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

Important Announcement

NOTICE ON CERTIFICATE AWARD AND GRADE IMPROVEMENT (UG) APPLICATION

CERTIFICATE AWARD ELIGIBILITY

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

- Obtain **Good Pass (KB)** status with a **CGPA ≥ 2.00**
- **Pass all required courses** and earn a total of **50** graduation credit hours
- Fulfil all other requirements prescribed by the University
- Students with **failed course(s) are not eligible** for certificate conferment. However, students who have failed only **one (1) course** may apply for a **Special Examination**, subject to the University's regulations.

IMPORTANT INFORMATION

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

GRADE IMPROVEMENT (UG)

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

APPLICATION DEADLINE

All Grade Improvement (UG) applications must be submitted no later than **8 DECEMBER 2026**. Late applications will not be considered.

IMPORTANT IMPLICATIONS OF REPEATING A COURSE

- Delay in progression to undergraduate studies by at least one semester.
- Possible wait for the next undergraduate admission cycle for your preferred degree programme.
- Requests to withdraw or cancel a repeat-grade application after the deadline will not be entertained.
- Students who withdraw after the deadline will only be considered for the award of certificate in the following semester.

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