

**Universiti Teknologi MARA**



**ACADEMIC  
REGULATIONS  
DIPLOMA AND BACHELOR DEGREE (HONOURS) PROGRAMMES**

Amendment 2009

**PUBLICATIONS OF THE ACADEMIC AFFAIRS DIVISION  
UNIVERSITI TEKNOLOGI MARA**

## **Preface**

### **Universiti Teknologi MARA Academic Regulations (Amendment 2009) Diploma and Bachelor (Honours) Degree Programmes**

The UiTM Academic Regulations provide the framework for the conduct of the University's academic activities.

Continuing efforts are made to revise and update the Academic Regulations in order to enhance the quality of the University's programmes and the achievement of its educational goals.

The UiTM Academic Regulations Book (Amendment 2009) was endorsed for adoption in the 123<sup>rd</sup> meeting of the University Senate on 12<sup>th</sup> March 2009 and the 103<sup>rd</sup> meeting of the Board of University Directors on 15 September 2009. The regulations are implemented on the Diploma and Bachelor (Honours) Degree students starting on the July 2009 academic session.

These academic regulations are for the Diploma and Bachelor (Honours) Degree Programme students who are following the full-time and part-time modes including the Off Campus Students (PLK), Distance Learning via Electronics (e-PJJ) students and Affiliated Programme (PPU) students. For e-PJJ and PPU students, these regulations are to be read together with the Additional Academic Regulations for e-PJJ and PPU Programme included in this book.

# STUDENT'S RESPONSIBILITY

Students are bound to abide by all sections of the Academic Regulations and to observe all procedures in order to enable the University to administer effective and efficient services.

Students are required to:

1. understand, appreciate, and comply with all the regulations stipulated in this Academic Regulations Book.
2. take appropriate actions pertaining to the stipulated regulations stated in this Academic Regulations book, i.e.,
  - a) to fulfil all the academic requirements stipulated in the curriculum of the Programme of Study enrolled at the University.
  - b) to complete the course pre-registration within the specified time.
  - c) to complete the course registration within the specified time.
  - d) to validate the course registration.
  - e) to pay the University tuition fees within the stipulated time.
  - f) To attend lectures/ practical training/ industrial training/ practicum/ clinical training specified by the University.
3. be proactive in obtaining guidance and advice from the lecturers, Student Academic Advisors, Head of Programme, administrative staff and the Faculty/ UiTM Branch Campus administrators when faced with any form of predicaments.
4. be fully accountable for all the repercussions of non-compliance towards the stipulated regulations and procedures.

## Contents

Preface

Student Responsibilities

Contents

### **1.0 Terms**

- 1.1 University
- 1.2 The University Board of Directors
- 1.3 Vice Chancellor
- 1.4 Deputy Vice Chancellor
- 1.5 Registrar
- 1.6 Bursar
- 1.7 Faculty Clusters
- 1.8 Chairman of the Faculty Cluster
- 1.9 Faculty
- 1.10 Dean
- 1.11 Deputy Dean
- 1.12 Learning Centre
- 1.13 Director of Learning Centre
- 1.14 Academic Staff
- 1.15 UiTM Branch Campus
- 1.16 Director of Branch Campus
- 1.17 Faculty Study Centre
- 1.18 Chairman of the Faculty Study Centre
- 1.19 Programme of Study
- 1.20 IHE (Institute of Higher Education) Programme
- 1.21 Professional Body
- 1.22 Head of Programme
- 1.23 Course Coordinator
- 1.24 Student Academic Advisor
- 1.25 Plan of Study
- 1.26 Semester
- 1.27 Inter-Session
- 1.28 Course
- 1.29 Senate
- 1.30 Faculty/Study Centre Board of Directors
- 1.31 UiTM Branch Campus Academic Committee
- 1.32 Board of Appeal for Reviewing of Examination Results
- 1.33 Student Disciplinary Board
- 1.34 Student
- 1.35 Revocation of Student Status (GT)
- 1.36 Practical/Industrial/Practicum/Clinical Training
- 1.37 Incomplete Status (TL)

- 1.38 Credit Unit
- 1.39 Curriculum of Study
  - 1.39.1 *University Courses*
  - 1.39.2 *Faculty/Programme Courses*
  - 1.39.3 *Minors/ Electives*
- 1.40 Co-curriculum
- 1.41 Audit Courses
- 1.42 Prerequisites
- 1.43 Corequisites
- 1.44 Credit Transfer among IHEs
- 1.45 Internal Credit Transfer
- 1.46 Credit Exemption
- 1.47 Assessment
- 1.48 Examination
- 1.49 Special Examination
- 1.50 Examiners
- 1.51 Invigilators
- 1.52 Grade
- 1.53 Grade Values
- 1.54 Credit Values
- 1.55 Grade Point Average (GPA)
- 1.56 Cumulative Grade Point Average (CGPA)
- 1.57 Regeneration of Cumulative Grade Point Average (CGPA)
- 1.58 Graduation
- 1.59 Academic Conferment
  - 1.59.1 *Diploma*
  - 1.59.2 *Bachelor's (Honours) Degree*
- 1.60 Academic Excellence Conferment
  - 1.60.1 *Vice Chancellor's Award*
  - 1.60.2 *Dean's List Award*
- 1.61 Examination Slip
- 1.62 Examination Result Slip
- 1.63 Transcript
- 1.64 Scroll
- 1.65 Special Leave
- 1.66 Disciplinary Action
- 1.67 Study Postponement
- 1.68 Study Suspension
- 1.69 Temporary Suspension
- 1.70 Plagiarism
  - Appeal for Re-Marking of Final Examination Answer
- 1.71 Scripts
- 1.72 Mode of Study
  - 1.72.1 *Full-time Mode*
  - 1.72.2 *Extended Full-time Mode*
  - 1.72.3 *Part-time Mode*

## **2.0 Regulations and Procedures**

- 2.1 Student Admissions
- 2.2 University Student Status
- 2.3 Revocation of Student Status
- 2.4 Academic Requirements
  - 2.4.1 *Curriculum Requirements*
  - 2.4.2 *Prerequisites and Co-requirements*
  - 2.4.3 *Credit Transfer Among IHEs*
  - 2.4.4 *Internal Credit Transfer*
  - 2.4.5 *Credit Exemption*
- 2.5 Duration Of Study
  - 2.5.1 *Diploma Programme*
  - 2.5.2 *Bachelor's (Honours) Degree Programme*
- 2.6 Mode of Study
  - 2.6.1 *Types of Mode of Study*
  - 2.6.2 *Conversion of Mode of Study*
  - 2.6.3 *Full-time Extended Mode*
- 2.7 Special Leave
- 2.8 Study Postponement
- 2.9 Study Suspension
- 2.10 Course Registration
- 2.11 Changes in Course Registration
  - 2.11.1 *Adding Courses*
  - 2.11.2 *Dropping Courses*
- 2.12 Course Validation
- 2.13 Attendance
- 2.14 Eligibility To Sit For Final Examination
- 2.15 Permission Not To Sit For Final Examinations
- 2.16 Dates Of Final Examination
- 2.17 Final Examination Schedule
- 2.18 Examination Results And Course Evaluations
- 2.19 Calculations Of The Grade Point Average (GPA) And Cumulative Grade Point Average (CGPA)
- 2.20 Status Of The Examination Results
- 2.21 Examination Result Slip
- 2.22 Breaching Of The Administrative Order And Conduct Of Examinations And Evaluation
- 2.23 Re-Administration Of Examination
- 2.24 Special Examination

- 2.25 Inter-Session
- 2.26 Appeals
  - 2.26.1 *Appeals for Re-Marking of Final Examination Answer Scripts*
  - 2.26.1 *Appeals for Study Extension*
- 2.27 Academic Awards
  - 2.27.1 *Diploma and Bachelor's (Honours) Degree*
  - 2.27.2 *Classes of Bachelor's (Honours) Degree*
  - 2.27.3 *Vice Chancellor's Award (ANC)*
  - 2.27.4 *Dean's List Award (AD)*
  - 2.27.5 *Transcripts and Scrolls*
- 2.28 Transfer Of Campus
- 2.29 Re-activation of Status as Student after Suspension (Gugur Taraf)

Table 1: Total Number of Credit Units for Programme of Study

Table 2: Curricular Components for the Study

Table 3: University Courses For Diploma Programme

Table 4: University Courses For Bachelor's (Honours) Degree Programme

Table 5: Table of Grade Values

Table 6: Vice Chancellor's Award

Table 7: Classes of Bachelor's (Honours) Degree

- 3.0 Additional Academic Regulations For Distance Learning Via Electronics (E-PJJ), And Franchise Programme (PPU) Students
  - 3.1 Distance Learning Programme Via Electronics (E-PJJ)
  - 3.2 Franchise Programme (PPU)

## **1.0 DEFINITIONS**

### **1.1 University**

University means Universiti Teknologi MARA (UiTM) which was established under the Universiti Teknologi MARA Act 1976 (Act 173) Amendment 2006.

### **1.2 University Board of Directors**

The University Board of Directors consists of members appointed by the Minister under Section 13 of Act 173.

### **1.3 Vice Chancellor**

The Vice Chancellor is appointed by the Minister to act as the University Chief Executive under Section 20 of Act 173.

### **1.4 Deputy Vice Chancellor**

The Deputy Vice Chancellor is appointed by the Minister under Section 20 (7A) of Act 173.

### **1.5 Registrar**

The Registrar is the key officer of the University Registrar office who is appointed by the University Board of Directors under Section 21 of Act 173.

### **1.6 Bursar**

The Bursar is the University key financial officer who is appointed by the University Board of Directors under Section 22 of Act 173.

### **1.7 Faculty Cluster**

The Faculty Clusters are groups of University faculties which are based on three (3) academic fields i.e. Science and Technology; Business and Management; and Social Science and Humanities.

### **1.8 Chairman of Faculty Cluster**

The Chairman of a Faculty cluster is an individual appointed by the Vice Chancellor to act as the Head of the cluster.

### **1.9 Faculty**

The Faculty means any academic entity established under Section 8(1) of Act 173.

### **1.10 Dean**

The Dean is an academic staff appointed by the Vice Chancellor under Section 8(2) of Act 173 to head a particular Faculty/Academy.

**1.11 Deputy Dean**

The Deputy Dean is an academic staff appointed by the Vice Chancellor to assist with the duties of the Dean of a particular Faculty.

**1.12 Learning Centre**

A learning centre is an Institute, Academy or Centre established under Section 8(1) of Act 173.

**1.13 Director of Learning Centre**

The Director of a learning centre is an academic staff appointed by the Vice Chancellor to head a particular learning centre under Section 8(2) of Act 173.

**1.14 Academic Staff**

An academic staff is a teaching professional appointed by the University. This includes professors, associate professors, senior lecturers, lecturers, junior lecturers, assistant lecturers and other individuals hired to teach at the University.

**1.15 UiTM Branch Campus**

A UiTM branch campus is a branch of the University established under Section 7(1) of Act 173.

**1.16 Director of Campus**

The Director of Campus is an academic staff appointed by the Minister under Section 7(2) of Act 173, to act as the Management and Academic Chief of a UiTM branch campus.

**1.17 Faculty Academic Centre**

A faculty academic centre is an academic centre established at faculty level by the University.

**1.18 Chairman of a Faculty Academic Centre**

The Chairman of a faculty academic centre is an academic staff appointed by the Deputy Vice Chancellor (Academic & Internationalisation) to head a particular faculty academic centre.

**1.19 Programme of Study**

A programme of study refers to a programme specified by the University for the conferment of a Diploma/Bachelor's Degree.

**1.20 IHL (Institute of Higher Education) Programme**

An IHL Programme is an academic programme specified by the IHL other than that specified by the University for the conferment of a Diploma/Bachelor's Degree which is accredited based on the requirements stipulated by the Malaysia Ministry of Higher Learning.

**1.21 Professional Body**

This is a professional organization which maintains an Act and bestows accreditation to programmes of study in related fields.

**1.22 Head of Programme**

The Head of a programme is an academic staff appointed by the Dean/Campus Director to head a particular programme of study.

**1.23 Course Coordinator**

The Course Coordinator is an academic staff appointed by the Dean/Campus Director/Director of Academic Centre to coordinate a particular course.

**1.24 Student Academic Advisor**

A Student Academic Advisor is an academic staff appointed by the Faculty Dean/Campus Director to provide advisory assistance to students in academic affairs throughout the study duration.

**1.25 Plan of Study**

A plan of study is the curriculum components and study duration of a programme which depicts the specified courses to be taken for the purpose of conferment of a Diploma/Bachelor's Degree.

**1.26 Semester**

A semester is a study session specified by the University based on the Ministry's guidelines.

**1.27 Inter-Session**

An Inter-Session is one (1) brief study session conducted annually between two (2) semesters (normally from May to June).

**1.28 Course**

A course is a subject or training programme (in all forms), listed in a plan of study for a particular programme of study.

**1.29 Senate**

The Senate is the University Senate established under Section 16A of Act 173 to provide advisory services to the University Board of Directors on all academic affairs of the University.

The Senate consists of:

- |   |   |   |          |
|---|---|---|----------|
| 1 | The Vice Chancellor   | - | Chairman |
| 2 | The Deputy Vice Chancellor  | - | Member   |
| 3 | The Dean/Director of Academic Centre  | - | Member   |
| 4 | Three (3) Directors of Campus appointed by the Vice Chancellor for a two (2)-year term              | - | Member   |
| 5 | Three (3) senior University academic staff appointed by the Vice Chancellor for a two (2)-year term | - | Member   |

- |   |  |   |           |
|---|--|---|-----------|
| 6 | Others co-opted by the Vice Chancellor | - | Member    |
| 7 | Registrar                              | - | Secretary |

### 1.30 Faculty/Learning Centre Academic Board

The Faculty/Learning Centre Academic Board is responsible for all the academic affairs at the Faculty/Learning Centre including programmes of study offered at branch campuses.

The Academic Board of a Faculty/Learning Centre consists of:

- |   |   |   |           |
|---|---|---|-----------|
| • | Dean/Director   | - | Chairman  |
| • | Deputy Dean/Deputy Director   | - | Member    |
| • | Chairman of the Faculty Academic Centre   | - | Member    |
| • | Head of Programmes  | - | Member    |
| • | Professors  | - | Member    |
|   | <i>(Not more than three (3) and appointed by Deputy Vice Chancellor (Academic &amp; International) for a two-year term)</i> |   |           |
| • | Associate Professor / Lecturer  | - | Member    |
|   | <i>(Four (4) staff appointed by Deputy Vice Chancellor (Academic &amp; International) for a two-year term)</i>              |   |           |
| • | Assistant Registrar   | - | Secretary |

### 1.31 UiTM Branch Campus Academic Committee

UiTM Branch Campus Academic Committee is responsible for the academic affairs of the branch campus.

The UiTM Branch Campus Academic Committee consists of:

- |   |  |   |           |
|---|--|---|-----------|
| • | Director of Campus   | - | Chairman  |
| • | Deputy Director of Campus  | - | Member    |
| • | Heads of Programmes  | - | Member    |
| • | Professor/Associate Professor  | - | Member    |
|   | <i>(Not more than four (4) and appointed by Deputy Vice Chancellor (Academic &amp; International) for a two-year term)</i> |   |           |
| • | Lecturer   | - | Member    |
|   | <i>(Three (3) staff appointed by Deputy Vice Chancellor (Academic &amp; International) for a two-year term)</i>            |   |           |
| • | Assistant Registrar  | - | Secretary |

**1.32 Board of Appeal for Reviewing Examination Results**

The Board of Appeal for Reviewing Examination Results is responsible for considering students' appeal regarding examination results.

The Board of Appeal for Reviewing Examination Results consists of:

- Deputy Vice Chancellor (Academic and International) - Chairman
- Registrar - Member
- Director of Examination - Member
- Director of Academic Development - Member
- Three University senior academic staff appointed by Deputy Vice Chancellor (Academic & International) for a two-year term - Member
- Assistant Registrar (Examination Unit) - Secretary

**1.33 Student Disciplinary Board**

Student Disciplinary Board was established under Section 5(1) of the Education Institutions Act (Discipline) 1976 (Act 176) to hear student disciplinary cases.

**1.34 Student**

A student is an individual who is registered with the University to enrol in a programme of study, has paid the tuition fees and registered for courses.

**1.35 Revocation of Student Status (GT)**

This is a status given to a student who has failed to register for courses and pay the tuition fees within a specified time of a semester.

**1.36 Practical/Industrial/Practicum/Clinical Training**

Practical/Industrial/Practicum/Clinical Training is a University specified off-class learning activity to fulfil the stipulated conditions of the conferment of a Diploma or Bachelor's Degree. This training provides the exposure for students towards the working environment.

**1.37 Incomplete Status (TL)**

This is a status given to courses in the form of academic project or practical/practicum/industrial/clinical training for which a student has failed to complete in a given semester.

### **1.38 Credit Unit**

The value of the load of one (1) credit unit is equivalent to forty (40) hours of learning hours in a fourteen (14)-week semester. Student learning activity is considered one nominal value obtained from:

1.38.1 One (1) hour of official lecture (scheduled lectures) in a week for 14 weeks.

And/Or

1.38.2 Two (2) or three (3) hours of scheduled/guided learning such as:

- 1.38.2.1 seminars
- 1.38.2.2 tutorials/ exercises
- 1.38.2.3 laboratory work
- 1.38.2.4 field work
- 1.38.2.5 studio work
- 1.38.2.6 project completion

every week for fourteen (14) weeks, where students are supervised to complete the work within the scheduled duration;

And/Or

1.38.3 Two (2) weeks of industrial training

And/Or

1.38.4 Six (6) hours of practical teaching

And/Or

1.38.5 A combination of any of the above components to form student learning hours which is equivalent to forty (40) hours of nominal value per semester so that it becomes an academic load comparable to one (1) credit unit.

### **1.39 Curriculum of Study**

A UiTM curriculum of study (refer **Tables 2-4**) consists of the following:

#### **1.39.1 University Courses**

University courses are those specified by the University as a requirement to fulfil the conditions for the conferment of a Diploma or Bachelor's Degree.

#### **1.39.2 Faculty/Programme Courses**

##### **1.39.2.1 Faculty Courses**

Faculty courses are the list of basic courses specified by the Faculty as a requirement to fulfil the conditions for the conferment of a Diploma or Bachelor's Degree.

##### **1.39.2.2 Programme Courses**

Programme courses are the list of core courses specified by the Faculty as a requirement to fulfil the conditions for the conferment of a Diploma or Bachelor's Degree.

#### **1.39.3 Minor/ Electives**

##### **1.39.3.1 Minor**

A minor package is a set of courses specified by the faculty as a requirement to fulfil the conditions of obtaining the minor status in Bachelor's Degree Programmes. This package can be taken from any University Bachelor's Degree Programme.

##### **1.39.3.2 Electives**

Electives constitute student free choice courses for a programme of study. They can be taken from any programme of study.

### **1.40 Co-curriculum**

Co-curriculum is an off-class activity specified by the University to fulfil one of the conditions for the conferment of a Diploma or Bachelor's Degree.

### **1.41 Audit Courses**

Audit courses are taken by the students but do not contribute to the accumulation of credit units.

### **1.42 Pre-requisites**

Prerequisites are courses specified by the Faculty/Learning Centre that have to be completed/passed to enable students to enrol in the courses of subsequent levels.

**1.43 Co-requisites**

Co-requisites are courses specified by the Faculty/Learning Centre that have to be taken concurrently with other courses in the same semester.

**1.44 Credit Transfer among IHLs**

This is the University approved total credits for equivalent courses obtained by a University student from a particular IHL programme.

**1.45 Internal Credit Transfer**

Internal Credit Transfer is for students of Diploma or Bachelor's (Honours) Degree Programmes whose application to convert programmes has been approved. This is applicable if the conversion from previous programme of study to the new one, is within the same level where all course grades have the same or equivalent codes.

**1.46 Credit Exemption**

This is the total credit exempted of a student based on the course performance in a programme of study/IHL programme. These courses have been given 'Complete' status before the student enrolls in a more advanced/equivalent programme of study at the University.

**1.47 Assessment**

Assessment is the measurement of a student's performance either in the form of examination, written test, laboratory/workshop/studio/field/technical work, project, academic training, practical training, industrial training, practicum, clinical training and others.

**1.48 Examination**

An examination is a written or oral test or other tasks, written work or laboratory/workshop/studio/practicum work.

**1.49 Special Examination**

Special Examination is a written test for repeat courses taken by graduating students who fail to sit for the final examinations on approved grounds. This is to enable them to complete their study.

**1.50 Examiners**

An examiner is an academic staff who is responsible for carrying out all or part of assessment and examination duties within a particular period. This includes:

- 1.50.1 determining the method and quality of assessment,
- 1.50.2 preparing the examination questions, answer key, and
- 1.50.3 evaluating the performance of the students and awarding them grades based on the requirement of a particular course.

**1.51 Invigilators**

An invigilator is an academic staff or examination officer or assistant responsible for monitoring the running of an examination based on examination regulations stipulated by the University.

**1.52 Grades**

Grades are alphabet values awarded as indication of students' performance in a particular course (refer **Table 5**).

**1.53 Grade Values**

Grade values are numerical values awarded as indication of students' performance in a particular course (refer **Table 5**).

**1.54 Credit Values**

A credit value is the multiplication product of Grade Value and Credit Unit.

$$\text{Credit values} = (\text{Grade Value}) \times (\text{Credit Unit})$$

**1.55 Grade Point Average (GPA)**

Grade Point Average is the achievement value of a student in a particular semester and calculated as follows:

**1.56 Cumulative Grade Point Average (CGPA)**

The cumulative gradepoint average is the average of grade value obtained by a student all examinations taken and calculated as follows:

$$\text{CGPA} = \frac{\text{The total credit values registered and attempted in the assessment of all semesters}}{\text{The total credit units accumulated over all semesters}}$$

**1.57 Regeneration of Cumulative Grade Point Average (CGPA)**

Regenerated CGPA is the CGPA value that only accounts for all courses completed/passed by a student who has passed all the courses required for graduation. The calculation is as follows:

$$\text{CGPA} = \frac{\text{The total credit values registered and earned in the assessment in all semesters}}{\text{Total credit units accumulated over all semesters}}$$

**1.58 Graduation**

Graduation is the status awarded to a student who has completed and passed all academic requirements and fulfilled all conditions stipulated by the University.

**1.59 Academic Awards****1.59.1 Diploma**

The Diploma, conferred upon the Senate's endorsement, is the conferment awarded to students who have fulfilled programme requirements at diploma level and have satisfied the conditions stipulated by the University.

**1.59.2 Bachelor's (Honours) Degree**

The Bachelor's (Honours) Degree, conferred upon the Senate's endorsement, is the conferment awarded to students who have fulfilled programme requirements at degree level and have satisfied the conditions stipulated by the University.

**1.60 Academic Excellence Awards****1.60.1 Vice Chancellor's Award**

The Vice Chancellor's Award is a distinction award for students who have graduated and obtained the Dean's List Awards in every semester (not including practical training semesters) throughout the duration of the study at the University.

**1.60.2 Dean's List Award**

The Dean's List award is a distinction award for students who have obtained a minimum GPA of 3.50 for at least 12 credit units (excluding courses with Pass/Fail status) in a semester.

**1.61 Examination Slip**

The Examination Slip is a statement that lists all registered courses and is used as an authorisation for students to sit for examinations/ assessments in a particular semester.

**1.62 Examination Result Slip**

The Examination Result Slip is a statement that lists all itemised information of the result assessments for a particular semester.

**1.63 Transcript**

The Transcript is an official statement printed by the University that lists the students' assessment results throughout the duration of the study.

**1.64 Scroll**

The Scroll is an official document printed by the University that endorses the conferment of a Diploma/Bachelor's Degree.

**1.65 Special Leave**

Special Leave is a leave applied by the students for the purpose of postponing their study due to certain circumstances.

**1.66 Disciplinary Action**

A disciplinary action is the penalty imposed by the University Disciplinary Board to students who have violated the Regulations of Educational Institutions (Student Discipline) 1976 (Act 176).

**1.67 Study Postponement**

Postponement of study is the study deferment approved by the University and given to students based on certain reasons.

**1.68 Study Suspension**

Suspension of Study is a penalty by the University Disciplinary Board that disallows students from resuming their study for duration of time.

**1.69 Temporary Suspension**

Temporary Suspension is a status imposed to:

**1.68.1** students who fail to attend a University Disciplinary Board hearing for a disciplinary offence even after being informed verbally and in writing.

**1.68.2** students who fail to pay any penalty/damages stipulated by the University Disciplinary Board within a specified period.

**1.70 Plagiarism**

Plagiarism is reproducing the work and/or opinions of others obtained through print or electronic materials without acknowledging or disclosing their source.

**1.71 Appeals for Re-Marking of Final Examination Answer Scripts**

This is the process of re-marking of the final examination answer scripts for courses that have final examinations.

## **1.72 Mode of Study**

The types of mode of study offered at the University are based on the duration of study:

### **1.72.1 Full-time Mode**

A full-time mode requires the students to follow and complete their programme of study within the period specified by the University (refer **Article 2.5**).

### **1.72.2 Extended Full-time Mode (SML)**

An extended full-time mode is approved for full-time students who have extended their study period beyond that specified in the Plan of Study. The tuition fees and period of study are equivalent to that of the part-time mode.

### **1.72.3 Part-time Mode**

Part-time mode requires the students to enrol and complete Programmes of Off Campus Study (PLK) or ePJJ Study that have similarity in content with that of Full-time Mode but for a longer period of study.

## **2.0 REGULATIONS AND PROCEDURES**

### **2.1 STUDENT ADMISSION**

- 2.1.1 Conditions and qualifications for admission to Diploma and First Degree programmes (Honours) are determined by the Faculty Academic Board with the Senate's approval.
- 2.1.2 Selection of Students
  - 2.1.2.1 Selection of students for admission into a Programme of Study is approved by the Faculty.
  - 2.1.2.2 Selection of students for admission into a Programme for Off Campus Study (PLK) is approved by the Faculty/ Branch Campus.
  - 2.1.2.3 Selection of students for admission into a Programme of e-PJJ Study/ Joint Venture (PPU) is approved by the Director of Institute of Educational Development.
- 2.1.3 Candidates applying for admission into a Bachelor's Degree Programme (Honours) are required to sit for the *Malaysian University English Test* (MUET) and achieve the level specified by the University.
- 2.1.4 Offer of admission for full time and off campus study will be issued by the Student Admissions Department and is valid only for that particular semester.
- 2.1.5 Admission of new students for all Programmes of Study will be at the beginning of a semester.
- 2.1.6 Students are not allowed to register for more than one Programme of Study at the same time at the University.
- 2.1.7 Students who failed and had their University student status terminated/ revoked are not allowed to apply for the same programme. Application for a different programme can be considered only after one (1) semester.
- 2.1.8 Students who are dismissed on disciplinary grounds are not allowed for re- admission to any of the programmes at the University.
- 2.1.9 Students who withdraw from the University can re-apply for admission into other Programmes of Study.

## **2.2 UNIVERSITY STUDENT STATUS**

2.2.1 University student status is grounded on the following conditions:

- 2.2.1.1 Register as a student with the University for the Programme of Study on the stipulated official registration date, and
- 2.2.1.2 Pay the tuition fees not later than the official registration date, and
- 2.2.1.3 Register for courses stipulated in the plan of study for the said semester within the specified duration.

2.2.2 Penalty will be imposed for late tuition fee payment, without consent of the University, from the date of official registration. A penalty of RM30.00 will be imposed and an additional of RM5.00 for each subsequent working day with a maximum penalty of RM100.

## **2.3 REVOCATION OF STUDENT STATUS**

Revocation of student status (GT) will take place if Article 2.2.1 is not abided to.

## **2.4 ACADEMIC REQUIREMENTS**

Students of Diploma/ Bachelor's Degree (Honours) programmes must fulfil all the following academic requirements:

2.4.1 Curriculum Requirements

Students need to register and pass all courses in the following components:

- 2.4.1.1 University Courses
- 2.4.1.2 Faculty and/or Programme Courses
- 2.4.1.3 Minor and/or Elective Courses

(Please refer to **Tables 2 - 4**)

2.4.2 Pre-requisites and Co-requisites

- 2.4.2.1 The Faculty identifies and determines the pre-requisite courses of the programme offered (if relevant).

2.4.2.2 The Faculty identifies and determines the co-requirement courses of the programme offered (if relevant).

#### 2.4.3 Credit Transfer among IHLs

Students may apply for the credit transfer among IHLs via the IHL student exchange programmes.

2.4.3.1 Students who wish to apply for the said programme should achieve a CGPA of at least 3.00.

2.4.3.2 Application for the said programme can be forwarded by filling up the *Student Exchange among IHLs Application Form*.

2.4.3.3 For every approved application of student exchange programme among IHLs, the student needs to register and pay the fees to maintain an active University student status throughout the course undertaken at the other IHL.

2.4.3.4 Application for transfer of credit can be made via the *HEA/RA/PD-2007-1 [Transfer Credit between IHL] Form*. This can only be done after fulfilling the conditions of transfer of credit i.e. scoring at least grade C or a grade point of 2.00 and that the total credit hours transferred is not more than one-third (1/3) of the total credit units of the programme currently undertaken at the University.

2.4.3.5 The maximum number of credit units allowed for transfer is not more than one third (1/3) of the total number of credit units for the programme of study currently undertaken.

2.4.3.6 The credit units, grades and course grade points acquired are accumulated into the calculation of the GPA and CGPA.

2.4.3.7 The endorsement of student exchange application and credit transfer is subject to approval by the Faculty Academic Board/ Learning Centre/ UiTM Branch Campus Academic Committee which coordinates the related course.

#### 2.4.4. Internal Credit Transfer

The application for the Internal Credit Transfer is to be submitted together with the application for the exchange programme using the *HEA/RA/ITC-2007-1 [Internal Credit Transfer] Form*.

- 2.4.4.1 All course grades acquired in the earlier programme of study which carries similar course codes or equivalent will be transferred to the new programme of study.
- 2.4.4.2 Transfer of grades takes into account all grades: Pass and Fail, including grades FD, XX, YY and ZZ.
- 2.4.4.3 All grades transferred will be used for the calculation of the student's GPA and CGPA for the new Programme of Study.
- 2.4.4.4 The maximum credit units for transfer must not be more than one third (1/3) of the total credit units for the Programme of Study undertaken.
- 2.4.4.5 Internal Credit Transfer is not allowed for students who have successfully enrolled in other programmes after they have withdrawn or been given a Fail status and terminated from a programme in UiTM.
- 2.4.4.6 Endorsement of Internal Credit Transfer is subject to approval by the Faculty Academic Board/ UiTM Branch Campus Academic Committee.

#### 2.4.5 Credit Exemption

Students may apply for credit exemption for a certain course in accordance to the regulations stipulated by the University.

- 2.4.5.1 Conditions of credit exemption:
  - a) Students who fail/ do not complete/ are terminated from any Programme of Study/ IHL Programmes are not eligible for any credit exemption.
  - b) The maximum credit units to be exempted must not be more than one-third (1/3) of the total credit units of the programme currently undertaken.
  - c) The course applied for credit exemption must have at least 75% content similarity with the course offered.
  - d) The course applied for credit exemption must have a Pass status.

#### 2.4.5.2 Procedures of credit exemption

- a) Application for credit exemption needs to be done once per period of study and during the first semester of study only, by filling up the *HEA/RA/PC-2000-1 [Credit exemption] Form*.
- b) An application form for credit exemption needs to be submitted to the Faculty/ Learning Centre fourteen (14) days after the official date of registration.
- c) The total credit units exempted is accepted to fulfil the credit requirements for the programme of study at the University. The grade and gradepoint for the course will not be included in the calculation of GPA and CGPA.
- d) Endorsement for credit exemption is subject to consideration by the Faculty Academic Board/Learning Centre/ UiTM Branch Campus Academic Committee.
- e) The decision on the application for credit exemption will be announced to the students at least 28 working days after the official date of registration.

2.4.5.3 A processing fee of RM100 is applicable to application for credit exemption from off-campus studies (PLK) students.

## 2.5 DURATION OF STUDY

The duration of study for full-time students is as follows:

### 2.5.1 A Three (3) Year Diploma Programme

The minimum duration of study is six (6) semesters.

### 2.5.2 A Bachelor's Degree Programme (Honours)

2.5.2.1 For a programme of three (3) years, the minimum duration of study is six (6) semesters.

2.5.2.2 For a programme of four (4) years, the minimum duration of study is eight (8) semesters.

[Article 2.5 is enforced on the cohort of students beginning December 2007 intake]

## **2.6 MODE OF STUDY**

2.6.1 The three (3) modes of study are:

2.6.1.1 Full time

2.6.1.2 Extended Full time (SML)

2.6.1.3 Part time

- a) Off Campus Studies (PLK)
- b) Electronic Distance Learning Studies (e-PJJ)

2.6.2 Conversion of Mode of Study

2.6.2.1 Conversion of mode of study from Full Time to Part Time

Full time students may apply to convert their mode of study to part time mode based on the following requirements:

- a) The application for request is to undergo the same Programme of Study.
- b) Application is allowed only once throughout the duration of study.
- c) The written application is to be forwarded to the Head of Learning Centre / Dean of Faculty/ Director of Branch Campus.
- d) The application is made within four (4) weeks prior to the official commencement date of lecture of the new semester.
- e) The duration of study for the previous semester will be considered equivalent to the duration of study in the part time mode.
- f) The application for the conversion of mode of study will be considered by the Faculty Academic Board/ UiTM Branch Campus Academic Committee.
- g) Full time or PLK students who would like to convert their mode of study to e-PJJ must officially write to the Dean of Faculty/ Director of UiTM Campus within four (4) weeks prior to the official date of the commencement of lecture.

#### 2.6.2.2 Conversion of Mode of Study from Part Time to Full Time

Part time students may apply to convert their Mode of Study to a full time mode based on the following requirements:

- a) The students have been awarded scholarship by the government/ statutory bodies/ private and/or they are officers from the government/private sector who have been awarded a study leave for to undergo a full time programme.
- b) The students fulfil the requirements for admission to full time study.
- c) The students have never been implicated in any disciplinary actions.
- d) The students must pay all fees due to the University.
- e) The application must be done in writing and forwarded to the Head of Learning Centre / Dean of Faculty/ Director of Branch Campus.
- f) The application is to be made within four (4) weeks before the official date of the start of semester.
- g) The application is allowed only once throughout the duration of study.
- h) The duration of study of the earlier semesters will be accounted for as equivalent to the duration of study for the full time mode.
- i) The application for conversion of the mode of study will be considered by the Faculty Academic Board/ UiTM Branch Campus Academic Committee
- j) The application for the conversion of mode of study from e-PJJ to PLK or full time has to be submitted in writing to the Director of Institute of Educational Development within four (4) weeks before the official date of the start of semester.

#### 2.6.2.3 Conversion of Mode of Study from Full Time to Extended Full time (SML)

Full time students are transferred automatically to follow the Extended Full Time Mode if:

- a) their duration of study has been extended beyond the Plan of Study, and
- b) they have a Pass status with a CGPA of at least 2.00.

[Article 2.6.2.3 is enforced on the cohort of students beginning December 2007 intake]

### 2.6.3 Extended Full Time (SML) Mode of Study

2.6.3.1 The above is given to students under the following conditions:

- a) As stated in Article 2.6.2.3, or
- b) When their application for Appeal of Study Extension is approved after having failed and dismissed with status D3-D7.

2.6.3.2 The students are imposed the fees and duration of study of the part time mode (PLK).

## 2.7 SPECIAL LEAVE

2.7.1 Full time students may apply for special leave for a maximum duration of two (2) semesters.

2.7.2 Full time, extended or part time students may apply for special leave for a maximum duration of four (4) semesters.

2.7.3 The duration of special leave approved on medical reasons or for other acceptable reasons by the Dean/ Director of UiTM Branch Campus is not considered in the duration of study in the University.

2.7.4 The duration of special leave approved on reasons other than stipulated in Article 2.7.3 is considered in the duration of study in the University.

2.7.5 The application for special leave must be done by filling up the *HEA/RP/CK-01 [Special leave] Form* and forwarded to the Faculty/ Learning Centre / UiTM Branch Campus not later than fourteen (14) working days before the final examination starts. The application for special leave on medical reasons must be accompanied by a letter/report issued by the University Medical Officer or an officer from any government hospitals.

2.7.6 For students with the provision of medical facilities by the employers, the application for special leave on medical reasons must be accompanied by a letter/report issued by the Medical Officer from the Medical Panel of the respective employers.

2.7.7 The approval for a special leave is subject to endorsement by the Dean/Director of the UiTM Branch Campus and is applicable for the current semester only.

2.7.8 Students with approved special leave applications and tuition fees paid are exempted from paying the active student status fees for the current semester. The tuition fees paid for the semester is non-refundable.

- 2.7.9 Full-time students who have yet to settle their tuition fees are charged RM45 for the maintenance of an active student status while off-campus studies (PLK) students who have yet to settle their tuition fees are charged RM35 for the maintenance of an active student status.

## **2.8 STUDY POSTPONEMENT**

Full time students may be granted a study postponement with the University's approval based on satisfactory grounds and this duration is not considered in the duration of study at the University.

## **2.9 STUDENT SUSPENSION**

- 2.9.1 The suspension of study for students is allocated in the Act 174 (Educational Institutions (Disciplinary) Act 1976).

- 2.9.2 The period of suspension is considered as part of the duration of study.

## **2.10 COURSE REGISTRATION**

- 2.10.1 Registration of courses is done *online via i-Student Portal* by following the procedures stipulated by the University.

- 2.10.2 Diploma and Bachelor's (Honours) Degree students are required to register for **17-23 credit units** in a semester with exception for the semester with industrial training or for graduating students.

- 2.10.3 Graduating Degree students with a Pass status are allowed to register up to a maximum of twenty-four (24) credit units with the consent of the Dean/Director of Branch Campus.

- 2.10.4 Diploma students with an Under Probation status (refer to Article **2.20.3**) are not allowed to register for more than twelve (12) credit units per semester

- 2.10.5 Bachelor's (Honours) Degree students with an Under Probation status (refer to Article **2.20.3**) are not allowed to register for more than fifteen (15) credit units per semester.

## **2.11 CHANGES IN COURSE REGISTRATION**

The changes made in course registration include the following:

- 2.11.1 Adding courses

Students may add courses online by following the Procedures stipulated by the University.

#### 2.11.2 Dropping registered courses

Students may drop courses online by following the Procedures stipulated by the University.

### **2.12 COURSE VALIDATION**

Students are required to validate their course registration and to print a copy of this online within duration of fourteen (14) days after the “Add and Drop” period ends. If validation is not done, the registration is considered as valid and final.

### **2.13 ATTENDANCE**

2.13.1 Students must attend lectures including other course activities such as workshops/ tutorials/ laboratories/ studios/ fieldwork/ practical work and internship as stipulated in the curriculum.

2.13.2 Students with less than 80% attendance from the total contact hours for every course, without the written approval from the Faculty/ Branch Campus/Learning Centre, are not allowed to sit for the final examination of that course. For courses with no final examinations, the course work will not be evaluated. Students will be given a Grade F or fail with a ZZ status and a penalty of RM100.

## **2.14 ELIGIBILITY TO SIT FOR FINAL EXAMINATION**

- 2.14.1 Students are required to check their Examination Slip (Temporary) in the *i-Student Portal*. Any amendments made must be validated by the Head of Programme/ Academic Advisor within the duration of fourteen (14) days after the “Add and Drop” period ends.
- 2.14.2 Students must validate their Examination Slip (Temporary) via the *i-Student Portal*. Upon failure to do so, the slip will automatically be deemed as valid and final.
- 2.14.3 The official printouts of the Examination Slip (Final) are issued to the students only after all course registration matters and validation of the Examination Slip (Temporary) are completed. No amendment is entertained after this period.
- 2.14.4 Students are not allowed to sit for the final examinations for courses they are registered if they fail to produce the official Examination Slip.

## **2.15 PERMISSION NOT TO SIT FOR THE FINAL EXAMINATION**

- 2.15.1 An application for not sitting for the final examination for a course is to be submitted together with the relevant documents to the Dean/ Director of UiTM Branch Campus/ Head of Learning Centre Studies before the date of the examination of that course.
- 2.15.2 An application for not sitting for the examination which has been conducted for a course must be submitted to the Dean/ Director of Branch Campus/ Head of Learning Centre within twenty four hours (24) after the examination was held. This should be accompanied by a medical certificate issued by UiTM Health Centre/ government clinic/ public health centre/government hospital/ Medical Officer from the Medical Panel of their respective employers.
- 2.15.3 The applications can be done in writing by filling up the *HEA/RP/TMP-01[Permission Not To Sit for the Final Examination] Form*.
- 2.15.4 Once the application is approved, the students will be given an XX status for the said course.
- 2.15.5 If the application is not approved, the students will be given a YY status in which the on-going marks for the said course will not be considered at all.
- 2.15.6 Endorsement for the applications will be done by the Dean/ Director of UiTM Branch Campus.

## 2.16 DATES OF FINAL EXAMINATION

The dates of the final examination are announced by the Department of the Examination Affairs.

## 2.17 FINAL EXAMINATION SCHEDULE

2.17.1 The first draft of the Final Examination Schedule prepared by the Department of Examination Affairs is given to the Faculty/ UiTM Branch Campus/ Learning Centre not later than five (5) weeks before the examination begins.

2.17.2 Students are required to report in writing of any clashes in the dates of the final examination to the Faculty/ UiTM Branch Campus/ Learning Centre within seven (7) days after the first draft of the final examination schedule is displayed.

2.17.3 The endorsed Examination Schedule is displayed not later than three (3) weeks before the examination commences.

## 2.18 EXAMINATION RESULTS AND COURSE EVALUATIONS

2.18.1 Examination results and course evaluations are in the form of grades and grade values (refer to **Table 5**).

2.18.2 The results of each course are given the following status:

LU	:	Pass
F1	:	Fail (First time)
F2	:	Fail (Second time)
F3	:	Fail (Third time)
PD	:	Credit Transfer
PC	:	Credit Exemption
TL	:	Incomplete
UD	:	Audit
FD	:	Fail because of Disciplinary action
XX	:	Absent from final examination with permission
YY	:	Absent from final examination without permission
ZZ	:	Barred from taking the final examination

2.18.3 A penalty of RM100 is applicable to every course with YY or ZZ status.

#### 2.18.4 Incomplete Status (TL)

2.18.4.1 A TL status is given for courses in the form of project/ practical training/ practicum/ industrial training/ clinical which are incomplete within the given semester.

2.18.4.2 The TL status is valid until the following semester only. An F grade will be given if the students fail to complete the project/ practical training/ practicum/ industrial training/ clinical within the stipulated time.

2.18.4.3 Students with TL status are required to re-register for the courses and pay the tuition fees for the following semester.

### 2.19 CALCULATIONS OF THE GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

2.19.1 The final examination results and students' assessments at the end of every semester are assigned a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA) which represent the academic achievement of the students.

2.19.2 The formula used for the calculations of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are as follows:

GPA =  $\frac{\text{The total credit values registered and attempted in the assessment of a particular semester}}{\text{The total credit units acquired in the same semester}}$

CGPA =  $\frac{\text{The total credit values registered and attempted in the assessment of all semesters}}{\text{The total credit units accumulated over all semesters}}$

2.19.3 The regeneration of the CGPA of students with the ANC, TS, TM and D6 status is done by substituting the failed course grades (if any) with the passed course grades of the courses that have been repeated. However the FD, YY and ZZ grades shall not be substituted.

2.19.4 The formula used in the regeneration of the CGPA after the students have passed all courses in the plan of study is:

$$\text{CGPA} = \frac{\text{The total credit values registered and earned in the assessment of all semesters}}{\text{The total credit units accumulated over all semesters}}$$

-----  
The total credit units accumulated over all semesters

## 2.20 STATUS OF THE EXAMINATION RESULTS

Students will be given the following status based on their CGPA:

ANC : Completed with Vice Chancellor's Award  
 TS : Completed with Dean's List Award  
 TM : Completed  
 AD : Dean's List Award  
 LU : Pass  
 P : Probation (Unsatisfactory)  
 D : Failed and Dismissed

2.20.1 Status of Completed with Vice Chancellor's Award (ANC), Completed with Dean's List Award (TS) and Dean's List Award (AD) are awarded to excellent students.

2.20.2 Status of Passed (LU) and Completed (TM), are awarded to students with satisfactory performance.

2.20.3 Status of Probation (P) is awarded to students with unsatisfactory performance and it is divided into two categories:

P1 : First Probation – acquired a CGPA of 1.80 to 1.99 in a semester.  
 P2 : Second Probation – acquired a CGPA of less than 2.00 after getting a P1 Probation in the previous final semester.

2.20.4 Status of Dismissed (D) is given to students with extremely unsatisfactory performance and it is divided into the following:

- D1 : CGPA of less than 1.80
- D2 : CGPA of less than 1.80 after P1 status
- D3 : CGPA of less than 2.00 after P2 status
- D4 : Failed a course for the third time
- D5 : CGPA of less than 2.00 at the end of the maximum period of study and still has course(s) which have not been completed.
- D6 : Passed all courses required by a programme and fulfilled all the requirements of the programme but acquired a CGPA of less than 2.00.
- D7 : Did not sit for the examination of all the registered courses for that semester without the approval of the University.

2.20.5 Extended Full Time Status (SML) is given to full time students with unsatisfactory performance when they exceeded the period of study stipulated in the plan of study.

## **2.21 EXAMINATION RESULT SLIP**

2.21.1 The Department of Examination Affairs will release the Examination Result Slip endorsed by the Senate.

2.21.2 The University reserves the right to retain the Examination Result Slip if the students fail to observe the rules and regulations of the University.

## **2.22 BREACHING of THE ADMINISTRATIVE ORDER and CONDUCT of EXAMINATIONS and EVALUATIONS**

2.22.1 Students who are found guilty under Article 3 (j), 3 (k) and Article 5, Academic Institution Articles (Student Conduct) 1976, will be penalised based on the decision of the University Disciplinary Board.

2.22.2 If found guilty of an offence by the University Disciplinary Board, students will be given an F grade or fail, or an FD status by the Senate.

2.22.3 Students who have been proven to commit plagiarism in their academic project/assignment will be given an F grade or fail with an FD status by the Senate.

## **2.23 RE-ADMINISTRATION OF EXAMINATION**

The University reserves the right to re-administer an examination as it deems fit in the following situations:

- 2.23.1 A leak in the final examination questions.
- 2.23.2 Candidates are not able to sit for the final examination due to natural disasters.
- 2.23.3 The Vice Chancellor's directive.

## **2.24 SPECIAL EXAMINATION**

- 2.24.1 A Special examination can be conducted for a course that has a written final examination to enable the students to complete and graduate within the stipulated duration of study.
- 2.24.2 The Special examination is offered to all students with exception to students in the affiliated programme.
- 2.24.3 Students who are allowed to take the Special examination are as follows:
  - 2.24.3.1 Final semester students with a pass status but fail in one or two courses only.
  - 2.24.3.2 Students with a pass status but fail in one or two courses for the semester before undergoing the practical training (for programme that conducts practical training during the final semester).
  - 2.24.3.3 Final semester and graduating students who are dismissed with a D3, D4, D5 status and are left with one or two more courses for completion of study. Students are advised to appeal for an extension of study (RMP) through the Faculty/UiTM Branch Campus/ Academic Centre within the duration of fourteen (14) days.
  - 2.24.3.4 Final semester students who are unable to sit for the examination for one or two courses and certified unwell by a medical officer of the University or government hospital. The XX status of the students must be certified by the Faculty Academic Board/Academic Committee for UiTM Branch Campus.
  - 2.24.3.5 Final semester students with a pass status but failed in only one or two courses because of disciplinary action and awarded

a Grade F or fail by the Senate without being suspended from their study.

- 2.24.4 The maximum grade acquired by students sitting for the Special examination is C grade.
- 2.24.5 Students with an XX status for a course and are sitting for the Special Examination for the particular course will be given the actual grade.
- 2.24.6 The Examination fee for the Special examination is RM100.00 for each course.

## **2.25 INTERSESSION**

- 2.25.1 Intersession is offered to students to enable them to graduate within the duration stipulated in the plan of study with the following conditions:
  - 2.25.1.1 For students who follow the full time mode of study only.
  - 2.25.1.2 That students take a maximum of two (2) courses only.
  - 2.25.1.3 The courses are offered by the Faculty/UiTM Branch Campus for a particular session.
  - 2.25.1.4 The courses offered have no pre-requisites and/or co requisites.
  - 2.25.1.5 The enrolment for application to take up a course is not less than 15 people.
- 2.25.2 Intersession Examination is taken after students have registered and paid the tuition fees. The Inter-Session tuition fees are RM200.00 for each course.
- 2.25.3 A YY status will be given to students who have registered and paid the tuition fees for the Intersession courses but do not attend lectures and/or examinations without a written permission from the Dean/Director of Campus. The Intersession tuition fees are non-refundable.
- 2.25.4 Students who are undergoing an Intersession programme and are later dismissed for failing the examination of an earlier semester are allowed to proceed with the Inter-session on conditions that:
  - 2.25.4.1 The students are eligible to put in an Appeal for Continuation of Study
  - 2.25.4.2 The students put in an Appeal for Continuation of Study.

2.25.5 If the appeal put in as in Article 2.25.4 is unsuccessful, the students' results for the Intersession are not valid and the tuition fees for the session are not refunded.

2.25.6 The S1 status (unsatisfactory) is a status given to students who failed and terminated from the intersession semester (refer to Article 2.20.4). However, students with an S1 status for intersession may resume with their studies for the following semester.

## **2.26 APPEALS**

### **2.26.1 Appeal for Reviewing the Final Examination Results**

2.26.1.1 Students may appeal to review the examination results of any course. Reviewing is possible only for courses with final examination. The process requires the re-marking of the student's final exam answer script for the said course.

2.26.1.2 The appeals must be submitted to the Faculty Academic Board/ UiTM Branch Campus Academic Committee by filling in the *BHEPep (KP-R)2005-1 [UiTM Examination Appeal (Reviewing of the Examination Results)]Form* within fourteen (14) days after the results of the final examinations are officially announced.

2.26.1.3 RM50.00 will be charged per application and per course.

2.26.1.4 Results of the appeal cases will be announced within fourteen (14) working days after the appeal period ends. Decisions on appeal cases are final.

2.26.1.5 Appeals to review the results of Special and Inter-Sessions Examination are not allowed.

### **2.26.2 Appeals for Study Continuation**

2.26.2.1 Students who failed and are terminated or given the Revocation of Student Status (Gugur Taraf) 1 semester before may appeal to the Faculty Academic Board/ UiTM Branch Campus Academic Committee within the duration of fourteen (14) days after the results of the final examinations are officially announced.

2.26.2.2 The appeals must be submitted in writing or by filling up the *PRPK 03-02 [Appeals for Study Continuation] Form*.

2.26.2.3 The result of the appeal is under the considerations of the Faculty Academic Board/ UiTM Branch Campus Academic Committee.

2.26.2.4 Each application is charged RM50.00.

2.26.2.5 Conditions of Appeals:

- a) Appeal is permitted once throughout the duration of study.
- b) Students who failed and are terminated, D1 and D2, are not qualified to appeal.
- c) For the failed and dismissed D3 category, the CGPA must be at least 1.90.
- d) For the failed and dismissed D4 category, the CGPA must be at least 2.00.
- e) For the failed and dismissed D5 category, the CGPA must be at least 1.90.
- f) For the failed and dismissed D6 category, the CGPA must be at least 1.94.
- g) For the failed and dismissed D7 category, the CGPA must be at least 1.90.
- h) For students who are given the Revocation of Student Status (Gugur Taraf), the CGPA must be at least 1.90.
- i) Appeals can only be done by students who are given the failed and dismissed status in an examination one (1) semester before or given the Revocation of Student Status (Gugur Taraf) one (1) semester before.

2.26.2.6 Students with D3-D7 status and granted the appeal to extend their duration of study in a Full Time Extended mode (SML) are to pay the tuition fees at the rate similar to that of the part time mode (PLK) and to follow its duration of study.

2.26.2.7 The decisions on the appeal cases will be announced within the duration of fourteen (14) working days after the appeal period ends. Decisions are endorsed by the Senate and are final.

## **2.27 ACADEMIC AWARDS**

2.27.1 Diploma and Bachelor's (Honours) Degree students will be conferred a Diploma or Bachelor's (Honours) Degree with the following requirements:

2.27.1.1 Have acquired a CGPA of at least 2.00; and

- 2.27.1.2 Have passed all the courses required by the Programme of Study and obtained a Completed status (ANC, TS or TM); and
- 2.27.1.3 Have fulfilled all conditions and requirements of the University; and
- 2.27.1.4 Endorsed by the Senate.

#### 2.27.2 Classes of Bachelor's (Honours) Degree

Classes of Bachelor's (Honours) Degree are classified based on students' CGPA as stipulated by the Senate (refer to **Table 7**) and are divided as follows:

- 2.27.2.1 First Class
- 2.27.2.2 Second Class (Upper)
- 2.27.2.3 Second Class (Lower)
- 2.27.2.4 Third Class

[Article 2.27.2 is enforced on the cohort of students beginning October 2008 intake]

#### 2.27.3 Vice Chancellor's Award (ANC)

Students may be conferred with the Vice Chancellor's Award if all the following requirements are fulfilled:

- 2.27.3.1 Have completed and successfully obtained the Dean's List Award (AD) for all semesters in the minimum period of study, not including practical training semester (refer to **Table 6**).
- 2.27.3.2 Have passed practical training for students who are required to do practical training.
- 2.27.3.3 Have never repeated any of the courses taken.
- 2.27.3.4 Have never been subjected to any disciplinary action.

#### 2.27.4 Dean's List Award (AD)

Students may be conferred with the Dean's List Award (AD) if the following requirements are fulfilled:

2.27.4.1 Have completed and successfully obtained a minimum Grade Point Average (GPA) of 3.50 and registered for at least twelve (12) credit units for courses with grade point value in a semester.

2.27.4.2 Have never been subjected to any disciplinary action.

#### 2.27.5 Transcripts and Scrolls

2.27.5.1 Transcripts and scrolls are issued to students upon completion of Programmes of Study.

2.27.5.2 Students who withdraw / are dismissed from the University can apply for the Transcript for a nominal fee.

### **2.28 TRANSFER OF CAMPUS**

Application for transfer of campus must be submitted in writing to the Dean/ Director of UiTM Branch Campus/ Head of Learning Centre.

#### 2.28.1 Conditions for transfer of campus:

2.28.1.1 The application must be due to serious health problems and supported by doctor's testimony.

2.28.1.2 The application for transfer of campus is allowed only if the students are doing the same programme.

2.28.1.3 The students have never been subjected to any disciplinary actions.

### **2.29 RE-ACTIVATION OF STATUS AS STUDENT AFTER THE REVOCATION OF STUDENT STATUS (GUGUR TARAF)**

2.29.1 Application for the re-activation of status as student can be done online via the i-Student Portal within the duration of fourteen days (14) after the revocation of student status list is announced.

2.29.2 The charge for every application is RM50.00.

2.29.3 Every application approved will be charged as follows:

2.29.3.1 Penalty for re-activation of status as student is RM50.00.

2.29.3.2 Maximum penalty of RM100.00 for the delay in fee payment and delay in the payment of course registration fee.

2.29.4 Applicants who want to apply for re-activation after the specified period of appeal are subjected to the following conditions:

2.29.4.1 Application is done by filling in the *HEA/SPA/3/2008 Form [Appeal for Reinstatement of Status as Student]* and attaching the special leave application form which is endorsed by the faculty/branch/centre/institute.

2.29.4.2 Applicants are only allowed to pursue their studies in the following semester and are given Special Leave for the current semester.

2.29.4.3 Tuition fees paid before the application of appeal for reinstatement of status as student may be claimed by applicants and will be refunded after deducting the processing fee, penalty for the re-activation of status as student, and the maintenance of an active student status during Special Leave fee.

**Table 1: Total Number of Credit Units for Programme of Study**

<b>PROGRAMME of STUDY</b>	<b>CREDIT UNITS</b>
Diploma	Minimum 90 units
Bachelor's (Honours) Degree	Minimum 120 units

For programmes that require recognition from Professional Bodies, the number of Credit Units is based on the requirements set by the respective organisations.

**Table 2: Curricular Components for the Study**

<b>STUDY COMPONENT</b>	<b>PERCENTAGE OF CREDIT UNITS FOR DIPLOMA PROGRAMME</b>	<b>PERCENTAGE OF CREDIT UNITS FOR BACHELOR'S (HONOURS) PROGRAMME</b>
University Courses*	20 – 25	10 – 20
Faculty/ Programme	55 – 65	50 – 70
Minor and/ or Elective	10 – 25	20 – 30

\*Notes: All components under the University Courses have to be completed within the first three (3) semesters of the Programme of Study. For Bachelor's (Honours) Degree Programme, exemption will be considered for third language course (refer **Table 4**).

**Table 3: University Courses for Diploma Programme**

NO.	UNIVERSITY COURSE	TOTAL NUMBER OF CREDIT UNITS	DURATION
1.	Co-curricular	3	3 semesters
2.	Islamic Studies	6	3 semesters
3.	English Language	9	3 semesters
4.	Basic Entrepreneurship	3	1 semester

**Table 4: University Courses For Bachelor's (Honours) Degree Programme**

NO.	UNIVERSITY COURSE	TOTAL NUMBER OF CREDIT UNITS	DURATION
1.	Co-curricular	3	3 semesters
2.	Ethnic Relationships	2	1 semester
3.	Islamic & Asian Civilisations	2	1 semester
4.	English Language	4 (minimum)	2 semesters (minimum)
5.	Third language	6	3 semesters

**Table 5: Table of Grade Values**

MARKS	GRADE	GRADE VALUE	STATUS
90 – 100	A+	4.00	Pass
80 – 89	A	4.00	Pass
75 – 79	A–	3.67	Pass
70 – 74	B+	3.33	Pass
65 – 69	B	3.00	Pass
60 – 64	B–	2.67	Pass
55 – 59	C+	2.33	Pass
50 – 54	C	2.00	Pass
47 – 49	C–	1.67	Fail
44 – 46	D+	1.33	Fail
40 – 43	D	1.00	Fail
30 – 39	E	0.67	Fail
0 – 29	F	0.00	Fail

**Table 6: Vice Chancellor's Award**

PROGRAMME of STUDY AND CATEGORY OF ENTRANCE	DEAN'S LIST AWARD* (AD)
<p><b>THREE (3) YEARS OF BACHELOR'S DEGREE PROGRAMME</b></p> <p>a. Three (3) semesters of study and one (1) semester of practical training</p> <p>b. Four (4) semesters of study with no practical training</p> <p>c. Five (5) semesters of study and one (1) semester of practical training</p> <p>d. Six (6) semesters of study with no practical training</p>	<p>3 semesters of AD</p> <p>4 semesters of AD</p> <p>5 semesters of AD</p> <p>6 semesters of AD</p>
<p><b>FOUR (4) YEARS OF BACHELOR'S DEGREE PROGRAMME</b></p> <p>a. Five (5) semesters of study and one (1) semester of practical training</p> <p>b. Six (6) semesters of study with no practical training</p> <p>c. Seven (7) semesters of study and one (1) semester of practical training</p> <p>d. Eight (8) semesters of study with no practical training</p>	<p>5 semesters of AD</p> <p>6 semesters of AD</p> <p>7 semesters of AD</p> <p>8 semesters of AD</p>

<b>PROGRAMME of STUDY AND CATEGORY OF ENTRANCE</b>	<b>DEAN'S LIST AWARD* (AD)</b>
<b>THREE (3) YEARS OF DIPLOMA PROGRAMME</b>	
a. Four (4) semesters of study with no practical training (Fast track)	4 semesters of AD
b. Four (4) semesters of study and two (2) semesters of practical training	4 semesters of AD
c. Five (5) semesters of study and one (1) semester of practical training	5 semesters of AD
d. Five (5) semesters of study with no practical training (Fast track)	5 semesters of AD
e. Six (6) semesters of study with no practical training	6 semesters of AD

\*Notes: The total number of Dean's List Awards must be obtained within the stipulated duration of study (refer **Article 2.5**).

**Table 7: Classes of Bachelor's (Honours) Degree**

<b>Class</b>	<b>Range of CGPA</b>
First	3.50-4.00
Second (Upper)	3.00-3.49
Second (Lower)	2.20-2.99
Third	2.00-2.19

### **3.0 ADDITIONAL ACADEMIC REGULATIONS FOR DISTANCE LEARNING via ELECTRONICS (e-PJJ), AND AFFILIATED PROGRAMME (PPU) STUDENTS**

The following Additional Academic Regulations must be read together with the Academic Regulations for Diploma and Bachelor's Degree Programmes (Amendment 2008).

#### **3.1 DISTANCE LEARNING PROGRAMME via ELECTRONICS (e-PJJ)**

##### **3.1.1 Definitions**

##### **3.1.1.1 Institute for Advanced Learning Education (InED)**

The Institute that is responsible for Distance Learning Programme (e-PJJ), Affiliated Programme (PPU) and Life-long Education Programme (PPB).

### **3.1.1.2 Distance Learning (e-PJJ) Students**

Distance Learning (e-PJJ) students are part-time students who attend seminars on weekends and at the same time interact with their lecturers on-line.

### **3.1.1.3 Final Semester Students**

Final Semester Students are students with a 'Pass' status and have to complete not more than twenty (20) credit units for their Diploma or Bachelor's Degree Programme, except for students with a 'Probation' status.

### **3.1.1.4 Resource Person (RP)**

A Resource Person is an academic staff appointed by the Director of the Institute of Advanced Learning Education who has the expertise in a certain area and whose responsibility is to prepare distance learning materials.

### **3.1.1.5 Learning Facilitator (LF)**

A Learning Facilitator is an academic staff appointed by the Director of the Institute of Advanced Learning Education, whose responsibility is to interact with students on-line regarding the contents of each course.

### **3.1.1.6 Seminar Facilitator (SF)**

A Seminar Facilitator is an academic staff appointed by the Director of the Institute of Advanced Learning Education and conducts distance learning seminars.

## **3.1.2 Regulations and Procedures**

### **3.1.2.1 Duration of Study**

Not more than 16 semesters.

### **3.1.2.2 Course Registration**

- a) A student must register a minimum of one (1) course for a particular semester.
- b) Each student is allowed to take up to a maximum of 16 credit units in a particular semester. However, students with a 'Pass' status who have a CGPA of 3.50, or final semester students who need to complete their programme are allowed to take more than 16 credit units upon the approval of the Director of the Institute of Advanced Learning Education.

### **3.1.2.3 Payment for Credit Exemption**

A RM100.00 processing fee must be paid for the application of credit exemption.

### **3.1.2.4 Special Leave**

- a) Students applying for a Special Leave must submit the application in that particular semester.
- b) Students are allowed to take a maximum of four (4) semesters of Special Leave including all the Special Leaves that have been taken throughout the duration of study in the University.
- c) A RM30.00 fee must be paid to maintain the 'active' student status for students who have not registered and paid the tuition fees.
- d) The duration of Special leave is not considered as part of the study duration.

## **3.2 AFFILIATED PROGRAMME (PPU)**

### **3.2.1 Definitions**

#### **3.2.1.1 UiTM Affiliated Colleges**

A UiTM Affiliated College is an institute of higher learning owned and managed by an organisation of a public agency under the State government/Federal/Private/Foundation that conducts UiTM programmes recognized and approved by the University Board of Directors and the Ministry of Higher Education.

#### **3.2.1.2 Affiliated Programmes**

Affiliated Programmes are UiTM joint-venture programmes between UiTM Affiliated Colleges and the University under the management of UiTM Institute of Advanced Learning Education Department.

#### **3.2.1.3 Affiliated Programme Students**

Affiliated Programme Students are students who have registered with UiTM Affiliated Colleges to follow the affiliated programmes.

### **3.2.2. Regulations and Procedures**

#### **3.2.2.1 Special Leave**

- a) The application for a Special Leave must be submitted to InED through affiliated colleges no later than 14 working days before the

start of the examination week by filling up the Special Leave Application (*HEA/RP/CK-01(KKB)* Form).

- b) The application for a special Leave is allowed for a maximum of two (2) semesters including other Special Leaves that have been taken throughout the duration of study at the University.
- c) RM300.00 must be paid to the University via the Affiliated Colleges for UiTM service cost before the application of the Special Leave.
- d) A RM10.00 fee must be paid to maintain the 'active' student status after the application is approved.
- e) The duration of the Special Leave is not considered as part of the duration of the study.

### **3.2.2.2 Student Financial Aid**

The student financial aid, based on the rate that has been approved by the Ministry of Higher Education, is provided to students for a maximum of six (6) semesters only.

### **3.2.2.3 Extended Full Time (SML)**

Students who have to extend their study and follow the Extended Full-time mode need to pay for the tuition fees as imposed by the Affiliated colleges.

### **3.2.2.4 Refund of the UiTM Services Cost**

The UiTM services cost will not be refunded after students have registered at the UiTM Affiliated Colleges.

### **3.2.2.5 Transfer of UiTM Affiliated Colleges**

Students who enrol in the Affiliated Programme are allowed to transfer their study to another UiTM Affiliated college based on the following conditions:

- a) Application is forwarded to InED via the current college together with the approval of the new college which offers the same programme of study.
- b) The decision of the application is by the Director of InED/ Head of PPU.

### **3.2.2.6 Permission Not to Sit for the Final Examination**

- a) The application for not sitting for the examination of a course, must be sent together with the medical leave certificate (which has been certified by the college) from the medical panels of the Affiliated college/government health centre/private clinics, to the

Dean/Director of Campus via the Affiliated college within 24 hours after the examination of the course ends.

- b) The application can be made in writing or by filling up the 'HEA/RP/TMP-01(KKB) [*Permission Not To Sit for the Final Examination*]' form.'

### **3.2.2.7 Inter-Session**

Students enrolling at the Affiliated colleges are allowed to follow the Inter-Session under the following conditions:

- a) For the purpose of completing their study within the stipulated duration of study.
- b) The application is forwarded to the respective Dean of the Faculty/ Director of Campus via InED and with the support from the UiTM Affiliated College, using '(*Inter-session/KKB/2008*)' Form.
- c) To continue their study at any university campuses.
- d) To pay the Inter-session tuition fees based on the rates and follow the procedures specified by the University.

### **3.2.2.8 Appeals for Re-Marking of the Final Examination Answer Scripts**

The appeal for the re-marking of the final examination answer scripts can be made by students under the affiliated programme through the application submitted to the Dean of the Faculty/ Director of Campus following the procedures of re-marking of the final examination answer script and with the support from the UiTM affiliated college using the '*HEA/RA/PP-2000-7(KKB) [Appeal for Re-Marking of the Final Examination Results]*' Form within 14 days, after the date of the official announcement of the results.