



ACADEMIC REGULATIONS OF UNIVERSITI POLY-TECH MALAYSIA

TABLE OF CONTENTS

NO.	CONTENT	PAGE
	INTRODUCTION	4
	STUDENT'S RESPONSIBILITY	5
1.0	TERMINOLOGY AND ABBREVIATION	
1.1	Terminology	6
1.2	Abbreviation	12
2.0	ADMISSION	
2.1	Admission Requirements for Local and International Students	13
2.2	Post-Appeal Reinstatement	13
2.3	Students Transfer from Other Institutions	13
3.0	REGISTRATION	
3.1	Status of Student	14
3.2	Mode of Delivery	14
3.3	Mode of Study	14
3.4	Course Registration	15
3.5	Withdrawal from Programme	17
3.6	Changing Programme of Study	17
3.7	Credit Exemption	17
3.8	Credit Transfer	17

NO.	CONTENT	PAGE
	3.9 Duration of Full Time Study	20
	3.10 Deferment	20
	3.11 Suspension from Study	21
4.0	COURSE ATTENDANCE	
	4.1 Class Attendance	22
	4.2 On Leave Abroad	23
	4.3 Industrial Training/ Practicum	23
5.0	EVALUATION AND GRADING	
	5.1 Grade Point Values	24
	5.2 Course Result Status	25
	5.3 Announcement of Final Results	26
	5.4 Repeating Course(s)	26
	5.5 Academic Status	27
6.0	EXAMINATION AND ASSESSMENT	
	6.1 Final Examination	30
	6.2 Eligibility to Sit for Final Assessment	30
	6.3 Special Consideration for Final Assessment (ABY Status)	30
	6.4 Supplementary Examination	31
	6.5 A student with Special Needs	32

NO.	CONTENT	PAGE
6.6	External Examination	32
7.0	ACADEMIC APPEAL	
7.1	Appeal for Review of Final Examination	33
7.2	Appeal for Continuation of Study	33
8.0	ACADEMIC MISCONDUCT	
8.1	Cheating	34
8.2	Disciplinary Procedures	35
9.0	ACADEMIC CONFERMENT AND AWARDS	
9.1	Academic Conferment	39
9.2	Graduation Awards	39
	APPENDICES	
	APPENDIX A: Grading Scale	42
	APPENDIX B: Sample Calculation of the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA)	43
	APPENDIX C: List of Fees/ Penalty	45

INTRODUCTION

Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (First Edition)

1. This documentation is named as **Academic Regulations of Universiti Poly- Tech Malaysia (UPTM) (First Edition)**.
2. This Academic Regulation shall be read with other regulation of programmes that has been released by faculties and/ or any academic regulation that has been endorsed by the University Senate.

Effective Date of Enforcement

1. The Academic Regulation of Universiti Poly-Tech Malaysia (UPTM) (First Edition) has been approved by the UPTM Special Senate Meeting No.17 (03/2025) on 29 July 2025.
2. This Academic Regulation shall be applied to:
 - i. all Undergraduate and Professional students of Universiti Poly-Tech Malaysia (UPTM) after the endorsement date.
 - ii. all programmes of studies that have been endorsed by the Senate.
3. This Academic Regulation shall apply to all academic semesters. Any deviation from this regulation shall be subject to the approval of the University Senate.

STUDENT'S RESPONSIBILITY

A student of UPTM is bound to abide by all sections of the Academic Regulations Handbook and to observe the procedures that govern their relations with the university. Each student of UPTM is required to:

1. Understand and comply with all regulations prescribed in this UPTM Academic Regulations Handbook.
2. Take appropriate actions regarding the regulations as stated in the UPTM Academic Regulations Handbook, which includes (but is not limited to):
 - i. fulfil all the academic requirements stipulated in the curriculum of the academic programme enrolled at UPTM;
 - ii. complete the registration exercises for all courses in the programme that the students have chosen to enrol in within the specified time;
 - iii. pay the required amount of UPTM's fees within the specified time;
 - iv. attend lectures/ practical training/ industrial training/ practicum as required by the programme offered at UPTM.
3. Be responsible and proactive in obtaining guidance and advice from the lecturers, mentors, head of programmes, counsellors, administrative staff, and the management of faculties/ institutes for any form of predicaments.
4. Be responsible for fulfilling all requirements of the foundation, diploma, bachelor's degree, and professional programme, and for the student's progress towards the completion of those requirements.
5. Be responsible for practicing academic integrity and honesty.

1.0 TERMINOLOGY AND ABBREVIATION

1.1 Terminology

Academic Committee (JKA)

refers to the Academic Committee who is responsible for reviewing academic issues, proposals, and policies to ensure that they are consistent with the university's academic mission, strategies, and priorities.

Academic Misconduct

refers to any type of cheating that occurs in relation to a formal academic exercise.

Academic Office

refers to the administrative unit that is responsible for overseeing and managing core academic operations including registration, student records, examination, timetabling, curriculum development and programme accreditation.

Accreditation of Prior Experiential Learning (APEL)

refers to an award to an individual with working experience who lacks formal academic qualifications to pursue studies in Higher Education Institutions (HEIs).

Act

refers to Private Higher Educational Institutions Act 1996 [Act 555].

Add & Drop Week

refers to the course selection period for a student to add or drop any course within FOUR (4) weeks for a long semester and TWO (2) weeks for a short semester from the commencement of the semester.

Authorised Bodies

refer to government appointed bodies responsible for higher education policy and quality assurance such as Malaysian Qualifications Agency (MQA), Ministry of Higher Education (MoHE) and other similar bodies.

Award

refers to the conferment awarded to a student who have fulfilled the conditions stated by the university.

Common Core Course

refers to the list of required courses related to the fundamental area of a programme.

Compulsory Course

refers to the list of required courses specified by university/ MQA.

Credit Exemption

refers to exempted credits granted to a student which is deemed equivalent based on existing academic qualifications from a recognised Higher Education Institutions (HEIs).

Credit

refers to hours of teaching and learning to be fulfilled by a student throughout the studies.

Credit Transfer

refers to the practice of granting exemption to course(s) in a programme on the basis that the requirements of course(s) have been demonstrated to have been fulfilled by the applicants. This practice allows the mobility of learners between programmes, institutions and countries.

Credit Value

refers to the multiplication of grade value and credit unit. The load value of **ONE (1)** credit is equivalent to 40 hours of Students Learning Time (SLT) in a semester.

Cumulative Grade Point Average (CGPA)

refers to the average grade value achieved by students for all courses taken.

Dean

refers to an academic staff appointed by the university to head a particular faculty/ institute.

Deferment

refers to permission given to a student who defers semester due to certain reasons.

Deputy Vice Chancellor Academic and Internationalization (DVCAI)

refers to the person who is appointed to lead the academic division that is responsible for all matters involving undergraduates and postgraduates.

Discipline Core Course

refers to the list of courses for a specific area of a programme.

Dismissed (DIS)

refers to the status given to a student who failed to meet minimum passing requirements.

Elective Course

refers to optional course(s) offered at the programme level as specified by the faculty/ institute.

Final Assessment

refers to an assessment of a student at the end of semester in the form of final assignment or final examination.

Final Assignment

refers to an assessment of a student in the form of assignment, report, presentation, dissertation/ thesis, project or industrial training report or any other form of assessment assigned by course lecturer.

Final Examination

refers to a written examination, scheduled within the official examination period.

First Semester

refers to a student who have commenced first semester in university. This includes a student who is entitled for credit transfer and have registered at other semester of study (e.g., semester 2 or semester 3 according to the respective programme structure).

Full Time Study

refers to the mode of academic study in which a student registered at least **12** total credit hours for a long semester and **SIX (6)** total credit hours for a short semester, but not exceeding **20** total credit hours for a long semester and not exceeding **10** total credit hours for a short semester.

Grade

refers to an alphabetical value as an indication of a student's performance in a particular course.

Grade Point Average (GPA)

refers to the average value of a student's academic achievement for all courses taken in a particular semester.

Graduate on Time (GOT)

refers to a student who is able to complete the study in respective time as stipulated in accordance to the programme structure.

Graduate (GRADUATE)

refers to a student who has fulfilled the academic graduate requirements and has been endorsed by the University Senate.

Graduating Student

refers to a student who is in the final semester of a specific academic programme.

Head of Programme

refers to an academic staff who is responsible for academic leadership, management and assessment for the programme the staff has been designated to lead on.

Higher Education Institutions (HEIs)

refers to universities, colleges, and further education institutions offering and delivering higher education.

Inactive (INA)

refers to the status given to a student who has failed to register for the current semester due to outstanding fees from the previous semester.

Independent Studies

refer to the teaching and learning methods in which a student takes an independent study course with minimum guidance.

Industrial Training

refers to university specified off class learning activity or field experience to fulfil the pre-determined conditions of the conferment of a diploma and bachelor's degree programme.

Mentor

refers to an academic staff assigned to students for advisory assistance pertaining to academic matters.

Maximum Credit

refers to the total maximum credit approved by the Academic Committee for course registration in a particular semester.

Minimum Credit

refers to the total minimum credit approved by the Academic Committee for course registration in a particular semester.

New Students

refers to a student who has accepted the offer of the university and has registered for a program of studies and in the first semester of studies.

Open and Distance Learning (ODL)

refers to flexible education in terms of the access and knowledge acquisition mode.

Part Time Study

refers to the mode of academic study in which a student registered at least **SIX (6)** total credit hours for a long semester and **THREE (3)** total credit hours for a short semester, but not exceeding **12** credit hours for a long semester and not exceeding **SIX (6)** credit hours for a short semester.

Plagiarism

refers to any falsification of academic work that belongs to another author without acknowledging the work either in the form of printed or electronic materials.

Practicum

refers to teaching training for a student to acquire skills and knowledge and teaching assessment in a real classroom situation in selected primary/secondary schools.

Pre-requisite

refers to prescribed course(s) that must be passed prior to registering for a higher-level course.

Professional Body

refers to an organization with individual members practicing a profession or occupation in which the organization maintains an oversight of the knowledge, skills, conduct and practice of that profession or occupation.

Registrar

refers to a senior administrative executive who oversees the management and leadership of the Registrar's Office.

Residential Year

refers to the residential period, which normally commences at least **ONE (1)** semester of the academic year.

Suspension of Study (SPN)

refers to a suspension period in which a student is suspended from study due to disciplinary matters or violation of rules and regulations of the university.

Returning Student

refers to a registered student who has completed at least **ONE (1)** semester of study.

Scroll

A ceremonial document given to a student during convocation or graduation ceremony.

Semester

refers to an academic session for a particular programme as stipulated by the university and outlined by the MQA.

Student

refers to a registered student who is enrolled in any academic programmes at the university.

Student Academic Disciplinary Committee (SADC)

refers to a committee formed by the university to hear and judge the academic discipline or misconduct committed by a student.

Student Academic Disciplinary Appeal Committee (SADAC)

refers to a committee formed by the university to hear and judge the appeal forwarded by a student with regard to specific academic discipline infringement.

Student Instructor Evaluation (SIE)

refers to a formal feedback process where a student evaluates the performance of their course lecturers.

Terminated (TMT)

refers to the status given to a student who has been terminated due to various reasons.

Terminated from University (TFU)

refers to the status given to a student who is absent without notice for **TWO (2)** consecutive weeks. Each case will be deliberated by the Academic Committee by considering the evidence and/ or supporting document(s) presented and the Academic Committee's decision is final.

Transcript

refers to an official academic record that details a student's performance throughout the course of study at an educational institution.

University

refers to Universiti Poly-Tech Malaysia (UPTM) that was established under the Private Higher Educational Institutions Act 1996 [Act 555].

University Board

refers to the University Board constituted under Section 16.

University Senate

refers to an authorized highest academic body in the university for decision making with regards to academic matters.

Vice Chancellor

refers to the Vice Chancellor of the university appointed under Section 32 who shall also be the Chief Executive of the university under Sub-section 31(1) of the Private Higher Educational Institutions Act 1996 [Act 555].

Warning (WAR)

refers to the academic status of a student who acquired CGPA below 2.00 for any particular semester.

Withdrawal (WTD)

refers to the academic status of a student who applies to withdraw from a programme.

1.2 Abbreviation

CGPA	Cumulative Grade Point Average
DIS	Dismissed
DVCAI	Deputy Vice Chancellor Academic and Internationalization
GOT	Graduate on Time
GPA	Grade Point Average
GRADUATE	Graduated
HEI	Higher Education Institutions
INA	Inactive
ODL	Open and Distance Learning
ONL	On Leave
SADAC	Student Academic Disciplinary Appeal Committee
SADC	Student Academic Disciplinary Committee
SPN	Suspension of Study
TFU	Terminated from University
TMT	Terminated
VC	Vice Chancellor
WAR	Warning
WTD	Withdrawal

2.0 ADMISSION

2.1 Admission Requirements for Local and International Student

2.1.1 Requirements and qualifications for admission to all academic programmes are determined and approved by the University Senate.

2.1.2 Proven healthy to continue their studies by a registered medical practitioner, including those with special needs.

2.2 Post-Appeal Reinstatement

2.2.1 A student with any of the following statuses may submit an appeal and may be considered for re-registration:

- a. Dismissed (DIS)
- b. Inactive (INA)
- c. Terminated from University (TFU)

2.3 Student Transfer from Other Institutions

2.3.1 A student from another institution may pursue their studies at the University, subject to the horizontal credit transfer requirements (refer to Clause 3.8.4(b)).

3.0 REGISTRATION

3.1 Status of Student

3.1.1 New Student

- a. Applicants with an offer letter issued by the university must register within **TWO (2)** weeks for a long semester and **ONE (1)** week for a short semester from the registration date, subject to any alternative registration date set by the university.
- b. A student must complete all required forms in the Student Registration Handbook and submit them upon registration.

3.1.2 Returning Student

- a. The University will automatically register a student who are eligible to continue their studies subject to the following criteria:
 - i. a student status is PROCEED;
 - ii. a student has no outstanding fees from the previous semester.
- b. Failure to comply with Clause 3.1.2(a)(ii) within **ONE (1)** week from the registration date will result in the student being given INA status. A student with INA status may appeal to continue their studies (refer to Clause 7.2).

3.2 Mode of Delivery

3.2.1 There are **TWO (2)** modes of delivery:

- a. Conventional
- b. Open and Distance Learning (ODL)

3.3 Mode of Study

3.3.1 There are **TWO (2)** modes of study:

- a. Full-Time
- b. Part-Time

- 3.3.2 Total credit hours registered in a semester for each mode of study are as follows:

Mode of Study	Long Semester (Total Credit Hours)		Short Semester (Total Credit Hours)	
	Min	Max	Min	Max
Full-Time	12	20	6	10
Part-Time	6	11	3	5

- a. The total credit hours stated in the table above is not applicable to students undergoing industrial training or practicum.
 - b. The total credit hours registered for a professional programme are stated in the Professional Programme Students Handbook.
- 3.3.3 A student may apply to change their mode of study, subject to the following conditions:
- a. the student must remain in the same programme of study;
 - b. the change of mode is allowed only ONCE throughout the duration of study;
 - c. the application must be submitted to the Dean's Office;
 - d. the application must be submitted at least **FOUR (4)** weeks before the official commencement of a new semester;
 - e. all credit hours earned in the previous semester will be considered based on the programme structure, subject to the approval of the Dean;
 - f. the change of mode is only allowed during a long semester;
 - g. this change of mode is only applicable for full-time to part-time and vice versa.

3.4 Course Registration

- 3.4.1 A student must register for all courses as outlined in the programme structure.
- 3.4.2 A returning student is required to complete course registration within the stipulated period. A processing fee of RM30 will be imposed for failure to comply with this requirement.
- 3.4.3 A student who has failed prerequisite courses is required to drop and add the specified courses accordingly.

- 3.4.4 A student is allowed to add or drop any courses during the course selection period, within **FOUR (4)** weeks for a long semester and **TWO (2)** weeks for a short semester from the commencement of the semester (Refer to Clause 3.3.2).
- 3.4.5 The University reserves the right to refuse the student's course registration application if the course is not offered in that particular semester.
- 3.4.6 A full-time student with WAR status may apply to register for more than **SIX (6)** credit hours, up to a maximum of **12** credit hours in a long semester, or between **TWO (2)** to **EIGHT (8)** credit hours in a short semester, subject to the approval of the Academic Committee:

Student Status	Long Semester (Total Credit Hours)		Short Semester (Total Credit Hours)	
	Min	Max	Min	Max
Warning (WAR)	6	12	2	8

- 3.4.7 A part-time student with WAR status may apply to register for more than **TWO (2)** credit hours, up to a maximum of **EIGHT (8)** credit hours in a long semester, or between **TWO (2)** to **FOUR (4)** credit hours in a short semester, subject to the approval of the Academic Committee:

Student Status	Long Semester (Total Credit Hours)		Short Semester (Total Credit Hours)	
	Min	Max	Min	Max
Warning (WAR)	2	8	2	4

3.4.8 Independent Studies

- a. A graduating student may register for Independent Studies if one of the following conditions is met:
 - i. the required course is not offered in the current semester;
 - ii. there is a timetable clash between the required course and other courses taken by the student.
- b. A student is independently responsible for the course taken, with minimal supervision by the lecturer.

3.5 Withdrawal from Programme

- 3.5.1 A student who intends to withdraw from a programme must complete the University Clearance Form and submit it to the Academic Office.
- 3.5.2 The refund of fees, if any, is subject to the terms and conditions of the KPTMSB Fees Policy.

3.6 Changing Programme of Study

- 3.6.1 A student may request change to another programme, subject to the fulfilment of the entry requirements for the new programme and the University's policy.
- 3.6.2 For a new student, an application for a change of programme must be submitted no later than **TWO (2)** weeks after registration. The student must complete the Application for Change of Programme Form and obtain the recommendation and approval of the respective Dean(s).
- 3.6.3 A local returning student who has withdrawn from a programme may apply for re-admission into the same or another programme at least **FOUR (4)** weeks before the commencement of the new semester. The student must be free from any disciplinary action and have no outstanding fees.
- 3.6.4 An application for a change of programme by an international student is subject to the approval of Education Malaysia Global Services (EMGS).

3.7 Credit Exemption

- 3.7.1 Credit exemption may be granted to a student based on academic qualifications obtained from previously recognised Higher Education Institutions (HEIs). Exemption from a course does not result in credit being awarded for the exempted course.
- 3.7.2 A student is required to register for additional course(s) to replace any exempted course(s) in order to fulfill the total credit hours required for graduation. The student should refer to the Programme Handbook for detailed information.

3.8 Credit Transfer

- 3.8.1 A student may apply for credit transfer, subject to the University's regulations.
- 3.8.2 Credit transfer is granted based on course-to-course mapping. The principles of credit transfer are as follows:

- a. Passing minimum grade as follows:

Percentage Credit Transfer (%)	Minimum Grade
1 to 30	Grade C
31 to 50	Grade B

- b. The credit value of the equivalent course must be equal to or greater than the credit value of the course in the current programme.
- c. The course content must be equivalent or at least 80% similar to the current syllabus.
- d. Applications for credit transfer must be submitted within **TWO (2)** weeks upon student's registration with a processing fee of RM50 per application.
- e. The credit transfer application must be accompanied by the transcripts of final results and syllabus or outline of the courses from the recognised institutions.

3.8.3 The course transferred must be from a programme accredited/ recognised by an authoritative body in the country concerned.

3.8.4 Credit transfers can be categorised as follows:

- a. Vertical

Credit transfer from a lower to a higher-level education. The Vertical Credit Transfer Policy is based on the following:

- Certificate (Level 3, MQF) to Diploma (Level 4, MQF). A maximum of 30% credit transfer is allowed upon evaluation of certificate qualification.
- Diploma (Level 4, MQF) to Bachelor's Degree (Level 6, MQF). A maximum of 50% credit transfer is allowed upon evaluation of diploma qualification.
- Advanced Diploma (Level 5, MQF), who also holds a Diploma (Level 4, MQF) to Bachelor's Degree (Level 6, MQF). A maximum of **TWO (2)** years of study can be considered for credit transfer upon evaluation of Advanced Diploma qualification.

- b. Horizontal

Horizontal Credit Transfer refers to the transfer of credits from a programme at the same level of qualification, such as from

certificate to certificate, diploma to diploma, or bachelor's degree to bachelor's degree. The Horizontal Credit Transfer policy is based on the following conditions:

- i. A student who has fulfilled the qualification and intends to pursue studies for a second time at the same level of the qualification already acquired:
 - credit transfer is allowed.
 - there is no credit transfer limit if the student is from the same university.
 - for a student from another institution, the credit transfer value is subject to the student's residential year requirement.
- ii. A student currently enrolled in a programme who wishes to change to another programme within the same field:
 - if the programme is offered by the same institution, there is no limit on the transfer of credits, subject to the credit transfer requirements.
 - if the programme is from a different institution, the credit transfer is subject to the student's residential year requirement.
- iii. Credit transfer is strictly not permitted if a student has failed a previous programme and wishes to pursue studies in another programme at the same level.
- iv. A student who has withdrawn from the programme and would like to resume studies in another programme of the same level:
 - credit transfer may be considered.
 - if the programme was offered by the same institution, there is no limit on the transfer of credits, subject to the credit transfer requirements.
 - if the programme was from a different institution, credit transfer is subject to the student's residential year requirement.
- v. A student who is pursuing a programme and has concurrently taken courses at other institutions (e.g., through a mobility programme or student exchange programme):
 - credit transfer is allowed and subject to the student's residential year requirement.
 - credit transfer is not permitted for a student who has

failed a programme and wishes to pursue another programme at the same level.

- 3.8.5 The guidelines for credit transfer for professional programmes are outlined in the Professional Programme Students Handbook.
- 3.8.6 A student who requests for course syllabuses must fill in the Syllabus application Form and pay the processing fee of RM10 per course or a maximum of RM100.

3.9 Duration of Full Time Study

- 3.9.1 The maximum duration of full-time studies are as follows:

Programme	Maximum Studies Duration
Foundation	2 years
Diploma	5 years
Bachelor's Degree	6 years

- 3.9.2 A student has to submit an appeal letter to the Dean if the maximum study duration has exceeded, subject to approval by the University Senate.

3.10 Deferment

- 3.10.1 A student may apply for deferment of study made by **Week 12** of a long semester or **Week 6** of a short semester due to health or other acceptable reasons, subject to the approval of the DVCAI.
- 3.10.2 The tuition fee will **not be charged** if the application for deferment is made by **Week 5** of a long semester or **Week 3** of a short semester.
- 3.10.3 A student will be charged the **full tuition fee** if the application for deferment is submitted after **Week 5** of a long semester or after **Week 3** of a short semester.
- 3.10.4 A student must complete the Deferment of Study Form and attach all necessary supporting documents. The completed application must be submitted to the DVCAI Office.
- 3.10.5 The approved deferment duration, granted by the DVCAI for health or other acceptable reasons will not be considered as the duration of the study.
- 3.10.6 A non-refundable processing fee of RM100 will be charged for a long semester of deferment application by student.
- 3.10.7 Upon approval by the DVCAI, the student's status for the deferred semester will be remarked as On Leave (ONL).

3.10.8 A student who wishes to defer for **THREE (3)** or more semesters is subject to the approval of the Academic Committee.

3.11 Suspension from Study

3.11.1 A student who is found guilty of breaching any University rules shall be suspended for a specific period and will be remarked SPN status.

3.11.2 The suspension period will be considered as part of the student's total duration of study.

3.11.3 The effects of suspension of studies are as follows:

- a. the student's expected completion date will be extended;
- b. the student is prohibited from using all University facilities and equipment during the suspension period;
- c. the student may be eligible for a refund; however, the University reserves the right to impose any applicable charges or deduct any outstanding balance after verification with the Bursary.

4.0 COURSE ATTENDANCE

4.1 Class Attendance

- 4.1.1 A student must attend lectures, tutorials, laboratory sessions, studio work, industrial training, practicum, and other teaching and learning activities as stated in the structure of the programme.
- 4.1.2 Attendance for lectures, tutorials, laboratory sessions, studio work, and other teaching and learning activities must not be less than 80%. If a student fails to meet the stipulated attendance requirement, the student will not be allowed to sit for the final assessment.
- 4.1.3 The course lecturer shall issue warning letters based on the following percentage of absenteeism:

Absenteeism	Action
7% – 13%	Issuance of First Warning Letter
14% – 20%	Issuance of Second Warning Letter
21% and above	Issuance of Bar Letter

- 4.1.4 A student who is issued Final Assessment Bar Notice will not be allowed to sit for the final examination. For courses without a final examination, the final assignment **will not be evaluated**. In the transcript, the student will receive a 'BAR' status with a grade point of zero (0.00) for the respective course.
- 4.1.5 A student who fails to attend class must submit a valid medical certificate or provide a letter with supporting document(s) to the course lecturer within **THREE (3)** days.
- 4.1.6 A student who is barred from the final assessment may submit an appeal letter to the Students' Academic Disciplinary Committee (SADC) by:
- Week 6** (for short semester)
 - Week 12** (for long semester)
- 4.1.7 A student who is continuously absent will be given the status of Terminated from University (TFU) if:
- The student does not attend lectures for **ALL** registered courses during the semester; AND
 - The student is absent for **TWO (2)** consecutive weeks.
- 4.1.8 The TFU status shall be decided by the Academic Committee after reviewing the relevant evidence and documents.

4.2 On Leave Abroad

- 4.2.1 A student may apply leave to travel abroad must submit the Overseas Leave Application Form to the Dean for approval at least **ONE (1)** month in advance of the intended date of departure, whether for academic or personal reasons.
- 4.2.2 A student is not allowed to travel abroad during Final Examination Week.

4.3 Industrial Training/ Practicum

- 4.3.1 A student must comply with the following conditions before undergoing industrial training or practicum:
 - a. register for the industrial training/ practicum course; AND
 - b. refer to the requirements as stipulated in the programme structure.
- 4.3.2 Disciplinary action will be taken against a student who violates any regulation related to industrial training or practicum, neglects their responsibilities, or commits any misconduct as stated in the UPTM Industrial Training / Practicum Handbook.
- 4.3.3 Detailed procedures for industrial training or practicum can be found in the UPTM Industrial Training / Practicum Handbook.

5.0 EVALUATION AND GRADING

5.1 Grade Point Values

5.1.1 A student's performance in a course is reflected by the grade received.

- a. A student is required to pass both the continuous and final assessments for every course as follows:

Component	Minimum Passing Mark
Continuous Assessment	40/100
Final Assessment	30/100
Overall Passing Marks	40/100

** Subjected to the requirements of relevant MQA programme standards.*

- b. A student who does not meet this requirement is considered FAIL and will be given Grade F.

5.1.2 The grade and point values for all programmes for foundation, diploma and bachelor's degree are shown in Appendix A.

5.1.3 The final examination results and student's assessments are given a Grade Point Average (GPA) for the semester and a Cumulative Grade Point Average (CGPA) that represent the academic achievement of the student throughout the study period.

5.1.4 The formula used for the calculations of the GPA is as follows:

$$\text{GPA} = \frac{\text{Total credit values for a semester}}{\text{Total credit for a semester}}$$

5.1.5 The formula used for the calculations of the CGPA is as follows:

$$\text{CGPA} = \frac{\text{Total credit values for all courses taken}}{\text{Cumulative credit over all semesters}}$$

5.1.6 Sample calculations for GPA and CGPA are shown in Appendix B.

5.1.7 Evaluation and grading systems for the professional programme can be referred to the Professional Programme Students Handbook.

5.2 Course Result Status

5.2.1 The course result status obtained by a student for a course shall be indicated as follows:

PAC	Pass the Course
ABX	Absent from Final Examination without Permission OR Fail to submit Final Assignment
ABY	Absent from Final Examination with Permission
BAR	Being Barred from Final Assessment
INC	Incomplete Course
F	Failed a Course
FE	Failed Final Assessment
FC	Failed Continuous Assessment

a. Pass the Course (PAC)

The PAC status shall be given to student who pass a course taken.

b. Absent from Final Examination without Permission (ABX)

The ABX status shall be given to a student who is absent the final examination without permission or fails to submit final assignment.

c. Absent from Final Examination with Permission (ABY)

- The ABY status shall be given to a student who is absent the final examination with permission (Refers to Clause 6.3).
- A student must inform the Examination Unit and the Head of Programme via email within **24 hours** on the day of the absence.
- The evidence of absenteeism should be submitted to the Examination Unit within **THREE (3)** working days after the examination was conducted.

d. Being Barred from Final Assessment (BAR)

The BAR status shall be given to a student who is absent more than 20% of course attendance.

e. Incomplete Course (INC)

- An INC status shall be given to a student who is still undergoing industrial training/ practicum.

- ii. The INC course will not be included in the calculation for GPA and CGPA. It will be converted to the actual grade once the student has completed the final assessment.

- f. Failed a Course (F)

The F status shall be given to a student who failed a course taken.

- g. Failed Final Assessment (FE)

The FE status shall be given to a student who failed a final assessment of the course taken.

- h. Failed Continuous Assessment (FC)

The FC status shall be given to a student who failed a continuous assessment of the course taken.

5.2.2 The FC and FE status is temporary and will be converted to the actual grade and the GPA and CGPA will be recalculated once the student completed the supplementary examination (Refer to Clause 6.4).

5.2.3 The course status for professional programmes is stated in the Professional Programme Students Handbook.

5.3 Announcement of Final Results

5.3.1 All lecturers shall ensure that coursework or carry marks are released to the student prior to the commencement of the Final Examination Week.

5.3.2 The final results for the current semester shall be endorsed by the University Senate and will be released by the Academic Office.

5.3.3 A student who is dismissed may apply for reinstatement with a processing fee of RM50 (Refer to Clause 7.2).

5.3.4 The announcement of professional programme final results will be released by the respective professional bodies and endorsed by the University Senate.

5.4 Repeating Course(s)

5.4.1 Repeat failed course(s)

- a. A student is allowed to repeat failed course(s), subject to the maximum duration of study allowed.
- b. A student is required to repeat the failed course(s) in the following semester and/ or when the course(s) is offered.

- c. A student who fails any core course is required to repeat the same course until a passing grade is achieved, subject to the maximum duration of study. The grade will be considered in the calculation of CGPA.
- d. A student who fails any elective and university core (third language) course may repeat the same course or take a different course within the same category as a replacement. The credit and point value for the failed elective course will be included in the calculation of the GPA and CGPA.
- e. A graduating student who completed all courses but has a CGPA below 2.00 may repeat any available courses within a given semester after successfully appealing for re-admission (Refer to Clause 5.4.2).

5.4.2 Repeat a passed course

- a. A student may repeat a passed Core, Elective, University or MPU course to improve a grade of C- or below, subject to the approval of the faculty.
- b. The highest grade obtained will be used in the calculation of the GPA and CGPA.
- c. Repeating a passed course is allowed once for each course.
- d. The course must be offered by the faculty.

5.4.3 For professional programmes, refer to the Professional Programme Students Handbook.

5.5 Academic Status

5.5.1 Academic status is determined based on GPA and CGPA as follows:

DIS	Dismissed
DNL	Dean's List Award
GRADUATE	Completed all courses
INCOMPLETE	Incomplete
PROCEED	Proceed to the next semester
SNT	Senate Award
WTD	Withdrawal
WAR	Warning

5.5.2 Proceed to the next semester (PROCEED)

A student who obtains a minimum CGPA of 2.00 shall be given PROCEED status and allowed to continue to the next semester.

5.5.3 Dean's List (DNL)

- a. A student shall be awarded the Dean's List for the result obtained in a semester upon fulfilling the following conditions:
 - i. GPA for bachelor's degree and diploma is 3.67 and above;
 - ii. has registered with at least a minimum of 12 credit hours for the long semester;
 - iii. not repeating any course in the current semester;
 - iv. has never been charged with disciplinary case(s).
 - v. not undergoing industrial training/ practicum during that semester.
- b. A student's status in the short semester is not determined, although the GPA and CGPA are calculated.

5.5.4 Senate Award (SNT)

- a. A student shall be awarded the Senate Award for the result obtained in a semester upon fulfilling the following conditions:
 - i. GPA for bachelor's degree and diploma is 4.00;
 - ii. has registered with at least a minimum of 12 credit hours for the long semester;
 - iii. not repeating any course in the current semester;
 - iv. has never been charged with disciplinary case(s).
 - v. not undergoing industrial training/ practicum during that semester.
- b. A student's status in the short semester is not determined, although the GPA and CGPA are calculated.

5.5.5 Completed all courses (GRADUATE)

A student who passes all courses as required by the programme and obtains a minimum CGPA of 2.00 shall be awarded GRADUATE status.

5.5.6 Withdrawal (WTD)

A student who intends to withdraw from a programme will be given a WTD status.

5.5.7 Incomplete status (INCOMPLETE)

- a. A student who obtains INC (Refer to 5.2.1 (e)) and/ or ABY status will be given an INCOMPLETE status.
- b. The status will be converted to PROCEED or GRADUATE once the student has completed the course.

5.5.8 Warning Status (WAR)

A student who obtains a CGPA below than 2.00 will be given any of the following statuses:

Status	Description
WAR1	<ol style="list-style-type: none"> i. Obtains a CGPA between 1.67 and 1.99 in the first semester of study; ii. Obtains a CGPA less than 2.00 in the second semester and above.
WAR2	<ol style="list-style-type: none"> i. Obtains a CGPA less than 2.00 after receiving a WAR1 status in the previous semester; ii. Students with DIS status who is re-admitted after successfully appealing for re-admission.

5.5.9 Dismissed Status (DIS)

A student shall be given a DIS status and be terminated from the programme of study if the student:

Status	Description
DIS1	Obtains a CGPA less than 1.67 in the first semester of study.
DIS2	Obtains a CGPA less than 2.00 after obtaining a WAR2 status in the previous semester.
DIS3	<ol style="list-style-type: none"> i. Passes all required courses in the programme but obtains a CGPA less than 2.00; OR ii. Fails to complete the programme of study within the maximum duration allowed.

5.5.10 The Academic Status for professional programme is outlined in the Professional Programme Students Handbook.

6.0 EXAMINATION AND ASSESSMENT

6.1 Final Examination

- 6.1.1 The final examination will be conducted according to the academic calendar that has been approved by the University Senate.
- 6.1.2 The final examination timetable draft will be released by the Examination Unit including compulsory university courses for professional programmes.
- 6.1.3 The finalised final examination timetable will be posted within **TWO (2)** weeks for the long semester and **ONE (1)** week for the short semester before the final examination week begins.
- 6.1.4 A student is strictly prohibited from taking leave for personal purposes including leisure travel, religious visits (e.g.; performing Umrah) **during the Final Examination Week.**
- 6.1.5 The final examination schedule for professional programmes is according to the exam session set by the respective professional bodies.

6.2 Eligibility to Sit for Final Assessment

- 6.2.1 A student who has registered for a course is required to complete the final assessment. Failure to do so will result in a grade point of zero (0.00) and the status will be recorded as ABX.
- 6.2.2 A student is required to complete the Students Instructor Evaluation (SIE) in order to print the examination slip.
- 6.2.3 A student is required to print and display the official final examination slip upon entering the examination hall.
- 6.2.4 A student may submit the final assignments during the Final Examination Week, subject to the deadlines and guidelines set by the respective course lecturer. The submission must be accompanied by the examination slip.

6.3 Special Consideration for Final Assessment (ABY Status)

- 6.3.1 A student who is absent with permission is eligible to sit for a Special Consideration Final Examination under the following circumstances:
 - a. Medical reason supported by a medical certificate issued by a government hospital, Klinik Kesihatan Malaysia or private clinic appointed by the university;
 - b. victim of natural disaster;

- c. any emergency or other permissible situations approved by the Dean.
- 6.3.2 A student must inform the Examination Unit and the Head of Programme via email within **24 hours** on the day of the absence.
- 6.3.3 A student must submit the Supplementary Examination Application Form approved by the Dean with supporting documents within **THREE (3)** working days after the examination is conducted.
- 6.3.4 A student who fulfils the requirements will be given an ABY status for the respective course(s). The grade for this course(s) will not be included in the calculation of the GPA and CGPA.
- 6.3.5 The ABY status will be converted to the actual grade and the GPA and CGPA will be recalculated once the student has completed the final examination.

6.4 Supplementary Examination

- 6.4.1 A student may be allowed to sit for a supplementary examination if the following conditions are met:
 - a. ABY Status (Refer to Clause 6.3)
 - i. A student must submit the Supplementary Examination Application Form approved by the Dean.
 - b. Fail Final Examination (FE)
 - i. A student must submit the Re-Sit Examination Application Form approved by the Dean;
 - ii. A student must pay an administrative fee of RM300 per course;
 - iii. A student must not have been convicted of cheating or involved in plagiarism (Refer to Clause 8.1).
 - iv. The final score for a course shall be calculated by combining the coursework and final examination components. The highest grade allowed is grade C, regardless of the actual score achieved.
 - v. A student who obtains a grade F is required to repeat the failed course in the following semester and/ or when the course is next offered.
- 6.4.2 The date of the supplementary examination will be determined by the Senate.

- 6.4.3 The GPA and CGPA will be recalculated once the student has completed the supplementary examination.
- 6.4.4 A student with ABX status or who has been convicted of any academic misconduct (refer to Clause 8.1) is not permitted to apply for a supplementary examination.

6.5 A student with Special Needs

- 6.5.1 A student with any of the following disabilities or injuries, supported by valid documentation, will be classified as a student with special needs and will be provided with appropriate assistance during the examination:
 - a. visually impaired or other physical disabilities;
 - b. physical injuries;
 - c. hospitalised with non-transmissible disease.
- 6.5.2 A hospitalised student will be allowed to sit for the examination in the ward under the supervision of an appointed invigilator.
- 6.5.3 A student will be provided with writing aids, assisted by a penman (administrative staff) or placed in a special room during the final examination, as deemed appropriate.
- 6.5.4 A student may be provided with extra time to complete an examination, depending on medical recommendations and decision of the Academic Committee.
- 6.5.5 A student can only be classified as a Student with Special Needs with the approval of the Dean and the submission of valid supporting documents.

6.6 External Examination

- 6.6.1 A student is responsible for registering with the relevant professional bodies and referring to the respective professional programme Students Handbook. The student is advised to seek assistance from the Head of Programme when necessary.

7.0 ACADEMIC APPEAL

A student may apply for academic appeal under the following categories:

7.1 Appeal for Review of Final Examination

- 7.1.1 A student may appeal for a review of the final examination paper within **FIVE (5)** working days from the announcement date of the result.
- 7.1.2 The better grade obtained will be taken into calculation.
- 7.1.3 The appeal must be made using Application for Review of Final Examination Form with a processing fee of RM50 per course (non-refundable).

7.2 Appeal for Continuation of Study

- 7.2.1 A student who receives a Dismissed (DIS), Inactive (INA) or Terminated from University (TFU) status may appeal for reinstatement into the same programme.
- 7.2.2 The appeal must be submitted to the Academic Office within **FIVE (5)** working days from the announced date using a Re-admission Appeal Form with a processing fee as follows:

Status	Fees
Dismissed (DIS)	RM50
Inactive (INA)	RM400
Terminated from University (TFU)	RM100

- 7.2.3 An appeal shall be considered and decided upon by SADC.
- 7.2.4 The duration of study for a student with Inactive (INA) status will resume from the last active semester.
- 7.2.5 Upon reinstatement, a student with Terminated from University (TFU) status must continue from the last active semester.
- 7.2.6 A student who fails the reinstatement appeal will be given TMT status by SADC.
- 7.2.7 A student with TMT status is not allowed to submit further appeals.

8.0 ACADEMIC MISCONDUCT

8.1 Cheating

8.1.1 Attempting to cheat during final examination.

- a. It is an offence for a student to cheat or attempt to cheat or collaborate in the act of cheating in final examination.
- b. A student who is found guilty of bringing in any material into an examination hall without permission of the examination invigilator, shall be deemed to have brought the said material(s) with an intention to cheat or commit an academic misconduct in the said examination. An offence under this provision is punishable in accordance with Clause 8.1.4.

8.1.2 Plagiarism

- a. A student who is found to have been involved in plagiarism in any assessment may fail the said assessment. The student could be charged with additional punishment deemed appropriate as provided in Clause 8.1.4.
- b. The use of Generative AI tools to produce academic work without proper attribution shall be considered a form of plagiarism and is strictly prohibited. The student could be charged with additional punishment deemed appropriate as provided in Clause 8.1.4.

8.1.3 Documents Fraud

- a. A student who is found to have been involved in document fraud (e.g., falsification of medical certificates, academic certificates, or other official documents) could be charged with additional punishment deemed appropriate as provided in Clause 8.1.4.

8.1.4 Charge and Penalty

A student who has been found guilty of the offence may be liable for:

- a. a fine not more than RM500;
- b. failing the course(s) concerned;
- c. suspension for ONE (1) semester of study;
- d. any forms of penalty considered appropriate;
- e. termination;
- f. any combination of the penalties stated above.

8.2 Disciplinary Procedures

8.2.1 Student Academic Disciplinary Committee (SADC)

- a. A student who is accused of having committed an offence shall be brought before the Student Academic Disciplinary Committee (SADC) to undergo a trial.
- b. Members of the SADC comprise of:

Chairperson	Deputy Vice Chancellor (Academic & Internationalization)/ Authorised person
Members	Respective Deans
	Counsellor
	Legal Officer
	Appointed Lecturers
By invitation	Bursar or Representative
	Respective Lecturers/ Invigilators
	Examination & Timetable Officer
Secretariat	Registration & Record Officer

- c. Quorum for academic disciplinary hearings should consist of any **THREE (3)** members, including the Chairperson.
- d. The following staff shall not be a member or chairman of SADC:
 - i. lecturer who taught the course of alleged academic misconduct.
 - ii. officer who reported on the students' academic misconduct.

8.2.2 Jurisdiction and authority of SADC

- a. SADC has the authority to hear cases involving a student accused of academic misconduct as stated in Clause 8.1 or for any other accusation the committee is referred to.
- b. SADC reserves the right to impose any penalty deemed appropriate on the student who are found guilty of any misconduct provided in these rules and regulations.

8.2.3 Disciplinary Procedure of SADC

- a. After receiving a report, the Chairperson of SADC will determine whether there is sufficient evidence to constitute a prima facie

case against the accused student.

- b. If the chairperson is satisfied that a prima facie case is established, the Chairperson will initiate disciplinary procedure against the student by:
 - i. setting the date of hearing;
 - ii. calling for SADC Meeting;
 - iii. issuing a charge statement to the students.
- c. A charge statement will be sent to the student within **THREE (3)** working days prior to the date of the hearing.
- d. The charge statement shall state:
 - i. the details of accusations;
 - ii. date, time and venue where the offence was committed;
 - iii. date, time and venue where the hearing will be held;
 - iv. the accused student has the right to call for any witnesses or produce any evidence/ documents for defence;
 - v. it is SADC's authority to decide and make a conviction if the student fails/ refuses/ neglects to attend the hearing without any proof of absence
- e. SADC may proceed with the verdict in the absence of the student if the committee is satisfied with the evidence presented.
- f. SADC's decision on the outcome of the hearing must be given in writing to the student within **THREE (3)** working days after the date of the hearing.
- g. A student who has been found guilty has the right to appeal against the decision of SADC to the Student Academic Disciplinary Appeals Committee (SADAC).
- h. An appeal against SADC's decision will automatically defer its implementation.

8.2.4 Student Academic Disciplinary Appeal Committee (SADAC)

- a. University must establish the Student Academic Disciplinary Appeal Committee (SADAC) for the purpose of hearing and deciding any appeal made by the student against a decision made by the SADC.

- b. Members of the SADAC comprise of:

Chairperson	Vice Chancellor/ Authorised Person
Members	Deputy Vice Chancellor (Student Affairs and Alumni)
	Respective Deans
	Counsellor
	Legal Officer
By invitation	Bursar or Representative
	Examination & Timetable Officer
Secretariat	Registration & Record Officer

- c. Quorum for this disciplinary procedure shall comprise of **THREE (3)** members including the Chairperson.

8.2.5 In deciding on an appeal, SADAC may:

- accept the appeal and dismiss the conviction;
- reject the appeal and maintain the conviction;
- reduce the penalty;
- reject the appeal and increase the imposed penalty;
- reject the appeal and substitute any penalty deemed appropriate.

8.2.6 Disciplinary Procedure of SADAC

- The student is allowed to appeal within **THREE (3)** working days from the date of formal announcement of the decision by SADAC.
- A notice not less than **THREE (3)** working days must be given to the students to attend the hearing of the appeal.
- The notice for the hearing of the appeal must contain the following:
 - details of accusations;
 - date, time and venue where the offence was committed;
 - date, time and venue where the hearing will be held;
 - the student has the right to call for any witnesses or

produce any evidence/ documents in defence;

- v. copies of the decision made by SADC;
- vi. SADAC has the authority to decide and make a conviction if the student fails/ refuses/ neglects to attend the hearing.
- d. The hearing of appeal can be conducted without the presence of the student. If SADAC is satisfied with the evidence adduced, SADAC will make a decision as provided in Clause 8.1.4.
- e. The student must receive written notification of the SADAC's decision within **THREE (3)** working days from the date the decision is made.
- f. SADAC's decision is final and conclusive.

8.2.7 Payment of the Penalty

- a. A fine imposed on the student must be paid within the stipulated date to the Bursary Office.
- b. A student who refuses/ fails/ ignores to pay the fine will be denied registration in the following semester.

9.0 ACADEMIC CONFERMENT AND AWARDS

9.1 Academic Conferment

9.1.1 A student will be conferred a foundation/ diploma/ bachelor's degree upon fulfilling the following requirements:

- a. obtained a minimum CGPA of 2.00;
- b. passed all the courses as required by the programme;
- c. fulfilled all conditions and requirements of university;
- d. endorsed by the University Senate.

9.1.2 Transcript and Scroll

- a. A graduate must collect the transcript and scroll within **THREE (3)** months from the date of the convocation ceremony. A fee of RM100 will be imposed on a graduate who does not comply.
- b. University will not prepare a duplicated copy for lost or damaged scroll. However, University will produce a Letter of Conferment Verification for the conferment of bachelor's degree/ diploma/ certificate. A service charge of RM50 will be imposed and student will have to submit a police report.
- c. As for the lost or damaged transcript, the university will provide a duplicated copy with a service charge of RM50 (Refer to Replacement Transcript / Letter of Conferment Verification Application Form).

9.2 Graduation Awards

9.2.1 Total Credit for Graduation

It is compulsory for a student to complete the total hours of credits required to graduate for each programme as stipulated in the programme structure.

9.2.2 Bachelor's Degree Classification

A student will be awarded the bachelor's degree according to the following classification based on CGPA:

Classification of Honours	CGPA
First Class	3.67 – 4.00
Second Class (Upper Division)	3.00 – 3.66
Second Class (Lower Division)	2.00 – 2.99

9.2.3 Vice Chancellor Award

The Vice Chancellor Award is awarded to a graduate who fulfil the following criteria:

- a. graduated within the minimum period stated in the programme of study;
- b. achieved a GPA of 3.67 or higher during long semesters, with a minimum of 12 credits per semester excluding industrial training/practicum;
- c. achieved a GPA of 3.67 or higher during short semesters;
- d. has not been charged with disciplinary cases.

9.2.4 Pro-Chancellor Award

The Pro-Chancellor Award is awarded to a graduate who fulfils the following criteria:

- a. graduated within the minimum period stated in the programme of study;
- b. attained the highest academic performance from the list of graduates of the particular programme with CGPA 3.90 or above;
- c. obtained high achievement in co-curricular activities;
- d. has excellent leadership qualities;
- e. the best among Vice Chancellor Award recipients;
- f. has not been charged with disciplinary cases.

9.2.5 Chancellor Award

Chancellor award will be awarded to **ONE (1)** graduate from diploma programme and **ONE (1)** graduate from bachelor's degree/professional programme. This award is the highest award to the graduate who:

- a. fulfilled the requirements of Pro-Chancellor Award; AND
- b. the best among Pro-Chancellor Award recipients.

9.2.6 Extra-Curricular Special Award

Extra-Curricular Special Award is awarded to a graduate who:

- a. graduated within the minimum period stated in the programme of study; AND
- b. attained the highest achievement in co-curricular activities with at least a participation at the state level.

9.2.7 In exceptional cases, where a student unable to fulfil Clause 9.2.3 until 9.2.6, the student may be considered for the awards by Senate approval on a case-by-case basis.

9.2.8 Criteria for graduation awards of a professional programme are outlined in the Professional Programme Students Handbook.

9.2.9 Aegrotat and Posthumous Conferment

- a. An Aegrotat Conferment means offering a complete status and an academic conferment without class distinction to a student who is unable to complete their studies due to serious illness, injury, or other extenuating circumstances.
- b. A Posthumous Conferment means offering a complete status and an academic conferment without class distinction to a student who has passed away.
- c. A student may be given a status of completion through Aegrotat or Posthumous Conferment, which is subjected to the following conditions:
 - i. final year student who has completed at least 70% of the total credit hours of a particular programme of study; AND
 - ii. must obtain a CGPA score of at least 2.00 during the last semester of study.
- d. University has the right to validate the authenticity of a student's condition.

9.2.10 Revocation of Award

University may revoke an award and all privileges if it is proven that a student has been found to have obtained an award by fraud or deception after investigation, including unfair practice at any time by Senate recommendation.

APPENDICES

APPENDIX A

Foundation, Diploma and Bachelor's Degree Grading Scale

All foundation, diploma and bachelor's degree students are governed under scheme of marks and grades as given below:

Grade	Mark	Grade Value	Status
A+	90 – 100	4.00	Excellent
A	80 - 89	4.00	Excellent
A-	75 – 79	3.67	Very Good
B+	70 – 74	3.33	Very Good
B	65 – 69	3.00	Good
B-	60 – 64	2.67	Good
C+	55 – 59	2.33	Satisfactory
C	50 – 54	2.00	Satisfactory
C-	45 – 49	1.67	Pass
D	40 – 44	1.00	Pass
F	0 – 39	0.00	Fail

APPENDIX B

Sample Calculation of the Grade Point Average (GPA)

Semester 1

Course Code	Grade	Grade Value	Credit	Credit Value
APP4013	A	4.00	3	3 X 4.00 = 12.00
NET4013	B	3.00	3	3 X 3.00 = 9.00
MAT4013	A	4.00	3	3 X 4.00 = 12.00
ENG4013	C+	2.33	3	3 X 2.33 = 6.99
PGR4014	A	4.00	4	4 X 4.00 = 16.00
MPU3122	B+	3.33	2	2 X 3.33 = 6.66
TOTAL			18	62.65

$$\text{GPA} = \frac{\text{Total Credit Values}}{\text{Total Credit}} = \frac{62.65}{18} = 3.48$$

Sample Calculation of the Cumulative Grade Point Average (CGPA)

Semester 1

Course Code	Grade	Grade Value	Credit	Credit Value
APP4013	A	4.00	3	3 X 4.00 = 12.00
NET4013	B	3.00	3	3 X 3.00 = 9.00
MAT4013	A	4.00	3	3 X 4.00 = 12.00
ENG4013	C+	2.33	3	3 X 2.33 = 6.99
PGR4014	A	4.00	4	4 X 4.00 = 16.00
MPU3122	B+	3.33	2	2 X 3.33 = 6.66
TOTAL			18	62.65

Semester 2

Course Code	Grade	Grade Value	Credit	Credit Value
PRG4013	A+	4.00	3	3 X 4.00 = 12.00
NET4023	B+	3.33	3	3 X 3.33 = 9.99
MAT4023	B	3.00	3	3 X 3.00 = 9.00
ENG4083	B	3.00	3	3 X 3.00 = 9.00
COS4033	A	4.00	3	3 X 4.00 = 12.00
MPU3114	A-	3.67	4	4 X 3.67 = 14.68
TOTAL			19	66.67

$$\text{CGPA} = \frac{\text{Total Credit Values for All Examination}}{\text{Cumulative Credit over All Semesters}} = \frac{(62.65 + 66.67)}{(18 + 19)} = 3.50$$

APPENDIX C

List of Fees/ Penalty

NO.	CLAUSE	ITEMS	FEES/ PENALTY RATE
1	3.4.2	Late course registration	RM30
2	3.8.2	Application for credit transfer	RM50
3	3.8.6	Processing fee for request of syllabus	RM10 per courses or a maximum of RM100
4	3.10.4	Application for deferment (long semester only)	RM100
5	6.4.1 (b) (ii)	Re-sit Examination per course taken	RM300
6	7.1.3	Appeal for review of final assessment marks per course	RM50
7	7.2.2	Appeal for continuation of study (DIS)	RM50
8	7.2.2	Reactivation for continuation of study (Inactive (INA))	RM400
9	7.2.2	Appeal for continuation of study (TFU)	RM100
10	8.1.4	Maximum fine for academic misconduct	RM500
11	9.1.2 (a)	Collect transcripts and scrolls after THREE (3) months from the date of convocation	RM100
12	9.1.2 (b)	Application of Letter of Conferment Verification	RM50
13	9.1.2 (c)	Application of copy of academic transcript	RM50