



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ACADEMIC GUIDELINES

BACHELOR DEGREE PROGRAMS

FULL-TIME STUDY

PART I

1. TERMS AND DEFINITIONS

In the guidelines, the definition may vary based on the context of its application.

“Act” refers to the University and University Colleges Act 1971

“Withdrawal” refers to students who have applied and received approval from the university to end/withdraw from their studies

“Re-admission” refers to first year students not including direct entry students who have Failed Status (F/KG) but have been allowed to resume their studies and register for the courses in the following semester as determined by the faculty.

“Dean” refers to the head of the Faculty or centre who have been appointed by the Vice Chancellor.

“Termination” refers to students who have not met the minimum passing requirements after being given the maximum time for completion of studies; or students who have been terminated by the university under the Universiti Teknologi Malaysia (Students’ Act), 1999 or the Procedure for Program and Course Registration

“Faculty” refers to any faculty, school, academic centres and institutes at the university which have students

“Student Faculty” refers to the faculty that currently offers a program of study which the student is enrolled in.

“IHL” (IPT) refers to an institution of higher learning endorsed by the university.

“Student Learning Time” refers to the total number of hours inclusive of lectures, practical, tutorial and independent study.

“Faculty Academic Committee” refers to the committee responsible for academic affairs.

“Examination Committee” refers to the committee formed by the faculty to manage matters related to examinations.

“Direct Entry” refers to students who have been accepted by the university to enter into a particular semester based on their previous qualifications and are given credit exemptions.

“Credits Earned” refers to the total number of credits obtained for passing courses.

“Credit Exemption” refers to credit exemptions given to students based on their previous qualifications accepted by the university.

“Credit Counts” refers to the credits calculated for the GPA and CGPA

“Program Credits” refers to the total number of credits required to complete a program as set by the Senate.

“Minor Program Credits” refers to the total number of credits required to complete a Minor Program as set by the Senate.

“Credit Transfer” refers to the credit transfer given for a particular course taken by the student at another institute of higher learning and is part of the current program.

“Course” refers to the individual coded components of the program curriculum.

“Student” refers to a registered full time undergraduate student doing his bachelor degree at the university.

“Senior Student” refers to those who have undergone and passed a minimum of one semester of study at the university.

“Full Time Study” refers to the structure of the academic study at the university comprising of the number of minimum credits registered by the student for each semester with the exception of students who have “conditional status” (CS/KS) and/or are in their final two semesters of their study.

“Award of Degree” refers to the endorsement given by the Senate to those who are eligible to be awarded their degree.

“GPA [PNG]” refers to the grade point average obtained by the student for a semester.

“CGPA [PNGK]” refers to the cumulative point grade average obtained by the student for all the semesters that completed.

“Examinations” refers to any form of assessment of the student’s academic performance.

“Pre-requisites ” refers to certain course(s) to be taken before taking a particular course.

“Program” refers to field of study approved by the university as an academic study leading to the award of a degree.

“Minor Program” refers to an academic program allowing students to take other courses beside the courses required in the program as this is meant as additional specialisation.

“Regular Semester” refers to semester I dan II (not including the short semester) as the period for an academic session determined by the university. Each semester should have a minimum of 19 weeks comprising of weekly lectures, mid-semester break, study week and final examination weeks.

“Senate” refers to the Senate of Universiti Teknologi Malaysia.

“Academic Session” refers to the University academic session comprising of two regular semesters and a final semester break.

“Course Withdrawal (CW) [TD]” refers to students who withdraw from courses within the time given by the university.

“Regular Period” refers to the number of semesters for students to complete their studies as required by the program curriculum.

“Disrupted Study” refers to senior students who are allowed to postpone or are suspended from continuing their studies by the university.

“**Grade Replacement**” refers to repeating courses (grade B- and below) aimed at improving the academic performance and subject to faculty’s permission.

“**University**” refers to Universiti Teknologi Malaysia.

PART II

ACADEMIC SESSION

1. (1) The university academic session comprises of two regular semesters and a final semester break. Each semester should have a minimum of 19 weeks comprising of weekly lectures, mid-semester break, study week and final examination weeks.

(2) The Academic Session is presented in Table 1.

Schedule 1: Academic Session*

SEMESTER I

Lectures	14 weeks
Mid-Semester Break	1 week
Study Week	1 week
Final Examination	3 weeks
Total	19 weeks
Final Semester Break	4 weeks

SEMESTER II

Lectures	14 weeks
Mid-Semester Break	1 week
Study Week	1 week
Final Examination	3 weeks
Total	19 weeks

Total	19 weeks	OR	
Final Semester Break	10 weeks	Final Semester Break	1 week

SHORT SEMESTER

Lectures & Examinations	8 weeks
Final Semester Break	1 week

TOTAL	52 weeks	TOTAL	52 weeks
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* Subject to amendments

Note :-

The date for the implementation of the academic session in the schedule above are based on the academic calendar to be determined by the university.

- (3) Besides the two (2) regular semesters, the university has a short semester which is held during the final semester break of the academic session. This semester will not be included in the calculation for the total duration of academic study which is one the requirements for an academic program.
- (4) The guideline for administering the Short Semester is as follows:-

GUIDELINES FOR ADMINISTERING SHORT SEMESTER

1.0 INTRODUCTION

- 1.1 The short semester is an academic semester offered during the final semester break and it is not counted as part of the period of study required for a program.
- 1.2 Courses offered during the short semester will be based on the decision made by the Faculty Academic Committee.

2.0 DURATION OF STUDY

- 2.1 The short semester will begin one week after the end of Semester II and will be between **EIGHT (8) to TEN (10) weeks**.
- 2.2 The duration of the semester will include weekly lectures and final examinations only.
- 2.3 There will be no mid-semester break or study break during this semester.

3.0 COURSES OFFERED

- 3.1 Any course offered during the short semester must be approved by the Faculty.
- 3.2 A student can only register for a **maximum of SIX (6) credits**.
- 3.3 It is advisable for courses that have a large number of students or have a high number of failures be offered during the short semester.

4.0 REGISTRATION OF COURSES

- 4.1 Students must register for the courses to be taken during the short semester according to the procedure and within the time given by the university.
- 4.2 Students are allowed to withdraw from the courses they have registered. **Course Withdrawal (CW)** must be done before the **mid-semester week of the short semester**.
- 4.3 Applications for course withdrawal (CW) should be done during a working day at the beginning of week **THREE (3)** and no later than week **FOUR (4)** of the short semester. After this date, any application for course withdrawal (CW) will not be accepted.
- 4.4 The faculty has the right to decide the minimum/maximum number of students who can register in a section for the offered courses.

5.0 ACADEMIC ACHIEVEMENTS

- 5.1 Students will receive grades for the courses registered during the short semester.
- 5.2 The results of the final examinations during the short semester will be combined with the results of their examinations from the following semester for the purpose of calculating GPA, CGPA and the academic status of the student.
- 5.3 The announcement procedure for the results of the examinations and appeals on grades will be applied for the short semester.

6.0 FEES

- 6.1 The fees charged by the university during the short semester is as follows:-

6.1.1 Local Student Fees *

Program	Rate
Bachelor Degree	
Technology	RM45.00 for every credit
Applied Science	RM40.00 for every credit
Liberal Arts	RM35.00 for every credit

6.1.2 Administration Fee (Local Students)*

Each student will be charged an administration fee of RM110.00.

6.1.3 Fees (Foreign Students)*

Program	Rate
Bachelor Degree	
Technology	RM160.00 for every credit
Applied Science	RM150.00 for every credit
Liberal Arts	RM130.00 for every credit

6.1.4 Administration Fee (Foreign Students)*

Each student will be charged an administration fee of RM190.00.

* Subject to Amendments.

6.2 Mode of Payment

6.2.1 Students must pay all the fees before or during registration of the courses for the short semester. Students who have paid the fees will be allowed to register for the courses.

6.2.2 Students who have not paid the fees will not be allowed to register for the course.

6.2.3 Students who withdraw (CW) from any course will not be given refunds on their fees.

PART III

PROGRAM REGISTRATION

1. (1) Students must register for the program offered on the date stated by the university.
- (2) Students who do not abide by (1) above without a valid reason accepted by the university, the offer will be automatically withdrawn.
- (3) Automatic registration of the program will be done by the university administration for senior students based on the previous semester examinations results.
- (4) Senior students who have deferred status or are suspended must re-register for the program again. If the students do not register for the program within the time given, the students' study will be terminated.
- (5) Senior students who have been given approval to undergo the Minor Program will have to register for the program at the Student's Faculty on the date determined by the university.
- (6) The guidelines for the Minor Program are as follows:-

GUIDELINES

MINOR PROGRAM REGISTRATION

1.0 MINOR PROGRAM REGISTRATION

- 1.1 Senior students who have been given approval to undergo the Minor Program will have to register for the program at the Students' Faculty on the date determined by the university.
- 1.2 Students who have registered for a minor program are not allowed to change their program.
- 1.3 Students are not allowed to take more than TWO (2) minor programs during their study.

2.0 MINOR PROGRAM COURSE REGISTRATION

2.1 A student with the approval of his Academic Advisor and the faculty offering the Minor Program can register for any of the courses offered as part of the program.

2.2 A student must register for every Minor course taken during the semester according to the existing rules and procedures within the time given by the respective faculties.

2.3 Courses in the minor program cannot be registered as Audit Course (AC)[HS].

3.0 MINOR PROGRAM CREDITS AND DURATION OF STUDY

3.1 Students must pass all the required Minor Program courses.

3.2 The total number of credits earned for a Minor Program is determined by the Faculty offering the program and with the approval of the university.

3.3 There will be no addition to the maximum duration of study in a minor program.

4.0 MINOR PROGRAM EXEMPTIONS AND CREDIT TRANSFERS

4.1 Exemptions and credit transfers are not given to any course in any Minor Program.

5.0 ACADEMIC ACHIEVEMENTS

5.1 The results from courses in the Minor Program will be counted as part of the GPA and CGPA of the student.

5.2 Students who fail the courses in the Minor Program do not need to repeat the courses but the results will be included in the calculation of GPA and CGPA.

6.0 AWARDS

Students are eligible to be awarded the Minor Program as part of their transcript after they have fulfilled the following conditions:-

6.1 Conditions for the minor award:-

- (a) passed all the courses as required in the registered Minor Program;
- (b) applied for the minor award and is approved by awarding faculty.

6.2 Minor award application:-

- (a) Students who have fulfilled the conditions for the award Minor Program will have to apply for the minor award when they apply for the their degree award;
- (b) Application for the Minor Program award cannot be made after receiving the degree.
- (c) Students who do not apply for the Minor Program award during the degree award application will not be given awarded the Minor award.

PART IV

COURSE REGISTRATION

1. (1) Students must register for all the courses every semester.
- (2) Course registration must be done within the pre-registration or registration period.
- (3) Students must register for the course using the right code and section.
- (4) Students can only register for the course offered with the faculty's permission.
- (5) Students are responsible for ensuring that there are no mistakes in their course registration record. Amendments can be made during the time given by the university.

(6) **Registration of Audit Courses (AC) [HS]**

- (a) Students with the approval or have been instructed by the Faculty cannot register for more than TWO (2) Audit courses (AC) [HS] in a semester.
- (b) The credits from the audit courses (AC)[HS] will not be counted as part of the CPA and CGPA. Students must attend all the meetings/lectures and do all the assessment as required in the course.
- (c) The Audit Course (AC)[HS] registration will be recorded in the examination results and transcripts of students.

(7) **Course Withdrawal (CW)[TD]**

- (a) A student with the approval of his lecturer and Academic Advisor can withdraw from a registered course in the semester no later than the last working day of week NINE (9) of the academic semester.
- (b) Approvals for withdrawing from a course are subjected to the required total number of minimum credits **unless** permission from the Dean is obtained.
- (c) Withdrawals (CW) will not be recorded in the course registration and transcript.

(8) **Minor Course Registration**

- (a) A student with the approval of his Academic Advisor and the faculty offering the Minor Program can register for any of the courses offered as part of the minor program.
- (b) A student must register for every Minor course taken during the semester according to the rules and procedures within the time given by the awarding faculties.
- (c) Grade of the Minor course will be part of the GPA and CGPA.

- (9) Minor Courses cannot be registered as an Audit Course (AC)[HS].
- (10) Students who fail to register for the course after the registration period will have their study be terminated with the exception that the university accepts their reasons.
- (11) Guidelines for the course registration are as follows:-

COURSE REGISTRATION GUIDELINES

- 1.0 Students who have enrolled in a program for the academic session must register for all the courses to be taken in that semester. Students who did not enrol in the program will not be allowed to register for any of the course.
- 2.0 Students can only register for the courses offered in a semester according to the terms and conditions set by the student's faculty. They cannot register for courses that are not offered in the semester.
- 3.0 Every course taken in the semester must be registered correctly by stating the course code, section number, number of course credits and the status such as **Replacement Course(RC)[UM]** , **Replacement Grade (RG)[UG]**, **Audit Course (AC)[HS]**, **Compulsory Audit Course (CAC)[HW]** or **Minor Course (MC)[MN]**
- 4.0 Mistakes made during registration of a course may result with students being given zero (0) mark for the course.
- 5.0 Any course repeated by a student (except for students who are **Re-admission (RA)[DS]** must be registered as **Replacement Course (RC)[UM]** or **Replacement Grade (RG)[UG]**. The course will be classified as follows:
 - 5.1 **Replacement Course (RC)[UM]** is a repeat of a failed course from the previous semester;
 - 5.2 **Replacement Grade (RG)[UG]** is a repeat of a passed course with (grade B- and below) aimed at improving the academic performance and with the permission of the faculty. A fee of RM 50.00 will be charged for every credit and refunds will not be given if the student withdraws from the course.

- 6.0 The previous course code must be used for registration purposes as in paragraph 5.0.
- 7.0 Courses taken **by Re-admission (RA)[DS]** students cannot be registered as **Replacement Course (RC)[UM] or Replacement Grade (RG)[UG]**.
- 8.0 Course Registration can be done online or using the **Course Registration Form (Form UTM.E/3.1 Amendment 2010)**. Students are advised to discuss with their Academic Advisors before registering for the courses.
- 9.0 Students are encouraged to pre-register their courses by using the online or other facilities within the registration period given by the university.
- 10.0 Compulsory course registration will be conducted over a period of two (2) working days during the last week before the semester begins according to the date determined by the university. Registration after this period is restricted to the last working day of the first week of the semester and will include a fine of RM50.00*. Course registration after this period of time will not be allowed unless permission is obtained from the faculty.
- 11.0 Students may make amendments to the previous registration during the first week of the semester. Any changes in the registration made in the second week will incur a fine of **RM50.00*** per course up to a maximum of **RM300.00***. The amendments include insertion, deletion, change of code and status of courses by using the **Registration Slip Amendment Form (Borang UTM.E/3.5 Pindaan 2010)**.
- 12.0 Students should print the course registration slip and check to ensure that the information in the slip is accurate. **Students should make the necessary amendments based on the rules, conditions and time given as stated in paragraphs 10 and 11.**
- 13.0 The official registration slip will be issued to every student by the faculty in week **ELEVEN**. Student's Faculty should obtain the slip from their faculty and to bring it when they sit for their final examinations.

14.0 Students may withdraw (CW)[TD] from any of the courses registered in the semester. The application to withdraw (CW)[TD] is by using the **Course Withdrawal Form (Form UTM.E/3.2 Amendment 2010)** beginning week **THREE (3)** until the last working day of week **NINE (9)*** in the semester. Request for withdrawals after this date will not be allowed.

15.0 The course registration process shall be done according to the procedures set by the university. Registrations which are not done according to the procedures will be rejected or not be considered.

16.0 If a student fails to register for the course within the time stipulated unless valid reasons are presented and accepted by the university, the student's study will be terminated.

PART V

CREDIT SYSTEM

1. CREDIT FOR A COURSE

Every course has a credit value to show the importance and type of course.

2. CREDIT VALUE

(1) The credit value for a course with some exceptional cases is based on Table II as follows:

Table II: Credit Value

Type of Meeting	Credit Value	Total No. of Meeting Hours Per Semester	Total No. of Student Learning Time
Lectures	1	14	40
Practical/Studio /Project Work	1	28 - 42	40

Note:

The total number of student learning time includes lectures, practical/studio/project, tutorial and independent study.

(2) Credits for practical training

- (a) The value of **ONE (1)** credit is equivalent to **TWO (2)** weeks of training.
- (b) Exceptions are given in certain cases and the practical training will be given **Compulsory Attendance (CA)[HW]** status.

3. ACADEMIC WORKLOAD FOR EACH SEMESTER

- (1) Full-time students must register for the minimum number of **TWELVE (12)** credits inclusive of Audit Course (AC)[HS] and Compulsory Audit Course (CAC)[HW] in a semester with the exception of student who are under academic probation (AP)[KS] and/or is in the final **TWO (2)** semesters of their study.
- (2) Students who would like to take more than **EIGHTEEN (18)** credits will have to seek approval from the Dean of the Faculty **and would not be** allowed to take more than **TWENTY TWO (22)** credits in a semester.
- (3) Students under academic probation (AP)[KS] are allowed to take between **NINE (9)** and **THIRTEEN (13)** credits only in the following semester.

- (4) Pre-registration for students under probation will be nullified and they will need to re-register within the time given.

4. CREDIT EXEMPTIONS

- (1) Students are given credit exemptions based on the following:
 - (i) students who have diplomas and degrees endorsed as equivalent by the university; or
 - (ii) students who have work experience endorsed by the Senate as equivalent to a diploma or degree course offered at the university; or
 - (iii) students who change their study program within the university or from another institution of higher learning.
- (2) Application for credit exemptions can be done when the student applies for the program and it should be done no later than week **THREE (3)** of the first semester of study;
- (3) Students are not allowed to register for courses which have been given credit exemptions.
- (4) Credit exemptions are not given for the Minor Program.

5. CREDIT TRANSFER

- (1) Students may apply for a credit transfer based on the following conditions:
 - (a) the course has been taken at another approved institution of higher learning during the period of study at the university; and
 - (b) application must be made immediately after results of the course from the other institution of higher learning is known.
- (2) The Guidelines for the Credit Exemptions and Transfers are as follows:

GUIDELINES
CREDIT EXEMPTIONS AND TRANSFERS

1.0 Credit Exemptions

- 1.1 Credit Exemption is credit which is given exemption during the application process to study for a program based on the results of the related courses. The credit exemptions will be part of the credit requirements for the award based on the qualification (diploma, degree or experience) endorsed by the government.
- 1.2 A student who changes his program of study within the university or from another institution of higher learning can apply for credit exemptions. The faculty which accepts the student will decide on the course to be given the credit exemptions.
- 1.3 Credit Exemptions will not be allowed for similar PROGRAMMES which have been completed and degrees that have been awarded by other institutions of higher learning.
- 1.4 The maximum credit exemptions given should not exceed **33%** (or according to the percentage determined by the respective professional bodies) of the total number of credits as the requirements for the award of a degree. Application for exemption of credits must be done at the student's faculty and should be completed by week THREE (3) during the first semester of study. Students or the faculty may apply to the Senate for additional credit exemptions of more than 33% up to a maximum of 50%.

2.0 Credit Transfers

- 2.1 Credit Transfers is the credit given to students who have taken and passed the equivalent course in another institution of higher learning during his study at the university. The course given the credit transfer should be similar and fulfill the requirements of the relevant curriculum of the university.
- 2.2 The maximum credit transfers from other institutions of higher learning should not exceed **33%** of the total number of credits required for the award of a degree.

- 2.3 The approved credit transfers will be included in the calculations of the GPA and CGPA.
- 2.4 Students are not allowed to use the credit transfer facility to study and complete their final semester of study at another institution of higher learning using.
- 2.5 Only active students are allowed to apply for Credit Transfer.
- 2.6 Application for a credit transfer course must be done **ONE (1)** semester before enrolling in the credit transfer program.

3.0 Conditions and Management of Credit Exemption and Credit Transfer

Students may apply for credit exemption and credit transfer for a course according to the terms and conditions that have been set.

3.1 Passing Grade

- (i) The minimum grade to get the credit exemption is **Grade C** or higher according to the university grading system.
- (ii) The minimum grade to get the credit transfer is the **Passing Grade** determined by the Faculty.

3.2 Credit Value

Courses that are given credit exemptions and credit transfers must be equivalent with the curriculum of the program at the university in terms of calculation of the academic workload and credit value.

3.3 Course Contents and Program Curriculum

The contents of the courses given credit exemptions and credit transfers must be equivalent with the curriculum of the enrolled program. The course contents should **be the same or not less than 80% similar to** the course offered at the university.

- 3.4 Approvals for credit exemptions and credit transfers will only be given to courses in a program which have been endorsed by the government.
- 3.5 Credit exemptions and credit transfers should not be more than **33%** of the total number of credits required for the award of a the degree of study. However, the faculty can request from the Senate to increase the percentage to a maximum of 50%.
- 3.6 Courses that have been given credit exemptions and credit transfers will be listed in the academic records of students.
- 3.7 Applications for credit exemptions and credit transfers should be done using **Form UTM.E/3.8 Amendment 2010. (Borang UTM.E/3.8 Pindaan 2010)**
- 3.8 Approvals for credit exemptions and credit transfers will be given by a faculty upon endorsement by the respective faculty.
- 3.9 Approvals for credit exemptions and credit transfers will be given to students in writing.

6. CREDITS FOR FAILED COURSES

- (1) Students who have failed a compulsory course will have to register and repeat the course until they pass the course. For the calculation of the CGPA, the credit attempted and grade point of the repeated course will be taken into account and the previous results of the failed course will be deleted.
- (2) Failed elective courses need not be repeated by students but the credit hours and the grade point of the courses will be taken into account in the calculation of the GPA and CGPA.
- (3) Failed Minor Courses need not be repeated but the credit hours and the grade point of the minor courses will be taken into account in the calculation of the GPA and CGPA.

7. TOTAL CREDITS HOURS FOR A PROGRAM AND DURATION OF STUDY

- (1) Students must pass all the courses listed in the curriculum for a program of study.
- (2) Total credit hours needed and the normal duration of study for a program are determined by the Faculty with the approval of the Senate.
- (3) The total number of credit hours needed in a program does not include the credit hours of minor courses.
- (4) The maximum duration for study in an academic program is the normal duration for a program plus an additional **FOUR (4)** semesters.
- (5) For direct entry students, the maximum duration of study is determined by the faculty based on the approved total number of credit exemptions given.

Table 3: Credit Exemptions

Total No. Of Credit Exemptions. (CE)	Maximum Duration (Semester)
<20	(Normal Duration + 4) - 0
20 - 33	(Normal Duration + 4) - 1
34 - 50	(Normal Duration + 4) - 2
51 - 67	(Normal Duration + 4) - 3
≥ 68	(Normal Duration + 4) - 4

- (6) Total credit hours required and duration of study for a Minor Program:
 - (a) Students must pass all the required courses for a minor program; and
 - (b) There will be no addition to the maximum duration of study for students who register for the Minor Program.

PART VI

1. GRADING SYSTEM

- (1) The performance of a student in a course will be reflected in the grade obtained. The relationship between the marks, grade and grade point is as listed in Table 4 below:

Table 4: Relationship between Marks, Grade and Grade Points

Marks	Grade	Grade Points
90 - 100	A+	4.00
80 - 89	A	4.00
75 - 79	A-	3.67
70 - 74	B+	3.33
65 - 69	B	3.00
60 - 64	B-	2.67
55 - 59	C+	2.33
50 - 54	C	2.00
45 - 49	C-	1.67
40 - 44	D+	1.33
35 - 39	D	1.00
30 - 34	D-	0.67
00 - 29	E	0.00

- (2) The passing grade of a course is subject to the requirements of the faculty with the Senate's approval. Generally, Grade **D+** is the minimum passing grade.
- (3) Besides the grades listed above, the following grading is also used:

Incomplete(I)[TS] - Grade given to students who did not take the final exams or were unable to complete their coursework due to illness or other reasons accepted by the university.

Attendance Only(AO)[HS] - Grade given to registered audit courses.

Compulsory Attendance(CA)[HL] - Passed Grade given to registered compulsory attendance (CA) audit courses

Failed Attendance(FA)[HG] - Failed Grade given to registered compulsory attendance (CA) audit courses

PART VII

1. ATTENDANCE

- (1) Students must attend all course meetings (lectures/practical/studio etc.). If they do not attend these meetings, they will have to inform their lecturers immediately and give their reasons for being absent.
- (2) Students must attend not less than 80% of their meetings for a course in **ONE (1)** semester. This applies to Compulsory Audit Courses (CA)[HW] or Audit Courses (AC)[HS].
- (3) Students who do not fulfill the conditions listed above without valid reasons accepted by the university will not be allowed to attend lectures and sit for any form of assessment. The mark **ZERO (0)** will be given for such courses; or Failed Attendance (FA)[HG] for compulsory audit courses (CA)[HW] ; however, audit courses (AC)[HS] will not be recorded in the transcript.
- (4) Guidelines on actions to be taken on students who have less than 80% attendance is as follows:

GUIDELINES

ON ACTIONS TO BE TAKEN ON STUDENTS WHO HAVE LESS THAN 80% ATTENDANCE

- 1.0 Students must attend all course meetings (lectures/practical/studio etc.). If they do not attend these meetings, they will have to inform their lecturers immediately and give their reasons for being absent.
- 2.0 Absence that is more than **20% from the total** number of meeting hours for a course without valid reasons accepted by the university will result with the student getting the **mark ZERO (0)** for the course and will have to repeat the course.
- 3.0 The Faculty has to inform the students of the results as in 2.0 in writing.

NOTE:

Actions taken on the students by the Faculty **need not be reported** to the Senate.

2. ASSESSMENT SYSTEM

- (1) Ongoing assessment of the course will be done through coursework, final examinations and other forms during the semester of study as determined by the faculty subject to approval by the Senate.
- (2) Assessment for Practical Training is based the format determined by the faculty subject to approval by the Senate.
- (3) For courses that are assessed based on coursework and final exams, the coursework must not be less than 50% of the total marks whereas the final exams should not exceed 50% unless approval is obtained from the faculty.
- (4) Assessment based on 100% coursework in courses can be carried out with the approval of the faculty.
- (5) Application for approval by the lecturer as in para(4) above should be before the semester begins.

3. FINAL EXAMINATION

- (1) The final examination must be carried out during the stipulated time and according to guidelines set by the Senate.
- (2) The guidelines for the final examination is as follows:

FINAL EXAMINATION GUIDELINES

1.0 CONDITIONS FOR SITTING THE FINAL EXAMINATION

- 1.1 Registered students who are active must sit for all the course final examinations determined by the faculty with the condition that they have completed the registration and are bound by the guidelines for actions to be taken on students who have less than 80% attendance.
- 1.2 The faculty may allow deferment of examination for a student who is ill or gives reasons accepted by the university. The student must obtain a medical certificate (validated by a doctor from a government hospital or a university medical officer) before the examination begins and present it to the Dean of the Faculty no later than twenty-four (24) hours after the exam has started unless reasons given for the delay are accepted by the university.

2.0 FINAL EXAMINATION SUPERVISION

- 2.1 The supervisor for the final examination is the Dean of the faculty.
- 2.2 The final examination supervisor is responsible to ensure that the exam is being invigilated strictly and systematically.
- 2.3 The final examination supervisor should appoint an **invigilator** (academic staff) and **assistant invigilator** (support staff).
- 2.4 The invigilator and the assistant invigilator are answerable to the Supervisor of the Final Examination.

3.0 MONITORING FINAL EXAMINATION

- 3.1 The invigilator and the assistant invigilator are responsible for monitoring the examination.

3.2 Unless permission is obtained from the Supervisor of the Examination, at least **TWO (2)** invigilators must be appointed for a Hall/Examination Room whereby one will be appointed as the **Chief Invigilator**.

3.3 **Responsibilities of the chief invigilator are:**

- a) to report for duty with the Supervisor of the Examination or his representative at the faculty office on the day of the examination no later than THIRTY (30) minutes before the examination begins. The chief invigilator will collect the stamped envelop containing the exam questions and list of students' names taking the examination;
- b) certify the attendance of the invigilator and the assistant invigilator;
- c) instruct the assistant invigilator to put the answer booklets, attendance form and other examination requirements on each student's table and this should be done no later than **FIFTEEN (15) minutes** before the examination begins;
- d) instructs students to enter the examination Hall/Room **FIFTEEN (15) minutes** before the examination begins;
- e) ensure that the attendance of students is noted and recorded carefully;
- f) announce the starting and ending time of the examination. Another announcement for the last **FIFTEEN (15) minutes** of the examination must also be made;
- g) remind students of the result of misconduct during the examination;
- h) if a student is allowed to leave the exam hall/room for a reason and will return to continue the exam, the chief invigilator has to check and ensure that the student is monitored whenever he is outside the exam venue;
- i) can prevent a student who has broken the rules and regulations for examinations from taking the exam;

- (j) report the incident of wrong doing and misconducts during examinations immediately to the supervisor of the examination or his representative after the examination is over;
- (k) allow students to leave the examination hall/room if they would would like to submit their exam scripts/paper earlier than the last FIFTEEN (15) minutes of the exam;
- (l) instruct the invigilator and the assistant invigilator to collect the answer booklet or answer scripts after the exam is over while the students are still seated. The unused answer booklet or answer script should be collected separately.
- (m) responsible for counting and ensuring the number of answer booklets or scripts collected;
- (n) responsible for handing over the answer booklets or scripts to the supervisor of the examination or his representative inclusive of the unanswered or unused answer booklets or scripts;
- (o) should not postpone, suspend or cancel any examination without the approval of the supervisor for the examination;
- (p) present the attendance form for the invigilator and assistant invigilator to the supervisor of the examination or his representative at the faculty office after the exam is over;
- (q) collect information or evidence on any case of breaking the rules and regulations of examinations and give them to the supervisor of the examination or his representative;
- (r) responsible for ensuring that the examination is run smoothly; and
- (s) authorised to take any action deemed to be appropriate in managing misconduct during examinations.

3.4 Responsibilities of the Invigilator are as follows:

- (a) report for duty to the Chief Invigilator at the examination hall/room **THIRTY (30) minutes** before the exam begins;
- (b) place the exam scripts on the student's table before students enter the examination hall/room .
- (c) ensure that the information listed in the students attendance form is the same as that of their identity card/matriculation card and course registration slip before collecting the a copy of the student attendance form;
- (d) collect the answer booklets/ answer scripts after the examination is over while the students are seated. Unanswered or unused answer booklets/ answer scripts should be collected separately;
- (e) report to the chief invigilator of any incident of going against the rules and regulations; and
- (f) carry out other duties as instructed by the chief invigilator.

3.5 Responsibilities of the Assistant Invigilator are as follows:-

- (a) report for duty with the supervisor for the examination or his representative at the faculty **THIRTY (30) minutes** before the exam begins. The assistant invigilator has to report to the chief invigilator at the examination hall/room.
- (b) answerable to the chief invigilator and has to do the following:
 - (i) bring all the examination items to the exam venue
 - (ii) place the necessary items on the student's table as instructed by the chief invigilator.
 - iii) place the exam questions on the student's table before students enter the examination hall/room.
 - iv) assist the invigilator to collect the students' answer booklets/scripts.

- v) return the items to the supervisor of the examination or his representative at the Faculty after the examination is over.;and
- vi) carry out other duties as instructed by the chief invigilator.

4.0 FINAL EXAMINATION ETIQUETTE

- 4.1 Students are advised to be at the designated examination hall/room as listed in the examination schedule no later than **FIFTEEN (15) minutes** before the examination begins.
- 4.2 Students with the chief invigilator's permission may enter the examination hall/room **FIFTEEN (15) minutes** before the examination begins. Students should enter the room in an orderly manner.
- 4.3 Students who arrive no later than **THIRTY (30) minutes** after the examination begins will be allowed to sit for the examination **but** the end of the examination time will not be extended as it will be the same for all the students.
- 4.4 Students who arrive **THIRTY (30) minutes** after or more the examination begins **will not be allowed** to enter the examination hall/room or sit for the examination.
- 4.5 Students are not allowed to leave the examination hall/room for the first **THIRTY (30) minutes** after the examination begins and **FIFTEEN (15) minutes** before the examination ends. If a student needs to leave the examination hall/room, he will have to seek permission from an invigilator.
- 4.6 Students are required to bring the following to the examination hall/room:
 - a. course registration slip; and
 - b. matriculation card/MyCard/passport;and place these items on the top right hand corner of the student's table to be checked by the invigilator.

- 4.7 Students who do not have their course registration slip and matriculation card/myCard/passport will not be allowed to sit for the examination unless a written consent is obtained from the supervisor of the examination.
- 4.8 Students are not allowed to bring or receive from anyone in the examination hall/room any book, dictionary, paper, picture, notes, equipment with written text, programmable calculator, communication equipment or any other equipment unless it is allowed by the chief invigilator to bring them into the examination hall/room. Students are also not allowed to receive any of those items from anyone in the examination hall/room unless it is given by the invigilator as permitted by the Vice Chancellor or recommended by the Faculty Examination Committee.
- 4.9 Any item borrowed by the student has to be returned to the invigilator at the end of the examination
- 4.10 Students must follow strictly all the instructions given by the chief invigilator in the examination hall/room from time to time.
- 4.11 Students are required to do the following **FIFTEEN (15) minutes** before the examination begins:
- (a) fill the attendance form and the information required on the front page of the answer booklet/script; and
 - (b) read the examination questions without making any notes.
- 4.12 Students must write their name, My Kad/ passport number, course code, section and program as well as other required information on each answer booklet/script or any attachments used.
- 4.13 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.
- 4.14 Students must ensure that they are given the correct examination paper and have the required number of pages before beginning the examination. If there is mistake, students must inform the invigilator immediately.

- 4.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklet/script should not be torn.
- 4.16 Used, spoilt or empty answer booklet/script cannot be brought out of the examination hall/room.
- 4.17 Students are not allowed to communicate with one another during the examination.
- 4.18 Students are not allowed to eat/smoke in the the examination hall/room.
- 4.19 At the end of the examination, students must ensure that their answer booklet/script (except empty or initial work) is organised and tied inclusive of the first copy of their attendance form according to the instructions given before handing them in to the invigilator.
- 4.20 Students must remain seated in their places after the examination is over and will only be allowed to leave the examination hall/room after being instructed by the chief invigilator.
- 4.21 Students are not allowed to answer the examination questions before the time of the examination or continue writing after the examination over.
- 4.22 Students must enter and leave the examination hall/room in an orderly manner.
- 4.23 Students are prohibited from referring/use any references in/outside the examination hall/room during the examination unless allowed by the chief invigilator.
- 4.24 Students must not give or receive any assistance from each other or other parties in related to the examination during the examination unless allowed by the chief invigilator.

5.0 EXAMINATION MISCONDUCT

- 5.1 During examinations, students must not do the following:

- (a) give/receive/own any electronic, printed or other forms of information that is not now allowed during the examination in/outside the examination hall unless allowed by the chief invigilator; or
- (b) use the obtained information to answer the examination questions;
- (c) cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
- (d) other misconducts as stated by the university.

6.0 PUNISHMENT

6.1 If a student has acted against the rules and regulations of the examination and is found guilty by the Faculty Examination Committee, the Senate can take any of the following actions:

- (a) give a mark of ZERO (0) for the course (inclusive of coursework) ; or
- (c) a mark of ZERO (0) for all the courses registered in that semester.

6.2 Students who have have found to act against the rules and regulations of the examinations for the second time will be dealt according to the Universities and Colleges Act, 1971, Procedures according to the Universiti Teknologi Malaysia (Students Code of Conduct), 1999.

4. SPECIAL EXAMINATION

(1) Special Examination can be held for the following cases:

- (i) students who are unable to sit for the final examination because of illness and validated by a medical officer from the university or government hospital or have given reasons accepted by the university

or

- (ii) students in their final semester who have passed with Good Standing (GS)[KB] but failed in ONE (1) course taken in the last TWO (2) semesters of study not including the semester used for Practical/Industrial Training.
- (2) The special examination mark will be used to determine the results of the course based on the following:
- (i) The special examination mark as in para1(i) will be used to replace the previous final examination mark whereas the coursework marks remain the same.
 - (ii) Students as in para (1)(ii) who have passed the special examination with a grade D- or a passing grade set by the faculty will be calculated as part of their GPA and CGPA. Students who have been given Grade E will have to repeat the course.
- (3) Special Examination will not be held for the following cases:
- (i) courses that have no final examination; or
 - (ii) students who did not sit for the final examination and gave reasons that are not accepted by the university; or
 - (iii) students who have been barred from sitting for the final examination
- (4) Special Examination will only be conducted once in a semester unless with the approval of the Senate.

5. ANNOUNCEMENT OF COURSE GRADE

- (1) The university will display the grades of the course within the stipulated time.
- (2) Students must check their grades. If there is any mistake, they must report to the faculty latest by **ONE (1) week** after the last day of the final examination week.

6. COURSE GRADE APPEAL

- (1) Students may appeal their course grade to the faculty no later than two (2) weeks after the last day of the final examination week.
- (2) Guidelines for the appeal of course grade are as follows:

GUIDELINES FOR THE COURSE GRADE APPEAL

- 1.0 The faculty that is offering the course will display the results of the examinations (grade only) to students no later than **seven (7) days** after the last day of the final examination week.
- 2.0 Students may contact the respective lecturers directly if they feel that a mistake has been made. Students may also check their exam answer scripts and discuss with the lecturer if they are not satisfied with their results. If they are still unhappy with the results, they may make a course grade appeal which is an appeal for the script to be checked again and remarked. Students may only appeal after they have checked the answers and discussed them with the lecturers.
- 3.0 The course grade appeal must be done within and no later than the **two (2) weeks** after the last day of the final examination week.
- 4.0 Students may obtain the **Course Grade Appeal (Form UTM.E/5-1)** forms at the faculty. The completed course grade appeal forms (4 copies) should be submitted to the bursary according to the following procedure:
 - 4.1 Fees for each course grade appeal is **RM50.00**;
 - 4.2 Payment forms are available at the faculty;
 - 4.3 Payment can be in cash, money order or postal order. Personal cheques are not accepted; and
 - 4.4 All payments must be made by the students themselves at the bursary. Payments via postage will not be accepted.

- 5.0 Students will have to submit the forms to the faculty which is offering the course that they are appealing. One set of forms is for the student's record. Students will have to enclose the payment receipt when they submit the course grade appeal forms.
- 6.0 If there is an appeal from a student, the faculty will check and remark the examination answer scripts of the student.
- 7.0 The faculty offering the course has to present a report on the results of the appeal and remarking to the student's faculty.
- 8.0 Following the rechecking/remarking, the marks will be the ones after the rechecking/remarking has been done. The faculty offering the course has to update the student's examination record.
- 9.0 The student's faculty has to inform the student of the results of the rechecking/remarking of the script and the appeal.

PART VIII

ACADEMIC STANDING

1. (1) The performance of students is evaluated based on the TWO (2) measurements PGA and CGPA which are as follows:

$$\mathbf{GPA} = \frac{\text{Total Grade Point per Semester}}{\text{Total No. Of Attempted Credit per Semester}}$$

And

$$\mathbf{CGPA} = \frac{\text{Total Grade Point for all the Semesters}}{\text{Total No. Of Attempted Credits for all the Semesters}}$$

- (2) The academic standing of a student at the end of every semester is based on the CGPA as in Table 5 below:

Table 5: Academic Standing

Academic Standing	CGPA
Good Status (GS)[KB]	CGPA \geq 2.00
Probation Status (PS)[KS]	1.70 \leq CGPA < 2.00
Failed Status (FS)[KG] (Study Terminated)	CGPA < 1.70

- (3) Students who obtain GPA < 1.00 although the CGPA \geq 1.70 can with the Senate's approval;
- (i) continue his study; or
 - (ii) be instructed to defer his study till the following semester; or
 - (iii) study will be terminated.
- (4) Students who have THREE (3) Probation Status (PS)[KS] continuously will be given the Failed Status (FS)[KG] and the student will be terminated from his program of study.
- (5) Students who have used up the maximum duration of their study but have not fulfilled the requirements for an award will be given the Failed Status (FS)[KG] and the student will be terminated from his program of study.
- (6) The academic standing of a student for the short semester will not be accounted for. The grade obtained in that semester will be taken into account for the calculation of the CGPA in the following semester.
- (7) Students in the first semester who obtain CGPA < 1.70 will be given the re-admission status (RS)[DS].

2. IMPROVING ACADEMIC PERFORMANCE

- (1) Students are given the chance to improve their grades with the faculty's approval during their study according to the following conditions:

- (i) obtain faculty's approval;
 - (ii) improve the grade of the course which is B- and below;
 - (iii) allowed to **improve only once** the grade of the course;
 - (iv) the better grade between the original and the latest grade will be used in the GPA and CGPA calculation; and
 - (v) request for improving grade will have to be accompanied with grade improvement registration payment determined by the Senate.
- (2) Students who have completed their study but have not fulfilled the requirements for an award such as Good Status (GS)[KB] (Completed Program) will not be allowed to improve the grade of their course,

3. ANNOUNCEMENT OF STUDENT ACADEMIC STANDING

The academic standing of students will be announced through the modes adopted by the university.

PART IX

DEAN'S LIST

- (1) Students who obtained GPA of 3.5 and above will be awarded the Dean's List Certificate with the condition that the student has registered for at least **TWELVE (12)** credits excluding the Audit Course (AC)[HS] and compulsory Audit Course (CA)[HW] in that semester.
- (2) The Dean's list remarked will be noted in the student's transcript.

PART X

AWARD OF A DEGREE

CONDITIONS FOR THE AWARD

- (1) Endorsement for the award is done for every regular semester
- (2) Students will only qualify for the award after fulfilling the conditions:
 - (i) obtain Good Status (GS)[KB];
 - (ii) passed all the required courses;
 - (iii) apply for the award and approved by the faculty; and
 - (iv) other conditions as listed.
- (3) Conditions for Passing the Minor Program:
 - (i) Students will have the minor of a program recorded in their transcript after they done the following:
 - (a) passed all the required courses for the Minor; and
 - (b) apply for the award of Minor Program and is approved by the Faculty offering the Minor Program.
- (4) The guidelines on the application for the Award of a Degree are as follows:

GUIDELINES

APPLICATION FOR THE AWARD OF A DEGREE

1. Students in the final semester who will be completing their study must apply for the award of the degree. Students who have applied previously but did not complete their study are required to apply again. The application done in the previous semester is no longer valid.

2. Students who are not eligible for the application (other than the ones listed in 1. above) will be fined **RM50.00** if they submit their application.
3. The application must be done using the Award of a Degree Application Form (**Form UTM.E/7.7 Amendments 2010**) (3 copies) within the time given by the university. Students must present the three copies to the Faculty for endorsement. One copy will be given to the Faculty office, the second one given to the Academic Advisor and the last copy to be kept by the student. If the student fails to submit a copy to the Faculty office, this will be considered that the student has not submitted his application form.
4. The closing date for the application is **THIRTY (30) days** before the final semester examinations begin. Applications received **within TWO (2) weeks** after the closing date will be fined **RM 50.00**.
5. Students who do not submit the application forms to the Faculty office after or within the time given will not be awarded the degree in that semester. However, the student may apply for the award to be given in following semester according to the time period given for that semester.
6. Students who do not apply for the award will not be considered for registration of a postgraduate study at the university.
7. The application for the award of the degree should not be **beyond FIVE (5) years after completing the study**. Applications submitted to the Faculty Office after the stipulated time (5 years) will not be accepted.

PART XI

DEFERMENT OF STUDY

- (1) Students who have been certified sick by the university or a government Medical Practitioner may request for a deferment of study from the Dean of the Faculty. The semester approved for the deferment will not be counted as part of the total semesters needed to complete the study.

- (2) The maximum deferment for every application is **TWO (2) continuous semesters**. If the student requires more than **FOUR (4) continuous semesters**, the case will be referred to the University Medical Panel to decide if the student should be allowed to continue or have his study terminated.
- (3) Students may also apply for deferment due to other reasons besides health. The application must be made before the last working day of week NINE of the semester. The period for the deferment will be considered as one of the semesters that has been used. However, with the endorsement from the Dean, and approval from the Deputy Vice-Chancellor (Academic and Internationalization), the semester requested for the deferment may be excluded from the calculation.
- (4) Students who have been asked to defer by the university due to misconduct will not have the semester be considered as the semester that has been used.

PART XII

RE-ADMISSION

- (1) Students who are studying in the first semester of the first year exclusive of direct entry students who obtained a Failed Status (FS)[KG] will be allowed to continue their study by registering for courses in the following semester to be determined by the faculty. These students will be categorised as Re-Admission Student (RA)[DS].
- (2) These Re-Admission Student (RA)[DS] will have to register for the courses within the compulsory registration period. Students who fail to register will be not be allowed to continue their studies and their study will be terminated thus giving them a Failed Status (FS)[KG].
- (3) These Re-Admission Student (RA)[DS] will begin their study with new GPA and CGPA (the credit earned and credit grade point will be ZERO (0)).
- (4) The first semester (1) that was used will not be counted as the duration of their study.
- (5) Re-Admission Student (RA)[DS] will have their study terminated if they fail to obtain a Good Status (GS)[KB] in the semester.

PART XIII

CHANGE OF PROGRAMME OF STUDY

The university may consider applications from students who would like to change their programme of study in the faculty or to another faculty subject to these conditions:

- (i) the change can only be made after completing a minimum of **ONE (1)** semester of study at the university;
- (ii) the application for change of programme must be made no later than **TWO (2)** weeks after the results have been announced;
- (iii) the academic performance of the students must not be Failed Status (FS)[KG];
- (iv) for a change of program that is similar to the previous one, the academic record of the student will be retained and the study will be a continuation;
- (v) for a change to a different programme, the previous academic record will be closed whereas a new academic record will be opened, The maximum study period is subject to the program offered by the faculty and the number of transferred credits given;
- (vi) The change of programme is only allowed once during the student's study.

PART XIV

ACADEMIC MISCONDUCT

- (1) Students who have committed academic misconduct or wrong doing will be penalised according to the Universities and Colleges Act, 1971, Procedures according to Universiti Teknologi Malaysia (Students Code of Conduct) 1999 or any other actions determined by the university
- (2) Students are not allowed to commit the following academic misconducts: -

- (i) copy/plagiarize such as copy phrases, ideas or information without citing the original source; or
- (ii) misbehave and suspicious behaviour during an examination; and/or
- (iii) any form of wrong doing or attempts of academic cheating other than the above.

PART XV

GENERAL PROVISIONS AND CANCELLATIONS

1.0 GENERAL PROVISIONS

- (1) Any forms of actions to be taken will be under the terms and conditions within the guidelines of the Academic Rules and Regulations. All the actions to be carried out must be in accordance with the guidelines. However, the Senate has the right to make changes from time to time and when the need arises.
- (2) In cases of conflicting views, the rules stated in the **Universities and Colleges Act, 1971** will be adopted.
- (3) Information listed is accurate at the time of the Academic Rules and Regulation publication.

2.0 CANCELLATIONS

The Universiti Teknologi Malaysia Academic Rules and Regulations endorsed by the Senate of Universiti Teknologi Malaysia on 19 October 2005 and the amendments made on 9 May 2007 will no longer be valid.

Endorsed by The Senate of Universiti Teknologi Malaysia
2 June 2010

PROFESOR DATO' IR. DR. ZAINI BIN UJANG

Chairman
Senate Universiti Teknologi Malaysia