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UNIVERSITI TEKNOLOGI MALAYSIA

ACADEMIC REGULATIONS

FULL-TIME UNDERGRADUATE PROGRAMMES

OFFICE OF UNDERGRADUATE STUDIES

Fifteenth Edition



ACADEMIC REGULATIONS

FULL-TIME UNDERGRADUATE PROGRAMMES

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INTRODUCTION

This Academic Regulations applies to the Universiti Teknologi Malaysia Full-Time Bachelor's Degree Programme. Implementation of this Academic Regulations covers only the regular semesters unless otherwise stated.

CONTENT	PAGE
<i>PART I</i> INTERPRETATIONS	1
<i>PART II</i> ACADEMIC SESSION	6
<i>PART III</i> PROGRAMME REGISTRATION	8
<i>PART IV</i> COURSE REGISTRATION	9
<i>PART V</i> CREDIT SYSTEM	12
<i>PART VI</i> GRADING SYSTEM	18
<i>PART VII</i> ASSESSMENT	25
<i>PART VIII</i> ACADEMIC STANDING	36
<i>PART IX</i> DEAN'S LIST	40
<i>PART X</i> AWARD OF A DEGREE	41
<i>PART XI</i> DEFERMENT OF STUDY	42
<i>PART XII</i> CHANGE OF PROGRAMME OF STUDY	44

CONTENT	PAGE
<i>PART XIII</i> ACADEMIC MISCONDUCT	45
<i>PART XIV</i> WITHDRAWAL FROM UNIVERSITY	48
<i>PART XV</i> GENERAL PROVISIONS, ENFORCEMENT AND PRACTICE OF RULES	49

LIST OF TABLES

TABLE	ITEM	PAGE
1	Academic Session	6-7
2	Credit Value	12
3	Maximum Duration of Study	14
4	Relationship between Marks, Grade and Grade Point	18
5	Course Grade Description	19-21
6	Practical Course Grade Description	21-22
7	Description of Grade Points without Value	23
8	Academic Standing Based on CGPA	36
9	Other Academic Standing	37-38

LIST OF APPENDICES

APPENDIX	ITEM	PAGE
I	Guidelines for Short Semester Implementation	51
II	Guidelines for Minor Programmes	54
III	Guidelines for Course Registration	56
IV	Guidelines for Vertical Credit Transfer and Horizontal Credit Transfer	59
V	Guidelines for Final Examination	62
VI	Guidelines for Course Grade Appeal	67
VII	Guidelines for Conferment of Degree	68

INTERPRETATIONS

In this Academic Regulations, unless the context requires a different interpretation:

“**Act**” refers to the Universities and University Colleges Act 1971.

“**Programme Withdrawal**” refers to students who have applied for withdrawal from their academic programme and their applications have been approved by the University.

“**Dean**” refers to the head of a Faculty or any specific division that offers academic programmes and has enrollment.

“**Examination Hall**” refers to any space that is used for examination, tests, or any form of assessment.

“**Terminated**” refers to an action taken on students who have not met the passing requirements; or students who did not register for any course in a semester; or students who have used up the maximum duration of studies; or students who have been expelled by the University under the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 or under the Procedure for Programme and Course Registrations.

“**Faculty**” refers to any faculty, school, academic centre and institute at the University which offers academic programmes and has enrollment.

“**Student’s Faculty**” refers to the Faculty offering the academic programme in which the students are enrolled to.

“**Gap Year**” refers to the deferment period a student takes to be involved in national service activity, volunteering activity or other general activities for three (3) months to a maximum of one (1) year.

“**Course Grade**” refers to the grades that have grade point, Audit Course (HS), Pass (HL) and Fail (HG).

“**IHL**” refers to an institution of higher learning recognised by the University.

PART I

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

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

“Direct Entry” refers to a student who can be considered to get a vertical credit transfer (credit exemption) and has been accepted to enrol into a particular semester based on prior qualification.

“Credit Earned” refers to the total number of credits obtained for courses that a student has passed.

“Credit Counted” refers to the credits considered for the calculation of GPA and CGPA

“Credits For Graduation” refers to the total number of credits required to complete a programme as approved by the Senate.

“Credits For Conferment of Minor” refers to the total number of credits required to complete a Minor Programme as approved by the Senate.

“Minimum Credit” refers to the minimum number of credits registered in a semester, which should not be less than TWELVE (12) credits, including courses with Audit Course (HS) and Compulsory Course (HW) status, except for students with Probation Status (KS) and/or students in their last two (2) semesters.

“Course” refers to a subject with its individual code in an academic programme.

“Practical Course” refers to fieldwork, industrial training and a course conducted in a laboratory or studio.

“Period of Residence” refers to a minimum period of stay for students pursuing studies at the University campus.

“Student Mobility” refers to a student taking courses at other IHLs.

“MOOC - Massive Open Online Course” refers to online courses for the purpose of massive interactive participation and can be accessed publicly through websites for free.

“Medical Officer” refers to a Hospital Medical Officer or the University Health Centre Medical Officer.

“Student” refers to a registered undergraduate student enrolled in a Bachelor Degree programme at the University.

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

“Full-Time Study” refers to the mode of academic study in which a student has registered for a number of credit not less than the minimum credit allowed for each semester except for students with “Probation Status” (KS) and/or in the final two semesters of their studies.

“Award of Degree” refers to Senate endorsement for students qualified to be awarded their degree.

“Chair” refers to the head of school under a faculty.

“Rule” refers to rules, circulars, policies and procedures issued by the University.

“GPA” refers to the grade point average (GPA) obtained by a student in a semester.

“CGPA” refers to the cumulative grade point average (CGPA) obtained by a student in all the completed semesters.

PART I

“Assessment” refers to any form of course assessment to measure the achievement of student learning.

“Final Examination” refers to the assessment conducted at the end of the semester according to the rules set by the Senate.

“Horizontal Credit Transfer” refers to the credit granted to students for courses taken at UTM or at other IHLs during their studies. Transferred course credits are included in credits for graduation and the course grades are taken into account in the calculation of students’ GPA and CGPA.

“Vertical Credit Transfer” refers to exempted credits given to students based on their prior qualifications recognized by the Senate. Transferred course credits are included in credits for graduation but course grades are not taken into account in the calculation of students’ GPA and CGPA.

“Pre-requisites” refers to a prescribed course(s) to be taken/passed before taking another pre-determined course.

“Programme” refers to a field of study approved by the Senate as an academic programme, leading to the award of a degree.

“Dual Degree Programme” refers to an optional academic programme that allows students to be awarded with two undergraduate degrees in the course of their study.

“Minor Programme” refers to a set of extra courses taken outside the student’s academic programme to broaden their knowledge and skills.

“Regular Semester” refers to semester I and II (excluding the Short Semester) with a duration as determined by the Senate for an academic session. Each semester comprises weekly lectures, mid-semester break, revision week and final examination weeks.

“Short Semester” refers to a semester of study conducted during the end of academic session break.

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

“Academic Session” refers to the University Academic Session comprising two regular semesters and a Short Semester or end of academic session break.

“Course Withdrawal” refers to an act of withdrawing from a course within the time specified by the Senate.

“Regular Duration” refers to the number of semesters specified in the curriculum required for students to complete their studies.

“Deferment of Study” refers to a student’s status who has been approved to defer his study or is being suspended by the University.

“Grade Replacement” refers to a provision which allows studentS to repeat courses (grade B- and below) with the Faculty’s permission for the purpose of improving academic performance.

“Repeat Course” refers to an act of repeating a failed course.

“University” refers to Universiti Teknologi Malaysia.

“WBL (*Work-based Learning*)” refers to a learning method that provides exposure to real work experience in the industry.

PART II

1.0 ACADEMIC SESSION

- 1.1. The University academic session comprises two (2) regular semesters and end of semester break. Each regular semester should have a minimum of 14 weeks comprising weekly lectures, mid-semester break, revision period and two (2) to three (3) weeks of final examination.
- 1.2. Besides the two (2) regular semesters, the University can also offer a Short Semester which is held during the end of academic session break. Short Semester period is eight (8) weeks.
- 1.3. The Short Semester will not be counted as part of the total duration of an academic programme. The guidelines for the implementation of Short Semester are as stated in **Appendix 1**.
- 1.4. The Academic Session is as shown in **Table 1**.

*Table 1: Academic Session**

SEMESTER I

Lectures	14 weeks
Mid-Semester Break	1 week
Revision Period	1 week
Final Examination	3 weeks
Semester Total (A)	<u>19 weeks</u>
Enf of Semester Break (B)	<u>4 weeks</u>

PART II

SEMESTER II

Lectures	14 weeks
Mid-Semester Break	1 week
Revision Period**	1 week
Final Examination	3 weeks
Semester	
Total (C)	<u>19 weeks</u>

End of Academic Session Break (D)	<u>10 weeks</u>	OR	End of Semester Break	1 week
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SHORT SEMESTER

Lectures & Examinations	8 weeks
End of Semester Break	1 week
Total (E)	<u>10 weeks</u>

NUMBER OF WEEKS PER ACADEMIC SESSIONS = 52 weeks

(A)+(B)+(C)+[(D) or (E)]

* Subject to amendments

** The revision period is not given to students who will undergo Industrial Training in the Short Semester.

Note :-

The actual implementation dates for Table 1 are based on the academic calendar determined by the University.

PART III

1.0 PROGRAMME REGISTRATION

- 1.1 Students must register for the programme offered on the date stipulated by the University.
- 1.2 If new students do not abide by item 1.1 without valid reasons acceptable to the University, the offer will be annulled.
- 1.3 Registration of the programme for senior students will be automatically done by the University administration based on the previous semester's examinations results.
- 1.4 Senior students with Deferment of Study status must re-register for the programme and the courses. Students who failed to do so within the specified time will be terminated from their studies.
- 1.5 Senior students who are given the approval to register for Minor Programme will have to do so at their faculty on the date determined by the University. The registration guidelines for the Minor Programmes are as stated in **Appendix II**.

1.0 COURSE REGISTRATION

- 1.1 Students must register for all the courses taken every semester.
- 1.2 Course registration must be done within the pre-registration or compulsory course registration period.
- 1.3 All students must register for the course with the correct code, section and status (if applicable) and obtain validation from the Academic Advisor.
- 1.4 Course registration status (if applicable):
 - 1.4.1 **HS** - Register for a course that is not listed in the programme curriculum for the purpose of acquiring additional knowledge.
 - 1.4.2 **HW** - Register for a compulsory course as set in the programme curriculum.
 - 1.4.3 **KM** - Register for an equivalent course offered at other IHLs under the mobility programme.
 - 1.4.4 **MN** - Register for a course as set under the Minor Programme offered by the University.
 - 1.4.5 **UG** - Register for a passed course in the previous semester with a grade B- and below for the purpose of improving a student's academic performance. For this purpose, he needs to get the approval from the Faculty.
 - 1.4.6 **UK** - Register for a failed course in the previous semester for the purpose of repeating the course.
- 1.5 Students with Probation Status (**KS**) will have their course pre-registration annulled. They are required to register within the specified compulsory course registration period.
- 1.6 Students who failed to register for the course within the time stipulated without reasons acceptable to the University will be terminated.

PART IV

- 1.7 Students are fully responsible for ensuring that there is no mistake in the course registration records. Any amendment must be made within the duration stipulated by the University.
- 1.8 Registration for an Audit Course (HS):
 - 1.8.1 A student with the approval of the Faculty or has been instructed by the Faculty cannot register more than TWO (2) courses with HS status in a semester.
 - 1.8.2 The credits from HS courses will not be used in the calculation of the student's GPA and CGPA.
 - 1.8.3 Students who enrol in HS courses must attend all meetings/lectures and complete all the coursework evaluations.
 - 1.8.4 Audit Course (HS) status will be recorded in the student's examination slip and transcript if he meets the requirement of item 1.8.3.
- 1.9 Registration for Minor Course:
 - 1.9.1 A student with the approval of his Academic Advisor and the Faculty offering the Minor Programme can register for any of the course offered as part of the Minor Programme.
 - 1.9.2 He must register for every minor course taken in a semester according to the rules, procedures and duration stipulated.
 - 1.9.3 Course grades will be calculated in the student's GPA and CGPA.
 - 1.9.4 Minor courses cannot be registered as Audit Course (HS).
- 1.10 Course Withdrawal (TD):

- 1.10.1 A student with the approval of his lecturer and Academic Advisor can withdraw from any of his registered course.
 - 1.10.2 He must submit the application form to the Faculty no later than the last working day of week EIGHT (8) of the semester.
 - 1.10.3 Approval for withdrawing from a course is subject to the required Minimum Credits except with the Dean's permission.
 - 1.10.4 Withdrawal (TD) status will be recorded in the course registration record, examination result slip, and student's transcript.
- 1.11 Tuition fees:
- 1.11.1 Students must pay their tuition fees in full by the end of the registration period of that particular semester.
 - 1.11.2 Students who failed to make full payment of the fees are not allowed to register for a course or continue with their studies and can be terminated.
- 1.12 Guidelines for the course registration are as stated in **Appendix III**.

PART V

CREDIT SYSTEM

1.0 COURSE CREDIT

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

2.0 CREDIT VALUE

2.1 With the exception of certain cases, the credit value for a course is as shown in **Table 2:**

Table 2: Credit Value

Type of Delivery	Credit Value	Total No. of Contact Hours Per Semester	Total No. of Student Learning Time Per Credit
Lectures	1	14	40
Laboratory / Studio / Project / Fieldwork	1	28 to 40	40

2.2 **ONE (1)** credit for Industrial Training is equivalent to **TWO (2)** weeks of training.

2.3 The credit value of a course based on work-based learning (WBL) is according to the effective learning time involving theoretical learning, self-learning, learning with industry guidance and assessment during work and beyond working hours. Therefore, the value of **ONE (1)** WBL credit is equivalent to **50 hours of effective learning time.**

3.0 ACADEMIC WORKLOAD FOR EACH SEMESTER

- 3.1 Students with Good Status (KB) must register for not less than the total minimum credit, i.e. TWELVE (12) credits and not more than EIGHTEEN (18) credits. This includes the Audit Course (HS) and the Compulsory Attendance (HW) course in a semester.
- 3.2 Students who are in the final TWO (2) semesters of their study are not subjected to item 3.1.
- 3.3 Students who wish to take more than EIGHTEEN (18) credits have to seek approval from the Chair of the School. For faculty which do not have a School, students need to get the approval from the Dean. However, students are NOT allowed to take more than TWENTY-ONE (21) credits in a semester.
- 3.4 Students with Probation Status (KS) are allowed to take between NINE (9) and TWELVE (12) credits only in the following semester.
- 3.5 Students who wish to enrol in a Short Semester are allowed to take a maximum of EIGHT (8) credits only.

4.0 PROGRAMME CREDIT HOURS AND DURATION OF STUDY

- 4.1 The minimum amount of credit for graduation is 120 credits subject to credit requirements to pass a programme as determined by the Faculty with the approval of the Senate.
- 4.2 The maximum study duration in an academic programme is the regular duration for a programme plus an additional 50% of the student's regular semester duration.

PART V

- 4.3 Students must pass all courses in the curriculum for a programme of study.
- 4.4 For direct entry students, the maximum study duration is determined by the Faculty based on the total number of approved vertical credit exemptions as shown in **Table 3**.

Table 3: Maximum Duration of Study

Total No. of Vertical Credit Transfer	Maximum Duration (Semester)
<20	(1.5 x regular duration) – 0
20 - 33	(1.5 x regular duration) – 1
34 - 50	(1.5 x regular duration) – 2
51 – 60	(1.5 x regular duration) – 3

- 4.5 Total credit hours and study duration for Minor Programme:
 - 4.5.1 Students must pass all the required courses for Minor programme; and
 - 4.5.2 There will be no addition to the maximum duration of study for students who register for Minor programme.
- 4.6 The total of Programme Credit Hours and the maximum study duration for a **dual degree programme** are as determined by the Faculty that offers related courses subject to the Senate's approval.

5.0 VERTICAL CREDIT TRANSFER

- 5.1 Vertical credit transfer can be given to students who have diplomas and degree recognised by the Senate.
- 5.2 The limit of vertical credit transfer that may be granted cannot exceed **30%** (or according to the percentage set by the relevant Professional Bodies) of the total number of credits required for the award of a degree.
- 5.3 Applications for vertical credit transfer should be made when applying for the programme.
- 5.4 Only courses with a **minimum grade C** can be considered for vertical credit transfer. The Faculty may specify a higher minimum grade (if necessary).
- 5.5 Students are not allowed to register for a course that has been granted a vertical credit transfer. If students still register, it will be **cancelled**.
- 5.6 Vertical credit transfer is not allowed from a higher level to a lower level programme.
- 5.7 Vertical credit transfer is not allowed for any course in minor programme.
- 5.8 Vertical credit transfer will be re-evaluated if there is a change in a student's programme.
- 5.9 A guide to vertical credit transfer is stated in **Appendix IV**.

6.0 HORIZONTAL CREDIT TRANSFER

- 6.1 Students who are taking courses through student mobility programme at other IHLs recognised by the Senate can apply for Horizontal Credit Transfer.

PART V

- 6.2 The course that is given the horizontal credit transfer is a course that has been approved by the Faculty before the students join the mobility programme.
- 6.3 There is no limit to horizontal credit transfer between programmes within the University.
- 6.4 Students from other IHLs in Good Status (KB) may be considered for horizontal credit transfer at the University.
- 6.5 The limit of horizontal credit transfer allowed from other IHLs is not more than **50%** of the total credit for graduation.
- 6.6 Horizontal credit transfer will be re-evaluated if there is a change in a student's programme.
- 6.7 Students are required to register all the courses to be transferred during the current semester.
- 6.8 Students should inform the Faculty of the grade obtained for all of the courses they enrol in as soon as they receive the results from the IHL.
- 6.9 For the same programme, horizontal credit transfer can be considered for Good Status (KB) students who withdraw from study. This is subject to a period not exceeding three (3) years from the date of withdrawal. The original record of the student is retained and the number of semester that can be used is the balance of the predetermined number of semesters. This process **can** only take place once during the course of study for the programme.
- 6.10 As per Item 6.9, for a different programme, the number of semesters that can be used is subject to the amount of approved horizontal credit transfer as shown in Table 3.

- 6.11 Students who opt to use horizontal credit transfer facility must fulfill the period of residence of at least TWO (2) regular semesters at the University.
- 6.12 Students may apply for a horizontal credit transfer through APEL(C) without bringing a grade. The maximum credit is subject to 30% of the total credit for graduation.
- 6.13 Students may apply for horizontal credit transfer for MOOC courses provided that they pass a qualification test set by the University for the course. The maximum number of credits is subject to 30% of the total credit for graduation.
- 6.14 A guide to horizontal credit transfer is as stated in **Appendix IV**.

7.0 CREDIT HOURS FOR FAILED COURSES

- 7.1 Students must register and repeat all failed core and general courses. For the calculation of the CGPA, the result of the current course will replace that of the previous failed course. The credit hours and grade point of the previous failed course will not be included in the calculation of the latest CGPA.
- 7.2 Students who fail in an elective course and/or co-curriculum course must register and repeat the course or take other elective course and/or co-curriculum course. If students repeat by taking other elective courses and/or co-curriculum course, their previous credit hours and grade point of the failed course will still be in the calculation of the latest CGPA.
- 7.3 Failed Minor Courses need not be repeated but the credit hours and the grade point of the minor courses will be calculated in the GPA and CGPA.

PART VI

1.0 GRADING SYSTEM

- 1.1 The performance of a student in a course is represented by the grade obtained. The relationship between the marks, grade and grade point is as listed in **Table 4**.

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

1.2 **Table 5** describes the meaning of each grade obtained by students for a course.

Table 5 : Course Grade Description

Marks	Grade Points	Grade	Explanation
90 – 100	4.00	A+	Shows an outstanding performance beyond the highest standards. Course content has been fully mastered. Able to apply the knowledge acquired through various approaches and showcase exceptional understanding in a wider and comprehensive context.
80 – 89	4.00	A	Shows an excellent performance that meets the highest standards. Course content has been mastered very well. Able to apply the knowledge gained through various approaches and show clear understanding in a holistic context.
75 – 79	3.67	A-	Demonstrate excellent performance that meets the high standards. Course content has been well-mastered. Able to apply the knowledge gained through various approaches and show clear understanding.
70 – 74	3.33	B+	Demonstrate a very good performance that meets the high standards. Course content has been mastered with a holistic understanding of concepts and techniques.

PART VI

Marks	Grade Points	Grade	Explanation
65 – 69	3.00	B	Demonstrate good performance that meets the standards. Course content has been mastered with a good understanding of concepts and techniques.
60 – 64	2.67	B-	Fulfill the standards as well as show a good understanding of the course content and the mastery of course content. Most of the specified course content can be mastered.
55 – 59	2.33	C+	Demonstrate satisfactory understanding of course content. Fulfill or in certain circumstances exceed basic standards.
50 – 54	2.00	C	Demonstrate sufficient understanding of course content and meet basic standards.
45 – 49	1.67	C-	Demonstrate a minimum level of understanding of course content and in certain circumstances do not meet basic standards.
40 – 44	1.33	D+	Demonstrate minimum understanding of the course content.
35 – 39	1.00	D	Demonstrate below minimum level of understanding of course content. Student fails in the course.

Marks	Grade Points	Grade	Explanation
30 – 34	0.67	D-	Demonstrate weak understanding of course content. Student fails in the course.
0 – 29	0.00	E	Demonstrate that students cannot understand course content. Student fails in the course.

1.3 **Table 6** describes the meaning of each grade obtained by students for a practical course.

Table 6 : Practical Course Grade Description

Marks	Grade Points	Grade	Explanation
90 – 100	4.00	A+	<p><u>Excellent</u></p> <ul style="list-style-type: none"> ● Demonstrate excellent knowledge and performance based on the ability to apply theory to practical work ● Demonstrate automatic and spontaneous work skills ● Master the skills identified excellently
80 – 89	4.00	A	
75 – 79	3.67		
70 – 74	3.33	B+	<p><u>Good</u></p> <ul style="list-style-type: none"> ● Demonstrate good knowledge and performance based on the ability to apply theory to practical work ● Demonstrate skillful, optimal and efficient work skills ● Master the identified skills well
65 – 69	3.00	B	
60 – 64	2.67	B-	

PART VI

Marks	Grade Points	Grade	Explanation
55 – 59 50 – 54 45 – 49	2.33 2.00 1.67	C+ C C-	<u>Average</u> <ul style="list-style-type: none">● Demonstrate average knowledge and performance based on the ability to apply theory to practical work● Demonstrate work skills with minimum guidance● Master the identified skills moderately
40 – 44	1.33	D+	<u>Weak</u> <ul style="list-style-type: none">● Demonstrate weak knowledge and performance in applying theory to practical work● Demonstrate work skills with full guidance● Weak in mastering the identified skills
35 – 39 30 – 34 0 – 29	1.00 0.67 0.00	D D- E	<u>Fail</u> <ul style="list-style-type: none">● Failure to demonstrate knowledge in applying the theory to practical work● Not able to perform the work even with guidance● Failure to master identified skills

1.4 Generally, Grade D+ is the minimum passing grade. However, the passing grade of a course is subject to the requirements of the Faculty with the Senate's approval.

- 1.5 Besides the grades listed above, the following grading is also used:

Table 7 : Description of Grade Points without Value

Grade	Explanation
HS (Audit)	Grade given for courses registered with HS status.
HL (Pass)	Passing grade given to course registered with HW Status.
HG (Fail)	Failing Grade given to course registered with HW Status.

- 1.6 Grade for Industrial Training is Pass (HL) or Fail (HG).
- 1.7 In addition to the above grades, **temporary** grades like Incomplete (TS) and Incomplete (Student Mobility) TS(KM) may be assigned for the purpose of administering the academic records of students.
- 1.8 Incomplete (TS) status will be given to a course because:
- 1.8.1 students do not take final examinations due to illness, or
 - 1.8.2 students do not complete a course due to illness, or
 - 1.8.3 students undergo Industrial Training/Practicum, or
 - 1.8.4 other reasons that are acceptable by the Senate.
- 1.9 All temporary grades (TS) will be converted to a grade before the Senate Standing Committee Meeting (Special

PART VI

Examination) of the semester after the student completes Item 1.8.

- 1.10 For students who join student mobility programmes outside UTM, the grade TS(KM) for each course will be given if the results are not obtained from the university offering the courses in the semester registered at UTM.
- 1.11 All temporary grades TS(KM) will be converted to a grade before the Senate Standing Committee Meeting (Examination) of the following regular semester.

ASSESSMENT

1.0 ATTENDANCE

- 1.1 Students must attend all forms of scheduled face-to-face learning activities (lectures/practical/studio/fieldwork etc.). If students do not attend these activities, they will have to inform their lecturers immediately and provide reasons for their absence.
- 1.2 Lecturers need to report to the Faculty if there are students who have been absent for more than 20% of the total scheduled contact hours of learning activities.
- 1.3 The Faculty needs to issue a warning letter to the students after receiving a report from lecturers.
- 1.4 Students who attend less than 80% of the total scheduled contact hours of a course in a semester without any reason acceptable to the University, are not allowed to attend all subsequent forms of scheduled face-to-face learning activities and sit for any form of assessment. ZERO (0) mark will be awarded for the said courses; or Fail (HG) for compulsory audit courses (HW) and courses registered as audit (HS) will not be recorded in the transcript.
- 1.5 The Faculty will inform the students in writing of the results of the action as stated in item 1.4.

2.0 ASSESSMENT SYSTEM

- 2.1 Ongoing assessment of a course will be done through coursework, final examinations and other forms of assessment during the semester of study according to the methods and weightings determined by the Faculty.
- 2.2 Assessment for Industrial Training and Final Year Project is based on the format determined by the Faculty.

PART VII

- 2.3 For courses that are assessed based on coursework and final examination, the coursework mark must not be less than 50% of the total marks whereas the final examination mark should not exceed 50% unless approval has been obtained from the Faculty.
- 2.4 Assessment of courses based on 100% coursework can be implemented with the approval of the Faculty.
- 2.5 Application for approval by the course coordinator/lecturer for Item 2.4 should be made before the semester begins.

3.0 FINAL EXAMINATION

- 3.1 The final examination must be carried out during the stipulated time and according to guidelines set by the Senate.
- 3.2 The final examination may be conducted in writing and/or online at a designated place.
- 3.3 Final examinations conducted at different locations should be conducted simultaneously.
- 3.4 Students who did not attend the final examination will be recorded with the status of Absent (TH) in the final scoring column in the system.

4.0 REQUIREMENTS FOR FINAL EXAMINATION

- 4.1 All registered and active students must sit for all the course final examinations determined by the Faculty provided that they have registered for the courses, subject to Part VII Item 1.0.
- 4.2 The University may allow a deferment of examination for students with medical reasons. The student must obtain a medical certificate (validated by a medical officer) before the examination begins and present it to the Dean of the Faculty no later than TWENTY-FOUR (24) hours after the

PART VII

- examination has started. Late submission with valid reasons may be accepted subject to University approval.
- 4.3 Students who fall ill during the examination should be reported to the chief invigilator or any Invigilator for immediate medical screening by a medical officer. The report by the medical officer must be submitted to the Dean of the Faculty not later than SEVEN (7) days from the date of inspection by the medical officer.
 - 4.4 Students who obtain a medical leave certificate are not allowed to sit for the final examination **except** with the permission of the medical officer.
 - 4.5 Students who suffer from calamities (such as accidents, natural disasters or death of parents and immediate family members and other matters approved by the University) may apply for deferment of examination by submitting a written request together with relevant documents to the Chair of the School for their cases to be considered. For faculties that do not have any School, the application and the documents must be submitted to the Dean of Faculty.
 - 4.6 Students who are required to be involved in activities at the national level may apply for a deferment of examination by submitting a written request together with relevant documents to the Chair of the School for his case to be considered. For faculties that do not have any School, the application and the documents must be submitted to the Dean of Faculty.
 - 4.7 The deferred examinations will only be conducted during the Special Examination period determined by the University.

PART VII

5.0 REGULATIONS FOR FINAL EXAMINATION

- 5.1 Students are advised to be at the designated Examination Hall as stipulated in the examination schedule no later than FIFTEEN (15) minutes before the examination begins.
- 5.2 Students, with the chief invigilator's permission, are allowed to enter the Examination Hall FIFTEEN (15) minutes before the examination begins. Students should enter the room in an orderly manner.
- 5.3 Students who arrive no later than THIRTY (30) minutes after the examination begins will be allowed to sit for the examination but there will be no time extension given for the examination.
- 5.4 Students who arrive THIRTY (30) minutes or more after the examination begins will not be allowed to enter the Examination Hall and take the examination.
- 5.5 Students are not allowed to leave the Examination Hall within the first THIRTY (30) minutes after the examination begins and FIFTEEN (15) minutes before the examination ends. If a student needs to temporarily leave the Examination Hall between the time stated above, he/she will have to seek permission from an Invigilator. The Invigilator will record the student's name and time of exit and entry.
- 5.6 Students are required to bring:
 - 5.6.1 course registration slip; and
 - 5.6.2 matric card or MyKad/passport;to the Examination Hall and place these documents on the top right hand corner of the their tables to be checked by the Invigilator.
- 5.7 Students who do not have their course registration slip and student matric card or MyKad/passport will not be allowed to take the examination unless written consent is obtained from the examination supervisor.

PART VII

- 5.8 Students are not allowed to:
 - 5.8.1 bring into the Examination Hall any books, dictionaries, papers, pictures, notes, equipment with written texts, programmable calculators, communication devices (handphones/smartphones, tablets, smart watches and other electronic communication devices) or any other equipment unless they are allowed by the chief invigilator,
 - 5.8.2 receive any of the Item in 5.8.1 from anyone while sitting in the Examination Hall.
- 5.9 Students must adhere to all instructions given by the chief invigilator in the Examination Hall.
- 5.10 FIFTEEN (15) minutes before the examination begins, students are allowed to do the following:
 - 5.10.1 fill in the attendance slip and the information required on the front page of the answer booklets and/or scripts; and
 - 5.10.2 read the examination questions without making any notes.
- 5.11 Students must write their name, matric number/MyKad/ISID number, course code, section and programme as well as other required information on each answer booklet/script or on any attachment used.
- 5.12 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.
- 5.13 Students must ensure that they are given the correct examination paper and have the required number of pages before answering the examination questions.

PART VII

- 5.14 If there is any mistake, students must inform the Invigilator immediately.
- 5.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklets/scripts should not be torn.
- 5.16 Used, spoilt or unused answer booklets/scripts cannot be taken out of the Examination Hall.
- 5.17 Students are not allowed to communicate with other students during the examination.
- 5.18 Students are not allowed to eat in the the Examination Hall.
- 5.19 At the end of the examination, students must ensure that their answer booklet/script (except unused answer booklets/scripts and/or scribbles) is organised and tied neatly according to the instruction given before handing it to the Invigilator.
- 5.20 Students must remain seated after the examination is over and will only be allowed to leave the Examination Hall after being instructed by the chief invigilator.
- 5.21 Students are not allowed to begin answering the examination questions before the starting time or continue writing after the examination time is over.
- 5.22 Students must enter and leave the Examination Hall in an orderly manner.
- 5.23 Students are prohibited from referring to and/or using any references inside or outside the Examination Hall during the examination except for material that is allowed by the chief invigilator.

- 5.24 Students must not give or receive any assistance from other students or other parties in relation to the examination during the examination unless allowed by the chief invigilator.
- 5.25 Students must return all tools or documents supplied for the purpose of the examination (if any) to the Invigilator at the end of the examination.
- 5.26 Students who have been found to violate the rules and regulations of the final examinations and are found guilty will be given a written warning by the Faculty Academic Committee and the offence will be recorded in the student's personal files.

6.0 FINAL EXAMINATION GUIDELINES

The guidelines to final examination are as stated in **Appendix V**.

7.0 SPECIAL EXAMINATION

- 7.1 Special Examination can be held for students who are unable to sit for the final examination because of illness certified by a medical officer, students who suffer from calamities (such as accidents, natural disasters or death of parents and immediate family members and other matters approved by the University) and because of national interest. Students are required to submit an application along with the evidence to the Faculty.
- 7.2 Special Examination can also be held for final semester students who have passed with Good Status (KB) but failed in ONE (1) of the courses taken during the last TWO (2) semesters of study, excluding the semester used for Industrial Training provided that students enrol in the course when it is offered.

PART VII

- 7.3 Students who undergo Industrial Training in the last semester of study may apply to sit for Special Examinations as in Item 7.2 during the preceding semester.
- 7.4 The Special Examination marks will be used to determine the results of the course as follows:
 - 7.4.1 The Special Examination marks as in Item 7.1 will be used to replace the final examination marks whereas the coursework marks will be retained.
 - 7.4.2 The Special Examination marks as in Items 7.2 and 7.3 will be used to determine the results of the course either Pass or Fail and are not taken into account in the calculation of GPA and CGPA. Failed students are required to repeat the course.
- 7.5 Special Examination will not be held for the following cases:
 - 7.5.1 courses that have no final examinations; or
 - 7.5.2 students who did not take the final examination without valid reasons acceptable to the university; or
 - 7.5.3 students who attend less than 80% of the total scheduled contact hours of a course; or
 - 7.5.4 students who failed due to misconduct; or
 - 7.5.5 students who did not repeat the course when offered in the semester
- 7.6 Special Examination for a course will only be conducted once a semester unless approved by the Senate.
- 7.7 Students who fail to sit for the Special Examination for item 7.1 will be given ZERO (0) mark for the final examination.

8.0 EXAMINATION MISCONDUCTS

- 8.1 Students shall not be involved in any of the following examination misconduct:-
- 8.1.1 give and/or receive and/or own any information in electronic, printed or any other form which is not permitted during the examination whether within or outside the Examination Hall unless allowed by the chief invigilator; or
 - 8.1.2 use the obtained information as listed above for the purpose of answering the examination questions; or
 - 8.1.3 cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
 - 8.1.4 other misconducts as stated by the University (for example making noise, interfering with other students, preventing the Invigilator from performing his duties).

9.0 PENALTY FOR FINAL EXAMINATION MISCONDUCTS

- 9.1 If a student violated the rules and regulations of the examination as in Item 8.0 and is found guilty by the Academic Committee of the Faculty, the Senate can take any of the following action:-
- 9.1.1 award ZERO (0) mark for the course (inclusive of coursework); or
 - 9.1.2 award ZERO (0) mark for all the courses registered in that semester.

PART VII

- 9.2 The Academic Committee of the Faculty may recommend disciplinary action pursuant to the provisions of the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 and any provisions and acts which are in force depending on the extent of offences committed by students.
- 9.3 Students who have been found to violate the rules for the **second time** will be dealt with item 9.1.2 and proposed to receive disciplinary action in accordance to the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 and any provisions and acts which are in force.

10.0 ANNOUNCEMENT OF COURSE GRADE

- 10.1 The University will upload the grades online for all courses within the stipulated time.
- 10.2 Students must check their grades.

11.0 REVIEW OF COURSE GRADE

- 11.1 Students may contact the respective lecturers directly if they feel that a mistake has been made on their grades within FIVE (5) working days after the end of the final examination week.
- 11.2 Students may check their examination answer scripts and discuss with the lecturer if they are not satisfied with the results.

12.0 COURSE GRADE APPEAL

- 12.1 If students are not satisfied with the results of the review of their scripts, they may apply for a course grade appeal. The script will be reassessed and re-marked. Students may only apply for a course grade appeal after they have

PART VII

reviewed and discussed the answer scripts with the respective lecturers.

- 12.2 Students may apply for a course grade appeal for any course to the Faculty no later than TEN (10) working days after the end of the final examination week.
- 12.3 The guidelines for course grade appeal are as stated in **Appendix VI**.

PART VIII

1.0 ACADEMIC STANDING

- 1.1 Performance of students is evaluated based on TWO (2) measurements namely GPA and CGPA which are as follows:-

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

And

$$\text{CGPA} = \frac{\text{Total Grade Point for all Semesters}}{\text{Total No. of Credit Counted for all Semesters}}$$

- 1.2 The academic standing of a student at the end of every semester is based on the CGPA as shown in **Table 8** below:

Table 8: Academic Standing Based on CGPA

Status	CGPA
Good Standing Status (KB)	$\text{CGPA} \geq 2.00$
Probation Status (KS)	$1.70 \leq \text{CGPA} < 2.00$
Fail Status (KG) (Study Terminated)	$\text{CGPA} < 1.70$

- 1.3 Students who obtain $\text{GPA} < 1.00$ even though the $\text{CGPA} \geq 1.70$ may continue with their studies. However, the Senate can:
- 1.3.1 defer their studies to the following semester; or
 - 1.3.2 give a Fail Status (KG) and terminate their studies.

PART VIII

- 1.4 Students who obtained THREE (3) consecutive Probation Status (KS) will be given a Fail Status (KG) and they will be terminated from their studies.
- 1.5 Students who have completed their studies but do not meet the requirements of the award will be given a Fail Status (KG) and terminated from their studies.
- 1.6 The academic standing of a student for the Short Semester will not be ascertained. The grade obtained in that semester will be taken into account for the calculation of the CGPA in the first semester of the following session.
- 1.7 The status of the student's academic standing who enrol in the student mobility programme outside UTM with the Unfinished Status (Student Mobility) TS(KM) for that semester is not specified. Grades obtained in the semester will be taken into account for the calculation of CGPA in the next semester.
- 1.8 Students may be given a temporary result if they do not meet the requirements of the University as shown in **Table 9**.

Table 9: Other Academic Standing

Status	Description
KB(BM)	Students are in Good Status and pass all courses required in the curriculum of the programme but have not fulfilled the Bahasa Melayu requirement
KB(MU)	Students are in Good Status and pass all courses required in the curriculum of the programme but have not sat for MUET
KB(TK)	Students are in Good Status and pass all courses required in the curriculum of the programme but have not applied for an award of a degree

PART VIII

KB(PSC)	Students are in Good Status and pass all courses required in the curriculum of the programme but have not fulfilled the requirements of PSC
TS	No final examination/evaluation mark in at least one course for the student and must be completed within the current semester
TS(KM)	No mark because students enrol in the mobility programme and need to be completed within the current semester or next regular semester

2.0 IMPROVING ACADEMIC PERFORMANCE (GRADE REPLACEMENT)

- 2.1 Students are given the opportunity with the approval from the Faculty to improve their grades during their study subject to the following requirements:
- 2.1.1 the Faculty's approval is obtained;
 - 2.1.2 the course grade should be B- and below;
 - 2.1.3 the course grade of a course may only be improved **once**;
 - 2.1.4 the maximum number of credits of the course allowed for the purpose of upgrading the grade is FIFTEEN (15) credits throughout the course of study;
 - 2.1.5 the better grade between the initial and the latest grade will be used in the CGPA calculation while the current grade will be used in the GPA calculation; and
 - 2.1.6 application for registration of course grade improvement must be accompanied with payment as determined by the Senate.

- 2.2 Students who have completed their study with KB(BM), KB(MU), KB(PSC) dan KB(TK) status are not allowed to improve their course grade.

3.0 ANNOUNCEMENT OF STUDENT ACADEMIC STANDING

- 3.1 The academic standing of students will be announced in accordance to the procedures determined by the University except for the following cases:
- 3.1.1 students whose examination results have been suspended because of disciplinary reasons or other reasons decided by the Senate,
 - 3.1.2 students who owe tuition fees.

PART IX

1.0 DEAN'S LIST

- 1.1 Students who obtained GPA of 3.67 and above will be awarded the Dean's List Certificate with the condition that they have registered for at least TWELVE (12) credits excluding Audit Courses (HS), compulsory Audit Courses (HW), replacement grade (UG) and repeat course (UK) in that semester.
- 1.2 Graduating students with CGPA 3.67 and above will be awarded the Dean's Award upon fulfilling the award requirement.
- 1.3 Achievement of the Dean's List Certificate and Dean's Award will be recorded in the student's transcript.

AWARD OF A DEGREE

1.0 GRADUATION REQUIREMENTS

- 1.1 Graduation endorsement is made every regular semester.
- 1.2 Students will only qualify for graduation upon fulfilling the following requirements:
 - 1.2.1 obtain Good Status (KB);
 - 1.2.2 pass all the required courses;
 - 1.2.3 apply for graduation and receive approval from the faculty; and
 - 1.2.4 meet other requirements as stipulated in the University's rules and regulations.
- 1.3 Students who fulfill the requirements for items 1.2.1 and 1.2.2 but **did not** fulfill the requirements for items 1.2.3 and 1.2.4 will obtain Good Status (Course Completed) KB(TK).
- 1.4 Requirements for graduation of Minor Programme:
 - 1.4.1 Students are only eligible to be certified as obtaining a minor in a programme in the student transcript upon:
 - a. passing all required courses for the registered minor programme; and
 - b. applying for graduation for minor programme and obtaining approval from the Faculty offering the programme.
 - 1.4.2 For students who fail to complete the registered minor programme, the minor programme course grade will be calculated in student's GPA and CGPA.
- 1.5 Application guidelines for the Conferment of Degree are shown in **Appendix VII**.

PART XI

1.0 DEFERMENT OF STUDY

- 1.1 Deferment of study can be made based on the following:
 - 1.1.1 health reasons,
 - 1.1.2 personal reasons,
 - 1.1.3 Gap Year,
 - 1.1.4 GPA < 1.00,
 - 1.1.5 misconduct.
- 1.2 The maximum deferment for Item 1.1.1 is TWO (2) consecutive semesters for every application made by student.
- 1.3 Students who are certified to be medically unfit by Medical Practitioner may apply to the Dean of Faculty OR the Chair of School for a deferment of study for the semester. If students require deferment of more than TWO (2) consecutive semesters, the case will be referred to the University Medical Panel to decide whether the student should be allowed to continue or withdraw from his study.
- 1.4 For cases under item 1.1.2, the application must be made before the last working day of week NINE (9) of the semester.
- 1.5 The deferred semester will not be taken into account as part of the total semesters used for the duration of the programme for the following cases:
 - 1.5.1 Students deferred by the University due to medical reasons,
 - 1.5.2 Students deferred by the University due to GPA<1.00,
 - 1.5.3 Students deferred by the University due to misconduct,
 - 1.5.4 Students deferred by the University due to the national interest,

- 1.5.5 Students deferred by the University due to undergoing Gap Year programme.
- 1.6 For cases under item 1.4, the period of deferment will be counted as the semester being used. However, with the endorsement from the Dean of Faculty and approval from the Deputy Vice Chancellor (Academic and International), the semester requested for the deferment will be excluded from the calculation.

PART XII

1.0 CHANGE OF PROGRAMME OF STUDY

- 1.1 The University may consider applications from students who wish to change their programme of study within the faculty or between faculties on the following conditions:
 - 1.1.1 the application for change of programme can only be made after completing a minimum of ONE (1) semester of study at the University and latest by the FOURTH (4) semester of study;
 - 1.1.2 the application for change of programme is made no later than TWO (2) weeks after the results have been announced;
 - 1.1.3 the application for change of programme to another faculty must obtain prior approval from the student's original faculty and the new faculty being requested by the student;
 - 1.1.4 the student's academic performance must not be a Failed Status (KG);
 - 1.1.5 for a change of programme that is equivalent to the previous one, the student's academic record will be retained and student's period of study will be counted as continuous;
 - 1.1.6 for a change of programme in a different field, student's previous academic record will be closed and kept and a new record will be created. The maximum period of study is subjected to the programme offered by the new faculty and the number of approved Horizontal Credit Transfer;
 - 1.1.7 the change of programme is only allowed once throughout the student's period of study.

1.0 ACADEMIC MISCONDUCT

1.1 Academic misconduct is an academic offence that is subject to disciplinary action that can be imposed on students if they are found guilty. Academic misconduct includes cheating, fabrication or counterfeiting, plagiarism, duplication or assisting in academic misconduct.

1.1.1 Cheating includes:

- a. using authorised materials, information or learning assistance in any academic-related matters;
- b. changing answers on an already graded document before submission for regrading purpose, or
- c. failure to follow prescribed academic procedures or instructions (i.e. examination protocol of sitting at spaced desks or talking during examination).

1.1.2 Fabrication refers to falsifying or creating any information or excerpts in any academic-related matters including creating or falsifying research information.

1.1.3 Plagiarism means using the work of others (including words, ideas, designs or data), without giving appropriate reference or quotation. These include:

- a. deceiving and claiming that part or all of the work of others which has been bought or copied as the student's original work;
- b. ignoring or failing to acknowledge the actual source of the work; or
- c. using the work of others which has been modified but can be identified or the previous work of his or her own student which is shown

PART XIII

as if it was the original or new work of the student.

Unless otherwise stated by the faculty, all work in the form of drafts or final format to meet the requirements of the course (including papers, projects, computer programs, oral presentations or other work) must be either student's own work or acknowledged clearly with appropriate citations.

1.1.4 Multiple submission means:

- a. resubmitting work that has been previously submitted by the student for counted credit in a similar or same form in a course to fulfil the requirement for a second course, without the approval/agreement of the second course instructor; or
- b. resubmitting work that has been previously submitted by the student for counted credit in a similar or same form in a course to fulfil the requirement for a second course without the approval/agreement of both course instructors.

1.1.5 Assisting the academic misconduct means that the student abets/assists the other person to commit a deliberate academic misconduct.

1.1.6 Other Academic Misconduct

Academic misconduct other than the above that can be categorised as academic misconduct by the university.

1.2 If a student is found to have committed an offence of any of the items stated in Item 1.1, upon the confirmation of the Faculty's Academic Committee and conviction of the offence, the Senate may take any of the following actions:-

- 1.2.1 award ZERO (0) marks for the entire course examination results (including course work); or

- 1.2.2 award ZERO (0) marks for all courses registered in the semester;
- 1.3 In addition to item 1.2, the Faculty's Academic Committee may submit to the UTM Student Disciplinary Committee for disciplinary action under the provisions of the Universities and Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 and any provision and Act that are in force depending on the level of offence committed.
- 1.4 Student who is found to commit any offence **twice** will be subjected to item 1.2 and submitted to UTM Student Disciplinary Committee in accordance with the provisions of the Universities and Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 and any provision and Act that are in force.

1.0 WITHDRAWAL FROM UNIVERSITY

PART XIV

- 1.1 Application for withdrawal must be made in writing to the Chair of School. For faculties that do not have any school, the application for withdrawal must be made in writing to the Dean of Faculty.
- 1.2 Student receiving approved withdrawal from study is required to pay all fees incurred for the ongoing semester.
- 1.3 Student receiving approved withdrawal from study is responsible for any implications or actions by his sponsor if applicable.

GENERAL PROVISIONS, ENFORCEMENT AND PRACTICE OF RULES

1.0 GENERAL PROVISIONS

- 1.1 Any form of further actions can be taken within the guidelines of this Academic 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 as the need arises.
- 1.2 In the event of any conflicting views, the rules stated in the Universities and Colleges Act 1971 will be adopted.
- 1.3 Information listed here is accurate at the time of publication of this Academic Regulations.

2.0 ENFORCEMENT AND PRACTICE OF RULES

This Universiti Teknologi Malaysia Academic Regulations is applicable to students who register beginning Year 1 2018/2019 Academic Session and onwards.

Endorsed by The Senate of Universiti Teknologi Malaysia
on 15 August 2018

PROFESOR DATUK IR. DR. WAHID BIN OMAR

Chairman
Senate Universiti Teknologi Malaysia

GUIDELINES FOR SHORT SEMESTER IMPLEMENTATION

1.0 Introduction

- 1.1 The Short Semester is an academic semester that is offered during the long semester break and it is not counted as part of the period of study required for a programme.
- 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 begins one week after the end of Semester II and will be conducted for EIGHT (8) weeks.
- 2.2 The duration of the semester will include weekly lectures and all assessments.
- 2.3 Semester breaks and revision periods are not allocated during this semester.

3.0 Courses Offered

- 3.1 Any course offered during the Short Semester is subject to approval by the Faculty.
- 3.2 Priority is given to courses that have a large number of students or that have a high number of failures to be offered during the Short Semester and are subjected to approval by the Faculty.
- 3.3 The maximum number of credits that can be registered by a student is EIGHT (8) credits only.

4.0 Registration of Courses

- 4.1 Students are required to register for each course to be taken during the Short Semester based on the prescribed academic procedure and within the time given by the University.
- 4.2 Students are allowed to withdraw from the courses they have registered.
- 4.3 Applications for Course Withdrawal (TD) should be done starting from week THREE (3) and no later than the last working day of week FOUR (4) of the semester. After this date, any application for Course Withdrawal (TD) will not be accepted.
- 4.4 The faculty has the right to decide the minimum and/or maximum number of students who can register in a section for the courses offered.

5.0 Academic Achievements

- 5.1 Course grades will be awarded during the Short Semester.
- 5.2 The results of the final examinations during the Short Semester will be combined with the results of the examinations of the next semester for the purpose of calculating GPA, CGPA and the academic status of the student.
- 5.3 The existing procedure for course grade announcement and result appeal are applied for the Short Semester.

6.0 Fees

- 6.1 Students will be charged additional fees for enrolling for short semester which include tuition and service fees.
- 6.2 Mode of Payment – Programme Registration
 - 6.2.1 Students must pay all the Short Semester fees that are due before or during registration of the courses

for the short semester. Only students who have paid the fees will be allowed to register for the courses.

- 6.2.2 Students who withdraw (TD) from any course will not be allowed to claim for refunds on their fees.

GUIDELINES FOR MINOR PROGRAMMES

1.0 Minor Programme Registration

- 1.1 Senior students who have been given the approval to undergo the minor programme have to do the programme registration at his Faculty on the date as determined by the University.
- 1.2 Students are not allowed to change their registered minor programme.
- 1.3 Students are not allowed to take more than TWO (2) minor programmes throughout their duration of study.

2.0 Minor Programme Course Registration

- 2.1 A student with the approval of his Academic Advisor and the faculty offering the Minor Programme can register for any of the courses offered as part of the programme.
- 2.2 A student is required to register for every minor courses taken during the semester according to the existing academic rules and procedures within the time given by the respective faculty.
- 2.3 Courses in the minor programme cannot be registered as Audit Course (HS).

3.0 Minor Programme Credits and Duration of Study

- 3.1 Students must pass all courses that are required for the registered minor programme.
- 3.2 The total number of credits for a minor programme is determined by the Faculty offering the programme and with the approval of the University.
- 3.3 There will be no addition to the maximum duration of study for students who register for a minor programme.

4.0 Credit Transfer for Minor Programme

Vertical and horizontal credit transfers are not given for any courses in the minor programme.

5.0 Academic Achievement

- 5.1 The results for Minor Programme Courses will be counted as part of the GPA and CGPA of the student.
- 5.2 Students who fail a Minor Programme course are not required to repeat the course. However, the credit and grade points will be included in the calculation of GPA and CGPA.

6.0 Awards

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

- 6.1 Conditions for the minor award:-
 - 6.1.1 passed all the courses as required for the registered Minor Programme;
 - 6.1.2 applied for the minor award and is approved by the awarding Faculty.
- 6.2 Minor award application:-
 - 6.2.1 Students who have fulfilled the conditions for the award of a Minor Programme will have to apply for the minor award when they apply for their degree award.
 - 6.2.2 Application for the Minor Programme award cannot be made after receiving the degree.
 - 6.2.3 Students who do not apply for the Minor Programme award during the degree award application will not be awarded the Minor award.

GUIDELINES FOR COURSE REGISTRATION

- 1.0 Students who have enrolled in a programme for the academic session must register for all the courses to be taken in that semester. Students who did not enrol in the programme will not be allowed to register for any of the courses.
- 2.0 Students can only register for the courses offered in the semester according to the terms and conditions set by the students' faculty. Students cannot register for courses that are not offered during the semester.
- 3.0 Every course taken in a semester must be registered correctly by stating the course code, section number, number of course credits and the status such as Audit Course (HS), Compulsory Audit Course (HW), Mobility Course (KM), Minor Course (MN), Repeat Course (UK) and Replacement Grade (UG).
- 4.0 Any mistake made during registration of a course may result in the student being given zero (0) marks for the course.
- 5.0 Any course repeated by a student must be registered as UK or UG. The course will be classified as follows:
 - 5.1 **UK** is a repeat of a failed course from the previous semester;
 - 5.2 **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.
 - 5.2.1 A fee of RM75.00 will be charged for every credit and refunds will not be given if the student withdraws from the course.
 - 5.2.2 If the student drops the registered course during the registration correction period, the fees will be fully refunded.
- 6.0 The original course code must be used for registration purposes as in Item 5.0.

- 7.0 Course registration can be done via online or by using the **Course Registration Form (Form UTM.E/3.1 Amendment 2012)**. Students are advised to consult with their Academic Advisors before registering for the courses.
- 8.0 Students are required to do a Course Pre-Registration via online within the period specified by the University.
- 9.0 Compulsory course registration will be conducted over a period of TWO (2) working days during the last week before the new semester begins. Registration after this period with the permission of the Faculty will include a fine of RM100.00.
- 10.0 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 and change of the course code, section and status by using the **Registration Slip Amendment Form (Form UTM.E/3.5 Amendment 2012)**.
- 11.0 Students should check the course registration slip to ensure that all the information in the slip is accurate. Students should make amendments to correct any error based on the rules, conditions and the time given as stated in Items 9.0 and 10.0.
- 12.0 The official registration slip will be issued by the Faculty to every student in week TEN (10) of the semester. The student should obtain the slip from their Faculty and bring it during their final examinations.
- 13.0 Students may apply for Course Withdrawal (TD) from any of the courses registered in the semester. The application for course withdrawal (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 EIGHT (8) in the semester. Request for course withdrawal (TD) after this date will not be accepted.
- 14.0 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 will not be considered.

- 15.0 If a student fails or does not perform the Course Registration within the stipulated time, except with valid reasons that are acceptable to the University, he will be terminated from his study.

GUIDELINES FOR VERTICAL CREDIT TRANSFER AND HORIZONTAL CREDIT TRANSFER

1.0 Vertical Credit Transfer

- 1.1 Vertical Credit Transfer refers to the exemption of credit during application process based on the student's achievement in a related course. It is an exemption for some of the credit requirements for graduation based on the current qualification (diploma, degree or experience) endorsed by the government.
- 1.2 No Vertical Credit Transfer is allowed for programmes which have been undertaken and have obtained a degree in the same field and level from other IHLs.
- 1.3 Application for Vertical Credit Transfer must be made to the student's faculty during the application for the programme.

2.0 Horizontal Credit Transfer

- 2.1 Horizontal Credit Transfer refers to the transfer of credit to a student who graduated in an equivalent course at any IHL during his study at the University. The courses applied for the Horizontal Credit Transfer should be equivalent to and has to meet the curriculum requirements of the programme being studied.
- 2.2 Approved Horizontal Credit Transfer will be taken into account in the calculation of student's GPA and CGPA.
- 2.3 Students are not allowed to spend their final semester at other IHL using the Horizontal Credit Transfer facility unless they obtain consent from the Senate.
- 2.4 Only students with an active registration status are eligible to opt for the Horizontal Credit Transfer.
- 2.5 Application to enrol in a course to obtain Horizontal Credit Transfer from other IHLs should be made within ONE (1)

semester before the student can participate in the mobility programme.

3.0 Conditions and Management of Vertical and Horizontal Credit Transfers

3.1 Students may apply for vertical credit transfer and/or horizontal credit transfer for a course according to the terms and conditions that have been set.

3.2 Passing Grade

3.2.1 The minimum grade to get the vertical credit transfer is **Grade C** or higher according to the University grading system.

3.2.2 The minimum grade to get the horizontal credit transfer is **Passing Grade** determined by the Faculty. Courses with the **Failing Grade** will have its registration terminated.

3.3 Credit Value

Courses that are given Vertical Credit Transfer and Horizontal Credit Transfer must be equivalent to the curriculum of the programme at the University in terms of the calculation of the academic workload and credit value.

3.4 Course Contents and Programme Curriculum

3.4.1 The contents of the courses that are given Vertical Credit Transfer and Horizontal Credit Transfer must be equivalent to the current curriculum of the enrolled programme. The course contents should **be the same or less** than 80% similar to the course offered at the University.

3.4.2 Approval for any Vertical Credit Transfer and Horizontal Credit Transfer application is only given to courses in programmes which are endorsed by the government.

- 3.4.3 Vertical Credit Transfer should not be more than **30%** of the total number of credits required for the award of the degree of study. However, Horizontal Credit Transfer from other IHL can be made to up to **50%** from the total number of credits for conferment of degree.
- 3.4.4 Courses that have been given Vertical Credit Transfer and Horizontal Credit Transfer will be listed in students' academic records.
- 3.4.5 Applications for Vertical Credit Transfer and Horizontal Credit Transfer should be done using the **Vertical/Horizontal Credit Transfer Form UTM.E/3-8 (Amendment 2018)**.
- 3.4.6 Approval for Vertical Credit Transfer and Horizontal Credit Transfer will be given by the student's Faculty upon endorsement by the Faculty that is offering the course.
- 3.4.7 Approval for Vertical Credit Transfer and Horizontal Credit Transfer will be given to students in writing.

GUIDELINES FOR FINAL EXAMINATION

1.0 Final Examination Supervision

- 1.1 The examination supervisor is the Dean of Faculty.
- 1.2 The examination supervisor is responsible at ensuring that the examination is carried out in an orderly and systematic manner.
- 1.3 The examination supervisor should appoint invigilators (academic staff) and assistant invigilators (non-academic staff) to administer the examination.
- 1.4 The invigilators and assistant invigilators are accountable to the examination supervisor.

2.0 Final Examination Invigilation

- 2.1 The invigilators and assistant invigilators are responsible for invigilating the examination.
- 2.2 Unless permission is obtained from the examination supervisor, at least TWO (2) invigilators must be appointed for an Examination Hall whereby one will be appointed as the chief invigilator.
- 2.3 The responsibilities of the chief invigilator are as follows:-
 - 2.3.1 to report to the examination supervisor 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 sealed envelope containing the examination questions and list of students' names taking the examination;
 - 2.3.2 to verify the attendance of the invigilators and assistant invigilators;

- 2.3.3 to instruct assistant invigilators to put the answer booklets, attendance forms and other examination requirements on each student's table and this should be done no later than FIFTEEN (15) minutes before the examination begins;
- 2.3.4 to instruct students to enter the Examination Hall FIFTEEN (15) minutes before the examination begins;
- 2.3.5 to ensure that the attendance of the students is noted and recorded carefully;
- 2.3.6 to announce the start and the end of the examination. He should also announce to the students the last FIFTEEN (15) minutes before the end of the examination;
- 2.3.7 to remind students of the consequences of misconduct during the examination;
- 2.3.8 if a student is allowed to leave the Examination Hall for any reason and then returns to continue the examination, the student should be adequately monitored outside the Examination Hall;
- 2.3.9 in the event of a misconduct and/or cheating during the examination, the chief invigilator should collect the evidence and confiscate the student's answer script immediately. However, students are allowed to continue the examination using a new answer script;
- 2.3.10 to report incidents of wrongdoing and misconduct during examinations to the examination supervisor or his representative immediately after the examination is over;
- 2.3.11 to allow students to leave the Examination Hall if they wish to submit their examination answer booklets/scripts before the last FIFTEEN (15) minutes of the examination;

- 2.3.12 to instruct the invigilators and assistant invigilators to collect the answer booklets/scripts after the examination is over while the students are still seated. Unused answer booklets/scripts should be collected separately;
 - 2.3.13 to ensure that the examination answer booklets/scripts are collected, counted and verified;
 - 2.3.14 to deliver the examination answer booklets/scripts, including the unanswered or unused answer booklets/scripts to the examination supervisor or his representatives;
 - 2.3.15 not to postpone, suspend or cancel any examination without the approval of the examination supervisor;
 - 2.3.16 to submit the invigilators and assistant invigilators attendance form to the examination supervisor or his representative at the faculty office after the examination is over;
 - 2.3.17 to ensure examination is conducted smoothly; and
 - 2.3.18 to take any action deemed to be appropriate in preventing any misconduct during examinations.
- 2.3 Responsibilities of invigilators are as follows:
- 2.4.1 to report to the chief invigilator at the Examination Hall THIRTY (30) minutes before the examination begins;
 - 2.4.2 to place the examination answer booklets/scripts on the student's table before students are allowed to enter the Examination Hall;
 - 2.4.3 to ensure that the information listed in the student attendance slip is the same as that in their MyKad/passport and/or matric card and course registration slip before collecting the second copy of the student attendance slip;

- 2.4.4 to collect the examination answer booklets/scripts after the examination is over while the students are seated. Unanswered or unused examination answer booklets/scripts should be collected separately;
 - 2.4.5 to report any incidents of examination misconduct to the chief invigilator; and
 - 2.4.6 to carry out other duties as instructed by the chief invigilator.
- 2.5 Responsibilities of assistant invigilators are as follows:
- 2.5.1 to report to the examination supervisor or his representatives at the faculty THIRTY (30) minutes before the examination begins. The assistant invigilator then has to report to the chief invigilator at the Examination Hall.
 - 2.5.2 to be accountable to the chief invigilator and has to do the following:
 - a. bring all the examination items to the examination venue;
 - b. place the necessary items on the student's table as instructed by the chief invigilator;
 - c. place the examination question and answer booklets/scripts on the student's table before students enter the Examination Hall;
 - d. to be present at the Examination Hall throughout the examination period;
 - e. assist the invigilators to collect the students' answer booklets/scripts;
 - f. return the examination items to the examination supervisor or his representatives at the Faculty after the examination is over; and
 - g. carry out other duties as instructed by the chief invigilator.

GUIDELINES FOR COURSE GRADE APPEAL

- 1.0 Students should fill in the **Course Grade Appeal Form (Form UTM.E/5-1)** that are available at the Faculty. After filling and completing the course grade appeal form (4 copies), students are required to make the necessary payment to the Bursary Office according to the following procedure:
 - 1.1 RM50.00 will be charged for each course grade appeal;
 - 1.2 payment forms are available at the Faculty ;
 - 1.3 payment can be in cash, money order or postal order. Personal cheques are not accepted; and
 - 1.4 all payments must be made by the students themselves at the Bursary Office. Payments via postage will not be accepted.
- 2.0 Students will have to submit copies of the form to the faculty offering the course that they are appealing. A copy of the form is to be kept by the student. Students will have to enclose the payment receipt when they submit the course grade appeal form.
- 3.0 The faculty offering the course will appoint a panel to review and re-mark the relevant student examination script.
- 4.0 The faculty offering courses should submit a report/result of 'reassessment and remarking' to the student's faculty.
- 5.0 Following the reassessment and/or remarking, the marks taken into account are marks obtained after the reassessment/remarking. If the marks after the reassessment are lower than the original score, the original score will be retained. The student's faculty must update the student's examination records.
- 6.0 The student's faculty has to inform the student of the results of the reassessment/remarking and the appeal.
- 7.0 The results of the reassessment/remarking are final.

GUIDELINES FOR CONFERMENT OF DEGREE

- 1.0 Graduating students in their final semester of study will have to apply for the conferment of degree. Students who have applied but did not complete their studies are required to make a new application. Applications made in the previous semester will not be considered.
- 2.0 Students who are not eligible (other than those specified in Item 1.0) but have applied for the conferment of their award will be penalised **(RM50.00)** if the application for award is submitted.
- 3.0 KB(BM), KB(MU) and KB(PSC) students must meet the specified graduation requirements within FIVE (5) years of the status before applying for the award.
- 4.0 Application must be made using the **Award of a Degree Application Form (Form UTM.E/7.7 Amendment 2010)** in three (3) copies within the stipulated time specified by the University. Students must submit all three copies to the Faculty's Office for verification. The first copy is submitted to the Faculty Office, the second copy to the Academic Advisor and the third copy is for the student. Student's failure to submit the first copy to the Faculty's Office shall be deemed not having submitted any application for award.
- 5.0 Deadline for the application is THIRTY (30) days before the end of the semester examination begins. Applications received within TWO (2) weeks after the closing date will be charged a **fine of RM50.00**.
- 6.0 Students who do not submit the application form to the Faculty Office after the above date or period will not be conferred in the semester. Students will be given a Good Status (Course Completed) KB(TK).
- 7.0 KB(TK) students may apply for conferment of degree within the stipulated time in the following semester but **not later than TWO (2) years after graduation**. Applications submitted to the Faculty Office after the second (2) to fifth (5) year will be **fined**

RM200.00 for each year of delay. Applications submitted to the Faculty Office after the stipulated time will not be accepted.

- 8.0 Students who do not apply for conferment of degree will not be considered for admission to a higher programme at this University.

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