ACADEMIC REGULATIONS HANDBOOK FOR FOUNDATION, DIPLOMA, DEGREE AND PROFESSIONAL PROGRAMMES

ACADEMIC REGULATION
KOLEJ UNIVERSITY POLY-TECH MARA (KUPTM) KUALA LUMPUR
(2019 Amendment)

The KUPTM Academic Regulations HandBook (2018 amended 2019) is issued after the 2018 Handbook was revised. The review is intended to further strengthen the applicable rules in line with current changes and future needs.

The KUPTM Academic Regulations (2018 amended 2019**) was approved by the KUPTM Special Senate Meeting No. 9 (04/2019) under Section 13 (1) of the KUPTM Constitution. The use of this rule is effective from the Semester 2 2019/2020 Session.**

This Academic Regulations apply to KUPTM Foundation, Diploma, Degree and Professional students. For Joint and Professional programme students, it should be read along with their respective programme rules. This rule applies for the purpose of coordinating and re-administering academic affairs and matters connected therewith.

VICE CHANCELLOR

KOLEJ UNIVERSITI POLY-TECH MARA (KUPTM) KUALA LUMPUR

KUPTM reserves the right to amend any provision of the rules and regulations of this handbook without prior notice to the students.

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STUDENT'S RESPONSIBILITY

Students of KUPTM are bound to abide by all sections of the Academic Regulations Handbook and to observe the procedures that govern their relations with KUPTM.

Each student of KUPTM is required to:

1. Understand, appreciate, and comply with all regulations prescribed in this KUPTM Academic Regulations Handbook.

2. Take appropriate actions pertaining to the regulations as stated in this KUPTM Academic Regulations Handbook which are to (and not limited):

   a. fulfill all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at KUPTM;

   b. complete the registration exercises for all courses pertaining to a programme that the student has chosen to enroll within the specified time;

   c. pay the required amount of KUPTM's fees within the specified time;

   d. attend lectures/ practical training/ Industrial Training/ Teaching Practicum / clinical training as required by each programme offered at KUPTM;

3. Be responsible and proactive in obtaining guidance and advice from the lecturers, Mentor, Coordinator, Student Counsellors, Section Heads, administrative staff and the Administration of Faculties/Institutes for any form of predicaments.

4. Be responsible to fulfill all requirements of the foundation, diploma, degree and professional programme and of student's own progress towards the completion of those requirements.

5. Be responsible to practice academic integrity and honesty.

1.0 TERMINOLOGY AND ABBREVIATION

1.1 Terminology

"Academic Committee"
The Academic Affairs Committee is responsible for reviewing academic issues, proposals, and policies to ensure that they are consistent with the university's academic mission, strategies, and priorities.

"Academic Supervisor"
An academic staff appointed to provide coaching pertaining to industrial training/ Teaching Practicum.

"Academic Misconduct"
Any type of cheating that occurs in relation to a formal academic exercise

"Act"
Refers to University and College University Act 1971.

"Authorised Bodies"
Government appointed bodies responsible for higher education policy and quality assurance such as MQA, MOE/DHE, JPA and other similar bodies.

"Award"
Refers to the conferment awarded to students who have fullfilled the conditions stated by KUPTM.

"Board of Governors"
The highest management authority established to oversee the policies of KUPTM.

"Continuous Assessments"
Academic continuous assessment can be in many forms (assignment, project, presentation, quiz, report and others) that is part of the teaching and learning process.

"Core Courses"
Courses identified by the faculty as essential for a particular programme.

"Course"
Subject in the academic programme.

"Credit Exemption"
Refers to exempted credits granted to students which are deemed equivalent based on existing academic qualifications from a recognised higher learning institution.

"Credit Transfer"

Credit transfer refers to the practice of granting exemption to course/s in a programme on the basis that the requirements of a course or courses have been demonstrated to have been fulfilled by the applicants. This practice allows mobility of learners between programmes, between institutions and between nations.

"Credit Value"

A credit value is the multiplication product of grade value and credit unit.

"Cumulative Grade Point Average (CGPA)"

Refers to the average grade value achieved by a student for all semester examinations taken.

"Dean"

The Dean is an academic staff appointed by KUPTM to head a particular faculty/institute.

"Degree"

An academic tile given by a college or university to a student who has completed a course of study.

"Dismissed Status (DIS)"

Status given to students who failed to meet minimum passing requirements.

"Examiner"

An examiner is an academic staff responsible for assessing academic examination document and awarding grade based on the criteria and grading system.

"External Examiner"

Academic expert in related field appointed by the KUPTM authority or Senate to assess a particular academic programme.

"Final Assessment"

Final assessment is an assignment normally given to students at the end of the semester for a particular course.

"Final Examination"

Final examination is a test normally given to students at the end of the semester for a particular course.

"Full-time Study"

Refers to the mode of academic study in which a student registered at least TWELVE (12) for a long semester and SIX (6) for a short semester total credit hours, but not exceeding TWENTY (20)** total credit hours for a long semester or not exceeding TEN(10) total credit hours for a short semester.

**excludes Foundation and Postgraduate degree programmes

"Grade"

An alphabetical value as an indication of the student's performance in a particular course

"Grade Point Average (GPA)"
Refers to the average value of a student's academic achievement for all courses taken in a particular semester.

"Graduate Status (GRD)"
Students who have fulfilled the academic requirements graduate and have been endorsed by the Senate.

"HEP"
Refers to the Higher Education Provider that offers academic programmes or training courses.

"Industrial Training"
Refers to KUPTM specified off class learning activity or field experience to fullfil the pre-determined conditions of the conferment of a Diploma and Degree programme.

"Mentor"
An academic staff assigned to students for advisory assistance pertaining to academic matters.

"Minimum Credit"
Total minimum credit approved by the Senate for course registration in a particular semester.

"Part-time Study"
Refers to the mode of academic study in which a student registered at least **SIX (6)** total credit hours, but not exceeding **TWELVE (12)** credit hours for a long semester or **THREE (3)** total credit hours, but not exceeding **SIX (6)** credit hours for a short semester.

"Plagiarism"
Refers to any falsification of academic work that belongs to another author without acknowledging his/ her work either in the form of printed or electronic materials.

"Teaching Practicum"
Refers to teaching training for KUPTM students to acquire skills and knowledge and teaching assessment in a real classroom situation in selected primary/ secondary school

"Pre-requisite"
Refers to a prescribed course that must be passed prior to registering for a higher level course.

"Probation"
Refers to the academic status of a student who acquired CGPA between 1.00 to 1.99 for any particular semester.

"Professional Body"
Professional body is an organisation with individual members practising a profesion or occupation in which the organisation maintain an oversight of the knowledge, skills, conduct and practice of that profesion or occupation.

"Registrar"
A Registrar is an official in an academic institution who handles student records.

"Semester"
Refers to an academic session for a particular programme as stipulated by KUPTM and outlined by the Malaysian Qualifications Agency (MQA). Each programme study constitutes **THREE (3)** academic sessions in a particular year.

"Senate"
Refers to an authorised highest academic body in KUPTM for decision making with regards to academic matters.

"Special Leave"
Special leave is given to students who intend to defer his/ her study due to unforseen circumstances.

"Student"
Refers to registered students who are enrolled in any academic programmes at KUPTM.

"Student Academic Disciplinary Committee (SADC)"
A committee formed by KUPTM management to evaluate the academic discipline or misconduct commited by students.

"Student Academic Disciplinary Appeal Committee (SADAC)"
A committee formed to hear and judge the appeal forwarded by students with regards to specific academic discipline infringement.

"Suspension of Study"
A suspension period in which a student is suspended from study due to disciplinary matter or violation of rules and regulations of KUPTM.

"Terminated Status (TMT)"
Status given to students who are being terminated due to various refer to 3.2 for a specific semester at the stipulated date.

"Vice Chancellor"
The Vice Chancellor is appointed by the Board of Governors with the approval of *Majlis Amanah Rakyat* (MARA) based on the criteria prescribed in guideline issued by the Registrar General.

"Withdraw From College (WFC)"
WFC status will be given to students who is absent without notice for two consecutives weeks. Each case will be deliberated by the Academic Committee by considering the evidence and/or supporting document presented. The AC decision is final.

1.2   Abbreviation

VC	Vice Chancellor
DVC	Deputy Vice Chancellor
DVCA	Deputy Vice Chancellor (Academic)
SADAC	Student Academic Disciplinary Appeal Committee
SADC	Student Academic Disciplinary Committee
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average
GRD	Graduate Status
DIS	Dismissed Status
TMT	Terminated Status
WFC	Withdraw From College

2.0 ADMISSION

2.1 Admission Requirements for Local and International students

2.1.1 Requirements and qualifications for admission to all KUPTM programmes are determined by the KUPTM Senate and as approved by the Ministry of Education (MOE).

2.1.2 English Language Proficiency

2.1.2.1 Local Students must achieve a required English Language Proficiency as stated in the programme entry requirements and is subjected to relevant MQA Programme Standard;

2.1.2.2 International Students must attain a score in TOEFL or IELTS or its equivalent as stated in the programme entry requirements and is subjected to relevant MQA Programme Standard. (Refer to Admission Handbook).

2.1.3 International Students must refer to KUPTM International Student Handbook for additional requirements.

2.1.4 A student who withdraws from a programme of study at KUPTM may apply for readmission into the same or other programme of study at KUPTM and is free of disciplinary action.

2.2 Post-Appeal Reinstatement

2.2.1 Students with the following status are allowed to submit an APPEAL and may be considered for re-registration as student provided that they fulfil Article 7.1:

2.1.2.1 Dismissed (DIS)

2.1.2.2 Terminated (TMT)

2.1.2.3 Withdraw From College (WFC)

2.3 Student Transfer from Other Institutions

2.3.1 Students from other institutions are allowed to pursue their studies at KUPTM subjected to the Credit Transfer requirement (refer Article 3.8).

2.4 Programme exchange or KPTM Branch Campus

2.4.1 Students are allowed to exchange study programme within Branch Campus to continue study and not subjected to the Credit Transfer requirement.

3.0   REGISTRATION

3.1   Status of Students

3.1.1   New Students

    3.1.1.1   Applicants with an offer letter issued by KUPTM are required to register within **TWO (2)** weeks for a long semester and **ONE (1)** week for a short semester of the registration date.

    3.1.1.2   New students must register for courses as outlined in the Programme Structure.

3.1.2   Returning Students

    3.1.2.1   Students who are eligible to continue their studies must register for every new semester no later than **TWO (2)** weeks for a long semester and **ONE (1)** week for a short semester from the registration date.

    3.1.2.2   Students who failed to register on time without the approval of the DVCA will be fined RM50.00 on the first day and RM30.00 for the subsequent days with a maximum amount of RM300.00

    3.1.2.3   Returning students who failed to register within **TWO (2)** weeks for a long semester and **ONE (1)** week for a short semester of the registration date without the approval of the VC/ DVCA will be given a "Termination" status (TMT).

    3.1.2.4   Students with outstanding fees will only be allowed to register after the outstanding fees have been settled, or with the approval of any DVCs.

3.2   Termination (TMT)

3.2.1   Students will be given Termination (TMT) status:

    3.2.1.1   for failing to register by stipulated date or is deem inappropriate to be a KUPTM student by the Academic Committee. (Refer to Clause 3.1.2.3)

    3.2.1.2   for disciplinary case(s) or order by Senate.

3.3   Mode of Study

3.3.1   There are **THREE (3)** modes of studies:

    i.   Full-time (conventional)
    ii.   Part-time (conventional)
    iii.   Open and Distance Learning (ODL)

3.3.1.1 Total credit hours registered in a semester for each mode of study is as follow:

Mode of Study	Long Semester (Total Credit Hours)		Short Semester (Total Credit Hours)	
	Min	Max	Min	Max
Full time	12	20	6	10
Part time	6	12	3	6

**The above is not applicable to students undergoing industrial training/ Teaching Practicum or students in their final semester of study.

3.3.2 Changing Mode of Study

3.3.2.1 Students may apply to change their mode of study subjected to the followings:

i. must undergo the same programme of study;

ii. only allowed once throughout the duration of study;

iii. application must be in writing and submitted to the Dean;

iv. application must be submitted at least **FOUR (4)** weeks prior to the official commencement of a new semester;

v. all credit hours earned in previous semester will be considered based on the programme structure with approval of the Dean;

vi. fees are charged to students according to KPTM-KUPTM Fees Policy.

vii. Change of mode is only allowed during a long semester

3.4 Course Registration

3.4.1 Students must register all courses as outlined in the programme structure.

3.4.2 Returning students are required to complete Course Pre-Registration (CPR) within the stipulated period. A processing fee of RM30.00 will be imposed for failing to do so.

3.4.3 Students are allowed to add or drop any course during the course selection period, within **FOUR (4)** weeks for along semester and **TWO (2)** weeks for a short semester from the commencement of the semester

3.4.4   Students considering to drop any course after **FOUR (4) weeks** for along semester and **TWO (2)** weeks for a short semester must obtained advice and permission from their mentor and approval from dean.

3.4.5   KUPTM reserves the right to refuse student's application for course registration if the course is not offered for that particular semester.

3.4.6   A Full-time student on "Warning" status (WAR) will only be allowed to register a **MINIMUM OF SIX (6)** credit hours and **MAXIMUM** of **TWELVE (12)** credit hours for a long semester or   **THREE (3)** credit hours and **MAXIMUM** of **SIX (6)** for a short semester.

3.4.7   Student as stated in 3.4.6 may apply to register more than **TWELVE (12)** credit hours up to **TWENTY (20)** credits hours for a long semester or **SIX (6)** credit hours up to **TEN (10)** for a short semester with the approval of Academic Committee.

3.4.8   Graduating students undertaking industrial training/teaching practicum or final year project may register for **LESS** than **TWELVE (12)** credit hours as stipulated in the study programme.

3.5   Course Verification

3.5.1   Students are required to confirm/verify their course registration online and to print a copy of the Course Registration Confirmation no later than the **FIFTH (5th)** week of the long semester or **THIRD(3)** week for short semester

3.6   Withdrawal from Programme

3.6.1   Students who intend to withdraw from a programme must follow the withdrawal procedure and submit the **Withdrawal Application Form** to the Admission & Record Division.

3.6.2   The refund of fees and deposit is subjected to the terms and conditions of KPTM Refundable Fees Policy.

3.7   Changing Programme of Study

3.7.1   Students may apply to change to another programme of study on condition that the entry requirements of the new programme are met.

3.7.2   Application for change of programme must be made prior to the commencement of a semester or within the first week of registration

3.8 Credit Exemption

3.8.1 Credit exemption is given to students on the basis of academic qualifications achieved from a previous recognised HEP. Exemption for the course given will not result in gaining credit for the course exempted and as such **will not** be used into calculating the CGPA.

3.8.2 As credit exemption leads to a deficit of credit required for graduation, the student must register for additional course(s) in replacement of the course(s) exempted.

3.8.3 Application for credit exemption must be made within **ONE (1)** month upon student's registration.

3.9 Credit Transfer

3.9.1 Students may apply for credit transfer for the purpose of obtaining credit from one or more subjects required by their programme because they have taken and passed similar subjects from an accredited programme recognized by the awarding country and Malaysia's MQA.

3.9.2 The Principle of Credit Transfer

    3.9.2.1 Credit transfer is based on course-to-course mapping. The principle of credit transfer are as follows:

        i. Passing grade – minimum grade C

        ii. The credit value of an equivalent course must be of same value or more than the credit value carried by KUPTM course.

        iii. Course curriculum – Minimum 80% of the topics of the KUPTM course must be covered in the equivalent course evaluated.

        iv. Credit transfer is applicable if the date of the result of the subject concerned was obtained within the last 5 years.

        v. Application for credit transfer is made within **ONE (1)** month upon student's registration.

        vi. An application for credit transfer is accompanied by the transcripts of examination results and syllabus or outline of the subjects pursued at the relevant institutions.

3.9.3 Credit transfer can be categorised as follows:

3.9.3.1 Vertical

Credit transfer from a lower to a higher level.

The Vertical credit transfer policy is based on the following:-

    i.   Diploma (level 4, MQF) to degree (level 6, MQF).
Credit hours will be transferred with no grade. Credit transfer is allowed up to a maximum of 30% (approximately 1 year of study) of the total credits of the programme to be followed.

    ii.   Advanced diploma (level 5, MQF), who also holds a Diploma (level 4, MQF) to degree (level 6, MQF).

Credit hours will be transferred with no grade and may be considered for credit transfer up to a maximum of two years of study for the bachelor degree programme (student will pursue the third year of the bachelor's degree programme).

    iii.   Transfer credit from a higher qualification (e.g. bachelor) to a programme at a lower level (e.g. Diploma). Credit transfer is not allowed.

3.9.3.2 Horizontal

Credit transfer from programme at the same level of qualification such as from certificate to certificate / diploma to diploma / bachelor to a bachelor's degree.

The Horizontal credit transfer policy is based on the following:

    i.   The student has the qualification and would like to pursue it for a second time at the same level of the qualification already acquired. Transfer credit is not allowed.

    ii.   A student who is currently enrolled in a programme and would like to change to another programme in the same field as the one currently pursued by the student. If the programme is from the same institution, there is no limit in the transfer of credits subject to the credit transfer requirement. If the programme is from a different institution, the credit transfer is subject to the student's residential year requirement.

    iii.   A student who has failed the programme and wishes to pursue his / her studies in another programme at

the same level.   Transfer credit is strictly not permitted.

iv. A student who has withdrawn from his/ her study and would like to resume his/ her studies, but in another programme of the same level. Credit transfer may be considered. If the programme is from the same institution, there is no limit in the transfer of credits subject to the credit transfer requirement. If the programme is from a different institution, the credit transfer is subject to the student's residential year requirement.

v. A student is pursuing a programme and at the same time has taken some subjects at other institutions (eg programme mobility or student exchange programme). Credit transfer is allowed but cannot exceed 30% of total credits of the programme of study being followed based on the agreement between the two institutions

Transfer credit is strictly not permitted the following situation:

a. if a student who has failed the programme and wishes to pursue his / her studies in another programme at the same level.

3.10   Accreditation of Prior Experiential Learning (APEL)

3.10.1   APEL (A) is award to individual with working experience but lack of formal academic qualifications to pursue their studies in Higher Education Institutions (HEIs). Credit transfer is **not allowed** for APEL (A).

3.10.2   APEL (C) is award to individual based on his/her cumulative experiences (knowledge and skills) that are relevant and specific to the learning outcomes of a course within a programme for the purpose of credit award. Credit transfer is **allowed** for APEL (C)

3.11   Deferment

3.11.1   Students may apply for deferment of study on health reasons and other acceptable reasons upon the approval of the DVCA.

3.11.2   Application for a Deferment must be received by the Academic Office:

    i.   the first **TWO (2)** weeks of a new semester for students who are registered for that semester AND tuition fee for the semester will not be charged.

    ii.   **TWO (2)** weeks before the final examination for active students in the current semester AND full tuition will be charged.

    iii.   Deferred semester must be repeated but it will not be counted as a duration of study.

3.11.3   The approved duration of Deferment is one semester for **ONE (1)** application unless due to health reason and supported any authorize medical report.

3.11.4   The approved duration of Deferment by DVCA pertaining to health reasons and other acceptable reasons will not be considered as duration of study.

3.11.5   Application for Deferment should be done by completing the Deferment Form accompanied by the originals of other supportive documents pertaining to the Deferment as described in paragraph 3.12.2.

Application of Deferment on health reasons need to be supported by the necessary report from the medical examiner of the hospital or clinic.

3.11.6   Approval of Deferment and any costs pertaining to the application will be determined by the university's officials.

3.11.7   Students will be charged a processing fee of RM100.00, non-refundable, for the application.

3.11.8   Student status of the deferred semester will be noted as 'On Leave' upon approval of the Deferment by the DVCA.

Students '- who would like to defer for THREE (3) or more semesters is subject to the approval of the Academic Committee.

3.12   Extended Semester For Course Registered

3.12.1   Extended semester of study is applied for students undergoing prolonged semester of the course registered as stated in the programme structure.

3.12.2   Results for course registered of the students in the relevant semester will be noted as "In Progress Course (INP)" and endorsed in Senate.

3.13 Suspension from Study

3.13.1   A suspension of study is a penalty meted out by SADC (Student Academic Disciplinary Committee) resulting in the students not being allowed to register for their studies within an appointed period.

3.13.2   The suspension will be considered as the duration of studies.

4.0   ACADEMIC SYSTEM AND LECTURE

The academic system and lecture for any programme in KUPTM are as follows:

4.1   Class Attendance

4.1.1   Attendance to all lectures is compulsory.

4.1.2   Students who fail to achieve a minimum of 80% attendance from the total number of class meeting without any acceptable reason will be barred from sitting for the final examination.

4.1.3   Course lecturer will issue warning letters according to the following % absenteeism:

% Absenteeism	Action
7 % – 13 %	Issuance of 1st Warning Letter
14 % - 20 %	Issuance of 2nd Warning Letter
21 %	Issuance of 'Bar from Examination' Letter

4.1.4   Students who are issued the 'Bar from Final Examination' letter will be barred from sitting for the final examination. Students will be given Grade F and BAR status will be recorded with the mark of "0.0" for the particular course.

4.1.5   In the case of courses without final examination, students will be given Grade F and BAR status will be recorded with the mark of "0.0" for the particular course.

4.1.6   Students who fail to attend class due to health reason must submit valid medical certificate (MC) to the respective lecturer within **SEVEN (7)** days of the absenteeism.

4.1.7   Students who are absent from a lecture with a valid reason must submit a justification letter to the respective lecturer.

4.1.8   Students who are barred from sitting for the final examination may submit a written appeal to the Student Academic Disciplinary Appeal Committee (SADAC).

4.2   Lecture

All lectures will start a class on the hour and will finish 10 minutes before the hour to allow for the next class to take place on time.

4.3   Industrial Training/ Teaching Practicum

4.3.1   Students are expected to abide the following conditions before undergoing their Industrial training:

    i.   Register for the Industrial Training/ Teaching Practicum course.

    ii.   Have completed at least 2/3 of the total credit hours of the programme of study.

4.3.2   Violation of Industrial Training/ Teaching Practicum Regulations:

Disciplinary actions will be taken against students who violate any regulation pertaining to Industrial Training/Teaching Practicum regulations or neglect their responsibilities or commit any wrongdoings as stated in the Industrial Training/Teaching Practicum   Guidelines.

4.3.3   Action taken for failure to attend Industrial Training/ Teaching Practicum :

Action Taken	Non-appearance
First Warning Letter	The total number of absenteeism is **THREE (3)** working days due to emergency or sick leave **EXCEPT** with the approval of the Industrial Training/Teaching Practicum institution
Second Warning Letter	The total number of absenteeism is **FIVE (5)** working days due to emergency or sick leave **EXCEPT** with the approval of the Industrial Training/ Teaching Practicum institution
'Bar from Final Assessment' Letter	The total number of absenteeism is **SIX (6)** working days due to emergency or sick leave **EXCEPT** with the approval of the Industrial Training/ Teaching Practicum institution

 ***(Reference: Basic Principle of Industrial Training in Higher Education Institution, Ministry of Higher Education 2010)

4.3.4   Students who do not fulfil   conditions in 4.3.1 to pass the Industrial Training/ Teaching Practicum may appeal to the Academic Committee for the following approval:

    i.   Suspension of Industrial Training/ Teaching Practicum

    ii.   Extension of Industrial Training/ Teaching Practicum Period

    iii.   Repeating the Industrial Training/ Teaching Practicum

5.0 PROGRAMME STRUCTURE

5.1 Credit Value
A credit value is the multiplication product of grade value and credit unit.

The load value of **ONE (1)** credit is equivalent to **FORTY (40) hours** of Student Learning Time (SLT) in a semester.

5.2 Curriculum
The curriculum consists of the following components:

5.2.1 Compulsory Courses
Compulsory courses are those specified by KUPTM as a requirement to fulfill the conditions for the conferment of a degree.

5.2.2 Core Courses

    5.2.2.1 Common Core
    Common core courses are the list of basic courses specified by the Faculty as a requirement to fulfill the conditions for the conferment of a Degree.

    5.2.2.2 Discipline Core / (Specialization)

    Discipline core courses are the list of core courses specified by the Faculty as a requirement to fulfill the conditions for the conferment of a Degree.

5.2.3 Electives

    5.2.3.1 Electives constitute student free choice of courses for a programme. The courses can be taken by students from within faculty or outside faculty.

5.2.4 Industrial Training

    5.2.4.1
    Students are eligible to undergo industrial training after completing 2/3 of the total credit hours of the programme of study.

    5.2.4.2 Details regarding Industrial Training/ Teaching Practicum Procedures are available in the Industrial Training/ Teaching Practicum Handbook.

5.2.5 Pre-requisites

Pre-requisites are courses specified by the Faculty that is required prior to be passed to enable the students to enroll in the courses of subsequent levels.

5.2.6   Total Credit for Graduation

The total hours of credits required to graduate for each programme as stipulated in the Programme Handbook.

5.3   Duration of Study

Students need to complete their study within the specified duration allowed as indicated in the Programme Handbook.

5.4   Request of Syllabus

Students' requesting for course syllabus must complete the Course Syllabus Request Form with payment RM30 for a complete course syllabus.

6.0 EXAMINATION

6.1 Examination Schedule

6.1.1 First draft of the Final Examination Timetable will be posted online and at strategic locations on campus in **WEEK TEN (10)** Week 10 of the semester for the long semester and **WEEK FIVE (5)** of the short semester. Students are required to check the first draft of final examination timetable and report any clash in the dates of their examination papers immediately and at the latest **SEVEN (7)** days after the first draft of the final examination timetable is released by the Examination Unit.

6.1.2 Finalized Final Examination Timetable will be posted within **TWO (2)** weeks for long semester and **ONE (1)** for short semester of the start of the Final Examination Week.

6.2 Eligibility to Sit for Final Examination

6.2.1 Students who have registered for courses with final examination are required to sit for the final examination. Failure to attend to the final examination results into grade "F" with marks of "0.0"and recorded 'ABX' status.

6.2.2 Students must pay all tuition fees prior to sitting for final examination. Students are advised to seek assistance from the Finance Department should they have problems regarding payment.

6.2.3 Students required print and display their official final examination slip upon entering the examination venue. Processing fee of RM30.00 will be imposed for student who fails to print final examination slip.

6.3 Supplementary Examination

6.3.1 Special Examination

Students who are absent with permission (example due to medical reason with authorised medical report, victim of natural disaster or any condition deemed fit to be given permission) are eligible to sit for Special Examination.

Student who fulfilled the requirements will be given status 'ABY' for the respective course and it will not be included in the calculation for GPA and CGPA. The 'ABY' will be converted to the actual grade once the student

completed the Special Examination and the GPA and CGPA will be recalculated.

6.3.2   Re-sit Final Examination

6.3.2.1   Students shall be allowed to re-sit a final examination if he/she:

    i.   plan to improve his/her grade of a course with B- and below
    ii.   has submitted application and gain approval from the Dean/Deputy Dean an application for re-sit examination.
    iii.   has paid a processing fee of RM300.00 for the re-sit paper.
    iv.   is not convicted with cheating for the re-sit paper. (Refer item 9.1)

6.3.2.2   The date of resit examination will be determined by Senate.

6.3.2.3   The grades that will be taken into calculation are from the better grades obtained.

6.4   Students with Special Needs

6.4.1   Students with the following disabilities/injures with valid supporting documents will be classified as student with special needs and will be given special assistance during examination:

    i.   visual impairment or other physical disabilities

    ii.   physical or corporeal injury

    iii.   Infectious/ Transmissible diseases

6.4.2   Students will be facilitated with writing aids or assisted by a penman (non-academic staff) or will be placed in a special room to allow during the final examination.

6.4.3   Student will be allowed extra time for the completion of the examination at the discretion of the Chief Invigilator.

6.4.4   Application to be classified as 'Students with Special Needs' must be approved by the Dean.

6.5   MOCK EXAM

Mock Examination for professional papers are done to gauge the students' readiness and to prepare them for the actual external professional examination.

Poor performance or absent in the mock examination may result in the students not allowed to sit for the external examination.

6.6   External Examination

6.6.1 Registration of External Examination

    6.6.1.1 Students are responsible to register with the relevant professional bodies. Students are advised to seek assistance from the Programme Coordinator.

6.6.2 External Examination Schedule

    6.5.6.1 The external examination schedule is subject to the provisions of the relevant professional bodies. Students are responsible to check the external examination schedule issued by the relevant professional bodies within **TWO (2)** weeks after the issue of examination docket.

6.6.3 Procedure for External Examination

    6.6.3.1 Students are allowed **THREE (3)** attempts for every course failing which they will be dismissed from the programme.

    6.6.3.2 Students must submit a valid medical certificate or an original written reason as proof of absence to the examination conducted by the professional bodies. Submission of either of these must be made within **TWO (2)** days of the examination to the Academic Office.

7.0 EVALUATION AND ASSESSMENT

7.1 Grade Point Values

7.1.1 A student's performance in a course is reflected by the grade received.

7.1.2 The grade and point values for all courses for Foundation, Diploma Bachelor, and Professional programmes are shown in **Appendix A, B & C** respectively.

7.1.3 The final examination results and students' assessments are given a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA) that represent the academic achievement of the students.

The formulas used for the calculations of the GPA and CGPA are as follows:

$$GPA = \frac{\text{Total Credit Values for a semester}}{\text{Total Credit for a semester}}$$

$$CGPA = \frac{\text{Total Credit Values For All Examination}}{\text{Cumulative Credit Over All Semesters}}$$

7.1.4 Sample calculations for GPA and CGPA are shown in **Appendix D.**

7.2 Result Status

The result status obtained by a student for a course shall be indicated as follows:

PAC	Pass the Course
ABX	Absent from Final Examination without Permission
ABY	Absent from Final Examination with Permission
BAR	Being Bar from Final Examination
INC	Incomplete Course
INP	In Progress Course
CRT	Credit Transfer
CRE	Credit Exemption

7.3 Incomplete Course (INC)

7.3.1 An 'INC' status shall be given to a student who has not completed any course for the semester of study in which the course is registered.

7.3.2 A course with an 'INC' status must be replaced with a grade.

7.4   In Progress Course (INP)

7.4.1   An 'INP' status shall be given to a student undergoing industrial training/practicum in a prolonged semester of study (more than the duration of semester registered

7.4.2   A course with an 'INP' status must be replaced with a result of **PASS** or **FAIL** once the industrial training/practicum is completed.

7.5   Examination Results

7.5.1   The final examination results shall be endorsed by the Senate and shall be published by Academic Office.

7.6   Repeating Courses

7.6.1   Students are allowed to repeat any courses multiple times subject to maximum duration of their study.

7.6.2   Students who passed all courses but achieved CGPA less than 2.00 are allowed to repeat any courses offered for the semester upon approval of SADAC.

7.6.3   The grades that will be taken into calculation are from the better grades obtained.

7.7   Student's Status

Students' status will be determined based on their CGPA and GPA as follows:

PCD	Proceed
DNL	Dean's List
SNT	Senate Award
GRD	Graduate
WAR	Warning
DIS	Dismissal

7.7.1   Proceed (PCD)
Students who obtained a minimum CGPA of 2.00 shall be given PCD status and shall proceed to the next semester.

7.7.2   Dean's List (DNL)

7.7.2.1   Non-Professional Programme

Students shall be awarded with Dean's List for the result obtained in a semester upon fulfilling the following conditions :

i.   GPA

Level	Category	GPA
Degree	Technical & Non-Technical	3.50 and above
Diploma	Technical	3.50 and above
	Non-Technical	3.75 and above

ii.   has registered with at least **TWELVE (12)** credit hours.
iii.   not repeating any course in the current semester; AND
iv.   has never been charged with disciplinary case(s).

Student's Status in the Short Semester is not determined although the GPA and CGPA is calculated as normal. Credits and points earned in this Short Semester will be counted for the CGPA calculation in the following semester except for students who graduate.

7.7.2.2   Professional Programme

Students shall be awarded with Dean's List upon fulfilling the following conditions with minimum 2 papers:

Programme	Minimum Average Marks
CAT	70%
ACCA	60%
ICSA	One (1) Distinction

7.7.3   Senate Award (SNT)

    7.7.3.1   Full-time students who obtain GPA 4.00 and fulfil the Clause 7.7.2.1-7.7.2.2 in a particular semester.

    7.7.3.2   Student who meets the minimum credit requirement according to the programme structure and has never been charged with any disciplinary action by SADC or SADAC will be given the Senate Award subject to fulfilling the following conditions:

Programme	Minimum Average Marks
CAT	75%
ACCA	65%
ICSA	Two (2) Distinctions

7.7.4   Special Award (SPA)

Recipient of World Prize Winner or Malaysia Prize Winner will be given Special Award for Professional Programme.

7.7.5   Graduate (GRD)

Students who passed all courses with a minimum CGPA 2.00 shall be awarded GRD status.

7.7.6   Warning (WAR)

Students who obtained a GPA between 1.00 and 1.99 will be given any **ONE (1)** of the following WAR status;

WAR1   Obtained a GPA between 1.00 and 1.99 in the first semester of study; or

    Obtained a GPA less than 1.99 in the second or subsequent semester; OR

WAR2   Obtained a GPA less than 1.99 after receiving a WAR1/WAR2 status in the previous semester; OR

WAR3   Students with DIS status who are re-admitted after successfully appealing for re-admission. In case students were to obtain another 'Dismissal' status, a further appeal for re-admission shall be made to the Senate.

WAR4   Passed all required courses in the programme but obtained CGPA less than 2.00

7.7.7 Dismissed (DIS)

Students shall be given a DIS status and shall be terminated from their programme of study if they:

DIS1 obtained a CGPA less than 1.00 in the first semester of study; OR

obtained a CGPA less than 1.50 in the second semester or consequent semesters; OR

DIS2 obtained a CGPA less than 2.00 after obtaining a WAR2 status in the previous semester; OR

DIS3 obtained a CGPA less than 2.00 after obtaining a WAR3 status in the previous semester; OR

DIS4 status WAR4 and obtained CGPA less than 2.00

DIS5 failed to complete the programme of study within the maximum period given for the completion of that programme of study.

7.7 Academic Conferment

Students will be conferred a Certificate of Completion/ Diploma/ Degree upon fulfilling the following requirements:

i. obtained a CGPA of at least 2.00; AND
ii. passed all the courses as required by the programme; AND
iii. have fulfilled all conditions and requirements of KUPTM; AND
iv. endorsed by Senate.

7.8 Transcript and Scroll

7.8.1 Graduates must, within **THREE (3)** months from the date of their convocation ceremony, collect their transcripts and scrolls, failing which a fine of RM 100.00 will be imposed.

7.8.2 KUPTM will not prepare a duplicate copy of lost or damaged scroll. Instead, KUPTM will produce a letter of verification for the conferment of Degree/ Professional/ Diploma/ Foundation. A service charge of RM50.00 will be imposed.

7.8.3 Students who are terminated may apply for semester result slip with RM50.00 for service charge.

8.0 ACADEMIC APPEAL

Students may apply for academic appeal under the following categories:

    i.   Appeal for Review of Final Examination/Assessment
    ii.   Appeal for Continuation of Study

8.1 Appeal for Review of Final Examination/Assessment

8.1.1   Students may appeal for a review of the final examination/final assessment paper within TWO (2) weeks from the announcement date of the result.

8.1.2   The grades that will be taken into calculation are from the better grades obtained

8.1.3   The appeal must be made using a Review of Final Result Form with a processing fee of RM50.00 per course (non-refundable).

8.2 Appeal for Continuation of Study

8.2.1   Students who received a Dismissal (DIS) or Termination (TMT) status may make an appeal for reinstatement into the same programme.

8.2.2   Students with DIS1, DIS2, DIS3 and DIS4 status are eligible to appeal for continuation of study with the conditions of:

    i.   DIS1 obtained a CGPA of at least 1.40.
    ii.   DIS2 obtained a CGPA of at least 1.70.
    iii.   DIS4 obtained a CGPA of at least 1.90.
    iv.   DIS3 obtained a CGPA of at least 2.00.

8.2.3   The appeal must be submitted to the Academic Office within **FOURTEEN (14)** days from the date of the official letter using a Re-admission Appeal Form with a processing fee as follows:

Status	Fees
Terminated (TMT)	If approved, students are required to pay RM100.00 for the re-admission fee and RM300.00 for a late registration penalty.
Withdraw From College (WFC)	If approved, students are required to pay RM100.00 for the re-admission fee
Dismissed (DIS)	Students are required to pay RM50.00 for processing fees.

8.2.4   An appeal shall be considered and decided upon by SADAC. Any decisions made by SADAC will final and conclusive.

8.2.5   Duration of study for students with status Termination (TMT) will be regarded as semester of study.

9.0 ACADEMIC MISCONDUCT

9.1 Cheating

9.1.1   Attempting to cheat during an examination.

9.1.1.1   It is an offence for a student to cheat or attempt to cheat or collaborate in the cheating or any attempt to cheat in any test, examination or any other forms of evaluation conducted by KUPTM.

9.1.1.2   Students found guilty of the offence may be liable to:

i.   A fine not more than RM500.00; AND/ OR
ii.   Fail the course(s) concerned; AND/ OR
iii. Suspension for **ONE (1)** semester of study; OR
iv.   Dismissal; AND/ OR
v.   Any forms of penalty considered appropriate; AND/ OR
vi.   Any combination of the penalties stated above.

9.1.2   Bringing in unauthorized material into the examination hall.

9.1.2.1   Students who are found guilty of bringing in any material into an examination hall without the permission of the examination invigilator shall be deemed to have brought the said material with an intention to cheat or commit a fraud in the said examination.

An offence under this provision is punishable in accordance with Clause 9.1.1.2.

9.1.3   Plagiarism

9.1.3.1   Students who are found to have been involved in plagiarism in any assignment or any academic project may be failed for the said assignment or project. The students could be charged with additional punishment deemed appropriate as provided in Clause 9.1.1.2.

9.2 Disciplinary Procedures

9.2.1   Student Academic Disciplinary Committee (SADC)

9.2.1.1   Students accused of having committed an offence shall be brought before the Student Academic Disciplinary Committee (SADC) to undergo a trial.

9.2.1.2   Members of the SADC shall be appointed by the Vice Chancellor and shall comprise:

Chairperson	Dean
Member	Deputy Dean
	Programme Coordinator
	Mentor
	Lecturer 1
	Lecturer 2
Secretariat	Executive Officer
By Invitation	Mentor
	Counselor

Quorum for academic disciplinary hearings should consist of any **THREE (3)** members, including the Chairperson.

9.2.1.3   The following officer or staff shall not be a member or chairman of SADC:

a.   the lecturer who taught the course of alleged academic dishonesty.

b.   The officer who reported on the student's academic dishonesty.

9.2.1.4   Jurisdiction and authority:

a.   SADC is empowered to hear cases involving student accused of academic misconduct as stated in 9.1 or for any other accusation the committee is referred to.

b.   SADC reserves the right to impose any penalty deemed appropriate on students found guilty for any misconduct provided in this rules and regulations.

9.2.1.5   Disciplinary Procedure

a.   After receiving a report, Chairperson of SADC will determine whether there is sufficient evidence to constitute a prima facie case against the accused student.

b.   If the chairperson is satisfied that a prima facie case is established, the Chairperson will initiate disciplinary procedure against the student by:

(i)   Setting the date of hearing;
(ii) Calling for SADC Meeting;
(iii) Issuing a charge sheet to the student.

c.   A charge statement will be send to the student **THREE (3)** days prior to the date of the hearing.

d.   The charge statement shall state:

(i)   The details of accusations;

(ii)   Date, time and venue where the offence is committed;

(iii)   Date, time and venue where the hearing will be held;

(iv)   The student's right to call for any witnesses or produce any evidence/ documents in their defense;

(v)   SADC's authority to decide and make conviction if the students fail/ refuse/ neglect to attend the hearing.

e.   SADC may proceed with the verdict in the absence of the student, if the committee is satisfied with the evidence presented.

f.   SADC's decision on the outcome of the hearing must be given in writing to the student within **THREE (3)** working days after the date of the hearing; failing which the decision made will be null and void.

g.   Students found guilty has the right to appeal against the decision of SADC to the Student Academic Disciplinary Appeals Committee (SADAC); failing which:

(i) Proceed with the verdict;
(ii) No further appeal is allowed.

h.   Student's appeal against SADC's decision will automatically defer its implementation.

9.2.2   Student Academic Disciplinary Appeal Committee (SADAC)

KUPTM must establish the Student Academic Disciplinary Appeal Committee (SADAC) for the purposes of:

i.   Hearing and deciding any appeal made by a student against a decision made by the SADC; AND

ii.   Hearing and deciding an appeal for 're-admission and the continuation of studies' by a student dismissed from a course after failing a final examination and dismissed in accordance with Clause 8.2.

9.2.2.1 Members of the SADAC shall be appointed by the Vice Chancellor and shall comprise:

Chairperson	Deputy Vice Chancellor (Academic)
Member	Counselor
	Financial Officer
	Lecturer 3
	Lecturer 4
	Lecturer 5
Secretariat	Deputy Vice Chancellor (Academic) Office

Quorum for this disciplinary procedure shall comprise **THREE (3)** members including the Chairperson.

9.2.2.2 The following officer or staff shall not be a member or chairman of SADC:

(i) the lecturer who taught the course of alleged academic dishonesty.

(ii) The officer who makes a complaint of the student's academic dishonesty.

9.2.2.3 In deciding on an appeal, SADAC may:

(i) Accept the appeal and dismiss the conviction; OR

(ii) Reject the appeal and maintain the conviction; OR

(iii) Reduce the penalty; OR

(iv) Reject the appeal and increase the imposed penalty; OR

(v) Reject the appeal and substitute any penalty deemed appropriate.

9.2.2.4 Any decision by SADAC is final and conclusive.

9.2.3 Disciplinary Procedure

9.2.3.1 A student is allowed to appeal within **THREE (3)** working days from the date of formal announcement of the decision by SADC.

9.2.3.2 A notice not less than **THREE (3)** days must be given to the student to attend the hearing of the appeal.

9.2.3.3 The notice for the hearing of the appeal must contain the following:

(i) The details of accusations;

(ii) Date, time and venue where the offence is committed;

(iii) Date, time and venue where the hearing will be held;

(iv) The student's right to call for any witnesses or produce any evidence/ documents in their defense;

(v) Parents are allowed to attend the hearing.

(vi) Copies of the decision made by SADC.

(vii) SADAC's authority to decide and make conviction if the students fail/ refuse/ neglect to attend the hearing.

9.2.3.4 The hearing of appeal can be conducted without the presence of the appellant. If the SADAC is satisfied with the evidence adduced, SADAC will make a decision as provided in Clause 9.1.1.2.

9.2.3.5 An appellant must be informed of the SADAC's decision in writing within **THREE (3)** working days from the date of the decision being made.

9.2.3.6 SADAC decision is final and conclusive

9.2.4 Payment of the Penalty

9.2.4.1 A fine imposed on the student must be paid within the stipulated date to the Finance Department.

9.2.4.2 Student who refuses/ fails/ ignores to pay the fine, will be denied registration in the following semester.

10.0 AWARDS

10.1 Graduation Awards

10.1.1 Degree Classification

Students will be awarded their degree according to the following classification based on CGPA:

Classification of Honours	CGPA
First Class	3.67 - 4.00
Second Class (Upper Division)	3.00 - 3.66
Second Class (Lower Division)	2.20 - 2.99
Third Class	2.00 - 2.19

10.1.2 Vice Chancellor Award

The Vice Chancellor Award is given to graduate who fulfils the following criteria:

(i) graduated within the minimum period stated in the programme of study; AND
(ii) obtained Dean's List Award for long semester of the study; AND
(iii) obtained GPA 3.5 (Technical) OR GPA 3.75 (Non-Technical) and above in the short semester with a minimum six (6) credit per semester for Diploma Programmes; OR
(iv) obtained GPA 3.5 and above in the short semester with a minimum six (6) credit per semester for Degree Programmes; AND
(v) has not been charged with disciplinary cases.

10.1.3 Pro-Chancellor Award

The Pro-Chancellor Award is given to graduate who fulfils the following criteria:

(i) graduated within the minimum period stated in the programme of study; AND
(ii) attained the highest academic performance from
(iii) the list of graduates of the particular programme; AND
(iv) has not been charged with disciplinary cases.

10.1.4 Chancellor Award

Chancellor Award is the highest award given to a graduate who fulfils the following criteria:

(i) Fulfilled the requirements of Vice Chancellor Award; AND
(ii) A graduate who excelled in co-curricular activities.

10.2 Aegrotat and Posthumous Award

10.2.1   The Aegrotat Award will be given to students who are not able to complete the programme but managed to fulfill at least 70% of course assessment due to medical reason.

10.2.2   The Posthumous Award will be given to deceased students who did not complete the programme but managed to fulfill at least 70% of course assessment.

10.2.3   The Award for Aegrotat and Posthumous is subjected to the following:
(i)   final year students who have completed at least 70% of the courses of a particular programme of study; AND
(ii)   must obtain CGPA score of at least 2.00 or average marks of 40 for professional programme during the last semester of study.

10.2.4   For students who have fulfilled the requirements to sit for final assessment but are being obstructed due to bad health or permanent disablement, Senate can award Aegrotat without any grade value.

10.2.5   Senate will consider the candidates for the Aegrotat Award if the medical report is submitted within **48 HOURS** after the assessment of courses registered are concluded.

KUPTM has the right to verify the health condition of the student.

10.3 Revocation of Award

10.3.1   The University may, on the recommendation of the Senate, revoke an award and all privileges connected therewith, having determined that there is good cause to do so. This may include where a person

(i)   has after investigation, been found to have obtained an award by fraud or deception, including unfair practice;
(ii) obtained an award due to an administrative error or irregularities in the conduct of the Examining Board.

APPENDICES

APPENDIX A

Diploma Grading Scale

All Diploma students are governed under Scheme of Marks and Grades as given below on or before Semester 2 2019/2020 (May 2019):

Grade	Mark	Grade Value	Status
A+	90 – 100	4.00	Excellent
A	80 – 89	4.00	Excellent
A-	75 – 79	3.75	Excellent
B+	70 – 74	3.50	Very Good
B	65 – 69	3.00	Very Good
B-	60 – 64	2.75	Pass
C+	55 – 59	2.50	Pass
C	50 – 54	2.00	Pass
C-	47 – 49	1.75	Pass
D+	44 – 46	1.50	Pass
D	40 – 43	1.00	Pass
F	0 – 39	0.00	Fail

Foundation and Bachelor Grading Scale

All Foundation and Bachelor students are governed under Scheme of Marks and Grades as given below on or before Semester 2 2019/2020 (May 2019):

Grades	Marks	Grade Value	Status
A	80 – 100	4.00	Excellent
A-	75 – 79	3.67	Excellent
B+	70 – 74	3.33	Good
B	65 – 69	3.00	Good
B-	60 – 64	2.67	Pass
C+	55 – 59	2.33	Pass
C	50 – 54	2.00	Pass
C-	45 – 49	1.67	Fail
D	40 – 44	1.00	Fail
E	35 – 39	0.67	Fail
F	0 – 34	0.00	Fail

Foundation, Diploma and Bachelor Grading Scale

All Foundation, Diploma and Bachelor students are governed under Scheme of Marks and Grades as given below on or after Semester 3 2019/2020 (September 2019):

Grade	Mark	Grade Value	Status
A+	90 – 100	4.00	Excellent
A	80 – 89	4.00	Excellent
A-	75 – 79	3.67	Very Good
B+	70 – 74	3.33	Very Good
B	65 – 69	3.00	Good
B-	60 – 64	2.67	Good
C+	55 – 59	2.33	Satisfactory
C	50 – 54	2.00	Satisfactory
C-	47 – 49	1.67	Pass
D+	44 – 46	1.33	Pass
D	40 – 43	1.00	Pass
F	0 – 39	0.00	Fail

APPENDIX B

Industrial Training/Practicum Grading Scale (Diploma/Bachelor)

All Diploma and Bachelor students are governed under Industrial Training/Practicum Scheme of Marks and Grades as given below on or after Semester 3 2019/2020 (September 2019):

Marks	Grade	Point	Status
80 - 100	M	Merit	Pass
40 - 79	S	Satisfactory	Pass
0 - 39	F	Fail	Fail

APPENDIX C

Grading for CAT and ACCA Programmes

MARK	STATUS
50 – 100	Pass
0 – 49	Fail

APPENDIX D

Sample Calculation of the Grade Point Average (GPA).

<u>Semester 1</u>

Course Code	Grade	Grade Value	Credit	Credit Value
APP4013	A+	4.00	3	3 X 4.00 = 12.00
NET4013	B	3.00	3	3 X 3.00 = 9.00
MAT4013	A	4.00	3	3 X 4.00 = 12.00
ENG4013	C+	2.33	3	3 X 2.33 = 6.99
PGR4013	A	4.00	3	3 X 4.00 = 12.00
MPU3123	B+	3.33	3	3 X 3.33 = 9.99
TOTAL			**18**	**61.98**

$$\text{GPA} = \frac{\text{Total Credit Values}}{\text{Total Credit}} = \frac{61.98}{18} = 3.44$$

Sample Calculation of the Cumulative Grade Point Average (CGPA)

<u>Semester 1</u>

Course Code	Grade	Grade Value	Credit	Credit Value
APP4013	A+	4.00	3	3 X 4.00 = 12.00
NET4013	B	3.00	3	3 X 3.00 = 9.00
MAT4013	A	4.00	3	3 X 4.00 = 12.00
ENG4013	C+	2.33	3	3 X 2.33 = 6.99
PGR4013	A	4.00	3	3 X 4.00 = 12.00
MPU3123	B+	3.33	3	3 X 3.33 = 9.99
TOTAL			**18**	**61.98**

<u>Semester 2</u>

Course Code	Grade	Grade Value	Credit	Credit Value
PRG4013	A+	4.00	3	3 X 4.00 = 12.00
NET4023	B+	3.33	3	3 X 3.33 = 9.99
MAT4023	B	3.00	3	3 X 3.00 = 9.00
ENG4083	B	3.00	3	3 X 3.00 = 9.00
COS4033	A	4.00	3	3 X 4.00 = 12.00
MPU3113	A-	3.67	3	3 X 3.67 = 11.01
TOTAL			**18**	**63.00**

$$\text{CGPA} = \frac{\text{Total Credit Values For All Examination}}{\text{Cumulative Credit Over All Semesters}} = \frac{61.98 + 63.00}{18 + 18} = 3.47$$

APPENDIX E

List of Fees/ Penalty

NO.	CLAUSE	ITEMS	FEES/ PENALTY RATE (RM)
1	3.1.2.2	Late registration	i. RM50.00 first day ii. Additional RM30.00 for each subsequent day (maximum RM300.00)
2	3.3.2.1	Changing Mode of Study	fees are charged to students according to KPTM-KUPTM Fees Policy
3	3.4.2	Fail to complete Course Pre-Registration (CPR)	30.00
4	3.11.7	Application for Deferment (Deferment per semester)	100.00
5	6.2.3	Not printed Examination Slip	30.00
6	6.3.2	Resit Examination per course taken	300.00
7	6.3.3	Grade Improvement Examination per course take	300.00
8	7.8.1	Collect transcripts and scrolls after **THREE (3) months** from the date of convocation	100.00
9	7.8.2	Copy of academic transcript	50.00
10	7.8.2	Copy of lost or damaged scroll	50.00
11	7.8.3	Service charge for transcript for students being terminated	50.00
12	8.1.3	Appeal for Review of Final Result per course	50.00
13	8.2.3	Reactivation for Continuation of Study (Terminated (TMT))	400.00
14	8.2.3	Appeal for Continuation of Study (WFC)	100.00
15	8.2.3	Appeal for Continuation of Study (Dismissed)	50.00
16	9.1.1.2	Maximum fine for Academic Misconduct	500.00