



UNIVERSITI  
MALAYSIA  
KELANTAN



# ACADEMIC REGULATIONS BOOK

UNIVERSITI MALAYSIA KELANTAN



UNIVERSITI  
MALAYSIA  
KELANTAN

## **ACADEMIC REGULATIONS UNIVERSITI MALAYSIA KELANTAN UNDERGRADUATE STUDY PROGRAM (FULL TIME)**

Further inquiry/information must be directed to:

### **ACADEMIC ADMINISTRATION DIVISION**

Deputy Vice Chancellor Office (Academic & International Affairs)  
Universiti Malaysia Kelantan  
16300 Bachok, Kelantan.

Contact Number: 09-7797600/7608/7610/7616

Fax Number: 09-7797602

Email: [akademik@umk.edu.my](mailto:akademik@umk.edu.my)

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# ACADEMIC REGULATIONS (FOR FULL TIME STUDY MODE)

## UNIVERSITI MALAYSIA KELANTAN

### 1.0 NAME AND PROVISION

#### ACADEMIC REGULATIONS UNIVERSITI MALAYSIA KELANTAN UNDERGRADUATE DEGREE STUDY PROGRAM (FULL TIME)

- 1.1 These regulations shall be known as the Academic Regulations of Universiti Malaysia Kelantan for Undergraduate Degree Study Program (Full Time).
- 1.2 The regulations were endorsed by Universiti Malaysia Kelantan Senate and is effective starting September 2021 in accordance with Section 22(5) of Universiti Malaysia Kelantan Constitution (P.U.(A) 462). Thus, the Academic Regulations of Universiti Malaysia Kelantan (Previous editions) is nullified.
- 1.3 The reference in this Regulations regarding a section or subsection refers to a section or subsection contained in this Regulations.
- 1.4 The reference to “University” in these regulations refers to Universiti Malaysia Kelantan.
- 1.5 The reference to “Faculty or Center” refers to a Party Authorised by the University in accordance with Section 16(1) of University Malaysia Kelantan Constitution, or University Academic Responsibility Center in accordance with Section 24(1) of Universiti Malaysia Kelantan Constitution (P.U.(A)462) that offers study programs and related academic courses.

### 2.0 GLOSSARY

In these Regulations, unless the context requires different meaning:-

- “**Award**” refers to a recognition given for an academic or non-academic excellence.
- “**Withdrawal from Study**” refers to a student who has quit from a Study Program upon approval from the University.
- “**Dean/Director**” refers to the Head of Faculty/Center.
- “**Terminated**” refers to a student who has spent the maximum period for a study program; or a student who is dismissed from the University in accordance with Procedure of Student Misconducts or fails to register any course in accordance to Regulation 4.2 Course Registration.

- **“Fail and Terminated”** refers to a student who is dismissed from a study program for obtaining a Fail Status (KG) in study.
- **“Gap Year”** refers to a period in which a student is allowed to take a leave of absence upon approval from the University for a period of not more than one (1) academic calendar year.
- **“Faculty”** refers to an academic entity which offers undergraduate study program.
- **“Suspension of Study”** refers to a student who has been suspended from study during any semester by the University due to misconduct or failure of the student to register for any course in accordance to Academic Regulation 4.2.
- **“Audit Course (HS)”** refers to a registration status for Audit Course, which is a course that is not listed in a curriculum program, but is taken by a student to gain knowledge and skill.
- **“Compulsory Course (HW)”** refers to a registration status of a course that is compulsory to be taken by a student in accordance with stipulation set by a study program, which is for a course with a Pass Grade (L) or a Fail Grade (G) only.
- **“Effective Learning Time (ELT)”** refers to one (1) credit for Industrial Training (LI) or Work-based Course (KBK). One (1) credit for Industrial Training (LI) or Work-based Course (KBK) is equivalent to at least (6 hours/day) in accordance with Effective Learning Time (ELT).
- **“Student Learning Time (SLT)”** refers to the total learning time that a student spends which includes physical learning, online learning (synchronous or asynchronous), independent learning, and time spent to complete the assessments for a course.
- **“Senate Standing Committee (JKTS)”** refers to the main committees established for the purpose of carrying out functions set by Senate.
- **“Credited Cocurriculum”** refers to a cocurriculum course that is compulsory to be taken by a student for the purpose of fulfilling the University General Core Course Component requirement as well as graduation requirement.
- **“Non-credited Cocurriculum”** refers to cocurriculum course or activity that can be participated in by a student for the purpose of gaining knowledge and soft skills without and it does not carry any credit value and it is not regarded as a graduation requirement.
- **“Credit”** refers to value of student study load for a course.
- **“Credit Earned (KD)”** refers to the total number of credits for all curriculum courses that are registered and passed by a student, including Credit Transfer with or without Grade courses, but excluding Audit Course (HS).

- **“Credit Counted (KK)”** refers to the total credits of all curriculum courses registered by a student, including courses that score fail grade and Credit Transfer with Grade courses and they are accounted in the calculation of GPA and CGPA. HW and HS courses are excluded.
- **“Credit Exemption (KKc)”** refers to credit exemption given to a student because they have passed the equivalent courses with good grades prior to joining the current full-time study program.
- **“Maximum Credit”** refers to the highest total credit that could be registered in a semester.
- **“Nullified Credit”** refers to the total credit and grade value that is nullified in the latest calculation of GPA and CGPA for the fail courses (F Grade) or Conditional Pass (C-Grade or D Grade) courses that are repeated.
- **“Minimum Credit”** refers to the lowest total credit that could be registered in a semester.
- **“Curriculum”** refers to the sum total of courses stipulated for a study program.
- **“Course”** refers to a subject in a study program that has its own name and code.
- **“Audit Course (HS)”** refers to a course taken by a student in which the attendance requirement for HS course has to be fulfilled, but it is not accounted in the calculation of GPA and CGPA for graduation.
- **“Work-based Course”** refers to a course that provides exposure for a student to get work experience and structured learning by carrying out a role or real-life job task at a suitable location so as to increase knowledge, skill, and expose the student to job opportunity.
- **“Elective Course”** refers to a course that has to be taken and passed by a student whether the course is part or not part of the student’s respective field of study for the purpose of graduation.
- **“Minor Course”** refers to a course taken within a program’s curriculum and graduation is stated to be subject to the minimum total credit stipulated by the University. This course has to be fulfilled as part of graduation requirement for the award of Undergraduate Degree with Minor.
- **“Pre-requisite Course”** refers to a course that has to be passed (including Conditional Pass) by a student before the student is allowed to take the course.
- **“Non-traditional Location”** refers to a learning location or platform outside of the traditional classroom (including e-learning) or outside the University campus whether within or outside the country.

- **“Notional”** refers to one credit is equivalent to 40 Student Learning Hours (SLT).
- **“New Student”** refers to a First (1) Year, First (1) Semester student only.
- **“Senior Student”** refers to a student in the study program in any semester from the Second Semester until the Last Semester.
- **“Full-time Student”** refers to a student who registers for a minimum of twelve (12) credits for a semester, (excluding HS course), except for a student who is in a course or project at Non-traditional Location or a student who is completing graduation requirement in a regular duration of study.
- **“Open and Distance Learning”** refers to a study program which is offered in online mode for at least 60% of the whole total credit hours.
- **“Credit Transfer with Grade”** refers to horizontal credit transfer for a student who is in the system (a student who is in a study program). Credit and Course Grade are accounted in the GPA and CGPA and the student’s graduation requirement.
- **“Credit Transfer without Grade”** refers to vertical or horizontal credit transfer for a student who is out of the system (a student who has finished a study program) or has achieved the competency level for the course. The course credit transferred is accounted in the calculation of graduation credit, but the course grade is not accounted in the student’s GPA and CGPA.
- **“Registration”** refers to the course registration proses that is made by a student during the first two (2) working days a week before the commencement date of the semester.
- **“Teaching and Learning (T&L)”** refers to the implementation of T&L process that comprises three elements (materials, activities, and assessments).
- **“Online Teaching and Learning (OTL)”** refers to the implementation of T&L process online that comprises three elements (e-materials, e-activities, and e-assessments).
- **“Synchronous”** refers to the process of teaching and learning that occurs online in real time.
- **“Asynchronous”** refers to the teaching and learning process that occurs online but not in real time.
- **“Conferment”** refers to Senate approval for a student who is eligible for the conferment of a degree.
- **“Course Exemption”** refers to the exemption process for a student from taking a course in the study program for particular reasons, but the student has to replace the exempted course with other course to complete the graduation credit requirement.

- **“Course Teaching Evaluation (PPK)”** refers to an evaluation made by a student towards a lecturer, a course, and infrastructure.
- **“Assessment”** refers to a process to evaluate the growth, ability, progress, capability, and achievement of a student as a whole in accordance with the curriculum objectives.
- **“Final Assessment”** refers to the official assessment that is carried out to evaluate a student’s achievement level in a course through final examination, report, presentation, interview, or other appropriate method at the end of the semester.
- **“Continuous Assessment”** refers to a graded assessment that is carried out throughout the semester.
- **“Formative Assessment”** refers to an informal or ungraded assessment that is carried out to gauge a student’s understanding.
- **“Summative Assessment”** refers to a final assessment or official evaluation that is carried out to gauge a student’s achievement level in a course at the middle or the end of the semester.
- **“Special Assessment”** refers to an assessment offered to a student on permissible grounds for the purpose of graduation.
- **“Cumulative Grade Point Average (CGPA)”** is the sum of credit value obtained for all semesters divided by the sum total of the whole credits from the starting until the latest semester.
- **“Grade Point Average (GPA)”** is the sum of credit value obtained by a student for every semester divided by the sum total of credit hours that are registered for the semester.
- **“Pre-registration”** refers to a course registration process for the following semester that is made by a student on the last week of Teaching and Learning (T&L) in the current semester.
- **“Outbound Mobility Program”** refers to a course or activity that involves UMK students’ movement to other university or industry (local or international).
- **“Inbound Mobility Program”** refers to a course or activity that involves students from other university’s (local or international) movement to UMK.
- **“Program”** refers to a combination of courses that forms a program study curriculum which has been stipulated by the University and related Ministry for the purpose of degree conferment.
- **“Regular Semester”** refers to a period of study during an academic session and is subject to Academic Calendar that has been approved by the Senate.



- **“Short Semester”** refers to a period of study in between two regular semesters.
- **“Senate”** refers to the University academic body which is bound by statutes, methodologies, and regulations, and has the right to guide and give general instructions with regards to teaching, research, examination, degree, diploma, and certificate conferment, as well as other academic distinctions.
- **“Academic Session”** refers to the period of one year of study based on Academic Calendar that has been approved by the Senate.
- **“End of Study”** refers to a student who has completed their study and is conferred with a degree.
- **“Deferment of Study”** refers to a status given to a student who defers their study.
- **“Regular Duration”** refers to the number of study semesters stipulated in a curriculum for a student to end their study.
- **“Maximum Duration”** refers to the number of semesters for a regular duration with additional four (4) semesters.
- **“Delayed Study”** refers to a condition in which a student has been approved for deferment of study or has been suspended by the University.
- **“Study Fees”** refers to fees imposed for a student who join a study program at the University. Study Fees comprise learning fee and other services fee stipulated by the University from time to time.
- **“UMKCEE”** refers to UMK Center for External Education.

### 3.0 ACADEMIC SYSTEM

- 3.1** The period of study which consists of several academic sessions and semesters for the Bachelor’s Degree with Honours programme is according to the requirements of the respective programmes and approved by the Senate and the relevant Ministry.
- 3.2** The minimum period of this study is six (6) semesters, except for some professional programmes a longer period is allowed with the approval of the Senate and the relevant Ministry; while the maximum period of study is the usual period with an additional four (4) semesters.
- 3.3** One Academic Session comprises two (2) Regular Semesters and leave between academic sessions, subject to the Academic Calendar approved by the Senate.
- 3.4** Short Semesters may be held during long holidays. The structure of the Academic Session is as in Table 1, while the guidelines for the implementation of the Short Semester are as in Rule 7.0.

**TABLE 1: ACADEMIC SESSIONS**

SEMESTER SEPTEMBER		SEMESTER FEBRUARY	
• Orientation Week	1 week		
• Lecture	7 week	• Lecture	7 week
• Mid-semester Break	1 week	• Mid-semester Break	1 week
• Lecture	7 week	• Lecture	7 week
• Revision Week	1 week	• Revision Week	1 week
• Final Examination	3 week	• Final Examination	4 week
<b>TOTAL</b>	19 week	<b>TOTAL</b>	19 week
• Semester Break	4 week	• Semester Break	4 week
<b>SHORT SEMESTER</b>			
Lecture & Final Examination			8 week

*Nota: Subject to the Academic Calendar APPROVED by the Senate*

## 4.0 REGISTRATION

### 4.1 Programme registration

- 4.1.1** A successful applicant must register for the programme on the date as stated in the admission offer letter.
- 4.1.2** The University will automatically update the status of study for the Senior Student based on the final assessment results of the previous semester, except for the student in the following cases:
- 4.1.2.1 Deferment of studies with permission;
  - 4.1.2.2 Suspended from studies after being convicted of disciplinary offense;
  - 4.1.2.3 Expelled from the University after being convicted of a disciplinary offense;
  - 4.1.2.4 Terminated due to Fail Status (KG);
  - 4.1.2.5 Confirmed Graduation;
  - 4.1.2.6 Expiration of the Maximum Period of Study;
  - 4.1.2.7 Withdrawal from Study with the permission of the University.
  - 4.1.2.8 Failure to register for any course within the first two weeks after the semester begins.
- 4.1.3** A Senior student who drops out of studies due to postponement of studies with permission or suspension of studies must re-register for the programme within the stipulated registration period.

### 4.2 Course Registration

#### 4.2.1 Course code and course name

- 4.2.1.1 Each course is given its own code and name. The code for a course is expressed in three letters and five numbers. For example, a course with code ABC 12345

Alphabetical meaning (ABC):

A = Faculty offering courses/University Core

B = Faculty Core/ Programme Core/ Specialization

C = Core/ Specialization/ Elective

Meaning of number (12345):

- 1 = Year of Study
- 2 = Course Serial Number
- 3 = Course Serial Number
- 4 = Course Credit
- 5 = Course Credit

#### **4.2.2 Registration Conditions and Requirements**

- 4.2.2.1 A student must pre-register online in the last week of Teaching and Learning (T&L) of the previous semester.
- 4.2.2.2 A student must review the registration and submit it online to the Academic Advisor within one (1) week before the semester begins.
- 4.2.2.3 Confirmation of registration by the Academic Advisor must be done within one (1) week before the semester begins.
- 4.2.2.4 A student who is still in debt and has not made the Course Teaching Evaluation (PPK) is not allowed to pre-register for the course.
- 4.2.2.5 A student who fails to register for any course as in Rules 4.2.2.1 and 4.2.2.2 may be barred from taking the course in the current semester except with the permission from Faculty. The Faculty may consider course registration up to the second (2nd) week of the semester with a fine as determined by the University.
- 4.2.2.6 A student who fails to register for any course after the second (2nd) week of the semester may submit a written appeal to the Faculty for permission to register. The student will be given a Suspension of Study status if the appeal is not approved by the Faculty. If a student obtains Suspension of Study status for two (2) consecutive semesters during the period of study, the student will be terminated from his studies.
- 4.2.2.7 Registration for courses that are set as pre-requisites is only allowed when the student passes the required courses.
- 4.2.2.8 Course registration for the Inbound Mobility Programme and the Credited Outbound Mobility Programme at the national or international level is in accordance with the current policies and regulations of the University Student Mobility Programme.

- 4.2.2.9 A student is allowed to register for no more than two (2) courses as Audited Courses with Audit Course (HS) status with permission from the Faculty in each semester. Audited Courses will be given a grade Satisfactory (M) or Unsatisfactory (TM) and not counted in the Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Audit Course (HS) status for the Audited Course will be recorded in the Course Registration Record and Academic Transcript of the student.
- 4.2.2.10 A student must follow the teaching and learning activities of the registered course and meet the course requirements as in Appendix I.

### **4.2.3 Registration Amendment**

- 4.2.3.1 A student may add courses up to the second (2nd) week of the semester and drop courses up to the sixth (6th) week of the semester.
- 4.2.3.2 A student who fails to drop a course after the sixth (6th) week is considered as being registered in the course and must meet the requirements of the respective course.
- 4.2.3.3 A student who incorrectly registers for a course and fails to drop the course after the sixth (6th) week will be given an F Grade.

### **4.2.4 Failed Course Registration**

- 4.2.4.1 A student who fails any of the University General Courses and Programme Core Courses must repeat the course until he passes within the maximum period of study.
- 4.2.4.2 For student who repeats any course, the latest Credit Value and Grade Point Value will be calculated in GPA and CGPA, while the original Credit Value and Grade Point Value will be abolished. The revoked Credit Value will be recorded as Nullified Credit (KM) in the Examination Results Report for the semester, but not recorded in the student's Academic Transcript.
- 4.2.4.3 A student who fails an Elective Course or Co-Curriculum Course may repeat the course or may take an Elective Course or other equivalent Co-Curriculum Course. If a student takes an Elective Course or other equivalent Co-Curriculum Course

in lieu, the Course Credit and Grade Point Value of the failed Course are still counted (Credit Counted) in the calculation of GPA and CGPA.

- 4.2.4.4 A course that is repeated as in Rule 4.2.4.2 (i) will be given the status of Repeated Course (UK) and recorded in the Course Registration Record and Academic Transcript.

#### **4.2.5 Course Registration to Improve Grades (BG)**

- 4.2.5.1 A student may re-take any course with Conditional Passed status (C- Grade and D Grade) for the purpose of improving the grade subject.
- 4.2.5.2 A higher Course Credits and Grade Point Values will be calculated in the calculation of GPA and CGPA. Meanwhile, the lower Course Credit and Grade Point Value will be abolished and recorded as Nullified Credit (KM) in the Examination Results Report for the semester, but not recorded in the Academic Transcript.
- 4.2.5.3 A retaken course will be given the status of Improved Grade (BG) and recorded in the course registration record and Academic Transcript.
- 4.2.5.4 The fee rate will be charged based on the credit value as determined by the University and will not be refunded if the student withdraws from the course.

## **5.0 CREDIT SYSTEM**

### **5.1 Course Credit**

Every course has a credit value to show the student's academic load for the course.

### **5.2 Credit Value**

- 5.2.1 One (1) credit value is equivalent to 40 notional hours of Student Learning Time (SLT) with the consideration of the following teaching and learning activities:
- 5.2.1.1 Learning through:
- i) Face-to-face (Physically);
  - ii) Face-to-face and Non Face-to-face (Online);
  - iii) Self-learning; and

5.2.1.2 On-going Assessment and Final Assessment.

5.2.2 One (1) credit for Industrial Training (LI) or Work-based Course (KBK) is equivalent to at least in accordance with Effective Learning Time (ELT)

5.2.3 The total credit value for a study programme including Credit Earned (KK) and Credit Counted (KD) is stipulated by the Faculty in accordance with the requirements of each programme but should not be less than 120.

### **5.3 Academic Load for Every Semester**

5.3.1 A student is required to register for at least twelve (12) credit value (Minimum Credit) for each semester including Audit Course, except:

5.3.1.1 a student with Conditional Status (KS);

5.2.1.2 a special case student with the Faculty's approval;

5.2.1.3 a final year student; and/or

5.3.1.4 a student who enrolls in the study programme from a Non-traditional Location.

5.2.2 The maximum academic load for each student is 20 credits for Regular Semester and 10 credits for Short Semester, except with the Faculty's approval.

### **5.4 Credit Transfer**

5.4.1 Credit transfer is allowed in two categories which are:

5.4.1.1 Horizontal – credit transfer from a lower level to a higher level

5.4.1.2 Vertical – credit transfer from an equivalent programme as in certificate to certificate, diploma to diploma, or bachelor degree to bachelor degree.

5.4.2 General rules for credit transfer are as follows:

5.4.2.1 Passing grade – minimum grade which is grade C;

5.4.2.2 Course credit value (one or combinations of several courses) should be equivalent to or higher than the course at the student's Higher Education Provider (PPT)

5.4.2.3 The Syllabus Equivalent should not be less than 80%;

5.4.2.4 Credit transferable courses must be from a programme which has been accredited (including temporary accreditation) / recognised by authoritative body in the country.

5.4.3 The maximum credit transfer for Diploma level course (Level 4, MQF) to Bachelor Degree level (Level 6, MQF) is 50% of the total number of credits at the student's PPT based on the following:

<b>Percentage of Credit Transfer (%)</b>	<b>Minimum Course Grade</b>
1 until 30 Grade C	Grade C
1 until 50 Grade B	Grade B

5.4.4 A student with advanced diploma (who also obtains a diploma) can be considered credit transfer up to a maximum of two years of bachelor degree programme.

5.4.5 A student who wishes to further his study for the second time at the same level with the obtained qualification can be considered for credit transfer. There will be no credit transfer limit subject to the credit transfer rules if he is at the same PPT. A student who wishes to further his study for the second time in a different PPT, the credit transfer is subject to his period of residence.

5.4.6 A student who is enrolling in a programme and is wishing to change to other programme in the same field with the current enrolled programme can be considered for credit transfer. If the programme will be enrolled at the same PPT, there will be no credit transfer limit subject to the credit transfer rules. However, if the programme will be enrolled at a different PPT, the credit transfer is subject to his rules of residence.

5.4.7 A student who has withdrawn from the study but later wishes to continue the study in a different programme at the same level can be considered for credit transfer. If the programme will be enrolled at the same PPT, there will be no credit transfer limit subject to the credit transfer rules. However, if the programme will be enrolled at a different PPT, the credit transfer is subject to his period of residence.

5.4.8 A student who is enrolling in a programme and at the same time is taking a few courses at a different PPT (for example, mobility programme or student exchange programme) can be considered for credit transfer subject to his period of residence which is at least 1 semester at the PPT that awards the qualification.



## **5.5 Credit Transfer with Grade and without Grade**

5.5.1 The Faculty can consider the application for Credit Transfer with Grade and without Grade subject to the general rules of credit transfer as stated in regulation 5.4.2 and 5.4.3.

### **5.5.2 Credit Transfer with Grade**

5.5.2.1 Horizontal credit transfer for a student who is in the system. Credits are calculated in the student's graduation credits and course grade is accounted in the calculation of GPA and CGPA. Credit Transfer with Grade will be considered for student who has already:

- i) Changed to other programme either in the same Faculty or not;
- ii) Transferred study from other PPT to UMK subject to the student's rules of residence which is at least one semester before graduation; or/and
- iii) Enrolled in a course at other local or abroad PPT

5.5.2.2 The application for Credit Transfer with Grade for Regulation 5.5.2.1 (i) and (ii) must be done no later than the end of the third week of the semester after the student registers for the first year of study.

5.5.2.3 The application for Credit Transfer with Grade for Regulation 5.5.2.1 (iii) must be done no later than the end of the third week of the following semester.

5.5.2.4 Total number of credits approved for Credit Transfer with Grade will be accounted for the graduation purpose

5.5.2.5 List of courses and total number of credits approved for Credit Transfer with Grade will be stated as Credit Transfer (KP) in the Graduation Audit Report and Academic Transcript.

### **5.5.3 Credit Transfer without Grade**

5.5.3.1 Vertical or horizontal credit transfer for student who is out of the system. The course credit transferred is accounted in the calculation of graduation credit, but the course grade is not accounted in the student's GPA and CGPA.

5.5.3.2 The application for Credit Transfer without Grade must be done during the programme registration or no later than the end of the third week of the registration. Any application submitted later than this will not be considered, except with the faculty's approval.

5.5.3.4 List of courses and total number of credits approved for Credit Transfer without Grade will be stated as Exempted Credit (KP) in the student's Academic Transcript.

## **5.6 Course Exemption**

5.6.1 Course exemption will not result in the student earning the credit for the exempted course.

5.6.2 A student is required to enrol in other course to replace the exempted course if the course exemption resulted in the student's graduation credit requirement not sufficient.

5.6.3 Addition of course to replace the exempted course to fulfil the graduation credit requirement is allowed with the following terms;

5.6.3.1 The added course must be at the same level;

5.6.3.2 If the programme involved is a collaborative programme, the course added can be taken either from the programme offered by the partner or other collaborative programme;

5.6.3.3 Addition of co-curriculum course is also allowed.

5.6.4 The course allowed for Course Exemption will be stated as PK in the Academic Transcript.

## 6.0 MARKING AND GRADING SYSTEM

### 6.1 Course Grade

6.1.1 The grade for a course is determined by the total number of marks. Every course grade obtained by a student shall be shown in Value Grade and Achievement Level in **Schedule 2**.

**JADUAL 2: HUBUNGAN ANTARA MARKAH, GRED DAN NILAI GRED KURSUS**

MARKS	GRADE POINTS	GRADE	ACHIEVEMENT LEVEL	EXPLANATION
90-100	A+	4.00	Excellent	Shows an outstanding performance beyond the highest standards. Course content has been fully mastered. Able to apply the knowledge acquired through various approaches and show cases an exceptional understanding in a wider and comprehensive context.
80-89	A	4.00	Excellent	Shows an excellent performance that meets the highest standards. Course content has been mastered very well. Able to apply the knowledge gained through various approaches and shows clear understanding in a holistic context.
75-79	A-	3.70	Excellent	Demonstrates excellent performance that meets the high standards. Course content has been well-mastered. Able to apply the knowledge gained through various approaches and shows clear understanding of it.
70-74	B+	3.30	Honours	Demonstrates a very good performance that meets the high standards. Course content has been mastered with a holistic understanding of concepts and techniques.

65-69	B	3.00	Honours	Demonstrates good performance that meets the standards. Course content has been mastered with a good understanding of concepts and techniques.
60-64	B-	2.70	Good	Fulfills the standards and shows a good understanding of the course content and the mastery of course content. Most of the specified course contents are well-mastered.
55-59	C+	2.30	Good	Demonstrates satisfactory understanding of the course content. Fulfills or in certain circumstances exceeds basic standards.
50-54	C	2.00	Pass	Menunjukkan pemahaman yang memadai terhadap kandungan kursus dan memenuhi piawaian asas
45-49	C-	1.70	Conditional Pass*	Demonstrates sufficient understanding of the course content and meet basic standards.
40-44	D	1.00	Conditional Pass*	Demonstrates minimal understanding of the course content.
39 atau kurang	F	0.00	Fail	Demonstrates that the student cannot understand the course content. Student has failed the course

***\*FGrade for some professional programmes but Conditional Pass for other professional programmes.***

6.1.2 The following grading is also used:

**XP** - Given to a course in a case where a student did not attend the final examination without the permission from the Faculty. The Grade Point is the same as F Grade

**XH** - Given to a course in a case where a student is barred from taking the final examination. The Grade Point is the same as F Grade.

- TS** - (Unfinished). Given to a course in a case where a student did not sit for the final examination with the permission from the Faculty in that particular semester. If the student failed to sit for Special Examination within the stipulated time given by the Faculty, the course will be given F Grade.
- M** - (Satisfactory). Given to a course registered as Audit Course with HS status and it is followed by satisfactory.
- TM** - (Unsatisfactory). Given to a course registered as Audit Course with HS status and it is not followed by satisfactory.
- TT** - (Disciplinary) Given to a course in a case where a student is still in a process of disciplinary action. There will be no Grade given and will not be included in the GPA and CGPA calculation. If the student is found guilty, the course will be given an F Grade.
- L** - (Pass). Given to HW course only if the course is counted as Pass. There will be no Grade Point and it will not be included in the student's calculation of GPA and CGPA, but it is considered as KD. (Pass).
- G** - (Fail) Given to HW course only if the course is counted as Failed. There will be no Grade Point and it will not be calculated in the student's GPA and CGPA
- SM** - (Carried Forward) Given to a course registered by a student in a semester, but it is incomplete and the result is carried forward to the following semester.

## **6.2 Assessment**

- 6.2.1 Student's Achievement Level in each course in Regulation 6.1.1. is analysed through Ongoing Assessment and Final Assessment
- 6.2.2 Subject to the course requirement and approval by the Senate
- 6.2.2.1 Ongoing Assessment Weightage and Final Assessment must be determined by the Faculty.
- 6.2.2.2 Ongoing Assessment must be conducted continuously for the whole semester and shall be counted in student's GPA and CGPA; and
- 6.2.2.3 The student is required to sit for Final Assessment within the official duration given by the University/Faculty.

- 6.2.3 A student's failure to adhere to Regulation 6.2.2.2 and 6.2.2.3 shall be stipulated as failed in all courses and shall be given F Grade.
- 6.2.4 Final Assessment must be conducted using methods determined by Final Assessment Regulations in Appendix II.
- 6.2.5 Final Assessment must be conducted using methods according to the protocol determined by the Faculty.

### **6.3 Special Assessment**

- 6.3.1 The Faculty shall conduct Special Assessment at least two (2) weeks before the Senate Standing Committee Meeting (JKTS) Exam conclave for the student with:
  - 6.3.1.1 Good Status (KB) in final semester, but failed in any one (1) course for conferment of degree.
  - 6.3.1.2 The student with medical reasons who is unable to sit for the semester's final exam (supported with medical certificate from Government Hospital, University Hospital or University's Medical Officer);
  - 6.3.1.3 Attending a programme during final assessment as instructed by the Faculty or University; or
  - 6.3.1.4 Having other reasons deemed acceptable by the Faculty.
- 6.3.2 Student needs to apply for Special Examination no later than one (1) week after final examination results are announced.
- 6.3.3 The Special Assessment marks will be combined with the existing Continuous Assessment marks to determine the course grade. However, the grades obtained:
  - 6.3.3.1 Will not be accounted in GPA and CGPA for the case of the student in Regulation 6.3.1.1, but the course credit will be counted as Credit Earned. Assessments taken and passed will be recorded in the Academic Transcript with the final grade.
  - 6.3.3.2 Shall be included in the GPA and CGPA for the student with cases in Regulation 6.3.1.2 to Regulation 6.3.1.4 and will be recorded in the Academic Transcript.
- 6.3.4 Special Assessment can only be taken once for each course. The student who failed this assessment shall be required to repeat that course in Regular Semester.

6.3.5 Special Assessment will not be held for the following cases:

6.3.5.1 for courses that have no final examinations; or

6.3.5.2 for student who did not take the final examination without valid reasons or reasons deemed acceptable by the Faculty or for students who are barred from taking the final assessment or;

6.3.5.3 Any courses failed due to student misconduct

## **6.4 Ongoing Assessment Result**

6.4.1 Ongoing assessment marks shall be announced (at least one assessment must be done) before week 8.

6.4.2 Ongoing assessment marks shall be announced latest by one week from final assessment starts.

## **6.5 Assessment Marks**

6.5.1 By the end of the semester, all assessment results must be approved by the Senate or the Committee appointed by the Senate, and shall be announced within one (1) week from the Senate or the appointed Committee conclave.

6.5.2 The results of the assessment are final after it is certified by the Senate.

6.5.3 For a student who owes tuition fees to the University or has no financial funding, the results of the assessments for the current semester shall be suspended until the fees are paid.

## **6.6 Course Grade Appeal**

6.6.1 Students can only appeal for reassessment of Final Assessment result for any course within TWO (2) weeks after the results have been announced. Guideline for Course Grade Appeal is in Appendix III.

6.6.2 Students are not allowed to appeal for the results of Ongoing Assessment.

## **6.7 Academic Achievement**

6.7.1 Academic achievement of a student for each semester shall be specified in grade point average (GPA), while the overall achievement to the current semester shall be specified in cumulative grade point average

(CGPA). GPA and CGPA values are rounded to two (2) decimal points by using the following formula:

$$\text{GPA} = \frac{\sum_{i=1}^m k_i m_i \sum k_i n_i}{\sum k_i}$$

$k_i$  = course credit i.

$n_i$  = Value Grade course i.

$i$  = 1, 2, ....., m.

(m = The number of courses in current semester)

$$\text{CGPA} = \frac{\sum k_i m_i \sum k_i n_i}{\sum k_i}$$

$k_i$  = course credit i.

$n_i$  = Value Grade course i.

$i$  = 1, 2, ....., m.

(t = The number of courses in current semester)

**Appendix IV** shows example of GPA and CGPA calculation.

## 6.8 Academic Status

- 6.8.1 Academic Status of a student at the end of each Regular Semester is determined by CGPA value.
- 6.8.2 Academic status for a student who takes Short Semester that is not a regular semester will not be stipulated, although GPA and CGPA are calculated as usual.
- 6.8.3 Academic status of a student is classified as in **Table 3** for New Student and **Table 4** for Senior Student

**Table 3:** Academic Status of New Student based on CGPA

ACADEMIC STATUS	CGPA
Good Status (KB)	CGPA $\geq$ 2.00
Conditional Status (KS)	1.50 $\leq$ CGPA < 2.00
Repeating Semester (MS)	1.00 $\leq$ CGPA < 1.50
Failed Status (KG) (Discontinued)	CGPA < 1.00



**Table 4:** Academic Status of Senior Student by CGPA

<b>ACADEMIC STATUS</b>	<b>CGPA</b>
Good Status (KB)	$CGPA \geq 2.00$
Conditional Status (KS)	$1.70 \leq CGPA < 2.00$
Failed Status (KG) (Discontinued)	$CGPA < 1.70$
Graduate (LB) (Final Semester Student)	$CGPA \geq 2.00$

6.8.4 A New Student who obtains:

6.8.4.1 Good Status (KB) is allowed to continue studies to the next semester

6.8.4.2 The Repeating Semester (MS) status will be rested in the following semester and continue studies in the next academic session. In this case the results of the student's first semester examination will be canceled. If the student gets a  $CGPA < 2.00$  in the first semester of the repeat, then the student will be terminated.

6.8.4.3 Failed Status (KG) may submit an appeal in writing to repeat the semester. If the student gets a  $CGPA < 2.00$  in the first semester of the repeat, then the student will be terminated.

6.8.5 A Senior Student who obtains:

6.8.5.1 Good Status (KB) is allowed to continue studies to the next semester.

6.8.5.2 Conditional Status (KS) can continue their studies to the next semester and be given a written warning to achieve KB Status in the next semester.

6.8.5.3 Failed Status (KG) will be terminated if:

- i) Obtained a CGPA of less than 1.70; or
- ii) Obtained KS in three (3) consecutive Regular Semesters. Current semester and two (2) previous semesters in a row.

6.8.5.4 Position of KS or KB. but obtains a GPA of  $< 1.00$ , can with Senate decision:

- i) Continue studies; or
- ii) Be instructed to postpone studies for one semester (After the end of the deferment period, the student can continue their studies. The semester of deferment of studies will be accounted within the semester of study); or
- iii) Be terminated from studies.

6.8.5.5 Graduate Pass (LB) is allowed to graduate if they meet the graduation requirements.

6.8.6 The student who has completed the maximum period of study, but have not yet met the graduation and curriculum requirements will be terminated from studies and given a Failed Status (End of Study Period).

#### 6.8.7 Dean's Certificate of Honors

6.8.7.1 Full -Time student who takes twelve (12) credits or more excluding courses taken as Audit Courses and obtain a GPA result of 3.70 and above will be included in the Dean's List, i.e. recipients of the Dean's Certificate of Honors. On the other hand, a student who enrol in Industrial Training, Work -Based Courses (CBC) or courses in Non -Traditional Locations during the semester will not be included in the Dean's List.

6.8.7.2 The Dean's List can be implemented each semester for all programs.

#### 6.8.8 Improving Academic Achievement

6.8.8.1 A student has the opportunity to Improve Grade (BG) for a course during the period of study with the following conditions:

- i) Obtained a Conditional Pass grade. Refer to Table 2
- ii) Obtain the permission of the Faculty;
- iii) Allowed only once for a course; and
- i) Only the best grades will be counted in GPA and CGPA.

## **7.0 SHORT SEMESTER**

### **7.1 Introduction**

- 7.1.1 Short Semester refers to the period of study held between two regular semesters.
- 7.1.2 It can be offered according to the Faculty's program offering structure.

### **7.2 Duration of study**

- 7.2.1 Short Semester Study starts from the end date of the February Semester Final Assessment at each level of study and will run for a period of eight (8) weeks.
- 7.2.2 This semester period covers the Final Assessment and there is no provision for Mid -Semester Leave and Revision Week. (7 weeks TnL and 1 week finalassessment).

### **7.3 Course Offerings**

- 7.3.1 Any course can be offered in the Short Semester subject to the approval of the Faculty.
- 7.3.2 The number of courses that can be offered does not exceed three courses or 10 credits or whichever is higher subject to a maximum of 50 credits for one year of study (three semesters).

### **7.4 Short Semester Course Registration**

- 7.4.1 Pre -registration for short semester courses must be made in the last week of PdP of the current semester. (Refer to academic calendar of the current semester)
- 7.4.2 Registration cannot exceed three (3) courses or (10) credits only or whichever is higher.
- 7.4.3 The student is required to make compulsory registration for the course within one week after Pre -Registration.
- 7.4.4 Amendments to course registration in the Short Semester are not allowed. However, dropping the course can be done until the end of the fourth (4) week and will be recorded as Withdrawal (TD).
- 7.4.5 The Total Student Learning Hours (JBP) for a course in the short semester is the same as in the Regular Semester.

7.4.6 The existing procedures on the announcement of examination results and appeal of grade results apply for the Short Semester.

## **7.5 Fee Payment Rates and Conditions**

7.5.1 A student who improves their grades and repeats courses will be charged a fee according to the credits taken. Fee rules are subject to the University's decision from time to time except for regular semester students.

## **8.0 DEFERMENT OF STUDIES**

**8.1** Deferment of a student's study can be considered in the following circumstances:

8.1.1 Health problems for a student who is ill for a period exceeding seven (7) days with a certificate from a registered medical practitioner. For psychiatric cases, permission for a student to re-register is subject to the certification of a registered medical practitioner who provides the treatment;

8.1.2 Problems other than health that may affect the student's studies during the semester (such as financial, family, personal problems, etc.); and

8.1.3 For student who obtains the University approval to undergo the Gap Year Program

**8.2** Deferment of studies must be managed by the student themselves. Application for deferment of studies must be made online through the following link: [capsule.umk.edu.my](http://capsule.umk.edu.my) and is subject to the consideration and approval of the Dean of the Faculty.

**8.3** Application for deferment of studies can be made until the week nine of the current semester, except for the student who is ill upon confirmation by a government health officer/ the University or a registered medical practitioner. Application must be made each semester for deferment of studies for more than one (1) semester.

**8.4** The maximum deferment is for two (2) consecutive Regular Semesters. If the student requires more than that period, the student must be referred to a government health officer/ the University or a registered medical practitioner to determine whether the student is allowed to extend the period of deferment or terminated. However, this additional deferment period shall not exceed two (2) semesters.

- 8.5** Health reasons and the Gap Year Program are not accounted as part of the maximum allowable requirements to qualify for graduation requirements. If the deferment is more than 2 semesters due to health problems, the deferment period will be accounted for graduation requirements.
- 8.6** Apart from item 8.5, the semester involved will be accounted for graduation requirements.
- 8.7** The last date for a student to make the application is on week nine of the current semester. Exception can be made for student who is sick as acknowledged by a government/university health officer.
- 8.8** The student who has done their study registration that semester and have had their deferment of study approved by the University on that semester must settle their semester fees according to the following:
- 8.8.1 If the application is made before week nine (9) of the semester, half of the semester fee that has been paid would be credited to the student's account for the following semester.
- 8.8.2 If the application is made after week nine (9) of the semester, the full semester fee must be borne by the student.
- 8.9** The students who has been given deferment of studies is not eligible to receive or use the UMK facilities that are usually given to students until the student re-registers after the duration.
- 8.10** International student visas will be canceled once the deferment of studies is approved. The extension of the student visa is subject to re-registration of studies in the following semester. Any costs of cancellation and extension of the visa are fully borne by the student.

## **9.0 CHANGE OF STUDY PROGRAM**

- 9.1** In certain circumstances, a student may apply for a change of program in the same Faculty, or another Faculty provided that the student:
- 9.1.1 Fills in the Program Change Application Form;
- 9.1.2 Has attended at least one (1) semester of study at the University;
- 9.1.3 Attains Good Status (KB) for their Academic Status; and
- 9.1.4 Meets the entry requirements for the program applied for.

- 9.2 Application for change of study program must be made to the Faculty no later than two (2) weeks after the examination results are officially announced and the results of the application must be notified to the student before the semester begins.
- 9.3 The student's original academic record is used and the semester of study of the original program is taken into account.
- 9.4 The duration of the new program is subject to the setting of the program and the value of the approved credit transfer.

## **10.0 CHANGE OF MODE OF STUDY**

- 10.1 A student may apply for a change of program study mode to part -time mode provided that:
  - 10.1.1 The same programs offered by the Faculty and UMKCEE;
  - 10.1.2 The student has completed at least semester 1 at the full-time level of study;
  - 10.1.3 Academic status of the applicant in Good Status (KB); and
  - 10.1.4 Obtains permission from the sponsor (if applicable).
- 10.2 The change of mode of study is for the same program and is only allowed once. The student's original academic record applies and the student's studies are accounted as ongoing, subject to UMKCEE rules.

## **11.0 WITHDRAWAL OF STUDY**

- 11.1 Withdrawal of study process must be managed by the student themselves by filling in the Withdrawal from Study Application online through the following link: [capsule.umk.edu.my](http://capsule.umk.edu.my).
- 11.2 The effective date of the student's withdrawal is based on the date of the student's application.
- 11.3 New and senior student who has been approved for Withdrawal of study by the University within three (3) weeks from the date of registration is eligible for a refund of half of the fees. While no refund of fee is given if the withdrawal application is approved after the above period.
- 11.4 Any decision to withdraw of study from the University is final.

## **12.0 ACADEMIC MISCONDUCT**

**12.1** Academic misconduct is construed as having violated any of the rules in the UMK Academic Rule Book, which occurs in:

- 12.1.1 Learning;
- 12.1.2 Examination;
- 12.1.3 Research;
- 12.1.4 Publications; and
- 12.1.5 Intellectual Property.

**12.2** Students must not commit any academic misconduct as follows:

- 12.2.1 Copying or attempting to copy or about to copy or behaving in a manner that could be construed as copying or attempting to copy;
- 12.2.2 Cheating or attempting to cheat or about to cheat or behaving in a manner that could be construed as cheating or attempting to cheat;
- 12.2.3 Intentionally conspiring with another individual to commit or attempt to commit an act of academic misconduct;
- 12.2.4 Intentionally or unintentionally plagiarizing in obtaining or attempting to obtain credit or value for a scholarly matter by quoting all or part of the work and/or scholarly work of another party recognized as his or her scholarly work, without stating the source accurately and adequately.
- 12.2.5 Intentionally or unintentionally using the work of others which has been modified but can be identified to obtain credit or value for a scholarly work by not stating the source accurately and legally.
- 12.2.6 Academic misconduct other than the above which can be deemed by the University as a student has committed academic misconduct.

**12.3** If a student is found to have violated any of the rules stated in Academic Misconduct, after a hearing by the Student Disciplinary Committee (Academic) and convicted of the offense, the University may take a disciplinary action in accordance with the rules of Universiti Malaysia Kelantan (Students' Discipline) 2009 and any subsequent amendments.

**12.4** Students who are subject to disciplinary action may register for the course as usual until they are sentenced.

## **13.0 GRADUATION**

### **13.1 Graduation Requirement**

- 13.1.1 Each student must complete the following requirements for graduation purposes:
  - 13.1.1.1 Pass all courses required by a program curriculum subject to the Credit Transfer Rules by Grade as in Rules 5.4 and 5.5; and
  - 13.1.1.2 Complete the minimum period of a study program for the purpose of graduation; and
  - 13.1.1.3 Meet the residency requirements of at least one year before graduation for the student who transfers their study from other institutions to UMK as in Rule 5.5.1.2
- 13.1.2 Settle all tuition fees or other fees set by the University.
- 13.1.3 Settle all debts or loans made with the University.
- 13.1.4 Not convicted of disciplinary offenses/academic misconduct (a student who is under investigation for disciplinary offenses will be suspended from the award of the degree)

### **13.2 Conferment of Degree**

- 13.2.1 A student may be awarded a degree when he meets the requirements of his program of study as stated in Article 13.1.
- 13.2.2 The degree awarded is an honors degree based on the final CGPA value. To qualify for the award of this honors degree, a student must achieve a final CGPA value of not less than 2.00 (Good Status).
- 13.2.3 A student is eligible to be awarded an Honors Degree (With Distinction) if the student—
  - 13.2.3.1 Achieves the CGPA score of 3.70 and above;
  - 13.2.3.2 Never repeats a course or improves grade for any course during the period of study;
  - 13.2.3.3 Successfully completes study within the normal period; and
  - 13.2.3.4 Has never been subjected to disciplinary action by the University.



- 13.2.4 A student who has met the graduation requirements will be awarded a degree automatically, except for the student who applies to continue their study, they are subject to the maximum period of study stated in Rule 3.0. Applications to continue studies in the following semester can be made through the form provided by the University.
- 13.2.5 The final decision is subject to the approval of the Senate.

### **13.3 Award and Recognition of Excellence**

- 13.3.1 A student who meets the graduation requirements and meets the qualifications set by the University is eligible to be considered for awards and/or prizes as follows:
- 13.3.1.1 Royal Education Award
  - 13.3.1.2 Chancellor's Award
  - 13.3.1.3 Vice Chancellor's Award
  - 13.3.1.4 Puspanita Award
  - 13.3.1.5 Entrepreneurship Award
  - 13.3.1.6 Dean's Award
  - 13.3.1.7 Alumni Prize
  - 13.3.1.8 Academic Prize
- 13.3.2 A student may not receive more than one Award specified in items 13.3.1.1, 13.3.1.2, and 13.3.1.3.
- 13.3.3 A student who has met the graduation requirements and is eligible to receive Awards and/or Prizes as set out in Rule 13.3.1 is subject to Senate decision, with the recommendation of the Senate Standing Committee on Academic Prize Nomination.

## **14.0 GENERAL PROVISION AND NULLIFICATION**

### **14.1 General Provision**

- 14.1.1 Any further method of implementation may be made under any of the provisions of these Regulations. All methods of implementation made shall be adhered to. Notwithstanding anything stated under these Rules, the Senate reserves the right to waive the application of these Rules or any provision of these Rules.
- 14.1.2 In the event of any inconsistency, the provisions contained in the Universities and University Colleges Act, 1971 [Act 30] shall apply.
- 14.1.3 The Senate hereby reserves the right to make any amendments to these Rules or any provision under these Rules at any time.

## **14.2 Nullification**

The University Academic Regulations that have been published by the Academic Administration Division of UMK in the First Edition (2007), Second Edition (2009), Third Edition (2011), Fourth Edition (2013) and Fifth Edition (2016) are hereby nullified.

**CLASS ATTENDANCE GUIDE**

- 1.0 Students must attend all forms of classes or learning sessions prescribed by a course, including courses with HW and HS status at least 80% of the total attendance.
- 2.0 Absence from a scheduled meeting is a disciplinary offense according to the Universiti Malaysia Kelantan (Students' Discipline) Rules 2009.
- 3.0 Students who are absent during learning session in Item 1.0 without reasonable excuse will be given a reminder using the prescribed form. UMK Class/ Learning Session Absence Reminder Form (B01.02.04) (33-16).
- 4.0 When a student does not attend a course for more than or equal to 20% of the total meeting time without a reason approved by the Faculty/Centre, the Faculty/Centre offering the course must bar the student from continuing the course. A student who is not allowed to continue the course will be given Grade F, Grade G, or Grade TM, even if they have passed the course work. TM grade for HS courses will not be recorded in the Academic Transcript.
- 5.0 The faculty offering the course must inform the student of the action to prevent sitting for the Final Assessment of the semester in writing no later than the last day of the 12th Week of the lecture.

**END OF SEMESTER ASSESSMENT GUIDE**

- 1.0 Terms and Conditions to sit for the End of Semester Assessment
  - 1.1 Students must sit for the Final Assessment of the semester for each course registered in the semester as determined by the Faculty/ University, unless prevented from doing so.
  - 1.2 Students are allowed to sit for the Final Assessment provided they meet the attendance to lectures, tutorials, laboratories, studios and other forms of classes/ learning sessions prescribed by the course at least 80%. Maximum absence of 20% does not include sick leave (must submit a sick certificate certified by a Registered Medical Officer) and emergencies (with confirmation/ approval) and approved student activities.
- 2.0 Final Assessment
  - 2.1 Table 4 (MQA 2.0 - 2018) has classified two (2) types of assessment, namely Continuous Assessment and Final Assessment. The Final Assessment can be conducted physically or online. Among them are the final exam, open book test, quiz, presentation, report, case study, eportfolio, infographic, video, final project and others.
  - 2.2 The Final Assessment Procedure is subject to the guidelines set out in the Examination Implementation Book or set out by the faculty.
- 3.0 Actions in Violation of the Final Assessment Rules
  - 3.1 A student who violates the Final Assessment Rules will be reported to the Student Disciplinary Committee. The committee will submit the results of the investigation to the Senate which will decide on the grade of the student's course whether:
    - 3.1.1 Given F Grade for the course; or
    - 3.1.2 Given F Grade for each course registered in the semester, or
    - 3.1.3 Maintain the grade obtained in the examination.
  - 3.2 A student who violates this rule can also be subject to disciplinary action in accordance with the provisions of the Universities and University Colleges Act 1971, Universiti Malaysia Kelantan Rules (Students Discipline), 2009.
  - 3.3 Lecturers are not allowed to check and give any marks to students suspected of being involved in a disciplinary case. Only TT grade should be given to the student.
  - 3.4 Students are subject to the Academic Misconduct Rules as in Article 12.0.

**FINAL ASSESSMENT RESULT APPEAL RULES**

1. Appeal for examination results.
  - 1.1 A student can appeal only once for a course of the final examination results as in Rule (ii) below for the results to be reviewed. An appeal must be made within two (2) weeks (refer to Rule 6.6.1) from the date of the official announcement of the examination results. For this purpose, the official announcement date is the date on which the examination results are notified to the student by the Examination Section in accordance with any method and/or channel prescribed by the University.
  - 1.2 The appeal application must be made using the UMK Final Assessment Result Review Appeal Form (B01.02) (31-2014) and submitted to the Faculty together with the original receipt of the payment prescribed for the appeal.
2. The appeal rate is Ringgit Malaysia One Hundred (RM100) only for each course. Payment can be made to the Treasurer's Office via online money transfer.
3. The appeal form will not be accepted by the Faculty if:
  - 3.1 Submitted after the period specified in Rule 6.6.1; or
  - 3.2 The appeal form is incomplete; or
  - 3.3 Not submitted together with the appeal payment original receipt.
4. When an appeal is received, the Faculty shall appoint a second examiner for the course. The second appointed examiner shall review the Answer Script and report the results of the review to the Faculty Undergraduate Committee. The second examiner may attend the Faculty Undergraduate Committee meeting if required.
5. If there is a change in the student's grade, the result must be presented in the Examination JKTS Meeting.
6. The latest marks will be calculated in GPA and CGPA.

## APPENDIX V

### EXAMPLE OF CALCULATION OF CGPA AND GPA

#### Example of GPA Calculation

##### SEMESTER I

COURSE	CREDIT (k)	MARK (%)	GRADE	GRADE POINT (m)	TOTAL VALUE POINT (kxm)
UUI 1112	2	78	A-	3.67	7.34
UBE1212	2	72	B+	3.33	6.66
UBA2012	2	80	A	4.00	8.00
USK1111	1	75	A-	3.67	3.67
BFT1114	4	89	A	4.00	16.00
BFT1123	3	78	A-	3.67	11.01
BFT1153	3	82	A	4.00	12.00
	17				64.48

$$\begin{aligned} \text{GPA} &= (\text{Total Grade Point for a Semester} / \text{Total Number of Credit for a Semester}) \\ &= 64.68 / 17 = 3.80 \end{aligned}$$

#### Example of CGPA Calculation

##### SEMESTER II

COURSE	CREDIT (k)	MARK (%)	GRADE	GRADE POINT (m)	TOTAL VALUE POINT (kxm)
WFT1043	3	86	A	4.0	12.00
WFT1063	3	80	A	4.0	12.00
UKD1011	1	86	A	4.0	4.0
USK1022	2	77	A-	3.67	7.34
USK1032	2	76	A-	3.67	7.34
WFT1032	2	75	A-	3.67	7.34
UBI1012	2	86	A	4.0	8.00
	15				58.02

Total Credit Calculated Semester II = 15

Total Semester points II = 58.02

CGPA = (Total Grade Point for All Semesters / Total Number of Credit Counted for all Semesters)

$$= \frac{(64.68 + 58.02)}{(17 + 15)} = \frac{122.7}{32} = 3.83$$

## **ACADEMIC ADMINISTRATION DIVISION**

Deputy Vice Chancellor Office (Academic & International Affairs)  
Universiti Malaysia Kelantan  
16300 Bachok, Kelantan.

☎ 09-7797600 / 7608 / 7610 / 7616

☎ 09-7797602

✉ [akademik@umk.edu.my](mailto:akademik@umk.edu.my)

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