



**SULTAN IDRIS EDUCATION  
UNIVERSITY  
(ACADEMIC MATTERS) 2008  
2022 AMENDMENT**

**UNIVERSITY AND UNIVERSITY COLLEGE ACT 1971**  
**CONSTITUTION OF SULTAN IDRIS UNIVERSITY OF EDUCATION**

**RULES OF SULTAN IDRIS EDUCATION UNIVERSITY (ACADEMIC SUBJECTS)**  
**2008 BACHELOR'S LEVEL (AMENDMENT) 2022**

A method to administer, supervise and coordinate academic affairs for study programs leading to the awarding of Bachelor's Degrees offered by Sultan Idris Education University and other related matters.

In exercising the authority given by Section 32 (1) of the Sultan Idris University of Education Constitution 1998 [P.U. (A) 151] The Board of Directors of Sultan Idris Education University made the following Rules:

**1. Name, Commencement and Application**

- 1.1 These regulations may be called the Sultan Idris University Education Rules (Academic Matters) 2008 and shall come into force on the date set by the University Senate.
- 1.2 These regulations shall apply to all Sultan Idris Education University students who follow the Bachelor's program.

**2. Interpretation**

In these Rules, unless the context requires another meaning:-

"field of study", means the specialization offered in a study program;

"Dean of Faculty", means the Dean of Faculty of the university appointed by the Vice-Chancellor by the provisions of section 21(4) of the Sultan Idris University of Education Constitution 1998;

"examination hall", means a place or space or area where the examination is conducted;

"faculty", means any University Faculty established by the provisions of section 21(1) of the Sultan Idris University of Education Constitution 1998;

"degree", means a Bachelor's Degree;

"department", means an academic entity established under the faculty that carries out academic activities as applicable under section 21(2) of the Sultan Idris Education University Constitution 1998;

"Examination Committee", means the Committee established by the Senate to consider and certify examination results and exercise any other powers given to it pursuant to the provisions of these Rules or the relevant regulations;

"Academic Dishonesty", means actions of students that violate article 8 of the Sultan Idris University of Education Rules (Student Discipline) 1999;

"course", means a unit of education or training provided in a certain period, usually in a semester, which contributes credit to a program of study;

"Audit Course", means an additional course outside the curriculum structure of the study program taken by students for knowledge enrichment. Students who register for the Audit Course must attend the course and take an assessment. Assessment for the Audit Course includes tests, quizzes, assignments, projects and examinations whether written, oral, observational or even practical but does not include the final examination.

"elective course", means a course that a student can choose to support the study area of his program or fulfill his interest;

"major course", means a course designated in a program as necessary to achieve a sufficient level of skill in the field of study of that program;

"course of study", means the course offered by the faculty for each program of study;

"equivalent course", means a course identified by the faculty as equivalent to another course;

"university course", means a course prescribed by the Senate to ensure that a comprehensive education can be provided to a student;

"compulsory course", means a course consisting of university courses and core education courses;

"minor course", means a course consisting of a second study program focus course in the field offered;

"core course", means a course designated in a program as necessary to achieve a sufficient level of skill in the field of study of a program;

"industrial training", means practical training related to the field of study carried out in the industry or organization for a period determined by the Senate;

"teaching practice", means teaching practice carried out in schools or educational institutions for a period determined by the Senate;

"major", means specialization in a certain field that meets the number of credit hours or percentage of credits set in a certain study program;

"minor", means the focus of the second study program in the field offered;

"Vice Chancellor", means the chief executive officer of the university appointed in accordance with the provisions of section 12(2) of the Sultan Idris University of Education Constitution 1998;

"specialization", means the main or first field of study in a study program;

"student" means a person registered and currently following a course offered by the university for a Bachelor's degree study program and listed in the university's student register;

"new student", means a person who has accepted a university offer and has registered for a study program and is in the first semester of study;

"semester registration", meaning the registration of students at the faculty every semester of the study session to activate themselves as university students;

"course registration", means registration for each course, and includes course changes through the Student Information System in accordance with paragraph 3.3 of this regulation under Registration and Records;

"Academic Advisor", means the lecturer appointed under paragraph 11 of this regulation under Registration and Records;

"assessment", means the means of continuous assessment carried out for the course of study registered by the student and shall include but not be limited to examinations, tests, quizzes, assignments, and evaluation of laboratory work, field work and practicum, as applicable to enhance understanding and student skills;

"graduation", means the awarding of a degree by the university to a student who has completed all the conditions set for the purpose of graduating;

"examination" means a written or oral test or any assignment, written work or laboratory/workshop/studio/practicum work

"final examination", means a summative examination for a course carried out during the examination week;

"Special Examination", means the examination for courses taken repeatedly by students who will graduate who fail or do not sit for the final examination with permission to enable them to graduate.

"Substitute Examination" means an examination for courses taken for not attending the final examination with permission.

"Disciplinary Authority", means the Vice-Chancellor, or if applicable, any member of staff appointed under subsection 16B (3) of the University and University College Act 1971 to carry out disciplinary duties in accordance with the Rules of the Sultan Idris University of Education (Student Discipline- Student) 1999;

"Plagiarism" refers to the violation of AUKU 1971 Sultan Idris University of Education Rules (Student Discipline)

"GPA", means Average Semester Grade Value determined by dividing the total grade points obtained by the total number of credit hours taken in a semester;

"CGPA", means Cumulative Grade Point Average which is determined by dividing the number of grade points obtained by the number of credit hours that have been taken from the first semester until the most recent semester;

"program of study", means a set of courses and/or training designed and provided to meet the requirements for the award of a degree;

"prerequisite", means a course that needs to be taken as a condition to take the next course;

"course pre-registration" means course registration for the next semester that needs to be done in the current semester;

"practicum", means practical training carried out in a specific school or organization for a period determined by the Senate;

"horizontal", means transfer credit to students who are still studying and have been given approval to change programs/universities.

"vertical", means transferring credit for students from Diploma qualification to Bachelor's Degree qualification

"semester", means an 18-week learning period consisting of fourteen (14) weeks of lectures, one (1) week of holidays and three (3) weeks of examinations;

"Senate", means the University Authority established in accordance with the provisions of section 20(1) of the Constitution of Sultan Idris University of Education 1998;

"Academic Session", means the study period of a study program whose start date and end date are set by the Senate;

"Student Information System", means the system built and regulated by the university for the purpose of storing student information;

"registration slip", means the slip containing course information registered by the student;

"period of study", means the period of time given to the student to complete all the courses in the structure of the study program before graduating;

"transcript", means the official statement containing detailed examination results throughout the period of study issued by the university;

"concentration", means one (1) course package taken in a specific field;

"university", means Sultan Idris Education University;

## **REGISTRATION AND RECORDS**

### **1. Semester System**

The University practices the Semester System. An academic session consists of two (2) semesters, namely Semester One (1) and Semester Two (2). Each semester contains fourteen (14) weeks of lectures, one (1) week of mid-semester break, and three (3) weeks of exams.

### **2. Duration of study**

Students must follow and complete their study program within four (4) to twelve (12) semesters.

### **3. Registration**

#### **3.1 Register as a University Student**

- 3.1.1 A person who gets an offer to follow a study program must register as a university student on the designated official registration date.
- 3.1.2 For reasons permitted by the university, students may register on a set date.

#### **3.2 Semester Registration**

- 3.2.1 Every student must register on the first day of each semester and students who have not yet registered for the course must register for the course with a fine.
- 3.2.2 If it fails, the student must apply for the Dean's permission to register within a week after the semester begins.

#### **3.3 Course List**

- 3.3.1 Students need to register for courses each semester to meet the study period and study structure according to the graduation requirements.
- 3.3.2 Students must register for courses each semester with a minimum limit of twelve (12) credits and a maximum of twenty (20) credits except for final semester students. The maximum limit above does not include practicum credits/teaching training/industrial training and projects.

- 3.3.3 Students need to register for practicum/teaching training/industrial training before registering for placement.
- 3.3.4 Students can register for courses not exceeding twenty-one (21) credits except in special cases with the condition of obtaining a CGPA of 3.25 or above and with the Dean's approval.
- 3.3.5 Students who choose to register for the Audit Course must confirm the status of the course. Audit Courses cannot be converted to Self-Enrichment Courses.

Audit Course credit hours are not considered in the calculation of total credit hours and PNGS/PNGC calculations. Only Grade U notes are given.

- 3.3.6 The maximum credit for students with 'warning' and 'trial' status is twelve (12) credits.
- 3.3.7 Students need to pre-register for the course starting in the 11th week of the relevant semester within three (3) weeks from the date specified by the University.
- 3.3.8 Subject to point 3.3.1, each student must register for a course through the Student Information System.
- 3.3.9 Every student who wants to register for a course must discuss and get the approval of the Academic Advisor (PA) before registering for the course.
- 3.3.10 Students are responsible for ensuring that there are no errors in course registration records.
- 3.3.11 Students who register for courses of less than 12 credit hours will be instructed to postpone their studies in the relevant semester except:
  - 3.3.11.1 final semester students.
  - 3.3.11.2 special cases with Dean's approval.
- 3.3.12 Students who do not enroll in the course within two (2) weeks after the semester begins without the Dean's permission will be withdrawn from the status of university.

#### 3.4 **Late Course Registration**

Students who register late for the course after the second week of lectures will be fined.

### 3.5 **Drop/Add Courses**

#### 3.5.1 Drop a Course

- i. Students are allowed to drop courses that have been registered from the first week (1) until the seventh week (7) after the semester begins.
- ii. No course drop is allowed after the lecture week ends on the 14th week, except for health problems confirmed by the Government Medical Officer or other justification deemed appropriate based on the discretion of the Dean of the Faculty.

#### 3.5.2 Add Course

Students can complete the course within two (2) weeks after the semester begins after obtaining the approval of the lecturer teaching the course.

Course registration can be made up to the third (3) week only. Registration for the course after that period is not allowed.

### 3.6 **Repeating a Course**

- 3.6.1 Students who obtain Grade C- and below for any Core course (subject to faculty choice), English course (University Course Component), and Education Professional course (for the Bachelor of Education program) are required to repeat the course.
- 3.6.2 Students who get a Grade C- and below in any course other than in point 3.6.1 can repeat the course or an equivalent replacement course to improve the CGPA.
- 3.6.3 For Students who obtain Grade B- or below in Practicum / Teaching Training, students are required to repeat the Practicum / Teaching Training only one (1) time.
- 3.6.4 For Students who obtain Grade C or below in Industrial Training, students are required to repeat the Industrial Training only one (1) time.
- 3.6.5 Students who get a Grade of C- and below for the major core course (subject to the faculty's choice) are required to repeat the course and pass at least with a grade of C as a requirement to graduate.
- 3.6.6 For each repeated course, only the best Grade will be considered in the calculation of CGPA, and the relevant original result will remain recorded in the transcript.

### 3.7 Credit Transfer Without Grade (Credit Exemption)

3.7.1 Credit transfer can be done in two categories as follows:

- i. Vertical - the transfer of credit from a lower level to a higher level such as a diploma to a bachelor's degree.
- ii. Horizontal - transfer of credits from programs at the same qualification level such as diploma to diploma or bachelor to bachelor.

3.7.2 Students are allowed to apply for credit transfer from the faculty in the first semester, which is within four (4) weeks after registering as a University student.

3.7.3 Vertical Credit Transfer

3.7.3.1 Allowed with a maximum transfer of 50% of the total program credits by obtaining at least Grade B for the relevant courses.

3.7.3.2 Transfer of credit from a higher qualification to a program at a lower level is not permitted. (MQA Credit Transfer Policy)

3.7.4 The list of courses deemed equivalent by the faculty must be approved by the Dean.

3.7.5 Credit exclusion criteria are as follows:-

3.7.5.1 Obtain at least Grade B for the relevant courses.

3.7.5.2 The course does not exceed five (5) years.

3.7.5.3 There is no limit for credit exemptions for students who have already qualified (*Credit transfer policy set by MQA*)

3.7.5.4 Courses applied for credit exemption must have curriculum equivalence of not less than 80% with the courses offered. (*Credit transfer policy set by MQA*)

3.7.5.5 Courses for credit transfer have the same credit value as the credit value of the course for the recipient's higher education provider's program. (Credit transfer policy set by MQA)

3.7.5.6 Courses that can be transferred credit must be from programs that have received Accreditation/Recognition from an authoritative body in the country concerned.

### 3.7.6 Horizontal Credit Transfer

3.7.6.1 There is no credit transfer limit for students who have already qualified and wish to continue their studies a second time in the same level at the same university.

3.7.6.2 Credit transfer criteria are subject to Item 3.7.5.

3.7.7 Application for course exemption by students must submit a synopsis of the course involved.

3.7.8 Exempted courses are not considered in calculating GPA and CGPA.

3.7.9 Credit transfer applications received after the student is in the second semester of study and beyond will not be considered.

### 3.8 Credit Transfer with Grades

3.8.1 Credit transfers with grades are horizontal for students who are in the system (students who are still in the program of study). The credit obtained together with the grade points for the approved course will be considered in the calculation of GPA and CGPA.

3.8.2 The list of courses deemed equivalent by the faculty must be approved by the Dean.

3.8.2.1 Subject to item 3.7.5.

3.8.2.2 The credit value of the course must be the same as the credit value of the course for the program at UPSI.

3.8.2.3 Courses transferred credit will be considered in the calculation of GPA and CGPA for graduation.

### 3.9 APEL Credit Transfer (C)

Maximum credit exemption of 60% for combined credit transfers involving academic qualifications and Accreditation of Prior Experience-Based Learning for Credit Awarding Purposes [APEL (C)], Massive Open Online Courses (MOOC) and Micro-Credential (MC).

### 3.10 Course Registration Review

Students need to check and confirm the courses that have been registered in the eighth (8th) week of the current semester.

#### **4. Course Attendance Requirements**

- 4.1 Students must attend all lectures, tutorials, labs, studios, or other activities related to their course of study including students who register for the Audit Course.
- 4.2 Attendance of less than 80% causes the student to be prevented from sitting the final examination of the course.
- 4.3 For courses without a final examination, students must attend all lectures, tutorials, labs, studios, or other activities related to the course. Attendance of less than 80% may affect the student's achievement in the course.
- 4.4 Items 4.1, 4.2, and 4.3 can be exempted for students who have health problems confirmed by government medical officers, or represent the country in sports events, or undergo activities directed by the government or the university for a certain period approved by the Dean.
- 4.5 Items 4.1 and 4.3 above also apply to students who register for the Audit Course.

#### **5. Postponement of Studies**

- 5.1 Students who wish to postpone their studies must fill out an application through the student portal for the Dean's approval.
- 5.2 Students in the first semester of studies are not allowed to postpone their studies except for health reasons confirmed by the Government Medical Officer, and special cases approved by the Deputy Vice-Chancellor (Academic & International).
- 5.3 Application for postponement of studies can only be made until the 6th week of lectures except for health reasons (certified by the Government Medical Officer) and at the Dean's discretion.
- 5.4 The approval of the postponement of studies for students facing health problems alone will not be considered in the calculation of the number of semesters allowed in graduation.
- 5.5 Students are not allowed to postpone their studies for two (2) consecutive

semesters except for health problems as confirmed by the Government Medical Officer.

- 5.6 For appeals to postpone studies for more than two (2) consecutive semesters due to critical health factors, students are required to submit the latest medical report from the Government Medical Officer.
- 5.7 The maximum period of consecutive postponement allowed is eight (8) semesters only after obtaining an evaluation certificate from the UPSI Health Center.
- 5.8 Students who represent the country in sports events or undertake activities directed by the government or the University may be given special approval to postpone their studies for a maximum of three (3) Semesters. Such deferrals are not considered in the calculation of the number of semesters allowed in graduation.
- 5.9 Working full-time students are subject to Article 2 Duration of Study and Article 5.5 Postponement of Studies. If the above rules are not met, the student will be dropped the status.

## **6. Withdraw/Discontinue from Study**

- 6.1 Students who wish to withdraw or quit their studies can apply through the student portal for the Head of Department's certificate and the Dean's approval.
- 6.2 Students are responsible for settling all debts and returning borrowed materials that are the property of the University.
- 6.3 Application to withdraw or quit is the student's own choice. In this regard, the application that has been approved is final and NO appeal to continue studies that can be considered.

## **7. Loss of Student Status**

- 7.1 The status of a university student will lose if:
  - 7.1.1 Not registering for the semester within two (2) weeks after the semester begins without giving reasons in writing to the relevant Dean.
  - 7.1.2 Not registering for a course within two (2) weeks after the

semester begins without giving a reason in writing to the relevant Dean.

- 7.2 The status of a university student will be lost if he does not attend lectures for four (4) consecutive weeks.
- 7.3 Students who lose their status are allowed to make an appeal to continue their studies to the Deputy Vice-Chancellor (Academic & International) through the Dean of the Faculty in the semester they are subject to the action.
- 7.4 If the application is approved, the student can continue his studies in the next semester and the semester his status falls will be considered as the duration of the study.
- 7.5 Appeals to continue studies are only allowed as long as the student is still in the study period. (Refer to Article 2 of the University Rules, a maximum of 12 semesters for a bachelor's degree and 9 semesters for a diploma)

## **8. Academic Suspension**

Suspension of studies due to disciplinary action is counted as a period of study.

## **9. Study Program Exchange**

- 9.1 Applications to change study programs must be submitted to the Deputy Vice-Chancellor (Academic & International) in writing through the Dean from the second semester of study.
- 9.2 The exchange program criteria are as follows:
  - 9.2.1 Students in the first semester of study are not allowed to apply for a change of program.
  - 9.2.2 Program change applications can be made from the second semester of study to the fourth semester of study only. If the application is approved, the student will follow the new program in the following semester.
  - 9.2.3 Students must meet the admission requirements for the program applied for.
  - 9.2.4 All courses from the original program are considered in calculating the CGPA.
  - 9.2.5 The study period of the original program will be considered as the study period at the university.
  - 9.2.6 Certified by both Deans involved if the program change request involves a program outside the original faculty.
  - 9.2.7 The decision to change the program is final and the approval letter is issued by the Academic Affairs Division.

## **10. Minor/Concentration Exchange**

- 10.1 Students are not allowed to change minors/concentrations except with the permission of the Dean.
- 10.2 Students are only allowed to change minors/concentrations once throughout their studies. All courses from the original minor/concentration are considered in the CGPA calculation.

## **11. University Exchange**

### **11.1 Student of Sultan Idris University of Education**

The application must use the form prescribed by the Dean and be submitted for action by the Academic Affairs Division.

### **11.2 Other UA students who want to transfer to Sultan Idris Education University**

11.2.1 Applications are made through the original university and admission must be certified by the Dean of the applied program at Sultan Idris Education University and approved by the Deputy Vice-Chancellor (Academic & International).

11.2.2 Students who apply must meet the admission requirements of the program applied for.

11.2.3 Students accepted to exchange universities can apply for credit transfers.

## **12. Academic Advisor**

12.1 Academic advisory is the collaboration provided by academic staff to guide, advise, and help overcome/solve students' problems in academic matters.

12.2 In the credit semester system, students are allowed to choose courses according to their interests and abilities. Therefore, Academic advisors need to guide students to use opportunities in a more planned manner during their studies at the university for success until they graduate.

### **12.3 Academic Advisory Concept**

12.3.1 An Academic Advisor (PA) is an academic staff member of the University who is assigned to guide a student in his academic planning.

12.3.2 Under this system, a PA will be designated to help students define their academic objectives, plan their enrollment in classes, and use their capabilities to fulfill graduation requirements.

12.3.3 A PA will be assigned to help and advice a group of students starting from the beginning of their studies, that is when they enter the university until they graduate from this university.

- 12.3.4 Faculty administrators need to distribute new students to be placed under PA care among the academic staff of their respective faculties through *MySIS-Academic Advisor Setup*

## 12.4 Roles and Responsibilities of Academic Advisors

- 12.4.1 Advising the students under his care in academic matters, such as the selection of specialization areas, minors and registration of pre-requisite courses and so on.

- 12.4.2 Academic Advisors are asked to meet at least three (3) times in one semester.

- 12.4.3 Meeting records of lecturers and students under their care must be updated in the MySIS Academic Advisory system which must be reviewed and analyzed by the faculty.

- 12.5 More information on Academic Advising can be referred to in the UPSI Academic Advisory Guidelines.

## **EXAMINATION**

### **1. Exam Schedule**

The announcement of the final exam schedule will be made by the Academic Affairs Division no later than two (2) weeks before the exam begins. A student's mistake in checking the exam schedule does not allow a replacement exam to be held.

### **2. Examination Schedule Review**

The revision period is within seven (7) days after the draft examination schedule is announced in the tenth (10) week. Any scheduling conflict must be reported by the student in writing to the Academic Affairs Division.

### **3. Exam Sitting Slip**

- 3.1 The Exam Sitting Slip is an official document that must be brought to the exam hall/room.
- 3.2 Students are not allowed to make notes on the slip.

#### **4. Examination Rules**

Students are required to comply with all examination regulations in force at the university. Every examination conducted by the university is subject to the General Examination Regulations as stated in Table I to these rules.

#### **5. Academic Dishonesty**

- 5.1 A student can be interpreted as having committed academic dishonesty if found to be in violation of Article 8 of the Sultan Idris Education University Rules (Student Discipline) 1999, which are things that are prohibited during examinations. As an explanation to the matter, students cannot:
- i. take any books, papers, documents, pictures, or other things, except those authorized by the examiner, into or out of an examination room, or receive any books, papers, documents, pictures, or other things from any other person while in the examination room, except that a student may, while he is in the examination room, receive from the examination invigilator any book, paper, document, photograph or other thing that has been recommended by the examiner or the Examination Committee, and authorized by the Vice Chancellor; or
  - ii. writes, or has written through another person, any information or diagram that may be relevant to the examination he is sitting, on his hands or any other part of his body, or his clothes; or
  - iii. contact any other student during an examination by any means; or
  - iv. cheat or attempt to cheat or behave in a manner that could be construed as cheating or attempting to cheat in an examination, while the examination is in progress
- 5.2 Students may not plagiarize any ideas, writings, data, or creations belonging to others for any purpose whatsoever. For this matter, plagiarism includes:
- i. the act of taking an idea, writing, data, or invention of another person and claiming that the idea, writing, data, or invention is the result of his findings or invention; or
  - ii. an attempt to imply or the act of implying, in any way, that he is the source or creator of an idea, writing, data, or invention which has been taken from any other source.

- iii. publish, in his name as the author, a summary, article, scientific or academic paper, or book written in whole or in part by any other person;
- iv. joins himself or allows himself to be joined as a co-author of a summary, article, scientific or academic paper, or book, while he does not directly make any written contribution to the summary, article, scientific or academic paper, or book;
- v. cite academic data that is the result of research conducted by any other person, such as laboratory findings or fieldwork findings or data obtained through library research whether published or unpublished, and incorporate that data as part of the research/writing/publication its academic without giving due credit to the source;
- vi. use research data obtained through joint venture work with any other person, whether or not that other person is another employee or student University, as part of his other personal academic research/writing/publication, or for publication in his name as sole author, without obtaining the consent of his co-researcher before starting his research/writing/publication;
- vii. forcing another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution that would qualify him as a co-researcher or co-author;
- viii. copying the ideas or creations of others stored in any form, whether written, printed, or available in electronic form, or slide form, or any form of teaching or research tool or in any other form, and claims either directly or indirectly that he is the creator of the idea or invention;
- ix. translate the writing or work of another person from one language into another language whether or not in whole or in part, and then claim that the translation was made in any form or manner as the result of his original writing or work; or
- x. quoting ideas from the writings or creations of others making certain modifications without proper citation of the source and rearranging them in any way to appear as if he is the creator of the idea.

5.3 Students who are convicted of any offense under this rule by the Disciplinary Authority, the Student will be given a Grade F for the

course in which the offense was committed.

## **6. Exam result**

The results of the examination approved by the Senate are final.

## **7. Special Examination**

- 7.1 The University may allow Special Examinations to final semester students who fail one (1) or a maximum of two (2) courses in the relevant semester (final semester) for graduation purposes.
- 7.2 The Special Exam can be sat only once with a fee of RM50.00 and students must apply within two weeks after the exam results are announced.
- 7.3 For courses that have a final exam, the maximum grade that will be given is Grade C+.
- 7.4 For courses that do not have a final exam, students are eligible to be given an assignment for evaluation purposes and the maximum grade that will be given is a grade of C+.
- 7.5 The relevant original decision is annulled and not recorded in the transcript.

## **8. Substitute Examination**

- 8.1 The University may allow Substitute Examinations with the Dean's approval for the following cases:-
  - 8.1.1 Students who cannot attend the exam with a valid reason and approved by the Dean.
  - 8.1.2 Students who face health problems and have received confirmation from a government or University medical officer that the student is mentally or physically incapable.
  - 8.1.3 Students whose parents or close family members have died.
  - 8.1.4 Other reasons that do not allow students to attend the exam.
  - 8.1.5 Carry out any activities directed by the University. Students can sit the Replacement Exam earlier.
- 8.2 The Replacement Exam will be held within two (2) weeks after the end of the exam week.
- 8.3 The Substitute Exam can only be sat once. If it still fails, the student must repeat the course.
- 8.4 The Substitute Exam Score only replaces the final exam component.

## **9. Final Course Decision Review Appeal**

- 9.1 Appeals can be made to the Academic Affairs Division using the form within one (1) week after the exam results are announced.
- 9.2 Each appeal is charged a fee of RM100.00 per course.
- 9.3 Review appeals are only allowed for courses that have a final exam.
- 9.4 The actual grade decided by the Senate will be considered in the calculation of GPA and CGPA.
- 9.5 The decision of the appeal approved by the Senate is final.

## 10. Continuous Academic Assessment

- 10.1 Students are required to complete all coursework, assignments, quizzes, projects, and other assignments set in a course.
- 10.2 Assessment results must be displayed to students no later than the thirteenth week (13).

## 11. Course Grade Evaluation

- 11.1 The range of Marks, Grades, and Grade Values given to a course is as follows:-

**Table 3: Course Grade Evaluation**

Mark range	Grade	Grade value
80 - 100	A	4.00
75 - 79	A-	3.75
70 - 74	B+	3.50
65 - 69	B	3.00
60 - 64	B-	2.75
55 - 59	C+	2.50
50 - 54	C	2.00
45 - 49	C-	1.75
40 - 44	D+	1.50
35 - 39	D	1.00
0 - 34	F	0.00

- 11.2 Description of exam result status:

L	: Passed
PK	: Credit Exclusion
TL	: Incomplete
SM	: On progress
U	: Audit Course
KA	: Academic dishonesty.
PMK	: Credit transfer
CTA	: Credit Transfer (APEL)

Note: For KA status will be given a grade value of 0.00 and will be considered in calculating GPA and CGPA.

11.3 The awarding of Grade F is also given to the following cases which are:

Case	Grade
Students who do not attend the final exam for the relevant course through coursework, assignments, quizzes, projects, and other assignments set by faculty implemented.	F
Students who are prevented from sitting the final exam due to attendance to insufficient lectures 80%.	F
Students who do not have enough 80% attendance to lectures for the course no final exam.	F

## 12. Non-graded Assessment

Course status that is not considered in calculating PNGS and PNGK:-

### L/G (Pass/Fail)

grades given to students who take courses whose results are not graded but only given a "pass" or "fail" record.

### TL (Incomplete)

grades given with the permission of the Dean to students who have been able to complete at least 70% of the course requirements for reasonable reasons. Students must complete the assignment no later than two (2) weeks after the end of the exam week for the semester in question with the permission of the Dean. The faculty must submit the marks to the Academic Affairs Division within two (2) weeks after the student completes and submits the assignment.

### SM (On Progress)

the grade used for a course whose duration exceeds one semester. The actual grade is given after the course is completed.

### U (Audit)

grades are given to students who register and meet the audit requirements. Course information will not be recorded on the transcript for students who do not meet the course requirements.

### CTA [Credit Transfer (APEL)]

The grade given to students who get transfer credit in APEL (C)

### 13. Evaluation System and Grade Point Average (PNG)

All courses will be considered in Semester Grade Point Average (PNGS) and Cumulative Grade Point Average (CGPA).

13.1 The formula to calculate PNGS and PNGK is as follows:-

$$\text{GPA} = \frac{\text{Total Grade Value One Semester}}{\text{Amount of Credit Taken in the Relevant Semester}}$$

$$\text{CGPA} = \frac{\text{Total Semester Grade Value}}{\text{Number of Credits Taken in All Semesters}}$$

13.2 The calculation method of PNGS and CGPA is as follows **Table II**

### 14. Study Status

The status of students in each semester is based on their academic performance in the semester in question and the status in the previous semester. Student status is classified based on grade point average. Summary Status as below:

#### 14.1 Passed status (L)

A student is Passed and allowed to continue his studies if he gets a CGPA of 2.00 or more.

#### 14.2 Warning status (A)

Students who obtain a CGPA between 1.70 to 1.99 will be given Warning status. Warning status will change to Probationary status if the student fails to get a GPA of 2.00 at the end of the Warning status semester.

#### 14.3 Probationary Status (P)

Students who get a GPA between 1.00 and 1.69 will be given a Probationary status. Probationary status students will be dismissed according to the Senate's determination if they fail to get a CGPA of 1.70 or more for the probationary semester.

Article 14.3 is read together with 14.2 and 14.4.1.

#### 14.4 Status Failed and Dismissed (FO) and Terminated (DB)

14.4.1 A student is Failed and Dismissed (FO) if:

- a. get CGPA less than 1.00; or got a GPA of less than 1.70 and was in Probationary status in the previous semester; or,
- b. three (3) consecutive times at CGPA 1.70 - 1.99.

14.4.2 A student is terminated (DB) if:

- a. students still obtain grades B- and below in Practicum/Teaching Training after registering and following the program two (2) times.
- b. students still obtain grades C and below in Industrial Training after registering and following the program two (2) times.
- c. students who cannot complete their studies within twelve (12) semesters.

## **15. Continuing Education Appeal**

- 15.1 Failed and Dismissed (FO) or Terminated (DB) students can appeal to the University through the Faculty Dean in writing.
- 15.2 Article 15.1 is subject as long as the student is still in the study period. (Refer to Article 2 of the University Rules, a maximum of 12 semesters for a bachelor's degree and 9 semesters for a diploma)
- 15.3 Regardless of what is stated in clauses 15.1 and 15.2, the appeal decision is subject to the University Senate.

## **16. Dean's Award**

- 16.1 Students who obtain GPA 3.50 - 4.00 for the semester in question are subject to a minimum amount of twelve (12) credits.
- 16.2 The student was not convicted of disciplinary action in the semester in question.

## GRADUATION

### 1. Graduation Requirements

A student must complete the following requirements to graduate:

- 1.1 passed all required courses in the study program structure.
- 1.2 achieve a CGPA of 2.00 or above;
- 1.3 meet any program rules, if any;
- 1.4 certified to confer a degree by the Senate;
- 1.5 not convicted of disciplinary offenses. Students who have completed the structure of the study program and are under investigation for disciplinary offenses will be suspended from graduating until the trial is over;
- 1.6 all students must Malaysian *University English Test* (MUET) at level 3 and above
- 1.7 students who get MUET at level 2 and below need to repeat MUET to improve the set level. If they still fail on the second attempt, students are allowed to register for General English and are required to pass at Grade C or above.
- 1.8 for students starting Semester 1, Session 2016/2017, the MUET and General English requirements to graduate are as in **Table III**.
- 1.9 items 1.6, 1.7, and 1.8 do not apply to international students.
- 1.10 The University reserves the right to change the graduation requirements at any time.

### 2. Honors Classification

Eligible students will receive a Bachelor's Degree with Honors according to the following CGPA-based honors classes:-

First class	3.70 – 4.00
Second class upper	3.00 – 3.69
Second class lower	2.00 – 2.99

Note:

Honors classes are not noted on the degree scroll.

### **3. Award of excellence**

Students will receive the following Awards, Gold Medals, and Book Prizes subject to criteria set by the University which are:-

- 3.1 Royal Education Award**
- 3.2 Chancellor's Gold Medal Award**
- 3.3 University Board Gold Medal Award**
- 3.4 Vice Chancellor's Gold Medal Award**
- 3.5 Faculty Book Award**

### **4. Degree and Transcript**

- 4.1 Degrees, transcripts, and copies of academic records or related information will not be issued if the student still has any debt with the university including fine payments as in Table **IV**.
- 4.2 Students can get any copies of documents allowed by the university related to graduation by making payments according to the set rate.
- 4.3 Subject to point 4.2, students can apply by attaching supporting documents from the relevant authorities.

### **General**

#### **1. Exceptions**

This rule will not apply to students who registered before semester 1 of the 2008/2009 session.

## **TABLE I**

### **EXAMINATION GENERAL RULES**

#### **1. EXAMINATION GENERAL RULES (ANNOUNCEMENT FOR CANDIDATES)**

##### **1.1 Exam Schedule**

Candidates should pay close attention to the schedule of an exam so as not to make mistakes regarding the date, time, and place of the exam. Candidates are advised to always check the notice board for any latest amendments to the examination timetable. Amendments like this, if any, will be printed on "ACADEMIC AFFAIRS ANNOUNCEMENT" paper and displayed on all University notice boards. Mistakes in reading the exam timetable will not be accepted at all as a reason for failing to attend the exam.

##### **1.2 Presence**

Candidates must arrive at the examination center on time. Candidates are advised to come early to the exam venue. No candidate is allowed to enter the examination hall after half (½) hours after the exam starts.

##### **1.3 Documents to Bring**

Candidates are required to bring their student card and Examination Attendance Slip. Candidates who do not have the relevant documents are not allowed to enter the examination hall.

##### **1.4 Allowed Tools to be Brought Inside the Hall**

Candidates are only allowed to carry tools such as boxes or small bags containing pens, pencils, rulers, calculators (without lids), or other equipment authorized by the invigilator / chief invigilator.

**(Candidates are prohibited from bringing mobile phones or any communication device into the examination hall).**

##### **1.5 Enter the Hall**

Candidates are allowed to enter the examination hall fifteen (15) minutes before the examination begins and are asked to take their seats quietly and in an orderly manner. Please check the seat number based on your exam sitting slip.

## **2. DUTIES OF THE CANDIDATES DURING THE EXAMINATION**

### **2.1 Fill in the Required Information**

After taking a seat, candidates are required to:

- (a) Place student card, ID card, and exam slip in the upper right corner of the table.
- (b) Complete the attendance form and place it in the upper right corner of the table.
- (c) Write the registration number, identification card number, code, and course name on each answer sheet used.

### **2.2 Relationship with Peers/Supervisors**

Candidates are not allowed to communicate with other candidates during the examination either through conversation or other means. If a candidate wants to communicate with an invigilator, he should signal by raising his hand.

### **2.3 Eating, Drinking, And Smoking**

Candidates are not allowed to eat, drink, or smoke during the exam.

### **2.4 Commencement and Termination of Examinations**

The Chief Invigilator/invigilator will announce when the exam will start and end.

### **2.5 Exit the Examination Hall**

A candidate is allowed to leave the examination hall only if:

- (a) The exam has been running for 1 hour.
- (b) To go to the toilet with the permission of the supervisor/invigilator.
- (c) Candidates are not allowed to leave the examination hall thirty (30) minutes before the end of the examination.

### **2.6 Answer Script**

Candidates should bind the exam answer scripts in an orderly and neat manner and place them in the upper right corner of the table for the invigilator to collect.

### **2.7 Sick Candidate**

Candidates who fall ill or infirm while the examination is being conducted must report it to the chief invigilator or invigilator on duty.

### **3. AFTER THE EXAMINATION**

- 3.1 Candidates are not allowed to leave the examination hall until notified by the chief invigilator/invigilator.
- 3.2 Candidates are required to retrieve their student card, identification card and slip for their respective exams.
- 3.3 Candidates are required to leave the examination hall in a polite and orderly manner.
- 3.4 Candidates are prohibited from taking out of the examination hall the examination answer papers, whether they are still blank or have been used.
- 3.5 Candidates are not allowed to bring home question papers except as permitted.

**TABLE II**

**EXAMPLE OF GPA AND CGPA CALCULATION METHODS**

Below are the exam results of a semester 1 student who registered for 17 credit hours of the course;

Code	Course name	Credit	Grade	Grade value
KPF1013	Educational Philosophy and Curriculum	3	B+	3.50
TMA1013	Basic Algebra	3	C+	2.50
TMU1013	Basic Mathematics	3	B+	3.50
TMS1013	Introductory Statistics	3	B-	2.75
UBM1022	Professional Malay Language	2	A-	3.75
UKK1011	Perkasa	1	A	4.00
ULT1012	TITAS	2	B	3.00

GPA and CGPA calculations for these students are shown as follows:

$$\begin{aligned}\text{GPA} &= \frac{3(3.50)+3(2.50)+3(3.50)+3(2.75)+2(3.75)+1(4)+2(3)}{3+3+3+3+2+1+2} \\ &= \frac{54.25}{17} \\ &= 3.19 \text{ (Rounded up to 2 decimal places)}\end{aligned}$$

This student is a semester 1 student. So CGPA is equivalent to GPA, that is  
CGPA = 3.19

This student then enrolled in 17 credit hours of coursework for semester 2 and his accomplishments were listed below:

Code	Course name	Credit	Grade	Grade value
KPS1023	Sociology of Education	3	A-	3.75
TMA2023	Linear Algebra	3	B	3.00
TMK1013	Beginner Calculus	3	B-	2.75
UKS1091	Ping Pong	1	A	4.00
ULE1012	Ethnic relationships	2	A	4.00
UPE1012	Introduction to Ethics	2	A-	3.75
UTM1013	Basics of Information and Communication Technology	3	B+	3.50

**TABLE III**

**MUET AND GENERAL ENGLISH REQUIREMENTS TO GRADUATE**  
**133rd Senate Decision No. 8/2015**

No	PROGRAM		FIELD	ADMISSION	GRADUATE	
					MUET	GE
1	AT01	Bachelor of Education (Malay Literature) with Honors	Arts	2	3	C
2	AT05	Bachelor of Education (Malay) with Honors	Arts	2	3	C
3	AT06	Bachelor of Education (Teaching English as a Second Language) with Honors	Arts	4	5	B+
4	AT49	Bachelor's Degree in Arabic with Education	Arts	2	3	C
5	AT50	Bachelor's Degree in Chinese with Education	Arts	2	3	C
6	AT62	Bachelor of Education (Tamil) with Honors	Arts	2	3	C
7	AT03	Bachelor of Education (Sports Science) with Honors	Arts	2	3	C
8	AT59	Bachelor of Education (Physical Education) with Honors	Arts	2	3	C
9	AT43	Bachelor of Education (Coaching Science) with Honors	Arts	2	3	C
10	AT42	Bachelor of Education (Sports Psychology) with Honors	Arts	2	3	C
11	AT04	Bachelor of Education (Guidance and Counselling) with Honors	Arts	2	3	C
12	AT10	Bachelor of Education (Special Education) with Honors	Arts	2	3	C
13	AT19	Bachelor of Education (Early Childhood) with Honors	Arts	2	3	C
14	AT32	Bachelor of Education (Elementary School) with Honors	Arts	2	3	C
15	AT08	Bachelor of Education (Accounting) with Honors	Arts	2	3	C
16	AT18	Bachelor of Education (Economics) with Honors	Arts	2	3	C
17	AT21	Bachelor of Education (Business Management) with Honors	Arts	2	3	C
18	AT24	Bachelor of Education (Educational Management) with Honors	Arts	2	3	C
19	AT45	Bachelor of Education (Entrepreneurship and Commerce) with Honors	Arts	2	3	C
20	AT14	Bachelor of Education (Mathematics) with Honors	Arts	2	3	C

No	PROGRAM		FIELD	ADMISSION	GRADUATE	
					MUET	GE
21	AT16	Bachelor of Education (Science) with Honors	Arts	2	3	C
22	AT48	Bachelor of Science (Mathematics) with Education	Arts	2	3	C
23	AT11	Bachelor of Education (Biology) with Honors	Arts	2	3	C
24	AT12	Bachelor of Education (Physics) with Honors	Arts	2	3	C
25	AT13	Bachelor of Education (Chemistry) with Honors	Arts	2	3	C
26	AT22	Bachelor of Education (Music) with Honors	Arts	2	3	C
27	AT23	Bachelor of Education (Arts) with Honors	Arts	2	3	C
28	AT31	Bachelor of Education (Life Skills) with Honors	Arts	2	3	C
29	AT44	Bachelor of Education (Visual Communication Arts) with honors	Arts	2	3	C
30	AT07	Bachelor of Education (Home Economics) with Honors	Arts	2	3	C
31	AT09	Bachelor of Education (Agricultural Science) with Honors	Arts	2	3	C
32	AT32	Bachelor of Education (History) with Honors	Arts	2	3	C
33	AT33	Bachelor of Education (Geography) with Honors	Arts	2	3	C
34	AT35	Bachelor of Education (Islamic Education) with Honors	Arts	2	3	C
35	AT41	Bachelor of Education (Morals) with Honors	Arts	2	3	C
36	AT58	Bachelor of Malaysian Studies with Education	Arts	2	3	C
37	AT20	Bachelor of Education (Information Technology) with Honors	Arts	2	3	C
38	AT46	Bachelor of Education (Multimedia) with Honors	Arts	2	3	C
39	AT47	Bachelor of Education (Computer Design Technology) with Honors	Arts	2	3	C
40	AH16	Bachelor of Design (Advertising) with Honors	Arts	3	4	B -
41	AH17	Bachelor of Design (Animation) with Honors	Arts	2	3	C
42	AA16	Bachelor's Degree in Psychology with Honors	STEM	3	4	B -
43	AS72	Bachelor of Sports Science (Sports Rehabilitation) with Honors	Arts	2	3	C

BIL	PROGRAM		FIELD	ADMISSION	GRADUATE	
					MUET	GE
44	AC10	Bachelor of Software Engineering (Educational Software) with Honors	STEM	3	4	B-
45	AE02	Bachelor's Degree in Accounting with Honors	Arts	2	3	C
46	AS20	Bachelor of Sports Science (Sports Psychology) with Honors	Arts	2	3	C
47	AS74	Bachelor of Sports Science (Coaching Science) with Honors	Arts	2	3	C
48	AA06	Bachelor of Performing Arts (Theatre) with Honors	Arts	2	3	C
49	AA56	Bachelor of Performing Arts (Dance) with Honors	Arts	2	3	C
50	AE11	Bachelor of Business Administration (Human Resource Management) with Honors	Arts	2	3	C
51	AE14	Bachelor of Business Administration (Financial Services) with Honors	Arts	2	3	C
52	AE07	Bachelor of Economics (Finance) with Honors	Arts	2	3	C
53	AE23	Bachelor of Economics (Islamic Finance) with Honors	Arts	2	3	C
54	AC33	Bachelor of Design (Digital Games) with Honors	Arts	2	3	C
55	AT55	Bachelor of Education (Design and Technology) with Honors	Arts	2	3	C
56	AT64	Bachelor of Design Education with Honors	Arts	2	3	C
57	AB14	Bachelor of Communication (Social Communication) with Honors	Arts	2	3	C
58	AT36	Bachelor's Degree in Tahfiz Al-Quran and Qiraát with Education	Arts	2	3	C

Note: List of programs until October 2020

**TABLE IV**

**RATE OF FINES AND RELATED FEES MANAGEMENT OF UPSI ACADEMIC AFFAIRS**

1. Students may be fined if they fail to comply with any of the rules set out in the University's Academic Regulations.

2. The fine rate is subject to the decision of the 20th Financial Standing Committee Meeting, No. 3/2003 as follows:-

NO	ITEM	RATE (RM)
1.	Course Registration Delay (+ Pre-Registration)	30.00 per course
2.	Delay in taking lecture schedule slips	5.00
3.	Delay Drops Add Computerized Courses	10.00 a day
4.	Delay in Collecting Course Addition and Drop Review Slip	5.00 a day
5.	Delay in Taking Exam Slips	10.00 a day
6.	Damaged or Missing Exam Attendance Slip	10.00
7.	Damaged or Lost Exam Result Slip	5.00 a copy
8.	Delay in Returning Academic Clothes (Robes)	10.00 a day
9.	Damaged or Missing Academic Clothing (Robe).	Diploma/Bachelor – 300.00 Sarjana/PhD – 400.00
10.	Missing / Damaged Mortar Board (Hat)	Diploma/Bachelor - 70.00 Sarjana/PhD - 80.00
11.	Lost / Damaged Hood (Sash)	Diploma/Bachelor - 40.00 Sarjana/PhD - 50.00
12.	Lost / Damaged All Academic Uniforms	Diploma/Bachelor - 350.00 Sarjana/PhD - 450.00
13.	Missing / Damaged Transcript	10.00
14.	Lost / Damaged Degree Certificate	60.00 (Malay language, English language)
15.	Lost/Damaged Matric Card	50.00
16.	Others - Late Registration (Older Students) - Delay in Sending Graduation Form - Students Do Not Pre-Register - Application to Sit for Special Exams - Decision Grade Revision Appeal (For one course) - Appeal to Continue Studies (Failure or Dismissal)	10.00 a day 5.00 a day 5.00 50.00 100.00 25.00