



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

# **ACADEMIC GUIDELINES**

## **FULL-TIME UNDERGRADUATE PROGRAMMES**

## PART I

### 1. TERMS AND DEFINITIONS

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

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

**“Academic Session”** refers to the University academic session comprising two regular semesters, end of semester break and end of academic session break.

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

**“Course”** refers to subject in the academic programme.

**“Course Withdrawal (TD)”** refers to withdrawal from courses by students within the time specified by the University.

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

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

**“Credit Exemption”** refers to exempted credits given to students based on their prior qualifications recognized by the University

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

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

**“Credit Transfer”** refers to credit granted to students for courses taken at another IHL during their study.

**“Dean”** refers to the head of a Faculty/School/Institute division appointed by the ViceChancellor.

**“Examination Committee”** refers to the committee formed by the faculty to manage academic matters related to examinations. **“Direct Entry Students”** refers to students who have been accepted to enroll into a particular semester based on their prior qualifications recognized by the University and given credit exemptions.

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

**“Final Examinations”** refers to any form of summative assessment of students’ academic performance during the final examination weeks.

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

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

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

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

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

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

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

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

**“Programme”** refers to field of study approved by the University. leading to the award of a degree.

**“Re-admission”** refers to first year students in the first semester, excluding direct entry students, who obtained Fail Status (KG) and have been allowed to resume their studies by registering for a programme in the semester determined by the faculty.

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

**“Regular Semester”** refers to semesters I and II (excluding the short semester) with a duration as determined by the University for an academic session. Each semester should have a minimum of 19 weeks comprising weekly lectures, mid-semester break, revision week and final examination weeks.

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

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

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

**“Student’s Faculty”** refers to the faculty offering the academic programme in which the student is enrolled.

**“Student Learning Time”** refers to the total number of learning hours related to the teaching-learning activities in a course. These include lectures, laboratory work, tutorial, assesment and independent study.

**“Terminated”** refers to action taken on students who have not met the passing requirements or students who have used up the maximum duration of studies; or students who have been expelled by the University under the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 or under the Procedure for Programme and Course Registrations. **“Faculty”** refers to any faculty, school, and institute at the University which is allowed to enroll students.

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

## PART II

### ACADEMIC SESSION

1. (1) The University academic session comprises two (2) regular semesters, end of semester break and end of academic session break. Each semester should have a minimum of 19 weeks comprising weekly lectures, mid-semester break, revision week and final examination weeks.
- (2) The Academic Session is as shown in Table 1.

**Table 1: Academic Session\***

<b>SEMESTER I</b>			
Lectures	14 weeks		
Mid-Semester Break	1 week		
Revision Week	1 week		
Final Examination	3 weeks		
<b>Total</b>	<b>19 weeks</b>		
End of Semester Break	4 weeks		
<b>SEMESTER II</b>			
Lectures	14 weeks		
Mid-Semester Break	1 week		
Revision Week	1 week		
Final Examination	3 weeks		
<b>Total</b>	<b>19 weeks</b>	<b>OR</b>	
End of Academic Session Break	10 weeks	End of Semester Break	1 week
<b>SHORT SEMESTER</b>			
		Lectures & Examinations	8 weeks
		End of Semester Break	1 week
<b>TOTAL</b>	<b>52 weeks</b>	<b>TOTAL</b>	<b>52 weeks</b>

\* Subject to amendments

**Note :-**

**The actual implementation dates for the above academic session are based on the academic calendar determined by the University.**

- (4) Besides the two (2) regular semesters, the University has a short semester which is held during the end of academic session break . This semester will not be counted as part of the total duration of an academic programme.
- (4) The guidelines for implementation of the Short Semester are as follows:-

## **GUIDELINES FOR IMPLEMENTATION OF SHORT SEMESTER**

### **1.0 INTRODUCTION**

- 1.1 The short semester is an academic semester offered during the end of academic session break and is not counted as part of the total duration for completion of an academic programme.
- 1.2 Courses offered during the short semester will be determined by the Faculty Academic Committee.

### **2.0 DURATION OF STUDY**

- 2.1 The short semester will begin one week after the end of Semester II for a duration of **EIGHT (8) to TEN (10) weeks.**
- 2.2 The semester comprises weekly lectures and final examinations.
- 2.3 There is no mid-semester break or revision week for the semester.

### **3.0 COURSES OFFERED**

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

### **4.0 COURSE REGISTRATIONS**

- 4.1 Students must register for courses to be taken in the short semester according to the existing procedure within the duration set by the University.
- 4.2 Students are allowed to withdraw from the courses they have registered. **Course Withdrawal (TD)** must be done before the **middle of the semester.**
- 4.3 Applications for course withdrawal (TD) should be done at the beginning of week **THREE (3)** and no later than the last working day of week **FOUR (4)** of the semester. After this date, any application for course withdrawal (TD) will not be accepted.

- 4.4 The faculty has the right to decide the minimum/maximum number of students who can register in a section for the courses offered.

## 5.0 ACADEMIC ACHIEVEMENT

- 5.1 Grades will be awarded for the courses registered during the short semester.
- 5.2 The short semester result will be combined with the result of Semester I of the following academic session for the calculation of the student's PNG, PNGK, and academic standing.
- 5.3 The existing procedures on announcement of examination results and grade appeals will apply.

## 6.0 FEES

- 6.1 The fees charged by the University in the short semester are as follows:-

### 6.1.1 Local Student Fees \*

Programme	Rate
<b>Bachelor Degree</b>	
Technology	RM45.00 per credit
Applied Science	RM40.00 per credit
Liberal Arts	RM35.00 per credit

### 6.1.2 Administration Fee (Local Students)\*

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

### 6.1.3 Fees (International Students)\*

Programme	Rate
<b>Bachelor Degree</b>	
Technology	RM160.00 per credit
Applied Science	RM150.00 per credit
Liberal Arts	RM130.00 per credit

### 6.1.4 Administration Fee (International Students)\*

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

\* Subject to Amendments.

## 6.2 Payment of Fees

- 6.2.1 All fees must be paid before or during registration of the courses for the short semester. Only students who have paid the fees will be allowed to register for the courses.
- 6.2.2 Students who have not paid the fees will not be allowed to register for the course.
- 6.2.3 Students who withdraw (TD) from any course will not be given refunds on their fees.

## **PART III**

### **PROGRAM REGISTRATION**

1. (1) Students must register for the programme offered on the date stipulated by the University.
- (2) If new students do not abide by (1) above without valid reasons accepted by the University, the offer will be **ANNULLED**.
- (3) Registration of the programme will be done by the University administration for senior students based on the previous semester examinations results.
- (4) Senior students with Disrupted Study status must re-register for the programme. Students who fail to register for the programme within the specified time will be terminated from their study.
- (5) Senior students given approval to register in a Minor Programme will have to register for the programme at the Student's Faculty on the date determined by the University.
- (6) The registration guidelines for the Minor are as follows:

#### **MINOR REGISTRATION GUIDELINE**

##### **1.0 REGISTRATION**

- 1.1 Senior students given approval to register a minor will have to register for the programme at the Students' Faculty on the date determined by the University.
- 1.2 Students are not allowed to change their Minor.
- 1.3 Students are not allowed to take more than TWO (2) Minors during their study.

##### **2.0 COURSE REGISTRATION**

- 2.1 A student with the approval of his Academic Advisor and the faculty offering the Minor can register for any of the offered courses.  
as specified for the Minor.
- 2.2 A student must register for a course according to the rules and procedures within the time specified by the respective faculties.
- 2.3 Students are not allowed to register for courses with HS status for Minor .

##### **3.0 CREDITS FOR CONFERMENT OF MINOR AND DURATION OF STUDY**

- 3.1 Students must pass all the required courses specified for the registered Minor.
- 3.2 The total number of credits for conferment of a Minor is determined by the Faculty offering the Minor with the approval of the University.

- 3.3 There will be no addition to the maximum duration of study for students who register for a Minor.

#### **4.0 CREDIT EXEMPTIONS AND CREDIT TRANSFERS FOR MINOR**

- 4.1 Credit exemptions and credit transfers are not allowed in a Minor.

#### **5.0 ACADEMIC ACHIEVEMENTS**

- 5.1 The results obtained for the Minor courses will be calculated in the student's PNG and PNGK.
- 5.2 Students who fail the Minor courses do not need to repeat the courses but the results will be calculated in student's PNG and PNGK.

#### **6.0 AWARD**

Students eligible for the award will have the Minor recorded in their transcript after they have fulfilled the following requirements:

- 6.1 Requirements for the award of a Minor

- (a) Students must have passed all the courses as required in the registered Minor;
- (b) Students must apply for the award of the Minor and have received approval from the respective faculty.

- 6.2 Application for the award of Minor

- (a) Students who have fulfilled the requirements for the award of Minor will have to apply for the award concurrently when they apply for the award of the degree;
- (b) Application for the award of Minor cannot be made after the students have been conferred the degree;
- (c) Students who do not apply for the award of Minor when applying for the conferment of a degree will not be awarded the Minor.

### **PART IV**

#### **COURSE REGISTRATION**

1. (1) Students must register for all the courses taken every semester.
- (2) Course registration must be done within the pre-registration or registration period.
- (3) Students must register for the course with the right code and section.
- (4) Students can only register for the course offered with the faculty's permission.

- (5) Students are responsible for ensuring that there are no mistakes in their course registration record. Amendments can be made during the time specified by the University.
- (6) Registration for an **Audit Course [HS]**
- (a) Students with the approval or have been instructed by the Faculty cannot register more than TWO (2) courses with HS status in a semester.
  - (b) The credits from the HS courses will not be used in the calculation of student's PNG and PNGK . Students must attend all meetings/lectures and complete all the course work failing which the registration will be void.
  - (c) The registration of HS courses will be recorded in the student's examination slip and transcript.
- (7) **Course Withdrawal [TD]**
- (a) A student with the approval of his/her Lecturer and Academic Advisor can withdraw from any of his/her registered course in the semester no later than the last working day of week NINE (9) of the semester.
  - (b) Approval for withdrawing from a course is subject to the required Minimum Credits **EXCEPT** with the Dean's permission .
  - (c) Withdrawal (TD) status will be recorded in the course registration and transcript.
- (8) **Course Registration for Minor**
- (a) A student with the approval of his/her Academic Advisor and the faculty offering the Minor can register for any of the courses offered as part of the Minor .
  - (b) Students must register for every course taken in the Minor according to the rules and regulations within the time stipulated by the awarding faculties.
  - (c) Course grades will be calculated in the student's PNG and PNGK.
- (9) Courses for Minor cannot be registered as HS.
- (10) Students who fail to register for any courses after the registration period will have their study terminated except for reasons accepted by the University .
- (11) Guidelines for the course registration are as follows:-

#### **COURSE REGISTRATION GUIDELINES**

- 1.0 Students who have enrolled in a programme for the academic session must register all courses taken in the semester. Students who have not enrolled in the programme will not be allowed to register any courses.
- 2.0 Students can only register for the courses offered in a semester according to the Faculty's requirements. Students cannot register for courses not offered in the semester.



- 3.0 Every course taken in the semester must be registered correctly by stating the course code, section number, credits and the status such as **UM (Replacement Course)** , **UG (Replacement Grade)** , **HS (Audit Courses)**, **HW (Compulsory Audit Course)** or **MN (Minor)**.
- 4.0 Any mistake in course registration may result in students being given a zero (0) mark for the course.
- 5.0 Any course repeated by a student (except for students with **Re-admission [DS] Status**) must be registered with **UM or UG** status defined as follows: .
- 5.1 **UM** denotes a repeat of a failed course taken in the previous semester;
- 5.2 **UG** denotes a repeat of a passed course with a grade B- and below and with approval from the faculty for the purpose of improving the student's academic performance. A fee of RM 50.00 will be charged for every credit and no refund will be given if the student withdraws [TD] from the course.
- 6.0 The same course code must be used for registration purposes as in paragraph 5.0.
- 7.0 Courses taken **by Re-admission [DS]** students cannot be registered with **UM or UG status**.
- 8.0 Course Registration is done online or using the **Course Registration Form (UTM.E/3.1 Amendment 2010)**. Students are advised to discuss with their Academic Advisors before registering for the courses.
- 9.0 Students are encouraged to pre-register their courses online or use other methods within the registration period stipulated by the University.
- 10.0 Compulsory course registration will be conducted over a period of two (2) working days during the last week before the semester begins according to the date determined by the University. Registration after this period is restricted to the last working day of the first week of the semester and is subject to a fine of RM50.00. Course registration after this period will not be allowed unless permission is obtained from the faculty.
- 11.0 Students may make amendments to the earlier registration during the first week of the semester. Any change in the registration made in the second week is subject to a fine of **RM50.00** per course up to a maximum of **RM300.00**. The amendments, which include insertion, deletion, change of code, section and status of courses, must be done using the **Registration Slip Amendment Form (UTM.E/3.5 Amendment 2010)**.
- 12.0 Students should print the course registration slip and check the details to ensure that the information in the slip is accurate. **Students should make the necessary amendments based on the rules, requirements and duration stipulated in paragraphs 10 and 11.**
- 13.0 The official registration slip will be issued to every student by the faculty in week **ELEVEN (11)**. Students are required to obtain the registration slips from their faculty and to bring along the slips for their final examinations.

- 14.0 Students may withdraw [TD] from any of the courses registered in the semester. The application to withdraw [TD] is made by using the **Course Withdrawal Form (Form UTM.E/3.2 Amendment 2010)** beginning week **THREE (3)** until the last working day of week **NINE (9)\*** in the semester. Request for withdrawals after this date will not be considered.
- 15.0 The course registration process shall be done according to the procedures set by the University. Registrations which are not done according to the procedures will be rejected or not be considered.
- 16.0 If a student fails to register for the course within the time stipulated without reasons acceptable to the University, the student will be terminated from his/her study.

## PART V

### CREDIT SYSTEM

#### 1. CREDIT FOR A COURSE

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

#### 2. CREDIT VALUE

- (1) With the exception of certain cases, the credit value for a course is shown in Table 2:

**Table 2: Credit Value**

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

**Note:**

**“Student Learning Time”** refers to the total number of learning hours related to the teaching-learning activities in a course. These include lectures, laboratory work, tutorial, assesment and independent study

- (2) Credits for Industrial Training
- ONE (1)** credit is equivalent to **TWO (2)** weeks of training.
  - With the exception of certain cases industrial training is given **Compulsory Attendance [HW]** status.

### 3. ACADEMIC WORKLOAD FOR EACH SEMESTER

- (1) Full-time students must register for a minimum of **TWELVE (12)** credits inclusive of Audit Course [HS] and Compulsory Attendance Course [HW] in a semester with the exception of students with probation status [KS] and/or those who are in the final **TWO (2)** semesters of their study.
- (2) Students who wish to take more than **EIGHTEEN (18)** credits have to seek approval from the Dean of the Faculty **and would not be** allowed to take more than **TWENTY-TWO (22)** credits in a semester.
- (3) Students with Probation Status [KS] are allowed to take between **NINE (9)** and **THIRTEEN (13)** credits only in the following semester.
- (4) Pre-registration for students with Probation Status will be nullified and they need to re-register within the stipulated time.

### 4. CREDIT EXEMPTIONS

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

### 5. CREDIT TRANSFER

- (1) Students may apply for a credit transfer based on the following conditions:
  - (a) the course was taken at another institution of higher learning during the period of study at the University; and
  - (b) application must be made immediately after the course results are announced.
- (2) The Guidelines for the Credit Exemption and Credit Transfer are as follows:

## CREDIT EXEMPTION AND CREDIT TRANSFER GUIDELINES

### 1.0 Credit Exemption

- 1.1 **Credit Exemption** refers to exempted credits given to students based on their prior qualifications recognized by the University. The credit exemptions will be part of the credit requirements for the award of a particular degree.
- 1.2 A student who changes his/her programme of study in the University or who joins the University from another IHL can apply for credit exemption. The faculty will decide on the courses to be exempted.
- 1.3 Credit Exemption is not given for similar degrees that have been awarded by other IHLs.
- 1.4 The total number of credit exemption given should not exceed **33%** (or according to the percentage determined by the respective professional bodies) of the total number of credits as required for the award of a degree. Application for exemption of credits must be done at the student's faculty and should be completed by week THREE (3) during the first semester of study. Faculties may apply to the Senate for additional credit exemptions of more than 33% up to a maximum of 50%.

### 2.0 Credit Transfer

- 2.1 Credit Transfer is the credit given to students who have taken and passed an equivalent course in another IHL during their study at the University. The course given the credit transfer should be similar and fulfill the requirements of the relevant curriculum of the programme.
- 2.2 The total number of credit transfer from other IHLs should not exceed **33%** of the total number of credits required for the award of a degree.
- 2.3 The approved credit transfer will be included in the calculation of the PNG and PNGK.
- 2.4 Students are not allowed to use the credit transfer facility to complete their final semester at other IHL.
- 2.5 Only students with active status are allowed to apply for Credit Transfer.
- 2.6 Application for credit transfer of a course from other IHL must be done **ONE (1)** semester before taking the course.

### 3.0 Credit Exemption and Credit Transfer Regulation and Management

Students may apply for credit exemption and credit transfer for a course according to the regulation set.

#### 3.1 Passing Grade

- (i) The minimum grade for credit exemption is **Grade C** or higher according to the University grading system.

- (ii) The minimum grade for credit transfer is the **Passing Grade** determined by the Faculty.

### 3.2 Credit Hours

Courses given credit exemption and credit transfer must be equivalent with the curriculum of the programme at the University in terms of the academic workload and credit hours.

### 3.3 Course Content and Programme Curriculum

The content of the course for which credit exemption and credit transfer has been given must be **at least 80%** similar to the course offered by the University.

- 3.4 Approval for credit exemption and credit transfer will only be given to courses in a programme recognised by the government.

- 3.5 The total number of credit exemption and credit transfer should not be more than **33%** of the total number of credits required for the award of a degree. However, the faculty can request from the Senate to increase the percentage up to a maximum of 50%.

- 3.6 Courses given credit exemption and credit transfer will be recorded in the students' academic records.

- 3.7 Applications for credit exemption and credit transfer should be done using **Form UTM.E/3.8 Amendment 2010**.

- 3.8 Approval for credit exemption will be given upon endorsement by the respective faculty that offers the course.

- 3.9 Students will be informed in writing of the approval for credit exemption and credit transfer.

## 6. CREDIT HOURS FOR FAILED COURSES

- (1) Students must register and repeat all core courses that they have not passed. For the calculation of the PNGK, the result of the current course will replace that of the previous failed course. The credit hours and grade point of the previous failed course will not be included in the calculation of the latest PNGK.
- (2) Failed elective courses need not be repeated but the credit hours and the grade point of the courses will be calculated in the PNG and PNGK.
- (3) Failed Minor Courses need not be repeated but the credit hours and the grade point of the minor courses will be calculated in the PNG and PNGK.

## 7. PROGRAMME CREDIT HOURS AND DURATION OF STUDY

- (1) Students must pass all courses in the curriculum for a programme of study.
- (2) The total credit hours and the regular duration of study for a programme are determined by the Faculty with the approval of the Senate.

- (3) The total credit hours in a programme does not include the credit hours of Minor courses.
- (4) The maximum study duration in an academic programme is the regular duration for a programme plus an additional **FOUR (4)** semesters.
- (5) For direct entry students, the maximum study duration is determined by the faculty based on the approved total number of credit exemptions. (Refer to Table 3)

**Table 3: Credit Exemption**

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

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

## PART VI

### 1. GRADING SYSTEM

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

**Table 4: Relationship between Marks, Grade and Grade Points**

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

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

**TS (Incomplete)** - Grade given to students who did not sit for the final examinations or were unable to complete their coursework due to illness or other reasons accepted by the University.

**HS (Audit)** - Grade given to registered audit courses.

**HL (Pass)** - Passing Grade given to course registered with HW Status.

**HG (Fail)** - Failing Grade given to course registered with HW Status.

## PART VII

### ASSESSMENT

#### 1. ATTENDANCE

- (1) Students must attend all forms of scheduled face-to-face learning activities (lectures/practical/studio etc.). If students do not attend these activities, the student will have to inform his/her lecturers immediately and provide reasons for his/her absence.
- (2) Students must attend not less than 80% of scheduled face-to-face learning activities in **ONE (1)** semester as stipulated by specific courses including Compulsory Audit Courses[HW] and Audit Courses[HS].
- (3) Students who do not fulfill the conditions listed above without valid reasons accepted by the university will not be allowed to attend subsequent learning activities and sit for any form of assessment. **ZERO (0) mark** will be awarded for the said courses; or Fail [HG] for compulsory audit courses [HW]; and courses registered as audit [HS] will not be recorded in the transcript.
- (4) The guideline on action to be taken on students with less than 80% attendance is as follows:

#### GUIDELINE ON ACTION TO BE TAKEN ON STUDENTS WITH LESS THAN 80% ATTENDANCE

- 1.0 Students must attend all forms of scheduled face-to-face learning activities (lectures/practical/studio etc.). If students do not attend these activities, the student will have to inform his/her lecturers immediately and provide reasons for his/her absence.
- 2.0 Students who have been absent for more than **20% of the total** number of scheduled contact hours of learning activities for a course without valid reasons accepted by the university will be awarded **ZERO (0) mark**. The student will have to repeat the course.
- 3.0 The Faculty has to inform the students in writing of the results of the action as stated in 2.0.

**NOTE:**

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

**2. ASSESSMENT SYSTEM**

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

**3. FINAL EXAMINATION**

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

**FINAL EXAMINATION GUIDELINES****1.0 TERMS AND CONDITIONS FOR FINAL EXAMINATION**

- 1.1 All registered and active students must sit for all the course final examinations determined by the faculty provided that they have registered for the courses, subject to the Guideline on Action to be Taken on students with less than 80% attendance.
- 1.2 The University may allow a deferment of examination for a student with medical or other valid reasons accepted by the University. The student must obtain a medical certificate (validated by a doctor from a government hospital or a University medical officer) before the examination begins and present it to the Dean of the Faculty no later than twenty-four (24) hours after the examination has started. Late submission with valid reasons may be accepted subject to University approval.

**2.0 FINAL EXAMINATION SUPERVISION**

- 2.1 The examination supervisor is the Dean of the Faculty.
- 2.2 The examination supervisor is responsible to ensure that the examination is carried out in an orderly and systematic manner.



2.3 The examination supervisor should appoint **invigilators** (academic staff) and **assistant invigilators** (non-academic staff) to administer the examination.

2.4 The invigilators and assistant invigilators are accountable to the examination supervisor.

### **3.0 FINAL EXAMINATION INVIGILATION**

3.1 The invigilators and assistant invigilators are responsible for invigilating the examination.

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

3.3 The **responsibilities of the chief invigilator are:**

- a) to report to the examination supervisor or his/her representative at the faculty office on the day of the examination no later than THIRTY (30) minutes before the examination begins. The chief invigilator will collect the sealed envelop containing the examination questions and list of students' names taking the examination;
- b) to verify the attendance of the invigilators and assistant invigilators;
- c) to instruct assistant invigilators to put the answer booklets, attendance forms and other examination requirements on each student's table and this should be done no later than **FIFTEEN (15) minutes** before the examination begins;
- d) to instruct students to enter the examination Hall/Room **FIFTEEN (15) minutes** before the examination begins;
- e) to ensure that the attendance of students is noted and recorded carefully;
- (f) to announce the start, the last **FIFTEEN (15) minutes and the end** of the examination;
- (g) to remind students of the consequences of misconduct during the examination;
- (h) to ensure that when a student is allowed to leave the examination hall/room for any reason and then returns to continue the examination, the student is adequately monitored outside the examination hall/room;
- (i) to prevent students who have violated the rules and regulations for examinations from taking the examination;
- (j) to report incidents of wrongdoing and misconduct during examinations to the examination supervisor or his/her representative immediately after the examination is over;
- (k) to allow students to leave the examination hall/room if they wish to submit their examination answer booklets/ scripts before the last FIFTEEN (15) minutes of the examination;

- (l) to instruct the invigilators and assistant invigilators to collect the answer booklets/scripts after the examination is over while the students are still seated. Unused answer booklets/scripts should be collected separately;
- (m) to ensure that the examination answer booklets/scripts are collected, counted and verified;
- (n) to deliver the examination answer booklets/scripts, including the unanswered or unused answer booklets/scripts, to the examination supervisor or his/her representatives;
- (o) not to postpone, suspend or cancel any examination without the approval of the examination supervisor;
- (p) to submit the invigilators and assistant invigilators attendance form to the examination supervisor or his/her representative at the faculty office after the examination is over;
- (q) to collect information or evidence on any cases of students violating the examination rules and regulations and submit it to the examination supervisor or his/her representative;
- (r) to ensure the examination is conducted smoothly; and
- (s) to take any action deemed to be appropriate in preventing any misconduct during examinations.

3.4 The **responsibilities of the Invigilator are as follows:**

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

3.5 The **responsibilities of Assistant Invigilators are as follows:-**

- (a) to report to the examination supervisor or his/her representatives at the faculty **THIRTY (30) minutes** before the examination begins. The assistant invigilator then has to report to the chief invigilator at the examination hall/room.

- (b) to be accountable to the chief invigilator and has to do the following:
- (i) bring all the examination items to the examination venue;
  - (ii) place the necessary items on the student's table as instructed by the chief invigilator;
  - (iii) place the examination question and answer booklets/scripts on the student's table before students enter the examination hall/room;
  - (iv) assist the invigilator to collect the students' answer booklets/scripts;
  - (v) return the examination items to the examination supervisor or his/her representatives at the Faculty after the examination is over; and
  - (vi) carry out other duties as instructed by the chief invigilator.

#### 4.0 FINAL EXAMINATION CONDUCT

- 4.1 Students are advised to be at the designated examination hall/room as stipulated in the examination schedule no later than **FIFTEEN (15) minutes** before the examination begins.
- 4.2 Students with the chief invigilator's permission are allowed to enter the examination hall/room **FIFTEEN (15) minutes** before the examination begins. Students should enter the room in an orderly manner.
- 4.3 Students who arrive no later than **THIRTY (30) minutes** after the examination begins will be allowed to sit for the examination **but** there will be no time extension given for the examination.
- 4.4 Students who arrive **THIRTY (30) minutes** or more after the examination begins **will not be allowed** to take the examination.
- 4.5 Students are not allowed to leave the examination hall/room within the first **THIRTY (30) minutes** after the examination begins and **FIFTEEN (15) minutes** before the examination ends. If a student needs to temporarily leave the examination hall/room between the times stated above, he/she will have to seek permission from an invigilator.
- 4.6 Students are required to bring:
- a. course registration slip; and
  - b. student matric card or "MyKad"/passport;
- to the examination hall/room and place these items on the top right hand corner of the student's table to be checked by the invigilator.
- 4.7 Students who do not have their course registration slip and student matric card or "MyKad"/passport will not be allowed to take the examination unless written consent is obtained from the examination supervisor.

- 4.8 Students are not allowed to bring into the examination hall/room any books, dictionaries, papers, pictures, notes, equipment with written texts, programmable calculators, communication equipment or any other equipment unless they are allowed by the chief invigilator. Students are also not allowed to receive any of these items from anyone in the examination hall/room unless they are given by the invigilator as permitted by the Vice-Chancellor or recommended by the Faculty Examination Committee.
- 4.9 Any item lent to the student has to be returned to the invigilator at the end of the examination.
- 4.10 Students must adhere to all instructions given by the chief invigilator in the examination hall/room from time to time.
- 4.11 **FIFTEEN (15) minutes** before the examination begins, students are required to do the following:
- (a) fill the attendance slip and the information required on the front page of the answer booklets/scripts; and
  - (b) read the examination questions without making any notes.
- 4.12 Students must write their name, "MyKad"/ passport number, course code, section and programme as well as other required information on each answer booklet/script or any attachments used.
- 4.13 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.
- 4.14 Students must ensure that they are given the correct examination paper and have the required number of pages before answering the examination questions. If there are mistakes, students must inform the invigilator immediately.
- 4.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklets/scripts should not be torn.
- 4.16 Used, spoilt or unused answer booklets/scripts cannot be taken out of the examination hall/room.
- 4.17 Students are not allowed to communicate with other students during the examination.
- 4.18 Students are not allowed to eat/smoke in the examination hall/room.
- 4.19 At the end of the examination, students must ensure that their answer booklet/script (except unused answer booklets/scripts and/ or scribbles) is organised and tied neatly according to instruction, together with the first copy of the student attendance slip before handing it to the invigilator.
- 4.20 Students must remain seated after the examination is over and will only be allowed to leave the examination hall/room after being instructed by the chief invigilator.
- 4.21 Students are not allowed to begin answering the examination questions before the starting time or continue writing after the examination time is over.

- 4.22 Students must enter and leave the examination hall/room in an orderly manner.
- 4.23 Students are prohibited from referring to and/ or using any references inside or outside the examination hall/room during the examination unless allowed by the chief invigilator.
- 4.24 Students must not give or receive any assistance from other students or other parties in relation to the examination during the examination unless allowed by the chief invigilator.

## **5.0 EXAMINATION MISCONDUCT**

- 5.1 Students shall not be involved in any of the following examination misconduct:
- (a) give/receive/own any electronic, printed or other forms of information that is not allowed during the examination whether it is inside/outside the examination hall unless allowed by the chief invigilator; or
  - (b) use the obtained information as listed above for the purpose of answering the examination questions;
  - (c) cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
  - (d) other misconduct as stated by the University.

## **6.0 PENALTY**

- 6.1 If a student has violated the rules and regulations of the examination and is found guilty by the Faculty Examination Committee, the Senate can take any of the following actions:
- (a) award ZERO (0) mark for the course (inclusive of coursework); or
  - (b) award ZERO (0) marks for all the courses registered in that semester.
- 6.2 Students who have been found to violate the rules and regulations of the examinations for the second time will be dealt with the Universities and University Colleges Act, 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules, 1999.

## **4. SPECIAL EXAMINATION**

- (1) Special Examination can be held for:
- (i) students who are unable to sit for the final examination because of illness certified by a medical officer from the University or government hospital, or reasons acceptable to the University,
  - or
  - (ii) final semester students who have passed with Good Status [KB] but failed ONE (1) course taken during the last TWO (2) semesters of study, excluding the semester used for Industrial Training.

- (2) The special examination mark will be used to determine the results of the course as follows:
- (i) The special examination mark as in para 1(i) will be used to replace the final examination marks whereas the coursework marks will be retained.
  - (ii) Students as in para 1(ii) who have passed the special examination will be awarded grade D+ or a passing grade set by the faculty. This grade will be used in the calculation in their PNG and PNGK. Students who failed will be given a Grade E and will have to repeat the course.
- (2) Special Examination will not be held for the following :
- (i) courses that have no final examinations; or
  - (ii) students who did not take the final examination without valid reasons acceptable to the university; or
  - (iii) students who have been barred from taking the final examination.
- (2) Special Examination will only be conducted once in a semester unless approved by the Senate.

## 5. ANNOUNCEMENT OF COURSE GRADE

- (1) The University will display the grades of the course within the stipulated time.
- (2) Students must check their grades. If there is any mistake, students must inform the faculty no later than **ONE (1) week** after the last day of the final examination week.

## 6. COURSE GRADE APPEAL

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

### GUIDELINES FOR COURSE GRADE APPEAL

- 1.0 The faculty offering the course will display the results of the examinations (grade only) to each student no later than **seven (7) days** after the last day of the final examination week for the semester.
- 2.0 Students may contact the respective lecturers directly if they feel that a mistake has been made on the student's grade. Students may also check their examination answer scripts and discuss with the lecturer if they are not satisfied with their results. If students are still unhappy with the results of the review of their scripts, students may apply for a course grade appeal which is an appeal for the script to be reassessed and re-marked. Students may only apply for a course grade appeal after they have reviewed and discuss the answer scripts with the respective lecturers.

- 3.0 The course grade appeal must be submitted no later than **two (2) weeks** after the last day of the final examination week.
- 4.0 Students may obtain the **Course Grade Appeal Form (Form UTM.E/5-1)** at the faculty. The student must submit the completed course grade appeal form (4 copies) and make the necessary payment to the bursary according to the following procedure:
  - 4.1 RM50.00 will be charged for each course grade appeal;
  - 4.2 Payment forms are available at the faculty;
  - 4.3 Payment can be in cash, money order or postal order. Personal cheques are not accepted; and
  - 4.4 All payments must be made by the students themselves at the bursary. Payments via postage will not be accepted.
- 5.0 Students will have to submit copies of the form to the faculty offering the course that they are appealing. A copy of the form is to be kept by the student. Students will have to enclose the payment receipt when they submit the course grade appeal forms.
- 6.0 If there is an appeal from a student, the faculty will reassess and re-mark the examination answer scripts of the student.
- 7.0 The faculty offering the course has to present a report on the results of the reassessment and re-marking to the student's faculty.
- 8.0 Following the reassessment/re-marking, the marks awarded will be the ones following the reassessment/re-marking. The faculty offering the course has to update the student's examination record.
- 9.0 The student's faculty has to inform the student of the results of the reassessment/re-marking and the appeal.

## PART VIII

### ACADEMIC STANDING

1. (1) Performance of students is evaluated based on TWO (2) measurements **namely** PNG and PNGK which are as follows:

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

And

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

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

**Table 5: Academic Standing**

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

- (3) Students who obtain  $\text{PNGK} < 1.00$  even though the  $\text{PNGK} \geq 1.70$  may, with the Senate's approval;
- (i) continue his/her study; or
  - (ii) be instructed to defer his/her study to the following semester; or
  - (iii) have his/her study be terminated.
- (4) Students who obtained THREE (3) consecutive Probation Status [KS] will be given a Fail Status [KG] and the student will be terminated from his/her study.
- (5) Students who have used up the maximum duration of their study but have not fulfilled the graduation requirements will be given the Fail Status [KG] and the student will be terminated from his/her study.
- (6) The academic standing of a student for the short semester will not be ascertained. The grade obtained in that semester will be taken into account for the calculation of the PNGK in the first semester of the following session.
- (7) First year students in the first semester who obtain  $\text{PNGK} < 1.70$  will be given the re-admission status [DS].

## **2. IMPROVING ACADEMIC PERFORMANCE**

- (1) Students are given the opportunity to improve their grades during their study subject to the following:
- (i) the faculty's approval is obtained;
  - (ii) the course grade should be B- and below. Students must register for the repeated course with UG Status;
  - (iii) the course grade may only be improved once;
  - (iv) the better grade between the initial and the latest grade will be used in the PNG and PNGK calculation; and
  - (v) application for registration of course grade improvement must be accompanied with payment as determined by the Senate.



- (2) Students who have completed their study but have not fulfilled the requirements for graduation such as students with Good Status (Programme Completed)KB(TK) will not be allowed to improve their course grade.

### **3. ANNOUNCEMENT OF STUDENT ACADEMIC STANDING**

The academic standing of students will be announced in accordance with procedures as determined by the University.

## **PART IX**

### **DEAN'S LIST**

- (1) Students who obtained PNG of 3.5 and above will be awarded the Dean's List Certificate with the condition that the student has registered for at least **TWELVE (12)** credits excluding Audit Courses [HS] and compulsory Audit Courses [HW] in that semester.
- (2) Achievement of the Dean's List will be recorded in the student's transcript.

## **PART X**

### **AWARD OF A DEGREE**

#### **CONDITIONS FOR GRADUATION**

- (1) Graduation endorsement is made every regular semester.
- (2) Students will only qualify for graduation after fulfilling the following conditions:
  - (i) obtain Good Status [KB];
  - (ii) pass all the required courses;
  - (iii) apply for graduation and approved by the faculty; and
  - (iv) meet other conditions as stipulated.

- (3) Conditions for obtaining Minor:

To qualify to have the Minor recorded in the transcript, students should fulfill the following:

- (a) pass all the required courses for the registered Minor; and
  - (b) apply for the Minor to be recorded and obtain approval from the Faculty offering the Minor
- (4) Application guidelines for the Award of a Degree are as follows:

### APPLICATION GUIDELINES FOR THE AWARD OF A DEGREE

1. Students in their final semester who are completing their study are required to apply for graduation. Students who have previously applied but did not complete their study are required to reapply.
2. Students who are not eligible to apply (other than those listed in 1.) will be fined **RM50.00** if they submit their application.
3. Application must be made using the Award of a Degree Application Form (**Form UTM.E/7.7 Amendments 2010**) (3 copies) within the time as stipulated by the University. Students must submit the three (3) copies to the Faculty for endorsement. The first copy will be given to the Faculty office, the second copy to the Academic Advisor and the last copy to be kept by the student. Failure to submit the first copy to the Faculty office is considered as non submission of the graduation application form.
4. The closing date for the application is **THIRTY (30) days** before the semester's final examination begins. Applications received **within TWO (2) weeks** after the closing date will be subjected to a fine of **RM 50.00**.
5. Students who do not submit application forms to the Faculty office after the stipulated date or time as stated above, will not be awarded the degree in that semester. However, the student may apply for the award in the following semester within the time stipulated in that semester.
6. Students who do not apply for graduation will not be considered for enrollment in a postgraduate programme at the University.
7. Application for graduation should be made not more than **FIVE (5) years after completing the study**. Applications submitted to the Faculty Office after the stipulated time will not be accepted.

## PART XI

### DEFERMENT OF STUDY

- (1) Students certified to be medically unfit by the University or a government Medical Practitioner may request for a deferment of study from the Dean of the Faculty. The semester approved for the deferment will not be counted as part of the total semesters used for the duration of the programme.
- (2) The maximum deferment for every application is **TWO (2) consecutive semesters**. If students require deferment of more than **FOUR (4) consecutive semesters**, the case will be referred to the University Medical Panel to decide whether the student should be allowed to continue or have his/her study terminated.
- (3) Students may also apply for deferment due to other reasons. This application must be made before the last working day of week NINE (9) of the semester. Students are allowed to apply for a deferment of only **ONE (1) semester** in every application. The semester approved for the deferment will be counted as part of the total semesters used for the duration of the programme. However, with the endorsement from the Dean, and approval from the Deputy Vice-Chancellor (Academic and International), this deferred semester may not be counted.

- (4) The deferment period of students whose studies have been deferred by the University due to misconduct, will not be taken into account as part of the total semesters used for the duration of the programme.

## **PART XII**

### **RE-ADMISSION**

- (1) First year students in the first semester, excluding direct entry students who obtained Fail Status [KG], will be allowed to continue their study by registering for courses in the semester determined by the faculty. These students will be categorised as Re-Admission Students [DS].
- (2) Re-Admission Students [DS] will have to register for the courses within the compulsory registration period. Students who fail to register will be terminated from their study and given Fail Status [KG].
- (3) Re-Admission Students [DS] will resume their study with a new PNG and PNGK record (whereby the credit counted and credit earned will be ZERO (0)).
- (4) The first semester used will not be counted as part of the duration of their study.
- (5) Re-Admission Students [DS] will be terminated from their study if they fail to obtain Good Status [KB] in the semester in which they resume their study.

## **PART XIII**

### **CHANGE OF PROGRAMME OF STUDY**

The University may consider applications from students who wish to change their programme of study within the faculty or between faculties subject to these conditions:

- (i) the change is made after completing a minimum of **ONE (1)** semester of study at the University;
- (ii) the application for change is made no later than **TWO (2)** weeks after the results have been announced;
- (iii) the academic performance of the students is not Fail Status [KG];
- (iv) for a change of programme that is similar, the initial academic record of the student will be retained and the study will be considered as continuous;
- (v) for a change to a different programme, the initial academic record will be terminated and filed, and a new record will be created. The maximum study period will be stipulated by the faculty offering the new programme subject to the number of transfer credits given;
- (vi) The change of programme is allowed only once throughout the student's study period.

## **PART XIV**

### **ACADEMIC MISCONDUCT**

- (1) Students who have committed academic misconduct or wrongdoing will be penalised according to the Universities and University Colleges Act, 1971, Universiti Teknologi Malaysia (**Discipline of Students) Rules 1999** or any forms of actions determined by the University.
- (2) The following are considered as academic wrongdoing:-
  - (i) copying/plagiarizing such as copying phrases, ideas or information without citing the original source; or
  - (ii) committing misconduct and behaving suspiciously during an examination; and/or
  - (iii) any forms of behaviour or attempts at cheating other than those mentioned above.

## **PART XV**

### **GENERAL PROVISIONS AND CANCELLATIONS**

#### **1.0 GENERAL PROVISIONS**

- (1) Any forms of future implementation may be made under the terms and conditions within the guidelines of the Academic Rules and Regulations. All forms of implementation must be adhered to. Nevertheless, the Senate has the right to make changes from time to time when the need arises.
- (2) In cases of conflicting views, the rules stated in the **Universities and University Colleges Act, 1971** will prevail.
- (3) The information in this Academic Rules and Regulation is accurate at the time of publication.

#### **2.0 ANNULMENT**

The Universiti Teknologi Malaysia Academic Rules and Regulations endorsed by the Senate of Universiti Teknologi Malaysia on 19 October 2005 and the amendments made on 9 May 2007 are annulled.

Endorsed by The Senate of Universiti Teknologi Malaysia  
2 June 2010

**PROFESSOR DATO' IR. DR. ZAINI BIN UJANG**

Chairman  
Senate Universiti Teknologi Malaysia