



UNIVERSITI  
MALAYSIA  
KELANTAN

# ACADEMIC REGULATIONS

BACHELOR'S DEGREE PROGRAMME  
(FULL-TIME AND PART-TIME)



Centre for Academic Management (PPA)  
Office of the Deputy Vice-Chancellor (Academic and International)





UNIVERSITI  
MALAYSIA  
KELANTAN

# ACADEMIC REGULATIONS

---

**BACHELOR'S DEGREE PROGRAMME  
(FULL-TIME AND PART-TIME)**

Seventh Edition Printed in 2025

Centre for Academic Management (PPA)  
Office of the Deputy Vice-Chancellor (Academic and International)

COPYRIGHT UMK, 2025

All rights reserved.

No part of this article/illustration/content of this book may be reproduced in any form or by any means whether electronic, photocopying, mechanical, recording, visual, or otherwise without prior written permission from the Registrar, Universiti Malaysia Kelantan. Negotiations are subject to royalty or honorarium arrangements. The information contained in this book is accurate at the time of printing. Universiti Malaysia Kelantan (UMK) reserves the right to amend any part of the contents in this book at any time without prior notice.

Title : ACADEMIC REGULATIONS: BACHELOR'S DEGREE PROGRAMME  
(FULL-TIME AND PART-TIME) 7TH EDITION, YEAR 2025  
eISBN No. : 978-629-95924-6-4

Published by:

UMK Corporate Publishing  
Gallery, Website and Publishing Management Division  
Corporate Communication Centre  
Office of the Vice-Chancellor  
Universiti Malaysia Kelantan  
16300 Bachok  
Kelantan Darul Naim

Tel. No. : 09-7797015  
Email : bpk.pkk@umk.edu.my  
Website : corporate.umk.edu.my

Prepared by:

Academic Management Centre (PPA)  
Office of the Deputy Vice-Chancellor (Academic & International)  
Universiti Malaysia Kelantan  
16300 Bachok  
Kelantan Darul Naim

Tel. No. : 09-7797600 / 7608  
Fax No. : 09-7797602  
Email : akademik@umk.edu.my



Universiti Malaysia  
KELANTAN



# CONTENTS

<b>1.0 NAME AND PROVISIONS</b>	<b>8</b>
<b>2.0 GLOSSARY</b>	<b>9</b>
<b>3.0 STUDY SYSTEM</b>	<b>15</b>
<b>4.0 REGISTRATION</b>	<b>16</b>
4.1 Programme Registration	16
4.2 Course Registration	16
<b>5.0 CREDIT SYSTEM</b>	<b>19</b>
5.1 Course Credit	19
5.2 Credit CValue	19
5.3 Credit Load per Semester	19
5.4 Credit Transfer	20
5.5 Credit Transfer with and Without Grades	21
5.6 Course Exemption	22
<b>6.0 GRADING AND SCORING SYSTEM</b>	<b>23</b>
6.1 Course Grades	23
6.2 Assessment	25
6.3 Replacement Assessment	25
6.4 Special Assessment	25
6.5 Continuous Assessment Results	26
6.6 Assessment Results	26
6.7 Appeal for Review of Assessment Results	26
6.8 Academic Achievement	27
6.9 Academic Standing	27
<b>7.0 SHORT SEMESTER</b>	<b>29</b>
7.1 Introduction	29
7.2 Duration of Study	29
7.3 Course Offerings	29
7.4 Course Registration for Short Semesters	29
7.5 Fee Rates and Payment Conditions	29
<b>8.0 DEFERMENT OF STUDIES</b>	<b>30</b>
<b>9.0 CHANGE OF PROGRAMME OF STUDY</b>	<b>31</b>

<b>10.0 CHANGING MODE OF STUDY</b>	<b>32</b>
<b>11.0 WITHDRAWAL FROM STUDY</b>	<b>33</b>
<b>12.0 ACADEMIC MISCONDUCT</b>	<b>33</b>
<b>13.0 GRADUATION</b>	<b>34</b>
13.1 Graduation Requirements	34
13.2 Conferment of Degree	34
13.3 Degree Classification	35
13.4 Awards and Excellent Prizes	35
<b>14.0 GENERAL PROVISIONS AND REPEAL</b>	<b>36</b>
14.1 General Provisions	36
14.2 Repeal	36
<b>15.0 INSERTION</b>	<b>36</b>
15.1.1 Mobility Guidelines (Published by UMKI, Year 2023)	36
15.1.2 Work Based Learning (WBL) Guidelines (Published by CAED, Year 2024)	36
15.1.3 Industrial Training Guidelines (Published by the Faculty)	36
APPENDIX I	37
APPENDIX II	38
APPENDIX III	39
APPENDIX IV	40



## 1.0 NAME AND PROVISIONS

### **ACADEMIC REGULATIONS UNIVERSITI MALAYSIA KELANTAN BACHELOR'S DEGREE PROGRAMME (FULL-TIME AND PART-TIME)**

1.1 These regulations shall be cited as the Academic Regulations of Universiti Malaysia Kelantan for Bachelor's Degree Programmes (Full-Time and Part-Time).

1.2 These regulations are enacted by the Senate of Universiti Malaysia Kelantan with effect from September 2025, according to Section 22(5) of the Constitution of Universiti Malaysia Kelantan (P.U.(A) 462). All previous editions of the Academic Regulations of Universiti Malaysia Kelantan are hereby repealed.

1.3 A reference in these Regulations to any section or subsection shall mean a reference to a section or subsection contained in these Regulations.

1.4 The term "University" in these regulations refers to Universiti Malaysia Kelantan.

1.5 The term "Faculty or Academic Entity" refers to a University Authority under Section 16(1), or an Academic Responsibility Centre (PTj) under Section 24(1) of the Constitution of Universiti Malaysia Kelantan (P.U.(A) 462), which offers academic programmes and related courses.

## 2.0 GLOSSARY

In these Regulations, unless the context otherwise requires:-

**“Award”** refers to recognition granted for academic and non-academic excellence.

**“Withdrawal of Study”** refers to a student who has officially withdrawn from the Programme of Study with the approval of the University.

**“Dean/Director”** refers to the Head of Faculty/Centre.

**“Dismissed”** refers to a student who has reached the maximum duration of study, or a student who has been dismissed from the University under the Student Disciplinary Rules, or who has failed to register for courses under Regulation 4.2 Course Registration.

**“Failed and Dismissed”** refers to a student whose studies have been dismissed due to receiving a Fail Standing (KG) in their academic record.

**“Gap Year”** refers to a period during which a student is permitted to temporarily leave their studies, with the approval of the University, for a duration not exceeding one (1) academic calendar year.

**“Faculty”** refers to an academic entity offering undergraduate programmes.

**“Suspension of Studies”** refers to a student whose studies are suspended in any semester by the University due to disciplinary offences or failure to register for any course according to Academic Regulation 4.2.

**“Audit (HS)”** refers to the course registration status for an Audit Course, which may or may not be listed in the programme curriculum, and is taken solely to enhance the student’s knowledge and skills.

**“Compulsory Attendance (HW)”** refers to the course registration status for compulsory courses as determined by the programme of study, in which only a Pass (L) or Fail (G) grade is awarded.

**“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 six (6) hours per day of effective learning time.

**“Student Learning Time (SLT)”** refers to the total number of learning hours experienced by a student, including physical (face-to-face) learning, online learning (synchronous and asynchronous), self-directed learning, and assessments for a particular course.

**“Senate Standing Committee (JKTS)”** refers to the principal committees established to carry out functions as determined by the Senate.

**“Credited Co-Curriculum”** refers to co-curricular courses that are compulsory for students, intended to fulfil the requirements of the University's General Course Component and graduation requirements.

**“Non-Credit Co-Curriculum”** refers to co-curricular courses or activities that students may participate in to enhance their knowledge and soft skills, which do not carry credit value and are not counted toward graduation requirements.

**“Credit”** refers to the value representing the student’s learning load for a particular course.

**“Earned Credit (KD)”** refers to the total number of credits for all curriculum courses registered and passed, including courses with Credit Transfer Without Grade and Credit Transfer With Grade, but excluding Audit (HS) courses.

**“Counted Credit (KK)”** refers to the total number of credits for all curriculum courses registered by the student, including failed courses and courses with Credit Transfer With Grade, which are included in the calculation of the GPA and CGPA. It excludes HW dan HS courses.

**“Exempted Credit (KKc)”** refers to credit exemptions granted to a student for having successfully completed equivalent courses before enrolling in the current programme of study.



**“Maximum Credit Load”** refers to the highest number of credits that may be registered in a given semester.

**“Cancelled Credit”** refers to the number of credits and grade points excluded from the latest GPA and CGPA calculation for failed courses (Grade F) or Conditionally Passed courses (Grade C– or Grade D) that have been repeated.

**“Minimum Credit Load”** refers to the lowest number of credits that may be registered in a given semester.

**“Curriculum”** refers to a combination of courses prescribed for a particular programme of study.

**“Course”** refers to a subject within a programme of study that has a specific title and code.

**“Audit Course (AU)”** refers to a course taken by a student in which all assessment requirements are fulfilled, although the course is not included in the calculation of GPA and CGPA.

**“Work-Based Course”** refers to a course that provides students with the opportunity to gain structured work experience and learning by performing actual job roles or functions at a suitable location, with the aim of enhancing knowledge, skills, and employment prospects.

**“Elective Course”** refers to a course that must be taken and passed by the student, either within or outside their field of study, for the purpose of graduation.

**“Elective Course (Core)”** refers to an elective course that can be selected by the student from the list of courses within the programme of study.

**“Elective Course (Open)”** refers to other elective courses that students may choose, apart from those offered under the existing programme of study.

**“Minor Course”** refers to a course taken as part of a programme curriculum and stated in the award transcript, subject to the minimum credit requirement determined by the University. This course is counted as part of fulfilling the requirements for the award of a Bachelor’s Degree with a Minor.

**“Prerequisite Course”** refers to a course that requires the student to pass (including Conditional Pass) another course or level before being allowed to register for the intended course.

**“Core Course (Major)”** refers to a core course of the programme of study that must be taken by a student.

**“Core Course (Minor)”** refers to a course taken by a student in a Major-Minor programme. A programme that includes a minor field of study covering 25–30% of knowledge from a field other than the major. This type of programme uses the conjunction “with” between the major and the other field of study (e.g. Bachelor of Human Development with Communication).

**“Compulsory Course”** refers to a course determined by the Ministry of Higher Education (MOHE) under the General Studies Subjects (MPU) syllabus and any general courses specified by the university (if any), which must be taken by all students.

**“Industrial Training”** refers to a learning programme that provides students with hands-on working experience in the industry or field of study for a specific duration. Its objective is to equip students with practical skills, enhance their understanding of the professional environment, and prepare them to face challenges in the workplace after graduation.

**“Non-Traditional Location”** refers to learning spaces or platforms outside the conventional classroom (including e-learning) or outside the university campus, whether domestically or internationally.



**“Credited Mobility”** refers to a programme that involves credit transfer when students enrol in courses or participate in student mobility activities offered by the host university, for which Counted Credit or Earned Credit is granted.

**“Non-Credit Mobility”** refers to a programme usually involving visits, cultural exchange, and knowledge enhancement conducted over a short period, during which students do not enrol in academic courses at other universities. The achievements from this programme are not considered in the student’s academic standing.

**“Inbound Mobility”** refers to undergraduate and postgraduate students from local or international universities who are physically present at UMK.

**“Outbound Mobility”** refers to UMK undergraduate and postgraduate students participating in academic or industrial placements at local or international universities or within the industry.

**“Notional”** refers to one credit being equivalent to 40 hours of Student Learning Hours (SLT).

**“New Student”** refers to a student in the First Year (1), First Semester (1) only.

**“Senior Student”** refers to a student who is in any semester from the Second Semester up to the Final Semester of their programme of study.

**“Part-Time Student”** refers to a student who registers for a minimum of one (1) credit in a given semester (excluding HS courses), except for students undertaking a course or project at a Non-Traditional Location or those who have not completed graduation requirements within the normal duration of study.

**“Full-Time Student”** refers to a student who registers for a minimum of twelve (12) credits in a given semester, (excluding HS courses), except for students undertaking a course or project at a Non-Traditional Location or those who have not completed graduation requirements within the normal duration of study.

**“Open and Distance Learning (ODL)”** refers to a programme of study offered with at least 60% of the total credit hours delivered online.

**“Credit Transfer with Grade”** refers to horizontal credit transfer for students who are within the system (currently enrolled students). Both the credit and grade of the course are counted in the GPA and CGPA, and the graduation requirements.

**“Credit Transfer without Grade”** refers to vertical or horizontal credit transfer granted to students who are no longer in the system (i.e. students who have completed their studies) or who have demonstrated competency in the relevant course. The transferred course credits are counted towards graduation requirements; however, the course grades are not included in the calculation of the GPA or CGPA.

**“Course Registration”** refers to the process of enrolling in courses listed under the course registration system, which allows students to add or drop courses within a specified period.

**“Programme Registration”** refers to the formal process by which a student registers or enrolls in a programme of study at an educational institution.

**“Teaching and Learning (T&L)”** refers to the instructional process that encompasses three key elements: materials, activities, and assessment.

**“Online Teaching and Learning (OTL)”** refers to the delivery of teaching and learning through online platforms, comprising three elements: e-materials, e-activities, and e-assessment.

**“Synchronous Teaching and Learning”** refers to the delivery of teaching and learning conducted online in real time.

**“Asynchronous Teaching and Learning”** refers to the delivery of teaching and learning conducted online, but not in real time.

**“Conferment”** refers to the Senate’s official endorsement of students who are eligible to be awarded a degree.

**“Course Exemption”** refers to the process of exempting students from taking a course in their programme of study due to specific reasons. However, the exempted course must be replaced with another course to fulfil the credit requirements for graduation.



**“Final Assessment”** refers to an assessment conducted at the end of the semester or during the final assessment week for courses without a final examination, or the final component of assessment for courses that are fully based on continuous assessment (100%)

**“Course Teaching Evaluation (PPK)”** refers to the evaluation conducted by the students on the lecturer, course, and infrastructure.

**“Assessment”** refers to the process of evaluating the development, abilities, progress, capacity, and overall achievement of students based on the curriculum objectives.

**“Final Assessment”** refers to an official assessment conducted to evaluate a student’s level of achievement in a course, either through a final examination or an appropriate final evaluation at the end of the semester.

**“Continuous Assessment”** refers to graded assessments conducted throughout the semester during the lecture weeks.

**“Formative Assessment”** refers to assessment conducted informally and without grading, aimed at assessing students’ understanding.

**“Replacement Assessment”** refers to an assessment given to students who were absent from the final assessment with official approval, and must be completed within the stipulated time frame.

**“Summative Assessment”** refers to a final or formal evaluation to assess a student’s level of achievement in a course, conducted in the middle of the semester and at the end of it.

**“Special Assessment”** refers to a final examination or end-of-semester evaluation offered to students for approved reasons or graduation purposes.

**“Final Examination”** refers to a formal examination conducted during a designated period at the end of each semester.

**“Change of Study Mode”** refers to a change of the method or format of teaching and learning experienced by a student in a study programme. A change of study mode may occur when a student opts to switch from one mode to another, such as from full-time to part-time, depending on the student’s needs and circumstances.

**“PPA”** refers to the Centre for Academic Management.

**“Cumulative Grade Point Average (CGPA)”** is the total grade points earned for all semesters divided by the total number of credits taken from the first semester to the most recent.

**“Semester Grade Point Average (GPA)”** is the total grade points earned for a specific semester divided by the total credit hours taken in that semester.

**“Pre-Registration”** refers to the course registration process for the following semester, completed by students during the final week of Teaching and Learning (T&L) in the current semester.

**“Outbound Mobility Programme”** refers to courses or activities involving the movement of UMK students to other universities or industries (either local or international).

**“Inbound Mobility Programme”** refers to courses or activities involving the movement of students from other universities (either local or international) to UMK.

**“Programme”** refers to a combination of courses that form the curriculum of a study programme, approved by the University and the relevant Ministry for the purpose of degree conferment.

**“Commercial/Private Wing Channel”** refers to the commercial admission pathway offered through the university’s internal system for study programmes that have exceeded the regular intake.

**“Mainstream Channel”** refers to the student admissions process through the application system coordinated by the Ministry of Higher Education (MoHE) and subsidised.

**“Alternative Channel”** refers to subsidised student admissions processed through the university’s internal channels, including February intake, second intake, and Feeder pathways.

**“Regular Semester”** refers to the duration of study conducted during the academic session, subject to the Academic Calendar approved by the Senate.

**“Short Semester”** refers to the duration of study conducted after the February semester within the same academic session.

**“Senat”** refers to the academic body of the University, subject to the statutes, rules, and regulations, authorised to oversee and provide general instruction on teaching, research, examinations, the conferment of degrees, diplomas, certificates, and other academic distinctions.

**“Academic Session”** refers to one year of study based on the Academic Calendar approved by the Senate.

**“Completion of Studies”** refers to students who have completed their studies and have been awarded a degree.

**“Deferment of Studies”** refers to the status granted to students who have officially deferred their studies.

**“Normal Duration”** refers to the number of semesters prescribed in the curriculum for a student to complete their studies.

**“Maximum Duration”** refers to the normal duration plus an additional four (4) semesters.

**“Residency Period”** refers to the period of physical or non-physical presence of a student at UMK / the awarding institution.

**“Interruption of Studies”** refers to a situation in which a student has been granted deferment of studies or has been suspended by the University.

**“Alumni Fees”** refers to the fees imposed after graduation to support alumni-related activities such as annual gatherings, alumni bulletin publications, or other initiatives that benefit the alumni network. It may also be utilised to support institutional development through contributions from employed and professionally established alumni.

**“Graduation Fees”** refers to the fees charged to students approaching the completion of their studies, covering processes related to the convocation or graduation ceremony. This fee typically covers the cost of event management, provision of convocation attire, certificates, and various other requirements associated with the ceremony.

**“Tuition Fees”** refers to the fees imposed for course registration by students enrolled in a programme of study at the University, based on the number of registered credits. The Tuition Fees consist of instructional charges determined by the University from time to time.

**“Service Fees”** refers to recurring fees charged to students for facilities and services provided by the University, such as healthcare services, library access, insurance coverage, transportation, computer services, and welfare contributions related to death, injury, accidents and other related amenities. These fees are charged every semester.

**“UMKCEE”** refers to the UMK Centre for External Education.

**“UMKI”** refers to Universiti Malaysia Kelantan International Centre.

**“Work-Based Learning (WBL)”** refers to an innovative educational approach that integrates three years of academic study at the university with one year of industrial experience. This programme constitutes an essential component of the final year of studies, during which students spend two semesters (one academic year) in the industry while still adhering to the university curriculum.

## 3.0 STUDY SYSTEM



3.1 The study duration, comprising several academic sessions and semesters for Bachelor's Degree with Honours programmes, shall be determined based on the specific requirements of each programme and is subject to approval by the Senate, the Ministry, and the relevant Professional/ Accreditation Bodies.

### 3.2 Study Duration

#### 3.2.1 Full-Time:

The minimum duration of study is six (6) semesters, subject to the requirements of the Programme Standards, relevant Professional/Accreditation Bodies, and with the approval of the Senate and the Ministry of Higher Education (MoHE). The maximum duration of study is the normal duration plus an additional four (4) semesters, also subject to the requirements of the Programme Standards, relevant Professional/Accreditation Bodies, and with the approval of the Senate and MoHE.



#### 3.2.2 Part-Time:

The minimum duration of study is eleven (11) semesters, subject to the requirements of the Programme Standards, relevant Professional/Accreditation Bodies, and with the approval of the Senate and MoHE. The maximum duration of study is twenty (20) semesters, which is the normal duration plus an additional nine (9) semesters, subject to the requirements of the Programme Standards, relevant Professional/Accreditation Bodies, and with the approval of the Senate and MoHE.

3.3 One Academic Session comprises two (2) Regular Semesters and the Semester Break, subject to the Academic Calendar approved by the Senate.

3.4 The Short Semester is conducted after the February Semester within the same Academic Session. The Academic Calendar is as set out in Schedule 1, while the implementation guidelines for the Short Semester are as provided under Regulation 7.0.

**SCHEDULE 1: ACADEMIC SESSION**

<b>SEMESTER SEPTEMBER</b>		<b>SEMESTER FEBRUARY</b>	
Lecture	7 weeks	Lecture	7 weeks
Mid-Semester Break	1 weeks	Mid-Semester Break	1 weeks
Lecture	7 weeks	Lecture	7 weeks
Study Week	1 weeks	Study Week	1 weeks
Final Assessments	3 weeks	Final Assessments	3 weeks
<b>Total</b>	<b>17 weeks</b>	<b>Total</b>	<b>17 weeks</b>
<b>SHORT SEMESTER</b>			
Lecture Period and Final Assessments		8 weeks	

## 4.0 REGISTRATION

### 4.1 Programme Registration

4.1.1 Successful applicants must register for the programme on the date stated in the offer letter.

### 4.2 Course Registration

#### 4.2.1 Course Code and Title

4.2.1.1 Each course is assigned a code and title. The course code consists of three alphabets and five digits. For example: **ABC 12345**

Meaning of alphabets (ABC):

A = Faculty offering the course / University Core

B = TFaculty Core / Programme Core / Specialisation

C = Core / Specialisation / Elective

Meaning of numbers (12345):

1 = Year of Study

2 = Course Serial Number

3 = Course Serial Number

4 = Course Credit

5 = Course Credit

#### 4.2.2 Registration Requirements and Conditions

4.2.2.1 Students must complete online pre-registration during the last week of teaching and learning (T&L) in the previous semester.

4.2.2.2 Students must verify the course registration and submit it to their Academic Advisor online 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 Students with outstanding debts or who have not completed the Course Teaching Evaluation (Penilaian Pengajaran Kursus - PPK) are not allowed to pre-register.

4.2.2.5 Students who fail to register as per Regulation 4.2.2.1 and 4.2.2.2 may be barred from attending courses unless approved by the Faculty. Late course registration is allowed until Week 2 with a penalty imposed by the University.

4.2.2.6 Students who fail to register for any course after the second (2) week of the semester may submit a written appeal to the Faculty for permission to register. If the appeal is not approved by the Faculty, the student will be given the status of Suspension of Study (Gantung Pengajian- M). If the student receives the status of Suspension of Study for two (2) consecutive semesters during the duration of study, the student will be dismissed.

4.2.2.7 Registration for courses that set prerequisites is only allowed when students pass the required courses.

4.2.2.8 Course registration for the Inbound Mobility Program and Credited Outbound Mobility Program at the national or international level is in accordance with the current policies and regulations of the University's Student Mobility Program.

4.2.2.9 Students are allowed to register for no more than two (2) courses as Audit Courses with Attendance Only (HS) status with the permission of the Faculty in each semester. Audit Courses will be given a grade of Satisfactory (M) or Unsatisfactory (XM) and will not be counted in the Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). The HS status of Audit Courses will be recorded in the student's Course Registration Record and Academic Transcript.

4.2.2.10 Updates to the study status of Senior Students will be made automatically by the University based on the results of the previous semester's final assessment, except for students who:

4.2.2.10.1 Approved deferment

4.2.2.10.2 Suspension due to disciplinary action

4.2.2.10.3 Termination due to disciplinary issues or failing grade status

4.2.2.10.4 Dismissed due to Fail Status (*Kedudukan Gagal - KG*).

4.2.2.10.5 Confirmed as having completed the programme.

4.2.2.10.6 Exceeded the maximum duration of study.

4.2.2.10.7 Withdrew from the programme with the approval of the University.

4.2.2.10.8 Suspended by the University for failing to register for any courses in the previous semester.



4.2.2.11 Senior students whose studies were discontinued due to approved deferment or suspension must re-register with the approval of the Faculty.

4.2.2.12 Students are required to attend the teaching and learning activities of the registered courses and fulfil the course requirements as stated in Appendix 1

#### **4.2.3 Amendment of Registration**

4.2.3.1 Students may add courses up to the second week and drop courses up to the sixth week of the semester.

4.2.3.2 Students who incorrectly register for a course and fail to drop it after the sixth week will be considered officially registered for the course and must fulfil its requirements. However, students may apply for course registration amendments after this period with the approval of the Faculty.

#### **4.2.4 Registration of Failed Courses**

4.2.4.1 Students who fail any University General Courses or Programme Core Courses must retake the course until they pass, within the maximum duration of study.

4.2.4.2 For students retaking a course, the latest Credit Value and Grade Point will be counted in the GPA and CGPA, while the original Credit Value and Grade Point will be voided. The voided credits will be recorded as Voided Credit (Kredit Mansuh - KM) in the Examination Result Report for that semester but will not appear in the student's Academic Transcript.

4.2.4.3 Students who fail an Elective Course or Co-curricular Course may either retake the same course or take another equivalent Elective or Co-curricular Course as a replacement. If a replacement course is taken, the Credit and Grade Point from the failed course will still be counted (KK) in the calculation of the GPA and CGPA

4.2.4.4 Any course repeated as stated in Regulation 4.2.4.2 (i) will be assigned the status Repeat Course (Ulang Kursus -UK) and recorded in the Course Registration Record and the Academic Transcript.

4.2.4.5 If the repeated course is the same Elective or Co-curricular course, the policy and regulations are subject to the provisions stated in Regulation 4.2.4.2.

#### 4.2.5 Course Registration for Grade Improvement (*Baiki Gred - BG*)

4.2.5.1 Students may retake any course marked for the purpose of grade improvement.

4.2.5.2 The higher Course Credit and Grade Point will be used in the calculation of the GPA and CGPA, while the lower Course Credit and Grade Point will be voided and recorded as Voided Credit (KM) in the Examination Result Report for the respective semester, but will not be recorded in the Academic Transcript.

4.2.5.3 Any course that is retaken will be assigned the status Grade Improvement (BG) and will be recorded in the Course Registration Record and the Academic Transcript.

4.2.5.4 Fees 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

Each course carries a specific credit value to reflect the student's learning workload for that course.

### 5.2 Credit Value

5.2.1 (One (1) credit value is equivalent to 40 Notional Student Learning Hours (SLT), taking into account teaching and learning activities such as the following:

- 5.2.1.1 Learning conducted through:
- i. Face-to-face physical learning.
  - ii. Synchronous and asynchronous online learning (face-to-face and non-face-to-face via online platforms).
  - iii. Self-directed learning (Kendiri); and
  - iv. Continuous Assessment and Final Assessment.

5.2.2 One (1) credit for Industrial Training (LI) or Work-Based Learning Course (KBK) must be calculated based on Effective Learning Hours (*Jam Belajar Efektif, JBE*).

5.2.3 The total credit value for any academic programme, including Credit Counted (KK) and Credit Earned (KD), is determined by the respective Faculty according to the needs of the programme, but must not be less than 120.

### 5.3 Credit Load per Semester

5.3.1 Full-time students are required to register for a minimum of twelve (12) credit hours each semester (\*excluding Audit Courses), while part-time students must register for at least one (1) credit hour each semester (\*excluding Audit Courses), except in the following cases:

5.3.1.1 Students whose academic standing is under Conditional Standing (Kedudukan Bersyarat - KS);

5.3.1.2 Students under special cases as permitted by the Faculty;

5.3.1.3 Final-year students; and/or

5.3.1.4 Students enrolled at Non-Traditional Locations.

**5.3.2 Credit Hour Load**

**5.3.1.1 Full-Time**

Beban nilai kredit maksimum bagi setiap pelajar ialah 20 kredit pada Semester Lazim dan 10 kredit pada Semester Pendek, kecuali mendapat kelulusan Fakulti.

**5.3.1.2 Part-Time**

The maximum credit load for each student is 20 credits during the Regular Semester and 10 credits during the Short Semester, unless approved by the Faculty.

5.4.3 Maximum credit transfer for diploma-level courses (Level 4, MQF) to bachelor's degree level (Level 6, MQF) is capped at 50% of the total programme pursued, subject to the following conditions:

Credit Transfer Percentage (%)	Minimum Course Grade
1 - 30	Gred C
31 - 50	Gred B

**5.4 Credit Transfer**

**5.4.1 Credit transfer can be done in two categories, namely:**

5.4.1.1 Vertical – credit transfer from a lower level to a higher level.

5.4.1.2 Horizontal – credit transfer between programmes at the same qualification level, such as certificate to certificate, diploma to diploma, or bachelor's degree to bachelor's degree.

**5.4.2 The general conditions for credit transfer are as follows:**

5.4.2.1 Passing Grade – minimum grade is Grade C

5.4.2.2 The credit value of the course (one or a combination of several courses) must be equivalent to or higher than the course being applied for.

5.4.2.3 The course syllabus equivalency must be at least 80%.

5.4.2.4 Courses eligible for credit transfer must originate from programmes that have received accreditation (including provisional accreditation) or recognition from an authorized body in the respective country.

5.4.4 In addition, a maximum credit transfer of 60% is allowed for a combination of transfers involving academic qualifications and Accreditation of Prior Experiential Learning for Credit Award (APEL C), Massive Open Online Courses (MOOC), and Micro-Credentials (MC).

5.4.5 Students who possess an advanced diploma qualification (in addition to a diploma) may be considered for credit transfer of up to a maximum of two years of study in a bachelor's degree programme (students will enter the third year of the bachelor's degree programme).

5.4.6 Students who wish to pursue a second programme at the same level at UMK with existing qualifications may be considered for credit transfer. There is no credit transfer limit, subject to the credit transfer conditions, if both programmes are offered by UMK.

5.4.7 Students who are pursuing a second programme at the same level from other Higher Learning Institutions (HLI) besides UMK are eligible for credit transfer, subject to a minimum residency period of one semester at UMK.



5.4.8 Students who are currently enrolled in a program and wish to transfer to another programme within the same field may be considered for credit transfer. If the program is offered by UMK, there is no credit transfer limit, subject to existing credit transfer conditions. However, if the intended programme is from another HLI outside UMK, the credit transfer is subject to a minimum residency period of one semester at UMK.

5.4.9 Students who have previously withdrawn from their studies and later wish to resume their education in a different programme at the same level may be considered for credit transfer. If the new programme is offered by UMK, there is no credit transfer limit, subject to the credit transfer conditions. However, if the new programme is from a HLI other than UMK, the credit transfer is subject to a minimum residency period of one semester at UMK.

5.4.10 Students who are currently enrolled in a programme and at the same time take several courses at another HLI (e.g., mobility programme or student exchange programme) may be considered for credit transfer, subject to a minimum residency period of one semester at UMK.

## 5.5 Credit Transfer with and Without Grades

5.5.1 The Faculty may consider applications for Credit Transfer with or without Grades subject to the general credit transfer conditions as stated in regulations 5.4.2 and 5.4.3.

### 5.5.2 Credit Transfer with Grade

5.5.2.1 Horizontal credit transfer applies to students within the system. The credits are counted towards the student's graduation credit requirement, and the course grades are included in the calculation of GPA. Credit Transfer with Grade will be considered for students who have:

- i. i) Changed to another programme either within the same Faculty or a different one.
- ii. ii) Transferred from another HLI to UMK, subject to a minimum residency requirement of one semester before graduation; and/or
- iii. iii) Enrolled in courses at other HLI within or outside the country.

5.5.2.2 Applications for Credit Transfer with Grade under Regulation 5.5.2.1 (i) and (ii) must be made no later than the end of the third week of the semester after the student registers for the first year of study. If the programme to be pursued at UMK is a conventional programme, a maximum of 60% credit transfer is allowed for a combination of credit transfers involving Massive Open Online Courses (MOOC) and Micro-Credentials (MC).

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

5.5.2.4 The total credits granted through Credit Transfer with Grade will be counted for the purpose of graduation.

5.5.2.5 The list of courses and total credits granted through Credit Transfer with Grade will be recorded as Transfer Credit (KP) in the Graduation Audit Report and Academic Transcript.



### 5.5.3 Credit Transfer Without Grade

5.5.3.1 Vertical credit transfer for students who have exited the system. The transferred course credits are counted towards graduation credits, but the course grades are not included in the calculation of GPA and CGPA.

5.5.3.2 Applications for Credit Transfer Without Grade must be submitted during programme registration or no later than the end of the third week of registration. Any application after this period will not be considered, except with faculty approval.

5.5.3.3 The list of courses and the number of credits granted for Credit Transfer Without Grade will be recorded as "Kredit Kecuali (KKC)" in the student's Academic Transcript.

### 5.6 Course Exemption

5.6.1 Course exemption does not result in the student receiving credit for the exempted course.

5.6.2 Students must take another course to replace the exempted course if the exemption results in insufficient graduation credit requirements.

5.6.3 Additional courses to replace exempted courses in order to meet graduation credit requirements are allowed under the following conditions:

5.6.3.1 The additional course must be of the same level.

5.6.3.2 If the programme involved is a collaborative programme, the additional course may be taken either from the programme offered by the collaborating partner or from another collaborative programme;

5.6.3.3 The addition of co-curricular courses is also permitted.

5.6.4 Courses that are granted Course Exemption will be marked as PK (*Pengecualian Kursus*) in the Academic Transcript.

## 6.0 GRADING AND SCORING SYSTEM

### 6.1 Course Grades

6.1.1 Grades for each course are determined based on the total cumulative marks. Each course grade obtained by the student is represented in the form of a Grade Point Value and Level of Achievement as outlined in **Table 2**.

**TABLE 2: RELATIONSHIP BETWEEN MARKS, GRADES, AND GRADE POINT VALUE**

MARK RANGE	GRADE	GRADE POINT (N)	ACHIEVEMENT LEVEL	GRADE DESCRIPTION
90-100	A+	4.00	Excellent	Demonstrates exceptional achievement that exceeds the highest standards. The course content is fully mastered. Able to apply knowledge acquired through various approaches and demonstrates outstanding understanding in broader and more comprehensive contexts.
80-89	A	4.00	Excellent	Demonstrates excellent performance that meets the highest standards. Course content is very well mastered. Able to apply knowledge through various approaches and displays clear understanding in comprehensive contexts.
75-79	A-	3.70	Excellent	Demonstrates excellent achievement that meets high standards. Course content is well mastered. Able to apply knowledge through various approaches and displays clear understanding.
70-74	B+	3.30	Honours	Demonstrates very good achievement that meets high standards. Course content is mastered with comprehensive understanding of concepts and techniques.
65-69	B	3.00	Honours	Demonstrates good achievement that meets the standard. Course content is mastered with good understanding of concepts and techniques.
60-64	B-	2.70	Good	Meets the standard and demonstrates fairly good understanding and mastery of course content. Most of the prescribed content is mastered.

MARK RANGE	GRADE	GRADE POINT (N)	ACHIEVEMENT LEVEL	GRADE DESCRIPTION
55-59	C+	2.30	Pass	Demonstrates satisfactory understanding of the course content. Meets or in some cases exceeds the minimum standards.
50-54	C	2.00	Pass	Demonstrates adequate understanding of the course content and meets minimum standards.
45-49	C-	1.70	Conditional Pass*	Demonstrates minimal understanding of the course content and in some cases does not meet the basic standards.
40-44	D	1.00	Conditional Pass*	Demonstrates very minimal understanding of the course content.
39 or less	F	0.00	Fail	Indicates the student is unable to comprehend the course content. The student has failed the course.

*\*A Conditional Pass grade may be considered a failing grade in certain professional programmes but is accepted as a pass for other academic programmes.*

#### 6.1.2 Additional Grade Notations:

**XP** - Assigned to a course if a student is absent from the final assessment without Faculty approval. Grade Point Value is equivalent to an F.

**XH** - Assigned if a student is barred from taking the Final Assessment. Grade Point Value is equivalent to an F.

**TS** - (*Incomplete*). Assigned when a student does not sit for the Final Assessment with Faculty approval during the semester. If the student fails to sit for the Replacement Assessment within the stipulated time, the course will be graded as F.

**M** - (*Satisfactory*). Assigned to an Audit Course with status HS that has been completed satisfactorily.

**XM** - (*Unsatisfactory*). Assigned to an Audit Course with status HS that has not been followed satisfactorily.

**TT** - (*Disciplinary*). Assigned if a student is under disciplinary proceedings. No Grade Point Value and not included in GPA or CGPA. If found guilty, the course will be graded as F.

**L** - (*Pass*). Assigned to a HW Course if it is set as Pass only. No Grade Point Value and not counted in GPA or CGPA, but counted as Credit Earned (KD).

**G** - (*Fail*). Assigned to a HW Course if it is set as Fail only. No Grade Point Value and not counted in GPA, CGPA, or Credit Earned (KD).

**SM** - (*In Progress*). Assigned to a course registered in a given semester that has not been completed, and the result will be carried forward to the following semester.

## 6.2 Assessment

6.2.1 Students shall complete all forms of assessment (continuous assessment and final assessment) as prescribed in accordance with the guidelines set by the Malaysian Qualifications Agency (MQA) and the University.

6.2.2 The level of student achievement in each course as stipulated in Regulation 6.1.1 shall be evaluated through Continuous Assessment and Final Assessment.

6.2.3 Subject to course requirements and the approval of the Senate:

6.2.3.1 The weightage of Continuous Assessment and Final Assessment shall be determined by the Faculty;

6.2.3.2 Continuous Assessment shall be conducted throughout the relevant semester and shall be taken into account in the calculation of the student's Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA); and

6.2.3.3 Final Assessment shall be conducted in accordance with the methods prescribed under the Final Assessment Regulations as stated in **Appendix II**.

## 6.3 Replacement Assessment

6.3.1 A Replacement Assessment is an assessment conducted for students who are unable to attend the final examination due to the following reasons:

6.3.1.1 Illness and certified as unfit to sit for the end-of-semester final assessment (supported by a medical certificate issued by a Government Clinic/Hospital or University Health Centre);

6.3.1.2 Participation in a programme during the final assessment week under the directive of the Faculty or

6.3.2 The marks obtained from the Replacement Assessment shall be combined with the existing Continuous Assessment marks to determine the final grade for the course, and the obtained grade shall be taken into account in the calculation of the Semester Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA).

6.3.3 Applications to sit for the Replacement Assessment must be submitted by the student to the Faculty no later than three (3) days from the date of absence from the final examination, together with:

6.3.3.1 Submission of the Replacement Examination Application Form (UM-K/B01.02.15/01/2025) to the Faculty; and

6.3.3.2 Attachment of relevant supporting documents/confirmation letters.

6.3.4 The Faculty must conduct the Replacement Assessment within the final assessment week or no later than one (1) week after the end of the final assessment week.

6.3.5 The Faculty may request the preparation of question papers and answer booklets from the Academic Management Centre no later than the last day of the final assessment week.

6.3.6 Students who fail to attend the Replacement Assessment on the scheduled date shall be awarded a failing grade (F) and shall be required to retake the course in the following semester.

## 6.4 Special Assessment

6.4.1 A Special Assessment is an assessment offered to final semester students who have failed any one (1) course required for the purpose of graduation.

6.4.2 This Special Assessment shall be conducted in written form or in an assessment format determined by the Faculty and may only be taken once throughout the study period.



6.4.3 The application must be submitted by the student to the Faculty within seven (7) days after the official announcement of the assessment results by:

6.4.3.1 submitting the Special Examination application form to the Faculty; and

6.4.3.2 attaching the final semester assessment result for one (1) course in which a Fail grade (F) was obtained.

6.4.4 The faculty must conduct the Special Assessment within two (2) weeks after the application period by the student has closed.

6.4.5 Students who fail to attend the scheduled date of the Special Assessment will be awarded a Fail grade (F) and will be required to repeat the course in the following semester.

6.4.6 The Special Assessment may only be taken once. If the student still fails the Special Assessment, the student must re-register for the course in the following semester until a passing grade is obtained.

6.4.7 Students are not eligible to apply for the Special Assessment if:

6.4.7.1 the course does not have a final assessment;

6.4.7.2 the failure was due to disciplinary action;

6.4.7.3 the student was barred from sitting the final assessment.

## 6.5 Continuous Assessment Results

6.5.1 Marks for continuous assessment for all courses must be released to students no later than one week before the start of the final assessment week.

## 6.6 Assessment Results

6.6.1 At the end of the semester, all assessment results must be approved by the Senate or the Standing Committee on Assessment (JKTS) authorised by the Senate and shall be announced within one (1) week from the date the Senate or JKTS convenes.

6.6.2 Assessment results are final once confirmed by the Senate.

6.6.3 For any student who has outstanding debt with the University or lacks a financial guarantee, the assessment results for the respective semester will be withheld until the debt is settled.

## 6.7 Appeal for Review of Assessment Results

6.7.1 Students may only appeal for a review of Final Assessment results for any course within two (2) weeks from the date the results are officially announced. The regulations for appealing assessment results are outlined in **Appendix III**.

6.7.2 Continuous Assessment results for any course are not subject to appeal, except for courses assessed entirely through continuous assessment.

## 6.8 Academic Achievement

6.8.1 Student academic achievement for each semester is expressed in the form of the Grade Point Average (GPA), while the overall academic achievement up to the current semester is expressed as the Cumulative Grade Point Average (CGPA). Both GPA and CGPA values are rounded to two (2) decimal places using the following formulas:

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

$k_i$  = Credit hours for course  $i$ .

$m_i$  = Grade point for course  $i$ .

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

( $m$  = Number of courses taken in the current semester)

$$\text{CGPA} = \frac{\sum_{i=1}^t k_i m_i}{\sum_{i=1}^t k_i}$$

$k_i$  = Credit hours for course  $i$ .

$m_i$  = Grade point for course  $i$ .

$i$  = 1, 2, ...,  $t$ .

( $t$  = Total number of courses taken throughout all semesters)

Appendix IV provides examples of GPA and CGPA calculations.

## 6.9 Academic Standing

6.9.1 A student's Academic Standing at the end of each Regular Semester is determined based on the CGPA (Cumulative Grade Point Average).

6.9.2 Student Academic Standing is classified as shown in Table 3 for New Students and Table 4 for Senior Students. Tables 5 and 6 represent the academic standing for new and senior students in the Faculty of Veterinary Medicine.

**Table 3: Academic Standing of New Students Based on CGPA**

ACADEMIC STANDING	CGPA
Good Standing (KB)	PNGK $\geq$ 2.00
Conditional Standing (KS)	1.50 $\leq$ PNGK < 2.00
Repeat Semester (MS)	1.00 $\leq$ PNGK < 1.50
Fail (KG) (Dismissed)	PNGK < 1.00

**Table 4: Academic Standing of Senior Students Based on CGPA**

ACADEMIC STANDING	CGPA
Good Standing (KB)	PNGK $\geq$ 2.00
Conditional Standing (KS)	1.70 $\leq$ PNGK < 2.00
Fail (KG) (Dismissed)	PNGK < 1.70
Graduated (LB) (Final Semester Student)	PNGK $\geq$ 2.00

**Table 5: Academic Standing of New Students in the Faculty of Veterinary Medicine Based on CGPA**

ACADEMIC STANDING	CGPA
Good Standing (KB)	PNGK $\geq$ 2.70
Conditional Standing (KS)	2.50 $\leq$ PNGK < 2.70
Repeat Semester (MS)	2.30 $\leq$ PNGK < 2.50
Fail (KG) (Dismissed)	PNGK < 2.30

**Table 6: Academic Standing of Senior Students in the Faculty of Veterinary Medicine Based on CGPA**

ACADEMIC STANDING	CGPA
Good Standing (KB)	PNGK $\geq$ 2.70
Conditional Standing (KS)	2.50 $\leq$ PNGK < 2.70
Fail (KG) (Dismissed) *	PNGK < 2.50
Graduated (LB) (Final Semester Student)	PNGK $\geq$ 2.50

\*For Fail (KG) status in the Faculty of Veterinary Medicine (FPV), a programme transfer within UMK is recommended.

### 6.9.3 New Students who obtain:

6.9.3.1 Good Standing (KB) are allowed to continue their studies in the following semester.

6.9.3.2 Repeat Semester status (MS) will result in the student being placed on leave for the following semester and resuming studies in the next academic session. In this case, the examination results of the first semester will be nullified. The student will be recorded as a new cohort student while retaining the same matriculation number. If the student obtains a CGPA < 2.00 in the first repeated semester, the student will be dismissed.

6.9.3.3 Students with Fail status (KG) may submit a written appeal to repeat the semester. The appeal must be submitted within two weeks of the following semester. These students will be recorded as a new cohort while retaining the same matriculation number. If the student obtains a CGPA of less than 2.00 in the first repeated semester, the student will be dismissed.

### 6.9.4 Senior Students who obtain:

6.9.4.1 Good Standing (KB) are allowed to continue their studies in the following semester.

6.9.4.2 Conditional Standing (KS) may continue their studies in the following semester and will receive a written warning from the faculty to achieve Good Standing (KB) in the next semester.

6.9.4.3 Fail status (KG) will result in dismissal if:

- i. The CGPA is less than 1.70; or
- ii. The student obtains Conditional Standing (KS) for three (3) consecutive Regular Semesters (i.e., the current and the previous two semesters consecutively);

iii. Students with Fail status (KG) may submit a written appeal to continue their studies, subject to Senate approval. If the student obtains a CGPA of less than 2.00 in the following semester, the student will be dismissed.

6.9.4.4 Students with KS or KB status but with a GPA below 1.00 may, at the discretion of the Senate:

- i. Continue their studies; or
- ii. Be instructed to defer their studies for one semester (after the deferment period ends, the student may resume studies. The deferment semester will be counted in the total duration of study); or
- iii. Be dismissed from their studies

6.9.4.5 Graduated status (LB) is granted if the student fulfills the graduation requirements.

6.9.5 Students who have reached the maximum duration of study but have not yet fulfilled graduation and curriculum requirements may, with Senate approval:

- i. Continue their studies; or
- ii. Be dismissed from their studies and given a Fail status (End of Study Duration).

### 6.9.6 Dean's List Certificate

6.9.6.1 The Dean's List Certificate is awarded to Full-Time Students based on the following criteria:

- i. Must register for twelve (12) credit hours or more; and
- ii. Achieve a GPA of 3.70 or above.

6.9.6.2 The Dean's List Certificate is awarded every semester for all programmes.

### 6.9.7 Academic Performance Improvement

6.9.7.1 Students are given the opportunity to Improve Grades (BG) for any course throughout their study period by paying a fee based on the credit hour rate. Only the best grade will be counted in the GPA and CGPA.

## 7.0 SHORT SEMESTER

### 7.1 Introduction

7.1.1 Short Semester refers to the duration of study held between two regular semesters.

7.1.2 Short Semester may be offered according to the Faculty's programme offering structure.

7.1.3 Faculty may offer short semesters based on current needs.

### 7.2 Duration of Study

7.2.1 Short Semester Studies commence 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 includes the Final Assessment and there is no provision for Mid-Semester Break and Revision Week. (7 weeks of T&L and 1 week of final assessment).

### 7.3 Offering Courses

7.3.1 Any course offered in the Short Semester is subject to Faculty/UMKCEE's approval.

7.3.2 Number of Courses:

#### 7.3.2.1 Full-Time

The number of courses that can be offered does not exceed three courses or 10 credits or whichever is higher is subject to faculty's approval.

#### 7.3.2.2 Part-Time

The number of courses that can be offered does not exceed two (2) courses or six (6) credits or whichever is higher.

### 7.4 Course Registration for Short Semesters

7.4.1 The faculty must notify the PPA of the offering of courses for the short semester no later than the 10th week of the February semester.

7.4.2 Registration for short-semester courses must be made one (1) week before the start of the short semester (Please refer to the current semester academic calendar).

7.4.3 Registration cannot exceed three (3) courses or (10) credits or whichever is higher.

7.4.4 Amendments to course registration in the Short Semester are not permitted. However, course withdrawals can be made until the end of the fourth (4) week and will be recorded as Withdrawal (TD).

7.4.5 Total Student Study Hours (JBP) for a course in the short semester are the same as in the Regular Semester.

7.4.6 Existing procedures regarding the announcement of examination results and appeals of grade results apply to the Short Semester.

### 7.5 Fee Rates and Payment Conditions

Students who improve their grades and repeat courses will be charged fees according to the credits taken. Fee Regulations are subject to the University's regulations from time to time, except for regular semester students.

## 8.0 DEFERMENT OF STUDIES

8.1 The deferment of a student's studies may be considered in the following circumstances:

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

8.1.2 Problems other than health that may affect the student's studies in the semester concerned are subject to the approval of the Dean of the Faculty

8.1.3 Students who have received approval from the University to undergo the Gap Year Programme

8.2 The deferment of studies must be managed by the student himself by filling out an online application according to the specified period. For special cases, students may fill out the UMK Study Deferment Application form (B01.02.04)(3-19) Pind 1/2019 and is subject to the consideration and approval of the Dean of the Faculty/Director of the relevant Academic PTJ.

8.3 Applications for deferment of studies can be made until the 9th week of the current semester, except for students who are sick after being certified by a government/University medical officer or a registered general practitioner. Applications must be made each semester for deferment of studies exceeding one (1) semester.

8.4 The maximum deferment is for two (2) Regular Semesters. However, if a student requires more than that period, the student may apply for additional deferment depending on the maximum duration of study for the following reasons:

- i. Health Problems; students must be referred to a government/University medical officer or a registered general practitioner to determine whether the student is allowed to extend their deferment period or to be dismissed.
- ii. Other reasons;

8.5 Health reasons and Gap Year Programmes are not considered as part of the maximum requirements allowed to qualify for graduation requirements. If the deferment is more than 2 semesters due to health problems, the deferment period will be considered for graduation requirements. If a student exceeds the maximum duration of study, the university may recommend changing the mode of study or being dismissed.

8.6 Apart from the matter of 8.5, the semester involved will be taken into account for graduation requirements.

8.7 Students who register for a semester of study and are approved for a study deferment by the University in a given semester are required to pay the semester fees as follows:

8.7.1 If the application is made before the ninth (9) week of the semester, half of the semester fees paid will be credited to the student's account in the following semester.

8.7.2 If the application is made after the ninth (9) week of the semester, the full semester fees must be borne by the student.

8.8 The deadline for students to make the application is the ninth week of the current semester except for students who are sick after being certified by a government/university's medical officer.

8.9 Students who have been granted a deferment of studies are not eligible to receive or use UMK facilities that are usually given to students until the student re-registers after the relevant period.

8.10 International student visas will be cancelled after the deferment of studies is approved. The extension of the student visa is subject to re-registration for studies in the following semester. Any costs of cancellation and extension of the visa are fully borne by the student.

8.11 The effective date of the deferment of studies is based on the date of the student's application.

## 9.0 CHANGE OF PROGRAMME OF STUDY



9.1 An application for a student's study programme exchange means an application by a student to change a study programme, either a study programme offered in the same Faculty or a change of an existing programme to a study programme offered by another Faculty for specific reasons certified by the Dean of the relevant Faculty.

9.2 Exchanging study programmes is not encouraged. However, applications for changing study programmes may be considered with strong reasons and subject to the following guidelines:

9.2.1 Applications for exchanging study programmes can be made as early as the 1st semester of study. If the application is approved, the student's status with the new programme will be notified based on the approval of the new faculty. Students must fill out the Application Form for Changing Study Programmes.

9.2.2 For students who receive sponsorship and funding, students must inform and obtain approval from their respective sponsors.

9.2.3 The application form must be accompanied by the following attachments:

9.2.3.1 Copy of SPM/ STPM/ STAM/ Matriculation/ Diploma/equivalent examination results (whichever is applicable);

9.2.3.2 Copy of MUET/TOEFL/IELTS results;

9.2.3.3 Previous semester examination result slip (exempted for applications in the first semester).

9.2.3.4 Letter from sponsor (if relevant).

9.2.4 For new students, applications can only be made before the second week of semester 1.

9.2.5 Change of study programme is not allowed for applicants whose status has returned to active after successfully applying for a readmission appeal.

9.2.6 Application for exchange of programme is only allowed once during the study period.

9.2.7 Permission to exchange study programmes is subject to the approval of the original Dean of the Faculty and the approval of the Dean of the Faculty being applied for, the review of the Director of the Centre of Academic Management and the approval of the Vice-Chancellor or Deputy Vice-Chancellor (Academic and International).

## 10.0 CHANGING MODE OF STUDY



10.1 Students may apply to change the mode of study of the programme to part-time, provided that:

10.1.1 The same programme offered by the Faculty and UMKCEE;

10.1.2 Students have completed at least semester 1 of full-time study;

10.1.3 The applicant's academic status is in Good Standing (KB); and

10.1.4 Obtain permission from the sponsor (if applicable).

10.1.5 Changing the mode of study must be managed by the student himself by filling out the Application for Change of Study Mode online. Any decision to change the study mode from the dean of the faculty and the director of UMKCEE University is final.

10.2 The change of study mode is for the same programme and is only allowed once. The student's original academic record is used, and the student's studies are considered continuous, subject to UMKCEE regulations.

10.3 Part-time students under the management of UMKCEE are allowed to attend full-time classes with the approval of the Faculty (if the number of UMKCEE students is less than 5).



## 11.0 WITHDRAWAL FROM STUDY

11.1 Students who intend not to continue their studies may apply to withdraw from their studies by filling out the online application.

11.2 Students are not allowed to apply for transfer to another public university in the first semester of their studies at UMK.

11.3 New students and senior students who are approved to withdraw from their studies by the University within three (3) weeks from the date of registration are eligible for a refund of half of the fees. Therefore, no refund of fees will be given if the withdrawal application is approved after the above period.

11.4 Any decision to withdraw from studies by the University is final.



## 12.0 ACADEMIC MISCONDUCT

12.1 Academic misconduct is defined as having violated any of the rules in the UMK Academic Rules Book, which applies to:

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

12.2 Students may not commit any of the following academic misconduct:

12.2.1 Impersonating or attempting to impersonate or attempting to impersonate or behaving in a manner that could be construed as impersonating or attempting to impersonate;

12.2.2 Cheating or attempting to cheat or attempting towards cheat or behaving in a manner that could be construed as cheating or attempting to cheat;

12.2.3 Conspiring knowingly with another individual to commit or attempt to commit an act of academic misconduct;

12.2.4 Plagiarism intentionally or unintentionally in obtaining or attempting to obtain credit or value for a scholarly matter by quoting part or all of the work and/or scholarly work of another party that is recognised as his/her scholarly work, without stating the source accurately and adequately;

12.2.5 Plagiarism or making a copy or acknowledgement of ownership intentionally or unintentionally in obtaining or attempting to obtain credit or value for a scholarly matter by taking the scholarly work of another party that is recognised as his/her scholarly work without stating the source accurately and legally;

12.2.6 Academic misconduct other than the above, which may be deemed as the student having committed academic misconduct by the University

12.3 If the student is found to have violated any of the regulations stated in academic misconduct, after being tried by the Student Disciplinary Committee (JKTTP) and convicted of the offense, the University may take disciplinary action in accordance with the rules of Universities and University Colleges (Universiti Malaysia Kelantan) (Discipline of Students) 2024 and any subsequent amendments.

12.4 Students who are subject to disciplinary action may register for courses as usual until their punishment is imposed.

## 13.0 GRADUATION

### 13.1 Graduation Requirements

13.1.1 Each student must complete the following requirements for graduation:

13.1.1.1 Pass all courses required by the curriculum of the study programme, subject to the Credit Transfer With Grades Regulations as stated in Rules 5.4 and 5.5; and

13.1.1.2 Complete the minimum duration set by the study programme for graduation purposes; and

13.1.1.3 Meet the residency requirement of at least one year before graduation for students who transferred from other HLLs to UMK, as in Rule 5.5.1.2

13.1.2 13.1.2 Settle all the following fees:

- i. Tuition Fees,
- ii. Graduation Fees;
- iii. Service Fees;
- iv. Transportation Fees; and
- v. Other fees as determined by the University.

13.1.3 Settle all debts or loans made with the University.

13.1.4 Not to be convicted of disciplinary offences/academic misconduct. (Students who are under investigation for disciplinary offenses will have their degree conferment delayed)

### 13.2 Conferment of Degree

13.2.1 A student may be awarded a degree upon fulfilling the study programme requirements as stated in Rule 13.1.

13.2.2 The degree awarded is an honours degree based on the final CGPA. To qualify for the conferment of an honours degree, students must attain a final CGPA of not less than 2.00 (Good Standing).

13.2.3 Students are eligible to be awarded Honours Degree (With Distinction) if:

13.2.3.1 Achieve a final CGPA of 3.70 or above;

13.2.3.2 Never Repeat Course (UK) or Improve Grade (BG) for any course during the study period;

13.2.3.3 Successfully complete studies within the normal duration; and

13.2.3.4 Never been subject to disciplinary action by the University.

13.2.4 Students who have fulfilled the graduation requirements will be awarded a degree automatically, except for students who apply to continue their studies, subject to the maximum study duration in Regulation 3.0. Applications to continue studies in the following semester can be made through the form prescribed by the university.

13.2.5 Final decision is subject to Senate approval.



### 13.3 Degree Classification

13.3.1 Eligible students will receive a Bachelor's Degree with Honours according to the classification of honours based on the following CGPA:

First Class	Second Class Upper	Second Class Lower
3.70 - 4.00	3.00 – 3.69	2.00 – 2.99

13.3.2 Honours classification is recorded in the Degree Scroll.

### 13.4 Awards and Excellence Prizes

13.4.1 Students who have fulfilled the requirements for graduation and meet the qualifications set by the University are eligible to be considered for the following awards and/or prizes:

- 13.4.1.1 Royal Education Award
- 13.4.1.2 Chancellor Award
- 13.4.1.3 Vice Chancellor Award
- 13.4.1.4 Entrepreneurship Award
- 13.4.1.5 Dean Award
- 13.4.1.6 Academic Prizes

13.4.2 A student may not receive more than one Award as stated in Rules 13.3.1.1, 13.3.1.2, and 13.3.1.3.

13.4.3 Students who have fulfilled the graduation requirements and are eligible to receive Awards and/or Prizes as stated in Rule 13.3.1 are subject to Senate approval



## 14.0 GENERAL PROVISIONS AND REPEAL

### 14.1 General Provisions

14.1.1 Any further implementing measures may be made under any provision in this Regulation. All implementation measures must be complied with. Notwithstanding anything stated under this Regulation, the Senate reserves the right to exempt the application of this Regulation or any provision in this Regulation.

14.1.2 In the event of any conflict, the provisions contained in the Universities and University Colleges Act, 1971 [Act 30] shall apply.

14.1.3 The Senate reserves the right to make any amendments to this Regulation or any provisions under this Regulation at any time.



### 14.2 Repeal

14.2 The University Academic Regulations previously published by the UMK Academic Administration Division in the First Edition (2007), Second Edition (2009), Third Edition (2011), Fourth Edition (2013), Fifth Edition (2016) and Sixth Edition (2021) are hereby repealed.

## 15.0 INSERTION

15.1 This academic regulations book must be read Together with the following guideline inserts:

15.1.1 Mobility Guidelines (Published by UMKI, Year 2023)

15.1.2 Work Based Learning (WBL) Guidelines (Published by CAED, Year 2024)

15.1.3 Industrial Training Guidelines (Published by the Faculty)

## APPENDIX I

---

1.0 Students are required to attend all forms of classes or learning sessions prescribed for a course, including HW and HS status courses, with at least 80% of the total attendance.

2.0 Absence from scheduled sessions is a disciplinary offence according to the University Malaysia Kelantan (Student Discipline) Rules and Regulations 2009.

3.0 Students who do not attend the learning session mentioned in Regulation 1.0 without permission will be issued a first, second, and third warning via the eHadir system.

4.0 When a student is absent from a course for 20% or more of the total contact time without the approval of the lecturer/faculty, the Faculty/Centre offering the course must prohibit the student from continuing the course. Students who are not allowed to continue the course will be given a Grade F, Grade G, or Grade TM, even if they have passed the coursework. The Grade TM for HS courses will not be recorded in the Academic Transcript.

5.0 A letter of prohibition from sitting for the End of the Semester Assessment must be issued to the student no later than the last day of the 12th Week of lectures via the eCapsule system.

## APPENDIX II

---

### END-SEMESTER ASSESSMENT GUIDE

#### 1.0 End of the Semester Assessment Sitting Requirements

1.1 Students must sit for the End of the Semester Assessment for each course registered in the semester, as determined by the Faculty/University, unless prohibited from doing so.

1.2 Students are allowed to sit for the Final Assessment provided they meet the attendance requirements of at least 80% for lectures, tutorials, labs, studios and other forms of classes/learning sessions as stipulated by the course. A maximum of 20% absence does not include sick leave (a sick certificate certified by a Registered Medical Officer must be submitted), 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. Final Assessment can be conducted physically or online. These include final examinations, open-book tests, quizzes, presentations, reports, case studies, e-portfolios, infographics, videos, final projects, and others.

2.2 The Final Assessment Procedure is subject to the guidelines set forth in the Assessment Guidelines (for both physical and online formats).

#### 3.0 Violation of Final Assessment Regulations

3.1 Students who violate the Final Assessment Regulations will be reported to the Students Disciplinary Committee (Academic). This committee will submit the investigation findings to the Centre of Academic Management (PPA) for Senate approval, which will then decide on the student's course grade outcome, whether:

3.1.1 Assign a Grade F for the course in question; or

3.1.2 Assign a Grade F for all courses registered in that semester, or

3.1.3 Retain the grade obtained in the examination in question.

3.2 Students who violate these regulations may also be subject to disciplinary action under the provisions of the Universities and University Colleges Act 1971, the University Colleges (Universiti Malaysia Kelantan) (Discipline of Students) Rules, 2024.

3.3 Lecturers are not allowed to review and assign any scores to students suspected of being involved in disciplinary cases. Only the grade TT should be given to the student concerned.

3.4 Students are subject to the Academic Misconduct Regulations as stated in Regulation 12.0.

## APPENDIX III

---

### REGULATIONS ON APPEALING FINAL ASSESSMENT DECISIONS

#### 1. Appeal against examination results:

1.1 Students may appeal only once for a course against the final assessment results as stated in Regulation (ii) below for the result to be reviewed. The appeal must be made within two (2) weeks (refer to Rule 6.6.1) from the official announcement date of the assessment results. For this purpose, the official announcement date refers to the date on which the assessment results are communicated to the students by the Examination Section of the Centre of Academic Management (PPA), through any method and/or channel determined by the University.

1.2 Appeal applications must be made using the UMK Exam Grade Appeal Application (B01.02)(31-2014) and submitted to the Faculty together with the original receipt of the fees prescribed for the appeal.

2. The appeal fee is Ringgit Malaysia One Hundred (RM100) per course. Payment can be made to the Bursar Office via online money transfer.

3. The appeal form will not be accepted by the Faculty if:

- i. It is submitted after the period stated in Rule 6.6.1; or
- ii. The appeal form is not completed completely; or
- iii. It is not submitted together with the original receipt of the appeal payment.

4. Upon receiving an appeal, the Faculty shall appoint **two (2) examiners** for the course in question. **Both appointed examiners** must re-evaluate the Answer Script and report the outcome of the review to the Faculty Undergraduate Committee. **Both appointed examiners** may attend the Faculty Undergraduate Committee meeting if required.

5. Sekiranya terdapat perubahan gred pelajar, keputusan tersebut perlu dibentangkan dalam Mesyuarat JKTS Pentaksiran.

6. Markah terkini akan dikira dalam PNGS dan PNGK.

## APPENDIX IV

### EXAMPLE OF CGPA AND GPA CALCULATION

#### Semester 1

#### Example of GPA Calculation

Course	Credit (k)	Mark (%)	Gred	Gred Value (m)	Total Gred Points (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
	<b>17</b>				<b>64.48</b>

$$\text{GPA} = (\text{Total Grade Points Per Semester} / \text{Total Credit Per Semester})$$

$$= 64.68 / 17 = 3.80$$

#### Example of CGPA Calculation

#### Semester 2

Course	Credit (k)	Mark (%)	Gred	Gred Value (m)	Total Grade Points (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 <sup>-</sup>	3.67	7.34
USK1032	2	76	A	3.67	7.34
WFT1032	2	75	A <sup>-</sup>	3.67	7.34
UBI1012	2	86	A	4.0	8.00
	<b>15</b>				<b>58.02</b>

Total Credit for Semester II = 15

Total Grade Points for Semester II = 58.02

CGPA = (Total Grade Points of All Semesters / Total Credit of All Semesters)

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

# Editorial Board

## PATRON

**YBrs. Prof. Ir. Ts. Dr. Arham bin Abdullah**  
*Vice-Chancellor*

## ADVISOR

**YBrs. Prof. Dr. Huzili bin Hussin**  
*Deputy Vice-Chancellor (Academic & International)*

## CHAIRPERSON OF THE EDITORIAL COMMITTEE

**Dr. Wan Ab Aziz bin Wan Daud**  
*Academic Director*  
*Centre for Academic Management*

## COMMITTEE MEMBER

### Faculty of Entrepreneurship and Business

- Assoc. Prof. Dr. Zailani bin Abdullah  
*(Former)*
- Assoc. Prof. Dr. Wan Farha Binti Wan Zulkiffli
- Encik Murhazlan Bin Mohamed

### Faculty of Hospitality, Tourism and Wellness

- Assoc. Prof. Dr. Mohd Fadil bin Mohd Yusof
- Dr. Nor Syuhada Binti Zulkefli
- Puan Noorafnie Edura Binti Ab Manaf

### Faculty of Data Science and Computing

- Assoc. Prof. Ts. Dr. Hasyiya Karimah Binti Adli
- Ts. Dr. Hadhrami bin Ab Ghani
- Puan Norlifarizam bt Mohamad Siebi

### Faculty of Veterinary Medicine

- Assoc. Prof. Dr. Mohd Farhan Hanif bin Reduan
- Assoc. Prof. Dr. Choong Siew Shean
- Puan Nur Zezafiza Binti Mohamed Zainuzain  
*(Former)*

### Faculty of Creative Technology and Heritage

- Assoc. Prof. Dr. Raja Iskandar bin Haji Raja Halid
- Assoc. Prof. Ts. Dr. Khairul Azhar Bin Mat Daud
- Cik Nor Azlina Binti Kamaruddin (*Former*)

### Faculty of Agro Based Industry

- Assoc. Prof. Dr. Seri Intan Binti Mokhtar
- Chm. Dr. Syed Muhammad Al-Amsyar bin Syed Abd. Kadir
- Puan Siti Hafidah Binti Kamsani

### Faculty of Earth Science

- Assoc. Prof. Dr. Zulhazman bin Hamzah
- Assoc. Prof. Dr. Wani Sofia Binti Udin
- Encik Faiz Nur Hakim Bin Azmi

### Faculty of Bioengineering and Technology

- Assoc. Prof. Ts. Dr. Sarizam bin Mamat
- Dr. Ainihayati Binti Abdul Rahim (*Former*)
- Encik Azzhar bin Mohd Nawawi

### Faculty of Architecture and Ekistics

- Assoc. Prof. Sr. Dr. Mohd Hanizun bin Hanafi
- Dr. Wan Saiful Nizam bin Wan Mohamad
- Puan Salmi Syazwani Binti Ab Kadir

### Faculty of Language Studies and Human Development

- Assoc. Prof. Dr. Kamarulzaman Bin Abdul Ghani
- Puan Nur Hernani Binti Shamsuddin (*Former*)

### UMK Centre for External External Education (UMKCEE)

- Dr. Siti Bahirah Binti Saidi
- Encik Mohamad Naim bin Idris

### Centre for Academic Excellence and Development

- Assoc. Prof. Dr. Mohamad Najmi bin Masri
- Dr. Suhaila bt Abdul Kadir
- Dr. Siti Salwani bt Abdullah
- Puan Siti Norhidayah bt Mat Hussin

### Centre for Quality Assurance Management

- Assoc. Prof. Dr. Norrimi Rosaida bt Awang
- Dr. Hasnita bt Che Harun (*Former*)

### Centre for Academic Management

- Assoc. Prof. Ts. Dr. Anuar bin Mohd Yusof (*Former*)
- Puan Fitriyah bt Husin
- Puan Siti Hajar bt Hassan
- Puan Nor Dalila bt Ab Ghafar
- Encik Syahrul Hanif bin Zulkefli
- Puan Husnul Khatimah bt Ghazali
- Puan Syarifah Ikhmar Afzan bt S A Rahman (*Former*)

---

### Design and Layout

Ts. Wan Azlee bin Wan Abdullah





UNIVERSITI  
MALAYSIA  
KELANTAN

Centre for Academic Management  
Office of the Deputy Vice-Chancellor (Academic and International)  
Universiti Malaysia Kelantan  
16300 Bachok  
Kelantan

Phone: 09-7797600/7608

Fax: 09-7797602

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

e ISBN 978-629-95924-6-4



KEUSAHAWANAN TERAS KAMI • ENTREPRENEURSHIP IS OUR THRUST

