



**ACADEMIC REGULATIONS OF  
UNIVERSITI POLY-TECH  
MALAYSIA (UPTM)  
(2023 AMENDMENT)**

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## **INTRODUCTION**

### **Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment)**

1. This documentation is named as **Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment)**.
2. The Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment) were issued after reviews and improvement to the Academic Regulations Kolej Universiti Poly-Tech MARA (KUPTM) Kuala Lumpur (2019 Amendment) being made. The reviews and improvements were made in order to enhance the current academic regulations in accordance with the current changes and the future needs.
3. 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) (2023 Amendment) has been approved by the 4th Senate meeting, No.04 (04/2023) on (31 May 2023).
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 University Senate.
3. This Academic Regulation is applicable to all academic semesters however it is subjected to the University Senate from time to time.

## STUDENTS' RESPONSIBILITY

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

1. Understand, appreciate, and comply with all regulations prescribed in this UPTM Academic Regulations Handbook.
2. Take appropriate actions pertaining to the regulations as stated in the UPTM Academic Regulations Handbook which are to (and not limited to):
  - (a) fulfil all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at UPTM;
  - (b) complete the registration exercises for all courses pertaining to a programme that the students has chosen to enrol within the specified time;
  - (c) pay the required amount of UPTM's fees within the specified time;
  - (d) attend lectures/ practical training/ industrial training/ practicum as required by each programme offered at UPTM.
3. Be responsible and proactive in obtaining guidance and advice from the lecturers, mentors, head of programmes, counsellors, administrative staffs and the administration of faculties/ institutes for any form of predicaments.
4. Be responsible to fulfil all requirements of the foundation, diploma, bachelor's degree and professional programme and of students' own progress towards the completion of those requirements.
5. Be responsible to practice 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.

#### **Accreditation of Prior Experiential Learning (APEL)**

refers to an award to an individual with working experience who lacks formal academic qualifications to pursue his/ her 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 students to add or drop any courses 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 students 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 students which is deemed equivalent based on existing academic qualifications from a recognised Higher Education Institutions (HEIs).

**Credit Hour**

refers to hours of teaching and learning to be fulfilled by students 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.

**Discipline Core Course**

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

**Dismissed (DIS)**

refers to the status given to students 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 students at the end of semester in the form of final assignment or final examination.

**Final Assignment**

refers to an assessment of students 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 students who have commenced first semester in university. This includes students who are entitled for credit transfer and have registered at other semester of study (e.g., semester 2 or semester 3 according to their respective programme structure).

**Full Time Study**

refers to the mode of academic study in which students 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 students' performance in a particular course.

**Grade Point Average (GPA)**

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

**Graduate on Time (GOT)**

refers to students who are able to complete their study in respective time as stipulated in accordance to the programme structure.

**Graduate (GRADUATE)**

refers to students who have fulfilled the academic graduate requirements and have been endorsed by the University Senate.

**Graduating Student**

refers to students who are 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 they have been designated to lead on.

**Higher Education Institutions (HEI)**

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

**Inactive (INA)**

refers to the status given to students who have 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 students take 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 students who have accepted the offer of the university and have registered for a program of studies and are in the first semester of studies.

**Open 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 students registered at least **SIX (6)** total credit hours, but not exceeding **12** credit hours for a long semester and **THREE (3)** total credit hours, but 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 his/ her work either in the form of printed or electronic materials.

**Practicum**

refers to teaching training for students 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 organisation with individual members practising a profession or occupation in which the organisation 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.

**Returning Students**

refers to registered students who have completed at least **ONE (1)** semester of study.

**Semester**

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

**Students**

refers to registered students who are enrolled in any academic programmes at the university.

**Student Academic Disciplinary Committee (SADC)**

refers to a committee formed by the university to evaluate the academic discipline or misconduct committed by students.

**Student Academic Disciplinary Appeal Committee (SADAC)**

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

**Suspension of Study (SPN)**

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

**Terminated (TMT)**

refers to the status given to students who have been terminated due to various reasons.

**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 authorised 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 students who acquired CGPA below 2.0 for any particular semester.

**Withdrawal (WTD)**

refers to the academic status of students who apply to withdraw from a programme.

**Withdrawal from University (WFU)**

refers to the status given to students who are 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.

## 1.2 Abbreviation

|              |                                                |
|--------------|------------------------------------------------|
| <b>CGPA</b>  | Cumulative Grade Point Average                 |
| <b>DIS</b>   | Dismissed Status                               |
| <b>GOT</b>   | Graduate on Time                               |
| <b>GPA</b>   | Grade Point Average                            |
| <b>GRD</b>   | Graduated                                      |
| <b>HEI</b>   | Higher Education Institutions                  |
| <b>INA</b>   | Inactive Status                                |
| <b>SPN</b>   | Suspension of Study                            |
| <b>TMT</b>   | Terminated Status                              |
| <b>SADAC</b> | Student Academic Disciplinary Appeal Committee |
| <b>SADC</b>  | Student Academic Disciplinary Committee        |
| <b>WAR</b>   | Warning Status                                 |
| <b>WFU</b>   | Withdrawal from University                     |
| <b>WTD</b>   | Withdrawal                                     |

## **2.0 ADMISSION**

### **2.1 Admission Requirements for Local and International Students**

- 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.
- 2.1.3 Local students who withdraw from a programme of study may apply for re-admission into the same or another programme of study and should be clear of any disciplinary action.
- 2.1.4 International students who withdraw from a programme of study may apply for re-admission into the same or another programme of study subjected to the approval of Education Malaysia Global Services (EMGS).

### **2.2 Post-Appeal Reinstatement**

- 2.2.1 Students with the following status can submit an appeal and may be considered for re-registration:
  - (a) Dismissed (DIS)
  - (b) Inactive (INA)
  - (c) Withdrawal from University (WFU)

### **2.3 Students Transfer from Other Institutions**

- 2.3.1 Students from other institutions can pursue their studies at the university subject to the Horizontal Credit Transfer requirement (Refer to Clause 3.7.4(b)).

### 3.0 REGISTRATION

#### 3.1 Status of Students

##### 3.1.1 New Students

- (a) Applicants with an offer letter issued by the university must register within **FOUR (4)** weeks for a long semester and **TWO (2)** weeks for a short semester from the registration date.
- (b) Students must complete all forms in the Students Registration Handbook for submission upon registration.

##### 3.1.2 Returning Students

- (a) The University will automatically register students who are eligible to continue their studies subject to the following criteria:
  - (i) students' status is PASS;
  - (ii) students have no outstanding fees from the previous semester.
- (b) Failure to conform 3.1.2 (a)(ii) within **TWO (2)** weeks for a long semester and **ONE (1)** week for a short semester of the registration date, students will be given INA status.
- (c) Students with INA status may appeal to continue their study. (Refer to Clause 7.2).
- (d) Students who fail reinstatement appeal during SADC will be given TMT status.

#### 3.2 Mode of Study

##### 3.2.1 There are **THREE (3)** modes of study:

- (a) Full-Time (conventional)
- (b) Part-Time (conventional)
- (c) Open and Distance Learning (ODL)

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

| Mode of Study    | Long Semester<br>(Total Credit Hours) |     | Short Semester<br>(Total Credit Hours) |     |
|------------------|---------------------------------------|-----|----------------------------------------|-----|
|                  | Min                                   | Max | Min                                    | Max |
| <b>Full-Time</b> | 12                                    | 20  | 6                                      | 10  |
| <b>Part-Time</b> | 6                                     | 12  | 3                                      | 6   |

- (a) The total credit hours stated in the table above is not applicable for students who undergo Industrial Training/ Practicum.
  - (b) The total credit hours registered for a professional programme are stated in the Professional Programme Students Handbook.
- 3.2.3 Students may apply to change their mode of study subject to the followings:
- (a) must undergo the same programme of study;
  - (b) only allowed once throughout the study;
  - (c) the application must be submitted to the Dean;
  - (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 with the approval of the Dean;
  - (f) 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.

### 3.3 Course Registration

- 3.3.1 Students must register for all courses as outlined in the programme structure.
- 3.3.2 Returning students are required to complete course registration within the stipulated period. A processing fee of RM30 will be imposed for failing to conform to the instruction.

- 3.3.3 Students who failed pre-requisite courses are required to drop and add the specified courses accordingly.
- 3.3.4 Students are 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).
- 3.3.5 University reserves the right to refuse students' application for course registration if the course is not offered for that particular semester.
- 3.3.6 Students with Warning (WAR) status will only be allowed to register as follows:

| Students Status      | Long Semester<br>(Total Credit Hours) |     | Short Semester<br>(Total Credit Hours) |     |
|----------------------|---------------------------------------|-----|----------------------------------------|-----|
|                      | Min                                   | Max | Min                                    | Max |
| <b>Warning (WAR)</b> | 6                                     | 12  | 3                                      | 8   |

- 3.3.7 Students with WAR status may apply to register for more than **12** up to **16** credit hours for a long semester or **EIGHT (8)** up to **10** credit hours for a short semester with the approval of the Academic Committee.
- 3.3.8 Independent Studies
- (a) Graduating students can register for independent studies if;
- (i) courses not offered in the current semester; OR
- (ii) there is an overlap between the actual timetable of the course with other courses taken by the students.
- (b) Students must apply for this purpose to the Faculty during Add & Drop Week of the course. However, this application is subject to Dean's approval.

### 3.4 Withdrawal from Programme

- 3.4.1 Students who intend to withdraw from a programme must fill in the University Clearance Form and submit the form to the Admission and Record Division.
- 3.4.2 The refund of fees (if any) is subjected to the terms and conditions of the KPTMSB Fees Policy.

### 3.5 Changing Programme of Study

- 3.5.1 Students may change to another programme subject to the fulfilment of the new programme entry requirement and university policy.
- 3.5.2 Application for a programme change must be made no later than **TWO (2)** weeks after registration. Students must complete the Application for Change of Programme Form and obtain recommendation/ approval from the respective Dean(s).
- 3.5.3 Application for a change of programme for international students is subject to the approval of Education Malaysia Global Services (EMGS).

### 3.6 Credit Exemption

- 3.6.1 Credit exemption is given to students based on academic qualifications achieved from previous recognised HEIs. Exemption for the course offered will not result in gaining credit for the course exempted.
- 3.6.2 Students have to register for the additional course(s) to replace the exempted course(s) to fulfil the total credit required to graduate.
- 3.6.3 Students must apply for credit exemption within **TWO (2)** weeks after registration.
- 3.6.4 Professional students must refer to the Professional Programme Students Handbook for course exemption information.

### 3.7 Credit Transfer

- 3.7.1 Students may apply for credit transfer subject to university's regulation.
- 3.7.2 Credit transfer is 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 an equivalent course must be of the same value or more than the credit value.

- (c) The content of the course curriculum is equivalent or at least 80% similar to the current syllabus.
- (d) Application for credit transfer is made within **TWO (2)** weeks upon students' registration.
- (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.
- (f) Students must complete a minimum of **ONE (1)** semester (students' residential requirement) to be awarded with the relevant credits.

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

3.7.4 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:

- (i) Certificate (Level 3, MQF) to Diploma (Level 4, MQF). A maximum of 30% credit transfer is allowed upon evaluation of certificate qualification.
- (ii) Diploma (Level 4, MQF) to Bachelor's Degree (Level 6, MQF). A maximum of 50% credit transfer is allowed upon evaluation of diploma qualification.
- (iii) 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 from the programme at the same level of qualification such as from Certificate to Certificate, Diploma to Diploma and Bachelor's Degree to Bachelor's Degree. The Horizontal Credit Transfer Policy is based on the following:

- (i) Students fulfil the qualification and intends to pursue the study 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 students are from the same university.
  - For students from another institution, the credit transfer value is subject to the students' residential year.
  
- (ii) Students currently enrolled in a programme and would like to change to another programme in the same field as the one currently pursued by the students:
  - If the programme is from the same institution, there is no limit on the transfer of credits subjected to the credit transfer requirement.
  - If the programme is from a different institution, the credit transfer is subjected to the students' residential year requirement.
  
- (iii) Credit transfer is strictly not permitted if students fail the previous programme and wish to pursue their studies in another programme at the same level.
  
- (iv) Students who have withdrawn from the programme and would like to resume study but in another programme of the same level:
  - Credit transfer may be considered.
  - If the programme is from the same institution, there is no limit on the transfer of credits, subject to the credit transfer requirement.
  - If the programme is from a different institution, the credit transfer is subjected to the students' residential year requirement.
  
- (v) Students who pursue a programme and at the same time has taken some courses at other institutions (e.g. programme mobility or students exchange programme):
  - Credit transfer is allowed and subjected to the students' residential year requirement.

- Credit transfer is not permitted for students who have failed the programme and wish to pursue their studies in another programme at the same level.

3.7.5 The guidelines for credit transfer for Professional Programmes is outlined in the Professional Programme Students Handbook.

3.7.6 Students who request for course syllabuses must fill in the application form and pay the processing fee of RM10 per course or a maximum of RM100.

### **3.8 Duration of Full Time Study**

3.8.1 The maximum duration of full time studies are as follows:

| <b>Programme</b>  | <b>Maximum Studies Duration</b> |
|-------------------|---------------------------------|
| Foundation        | 2 years                         |
| Diploma           | 5 years                         |
| Bachelor's Degree | 6 years                         |
| ACCA              | 8 Years                         |

3.8.2 Students have to submit an appeal letter to the Dean if the maximum study duration has exceeded, subject to approval by the University Senate.

### **3.9 Deferment**

3.9.1 Students may apply for deferment of study due to health and other acceptable reasons upon the approval of the Deputy Vice Chancellor (Academic & Internationalization).

3.9.2 Students can apply for deferment by completing the deferment form with supporting documents. A completed application for a deferment must be submitted to the Deputy Vice Chancellor's (Academic & Internationalization) Office.

3.9.3 The approved duration of deferment by the Deputy Vice Chancellor (Academic & Internationalization) pertaining to health and other acceptable reasons will not be considered as the duration of the study.

3.9.4 Students will be charged a processing fee of RM100 for the application and it is non-refundable excluding short semesters.

3.9.5 Students' status of the deferred semester will be remarked as On Leave (ONL) upon approval of the deferment by the Deputy Vice Chancellor (Academic & Internationalization).

- 3.9.6 Students who would like to defer for **THREE (3)** or more semesters are subject to the Academic Committee's approval.

### **3.10 Suspension from Study**

- 3.10.1 Students who are found guilty of breaching any Rules by University authorities shall be suspended for a period of time and will be given SPN status.
- 3.10.2 The suspension will be considered as part of the study's duration.
- 3.10.3 The effect of the suspension of studies to students is as follows:
- (a) Students' completion will be extended;
  - (b) Students are prohibited to use all university's facilities and equipment during the suspension period;
  - (c) Students are eligible for any refund and university reserves the right to impose charge or any outstanding balance to students.

## 4.0 COURSE ATTENDANCE

### 4.1 Class Attendance

- 4.1.1 Students must attend lectures/ tutorials/ laboratory/ studio/ industrial training/ practicum, and other teaching and learning activities as stated in the structure of the programme.
- 4.1.2 Attendance at lectures/ tutorials/ laboratory/ studio, and other teaching and learning activities should not be less than 80%. Therefore, if students are found not meeting the stipulated attendance requirements, students are **not allowed** to sit for the final examination.
- 4.1.3 80% attendance requirement also applies to courses that have no final examination. Students will be considered to fail the course if they do not meet those requirements.
- 4.1.4 Course lecturer will issue warning letters according to 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            |

- 4.1.5 Students who received the Bar Letter will not be allowed to sit for the final examination. For courses without final examination, the final assignment will not be evaluated. In the transcript, students will receive a 'BAR' status with grade point of zero (0.00) for the particular course.
- 4.1.6 Students who fail to attend class must submit a valid medical certificate (MC) or provide a letter with supporting document(s) to the course lecturer within **THREE (3)** working days.
- 4.1.7 Students who are barred from the final assessment may write an appeal letter to the Students' Academic Disciplinary Committee (SADC) by:
- (a) Week 6 (for short semester)
  - (b) Week 12 (for long semester)

- 4.1.8 Students who are continuously absent will be given the status of Withdrawal from University (WFU) if:
- (a) not attending lectures for **ALL** courses registered during the semester; AND
  - (b) absent for **FOUR (4)** consecutive weeks of the long semester or **TWO (2)** consecutive week for short semester.
- 4.1.9 WFU shall be decided by the Academic Committee after taking into account the relevant evidence and documents.

## **4.2 Industrial Training/ Practicum**

- 4.2.1 Students must abide by the following conditions before undergoing their Industrial Training/ Practicum. They are required to:
- (a) register for the Industrial Training/ Practicum course; AND
  - (b) refer to its requirements as stipulated in the programme structure.
- 4.2.2 Disciplinary actions will be taken against students who violate any regulation pertaining to Industrial Training/ Practicum regulations or neglect their responsibilities or commit any wrongdoings as stated in the UPTM Industrial Training/ Practicum Handbook.
- 4.2.3 Details regarding Industrial Training/ Practicum Procedures are available in the UPTM Industrial Training/ Practicum Handbook.

## 5.0 EVALUATION AND GRADING

### 5.1 Grade Point Values

5.1.1 Students' performance in a course is reflected by the grade received.

- (a) Students are 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               |
| <b>Overall Passing Marks</b> | <b>40/100</b>        |

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

- (b) Students who do not meet this requirement are 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 students' 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 students 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 in the Professional Programme Students Handbook.

## 5.2 Course Result Status

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

|            |                                                  |
|------------|--------------------------------------------------|
| <b>PAC</b> | Pass the Course                                  |
| <b>ABX</b> | Absent from Final Examination without Permission |
| <b>ABY</b> | Absent from Final Examination with Permission    |
| <b>BAR</b> | Being Barred from Final Assessment               |
| <b>INC</b> | Incomplete Course                                |
| <b>F</b>   | Failed a Course                                  |
| <b>FE</b>  | Failed Final Assessment                          |
| <b>FC</b>  | Failed Continuous Assessment                     |

(a) Pass the Course (PAC)

Pass the course taken in the current semester.

(b) Absent from Final Examination without Permission (ABX)

The ABX status shall be given to students who absent the final examination without permission.

(c) Absent from Final Examination with Permission (ABY)

- (i) The ABY status shall be given to students who absent the final examination with permission (Refers to Clause 6.3.1 (a)).
- (ii) Students should inform to the Academic Office of the absenteeism within 24 hours.
- (iii) The evidence of absenteeism should be submitted to the Academic Office within **THREE (3)** days after the examination being conducted.

(d) Being Barred from Final Assessment (BAR)

The BAR status shall be given to students who are absent more than 20% of course attendance.

(e) Incomplete Course (INC)

- (i) An INC status shall be given to students who fulfilled the requirements and have not completed a course for the semester of study in which the course is registered. This includes students who are 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 students completed the final assessment.
- (iii) Industrial training/ practicum with an INC status will be replaced with a grade.

(f) Failed a Course (F)

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

(g) Failed Final Assessment (FE)

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

(h) Failed Continuous Assessment (FC)

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

- (i) 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 students completed the supplementary examination (Refer to Clause 6.4).

5.2.2 The course status for Professional programmes are stated in the Professional Programme Students Handbook.

### **5.3 Announcement of Final Results**

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

5.3.2 The university reserves the right to withhold the result of students with outstanding fees.

- 5.3.3 Students who are dismissed/ withdrawal may apply for semester result slip with a processing fee of RM50.
- 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 Courses

### 5.4.1 Repeat failed courses

- (a) Students are allowed to **repeat failed courses**, subject to maximum duration allowed for their study.
- (b) Students are required to repeat the failed course immediately in the following semester and/ or when the course is offered.
- (c) Students who fail any core courses are required to repeat the same course until they achieve a passing grade subject to the maximum duration of their study. The grade will be considered for the calculation of CGPA.
- (d) Students who fail any elective and university core (third language) courses may repeat the same course or take different course(s) in the same category as replacement. The credit and point value for the failed elective course will be calculated in the GPA and CGPA.
- (e) Graduating students who completed all courses but have a CGPA below 2.00 may repeat any courses that are available within a given semester after successfully appealing for re-admission (Refer to Clause 5.4.2 (a)).

### 5.4.2 Repeat a passed course

- (a) Students can **repeat a passed Core/ Elective/ University/ MPU course** to improve the course's grade with C- and below, subject to the approval of the faculty.
- (b) Students must pay a processing fee of RM300 per course; AND
- (c) Students must submit an application form and obtain approval from the Dean; AND
- (d) The highest grade will be taken into calculation of the GPA/ CGPA.

(e) Repeating a passed course can be done only once per course.

(f) The course is 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 will be categorised based on GPA and CGPA as follows:

| STATUS     | Description                  |
|------------|------------------------------|
| DIS        | Dismissed                    |
| DNL        | Dean's List Award            |
| GRADUATE   | Completed all courses        |
| INCOMPLETE | Incomplete status            |
| PASS       | Proceed to the next semester |
| SNT        | Senate Award                 |
| WTD        | Withdrawal                   |
| WAR        | Warning                      |

5.5.2 Proceed to the next semester (PASS)

Students who obtain a minimum CGPA of 2.00 shall be given PASS status and shall proceed to the next semester.

5.5.3 Dean's List (DNL)

(a) Students shall be awarded with 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 3.50 and above;  
AND

(ii) has registered with at least a minimum of 12 credit hours for the long semester; AND

(iii) not repeating any course(s) in the current semester; AND

(iv) has never been charged with disciplinary case(s).

(b) Students' status in the short semester are not determined although the GPA and CGPA is calculated.

#### 5.5.4 Senate Award (SNT)

Full-time students who obtain a GPA of 4.00 and fulfilled the Clause 5.5.3 (a) in a particular semester.

#### 5.5.5 Completed all courses (GRADUATE)

Students who pass all courses and obtain a minimum CGPA of 2.00 shall be awarded GRADUATE status.

#### 5.5.6 Withdrawal (WTD)

Students who intend to withdraw from a programme.

#### 5.5.7 Incomplete status (INCOMPLETE)

- (a) Students who obtained INC and/ or ABY status will be given an INCOMPLETE status.
- (b) It will be converted to PASS/ GRADUATE once the students completed the course.

#### 5.5.8 Warning Status (WAR)

Students who acquired CGPA below than 2.00 will be given any of the following:

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

**5.5.9 Dismissed Status (DIS)**

Students shall be given a DIS status and be terminated from their programme of study if they:

| <b>Status</b> | <b>Description</b>                                                                                                                                                            |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DIS1</b>   | Obtained a CGPA less than 1.67 in the first semester of study.                                                                                                                |
| <b>DIS2</b>   | Obtained a CGPA less than 2.00 after obtaining a WAR2 status in the previous semester.                                                                                        |
| <b>DIS3</b>   | i. Passes all required courses in the programme but obtained a CGPA less than 2.00; OR<br>ii. Failed to complete the programme of study within the maximum duration of study. |

**5.5.10** The Academic Status for professional students 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 Academic Office including compulsory university courses for professional programmes.
- 6.1.3 The finalized final examination timetable will be posted within **TWO (2)** weeks for the long semester and **ONE (1)** week for the short semester before the start of the final examination week.
- 6.1.4 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 Students who have registered for a course are required to complete the final assessment. Failure to do so, students will be given grade point of zero (0.00) and recorded as ABX status.
- 6.2.2 Students must pay outstanding fees prior to sit for final assessment.
- 6.2.3 Students are required to complete the Students Instructor Evaluation (SIE) to print the examination slip.
- 6.2.4 Students are required to print and display their official final examination slip upon entering the examination hall.

### 6.3 Special Consideration for Final Assessment

- 6.3.1 Final Examination
  - (a) Students who are absent with permission are eligible to sit for Special Consideration for Final Examination due to the following situations:
    - (i) Medical reason with medical certificate from government hospital, Klinik Kesihatan and private clinic that has been appointed by the university;
    - (ii) victim of natural disaster;

- (iii) any emergency or permissible situations.
- (b) Students must submit the replacement examination application form approved by the Dean with supporting documents within **THREE (3)** days after the examination is conducted.
- (c) Students who fulfil the requirement will be given ABY status for the respective courses. The grade for the courses will not be included in the calculation for GPA and CGPA.
- (d) The ABY status will be converted to the actual grade and the GPA and CGPA will be recalculated once the students complete the final examination.

#### 6.3.2 Final Assignment

- (a) Students who failed to submit the final assignment are eligible for an extension with permission due to the following situations:
  - (i) Medical reason with medical certificate from government hospital, Klinik Kesihatan and private clinic that has been appointed by the university;
  - (ii) victim of natural disaster;
  - (iii) any emergency or permissible situations.
- (b) Students are eligible for an extension until the first week of the following semester provided that the final assignment is 50% completed.
- (c) Students who fulfil the requirement will be given INC status for the respective courses. The grade for the courses will not be included in the calculation for GPA and CGPA.
- (d) The INC status will be converted to the actual grade and the GPA and CGPA will be recalculated once the students complete the Final Assignment.

## **6.4 Supplementary Examination**

6.4.1 Students may be allowed to sit for supplementary examination if the following conditions are met:

- (a) ABY Status (Refer to Clause 6.3.1)
  - (i) Students must submit an application form and obtain approval from the Dean/ Deputy Vice Chancellor (Academic).
- (b) Fail Coursework/ Final Examination/ Final Assignment
  - (i) Students must submit an application form and obtain approval from the Dean; AND
  - (ii) Students must pay an administrative fee of RM300 per course; AND
  - (iii) Students must NOT be convicted of cheating and have been involved in plagiarism. (Refer to Clause 8.1)

6.4.2 The date of supplementary examination will be determined by the University Senate.

6.4.3 The GPA and CGPA will be recalculated once the students complete the supplementary examination.

6.4.4 Students with ABX status or convicted of any academic misconduct (Clause 8.1) are not permitted to apply for a supplementary examination.

## **6.5 Students with Special Needs**

6.5.1 Students with the following disabilities/ injuries with valid supporting documents will be classified as students with special needs and will be given special assistance during examination:

- (a) visually impaired or other physical disabilities;
- (b) physical injuries;
- (c) hospitalised with non-transmissible disease.

6.5.2 Hospitalised students will be allowed to sit for an examination at the ward with an appointed invigilator.

- 6.5.3 Students will be facilitated with writing aids or assisted by a penman (non-academic staff) or will be placed in a special room during the final examination.
- 6.5.4 Students will be given extra time depending on medical recommendation for the completion of an examination at the discretion of the Academic Committee.
- 6.5.5 Students can only be classified as 'Students with Special Needs' with the Dean's approval.

## **6.6 External Examination**

### **6.6.1 Registration of External Examination**

Students are responsible to register with the relevant professional bodies and refer to the respective Professional Programme Students Handbook. Students are advised to seek assistance from the Head of Programme.

## 7.0 ACADEMIC APPEAL

Students may apply for academic appeal under the following categories:

### 7.1 Appeal for Review of Final Examination/ Written Final Assignment

- 7.1.1 Students may appeal for a review of the final examination paper/ written final assignment within **TWO (2)** weeks from the announcement date of the result.
- 7.1.2 The grade that will be taken into calculation is from the better grade obtained.
- 7.1.3 The appeal must be made using Application for Review of Final Assessment Marks Form with a processing fee of RM50 per course (non-refundable).

### 7.2 Appeal for Continuation of Study

- 7.2.1 Students who receive a Dismissed (DIS), Inactive (INA) or Withdrawal from University (WFU) 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 date of the official letter using a Re-admission Appeal Form with a processing fee as follows:

| Status                           | Fees  |
|----------------------------------|-------|
| Dismissed (DIS)                  | RM50  |
| Inactive (INA)                   | RM400 |
| Withdrawal from University (WFU) | RM100 |

- 7.2.3 An appeal shall be considered and decided upon by SADC.
- 7.2.4 Duration of study for students with Inactive (INA) status will resume from the semester when they were last active.
- 7.2.5 If reinstated, students with Withdrawal from University (WFU) status will repeat the semester that they were last active.

## 8.0 ACADEMIC MISCONDUCT

### 8.1 Cheating

#### 8.1.1 Attempting to cheat during final examination.

- (a) It is an offence for students to cheat or attempt to cheat or collaborate in the act of cheating or any attempt to cheat in final examination.
- (b) Students who are 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) Students who are found to have been involved in plagiarism in any assessment may be failed for the said assessment. Students could be charged with additional punishment deemed appropriate as provided in Clause 8.1.4.

#### 8.1.3 Documents Fraud

- (a) Students who are found to have been involved in document fraud (e.g.: medical certificate, academic certificate etc.) could be charged with additional punishment deemed appropriate as provided in Clause 8.1.4.

#### 8.1.4 Charge and Penalty

Students found guilty of the offence may be liable to:

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

## 8.2 Disciplinary Procedures

### 8.2.1 Student Academic Disciplinary Committee (SADC)

- (a) Students who are 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:

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Chairperson</b>   | Deputy Vice Chancellor (Academic & Internationalization) |
| <b>Members</b>       | Respective Deans                                         |
|                      | Counsellor                                               |
|                      | Legal Officer                                            |
|                      | Appointed Lecturers                                      |
| <b>By invitation</b> | Bursar or Representative                                 |
|                      | Respective Lecturers/ Invigilators                       |
|                      | Junior Executive, Examination & Timetable                |
| <b>Secretariat</b>   | Junior Executive, Registration & Record                  |

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

#### 8.2.2 Jurisdiction and authority of SADC

- (a) SADC has the authority to hear cases involving students 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 students who are found guilty for 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 students.
- (b) If the chairperson is satisfied that a prima facie case is established, the Chairperson will initiate disciplinary procedure against the students 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 students **THREE (3)** 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 students have right to call for any witnesses or produce any evidence/ documents in their defence;
  - (v) it is SADC's authority to decide and make a conviction if the students fail/ refuse/ neglect to attend the hearing without any proof of absence.

- (e) SADC may proceed with the verdict in the absence of the students, 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 students within **THREE (3)** working days after the date of the hearing.
- (g) Students found guilty have the right to appeal against the decision of SADC to the Student Academic Disciplinary Appeals Committee (SADAC).
- (h) Students' 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:
  - (i) hearing and deciding any appeal made by students against a decision made by the SADC.
- (b) Members of the SADAC comprise of:

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Chairperson</b>   | Vice Chancellor                                          |
| <b>Members</b>       | Deputy Vice Chancellor (Academic & Internationalization) |
|                      | Respective Deans                                         |
|                      | Legal Officer                                            |
|                      | Counsellor                                               |
| <b>By Invitation</b> | Bursar or Representative                                 |
|                      | Junior Executive, Examination & Timetable                |
| <b>Secretariat</b>   | Junior Executive, Registration & Record                  |

- (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:

- (i) accept the appeal and dismiss the conviction; OR
- (ii) reject the appeal and maintain the conviction; OR

- (iii) reduce the penalty; OR
- (iv) reject the appeal and increase the imposed penalty;  
OR
- (v) reject the appeal and substitute any penalty deemed appropriate.

#### 8.2.6 Disciplinary Procedure of SADAC

- (a) Students are allowed to appeal within **THREE (3)** working days from the date of formal announcement of the decision by SADAC.
- (b) A notice not less than **THREE (3)** working days must be given to the students to attend the hearing of the appeal.
- (c) The notice for the hearing of the appeal must contain the following:
  - (i) 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) students have the right to call for any witnesses or produce any evidence/ documents in their defence;
  - (v) copies of the decision made by SADAC;
  - (vi) SADAC's authority to decide and make a conviction if the students fail/ refuse/ neglect to attend the hearing.
- (d) The hearing of appeal can be conducted without the presence of the students. If the SADAC is satisfied with the evidence adduced, SADAC will make a decision as provided in Clause 8.1.4.
- (e) Students must be informed of the SADAC's decision in writing within **THREE (3)** working days from the date of the decision being made.
- (f) SADAC's decision is final and conclusive.

#### 8.2.7 Payment of the Penalty

- (a) A fine imposed on the students must be paid within the stipulated date to the Bursary Office.
- (b) Students who refuse/ fail/ ignore 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 Students 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) have fulfilled all conditions and requirements of university;
- (d) endorsed by the University Senate.

9.1.2 Transcript and Scroll

- (a) Graduates must, within **THREE (3)** months from the date of their convocation ceremony, collect their transcript and scroll. Failing which, a fine of RM100 will be imposed.
- (b) University will not prepare a duplicate copy for lost or damaged scroll. Instead, 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.
- (c) As for the lost or damaged transcript, the university will provide a duplicate copy with a service charge of RM50.

### 9.2 Graduation Awards

9.2.1 Total Credit for Graduation

It is compulsory for students 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

Students 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) | 2.20 – 2.99 |
| Third Class                   | 2.00 – 2.19 |

### 9.2.3 Vice Chancellor Award

The Vice Chancellor Award is given to the graduates who fulfil the following criteria:

- (a) graduated within the minimum period stated in the programme of study;
- (b) obtained GPA 3.67 or equivalent and above in the long semesters with a minimum of 12 credits per semester;
- (c) obtained GPA 3.67 or equivalent and above in the short semesters with a minimum of **SIX (6)** credits per semester;  
AND
- (d) has not been charged with disciplinary cases.

In exceptional cases, where the students are unable to fulfil Clause 9.2.3, they may be considered for the Vice Chancellor Award by Senate approval on a case-by-case basis.

### 9.2.4 Pro-Chancellor Award

The Pro-Chancellor Award is given to the graduates who fulfil 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 equivalent and above;
- (c) high achievement in co-curricular activities;

- (d) has excellent leadership qualities; AND
- (e) has not been charged with disciplinary cases.

#### 9.2.5 Chancellor Award

Chancellor Award is the highest award given to the graduate who:

- (a) fulfilled the requirements of Pro-Chancellor Award; AND
- (b) the best among Pro-Chancellor graduates.

#### 9.2.6 Extra-Curricular Special Award

Extra-Curricular Special Award is given to the 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 Criteria for graduation awards of a professional programme are outlined in the Professional Programme Students Handbook.

#### 9.2.8 Aegrotat and Posthumous Conferment

- (a) An Aegrotat Conferment means offering a complete status and academic conferment without class distinction to students who have a permanent disability.
- (b) A Posthumous Conferment means offering a complete status and academic conferment without class distinction to students who have passed away.
- (c) Students may be given a status of completion through Aegrotat or Posthumous Conferment, which is subjected to the following conditions:
  - (i) final year students who have 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 the students' condition.

#### 9.2.9 Revocation of Award

University may revoke an award and all privileges if it is proven that the students have 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

#### Diploma Grading Scale

*All diploma students are governed under Scheme of Marks and Grades as given for May 2019 Cohort and below:*

| Grade | Mark     | Grade Value | Status    |
|-------|----------|-------------|-----------|
| A+    | 90 – 100 | 4.00        | Excellent |
| A     | 80 – 89  | 4.00        | Excellent |
| A-    | 75 – 79  | 3.75        | Excellent |
| B+    | 70 – 74  | 3.50        | Very Good |
| B     | 65 – 69  | 3.00        | Very Good |
| B-    | 60 – 64  | 2.75        | Pass      |
| C+    | 55 – 59  | 2.50        | Pass      |
| C     | 50 – 54  | 2.00        | Pass      |
| C-    | 47 – 49  | 1.75        | Pass      |
| D+    | 44 – 46  | 1.50        | Pass      |
| D     | 40 – 43  | 1.00        | Pass      |
| F     | 0 – 39   | 0.00        | Fail      |

#### Foundation and Bachelor's Degree Grading Scale

*All foundation and bachelor's degree students are governed under Scheme of Marks and Grades as given for May 2019 Cohort and below:*

| Grades | Marks    | Grade Value | Status    |
|--------|----------|-------------|-----------|
| A      | 80 – 100 | 4.00        | Excellent |
| A-     | 75 – 79  | 3.67        | Excellent |
| B+     | 70 – 74  | 3.33        | Good      |
| B      | 65 – 69  | 3.00        | Good      |
| B-     | 60 – 64  | 2.67        | Pass      |
| C+     | 55 – 59  | 2.33        | Pass      |
| C      | 50 – 54  | 2.00        | Pass      |
| C-     | 45 – 49  | 1.67        | Fail      |
| D      | 40 – 44  | 1.00        | Fail      |
| E      | 35 – 39  | 0.67        | Fail      |
| F      | 0 – 34   | 0.00        | Fail      |

### 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 effective September 2019 Cohort:*

| 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  |
| PGR4013      | A     | 4.00        | 3         | 3 X 4.00 = 12.00 |
| MPU3123      | B+    | 3.33        | 3         | 3 X 3.33 = 9.99  |
| <b>TOTAL</b> |       |             | <b>18</b> | <b>61.98</b>     |

$$\text{GPA} = \frac{\text{Total Credit Values}}{\text{Total Credit}} = \frac{61.98}{18} = 3.44$$

### 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  |
| PGR4013      | A     | 4.00        | 3         | 3 X 4.00 = 12.00 |
| MPU3123      | B+    | 3.33        | 3         | 3 X 3.33 = 9.99  |
| <b>TOTAL</b> |       |             | <b>18</b> | <b>61.98</b>     |

## 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 |
| <b>TOTAL</b> |       |             | <b>19</b> | <b>66.67</b>     |

$$\text{CGPA} = \frac{\text{Total Credit Values For All Examination}}{\text{Cumulative Credit Over All Semesters}} = \frac{61.98 + 66.67}{18 + 19} = 3.47$$

## APPENDIX C

### List of Fees/ Penalty

| NO. | CLAUSE                    | ITEMS                                                                                      | FEES/ PENALTY RATE (RM)                                      |
|-----|---------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1   | 3.6.2 & 3.6.3             | Changing mode of study                                                                     | Fees are charged to students according to KPTMSB Fees Policy |
| 2   | 3.8.5                     | Processing fee – credit transfer (per course)                                              | 50                                                           |
| 3   | 3.8.7                     | Maximum processing fee for request of syllabus                                             | 100                                                          |
| 4   | 3.10.4                    | Application for deferment (deferment per semester)                                         | 100                                                          |
| 5   | 5.3.3                     | Application for semester result slip (dismissed/ withdrawal)                               | 50                                                           |
| 6   | 5.4.2 (b)                 | Repeat a passed course (per course)                                                        | 300                                                          |
| 7   | 6.4.1 (b) (ii) & (c) (ii) | Supplementary examination per course taken                                                 | 300                                                          |
| 8   | 7.1.3                     | Appeal for review of final assessment marks per course                                     | 50                                                           |
| 9   | 7.2.2                     | Appeal for continuation of study (DIS)                                                     | 50                                                           |
| 10  | 7.2.2                     | Reactivation for continuation of study (Inactive (INA))                                    | 400                                                          |
| 11  | 7.2.2                     | Appeal for continuation of study (WFU)                                                     | 100                                                          |
| 12  | 8.1.4 (a)                 | Maximum fine for academic misconduct                                                       | 500                                                          |
| 13  | 9.1.2 (a)                 | Collect transcripts and scrolls after <b>THREE (3) months</b> from the date of convocation | 100                                                          |
| 14  | 9.1.2 (b)                 | Application of Letter of Conferment Verification                                           | 50                                                           |
| 15  | 9.1.2 (c)                 | Application of copy of academic transcript                                                 | 50                                                           |