



UNIVERSITI
KUALA LUMPUR

UNIVERSITY RULES & REGULATIONS HANDBOOK

13th Edition



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PREFACE

Universiti Kuala Lumpur (UniKL) Rules and Regulations (13th Edition) contains the UniKL Academic Rules and Regulations which provide the framework for the conduct of academic activities and records.

The URR 13th Edition (January 2017) contains the updates endorsed by the UniKL Senate in Senate Meeting No. 74 (1/2017) which convened on 8 February 2017.

This latest revision shall apply to all undergraduate students from January 2017 semester onwards.

STUDENT'S RESPONSIBILITY

Students of Universiti Kuala Lumpur (UniKL) are bound to abide by all sections of the University Rules and Regulations and to observe the procedures that govern their relations with the University.

Each student of UniKL is required to:

1. Understand, appreciate and comply with all regulations stipulated in this University Rules and Regulations (URR) Handbook.
2. Be responsible and proactive in obtaining guidance and advice from the lecturers, Student Academic Advisors, Coordinators, Section Heads, Administrative Staff and the Administration of Institutes for any form of predicaments.
3. Take appropriate actions pertaining to the stipulated regulations stated in this University Rules and Regulations (URR) handbook which are (and not limited to):
 - a) To fulfill all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at the UniKL;
 - b) To attend all lectures/ practical training/ industrial training/ practicum/ clinical training specified by the University;
 - c) To complete the registration exercises in the course enrolled within the specified time;
 - d) To pay the stipulated amount of the University's fees within the stipulated time.
4. Be responsible to fulfill all requirements of his diploma/bachelor degree programme and of his own progress towards the completion of those requirements.
5. Avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging or disclosing their source(s).

GLOSSARY

The **'Universiti Kuala Lumpur (UniKL)'** was incorporated and established in 2002 as a private institution of higher learning under the Private Higher Education Act 1955 (Act 555).

The **'University'** is the Universiti Kuala Lumpur.

The **'Constitution'** refers to the Constitution of Universiti Kuala Lumpur.

The **'Senate'** refers to the **Senate of Universiti Kuala Lumpur** which is the highest authority on academic matters at the University constituted under Article 23 of the UniKL Constitution.

The **'President** is the **Chief Executive Officer'** or whom so ever who holds the office of the Chief Executive as provided by Article 10 of the UniKL Constitution. He is the highest executive appointed by the Board of Directors of UniKL to manage and administer the operations of UniKL.

The **Institute** is the learning centre where the academic programmes of the University are delivered.

The **'Dean'** is appointed by the University as the head of academic at the institute.

An **'Academic Programme'** is the programme of study specified by UniKL for the conferment of a diploma or a bachelor's degree.

An **'Academic Staff'** is a teaching professional appointed by University. These include professors, associate professors, senior lecturers, lecturers, specialist and any person who is hired to teach at the University.

'Credit' is the measure of students' academic load in order to attain a set of learning outcomes. An academic load is a quantitative measure of all students' learning time (SLT) which encompasses guided and independent learning activities. The 40 hours of notional learning time is valued as 1 (one) credit.

The **'University Academic Committee'** is the committee elected by the University to manage issues pertaining to academic matters.

The **'University Examination Board Committee'** is the committee elected by the University to approve results and grades of the University's assessments.

The **'Institute Examination Board'** is the committee formed by the institute to handle all matters pertaining to examinations.

A **‘Course’** is a unit of study which forms the building blocks of a programme, with content, learning and teaching activities, as well as assessment methods that support the attainment of specific learning outcomes. Courses are divided into Compulsory Courses and Core Courses, with Core Courses being further divided into two categories; Common Core and Discipline Core (MQA, 2014, p.32). This term is often used interchangeably with ‘subject’.

‘Coursework’ refers to assignments that are assessed and evaluated in which the results contributed to the final grade. A student’s academic performance is evaluated in the form of coursework throughout a semester and a final examination at the end of the semester. However, in some courses, the assessment, are based only on coursework.

‘Examinations’ refer to any form of evaluation based on a list of questions administered to students for the purpose of assessing their academic achievement.

‘Students’ refer to those who have properly registered into the University’s academic programmes and undergone programmes of study that enable them to obtain their diploma and bachelor’s degree.

‘New Students’ are students who are registered with the University for the first time in a particular programme.

‘Returning Students’ are students who are allowed to proceed to the next semester of their studies.

He/Him/His – The usage of the terms apply to male and female students/staff.

One **‘Academic Year’** consists of two semesters of 17 weeks of teaching and learning. However, certain programmes may follow different forms of academic year.

A **‘Semester’** is a study session allocated by the University’s Senate for lectures, assessments and similar instructional activities.

‘Semester Registration’ is the process to activate the academic status of the students.

‘GPA’ (Grade Point Average) is the average of grade points received in a particular semester.

‘CGPA’ (Cummulative Grade Point Average) is the accumulated average of grade points received in all semesters attended.

ACADEMIC RULES AND REGULATION

1.0 THE ACADEMIC YEAR

1.1 The University's Academic Year is divided into two long semesters that are the January and the July Semesters.

1.2 The academic year is divided as illustrated in Table 1:

Table 1: Academic Year*

JANUARY SEMESTER	
Welcoming and Orientation Week	1 week
Classes	10 weeks
Mid-semester Break	1 week
Classes	7 weeks
Revision	5 days
Examinations	2 weeks
Total Academic Weeks	22 weeks
Semester Break #	4 weeks
JULY SEMESTER	
Welcoming and Orientation Week	1 week
Classes	7 weeks
Mid-semester Break	1 week
Classes	10 weeks
Revision	5 days
Examinations	2 weeks
Total Academic Weeks	22 weeks
Semester Break	4 weeks
TOTAL	52 weeks

Important Note:

* The academic year is subject to change.

** Some programmes conducted at UniKL may adopt different academic calendar(s).

The duration of semester break may change from time to time.

2.0 STUDENT STATUS

2.1 Student status is based on the following conditions:

A student must have:

- 2.1.1 registered as a student with the University for the academic programme during the stipulated registration duration;
- 2.1.2 registered for courses stipulated in the study plan for the said semester within the specified duration; and
- 2.1.3 paid for his tuition fees.

3.0 SEMESTER REGISTRATION

3.1 All students must register their academic semester online within the time stated by the University with all related payments must be paid prior to registration.

3.2 Registration Period

3.2.1 Registrations are opened until the Friday before the first week of the new academic semester.

3.3 Late registration

3.3.1 Registration is opened from Monday to Friday of the first week of the new academic semester and will be subjected to a fine of RM50.

3.4 Students are responsible to notify Academic Services of Institute if they are unable to register during the stated period.

3.5 If a student fails to register his academic semester within the specified period without any valid reason formally informed, his student's status will be deferred or he will be dismissed from the University.

3.5.1 The deferred semester will be included in the duration of his study.

3.6 Details of deferment and termination of study are provided in 7.0.

4.0 COURSE REGISTRATION

4.1 Course Registration Requirements

4.1.1 Students **MUST** register for their courses every semester.

4.1.2 Students will not be allowed to attempt examinations for unregistered courses.

4.1.3 If a student fails to register any course within the specified period, without valid reasons acceptable and approved by the Dean

- i) his semester registration will be revoked; and
- ii) his student's status will be deferred or terminated

4.1.4 Course registration **MUST** be done and completed within the pre-registration or add course period.

4.1.5 Students **MUST** register for the course with the right code and group.

4.2 Pre-Registration of Courses

4.2.1 A returning student **MUST** do Pre-Registration of courses that he intends to take in the following semester.

4.2.2 Pre-Registration is opened for two weeks prior to the revision period (refer to 4.9).

4.2.3 The University has the right

- a. to amend/disapprove the course pre-registration based on performance of the students
- b. to revoke the offering of pre-registered courses due to certain circumstances.

4.3 Adding Courses

Students may add courses before the end of week 1 of an academic semester but the approval to do so is subject to the availability of places in the classes concerned.

4.4 Dropping Courses

4.4.1 Courses may be dropped before the end of week 4 of an academic semester.

4.4.2 Students must apply to drop their courses. Reasons such as not attending lectures or tutorials or failure to submit

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coursework will not be considered as courses being
dropped.

4.5 Withdrawing Courses (W)

- 4.5.1 Applications to withdraw registered courses must be made from week 5 to week 9 of an academic semester. Withdrawals are not allowed after week 9.
- 4.5.2 Courses withdrawn within the specified period will be recorded in the results slip as 'W', and this grade will not be calculated in the GPA for the respective semester.
- 4.5.3 A student must pay for the registration of the course that he has withdrawn from.

4.6 Repeat Course for Grade Improvement

- 4.6.1 Students who received grade C- and D for a course will be given ONE chance to improve those grades. For the purpose of CGPA calculation, the better grade will be counted. However, the new grade received will be taken in the GPA calculation for the current semester.

4.7 Verification of Registered Courses

- 4.7.1 Students are responsible to verify the correctness of their registration records by week 4 and to print their course registration via online.
- 4.7.2 After week 4, any correction of course registration record can only be done for:
 - a. Courses registered with the wrong course code
The correction must be supported by the Academic Advisor.
 - b. Change of grouping
The correction must be supported by the lecturer.
- 4.7.3 Students will be penalized at *minimum* RM50 for each course in 4.7.2.
- 4.7.4 After week 9, any correction to the course registration record **MAY** be allowed. Students will be penalized at *minimum* RM100 for each course.

4.8 Registration of an Audit Course

4.8.1 Some courses may be taken as an audit (additional) course, which is not part of the programme requirement, with the approval of the Dean.

4.8.2 A Student registered for an audit course must follow all academic activities.

4.8.3 Audit courses are to be given status 'AU' and will not be calculated in the student's GPA and CGPA. The credit of an audit course will not be considered for the fulfilment of the total credits to be completed for the respective programme.

4.8.4 Student must apply to register for an audit course during the registration period.

4.9 Summary of Registration Timeline

Activity	Duration	Detail
Pre-Registration of course for the following semester	2 weeks	2 weeks before revision
Semester Registration	1 week	Week 0
Late Semester registration (with Penalty RM50)	1 week	Week 1
Add and Drop	2 weeks	Week 0 - 1
Drop Only	3 weeks	Week 2 - 4
Withdraw	5 weeks	Week 5 - 9
Verify and correction of Courses Registration Records	2 weeks	Week 3 - 4
Correction of registration record (with penalty RM50/course)	5 weeks	Week 5 - 9
Correction of registration record (with penalty RM100/course)	5 weeks	Week 10 until revision

Disclaimer: Some programmes may use different operation calendar

5.0 TYPES OF COURSES

5.1 University and Regulatory Compulsory Courses

5.1.1 These courses are deemed compulsory by the University or the Ministry of Higher Education or the Malaysia Qualification Agency. All students are required to pass these courses before they can be considered for graduation.

5.2 Core Courses

5.2.1 Courses that are determined by individual institutions according to their needs on specific programmes. These courses provide the basis for students' understanding of the practices of teaching and learning (MQA, 2014, p.32). These generally encompass Common Core courses and Discipline Core courses.

5.3 Elective Courses

5.3.1 Elective courses are related to the core courses. The elective courses enhanced the students' understanding of their programme of study.

6.0 CREDIT EVALUATION SCHEME

6.1 Course Credit

Each course will carry a specific credit value.

6.2 Credit Evaluation

One (1) credit is equivalent to forty (40) notional hours of student's learning time per course. Student learning time is calculated based on all learning activities including face to face and non-face to face/independent student learning time.

Examples of learning activities are as shown in the list below:

- i) Face to face interaction/Guided Learning with lecturers/instructors for example:
 - tests/quizzes
 - examinations
 - seminars/ invited speakers
 - tutorials
 - laboratory work
 - field work
 - studio work/ clinical work
 - project presentation
 - industrial placements

- ii) Independent Student Learning Time for examples
 - o Preparing for lessons/ tutorials/ practical/presentation
 - o Completing Assignments
 - o Completing Project Work/ Final Year Project
 - o Revising for Examination & Attempting Examinations

6.3 Credit Load per Semester

Students are advised to register not more than 21 credits per semester. Students are only allowed to register more than 21 credits in specific situations by submitting Appeal to Add Subject Form for Dean's approval. The approval must then be produced during registration.

6.4 Programme Credit Requirements.

6.4.1 The number of minimum credits which need to be completed in a diploma or a bachelor's degree programme depending on the requirement of each programme.

6.5 The Maximum Period of Study

6.5.1 The maximum period of study for students including those who have obtained credit exemptions /credit replacement is six (6) years for diploma and eight (8) years for bachelor's degree programmes.

7.0 DEFERMENT OF STUDY

7.1 Students with illness certified by a medical officer and/or specialist can apply for study deferment. The deferment can only be for two semesters and will not be included into the number of semesters used for the study period.

7.2 Students who represent the University at an event at national or international level may defer their studies. The deferment can be for a maximum of two semesters and will not be included in the duration of their studies.

7.3 Application for deferment is allowed for reasons other than medical ground. The application can be made:

- a) before the beginning of the semester;
- b) before week 4 of the semester; or
- c) between week 5 to week 9

7.3.1 Students who deferred in (b) will have to pay their tuition fees accordingly and the record of their course registrations will be dropped.

- 7.3.2 Students who deferred in (c) will have to pay the full tuition fees; and his course grades will be recorded as 'W'.
- 7.3.3 No deferment is allowed after week 9.
- 7.4 First semester student who has successfully applied for a deferment may follow the programme structure of the cohort which he joins.
- 7.5 The deferred semester will be included in the duration of the student's study. The maximum duration allowed for each deferment is one year or two consecutive semesters provided that the student can still complete within the total period of study allowed (Refer to 6.5 for maximum period of study)
- 7.6 Students instructed to defer his studies or has been suspended due to disciplinary action will have the period of deferment counted into the number of semesters within the period of study.
- 7.7 Deferment for unregistered students
Students who did not register their semester and/or courses can be deferred for a maximum of two consecutive semesters. If they still fail to register in the following semester, they will be dismissed from the University.
- 7.8 Change of Status from Deferment to In Study
Students may apply to re-activate their registration status from 'Defer' to 'In Study'
- 7.8.1 Any request to activate a student registration status from 'Defer' to 'In Study' within the same semester, must be made to the Dean of the institute. This must be done by week 4.
- 7.8.2 For cases involving mental health, any request to activate the student's status from 'Defer' to 'In Study' must be made to the Dean of Institute and must be accompanied with the certificate of mental state.
- 8.0 CHANGE OF ACADEMIC PROGRAMME**
- 8.1 Students can only change programme **ONCE**.
- 8.1.1 Application attempt stated in 8.1 (above) exclude any application made by students during the orientation week.
- 8.2 The approval to change from one academic programme to another must be obtained from the Dean of the Institute before the new semester begins.

- 8.3 The student will be registered as a first-semester student of the new academic programme.
- 8.4 The student is allowed to apply for credit transfer for all courses taken in the first programme,
- 8.4.1 Conditions of credit transfer are stated in 10.0 conditions for Transferring Credits and Exemption of Course.
- 8.4.2 The Credit Transfer application process as described in 11.0 Application for Credit Transfer and Course Exemption.
- 8.5 The student will follow the same programme structure that is being followed by the cohort that he later joins at the new programme.
- 8.6 The maximum study duration is based on the new academic programme.

9.0 CREDIT TRANSFER

- 9.1 A student is allowed to transfer credits for courses which he has already taken and passed at another academic programme prior to his admission into the University.
- 9.1.1 The student must not have failed the previous programme.
- 9.2 Credit transfer is divided in **two** categories.
- 9.2.1 **Vertical transfer** - transfer of credits from a completed lower level programme to his current programme of study which is of a higher level.
- 9.2.1.1 The maximum amount of credit transferred is 30% of the total credit to graduate of the current programme.
- 9.2.1.2 The Vertical Credit Transfer is **NOT ALLOWED** for credits gained at foundation level when the student continues his study at diploma and bachelor's degree level.
- 9.2.1.3 Credit Transfer is allowed for credits gained at certificate and diploma level when the student continues his study at diploma and bachelor's degree level respectively.
- 9.2.1.4 Only the credit value of the course affected will be transferred (Credit Exemption).

9.2.2 **Horizontal transfer** – transfer of credits from a completed or incompleted programme of the same level of study as described in the situations below:

- (i) Courses taken in the previous academic programme within the same institution (Change of Academic Programme); or
- (ii) Result attained for a course taken at another institution while still studying at the University (Mobility Programme).

For situations described in 9.2.2(i) and (ii), credit value and grade of the relevant course will be transferred and calculated in the GPA and CGPA of the first semester of the new programme or upon returning to the University. No limit to the amount of credit that can be transferred; or

- (iii) Courses taken in the previous academic programme at different institution. Only the credit value of the relevant course will be transferred. The amount of credits transferrable is subject to residential requirement of UniKL;
 - (a) 1 year for bachelor's degree programme
 - (b) 1 semester for diploma programme

9.3 All applications for Credit Transfers must fulfil the requirements in 10.0 below.

10.0 THE CONDITIONS FOR TRANSFERRING CREDITS AND EXEMPTION OF COURSES

10.1 The credit of a course may be transferred or exempted if:

- 10.1.1 the course (s) are of the same credit value or equivalent or more, to the course(s) in the new programme;
- 10.1.2 the course must be equivalent/similar to 80% in content based on comparison;
- 10.1.3 the course have similar learning outcomes;
- 10.1.4 the course must be from an accredited programme; and
- 10.1.5 the student must have obtained at least a grade C or equivalent in the courses

10.2 For a combination of courses from the previous academic programme to be considered for credit transfers to one (1) University course, the student must have obtained a minimum of grade C in each of the courses being combined.

10.3 **Course Exemptions**

10.3.1 Course Exemption allows a student to be exempted from having to take a course but he must replace the credit in order to fulfil the required total credit to graduate.

10.3.2 Course Exemption applies to previous courses which were taken at another programme of study but the credit value of courses under this category is NOT recognised as fulfilling the credit requirement to graduate in the current programme of study. Students need to register in other course to fulfil the required credits to graduate. The value and grade of the replacement courses will be calculated into the student's GPA and CGPA.

11.0 **APPLICATION FOR CREDIT TRANSFER AND COURSE EXEMPTIONS**

11.1 All applications for credit transfer must be accompanied with:

- (i) the certified copies of the original transcript or examination results, and
- (ii) syllabus or outline of the courses from the relevant institutions.

11.2 Students wishing to undergo temporary studies in 9.2.2 (ii) in a different institution recognized by the University must obtain a prior written approval from the University.

11.3 Applications must be made

- (i) within the first semester for new students, or
- (ii) before the end of the final examination week of the first semester for student who change his programme or for student returning to the University after undergoing mobility programme (refer to 9.2.2(ii))

12.0 GRADE SYSTEM

12.1 Grade and Point Values

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

12.3 The relationship between the Grade and Point Value is as shown in Table 3

Table 3: The Relationship between Grade and Point Value

Mark	Grade	Point Value	Status
80 - 100	A	4.00	PASS
75 - 79	A-	3.67	
70 - 74	B+	3.33	
65 - 69	B	3.00	
60 - 64	B-	2.67	
55 - 59	C+	2.33	
50 - 54	C	2.00	
45 - 49	C-	1.67	
40 - 44	D	1.00	FAIL
0 - 39	F	0.00	

Table 4: The Relationship between Grade and Status for Industrial Training

Mark	Grade	Description	Status
80 - 100	M	Merit	Pass
50 - 79	S	Satisfactory	Pass
0 - 49	F	Fail	Fail

12.4 Passing Grade

12.4.1 The general passing grade for all courses is D and above except for Industrial Training and Co-curriculum. However, in some UniKL programmes, the passing grade for each course may depend on the requirements of the institute which have been endorsed by the Senate.

12.4.2 The Passing Grade for all MPU courses is Grade C.

12.5 Grade Points

- 12.5.1 The points are counted by taking the total credit for a particular course and multiplying it with the point value of the grade received for a particular course. For example a student who receives an A in Calculus which carries 3 credits receives 12 grade points for the course (3 credits x 4.00 point value for an A).
- 12.5.2 The semester grade point is the total grade points from all courses taken in one semester.

12.6 Calculating the GPA and CGPA

- 12.6.1 The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credit calculated in that semester.

$$\frac{\text{Total Grade Point for one semester}}{\text{Total Credit Calculated for one semester}}$$

- 12.6.2 The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semester grade points divided by the total credit hours counted for all semesters.

$$\frac{\text{Total Semester Grade Points for All Semesters}}{\text{Cumulative Credit Calculated for All Semesters}}$$

Please refer to Appendix 1 for examples.

12.7 Repeating Courses

- 12.7.1 Students who failed a course are required to repeat the failed course during their study. For the purpose of calculating the CGPA, the failed course will be replaced with the best grade received.

12.8 Status Other Than Grades

- 12.8.1 Other than the A, B, C, D, F above, the following status are also used:
- 12.8.1.1 I = Incomplete. The Incomplete (I) status is awarded to students who fail to sit for an examination or fail to complete assignments such as projects and such, in the time given, due to illness and supported by verifications by a Medical Officer or for other reasons with the approval of the Dean. The student is required to sit for a special examination as

replacement for the initial examination or finish the incomplete assignment at a date to be fixed by the Dean. An appropriate time extension will be considered but the grade for the course must be available to be endorsed at the next Senate meeting

- 12.8.1.2 IP = In Progress. This status is given to students at the end of the first semester of their Final Year Project. This status indicates the work progress of the students before a final grade is awarded in the later semester. The grade is applicable to all bachelor students who register for the part I of the WPB49806 Final Year Project.
- 12.8.1.3 IS= In Complete due to alleged breach of Academic Integrity pending results of enquiries.
- 12.8.1.4 .CT= is given to students who have been granted credit transfer for certain courses in accordance to relevant regulation.
- 12.8.1.5 CE = is given to the course which has been granted Course Exemption.
- 12.8.1.6 S = Satisfactory and F=Failed. This status is given to courses such as Industrial Training and Co-Curriculum.

The S status will be given to students who have fulfilled the requirements satisfactorily. The S status is not calculated in the GPA and CGPA. A student who obtains an 'F' status is required to repeat the course to qualify for an 'S' status.

- 12.8.1.7 M = Merit. This status is given to students who obtained \geq 80% in the Industrial Training assessment. The status M will be given to students who have fulfilled the requirements excellently. The 'M' status is not calculated in the GPA and CGPA.
- 12.8.1.8 W = course Withdrawal. This status is given to students who withdrew a registered course within the allocated time, as provided for in 4.4. The subject will not be calculated in the GPA.
- 12.8.1.9 AU = Audit. This status will be given to students who have registered for a course which is not in the programme requirement and will not be calculated in the student's GPA or CGPA.

- 12.8.1.10 XB = Bar from Examinations. This status will be given to students who fail to attend more than 80% of lessons. Students with this status are considered to have failed in the final examination and also in the overall assessment of the course.
- 12.8.1.11 XA =Absent during Final Examination. This status will be given to students who fail to attend the final examination without medical reason or approval by the Dean.
- 12.8.1.12 XM=Examination/Academic Misconduct. This status is given to students who have been failed due to commission of examination or academic misconduct.
- 12.8.1.13 Students with Grade XB, XA and XM will be given grade point of 0.00.
- 12.8.1.14 The XB, XA and XM will appear in their examination results slips but will not appear in their academic transcript

13.0. ATTENDANCE

- 13.1 Students must attend all classes and other instructional activities conducted by the University.
- 13.2 Students with less than 80% attendance from the total contact hours for the courses with final examinations, without reasons acceptable by the Dean, are not allowed to sit for the final examination of the course.
 - 13.2.1 The subject affected in 13.2 will be given status XB. The student is deemed to have failed the course.
- 13.3 Students with less than 80% attendance from the total contact hours for the courses without final examinations, without reasons acceptable by the Dean, no further evaluation on coursework will be allowed and students will be given an overall Grade F.

14.0 ELIGIBILITY TO SIT FOR FINAL EXAMINATIONS

- 14.1 Students shall not be allowed to attempt the examination for courses which they have not registered for.
- 14.2 Students must pay for their university fees prior to sitting for their examination. Otherwise students will be barred from taking the examinations.

15.0 EVALUATION SCHEME

15.1 Course Evaluation

15.1.1 Assessments for each course will be carried out periodically and continuously based on work done within the academic weeks in a semester in the manner determined by the Institute or in accordance with University's approval.

15.2 Types of Assessment

Students' performance is assessed in the following manner:

15.2.1 Coursework through tests, assignments / project and quizzes. Contribution from coursework should not be more than 60% except for courses which are assessed entirely based on coursework. However, in some courses the contribution for coursework may depend on the requirements of the institute which have been endorsed by the Senate.

15.2.2 Final Examinations will be held at the end of each semester for each course taken. Not more than 40% from the total marks are to be allocated for the final examinations. However, in some courses the contribution for final examination may depend on the requirements of the institute which have been endorsed by the Senate.

15.2.3 Final examinations must be held within the allocated time and in modes approved by the University.

15.2.4 All students, *with* the exception to barred students, are required to sit for the final examinations of courses which they have registered for.

15.2.5 Students who fail to sit for the final examinations:

a) with reasons acceptable to the Dean, will be given an 'I' (Incomplete) status for the course and will be required to sit for a special examination session to change that status.

b) without reasons or with reasons not acceptable to the Dean, the student will be given an 'XA' for the course and is required to repeat the course.

c) due to poor attendance record and are barred from examinations, will be awarded with grade 'XB' for the course and is required to repeat the course.

15.3 Announcements of the Provisional Examination Results

15.3.1 Provisional Results of 'Pass' or 'Fail' may be released to students after the University Examination Board meeting. However the results are subject to Senate's endorsement.

15.3.2 Students who wish to appeal against their academic standing may do so based on the Provisional Results.

15.4 Announcement of the Official Examination Results

15.4.1 The Official Examination Results will be announced after the endorsement by the Senate of the University.

15.4.2 The Official Examination Results are released to students who do not have any outstanding University fees.

15.4.3 The student's results may be released to a third party as agreed by the student (in writing) and if the student has no outstanding University fees.

16.0 ACADEMIC STANDING

16.1 Students' academic performance and standing are evaluated using the Cumulative Grade Point Average (CGPA) and is applicable to all **compulsory** semesters.

16.2 The term '**Good Standing**' (**GS**) or '**Pass**' is given to students with **CGPA \geq 2.00**.

16.3 "**Probation**' (**P**) is for students with CGPA < 2.00.

16.4 Students with "**Probation**' (**P**) status will be placed under Academic Probation Period in the following semester.

16.5 The Academic Probation Period will end when the student achieves CGPA \geq 2.00.

16.6 Status of Probation (P) is divided into two (2) categories:

16.6.1 P1-First Probation

The student has acquired a **CGPA of more or equal to 1.67 but less than 2.00** in a semester, for the first time.
(1.67 \leq CGPA < 2.00)

16.6.2 P2-Second Probation

The student has acquired a **CGPA of less than 2.00 but more or equal to 1.67 after he has obtained a P1 status. (1.67 ≤ CGPA < 2.00 after P1)**

16.7 During the Academic Probation Period, the student is not allowed to register for more than 12 credits. However, the Dean will have the discretion in determining the number of courses appropriate for the student to register.

16.8 The status of **Failed and Out (F&O)** will be given to a student if he obtains:

16.8.1 CGPA < 1.67 at any examination

16.8.2 CGPA < 2.00 after P2

16.9 The range of CGPA mapped to the Academic Standing is summarized in Table 5

Table 5: The Range of CGPA Mapped to the Academic Standing

Academic Standing	CGPA Range
Good Standing (GS)	CGPA ≥ 2.00
Probation 1 (P1)	1.67 ≤ CGPA < 2.00
Probation 2 (P2)	1.67 ≤ CGPA < 2.00 after P1
Failed and Out (F&O)	CGPA < 1.67 or CGPA < 2.00 after P2

16.10 The UniKL Senate will determine the status of students who have attained GPA < 1.00 AND with CGPA > 1.67.

16.10.1 The UniKL Senate may decide, based on the institute's recommendation, one of the decisions below:

- i. allow the student to continue with his studies
- ii. instruct the student to defer his study for one semester
- iii. terminate the student's study status

16.11 Breach of the Examination Rules and Regulations

The course attempted by the student who has been reported to have breached the examination rules and regulations will be given the status of 'IS' pending the results of the Academic Disciplinary enquiries. If the reported breach is proven and the student is penalized, the grade XM will be awarded for that course.

17.0 DEAN'S LIST

17.1 The Dean's List is awarded to students with GPA ≥ 3.50 . Students must have registered for a course load of not less than 12 credits and have not obtained less than C grade for any course in the current semester.

17.2 The respective Institute will issue a Dean's List certificate to the students receiving the awards.

17.3 Students' results slip will carry the Dean's List award notation.

18.0 GRADUATING

18.1 Graduation Requirements

18.1.1 Students are awarded the Diploma/Bachelor's Degree when they fulfill the following criteria:

- (i) Passed all the required courses and complete the minimum credit to graduate for the academic programme;
- (ii) Obtained an overall CGPA ≥ 2.00 .
- (iii) Fulfilled all other academic requirements to graduate

18.2 Verifying Study Completion Status

18.2.1 Students in their final semester are required to verify their study completion status for graduation purposes.

18.3 Classifications of Qualification

18.3.1 The classifications of qualification of Universiti Kuala Lumpur Bachelor Degree programme is summarized in Table 6.

Cumulative Grade Point Average (CGPA)	Class
3.50 - 4.00	First Class
3.00 - 3.49	Second Class Upper
2.00 - 2.99	Second Class Lower

As decided in Senate 1/2005 (22 March 2005)

19.0 ACADEMIC APPEALS

19.1 Appeals to Review Assessment

19.1.1 Appeals for re-assessment of the final examination can be made by filling the 'Appeal on Examination Grade' form.

19.1.2 The student's answer scripts will be re-assessed.

19.1.3 Applications must be made to the respective Dean, within 14 days after the announcement of the official final examination results.

19.1.4 A payment of RM100.00 per course is required for re-assessment.

19.1.5 The payment is **refundable** if the advised grade is **higher** from the grade obtained earlier. However, if the revised grade is **lower or unchanged**, the processing fee will **not be refunded**.

19.1.6 Once the final results have been released, the review coursework are not allowed for coursework already released via the official student portal, by lecturers during the semester

19.1.6.1 However, the review of coursework may be allowed if the student can show that the coursework in question has not been released in the manner prescribed in 19.1.6.

19.1.6.2 The review above must be allowed only with the Dean's permission.

19.1.6.3 A payment of RM100.00 per course is required and the payment is **refundable** if the advised grade is **higher** from the grade obtained earlier. However, if the revised grade is **lower or unchanged**, the processing fee will **not be refunded**.

19.2 Appeals for Re-Admission

19.2.1 ONLY ONE re-admission after withdrawal or termination of studies is allowed for students.

19.2.1.1 who withdrew or terminated from study (refer 7.7);
or

19.2.1.2 who have been terminated by the University on academic reasons (refer 16.8);.

19.3 Students whose studies have been terminated based on academic reasons (refer 16.8) may appeal to the Dean of the respective institute within 14 days after the announcement of the official results.

19.4 If the appeal is rejected at institute level, student may further appeal to the Senate Appeal Committee.

19.5 The decision made by the Senate on appeal is final.

20.0 GENERAL ALLOCATIONS

20.1 Any mode and administrative procedure codes can be made to the University rules under this provision. Such modes and administrative procedures must be obeyed. However the Senate reserves the right to make amendment to them from time to time as deemed necessary.

20.2 Provision to this rule is applicable to students entering Universiti Kuala Lumpur in the period this edition is enforced. However the University reserves the right to require that the application of the terms amended from time to time, for acceptable reasons.

20.3 President/Chief Executive can consider appeals on any regulations provided for herein and on his / her discretion allows for exemptions where appropriate.

This latest revision shall apply to all undergraduate students.

Appendix 1

1. Calculation of the Grade Point Average (GPA) is as shown below:
 - a) The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credit hours counted in that semester.
 - b) The semester grade point is the total grade points from all courses taken in one semester

$$\text{GPA} = \frac{\text{Semester Grade Points for one semester}}{\text{Total Credit Calculated for one semester}}$$

Example 1

Semester 1

Course	Grade	Point Value	Credit	Point Value x Credit (Grade Point)
ABC12103	A	4.00	3	12.00
DEF10452	C	2.00	2	4.00
GHI11103	B+	3.33	3	9.99
JKL10113	D	1.00	3	3.00
MNO10212	B+	3.33	2	6.66
			13	35.65

$$\text{GPA} = \frac{35.65}{13} = 2.74$$

2. Calculation of the Cumulative Grade Point Average (CGPA) is shown below

The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semester grade points divided by the total credit counted for all semesters.

$$\text{CGPA} = \frac{\text{Total Semester Grade Points for All Semesters}}{\text{Total Credit Calculated for All semesters}}$$

Example 2

Semester 1

Course	Grade	Point Value	Credit	Point Value x Credit (Grade Point)
ABC10203	A	4.00	3	12.00
DEF10102	C	2.00	2	4.00
GHI10303	B+	3.33	3	9.99
JKL 10111	D	1.00	3	3.00
MNO12102	B+	3.33	2	6.66
			13	35.65

Semester 2

Course	Grade	Point Value	Credit	Point Value x Credit (Grade Point)
MFI12303	B	3.00	3	9.00
MIIT10202	B+	3.33	2	6.66
BMI10203	A	4.00	3	12.00
MSI10102	A	4.00	2	8.00
CTL10112	F	0.00	2	0.00
			12	35.66

$$\text{CGPA up to the second semester} = \frac{(35.65+35.66)}{25} = 2.85$$

ACADEMIC OFFENCE

1.0 COMMISSION OF AN ACADEMIC OFFENCE

- 1.1 Academic offence is actions which would have the effect of unfairly promoting or enhancing one's academic standing *within the entire community at an Institute of Universiti Kuala Lumpur*.
- 1.2 There are two categories of academic offences.
- 1.2.1 Academic Misconduct
- 1.2.2 Examination Misconduct
- 1.3 The **Academic Misconducts** are as listed below, the list is however, not exhaustive.

1.3.1 Plagiarism

Plagiarism consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only a list of references. Paraphrasing without appropriate citation is also plagiarism.

With group work, where individual members submit parts of the total assignment, each member of a group must take responsibility for checking the legitimacy of the work submitted in his/her name. If even one part of work contains plagiarised materials, penalties will normally be imposed on all group members, equally.

1.3.2 Collusion

Collusion is when a student or students collaborate with another student or students as an individual or group with the intention of cheating to gain a mark or grade to which they are not entitled. Students who allow another to copy their work are also committing collusion and both copier and the provider of the work are liable to be penalized.

1.3.3 Fraud and forgery

The commission of fraud and forgery include but not limited to falsification of University academic records, including attendance records, medical certificate and other records regarding oneself or others, forging the signature on any official University forms, altering or changing an examination results or like document so as to mislead other or causing false information to be presented at an academic proceeding.

1.3.4 Fabrication or misrepresentation

The presentation of fabricated data, results, references, evidence or other material or misrepresentation of the same. For example:

- claiming to have carried out experiments, observations, interviews or other forms of research which a student has not , in fact, carried out;
- claiming to have obtained results or other evidence which have not, in fact, been obtained;
- in the case of professional qualifications, falsely claiming to have completed hours in practice or to have achieved required competencies when this is not the case;

1.3.5 Abuse of Resources

Infringing upon the rights of other students to fair and equal access to any University library materials, labs and comparable or related academic resources as well as the University's computer system.

2.0 EXAMINATION RULES AND REGULATIONS

2.1 CONDUCT DURING EXAMINATION

BEFORE EXAMINATION

Students Candidates must comprehend the examination rules and regulations and to prepare themselves accordingly

2.1.1 Check the examination schedule and take note of examination serial number and dates well in advance.

2.1.2 Bring the Student Card and the Examination Entry Slip to the examination venue. A student will not be allowed in if he did not bring any of these documents.

2.1.2.1 Candidates without a valid Student Card or Examination Entry Slip will not be allowed to take the examination unless they have a written approval from the Deputy Dean, Academic & Technology or the Head of the Academic Services Section.

- 2.1.3 Be present outside the Examination Hall or venue at least fifteen (15) minutes prior to the commencement of the examination.
- 2.1.3.1 Empty their pockets and ensure that their pencil cases, calculator covers and any other receptacle(s) are clear of pieces of papers or notes (of any kind, regardless of their relevancy to the examination in question);
- 2.1.3.2 Only the Student ID Card and a clean, unmarked Exam Entry Slip are allowed into the hall, unless there are other references allowed by the Deputy Dean, Academic & Technology.
- 2.1.4 Enter the examination hall after the announcement made by the Chief Invigilator fifteen (15) minutes prior to the commencement of the examination. Candidates are required to enter the hall using the assigned entrance/s.
- 2.1.5 Candidates who arrived within the first thirty (30) minutes after the examination has commenced, will be allowed to take the examination. However, no additional time will be given to this candidate.
- 2.1.6 Candidates who arrived more than thirty (30) minutes after the examination has commenced **will not be allowed** to take the examination.
- 2.1.7 Candidates are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, 'programmable calculator', smartwatch, handbag, handphone, hand-held computer, earphones, any other blue-tooth enabled electronic devices, or devices or equipments.
- 2.1.8 If the items in 2.1.7 are allowed to be brought into the exam venue due to security reason, all items must be placed inside an A4 envelope provided and the envelope must be placed underneath the candidate's seat.
- 2.1.9 Candidates are not allowed to bring or consume food, drinks or smoke in the Examination Hall, except plain drinking water.
- 2.1.10 Upon taking their seats in the examination hall, all candidates are required to:
- 2.1.10.1 Check their pockets, pencil case, calculator cover and their persons to ensure that they have not mistakenly

The University Academic Rules & Regulations 13th Edition brought in items which are not allowed to be brought into the examination venue.

If there are such items, the items have to be put inside the A4 size envelope provided, immediately, and place the envelope underneath their seats.

2.1.10.2 Produce their Student Card and their Examination Entry Slip and place them on the top right hand corner of the table throughout duration of the examination for inspection by the invigilators.

IN THE EXAMINATION HALL

2.1.11 Ten (10) minutes prior to the commencement of the examination, candidates are allowed to:

2.1.11.1 Read and follow the instructions on the COVER PAGE OF THE ANSWER BOOKLET only, and other attachments, if any, provided as or part of the questions.

2.1.11.2 Fill-in particulars required on the cover page and in the examination attendance slip on the cover of the examination answer booklet and other information as required or as advised by the Chief Invigilator. Candidates are not permitted to write their names on the answer booklet or attachments

2.1.11.3 Stationery Item - Ensure that only pens, pencils and erasers are taken into the examination venue. Pencil cases must be put inside the envelope provided and placed underneath the candidates' seats.

2.1.11.4 Ensure that the correct question paper is supplied, with sufficient pages as stated before attempting to answer the questions.

2.1.11.5 Immediately inform the invigilators present in the event that the candidate has been supplied with an incorrect examination paper.

2.1.12 Candidates are warned not to tear of pages from the answer books or write on pieces of papers.

2.1.13 Candidates are strictly not allowed either to answer the questions before the announcement of the commencement of the examination or to continue writing after the announcement

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made by the invigilators on the expiry of the examination
duration.

- 2.1.14 Candidates are not permitted to leave the examination hall within the first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.
- 2.1.15 Any form of communication among candidates as well as between candidates and other parties is strictly prohibited.
 - 2.1.15.1 Candidate who wishes to communicate with invigilators may raise their hands.
- 2.1.16 Candidates are not permitted to render or receive any form of assistance on matters that pertain to the examination, when the examination is in progress, without the permission from the Chief Invigilator.
- 2.1.17 Candidates must adhere to the instructions of the Chief Invigilator or invigilators.
- 2.1.18 Candidates who fall ill or are not able to continue with the examination must inform the Invigilator.

END OF EXAMINATION

- 2.1.19 At the end of the examination period, the answer booklet cover sheet and/ or the answer scripts must be arranged and tied as instructed.
 - 2.1.19.1 Candidates must ensure that their particulars are completed on the extra answer scripts or any other attachments submitted apart from the answer booklet(s). Do not write the candidates' name.
- 2.1.20 Blank, used and spoiled answer sheets and/ or answer booklet cover sheet are not allowed to be brought out of the examination hall.
- 2.1.21 Candidates to take all their belongings from the A4 size envelope provided, before leaving the exam venue.
- 2.1.22 Items that are loaned to students by the University for purpose of use during the examination must be returned to the invigilators at the end of the examination.

2.1.23 Candidates must remain seated in the examination hall unless allowed otherwise by the invigilator.

2.1.24 Candidates must leave the examination hall in an orderly manner.

3.0 EXAMINATION MISCONDUCT

3.1 An **examination misconduct** is any attempt to give or obtain assistance in a formal academic exercise (for example: an examination) without due knowledge or permission of the organizer, which may have an unfair advantage in promoting one's academic performance or standing.

3.2 Any offence committed under provision 3.3 shall be construed as a strict liability offence as students have already been given the opportunity to remove all notes, items and materials which are not allowed during the examination as provided in 2.1.7.

Where the alleged act is stated as a strict liability offence, it need not be proved that the student has the intention (*mens rea*) to commit the offence. It is sufficient to adduce that the offences had occurred at the material time.

3.3 After placing all his belonging in the envelope provided and the envelope is placed under his seat a candidate may be said to have committed a breach of the examination rules or regulations if he has committed any of these actions:

3.3.1 Possessing any unauthorized materials or devices in or within the vicinity of the examination venue. These unauthorized materials or devices may include, but not limited to:

3.3.1.1 A bag, writing paper, books, manuscript or other than the specified material;

3.3.1.2 A mobile telephone or other communication devices;

3.3.1.3 Any type of playback devices, digital media player, hand-held computer, blue-tooth enabled electronic devices and smartwatch

3.3.1.4 Any type of programmable calculators or devices with store memory capability. If permitted to be used, students are to clear the memories of programmable calculators or devices and remove

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them from calculator cases before taking them
into the examination venue

3.3.1.5 Written or printed notes of any kind or size,
regardless of its relevancy to the examination
effected

3.3.1.6 Writing on any part of the body, (not being tattoo
required by culture) or items of clothing;

3.3.1.7 Writing on instruments or stationeries

3.3.2 Giving or receiving or possessing any material, regardless of its
relevancy to the examination questions during the conduct of
examination in or outside the examination venue.

3.3.3 Referring and using any prohibited reference materials in or
outside the examination venue during the examination.

3.3.4 Communicating to other candidates in or outside the
examination venue when the examination is still in session.

3.3.5 Soliciting, obtaining, possessing, or distributing to another person
an examination document prior to or subsequent to the
administration of the examination in or outside the examination
venue.

3.3.6 Altering or changing an examination or comparable document
so as to mislead other users or the reader.

3.3.7 Substituting for, arranging for substitution by another student,
or otherwise representing oneself as another person during an
examination session or comparable circumstances.

3.3.8 The above list is not exhaustive and other instances of
academic offence may occur. Their identification will require
prudent review by the Academic Disciplinary Committee. The
above definition and examples apply to all schools and
institutes in Universiti Kuala Lumpur.

3.4 Candidates who have been alleged to breach any part of the
Examination Rules and Regulations will be referred to the **Academic
Disciplinary Committee**.

4.0 PENALTY

- 4.1 For **academic misconduct**, the penalty can be any one or a combination of two or more of the following penalties ranging from:
- a) Reprimand students in writing;
 - b) Re-do of assignment with reduced marks;
 - c) Award 0 mark for the student's work;
 - d) Reduce 50% marks for student's coursework;
 - e) Suspend for one semester;
 - f) Expel from the University
- 4.2 For **examination misconduct** during examinations; if the student is found to have committed a breach of the examination rules and regulations, the student can be imposed with any of the following penalties
- (a) Grade 'F' for that particular subject and suspension from the University for one semester (long semester); or
 - (b) Expel from the University.
- 4.3 If the penalty to be imposed is suspension or expulsion, the decision must be endorsed by Senate

The latest revision followed the endorsement by the University's Senate No. 74 (1/2017) (8 February 2017) and shall apply to all UniKL undergraduates' students in the diploma and bachelor degree programmes unless otherwise provided.

Appendix A

Date:.....

The President/Chief Executive Officer
Universiti Kuala Lumpur

Dear Sir

STUDENT DECLARATION

I as named below declare that I:

1. Understand, appreciate, and will comply with all regulations stipulated in this University Rules and Regulations (URR) Handbook.
2. Am responsible and will proactive in obtaining guidance and advice from the lecturers, Student Academic Advisors, Coordinators, Sections Heads, administrative staff and the Administration of Institutes for any form of predicaments.
3. Will take appropriate actions pertaining to the stipulated regulations stated in the University Rules and Regulations (URR) handbook which are (and not limited to):
 - a) to fulfill all the academic requirements stipulated in the curriculum of the Academic Programme enrolled at the UniKL;
 - b) to attend lectures/practical training/industrial training/practicum/clinical training specified by the University.
 - c) to complete the registration exercises in the programme enrolled within the specified time;
 - d) to pay stipulated amount of the University's fees within the stipulated time.
4. Will be responsible to fulfill all requirements of my academic programme and of my own progress towards the completion of those requirements.
5. Will avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging of disclosing their source(s).
6. Have read and understood the contents of the Universiti Kuala Lumpur's University Rules and Regulations Handbook and wholeheartedly agree to abide by all the rules and prohibitions as stated in the manual.
7. Promised to abide by all further directives of prohibitions that are issued from time to time by the UniKL authorities throughout my period of study here.
8. Am aware and understand that disciplinary action can be taken against me, if I am found to have committed any offence as detailed in the UniKL Student Code of Conduct.

Thank You.

Yours faithfully

.....
(signature)

Name :

Identity Card No:.....

Programme :



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