



## **SIARAN UNDANG-UNDANG UNIVERSITI PUTRA MALAYSIA**

DITERBITKAN DENGAN KUASA LEMBAGA PENGARAH UNIVERSITI  
DI BAWAH SEKSYEN 39(3)(b) PERLEMBAGAAN

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AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971  
PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA  
KAEDAH-KAEDAH UNIVERSITI PUTRA MALAYSIA  
(PERKARA AKADEMIK PRASISWAZAH) 2014

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## AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

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Suatu kaedah-kaedah untuk menyelaraskan, mengurus, menyelia dan mentadbir hal ehwal akademik bagi Program Pengajian yang membawa kepada pengurniaan diploma dan ijazah bachelar yang ditawarkan oleh Universiti Putra Malaysia dan perkara lain yang berkaitan dengannya.

PADA menjalankan kuasa yang diberikan oleh Seksyen 37(1) Perlembagaan Universiti Putra Malaysia, Lembaga membuat Kaedah-Kaedah berikut:-

#### **BAHAGIAN A – PERMULAAN**

##### **Tajuk Ringkas, Pemakaian dan Permulaan Kuat Kuasa**

1. (1) Kaedah-Kaedah ini bolehlah dinamakan Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014 dan hendaklah mula berkuat kuasa pada tarikh yang ditetapkan oleh Naib Canselor.

(2) Kaedah-Kaedah ini hendaklah terpakai bagi Program Pengajian yang membawa kepada pengurniaan ijazah bachelar atau diploma kecuali bagi Program Pengajian yang disenaraikan dalam Jadual Pertama.

(3) Walau apa pun dalam subkaedah (2), peruntukan Kaedah-Kaedah ini hendaklah terpakai *mutatis mutandis* kepada Program Pengajian yang disenaraikan dalam Jadual Pertama sehingga suatu kaedah-kaedah baharu bagi program pengajian itu masing-masingnya dibuat dan dikuat kuasakan di Universiti. Bagi mengelakkan kekeliruan, pemakaian peruntukan *mutatis mutandis* itu hendaklah ditentukan oleh Senat.

(4) Jadual Pertama boleh dipinda, dari semasa ke semasa, oleh Senat.

**Tafsiran**

2. (1) Dalam Kaedah-Kaedah ini, kecuali konteksnya menghendaki makna yang lain-

“aktiviti akademik” ertinya kuliah, amali, tutorial, tugas, atau segala bentuk pengajaran dan pembelajaran yang ditetapkan bagi kursus pengajian bagi sesuatu Program Pengajian ;

“Dekan” ertinya ketua bagi sesuatu Fakulti atau Sekolah yang dilantik oleh Naib Canselor mengikut subseksyen 24(4) Perlembagaan;

“dewan peperiksaan” ertinya suatu tempat atau ruang atau kawasan peperiksaan dijalankan;

“Fakulti” ertinya entiti akademik utama dan merupakan Pihak Berkuasa Universiti di bawah seksyen 16 Perlembagaan dan boleh juga dikenali sebagai Sekolah;

“kata laluan” ertinya suatu pengenalan diri berbentuk satu atau lebih gabungan huruf atau angka atau simbol, atau gabungan huruf, angka atau simbol, yang diberikan oleh Universiti kepada pelajar bagi maksud Kaedah-Kaedah ini;

“kehadiran” ertinya keterlibatan pelajar dalam aktiviti akademik yang memerlukan pelajar itu mengambil bahagian sama ada secara fizikal atau maya dalam sesuatu aktiviti akademik;

“kursus audit” ertinya sesuatu kursus pengajian yang didaftarkan oleh pelajar tetapi jam kredit kursus pengajian tersebut tidak dikira dalam keputusan peperiksaan dan tidak dimasukkan dalam keseluruhan jam kredit untuk bergraduat;

“kursus elektif” ertinya sesuatu kursus pengajian, yang boleh dipilih oleh pelajar untuk menyokong Program Pengajiannya, atau yang memenuhi minatnya;

“kursus pengajian” ertinya kursus pengajian yang ditawarkan oleh Fakulti bagi setiap Program Pengajiannya;

“kursus setara” ertinya sesuatu kursus pengajian yang dikenalpasti oleh Fakulti sebagai sama taraf dengan sesuatu kursus pengajian lain dengan mengambil kira kursus pengajian itu mempunyai persamaan kandungan dan jam pengajaran sekurang-kurangnya 70% dengan sesuatu kursus pengajian lain;

“kursus teras” ertinya kursus pengajian yang ditetapkan dalam sesuatu Program Pengajian sebagai perlu diambil dengan jayanya oleh pelajar bagi mencapai tahap kemahiran yang cukup dalam Program Pengajian itu;

“kursus Universiti” ertinya sesuatu kursus pengajian yang difikirkan perlu oleh Senat untuk memastikan bahawa pembelajaran yang menyeluruh dapat diberikan kepada pelajar;

“kursus wajib” ertinya kursus pengajian yang terdiri daripada kursus teras dan kursus Universiti;

“major” ertinya pengkhususan Program Pengajian utama atau pertama dalam sesuatu bidang Program Pengajian yang menepati jumlah jam kredit atau peratus jam kredit yang ditetapkan dalam sesuatu Program Pengajian;

“mata kekurangan” ertinya mata nilai yang diperlukan oleh pelajar untuk meningkatkan purata nilai gred keseluruhan kepada 2.0 dan hendaklah dikira mengikut formula dalam Jadual Keempat;

“minggu suai kenal” ertinya minggu yang ditetapkan oleh Universiti sebagai minggu untuk pengenalan pelajar baharu;

“minor” ertinya tumpuan bidang kedua dalam Program Pengajian yang didaftarkan oleh pelajar yang menepati jumlah jam kredit atau peratus jam kredit yang ditetapkan dalam sesuatu Program Pengajian.

“pelajar” ertinya seseorang yang berdaftar dengan Universiti dan sedang mengikuti Program Pengajian tertentu yang akan membawanya kepada pengurniaan ijazah bachelour atau diploma;

“pelajar baharu” ertinya pelajar yang telah menerima tawaran Universiti dan telah mendaftarkan diri untuk Program Pengajian dan berada dalam semester pertama pengajian;

“Pendaftar” ertinya seorang pekerja Universiti dalam kumpulan pengurusan dan profesional dalam klasifikasi perkhidmatan pegawai tadbir dan sokongan yang ditempatkan di entiti pentadbiran dan perkhidmatan akademik Universiti bagi pelajar prasiswazah dan ditanggungjawab sebagai ketua di entiti itu;

“pendaftaran” ertinya pendaftaran yang dibuat mengikut kaedah 3 Kaedah-Kaedah ini;

“pendaftaran kursus” ertinya pendaftaran untuk setiap kursus pengajian, dan termasuklah perubahan kursus pengajian melalui Sistem Maklumat Pelajar mengikut kaedah 5 Kaedah-Kaedah ini;

“pendaftaran kursus lewat” ertinya pendaftaran kursus yang dilakukan selepas tempoh pendaftaran kursus yang ditetapkan;

“penasihat akademik” ertinya penasihat yang dilantik di bawah kaedah 32 Kaedah-Kaedah ini;

“peperiksaan” ertinya cara penilaian berterusan yang dilakukan ke atas pelajar yang mendaftar sesuatu kursus pengajian dan hendaklah merangkumi segala bentuk penilaian termasuk ujian, tugasan, kuiz, pembentangan, amali, projek, kerja lapangan, latihan industri, mengikut mana yang berkenaan, dan hendaklah juga termasuk peperiksaan akhir;

“peperiksaan akhir” ertinya peperiksaan yang terakhir bagi sesuatu kursus pengajian dalam sesuatu semester pengajian.

“prasyarat” ertinya sesuatu syarat terdahulu yang wajib dipatuhi;

“Program Pengajian” ertinya Program Pengajian yang membawa kepada penganugerahan ijazah bachelors atau diploma dalam bidang pengajian tertentu;

“purata nilai gred” ertinya sejumlah mata nilai yang dikira mengikut formula dalam Jadual Keempat;

“satu jam kredit” ertinya satu jam kuliah dalam satu minggu, atau dua hingga tiga jam amali dalam satu minggu, atau satu jam tutorial dalam satu minggu, atau dua minggu latihan industri;

“semester” ertinya sistem pengajian yang menggunakan tempoh masa yang mengandungi 14 minggu pengajian, satu minggu cuti pertengahan semester, dan tiga minggu peperiksaan bagi setiap semester;

“semester berikut” ertinya semester hadapan yang mengikut secara berturutan semester seseorang pelajar itu berdaftar sebelumnya;

“semester ketiga” ertinya sistem pengajian yang menggunakan tempoh masa yang mengandungi 7 minggu pengajian dan satu minggu peperiksaan yang dijalankan semasa cuti selepas minggu ke 18 semester kedua;

“Sistem Maklumat Pelajar” ertinya sistem portal yang dibina bagi tujuan pengurusan aktiviti akademik pelajar dan dikawal selia oleh Universiti bagi tujuan penyimpanan maklumat pelajar;

“sistem pengajian” termasuklah sistem pengajian semester, trimester atau apa-apa sistem pengajian lain yang ditetapkan oleh Senat;

“slip pendaftaran” ertinya slip yang mengandungi maklumat tentang sesuatu kursus pengajian yang berjaya didaftar oleh pelajar;

“tempoh pendaftaran kursus” ertinya suatu tempoh masa yang bermula pada hari pertama minggu kedua belas sesuatu semester dan tamat pada hari terakhir minggu keempat belas semester tersebut atau tempoh masa lain yang ditetapkan oleh Universiti;

“trimester” ertinya sistem pengajian yang menggunakan tempoh masa yang mengandungi 14 minggu pengajian, satu minggu peperiksaan dan dua minggu cuti semester bagi setiap trimester;

(2) Bagi maksud Kaedah-Kaedah ini, dan jika diperlukan oleh konteks, apabila perkataan 'semester' disebut dalam Kaedah-Kaedah ini, perkataan itu hendaklah juga termasuk trimester, atau apa-apa tempoh dalam sistem pengajian lain yang ditetapkan oleh Senat.

## **BAHAGIAN B – PENDAFTARAN**

### **Keperluan Pendaftaran**

3. (1) Setiap orang yang ditawarkan oleh Universiti untuk mengikuti Program Pengajian peringkat bacheloer atau diploma dan menerima tawaran tersebut hendaklah mendaftarkan diri dengan Universiti mengikut cara yang ditetapkan oleh tawaran tersebut, atau oleh Senat.

(2) Tertakluk kepada kaedah 4, mana-mana orang yang telah mendaftar dengan Universiti mengikut cara yang disebut dalam subkaedah (1), hendaklah dikenali sebagai pelajar Universiti Putra Malaysia, dan nama pelajar tersebut hendaklah disenaraikan dalam daftar pelajar Universiti sehinggalah pelajar tersebut berjaya menamatkan Program Pengajiannya dan sehinggalah Senat mengesahkan bahawa pelajar tersebut layak bergraduatoer atau sehingga atas sebab tertentu, pelajar tersebut hilang kelayakannya menjadi pelajar Universiti, mengikut mana yang terdahulu.

(3) Walau apa pun yang dinyatakan oleh subkaedah (2) dan tertakluk kepada kaedah (4), Senat boleh, pada bila-bila masa, menamatkan pendaftaran mana-mana pelajar sekiranya pada pandangan Senat, pelajar tersebut, atas sebab akademik yang ditentukan oleh Senat, tidak mampu meneruskan Program Pengajiannya dan nama pelajar tersebut hendaklah secara automatik digugurkan daripada senarai daftar pelajar Universiti dan pelajar tersebut hendaklah terhenti daripada menjadi pelajar Universiti.

(4) Universiti hendaklah mengadakan, menyimpan, dan dari semasa ke semasa, mengemaskinikan suatu senarai daftar pelajar, dan semua orang yang menjadi pelajar Universiti Putra Malaysia mengikut peruntukan Kaedah-Kaedah ini hendaklah didaftarkan dalam senarai daftar pelajar tersebut.

(5) Seseorang yang telah menjadi pelajar Universiti hendaklah diberi satu kata laluan untuk membolehkannya mengakses Sistem Maklumat Pelajar bagi tujuan pendaftaran kursus pengajian dan tujuan lain yang dibenarkan oleh Universiti.

(6) Seseorang pelajar yang telah diberikan kata laluan, tidak boleh mendedahkan kata laluan itu kepada pelajar lain atau staf universiti, dan hendaklah sentiasa bertanggungjawab memelihara kata laluannya itu. Pelajar yang tidak mematuhi kehendak subkaedah ini boleh dikenakan tindakan tatatertib. Staf universiti yang meminta, atau menerima, atau menggunakan kata laluan pelajar bagi tujuan pendaftaran kursus, juga boleh dikenakan tindakan tatatertib.

#### **Pendaftaran Berterusan**

4. (1) Pelajar yang telah mendaftar untuk Program Pengajian yang telah ditawarkan kepadanya hendaklah mendaftar secara berterusan dengan Universiti.

(2) Pelajar yang gagal mendaftar secara berterusan dengan Universiti akan terhenti daripada menjadi pelajar dan namanya akan terdugur daripada senarai daftar pelajar.

(3) Pelajar dianggap mendaftar berterusan apabila dia melakukan pendaftaran kursus pengajian mengikut kehendak peruntukan yang ada dalam Kaedah-Kaedah ini.

#### **Pendaftaran Kursus**

5. Pelajar hendaklah, tertakluk pada peruntukan lain yang ditetapkan dalam Kaedah-Kaedah ini atau syarat yang ditetapkan dari semasa ke semasa oleh Universiti, membuat pendaftaran kursus, mengikut cara yang ditetapkan oleh kaedah 6, bagi Program Pengajiannya dalam tempoh pendaftaran kursus bagi tujuan penerusan pengajian dan pemelajarannya di Universiti pada semester berikutnya dan bagi tujuan mengekalkan pendaftaran berterusannya.

**Pendaftaran Kursus Hanya Melalui Sistem Maklumat Pelajar**

6. (1) Tertakluk kepada kaedah 7, setiap pelajar hendaklah membuat pendaftaran kursus melalui Sistem Maklumat Pelajar dan membuat cetakan pendaftaran itu, dan menyenggara rekod pendaftaran untuk rujukan pelajar pada masa hadapan.

(2) Pendaftaran kursus yang dibuat di bawah subkaedah(1) hendaklah mengikut Jadual Kedua Kaedah-Kaedah ini.

(3) Senat boleh dari semasa ke semasa meminda Jadual Kedua.

**Pendaftaran Kursus Hanya dengan Persetujuan Penasihat Akademik**

7. Setiap pelajar yang hendak membuat pendaftaran kursus hendaklah berbincang dengan penasihat akademiknya dan hendaklah mendapat persetujuan penasihat akademiknya sebelum pelajar itu membuat pendaftaran kursus.

**Kesan Tidak Melakukan Pendaftaran Kursus Melalui Sistem Maklumat Pelajar**

8. Mana-mana pelajar yang tidak, gagal atau cuai mendaftar melalui Sistem Maklumat Pelajar dianggap tidak melakukan pendaftaran kursus seperti yang dikehendaki oleh kaedah 5 Kaedah-Kaedah ini.

*Ilustrasi*

- i. *A, seorang pelajar semester pertama telah menulis surat kepada Dekan Fakulti DEF dalam tempoh pendaftaran kursus menyatakan bahawa dia mendaftarkan kursus aaa, bbb dan ccc bagi tujuan penerusan pengajian dan pemelajarannya untuk semester berikutnya. Menulis surat kepada Dekan bukanlah suatu perbuatan melakukan pendaftaran melalui Sistem Maklumat Pelajar. Oleh itu, ini bukanlah suatu pendaftaran kursus mengikut maksud Kaedah-Kaedah ini dan A tidak melakukan pendaftaran kursus.*



- ii. *A, seorang pelajar semester pertama telah gagal mendaftar dalam tempoh pendaftaran kursus tetapi dia ingin melakukan pendaftaran kursus. Dia telah mendapatkan persetujuan Dekan atau pegawai tertentu di fakulti dan telah membayar denda bagi pendaftaran kursus lewat tetapi A tidak melakukan pendaftaran kursus pengajian melalui Sistem Maklumat Pelajar selepas memperoleh persetujuan itu dan membayar denda tersebut. Memperoleh persetujuan dan membayar denda juga bukanlah suatu pendaftaran kursus lewat jika pendaftaran kursus sebenar tidak dibuat melalui Sistem Maklumat Pelajar.*
- iii. *A, seorang staf di Fakulti DEF telah diminta oleh pelajar B untuk membuat pendaftaran kursus bagi pihak dirinya dan B telah memberikan kata laluan Sistem Maklumat Pelajar kepada A. Perbuatan A mendaftarkan kursus pengajian bagi pihak B adalah suatu kesalahan di bawah subkaedah 3(6) Kaedah-Kaedah ini. B hendaklah melakukan sendiri pendaftaran kursus pengajiannya melalui Sistem Maklumat Pelajar.*

Subkaedah 10(4) juga berkaitan.

### **Pendaftaran Kursus Pengajian - Tambah, Gugur dan Ubah Kursus**

9. (1) Setiap pelajar yang ingin membuat perubahan pendaftaran kursus pengajian boleh membuat perubahan tersebut pada minggu pertama semester berikutnya bermula mengikut cara yang dinyatakan oleh Kaedah-Kaedah ini.

(2) Pelajar yang hendak menambah kursus pengajian hendaklah mengikut peruntukan di bawah-

- (a) pelajar yang ingin membuat tambahan kursus pengajian kurang daripada 20 jam kredit hendaklah mendapatkan perakuan penasihat akademik;
- (b) pelajar yang ingin membuat tambahan kursus pengajian lebih daripada 20 jam kredit hendaklah mendapatkan perakuan penasihat akademik dan seterusnya mendapat kelulusan Dekan; dan

(c) tertakluk pada subkaedah 2(a) di atas, pelajar yang telah mendapat perakuan penasihat akademik dan guru yang mengajar kursus berkenaan untuk menambah kursus pengajian dan telah mendapat kelulusan Dekan pelajar, hendaklah membuat tambahan kursus pengajian yang telah diluluskan itu dalam tempoh dua minggu apabila semester berikutnya bermula.

(3) Pelajar yang ingin menggugurkan kursus yang telah berjaya didaftarkan, hendaklah mengikut peruntukan di bawah–

(a) pelajar yang hendak menggugurkan kursus pengajian, hendaklah mengugurkan kursus pengajian itu dalam minggu pertama dan kedua sesuatu semester dan hendaklah menggugurkan kursus itu melalui Sistem Maklumat Pelajar;

(b) tertakluk pada perenggan 3(a) dan (c), pelajar yang hendak menggugurkan kursus pengajian yang telah didaftarkan, dibenarkan berbuat demikian dari minggu pertama semester berikut bermula sehingga minggu ketujuh semester yang sama;

(c) pelajar yang menggugurkan kursus pengajian mengikut peruntukan di bawah subkaedah ini, tetapi berbuat demikian selepas minggu kedua semester bermula, hendaklah juga membuat bayaran denda sebanyak RM50.00 kepada Universiti untuk setiap kursus pengajian yang digugurkannya;

(d) pelajar yang gagal menggugurkan kursus pengajian yang telah didaftar dan tidak menghadirkan diri sepanjang semester akan diberikan gred F untuk kursus pengajian itu pada akhir semester.

(4) Pelajar tidak dibenarkan membuat perubahan pendaftaran kursus pengajian yang telah didaftarkan selepas minggu ketujuh sesuatu semester.

(5) Kaedah-Kaedah ini juga terpakai kepada pelajar baharu.

### **Pendaftaran Kursus Lewat**

10. (1) Tertakluk pada subkaedah (2) dan (3), pelajar yang tidak membuat pendaftaran kursus dalam tempoh pendaftaran kursus, boleh membuat pendaftaran kursus lewat pada sepanjang dua minggu pertama semester bermula.

(2) Pelajar yang hendak membuat pendaftaran kursus lewat sepanjang tempoh minggu pertama semester berikut bermula, hendaklah mendapatkan kelulusan Dekan Fakulti pelajar berkenaan sebelum membuat pendaftaran kursus lewat.

(3) Pelajar yang hendak membuat pendaftaran kursus lewat selepas tamat minggu pertama semester berikut bermula, hendaklah selain mendapatkan kelulusan Dekan Fakulti pelajar tersebut, membuat bayaran denda pendaftaran kursus lewat sebanyak RM50.00 bagi setiap kursus pengajian yang ingin didaftarkannya.

(4) Peruntukan dalam kaedah 6, 7, dan 8 dalam Kaedah-Kaedah ini hendaklah terpakai *mutatis mutandis*, kepada pelajar yang membuat pendaftaran kursus lewat.

### **Kesan Tidak Membuat Pendaftaran Kursus**

11. Pelajar yang tidak, gagal atau cuai membuat pendaftaran kursus dalam tempoh pendaftaran kursus, atau gagal membuat pendaftaran kursus lewat dalam tempoh yang ditetapkan oleh Kaedah-Kaedah ini, atau gagal membuat perubahan dalam pendaftaran kursus pengajiannya mengikut cara dan dalam tempoh yang ditetapkan oleh Kaedah-Kaedah ini, hendaklah secara automatik terhalang daripada membuat apa-apa pendaftaran kursus atau perubahan pendaftaran kursus pengajian selepas itu.

### **Kesan Halangan Automatik daripada Membuat Pendaftaran Kursus**

12. Pelajar yang telah terhalang secara automatik daripada membuat pendaftaran kursus adalah tidak mendaftar secara berterusan dengan Universiti dan pendaftarannya hendaklah terhenti, dan namanya tergugur daripada senarai pelajar Universiti.

**Rayuan Akibat Tidak Mendaftar Berterusan**

13. Walau apapun yang dinyatakan dalam Kaedah-Kaedah sebelum ini, pelajar yang pendaftarannya terhenti dan namanya tergugur daripada senarai daftar pelajar Universiti akibat daripada tidak atau gagal atau cuai mendaftar secara berterusan dengan Universiti, boleh merayu kepada Pendaftar pada semester namanya tergugur, atau pada semester berikutnya yang namanya tergugur untuk didaftarkan semula sebagai pelajar dan menyambung semula pengajiannya pada semester berikutnya.

**Pembayaran Akibat Rayuan**

14. Setiap orang yang membuat rayuan kepada Universiti untuk didaftarkan semula sebagai pelajar Universiti mengikut kaedah 13, hendaklah membuat pembayaran sebanyak RM100.00 kepada Universiti.

**Penerusan Pengajian pada Semester Berikut Akibat Rayuan Dibenarkan**

15. Sekiranya Pendaftar membenarkan rayuan orang itu mengikut kaedah 13, maka orang yang rayuannya dibenarkan boleh meneruskan pengajiannya pada semester berikutnya, dan bukan pada semester pendaftarannya terhenti dan namanya tergugur daripada senarai daftar pelajar Universiti atau pada semester dia membuat rayuannya itu.

**Pendaftaran Kursus Pelajar Baharu**

16. (1) Walau apa pun yang dinyatakan dalam Kaedah-Kaedah sebelum ini, pelajar baharu dibenarkan membuat pendaftaran kursus mulai hari pertama minggu suai kenal hingga hari terakhir minggu kedua semester bermula tanpa bayaran denda. Kegagalan untuk mendaftar dalam tempoh masa yang ditetapkan akan mengakibatkan tawaran kemasukan secara automatik terbatal.

(2) Pelajar baharu yang mendapat tawaran kemasukan pada minggu ketiga semester bermula dikecualikan daripada bayaran denda. Kegagalan untuk mendaftar dalam tempoh masa yang ditetapkan akan mengakibatkan tawaran kemasukan secara automatik terbatal.

**Slip Pendaftaran**

17. (1) Fakulti pelajar yang berkenaan, tertakluk pada pelajar tersebut membuat pendaftaran kursus dalam tempoh pendaftaran kursus yang ditetapkan oleh Kaedah-Kaedah ini, hendaklah membuat pemberitahuan dalam talian kepada pelajar, pada hari pertama semester bermula atau pada hari lain yang bersesuaian, mengenai kursus pengajian yang berjaya didaftarkan, dan pelajar itu hendaklah mencetak slip pendaftaran kursus itu sebagai rekod pendaftaran kursusnya bagi semester itu.

(2) Fakulti pelajar yang berkenaan hendaklah membuat pemberitahuan dalam talian kepada pelajar mengenai apa-apa pendaftaran kursus lewat yang telah didaftarkan atau apa-apa perubahan kepada pendaftaran kursus yang dibuat oleh pelajar itu dalam tempoh pelajar dibenarkan untuk menambah atau menggugurkan kursus pengajiannya, selewat-lewatnya tiga hari bekerja atau apa-apa tempoh lain yang munasabah, selepas pelajar tersebut membuat pendaftaran sedemikian, dan pelajar itu hendaklah mencetak slip pendaftaran kursus itu sebagai rekod pendaftaran kursusnya yang dikemaskini bagi semester itu.

**Prasyarat Sesuatu Kursus Perlu Dipenuhi Sebelum Boleh Mendaftar**

18. Apabila dan jika sesuatu kursus pengajian yang ingin didaftar oleh seseorang pelajar mempunyai prasyarat, prasyarat itu hendaklah dianggap telah dipenuhi-

- (a) jika prasyarat itu dalam bentuk kursus pengajian, pelajar membuktikan bahawa dia telah lulus kursus pengajian pra-syarat itu atau kursus pengajian yang setara pada gred yang ditetapkan; atau
- (b) jika prasyarat itu dalam bentuk persetujuan guru, persetujuan itu telah diperoleh, dengan syarat bahawa guru itu hendaklah menimbang dengan lazim dan munasabah semua fakta yang sesuai sebelum memberi atau menolak persetujuannya.

**Pendaftaran Pelajar Berhutang**

19. Pelajar yang berhutang, atau yang belum menjelaskan fi pengajiannya atau hutang lain termasuk denda lalu lintas kepada Universiti pada sesuatu semester, hendaklah terhalang daripada membuat pendaftaran kursus untuk semester berikutnya.

**Pelajar Berbiasiswa**

20. Walau apa pun yang dinyatakan dalam kaedah 19, pelajar yang menerima biasiswa atau pinjaman daripada mana-mana agensi bagi tujuan pengajiannya di Universiti dan biasiswa atau pinjaman yang diterimanya itu dibayar oleh agensi tersebut melalui pejabat yang ditanggung dengan tanggungjawab kewangan Universiti, dan Pejabat itu dibenarkan membuat potongan terus bagi jumlah fi pengajian atau jumlah hutang lain daripada biasiswa atau pinjaman, pelajar tersebut boleh membuat pendaftaran kursus walaupun dia masih berhutang dengan Universiti.

**Pendaftaran Serentak Melebihi Satu Program Pengajian**

21. Pelajar adalah tidak dibenarkan mendaftar lebih daripada satu Program Pengajian secara serentak pada bila-bila masa, sama ada dalam universiti ini atau di institusi pengajian tinggi awam atau swasta lain.

**BAHAGIAN C –SISTEM AKADEMIK DAN KULIAH****Sistem Pengajian**

22. (1) Program Pengajian di Universiti hendaklah secara lazimnya dijalankan mengikut sistem pengajian semester.

(2) Senat bagaimana pun boleh membenarkan beberapa Program Pengajian dijalankan mengikut sistem pengajian trimester atau apa-apa sistem pengajian yang lain, setelah mengambil kira kepentingan Program Pengajian itu dijalankan menggunakan sistem pengajian sedemikian dan mengambil kira kesentosaan umum pelajar yang mengambil Program Pengajian itu.

(3) Senat hendaklah menentukan dan menetapkan kalendar akademik bagi setiap sesi pengajian mengikut program pengajian, peringkat pengajian dan sistem pengajian. Kalendar akademik yang telah ditetapkan tersebut hendaklah diumumkan kepada pelajar dan guru.

### **Aktiviti Akademik Bermula pada Hari Pertama Semester**

23. Aktiviti akademik di Universiti hendaklah bermula pada hari pertama Kalendar Akademik mengikut ketetapan senat di bawah subkaedah 22(3).

### **Keperluan Kredit untuk Bergraduat**

24. (1) Setiap program pengajian peringkat bachelour hendaklah pada lazimnya mengandungi jumlah jam kredit minimum untuk bergraduat sebanyak 120 jam kredit, atau apa-apa jumlah jam kredit lain yang melebihi 120 jam kredit yang ditetapkan oleh Senat bagi Program Pengajian tersebut, dan setiap pelajar perlulah memenuhi keperluan jam kredit yang ditetapkan sebelum dia layak bergraduat.

(2) Program Pengajian peringkat diploma hendaklah pada lazimnya mengandungi jumlah jam kredit minimum untuk bergraduat sebanyak 90 jam kredit, atau apa-apa jumlah jam kredit yang melebihi 90 jam kredit yang ditetapkan oleh Senat bagi Program Pengajian tersebut, dan setiap pelajar perlulah memenuhi keperluan jam kredit yang ditetapkan sebelum dia layak bergraduat.

### **Keperluan Memenuhi Jumlah Jam Kredit bagi Pendaftaran Kursus**

25. Pelajar hendaklah pada sepanjang masa pendaftarannya dengan Universiti, memastikan bahawa kursus pengajian yang didaftarkannya pada setiap semester mematuhi jumlah jam kredit yang dinyatakan dalam Jadual Ketiga.

### **Klasifikasi Pelajar Mengikut Jumlah Jam Kredit**

26. Pelajar yang berdaftar dengan Universiti hendaklah diklasifikasikan mengikut jumlah jam kredit yang telah diperolehnya seperti yang dinyatakan dalam Jadual Ketiga.

**Senat boleh Meminda Jadual Ketiga**

27. Senat boleh meminda Jadual Ketiga dan pindaan tersebut hendaklah diumumkan kepada semua pelajar.

**BAHAGIAN D-SISTEM PENASIHATAN AKADEMIK****Mengadakan Sistem Penasihat Akademik**

28. Universiti hendaklah mengadakan Sistem Penasihat Akademik mengikut peruntukan yang ada dalam Kaedah-Kaedah ini.

**Ruang Aktiviti Penasihat Akademik di Fakulti**

29. Bagi maksud melaksanakan Sistem Penasihat Akademik, Fakulti hendaklah menyediakan ruang tertentu di Fakulti sebagai tempat untuk menjalankan aktiviti Penasihat Akademik.

**Peruntukan Kewangan untuk Menjalankan Aktiviti Penasihat Akademik**

30. Dekan Fakulti hendaklah memperuntukkan sejumlah wang daripada kumpulan wang pengurusan Fakulti bagi menjalankan Sistem Penasihat Akademik dan hendaklah memastikan bahawa aktiviti Penasihat Akademik itu dijalankan mengikut jadual rancangan aktiviti.

**Jadual Aktiviti Perlu Dibuat**

31. Dekan Fakulti hendaklah membuat rancangan jadual aktiviti Sistem Penasihat Akademik pada setiap semester dan hendaklah memastikan bahawa jadual rancangan aktiviti tersebut dikemukakan atas talian kepada Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti.



**Pelantikan Penasihat Akademik**

32. Semua guru, hendaklah menjadi dan dengan ini terlantik sebagai, penasihat akademik kepada sekumpulan pelajar yang akan ditetapkan oleh Dekan Fakulti guru berkenaan.

**Kuasa dan Tanggungjawab Penasihat Akademik**

33. (1) Setiap penasihat akademik hendaklah memegang tanggungjawab yang dinyatakan dalam Kaedah-Kaedah ini, dan hendaklah mempunyai segala kuasa yang perlu untuk menjalankan tanggungjawab tersebut.

(2) Penasihat akademik hendaklah prihatin dan arif tentang kurikulum fakulti dan hendaklah-

- (a) memantau kemajuan prestasi pelajar secara dalam talian dan menasihati pelajar itu dengan sewajarnya;
- (b) menasihati pelajar berkaitan dengan pendaftaran kursus pengajian dan perkara-perkara lain yang berkaitan dengannya dan jika perlu, membuat perakuan mengenai pendaftaran kursus pengajian, sebelum pelajar tersebut membuat pendaftaran kursus pengajian melalui Sistem Maklumat Pelajar;
- (c) membantu pelajar memahami kurikulum, sistem pengajian, sistem pendaftaran, sistem peperiksaan, prasyarat kursus dan pengecualian kursus pengajian;
- (d) memberikan nasihat untuk mengatasi masalah akademik pelajar;
- (e) membantu pelajar menyelesaikan masalah selain akademik, dan jika perlu merujuk masalah itu pada pihak yang berkaitan;
- (f) menyelia projek berkumpulan (pembangunan dan pengembangan);
- (g) merancang, mengadakan dan memantau aktiviti yang melibatkan semua pelajar di bawah penasihatannya;
- (h) menasihati pelajar supaya mendaftar kursus berpandukan kurikulum Program Pengajian yang diikuti oleh pelajar itu.

(3) Walau apa pun tanggungjawab dan tugas penasihat akademik, kewajipan bagi pendaftaran, pengguguran dan pengecualian kursus pengajian terletak pada pelajar.

#### **Ketua Penasihat Akademik**

34. (1) Dekan hendaklah melantik seorang Ketua Penasihat Akademik dalam kalangan penasihat akademik fakulti.

(2) Ketua Penasihat Akademik yang dilantik di bawah subkaedah(1), hendaklah menjadi penyelarasan kepada penasihat akademik fakulti.

#### **Panduan Menjadi Penasihat Akademik**

35. Dekan Fakulti hendaklah menyediakan panduan berkaitan Sistem Penasihat Akademik bagi Fakultinya dan hendaklah mengedarkan panduan itu kepada setiap penasihat akademik di Fakultinya.

#### **Penetapan Sekumpulan Pelajar di bawah Penasihat Akademik**

36. Dekan Fakulti hendaklah memastikan sekumpulan pelajar diletakkan di bawah seorang penasihat akademik, dan pelajar yang ditetapkan dalam kumpulan itu hendaklah terdiri daripada pelajar dalam Fakulti yang sama.

#### **Tanggungjawab Pelajar Berjumpa Penasihat Akademik**

37. (1) Setiap pelajar diwajibkan berjumpa dengan penasihat akademiknya sebagaimana yang telah ditetapkan oleh Fakulti, sekurang-kurangnya dua kali dalam setiap semester.

(2) Penasihat akademik perlu mengemukakan laporan kepada Ketua Penasihat Akademik sekurang-kurangnya dua kali dalam setiap semester.

## BAHAGIAN E – KEHADIRAN KE AKTIVITI AKADEMIK

### **Kehadiran ke Aktiviti Akademik**

38. Pelajar yang telah berjaya mendaftar kursus pengajian dalam Sistem Maklumat Pelajar hendaklah hadir ke aktiviti akademik bagi kursus pengajian itu.

### **Larangan Penggunaan Alat Telekomunikasi**

39. Pelajar yang menghadiri aktiviti akademik di bilik atau dewan kuliah dilarang daripada menggunakan telefon bimbit atau apa-apa alat telekomunikasi lain yang mengganggu pelajar dan suasana pengajian dalam dewan atau bilik kuliah itu.

### **Keperluan Memenuhi 80 Peratus KehadiranAktiviti Akademik**

40. Pelajar hendaklah menghadiri tidak kurang 80 peratus daripada keseluruhan jam aktiviti akademik bagi kursus pengajian yang telah didaftarkannya.

### **Kesan Tidak Memenuhi 80 Peratus Kehadiran Aktiviti Akademik**

41. Pelajar yang tidak memenuhi keperluan 80 peratus kehadiran bagi aktiviti akademik kursus pengajian yang dia berdaftar itu, tanpa alasan yang munasabah, hendaklah dihalang daripada menduduki peperiksaan akhir bagi kursus pengajian berkenaan, dan pelajar tersebut hendaklah diberikan markah sifar untuk peperiksaan akhir kursus pengajian itu.

### **Kebenaran Menduduki Peperiksaan**

42. (1) Walau apapun yang dinyatakan dalam kaedah 41, Universiti boleh membenarkan pelajar yang tidak memenuhi 80 peratus kehadiran dalam aktiviti akademik kursus pengajian yang pelajar itu berdaftar, menduduki peperiksaan akhir jika Dekan Fakulti yang menawarkan kursus pengajian itu berpuas hati, bahawa kehadiran yang kurang daripada 80 peratus itu disebabkan–

(a) oleh masalah kesihatan berdasarkan kepada laporan perubatan yang dikeluarkan oleh pegawai perubatan Kerajaan atau Pusat Kesihatan Universiti; atau

(b) oleh apa-apa alasan lain yang munasabah yang tidak berkaitan dengan masalah kesihatan.

(2) Dekan Fakulti itu hendaklah memberitahu Pendaftar sama ada dia berpuas hati dengan alasan yang diberikan di bawah perenggan 1(a) atau (b).

## **BAHAGIAN F – PENGAJARAN DAN PEMELAJARAN**

### **Jadual Waktu**

43. (1) Dekan Fakulti hendaklah menyediakan jadual waktu kursus pengajian dengan mengambil kira ruang bilik kuliah dan makmal yang ada di Fakulti, dan Pendaftar hendaklah menyelaras jadual waktu kuliah dan amali yang tepat untuk tempoh sekurang-kurangnya lima tahun.

(2) Bagi tujuan penyediaan jadual waktu kursus pengajian, Dekan Fakulti hendaklah mengikut jadual waktu kursus pengajian seperti yang ditetapkan dalam Jadual Keempat Kaedah-Kaedah ini.

(3) Senat boleh, dari semasa ke semasa, meminda Jadual Keempat.

### **Jumlah Pelajar dalam Sesuatu Kelas**

44. Dekan Fakulti hendaklah memastikan bahawa jumlah pelajar bagi kumpulan kuliah setiap kursus pengajian adalah antara 10 hingga 80 orang pelajar sahaja.

### **Jumlah Pelajar Yang Melebihi Had Yang Ditetapkan**

45. Walau apa pun yang dinyatakan dalam kaedah 44, Naib Canselor boleh dalam keadaan tertentu, membenarkan bilangan pelajar melebihi atau kurang daripada bilangan yang dinyatakan dalam kaedah itu bagi sesuatu kursus pengajian.

**Rangka Kursus Pengajian, Tarikh Ujian dan Peperiksaan**

46. Setiap guru, atau penyelaras kursus pengajian hendaklah menyediakan dan memberikan rangka kursus pengajian berserta tarikh ujian dan peperiksaan yang dijangka diadakan kepada Ketua Jabatan sekurang-kurangnya dua minggu sebelum semester bermula dan kepada pelajar pada hari pertama aktiviti akademik diadakan selepas semester bermula.

**Memuat Naik Nota dalam Talian**

47. Guru hendaklah memuat naik nota kuliah dalam laman sesawang atau portal yang disediakan oleh Universiti, dan bagi tujuan tersebut, Fakulti hendaklah mengadakan kemudahan dan staf sokongan untuk membantu guru memuat naik nota kuliah di laman sesawang atau portal itu.

**Pemantauan Pengajaran oleh Ketua Jabatan**

48. Ketua Jabatan hendaklah memantau secara berterusan pengajaran seseorang guru, dan kesesuaian pengajaran itu dengan kurikulum kursus pengajian.

**Pemantauan Prestasi Pengajaran oleh Penyelaras Kursus**

49. Penyelaras kursus wajib memantau prestasi pengajaran seseorang guru bagi kursus pengajian di bawah penyelarasannya.

**Prestasi Pengajaran Hendaklah Dipertingkatkan**

50. Universiti hendaklah sentiasa memastikan bahawa prestasi pengajaran guru dipertingkatkan dari semasa ke semasa dan bagi tujuan ini, Universiti boleh mengarahkan mana-mana guru untuk menghadiri apa-apa kursus berkaitan pengajaran dan pembelajaran.

**Penilaian Pengajaran**

51. (1) Guru yang mengajar sesuatu kursus pengajian hendaklah dinilai oleh pelajar yang mendaftar untuk kursus pengajian tersebut dan setiap penilaian yang dibuat oleh pelajar tersebut adalah sulit dan tidak boleh didedahkan

kepada sesiapa kecuali kepada guru yang berkenaan, Dekan Fakulti dan Ketua Jabatan guru yang berkenaan, dan Jawatankuasa Pengurusan Universiti.

(2) Penilaian yang dibuat mengikut kaedah ini hendaklah dilakukan pada setiap akhir semester atau sebagaimana yang diarahkan oleh Senat.

## **BAHAGIAN G – PEPERIKSAAN**

### **Penilaian Pelajar**

52. Tertakluk kepada peruntukan lain dalam Kaedah-Kaedah ini, pelajar yang telah mendaftar kursus pengajiannya hendaklah dinilai oleh Universiti, melalui peperiksaan bagi kursus pengajian yang telah didaftarkannya, pada tarikh, masa dan tempat yang telah ditetapkan oleh Senat, Fakulti atau guru kursus pengajiannya, mengikut mana yang berkenaan.

### **Markah Sifar bagi Pelajar yang Tidak Menduduki Peperiksaan**

53. Pelajar yang tidak menduduki peperiksaan bagi tujuan penilaian seperti yang dinyatakan dalam kaedah 52 hendaklah mendapat markah sifar bagi peperiksaan yang dia tidak duduki.

### **Peperiksaan Ganti**

54. (1) Walau apa pun yang diperuntukkan oleh kaedah 53, pelajar boleh menduduki peperiksaan ganti jika pelajar tersebut memberikan alasan yang munasabah, dan Dekan Fakulti pelajar setelah berunding dengan guru bagi kursus pengajian yang pelajar itu tidak menduduki peperiksaan yang ditetapkan, berpuas hati dengan kemunasabahan alasan yang diberi.

(2) Apa-apa peperiksaan gantian yang dibuat di bawah subkaedah (1) hendaklah diadakan dalam tempoh dua minggu daripada tarikh peperiksaan asal atau suatu tempoh lain sebelum semester berikutnya bermula.

### **Markah Sifar dan Lupus Peluang Menduduki Peperiksaan**

55. Sekiranya pelajar yang telah diberi peluang di bawah kaedah 54 masih lagi gagal menduduki peperiksaan ganti, maka pelajar tersebut hendaklah

diberi markah sifar dan pelajar tersebut tidak lagi boleh memohon peluang lain untuk menduduki peperiksaan ganti lain.

### **Arahan Am Peperiksaan**

56. Pelajar yang dinilai melalui peperiksaan hendaklah terikat kepada arahan berikut-

- (a) Pelajar hendaklah masuk ke dewan peperiksaan hanya apabila dibenarkan oleh pengawas peperiksaan;
- (b) Pelajar tidak dibenarkan masuk ke dewan peperiksaan selepas 30 minit peperiksaan bermula;
- (c) Pelajar yang telah masuk ke dalam dewan peperiksaan dan telah berada di dalam dewan itu selama tidak kurang daripada 30 minit selepas peperiksaan bermula, boleh dengan kebenaran pengawas peperiksaan, keluar dari dewan itu;
- (d) Pelajar tidak dibenarkan keluar dari dewan peperiksaan dalam tempoh 15 minit terakhir peperiksaan;
- (e) Pelajar hendaklah mempamerkan kad pelajar semasa menghadiri peperiksaan. Pelajar yang tidak, enggan atau cuai mempamerkan kad pelajar hendaklah dihalang daripada menduduki peperiksaan oleh pengawas peperiksaan kecuali jika pengawas peperiksaan itu dapat mengesahkan identiti pelajar yang menduduki peperiksaan;
- (f) Pelajar mestilah menulis dengan jelas nombor pelajar, Program Pengajian, kursus pengajian, semester dan klasifikasi serta apa-apa maklumat lain pada tempat yang disediakan di kertas soalan atau skrip jawapan pada tiap-tiap satu peperiksaan. Universiti tidak bertanggungjawab atas apa-apa kerugian yang dialami oleh pelajar kerana tidak mematuhi arahan ini.
- (g) Pelajar tidak boleh meniru atau menipu semasa menduduki peperiksaan, dan tertakluk pada peruntukan di bawah-

- (i) pelajar, kecuali diberi kebenaran terlebih dahulu oleh pengawas peperiksaan, dilarang daripada membawa nota kuliah, sama ada nota kuliah itu berkaitan atau tidak dengan peperiksaan yang sedang didudukinya, atau apa jua bahan bacaan atau bahan rujukan, alat komunikasi atau kalkulator saintifik, ke dalam dewan peperiksaan;
- (ii) pelajar yang gagal, enggan, cuai atau tidak mematuhi perenggan (g)(i), dan didapati oleh pengawas peperiksaan ada nota kuliah, alat komunikasi atau kalkulator saintifik dalam milikannya semasa berada dalam dewan peperiksaan, dianggap menipu atau menipu dalam peperiksaan tersebut, dan pengawas peperiksaan hendaklah menghalang pelajar itu daripada menduduki peperiksaan tersebut, dan pelajar itu hendaklah diarah keluar dari dewan peperiksaan, dan pengawas peperiksaan hendaklah merampas nota kuliah, alat komunikasi atau kalkulator saintifik itu;
- (iii) pengawas peperiksaan hendaklah membuat laporan bertulis mengenai perbuatan meniru atau menipu di bawah perenggan (g)(ii) oleh pelajar itu kepada Dekan Fakulti pelajar itu dengan seberapa segera yang praktik dan menyerahkan nota kuliah, alat komunikasi atau kalkulator saintifik yang dirampas oleh pengawas peperiksaan kepada Dekan Fakulti pelajar tersebut. Sesalinan laporan bertulis itu hendaklah disampaikan kepada Timbalan Naib Canselor yang ditanggungkan dengan tanggungjawab hal ehwal akademik Universiti dan Timbalan Naib Canselor yang ditanggungkan dengan tanggungjawab hal ehwal pelajar Universiti;
- (iv) pelajar yang diarah keluar di bawah subperenggan 56(g)(ii) hendaklah diberikan markah sifar bagi peperiksaan yang dia diarahkan keluar itu;
- (v) pemberian markah sifar di bawah subperenggan 56(g)(iv) tidak menghalang suatu tindakan tatatertib dimulakan ke atas pelajar tersebut kerana meniru atau menipu di bawah



kaedah-kaedah yang berkaitan dengan tata tertib pelajar yang berkuat kuasa di Universiti;

- (vi) sekiranya tindakan tata tertib dimulakan ke atas pelajar, dan pelajar didapati tidak bersalah oleh Pihak Berkuasa Tata tertib, pelajar hendaklah dengan seberapa segera selepas keputusan Pihak Berkuasa Tata tertib itu disampaikan kepadanya, diberi peluang untuk menduduki semula peperiksaan yang dia dikatakan meniru atau menipu itu, dan markah dan gred yang telah diberikan ke atas pelajar itu hendaklah diubah suai mengikut penilaian yang diperoleh oleh pelajar itu setelah dia menduduki peperiksaan semula;
- (vii) sekiranya tindakan tata tertib dimulakan ke atas pelajar dan pelajar didapati bersalah, atau sekiranya atas sebab-sebab tertentu yang difikirkan patut oleh Pihak Berkuasa Tata tertib, tindakan tata tertib tidak dimulakan ke atas pelajar, pemberian markah sifar di bawah subperenggan 56(g)(iv) hendaklah kekal;
- (viii) pemberian markah sifar di bawah subperenggan 56(g)(iv), atau pengurangan markah sifar di bawah subperenggan 56(g)(vii) bukanlah suatu hukuman tata tertib;

(h) Pelajar hendaklah sentiasa berpakaian dengan sepatutnya dan sentiasa menjaga tertib kelakuannya semasa berada di dalam dewan peperiksaan. Pengawas peperiksaan berhak menghalang pelajar daripada memasuki dewan peperiksaan, atau sekiranya pelajar telah memasuki dewan peperiksaan, mengarahkan pelajar itu keluar dari dewan peperiksaan. Pelajar yang dihalang masuk ke dalam dewan peperiksaan atau yang diarahkan keluar dari dewan peperiksaan oleh pengawas peperiksaan hendaklah diberi markah sifar bagi peperiksaan itu. Pengawas peperiksaan yang menghalang pelajar dari memasuki, atau mengarahkan pelajar keluar dari, dewan peperiksaan hendaklah membuat laporan kepada Dekan Fakulti pelajar mengenai ketidakpatuhan pelajar untuk berpakaian dengan sepatutnya atau menjaga tertib kelakuannya dan mengenai markah sifar yang diberikan kepada pelajar bagi peperiksaan itu;

- (i) Pelajar tidak dibenarkan merokok dalam dewan peperiksaan;
- (j) Pelajar tidak dibenarkan membawa makanan atau minuman ke dalam dewan peperiksaan.

### **Plagiat**

57. (1) Pelajar dilarang daripada melakukan plagiat, pemalsuan atau penipuan data.

(2) Pelajar yang melakukan plagiat, pemalsuan dan penipuan data boleh dikenakan tindakan tatatertib mengikut kaedah-kaedah berkaitan dengan tatatertib pelajar yang berkuat kuasa di Universiti.

### **Pelajar Berhutang**

58. Pelajar yang berhutang, atau yang belum menjelaskan fi pengajian atau apa-apa hutang lain kepada Universiti pada sesuatu semester, hendaklah terhalang daripada menduduki peperiksaan akhir semester pelajar itu berhutang.

## **BAHAGIAN H – PEPERIKSAAN, PEMARKAHAN DAN PENGGREDAN**

### **Peperiksaan, Pemarkahan dan Penggredan**

59. (1) Pelajar yang telah mengikuti sesuatu kursus pengajian hendaklah diperiksa, diberi markah dan gred mengikut panduan dalam Jadual Kelima Kaedah-Kaedah ini.

(2) Peperiksaan mengikut subkaedah 59(1) boleh dilakukan melalui apa-apa penilaian termasuk ujian, tugasan, kuiz, pembentangan, amali, projek, kerja lapangan, latihan industri atau apa-apa kaedah yang bersesuaian bagi sesuatu kursus pengajian.

(3) Markah peperiksaan yang telah diberikan dan terkumpul sebelum peperiksaan akhir, sesuatu kursus pengajian hendaklah diumumkan oleh guru kursus pengajian berkenaan kepada pelajar.

(4) Keputusan peperiksaan keseluruhan bagi sesuatu Program Pengajian seseorang pelajar, kecuali pelajar itu berhutang, hendaklah diumumkan oleh Pendaftar, dan sekiranya keputusan peperiksaan itu perlu diumumkan dahulu sebelum pengesahan dan kelulusan Senat, keputusan peperiksaan itu hendaklah diumumkan oleh Pendaftar dengan menyatakan bahawa keputusan itu tertakluk kepada pengesahan dan kelulusan Senat.

(5) Keputusan peperiksaan bagi kesemua kursus pengajian yang diambil dalam sesuatu semester oleh seseorang pelajar termasuklah pelajar yang layak bergraduat, dan pelajar yang gagal dan diberhentikan, hendaklah dikemukakan untuk pengesahan dan kelulusan, atau makluman Senat, mengikut mana yang berkenaan.

(6) Keputusan peperiksaan keseluruhan kursus pengajian bagi sesuatu semester atau keputusan keseluruhan bagi sesuatu Program Pengajian pelajar boleh juga dikemukakan oleh Pendaftar kepada ibu bapa atau penjaga pelajar.

(7) Senat boleh dari semasa ke semasa meminda Jadual Kelima.

### **Permohonan Semakan Gred Peperiksaan**

60. (1) Pelajar yang telah diperiksa, diberi markah dan gred, dan diberikan status gagal dan diberhentikan, boleh memohon semakan semula gred mengikut Jadual Keenam Kaedah-Kaedah ini.

(2) Pelajar yang mendapat status selain dari gagal dan diberhentikan tetapi masih tidak berpuas hati dengan penilaian dan gred yang diberikan, boleh membuat semakan mengikut cara yang ditetapkan dalam sub kaedah 61(k) Kaedah-Kaedah ini.

### **Arahan Am Berkaitan Peperiksaan- kursus pengajian, kertas projek, latihan industri**

61. Setiap peperiksaan yang dibuat oleh pemeriksa hendaklah mengikut peruntukan yang dinyatakan di bawah-

(a) setiap guru yang mengajar sesuatu kursus pengajian adalah layak dan dengan ini terlantik menjadi pemeriksa bagi kursus pengajian

yang diajarnya, kecuali atas sebab-sebab yang ditetapkan oleh Senat atau Pihak Berkuasa Universiti yang lainnya, bahawa dia hilang kelayakan sebagai pemeriksa;

- (b) setiap guru yang memeriksa seseorang pelajar hendaklah memberitahukan keputusan peperiksaan itu yang termasuk penilaian, ujian, tugas, kuiz, pembentangan, amali, projek, kerja lapangan, latihan industri, atau penilaian lain, mengikut mana yang berkenaan, kepada pelajar itu dalam tempoh dua minggu selepas peperiksaan itu diadakan;
- (c) setiap jabatan hendaklah mewujudkan satu Jawatankuasa Penyemakan dan Skema Jawapan;
- (d) setiap guru hendaklah memberitahukan tarikh peperiksaan dalam rangka kursus bagi kursus pengajiannya;
- (e) penilaian pertama hendaklah diadakan sekitar minggu kelima sesuatu semester dan keputusannya hendaklah diberitahukan sebelum minggu ketujuh semester itu berakhir;
- (f) penilaian terakhir sebelum peperiksaan akhir hendaklah dibuat sekitar minggu ke sepuluh dan keputusannya hendaklah dimaklumkan sebelum minggu kedua belas semester itu berakhir;
- (g) pelajar yang diklasifikasikan sebagai Sulung atau Akhir iaitu pelajar yang berada dalam dua semester akhir, atau dua trimester akhir, atau berada dalam apa-apa tempoh akhir lain pengajiannya yang ditetapkan oleh Senat mengikut sistem pengajian bagi Program Pengajian yang diikutinya, mengikut mana yang berkenaan, yang gagal sesuatu kursus pengajian, boleh memohon menduduki peperiksaan khas dengan cara menduduki semula peperiksaan kursus pengajian itu. Peperiksaan khas itu hanya boleh diduduki sekali sahaja bagi kursus pengajian itu. Pelajar hendaklah mengemukakan permohonannya dalam tempoh satu minggu daripada tarikh keputusan rasmi diumumkan dan peperiksaan khas tersebut hendaklah diadakan dalam tempoh satu minggu selepas tarikh tutup permohonan untuk menduduki peperiksaan khas.

Pelajar yang menduduki peperiksaan khas hanya layak mendapat maksimum gred D atau apa-apa gred lain untuk lulus Program Pengajian yang ditetapkan oleh Senat. Gred peperiksaan khas ini akan menggantikan gred gagal pelajar bagi kursus pengajian tersebut;

- (h) gred gagal dalam sesuatu kursus pengajian bagi Program Pengajian tidak akan diambil kira bagi tujuan pengiraan purata nilai gred keseluruhan sekiranya pelajar mengulang kursus pengajian yang sama itu dan kemudiannya mendapat gred lulus bagi kursus pengajian itu. Walaubagaimanapun, sekiranya pelajar itu mengulang kursus pengajian itu berkali-kali dan akhirnya mendapat gred lulus, maka gred gagal yang pertama kali tidak diambil kira dalam pengiraan purata nilai gred keseluruhan, tetapi gred gagal kali kedua dan seterusnya diambil kira;
- (i) pelajar dengan kebenaran Dekan boleh mengulang kursus pengajian untuk meningkatkan grednya hanya sekali. Gred kursus pengajian ulangan akan digunakan sebagai gred muktamad menggantikan gred asal dalam pengiraan purata nilai gred keseluruhan. Bagaimanapun gred asal akan dikekalkan dalam transkrip pelajar. Sekiranya pelajar gagal dalam kursus pengajian ulangan tersebut, pelajar perlu mengambil semula kursus pengajian ulangan itu;
- (j) Dekan mempengerusikan Jawatankuasa Penyemakan Keputusan Peperiksaan sebelum dimajukan kepada Pendaftar;
- (k) pelajar yang tidak berpuas hati dengan keputusan peperiksaan kursus pengajian yang telah diumumkan oleh Pendaftar, boleh membuat semakan keputusan peperiksaan tersebut mengikut Jadual Keenam Kaedah-Kaedah ini, dengan membayar fi semakan kepada Pejabat Bursar sebanyak RM 20.00, bagi setiap keputusan peperiksaan kursus pengajian yang ingin disemak oleh pelajar itu. Semakan ini boleh dilakukan mulai hari keputusan peperiksaan tersebut diumumkan dan tamat pada hari terakhir minggu pertama semester bermula;

- (l) bagi projek ilmiah yang lazimnya dijalankan dalam dua semester yang mengandungi projek A dan projek B, pelajar yang gagal projek ilmiah itu boleh mengulangi projek ilmiah itu dalam satu semester sekiranya pelajar mengulangi projek ilmiah yang sama. Sekiranya projek ilmiah yang diulangi itu melibatkan perubahan skop penyelidikan, pelajar hendaklah mengulang projek ilmiah itu dalam dua semester;
- (m) pelajar yang mendapat keputusan gagal atau tidak memuaskan dalam latihan industri, hendaklah mengulang latihan industri itu sehingga dia mendapat gred lulus atau memuaskan.

### **Status Pelajar**

62. Status pelajar bagi sesuatu semester hendaklah ditetapkan berdasarkan kriteria berikut-

- (a) Purata Nilai Gred Keseluruhan pelajar itu pada akhir semester sebelumnya; dan
- (b) status pelajar tersebut pada semester sebelumnya.

### **Purata Nilai dan Pemberian Status**

63. Tertakluk pada kaedah 62 di atas -

- (a) pelajar yang memperoleh Purata Nilai Gred Keseluruhan sekurang-kurangnya 2.000 akan diberi status 'baik'. Status 'baik' tersebut yang diberikan di bawah Kaedah-Kaedah ini hanyalah untuk membolehkan pelajar meneruskan pengajian pada semester berikutnya dan hanya memperihalkan status akademik seseorang pelajar dan tidaklah ada kaitan atau boleh diambil kira dalam perkara lain yang tidak bersifat akademik;
- (b) pelajar boleh diberi status 'amaran' sekiranya pelajar tersebut mengumpulkan mata kekurangan kurang daripada 12;
- (c) pelajar yang mengumpulkan mata kekurangan 12 atau lebih akan diberi status 'percubaan' dan pelajar yang telah diberi status 'amaran'

akan diberi status 'percubaan' jika pelajar itu gagal mendapat Purata Nilai Gred Keseluruhan 2.000 pada akhir semester yang pelajar itu diberi status 'amaran'. Pelajar yang diberikan status 'percubaan' akan diberhentikan mengikut Kaedah-Kaedah ini jika pelajar itu gagal mencapai Purata Nilai Gred Keseluruhan 2.000 atau lebih pada akhir semester yang pelajar itu diberikan status percubaan;

- (d) dengan tidak menjejaskan perenggan (c) di atas, pelajar yang memperoleh mata kekurangan 24 atau lebih hendaklah diberhentikan mengikut Kaedah-Kaedah ini.

### **Senarai Kepujian Dekan**

64. (1) Pelajar sepenuh masa bagi semua Program Pengajian, yang memenuhi syarat-syarat di bawah layak mendapat Kepujian Dekan dan namanya didaftarkan dalam Senarai Kepujian Dekan-

- (a) mendapat keputusan Purata Nilai Gred 3.75 hingga 3.999, bagi sesuatu semester;
- (b) pelajar tidak memperoleh apa-apa keputusan TM dalam mana-mana kursus untuk semester yang dinilai;
- (c) pelajar tidak mengulang apa-apa kursus pengajian untuk semester dinilai;
- (d) gred peperiksaan ganti atau peperiksaan khas tidak diambil kira bagi tujuan anugerah ini;
- (e) pelajar tidak pernah dikenakan tindakan tatatertib; dan
- (f) pelajar yang mendaftar kurang 12 jam kredit tidak layak disenaraikan dalam Kepujian Dekan.

(2) Senarai Kepujian Dekan akan dikeluarkan oleh Fakulti pada setiap semester.

(3) Nama pelajar yang menerima Kepujian Dekan ini akan dipamerkan di papan kenyataan Fakulti dan anugerah Kepujian Dekan itu akan dicatatkan dalam transkrip pelajar.

**Senarai Kepujian Naib Canselor**

65. (1) Pelajar sepenuh masa bagi semua Program Pengajian, yang memenuhi syarat-syarat di bawah hendaklah mendapat Kepujian Naib Canselor dan didaftarkan dalam Senarai Kepujian Naib Canselor–

- (a) mendapat keputusan Purata Nilai Gred 4.000 bagi sesuatu semester;
- (b) pelajar tidak memperoleh keputusan TM dalam mana-mana kursus untuk semester yang dinilai;
- (c) gred peperiksaan semula tidak diambil kira bagi tujuan anugerah ini;
- (d) pelajar tidak pernah dikenakan tindakan tatatertib; dan
- (e) pelajar yang mendaftar kurang 12 jam kredit tidak layak disenaraikan dalam Kepujian Naib Canselor.

(2) Senarai Kepujian Naib Canselor akan dikeluarkan oleh Pendaftar pada setiap semester.

(3) Nama pelajar yang menerima Kepujian Naib Canselor ini akan dipamerkan di papan kenyataan Fakulti dan anugerah Kepujian Naib Canselor itu akan dicatatkan dalam transkrip pelajar.

**Kelayakan Bergraduat**

66. (1) Pelajar yang telah mendaftar bagi sesuatu Program Pengajian dan telah lulus semua kursus pengajian atau kursus setara yang diwajibkan bagi Program Pengajian itu, dan memenuhi semua syarat lain yang ditetapkan bagi Program Pengajian itu, serta mencapai Purata Nilai Gred Keseluruhan tidak kurang daripada 2.000 adalah layak untuk bergraduat.

(2) Pelajar yang tidak memenuhi subkaedah (1) akan diberhentikan mengikut Kaedah-Kaedah ini.

(3) Walau apapun subkaedah (2) dan tertakluk kepada kaedah 72 Kaedah-Kaedah ini, pelajar yang tidak memenuhi syarat untuk bergraduat di bawah



subkaedah (1) boleh dibenarkan maksimum dua (2) semester tambahan untuk mengulang mana-mana kursus pengajian yang pelajar itu gagal, atau mengambil kursus pengajian lain yang jumlahnya tidak kurang daripada 12 jam kredit satu semester bagi tujuan memperbaiki statusnya supaya dia layak bergraduasi.

### **Senarai Pelajar Bergraduasi**

67. Pendaftar hendaklah, dalam tempoh yang ditetapkan oleh Senat, menyediakan senarai pelajar yang layak bergraduasi untuk pengesahan Senat.

### **Hak Senat untuk Menganugerahkan Ijazah**

68. (1) Senat, apabila menerima senarai pelajar yang layak bergraduasi, boleh mengesahkan sama ada pelajar dalam senarai itu layak bergraduasi dan dianugerahkan diploma atau ijazah bachelors, mengikut yang berkenaan, mengikut kelas ijazah yang ditetapkan dalam Jadual Ketujuh, atau boleh tidak mengesahkan mana-mana pelajar dalam senarai itu daripada bergraduasi dan boleh menolak daripada menganugerahkan apa-apa diploma atau ijazah bachelors kepada pelajar itu.

(2) Sekiranya Senat menolak daripada menganugerahkan apa-apa diploma atau ijazah bachelors kepada pelajar, Senat hendaklah merekodkan sebab penolakan itu dan Pendaftar hendaklah memberitahukan secara bertulis sebab penolakan itu kepada pelajar.

(3) Senat boleh dari semasa ke semasa meminda Jadual Ketujuh.

## **BAHAGIAN I -PROGRAM PENGAJIAN**

### **Pertukaran Program Pengajian**

69. Permohonan pertukaran program pengajian hendaklah menggunakan borang yang ditetapkan oleh Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti dan borang itu hendaklah dikemukakan kepada Pendaftar dalam tempoh dua minggu selepas

keputusan peperiksaan diumumkan. Pendaftar hendaklah mengemukakan permohonan pertukaran Program Pengajian tersebut kepada Dekan-Dekan Fakulti yang berkenaan. Keputusan muktamad mengenai permohonan pertukaran Program Pengajian itu bergantung kepada budi bicara Dekan-Dekan Fakulti yang berkenaan. Pendaftar hendaklah mengumumkan keputusan permohonan itu secara bertulis kepada pelajar dalam minggu pertama semester berikut.

### **Syarat Pertukaran Program Pengajian**

70. Permohonan pertukaran Program Pengajian hanya boleh dilakukan oleh pelajar yang telah menamatkan sekurang-kurangnya dua semester pengajian, tertakluk pada syarat berikut-

- (a) pelajar mestilah sekurang-kurangnya berstatus "Baik" dan memiliki Purata Nilai Gred Keseluruhan 2.000; dan
- (b) pelajar yang berstatus 'amaran' atau 'percubaan' boleh memohon pertukaran Program Pengajian dengan tidak mendapat apa-apa pengecualian bagi apa-apa kursus pengajian dan dianggap sebagai pelajar baharu.
- (c) Purata Nilai Gred Keseluruhan terdahulu bagi Program Pengajian itu tidak boleh dibawa ke hadapan dan diambil kira dalam pengiraan Purata Nilai Gred Keseluruhan bagi Program Pengajian baharu yang ditukarnya.

### **Pertukaran Major atau Minor**

71. Pelajar boleh memohon untuk menukar major atau minor dalam Program Pengajiannya dengan syarat berikut-

- (a) pertukaran major atau minor Program Pengajian pelajar itu hendaklah diluluskan oleh Dekan Fakulti pelajar itu; dan
- (b) sekiranya pelajar itu mendapat gred gagal dalam major atau minor terdahulu Program Pengajiannya, gred gagal itu hendaklah

digantikan dengan apa-apa gred lulus dalam kumpulan major atau minor yang baharu.

### **Penangguhan Pengajian**

72. (1) Pelajar boleh menangguhkan Program Pengajiannya bagi sesuatu semester dengan alasan yang munasabah dan dengan kelulusan Dekan Fakulturnya.

(2) Permohonan penangguhan Program Pengajian itu hendaklah dikemukakan kepada Dekan Fakulti pelajar itu dalam tempoh tujuh minggu pertama semester bermula.

(3) Jika pelajar menangguhkan Program Pengajian selepas minggu kedua semester bermula, fi pengajian tidak akan dikembalikan kecuali dengan kelulusan Naib Canselor.

(4) Selepas tempoh tujuh minggu semester bermula, permohonan penangguhan Program Pengajian hanya dibolehkan–

(a) atas alasan perubatan yang diperakukan oleh pegawai perubatan daripada Hospital Kerajaan atau Pusat Kesihatan Universiti; atau

(b) sekiranya mendapat kelulusan Senat.

(5) Pelajar tidak dibenarkan menangguhkan Program Pengajian semasa atau selepas minggu peperiksaan akhir semester.

(6) Tempoh maksimum penangguhan pengajian yang dibenarkan ialah empat semester untuk sepanjang tempoh Program Pengajian. Bagi mengelakkan keraguan, tempoh penangguhan pengajian yang dibenarkan tidak diambil kira dalam tempoh Program Pengajian.

(7) Tanpa menjejaskan peruntukan dalam subkaedah (5), pelajar tidak dibenarkan menangguhkan Program Pengajian kecuali atas alasan perubatan dengan diperakui oleh pegawai perubatan dari Hospital Kerajaan atau Pusat Kesihatan Universiti.

(8) Bagi maksud subkaedah (4) dan (7), alasan perubahan tidak termasuk kes bersalin atau apa-apa juga sakit, penyakit, kecederaan atau ketidakupayaan kesihatan yang disengajakan oleh pelajar.

### **Tempoh Pengajian Tambahan**

73. (1) Pelajar semester akhir yang mendapat status “gagal dan diberhentikan” dengan mata kekurangan tidak melebihi 24 boleh memohon untuk-

(a) mengulang mana-mana kursus pengajian yang pelajar itu gagal; atau

(b) mengambil kursus pengajian yang jumlahnya tidak kurang daripada 12 jam kredit bagi tujuan memperbaiki statusnya supaya layak bergraduasi;

pada semester berikutnya.

(2) Pelajar yang mengulang kursus pengajian yang dinyatakan dalam subkaedah (1) di atas, hanya dibenarkan berbuat demikian untuk tempoh dua semester, atau tiga trimester, atau apa-apa tempoh dalam apa-apa sistem pengajian yang dibenarkan oleh Senat.

(3) Tempoh dua semester atau tiga trimester tambahan yang dinyatakan dalam subkaedah (2), termasuk dalam pengiraan empat semester tambahan atau enam trimester tambahan atau apa-apa tempoh tambahan dalam apa-apa sistem pengajian yang dibenarkan oleh Senat.

(4) Bagi mengelakkan keraguan, tempoh penangguhan pengajian tidak boleh diambil kira bagi tujuan pengiraan tempoh maksimum pengajian tambahan

### **Menarik Diri daripada Program Pengajian**

74. (1) Pelajar dibenarkan menarik diri daripada Program Pengajiannya.

(2) Sekiranya pelajar menarik diri daripada Program Pengajiannya, maka pelajar itu terhenti daripada menjadi pelajar Universiti, dan namanya akan tergugur daripada daftar senarai pelajar Universiti.

(3) Pelajar yang menarik diri selepas minggu kedua semester bermula daripada Program Pengajiannya tidak boleh mendapat semula pembayaran fi yang telah dibuat kepada Universiti. Fi yang boleh dikembalikan dalam tempoh dua minggu pertama semester bermula hanyalah fi pengajian kecuali diarahkan selainnya oleh Naib Canselor.

### **Memohon dan Mendaftar Semula sebagai Pelajar Universiti**

75. Pelajar yang telah mendapat status “gagal dan diberhentikan”, boleh memohon untuk mendaftar semula sebagai pelajar Universiti bagi Program Pengajian lain yang ditawarkan oleh Universiti mengikut syarat yang ditetapkan oleh Universiti, dan kemasukan pelajar tersebut, sekiranya diterima oleh Universiti, ialah kemasukan baharu dan pelajar tersebut ialah pelajar baharu.

## **BAHAGIAN J - AM**

### **Naib Canselor Boleh Membenarkan Pendaftaran atau Mengambil Peperiksaan Akhir**

76. Walau apa pun yang dinyatakan dalam kaedah 19 dan 59 Kaedah-Kaedah ini, Naib Canselor boleh membenarkan pelajar membuat pendaftaran kursus pengajian atau menduduki peperiksaan akhir, sekiranya Naib Canselor berpendapat bahawa kebenaran sedemikian adalah perlu dan patut diberikan kepada pelajar itu.

### **Mengemaskini Maklumat**

77. Pelajar hendaklah bertanggungjawab, dari semasa ke semasa, mengemaskinikan maklumat peribadinya dan hendaklah memberitahukan Universiti apa-apa perubahan maklumat peribadinya.

### **Berpakaian Dengan Sepatutnya Semasa Menghadiri Kuliah**

78. Pelajar hendaklah sentiasa berpakaian dengan sepatutnya dan sentiasa menjaga kelakuannya semasa berada dalam kampus dan semasa menghadiri kuliah.

**Salinan Tambahan**

79. (1) Pelajar yang ingin mendapatkan apa-apa salinan dokumen tambahan, tidak termasuk sijil akademik, yang dikeluarkan oleh Universiti berkaitan dirinya, boleh mendapatkan dokumen tambahan itu dengan cara membuat bayaran sebanyak RM10.00 kepada Pejabat Bursar bagi setiap salinan dokumen itu.

(2) Graduan sesi pengajian 2005 ke atas yang ingin sijil akademiknya dikeluarkan semula oleh Universiti, boleh mendapatkan sijil akademik itu dengan cara membuat bayaran sebanyak RM200.00 kepada Pejabat yang ditanggungjawab dengan tanggungjawab kewangan Universiti bagi setiap salinan sijil itu.

**Pembayaran Fi**

80. (1) Pelajar hendaklah membayar fi Program Pengajian yang ditetapkan oleh Universiti, fi yang berkaitan dengan pengurusan hal ehwal akademik pelajar dan apa-apa fi lain bagi perkhidmatan yang disediakan oleh Universiti kepada pelajar.

(2) Tertakluk kepada keputusan pegawai yang ditanggungjawab dengan tanggungjawab kewangan Universiti dari semasa ke semasa, fi dalam subkaedah (1) hendaklah dibayar semasa pendaftaran mengikut kaedah 3 Kaedah-Kaedah ini.

**Pemansuhan**

81. Kaedah Universiti Putra Malaysia (Perkara Akademik) 2003 dimansuhkan.

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## BAHAGIAN K - PERUNTUKAN KECUALIAN

### **Tafsiran**

82. Dalam Bahagian ini, kecuali konteksnya menghendaki makna yang lain—

“Kaedah yang dimansuhkan” ertinya Kaedah Universiti Putra Malaysia (Perkara Akademik) 2003 yang dimansuhkan di bawah kaedah 81 Kaedah-kaedah ini;

“tarikh yang ditetapkan” ertinya tarikh Kaedah-Kaedah ini mula berkuat kuasa.

### **Kesahan Tindakan Oleh Universiti**

83. Apa-apa tawaran kemasukan dan penerimaan ke Universiti, keputusan peperiksaan, penganugerahan ijazah bacheloer dan diploma, penyempurnaan suratcara, dokumen atau apa-apa perkiraan yang telah dibuat oleh Universiti di bawah Kaedah yang dimansuhkan, hendaklah pada tarikh yang ditetapkan, disifatkan sebagai telah dibuat di bawah Kaedah-Kaedah ini dan terus berkuat kuasa dan mempunyai kesan.

### **Kuasa yang diwakilkan**

84. Segala kuasa yang diwakilkan di bawah Kaedah yang dimansuhkan, hendaklah pada tarikh yang ditetapkan, setakat perwakilan itu selaras dengan Kaedah-Kaedah ini disifatkan sebagai telah diwakilkan di bawah Kaedah-Kaedah ini.

### **Kecualian notis, borang, suratkuasa, dsb.**

85. Semua notis, borang, suratkuasa atau arahan yang dikeluarkan atau dibuat oleh Universiti sebelum tarikh yang ditetapkan hendaklah terus berkuat kuasa setakat notis, borang, suratkuasa atau arahan selaras dengan, atau sehingga diganti atau dibatalkan oleh peruntukan Kaedah-Kaedah ini.

**Pelajar Program Pengajian Bachelo r atau Diploma**

86. Semua pelajar Program Pengajian Bachelo r atau Diploma yang sebaik sahaja sebelum tarikh yang ditetapkan diterima masuk untuk mengikuti Program Pengajian di Universiti di bawah kaedah yang dimansuhkan, dan pada tarikh yang ditetapkan masih mengikuti Program Pengajian hendaklah pada tarikh yang ditetapkan, disifatkan telah diterima masuk di bawah Kaedah-Kaedah ini.

Dibuat 9 Disember 2014

[Minit Mesyuarat LPU 103/08]

[UPM/PPUU/600-1/3/6/Perkara Akademik; UPM/100/9/3]

PROF. EMERITUS TAN SRI DATO' DR. SYED JALALUDDIN SYED SALIM

*Pengerusi Lembaga Pengarah*

*Universiti Putra Malaysia*



**Jadual Pertama**  
**(Kaedah 1)**

[Program Pengajian Bacelor dan Diploma yang baginya Kaedah-kaedah ini terpakai *mutatis mutandis* seperti yang ditetapkan oleh Senat dan sehingga Kaedah-Kaedah bagi program pengajian bacelor dan diploma itu masing-masingnya dibuat dan dikuatkuasakan di Universiti]

1. Program Pengajian Doktor Perubatan;
2. Program Pengajian menggunakan kaedah Pendidikan Jarak Jauh;
3. Program Pengajian untuk Eksekutif;
4. Program Pengajian dengan kerjasama Majlis Sukan Negara;
5. Apa-apa program pengajian dengan kerjasama institusi pengajian tinggi lain, agensi atau badan korporat yang Universiti mengikat perjanjian dengannya.

**Jadual Kedua**  
**(Kaedah 6)**  
[Pendaftaran Kursus]

**Komponen Program Pengajian**

1. Kurikulum Program Pengajian Universiti hendaklah terdiri daripada tiga komponen kursus pengajian, iaitu kursus pengajian bagi kursus universiti, kursus pengajian bagi kursus teras dan kursus pengajian bagi kursus elektif seperti berikut:

KOMPONEN	JULAT (dalam peratusan)
Kursus Universiti	15- 20
Kursus Teras	50 - 60
Kursus Elektif	25 - 30

Atau mana-mana julat lain bagi komponen kursus pengajian yang telah ditetapkan untuk standard program berkenaan oleh Senat.

**Keperluan Mendaftar Kursus Pengajian bagi Setiap Komponen**

2. (1) Pelajar dikehendaki mengambil dan lulus kursus pengajian bagi komponen yang ditetapkan mengikut kurikulum Program Pengajian. Seseorang pelajar yang gagal dalam mana-mana kursus daripada komponen kursus Universiti dan kursus teras dikehendaki mengulang kursus yang sama sehingga dia lulus kursus itu.

(2) Pelajar yang mengambil kursus kemahiran bahasa dalam komponen kursus universiti, dan gagal kursus itu, boleh mengulang kursus itu mengikut pakej yang ditetapkan di bawah butiran 7 Jadual ini.

**Kursus Elektif**

3. Pelajar yang mendaftar kursus pengajian dalam komponen kursus elektif dan gagal kursus itu, boleh mengulang kursus pengajian yang sama atau mendaftar kursus pengajian yang lain dalam komponen kursus elektif mengikut keperluan Program Pengajiannya.

**Kursus Teras Tidak Ditawar oleh Fakulti**

4. (1) Jika kursus pengajian dalam komponen kursus teras tidak ditawarkan pada sesuatu semester, dan pada semester itu ada pelajar tahun akhir yang akan bergraduasi, pelajar itu boleh mendaftarkan kursus setara di fakulti lain dengan persetujuan Dekan Fakulti pelajar itu.

(2) Dekan Fakulti pelajar itu hendaklah memberitahu Pendaftar mengenai permohonan kesetaraan kursus pengajian itu dan Pendaftar hendaklah mendapatkan pengesahan kesetaraan kursus pengajian daripada Dekan Fakulti kursus pengajian yang hendak didaftarkan itu, sebelum Dekan Fakulti pelajar itu memberikan persetujuannya kepada pelajar itu untuk mendaftarkan kursus berkenaan.

**Kokurikulum Berkredit**

5. Bagi kokurikulum berkredit, pendaftaran hendaklah dibuat dalam tempoh pendaftaran kursus dan guru hendaklah memasukkan gred pelajar dalam tempoh yang ditetapkan dari tarikh penilaian setiap kokurikulum berkredit. Kredit bagi kokurikulum itu akan dikira dalam jumlah jam kredit untuk bergraduasi.

**Kursus Audit**

6. Beberapa kursus pengajian boleh didaftarkan sebagai kursus audit atas kebenaran guru kursus pengajian yang berkenaan dan kelulusan Dekan Fakulti yang menawarkan kursus pengajian tersebut. Pelajar berkenaan perlu mengikuti sekurang-kurangnya 80% aktiviti akademik kursus pengajian itu dan dikehendaki menduduki peperiksaan. Jam kredit kursus audit tidak dimasukkan dalam pendaftaran atau pengiraan Purata Nilai Gred Keseluruhan. Gred yang diperolehi akan direkodkan sebagai M atau TM. Pelajar tidak perlu mengulang kursus audit itu jika dia memperoleh gred TM.

**Kursus Kemahiran Bahasa**

7. (1) Pelajar dikehendaki mendaftarkan kursus kemahiran bahasa dan melepasi tahap yang ditentukan bagi kursus kemahiran bahasa itu dalam tempoh Program Pengajiannya di Universiti seperti yang ditetapkan oleh Senat.

(2) Kursus kemahiran bahasa yang perlu didaftar dan tahap yang perlu dilepasi seperti yang ditentukan oleh Senat hendaklah diberitahukan kepada pelajar oleh Pendaftar.

**Mendaftar Kursus Yang Sama di Institusi Pengajian Tinggi Lain**

8. Pelajar boleh memohon untuk mendaftar kursus pengajian yang sama atau berkaitan dengan program pengajiannya yang ditawarkan oleh institusi pengajian tinggi lain yang diiktiraf oleh Senat. Permohonan hendaklah dibuat sekurang- kurangnya satu semester sebelum kursus pengajian tersebut didaftarkan di institusi pengajian tinggi yang berkenaan. Permohonan pendaftaran hendaklah menggunakan borang yang ditetapkan oleh Universiti dan hendaklah tertakluk pada panduan jam kredit yang dinyatakan dalam Jadual Ketiga.

**Kod Program Daftar**

9. Pelajar hendaklah mendaftar kursus pengajian dalam kumpulan kursus pengajian yang telah ditetapkan. Pendaftaran kursus pengajian yang bukan daripada kumpulan kursus pengajian yang dibenarkan tidak akan diterima dan tidak akan diberikan apa-apa gred dan hendaklah disifatkan sebagai kursus audit sahaja. Kumpulan kursus pengajian ditetapkan melalui kod kumpulan yang dimulai angka berikut:

Kod Kumpulan (angka mulai)

0	=	Kursus Pendahuluan
1	=	Program Diploma
2	=	Program Diploma dan Bachelo
3	=	Program Bachelo
4	=	Program Bachelo dan Ijazah Lanjutan

- 5 = Program Master dan Ph.D.  
6 = Program Ph.D.

### **Pengecualian Kursus Pengajian**

10. (1) Permohonan hendaklah dibuat kepada Dekan Fakulti pelajar yang berkenaan pada awal semester pertama pengajiannya dengan mengemukakan borang yang ditetapkan oleh Pendaftar. Pengecualian hanya dipertimbangkan bagi kursus pengajian yang sama dan lulus, atau kursus setara yang lulus dengan mencapai sekurang-kurangnya gred C+. Jumlah maksimum pengecualian tidak boleh melebihi:

- (a) 30% daripada jumlah jam kredit bergraduat untuk sesuatu Program Pengajian yang sedang diikuti daripada Program Diploma ke Bachelors;
- (b) 50% daripada jumlah jam kredit bergraduat untuk pertukaran program daripada institusi pengajian tinggi lain pada peringkat pengajian yang sama;

(2) Bagi pertukaran program dalam Universiti pada peringkat pengajian yang sama, Dekan yang menerima pelajar akan menentukan jumlah jam kredit yang boleh dikecualikan.

(3) Semua permohonan pengecualian kursus pengajian perlu diselesaikan selewat-lewatnya pada minggu kedua semester pertama pengajian seseorang pelajar itu.

(4) Pengecualian itu diasaskan kepada kursus demi kursus pengajian yang telah lulus dan tidak sebagai keseluruhan bagi sesuatu Program Pengajian. Pengecualian sesuatu kursus pengajian dibenarkan hanya sekali sahaja bagi sepanjang Program Pengajiannya.

(5) Kursus yang telah diberi pengecualian tidak boleh didaftarkan semula oleh pelajar bagi maksud meningkatkan purata nilai gred keseluruhan. Pelajar hanya boleh dibenarkan mengambil semula kursus yang demikian sebagai kursus audit.

**Jadual Ketiga**  
**(Kaedah 25 dan 26)**

[Jam Kredit dan Klasifikasi Pelajar]

**Jam Kredit untuk Status Sepenuh Masa**

1. Pelajar sepenuh masa ialah pelajar yang mendaftar sekurang-kurangnya 12 jam kredit dan ke atas pada setiap semester.

**Jam Kredit Kurang daripada 12 jam kredit**

2. Hanya pelajar berikut boleh mendaftar kurang daripada 12 jam kredit:
  - (a) pelajar berklasifikasi Sulung pada semester terakhirnya bagi tujuan bergraduasi;
  - (b) pelajar yang belum mengikuti kursus berbentuk praktikal seperti latihan industri atau latihan mengajar tetapi dikehendaki mengulangi projek tahun akhir atau mana-mana kursus;
  - (c) pelajar yang telah mengikuti kursus berbentuk praktikal seperti latihan industri atau latihan mengajar dan dikehendaki mendaftar projek tahun akhir.

**Klasifikasi Pelajar**

3. (1) Pelajar program pengajian peringkat bachelors hendaklah diklasifikasikan seperti berikut:

0 - 30 jam kredit	Bongsu
31 - 60 jam kredit	Kecil
61 - 90 jam kredit	Muda
91 - jam kredit ke atas	Sulung

(2) Pelajar program pengajian peringkat diploma hendaklah diklasifikasikan seperti berikut:

0 - 30 jam kredit	Awal
31 - 60 jam kredit	Tengah
61 - jam kredit ke atas	Akhir

#### **Pemindahan Kredit dan Pengecualian Kursus**

4. Mana-mana pelajar yang mendaftar untuk mengikuti kursus pengajian di institusi pengajian tinggi dalam atau luar Malaysia yang dibenarkan oleh Universiti bagi tujuan pemindahan kredit ke Universiti hendaklah memastikan bahawa jumlah jam kredit yang didaftarkanya di institusi pengajian tinggi itu tidak melebihi 30% daripada keperluan jam kredit program pengajiannya.

### Jadual Keempat

#### (Kaedah 43)

[Jadual waktu]

#### Masa Kuliah

1. (1) Tempoh kuliah bagi kuliah umum dihadkan kepada 1 jam setiap kuliah.

(2) Kuliah hendaklah dimulakan pada waktu yang ditetapkan dan tamat 10 minit lebih awal sebelum kuliah berikutnya.

(3) Kuliah pada sebelah petang hari Jumaat hendaklah dimulakan pada jam 3.00 petang.

#### Jadual Waktu

2. (1) Jadual waktu kuliah dibina untuk tujuan perancangan jadual waktu peperiksaan dan jadual waktu ini diasaskan menurut kombinasi masa.

(2) Bagi kursus yang tidak tergolong dalam mana-mana masa kombinasi atau kursus yang banyak kumpulan kuliah, kursus amali sahaja atau yang seumpamanya akan dimasukkan dalam kumpulan yang “akan diatitkan kemudian” (ADK).

#### Kombinasi Jadual Waktu

3. (1) Kombinasi mengikut jam kredit adalah seperti yang berikut:

Hari	8.00	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00
Masa	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00
Isnin	333	333	333	333	22	22	333	333	333	eee	eee
Selasa	22	244	244	244	22	22	333	333	<u>333</u>	eee	rrr
Rabu	333	333	333	333	22	22	333	333	333	rrr	rrr
Khamis	22	244	244	244	22	22	<u>333</u>	<u>333</u>	333	jjj	jjj
Jumaat	333	333	333	333	22	22	333	333	333	jjj	



(2) Pada umumnya, kombinasi masa mengikuti jam kredit dirancang untuk kursus tiga jam kredit yang akan diadakan pada hari Isnin, Rabu dan Jumaat untuk satu jam/kuliah (IRJ-1).

(3) Walau bagaimanapun, terdapat kombinasi masa untuk tiga kredit pecahan dua jam/kuliah pada petang hari Selasa dan Khamis.

(4) Bagi kursus Universiti, dua jam pada 5.00 hingga 7.00 petang setiap hari dirancang mengikuti kombinasi yang telah ditentukan (eee, rrr dan jjj).

### Kombinasi Mengikuti Masa dan Hari

4. Kombinasi mengikuti masa dan hari adalah seperti yang berikut:-

MASA KOMBINASI JADUAL WAKTU KULIAH	KUMPULAN JADUAL WAKTU PEPERIKSAAN	
KREDIT KURSUS (3+0) ATAU (3+1)		
IRJ 08 - 09	1	
IRJ 09 - 10	2	
IRJ 10 - 11	3	
IRJ 11 - 12	4	
IRJ 02 - 03	5	
IRJ 03 - 04	6	
IRJ 04 - 05	7	
KREDIT KURSUS (2+0) ATAU (2+1)	KREDIT KURSUS (3+0) ATAU (3+1)	
I 05 - 07	I 05 - 07, S 05 - 06	8
R 05 - 07	S 06 - 07, R05 - 07	9
K 05 - 07	K 05 - 07, J05 - 06	10
S 02 - 04	S 02 - 04, K04 - 05	11
K 02 - 04	S 04 - 05, K02 - 04	12
KREDIT KURSUS (2+0) ATAU (2+1)	KREDIT KURSUS (4+0) / (3+0) / (3+1)	
SK 08 - 09	[SK 08 - 10] / [S8-10,K8/9] / [K8-10,S8/9]	13
SK 09 - 10	[SK 09 - 11] / [S9-11,K10/11] / [K9-11,S9/10]	14
SK 10 - 11	[SK 10 - 12] / [S10-12,K10/11] / [K10-12,S10/11]	15
SK 11 - 12		16
IR 12 - 01	IRJ 12 - 01	17

SK 12 - 01 ATAU S 12 - 02 IR 01-02	[SK 12 - 02] / [S12-2,K12/1] / [K12-2,S12/1]	18
IR 01 - 02	IRJ 01-02	19
SK 01 - 02		20

### Keterangan

5. Penerangan bagi perenggan 4 adalah seperti berikut:-

Bil	Kredit	Masa Kombinasi	Hari	Masa
1	2	SK 8	Selasa dan Khamis	8.00-9.00 pagi
2	3	IRJ 9	Isnin, Rabu dan Jumaat	9.00-10.00 pagi
3	3	S2-4, K4	Selasa dan Khamis	2.00-4.00 petang 4.00-5.00 petang
4	3	I 5-7, S 5	Isnin dan Selasa	5.00-7.00 petang 5.00-6.00 petang
5	4	SK 10-12	Selasa dan Khamis	10.00-12.00 tengah hari.

### Jadual Peperiksaan

6. Lazimnya, Jadual Peperiksaan hendaklah mengikut susunan di bawah:-

MINGGU	HARI	MASA			
		8.30-10.30PG	11.00-1.00TGH	2.00-4.00PTG	5.00-7.00PTG
P E R I O D A M A	ISNIN	SKP2101			
	SELASA	SKP2201			
	RABU	11	PRT2008	5	BBI2409
	KHAMIS	SKP2202			BBI 2412
	JUMAAT	16		MTH 3003	
	SABTU	3	19	MGM 2111	BBM 2405
	AHAD				
MINGGU	HARI	MASA			
		8.30-10.30PG	11.00-1.00TGH	2.00-4.00PTG	5.00-7.00PTG
K E D U A	ISNIN	9	SAK 3002	PRT2008	BBI 2410
	SELASA	7	PRT 2008	PRT 2008	BBA 2401
	RABU	PRT 2008	20	12	BBI 2414
	KHAMIS	8	PRT 2008	13	EDU 3616
	JUMAAT	PRT 2008		ACT 2112	BBC 2401
	SABTU	10	18	PRT 2008	KOM 2231
	AHAD				
MINGGU	HARI	MASA			
		8.30-10.30PG	11.00-1.00TGH	2.00-4.00PTG	5.00-7.00PTG
K E T I G A	ISNIN	2	PRT 2008	1	EDU 3617
	SELASA	PRT 2008	PRT 2008	PRT 2008	BBI 2411
	RABU	14	PRT 2008	6	MGM 3351
	KHAMIS	4	PRT 2008	17	SAK 3100
	JUMAAT	PRT 2008		PRT 2008	MGM 4104
	SABTU	15	PRT 2008	PRT 2008	
	AHAD				

**Masa Peperiksaan**

7. (1) Penilaian ataupun ujian hendaklah diadakan dalam masa kuliah, dan peperiksaan akhir hendaklah diadakan pada masa yang ditetapkan dan umumnya dihadkan kepada dua jam, kecuali bagi Program Pengajian yang perlu menepati keperluan akreditasi badan profesional atau bagi Program Pengajian tertentu yang ditetapkan oleh Senat, tempoh peperiksaan dihadkan selama tiga jam.

(2) Timbalan Naib Canselor yang ditanggungkan dengan tanggungjawab hal ehwal akademik Universiti boleh memberi pengecualian bagi penilaian atau ujian yang melebihi dua jam atau tiga jam, mengikut mana yang berkenaan.

(3) Bagi mengelakkan keraguan, "masa kuliah" ertinya tempoh antara jam 8.00 pagi hingga 10.00 malam.

**Tempat Peperiksaan**

8. Tempat kuliah akan dijadikan juga sebagai tempat peperiksaan bagi kursus berkenaan. Atas keadaan tertentu, tempat peperiksaan akan diatur di tempat lain.

## Jadual Kelima

### (Kaedah 59)

#### [Purata Nilai Gred Keseluruhan]

#### Gred dan Mata Nilai

1. (1) Secara lazimnya, setiap Program Pengajian di Universiti hendaklah dinilai dan diberi gred dan mata nilai mengikut Jadual ini.

(2) Mata kekurangan hendaklah dikira seperti berikut:-

$$\text{Mata Kekurangan} = 2 (\text{Jumlah timbunan jam kredit yang diambil}) - (\text{Jumlah timbunan mata nilai yang diperolehi})$$

(3) Purata Nilai Gred hendaklah dikira seperti berikut:-

$$\text{Purata Nilai Gred} = \frac{\text{Jumlah besar mata nilai gred}}{\text{Jumlah besar jam kredit}}$$

$$(4) \text{ Purata Nilai Gred Keseluruhan (PNGK)} = \frac{\text{Jumlah Mata Nilai Keseluruhan}}{\text{Jumlah Jam Kredit Keseluruhan}}$$

(5) Skema pemarkahan, gred abjad dan mata nilai hendaklah seperti yang disenaraikan di bawah:

Markah	Gred Abjad	Mata Nilai Gred
80 - 100	A	4.000
75 - 79	A-	3.750
70 - 74	B+	3.500
65 - 69	B	3.000
60 - 64	B-	2.750
55 - 59	C+	2.500
50 - 54	C	2.000
47 - 49	C-	1.750
44 - 46	D+	1.500
40 - 43	D	1.000
39 atau kurang	F	0

(6) Penentuan gred abjad hendaklah berdasarkan markah yang diperoleh bagi sesuatu kursus.

(7) Pengiraan mata nilai gred hendaklah berdasarkan gred abjad yang diperoleh bagi sesuatu kursus, dan jumlah jam kredit kursus tersebut.

(8) Setiap abjad yang digunakan untuk menyatakan gred pelajar yang dinilai dan digunakan dalam transkrip untuk menunjukkan kedudukan pelajar dalam sesuatu kursus hendaklah mengikut simbol dan keterangan di bawah:

Gred/Simbol	Keterangan
A	Amat Cemerlang
A-	Sangat baik
B+	Sangat Baik
B	Baik
B-	Baik
C+	Memuaskan
C	Memuaskan
C-	Lemah
D+	Lemah
D	Sangat Lemah
F	Gagal
TL	Tidak lengkap.

Simbol ini menunjukkan bahawa pelajar tidak dapat memenuhi sebahagian daripada keperluan sesuatu kursus yang berbentuk praktikal seperti latihan industri atau latihan mengajar. Pelajar hendaklah diberi tempoh hingga akhir minggu kedua pada semester berikutnya untuk melengkapkan kursus itu untuk mendapat penilaian penuh dan gred.

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AU	<p>Audit.</p> <p>Simbol ini menunjukkan bahawa pelajar mendaftar, menghadiri dan mengambil peperiksaan bagi kursus itu.</p>
M	<p>Memuaskan.</p> <p>Simbol ini menunjukkan bahawa kursus yang diambil oleh pelajar itu tidak digredkan tetapi pelajar diberikan catatan lulus.</p>
TM	<p>Tidak memuaskan.</p> <p>Simbol ini menunjukkan bahawa kursus yang diambil oleh pelajar itu tidak digredkan, termasuk kursus audit, tetapi pelajar diberikan catatan gagal.</p>
TD	<p>Tarik diri.</p> <p>Simbol ini menunjukkan bahawa pelajar menarik diri daripada kursus pengajian dengan kebenaran dan kelulusan Dekan Fakulti yang menawarkan kursus pengajian itu selepas minggu ketiga tetapi sebelum minggu ketujuh sesuatu semester. Penarikan diri dalam tiga minggu pertama sesuatu semester boleh dibenarkan dengan persetujuan Penasihat Akademik pelajar tanpa direkodkan apa-apa simbol abjad atau gred.</p>
S	<p>Sambung.</p> <p>Simbol ini menunjukkan bahawa sesuatu kerja kursus atau projek perlu disiapkan melebihi satu semester. Kerja kursus atau projek yang diberikan simbol 'S' tidak diberi mata nilai tetapi jam kredit baginya hanya dikira untuk penentuan jam kredit minimum bagi sesuatu semester dan bukan untuk memenuhi keperluan bergraduasi. Jam kredit dan mata nilai bagi kerja kursus atau projek tersebut hanya diambil kira bagi maksud pengiraan jumlah jam kredit untuk bergraduasi dan purata mata nilai apabila simbol 'S' digantikan dengan gred abjad.</p>

(9) Tertakluk kepada kaedah 1(2) dan (3) Kaedah-Kaedah ini, bagi Program Pengajian Doktor Perubatan, skema pemarkahan dan gred abjad hendaklah seperti yang disenaraikan di bawah:

- a) Skema pemarkahan dan penggredan bagi kesemua Peperiksaan Fasa dan Profesional adalah seperti berikut:

Markah	Gred Abjad
80-100	A
75-79	A-
70-74	B+
65-69	B
60-64	B-
55-59	C+
50-54	C
0-49	F (gagal)

- b) Markah lulus bagi kursus pengajian yang ditetapkan dan ditawarkan oleh Fakulti Perubatan dan Sains Kesihatan dalam program Doktor Perubatan ialah 50%. Pelajar yang mendapat markah antara 45 - 49%, boleh meningkatkan markah kepada maksimum 50% dengan cara menduduki peperiksaan lisan. Sekiranya pelajar menduduki peperiksaan itu, dan masih gagal meningkatkan markah kepada 50%, pelajar perlu mengulang kursus itu.

(10) Bagi kursus teras yang ditawarkan dalam Program Pengajian Doktor Perubatan Veterinar, skema pemarkahan, gred abjad dan mata nilai hendaklah seperti yang disenaraikan di bawah:

Markah	Gred Abjad	Mata Nilain Gred	Keterangan
80 - 100	A	4.000	Amat Cemerlang
75 - 79	A-	3.750	Cemerlang
70 - 74	B+	3.500	Amat Baik
65 - 69	B	3.000	Sangat Baik



60 - 64	B-	2.750	Baik
55 - 59	C+	2.500	Sangat Memuaskan
50 - 54	C	2.000	Memuaskan
49 atau kurang	F	0	Gagal

(11) Bagi kursus teras yang ditawarkan dalam Program Pengajian Bachelour Kejuruteraan, skema pemarkahan, gred abjad dan mata nilai hendaklah seperti yang disenaraikan di bawah:

Markah	Gred Abjad	Mata Nilai Gred	Keterangan
80 - 100	A	4.000	Amat Cemerlang
75 - 79	A-	3.750	Cemerlang
70 - 74	B+	3.500	Amat Baik
65 - 69	B	3.000	Sangat Baik
60 - 64	B-	2.750	Baik
55 - 59	C+	2.500	Sangat Memuaskan
50 - 54	C	2.000	Memuaskan
49 atau kurang	F	0	Gagal

(12) Bagi kursus teras yang ditawarkan dalam Program Pengajian Bachelour Rekabentuk (Senibina) dan Bachelour Sains Senibina, skema pemarkahan, gred abjad dan mata nilai hendaklah seperti yang disenaraikan di bawah:

Markah	Gred Abjad	Mata Nilai Gred	Keterangan
80 - 100	A	4.000	Amat Cemerlang
75 - 79	A-	3.750	Cemerlang
70 - 74	B+	3.500	Amat Baik
65 - 69	B	3.000	Sangat Baik
60 - 64	B-	2.750	Baik
55 - 59	C+	2.500	Sangat Memuaskan
50 - 54	C	2.000	Memuaskan
49 atau kurang	C-	0	Gagal

**Jadual Keenam****(Kaedah 61 dan 62(k))**

[Jawatankuasa Semakan Senat]

1. (1) Maka tertubuh Jawatankuasa Semakan Senat yang terdiri daripada:-
    - (a) Timbalan Naib Canselor yang ditanggungkan dengan tanggungjawab hal ehwal akademik Universiti sebagai Pengerusi, atau wakilnya dalam kalangan ahli Senat yang diberi kuasa secara bertulis olehnya;
    - (b) Dekan Fakulti kursus pengajian yang diambil oleh pelajar yang memohon semakan gred;
    - (c) Empat orang ahli Senat yang dilantik oleh Senat; dan
    - (d) Pendaftar atau wakilnya sebagai Setiausaha.
  - (2) Jawatankuasa ini hendaklah mempunyai kuasa berikut: -
    - (a) menimbangkan semua permohonan semakan gred;
    - (b) membuat keputusan muktamad terhadap semua permohonan semakan gred yang dipertimbangkan;
    - (c) melaporkan keputusan yang telah dicapai terhadap semua permohonan semakan gred yang dipertimbangkan untuk pengesahan Senat; dan
    - (d) mengarahkan mana-mana pegawai akademik hadir di hadapan jawatankuasa untuk membantu jawatankuasa dalam membuat keputusannya.
  - (3) Korum bagi mesyuarat ialah pengerusi dan dua ahli.
2. Pelajar yang mendapat status “Gagal dan Diberhentikan” oleh sebab gagal memenuhi syarat untuk meneruskan Program Pengajiannya boleh

mengemukakan permohonan semakan keputusan peperiksaan mengikut prosedur berikut:-

(a) setiap permohonan semakan gred hendaklah dikemukakan kepada Pendaftar dalam tempoh dua minggu selepas keputusan peperiksaan itu diumumkan oleh Pendaftar;

(b) setiap permohonan semakan status "Gagal dan Diberhentikan" hendaklah disertakan bayaran fi sebanyak RM50.00;

3. Setiap permohonan semakan gred yang diterima oleh Pendaftar hendaklah dimajukan, secepat yang praktikal, dalam minggu ketiga selepas semester bermula kepada Jawatankuasa Semakan Senat untuk pertimbangannya.

4. Jawatankuasa Semakan Senat hendaklah apabila menerima permohonan semakan gred, bermesyuarat dan membuat keputusannya selewat-lewatnya pada akhir minggu ketiga selepas semester bermula.

**Jadual Ketujuh****(Kaedah 68)**

[Pengelasan Ijazah]

1. Ijazah peringkat bacelor yang dianugerahkan oleh Senat diberikan pengelasan berikut:

Ijazah	Purata Nilai Gred Keseluruhan	Kelas Ijazah
Semua ijazah bacelor kecuali	3.750 – 4.000	Kepujian Kelas Pertama
Doktor Perubatan dan Doktor Perubatan Veterinar	3.000 – 3.749	Kepujian Kelas Kedua Tinggi
	2.250 – 2.999	Kepujian Kelas Kedua Rendah
	2.000 – 2.249	Kepujian Kelas Ketiga

2. Tertakluk kepada subkaedah 1(2) dan (3) Kaedah-Kaedah ini, pengelasan Ijazah Doktor Perubatan adalah seperti berikut:-

Ijazah	Kelas Ijazah
Ijazah Doktor Perubatan	Lulus

3. Pengelasan Ijazah Doktor Perubatan Veterinar adalah seperti berikut:-

Ijazah	Purata Nilai Gred Keseluruhan	Kelas Ijazah
Ijazah Doktor Perubatan Veterinar	2.000 – 4.000	Lulus

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UNIVERSITI PUTRA MALAYSIA (ACADEMIC MATTERS FOR  
UNDERGRADUATES) RULES 2014

A Rules to coordinate, manage, supervise and administer academic affairs for Programmes of Studies leading towards the conferment of diploma and bachelor degrees which are offered by Universiti Putra Malaysia and other matters related thereto.

IN exercise of the power conferred by Section 37(1) of Universiti Putra Malaysia Constitution, the Board making the following Rules:-

**PART A- PRELIMINARY**

**Short Title, Application and Commencement Date**

1. (1) This Rules may be cited as Universiti Putra Malaysia (Academic Matters For Undergraduates) Rules 2014 and shall come into force on the date appointed by the Vice Chancellor.

(2) This Rules shall be applicable to the Programmes of Studies which lead to the conferment of bachelor degrees and diploma except for the Programme of Studies listed in the First Schedule.

(3) Notwithstanding subrule (2), the provisions of this Rules shall apply *mutatis mutandis* to the Programme of Studies listed in the First Schedule until new rules for the respective programme of studies are made and in force in the University. For the avoidance of doubt, the application of the *mutatis mutandis* provisions shall be determined by the Senate.

(4) First Schedule may be amended, from time to time, by the Senate.

### Interpretation

2. (1) In this Rules, unless the context otherwise requires–

“academic activities” means lectures, practical, tutorial, assignment, or all other forms of teaching and learning prescribed for the course of studies of a particular Programme of Studies;

“Dean” means head for a Faculty or School appointed by the Vice Chancellor in accordance with subsection 24(4) of the Constitution;

“examination hall” means a venue or place or an area where examination is conducted;

“Faculty” means primary academic entity and is a University Authority under section 16 of the Constitution and may also be known as School;

“password” means a personal identification in the form of one or more combination of letter or number or symbol, or combination of letters, numbers or symbols, given by the University to the students for the purpose of this Rules;

“attendance” means the involvement of a student in academic activities which requires the student to take part either physically or virtually in an academic activities;

“audit course” means a course of studies which is registered by the student but the credit hours for the said course of studies is not calculated in the result of examination and is not included in the total credit hours for the graduation;

“elective course” means a course of studies, which may be chosen by a student to support his Programme of Studies, or to fulfil his interest;

“course of studies ” means course of studies offered by Faculty for each of its Programme of Studies;

”equivalent course” means a course of studies identified by Faculty as equivalent with other course of studies by taking into account that the said course of studies has similar contents and teaching hours of at least 70% with other course of studies;

“core course” means a course of studies which is prescribed as necessary in a Programme of Studies to be taken successfully by a student successfully to reach an adequate level of competency in the Programme of Studies;

“University course” means a course of studies which is considered necessary by the Senate to ensure that a comprehensive learning may be provided to the students;

“compulsory course” means course of studies which consists of core course and University course;

“major” means a main or primary specialization programme of studies in a field of Programme of Studies which fulfil the prescribed total credit hours or percentage of credit hours in a Programme of Studies;

“deficit point” means a grade point required by the student to increase the cumulative grade point average to 2.0 and shall be computed according to the formula prescribed in the Fourth Schedule;

“orientation week” means a week prescribed by the University as a week for induction of new students;

“minor” means a second focal field in a Programme of Studies which is registered by the student which fulfil the prescribed total credit hours or percentage of credit hours in a programme of studies.

“student” means a person who is registered with the University and is enrolled into a specific Programme of Studies which lead to the conferment of bachelor degree or diploma;

“new student” means a student who has accepted the offer of the University offer and has registered himself for Programme of Studies and is in the first semester of studies;

“Registrar” means a staff of the University in the group of management and professional in the classification of administration and support services officer assigned in the academic administration and services

for undergraduates entity and charged with the responsibility as the head of the entity;

“registration” means registration made in accordance with rule 3 of this Rules;

“course registration” means registration for each course of studies, and includes changes to the course of studies in the Sistem Maklumat Pelajar in accordance with rule 5 of this Rules;

“late course registration” means a registration of courses which is performed after the prescribed period of course registration;

“academic adviser” means an adviser appointed under rule 32 of this Rules;

“examination” means a mode of continuous assessment which is conducted for a student who registered in a course of studies and shall comprise all form of assessment including tests, assignments, quizzes, presentations, practicum, projects, field works, industrial trainings, as the case may be, and shall also include final examinations;

“final examination” means a final examination for a course of studies in any semester of studies;

“pre-requisite” means condition precedent which must be fulfilled;

“Programme of Studies” means Programme of Studies which leads to the conferment of bachelor degree or diploma in a specific field of studies;

“gred point average” means a total of grade points calculated in accordance with the formula in Fourth Schedule;

“one hour credit” means one hour of lectures within a week, or two to three hours practical within a week, or one hour of tutorial within a week, or two weeks of industrial training;

“semester” means a system of studies which uses a period of time consisting of 14 weeks of studies, one week of mid semester break, and three weeks of examination for each semester;

“following semester” means the next semester which follows immediately a semester in which a student is registered previously;

“third semester” means a system of studies which uses a period of time consisting of 7 weeks of studies, one week of examination which is conducted during the break after the 18 weeks of the second semester;

“Sistem Maklumat Pelajar” means a portal system which is developed for the purpose of management of student academic activities and supervised by the University for the purpose of storing information of the students;

“system of studies” includes semester, trimester or any other system of studies as prescribed by the Senate;

“slip registration” means a slip which contained information on a successful registered course of studies by the student;

“period of course registration” means a period of time which begins on the first day of the twelfth weeks in a semester and ends on the last day of the fourteenth weeks of the said semester or any period of time prescribed by the University;

“trimester” means a a system of studies which uses a period of time consisting of 14 weeks of studies, one week of examination, and two weeks of break for each trimester;

(2) For the purpose of this Rules, and if it is required by the context, when the word ‘semester’ is mentioned herein, it shall include a trimester, or other period in other system of studies as prescribed by the Senate.



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## PART B – REGISTRATION

### Registration Requirements

3. (1) Every person who is offered by the University to pursue the programme of studies at the bachelor or diploma level and accepted the said offer shall register himself with the Universiti Putra Malaysia in accordance with the mode prescribed by the offer, or by the Senate.

(2) Subject to rule 4, any person who has registered with the University in accordance with the mode mentioned in subrule (1), shall be known as student of Universiti Putra Malaysia, and the name of the said student shall be listed in the register of the students of the University until the student successfully completed his programme of studies and until the Senate endorses that the said student is eligible to graduate or until for certain reason, the said student disqualify to be a student of the University , whichever is earlier.

(3) Notwithstanding anything mentioned in subrule (2) and subject to rule 4, the Senate may, at any time, terminate the registration of any student if the Senate is of the opinion that the said student, on academic reason, which is determined by the Senate, is not capable of pursuing his programme of studies and the name of the said student shall automatically be removed from the list of the register of the students of the University and the said student shall cease from being a student of the University.

(4) The University shall established, keep, and from time to time update a list of the register of the students, and all persons who become the students of the University according to this Rules shall be registered in the said list of the register of the students.

(5) Any person who has become a student of the University shall be given a password to enable him to access Sistem Maklumat Pelajar for the purpose of registering the course of studies and for other purposes which are permitted by the University.

(6) A student who has been given a password, is not permitted to disclose the password to other students or staff of the University, and shall always be responsible to safeguard his password. A student who does not comply with

this subrule shall be liable to disciplinary action. A staff of the University who requests, or receives, or uses, the password of the student for the purpose of course registration, shall also be liable to disciplinary action.

### **Continous Registration**

4. (1) A student who has registered for the Programme of Studies which has been offered to him shall register continuously with the University.

(2) A student who fails to register continuously with the University shall cease to be a student and his name shall automatically be removed from the list of the register of the students.

(3) A student is deemed to register continuously when he registers course of studies in accordance with the provisions under this Rules.

### **Course Registration**

5. A student shall, subject to other provisions prescribed under this Rules or conditions which are prescribed from time to time by the University, perform course registration, in accordance with the mode prescribed by rule 6, for his programme of studies within the course registration period for the purpose of pursuing his studies in the following semester in the University and for the purpose of maintaining his continuous registration.

### **Course Registration Only Through Sistem Maklumat Pelajar**

6. (1) Subject to rule 7, every student shall perform course registration through Sistem Maklumat Pelajar and shall print the said registration, and maintain record of registration for the student reference in future.

(2) Course registration performed made under subrule (1) shall be in accordance with the Second Schedule of this Rules.

(3) The Senate may from time to time amend the Second Schedule.

**Course Registration with the Consent of the Academic Adviser only**

7. Every student who wishes to perform course registration shall consult with his academic adviser and shall obtain the consent of his academic adviser before the student performs course registration.

**Effect of not performing Course Registration through Sistem Maklumat Pelajar**

8. Any student who does not, fails or neglects to register through Sistem Maklumat Pelajar is deemed to have not performed course registration as required by rule 5 of this Rules.

*Illustration*

- i. *A, a first semester student has written a letter to the Dean of Faculty DEF within the period of course registration stating that he is registering course aaa, bbb and ccc for the purpose of pursuing his studies in the following semester. Writing to the Dean is not an act of performing registration through Sistem Maklumat Pelajar. Thus, this is not a course registration within the meaning of this Rules and A has not performed course registration.*
- ii. *A, a first semester student has failed to register within the period of course registration and he wants to do a late course registration. He has obtained the consent of the Dean or certain officer of the faculty and has paid the fine for the late course registration but A does not performed the course registration through Sistem Maklumat Pelajar after obtaining the consent and paying the fine. Obtaining the consent and paying the fine is also not a course registration if the actual late course registration not performed through Sistem Maklumat Pelajar.*
- iii. *A, a staff of the Faculty DEF is requested by student B to perform course registration on his behalf and B has given his Sistem Maklumat Pelajar password to A. The act of A registering course of studies on behalf of B is a misdemeanour under subrule 3(6) of this Rules. B must perform registration of his course of studies by himself through Sistem Maklumat Pelajar.*

Subrule 10(4) also applies.

### **Registration of Course of Studies – Add, Drop and Change Course**

9. (1) A student who wishes to make changes to the registration of course of studies may make the changes in the first week of the beginning of the following semester in accordance with the mode prescribed by this Rules.

(2) A student who wishes to add a course of studies shall comply with the provisions below–

(a) a student who wishes to add courses of studies less than 20 credit hours shall obtain endorsement of the academic adviser;

(b) a student who wishes to add additional courses of studies exceeding 20 credit hours shall obtain endorsement of the academic adviser and thereafter obtain approval of the Dean; and

(c) subject to subrule 2(a) above, a student who has obtained the endorsement of the academic adviser and the teacher teaching the relevant course to add the course of studies and has obtained the approval of his Dean, shall add the approved additional course of studies within two weeks after the following semester begins.

(3) A student who wishes to drop a course which has been registered successfully by him, shall comply with the following provisions–

(a) a student who wishes to drop a course of studies, shall drop the said course of studies within the first and second week of a semester and shall drop the course of studies through Sistem Maklumat Pelajar;

(b) subject to paragraph 3(a) and (c), a student who wishes to drop a course of studies which has been registered, is permitted to do so from the beginning of the first week of the following semester until the seventh week of the same semester;

(c) a student who drops course of studies in accordance with the provision under this subrule, but drops the course of studies after the beginning of the second week of the semester, shall pay a fine

amounting RM50.00 to the University for each of the course of studies being dropped by him;

(d) a student who fails to drop courses of studies which have been registered but do not attend the courses during the whole semester shall be given a grade F for the said courses at the end of the semester.

(4) A student is not allowed to make changes to the registered courses of studies after the seventh week of a semester.

(5) This rule shall also apply to new students.

### **Late Course Registration**

10. (1) Subject to subrule (2) and (3), a student who does not perform course registration within the period of course registration, may perform late course registration during the beginning of the first two weeks of the semester.

(2) A student who wishes to perform late course registration during the beginning of the first week of the following semester, shall obtain the approval of the Dean of the Faculty of the student before performing the late course registration.

(3) A student who wishes to perform late course registration after the end of the first week of the beginning of the following semester, shall apart from obtaining the approval of the Dean of the Faculty of the student, pay a fine of late course registration amounting to RM50.00 for each of course of studies that he intends to register.

(4) The provisions in rule 6, 7 and 8 under this Rules shall be applicable *mutatis mutandis* to students who wish to perform late course registration.

### **Effect of not performing Course Registration**

11. A student who does not perform, fails, or neglects to perform course registration within the period of course registration, or fails to perform late course registration within the period prescribed under this Rules, or fails to

make changes to the registration of his courses of studies in accordance with the mode and within the time prescribed by this Rules, shall automatically be prevented from performing any course registration or changes to the registration of courses of studies thereafter.

### **Consequence of Automatic Prevention from Performing Course Registration**

12. A student who is automatically prevented from performing course registration is not continuously registered with the University and his registration shall cease, and his name shall automatically be removed from the list of of the students of the University.

### **Appeal as Consequence of Not Continuously Registered**

13. Notwithstanding anything stated in the preceeding rule, a student whose registration has ceased and his name is automatically removed from the list of the registration of the students of the University as a consequence of not continuously registered or fail or neglect to continuously register with the University, may appeal to the Registrar in the semester in which his name his automatically removed, or in the following semester of which his name is automatically removed, to be reinstated as a student and to re-continue his studies in the following semester.

### **Payment on Appeal**

14. A person who makes an appeal to the University to be re-registered as a student in accordance with rule 13, shall make a payment of RM100.00 to the University.

### **Continuation of Studies on the Following Semester Due to the Allowed Appeal**

15. If the Registrar allows the person's appeal in accordance with rule 13, the person whose appeal is allowed may continue his studies in the next semester, and not in the semester in which his registration is terminated and his name is automatically removed from the list of the register of the students of the University or in the semester in which he makes his appeal.

**Course Registration for New Students**

16. (1) Notwithstanding anything stated in the preceeding Rules, new students are allowed to perform course registration from the first day of the orientation week until the last day of the second week of the beginning of the semester without payment of fine. Failure to register within the prescribed period shall result the offer to be automatically annulled.

(2) New students who received the offer of admission on the third week of the beginning of the semester are exempted from the payment of fine. Failure to register within the prescribed period shall result the offer of admission to be automatically annulled.

**Registration Slip**

17. (1) The Faculty of the student, subject to the student performs the course registration within the period of the course registration prescribed by this Rules, shall make an online notification to the student, on the first day of the beginning of the semester or on any other suitable day, pertaining to the course of studies which the student has successfully registered, and the student shall print the registration slip as a record of his course registration for that particular semester.

(2) The Faculty of the student shall make an online notification to the student about any late course registration which has been registered or any changes of the course registration made by the student during the period of which the student is allowed to add or drop his course of studies, not later than three working days or any other reasonable period, after the student performed such registration, and the student shall print the registration slip for such courses as an update record of his course registration for that particular semester.

**Compliance to Pre-Requisite Course Before Registration**

18. If and when a course of studies of which a student intent to register has pre-require, the pre-requisite shall be deemed to be complied-

- (a) if the pre-requisite is in the form of course of studies, the student proves that he has passed the pre-requisite course of studies or equivalent course of studies at a prescribed grade; or
- (b) if the pre-requisite is in the form of consent of a teacher, the consent has been obtained, provided always that the teacher shall customarily and reasonably consider all appropriate facts before granting or rejecting his consent.

### **Registration of Students with Debts**

19. A student with debts, or a student who has not paid his fee of studies or any other debts to the University including a traffic fine, in a particular semester, shall be barred from performing course registration for the following semester.

### **Student with Scholarship**

20. Notwithstanding anything stated under rule 19, a student who receives a scholarship or loan from any agencies for the purpose of his studies in the University and the scholarship or loan is receivable through the office in charge with the responsibility of the finance of the University, and the Office is allowed to deduct directly the the scholarship or loan which is paid by the agencies the amount of fee of studies or any other amount of debts, the student may perform course registration despite he is still in debt with the University.

### **Concurrent Registration of More than One Programme of Studies**

21. Students are not allowed to register more than one Programme of Studies concurrently at any time, whether in this University or at any other public or private higher learning institutions.

## **PART C – ACADEMIC SYSTEM AND LECTURES**

### **Education System**

22. (1) The Programme of Studies in the University shall commonly be conducted in accordance with the semester system of studies.



(2) The Senate however may allow certain Programme of Studies to be conducted in accordance with trimester system of studies or any other system of studies, after taking into account the interest of the Programme of Studies to be conducted in such system of studies and the general well-being of the students enrolling the Programme of Studies.

(3) Senate shall determined and prescribed an academic calendar for each studies session by Programme of Studies, level of studies and system of studies. The academic calendar shall be announced to students and teachers.

### **Academic Activities Begin on the First Day of the Semester**

23. Academic activities in the Universty shall take place on the first day of the academic calendar as prescribed by the Senate in accordance with subrule 22(3).

### **Credit Requirement for Graduation**

24. (1) Every Programme of Studies at the level of bachelor's degree shall normally consist of a minimum total credit hours of 120 credit hours for graduation, or any other credit hours which exceeds 120 credit hours as prescribed by the Senate for the Programme of Studies, and every student shall comply with the requirement of the credit hours as prescribed before he is eligible to graduate.

(2) Programme of Studies at the diploma level shall normally consist of a minimum total credit hours of 90 credit hours for graduation, or any other credit hours which exceeds 90 credit hours as prescribed by the Senate for the Programme of Studies, and every student shall comply with the requirement of the credit hours as prescribed before he is eligible to graduate.

### **Requirement of Complying with the Total Credit Hours for Course Registration**

25. Students shall at all times during the registration with the University, ensure that the course of studies registered in every semester comply with the total credit hours as stated in the Third Schedule.

**Students Classification According to the Total Credit Hours**

26. Students registered with the University shall be classified in accordance with the total credit hours obtained as stated in the Third Schedule.

**Senate may Amend the Third Schedule**

27. Senate may amend the Third Schedule and the amendment shall be announced to all students.

**PART D –ACADEMIC ADVISORY SYSTEM****Establishing the Academic Advisory System**

28. The University shall establish the Academic Advisory System in accordance with the provisions in this Rules.

**Space for Academic Advisory System Activities in the Faculty**

29. For the purpose of carrying out the Academic Advisory System, the Faculty shall provide certain spaces in the Faculty as a place to carry out the Academic Advisory System activities.

**Financial provision for Implementing the Academic Advisory System Activities**

30. The Dean of Faculty shall allocate certain financial provision from the Faculty management fund to carry out the Academic Advisory System and shall ensure that the Academic Advisory System activities are implemented according to the planned activities schedule.

**Activities Schedule Need to Be Planned**

31. Dean of Faculty shall prepare an Academic Advisory System activities plan schedule every semester and shall ensure that the activities plan schedule is submitted online to the Deputy Vice Cancellor charged with the responsibility of academic matters in the University.

**Appointment of Academic Advisers**

32. All teachers, shall be and is hereby appointed as, academic advisers to a group of students who will be determined by the Dean of the Faculty of the teachers.

**Power and Responsibilities of Academic Advisers**

33. (1) Every academic adviser shall hold the responsibilities as stated in this Rules, and shall have all the necessary powers to carry out the responsibilities.

(2) Academic adviser shall be concerned and knowledgable about the curriculum of the faculty and shall-

- (a) monitor the progress of the performance of the student online and advice the students accordingly;
- (b) advice the students relating to the registration of course of studies and other matters related thereto and if necessary, to make endorsement on the registration of course of studies, before the students perform the registration of course of studies through Sistem Maklumat Pelajar;
- (c) assist students in understanding the curriculum, system of studies, system of registration, system of examination, pre-requisite courses and exemption of courses of studies;
- (d) give advice to overcome students academic problems;
- (e) assist students in resolving problems other than non-academic, and if necessary to refer the problem to the relevant parties;
- (f) supervise group project (development and extension);
- (g) plan, implement and monitor activities involving all students under his advisory;
- (h) advice students to register courses based on Programme of Studies curriculum enrolled by the students.

(3) Notwithstanding anything on the responsibilities and duties of the academic advisers, the obligation of registration, dropping and exemption of course of studies is placed on the student.

### **Head of Academic Adviser**

34. (1) A Dean shall appoint a Head of Academic Adviser among the faculty's academic advisers.

(2) The Head of Academic Adviser appointed under subrule (1), shall be the coordinator to the academic advisers of the faculty.

### **Guideline to be Academic Advisers**

35. Dean of Faculty shall make available a guideline pertaining to the Advisory Academic System for his Faculty and shall distribute the guideline to every academic adviser in his Faculty.

### **Assigning a Group of Students under the Academic Advisers**

36. Dean of Faculty shall ensure that a group of students is assigned under an academic adviser, and the students assigned to the group shall consist of students of the same Faculty.

### **Obligation of Students to Meet Academic Advisers**

37. (1) Every student is obligated to meet his academic adviser as determined by the Faculty, at least twice per semester.

(2) Academic Advisers shall submit a report to the Head of Academic Advisers at least twice per semester.

## **PART E – ATTENDANCE TO ACADEMIC ACTIVITIES**

### **Attendance to Academic Activities**

38. A student who has successfully registered course of studies in the Sistem Maklumat Pelajar shall attend academic activities of the course of studies.

**Prohibition from Using Telecommunication Devices**

39. A student who attends academic activities in a lecture hall or room is prohibited from using mobile phone or any other telecommunication devices which disturbs other students and the environment of studies thereof.

**Requirement to Comply with 80 Percent of Attendance to Academic Activities**

40. A student shall attend not less than 80 percent of the total hours of the academic activities of his registered course of studies.

**Effect of not Complying with 80 Percent of Attendance to Academic Activities**

41. Students who do not comply with the requirement of 80 percent of attendance in academic activities of his registered course of studies, without any reasonable excuse, shall be barred from sitting for the final examination of the course of studies, and the students shall be given zero mark for the final examination of the course of studies.

**Permission to Sit for Examination**

42. (1) Notwithstanding anything stated in rule 41, the University may allow students who do not comply with the requirement of 80 percent of attendance in academic activities of his registered course of studies, to sit for the final examination if the Dean of the Faculty which offers the course of studies is satisfied, that the attendance which is below than 80 per cent is due—

(a) to health problems based on the medical report issued by a Government or University Health Centre medical health officer; or

(b) to any other reasonable excuse which is not related to health problems.

(2) The Dean of the Faculty shall inform the Registrar whether he is satisfied with the reason given under paragraph 1(a) or (b).

**PART F - TEACHING AND LEARNING****Time table**

43. (1) The Dean of Faculty shall make available a course of study time table taking into account the availability of lecture room and laboratory in Faculty and the Registrar shall co-ordinate a fixed time table of lectures and practicals for a period for at least five years.

(2) For the purpose of preparing a time table for course of studies, Dean of Faculty shall comply with the time table for course of studies as prescribed in the Fourth Schedule of this Rules.

(3) Senate may, from time to time, amend the Fourth Schedule.

**Number of Students Per Class**

44. Dean of Faculty shall ensure that the number of students per class for each course of studies is only between 10 to 80 students.

**Number of Students Exceeding the Prescribed Limit**

45. Notwithstanding anything stated under rule 44, the Vice Chancellor may in a certain situation, allow the limit of student to exceed or to be less than the numbers stated in the preceding rule for a course of studies.

**Course of Studies Outlines, Test and Examination Dates**

46. Every teachers, or coordinator course of studies shall prepare and submit the outlines of course of studies together with the date of test examination which is expected to be held to the Head of Department at least two weeks before the semester begins and to the students on the first day of the academic activities conducted after the semester begins.

**Uploading Notes Online**

47. Teachers shall upload lecture notes on the website or portal which is made available by the University and for that purpose, Faculty shall provide

the facilities and support staff to assists teachers in uploading the lecture notes on the website or portal.

#### **Monitoring of Teaching by Head of Department**

48. Head of Department shall, continuously monitor the teaching of a teacher and the teaching suitability with the curriculum of the course of studies.

#### **Monitoring of Teaching Performance by the Course Coordinator**

49. Course coordinator is obligated to monitor teaching performance of a teacher for course of studies under his coordination.

#### **Teaching Performance shall be Improved**

50. The University shall ensure that the teaching performance of teachers is improved from time to time and for this purpose, the University may direct any teacher to attend any course on teaching and learning.

#### **Teaching Evaluation**

51. (1) A teacher teaching a course of studies shall be evaluated by students registered for the course of studies and each evaluation made by the student is confidential and shall not be disclosed to anyone except to the said teacher, Dean of Faculty and Head of Department of the said teacher, and University Management Committee.

(2) Evaluation made under this rule shall be carried out at the end of each semester or as directed by the Senate.

### **PART G – EXAMINATION**

#### **Students Assesment**

52. Subject to other provisions in this Rules, students who has registered course of studies shall be assessed by the University, through examination of his registered course of studies on the date, time and place prescribed by the Senate, Faculty or his teachers of course of studies, as the case may be.

**Zero Mark for Students Who Do Not Sit for Examination**

53. Students who do not sit for examination for the purpose of assessment as stated under rule 52 shall be given zero mark for the examination which he did not sit for.

**Replacement Examination**

54. (1) Notwithstanding anything provided under rule 53, students may sit for replacement examinations if the students provide reasonable excuse, and the Dean of Faculty of the students after consultation with the teacher of the course of studies of the students who did not sit for the appointed examination, is satisfied with the reasonableness of the excuse given.

(2) Any replacement examinations made under subrule (1) shall be conducted within the period of two weeks of the original examination date, or any other period before the next semester begins.

**Zero Mark and Lost of Opportunity for Sitting Examinations**

55. If a student who has been given opportunity under rule 54 fails to sit for the replacement examination, the student shall be given zero mark and the student shall have no other opportunity to apply for other replacement examination.

**General Instruction for Examinations**

56. Students who are evaluated through examination shall be bound by the following instructions–

- (a) Students shall enter the examination hall only when permitted by the invigilator;
- (b) Students are not allowed to enter into the examination hall after 30 minutes the examination begins;
- (c) Students who have entered into the examination hall and have been in the hall for not less than 30 minutes after the examination commences, may with the permission of the invigilator, leave the hall;



- (d) Students are not permitted to leave the examination hall within the last 15 minutes of the examination;
- (e) Students shall display student cards while sitting for the examination. Students who fail, refuse or neglect to display student cards shall be barred from sitting the examination by the invigilators unless the invigilators are able to identify the identity of the students who sit the examination;
- (f) Students must write clearly student numbers, Programme of Studies, course of studies, semester, and classification as well as any other information in the spaces provided on the question paper or answer script at each examination. University shall not be liable for any losses incurred by the students for not complying with this instruction.
- (g) Students shall not copy or cheat during examinations, and subject to the provisions below–
- (i) students, except prior permission has been given by the invigilators, are prohibited from bringing lecture notes, whether such lecture notes are related or not with the examination which he sits, or any other reading materials or reference materials, communication devices or scientific calculators, into the examination hall;
  - (ii) students who fail, refuse, neglect to comply, or are not complying with, paragraph (g)(i) and are found by the invigilators to be in the possession of lecture notes, communication devices or scientific calculators while being in the examination hall, are deemed to copy or cheat in the examination, and the invigilators shall prevent the students from sitting the examination, and the students shall be instructed to leave the examination hall and the invigilators shall confiscate the lecture notes, communication devices or scientific calculators.

- (iii) the invigilators shall make a written report pertaining to the act of copying or cheating under paragraph (g)(ii) by the students to the Dean of Faculty as soon as practicable and deliver the lecture notes, communication devices or scientific calculators which have been confiscated by the invigilators to the Dean of Faculty of the students. A copy of the written report shall be submitted to the Deputy Vice Chancellor charged with the responsibility of academic matters in the University and the Deputy Vice Chancellor charged with the responsibility of the students affairs in the University.
- (iv) students who have been instructed to leave under paragraph (g)(ii) shall be given zero mark for the examination which he was instructed to leave;
- (v) the zero mark given under subparagraph 56(g)(iv) does not prevent a disciplinary action to be instituted against the students for copying or cheating under the rules relating to the discipline of students in force in the University;
- (vi) if a disciplinary action is instituted against the students, and the student is found not guilty by the Disciplinary Authority, the student shall as soon as possible after the decision of the Disciplinary Authority being served to him, be given the opportunity to re-sit for the examination which he was alleged to copy or cheat, and the mark and grade which have been given to the student shall be adjusted according to the assessment obtained by the student after he has re-sit the examination;
- (vii) if a disciplinary action is instituted against the students, and the student is found guilty, or if on certain reasons which the Disciplinary Authority thinks appropriate, a disciplinary action is not instituted against the students, the zero mark given under subparagraph 56(g)(iv) shall remain;
- (viii) the zero mark given under subparagraph 56(g)(iv), or the retention of the zero mark under subparagraph 56(g)(vii) is not a disciplinary punishment;

(h) students shall be properly attired and shall always observe the manners while being in the examination hall. Invigilators have the right to prevent the students from entering the examination hall, or if the students have entered into the examination hall, direct the students to leave from the examination hall. The students who have been prevented from entering the examination hall or who have been directed to leave the examination hall by the invigilators shall be given zero mark for the examination. The invigilators who prevented the students from entering, or directed the students to leave the examination hall, shall make a report to the Dean of Faculty of the students on the non-compliance of the students to properly attired or to properly observe the manners and on the zero mark given to the students for the examinations;

(i) students are not allowed to smoke in the examination hall;

(j) students are not allowed to bring in foods and drinks into the examination hall.

### **Plagiarism**

57. (1) Students are prohibited from committing plagiarism, data forgery or cheating.

(2) Students who commit plagiarism, data forgery or cheating shall be liable to the disciplinary action under the rules relating to the discipline of students in force in the University.

### **Students with Debts**

58. Students with debts, or students who have not paid the fee of studies or any other debts to the University, in a semester, shall be barred from sitting the final examination of the semester in which the students are indebted.

**PART H - EXAMINATION, MARKING AND GRADING****Examination, Marking and Grading**

59. (1) Students who have enrolled courses of studies shall be examined, given marks and grades according the guidelines in the Fifth Schedule of this Rules.

(2) The examination under subrule 59(1) may be conducted through any assestment including tests, assignments, quizzes, presentations, practical, projects, field works, industrial training, or any other methods suitable for such courses of studies.

(3) Examination marks which have been given and accumulated before the final examination of courses of studies shall be announced by the teachers of the courses of studies to students.

(4) Result of the examination forthe whole Programme of Studies of a student, unless for student with debts, shall be announced by the Registrar, and if the result of the examination is to be announced prior to the endorsement and approval of the Senate, the result of the examination shall be announced by the Registrar by stating that the said result is subject to the endorsement and approval by the Senate.

(5) Result of examination of all courses of studies enrolled by students in a semester including students who are eligible to graduate, and students who fail and are terminated, shall be submitted for endorsement and approval, or notification of the Senate, as the case may be.

(6) The result of examination of all courses of studies in a semester or the whole Programme of Studies of the students may also be submitted by the Registrar to the parents or guardian of students.

(7) Senate may from time to time amend the Fifth Schedule.

**Application for Review of Grade of Examinations**

60. (1) Students who have been examined, given marks and grades, and given the fail and terminated status, may apply for a review of the grade in accordance with the Sixth Schedule of this Rules.

(2) Students who have obtained the status other than fail and terminated but are not satisfied with the assessment and grades given may apply for a review in accordance with the manner prescribed under subrule 61(k) of this Rules.

**General Instruction Relating to the Conduct of Examinations – Course of Studies, Paper Project, Industrial Training**

61. (1) Every examination conducted by examiners shall be in accordance with the provisions stated below–

- (a) every teacher who teaches a course of studies is qualified and is hereby appointed as an examiner for the course of studies taught by him, except on reason determined by the Senate or other University Authorities, he loses his qualification as an examiner;
- (b) every teacher who examines a student shall announce the result of the examination which includes tests, assignments, quizzes, presentations, practicum, projects, field works, industrial training, or any other assessments, as the case may be, to the student within two weeks after the examination takes place;
- (c) each department shall establish a Review and Answer Scheme Committee;
- (d) every teacher shall announce the date of examination in the course outlines of his course of studies;
- (e) the first assessment shall be conducted around the fifth week of a semester and the result shall be announced before the seventh week of the semester ends;

- (f)* the last assesment before the final examination shall be conducted around the tenth week of a semester and the result shall be announced before the twelfth week of the semester ends;
- (g)* students who are classified as Senior or Final i.e. students who are in the last two semesters, or the last two trimester, or in any other period at the end of his studies as determined by the Senate in accordance with his system of studies, for his enrolled Programme of Studies, as the case may be, who fail a course of studies may apply to sit a special examination by way of re-sitting the examination of the course of studies. The special examination for the course of studies shall only be sat once. The student shall submit his application within one week from the date of the official announcement and the special examination shall be conducted within one week after the closing date for the application to sit the special examination. Students who sit for special examination shall only be eligible to obtain a maximum grade D or any other grade for passing the Programme of Studies as prescribed by the Senate. This special examination grade shall replace the students' failing grade for the course of studies;
- (h)* a failing grade in a particular course of studies for a Programme of Studies shall not be taken into account for the purpose of calculating the total cumulative grade point average if the students repeat the same course of studies and thereafter obtain a passing grade for the course of studies. However, if the students repeatedly take the course of studies and finally obtain a passing grade, the first failing grade shall not be taken into the calculation of the total cumulative grade point average, but the second and subsequent failing grade shall be taken into account;
- (i)* students may repeat only once, with the permission of the Dean, a course of studies for the purpose of improving itsgrade. The grade of repeated course of studies shall be used as the final grade replacing the original grade in the culcalaton of the total cumulative grade point average. However, the original grade shall be remained in the transcript of the student. If the students fails

- in in the repeated course of studies, the students shall repeat the repeated course of studies;
- (j) the Dean shall chair the Review of the Result Examination Committee before submitting the results to the Registrar;
  - (k) students who are not satisfied with the result of examination of course of studies announced by the Registrar, may make a review of the result of the examination in accordance with the Sixth Schedule of this Rules, by paying the review fee amounting RM20.00 to the Bursar Office, for each of the result of the examination course of studies which the students intend to be reviewed. The review may be conducted starting from the day the examination result is announced and end on the last day of the first week of the beginning of the semester;
  - (l) for the academic project which usually being carried out within two semesters and contain project A and project B, students who fail a particular project may repeat the project in one semester if the students repeat the same academic project. If the repeated project involves a change of research scope, the students shall repeat the academic project within two semesters
  - (m) students who obtain a result of fail or unsatisfactory in the industrial training shall repeat the industrial training until the students obtain a grade of pass or satisfactory.

### **Status of Students**

62. A status of students for a semester shall be determined based on the following criteria-

- (a) Cumulative Grade Point Average of the students at the end of the previous semester;
- (b) the status of the students in the previous semester.

**Cumulative Average and Award of Status**

63. Subject to rule 62 above–

- (a) students who obtain Cumulative Grade Point Average of at least 2.000 shall be awarded a status of ‘good’. A status of ‘good’ awarded under this rule is only to enable the students to continue his studies in the following semester and it only describes the status of the academic of the students and is not related to or may be taken into account in other matters which is non-academic;
- (b) students may be awarded a status of ‘warning’ if the students accumulate deficit point less than 12;
- (c) students who accumulate deficit point 12 or more shall be awarded a status of ‘probation’ and students who already are awarded a status of ‘warning’ shall be awarded a status of ‘probation’ if the students fail to achieve Cumulative Grade Point Average of 2.000 at the end of the semester in which the students are awarded status of ‘warning’. Students who are awarded the status of ‘probation’ shall be terminated in accordance with this Rules if the students fail to achieve Cumulative Grade Point Average of 2.000 or more at the end of the semester in which the students are awarded the status of ‘probation’;
- (d) without prejudice to paragraph (c) above, students who obtain deficit point of 24 or more shall be terminated in accordance with this Rules.

**Dean’s List**

64. (1) Full time students of all Programme of Studies, who fulfill the conditions below shall be honoured in a Dean’s List and the students’ name shall be registered in the Dean’s List–

- (a) obtain the result of Grade Point Average of 3.75 until 3.999 for a particular semester;
- (b) the students do not obtain any grade of TM in any courses of studies for the evaluated semester;



- (c) the students do not repeat in any courses of studies for the evaluated semester;
- (d) grades for the replacement examination or special examination are not taken into account for the purpose of this list;
- (e) the students have not been subjected to disciplinary action; and
- (f) the students who register less than 12 credit hours are not eligible to be listed in the Dean's List.

(2) The Dean's List shall be issued by the Faculty every semester.

(3) The name of students who receive the Dean's List shall be displayed on the notice board of the Faculty and the honour of the Dean's List shall be recorded in the transcript of the students.

#### **Vice Chancellor's List**

65. (1) Full time students of all Programme of Studies, who fulfill the conditions below shall be honoured in the Vice Chancellor's List and the students' name shall be registered in the Vice Chancellor's List-

- (a) obtain the result of Grade Point Average of 4.000 for a particular semester;
- (b) the students do not obtain any grade of TM in any courses of studies for the evaluated semester;
- (c) grades for the replacement examination or special examination is not taken into account for the purpose of this list;
- (d) the students have not been subjected to disciplinary action; and
- (e) the students who register less than 12 credit hours are not eligible to be listed in the Vice Chancellor's List.

(2) The Vice Chancellor's List shall be issued by the Registrar for each semester.

(3) The name of students who receive the Vice Chancellor's List shall be displayed on the notice board of the Faculty and the Vice Chancellor's List award shall be recorded in the transcript of the students.

**Eligibility for Graduating**

66. (1) Students who enroll into Programme of Studies and have passed all the compulsory courses of studies or equivalent courses for the Programme of Studies, and fulfill all other requirements prescribed for the Programme of Studies, and achieve Cumulative Grade Point Average of not less than 2.000 are eligible to graduate.

(2) Students who do not comply with subrule (1) shall be terminated in accordance with this Rules.

(3) Notwithstanding subrule (2) and subject to rule 72 of this Rules, a student who does not meet the requirements for graduation under subrule (1) may be allowed a maximum of two additional semester to repeat any course of studies which the student has failed, or to take other course of studies of not less than 12 credit hours per semester for the purpose of improving his status so that he is eligible to graduate.

**List of Graduating Students**

67. The Registrar shall, within the period prescribed by the Senate, prepare a list of eligible graduating students for the endorsement of the Senate.

**Right of the Senate to Confer Degrees**

68. (1) The Senate, upon receiving the list of graduating students, may endorse as to whether the students there in are eligible to graduate and be conferred the diplomas or bachelor degrees, as the case may be, according to the class of degrees prescribed in the Seventh Schedule, or may not endorse any students therein from graduating and may refuse to confer any diploma or bachelor degrees to the students.

(2) If the Senate refuses to confer any diploma or bachelor degrees to the students, the Senate shall record the reasons for such refusal and the Registrar shall notify in writing the reasons for the refusal to the students.

(3) The Senate may from time to time amend the Seventh Schedule.

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**PART I – PROGRAMME OF STUDIES****Change of Programme of Studies**

69. Application for change of Programme of Studies shall use the form prescribed by the Deputy Vice Chancellor charged with the responsibility of academic matters of the University and the form is to be submitted to Pendaftar within two weeks after the announcement of the examination results. The Registrar shall submit the application form to change the Programme of Studies to the relevant Deans of the Faculties. The final decision on the application to change the Programme of Studies shall be at the discretion of the relevant Deans of the Faculties. The Registrar shall announce the results of the application in writing to the students within the first week of the following semester.

**Conditions for Changing a Programme of Studies**

70. Application for changing a Programme of Studies may only be exercised by the students who have completed at least two semesters of studies, subject to the following conditions–

- (a) students must have at least a status of 'Good' and a Cumulative Grade Point Average of 2.000; and
- (b) students with a status of 'warning' or 'probation' may apply for a change of Programme of Studies and shall not receive any exemption for any course of studies and shall be deemed as new students.
- (c) the previous Cumulative Grade Point Average for the Programme of Studies shall not be brought forward and taken into account for the calculation of Cumulative Grade Point Average of his new changed Programme of Studies.

**Change of Major or Minor**

71. A student may apply to change his major or minor in his Programme of Studies on the following conditions–

- (a) a change of major or minor of his Programme of Studies shall be

approved by the Dean of his Faculty; and

- (b) If the student obtains failing grade in the previous major or minor of his Programme of Studies, the failing grade shall be replaced with any passing grades in a new major or minor group.

### **Deferment of Studies**

72. (1) A student may defer his Programme of Studies for a particular semester with a reasonable excuse and with the approval of the Dean of his Faculty.

(2) Application for deferment of the Programme of Studies shall be submitted to the Dean of his Faculty within the first seven weeks of the beginning of the semester.

(3) If the student defers his Programme of Studies after the second weeks of the beginning of the semester, the fee of studies shall not be refunded except with the approval of the Vice Chancellor.

(4) After the seventh week of the beginning of the semester, the application for the deferment of the Programme of Studies may only be allowed–

(a) on medical reason certified by a medical health officer from the government or University Health Centre; or

(b) if approved by the Senate.

(5) A student is not allowed to defer his Programme of Studies during or after the final week of the examination of a particular semester.

(6) The maximum permissible period of deferment of studies for the whole duration of the Programme of Studies is four semesters. For the avoidance of doubt, the period of permissible deferment of studies shall not be taken into the calculation of the whole duration of the Programme of Studies.

(7) Without prejudice to the provision under subrule (5), a student is not allowed to defer his Programme of Studies except on medical reason certified

by a medical health officer from the Government or University Health Centre.

(8) For the purpose of subrule (4) and (7), medical reason shall not include maternity cases or any illness, disease, injury or health incapacity which is self-inflicted by the student.

### **Additional Period of Studies**

73. (1) A final semester student who obtains a status of "fail and is terminated" with a deficit point not exceeding 24 may apply to—

(a) repeat any course of studies which he has failed; or

(b) register course of studies which the total credit hours is not less than 12 for the purpose of improving his status to enable him to graduate;

in the following semester.

(2) A student who repeats his course of studies mentioned in subrule (1), shall only be allowed to do so for the period of two semesters, or three trimesters or any other period allowed by the Senate.

(3) The additional period of two semesters, or three trimesters, or any additional period allowed by the Senate, mentioned in subrule (2), includes the calculation of additional four semesters or six trimesters or any additional period in any System of Studies allowed by the Senate.

(4) For the avoidance of doubt, the deferment period of studies shall not be taken into account for the purpose of calculation of the additional maximum period of studies.

### **Withdrawal from Programme of Studies**

74. (1) Students are allowed to withdraw from Programme of Studies.

(2) If a student withdraws from his Programme of Studies, the student shall cease to be a student of the University and his name shall automatically

be removed from the list of the register of the students.

(3) A student who withdraws after the second weeks of the beginning of a semester from his Programme of Studies shall not receive any refund of any payment of fees made to the University. Fee which may be refunded within the period of the first two weeks of the beginning of the semester shall only be fee of studies, except if directed otherwise by the Vice Chancellor.

### **Re-application and Re-registration as University Student**

75. A student who obtains the status of fail and is terminated may apply to re-register as University student for other Programme of Studies offered by the University in accordance with the conditions prescribed by the University and the enrolment of the student, if accepted by the University, is a new enrolment and the student is a new student.

## **PART J – GENERAL**

### **Vice Chancellor May Allow for Registration or Sitting of Final Examination**

76. Notwithstanding anything under rule 19 and 59 of this Rules, the Vice Chancellor may permit students to perform course registration or sit for the final examination, if the Vice Chancellor is of the opinion that such permission is necessary and appropriate to be given to the student.

### **Updating Information**

77. A student is responsible to update from time to time, his personal information and shall notify the University on any changes pertaining to his personal information.

### **Properly Attired during Lectures**

78. A student shall always be properly attired and shall always observe his manner while being on campus and during lectures.

### **Additional Copies**

79. (1) A student who wishes to obtain additional copy of documents, not including certificate of academic, related to himself which was issued by the University, may obtain such additional documents by making payment amounting to RM10.00 to the Office of Bursar for each copy of the document.

(2) A graduate for studies session 2005 onwards who wishes for the reissuance of his academic certificate, may obtain such certificate by making payment amounting to RM200.00 to the office charged with the financial responsibility of the University for each copy of the certificate.

### **Payment of Fee**

80. (1) Students shall pay fee of Programme of Studies prescribed by the University, fees related to any facilities pertaining to the management of the academic affairs of the students and any other fee for any services provided by the University to the students.

(2) Subject to the decision of the officer charged with financial responsibility of the University from time to time, the fees in subrule (1) shall be paid during the registration in accordance with Rule 3 of this Rules.

### **Repeal**

81. Universiti Putra Malaysia (Academic) Rules 2003 is repealed.

## **PART K – SAVING PROVISIONS**

### **Interpretation**

82. In this Part, unless the context otherwise requires—

“repealed Rules” means the Universiti Putra Malaysia (Academic) Rules 2003 which is repealed under Rule 81 of this Rules;

“appointed date” means the date on which this Rules shall have effect.

### **Validity of Actions by the University**

83. Any offer of admission and acceptance to the University, results of examination, the conferment of bachelor degrees and diplomas, execution of instruments, documents or any arrangement made by the University under the repealed Rules, shall on the appointed date be deemed to have been made under this Rules and continue to be in force and have effect.

#### **Delegated powers**

84. All powers delegated under the repealed Rules, shall on the appointed date, in so far as the delegation is consistent with this Rules, be deemed to have been delegated under this Rules.

#### **Saving of notice, form, authorization letter etc.**

85. All notices, forms, authorization letters or directions issued or made by the University before the appointed date shall remain in force, in so far as the notices, forms, authorization letters or directions are consistent with, or until replaced or revoked by the provision of this Rules.

#### **Students of Bachelor or Diploma Programme of Studies**

86. All students of Bachelor or Diploma Programme of Studies who immediately before the appointed date were admitted to enrol Programme of Studies at the University under the repealed Rules, and on the appointed date still enrolling the Programme of Studies be deemed to be admitted under this Rules.

Made 9 December 2014

[Minutes of Board 103/08]

[UPM/PPUU/600-1/3/6/PerkaraAkademik; UPM/100/9/3]

PROF. EMERITUS TAN SRI DATO' DR. SYED JALALUDDIN SYED SALIM

*Chairman*

*Board of Directors*

*Universiti Putra Malaysia*



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**First Schedule**

**(Rule 1)**

[Bachelor and Diploma Programme of Studies which this Rules is applicable *mutatis mutandis* as determined by the Senate and until new rules for the respective bachelor and diploma programme of studies are made and in force in the University]

1. Programme of Studies for Medical Doctor;
2. Programme of Studies using the Long Distance Education method;
3. Programme of Studies for Executive;
4. Programme of Studies in collaboration with National Sport Council;
5. Any programme of studies in collaboration with other higher learning institution, agency or body corporate which the University has entered into agreement with.

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**Second Schedule****(Rule 6)**

[Guidelines for Course Registration]

**Components of Programme of Studies**

1. The University Programme of Studies curriculum of shall comprise of three course of studies components, namely course of studies for university courses, course of studies for core courses and course of studies for elective courses as follows:-

COMPONENT	RANGE (in percentage)
University Courses	15- 20
Core Courses	50 - 60
Elective Courses	25 - 30

Or any otherrange for the component of course of studies as prescribed for the standard of the respective programme by the Senate.

**Requirement to Register Course of Studies for Each Component**

2. (1) Students are required to take and pass the course of studies for the prescribed components in accordance with the curriculum of Programme of Studies. A student who fails in any course of studies within the component of university courses and core courses shall repeat the same course of studies until he passes the course.

(2) Students who are taking course on language skill within the component of university courses, and fail that course, may repeat the course according to the prescribed package under item 7 of this Schedule.

**Elective Courses**

3. Students who register for course of studies within the component of elective courses and fail that course, may repeat the same course of studies or may register other course within the component of elective courses in accordance with the requirement of his Programme of Studies.

**Core Courses Which Are Not Offered by the Faculty**

4. (1) If a course of studies within the component of core courses is not offered in a particular semester, and in that particular semester there is a final year student who will be graduating, the student may register an equivalent course of studies at other faculty with the consent of the Dean of the faculty of the student.

(2) The Dean of the Faculty of the student shall notify the Registrar on the application of the equivalence of the course of studies and the Registrar shall acquire the confirmation on the equivalence of the course of studies from the Dean of the Faculty of which the course of studies is to be registered, before the Dean of the Faculty of the student gives his consent to the student to register the said course of studies.

**Cocurriculum with Credit**

5. For the cocurriculum with credit, registration shall be performed within the period of course registration and the teacher shall enter the grade within the prescribed period from the date of assesment of the cocurriculum with credit. The credit for the cocurriculum shall be calculated in the total credit hours for the graduation.

**Audit Courses**

6. A few courses of studies may be registered as audit courses upon the permission of the teacher of the course of studies and the approval of the Dean of the Faculty which offers the course of studies. The student shall take part at least 80% of the academic activities of the audit courses and is required to sit for examination. The credit hours for the audit courses shall not be calculated in the registration or the calculation of the Cumulative Grade Point Average. The grade obtained shall be recorded as M or TM. The student need not repeat the audit courses if he obtains TM grade.

**Language Proficiency Courses**

7. (1) Students are required to register for the language proficiency courses and shall surpass the level set for such language proficiency courses during his Programme of Studies in the University as prescribed by the Senate.

(2) Language proficiency courses which are required to be registered and the level which need to be met as set by the Senate shall be notified by the Registrar to the students.

**Registering Similar Courses of Studies at other Higher Learning Institution**

8. Students may apply to register a course of studies which is similar or related to his Programme of Studies offered by other higher learning institutions which are recognized by the Senate. The application shall be made at least one semester before the course of studies is registered at the said higher learning institution. The application for the registration shall be made in the forms prescribed by the University and shall subject to the guideline of the credit hours stated in the Third Schedule.

**Programme Register Code**

9. Students shall register courses of studies in the prescribed course of studies group. The registration of the course of studies which does not belong to the permitted group of course of studies shall not be accepted and shall not be given any grade and shall be deemed as audit courses only. Group of course of studies is prescribed by group code which starts with the following preceding numbers:

Group Code (preceding number)

0	=	Introduction Course
1	=	Diploma Programme
2	=	Diploma and Bachelor Programme
3	=	Bachelor Programme
4	=	Bachelor and Advanced Degree Programme
5	=	Master and Ph.D Programme
6	=	Ph.D. Programme

**Exemption of Course of Studies**

10. (1) Application for the exemption of course of studies shall be made to the Dean of the Faculty of the student at the beginning of the first semester of his studies in the University by submitting the form prescribed by the Registrar. Exemption shall only be considered for the course of studies which is similar and passed, or equivalent course of studies which is passed with a minimum grade of C+. The total maximum exemption shall not exceed:

- (a) 30% of the total graduating credit hours for a particular enrolled Programme of Studies from a Diploma to Bachelor Programme;
- (b) 50% of the total graduating credit hours for the exchange programme from other higher learning institution on the same level of studies;

(2) For exchange of programme at the Universiti on the same level of studies, the Dean receiving the student shall determine the total credit hours which may be exempted.

(3) All application for exemption for course of studies shall be resolved latest by the second week of the first studies semester of the student.

(4) The exemption shall be based on a course by course of studies which the student has passed, and not on the overall Programme of Studies. Exemption for course of studies shall only be allowed only once for the whole his Programme of Studies.

(5) A course which has been exempted shall not be re-registered by the student for the purpose of improving his cumulative grade point average. The student is only allowed to re-register the course as an audit course.

**Third Schedule**  
**(Rule 25 and 26)**

[Credit hours and classification of students]

**Credit Hours for Full Time Status**

1. Full time student is a student who registers as least 12 credit hours and above every semester.

**Credit Hours Less than 12**

2. Only the following student may register less than 12 credit hours:
- (a) student classified as Senior at his final semester for the purpose of graduation;
  - (b) student who has not enrolled a course in the form of practicum e.g. industrial training or teaching training but is required to repeat a final year project or any courses;
  - (c) student who has enrolled a course in the form of practicum e.g. industrial training or teaching training and is required to register for a final year project.

**Classification of Students**

3. (1) Students at bacheclor's level shall be classified as follows:

0 - 30 credit hours	Freshman
31 - 60 credit hours	Sophomore
61 - 90 credit hours	Junior
91 - credit hours or above	Senior

(2) Students at diploma's level shall be classified as follows:

0 - 30 credit hours	Early
31 - 60 credit hours	Middle
61 - credit hours or above	Final

**Credit Transfer and Course Exemption**

4. Any student who registers to enrol course of studies at higher learning institution within or outside Malaysia allowed by the University for the purpose of credit transfer to the University shall ensure that the total credit hours registered at the higher learning institution is not exceeding 30% of the requirement of the credit hours of his programme of studies.

**Forth Schedule****(Rule 43)**

[Time table]

**Lecture Hours**

1. (1) Period of lecture for general lectures is limited to 1 hour per lecture.
- (2) Lectures shall start at the appointed time and end 10 minutes earlier before the next lecture.
- (3) Lectures on Friday afternoon shall start at 3.00pm.

**Time table**

2. (1) Time table for lecture is built for the purpose of planning examination schedule and the time table is based on time combinations.
- (2) For courses which are not part of any time combination or courses with various lecture groups, practicum or any other similar course shall be included in the group "to be arranged later" (TBA).

**Time Table Combination**

3. (1) The combination according to credit hours are as follows:

Day	8.00	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00
Time	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00
Monday	333	333	333	333	22	22	333	333	333	eee	eee
Tuesday	22	244	244	244	22	22	333	333	<u>333</u>	eee	rrr
Wednesday	333	333	333	333	22	22	333	333	333	rrr	rrr
Thursday	22	244	244	244	22	22	<u>333</u>	<u>333</u>	333	jjj	jjj
Friday	333	333	333	333	22	22	333	333	333	jjj	



(2) Generally, time combination in accordance to credit hours is planned for three credit hours which will be held on Monday, Wednesday and Friday for one hour per lecture (IRJ-1).

(3) However, there is time combination for three credit hours which is split into two hours per lecture on Tuesday and Thursday afternoon.

(4) For University courses, two hours at 5.00 pm until 7.00 pm everyday is planned in accordance with the prescribed combination (eee, rrr and jjj).

### Combination According to Time and Day

4. Combination according to time and day are as follows:-

TIME COMBINATION SCHEDULE LECTURE HOURS		EXAMINATION GROUP SCHEDULE
COURSE CREDITS (3+0) OR (3+1)		
IRJ 08 - 09		1
IRJ09 - 10		2
IRJ10 - 11		3
IRJ11 - 12		4
IRJ02 - 03		5
IRJ03 - 04		6
IRJ04 - 05		7
COURSE CREDITS (2+0) OR (2+1)	COURSE CREDITS (3+0) OR (3+1)	
I 05 - 07	I 05 - 07 , S 05 - 06	8
R 05 - 07	S 06 - 07 , R05 - 07	9
K 05 - 07	K 05 - 07 , J05 - 06	10
SS02 - 04	S 02 - 04 , K04 - 05	11
K 02 - 04	S 04 - 05 , K02 - 04	12
COURSE CREDITS (2+0) OR (2+1)	COURSE CREDITS (4+0) / (3+0) / (3+1)	
SK 08 - 09	[SK 08 - 10] / [S8-10,K8/9] / [K8-10,S8/9]	13
SK 09 - 10	[SK 09 - 11] / [S9-11,K10/11] / [K9-11,S9/10]	14
SK 10 - 11	[SK 10 - 12] / [S10-12,K10/11] / [K10-12,S10/11]	15
SK 11 - 12		16
IR 12 - 01	IRJ 12 - 01	17

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SK 12 - 01 ATAU	[SK 12 - 02] / [S12-2,K12/1] / [K12-2,S12/1]	18
S 12 - 02 IR 01-02		
IR 01 - 02	IRJ 01-02	19
SK 01 - 02		20

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### Explanation

5. Explanation for paragraph 4 are as follows:-

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No.	Credit	Time Combination	Day	Time
1	2	SK 8	Tuesday and Thursday	8.00am-9.00am
2	3	IRJ 9	Monday, Wednesday and Friday	9.00am-10.00am
3	3	S2-4, K4	Tuesday and Thursday	2.00pm-4.00pm 4.00pm-5.00pm
4	3	I 5-7, S 5	Monday and Tuesday	5.00pm-7.00pm 5.00pm-6.00pm
5	4	SK 10-12	Tuesday and Thursday	10.00am-12.00pm

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**Examination Schedule**

6. Normally, Examination Schedule shal follow the following arrangement:-

WEEK	DAY	TIME			
		8 . 3 0 a m - 10.30am	11.00am-1.00pm	2.00pm-4.00pm	5.00pm-7.00pm
F I R S T	MONDAY	SKP2101			
	TUESDAY	SKP2201			
	WEDNESDAY	11	PRT2008	5	BBI2409
	THURSDAY	SKP2202			BBI 2412
	FRIDAY	16		MTH 3003	
	SATURDAY	3	19	MGM 2111	BBM 2405
	SUNDAY				
WEEK	DAY	TIME			
		8 . 3 0 a m - 10.30am	11.00am-1.00pm	2.00pm-4.00pm	5.00pm-7.00pm
S E C O N D	MONDAY	9	SAK 3002	PRT2008	BBI 2410
	TUESDAY	7	PRT 2008	PRT 2008	BBA 2401
	WEDNESDAY	PRT 2008	20	12	BBI 2414
	THURSDAY	8	PRT 2008	13	EDU 3616
	FRIDAY	PRT 2008		ACT 2112	BBC 2401
	SATURDAY	10	18	PRT 2008	KOM 2231
	SUNDAY				
WEEK	DAY	TIME			
		8 . 3 0 a m - 10.30am	11.00am-1.00pm	2.00pm-4.00pm	5.00pm-7.00pm
T H I R D	MONDAY	2	PRT 2008	1	EDU 3617
	TUESDAY	PRT 2008	PRT 2008	PRT 2008	BBI 2411
	WEDNESDAY	14	PRT 2008	6	MGM 3351
	THURSDAY	4	PRT 2008	17	SAK 3100
	FRIDAY	PRT 2008		PRT 2008	MGM 4104
	SATURDAY	15	PRT 2008	PRT 2008	
	SUNDAY				

**Examination Time**

7. (1) Assessment or test shall be held during lecture hours, and final examination shall be held at the appointed time and generally is limited to two hours, except for the Programme of Studies which need to comply to the professional accreditation bodies or to a certain Programme of Studies prescribed by the Senate, the examination time is limited to three hours.

(2) Deputy Vice Chancellor charged with the responsibility of academic matters of the University may give exemption for the assessment or test which is exceeding two hours or three hours, as the case may be.

(3) For the avoidance of doubt, "lecture hours" means a period between 8.00am until 10.00pm.

**Examination Venue**

8. Venue of lectures shall also be venue of examination for certain courses. In some situations, examination venue shall be arranged at other places.

### Fifth Schedule

#### (Rule 59)

[Cumulative Grade Point Average]

#### Grade and Grade Point

1. (1) Generally, every Programme of Studies in the University shall be assessed and given grade and grade point in accordance with this Schedule.

(2) A deficit point shall be calculated as follows:

$$\text{Deficit point} = 2 (\text{total cumulative credit hours taken}) - (\text{total cumulative value point obtained})$$

(3) Average Grade Point shall be calculated as follows:-

$$\text{Average Grade Point} = \frac{\text{Grand total of grade point}}{\text{Grand total of credit hours}}$$

$$(4) \text{ Cumulative Grade Point Average (CGPA)} = \frac{\text{Total cumulative value Point}}{\text{Total of cumulative credit hours}}$$

(5) Marking scheme, alphabetical grades and grade points must be in accordance with the list below:-

Marks	Alphabetical Grades	GradePoint
80 - 100	A	4.000
75 - 79	A-	3.750
70 - 74	B+	3.500
65 - 69	B	3.000
60 - 64	B-	2.750
55 - 59	C+	2.500
50 - 54	C	2.000
47 - 49	C-	1.750
44 - 46	D+	1.500
40 - 43	D	1.000
39 or less	F	0

(6) The determination of the alphabetical grade shall be based on the mark obtained by a particular course.

(7) The calculation of grade point shall be based on alphabetical grade obtained by a particular course, and the total credit hours of the said course.

(8) Each alphabet used to state the assessed grade of a student and use in the transcript to indicate the standing of the student in a particular course shall follow the symbol and the explanation below:

Grade/Symbol	Explanation
A	Excellent
A-	Very good
B+	Very good
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Weak
D+	Weak
D	Very weak
F	Fail
TL	Incomplete.

This symbol indicates that a student is unable to meet part of the requirement of a course in the form of practicum such as industrial training or teaching training. The student shall be given a time until the end of the second week of the following semester to complete the course to get a full assessment and grade.

AU	<p>Audit.</p> <p>This symbol indicates that a student registered, attended and sat for the examination for the course.</p>
M	<p>Satisfactory.</p> <p>This symbol indicates that a course enrolled by the student is not being graded but the student receives a pass remark.</p>
TM	<p>Unsatisfactory.</p> <p>This symbol indicates that a course enrolled by the student, including an audit course, is not being graded but the student receives a fail remark.</p>
TD	<p>Withdraw.</p> <p>This symbol indicates that a student withdraw himself from a course of studies with the permission and approval of the Dean of the Faculty which offered the course of studies after the third weeks but before the seventh week. The withdrawal within the first three weeks of the semester may be permitted with the consent of the Academic Adviser of the student without any recorded alphabetical symbol or grade.</p>
S	<p>Continue.</p> <p>This symbol indicates that a coursework or project exceeds one semester to be completed. Coursework or project which is given the "S" symbol is not given a grade point but the credit hours for the coursework or project is only calculated for the determination of the minimum credit hours and not for the requirement of a graduation. Credit hours and grade point for the coursework and project shall only be calculated for the purpose of calculation of the total credit hours for a graduation and average grade point once the "S" symbol is replaced by alphabetical grade.</p>

(9) Subject to rule 1(2) and (3) of this Rules, for Programme of Studies of Medical Doctor, marking scheme and alphabetical grade must be in accordance with the list below:-

- a) Marking scheme and grading for all Phases and Professional Examination shall be as follows:-

Marks	Alphabetical Grade
80-100	A
75-79	A-
70-74	B+
65-69	B
60-64	B-
55-59	C+
50-54	C
0-49	F (fail)

- b) Passing mark for the prescribed course of studies which is offered by the Faculty of Medicine and Health Sciences in programme of Medical Doctor is 50%. Students who obtain marks between 45 – 49% may improve the marks to a maximum of 50% by way of sitting for the oral examination. If the students have sat the oral examination, but fail to improve the mark to 50%, the students shall repeat the course.

(10) For Programme of Studies of Doctor of Veterinary Medicine, marking scheme, alphabetical grade and grade point must be in accordance with the list below:-

Marks	Alphabetical Grade	Grade Point	Explanation
80 - 100	A	4.000	Very Excellent
75 - 79	A-	3.750	Excellent
70 - 74	B+	3.500	Extremely Good
65 - 69	B	3.000	Very Good
60 - 64	B-	2.750	Good
55 - 59	C+	2.500	Very Satisfactory
50 - 54	C	2.000	Satisfactory
49 or less	F	0	Fail



(11) For Programme of Studies of Bachelor of Engineering, marking scheme, alphabetical grade and grade point must be in accordance with the list below:-

Marks	Alphabetical Grade	Grade Point	Explanation
80 - 100	A	4.000	Very Excellent
75 - 79	A-	3.750	Excellent
70 - 74	B+	3.500	Extremely Good
65 - 69	B	3.000	Very Good
60 - 64	B-	2.750	Good
55 - 59	C+	2.500	Very Satisfactory
50 - 54	C	2.000	Satisfactory
49 or less	F	0	Fail

(12) For core course offered in the Programme of Studies of Bachelor of Design (Architectural) and Bachelor of Science Architecture, marking scheme, alphabetical grade and value point must be in accordance with the list below:-

Marks	Alphabetical Grade	Grade Point	Explanation
80 - 100	A	4.000	Very Excellent
75 - 79	A-	3.750	Excellent
70 - 74	B+	3.500	Extremely Good
65 - 69	B	3.000	Very Good
60 - 64	B-	2.750	Good
55 - 59	C+	2.500	Very Satisfactory
50 - 54	C	2.000	Satisfactory
49 or less	C-	0	Fail

**Sixth Schedule****(Rule 60 and 61(k))**

[Senate Review Committee]

1. (1) It is hereby established the Senate Review Committee which consists of:-

- (a) Deputy Vice Chancellor charged with the responsibility of academic matters of the University as the Chairman, or his representatives from among members of Senate authorised in writing by him;
- (b) Dean of the Faculty of the course or studies registered by the student who request for the grade review;
- (c) Four members of Senate appointed by the Senate;
- (d) Registrar or his representative as Secretary.

(2) The Committee shall have the following powers:-

- (a) to consider all application for the review of grade;
- (b) to make a final decision on all application for the review of grade under its consideration;
- (c) to report its decision on all application for the review of grade under its consideration for the endorsement of the Senate;
- (d) to direct any academic officer to appear before the committee to assist the committee in making its decision.

(3) Quorum for a meeting is the chairman and two members.

2. A student who obtains the status of "Fail and Terminated" on the reason of failure to meet the conditions to pursue his Programme of Studies may submit the application to review the examination result in accordance with the following procedures:-

*(a)* each application for the grade review shall be submitted to the Registrar within two weeks after the result of the examination is announced by the Registrar; and

*(b)* each application for the review of the status "Fail and Terminated" shall be accompanied by a payment of fee of to RM50.00;

3. Each application for the grade review which is received by the Registrar shall be forwarded, as soon as practical, within the third week after the beginning of a semester, to the Senate Review Committee for its consideration.

4. Senate Review Committee shall, upon receiving the application for the grade review shall meet and make its decision latest by the end of the third week after the beginning of a semester.

### Seventh Schedule

#### (Rule 68)

#### [Classes of Degrees]

1. Degrees at the bachelor level conferred by the Senate are classified as follows:-

Degree	Cumulative Grade Point Average	Classes of Degrees
All bachelor degrees except for the Medical Doctors and Doctors of Veterinary Medicine	3.750 – 4.000 3.000 - 3.749	First Class Honours Second Class Upper Honours
	2.250 – 2.999	Second Class Lower Honours
	2.000 – 2.249	Third Class Honours

2. Subject to rule 1(2) and (3) in this Rules, the degree for medical doctors is classified as follows:-

Degree	Classes of Degree
Degree for Medical Doctors	Pass

3. The degree of Doctors of Veterinary Medicine is classified as follows:-

Degree	Cumulative Grade Point Average	Classes of Degree
Degree of Doctors of Veterinary Medicine	2.000 – 4.000	Pass