



# ACADEMIC REGULATIONS

Full-Time Undergraduate Studies Programme  
16<sup>th</sup> Edition



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

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# **INTRODUCTION**

These academic regulations are applied to Universiti Teknologi Malaysia Full-Time Undergraduate Studies Programmes.



## **ABBREVIATIONS**

APEL	Accreditation of Prior Experiential Learning
CGPA	Cumulative Grade Point Average
DS	Re-register
GPA	Cumulative Grade Point Average
HG	Failed Present
HL	Passed Present
HS	Only Present
HW	Compulsory Present
IDP	International Degree Program
IELTS	International English Language Testing System
IPT	Institute of Higher Education
ISID	International Student Identity
JKAF	Faculty Academic Committee
KB	Good Standing
KB(BM)	Good Standing (Bahasa Melayu)
KB(MU)	Good Standing (Malaysian University English Test)
KB(PSC)	Good Standing (Professional Skills Certification)
KB(TT)	Good Standing (Expired)
KG	Failed Standing
KM	Mobility Course
KS	Conditional Standing
MC	Micro-credential
MN	Minor Course
MOOC	Massive Open Online Course
MQA	Malaysian Qualifications Agency
MQF	Malaysian Qualification Framework

MUET	Malaysian University English Test
MYKAD	Malaysian National Registration Identity Card
ODL	Open and Distance Learning
PSC	Professional Skills Certificate
STPM	Malaysian High School Certificate
TD	Withdrawal
TH	Absent
TOEFL	Test of English as a Foreign Language
TS	Incomplete
TS(KM)	Incomplete (Mobility Course)
UG	Grade Repeat
UK	Course Repeat
UTM	Universiti Teknologi Malaysia
WBL	Work-Based Learning

## **SECTION 1 DEFINITION**

In this Regulation, unless the context states otherwise;

**“Act”** refers to Universities and University Colleges Act 1971 (Amendment 2019).

**“Posthumous”** refers to the awarding of a degree to a student who is not able to graduate in the event of death subjected to the Degree Conferment Policy.

**“Dean's List Award”** refers to a special award given by the faculty as the University's recognition of prospective graduates who achieve academic excellence.

**“APEL”** refers to Accreditation of Prior Experiential Learning.

**“Withdrawn”** refers to a student who has applied for and been approved by the University to withdraw from their studies.

**“Dean”** refers to the head of a faculty or a specific head of a department that offers academic programs and has students..

**“Examination Hall”** refers to any space, whether physical or virtual, used for the purpose of examinations, tests and other forms of assessment and evaluation.

**“Dismissed”** refers to a student who did not achieve the passing level in their studies; or a student who did not register for any course in a semester; or a student who has exhausted the maximum study duration; or a student dismissed by the University under the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999, the Constitution of Universiti Teknologi Malaysia Constitution or under program and course registration.

**“Faculty”** refers to any faculty, school, academic center, or institute at the University that offers academic programs and has students.

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

**“Gap Year”** refers to the period of study deferment during which a student engages in national service, volunteer work, or general activities for a minimum of three (3) months and up to a maximum of one (1) year.

**“Course Grade”** refers to a grade that has a point value, Audit Course (HS), Pass with Attendance (HL) and Fail with Attendance (HG).

**“Teacher”** refers to a person appointed as a teacher according to the UTM Constitution and includes senior professors, professors, associate professors, fellows, assistant professors, readers, senior lecturers, lecturers, assistant lecturers, language and matriculation teachers, and tutors. (Source: UTM Constitution).

**“IPT”** refers to an institution of higher learning recognized by the University.

**“Student Learning Time”** refers to the total learning hours, which include lectures, practicals, tutorials, self-directed learning, and assessments.

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

**“Senate Standing Committee (Examinations and Degree Conferment)”** refers to the Committee established by the Senate to discuss and recommend to the Senate matters related to the examination results of undergraduate students, including appeal cases.

**“Full-Time Study Mode”** refers to studies undertaken by students with a minimum learning load of 12 credits per regular semester (60% of the maximum credits in one semester).

**“Part-Time Study Mode”** refers to studies undertaken by students with a learning load of less than 12 credits per regular semester (less than 60% of the maximum credits in one semester). In the final semester, students are allowed to take a maximum of 14 credits. The duration of part-time study is longer than that of full-time study.

**“Direct Entry”** refers to student admission that may be considered for vertical credit transfer and entry into a corresponding semester based on prior qualifications.

**“National Interest”** refers to a declaration by the government as a matter of national interest.

**“Graduation Credits”** refers to the total credits required for a student to graduate, in accordance with the prescribed curriculum code.

**“Earned Credits”** refers to the total credits acquired by a student for courses that have been passed.

**“Calculated Credits”** refers to the credits considered in the calculation of the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA).

**“Program Passing Credits”** refers to the total passing credits required for graduation in a program as determined by the Senate.

**“Minor Program Passing Credits”** refers to the total passing credits required for a minor program as determined by the Senate.

**“Minimum Credits”** refers to the credits registered, which amount to twelve (12) credits, including Audit Status (HS) and Compulsory Attendance (HW) courses in a semester, except for KS students and/ or a student in their final two (2) semesters of study.

**“Course”** refers to a subject within the program curriculum that has its own code.

**“Practical Course”** refers to a course conducted in laboratories, workshops, studios, fieldwork, and industrial/practical training.

**“Digital Badge”** refers to a form of digital certification awarded to participants who have passed a Micro-credential course.

**“Residency”** refers to a minimum period during which a registered student is present (physically or non-physically) at the University.

**“Micro-credential”** refers to a course offered in small, unit-based or modular format. This course is designed to be modular for flexible learning and can be delivered in the following ways:

- (a) fully face-to-face, or
- (b) blended, with a combination of face-to-face and online sessions, or
- (c) fully online

**“Examination Week”** refers to the period allocated in the academic calendar for conducting the end-of-semester assessments.

**“Student Mobility”** refers to the teaching and learning method where students take courses at other higher education institutions.

**“Conventional Mode”** refers to teaching and learning conducted entirely face-to-face through lectures/tutorials/practical sessions (including industry-based learning) or a blended learning approach with 30% to 60% online content.

**“Open and Distance Learning (ODL)”** refers to teaching and learning where course components are conducted more than 60% online.

**“MOOC - Massive Open Online Courses”** refers to:

- (a) allowing a large number of participants,
- (b) being open to all participants or students regardless of age, academic qualifications, or location,
- (c) conducted over the internet for interactive global participation,
- (d) accessible for free through a website, though a fee is charged for a certificate of course completion.

**“Medical Officer”** refers to a registered Medical Doctor/Dentist serving at the University Health Center or any government or private hospital/clinic.

**“Student”** refers to an individual registered as a student pursuing an undergraduate Bachelor degree at the University.

**“New Student”** refers to a student who has received an offer from the University and has registered for an academic program, currently in their first semester at the University.

**“International Degree Program (IDP) Student”** refers to any student enrolled in an academic program through the student admission system coordinated by SPACE UTM.

**“Senior Student”** refers to a student who has completed and passed at least one semester of study at the University.

**“Premier Admission Pathway Student”** refers to any student who has received an offer for an academic program coordinated by the Ministry of Higher Education or an admission system specified by the University.

**“Bridging Student or English Language Preparatory Student”** refers to a student registered in a preparatory program before pursuing an undergraduate degree.

**“Work-Based Learning”** refers to a learning method through real work experience in an industrial environment.

**“Flexible Learning”** refers to the full-time admission of students through the APEL qualification pathway.

**“Full-Time Study”** refers to a type of academic program at the University where the number of credits registered per semester is not less than the minimum set credits, except for KS and/or students in their final two (2) semesters of study.

**“Invigilator”** refers to an individual or a computerized system that observes and monitors the examinations.

**“School Chair”** refers to the head of a school under a faculty.

**“Assessment”** refers to an activity or process involving the integrated collection and interpretation of information related to learning.

**“Formative Assessment”** refers to assessments conducted formally or informally to support student learning by measuring progress or mastery over a particular subject. Formative assessments serve as feedback to improve students' learning and may contribute to the final grade.

**“Summative Assessment”** refers to comprehensive assessments that represent a student's performance at the end of a course. It includes assessments conducted during the final examination period and may also consider assessments done throughout the course.

**“Evaluation”** refers to any form of course assessment conducted on students to measure their learning achievements.

**“Course Certification”** refers to the certification granted to a Micro-credential course that qualifies for credit transfer.

**“Final Examination”** refers to the assessment conducted during the examination weeks according to regulations set by the Senate.

**“Regulation”** refers to the regulations made under section 38 of the UTM constitution.

**“Horizontal Credit Transfer”** refers to the transfer of credits for specific courses taken by students either at UTM or other higher education institutions at the same level of study throughout their program. Transferred course credits are counted towards the student's graduation credits, and the course grades are included in the calculation of the student's GPA and CGPA.

**“Vertical Credit Transfer”** refers to the credit exemption granted to students based on prior recognized qualifications by the Senate. Transferred course credits count toward graduation credits but are not included in the calculation of the GPA and CGPA.

**“GPA”** refers to the grade point average obtained by a student for a specific semester.

**“CGPA”** refers to the cumulative grade point average obtained by a student for all semesters attended.

**“Prerequisite”** refers to a course that must be taken/passed before taking another specified course.

**“Program”** refers to an academic program approved by the Senate for the purpose of awarding a degree.

**“Dual Degree Program”** refers to a specific academic program that allows students to be awarded two (2) bachelor's degrees within their study period.

**“Minor Program”** refers to a specific academic program that allows students to take several courses outside their academic program curriculum for additional knowledge and skills development.

**“Regular Semester”** refers to Semester I and Semester II (excluding the Short Semester) within the period set by the Senate for an academic session. Each semester includes lecture weeks, mid-semester break, revision week, and final examination weeks.

**“Short Semester”** refers to a study semester conducted during the end-of-academic session break.

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

**“Academic Session”** refers to the University's academic session, which includes two (2) regular semesters and either a short semester or an end-of-academic session break.

**“Dean's Honor List Certificate”** refers to the academic recognition given by the faculty, representing the University's recognition of students who achieve academic excellence in a semester.

**“Course Withdrawal”** refers to the withdrawal from a course within the period set by the Senate.

**“Regular Duration”** refers to the number of semesters specified in the program curriculum for a student to complete their studies.

**“Discontinuation of Study”** refers to a student's status of approved study deferment or suspension by the University.

**“Grade Repeat”** refers to retaking a course that has been passed (grade B- or below) with the faculty's approval for the purpose of improving academic performance.

**“Course Repeat”** refers to retaking a course that has failed.

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

## **SECTION 2 ACADEMIC SYSTEMS AND ADVISING**

### **Article 1: Academic Session**

- (1) The University's academic session consists of two (2) regular semesters and an end-of-semester break. Each regular semester includes 14 weeks of lectures, a mid-semester break, a revision period, and a final examination period lasting two (2) to three (3) weeks.
- (2) In addition to the two (2) regular semesters, the University may also offer a short semester during the end-of-academic-session break. The duration of the short semester is eight (8) weeks.
- (3) The short semester is not included in the calculation of the number of semesters counted toward the designated study period for a program. Details on the implementation of the short semester can be found in Section 10, Appendix 1.
- (4) For the purpose of flexible learning, the academic session may be based on the total credits required for graduation and is not subject to the semester system.
- (5) The academic session is as shown in **Table 1**.

**Table 1** Academic Session\*

<b>ITEM</b>	<b>WEEKS</b>
<b><u>SEMESTER I</u></b>	
Lectures	14 weeks
Revision Week**	1 week
End of Semester Examination***	2 weeks
<b>Total (A)</b>	<b><u>17 weeks</u></b>
Middle of Semester Break*	1 week
Final of Semester Break	5 weeks
<b><u>SEMESTER II</u></b>	
Lectures	14 weeks
Revision Week**	1 week
End of Semester Examination***	2 weeks
<b>Total (B)</b>	<b><u>17 weeks</u></b>
Middle of Semester Break*	1 week
Final of Semester Break*	10 weeks
<b>OR</b>	
<b><u>SHORT SEMESTER</u></b>	
Lectures and Examination	<b>8 weeks</b>
<b>Total (C)</b>	<b><u>8 weeks</u></b>
Final Semester Break	2 weeks
<b>TOTAL WEEK PER ACADEMIC SESSION (A) + (B) + (C)</b>	<b><u>42 WEEKS</u></b>

\* 1 week of mid-semester break for Semester I and II is allocated subject to the academic session calendar set by the University.

\*\*Revision period is not allocated for students who will undergo industrial training during the short semester.

\*\*\*The final examination period takes into account 14 working days.

Note: The actual implementation dates of Schedule 1 are subject to the academic session calendar set by the University.

**Article 2: Academic Advisory**

- (1) The Faculty Dean must ensure that academic advisors are appointed among the faculty members to guide students in planning their academic programs.
- (2) The Faculty Dean is responsible for determining the implementation methods of the academic advising system within their respective faculties.
- (3) Academic advisors are responsible for providing advice on students' academic matters throughout their studies and for verifying students' course registrations.
- (4) Students may consult their academic advisors on academic matters throughout their studies.

## **SECTION 3 REGISTRATION AND STUDIES**

### **Article 3: Programme Registration**

- (1) New students must register for the offered programme on the date specified by the University.
- (2) New students who are required to undertake a bridging or preparatory programme must complete the specified courses before registering for the programme in their faculty.
- (3) Students who fail to comply with Section 3, Article 3(1) and (2) without an acceptable reason approved by the University will have their offer automatically cancelled.
- (4) Programme registration for senior students is conducted automatically by the University administration based on the results of the previous semester's examinations.
- (5) Students with a study discontinuation status must re-register for the programme and any failed courses. Students may be dismissed if they fail to do so within the timeframe specified by the University.
- (6) Senior students who have been approved to pursue a minor programme must register for the programme in their faculty on the date specified by the University. Details of the minor programme are provided in Section 10, Appendix 2.

### **Article 4: Course Registration**

- (1) Course registration must be completed in the current semester for the following semester.
- (2) The University must provide the lecture schedule for the next semester no later than the 13th week of the current semester.
- (3) Course registration is conducted from the 14th to the 15th week of the regular semester (subject to amendments). For the short semester, registration must be completed one (1) week before the short semester begins.

- (4) Academic advisors must verify the course registration from the 14th to the 16th week (subject to amendments). For the short semester, verification should be done in the first week of the semester.
- (5) The University may impose a late registration fee at the rate specified under the current Student Financial Regulations.
- (6) Students must settle any outstanding debts before registering courses.
- (7) Course registration will be automatically cancelled if the student receives a status of "Fail Standing (KG) and Dismissed," "Conditional Standing (KS)," or if the student is suspended.
- (8) Students must register for courses according to the correct lecture schedule, course code, section, status (if applicable) and obtain verification from their academic advisor.
- (9) Course registration status (if applicable):
  - (a) **HS** – Registering for courses not listed in the program curriculum for additional knowledge purposes.
  - (b) **HW** – Registering for compulsory courses as specified in the program curriculum.
  - (c) **KM** – Registering for equivalent courses offered at other IPT under the mobility program.
  - (d) **MN** – Registering for courses under a minor program offered by the University.
  - (e) **UG** – Registering for courses graded B- or below in the previous semester to improve academic performance.
  - (f) **UK** – Registering for courses that failed in the previous semester for the purpose of repeating.
- (10) If students receive Conditional Standing (KS), their registration will be cancelled, and they must re-register during the designated special registration period. If this period has expired, students must make corrections to their registration as outlined in Section 10, Appendix 3.
- (11) Students who fail to register for courses within the designated registration period will be dismissed from their studies except for reasons deemed acceptable by the University.

- (12) Students are fully responsible for ensuring there are no errors in their course registration records. Amendments must be made within the period specified by the University.
- (13) Registration for a Course with Audit Status (HS):
- (e) With faculty permission or direction, students may register for up to two (2) courses with HS in a semester;
  - (f) Credits for HS courses are not included in the calculation of GPA or CGPA;
  - (g) Students registered for HS courses must attend all scheduled sessions and complete all course assessments;
  - (h) HS course status will be recorded in the examination results and transcripts if it meets Article 4 (13)(c) in Section 3.
- (14) Course Withdrawal (TD):
- (a) Students may apply to withdraw from registered courses after notifying the course's lecturer and academic advisor.
  - (b) Students must submit the application form to the faculty no later than the last working day of the 8th week of the semester's lectures.
  - (c) Students may withdraw from a course subject to the minimum credit load, except with the Dean's approval.
  - (d) TD status will be recorded in the course registration record, examination result slip, and student transcript.
- (15) Revocation of Dismissal Status for Failure to Register for Courses:
- (a) Students may apply to revoke the Dismissed Status (Course Registration) within no more than two (2) semesters, subject to the remaining study period.
  - (b) Appeals from students dismissed for more than two (2) semesters will not be considered. These students may reapply as new students and are not eligible for credit transfers for courses passed in the previous program.
- (16) The details on course registration are in Section 10, Appendix 3.

### **Article 5: Re-registration**

- (1) First-semester students, including direct entry students who obtained a Failed Standing (KG), may be offered the opportunity to re-register for the same program in the following semester or academic session, subject to the approval of the Senate. These students are given the Re-register (DS) status.
- (2) DS students must register for courses within the special registration period with assistance from the faculty. DS students who fail to register for courses will have their DS offer revoked, be dismissed from their studies, and their KG status will be retained.
- (3) DS students will begin their studies with a new GPA and CGPA record, where both credits earned and credits counted are reset to zero (0).
- (4) The utilised Semester I will not be counted in determining the study duration.
- (5) DS students will be dismissed from their studies if they fail to achieve Good Standing (KB) in that semester.
- (6) Students approved for re-registration will be charged tuition fees as new students based on the current tuition fee rate.

### **Article 6: Minor Course Registration**

- (1) With the permission of the academic advisor and the faculty offering the minor program, students may register for any courses designated and offered under the minor program.
- (2) Students must register for each minor course taken in a semester according to the prescribed regulations, procedures, and timeframe.
- (3) Grades for minor courses will be included in the calculation of the student's GPA and CGPA.
- (4) Minor courses cannot be registered as HS status. Minor courses cannot be registered under HS status.

**Article 7: Study Deferment**

- (1) Study deferment may be granted for the following reasons:
  - (a) health;
  - (b) personal;
  - (c) Gap Year;
  - (d)  $GPA < 1.00$ ;
  - (e) disciplinary action;
  - (f) national interest;
  - (g) national emergency;
  - (h) other reasons approved by the Senate.
  
- (2) Studies deferment due to health reasons:
  - (a) a maximum deferment of two (2) consecutive regular semesters is permitted each time a student applies. Students certified as ill and confirmed by a medical officer may apply to the Faculty Dean/School Chair to defer their studies for the relevant semester;
  - (b) if a student requires a deferment of more than two (2) consecutive regular semesters, the case will be referred to the University's health panel to determine whether the student is allowed to continue or withdraw from their studies;
  - (c) this deferment period is not counted as a utilized semester.
  
- (3) Study deferment for personal reason:
  - (a) applications must be submitted before the last working day of the 9th week of the relevant semester;
  - (b) this deferment period will be counted as a utilized semester.
  
- (4) The following types of study deferment will not be counted as utilized semesters, in addition to Section 3, Article 7(2):
  - (a) students deferred by the University due to  $GPA < 1.00$  in the previous semester;
  - (b) students deferred by the University due to disciplinary action;
  - (c) students deferred for national interest, with a maximum period of two (2) years or four (4) semesters. For each deferment application, the University will approve two (2) semesters period, and students may apply to extend the deferment as needed, subject to a maximum of four (4) semesters;
  - (d) students deferred due to participation in a Gap Year program;
  - (e) students deferred due to there are no courses offered in the given semester;
  - (f) students deferred due to the national emergency reason.

- (1) Applications for study deferment must be submitted in writing to the Faculty Dean/School Chair for approval, except for Section 3, Article 7(4) (a), (b), and (c).
- (2) Other deferments and the calculation of the semesters are subject to Senate approval.

### **Article 8: Academic Program Transfer**

- (1) The University may consider a student's application to transfer academic programs within the faculty or between faculties/schools, provided that:
  - (a) the transfer application is made after completing at least one (1) semester of study at the University and no later than the fourth (4th) semester of study;
  - (b) the application is submitted no later than two (2) weeks after the examination results are released;
  - (c) the transfer application between faculties must be approved by the student's current faculty and the new faculty to which the student is applying;
  - (d) the student's academic standing is not in Fail Status (KG);
  - (e) for programme transfers within a similar field, the student's original academic record is retained, and the student's study is considered continuous;
  - (f) for programme transfers to a different field, the original academic record is closed and archived, and a new record is created. The maximum study duration is determined by the new faculty, subject to the total number of approved horizontal credit transfer;
  - (g) programme transfers are permitted only once throughout the study period.
- (2) Programme transfer is not allowed for the following categories of students:
  - (a) new students who have registered for an academic program, except in cases where students have physical disabilities as specified in the program's special requirements;
  - (b) sponsored students;
  - (c) students transferring from the UTM-IDP stream to the regular stream.

**Article 9: Change of Study Mode**

- (1) A change in the study mode is allowed for the following cases
  - (a) from full-time to part-time study mode;
  - (b) from the mainstream programme to the IDP stream;
  - (c) from the conventional mode to the ODL mode.
- (2) Applications to change the study mode must be made in writing to the Faculty Dean/School Chair.
- (3) Students with KB(TT) status who have requested the maximum extension of two (2) regular semesters are not permitted to apply for a change of study mode.
- (4) Students with KB(TT) status who have requested the maximum extension of two (2) regular semesters and are unable to complete the semester will also be assigned KG.

**Article 10: Tuition Fees**

- (1) New students must pay all fees specified in the admission offer letter before registering as University students for any academic program. The University reserves the right to refuse registration if the student has not paid all fees specified in the offer letter.
- (2) Senior students must pay all tuition fees each semester before the mid-semester break ends or, at the latest, before the course registration date.
- (3) Students who do not pay all fees, including outstanding fees, are not permitted to register for courses, continue their studies, and may be dismissed.
- (4) The University reserves the right to change the tuition fee rates and other fees with notice.

## **SECTION 4 CREDIT SYSTEM**

### **Article 11: Course Credit**

- (1) Each course has a specific credit value that indicates the total student learning hours.
- (2) One (1) credit hour of a course is equivalent to forty 40 student learning time.

### **Article 12: Credit Value**

- (1) The determination of credit value for courses is as shown in Table 2, except in certain cases.

**Table 2** Credit Value

<b>Form of Meeting</b>	<b>Credit Value</b>	<b>Total Meetings in A Semester</b>	<b>Total Student Learning Time Per Credit</b>
Lecture	1	14	40
Practical/ Studio/ Project/ Fieldwork	1	28 to 40	40

- (2) The value of one (1) credit for industrial/practical training is equivalent to at least two (2) weeks of training.
- (3) The credit value for courses conducted through work-based learning is based on effective learning hours, which include theoretical learning, self-directed learning, industry-guided learning, and assessments during and outside of working hours. Therefore, the value of one (1) credit for Work-based Learning (WBL) is equivalent to 50 hours of effective learning time.

**Article 13: Credit Load per Semester**

- (1) Students with KB status must register for no less than the minimum credit load of 12 credits and no more than 18 credits per semester. This includes HS courses and HW courses in a given semester.
- (2) Students in their final two (2) semesters of study are not subject to Section 4, Article 13(1).
- (3) Students who wish to take more than 18 credits must obtain approval from the Dean. However, students are not permitted to take more than twenty (20) credits in any semester.
- (4) Students with KS status are only allowed to take between 9 - 12 credits in the following semester.
- (5) Students who wish to register for courses in the short semester may take a maximum of eight (8) credits only.

**Article 14: Programme Passing Credits and Study Duration**

- (1) The minimum number of credits required to pass a programme is 120 credits, subject to the programme's passing credit requirements set by the faculty with Senate approval.
- (2) The maximum study duration for a student in a programme is the programme regular duration with an additional 50% of the regular semesters.
- (3) Students must pass all required courses in the curriculum of an academic programme.
- (4) For direct entry students, the maximum study duration is set by the faculty based on the total approved vertical credit transfers. The calculation of maximum duration according to the number of vertical credit transfers is as shown in **Table 3**.

**Table 3** Maximum Duration of Student's Studies

<b>Total Credit Transfer</b>	<b>Maximum Duration (Semester)</b>
<20	(1.5 x regular duration) – 0
20 - 33	(1.5 x regular duration) – 1 semester
34 - 50	(1.5 x regular duration) – 2 semester
>51	(1.5 x regular duration) – 3 semester

- (5) Passing credit and study duration for minor programme:
- students must pass all required courses for a minor program; and
  - no additional maximum study duration is granted for students enrolled in a minor program.
- (6) The total credits required to pass and the maximum study duration for a dual-degree program are determined by the faculty offering the related program, subject to Senate approval.
- (3) Students who have reached the maximum study duration and have not graduated with KB(TT) are allowed to apply to continue in the same programme on a part-time basis within the next two (2) semesters. Students are permitted to carry forward all courses and grades from their full-time studies, which will be considered for both Earned Credits and Calculated Credits toward graduation.
- (4) For programmes not offered in a part-time mode, students may apply for an extension of the study period as specified in Article 14(9).
- (5) Extension of Study Duration:
- students with KB (TT) may submit an appeal for an extension of their study period to the Faculty with Senate approval.
  - the maximum extension that can be granted is two (2) regular semesters.
- (10) The Faculty must inform the student of the appeal decision, which is final.

### Article 15: Vertical Credit Transfer

- (1) Vertical credit transfer may be granted to students with a diploma or equivalent prior learning experience recognized by the Senate.
- (2) The limit for vertical credit transfer is as follows:
  - (a) must not exceed 50% of the total graduation credits; or
  - (b) a maximum of 60% may be granted for a combination of academic qualifications and credit transfers through APEL.C, MOOC, and MC; or
  - (c) it is subject to the percentage determined by the relevant Professional Body or the Malaysian Qualifications Agency, based on the total credits required for graduation in an academic programme.
- (3) Vertical credit transfer for students with a diploma (Level 4 MQF) to a bachelor's degree (Level 6 MQF), as specified in Section 4, Article 15(2)(a), is up to 50% of the total credits for the program attended, according to the requirements in Table 4.

**Table 4** Vertical Credit Transfer Requirements

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

- (4) Applications for vertical credit transfer must be made by new students after registering for their study program, up until the second week of their first semester.
- (5) Students must (TD) from any courses for which vertical credit transfer has been granted.
- (6) Vertical credit transfer is not allowed from a higher level of study to a lower level.
- (7) Vertical credit transfer is not granted for any courses within a minor program.

- (8) Vertical credit transfer will be reassessed if a program transfer occurs.
- (9) Details on vertical credit transfer are provided in Section 10, Appendix 4.

### **Article 16: Horizontal Credit Transfer**

- (1) Students currently enrolled may apply for unlimited horizontal credit transfer between programs within the University for courses with a passing grade (minimum grade C). The grade will be included in the calculation of GPA and CGPA.
- (2) Students currently enrolled may also apply for horizontal credit transfer at the same level of study at other higher education institutions (IPT), subject to a minimum residency period of one (1) semester. Transfer is allowed for courses with a passing grade (minimum grade C). The grade will be counted in the GPA and CGPA.
- (3) Students from other IPT with KB status may be considered for horizontal credit transfer at the University.
- (4) Students who have been awarded a bachelor's degree and wish to pursue a second bachelor's degree at the University may be granted unlimited horizontal credit transfer for courses with a passing grade (minimum grade C). The grade will not be counted in the GPA and CGPA.
- (5) Students awarded a bachelor's degree from another IPT who wish to pursue a second bachelor's degree at the University may be granted horizontal credit transfer not exceeding 50% of the total credits required for graduation, subject to a residency period of one (1) year. Credit transfer is allowed for courses with a passing grade (minimum grade C). The grade will not be counted in the GPA and CGPA.
- (6) Horizontal credit transfer will be reassessed if a program transfer occurs.
- (7) Students must apply for credit transfer no later than the second week of the current semester.
- (8) Students taking courses through a student mobility program at other IPT recognized by the Senate may apply for horizontal credit transfer. Students

must obtain faculty approval for courses eligible for credit transfer in the semester before participating in the mobility program.

- (9) Mobility students must inform the faculty of the grades obtained for all courses taken as soon as they receive the course evaluation results from the higher education institutions.
- (10) For equivalent programmes, horizontal credit transfer may be considered for students with **KB** status who withdraw from their studies, subject to a period not exceeding three (3) years from the withdrawal date. The student's original record is retained, and the remaining semesters available are based on the previously set total. This process may only occur once within the study period for the programme.
- (11) In Section 4, Article 16(10), for different programs, the number of semesters available is subject to the amount of approved horizontal credit transfer as outlined in Section 4, Article 14, **Table 4**.
- (12) Students may apply for horizontal credit transfer as a combined credit transfer involving academic qualifications and Accreditation of Prior Experiential Learning for credit APEL.C, MOOC and MC, up to 60% of the total credits required for graduation.
- (13) The maximum total number of horizontal credit transfers through APEL.C is limited to 30% of the total credits required for graduation, provided the student passes the qualifying test set by the University.
- (14) The combined total of vertical and horizontal credit transfers from other institutions must not exceed 80% of the total credits required for graduation. The remaining 20% of credits must be completed within the residency period.
- (15) Details on horizontal credit transfer are provided in Section 10, Appendix 4.

**Article 17: Horizontal Credit Transfer for Massive Open Online Courses (MOOC) and Micro-credential (MC)**

- (1) Students who complete MOOC or MC courses at other institutions that have at least 80% equivalency with the learning outcomes of existing courses, as verified by the faculty panel, may apply for horizontal credit transfer.
- (2) Credit transfer for MOOC and MC courses applies only to courses offered within an academic program.
- (3) Horizontal credit transfer for MOOC and MC courses may be considered in the calculation of the GPA and CGPA with the approval of JKAF.
- (4) Details on horizontal credit transfer for MOOC and MC courses are provided in Section 10, Appendix 5 and Appendix 6, respectively.

**Article 18: Credits for Failed Courses**

- (1) Students who fail a core or general course must retake (redeem) it by repeating the course until passing. For CGPA calculation purposes, the final credit and grade points of the repeated course will be counted, while the original credits and grade points are nullified.
- (2) Students who fail an elective course must retake (redeem) it by repeating the same course or taking another elective course until passing. If a student redeems the course by taking a different elective, the credits and grade points from the previously failed elective course are not nullified.
- (3) Failed minor courses do not need to be retaken, but the credits and grade points from failed minor courses will be included in the GPA and CGPA calculation.

## SECTION 5 ASSESSMENT

### Article 19: Grading System

- (1) Student performance in a course is represented by the grade obtained. The relationship between marks, grades, and grade points is shown in Table 5.

**Table 5** Relationship Between Marks, Grades, and Points Value

Marks	Grade	Point Value
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) **Table 6** explains the meaning of each grade obtained by students for a course.

**Table 6** Course Grade Descriptions

<b>Marks</b>	<b>Point Value</b>	<b>Grade</b>	<b>Description</b>
90 – 100	4.00	A+	Demonstrates outstanding performance that exceeds the highest standards. The course content has been fully mastered. Able to apply acquired knowledge through various approaches and displays exceptional understanding in a broader and comprehensive context.
80 – 89	4.00	A	Demonstrates excellent performance that meets the highest standards. The course content has been very well mastered. Able to apply acquired knowledge through various approaches and displays clear understanding in a comprehensive context.
75 – 79	3.67	A-	Demonstrates excellent performance that meets high standards. The course content has been well mastered. Able to apply acquired knowledge through various approaches and displays clear understanding.
70 – 74	3.33	B+	Demonstrates very good performance that meets high standards. The course content has been mastered with a thorough understanding of concepts and techniques.
65 – 69	3.00	B	Demonstrates good performance that meets standards. The course content has been mastered with a good understanding of concepts and techniques.
60 – 64	2.67	B-	Meets standards and demonstrates fairly good understanding and mastery of the course content. Most of the prescribed course content has been mastered.
55 – 59	2.33	C+	Demonstrates satisfactory understanding of the course content. Meets or, in certain cases, exceeds basic standards.
50 – 54	2.00	C	Demonstrates adequate understanding of the course content and meets basic standards.
45 – 49	1.67	C-	Demonstrates a minimal level of understanding of the course content and, in certain cases, does not meet basic standards.
40 – 44	1.33	D+	Demonstrates very minimal understanding of the course content.

Marks	Point Value	Grade	Description
35 – 39	1.00	D	Demonstrates understanding of the course content below the minimum level. The student fails the course.
30 – 34	0.67	D-	Demonstrates weak understanding of the course content. The student fails the course.
0 – 29	0.00	E	Demonstrates that the student is unable to understand the course content. The student fails the course.

- (3) **Table 7** explains the meaning of each grade obtained by students for practical courses.

**Table 7** Practical Course Grade Descriptions

Marks	Point Value	Grade	Description
<b><u>Excellent</u></b>			
90 – 100	4.00	A+	Demonstrates excellent knowledge and performance based on the ability to apply theory to practical work.
80 – 89	4.00	A	Shows automatic and spontaneous skill in task execution.
75 – 79	3.67	A-	Excels in mastering the identified skills.
<b><u>Good</u></b>			
70 – 74	3.33	B+	Demonstrates good knowledge and performance based on the ability to apply theory to practical work.
65 – 69	3.00	B	Executes tasks skillfully, confidently, and efficiently.
60 – 64	2.67	B-	Shows good mastery of the identified skills.

<b>Marks</b>	<b>Point Value</b>	<b>Grade</b>	<b>Description</b>
<b><u>Moderate</u></b>			
55 – 59	2.33	C+	Demonstrates moderate knowledge and performance based on the ability to apply theory to practical work.
50 – 54	2.00	C	Executes tasks with minimal guidance.
45 – 49	1.67	C-	Shows moderate mastery of the identified skills.
<b><u>Weak</u></b>			
40 – 44	1.33	D+	Demonstrates weak knowledge and performance in applying theory to practical work. Executes tasks only with full guidance. Shows weak mastery of the identified skills.
<b><u>Fail</u></b>			
35 – 39	1.00	D	Fails to demonstrate knowledge in applying theory to practical work.
30 – 34	0.67	D-	Unable to perform tasks even with guidance.
0 – 29	0.00	E	Fails to master the identified skills.

- (4) In general, a grade of D+ is the minimum passing grade. However, the faculty reserves the right to determine the passing grade for a particular course with Senate approval.

- (5) In addition to the above grades, the following grades are also applicable:

**Table 8** Description of Grade Without Point Value

<b>Grades</b>	<b>Description</b>
HS (Audit Status)	Grade assigned for courses registered with Audit status (HS).
HL (Pass with Attendance)	Passed grade is given for the course registered with Compulsory Present (HW) remark.
HG (Fail with Attendance)	Failed grade is given for the course registered with Compulsory Present (HW) remark. Failing grade assigned for courses registered with Compulsory Attendance status (HW).

- (6) The grade for Industrial Training/Practicum is either **HL** or **HG**.
- (7) In addition to the above grades, a temporary grade status, **Incomplete Status (TS)**, may be assigned for the purpose of administering student academic records.
- (8) The TS status may be assigned for courses that cannot be completed due to:
- the student not taking the final examination due to certified illness; or
  - the student not completing the course due to certified illness; or
  - the student undergoing Industrial Training/Practicum; or
  - other reasons accepted by the Senate
- (9) All TS statuses will be converted to grades before the Senate Standing Committee Meeting (**Examinations and Degree Conferment**) for the Special Examination of the semester once the student has fulfilled Section 5, Article 19(8).

### **Article 20: Attendance**

- (1) Students are required to attend all forms of course meetings (lectures/practicals/studio/fieldwork, etc.). If a student is absent from a course meeting, they must inform the course lecturer of the reasons for their absence as soon as possible.
- (2) Students who attend less than 80% of course meetings for any course in a semester without a reasonable excuse accepted by the University are not permitted to attend any further course meetings or participate in any further assessments. A zero (0) mark will be given for the course, or HG for courses with HW status, and courses registered with HS will not be recorded on the transcript.
- (3) The course lecturer must report to the faculty if a student's absences approach 20% of the total course meeting hours.
- (4) The faculty must issue a written warning to students with less than 80% attendance.
- (5) The faculty will inform the student in writing of any action taken as described in Section 5, Article 20(4).

### **Article 21: Assessment Methods**

- (1) Assessment for each course is conducted formatively and/or summatively, either face-to-face and/or online, in a study semester according to methods and weightings determined by the faculty.
- (2) Assessment for industrial training/practicum and bachelor's projects follows methods set by the faculty.
- (3) For courses assessed through both coursework and final semester examinations, the coursework weight must be no less than 50% of the total marks, while the final examination weight must not exceed 50%, unless approved by JKAF or as required by a professional body.
- (4) Assessment for courses based on 100% coursework may be implemented with faculty approval.

- (5) Approval applications by the course coordinator/lecturer for Section 5, Article 21(4) must be submitted before the semester begins.

### **Article 22: Final Semester Examination**

- (1) The final semester examination must be conducted within the period and according to the guidelines set by the Senate.
- (2) The final examination may be conducted in written form and/or online at designated locations.
- (3) Final examinations for courses held at different locations must be conducted simultaneously.
- (4) Students who are absent from the final examination will have the status **TH** recorded in the final examination marks section of the system.

### **Article 23: Requirements to Sit for the Final Examination**

- (1) All registered and active students are required to sit for examinations for all courses specified by the faculty, except courses with no final examination, provided that the student has properly registered for the course and is subject to Section 5, Article 20.
- (2) Students may apply to defer their examination due to illness. Students must obtain a medical certificate (certified and verified by a medical officer) before the examination begins and submit it to the Faculty Dean no later than twenty-four (24) hours after the examination has commenced, except for reasons accepted by the University.
- (3) Students who are unwell during the examination must report to the chief invigilator or any invigilator for immediate health examination arrangements by a medical officer. The medical officer's report must be submitted to the Faculty Dean no later than seven (7) days from the date of the examination by the medical officer.
- (4) Students who have obtained a medical certificate are not allowed to sit for the final examination unless permitted by the medical officer.

- (5) Students who experience misfortunes (such as accidents, natural disasters, the death of parents or close relatives, and other reasons acknowledged by the University) may apply for examination deferment by submitting a written application along with relevant documents to the Faculty Dean for consideration.
- (6) Students who are required to serve the country may apply for examination deferment by submitting a written application along with relevant documents to the Faculty Dean/School Chair for consideration.
- (7) Deferred examinations will only be conducted during the special examination period set by the University.

#### **Article 24: Rules for Taking the Final Examination**

- (1) Students who arrive late but not more than thirty 30 minutes after the examination begins are allowed to take the exam, but their end time for that course's exam will be the same as other students.
- (2) Students who arrive more than 30 minutes after the examination starts are not permitted to enter the exam hall and cannot take the examination.
- (3) Students are not allowed to leave the examination hall within the first 30 minutes after the exam begins and within the last fifteen minutes before the exam ends.
- (4) Students are required to bring:
  - (a) their matriculation card or ID; and
  - (b) their course registration slip or any document that allows invigilators to verify the student's identity at any time during the examination in the hall.
- (5) Students who cannot verify their identity using the methods in Section 5, Article 24(4), are not permitted to take the exam unless they have written permission from the chief.
- (6) Students are prohibited from:
  - (a) bringing any books, dictionaries, papers, images, notes, devices with written notes, programmable calculators, communication devices (mobile phones, smartphones, tablets, smartwatches, and

- other electronic communication tools), or any equipment into the examination hall unless permitted by the chief invigilator
- (b) receiving assistance as outlined in Section 5, Article 24(6)(a), whether physically or online, from any source during the examination.
- (7) Students must follow all instructions from the chief invigilator while in the examination hall.
  - (8) Students are not allowed to communicate with other students during the examination.
  - (9) Students are strictly prohibited from eating in the examination hall.
  - (10) Students are prohibited from referring to and/or using any reference materials inside or outside the examination hall during the exam unless allowed by the chief invigilator.
  - (11) Students are not permitted to give or receive any assistance related to the exam from other students or any other party during the exam, except for assistance permitted by the chief invigilator.
  - (12) Students must return any equipment or documents provided for examination purposes (if any) to the invigilator at the end of the exam.
  - (13) Students who violate any of the final examination rules will receive a written warning from JKAF, and it will be recorded in their personal file if found guilty.
  - (14) Detailed information on the final examination can be found in Section 10, Appendix 7.

### **Article 25: Special Examination**

- (1) A special examination will be held for students who were unable to sit for the final semester examination due to verified illness, as confirmed by a medical officer; students who faced unfortunate events (such as accidents, natural disasters, or the death of parents or close relatives, or other circumstances acknowledged by the University); and for reasons of national interest. Students are required to submit an application with supporting evidence to the faculty.

- (2) A special examination may also be held for final-semester students who passed with **KB** but failed in one (1) course after taking the final exam for that course in either of the last two (2) semesters of their studies (excluding the semester in which they are undergoing industrial/practical training). The student must be in **KB** and have taken the **UK** status course every time it is offered.
- (3) Students who will be undergoing industrial/practical training in their final semester may apply to take the special examination, as outlined in Section 5, Article 25(2), in the preceding semester.
- (4) The marks from the special examination are used to determine the course result as follows:
  - (a) the special examination mark, as per Section 5, Article 25(1), will be used as the final examination mark, while coursework marks will remain unchanged;
  - (b) the special examination marks, as per Section 5, Article 25(2) and (3), will be used entirely to determine the course result as Pass or Fail and will not be included in the GPA and CGPA calculations. Students who fail are required to retake the course.
- (5) A special examination cannot be held in the following cases:
  - (a) courses without a final semester examination; or
  - (b) students who did not take the final examination without a reason acceptable to the University; or
  - (c) students with less than 80% attendance for all course meetings; or
  - (d) students who failed due to disciplinary action; or
  - (e) students who did not retake the course when it was offered in that semester
- (6) A special examination is only granted once for a particular course in a semester, except with Senate approval.
- (7) Students who fail to attend the special examination as specified in Section 5, Article 25(1), will be given a score of zero (0) for the final examination.

**Article 26: Announcement of Course Grade Results**

- (1) The University will upload the grades for each course online within a specified period.
- (2) Students must check the grades they have received for their courses.

**Article 27: Review of Course Grade Results**

- (1) Students may review their answer scripts directly with the course lecturer if they believe there has been an error or are dissatisfied with the grade received, within the appeal period set by the University.
- (2) The course lecturer may make grade corrections after discussion, if necessary, within the grade appeal period as outlined in Section 5, Article 28.
- (3) If the course lecturer does not agree to make a grade correction, the student may submit a grade result appeal as specified in Section 5, Article 28.

**Article 28: Appeal of Course Grade Results**

- (1) Students may appeal the grade result for any course to have the examination answer script reviewed and re-evaluated by the faculty within the appeal period set by the University.
- (2) Students may not appeal the grade result without first discussing it with the course lecturer as outlined in Section 5, Article 27.
- (3) Details on the course grade result appeal process are provided in Section 10, Appendix 8.

**Article 29: Appeal Against Fail (KG) or Dismissal Decision**

- (1) Students are allowed to appeal to the faculty against a KG or Dismissal decision, except for students in the following cases:
  - (a) Fail Status after Re-Registration (KGDS); or
  - (b) Conditional Status (KS) for three (3) consecutive semesters; or
  - (c) CGPA below 1.70.

- (2) Any appeal regarding academic status must be submitted no later than two (2) weeks after the Senate meeting that confirms the student's results, with the applicable fee (if any).
- (3) Students are permitted only one appeal.

## SECTION 6 ACADEMIC STANDING AND CONFERMENT

### Article 30: Academic Standing

- (1) Student performance is evaluated using two (2) measures: Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA), as follows;

$$\text{GPA} = \frac{\text{Total Grade Points for a Semester}}{\text{Total Credit Counted for a Semester}}$$

AND

$$\text{CGPA} = \frac{\text{Total Grade Points for All Semesters}}{\text{Total Credit Counted for All Semesters}}$$

- (2) The academic status of a student is determined at the end of each regular semester based on the CGPA, as shown in Table 9 below:

**Table 9** Academic Status Based on CGPA

Status	CGPA
Good Standing (KB)	$\text{CGPA} \geq 2.00$
Conditioned Standing (KS)	$1.70 \leq \text{CGPA} < 2.00$
Failed Standing (KG) (Dismissed)	$\text{CGPA} < 1.70$

- (3) Students who obtain a  $\text{GPA} < 1.00$ , even if their  $\text{CGPA} > 1.70$ , may continue their studies. However, the Senate may choose to:
- (a) defer the student's studies in the following semester; or
  - (b) assign a KG status, resulting in the student's dismissal from the program.
- (4) Students who receive KS status three (3) consecutive times will be given KG status and dismissed from their studies.
- (5) Students with KB status who have reached the maximum study duration and have not completed their program courses will be given (KB(TT))

and are permitted to apply to continue their studies on a part-time mode, subject to University approval.

- (6) Students with KB(TT) who do not apply for continuation in part-time study mode by the maximum semester (12/12) will be given KG status and dismissed from the program, or subject to University approval.
- (7) Students who have continued but are unable to complete their studies will be given KG.
- (8) Students who have exceeded the maximum study period and hold KS will be given KG and dismissed.
- (9) The academic standing status of students for the short semester is not determined. Grades obtained during this semester will be included in the CGPA calculation for Semester I of the subsequent academic session.
- (10) The academic standing status of students participating in mobility programs outside UTM with a TS(KM) status for the respective semester is not determined. Grades obtained during this semester will be included in the CGPA calculation for the following semester.
- (11) Students may be given provisional academic standing if they do not meet the University's requirements as specified in **Table 10**.

**Table 10** Other Academic Standings

<b>Status</b>	<b>Description</b>
KB(BM)	Students in Good Standing who have passed all required courses in the study curriculum but have not yet fulfilled the Malay Language requirement.
KB(MU)	Students in Good Standing who have passed all required courses in the study curriculum but have not yet fulfilled the English Language requirement, as follows: <ol style="list-style-type: none"> <li>i. MUET (for STPM, Matriculation, Foundation, and Diploma students)</li> <li>ii. Other English qualifications (IELTS, TOEFL, or equivalent).</li> </ol>

KB(TT)	Students who have reached the maximum study duration and are in Good Standing but have not yet completed all courses in the study curriculum.
KB(PSC)	Students in Good Standing who have passed all required courses in the study curriculum but have not yet fulfilled the UTM Professional Skills Certificate (PSC) requirement.
TS	No final exam/assessment marks recorded for at least one (1) course, requiring resolution within the current semester.
TS(KM)	No final exam/assessment marks recorded for mobility courses due to participation in a mobility program, requiring resolution within the current or subsequent regular semester.

### **Article 31: Improving Academic Performance**

- (1) Students are allowed to improve their course grades (Grade Repeat) with faculty approval during their study period under the following conditions:
  - (a) approval must be obtained from the faculty;
  - (b) grade improvement is permitted for courses with grades of B- or below;
  - (c) each course can only be repeated once for grade improvement;
  - (d) the maximum cumulative credit limit for courses repeated to improve grades is fifteen (15) credits throughout the study period;
  - (e) the best grade between the original and the latest grade will be considered for CGPA calculation, while the latest grade will be considered for GPA calculation; and
  - (f) applications for grade improvement must include the grade improvement registration fee as determined by the University.
- (2) Students who have completed their studies with statuses KB(BM), KB(MU), and KB(PSC) are NOT allowed to improve their course grades.

### **Article 32: Announcement of Academic Status**

- (1) The Academic Status of students will be announced using methods determined by the University, except for the following cases:
  - (a) students whose examination results are withheld due to disciplinary reasons or other reasons decided by the Senate;
  - (b) students with outstanding tuition fees.

### **Article 33: Dean's Honor List**

- (1) Students who achieve a GPA of 3.67 or higher will be awarded the Dean's Honor Certificate for the respective semester, provided they register for at least 12 credits, excluding courses with HS, HW, UG and UK statuses.
- (2) Graduating students with a CGPA of 3.67 or higher will be awarded the Dean's Honor Medal upon meeting the graduation requirements.
- (3) Recognition of the Dean's Honor Certificate and Dean's Honor Award will be recorded in the student transcript.

### **Article 34: Graduation Requirements**

- (1) Verification for graduation is conducted in each regular semester. For specific cases, faculties may apply for graduation in a short semester.
- (2) Students are eligible for degree conferral only upon meeting the following requirements:
  - (a) achieving KB status;
  - (b) passing all prescribed courses;
  - (c) completing all required UTM PSC courses specified by the University; and
  - (d) other conditions set by University regulations.
- (3) Faculties must verify and certify students who have met the requirements in Section 6, Article 34(2).
- (4) Students are eligible to have a minor program recorded on their transcript only upon meeting the following graduation requirements for the minor program:
  - (a) passing all courses required for the registered minor program; and;
  - (b) obtaining certification from the faculty offering the program.
- (5) Students who fail to complete the registered minor program, will have the grades for completed minor courses included in GPA and CGPA calculations.
- (6) Details on the application for degree conferral are provided in Section 10, Appendix 9.

**Article 35: UTM Professional Skills Certificate (UTM PSC)**

- (1) UTM PSC courses are non-credit courses offered to all UTM Bachelor's Degree students to enhance their skills and experiences.
- (2) All students are required to take five (5) PSC courses, consisting of three (3) compulsory courses and two (2) electives, to graduate, subject to University amendments.

**Article 36: Posthumous Award**

- (1) Diplomas or bachelor's degrees may be awarded posthumously to students who pass away during their studies and are eligible for the registered program, subject to Senate approval.
- (2) Posthumous Award Requirements:
  - (a) Good Standing (KB); and
  - (b) Completion of at least 75% of the graduation credit requirements with Good Standing (KB).

## **SECTION 7 ACADEMIC MISCONDUCT**

### **Article 37: Academic Deviation**

- (1) Academic Misconduct refers to violations of academic integrity that may result in disciplinary action if the student is found guilty. Academic misconduct includes cheating during tests or examinations, fraud, fabrication, forgery or falsification, plagiarism, duplicate submissions, or aiding in academic misconduct.
- (a) **Fraud** refers to:
- (i) bringing, referring to, or using unauthorized materials, information, or learning aids in any academic matters; or
  - (ii) altering answers on a graded document before submitting it for re-grading; or
  - (iii) failing to comply with prescribed academic procedures or instructions (e.g., alternating seats or talking during examinations).
- (b) **Fabrication** refers to falsifying or creating any information or citations in academic matters, including fabricating or falsifying research data.
- (c) **Plagiarism** refers to using another person's work (including words, ideas, designs, or data) without proper acknowledgement or citation. This includes:
- (i) deceiving by claiming that part or all of someone else's work, whether purchased or copied, is the student's own original work; or
  - (ii) neglecting or failing to credit the original source of the work; or
  - (iii) using altered work of others or previously submitted work to appear as original or new work.
- (d) All submitted work, whether drafts or final versions, to fulfill course requirements (e.g., papers, projects, computer programs, oral presentations, or other assignments) must either be the student's own work or clearly acknowledge sources unless otherwise stated by the faculty.
- (e) Double submission refers to:
- (i) resubmitting a previously submitted work for credit in the same or similar form in one course to fulfill the requirements of another

- course without the permission of the second course instructor; or
  - (ii) Resubmitting the same or similar work for credit simultaneously in one course to fulfill requirements for another course without the permission of both instructors.
- (f) Aiding and Abetting Academic Misconduct refers to a student knowingly assisting another individual in committing academic misconduct.
- (g) Providing, presenting, or using false information to the University constitutes academic misconduct under these regulations.
- (i) The University, through the Disciplinary Committee, reserves the right to take appropriate action if a student is found guilty of providing false information.
  - (ii) If any student or graduate is convicted of providing false information during their studies, the University may revoke any degree awarded under Section 61 of the Universiti Teknologi Malaysia Constitution.
- (h) Other forms of academic misconduct that may result in disciplinary action include any behavior considered academic deviation by the University.
- (2) Penalties for formative assessment such as tests, quizzes, assignments, etc. misconduct
- (a) Awarding zero (0) marks for the course (including the course work); or
  - (b) Awarding zero (0) marks for all registered courses in the respective semester.
- (3) For violations under Section 7, Article 37(1), including misconduct during the final examination, upon JKAF verification and conviction, the Senate may impose any of the following penalties:
- (a) awarding zero (0) marks for part of formative assessment; or
  - (b) awarding zero (0) marks for registered courses.
- (4) Faculties must present evidence of academic deviation to the Student Disciplinary Committee for disciplinary proceedings under the pursuant to the Universities and University Colleges Act (AUKU 1971).

### **Article 38: Misconduct During Final Examination**

- (1) Students are prohibited from committing any of the following examination misconducts as follows:
  - (a) giving, receiving, or possessing unauthorized information in electronic, printed, or any other form during the examination, whether inside or outside the examination hall, unless permitted by the head invigilator; or
  - (b) using such information to answer examination questions; or
  - (c) cheating, attempting to cheat, or behaving in a manner that may be interpreted as cheating during the examination; or
  - (d) engaging in other misconduct as defined by the University (e.g., making noise, disturbing other students, or interfering with invigilators performing their duties).

### **Article 39: Implications of Misconduct**

- (1) Students found guilty of misconduct will not be considered for the following:
  - (a) receiving the Dean's Honor Certificate for the respective semester;
  - (b) receiving the Dean's Honor Award after fulfilling the award requirements;
  - (c) receiving an Academic Prize at the Convocation Ceremony;
  - (d) receiving scholarships offered by the University.

## **SECTION 8 WITHDRAWAL FROM THE UNIVERSITY**

### **Article 40: Withdrawal from the University**

- (1) Withdrawal from the University refers to withdrawing from the academic program currently being pursued.
- (2) Withdrawal applications must be made in writing to the Faculty/School and approved by the Dean. For bridging/English language preparatory students, applications must be submitted to the Head of UTM Student Admissions Division.
- (3) Students remain responsible for settling all outstanding tuition fees even after withdrawing from their studies.
- (4) Students approved for withdrawal are fully responsible for any implications or actions taken by sponsors, if applicable.
- (5) The effective date of approval for withdrawal must be recorded in the student's academic record.

**SECTION 9  
GENERAL PROVISION, ENFORCEMENT, AND APPLICATION  
OF REGULATIONS**

**Article 41: General Provision**

- (1) Any further implementation methodology may be developed under these Academic Regulations. All methodologies must be complied with. However, the Senate reserves the right to amend them as necessary.
- (2) In cases of conflict, the regulations outlined in the **Universities and University Colleges Act, 1971** will be applicable.
- (3) If any student or graduate is found guilty of providing, presenting, or using false information during their studies, the University reserves the right to revoke any degree awarded under **Section 61 of the Universiti Teknologi Malaysia Constitution**.
- (4) This information is accurate as of the publication date of these Academic Regulations.

**Article 42: Enforcement and Application of Regulations**

These **Universiti Teknologi Malaysia Academic Regulations** apply to all students beginning from the 2022/2023 academic session.

## **SECTION 10 APPENDIX**

### **Appendix 1: Details of Short Semester Implementation**

#### **(1) Introduction**

- (a) The Short Semester is an academic semester conducted during the long break at the end of a session and is not included in the calculation of the designated study duration for a program.
- (b) Courses offered during the Short Semester are subject to JKAF approval unless specified in the program's curriculum structure.

#### **(2) Study Duration**

- (a) The Short Semester begins one week after the end of Semester II and runs for eight (8) weeks.
- (b) This duration includes lecture weeks and all assessments.
- (c) Mid-semester breaks and revision periods are not provided for this semester.

#### **(3) Courses Offered**

- (a) Any course can be offered during the Short Semester subject to faculty approval.
- (b) Priority is given to courses with a high number of students or high failure rates, and can be offered in a short semester subject to faculty approval.
- (c) The maximum credit load for students is only eight (8) credits.

#### **(4) Course Registration**

- (a) Students must register for all courses taken during the Short Semester following the University's procedures and within the specified timeframe.
- (b) Students are allowed to make course corrections during the second week of study and may withdraw from registered courses.
- (c) Applications for course withdrawal (TD) must be submitted starting from the third week and no later than the last working day of the fourth week of the semester. Applications for TD submitted after this deadline will not be accepted.
- (d) Faculties are required to determine the minimum and/or maximum number of students allowed for each section of the offered courses.

**(5) Academic Performance**

- (a) Course grades will be assigned for the Short Semester.
- (b) Short Semester examination results will be combined with Semester I results of the following session to calculate GPA and CGPA, which will determine students' academic standing.
- (c) Existing grade announcement and appeal procedures apply to the Short Semester.

**(6) Fees**

- (a) Students will incur additional fees for the Short Semester, including tuition and service fees.
- (b) All Short Semester fees must be paid in full before or during course registration for the respective semester. Only students who have paid their fees in full will have their course registration accepted.
- (c) Students who withdraw (TD) from any course are not eligible for fee refunds.

**Appendix 2: Details on Minor Programme**

**(1) Registration of Minor Programme**

- (a) Senior students approved to pursue a Minor Programme must register at their faculty on dates specified by the University.
- (b) Students are not allowed to change the minor programme registered.
- (c) Students cannot attend more than two (2) minor programmes throughout his studies.

**(2) Registration of Minor Programme Course**

- (a) Students with his academic advisor's permission and the faculty that offers the minor programme may register for designated courses offered for the programme.
- (b) Students must register each minor course according to the existing rules, procedures, and period set by the offering faculty.
- (c) Minor courses cannot be registered with HS status.

**(3) Passing Credits for Minor Programme and Study Duration**

- (a) Students must pass all courses required for a registered minor programme.
- (b) The total passing credit requirements for a minor programme are determined by the offering faculty with University approval.

- (c) The maximum study duration is not extended for students enrolled in a minor program.

#### **(4) Credit Transfer for Minor Programme**

Vertical and horizontal credit transfers are not permitted for minor courses.

#### **(5) Academic Performance**

- (a) Grades for minor programme courses will contribute to the calculation of GPA and CGPA.
- (b) Failed minor courses need not be repeated, but their credits and grade points will be included in GPA and CGPA calculations.

#### **(6) Conferment**

- (a) Students will be conferred a minor upon completing all courses in their academic program and minor courses. Eligibility to have a minor recorded on the transcript requires.
- (b) Students are eligible to have a minor recorded on the transcripts requires:
  - (i) Passing all designated courses for the registered minor programme;
  - (ii) Approval from the faculty that offers the programme.

### **Appendix 3: Course Registration Details**

- (1) All students enrolled in a program for an academic session are required to register for all courses undertaken in that semester. Students who have not yet enrolled in the program are not permitted to register for any courses.
- (2) A student is permitted to register only for courses offered during a specific semester, in accordance with the requirements set by the faculty. Courses not offered in that semester are not eligible for registration.
- (3) Each course enrolled in a semester must be registered accurately and comprehensively, specifying the course code, section, credit value, and course status, such as HS (Audit Status), HW (Compulsory Attendance), KM (Mobility Course), MN (Minor Course), UK (Course Repeat), and UG (Grade Repeat).
- (4) Any errors in course registration by a student will result the student being awarded a zero (0) mark for the respective course.

- (5) Any course repeated by a student must be registered under the status of **UK** or **UG**. This requirement applies to the following categories:
  - (a) **UK** is assigned to courses being repeated after failing in the previous semester;
  - (b) **UG** is assigned to a course with passing grade (B- or below) being repeated, with the faculty's approval, for the purpose to improve academic performance:
    - (i) A fee of RM75.00 per credit will be charged for this purpose and will not be refunded if the student withdraws (TD) from the course;
    - (ii) If the student drops the course during the course registration correction period, the fee will be fully refunded.
- (6) The original course code shall be used for course registration purposes as stated in Section 3, Article 4.
- (7) Course registration is conducted online within the specified duration. Students are encouraged to consult with their academic advisor prior to registering for courses.
- (8) Students may make corrections to their previous course registration during the first and second weeks of the semester. Corrections made during the third week of the semester will incur a fine of RM100.00 per course. These corrections include adding or dropping courses, adjusting course codes, sections, or status, in accordance with the procedures outlined by the University.
- (9) Students must review their registration slips to ensure the accuracy of all recorded information. Any errors in the registration slip must be corrected in compliance with the regulations, conditions, and period outlined in Section 10, Appendix 3 (7) and (8).
- (10) The official course registration slip can be printed by students starting from the tenth (10th) week of lectures. Students are required to bring the slip when attending the final examination.
- (11) Students may apply for TD from any course registered during a semester. Applications for course withdrawal must follow the procedures established by the University starting from the third (3rd) week of lectures until

not later than the last working day of the eighth (8th) week of lectures. Applications submitted after this deadline will not be accepted.

- (12) Registrations that do not comply with the stated procedures will not be accepted or considered.
- (13) If a student does not register a course within the stated duration, except for reasons acceptable by the University, the student will be dismissed from his studies.

#### **Appendix 4: Details on Vertical Credit Transfer and Horizontal Credit Transfer**

##### **(1) Vertical Credit Transfer**

- (a) Vertical credit transfer is granted for courses that have at least 80% equivalency with the study program.
- (b) Vertical credit transfer is approved without including the grade in the calculation of GPA and CGPA.
- (c) Vertical credit transfer is not allowed for academic programmes that have already been completed and obtained in the same field and level from other IPT.
- (d) Applications for vertical credit transfer must be made by new students according to the procedures stated by the University after registering the study programme until the student's second week of first semester.

##### **(2) Horizontal Credit Transfer**

- (a) Horizontal credit transfer is given to the course with at least 80% equivalent in the study programme. Transfer is granted for courses that obtain a passing grade (minimum grade C).
- (b) Horizontal credit transfer can be with or without grade in GPA and CGPA calculation as in the following **Table 11**:

**Table 11** Horizontal Credit Transfer Methodology

Types of Application	Place of Study (Credit Transfer Percentage/ Residency Period)		Grade Calculation in GPA/CGPA	
	UTM	Other IPT (Local/ Overseas)	Counted	Not Counted
Still in studies	No limit	No limit Minimum residency of one (1) semester"	✓	
Has been awarded a bachelor's degree and is pursuing a second bachelor's degree	No limit	Not exceeding 50% (Minimum residency of one (1) year)		✓
Mobility Program	-	Subjected to courses approved by the faculty before the student attend in the mobility program	✓	
MOOC	Not exceeding 30%			✓
MC	Not exceeding 30%			✓
APEL.C	Not exceeding 30% *Pass the qualification test	-		✓
Credit Transfer through a combination of academic qualifications from APEL, MOOC & MC	The total combination not exceeding 60%			✓

- (c) Students are not allowed to complete their final semester in other IPTs using the Horizontal Credit Transfer privilege unless prior approval is obtained from the Senate.
- (d) Only students with active registration status can utilize the horizontal credit transfer facility.
- (e) Applications to enroll in courses for Horizontal Credit Transfer from other IPTs must be submitted at least one (1) semester prior to the student's participation in the mobility programme.

### **(3) Requirement and Management of Vertical Credit Transfer and Horizontal Credit Transfer**

- (a) A student may apply for vertical and/or horizontal credit transfer for specific courses in accordance with the requirements and regulations set by the University.

### **(4) Passing Grade**

- (a) The minimum grade required for Vertical Credit Transfer is a Grade C based on the University's grading system.
- (b) The minimum grade required for Horizontal Credit Transfer is a Pass Grade set by the faculty (minimum Grade C).

### **(5) Credit Point**

Courses granted vertical or horizontal credit transfer must be equivalent to the University's academic program curriculum in terms of credit weight calculation and credit point.

### **(6) Course Content and Programme Curriculum**

- (a) The course content and/or learning outcomes for which vertical or horizontal credit transfer is granted must align with the current curriculum of the academic program being pursued. The total content must be equivalent to, or not less than, 80% of the corresponding course content offered by the University.
- (b) Approval for vertical and horizontal credit transfer is only granted for courses within programs that are accredited by the government.
- (c) Vertical credit transfer and horizontal credit transfer is not more than 80% from the overall credits required for graduation.
- (d) Courses that are granted vertical and horizontal credit transfers will be recorded in the student's academic record.
- (e) Applications for vertical and horizontal credit transfers must be made in accordance with the methodology set by the University.

- (f) Approval for and horizontal credit transfer will be granted by student faculty based on faculty's certification that offers the course.
- (g) Approval for vertical and horizontal credit transfers will be informed to the student following the methodology set by the University.

### **Appendix 5: Details Implementation of Mass Open Online Courses (MOOC)**

- (1) The MOOC credit transfer process follows the procedures outlined in the MOOC Credit Transfer Guidelines issued by the Ministry of Higher Education.
- (2) Applications for MOOC credit transfer by UTM students must be submitted no later than the 8th week of the academic semester.
- (3) MOOC courses can consist of various combinations of MC courses delivered online.
- (4) A student who wants to apply for MOOC credit transfer has a UTM active student status.
- (5) Several additional matters that need to be taken into account by the student in managing the horizontal MOOC credit transfer:
  - (a) Applicants may select courses from any MOOC platform certified by UTM;
  - (b) The validity period of a MOOC certificate used for credit transfer applications is five (5) years from the date of issuance;
  - (c) Students who have obtained a course completion certificate from any MOOC and wish to apply for MOOC credit transfer must undergo an assessment test at their respective faculties;
  - (d) A MOOC course can only be transferred once through MOOC Credit Transfer for a single (1) course within a program;
  - (e) The maximum total for MOOC credit transfer is subject to 30% of the overall credits required for graduation, provided the student passes the eligibility course set by the University.

**Appendix 6: Details Implementation of Micro-credential (MC)**

- (1) A micro-credential is a certification of learning assessed through a course or a set of courses aimed to equip students with knowledge, skills, values, and competencies in a specific field of study.
- (2) Credit transfer can be considered for program courses based on overlapping MC courses that are at the same level and aligned with the course learning outcomes as determined by the faculty.
- (3) UTM students must complete their MC credit transfer applications by Week 8 of the academic semester.
- (4) An applicant wishing to apply for MC credit transfer must have an active UTM student status.

**Appendix 7: Details Implementation of Final Examination**

- (1) Students are advised to be outside the designated examination hall as per the timetable at least 15 minutes before the examination begins.
- (2) The students are allowed to enter the examination hall by the head invigilator 15 minutes before the examination starts. Students must enter with order.
- (3) Students who want to leave the hall temporarily must obtain permission from an invigilator. Their names, exit, and re-entry times will be recorded by the invigilator.
- (4) 15 minutes before the examination starts, students should:
  - (a) complete the attendance information and other information needed on the front page of the book and/ or examination answer sheet or any documents to certify the students' attendance to the examination hall; and
  - (b) read the question paper without doing any note or copy.

- (5) Students must write their names, matric number/ MyKad/ ISID no., course code, section and programme and other information required on every book/ answer sheet and other appendix used.
- (6) Students must read carefully and comply with the instructions printed on the examination question paper and the answer book's cover.
- (7) Students must ensure they are given the correct question paper and enough pages before they start answering.
- (8) If there is any discrepancy students must inform the invigilator on duty immediately.
- (9) All examination work including rough work must be made in the book and/ or answer sheets. The answer book's sheet must not be teared off.
- (10) Answer books or answer sheets, whether used, damaged, or blank, must not be removed from the examination hall.
- (11) At the end of the examination, students must ensure that their answer booklets and/or examination scripts (excluding blank booklets and/or draft work) are properly arranged and securely fastened as instructed before submitting them to the invigilator.
- (12) Students must remain seated after the examination has ended and are only permitted to leave the examination hall upon instruction from the chief invigilator.
- (13) Students are not permitted to begin answering the examination questions before the official start time or to continue working after the examination has ended.
- (14) Students must enter and leave the examination hall in a calm and orderly manner.
- (15) For online examination:
  - (a) any technical issues encountered in submitting answers online must be reported to the respective course lecturer within 30 minutes after the

examination period ends. Requests for rechecking or appeals will not be entertained if the student fails to lodge a complaint with the course lecturer within the stipulated 30-minute timeframe.

- (b) an additional 30 minutes will be allocated for each scheduled final examination session for the group of students to ensure sufficient time is available in the event of external issues. This additional time shall not be included in the official examination duration.

(16) Final examination supervision.

- (a) The examination supervisor shall be the Faculty Dean.
- (b) The examination supervisor is responsible for ensuring that the examination is conducted under strict and orderly supervision.
- (c) The examination supervisor shall appoint examination invigilators (comprising academic staff) and assistant invigilators (comprising support staff). Examination invigilators and assistant invigilators shall be accountable to the examination supervisor.

(17) Final examination invigilation.

- (a) Examination invigilators and assistant invigilators shall be responsible for the invigilation of examinations.
- (b) At least two (2) examination invigilators shall be appointed for each examination hall, except with the permission of the examination supervisor. One of the invigilators shall be appointed as the chief invigilator.
- (c) The responsibilities of the chief invigilator are as follows:
  - (i) report to the examination supervisor or their representative at the faculty office on the examination day no later than 30 minutes before the examination begins. The chief invigilator shall collect the sealed envelope containing the question papers and the list of students sitting for the respective course examination.
  - (ii) confirm the attendance of invigilators and assistant invigilators.
  - (iii) instruct the assistant invigilators to place the answer booklets, attendance forms, and other examination materials on the students' desks, ensuring that this is completed no later than 15 minutes before the examination begins;
  - (iv) instructs the students to enter the examination hall 15 minutes before the examination begins;

- (v) ensures that students' attendance is accurately recorded and documented;
  - (vi) announces the start and end time of the examination. A reminder shall also be announced to students when there are 15 minutes remaining before the end of the examination;
  - (vii) remind students of the consequences of examination misconduct;
  - (viii) if a student is permitted to leave the examination hall for any reason and subsequently returns, the chief invigilator shall ensure that the student is under adequate supervision while outside the examination hall;
  - (ix) in the event of cheating and/or copying during the examination, the chief invigilator shall immediately collect the evidence and confiscate the student's answer script. However, the student shall be allowed to continue the examination using a new answer booklet;
  - (x) report and submit any evidence related to violations of examination rules and regulations to the examination supervisor or their representative immediately after the examination ends;
  - (xi) may permit students to leave the examination hall if they wish to submit their answer booklets earlier than 15 minutes before the examination ends;
  - (xii) instruct the invigilators and assistant invigilators to collect the answer booklets and/or scripts after the examination time ends, while students remain seated. Blank or unused answer booklets and/or scripts shall be collected separately;
  - (xiii) be responsible for the counting and verification of the total number of sets of answer booklets and/or scripts received;
  - (xiv) be responsible for the submission of the answer booklets and/or scripts to the examination supervisor or their representative, including any blank or unused booklets and/or scripts;
  - (xv) shall not postpone, suspend, or cancel any examination without the consent of the examination supervisor;
  - (xvi) submit the attendance form for invigilators and assistant invigilators to the examination supervisor or their representative at the faculty office after the examination has ended;
  - (xvii) be responsible in ensuring the examination process runs smoothly
  - (xviii) be authorised to take any necessary action deemed appropriate to prevent examination misconduct.
- (d) The responsibilities of the invigilator are as follows:

- (i) report to the chief invigilator in the examination hall 30 minutes before the examination begins;
  - (ii) place the question papers on the students' desks before students are allowed to enter the examination hall;
  - (iii) ensures that the information recorded in the student attendance form matches the details on the MyKad/ passport and/ or student matric card and student course registration slip before collecting the second copy of the attendance form;
  - (iv) collect the answer booklets and/or scripts after the examination has ended, while students remain seated. Blank or unused booklets and/or scripts must be collected separately;
  - (v) report to the chief invigilator an event that violates examination rules and regulations
  - (vi) carry out other duties as instructed by the chief invigilator.
- (e) The responsibilities of the assistant invigilator are as follows:
- (i) report to the examination supervisor or their representative at the faculty office 30 minutes before the examination begins. Subsequently, the assistant invigilator shall report to the chief invigilator in the examination hall;
  - (ii) be accountable to the chief invigilator and shall bring all examination materials to the examination venue;
  - (iii) place the examination materials on the students' desk in accordance with the instructions of the chief invigilator;
  - (iv) assists in placing the examination question papers on the students' desk before the students are allowed to enter the examination hall;
  - (v) remain in the examination hall throughout the duration of the examination;
  - (vi) assist the invigilator in collecting students' answer booklets and/ or scripts;
  - (vii) return all examination materials to the examination supervisor or their representative at the faculty office after the examination ends; and carry out other duties from time to time as instructed by the chief invigilator.

### **Appendix 8: Details of Course Grade Appeal**

- (1) Students shall submit an application as prescribed by the University.
- (2) Students shall make a payment of RM50.00 for one (1) course to submit an appeal on the course grade decision.
- (3) Students shall personally submit a copy of the appeal form to the faculty offering the course being appealed, together with the payment receipt.
- (4) The faculty offering the course shall appoint a panel to review and re-mark the examination answer script of the student concerned.
- (5) The faculty offering the course shall submit the report/results of the review and re-marking to the student's faculty.
- (6) Following the review and/or re-marking, the mark to be considered shall be the one obtained after the review/re-marking. If the reviewed mark is lower than the original mark, the original mark shall be retained. The student's faculty shall update the student's examination record accordingly.
- (7) The student's faculty shall inform the student of the outcome of the review and/or the decision on the appeal.
- (8) The result of the review/re-marking is final.

### **Appendix 9: Details on Application for Degree Conferment**

- (1) The faculty shall conduct an audit of the graduation process for the student's study structure in the final semester, covering the following:
  - (a) faculty core/compulsory courses;
  - (b) programme core;
  - (c) elective;
  - (d) General University courses;
  - (e) UTM PSC;
  - (f) minor courses (for students registered in minor programs).

- (2) The faculty will prepare the name list of eligible graduating students for approval by the Senate Standing Committee (Examinations and Graduation) and the Senate.
- (3) KB(BM), KB(MU), and KB(PSC) students must meet the graduate requirements within five (5) years.

### **Appendix 10: Details of Mobility Student**

- (1) Mobility students are students who take courses at other Higher Education Institutions (HEIs).
- (2) Students who undertake courses through a student mobility programme at other HEIs recognized by the Senate may apply for horizontal credit transfer.
- (3) Courses eligible for horizontal credit transfer must have received faculty approval prior to the student's participation in the mobility programme.
- (4) Applications to enrol in a course for the purpose of horizontal credit transfer from another HEI must be submitted one (1) semester prior to the student's participation in the mobility programme.
- (5) The grade obtained in the semester the course is taken shall be included in the calculation of the GPA and CGPA in the following semester.

## **Appendix 11: Implementation Details for Credit Transfer through Accreditation of Prior Experiential Learning APEL.C**

- (1) In general, the implementation of APEL.C at the University refers to the Guidelines for the Accreditation of Prior Experiential Learning for Credit Award (APEL.C) issued by the Malaysian Qualifications Framework (MQA) in 2016 and its subsequent amendments (if any). The following paragraph explains the general conditions for the implementation of APEL.C:
  - (a) APEL.C is applicable for the registered students using both conventional and APEL.A entrance with no maximum age limit specified;
  - (b) APEL.C can be implemented to all fields and qualification levels as stated in MQA;
  - (c) the implementation of APEL.C includes the assessment of learning acquired through work experience and short courses attended;
  - (d) the assessment of learning includes learning obtained through MOOC, MC, or any form of self-directed learning and
  - (e) courses within professional programmes may be considered for APEL.C with the approval of the relevant professional body. The Faculty/School is responsible for applying to the respective professional body to obtain such approval.
  
- (2) The conditions for the award of credit through APEL.C are as follows:
  - (a) credit awarded through APEL.C shall be in the form of credit transfer without the inclusion of a grade. The credits granted for the course shall be counted towards the total credit requirement for graduation.
  - (b) credit transfer through APEL.C is limited to a maximum of 30% of the total graduating credit of a programme. This percentage is in addition to the provisions under the existing credit transfer policy:
    - (i) the credits awarded must be equivalent to the credit value of the course applied for APEL.C. Partial credit awards shall not be permitted;
    - (ii) credit transfer awarded only applied for the course applied for. It is not applicable automatically to a pre-requisite course (if any); The credit transfer awarded shall apply only to the course for which it was approved. It shall not be automatically applicable to any prerequisite course (if any);
    - (iii) assessment for credit transfer needs to be made separately for every course. This means, for every credit transfer application of a course, a student needs to sit for a different assessment; The assessment

for credit transfer must be conducted separately for each course. This means that for every credit transfer application, the student is required to undergo a distinct assessment;

- (iv) credit transfer is applicable to all courses, industrial training and practicum training except project-based courses, bachelor's degree projects and dissertation. Credit transfer is applicable to all courses, including industrial training and practicum (based on relevant fields), except for project-based courses, final year projects, and dissertations.



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