Important Announcement

UTM UNIVERSITI TEKNOLOGI MALAYSIA | School of Professional and Continuing Education (SPACE)

NOTICE ON CERTIFICATE AWARD AND APPLICATION TO RETAKE COURSES FOR GRADE IMPROVEMENT (UG)

CERTIFICATE AWARD ELIGIBILITY

Students are eligible to be awarded a certificate upon fulfilling the following requirements:

- Obtain **Good Pass (KB)** status with a **CGPA ≥ 2.00**
- **Pass all required courses** and earn a total of **50** graduation credit hours
- Fulfil all other requirements prescribed by the University

IMPORTANT INFORMATION

- Eligible students who fulfil all the requirements above will be **automatically processed** for the award of the certificate.
- No application or form submission is required for the certificate award process.
- Students are strongly advised to **double-check the spelling of their full name** and **IC/Passport number** in both the **SMP Foundation** and **MYUTM Portal**.
- Any correction requested after printing may cause delays due to the reprinting process.

GRADE IMPROVEMENT (UG)

- Students who wish to retake a course for Grade Improvement (UG) must submit the **Grade Improvement (UG) Application Form**.
- Only students who intend to apply for Grade Improvement (UG) are required to complete and submit the form.
- The completed form must be submitted via the following Google Form link: **https://forms.gle/gzvF4fzTkpP4upEs5**.
- Students who **do not submit a Grade Improvement (UG) application** and **fulfil all eligibility requirements will be processed automatically for the award of the certificate**.

APPLICATION DEADLINE

All Grade Improvement (UG) applications must be submitted no later than **7 December 2026**. Late applications will not be considered.

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