \frac{\text{JMN}}{\text{JKK}} = \frac{28.5}{14} = 2.04$$

$$\text{CGPA} = \frac{\text{JMN}_1 + \text{JMN}_2}{\text{JKK}_1 + \text{JKK}_2} = \frac{39.5 + 28.5}{14 + 13} = 2.51$$

where :

JMN_n = Total Grade Point Value earned in n^{th} semester

JKK_n = Total Credit Counted in n^{th} semester

Notes:

- (i) The example shows the importance of getting good grades for courses with high credit values.
- (ii) The CGPA for the second semester decreases due to the decline in the GPA for the second semester.

(2) Academic Standing

- (a) The student's academic performance is determined at the end of each Regular Semester as shown in **Table 13**.

Table 13: Academic Standing

Academic Standing	CGPA
Good Academic Standing (KB)	CGPA \geq 2.00
Conditional Academic Standing (KS)	1.70 \leq CGPA $<$ 2.00
Failed Academic Standing (KG)	CGPA $<$ 1.70

- (i) Subject to the approval of the Senate, a student who obtains $CGPA \geq 2.00$ but $GPA < 1.00$ may:
 - (a) be allowed to continue his studies with KB;
 - or
 - (b) be directed to postpone his studies in the next semester with KB;
 - or
 - (c) be dismissed from his studies with KG
- (ii) Subject to the approval of the Senate, a student who obtains $1.70 \leq CGPA < 2.00$ but with a $GPA < 1.00$ may:
 - (a) be directed to postpone his studies in the next semester with KS;
 - or
 - (b) be dismissed from his studies with KG.
- (b) The Academic Standing of a student in a Special Semester shall not be determined. Grades obtained in the Special Semester shall be counted when calculating the CGPA for the subsequent semester. However

CGPA will be determined for a student who is due to graduate in the Special Semester based on the Repeat/Redeem Course.

- (c) A student who obtains a KS status for three (3) consecutive semesters shall be given a KG status.
- (d) A student who obtains a KG status shall be dismissed from his studies.
- (e) Improving Academic Achievement
 - (i) A student is allowed to improve the grades of courses taken throughout the study period according to the following conditions:-
 - (a) D to C- grade is obtained.
 - (b) Improving grades for the same course or equivalent course is allowed only once.
 - (c) A student is not allowed to improve the course grade for Diploma Project and Final Year Project.
 - (d) The course repeated in order to improve the grade shall be registered with UG status.
 - (ii) The better grade between the previous and the current grade shall be used in calculating the GPA and the CGPA.
- (f) A final semester student who has fulfilled the required total Credit Earned for the conferment of Bachelor Degree/Diploma but obtains KS will be given the opportunity to improve his Academic Standing subject to the following conditions: -
 - (i) The maximum duration of study has not exceeded.
 - (ii) The student is required to re-take a number of courses with the approval of the Faculty using Redeem Course status (TM).
 - (iii) A student who fails to improve his Academic Standing by earning KB shall be given KG and dismissed.

(3) Re-Registration (DS)

- (a) 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.
- (b) A student who has been approved to re-register (DS) is required to be furloughed for the following one semester before continuing to the next semester of study of the new Academic Session.
- (c) A DS student must register for the course again at the Academic Management Division using the old matriculation number. The student's status will be reinstated in the SMP with the status of Re-registration (DS).
- (d) A DS student's performance in the first semester i.e where the student obtains KG shall not be considered when evaluating his performance in re-registration semester.
- (e) A student with DS status is considered to have utilised two (2) semesters of his duration of study (which include the KG semester and the furlough semester).
- (f) A re-registration (DS) student shall not be eligible to be considered for any Credit Transfer upon his re-registration (DS).
- (g) A re-registration (DS) Student shall be dismissed if he fails to obtain Good Academic Standing (KB) in the first semester of re-registration (DS).

(4) Announcement of Academic Standing Result

(a) Announcement of Course Grade Result

- (i) The Faculty shall be required to post the result of the final grade for each course in the student portal within the time frame determined by the University.
- (ii) Students are allowed to appeal for review of the course grade to the Faculty within the time frame and according to the prescribed procedures.

(b) Announcement of Official Result

- (i) The results of students' Academic Standing shall be announced through the student portal after the endorsement by the Senate.

- (ii) Students can print out the Examination Result Slip which contains the GPA, the CGPA, the Academic Standing, and the grades for each course in the current semester for reference.

(5) Dean's List

- (a) A student who obtains a GPA ≥ 3.50 in a Regular Semester shall be included in the Dean's List, on the condition that the student registered for no fewer than twelve (12) credits for that semester. Students undergoing Industrial Training are not eligible to be considered for inclusion in the Dean's List.
- (b) The term "Dean's List" will be stated in the transcript and Examination Result Slip.

8. ACADEMIC MISCONDUCT

- (1) It is an offence under the provisions of the Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009 for a student who commits any one or two or more academic misconduct as follows:
 - (a) Plagiarising, using quotation, ideas, or information without the permission from the original author or without giving acknowledgement to the original author.
 - (b) Illegally giving, receiving, or having in possession any information related to examination questions or an assessment before or during the examination of a particular course.
 - (c) Referring to or using any references inside or outside the examination hall during the examination or conferment assessment unless otherwise permitted by the Chief Invigilator/invigilators.
 - (d) Communicating or attempting to communicate with other candidates in any manner whatsoever during an examination or assessment.
 - (e) Giving or receiving any assistance during an examination or assessment.
 - (f) Answering the examination questions or assessment before the prescribed time or continuing to answer the examination questions after the time has ended.
 - (g) Taking, moving, hiding, damaging, or destroying any asset related to the preparation or completion of research tasks, examinations, or assessments.

9. **CONFERMENT**

(1) **Conferment Conditions**

- (a) A Bachelor Degree or Diploma shall only be awarded to students who have fulfilled the following conditions:-
 - (i) Students must obtain KB in the final semester;
 - (ii) Passed all the courses required in the curriculum; and
 - (iii) Other conditions as prescribed by the University.
- (b) The details of the above conditions are stated in the Faculty Academic Handbook.
- (c) Good Academic Standing Award (KBA) shall be given to students who have fulfilled all the conditions in paragraph (a) above.
- (d) The Elapsed Good Academic Standing (KBTT) will be given to students who do not meet the conditions in paragraph (a) above for utilising the maximum duration of studies.
- (e) Upon application by the Faculty, the Senate may grant special approval to confer Bachelor Degree or Diploma to a student who is unable to complete his studies by reason of his death or permanent loss of ability while studying, subject to the Policy on Conferring Aegrotat or Posthumous Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.
- (f) Students who do not meet the conditions of 9(1) above may be awarded the Bachelor Degree or Diploma with special approval from the University.

(2) **Conferment**

Final semester students who have passed all the conditions as specified in the curriculum with the CGPA ≥ 2.00 shall be conferred with a Bachelor Degree with Honours or a Diploma.

(3) **Scroll and Transcript**

- (a) A student with KBA shall be given a scroll, which is the official document confirming the student's academic achievement.
- (b) The student shall be given a copy of the original transcript which states the overall assessment results of his study at the University.

- (c) The scroll and transcript shall only be released to the student subject to the settlement of all debts, other charges, or overdue payments to the University.
- (d) The scroll and transcript shall only be issued once to a student and shall not be re-issued for damaged or lost scroll and transcript. If the scroll and/or transcript are lost or damaged, the University shall only produce a copy of the scroll or transcript based upon the student's application according to the procedures and payment of fees as follows:-
 - (i) In the event of the loss of the scroll and/or the transcript, the student must lodge a police report which must be enclosed for the application to the Academic Management Division.
 - (ii) In the case of damaged scroll and/or the transcript, the student must attach the scroll and/or transcript with the application to the Academic Management Division.
 - (iii) Each application for the copy of the scroll or the transcript will be charged RM50.00 per item.