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## **PEKELILING AKADEMIK BILANGAN 5 TAHUN 2019**

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# **PERATURAN AKADEMIK DAN PANDUAN SISTEM PERATURAN AKADEMIK PROGRAM IJAZAH SARJANA MUDA DAN PROGRAM DIPLOMA (PINDAAN 2019)**

Pejabat Pendaftar  
**17 September 2019**

Disalinkan kepada:

Naib Canselor  
Timbalan Naib Canselor (Akademik & Antarabangsa)  
Timbalan Naib Canselor (Penyelidikan & Inovasi)  
Timbalan Naib Canselor (Hal Ehwal Pelajar)  
Penolong Naib Canselor (Jaringan Industri & Masyarakat)  
Penolong Naib Canselor (Pembangunan & Pengurusan Fasilitas)  
Pegawai-Pegawai Kanan  
YDP Majlis Perwakilan Pelajar



## PEKELILING AKADEMIK BIL. 5/2019

### **PERATURAN AKADEMIK DAN PANDUAN SISTEM PERATURAN AKADEMIK PROGRAM IJAZAH SARJANA MUDA DAN PROGRAM DIPLOMA (PINDAAN 2019)**

#### **1.0 TUJUAN**

Pekeliling Akademik ini bertujuan untuk memaklumkan kepada semua staf dan pelajar mengenai pindaan Peraturan Akademik dan Panduan Sistem Peraturan Akademik Program Ijazah Sarjana Muda dan Program Diploma.

#### **2.0 LATAR BELAKANG**

2.1 Pindaan Peraturan Akademik dan Panduan Sistem Peraturan Akademik bagi program Ijazah Sarjana Muda dan program Diploma telah diluluskan oleh Mesyuarat Senat Bil. 4/2019 yang bersidang pada 24 April 2019 dan selanjutnya disahkan oleh Mesyuarat Lembaga Pengarah Universiti Bil. 5/2019 yang bersidang pada 15 Ogos 2019.

2.2 Pindaan yang dilakukan adalah selaras dengan perkembangan semasa program akademik dan pelaksanaan keputusan-keputusan dasar yang telah diputuskan oleh Senat Universiti.

#### **3.0 PERATURAN AKADEMIK DAN PANDUAN SISTEM PERATURAN AKADEMIK PROGRAM IJAZAH SARJANA MUDA DAN PROGRAM DIPLOMA**

Pindaan Peraturan Akademik Dan Panduan Sistem Peraturan Akademik Program Ijazah Sarjana Muda Dan Program Diploma adalah seperti di Lampiran dan juga boleh dilihat melalui capaian:

[https://portal.utem.edu.my/iSMP/usr\\_manual2.asp](https://portal.utem.edu.my/iSMP/usr_manual2.asp)



#### 4.0 TARIKH KUAT KUASA

Pekeliling Akademik ini berkuat kuasa mulai tarikh ia dikeluarkan.

Sekian, terima kasih.

**“BERKHIDMAT UNTUK NEGARA”**  
**“KOMPETENSI TERAS KEGEMILANGAN”**

Saya yang menjalankan amanah,



**MASDZARIF BIN MAHAT**

Ketua Pegawai Operasi  
Universiti Teknikal Malaysia Melaka

2000

## **PERATURAN-PERATURAN AKADEMIK BAGI PROGRAM IJAZAH SARJANA MUDA DAN DIPLOMA UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

### **MUKADDIMAH**

Dokumen ini menggariskan dasar-dasar yang dibuat oleh Senat untuk menjamin standard pendidikan dan pengijazahan program pengajian Ijazah Sarjana Muda dan Diploma di Universiti Teknikal Malaysia Melaka (UTeM). Dokumen ini diterbitkan kepada semua pelajar, Fakulti dan staf, yang semuanya bertanggungjawab untuk membaca dan mematuhi dasar-dasar ini.

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## BAHAGIAN I

### 1.1 DEFINISI

Dalam Peraturan-Peraturan ini, melainkan jika konteksnya menghendaki makna yang lain—

**“Aegrotat”** ertinya pemberian status lulus dan memenuhi syarat penganugerahan Ijazah Sarjana Muda atau Diploma kepada mana-mana pelajar yang tidak menamatkan pengajian kerana hilang keupayaan secara kekal atau telah meninggal dunia tertakluk kepada Polisi Penganugerahan Ijazah, Diploma, Sijil dan Kepujian Akademik Lain Secara Aegrotat dan Anumerta.

**“Anumerta”** ertinya penganugerahan sesuatu ijazah, diploma, sijil dan kepujian akademik lain kepada seseorang pelajar selepas beliau meninggal dunia tertakluk kepada Polisi Penganugerahan Ijazah, Diploma, Sijil dan Kepujian Akademik Lain Secara Aegrotat dan Anumerta.

**“beban kredit”** ertinya jumlah bilangan kredit kursus yang diambil oleh pelajar di dalam sesuatu semester.

**“CGPA”** (*Cumulative Grade Point Average*) ertinya purata himpunan mata nilai yang diperolehi bagi semua semester yang telah diikuti.

**“Daftar Semula (DS)”** ertinya status pelajar yang gagal tahun satu semester pertama pengajian dan dibenarkan memulakan semula pengajian pada Sesi Akademik berikutnya.

**“Dekan”** ertinya ketua Fakulti yang dilantik oleh Naib Canselor.

**“Fakulti”** ertinya Pihak Berkuasa Universiti yang diberi tugas oleh Senat bagi menjalankan program akademik dan memperakukan penganugerahan Ijazah Sarjana Muda atau Diploma kepada pelajar.

**“GPA”** (*Grade Point Average*) ertinya purata mata nilai gred yang diperolehi dalam sesuatu semester.

**“gred”** ertinya abjad bagi menunjukkan pencapaian pelajar dalam sesuatu kursus.

**“jam pertemuan”** ertinya sesi pengajaran dan pembelajaran rasmi yang dijalankan secara bersemuka.

**“JKL”** ertinya Jumlah Kredit Lazim yang ditentukan oleh Fakulti untuk sesuatu tahun pengajian.

**“KB”** ertinya Kedudukan Baik.

**“Kedudukan Akademik”** ertinya kod yang digunakan bagi menyatakan Kedudukan Akademik pelajar.

“**KBA**” ertinya Kedudukan Baik Anugerah

“**KBTT**” ertinya Kedudukan Baik Tamat Tempoh

“**Kemasukan Terus**” ertinya pelajar yang diterima masuk terus ke tahun dua berdasarkan pengecualian kredit yang diluluskan oleh Universiti.

“**kerja kursus**” ertinya sebarang bentuk penilaian yang dibuat dalam tempoh perkuliahan sesuatu semester.

“**KG**” ertinya Kedudukan Gagal.

“**kredit**” ertinya unit ukuran beban bagi sesuatu kursus.

“**Kredit Dapat**” ertinya jumlah kredit yang diperolehi bagi kursus yang lulus termasuk kursus yang diluluskan Pindah Kredit.

“**Kredit Kira**” ertinya jumlah kredit yang diperolehi bagi kursus yang lulus dan diambil kira dalam pengiraan GPA dan CGPA.

“**kredit untuk bergraduati**” ertinya jumlah kredit minimum dalam struktur kurikulum yang ditetapkan oleh Fakulti dengan kelulusan Senat yang pelajar wajib lulus untuk bergraduati.

“**KS**” ertinya Kedudukan Bersyarat.

“**kurikulum**” ertinya susunan kursus bagi sesuatu program.

“**kursus**” ertinya ialah komponen-komponen sesuatu program.

“**Kursus Audit**” ertinya mana-mana kursus yang diambil oleh pelajar yang bukan merupakan keperluan kurikulum program yang sedang diikuti.

“**Mata Nilai Gred**” ertinya nilai angka setara bagi setiap gred.

“**Kursus Elektif**” ertinya kursus pilihan yang ditawarkan dalam sesuatu kursus bagi memenuhi syarat pengijazahan.

“**Kursus Wajib Universiti**” ertinya kursus yang ditentukan oleh pihak Senat yang wajib diambil oleh semua pelajar.

“**Kursus Terbuka Leluasa Atas Talian (MOOC)**” ertinya kursus atas talian yang disasarkan untuk diikuti secara leluasa tanpa had dengan akses terbuka menerusi web.

“**pelajar**” ertinya individu yang telah menyempurnakan pendaftaran untuk mengikuti sesuatu program.

“**pelajar baharu**” ertinya pelajar yang telah mendaftar sebagai pelajar di Universiti dan berada di tahun satu semester pertama termasuk pelajar Kemasukan Terus.

**“pelajar kanan”** ertinya pelajar yang telah melalui sekurang-kurangnya satu (1) semester pengajian di Universiti.

**“pelajar khas”** ertinya pelajar tahun akhir yang mendaftar hanya satu kursus yang pernah diikuti.

**“pembelajaran terdahulu”** ertinya ilmu pengetahuan, kemahiran atau sikap yang diperoleh sebelumnya dan mencakupi pengalaman terdahulu.

**“penangguhan pengajian”** ertinya status pelajar yang tidak mengikuti pengajian pada sesuatu semester atas sebab-sebab tertentu dengan kelulusan Universiti.

**“pengajian”** ertinya peringkat pembelajaran untuk mendapatkan Ijazah Sarjana Muda atau Diploma.

**“Pengakreditan Pengalaman Berasaskan Pembelajaran Terdahulu (APEL)”** ertinya satu proses sistematik yang melibatkan pengenalpastian, dokumentasi dan penilaian pengalaman pembelajaran terdahulu iaitu pengetahuan, kemahiran dan sikap, untuk menentukan sejauh mana seseorang telah mencapai hasil pembelajaran yang diinginkan, dan digunakan untuk mengakses ke sesuatu program pengajian dan/atau untuk anugerah kredit.

**“Pengakreditan Pengalaman Berasaskan Pembelajaran Terdahulu Bagi Tujuan Penganugerahan Kredit (APEL Credit (C))”** ertinya penganugerahan kredit berdasarkan pengalaman pembelajaran terdahulu kepada sesuatu kursus di dalam sesuatu program pengajian yang terakreditasi yang ditawarkan oleh sesebuah penyedia pendidikan tinggi. APEL (C) menyediakan mekanisme untuk mengiktiraf pengalaman pembelajaran yang terdahulu seseorang individu yang relevan dan khusus kepada sesuatu kursus yang terkandung di dalam sesuatu program pengajian. Kredit tersebut dianugerahkan berdasarkan pengetahuan dan kemahiran yang diperolehi secara pembelajaran bukan formal dan tidak formal.

**“penggantungan pengajian”** ertinya status pelajar yang tidak dibenarkan mengikuti pengajian pada sesuatu semester atas sebab-sebab tatatertib dengan arahan Universiti.

**“penilaian formatif”** ertinya penilaian kemajuan seseorang pelajar sepanjang kursus, di mana segala maklum balas dari aktiviti pembelajaran digunakan untuk menambahbaik pencapaian pelajar berkenaan.

**“penilaian sumatif”** ertinya satu ringkasan penilaian kemajuan pembelajaran seseorang pelajar pada sesuatu jangka masa tertentu dan digunakan untuk penggredan kursus pelajar berkenaan.

**“peperiksaan akhir”** ertinya penilaian yang dibuat ke atas pelajar pada akhir semester untuk mengukur pencapaian akademik pelajar.

**“Peperiksaan Khas”** ertinya peperiksaan gantian bagi Peperiksaan Akhir.

**“perkuliahan”** ertinya aktiviti pengajaran dan pembelajaran dalam satu tempoh yang ditetapkan.

**“Pindah Kredit”** ertinya proses pemindahan kredit kursus yang telah diambil oleh pelajar dalam sesuatu program terdahulu kepada program pengajian semasa yang sedang diikuti. Proses ini membolehkan kredit yang diperolehi bagi kursus tersebut dikira sebagai sebahagian daripada keperluan jumlah kredit untuk bergraduasi bagi program pengajian semasa. Pada asasnya, kursus yang boleh dipindahkan kredit adalah kursus yang setara dengan kursus di program pengajian yang sedang diikuti di Universiti.

**“Pindah Kredit dengan Gred”** ertinya pemindahan kredit kursus secara mendatar (*horizontal*) bagi pelajar yang masih di dalam pengajian, pada tahap kelayakan yang sama dengan program pengajian semasa yang sedang diikuti oleh pelajar di Universiti.

**“Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit)”** ertinya pemindahan kredit kursus secara menegak (*vertical*) atau mendatar (*horizontal*) bagi pelajar yang telah tamat pengajian atau telah mencapai tahap kompetensi dalam kursus berkenaan kepada program pengajian semasa yang sedang diikuti oleh pelajar di Universiti.

**“program”** ertinya susunan kursus yang di struktur untuk suatu tempoh tertentu dan peringkat pembelajaran, bertujuan mencapai hasil pembelajaran yang telah ditentukan dan yang lazimnya menjurus kepada penganugerahan sesuatu kelayakan.

**“semester”** ertinya jangkamasa pengajian dalam Sesi Akademik yang telah ditetapkan oleh Universiti.

**“Semester Khas”** ertinya jangkamasa pengajian 8 minggu yang dijalankan semasa cuti akhir Sesi Akademik.

**“Semester Khas Permulaan”** ertinya jangkamasa pengajian 8 minggu yang wajib dijalani oleh semua pelajar baharu program Diploma sebelum bermula Semester I.

**“Semester Lazim”** ertinya jangkamasa pengajian 18 minggu yang ditetapkan oleh Universiti.

**“Senat”** ertinya badan akademik tertinggi bagi Universiti di bawah Perlembagaan Universiti Teknikal Malaysia Melaka.

**“Sesi Akademik”** ertinya jangkamasa 12 bulan sebagaimana yang telah ditetapkan oleh Senat.

**“SMP”** ertinya Sistem Maklumat Pelajar;

**“status kursus”** ertinya kod tambahan yang diberi semasa pendaftaran bagi menggambarkan kedudukan kursus.

**“tempoh maksimum pengajian”** ertinya bilangan maksimum semester yang dibenarkan bagi menamatkan sesuatu program.

**“Tempoh Pendaftaran Wajib Kursus”** ertinya tempoh masa pelajar wajib membuat pendaftaran kursus untuk semester berikutnya pada Minggu 13-15 semester

**“Tempoh Pendaftaran Lewat Kursus”** ertinya tempoh masa di antara Minggu 1-2 semester untuk mendaftar kursus bagi pelajar yang tidak membuat pendaftaran kursus di dalam Tempoh Pendaftaran Wajib Kursus.

**“transkrip”** ertinya penyata rasmi yang mengandungi keputusan peperiksaan sepanjang tempoh pengajian pelajar yang dikeluarkan oleh Universiti.

**“Universiti”** ertinya Universiti Teknikal Malaysia Melaka.

## **1.2 INTERPRETASI**

- (1) Bagi maksud Peraturan-Peraturan ini, perkataan yang membawa maksud tunggal juga akan merangkumi maksud majmuk dan sebaliknya.
- (2) Pada bila-bila masa Peraturan-Peraturan ini merujuk setiap hari dalam kalendar, apa-apa angka atau nombor tersebut hendaklah dirujuk kepada hari-hari dalam kalendar Gregorian.
- (3) Tajuk-tajuk dan tajuk-tajuk kecil dalam Peraturan-Peraturan ini dimasukkan bertujuan untuk rujukan sahaja dan tidak boleh dibuat pertimbangan dalam mentafsirkan Peraturan-Peraturan ini.
- (4) Lampiran-lampiran yang dirujuk di dalam Peraturan-Peraturan ini (jika ada) hendaklah diambil, dianggap, dibaca dan ditafsirkan sebagai bahagian yang penting kepada Peraturan-Peraturan ini.
- (5) Bagi maksud Peraturan-Peraturan ini, perkataan yang merujuk mana-mana jenis jantina hendaklah termasuk semua jantina.

## **BAHAGIAN II PART II**

### **2. SESI AKADEMIK**

- (1) Sesi Akademik Universiti dibahagikan kepada dua Semester Lazim iaitu Semester I dan Semester II. Setiap semester ini mengandungi **14 minggu perkuliahan**.
- (2) Di samping dua Semester Lazim di atas, Universiti juga mempunyai Semester Khas yang diadakan dalam masa cuti akhir Sesi Akademik. Semester ini tidak termasuk dalam pengiraan tempoh pengajian yang ditetapkan bagi sesuatu program.

- (3) Bagi program Diploma, Universiti juga mempunyai Semester Khas Permulaan yang diadakan sebelum bermula Semester I dan wajib dijalani oleh semua pelajar baharu program Diploma.
- (4) Sesi Akademik dibahagikan seperti dalam **Jadual 1** dan **Jadual 2**: -

**Jadual 1: Sesi Akademik Program Ijazah Sarjana Muda**

<b>SEMESTER I</b>			
Sesi Perkuliahan	7 minggu		
Cuti Pertengahan Semester	1 minggu		
Sesi Perkuliahan	7 minggu		
Minggu Ulang kaji	1 minggu		
Peperiksaan Akhir	2 minggu		
Jumlah	18 minggu		
Cuti Antara Semester			
<b>SEMESTER II</b>			
Sesi Perkuliahan	7 minggu		
Cuti Pertengahan Semester	1 minggu		
Sesi Perkuliahan	7 minggu		
Minggu Ulang kaji	1 minggu		
Peperiksaan Akhir	2 minggu		
Jumlah	18 minggu		
Cuti Akhir Sesi Akademik	13 minggu		
		<b>ATAU</b>	
		Cuti Antara Semester	1 minggu
		<b>SEMESTER KHAS</b>	
		Sesi Perkuliahan & Peperiksaan	8 minggu
		Cuti Akhir Semester	4 minggu
<b>JUMLAH</b>	52 minggu		

**Jadual 2: Sesi Akademik Program Diploma**

		<b>SEMESTER KHAS PERMULAAN</b> (Wajib dijalani oleh semua pelajar baharu program Diploma sahaja)	
		Sesi Perkuliahan & Peperiksaan	8 minggu
		Cuti Semester Khas Permulaan	5 minggu
<b>SEMESTER I</b> Sesi Perkuliahan Cuti Pertengahan Semester Sesi Perkuliahan Minggu Ulang kaji Peperiksaan Akhir		7 minggu 1 minggu 7 minggu 1 minggu 2 minggu	
Jumlah		18 minggu	
Cuti Antara Semester		3 minggu	
<b>SEMESTER I</b> Sesi Perkuliahan Cuti Pertengahan Semester Sesi Perkuliahan Minggu Ulang kaji Peperiksaan Akhir		7 minggu 1 minggu 7 minggu 1 minggu 2 minggu	
Jumlah		18 minggu	
Cuti Akhir Sesi Akademik		13 minggu	
		<b>ATAU</b>	
		Cuti Antara Semester	1 minggu
		<b>SEMESTER KHAS</b> Sesi Perkuliahan & Peperiksaan	
		Cuti Akhir Semester	4 minggu
<b>JUMLAH</b>		52 minggu	

### **BAHAGIAN III**

#### **3. PENDAFTARAN PROGRAM**

- (1) Semua calon pelajar dimestikan membuat pendaftaran program yang ditawarkan pada tarikh yang ditetapkan oleh Universiti.
- (2) Bagi calon pelajar yang tidak membuat pendaftaran program pada tarikh yang ditetapkan tanpa sebab-sebab yang boleh diterima oleh Universiti, tawaran program kepadanya hendaklah terbatal.
- (3) Pendaftaran program hendaklah dilakukan pada setiap semester. Walau bagaimanapun, pendaftaran program bagi pelajar kanan dibuat secara automatik oleh pentadbiran Universiti berdasarkan kepada keputusan peperiksaan semester sebelumnya.
- (4) Pelajar kanan yang telah terputus pengajian disebabkan penangguhan pengajian, penggantungan pengajian dan sebagainya hendaklah membuat pendaftaran program semula.
- (5) Pelajar tidak dibenarkan menukar program pengajiannya.

### **BAHAGIAN IV**

#### **4. PENDAFTARAN KURSUS**

- (1) Semua pelajar termasuk pelajar khas diwajibkan mendaftar setiap kursus yang diambil pada setiap semester.
- (2) Semua pelajar mesti mendaftar kursus dengan kod yang betul.
- (3) Pelajar hanya boleh mendaftar mana-mana kursus yang telah ditetapkan dan ditawarkan oleh Fakulti.
- (4) Pelajar Kemasukan Terus hendaklah mendaftar kursus mengikut kurikulum kohort kemasukan Sesi Akademik sebelumnya.
- (5) Pelajar dibenarkan untuk mendaftar apa-apa kursus di luar kurikulum program semasa sebagai Kursus Audit dengan kelulusan Dekan. Sekiranya Kursus Audit yang diambil melibatkan Fakulti lain, kelulusan kedua-dua Dekan Fakulti terlibat perlu diperolehi.
- (6) Pendaftaran kursus semester berikutnya mesti dibuat sebelum tamat Tempoh Pendaftaran Wajib Kursus.
- (7) Pelajar yang tidak membuat pendaftaran kursus di dalam Tempoh Pendaftaran Wajib Kursus mestilah mendaftar kursus di dalam Tempoh Pendaftaran Lewat Kursus dan dikenakan denda. Pelajar yang masih gagal



untuk mendaftar di dalam Tempoh Pendaftaran Lewat Kursus akan diberhentikan dari pengajian, kecuali atas sebab-sebab yang dapat diterima oleh Universiti dan akan dikenakan denda yang ditetapkan oleh Universiti.

- (8) Bagi pelajar yang mendapat keputusan KS atau gagal kursus pra-syarat, pendaftaran kursus terdahulu adalah terbatal dan pelajar perlu membuat pendaftaran semula kursus di dalam Tempoh Pendaftaran Lewat Kursus.
- (9) Pelajar yang mendapat KS hendaklah mendaftar kursus dengan jumlah 12 kredit. Dalam keadaan tertentu, pelajar boleh mendaftar lebih atau kurang daripada 12 kredit tertakluk kepada kelulusan khas Dekan.
- (10) Pelajar boleh menambah dan/atau menggugurkan kursus tertakluk kepada jumlah beban kredit yang dibenarkan sehingga minggu kedua (2) semester.
- (11) Bagi mendaftar kursus yang mempunyai pra-syarat, pelajar perlu lulus kursus yang dipra-syaratkan.
- (12) Pelajar yang menangguhkan pengajian/ diarahkan oleh Universiti untuk menangguhkan pengajian/digantung pengajian bagi Semester II tidak dibenarkan mendaftar kursus dan mengikuti Semester Khas kecuali mendapat sokongan daripada Fakulti dan diluluskan oleh Senat.
- (13) Tarik Diri Kursus.
  - (a) Pelajar boleh menarik diri mana-mana kursus yang telah didaftarkan dengan syarat baki jumlah kredit kursus yang berdaftar adalah tidak kurang daripada kredit minimum (12 kredit) kecuali dengan kelulusan khas Dekan.
  - (b) Permohonan untuk menarik diri kursus hendaklah dibuat oleh pelajar tidak lewat daripada hari bekerja terakhir di dalam minggu ke 13 semester berkenaan.
  - (c) Tarik diri kursus Wajib Universiti adalah tidak dibenarkan kecuali dengan kelulusan khas Dekan.

## BAHAGIAN V

### 5. SISTEM KREDIT

- (1) Setiap kursus mempunyai nilai kredit tertentu yang diluluskan oleh Universiti iaitu ukuran kuantitatif yang melambangkan volumn pembelajaran atau beban pembelajaran untuk mencapai hasil pembelajaran kursus tersebut.
- (2) Beban pembelajaran adalah ukuran kuantitatif semua aktiviti pembelajaran yang diperlukan untuk mencapai satu set hasil pembelajaran. Aktiviti ini termasuklah kuliah, tutorial, seminar, praktikal, pembelajaran sendiri, pencarian maklumat, kajian, kerja lapangan serta persediaan dan menduduki peperiksaan.
- (3) Bagi tujuan pengiraan jam pembelajaran pelajar, satu (1) jam kredit dinilai sebagai 40 jam pembelajaran nosional.
- (4) **Beban Kredit Setiap Semester**
  - (a) Semua pelajar hendaklah mengambil sekurang-kurangnya 12 kredit dalam sesuatu semester kecuali pada semester akhir pelajar.
  - (b) Semua pelajar program Diploma dan program Ijazah Sarjana Muda Kejuruteraan dibenarkan mengambil maksimum 18 kredit bagi sesuatu semester.
  - (c) Pelajar Ijazah Sarjana Muda selain daripada program Ijazah Sarjana Muda Kejuruteraan dibenarkan mengambil maksimum 20 kredit bagi sesuatu semester.
  - (d) Pelajar yang mengambil kurang daripada kredit minimum atau lebih daripada kredit maksimum yang ditetapkan di atas perlu mendapat kelulusan khas Dekan.
- (5) **Pindah Kredit**
  - (a) Pelajar boleh memohon untuk mendapatkan Pindah Kredit jika telah lulus kursus yang sama atau setara atau mempunyai pengalaman setara yang diiktiraf oleh Senat. Terdapat dua (2) kategori Pindah Kredit iaitu Pindah Kredit Dengan Gred dan Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit).
  - (b) Pindah Kredit Dengan Gred dan Pindah Kredit Tanpa Gred hendaklah berasaskan kepada kesetaraan kursus yang diperolehi menerusi pemetaan kursus (*subject to subject mapping*). Fakulti boleh memberikan pertimbangan untuk Pindah Kredit berdasarkan syarat-syarat berikut:-

- (i) Pelajar telah lulus kursus dengan mendapat sekurang-kurangnya gred C;
  - (ii) Nilai kredit kursus yang telah lulus sama dengan nilai kredit kursus bagi program semasa yang diikuti di Universiti;
  - (iii) Kandungan kursus yang telah lulus setara sekurang-kurang 80% dengan kandungan kursus program yang diikuti di Universiti; dan
  - (iv) Kursus yang dipohon Pindah Kredit hendaklah daripada program yang telah mendapat akreditasi/pengiktirafan dari badan yang berautoriti di negara berkenaan.
- (c) Bagi semua program Ijazah Sarjana Muda Kejuruteraan, Teknologi Kejuruteraan dan Diploma Kejuruteraan, jumlah Pindah Kredit Dengan Gred yang dibenarkan hendaklah tidak melebihi 50% daripada jumlah kredit untuk bergraduasi. Tertakluk kepada syarat pemastautin, tiada had peratus maksimum Pindah Kredit Dengan Gred ditetapkan bagi lain-lain program.
- (d) Bagi semua program, jumlah Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit) **daripada peringkat kelayakan yang lebih rendah kepada peringkat kelayakan yang lebih tinggi** yang dibenarkan hendaklah tidak melebihi 30% daripada jumlah keseluruhan kredit untuk bergraduasi bagi program tersebut.
- (e) Bagi semua program Ijazah Sarjana Muda Kejuruteraan, Teknologi Kejuruteraan dan Diploma Kejuruteraan, jumlah Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit) di antara program **pada peringkat kelayakan yang sama** hendaklah tidak melebihi 50% daripada jumlah keseluruhan kredit untuk bergraduasi bagi program tersebut. Walau bagaimanapun dan tertakluk kepada syarat pemastautin, tiada had peratus maksimum Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit) ditetapkan bagi lain-lain program.
- (f) Bagi semua program Ijazah Sarjana Muda Kejuruteraan/Teknologi Kejuruteraan dan Diploma Kejuruteraan, gabungan jumlah Pindah Kredit Dengan Gred dan jumlah Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit) yang dibenarkan hendaklah tidak melebihi 50% daripada jumlah keseluruhan kredit untuk bergraduasi. Tertakluk kepada syarat pemastautin, tiada had peratus maksimum ditetapkan bagi lain-lain program.
- (g) Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit) sehingga maksimum 30% daripada jumlah kredit untuk bergraduasi boleh diberikan berdasarkan APEL(C) atau bagi kursus

yang telah diikuti menerusi platform MOOC dan lulus Ujian Kompetensi MOOC oleh Universiti dan tertakluk kepada syarat pemastautin minimum di Universiti iaitu satu (1) tahun bagi program Ijazah Sarjana Muda dan satu (1) semester bagi program Diploma. Pemindahan kredit ini merupakan tambahan kepada had Pindah Kredit Tanpa Gred yang dinyatakan pada perenggan (iv) dan (v).

- (h) Pelajar baharu boleh memohon kepada Fakulti untuk mendapatkan Pindah Kredit di dalam tempoh satu (1) minggu selepas pendaftaran semester pertama pelajar.
- (i) Pelajar kanan yang telah lulus Ujian Kompetensi MOOC Universiti boleh memohon Pindah Kredit Tanpa Gred (juga dikenali sebagai Pengecualian Kredit) kepada Fakulti di dalam minggu pertama semester.

**(6) Kiraan Kredit Kursus Gagal**

- (a) Pelajar yang gagal dalam mana-mana kursus termasuk kursus berstatus Hadir Wajib (HW) hendaklah mengulang kursus yang sama atau setara sehingga lulus. Bagi tujuan pengiraan CGPA, Kredit Kira dan Mata Nilai Gred terakhir kursus yang diulang akan diambil kira dan kredit kira serta mata nilai yang asal dimansuhkan.
- (b) Pelajar yang gagal dalam Kursus Elektif tidak semestinya mengulang kursus yang sama. Bagi tujuan pengiraan CGPA, Kredit Kira dan Mata Nilai Gred Kursus Elektif baru hendaklah diambil kira dan Kredit Kira serta Mata Nilai Gred yang asal hendaklah dimansuhkan.
- (c) Pelajar yang gagal dalam kursus Bahasa Ketiga atau Ko-kurikulum dibenarkan mengulang kursus yang lain di dalam pilihan Bahasa Ketiga dan Ko-kurikulum. Bagi tujuan pengiraan CGPA, Kredit Kira dan Mata Nilai Gred kursus baru akan diambil kira dan Kredit Kira serta Mata Nilai Gred yang asal dimansuhkan.

**(7) Kiraan Kredit Kursus Audit**

- (a) Status Hadir Wajib (HW) diberikan kepada Kursus Audit. Kredit kursus tidak akan diambil kira dalam pengiraan GPA dan CGPA tetapi diambil kira di dalam Kredit Dapat.
- (b) Pelajar yang gagal Kursus Audit tidak dibenarkan untuk mengulang kursus.

**(8) Tempoh Maksimum Pengajian**

- (a) Tempoh maksimum pengajian adalah seperti dalam Jadual 3:-

**Jadual 3: Tempoh Maksimum Pengajian**

<b>Program Programme</b>	<b>Tempoh Maksimum (semester)</b>
Ijazah Sarjana Muda Kejuruteraan	12
Ijazah Sarjana Muda Sains Komputer/ Teknologi Maklumat	11
Ijazah Sarjana Muda Pengurusan Teknologi	12
Ijazah Sarjana Muda Teknousahawanan	12
Ijazah Sarjana Muda Teknologi Kejuruteraan	12
Diploma	10

- (b) Jumlah kredit yang diperlukan untuk lulus sesuatu program ditetapkan oleh Fakulti dengan kelulusan Universiti.
- (c) Tempoh maksimum pengajian bagi pelajar Kemasukan Terus adalah seperti dalam Jadual 4:

**Jadual 4: Tempoh Maksimum Pengajian Pelajar Kemasukan Terus**

<b>Program</b>	<b>Kemasukan Ke Semester</b>	<b>Tempoh Maksimum (semester)</b>
Ijazah Sarjana Muda Kejuruteraan	3	10
Ijazah Sarjana Muda Sains Komputer/Teknologi Maklumat	3	9
Ijazah Sarjana Muda Pengurusan Teknologi	3	10
Ijazah Sarjana Muda Teknousahawanan	3	10
Ijazah Sarjana Muda Teknologi Kejuruteraan	3	10

## BAHAGIAN VI

### 6. SISTEM GRED

- (1) Pencapaian pelajar dalam sesuatu kursus dinyatakan dengan gred. Hubungan antara markah, gred dan Mata Nilai Gred adalah seperti dalam **Jadual 5**:

**Jadual 5: Hubungan Antara Markah, Gred dan Mata Nilai Gred**

Markah	Gred	Mata Nilai Gred	Pencapaian
80-100	A	4.0	Cemerlang
75-79	A-	3.7	Cemerlang
70-74	B+	3.3	Kepujian
65-69	B	3.0	Kepujian
60-64	B-	2.7	Lulus
55-59	C+	2.3	Lulus
50-54	C	2.0	Lulus
47-49	C-	1.7	Lulus Bersyarat
44-46	D+	1.3	Lulus Bersyarat
40-43	D	1.0	Lulus Bersyarat
00-39	E	0.0	Gagal

- (1) Selain daripada gred di atas, gred berikut juga diguna pakai:-
- (a) Hadir Lulus (HL) - Gred lulus bagi kursus yang didaftarkan sebagai Hadir Wajib (HW).
  - (b) Hadir Gagal (HG) - Gred gagal bagi kursus yang didaftarkan sebagai Hadir Wajib (HW).
  - (c) Hadir Sahaja (HS) - Gred bagi kursus yang didaftarkan sebagai Hadir Sahaja (HS).
- (3) Gred lulus untuk kursus adalah D. Bagi kursus yang mendapat Lulus Bersyarat gred D hingga C-, pelajar dibenarkan memperbaiki gred dengan mengulangi kursus tersebut tertakluk kepada Peraturan 8 (2) (a) di bawah.

## **BAHAGIAN VII**

### **7. PENILAIAN**

#### **(1) Skim Penilaian**

- (a) Penilaian setiap kursus termasuk Latihan Industri dibuat dalam bentuk sumatif dan formatif secara berkala dan berterusan mengikut prosedur yang ditetapkan oleh Universiti.
- (b) Penilaian dibuat dalam dua kaedah iaitu kerja kursus dan peperiksaan akhir.
- (b) Bagi kursus yang dinilai berdasarkan kerja kursus dan peperiksaan akhir, wajaran kerja kursus hendaklah tidak kurang daripada 60% manakala wajaran peperiksaan akhir hendaklah tidak lebih daripada 40% (bagi kursus selain kejuruteraan).
- (c) Bagi kursus kejuruteraan, wajaran kerja kursus hendaklah tidak lebih daripada 40% manakala wajaran peperiksaan akhir hendaklah tidak kurang daripada 60%.
- (d) Penilaian mengikut wajaran selain daripada yang dinyatakan di (b) dan (c) juga boleh dilakukan dengan kelulusan Senat.

#### **(2) Syarat Menduduki Penilaian**

- (a) Pelajar hendaklah menghadiri sepenuhnya masa pertemuan dan/atau aktiviti berkaitan yang ditetapkan bagi sesuatu kursus termasuk Latihan Industri.
- (b) Pelajar yang kehadirannya kurang daripada 80% dalam:-
  - (i) bentuk masa pertemuan;
  - (ii) penglibatan dalam aktiviti berkaitan yang ditetapkan dalam sesuatu kursus; atau
  - (iii) bentuk masa pertemuan dan penglibatan dalam aktiviti berkaitan yang ditetapkan dalam sesuatu kursus

hendaklah dihalang daripada mengikuti sebarang bentuk masa pertemuan seterusnya, penilaian kerja kursus dan peperiksaan akhir.

(3) **Peperiksaan Akhir**

- (a) Peperiksaan akhir hendaklah dijalankan dalam tempoh dan mengikut prosedur yang ditetapkan oleh Universiti.
- (b) Semua pelajar berdaftar adalah **diwajibkan** menduduki peperiksaan akhir yang ditetapkan bagi sesuatu kursus tertentu yang telah ditetapkan oleh Fakulti. Mana-mana pelajar yang tidak menghadiri peperiksaan akhir hendaklah diberi markah sifar (0) bagi keseluruhan kursus tersebut.

(4) **Peperiksaan Khas**

- (a) Pelajar perlu memohon untuk menduduki Peperiksaan Khas tertakluk kepada kelulusan Senat.
- (b) Tertakluk kepada kelulusan Senat, Peperiksaan Khas boleh diadakan bagi kes-kes seperti berikut dalam tempoh dan mengikut prosedur yang ditetapkan oleh Universiti:-
  - (i) Pelajar yang tidak dapat menduduki Peperiksaan Akhir kerana masalah kesihatan.
  - (ii) Pelajar semester akhir yang lulus dengan KB, tetapi gagal dalam satu kursus daripada dua semester terakhir dan pelajar belum menghabiskan tempoh maksimum pengajian.
  - (iii) Pelajar semester akhir yang lulus dengan KB, tetapi gagal dalam satu kursus ulangan (UM) dengan syarat kursus tersebut telah diambil tiap-tiap kali ianya ditawarkan.
  - (iv) Alasan ketidakhadiran peperiksaan akhir selain daripada (i) dan (ii) di atas tidak boleh dipertimbangkan kecuali dengan kelulusan Senat.
- (c) Peperiksaan Khas tidak boleh diadakan bagi kes-kes berikut:
  - (i) Kursus yang tidak ada peperiksaan akhir.
  - (ii) Pelajar yang tidak menduduki peperiksaan akhir tanpa sebab yang boleh diterima oleh Senat.

(5) **Pengumuman Keputusan Gred Kursus**

Fakulti hendaklah mempamerkan keputusan akhir gred kursus dalam tempoh yang ditetapkan oleh Universiti.



**(6) Rayuan Keputusan Gred Kursus**

Pelajar boleh membuat rayuan penyemakan keputusan gred kursus bagi mana-mana kursus kepada Fakulti di dalam tempoh dan mengikut prosedur yang ditetapkan.

**BAHAGIAN VIII****8. KEDUDUKAN AKADEMIK**

(1) Pencapaian akademik pelajar dinilai dengan menggunakan GPA dan CGPA.

(a) Kedudukan Akademik pelajar ditentukan di akhir setiap Semester Lazim seperti di **Jadual 6**.

**Jadual 6: Kedudukan Akademik**

<b>Kedudukan Akademik</b>	<b>CGPA</b>
Kedudukan Baik (KB)	$\text{CGPA} \geq 2.00$
Kedudukan Bersyarat (KS)	$1.70 \leq \text{CGPA} < 2.00$
Kedudukan Gagal (KG)	$\text{CGPA} < 1.70$

(b) Dengan kelulusan Senat, pelajar yang mendapat  $\text{CGPA} \geq 2.00$  tetapi  $\text{GPA} < 1.00$  boleh:

(i) Meneruskan pengajian dengan KB

atau

(ii) Diarah menangguhkan pengajian pada semester berikutnya dengan KB

atau

(iii) Diberhentikan dari pengajian dengan KG

(c) Dengan kelulusan Senat, pelajar yang mendapat keputusan  $1.70 \leq \text{CGPA} < 2.00$  tetapi  $\text{GPA} < 1.00$ , boleh:

(i) Diarah menangguhkan pengajian pada semester berikutnya dengan KS

atau

- (ii) Diberhentikan dari pengajian dengan KG
- (d) Kedudukan Akademik pelajar untuk Semester Khas tidak akan ditentukan. Gred yang diperolehi dalam Semester Khas ini akan diambil kira bagi pengiraan CGPA semester berikutnya. Walau bagaimanapun, pengiraan CGPA akan dilakukan berdasarkan kursus yang diulang/ditebus jika pelajar bakal bergraduat pada Semester Khas.
- (e) Pelajar yang mendapat KS tiga kali berturut-turut akan diberikan KG.
- (f) Pelajar yang mendapat KG akan diberhentikan dari pengajian.

**(2) Membaiki Kedudukan Akademik**

- (a) Pelajar dibenarkan untuk membaiki gred kursus sepanjang tempoh pengajian dengan syarat-syarat:-
  - (i) Mendapat keputusan gred D hingga C-.
  - (ii) Membaiki gred kursus yang sama atau setara sekali sahaja.
  - (iii) Kursus Projek Diploma dan Projek Sarjana Muda tidak dibenarkan untuk dibaiki gred.
- (b) Gred yang terbaik di antara gred asal dan terkini akan diambil kira dalam pengiraan GPA dan CGPA.
- (c) Pelajar semester akhir yang telah memenuhi syarat jumlah Kredit Dapat tetapi mendapat Kedudukan Bersyarat (KS) akan diberi peluang untuk membaiki Kedudukan Akademiknya dengan syarat-syarat berikut:-
  - (i) Tempoh maksimum pengajian pelajar belum tamat.
  - (ii) Mengambil semula beberapa kursus dengan persetujuan Fakulti.
  - (iii) Pelajar yang gagal membaiki Kedudukan Akademiknya dengan memperolehi status KB akan diberikan status KG dan diberhentikan.

**(3) Pengumuman Keputusan Kedudukan Akademik**

Keputusan Kedudukan Akademik akan diumumkan kepada pelajar setelah mendapat kelulusan Senat.

**(4) Status Tahun Pengajian Pelajar**

Status tahun pengajian pelajar ditentukan berdasarkan jumlah Kredit Dapat semasa mengikut formula  $KD \geq JKL - 6$  di mana JKL ialah jumlah Kredit Lazim yang ditentukan oleh Fakulti untuk Sesi Akademik sebelumnya.

**BAHAGIAN IX**

**9. SENARAI DEKAN**

- (1) Pelajar yang mendapat  $GPA \geq 3.50$  pada Semester Lazim akan dimasukkan dalam Senarai Dekan dengan syarat pelajar telah mendaftar kursus sekurang-kurangnya 12 kredit bagi semester berkenaan. Pelajar yang mengikuti Latihan Industri tidak layak menerima Senarai Dekan.
- (2) Catatan "Dean's List" akan dinyatakan di dalam transkrip dan Slip Keputusan Peperiksaan.

**BAHAGIAN X**

**10. SYARAT PENGANUGERAHAN IJAZAH SARJANA MUDA ATAU DIPLOMA**

- (1) Pelajar layak dianugerahkan setelah syarat-syarat berikut dipenuhi: -
  - (a) Pelajar mesti mendapat KB pada semester akhir;
  - (b) Pelajar mesti lulus dalam semua kursus yang disyaratkan dalam kurikulum; dan
  - (c) Syarat-syarat lain yang ditetapkan oleh Universiti.
- (2) Kedudukan Baik Anugerah (KBA) akan diberikan kepada pelajar yang telah memenuhi Peraturan 10 (1) di atas.
- (3) Kedudukan Baik Tamat Tempoh (KBTT) akan diberikan kepada pelajar yang tidak memenuhi syarat 10 (1) di atas kerana telah menggunakan tempoh maksimum pengajian.
- (4) Mana-mana pelajar yang tidak memenuhi Peraturan di 10(1) di atas boleh dianugerahkan Ijazah Sarjana Muda atau Diploma dengan kelulusan khas Universiti.

## **BAHAGIAN XI**

### **11. PENANGGUHAN PENGAJIAN**

- (1) Pelajar yang mendapat Sijil Cuti Sakit atau surat sokongan dan pengesahan status kesihatan daripada Pegawai Perubatan Universiti atau Hospital/ Klinik Kerajaan boleh memohon untuk penangguhan pengajian. Penangguhan ini tidak diambil kira dalam bilangan semester yang telah digunakan.
- (2) Pelajar juga boleh memohon penangguhan atas alasan selain dari sebab-sebab kesihatan. Permohonan ini boleh dibuat sehingga minggu ke tiga belas (13) semester semasa. Penangguhan ini akan diambil kira dalam pengiraan bilangan semester yang telah digunakan. Walaubagaimana pun Senat boleh meluluskan tempoh penangguhan tersebut tidak diambil kira bagi pelajar yang terlibat dengan Mod Industri atau "Gap Year". Penangguhan ini adalah untuk maksimum dua (2) semester sahaja.
- (3) Bagi pelajar yang ditangguhkan pengajiannya oleh Universiti, tempoh penangguhan tersebut akan diambil kira sebagai semester yang telah digunakan.

## **BAHAGIAN XII**

### **12. PENGGANTUNGAN PENGAJIAN**

- (1) Semasa mengikuti pengajian, pelajar boleh digantung pengajian mereka atas sebab-sebab berikut:
  - (i) Tindakan tatatertib
  - (ii) Gagal menjelaskan yuran pengajian
- (2) Tempoh penggantungan pengajian akan dikira bagi tujuan pengiraan tempoh pengajian di Universiti ini.
- (3) Pelajar yang sedang digantung pengajian tidak dibenarkan menggunakan sebarang kemudahan dan perkhidmatan Universiti.

### **BAHAGIAN XIII**

#### **13. PERMOHONAN BERHENTI DARI PENGAJIAN**

- (1) Pelajar tidak dibenarkan berhenti dari pengajian kecuali dengan kelulusan Universiti.
- (2) Pelajar tidak dibenarkan meninggalkan pengajiannya sebelum keputusan mengenai permohonannya diputuskan oleh pihak Universiti.
- (3) Pelajar bertanggungjawab atas apa jua implikasi daripada tindakan ini. Universiti juga berhak menuntut apa jua hutang yang masih belum dijelaskan oleh pelajar, penjamin atau waris pelajar.

### **BAHAGIAN XIV**

#### **14. DAFTAR SEMULA (DS).**

- (1) Pelajar tahun satu semester pertama yang mendapat KG boleh memohon untuk Daftar Semula (DS) kepada Fakulti dalam tempoh enam (6) minggu selepas keputusan Kedudukan Akademik diumumkan.
- (2) Pelajar Daftar Semula (DS) dikenakan syarat-syarat berikut:-
  - (a) Pelajar dianggap telah menggunakan dua (2) semester daripada tempoh pengajiannya.
  - (b) Pelajar akan diberhentikan pengajian jika gagal mendapat KB pada semester ia mendaftar semula.
- (3) Pelajar Daftar Semula (DS) hendaklah mendaftar kursus mengikut kurikulum kohort kemasukan Sesi Akademik semasa.
- (4) Pelajar yang diluluskan Daftar Semula (DS) juga tidak dibenarkan mendapat sebarang Pindah Kredit.

## **BAHAGIAN XV**

### **15. PENYELEWENGAN AKADEMIK**

Penyelewengan akademik merupakan kesalahan yang boleh dikenakan tindakan tatatertib di bawah Kaedah Universiti Teknikal Malaysia Melaka (Tatatertib Pelajar) 2009.

## **BAHAGIAN XVI**

### **16. TATATERTIB PEPERIKSAAN AKHIR SEMESTER**

- (1) Pelajar adalah dinasihatkan supaya berada di luar Dewan Peperiksaan tidak lewat daripada lima belas (15) minit sebelum peperiksaan bermula.
- (2) Pelajar dikehendaki menunggu di luar Dewan Peperiksaan sehingga diberi kebenaran masuk oleh Pengawas yang bertugas. Pelajar boleh dibenarkan masuk ke Dewan Peperiksaan lima belas (15) minit sebelum waktu peperiksaan bermula. Apabila kebenaran masuk telah diberikan, pelajar hendaklah masuk dengan tertib melalui pintu yang ditetapkan.
- (3) Pelajar adalah dimestikan memasuki Dewan Peperiksaan yang telah ditetapkan sebagaimana yang tercatat dalam Jadual Waktu Peperiksaan.
- (4) Pelajar tidak dibenarkan masuk ke Dewan Peperiksaan selepas tiga puluh (30) minit peperiksaan dimulakan. Pelajar yang datang selepas tiga puluh (30) minit dari waktu sesuatu peperiksaan dimulakan tidak boleh menduduki peperiksaan tersebut kecuali dengan alasan yang boleh diterima oleh Ketua Pengawas.
- (5) Pelajar yang lewat hadir tetapi tidak melebihi tiga puluh (30) minit daripada waktu peperiksaan dimulakan adalah dibenarkan mengambil peperiksaan, tetapi waktu tamat peperiksaan bagi kursus tersebut adalah sama dengan pelajar lain.
- (6) Pelajar tidak boleh meninggalkan Dewan Peperiksaan dalam masa tiga puluh (30) minit selepas peperiksaan bermula dan juga dalam masa lima belas (15) minit sebelum peperiksaan berakhir. Pelajar yang ingin keluar sebentar daripada Dewan Peperiksaan hendaklah meminta kebenaran daripada Ketua Pengawas atau wakilnya. Pelajar juga perlu mengisi Buku Rekod Pelajar yang telah disediakan.
- (7) Pelajar hendaklah mendapatkan Slip Peperiksaan dua (2) minggu sebelum peperiksaan akhir bermula. Pelajar hendaklah mengambil Slip Peperiksaan daripada Fakulti.
- (8) Semua pelajar dikehendaki membawa slip peperiksaan bersama kad matrik pelajar ke Dewan Peperiksaan. Slip peperiksaan dan kad matrik pelajar hendaklah diletakkan di sudut kanan meja peperiksaan untuk diperiksa oleh

Pengawas. Pelajar tidak dibenarkan menduduki peperiksaan sekiranya tidak berbuat demikian.

- (9) Pelajar yang tidak mempunyai slip peperiksaan tidak dibenarkan mengambil peperiksaan melainkan dengan kebenaran bertulis daripada Penyelia Peperiksaan atau wakilnya.
- (10) Pelajar tidak dibenarkan sama sekali membawa apa-apa buku, kertas, suratan, gambar, nota, sebarang alat yang di dalam atau di atasnya terdapat catatan bertulis, '*programmable calculator*', telefon mudah alih atau sebarang alat kecuali yang dibenarkan oleh Pengawas ke dalam atau keluar dari sesuatu Dewan Peperiksaan atau menerima apa-apa buku, kertas, suratan, gambar, nota, sebarang alat yang di dalam atau di atasnya terdapat catatan bertulis, '*programmable calculator*', telefon mudah alih atau sebarang alat dari mana-mana orang lain semasa di dalam Dewan Peperiksaan kecuali seseorang pelajar semasa ia berada di dalam Dewan Peperiksaan itu menerima daripada Pengawas apa-apa buku, kertas, dokumen/gambar atau lain-lain alat yang dibenarkan oleh Naib Canselor atas syor Pemeriksa atau Fakulti.
- (11) Alat keperluan yang dipinjamkan kepada pelajar hendaklah dikembalikan kepada Pengawas di akhir peperiksaan.
- (12) Dalam masa lima (5) minit sebelum peperiksaan dimulakan, pelajar diminta: -
  - (a) Mempastikan mendapat kertas soalan yang betul dan bilangan muka surat yang mencukupi.
  - (b) Mengisi Borang Kehadiran dan maklumat yang dikehendaki di muka hadapan buku/kertas jawapan peperiksaan.
- (13) Pelajar hendaklah membaca dengan teliti dan mematuhi arahan yang tercetak pada kulit buku jawapan.
- (14) Pelajar hendaklah menulis nombor kad pengenalan/nombor pasport, nombor Matrik, kod kursus dan program di tiap-tiap buku jawapan/kertas jawapan dan lampiran yang digunakan. Pelajar juga hendaklah menandakan nombor soalan yang dijawab pada buku jawapan.
- (15) Pelajar sama sekali tidak dibenarkan membaca dan membuka kertas soalan sebelum menerima arahan daripada Ketua Pengawas.
- (16) Semua jawapan hendaklah ditulis menggunakan pen kecuali gambarajah dan lakaran graf.
- (17) Sekiranya seorang pelajar mendapati beliau telah diberikan kertas soalan yang salah, ia hendaklah dengan serta merta memberitahu Pengawas yang bertugas.

- (18) Semua kerja peperiksaan termasuk kerja percubaaan (*rough work*) mesti dibuat dalam buku jawapan. Helaian buku jawapan tidak boleh dikoyakkan.
- (19) Buku jawapan dan/atau kertas jawapan yang telah digunakan tetapi telah rosak atau tidak digunakan (kosong) tidak dibenarkan dibawa keluar dari Dewan Peperiksaan.
- (20) Pelajar tidak boleh merujuk dan menggunakan sebarang bahan rujukan yang dilarang di dalam atau di luar Dewan Peperiksaan bagi keperluan peperiksaan semasa peperiksaan sedang berjalan.
- (21) Pelajar tidak boleh mula menjawab soalan peperiksaan sebelum waktu yang ditetapkan atau meneruskan menjawab selepas waktu peperiksaan tamat.
- (22) Semasa berada di dalam Dewan Peperiksaan pelajar hendaklah mematuhi segala arahan Pengawas.
- (23) Pelajar tidak dibenarkan berhubung dengan mana-mana pelajar lain dalam masa peperiksaan dengan apa-apa cara juga pun. Pelajar tidak boleh memberi atau menerima sebarang bantuan daripada pelajar atau pihak lain yang berkaitan dengan peperiksaan semasa peperiksaan kecuali yang dibenarkan oleh Pengawas.
- (24) Pelajar tidak dibenarkan sama sekali membawa makanan di Dewan Peperiksaan.
- (25) Di akhir peperiksaan, pelajar hendaklah memastikan bahawa buku jawapan atau/dan kertas jawapan peperiksaan disusun dan diikat dengan sempurna mengikut arahan.
- (26) Pelajar dikehendaki berada di tempat duduk masing-masing selepas tamat peperiksaan dan hanya dibenarkan keluar dari Dewan Peperiksaan setelah mendapat arahan berbuat demikian daripada Ketua Pengawas Peperiksaan.
- (27) Pelajar hendaklah masuk dan keluar dari Dewan Peperiksaan dalam keadaan tertib dan teratur.



## **BAHAGIAN XVII**

### **17. HUKUMAN**

- (1) Sekiranya pelajar didapati melakukan mana-mana penyelewengan akademik atau Tatatertib Peperiksaan Akhir Semester, setelah dibicara dan sabit kesalahannya, maka Senat boleh mengambil tindakan dari mana-mana satu, atau apa-apa kombinasi yang sesuai dari hukuman-hukuman berikut:-
  - (a) Memberi amaran bertulis kepada pelajar;
  - (b) Memberi markah sifar (0) kepada kerja kursus atau peperiksaan akhir bagi kursus berkenaan;
  - (c) Memberi markah sifar (0) bagi kursus yang berkenaan;
  - (d) Menggantung pengajian pelajar selama satu tempoh yang difikirkan patut oleh Senat;
  - (e) Memberi markah sifar (0) bagi kesemua kursus yang diambil di dalam semester yang terbabit; atau
  - (f) Memberi markah sifar (0) bagi keseluruhan kursus yang diambil pada semester yang terbabit dan diberhentikan dari pengajian.

## **BAHAGIAN XVIII**

### **18. YURAN PENGAJIAN, LAIN-LAIN YURAN DAN CAJ**

- (1) Universiti akan mengenakan bayaran Yuran Pengajian kepada semua pelajar program Ijazah Sarjana Muda atau Diploma pada setiap semester dan kemasukan pelajar. Di samping itu, Universiti juga berhak mengenakan lain-lain yuran serta caj mengikut kadar yang ditetapkan.
- (2) Pihak Universiti berkuasa penuh untuk meminda kadar Yuran Pengajian, lain-lain yuran serta caj yang telah ditetapkan dari semasa ke semasa.
- (3) Yuran Pengajian ialah caj keseluruhan semester atau pengajian yang dikenakan ke atas pelajar dalam sesuatu semester pada satu kadar yang telah ditetapkan. Ia dibahagikan kepada yuran sekali sepanjang pengajian dan yuran berulang (setiap semester).
  - (a) Yuran sekali sepanjang pengajian ialah:
    - (i) Yuran Pendaftaran;
    - (ii) Yuran Ko-kurikulum;
    - (iii) Yuran Kad Matrik;

- (iv) Yuran Minggu Haluan Siswa
  - (v) Yuran Alumni; dan
  - (vi) Yuran Kursus Persediaan Pensijilan Profesional
- (b) Yuran berulang (setiap semester) ialah:
  - (i) Yuran Pelajaran;  
(termasuk yuran pelajaran yang dikenakan mengikut jam kredit bagi pelajar semester khas dan lanjut tempoh);
  - (ii) Yuran Perkhidmatan;
  - (iii) Yuran Aktiviti dan Khairat Pelajar; dan
  - (iv) Yuran Penginapan
- (4) Mana-mana pelajar yang gagal menjelaskan Yuran Pengajian, lain-lain yuran dan caj di dalam tempoh yang ditetapkan boleh dikenakan tindakan-tindakan seperti berikut:
  - (a) Ditahan daripada membuat pendaftaran kursus
  - (b) Ditahan Slip Peperiksaan
  - (c) Ditahan keputusan peperiksaan
  - (d) Digantung pengajian
  - (e) Diberhentikan
  - (f) Ditahan daripada menghadiri konvokesyen
  - (g) Ditahan sijil dan transkrip
- (5) Mana-mana pelajar yang menangguh pengajian, berhenti pengajian atau diberhentikan pengajian dikehendaki:
  - (a) menjelaskan semua Yuran Pengajian, lain-lain yuran dan caj bagi semester yang telah dijalani; dan
  - (b) menjelaskan Yuran Pengajian, lain-lain yuran dan caj bagi semester di mana pelajar menangguh pengajian atau berhenti pengajian atau diberhentikan pengajian. Walau bagaimanapun, pelajar boleh mendapat pengurangan kadar Yuran Pengajian tersebut tertakluk kepada syarat-syarat yang ditetapkan.

## **BAHAGIAN XIX**

### **19. PERUNTUKAN-PERUNTUKAN AM**

- (1) Sebarang panduan dan prosedur pelaksanaan selanjutnya boleh dibuat di bawah mana-mana peruntukan Peraturan Akademik ini. Semua panduan dan prosedur yang dibuat mestilah dipatuhi. Walau bagaimanapun, Senat boleh meminda dan mengecualikan mana-mana peruntukan Peraturan Akademik ini dan panduan serta prosedur pelaksanaan dari semasa ke semasa.
- (2) Pelajar dinasihatkan sentiasa mendapatkan penerangan dan bimbingan dari Penasihat Akademik bagi membantu pelajar merencanakan pembelajaran di Universiti.

Disahkan oleh Senat Universiti Teknikal Malaysia Melaka

Pada  
10 Jun 2004

pindaan 2005  
pindaan 2007  
pindaan 2010  
pindaan 2011  
pindaan 2013  
pindaan 2016  
pindaan 2019

Pengerusi  
Senat Universiti Teknikal Malaysia Melaka

## **ACADEMIC REGULATIONS FOR BACHELOR DEGREE AND DIPLOMA PROGRAMME OF UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

### **PREAMBLE**

This document outlines the policies made by the Senate to ensure the standard of education and award of the Bachelor degree and Diploma at the Universiti Teknikal Malaysia Melaka (UTeM). This document is published to all students, faculty and staff, all of whom are responsible for reading and adhering to these policies.

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## PART I

### 1.1 DEFINITION

In these Regulations, unless the context otherwise requires—

**“Aegrotat”** means the pass status and fulfilment of the requirements for the conferment of the Bachelor Degree or diploma accorded to any student who is unable to complete their studies due to permanent loss of ability or death, subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

**“Posthumous”** means the conferment of the Bachelor Degree, diploma, certificates and other academic distinctions to a student after his death subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

**“credit load”** means the total number of credits undertaken by a student in a semester.

**“CGPA”** (Cumulative Grade Point Average) means the average sum of grade point values obtained for all semesters.

**“Re-Registration (DS)”** means the status of a student who has failed the first year of first semester and is allowed to recommence his studies in the next Academic Session.

**“Dean”** means the head of a Faculty appointed by the Vice Chancellor.

**“Faculty”** means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer Bachelor Degrees and Diplomas to students.

**“GPA”** (Grade Point Average) means the average Grade Point Values obtained in a semester.

**“grade”** means the letter used to indicate a student’s achievement in a course.

**“instructional meeting”** means the formal face-to-face teaching and learning session.

**“JKL”** means the Total Number of Regular Credits as determined by a Faculty for a specific year of study.

**“KB”** means Good Academic Standing.

**“Academic Standing”** means the code used to indicate a student’s academic standing.

**“KBA”** means Good Academic Standing Award.

**“KBTT”** means Elapsed Good Academic Standing.

**“Direct Entry”** means a student who is enrolled directly into the second year of study based on Credit Transfer approved by the University.

**“coursework”** means any form of assessment carried out in the duration of instructional session of a semester.

**“KG”** means Failed Academic Standing.

**“credit”** means the unit of measurement for the load of a course.

**“Credit Earned”** means the total number of credits earned for courses passed including Credit Transfer.

**“Credit Counted”** means the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA.

**“credit for graduation”** means the number of credits in a curriculum structure determined by the Faculty and approved by the Senate which a student must earn in order to graduate.

**“KS”** means Conditional Academic Standing.

**“curriculum”** means the arrangement of courses organised for a programme.

**“course”** means components of a programme.

**“Audit Course”** means any course taken by a student which is not a requirement of the current programme’s curriculum.

**“Grade Point Value”** means the equivalent numerical value for each grade.

**“Elective Course”** means the optional course offered within a course to fulfill the graduation requirement.

**“Compulsory University Course”** means a course determined by the Senate that shall be taken by all students.

**“Massive Open Online Courses (MOOC)”** means an online course aimed at unlimited participation and open access via the web.

**“student”** means an individual who has completed registration to follow a programme

**“new student”** means a person who has registered as a student at the University and who is in the first semester of first year of study including the Direct Entry students.

**“senior student”** means a student who has completed at least one (1) semester of study at the University.

**“special student”** means the final year student who only registers for one course that has been previously taken.

**“prior learning”** means knowledge, skills or attitudes previously acquired and includes prior experience.

**“deferment of studies”** means the status of the student who does not register for a continuation of study in a semester due to specific reasons approved by the University.

**“studies”** means the levels of learning in order to earn a Bachelor Degree or Diploma.

**“Accreditation of Prior Experiential Learning (APEL)”** means a systematic process that involves the identification, documenting and assessment of prior experiential learning, i.e. knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes and is used for access to a programme of study and/or for the award of credit.

**“APEL for Credit Award (APEL(C))”** means the award of credits for a prior experiential learning towards a course in an accredited programme of a higher education provider (HEP). APEL(C) provides the mechanism to recognise the individual's prior experiential learning that is relevant and specific to a course within a programme of study. The credit award is granted on the basis of the knowledge and skills acquired through informal and non-formal learning.

**“suspension of studies”** means the status of a student who is barred from attending any instructional meeting in a semester as directed by the University due to disciplinary reasons.

**“formative evaluation”** means the assessment of student progress throughout a course, in which the feedback from the learning activities is used to improve student attainment.

**“summative evaluation”** means the assessment of learning, which summarises the progress of the learner at a particular time and is used to assign the learner a course grade.

**“final examination”** means the assessment carried out at the end of the semester to measure students' academic achievement.

**“Special Examination”** means a replacement examination for the Final Examination.

**“instructional session”** means the teaching and learning activities in a specific period.



**“Credit Transfer”** means the process of transferring the credits for courses which a student has undertaken in his previous programme to the current programme of study. This process allows the credits that have been acquired to be counted as part of the graduation credit requirement of the current programme that the students are pursuing. Essentially, transferable credit should be from courses that are equivalent to the courses of the programme of study being pursued at the University.

**“Credit Transfer with Grade”** means the horizontal transfer of course credits for a student who is still actively studying, at the same level of qualification as the current programme being followed by the student at the University.

**“Credit Transfer without Grade (also known as Credit Exemption)”** means the transfer of course credits of a student who has graduated or has achieved competency in the course either vertically or horizontally to the current programme of study being attended by the student at the University.

**“programme”** means an arrangement of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of qualification.

**“semester”** means the duration of study in an Academic Session as stipulated by the University.

**“Special Semester”** means an 8-week duration of study conducted at the end of an Academic Session.

**“Initial Special Semester”** means the obligatory 8-week duration of study that must be undertaken by new Diploma students before the commencement of Semester I.

**“Regular Semester”** means an 18-week duration of study determined by the University.

**“Senate”** means the highest academic body of the University established under the Constitution of Universiti Teknikal Malaysia Melaka.

**“Academic Session”** means a 12-month duration as determined by the Senate.

**“SMP”** means Student Information System.

**“course status”** means the additional code given during registration in order to reflect the standing of a course.

**“maximum duration of study”** means the maximum number of semesters allowed in order to complete a programme of study.

**“Compulsory Course Registration Period”** means the period between Week 13-15 of the semester during which a student must register for their courses for the following semester.

**“Late Course Registration Period”** means the period between Week 1-2 of the semester given to a student who failed to register courses during Compulsory Course Registration Period, to register for the following semester's courses.

**“transcript”** means an official statement issued by the University listing all the examination results obtained by a student during his duration of study.

**“University”** means Universiti Teknikal Malaysia Melaka.

## **1.2 INTERPRETATION**

- (1) For the purpose of these Regulations, word importing the singular shall include the plural and vice versa.
- (2) At any time these Regulations refer every day in the calendar, such figures or numbers shall be referred to the days of the Gregorian calendar.
- (3) The titles and sub-headings of these Regulations are for reference only and shall not affect the interpretation of these Regulations.
- (4) The attachments referred to in these Regulations (if any) shall be taken, considered, read and interpreted as an integral part of these Regulations.
- (5) For the purpose of these Regulations, word referring to any particular gender shall include other gender.

## **PART II**

### **2. ACADEMIC SESSION**

- (1) The University Academic Session is divided into two (2) Regular Semesters which are Semester I and Semester II. Each semester consists of 14 weeks of instructional sessions.
- (2) In addition to these two Regular Semesters, the University also has one Special Semester which is held during the semester break at the end of the Academic Session. The Special Semester shall not be considered in calculating the duration of study for a programme.
- (3) For the Diploma programme, the University also has one Initial Special Semester held prior to the commencement of Semester I and is made mandatory for all new students of the Diploma programme.

- (4) The Academic Session is divided as shown in **Table 1** and **Table 2**:-

**Table 1: The Academic Session for the Bachelor Degree Programme**

<b>SEMESTER I</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
Semester Break	3 weeks		
<b>SEMESTER II</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
		<b>OR</b>	
End of Academic Session Break 13 weeks		Semester Break	1 week
		<b>SPECIAL SEMESTER</b>	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
Total	52 weeks		

**Table 2: Academic Session for the Diploma Programme**

		<b>INITIAL SPECIAL SEMESTER</b> (compulsory for all new students of the Diploma programme)	
		Instructional Session & Examination	8 weeks
		Initial Special Semester Break	5 weeks
<b>SEMESTER I</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
Semester Break	3 weeks		
<b>SEMESTER II</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
		<b>OR</b>	
End of Academic Session Break	13 weeks	Semester Break	1 week
		<b>SPECIAL SEMESTER</b>	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
Total	52 weeks		

### **PART III**

#### **3. PROGRAMME REGISTRATION**

- (1) All student candidates must register for programme offered on the date stipulated by the University.
- (2) For the student candidates who fail to register on the stipulated date without any reason acceptable by the University, the programme offered shall be revoked.
- (3) Programme registration shall be done every semester. However, programme registration for the senior student will be done automatically by the University administration based on the examination results of the previous semester.
- (4) A senior student shall re-register for the programme if he has a break in the period of study due to deferment, suspension etc.
- (5) Students are not allowed to change the programme of study.

### **PART IV**

#### **4. COURSE REGISTRATION**

- (1) All students including special students are required to register for all courses taken in each semester.
- (2) All students must register for their courses with the correct codes.
- (3) Students are only allowed to register for courses as stipulated and offered by the Faculty.
- (4) Direct Entry students shall register for courses according to the curriculum of the cohort of the previous Academic Session.
- (5) Students are allowed to register for any course beyond the curriculum of the current programme as an Audit Course with the permission of the Dean. If the Audit Course involves other Faculties, the approval of both Deans is required.
- (6) Course registration for the following semester must be made within the prescribed Course Registration Period.
- (7) A student who fails to register for the courses within the Compulsory Course Registration Period is required to register the courses during the Late Course Registration Period with penalty. A student who still fail to register during the Late Course Registration Period shall be dismissed by the University, except with reasons acceptable by the University and will be subjected to a penalty determined by the University.

- (8) A student with KS or failed pre-requisite courses, the previous registration of courses is considered void, and he has to re-register for all courses during the Late Course Registration Period.
- (9) A student with KS shall register for courses with the total of 12 credits. Under certain circumstances, a student may register for more or fewer than a total of 12 credits subject to the Dean's special approval.
- (10) A student may add and/or drop courses until the end of week 2 of the semester subject to the total number of credit load allowed.
- (11) In order to register for a course with a pre-requisite, the student needs to pass that particular pre-requisite course.
- (12) A student who defers his study/instructed by the University to defer his study/whose study is suspended by the University for Semester II is not allowed to register for courses and to attend the Special Semester except with recommendation from the Faculty and approved by the Senate.
- (13) Course Withdrawal
  - (a) A student may withdraw from any course registered with the condition that the remaining total of the course credits must not be less than the minimum number of credits (12 credits) except with the Dean's special approval.
  - (b) The application for the withdrawal of courses must be made no later than the last working day of week 13 of the semester.
  - (c) The withdrawal from the Compulsory University course is not allowed except with the Dean's special approval.

## **PART V**

### **5. CREDIT SYSTEM**

- (1) All courses have specific credit values as quantitative measurement approved by the University to represent the learning volume or learning load in achieving the learning outcomes of the courses.
- (2) The learning load is the quantitative measurement of all learning activities required to achieve a set of learning outcomes. These activities include attending lectures, tutorials, seminars, and doing practicums, independent studies, information searches, research, field studies, as well as preparing and sitting for examinations.
- (3) For the purpose of calculating the student learning time, one (1) credit hour is equivalent to 40 hours of notional learning.

**(4) Credit Hour Load per Semester**

- (a) All students shall take at least twelve (12) credits in a semester, except in the final semester.
- (b) All Diploma and Bachelor of Engineering students are allowed to take a maximum of 18 credits in a semester.
- (c) All non-Engineering Bachelor Degree students are allowed to take a maximum of 20 credits in a semester .
- (d) A student taking fewer than the minimum credit or more than the maximum credits allowed must obtain the Dean's special approval.

**(5) Credit Transfer**

- (a) A student may apply for Credit Transfer if he has passed the same or equivalent course or has an equivalent experience recognised by the Senate. There are two (2) categories of Credit Transfer namely Credit Transfer with Grade and Credit Transfer without Grade (also known as Credit Exemption).
- (b) Credit Transfer with Grade and Credit Transfer without Grade shall be based on the equivalency of courses which are acquired through course mapping. The Faculty may consider awarding Credit Transfer under the following conditions: -
  - (i) The student has passed the course with at least C grade;
  - (ii) The credit value of the passed course which has been passed is equal to the credit value of the course of the current programme attended at the University
  - (iii) The curriculum of the passed course that has been passed is at least 80% equivalent to the curriculum of the course of the current programme attended at the University; and
  - (iv) The course applied for Credit Transfer shall be from an accredited/recognised programme by an authorised body of the country concerned.
- (c) For all Bachelor of Engineering programmes, the permitted total Credit Transfer with Grade shall not exceed 50% of the total credits for graduation. Subject to the conditions of residency, there is no maximum percentage imposed for Credit Transfer with Grades for other programmes.
- (d) For all programmes of study, the permitted total Credit Transfer without Grades (also known as Credit Exemption) from a lower qualification

level to a higher qualification level shall not exceed 30% of the total amount of credits required for the award of the Bachelor Degree.

- (e) For all Bachelor of Engineering, Engineering Technology and Diploma in Engineering programmes, the permitted total Credit Transfer without Grades (also known as Credit Exemption) between programmes of the same level shall not exceed 50% of the total amount of credits for graduation for the programme. However and subject to the conditions of residency, there is no maximum percentage imposed for Credit Transfer without Grades (also known as Credit Exemption) for other programmes.
- (f) For all Bachelor of Engineering/Engineering Technology and Diploma in Engineering programmes, the combination of Credit Transfer With Grade and the Credit Transfer Without Grade (also known as Credit Exemption) shall not exceed 50% of the total credit for graduation. Subject to the conditions of residency, there is no maximum percentage imposed for other programmes.
- (g) Credit Transfer without Grade (also known as Credit Exemption) up to a maximum of 30% of the total credits for graduation may be awarded for credits obtained through APEL(C) or for passing the University MOOC Competency Test subject to a minimum of two (2) semester residency condition for the Bachelor Degree and one (1) semester for the Diploma programme. This transfer of credit will be in addition to the permissible limit for Credit Transfer without Grade mentioned in paragraphs (iv) and (v).
- (h) A new student may apply to the Faculty for Credit Transfer within one (1) week after the student's first semester registration.
- (i) A senior student who has passed the University MOOC Competency Test may apply for Credit Transfer without Grade (also known as Credit Exemption) to the Faculty during the first week of the semester.

**(6) Credit Calculation of Failed Courses**

- (a) A student who fails in any course, including courses with the Compulsory Attendance Course (HW) status, shall repeat the same or equivalent course until a pass is obtained. For the purpose of the CGPA calculation, Credit Counted and the latest Grade Point Value of the repeated course shall be taken into account and the previous Credit Counted and Grade Point Value shall be annulled.
- (b) A student who fails in any Elective Course needs not necessarily repeat the same course. For the purpose of calculating the CGPA, Credit Counted and Grade Point Value of the new Elective Course shall be taken into account and the previous Credit Counted and Grade Point Value shall be annulled.



- (c) A student who fails Third Language or Co-curriculum course is allowed to repeat other Third Language or Co-curriculum course. For the purpose of calculating the CGPA, Credit Counted and Grade Point Value of the new course shall be taken into account and the previous Credit Counted as well as the Grade Point Value shall be annulled.

**(7) Credit Calculation of Audit Courses**

- (a) Compulsory Attendance (HW) status will be assigned to an Audit Course. The course credit will not be taken into account in the GPA and CGPA calculation but will be counted towards Credit Earned.
- (b) A student is not allowed to repeat a failed Audit Course.

**(8) Maximum Duration of Study**

- (a) The maximum duration of study is shown in **Table 3**:-

**Table 3: Maximum Duration of Study**

<b>Programme</b>	<b>Maximum Duration (semester)</b>
Bachelor of Engineering	12
Bachelor of Computer Science/Information Technology	11
Bachelor of Technology Management	12
Bachelor of Technopreneurship	12
Bachelor of Engineering Technology	12
Diploma	10

- (b) The total credits required to pass a programme is determined by the Faculty with the approval of the University.
- (c) The maximum duration of study for Direct Entry students is shown in **Table 4**:

**Table 4: Maximum Duration of Study for Direct Entry Students**

<b>Programme</b>	<b>Semester Of Entry</b>	<b>Maximum Duration (semester)</b>
Bachelor of Engineering	3	10
Bachelor of Computer Science /Information Technology	3	9
Bachelor of Technology Management	3	10
Bachelor of Technopreneurship	3	10
Bachelor of Engineering Technology	3	10

## PART VI

### 6. GRADE SYSTEM

- (1) A student's achievement in a course is stated in grades. The relationship between marks, grades, and Grade Point Value is shown in **Table 5**: -

**Table 5: Relationship between Marks, Grades, and Grade Point Value**

Marks	Grade	Grade Point Value	Achievement
80 - 100	A	4.0	Distinction
75 - 79	A-	3.7	Distinction
70 - 74	B+	3.3	Credit
65 - 69	B	3.0	Credit
60 - 64	B-	2.7	Pass
55 - 59	C+	2.3	Pass
50 - 54	C	2.0	Pass
47 - 49	C-	1.7	Conditional Pass
44 - 46	D+	1.3	Conditional Pass
40 - 43	D	1.0	Conditional Pass
00 - 39	E	0.0	Fail

- (2) Other than the grades above, the following grades are also used: -
- (a) Attendance Pass (HL) - A passing grade for courses registered as Compulsory Attendance Course (HW).
  - (b) Attendance Fail (HG) - A failing grade for courses registered as Compulsory Attendance Course (HW).
  - (c) Attendance Only (HS) - A passing grade for courses registered as Attendance Only (HS).
- (3) The passing grade for a course is a D. For a course with a conditional pass of D to C-, a student is allowed to improve the grade by repeating the course in accordance to Regulation 8(2) (a) below.

## PART VII

### 7. ASSESSMENT

#### (1) Assessment Scheme

- (a) The assessment of each course including Industrial Training is done continuously and periodically based on the summative and formative

assessments according to the procedures determined by the University.

- (b) There are two types of assessment i.e coursework and final examination.
- (c) For courses assessed based on coursework and final examination, the coursework marks shall not be less than 60% and the final examination marks shall not be more than 40% (for non-engineering courses).
- (d) For engineering courses, the coursework marks shall not exceed 40%, and the final examination marks shall not be less than 60%.
- (e) Weightage other than those mentioned at (b) and (c) above can be implemented with the approval of the Senate.

**(2) Requirements for Evaluation**

- (a) Students shall attend all instructional meetings and/or related activities specified in a course including Industrial Training.
- (b) Students with less than 80% attendance in:-
  - (i) any form of instructional meetings;
  - (ii) any related activities specified in a course; or
  - (iii) any form of instructional meetings and involvement in related activities specified in a course,

shall be barred from any form of further instructional meetings, coursework and final examination evaluation.

**(3) Final Examination**

- (a) The final examination shall be conducted within a specified period of time and in accordance to the procedures determined by the University.
- (b) All registered students shall sit for the final examination for a particular course determined by the Faculty. Any student who fails to attend the final examination shall be given zero (0) mark for that particular course.

**(4) Special Examination**

- (a) A student must apply to sit for the Special Examination subject to the approval of the Senate.

- (b) Subject to the approval of the Senate, the Special Examination may be held within a specified period of time and in accordance to the procedures determined by the University as follows: -
  - (i) A student who is unable to sit for the Final Examination due to medical reasons.
  - (ii) A final year student who passes with a KB but fails one course of the final two semesters, and the student has not yet exceeded the maximum duration of study.
  - (iii) A final semester student who passes with a KB but fails one Repeat Course (UM) on the condition that the course is being taken every time it is offered.
  - (iv) Reasons for absence from the final examination other than (i) and (ii) above shall not be considered unless with the approval of the Senate.
- (c) The Special Examination shall not be held in the following cases:-
  - (i) Courses without final examinations.
  - (ii) A student who fails to sit for the final examination without reasons acceptable by the Senate.

**(5) Announcement of Course Grades**

The Faculty shall display the final grades of every course within a period of time determined by the University.

**(6) Course Grade Appeal**

A student may appeal to the Faculty to re-evaluate the course grade for any course within a specified period of time and in accordance to the procedure determined by the University.

## **PART VIII**

### **8. ACADEMIC STANDING**

- (1) The academic achievement of a student is evaluated using the GPA and the CGPA.
  - (a) The Academic Standing of a student is determined at the end of each Regular Semester as shown in **Table 6:-**

**Table 6: Academic Standing**

<b>Academic Standing</b>	<b>CGPA</b>
Good Academic Standing (KB)	$\text{CGPA} \geq 2.00$
Conditional Academic Standing (KS)	$1.70 \leq \text{CGPA} < 2.00$
Fail Academic Standing (KG)	$\text{CGPA} < 1.70$

- (b) With the approval of the Senate, a student who obtains  $\text{CGPA} \geq 2.00$  but  $\text{GPA} < 1.00$  may;
- (i) Continue his studies with KB
  - or
  - (ii) Be instructed to defer his studies to the next semester with KB
  - or
  - (iii) Be terminated from his studies with KG
- (c) With the approval of the Senate, a student who obtains  $1.70 \leq \text{CGPA} < 2.00$  but  $\text{GPA} < 1.00$  may;
- (i) Be instructed to defer his studies to the next semester with KS
  - or
  - (ii) Be terminated from his studies with KG
- (d) The Academic Standing of a student in the Special Semester shall not be determined. Grades obtained in the Special Semester shall be taken into consideration in calculating the CGPA for the subsequent semester. However, calculation of the CGPA will be done in the Special Semester for a student who is due to graduate based on the Repeat or Redeem Course.
- (e) A student who obtains KS for three (3) consecutive semesters shall be given KG.
- (f) A student who obtains KG shall be terminated from his studies.

**(2) Improving Academic Achievement**

- (a) A student is allowed to improve his course grades throughout the duration of study with the following conditions:-
  - (i) A D to C- grade is obtained.
  - (ii) Improving grades for the same course or equivalent course is allowed only once.
  - (iii) Grades for the Diploma Project and Final Year Project are not allowed to be improved.
- (b) The better grade between the original and current grades shall be taken for the calculation of the GPA and CGPA.
- (c) A final semester student who has fulfilled the Credit Earned requirement but obtains a KS shall be given the opportunity to improve his Academic Standing with the following conditions:-
  - (i) The maximum duration of study has not exceeded.
  - (ii) Required to re-take a number of courses with the approval of the Faculty.
  - (iii) A student who fails to improve his Academic Standing by earning KB shall be given KG and dismissed.

**(3) Announcement of Academic Standing Result**

The Academic Standing result shall be announced to the students after the endorsement of the Senate.

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

The status of a student's year of study shall be based on the student's Credit Earned (KD) according to the formula  $KD \geq JKL - 6$ , where JKL is the total regular credits as set by the Faculty for the previous Academic Session.

**PART IX**

**9. DEAN'S LIST**

- (1) A student who obtains a  $GPA \geq 3.50$  in a Regular Semester shall be placed in the Dean's List on the condition that the student has registered for no fewer than twelve (12) credits in that semester. Students undergoing Industrial Training are not eligible to be considered for the Dean's List.

- (2) The term “Dean’s List” will be inscribed in the transcript and Examination Result Slip.

## **PART X**

### **10. REQUIREMENTS FOR THE CONFERMENT OF THE BACHELOR DEGREE OR DIPLOMA**

- (1) A student shall be eligible to be conferred upon fulfillment of the following conditions: -
  - (a) The student must obtain KB in his final semester;
  - (b) The student must pass all courses required in the curriculum; and
  - (c) Any other conditions determined by the University.
- (2) The Good Academic Standing Award (KBA) shall be given to students who have fulfilled the conditions of Regulation 10 (1) above.
- (3) The Elapsed Good Academic Standing (KBTT) shall be given to students who do not meet the requirements of Regulation 10 (1) above for utilising the maximum duration of study.
- (4) Students who do not meet the requirements of Regulation 10 (1) above may be awarded the Bachelor Degree or Diploma with special approval from the University.

## **PART XI**

### **11. DEFERMENT OF STUDY**

- (1) A student with a Medical Certificate or a health status and endorsement letter from a University Medical Officer or Government Hospital/Clinic may apply for a deferment of study. This period of deferment shall not be counted in the number of semester utilised.
- (2) A student may also apply for deferment of study for reasons other than medical. The period of this deferment shall count towards the total duration of study. However, the Senate may give its permission to exclude the period of deferment from the calculation if the student involved in the industry mode or Gap Year programme. The application for deferment shall be made no later than Week 13 of the semester. The maximum leave allowed for deferment is two (2) semesters.
- (3) Where a student is deferred by the University, the period of deferment shall be counted in the number of semester utilised.

## **PART XII**

### **12. SUSPENSION OF STUDIES**

- (1) Students may be suspended during their studies due to the following reasons:
  - (i) Disciplinary action
  - (ii) Failure to pay the Education Fees
- (2) The duration of suspension shall count towards the calculation of the duration of study at the University.
- (3) A student who is suspended from his studies shall not be allowed to utilise any facility and service of the University.

## **PART XIII**

### **13. APPLICATION OF WITHDRAWAL FROM STUDIES**

- (1) A student is not allowed to withdraw from his studies except with the approval of the University.
- (2) A student is not allowed to abandon his studies before the University decides on his application.
- (3) The student is liable for any and all implications arising from this action. The University reserves the rights to claim any outstanding debt from the student, his guarantor or next of kin.

## **PART XIV**

### **14. RE-REGISTRATION**

- (1) A student with KG in his first semester of the first year may apply to the Faculty to re-register (DS) within six (6) weeks after the Academic Standing result is announced.
- (2) A re-register (DS) student is subject to the following conditions:-
  - (a) The student is deemed to have utilised two (2) semesters of the duration of study.
  - (b) The student shall be terminated from his studies if he fails to obtain KB in the re-registered semester.
- (3) A re-register (DS) student shall register for courses in accordance to the curriculum of the current academic cohort.



- (4) A student who has been approved for Re-Registration is not allowed for any Credit Transfer.

## **PART XV**

### **15. ACADEMIC MISCONDUCT**

Academic misconduct is an offence under the provisions of the Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009.

## **PART XVI**

### **16. CODE OF CONDUCT FOR THE FINAL EXAMINATION**

- (1) Students are advised to be outside the Examination Hall no less than fifteen (15) minutes before the examination begins.
- (2) Students are required to wait outside the Examination Hall until the permission to enter is given by the invigilator. Students may be allowed entry into the Examination Hall fifteen (15) minutes before the examination begins. When the permission is granted, the students must enter the hall in an orderly manner through designated entrances.
- (3) Students are required to enter the Examination Hall as stated in the Examination Timetable.
- (4) Students are not allowed to enter the Examination Hall thirty (30) minutes after the examination has begun and to sit for the examination unless with a reason acceptable by the Chief Invigilator.
- (5) Students who arrive late but within the first thirty (30) minutes of the examination are allowed to sit for the examination however, the ending time of the examination shall be the same as the other students'.
- (6) Students are not allowed to leave the Examination Hall within the first 30 minutes of the examination and within the final 15 minutes of the examination. A student who wishes to leave the Examination Hall temporarily must obtain permission from the Chief Invigilator or his representative. The student must also record his absence in the Student Record Book provided.
- (7) Students must obtain their Examination Slips two (2) weeks before the commencement of the final examination from their respective Faculties.
- (8) All students are required to bring along their examination slip and matriculation card into the Examination Hall. The Examination slip and matriculation card shall be placed at the top right corner of the desk for

inspection by the invigilators. Students are not allowed to sit for the examination if they fail to produce the documents.

- (9) Students without examination slip are not allowed to sit for the examination unless with a written permission from the Examination Supervisor or his representative.
- (10) Students are not allowed to bring in any books, papers, documents, photographs, notes, any tools in or on which there are written notes, 'programmable calculators', mobile phones, or any other devices except with prior permission from the invigilators into or out of the Examination Hall, or receive any books, papers, documents, photographs, notes, any tools in or on which there are written notes, 'programmable calculators', mobile phones, or any other devices from other person while present in the Examination Hall except any books, papers, documents, photographs or other devices provided by the invigilators and permitted by the Vice Chancellor on the recommendation of the Examiners or Faculty.
- (11) All examination necessities and tools loaned to the students must be returned to the invigilators at the end of the examination.
- (12) Five (5) minutes before the start of the examination, students should: -
  - (a) Ensure that they get the correct question papers with the appropriate number of pages.
  - (b) Fill in the Attendance Form and the information required on the front cover of the examination answer sheet/booklet.
- (13) Students shall carefully read and follow the instructions printed on the front cover of the answer sheet/booklet.
- (14) Students shall write their identity card number/passport number, matriculation number, course code, and programme in each answer sheet/booklet and attachments used. Students should indicate the question numbers answered in the answer booklets.
- (15) Students are not allowed at all to open and read the question paper before being instructed by the Chief Invigilator.
- (16) All answers shall be written using ink, except for diagrams and graph sketches.
- (17) If a student receives an incorrect question paper, the invigilator shall be informed immediately.
- (18) All examination works including rough work must be done in the answer booklet. The booklet pages must not be torn off.

- (19) The used answer sheet and/or answer booklet are not allowed to be taken out of the Examination Hall even though they have been damaged or not used (blank).
- (20) During the examination, students must not refer to or use any prohibited reference materials inside or outside the Examination Hall for the examination purpose.
- (21) Students must not begin answering the examination questions before the stipulated time or continue answering after the examination has ended.
- (22) Students must obey all instructions given by the invigilators in the Examination Hall.
- (23) Students are not allowed to communicate in any manner with other students during the examination. Students must not give or receive any assistance related to the examination to/from other students or parties unless permitted by the invigilators.
- (24) Students are not allowed to bring any food into the Examination Hall.
- (25) At the end of the examination, students are required to ensure that the answer sheets/answer booklets are arranged and tied up neatly as instructed.
- (26) Students must remain seated after the examination ends and are only allowed to leave the Examination Hall after being instructed to do so by the Chief Invigilator.
- (27) Students must enter and exit the Examination Hall in an orderly manner.

## **PART XVII**

### **17. PENALTY**

- (1) A student who has committed any academic misconduct or violated the Final Examination Code of Conduct, after having been tried and found guilty, shall be liable to any one or more of the following penalties, which shall be imposed by the Senate:-
  - (a) Give a written warning to the student;
  - (b) Give zero (0) mark for the coursework or final examination for the particular course;
  - (c) Give zero (0) mark for the particular course;
  - (d) Suspend the student from his studies for a period deemed appropriate by the Senate;

- (e) Give zero (0) mark for all courses taken in the particular semester; or
- (f) Give zero (0) mark for all courses taken in the particular semester and terminate the student's studies.

## **PART XVIII**

### **18. EDUCATION FEES, OTHER FEES AND CHARGES**

- (1) Education Fees shall be charged by the University to all students of the Bachelor Degree or Diploma programmes upon admission to the University and for each semester. In addition, the University reserves the rights to impose other fees and charges according to the determined rates.
- (2) The University reserves the rights to amend the rates of Education Fees, other fees and charges from time to time.
- (3) The Education Fees are the overall fee charged on students for a semester of study at a prescribed rate. It consists of one-off fees for the whole duration of study and recurring fees for each semester.
  - (a) The one-off Education Fees are:
    - (i) Registration Fee;
    - (ii) Co-curriculum Fee;
    - (iii) Matric Card Fee;
    - (iv) Orientation Fee;
    - (v) Alumni Fee; and
    - (vi) Professional Certification Preparation Course Fee
  - (b) The recurring fees (each semester) are:-
    - (i) Tuition Fee;  
(inclusive of the tuition fee charged on per credit basis for students enrolled in the Special Semester or extension of studies);
    - (ii) Service Fee;
    - (iii) Student Activity and Student Welfare Fees; and
    - (iv) Accommodation Fee

- (4) The following actions may be imposed on any student who fails to settle the Education Fees, other fees and charges within the stipulated period:
- (a) Shall be refrained from registering for courses
  - (b) The Examination Slip shall be withheld
  - (c) The examination results shall be withheld
  - (d) Shall be suspended from his studies
  - (e) Shall be terminated from his studies
  - (f) Shall be barred from attending the convocation
  - (g) The scroll and academic transcripts shall be withheld
- (5) Any student who defers, withdraws, or is terminated from his studies shall be required to:
- (a) settle the Education Fees, other fees and charges for the semester undertaken; and
  - (b) settle the Education Fees, other fees and charges for the semester in which the student has deferred, withdraw from studies, or terminated. However, a reduction of Education Fees may be allowed, subject to the prescribed conditions.

## **PART XIX**

### **19. GENERAL PROVISIONS**

- (1) Further guidelines and procedures in implementing any provision under this Academic Regulations may be made and shall be complied with. However, the Senate may amend or waive any provision of the Academic Regulations and any implementation of the guidelines and procedures from time to time.
- (2) Students are advised to always seek clarification and guidance from their Academic Advisors to help students plan their learning at the University.

Endorsed by the Senate of Universiti Teknikal Malaysia Melaka

On  
10 June, 2004  
2005 amendment  
2007 amendment  
2010 amendment  
2011 amendment  
2013 amendment  
2016 amendment  
2019 amendment

Chairman  
The Senate of Universiti Teknikal Malaysia Melaka

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

## **PREAMBLE**

This document outlines the method of implementing policies made by the Senate to ensure the standard of education and award of the Bachelor degree and Diploma at the Universiti Teknikal Malaysia Melaka (UTeM). This document shall be read together with the Academic Regulations for the Bachelor degree and Diploma programmes and is published to all students, Faculty and staff, all of whom are responsible for reading and adhering to the methods of implementing those policies.

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## 1. **ACADEMIC SYSTEM**

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

### (1) **Academic Session**

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

**Table 1: Academic Session for the Bachelor Degree Programme**

<b>SEMESTER I</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
Semester Break	3 weeks		
<b>SEMESTER II</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
End of Academic Session Break	13 weeks		
		<b>OR</b>	
		Semester Break	1 week
		<b>SPECIAL SEMESTER</b>	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
TOTAL	52 weeks		

**Table 2: Academic Session For The Diploma Programme**

		<b>INITIAL SPECIAL SEMESTER</b> (Compulsory for all new students of the Diploma Programme)	
		Instructional Session & Examination	8 weeks
		Initial Special Semester Break	5 weeks
<b>SEMESTER I</b>		<b>OR</b>	
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
Semester Break	3 weeks		
<b>SEMESTER II</b>			
Instructional Session	7 weeks		
Mid-Semester Break	1 week		
Instructional Session	7 weeks		
Revision Week	1 week		
Final Examination	2 weeks		
Total	18 weeks		
End of Academic Session Break	13 weeks	Semester Break	1 week
		<b>SPECIAL SEMESTER</b>	
		Instructional Session & Examination	8 weeks
		Final Semester Break	4 weeks
<b>TOTAL</b>	52 weeks		

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

**(2) Semester System**

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

**(3) Relationship Between Courses In A Semester**

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

**(4) Intensive Learning**

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

**(5) Academic Advising**

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

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

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

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

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

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

2. **PROGRAMME AND COURSE REGISTRATION**

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

(1) **Programme Registration for Candidates**

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

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

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

**Table 3: Faculty Codes**

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

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

**Table 4: Examples Of Academic Session Codes**

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

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

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

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

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

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

## **(2) Programme Registration for Senior Students**

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

## **(3) Course Registration**

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

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

#### (4) **Procedures of Course Registration**

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



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

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

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

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

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

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

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

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

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

(5) **Course Codes**

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

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

- (i) Column 1 consists of the letter that refers to a programme as follows:

Letter	Programme
B	Bachelor Degree
D	Diploma

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

**Table 6: Faculty Codes**

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

\*KK is the code used for co-curriculum courses

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

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

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

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

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

**Example:**

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

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

**Example:**

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

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

**(6) Course Category**

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

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

(7) **Course Status**

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

**(8) Pre-Requisite Course**

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

**(9) Course Registration Correction**

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

**(10) Course Withdrawal**

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



**(11) Deferment of Study**

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

**(i) Medical Reason**

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

**(ii) Other reasons**

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

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

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

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

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

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

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

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

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

**(12) Suspension of Studies**

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

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

**(13) Application of Withdrawal from Studies**

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

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

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

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

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

### **3. CONDUCTING OF SPECIAL SEMESTER**

#### **(1) Duration of Study**

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

#### **(2) Courses Offered**

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

#### **(3) Course Registration**

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

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

(4) **Determination of Academic Standing**

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

(5) **Fees**

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

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

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

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

#### (6) **Initial Special Semester**

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

### 4. **CREDIT SYSTEM**

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

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

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

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

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

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

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

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

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

## (1) Credit Evaluation

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

### (a) Industrial Training Credit/Industrial Training Report

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

**Table 8: Industrial Training Credit/Industrial Training Report**

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



Bachelor of Technopreneurship	12	Regular	20-24	HW (6 credits for Industrial Training)  6 credits for Industrial Training Report
Bachelor of Engineering Technology	12	Regular	20-24	HW (6 credits for Industrial Training)  6 credits for Industrial Training Report
Diploma of Engineering	8 8	Regular	16	HW
Non-Engineering Diploma	5 5	Special	10	HW (3 credits for Industrial Training)  2 credits for Industrial Training Report

(2) **Credit For Graduation**

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

(3) **Credit Earned**

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

(4) **Credit Counted**

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

(5) **Semester Credit Load**

- (a) Students must take at least 12 credits per semester except in the final semester.
- (b) The Bachelor of Engineering degree and Diploma students are allowed to take a maximum of 18 credits each semester. Non-engineering Bachelor degree students are allowed to take a maximum of 20 credits.

- (c) Students who wish to take more than the maximum credits must seek the approval from the Dean and are limited to 22 credits only.
- (d) Students with KS status are allowed to take only 12 credits in the subsequent semester. Under certain circumstances, students may register for more or fewer than 12 credits, subject to the Dean's special approval.

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

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

#### (7) **Credit Transfer**

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

##### (a) **Credit Transfer With Grades**

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

the value of the course credit of the current programme attended at the University;

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

**Table 9: Total Permissible Credit Transfer With Grade**

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

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

- (b) A student who is currently pursuing a programme at the University and at the same time takes several courses at another institution of higher learning (such as in a mobility or student exchange programme). Credit Transfer is allowed.
- (c) A student who is currently pursuing a programme but wishes to transfer to another programme in the same field as the current programme.
  - (i) Credit Transfer is allowed
  - (ii) If a student is currently pursuing a programme at the University and wishes to transfer to another programme at the University, the maximum credit transfer allowable is as shown in Table 9.
  - (iii) In the case of a student who is currently pursuing a programme at another institution of higher learning but is allowed to transfer to a programme under the University, Credit Transfer is subject to the student's compliance with the condition of residency where the student is still required to complete a minimum period of study with the University before he is eligible to be awarded a bachelor degree or a diploma . The condition of residency are:
    - (a) Bachelor degree- 1 year
    - (b) Diploma- 1 semester

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

- (b) Credit Transfer without Grades (also known as Credit Exemption).
  - (i) The Academic Regulations under the semester system provides for Credit Transfer without Grades which aims to recognise a student's prior learning.
  - (ii) The conditions for Credit Transfer without Grade (also known as Credit Exemption) are as follows:-
    - (a) The student has completed his study or has achieved competency in the course concerned
    - (b) Credit transfer may be horizontal or vertical in nature. However, it typically involves the transfer of credit from courses belonging to a programme at a lower

qualification level than the current programme being pursued such as from diploma to bachelor degree.

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

**Table 10: Maximum Credit Transfer Without Grade**

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

- (h) Transferred course credits will be considered as part of the total credits for graduation but the course's grade will

not be taken into account in the calculation of the student's GPA and CGPA.

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

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

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

(vi) Credit Transfer from diploma to bachelor degree.

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

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

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

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

Credit Transfer is not allowed.

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

#### **(8) Credit for Failed Courses**

- (a) Students must pass all courses required for a programme of study.
- (b) A student who fails in any course, including courses with the Compulsory Attendance Course (HW) status, are required to repeat the same or equivalent course until a pass is obtained. For the purpose of the CGPA calculation, Credit Counted and the latest Grade Point Value of the repeated course shall be taken into account and the previous Credit Counted and Grade Point Value shall be annulled.
- (c) A student who fails in any elective courses need not necessarily repeat the same course. For the purpose of calculating the CGPA, Credit Counted and Grade Point Value of the new elective course shall be taken into account and the previous Credit Counted and Grade Point Value shall be annulled.
- (d) A student who fails Third Language or Co-Curriculum course is allowed to repeat other Third Language or Co-Curriculum course. For the purpose of calculating the CGPA, Credit Counted and the Grade Point Value of the new course shall be taken into account and the previous Credit Counted as well as the Grade Point Value shall be annulled.

#### **(9) Credit Calculation of Audit Courses**

- (a) Compulsory Attendance (HW) status will be assigned to an Audit Course. The course credit will not be taken into account in the GPA and CGPA calculation but will be counted towards Credit Earned.
- (b) A student is not allowed to repeat a failed Audit Course

#### **(10) Credit for Study Progress**

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

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

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

**Example:**

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

- (a) **Credit for Study Progress to the Second Year**  
 $KD = 33 - 6 = 27$
- (b) **Credit for Study Progress to the Third Year**  
 $KD = 68 - 6 = 62$
- (c) **Credit for Study Progress to the Fourth Year**  
 $KD = 100 - 6 = 94$

## 5. EVALUATION

### (1) Evaluation Scheme

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

**Table 11 : Weightage of Coursework and Final Examination**

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



- (c) Weightage other than those mentioned in paragraph (b) and (c) above can be implemented if deemed necessary by the Faculty upon approved by the Senate.
- (d) Coursework comprises of quizzes, tests, assignments, practicum, projects, case studies, industrial visits etc.

**(2) Conditions for Evaluation**

- (a) Students shall attend all instructional meetings and/or related activities specified in a course including Industrial Training.
- (b) Students with less than 80% attendance in:-
  - (i) Any form of instructional meetings;
  - (ii) Any related activities specified in a course; or
  - (iii) Any form of instructional meetings and involvement in related activities specified in a course,

shall be barred from any form of further instructional meetings, coursework and final examination evaluation.

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

**(3) Coursework Evaluation**

Coursework evaluation can be carried out as follows:

**(a) Quizzes**

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

**(b) Tests**

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

**(c) Assignments**

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

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

**(4) Final Examination**

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

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

<b>Course Credit Hour</b>	<b>Duration Of The Course Final Examination</b>
1	1 hour
2	1 ½ - 2 hours
3	2 - 3 hours

**(c)**

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

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

**(5) Special Examination**

- (a) A student is allowed to request for a Special Examination subject to the approval of the Senate. Upon approval, the Academic Management Division will send a notification letter to the Faculty to arrange for the Special Examination. The Faculty shall manage the conduct of the Special Examination on its own.
- (b) The Special Examination of Semester I shall be held no later than two (2) weeks after the commencement of the Semester II. For Semester II, the Special Examination shall be held no later than three (3) weeks after the announcement of Semester II examination results. For the Initial Special Semester, the Special Examination shall be held no later than the first (1) week after the commencement of Semester I.
- (c) The Special Examination may be held for the following cases:
  - (i) **Medical Cases**
    - (a) A student who is unable to sit for the final examination by reason of having a Medical Certificate issued by the Medical Officer of the University or a government hospital/ clinic, must submit the Medical Certificate to the Faculty within 24 hours after the commencement of the course's final examination, unless for a reason acceptable to the University. If the student obtains the Medical Certificate from a private hospital/ clinic, it must be verified by the Medical Officer of the University or government hospital/ clinic.

- (b) The results for that particular semester will be recorded as Incomplete (TS) until the Special Examination results are obtained.
- (c) The results from the Special Examination are considered in the calculation of Credit Earned and Credit Counted to determine the student's GPA, CGPA, and Academic Standing.

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

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

- (i) Courses without final examinations.
- (ii) A student who fails to sit for the final examination without reasons acceptable by the Senate.

**(6) Final Year Project Evaluation**

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

**(7) Industrial Training Evaluation**

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

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

**(8) Course Grade Appeal**

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

**(9) Conduct of The Final Examination**

**(a) Examination Supervision**

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

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

**(b) Invigilation of The Final Examination**

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

all answer booklets, permitted reference materials, and other examination materials on the students' desks. This must be completed no later than 15 minutes before the examination begins.

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



- (l) The Chief Invigilator shall be responsible for delivering the answer booklets and/or scripts to the Examination Supervisor or his representative. Any blank or unused answer booklets and/or answer sheets shall also be surrendered.
- (m) The Chief Invigilator shall be responsible for ensuring the smooth running of the examination.
- (n) The Chief Invigilator shall not delay, suspend, or cancel any examination without express approval of the Examination Supervisor.
- (o) The Chief Invigilator shall confirm the attendance of the Assistant Chief Invigilator, Invigilators, and Assistant Invigilators to the Examination Supervisor or his representatives at the end of the examination period.

**(c) Responsibilities of the Invigilators**

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

**(d) Responsibilities of the Assistant Invigilators**

- (i) Assistant Invigilators shall report to the Chief Invigilator thirty (30) minutes before the examination begins.
- (ii) The Assistant Invigilator is responsible to the Chief Invigilator/Invigilators and shall:-

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

## 6. GRADE SYSTEM

- (1) A student's achievement in a course is stated in grades. The relationship between marks, grades and Grade Point Value is shown in **Table 10**.

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

Marks	Grades	Grade Point Value	Achievement
80 - 100	A	4.0	Distinction
75 - 79	A-	3.7	Distinction
70 - 74	B+	3.3	Credit
65 - 69	B	3.0	Credit
60 - 64	B-	2.7	Pass
55 - 59	C+	2.3	Pass
50 - 54	C	2.0	Pass
47 - 49	C-	1.7	Conditional Pass
44 - 46	D+	1.3	Conditional Pass
40 - 43	D	1.0	Conditional Pass
00 - 39	E	0.0	Fail

- (2) Other than the grades above, the following grades are also used:

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

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

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

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

## 7. ACADEMIC STANDING

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

### (a) GPA

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

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

Total Grade Point Value,

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

Total Credit Counted,

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

where

$k_n$  = Credit for  $n^{\text{th}}$  course

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

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

**Table 11: Example Of GPA Calculation - Semester I**

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

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

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

(b) CGPA

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

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

where:

$\text{JMN}_n$  = Total Grade Point Value earned in  $n^{\text{th}}$  semester

$\text{JKK}_n$  = Total Credit Counted in  $n^{\text{th}}$  semester

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

**Table 12: GPA And CGPA Calculation For Semester II**

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

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

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

where :

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

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

**Notes:**

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

**(2) Academic Standing**

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

**Table 13: Academic Standing**

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

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

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

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

**(3) Re-Registration (DS)**

- (a) A student with KG in his first semester of the first year may apply to the Faculty to Re-register (DS) within six (6) weeks after the Academic Standing result is announced.
- (b) A student who has been approved to re-register (DS) is required to be furloughed for the following one semester before continuing to the next semester of study of the new Academic Session.
- (c) A DS student must register for the course again at the Academic Management Division using the old matriculation number. The student's status will be reinstated in the SMP with the status of Re-registration (DS).
- (d) A DS student's performance in the first semester i.e where the student obtains KG shall not be considered when evaluating his performance in re-registration semester.
- (e) A student with DS status is considered to have utilised two (2) semesters of his duration of study (which include the KG semester and the furlough semester).
- (f) A re-registration (DS) student shall not be eligible to be considered for any Credit Transfer upon his re-registration (DS).
- (g) A re-registration (DS) Student shall be dismissed if he fails to obtain Good Academic Standing (KB) in the first semester of re-registration (DS).

**(4) Announcement of Academic Standing Result**

**(a) Announcement of Course Grade Result**

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

**(b) Announcement of Official Result**

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



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

**(5) Dean's List**

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

**8. ACADEMIC MISCONDUCT**

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

## 9. **CONFERMENT**

### (1) **Conferment Conditions**

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

### (2) **Conferment**

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

### (3) **Scroll and Transcript**

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

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