

**AKTA UNIVERSITI DAN KOLEJ UNIVERSITI**

**PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA**

**KAEDAH-KAEDAH UNIVERSITI PUTRA MALAYSIA  
(PERKARA AKADEMIK PRASISWAZAH)(PINDAAN) 2018**

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

PADA MENJALANKAN kuasa yang diberikan oleh Kaedah 59(7) Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014, Senat meminda Jadual Kelima 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) 2018 dan hendaklah mula berkuat kuasa pada 1 September 2018.

**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 Kelima Kepada Kaedah-Kaedah Ibu**

3. Jadual Kelima Kaedah-Kaedah Ibu digantikan dengan Jadual berikut:-

### **“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 :-

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

(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) 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) Skema pemarkahan, gred abjad dan mata nilai kursus Kemahiran Bahasa Melayu Asas peringkat 1 hendaklah seperti yang disenaraikan di bawah:

Markah	Penerangan
$\geq 65 - 100$	Memuaskan
64 atau kurang	Tidak memuaskan

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

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

## **Gred/Symbol Abjad dan Keterangan**

2. (1) 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:

<b>Gred/Symbol</b>	<b>Keterangan</b>
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.
AU	Audit. Simbol ini menunjukkan bahawa pelajar mendaftar, menghadiri dan mengambil peperiksaan bagi kursus itu.

AW	<p>Audit Wajib Lulus</p> <p>Simbol ini menunjukkan bahawa pelajar mendaftar, menghadiri dan wajib lulus bagi peperiksaan 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</p>

bagi sesuatu semester dan bukan untuk memenuhi keperluan bergraduat. Jam kredit dan mata nilai bagi kerja kursus atau projek tersebut hanya diambil kira bagi maksud pengiraan jumlah jam kredit untuk bergraduat dan purata mata nilai apabila simbol 'S' digantikan dengan gred abjad.

(2) Tertakluk kepada subkaedah 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	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

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.

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

<u>Markah</u>	<u>Gred Abjad</u>	<u>Mata Nilai Gred</u>	<u>Keterangan</u>
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

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

<u>Markah</u>	<u>Gred Abjad</u>	<u>Mata Nilai Gred</u>	<u>Keterangan</u>
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

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

<u>Markah</u>	<u>Gred Abjad</u>	<u>Mata Nilai</u>	<u>Keterangan</u>
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"

Dibuat 18 September 2018

[Minit Mesyuarat Senat 653.11]

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



**PROFESOR DATIN PADUKA DATO' 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) RULES 2018**

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

IN EXERCISE of the power conferred by Rule 59(7) of the Universiti Putra Malaysia (Academic Matters For Undergraduates) Rules 2014, the Senate amends the Fifth 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) Rules 2018 and shall come into force on 1 September 2018.

**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 Fifth Schedule of the Parent Rules**

3. The Fifth Schedule of the Parent Rules is substituted with the following Schedule:-

**“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) Cumulative Grade Point Average (CGPA) = Total cumulative value

Point \_\_\_\_\_

Total of cumulative credit  
hours

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

Marks	Alphabetical Grades	Grade Point
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) Marking scheme, alphabetical grades and grades points for the Malay Language Proficiency level 1 must be in accordance with the list below:

Marks	Explanation
≥65 - 100	Satisfactory
64 or less	Unsatisfactory

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

(8) 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.

## **Grades/Alphabetical Symbols and Explanation**

2. (1) 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:

<b>Grade/Symbol</b>	<b>Explanation</b>
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	Audit. This symbol indicates that a student registered, attended and sat for the examination for the course.

AW	<p><b>Audit Required Pass</b></p> <p>This symbol indicates that a student registered, attended and required to pass the exam for the course.</p>
M	<p><b>Satisfactory.</b></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><b>Unsatisfactory.</b></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><b>Withdraw.</b></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><b>Continue.</b></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</p>

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.

(2) Subject to subrule 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	Grade Value Point
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 (fail)	0

(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.

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

<u>Marks</u>	<u>Alphabetical Grade</u>	<u>Grade Value Point</u>	<u>Explanation</u>
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

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

<u>Marks</u>	<u>Alphabetical Grade</u>	<u>Grade Point</u>	<u>Explanation</u>
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

(5) 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:-

<u>Marks</u>	<u>Alphabetical Grade</u>	<u>Grade Point</u>	<u>Explanation</u>
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"

Made 18 September 2018

[Minutes of Senate Meeting 653.11]

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



**PROFESSOR DATIN PADUKA DATO' DR. AINI IDERIS**

*Chairman of Senate*

*Universiti Putra Malaysia*