

**AKTA UNIVERSITI DAN KOLEJ UNIVERSITI**  
**PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA**  
**KAEDAH-KAEDAH UNIVERSITI PUTRA MALAYSIA**  
**(PERKARA AKADEMIK PRASISWAZAH)(PINDAAN)(NO.2) 2016**

Suatu Kaedah-Kaedah bagi meminda Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014.

PADA MENJALANKAN kuasa yang diberikan oleh Kaedah 6(3) dan Kaedah 27 Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014, Senat meminda Jadual Kedua dan Jadual Ketiga kepada Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014 seperti berikut:

**Tajuk Ringkas, Pemakaian dan Permulaan Kuat kuasa**

1. Kaedah-Kaedah ini bolehlah dinamakan Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) (Pindaan)(No.2) 2016 dan hendaklah mula berkuat kuasa pada 1 September 2016.

## **Tafsiran**

2. Dalam Kaedah-Kaedah ini, melainkan konteksnya menghendaki makna yang lain-

“Kaedah-Kaedah Ibu” ertinya Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014.

## **Pindaan Jadual Kedua Kepada Kaedah-Kaedah Ibu**

3. Jadual Kedua Kaedah-Kaedah Ibu dipinda seperti berikut:-

(a) menggantikan keseluruhan perenggan 7 Kaedah-Kaedah Ibu dengan perenggan berikut:-

### **“Kursus Kemahiran**

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

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

(b) menggantikan keseluruhan perenggan 10 Jadual Kedua Kaedah-Kaedah Ibu dengan perenggan berikut:-

**“Pemindahan Kredit**

10. (1) Permohonan pemindahan kredit kursus pengajian hendaklah dibuat kepada Dekan Fakulti pelajar yang berkenaan pada awal semester pertama pengajiannya dengan mengemukakan borang yang ditetapkan oleh Pendaftar. Sekiranya pemindahan kredit melibatkan kursus daripada fakulti lain, permohonan hendaklah dibuat kepada Dekan Fakulti yang menawarkan kursus itu. Pemindahan kredit hanya boleh dipertimbangkan bagi kursus pengajian yang sama dan lulus dengan mencapai sekurang-kurangnya gred C, atau kursus setara yang lulus dengan mencapai sekurang-kurangnya gred C+. Jumlah maksimum pemindahan kredit tidak boleh melebihi:

- (a) 30% daripada jumlah jam kredit bergraduat untuk sesuatu Program Pengajian yang sedang diikuti daripada Program Diploma ke Bachelor;
- (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 dipindahkan.

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

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

(5) Kursus yang telah diberi pemindahan kredit 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.”

#### **Pindaan Jadual Ketiga Kepada Kaedah-Kaedah Ibu**

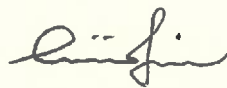
4. Jadual Ketiga Kaedah-Kaedah Ibu dipinda seperti berikut:-

(a) menggantikan ungkapan “Pemindahan Kredit dan Pengecualian Kursus” dalam tajuk kepada perenggan 4 Jadual Ketiga Kaedah-Kaedah Ibu kepada ungkapan “Pemindahan Kredit”.

Dibuat pada 21 Julai 2016

[Minit Mesyuarat Senat 622.08]

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



**PROFESOR DATIN PADUKA DR. AINI IDERIS**

*Pengerusi Senat*

*Universiti Putra Malaysia*

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**

**THE CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA**

**UNIVERSITI PUTRA MALAYSIA (ACADEMIC MATTERS FOR  
UNDERGRADUATES)(AMENDMENT)(NO.2) RULES 2016**

A Rules to amend Universiti Putra Malaysia (Academic Matters For Undergraduates) 2014.

IN EXERCISE of the power conferred by Rule 6(3) and Rule 27 of the Universiti Putra Malaysia (Academic Matters For Undergraduates) Rules 2014, the Senate amends the Second Schedule and Third Schedule of the Universiti Putra Malaysia (Academic Matters For Undergraduates) Rules 2014 as follows:

**Short Title, Application and Date of Commencement**

1. These Rules may be cited as Universiti Putra Malaysia (Academic Matters For Undergraduates) (Amendment)(No.2) Rules 2016 and shall come into force on 1<sup>st</sup> September 2016.

## **Interpretation**

2. In these Rules, unless the context otherwise requires–

“Parent Rules” means Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014.

## **Amendment to the Second Schedule of the Parent Rules**

3. The Second Schedule of the Parent Rules are amended as follows:-

(a) by substituting the entire paragraph 7 of the Parent Rules with the following paragraph:-

### **“Proficiency Courses**

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

(2) 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.”

(b) by substituting the entire paragraph 10 of the Second Schedule to the Parent rules with the following paragraph:-

**"Credit Transfer**

(1) Application for the credit transfer 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. If the credit transfer involves courses from other faculties, the application shall be made to the Dean of the Faculty which offers the courses. Credit transfer shall only be considered for the course of studies which is similar and passed with a minimum grade of C, or equivalent course of studies which is passed with a minimum grade of C+. The total maximum of credit transfer 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 University on the same level of studies, the Dean receiving the student shall determine the total credit hours which may be transferred.

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

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

(5) A course which has been given credit transfer 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.”

#### **Amendment to the Third Schedule of the Parent Rules**

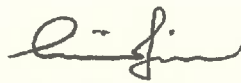
4. The Third Schedule of the Parent Rules are amended as follows:-

(a) by substituting the phrase "Credit Transfer and Course Exemption" in the title of paragraph 4 of the Third Schedule to the Parent Rules, to the phrase "Credit Transfer."

Made on 21<sup>st</sup> July 2016

[Minutes of Senate Meeting 622.08]

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



**PROFESSOR DATIN PADUKA DR. AINI IDERIS**

*Chairman of Senate*

*Universiti Putra Malaysia*