

# **ACADEMIC REGULATIONS**

**(BACHELOR DEGREE AND DIPLOMA PROGRAMMES)**

**EIGHTH EDITION**

**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

UTHM Produces  
**Professionals**



**ACADEMIC REGULATIONS  
(Bachelor Degree and Diploma Programmes)**

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## CONTENTS

|   |           |
|---|-----------|
| <b>SECTION I – INTRODUCTION .....</b>                                     | <b>4</b>  |
| Name, Effective Date, and Application of Regulations.....                 | 4         |
| Definitions.....  | 4         |
| <b>SECTION II – ACADEMIC YEAR.....</b>                                    | <b>8</b>  |
| <b>SECTION III – PROGRAMME .....</b>                                      | <b>10</b> |
| Registration of Programme.....  | 10        |
| Change of Programme .....   | 10        |
| <b>PART IV – COURSE REGISTRATION .....</b>                                | <b>11</b> |
| Registration.....   | 11        |
| Course Registration for Senior Students .....                             | 12        |
| Course Registration Correction.....                                       | 13        |
| Course Withdrawal .....   | 14        |
| <b>PART V – CREDIT SYSTEM .....</b>                                       | <b>15</b> |
| Course Credit .....   | 15        |
| Permitted Credit Load.....  | 16        |
| Credit Transfer .....   | 17        |
| Course Exemption.....   | 17        |
| Redemption of Failed Course .....   | 18        |
| Minimum Credit Requirement and Maximum Duration of Study.....             | 18        |
| Total Minimum Credit.....   | 19        |
| Student Academic Year .....   | 19        |
| <b>PART VI - DEFERMENT, SUSPENSION, AND WITHDRAWAL FROM STUDIES .....</b> | <b>20</b> |
| Suspension of Studies .....   | 21        |
| Withdrawal/Quit from Studies .....  | 21        |
| <b>PART VII – LECTURES .....</b>  | <b>22</b> |
| Lecture/Tutorial/Laboratory Attendance Requirements .....                 | 22        |

|  |           |
|--|-----------|
| Self-Learning .....  | 23        |
| <b>PART VIII – ASSESSMENT .....</b>                        | <b>24</b> |
| Assessment System.....                                     | 24        |
| Final Examination.....                                     | 24        |
| Special Examination .....                                  | 24        |
| <b>PART IX - GRADE REVIEW AND APPEAL.....</b>              | <b>26</b> |
| Course Grade Review.....                                   | 26        |
| Grade Review Appeal.....                                   | 26        |
| <b>PART X - SUSPENSION AND ANNOUNCEMENT OF GRADE.....</b>  | <b>27</b> |
| Suspension of Examination Results .....                    | 27        |
| Announcement of Examination Results .....                  | 27        |
| <b>SECTION XI – GRADING AND ACADEMIC ACHIEVEMENT .....</b> | <b>28</b> |
| Grading System .....                                       | 28        |
| Academic Achievement .....                                 | 30        |
| GPA and CGPA Calculation Table .....                       | 31        |
| Improving Academic Achievement (Upgrade).....              | 32        |
| <b>SECTION XII – RE-REGISTER.....</b>                      | <b>33</b> |
| Re-Register .....  | 33        |
| <b>SECTION XIII – CONFERMENT.....</b>                      | <b>33</b> |
| Conferment of Bachelor Degree and Diploma .....            | 33        |
| Classification of Bachelor Degree and Diploma.....         | 34        |
| Dean’s Award .....   | 35        |
| <b>SECTION XIV – GENERAL PROVISIONS.....</b>               | <b>35</b> |
| Academic Misconduct.....                                   | 35        |
| Authority of Senate.....                                   | 35        |

**ACADEMIC REGULATIONS**  
**(Bachelor Degree and Diploma Programmes)**

**SECTION I – INTRODUCTION**

**Name, Effective Date, and Application of Regulations**

1. (1) These regulations are referred to as the Academic Regulations (Undergraduate and Diploma programmes) of Universiti Tun Hussein Onn Malaysia and shall take effect on a date as determined by the Senate.
- (2) These regulations apply to academic programmes leading to the award of a Bachelor Degree and Diploma.

**Definitions**

2. In these regulations, unless the context requires otherwise:

|                                  |  |
|----------------------------------|--|
| <b>Re-register (DS)</b>          | The registration of student who failed in the first semester of the studies and has obtained the approval to re-register their study.  |
| <b>Dean</b>                      | Dean of Faculties and any other equivalent position by any other designation.  |
| <b>Faculty</b>                   | Faculty, School, Centre for Studies, Academy or Institute at the university which manages the academic programme and any other related activities.                                       |
| <b>Audit (HS)</b>                | The registration status of a course other than those required in the student's programme curriculum in which credits or grades are not provided.   |
| <b>Mandatory Attendance (HW)</b> | The registration status of any course which is given grade as Pass (HL) or Fail (HG).  |
| <b>Total Contact Hours (JJP)</b> | The amount of time allocated in the form of scheduled meetings between academic staff and student, including lectures, tutorials, and other activities, as per determined by the Senate. |

|   |  |
|---|--|
| <b>Academic Standing</b>                | Overall academic performance of student which shows Good Standing (KB), Conditional Standing (KS), Fail standing (KG) or Programme Completed with Good Standing (KBTP) or Graduate.  |
| <b>Coursework</b>                       | Academic activities assessment including assignment, quiz, test, laboratory task, workshop practice, fieldwork, seminars, and others   |
| <b>Emergency Case</b>                   | Cases including illness, death of next-of-kin, and other cases that may be considered by the University  |
| <b>Credit Earned</b>                    | Credits earned for passed courses  |
| <b>Credits Counted</b>                  | Credits considered in the calculations of GPA and CGPA   |
| <b>Regular Credits</b>                  | Credits offered in one (1) semester based on the curriculum  |
| <b>Credit Passed</b>                    | The total number of credits passed for a program determined by the Senate  |
| <b>University Courses</b>               | Any course prescribed by the university and is mandatory upon all students   |
| <b>Failed Course Redemption</b>         | Repeating a failed course  |
| <b>Academic Management Office (PPA)</b> | The office established by the university to manage, administer and coordinate the operation of academic programmes   |
| <b>Student</b>                          | Registered student, other than a student in an institution affiliated with the University, pursuing a course of study, teaching or training at the preparatory or undergraduate level, full -time or part-time within the university, and includes distance learning, off-campus, exchange and non-graduate student. |
| <b>Senior Student</b>                   | Registered student who has completed at least one (1) semester of study  |
| <b>Direct Entry Student</b>             | Student who is accepted to enroll directly to the appropriate semester based on previous qualifications recognized by the University and subsequently approved for credit exemption  |

|  |   |
|--|---|
| <b>Mandatory Registration</b>                | Registration executed within seven (7) working days before the semester begins  |
| <b>Penalised Mandatory Registration</b>      | Any course registration that comes with a penalty as the registration is made only within the first to the third week of a semester and not in accordance with the Mandatory Registration duration determined by the university |
| <b>Faculty Academic Administrators</b>       | Dean, Deputy Dean or Head of Department   |
| <b>Credit Exemption</b>                      | Credits exemption that is given when student has passed an equivalent course with a specific grade from a local or foreign Tertiary Institution or gained experience recognised by the Senate                                   |
| <b>Final Examination</b>                     | Scheduled examinations conducted during the exam weeks.   |
| <b>Credit Transfer</b>                       | Credits that can be transferred when student has passed an equivalent course from any local or foreign Tertiary Institution that is recognised by the Senate  |
| <b>Programme of Study</b>                    | Undergraduate and Diploma programmes offered by the university  |
| <b>Prime Program</b>                         | Undergraduate and Diploma programmes offered on a full-time basis   |
| <b>Project</b>                               | Final Year projects such as the Bachelor Degree Project and the Diploma Project   |
| <b>Grade Point Average (GPA)</b>             | Grade Point Average obtained in a semester  |
| <b>Cumulative Grade Point Average (CGPA)</b> | Grade Point Average (GPA) for all combined semesters  |
| <b>Semester Used</b>                         | Total semesters that have been completed including the current semester of study  |
| <b>Semester III</b>                          | The short semester conducted for Bachelor Degree and Diploma students   |

|                         |   |
|-------------------------|---|
| <b>Special Semester</b> | The first semester of study for Diploma students  |
| <b>Senate</b>           | The Senate of Universiti Tun Hussein Onn Malaysia   |
| <b>Year of Study</b>    | The level of study based on the Credits Earned for the semester.                              |
| <b>Academic Year</b>    | The university academic year which is divided into two semesters, Semester I and Semester II. |
| <b>Upgrades</b>         | Courses with grade C- and below repeated by student for the purpose of improving CGPA/GPA.    |
| <b>University</b>       | Universiti Tun Hussein Onn Malaysia   |



## SECTION II – ACADEMIC YEAR

3. (1) Semester I and II are Regular Semesters consisting of 19 weeks. Details of the Academic Year are shown in **Table 1**.

(2) Semester III & Special Semester

- (a) Apart from the two Regular Semesters, there is a short 8-week semester called Semester III and Special Semester. It is conducted during the break at the end of the Academic Year. Semester III and Special Semester is not included in the calculation of a programme's duration of the study.
- (b) In Semester III or Specific Semester, there is no provision for a mid-semester break, revision week or end-of-semester examination period.
- (c) Student is **ALLOWED** to register for courses up to ten (10) credits.
- (d) Student is required to register for each course taken in Semester III & Special Semester in accordance with the regulations and procedures as stated in the Course Registration Work Schedule for Semester III & Special Semester issued by the University.
- (e) Student is **NOT ALLOWED** to withdraw from a course he/she has registered in Semester III and Special Semester after the prescribed period except for health reasons that need to be validated by a qualified medical officer.
- (f) The faculty reserves the right to determine the courses to be offered in Semester III and Special Semester, other than those stated in the curriculum programme plan.
- (g) The faculty reserves the right to determine the number of students allowed to register for any courses offered in Semester III and Special Semester.
- (h) The examination results of Semester III and Special Semester are combined with the examination results of the following Semester I for the calculation of GPA and CGPA to determine the Academic Standing of student.
- (i) Rates of tuition fees, services and hostel fees (if applicable) are determined by the University.

**Table 1: Academic Year \***

|   |                 |   |
|---|-----------------|---|
| <b>SPECIFIC SEMESTER</b><br><b>(Diploma Programme Student)</b><br>Lecture and examination |                 | 8 weeks<br>*this number of weeks is not counted in the 52 weeks of the Regular Semester |
| <b>SEMESTER I</b>   |                 |   |
| Lecture   | 14 weeks        |   |
| Mid Semester break  | 1 week          |   |
| Revision Week   | 1 week          |   |
| Final Examination   | 3 weeks         |   |
| <b>Total</b>  | 19 weeks        |   |
| End of Semester Break   | 4 weeks         |   |
| <b>SEMESTER II</b>  |                 |   |
| Lecture   | 14 weeks        |   |
| Mid Semester break  | 1 week          |   |
| Revision Week   | 1 week          |   |
| Final Examination   | 3 weeks         |   |
| <b>Total</b>  | 19 weeks        |   |
| <b>Academic Year</b>  | 10 weeks        | <b>Total</b>  |
| <b>End Break</b>  |                 | <b>Academic Year</b> 2 weeks  |
|   |                 | <b>End Break</b>  |
|   |                 | <b>SEMESTER III</b> 8 weeks   |
|   |                 | Lecture and examination   |
| <b>TOTAL</b>  | <b>52 weeks</b> | <b>TOTAL</b> 52 weeks   |

(\* subject to amendment)

## SECTION III – PROGRAMME

### Registration of Programme

4. (1) All student candidates, including Re -Registered (DS) students are **REQUIRED** to register for the programme offered on the date stipulated by the University. Failure to do so without any reason considered acceptable by the university will result in the nullification of the offer.
- (2) Senior Students will be automatically registered by the university administration based on his/her previous semester's examination results. Senior student of deferment or suspension status is required to re-register to activate their status.
- (3) The registration procedures and rates of fees are determined by the university as stated in the offer letter.

### Change of Programme

5. (1) The university may consider applications from students for a programme change within a faculty or between faculties under the following conditions:
  - (a) Application to change programme is only **ALLOWED** once during the study period.
  - (b) Application to change programme must be made within two (2) weeks from the registration date of the second (2) Regular Semester;
  - (c) Student **MUST** be in Conditional Position (KS) **OR** Good Position (KB) to apply for a programme exchange;
  - (d) The original academic record of the student will be used, and the period of study is considered continuous. However, the status of courses that are not relevant to the new programme will be converted to Audit (HS);
  - (e) Direct Entry Student may apply for a programme exchange. However, Credit Transfers obtained during the previous programme shall be reviewed.
- (2) Applications for a change of programme shall be submitted to the PPA for Senate approval.

- (3) Programme exchange application shall take effect the following semester with the approval of the Senate.
- (4) Credit Transfers for equivalent courses may be considered by the Faculty.
- (5) Programme exchange of International students must comply with the terms and regulations of the Malaysian Immigration Department (JIM).

## **PART IV – COURSE REGISTRATION**

### **Registration**

- 6.
  - (1) Student who has enrolled for a programme in any study session are **REQUIRED** to register for courses according to the study plan in a particular semester. Student who has not registered for a programme **CANNOT** register for a course.
  - (2) Course registration must be carried out by using the online facility provided **EXCEPT** for any special case permitted by the university.
  - (3) Student may only register for the courses offered by the faculty in a particular semester. Registration for courses other than those offered can only be made after obtaining permission from the faculty offering the courses.
  - (4) Courses other than those stated in the programme curriculum can only be registered as Audit (HS) courses.
  - (5) Registration for courses with pre-requisite requirements is only allowed if student has fulfilled the course regulations. For pre-requisite courses, student must pass the courses with at least Grade D **OR** subject to the programme's requirement.
  - (6) Course registration for Final Year Project (PTA)/ Undergraduate Project (PSM) is subject to the UTHM Regulations for Final Year Project/Undergraduate Project.
  - (7) Course registration for Industrial Training (LI)/ Teaching Practicum (LM) is subject to the LI/LM regulations stipulated by the university.
  - (8) Student cannot attend any learning activity and assessment for any unregistered course **EXCEPT** with consent from the faculty.

### Course Registration for Senior Students

7.
  - (1) Every course taken in a semester must be registered correctly. Student must check the course code and status and select a section.
  - (2) Re-registration for any course that student failed in the previous semester will be counted as Repeat Course (UK) **EXCEPT** for student with Re-Registration (DS) status.
  - (3) Student who fails to register for any course in a semester without any valid reason deemed acceptable by the university will be terminated.
  - (4) Mandatory Registration for courses must be conducted within the duration stipulated by the university.
  - (5) Application to register for a course in the first week of study is classified as Penalised Mandatory Registration. The charge is RM20.00 per course.
  - (6) The deadline for Penalised Mandatory Registration for any student who has not registered for a course in a semester is the last working day of the first week of the semester **EXCEPT** for senior student undergoing Industrial training, Teaching Practicum, study deferment, suspension from study, and re-registration (DS).
  - (7) After the deadline of the Penalised Mandatory Registration, any application for course registration will not be entertained **EXCEPT** for special cases approved by the Dean of faculty, classified as Penalised Late Registration. Upon approval, a penalty of RM100.00 per course will be imposed, subject to a maximum amount of RM500.00.
  - (8) Student is encouraged to print Course Registration Slip provided online as reference.
  - (9) Student must check and ensure that all particulars printed in the Course Registration Slip are accurate as registered. Any mistake should be rectified according to the rules and within the duration stipulated.
  - (10) Student who is financially in debt to the university are **NOT ALLOWED** to register for any course.

## Course Registration Correction

8. (1) Course registration correction refers to:
  - (a) Addition of courses to an existing registration list;
  - (b) Removal of courses from an existing registration list;
  - (c) Correction of incorrectly registered courses through courses insert or delete;
  - (d) Addition or removal of UK, HW, and HS status **OR**
  - (e) Change of section.
- (2) Student can apply to make any correction to his/her course registration through the online service provided. The closing date for the course registration correction is on the last working day week one (1) of the semester. For any case under rule number 9(1)(e), the closing date is on the last working day of week two (2) of that particular semester.
- (3) Student is responsible to make corrections to any mistake in the course registration record as stated in rules number 6, 7, and 8 in Part IV – Course Registration. Failure to comply with the rules will cause the following consequences:
  - (a) Errors in student's academic record **AND**
  - (b) Suspension of student's examination results.
- (4) Course registration correction Form received by the faculty after the stipulated duration will be only considered on the condition that the student has paid the penalty (Penalised Correction). The penalty imposed is RM20.00 per course. The duration for Penalised Correction is within week two (2) of that particular semester.
- (5) After the Penalised Correction duration (Rule 8 (4)), only application to withdraw registered courses from the previously registered course list (subject to Rule 9) is accepted. If the application is approved, student must pay a penalty of RM100.00 per course withdrawn, subject to a maximum of RM500.00.

- (6) Student is **NOT ALLOWED** to change course/section and withdraw from co-curriculum courses.

### **Course Withdrawal**

- 9.
  - (1) Student with the consent of the Academic and Career Advisor (PAK) or Faculty Academic Administrator can withdraw from any registered course in a current semester.
  - (2) Approval to withdraw from a certain course is subject to total minimum credit (Rule 11). Any fees paid will not be refunded.
  - (3) Withdrawn (TD) status will be stated in the Course Registration Slip and student's Academic Transcript. Carry Forward (BH) status will be stated in student's Examination Result slip.
  - (4) Application for course withdrawal must be forwarded using the Course Withdrawal Form beginning from week seven (7) and no later than the last working day of week nine (9) of the semester. After this duration of time, any application for withdrawal will not be entertained.
  - (5) Course withdrawal **IS NOT ALLOWED** for co-curriculum courses.

## PART V – CREDIT SYSTEM

### Course Credit

10. (1) (One credit is equivalent to forty (40) notional Student Learning Time (JBP/SLT) that must be followed for student to achieve the stipulated learning objectives. SLT is counted by a combination of various learning activities; namely, face-to-face such as lecture, tutorial, laboratory, project, fieldwork, practical work, and self-learning, and total hours needed to carry out the assessment for each course.
- (2) For any course that is conducted using Work-Based Learning, WBL, SLT refers to the total working hour that the student must attend at the industry to complete the WBL.
- (3) Credit Value for a conventional course is counted based on the following formula:
- $$\text{Credit value} = \text{SLT}/40$$
- (4) Meeting Hour refers to the meeting hours between student and lecturer every week and is generally indicated by face-to-face learning activities and credit value for each course. **Table 2** shows the credit value for meeting hour:

**Table 2: Total Meeting Hour according to Credit Value for lecture/tutorial/lab/studio/project/fieldwork/practical**

| Activities                 | Credit Value | Total Meeting Hour/Week |
|----------------------------|--------------|-------------------------|
| Lecture                    | 1            | 1 hour                  |
| Tutorial                   | 1            | 2 hours                 |
| Lab/workshop/practical     | 1            | 2 – 3 hours             |
| Studio/ Project/ fieldwork | 1            | 3 – 5 hours             |

- (5) Credit value for practical training, industrial training or teaching practicum is 1 credit for every 2 equivalent weeks of training. An example of the credit set for a course with training is shown in **Table 3**.



**Table 3: Credit Value for Industrial Training/Teaching Practicum**

| Training Type                 | Number of Weeks | Credit Value |
|-------------------------------|-----------------|--------------|
| Industrial Training/Practical | 8 – 24 * weeks  | 4 – 12*      |
| Teaching practicum            | 8 – 24 * weeks  | 4 – 12*      |

\* For accredited programme by professional bodies, credit value and duration is subject to the Programme Standard requirements issued by the accreditation body.

- (6) For a course conducted using Work-based Learning, credit value is counted by Effective Learning Time, as shown below:

$$\text{Credit value} = \text{ELT}/40$$

where

$$\text{ELT} = \text{SLT} \times 80\%.$$

#### **Permitted Credit Load**

11. (1) All students **MUST** register for at least 12 credits in a semester **EXCEPT** for:
- (a) student in final semester;
  - (b) student with Conditional Pass (KS) **OR**
  - (c) student undergoing industrial training/teaching practicum.
- (2) Student with KS is **NOT ALLOWED** to register for more than 13 credits and less than 9 credits.
- (3) Student with KS is **NOT ALLOWED** to register for a course with Audit status (HS).
- (4) Student is allowed to register for courses with a maximum of 20 credits in one normal semester. Course Registration that exceeds 20 to 25 credits **IS ALLOWED** subject to approval from the Dean of faculty.

## Credit Transfer

12. (1) There are **FOUR (4)** credit transfer categories:
- (i) Vertical which is credit transfer from a lower level (Diploma/Advanced Diploma) to a higher level (Bachelor Degree).
  - (ii) Horizontal which is credit transfer from the same level such as Diploma to Diploma **OR** Bachelor Degree to Bachelor Degree.
  - (iii) Credit Transfer for courses that are taken independently such as Massive Open Online Course (MOOC) and Micro-credentials.
  - (iv) Credit transfer through the Accreditation of Prior Experiential Learning such as Credit award, APEL (C).
- (2) Credit Transfer can be implemented through:
- (i) Credit Transfer with Grade which refers to the transfer of credit with grade obtained and will be counted in the GPA and CGPA.
  - (ii) Credit Transfer without Grade which refers to the transfer of credit with credit exemption status.
- (3) General rules and Credit Transfer process is stated in the UTHM Transfer Credit Guideline Book.

## Course Exemption

13. (1) Student can apply for course exemption provided that he/she:
- a) have specialised experience (certification/training) recognised by the Senate as equivalent to courses at Diploma or Bachelor Degree level **OR**
  - b) have other suitable qualifications.
- (2) Course exemption will consequently cause student not to be awarded any credit for the exempted course.
- (3) Should any course exemption consequently deprive student of the credit requirement for graduation, the student needs to register for a replacement course.

### Redemption of Failed Course

14. (1) Any failed course must be taken again (redeemed) by repeating the course until student could pass **EXCEPT** for Undergraduate Project II (PSM II)/Final Year Project II (PTA II). Student who fails PSM II/PTA II for the third time will be graded Fail and expelled from his/her studies. To calculate GPA and CGPA, the final Counted Credit and Credit Value of the repeated course will be taken, and the original Counted Credit and Credit Value will be abolished.
- (2) Any Failed Elective course/co-curriculum/foreign language can be replaced with any other Elective course/co-curriculum/foreign language offered within the same programme. For the purpose of calculating the GPA and CGPA, the final Counted Credit and Credit value of the repeated course will be counted, and the original Counted Credit and Credit Value will be abolished.

### Minimum Credit Requirement and Maximum Duration of Study

15. (1) The total minimum credit and maximum duration to complete a programme is shown in **Table 4**. However, the actual total credit that needs to be fulfilled is subject to student's study programme.
- (2) Student must complete his/her studies in the specified time given.
- (3) Student must pass all courses as required in the programme for graduation.
- (4) The maximum study duration for a programme is the minimum duration with additional 4 semesters. For any student who gets a Credit Transfer, the maximum study duration is subject to the approved total credit transfer.
- (5) The actual total minimum credit for a study programme and minimum study duration can be decided by the faculty, subject to the programme requirements and the Senate's approval.

**Table 4: Total Credit and Minimum Study Duration**

| Level of Study  | Total Minimum Credit | Study duration (Minimum semester*) |
|-----------------|----------------------|------------------------------------|
| Diploma         | 90                   | 5                                  |
| Bachelor Degree | 120                  | 6                                  |

\*Semester III/ Special Semester is not applicable

### Student Academic Year

16. (1) In general, student academic year is determined by Total Regular Credit (JKL) as shown in **Table 5**.

**Table 5: An Example of JKL for a 4-Year-Programme With 16 Credits Registration Per Semester**

| First Year |       | Second Year |       | Third Year |       | Fourth Year |       |
|------------|-------|-------------|-------|------------|-------|-------------|-------|
| Sem II     | Sem I | Sem II      | Sem I | Sem II     | Sem I | Sem II      | Sem I |
| 16         | 16    | 16          | 16    | 16         | 16    | 16          | 16    |
| JKL=32     |       | JKL=64      |       | JKL=96     |       | JKL=128     |       |

- (2) Student academic year is based on his/her Credits Earned (JKD) as shown in **Table 6**.

**Table 6: Credit for subsequent years**

| Year | Credit Earned |
|------|---------------|
| 1    | 1-31          |
| 2    | 32-63         |
| 3    | 64-95         |
| 4    | 96 above      |

## PART VI - DEFERMENT, SUSPENSION, AND WITHDRAWAL FROM STUDIES

17. (1) An application for deferment of studies shall be made using the Deferment of Study Form **EXCEPT** for deferment under Regulation 17 (4). Applications must be submitted to the Office of Academic Management for approval.
- (2) Deferment on Health Grounds
- (a) Student may submit an application for deferment of studies on health grounds for a semester. The application must be attached together with confirmation and endorsement by a Medical Officer of a Government Hospital **OR** University Health Centre **AND**
- (b) The deferment period will not be counted in the number of semesters used. However, student must complete his/her studies within the stipulated maximum period of studies.
- (3) Deferment on Personal Grounds
- (a) Student may apply for deferment of studies for reasons other than health reasons with permission from the sponsor (if any);
- (b) The period of deferment will be taken into account in the calculation of the number of subsequent semesters;
- (c) Application for deferment for a semester must be made no later than the 7th week of the semester. Any such application after that week will not be entertained **EXCEPT** with the approval by the Faculty **AND**
- (d) Student may defer a maximum of four (4) semesters during their study period.
- (4) Deferment on Directive from the University
- (a) The university may order student to defer a semester or more if his/her GPA is less than 1.00 but a CGPA of more or equal to 2.00 **OR**
- (b) The university may order student to defer a semester or more for reasons other than above.
- (5) For cases that fall under Regulation 17 (4), the duration of the deferment will not be counted in calculating the number of semesters used.

- (6) Deferment of studies is only allowed during the regular semester.
- (7) Student who has been granted deferment in Semester II are **NOT ALLOWED** to register for courses in Semester III **EXCEPT** for special cases **PERMITTED** by the Dean.
- (8) Calculation of Semester Used for student who enrolls in any programme approved by the university and that requires the student to defer his/her studies is subject to approval by the university.
- (9) International student who defers/withdraws/is terminated from his/her studies must comply with the conditions and regulations of the Malaysian Immigration Department (JIM).

#### **Suspension of Studies**

- 18. (1) Student may be suspended due to the following reasons:
  - (a) Disciplinary action **OR**
  - (b) Failure to settle any financial debt to the university.
- (2) The period of suspension will not be counted in the calculation of the number of semesters used.
- (3) Suspended student is **NOT ALLOWED** to use any of the university's facilities and services.

#### **Withdrawal/Quit from Studies**

- 19. (1) Withdrawal with permission
  - (a) Student may apply to withdraw from his/her studies at any time; **AND**,
  - (b) Student is **NOT ALLOWED** to quit his/her studies until the application is approved by the University.

(2) Termination from studies

- (a) The University may award a Failed (Terminated) result if student obtains a GPA of less than 1.00 and a CGPA between 1.70 and less than 2.00 ( $1.70 \leq \text{CGPA} < 2.00$ );
  - (b) Student who obtains a Conditional Position (KS) three (3) times in a row will be given a Failed Position (KG) and terminated **OR**
  - (c) Student who is financially in debt to the University may also be terminated from studies.
- (3) For Regulation 19 (1) and (2), student is responsible for the effect and implication of this action. Any payment made in relation to his/her studies at this university will not be refunded. However, the university reserves the right to demand payment for any outstanding financial debt from the student.

## PART VII – LECTURES

### Lecture/Tutorial/Laboratory Attendance Requirements

20. (1) Student must ensure that his/her lecture/tutorial/laboratory attendance must not be less than 80 % of the Total Contact Hours of the semester stipulated for a course in the semester, including Mandatory Attendance (HW) and Audit (HS) courses.
- (2) Student who does not comply with the instructions of Regulation 20 (1), will face the following actions:
- (a) **NOT ALLOWED** to attend lectures/tutorials/laboratories either face to face or non-face to face, and taking any form of assessment;
  - (b) given Failed Attendance (HG) grade for Mandatory Attendance (HW) courses,
  - (c) given Failure to Attend (GH) grade for Audit (HS) courses, OR,
  - (d) given Zero (0) for the courses that do not fall under Regulation 20(2)(b) and (c).

- (3) Student who is absent from lectures/tutorials/laboratories without any valid reason deemed acceptable by the university, shall be given a reminder and warning letter by the faculty offering the course.
- (4) When student absence for a course exceeds 20 percent, the faculty offering the course must report the case to the student's Dean of faculty accompanied by recommended actions to be taken against the him/her.
- (5) The 20 percent absence from lectures/tutorials/laboratories includes approved leave on personal grounds or deliberate non-attendance **EXCEPT** for medical certificate endorsed by a Medical Officer of a Government Hospital, or University Health Centre, and leave obtained with permission from the university to attend any official function.

### **Self-Learning**

- 21. (1) Self-Learning refers to the method of learning for a course that is not bound by the official timetable stipulated but a learning process guided by the course lecturer.
- (2) Self-Learning may be offered to student based on the needs determined by the faculty.
- (3) Student may apply for Self-Learning for repeat courses (UK), subject to consideration and approval by the faculty offering the course.



## PART VIII – ASSESSMENT

### Assessment System

22. (1) Assessment in the semester system is carried out continuously based on activities conducted throughout the lecture week of a semester until the examination week based on the method determined by the faculty.
- (2) Assessments of student are made either through coursework only **OR** a combination of coursework and final examination. Assessments of student's achievements will be reported using the grading system stated in Regulation 29.
- (3) If student assessments are made through a combination of coursework and final examination, the coursework, and final examination components will be assessed, subject to the student programme requirements. The assessment method used must be informed to the student at the beginning of each semester.
- (4) Student **MUST** sit for the final examination for courses that have a final examination. Student who does not attend the final examination will automatically be given a mark of "0" even if he/she has obtained coursework marks that make him/her eligible to pass the course.
- (5) The assessment method for industrial training/teaching training, internship, workshop practice, Final Year Project (PTA)/Bachelor Degree Project (PSM), or Diploma Project will be determined by the faculty and must be completed within the duration stipulated by the university.

### Final Examination

23. (1) The final examination of the semester must be conducted within the period stipulated by the university and comply with the Final Examination Rules of Universiti Tun Hussein Onn Malaysia.
- (2) Student with any outstanding financial debt are **NOT ALLOWED** to sit for the final examination.

### Special Examination

24. (1) (a) Special Examination may be held for student who is unable to sit for the final examination due to illness certified by a Medical Officer from a Government Hospital, **OR** a University Health Centre. Endorsement of the Medical Certificate issued by a Private Hospital/Clinic must be made by a Medical

Officer of a Government Hospital, **OR** University Health Centre if the validity is in question.

- (b) For ill student, he/she must obtain endorsement from a Medical Officer of a government hospital or the University Medical Officer. Student or his/her representative must inform the faculty/centre within twenty-four (24) hours after receiving endorsement for their medical certificate. The Medical Certificate must be submitted to the faculty/centre within three (3) working days after the date of the examination commences **EXCEPT** for reasons deemed acceptable by the university.
  - (c) Special Examinations for student on medical leave may be held before the Studies Committee for Examination and Examination Results (JKP) meeting convenes.
- (2) Special Examinations may also be held for the following students, subject to the approval by the Studies Committee for Examination and Examination Results (JKP):
- (a) Final semester student who passes with Good Standing (KB) but fail in a course which total does not exceed 6 credits.
  - (b) Final year student who needs to undergo Industrial Training/Teaching Training in the final semester of study but fail a course that does not exceed 6 credits.
  - (c) Student whose mother/father/guardian/husband/wife/child/sibling has passed away.
  - (d) Student who needs to provide intensive care to parent/guardian/husband/wife/child/sibling who is terminally ill. Student must submit supporting documents.
  - (e) Other causes of emergency deemed acceptable by the university.
- (3) Student who passes the special examination under Regulations 24(2)(a) and (b) will be given a passing grade of D but the Point Value will not be taken into account in the calculation of GPA and CGPA.
- (4) Student who passes the special examination under Regulations 24(1), 24(2)(c) (d), and (e) will be given the actual passing grade obtained in the special examination but the Point Value will be taken into account in the calculation of GPA and CGPA.
- (5) Special Examination shall not be held for the following cases:

- (a) Courses for which there is no final examination or are conducted entirely on coursework; **OR**
  - (b) Student who does not sit for the final examination without any reason deemed acceptable by the university.
- (6) Student who fails the Special Examination, is required to repeat the course.
- (7) Student who will sit for the Special Examination in accordance with Regulation 24(1), 24(2)(c),(d) and (e) will be given TS status until getting the approval by the Studies Committee for Examination and Examination Results.

## **PART IX - GRADE REVIEW AND APPEAL**

### **Course Grade Review**

25. (1) The examination results of each course will be announced by the faculty within seven (7) working days from the examination date **OR** within the duration stipulated by the university for student to review. The student will be identified based on his/her Identity Card/Passport number and matriculation number.

### **Grade Review Appeal**

26. (1) Student may appeal for a review of a course grade to the faculty if he/she is not satisfied with the course grade results obtained within the stipulated period and in accordance with the prescribed procedure.
- (2) An appeal for a review of a course grade may be made after the official decision is **announced** by the university.
- (3) Student shall pay a fee for appeal at the Treasurer's Office in accordance with the following rules:
- (a) the fee for an appeal is RM50.00 per course **AND**
  - (b) the method of payment is subject to the payment procedure stipulated by the university.
- (4) Student must personally submit a copy of the Course Grade Review Appeal Form together with the proof of payment to the faculty offering the course.

- (5) Appeal for the course grade reviews must be made using the Course Grade Review Appeal Form. It must be made within seven (7) working days from the date the examination results are announced by the university. However, the period is subject to the closing date stipulated by the university.
- (6) The faculty holds the responsibility to review student's course grade when any appeal for course grade review is received.
- (7) The outcome of the course grade review is the marks obtained after the review is done.
- (8) The faculty shall inform student of the outcome of the grade review appeal.

## **PART X - SUSPENSION AND ANNOUNCEMENT OF GRADE**

### **Suspension of Examination Results**

- 27. (1) Student's results of an official examination shall be suspended if he/she;
  - (i) has any outstanding financial debt to the university;
  - (ii) student's file is incomplete **OR**
  - (iii) does not submit a medical report.

### **Announcement of Examination Results**

- 28. (1) The results of the official examination will be announced by the university after approval by the Studies Committee for Examination and Examination Results.
- (2) Results of Undergraduate Project (PSM)/ Final Year Project (PTA) or Industrial Training or Teaching Training are subject to the following conditions:
  - (a) The final report of PSM/PTA must be submitted to the faculty no later than fourteen (14) days after the last date of the final examination. Failure to do so will result in the PSM/PTA course to be considered Incomplete (TS). If the final report is still not submitted before the date of the meeting of the Studies Committee for Examination and Examination Results, the PSM/PTA Course will be graded as Fail UNLESS special permission is granted by the Studies Committee for Examination and Examination Results **AND**

- (b) Industrial Training (LI)/Teaching Training (LM) results will be considered Incomplete (TS) if student fails to submit the report stipulated by the faculty. If he/she fails to submit the report before the date of the meeting of the Studies Committee for Examination and Examination Results, the results of the LI/LM course will be graded as Fail result **UNLESS** special approval is granted by the Studies Committee for Examination and Examination Results.

## SECTION XI – GRADING AND ACADEMIC ACHIEVEMENT

### Grading System

29. (1) Student performance in a course is indicated by the grade obtained. The relationship between marks, grades and point values is shown in **Table 7**.

**Table 7: Relationship between Marks, Grade and Point Value**

| Marks    | Grade | Point Value |
|----------|-------|-------------|
| 85 – 100 | A+    | 4.00        |
| 80-84    | A     | 4.00        |
| 79       | A-    | 3.94        |
| 78       |       | 3.88        |
| 77       |       | 3.82        |
| 76       |       | 3.76        |
| 75       |       | 3.70        |
| 74       | B+    | 3.62        |
| 73       |       | 3.54        |
| 72       |       | 3.46        |
| 71       |       | 3.38        |
| 70       |       | 3.30        |
| 69       | B     | 3.24        |
| 68       |       | 3.18        |
| 67       |       | 3.12        |
| 66       |       | 3.06        |
| 65       |       | 3.00        |

|         |    |      |
|---------|----|------|
| 64      | B- | 2.94 |
| 63      |    | 2.88 |
| 62      |    | 2.82 |
| 61      |    | 2.76 |
| 60      |    | 2.70 |
| 59      | C+ | 2.62 |
| 58      |    | 2.54 |
| 57      |    | 2.46 |
| 56      |    | 2.38 |
| 55      |    | 2.30 |
| 54      | C  | 2.24 |
| 53      |    | 2.18 |
| 52      |    | 2.12 |
| 51      |    | 2.06 |
| 50      |    | 2.00 |
| 49      | C- | 1.90 |
| 48      |    | 1.80 |
| 47      |    | 1.70 |
| 46      |    | 1.60 |
| 45      |    | 1.50 |
| 44      | D  | 1.40 |
| 43      |    | 1.30 |
| 42      |    | 1.20 |
| 41      |    | 1.10 |
| 40      |    | 1.00 |
| 00 – 39 | E  | 0.00 |

**Note:**

The Grading System describes the student level of academic achievement as follows:

- a) Grade A - Excellent
- b) Grade B - Good
- c) Grade C - Average
- d) Grade D - Weak
- e) Grade E - Fail

- (2) Grade D is the minimum passing grade. However, the passing grade of a course is subject to the requirements of the Faculty and approval by the Senate.
- (3) In addition to the grades listed above, the following abbreviations are used to describe the grade or course status as in **Table 8**.

**Table 8: Course Registration Status and Result Grades**

| <b>Course Registration Status</b>         | <b>Result Grades</b>                      |
|---|---|
| DT – Register                             | A – E Grade<br>TS – Incomplete            |
| TD – Withdrawal                           | TD – Withdrawal                           |
| HW – Mandatory Attendance                 | HL – Pass<br>HG – Fail<br>TS – Incomplete |
| UK – Repeat                               | A – E Grade<br>TS – Incomplete            |
| TB – Upgrade                              | A – E Grade<br>TS – Incomplete            |
| HS – Audit                                | HS – Audit<br>GH – Absent                 |
| HWUK – Repeat Mandatory Attendance Course | HL – Pass<br>HG – Fail<br>TS – Incomplete |

### **Academic Achievement**

30. (1) The overall academic achievement of student is evaluated using two indicators, which are the Grade Point Average (GPA) in a semester and the Cumulative Grade Point Average (CGPA) over all the semesters taken.
- (2) The Academic Standing of student is determined at the end of every regular semester based on the CGPA as presented in **Table 9**.

**Table 9: Academic Standing**

| Academic Standing      | CGPA                           |
|------------------------|--------------------------------|
| Good Standing (KB)     | $\text{CGPA} \geq 2.00$        |
| Conditional Pass (KS)  | $1.70 \leq \text{CGPA} < 2.00$ |
| Fail (KG) (Terminated) | $\text{CGPA} < 1.70$           |

- (3) The Academic Standing of student for Semester III is not determined although the GPA and CGPA are calculated as usual. Grades and Points earned in Semester III will be taken into account for the calculation of CGPA and subsequently the determination of Academic Standing for the following semester. However, the Academic Standing for Semester III will be determined if the student graduates in that semester.

#### **GPA and CGPA Calculation Table**

##### **(a) Grade Point Average (GPA)**

The GPA (Grade Point Average) is the average value of grade points earned in a semester. The calculation is as follows:

$$\text{Total Grade Point (JMN)} = k_1 \times m_1 + k_2 \times m_2 + \dots + k_n \times m_n$$

$$\text{Total Credits Counted (JKK)} = k_1 + k_2 + \dots + k_n$$

$$\begin{aligned} \text{GPA} &= \frac{\text{Total Grade Point}}{\text{Total Credits Counted}} \\ &= \frac{k_1 m_1 + k_2 m_2 + \dots + k_n m_n}{k_1 + k_2 + \dots + k_n} \end{aligned}$$

Which is:

$$\begin{aligned} k_1, k_2, \dots &= \text{Credits for the specified course} \\ m_1, m_2, \dots &= \text{Grade Points earned} \\ n &= \text{Number of courses taken in the current semester} \end{aligned}$$



### (b) Cumulative Grade Point Average (CGPA)

The CGPA (Cumulative Grade Point Average) is the average value of grade points accumulated over all the semesters taken by student. The calculation is as follows:

$$\text{CGPA} = \frac{(\text{JMN})_1 + (\text{JMN})_2 + \dots (\text{JMN})_n}{(\text{JKK})_1 + (\text{JKK})_2 + \dots (\text{JKK})_n}$$

Which is:

$$\begin{array}{ll} (\text{JMN})_1, (\text{JMN})_2 & = \text{Total grade points earned in a semester} \\ (\text{JKK})_1, (\text{JKK})_2 & = \text{Total credits counted in a semester} \\ n & = \text{Number of semesters attended} \end{array}$$

### Improving Academic Achievement (Upgrade)

31. (1) Student can apply to improve course grades during the period of study with the following conditions:
- (a) The course is Grade C- and below;
  - (b) Final semester student who will be graduating with a Conditional Pass (KS) may upgrade any course regardless of Regulation (a) above;
  - (c) Upgrading may be done only once per course;
  - (d) The highest grade will be taken into account for the calculation of GPA/CGPA;
  - (e) The course is offered by the Faculty;
  - (f) The duration of study cannot exceed the maximum duration permitted **AND**
  - (g) Student who obtains an Academic Standing Programme Completed with Good Standing (KBTP) is not eligible to Upgrade (TB).
- (2) Student must complete the Course Registration Application Form (Purpose of Improving Academic Achievement) which is subject to the approval by the Faculty.

- (3) Student is required to pay course registration fee to improve academic achievement according to the Semester III Course Registration Fee Payment procedure.

## **SECTION XII – RE-REGISTER**

### **Re-Register**

32. (1) The Senate may consider an application for Re-Register (DS) from student who obtain a Fail Status (KG) in the first semester of their study at the University provided the student makes an application to the University.
- (2) If approved, the student shall re-register in the semester determined by the Senate.
- (3) Re-Register (DS) student who fail to obtain a Good Standing (KB) in the first semester of his/her study will be terminated.
- (4) A process fee of RM20.00 will be charged for Re-Register (DS) applications.
- (5) The period of study for student who obtain a Fail Status will be taken into account as an Applied Semester.

## **SECTION XIII – CONFERMENT**

### **Conferment of Bachelor Degree and Diploma**

33. (1) Student is eligible to be awarded a Bachelor Degree or a Diploma by the Senate after the following conditions are met: -
- (a) Passes all the required courses of the programme;
- (b) Fulfills the total number of Credits Passed and obtain a Good Standing (KB);
- (c) Obtains a credit in Bahasa Malaysia at Sijil Pelajaran Malaysia/Sijil Vokasional Malaysia level **OR** equivalent;
- (d) Obtains Band 3.0 and above in MUET result (for the Bachelor Programme) **OR** equivalent as determined by the Senate;

- (2) International student is not subject to Regulation 33(1)(c).
- (3) Student who does not fulfill Regulation 33 (1) (c) and (d) within a specified period will be awarded the status of Programme Completed with Good Standing (KBTP) upon the approval of the Senate. KBTP status is valid for two (2) years. After the stipulated period, the student is no longer eligible for conferment of a Degree or Diploma. However, if the student does not fulfill one of the requirements after a period of two years, he/she may appeal and is subject to Senate approval.
- (4) Student who has outstanding debts with the University shall not be graduated and his/her certificates and transcripts of award may be withheld by the University.
- (5) International student who has graduated must comply with the conditions and regulations of the Immigration Department of Malaysia (JIM).

#### **Classification of Bachelor Degree and Diploma**

34. (1) The Bachelor Degree and Diploma awarded are based on the final CGPA achievement as shown in **Table 10**.

**Table 10: Classification of Bachelor Degree and Diploma**

##### **Bachelor Degree Programme**

|                              |                                |
|------------------------------|--------------------------------|
| First Class Honours          | $\text{CGPA} \geq 3.70$        |
| Second Class Honours (Upper) | $3.00 \leq \text{CGPA} < 3.70$ |
| Second Class Honours (Lower) | $2.30 \leq \text{CGPA} < 3.00$ |
| Third Class Honours          | $2.00 \leq \text{CGPA} < 2.30$ |

##### **Diploma Programme**

|                      |                                |
|----------------------|--------------------------------|
| First Class Diploma  | $\text{CGPA} \geq 3.50$        |
| Second Class Diploma | $2.00 \leq \text{CGPA} < 3.50$ |

### **Dean's Award**

35. (1) Student who registers for less than 12 credits (excluding Upgrade course credits) for a semester are not eligible for the Dean's Award.
- (2) The Dean's Award will be recorded in the student's transcript.
- (3) A full-time students with GPA 3.50 **OR** more, will be awarded the Dean's Award and listed on the Dean's List Award.

## **SECTION XIV – GENERAL PROVISIONS**

### **Academic Misconduct**

36. (1) Plagiarism or any fraud or malpractice in the academic field is an act of misconduct that can be prosecuted under the Rules of Universiti Tun Hussein Onn Malaysia (Students Discipline) in enforced from time to time.

### **Authority of Senate**

37. (1) The Senate has the right to make amendments or improvements to these Academic Rules from time to time.
- (2) The procedure for the implementation of the Academic Regulations is subject to the instructions issued by the Office of Academic Management from time to time.
- (3) All procedures for the implementation of the Academic Regulations have to be adhered to.
- (4) The Senate may waive any of the regulations set in the Academic Regulations by application submitted to the Senate from time to time.

**Prepared by:**  
**Universiti Tun Hussein Onn Malaysia Senate**  
**September 2021**

