

Senate Endorsed On 10th March 2020

**ACADEMIC RULES AND REGULATIONS
Universiti Islam Malaysia (Undergraduate Studies)**

PART I

1. TERMS AND DEFINITIONS

In this Regulations, unless the context requires a different interpretation:

"Act" refers to the Universities and University Colleges Act 1971.

"Academic Session" refers to the University academic session comprising three (3) regular semesters, end of semester break and end of academic session break.

"Award of Degree" refers to Senate endorsement for students qualified to be awarded their degree.

"Cluster" refers to any cluster at the University which is allowed to enroll students.

"Course" refers to subject in the academic programme.

"Course Withdrawal (W)" refers to withdrawal from courses by students within the time specified by the University.

"Credit Counted" refers to the credits considered for the calculation of GPA and CGPA "Credit Earned" refers to the total number of credits obtained for courses that a student has passed.

"Credit Exemption" refers to exempted credits given to students based on their prior qualifications recognized by the University

"Credits for Graduation" refers to the total number of credits required to complete a programme as approved by the Senate.

"Credit Transfer" refers to credit granted to students for courses taken at another the institutions during their study.

"Dean" refers to the head of a Studies division appointed by the Vice Chancellor.

"Examination Committee" refers to the committee formed by the faculty to manage academic matters related to examinations.

"Direct Entry Students" refers to students who have been accepted to enroll into a particular semester based on their prior qualifications recognized by the University and given credit exemptions.

"Academic Cluster Committee" refers to the committee formed by the cluster responsible for academic affairs.

"Final Examinations" refers to any form of summative assessment of students' academic performance during the final examination weeks.

"Full Time Study" refers to the mode of academic study in which a student has registered for a number of credit not less than the minimum credit allowed for each semester except for students with probation status and/or in the final two semesters of their study.

"Grade Replacement" refers to a provision which allows student to repeat courses (grade B- and below) with the Cluster's permission for the purpose of improving academic performance.

"Minimum Credit" refers to the minimum number of credits registered in a semester, which should not be less than TWELVE (12) credits, including courses with Audit Course [R] and Compulsory Attendance Course [CA], except for students with probation status and/ or students in their last two (2) semesters.

"GPA" refers to the grade point average obtained by the student in a semester.

"CGPA" refers to the cumulative grade point average obtained by the student in all the semesters completed.

"Programme" refers to field of study approved by the University. Leading to the award of a degree.

"Re-admission" refers to first year students in the first semester, excluding direct entry students, who obtained fail status and have been allowed to resume their studies by registering for a programme in the semester determined by the Cluster.

"Regular Duration" refers to the number of semesters specified in the curriculum required for students to complete their studies as determined by the University.

“Regular Semester” refers to semesters I, II and III with a duration as determined by the University for an academic session. Each semester should have a minimum of 17 weeks comprising of weekly lectures and final examination weeks.

“Senate” refers to the Senate of Universiti Islam Malaysia.

“Student” refers to a registered undergraduate student enrolled in a Full Time Diploma / Bachelor Degree programme at the University.

“Student’s Cluster” refers to the faculty offering the academic programme in which the student is enrolled.

“Student Learning Time” refers to the total number of learning hours related to the teaching-learning activities in a course. These include lectures, tutorial, assessment and independent study.

“Terminated” refers to action taken on students who have not met the passing requirements or students who have used up the maximum duration of studies; or students who have been expelled by the University under the Universiti Islam Malaysia (Discipline of Students) or under the Procedure for Programme and Course Registrations.

“University” refers to Universiti Islam Malaysia.

PART II

ACADEMIC SESSION

1. The University academic session comprises three (3) regular semesters, end of semester break and end of academic session break. Each semester should have a minimum of 17 weeks comprising weekly lectures, and final examination weeks.
2. The Academic Session is as shown in Table 1.

Table 1: Academic Session*

SEMESTER I Lectures Final Examination End of Semester Break Total	 14 weeks 2 weeks 1 week 17 weeks
SEMESTER II Lectures Final Examination End of Semester Break Total	 14 weeks 2 weeks 1 week 17 weeks
SEMESTER III Lectures Final Examination End of Semester Break End of Academic Session Break Total	 14 weeks 2 weeks 1 week 1 week 18 weeks
TOTAL	52 weeks

* *Subject to amendments*

Note :-

The actual implementation dates for the above academic session are based on the academic calendar determined by the University.

PART III

PROGRAMME REGISTRATION

1. Students must register for the programme offered on the date stipulated by the University.
2. If new students do not abide by **item 1** above without valid reasons accepted by the University, the offer will be **ANNULLED**.
3. Registration of the programme will be done by the students based on the previous semester examinations results and the courses plan by year and semester.
4. Students with deferred status must re-register for the programme. Students who fail to register for the programme within the specified time will be terminated from their study.

PART IV

COURSE REGISTRATION

1. Students must register for all the courses taken every semester.
2. Course registration must be done within the pre-registration or registration period.
3. Students must register for the course with the suitable code and section.
4. Students can only register for the course offered with the Cluster's permission.
5. Students are responsible for ensuring that there are no mistakes in their course registration record. Amendments can be made during the time specified by the University.
6. Registration for an **Audit Course [R]**
 - a. Students with the approval or have been instructed by the Cluster cannot register more than TWO (2) courses with R status in a semester.
 - b. The credits from the R courses will not be used in the calculation of student's GPA and CGPA. Students must attend all meetings/lectures and complete all the coursework, failing which the registration will be void.
 - c. The registration of R courses will be recorded in the student's examination slip and transcript.
7. **Course Withdrawal [W]**
 - a. A student with the approval of his/her Lecturer and Academic Advisor can withdraw from any of his/her registered course in the semester no later than the last working day of week SEVEN (7) of the semester.
 - b. Approval for withdrawing from a course is subject to the required Minimum Credits **EXCEPT** with the Dean's approval.

- c. Withdrawal (W) status will be recorded in the course registration and transcript.

PART V

CREDIT SYSTEM

1. CREDIT FOR A COURSE

Every course has a credit value to show the importance and type of course.

2. CREDIT VALUE

1. With the exception of certain cases, the credit value for a course is shown in Table 2:

Table 2: Credit Value

Type of Delivery	Credit Value	Total No. of Contact Hours Per Semester	Total No. of Student Learning Time
Lectures & Tutorials	1	14	40

Note:

"Student Learning Time" refers to the total number of learning hours related to the teaching-learning activities in a course. These include lectures, tutorial, assessment and independent study

2. Credits for Industrial Training

- a. **ONE (1)** credit is equivalent to **TWO (2)** weeks of training.
- b. With the exception of certain cases, industrial training is given Compulsory Attendance [CA] status.

3. ACADEMIC WORKLOAD FOR EACH SEMESTER

Full-time students must register for a minimum of TWELVE (12) credits inclusive of Audit Course [R] and Compulsory Attendance Course [CA] in a semester with the exception of students with probation status and/or those who are in the final TWO (2) semesters of their study.

Students who wish to take more than EIGHTEEN (18) credits have to seek approval from the Dean and would not be allowed to take more than TWENTY (20) credits in a semester.

Students with probation status are allowed to take between NINE (9) and THIRTEEN (13) credits only in the following semester.

Pre-registration for students with probation status will be nullified and they need to re-register within the stipulated time.

4. CREDIT EXEMPTIONS

1. Students are given credit exemptions based on the following:
 - a. students who have diplomas and degrees endorsed as equivalent by the University;
or
 - b. students who have work experience endorsed by the Senate as equivalent to a course at the diploma or degree level; or
 - c. students who change their academic programme within the University or from another institution of higher learning.
2. Application for credit exemptions can be done when the student applies for the programme or no later than week **THREE (3)** of the first semester of study;
3. Students are not allowed to register for courses which have been given credit exemptions.

5. CREDIT TRANSFER

1. Students may apply for a credit transfer based on the following conditions:
 - a. the course was taken at another institution of higher learning during the period of study at the University; and
 - b. application must be made immediately after the course results are announced.
2. The Guidelines for the Credit Exemption and Credit Transfer are as follows:

CREDIT EXEMPTION AND CREDIT TRANSFER GUIDELINES

1.0 Credit Exemption

1.1 Credit Exemption refers to exempted credits given to students based on their prior qualifications recognized by the University. The credit exemptions will be part of the credit requirements for the award of a particular degree.

1.2 A student who changes his/her programme of study in the University or who joins the University from another institutions can apply for credit exemption. The Cluster will decide on the courses to be exempted.

1.3 Credit Exemption is not given for similar degrees that have been awarded by other institutions.

1.4 The total number of credit exemption given should not exceed 33% (or according to the percentage determined by the respective professional bodies) of the total number of credits as required for the award of a degree. Application for exemption of credits must be done at the student's cluster and should be completed by week THREE (3) during the first semester of study. Clusters may apply to the Senate for additional credit exemptions of more than 33% up to a maximum of 50%.

2.0 Credit Transfer

2.1 Credit Transfer is the credit given to students who have taken and passed an equivalent course in another institution during their study at the University. The course given the credit transfer should be similar and fulfil the requirements of the relevant curriculum of the programme.

2.2 The total number of credit transfer from other institutions should not exceed 33% of the total number of credits required for the award of a degree.

2.3 The approved credit transfer will be included in the calculation of the GPA and CGPA.

2.4 Students are not allowed to use the credit transfer facility to complete their final semester at other institutions.

2.5 Only students with active status are allowed to apply for Credit Transfer.

2.6 Application for credit transfer of a course from other institutions must be done ONE (1) semester before taking the course.

3.0 Credit Exemption and Credit Transfer Regulation and Management

Students may apply for credit exemption and credit transfer for a course according to the regulation set.

3.1 Passing Grade

The minimum grade for credit exemption is Grade C or higher according to the University grading system.

The minimum grade for credit transfer is the Passing Grade determined by the Cluster.

3.2 Credit Hours

Courses given credit exemption and credit transfer must be equivalent with the curriculum of the programme at the University in terms of the academic workload and credit hours.

3.3 Course Content and Programme Curriculum

The content of the course for which credit exemption and credit transfer has been given must be at least 80% similar to the course offered by the University.

3.4 Approval for credit exemption and credit transfer will only be given to courses in a programme recognised by the government.

3.5 The total number of credit exemption and credit transfer should not be more than 33% of the total number of credits required for the award of a degree. However, the Cluster can request from the Senate to increase the percentage up to a maximum of 50%.

3.6 Courses given credit exemption and credit transfer will be recorded in the students' academic records.

3.7 Applications for credit exemption and credit transfer should be done using the application form.

3.8 Approval for credit exemption will be given upon endorsement by the respective Cluster that offers the course.

3.9 Students will be informed in writing of the approval for credit exemption and credit transfer.

CREDIT HOURS FOR FAILED COURSES

1. Students must register and repeat all core courses that they have not passed. For the calculation of the CGPA, the result of the current course will not replace that of the previous failed course. The credit hours and grade point of the previous failed course will be included in the calculation of the latest CGPA.
2. Failed elective courses need not be repeated but the credit hours and the grade point of the courses will be calculated in the GPA and CGPA.

PROGRAMME CREDIT HOURS AND DURATION OF STUDY

1. Students must pass all courses in the curriculum for a programme of study.
2. The total credit hours and the regular duration of study for a programme are determined by the Cluster with the approval of the Senate.
3. The maximum study duration in an academic programme is the regular duration for a programme plus an additional FOUR (4) semesters.
4. For direct entry students, the maximum study duration is determined by the Cluster based on the approved total number of credit exemptions.

PART VI

GRADING SYSTEM

1. The performance of a student in a course is represented by the grade obtained. The relationship between the marks, grade and grade point is as listed in Table 4.

Table 4: Relationship between Marks, Grade, Grade Points and Status

Marks	Grade	Grade Points	Status
90 – 100	A+	4.00	Pass with excellence
80 – 89	A	4.00	Pass with excellence
75 – 79	A-	3.67	Pass with excellence
70 – 74	B+	3.33	Pass
65 – 69	B	3.00	Pass
60 – 64	B-	2.67	Pass
55 – 59	C+	2.33	Pass
50 – 54	C	2.00	Pass
45 – 49	C-	1.67	Conditional Pass
40 – 44	D+	1.33	Conditional Pass
35 – 39	D	1.00	Fail
30 – 34	D-	0.67	Fail
00 - 29	E	0.00	Fail

- The passing grade of a course is subject to the requirements of the faculty with the Senate's approval. Generally, Grade **D+** is the minimum passing grade.
- Besides the grades listed above, the following grading is also used:

- I (Incomplete)** - Grade given to students who did not sit for the final examinations or were unable to complete their coursework due to illness or other reasons accepted by the University.
- R (Audit)** - Grade given to registered audit courses.
- Pass** - Passing Grade given to course registered with Pass Status.
- Fail** - Failing Grade given to course registered with Fail Status.

PART VII

ASSESSMENT

1. ATTENDANCE

- Students must attend all forms of scheduled face-to-face learning activities (lectures/tutorials/practical/etc.). If students do not attend these activities, the student will have to inform his/her lecturers immediately and provide reasons for his/her absence.
- Students must attend not less than 80% of scheduled face-to-face learning activities in **ONE (1)** semester as stipulated by specific courses including Compulsory Audit Courses [CA] and Audit Courses [R].

3. Students who do not fulfil the conditions listed above without valid reasons accepted by the university will not be allowed to attend subsequent learning activities and sit for any form of assessment. ZERO (0) mark will be awarded for the said courses; or Fail for compulsory audit courses [CA]; and courses registered as audit [R] will not be recorded in the transcript.
4. The guideline on action to be taken on students with less than 80% attendance is as follows:

**GUIDELINE ON ACTION TO BE TAKEN
ON STUDENTS WITH LESS THAN 80% ATTENDANCE**

1.0 Students must attend all forms of scheduled face-to-face learning activities (lectures/tutorials/practical etc.). If students do not attend these activities, the student will have to inform his/her lecturers immediately and provide reasons for his/her absence.

2.0 Students who have been absent for more than 20% of the total number of scheduled contact hours of learning activities for a course without valid reasons accepted by the university will be awarded ZERO (0) mark. The student will have to repeat the course.

3.0 The Cluster has to inform the students in writing of the results of the action as stated in 2.0.

NOTE:

Actions in relation to the above taken on the students by the Cluster **need not be reported** to the Senate.

2. ASSESSMENT SYSTEM

1. Ongoing assessment of the course will be done through coursework, final examinations and other forms during the semester of study as determined by the Cluster subject to approval by the Senate.
2. Assessment for Industrial Training is based on the format determined by the Cluster subject to approval by the Senate.
3. For courses that are assessed based on formative and summative, the continuous assessment contributes to 60-70% of the scores, while the final assessment represents 30-40% of the score unless approval has been obtained from the Cluster.
4. Assessment of courses based on 100% coursework can be implemented with the approval of the Cluster.
5. Application for approval of item (4) above by the lecturer should be made before the semester begins.

3. FINAL EXAMINATION

1. The final examination must be carried out during the stipulated time and according to guidelines set by the Senate.

2. The guidelines for the final examination are as follows:

FINAL EXAMINATION GUIDELINES

1.0 TERMS AND CONDITIONS FOR FINAL EXAMINATION

1.1 All registered and active students must sit for all the course final examinations determined by the Cluster provided that they have registered for the courses, subject to the Guideline on Action to be Taken on students with less than 80% attendance.

1.2 The University may allow a deferment of examination for a student with medical or other valid reasons accepted by the University. The student must obtain a medical certificate (validated by a doctor from a government hospital) before the examination begins and present it to the Dean with no later than twenty-four (24) hours after the examination has started. Late submission with valid reasons may be accepted subject to University approval.

2.0 FINAL EXAMINATION SUPERVISION

2.1 The examination supervisor is the Dean

2.2 The examination supervisor is responsible to ensure that the examination is carried out in an orderly and systematic manner.

2.3 The examination supervisor should appoint invigilators (academic staff) and assistant invigilators (non-academic staff) to administer the examination.

2.4 The invigilators and assistant invigilators are accountable to the examination supervisor.

3.0 FINAL EXAMINATION INVIGILATION

3.1 The invigilators and assistant invigilators are responsible for invigilating the examination.

3.2 Unless permission is obtained from the examination supervisor, at least TWO (2) invigilators must be appointed for a Hall/Examination Room whereby one will be appointed as the Chief Invigilator.

3.3 The responsibilities of the chief invigilator are:

- a. to report to the examination supervisor or his/her representative at the Cluster office on the day of the examination no later than THIRTY (30) minutes before the examination begins. The chief invigilator will collect the sealed envelope containing the examination questions and list of students' names taking the examination;
- b. to verify the attendance of the invigilators and assistant invigilators;
- c. to instruct assistant invigilators to put the answer booklets, attendance forms and other examination requirements on each student's table and this should be done no later than FIFTEEN (15) minutes before the examination begins;

- d. to instruct students to enter the examination Hall/Room TEN (10) minutes before the examination begins;
- e. to ensure that the attendance of students is noted and recorded carefully;
- f. to make an announcement for the start, the last THIRTY (30) minutes and the end of the examination period;
- g. to remind students of the consequences of misconduct during the examination;
- h. to ensure that when a student is allowed to leave the examination hall/room for any reason and then returns to continue the examination, the student is adequately monitored outside the examination hall/room;
- i. to prevent students who have violated the rules and regulations for examinations from taking the examination;
- j. to report incidents of wrongdoing and misconduct during examinations to the examination supervisor or his/her representative immediately after the examination is over;
- k. to allow students to leave the examination hall/room if they wish to submit their examination answer booklets/ scripts before the last THIRTY (30) minutes of the examination;
- l. to instruct the invigilators and assistant invigilators to collect the answer booklets/scripts after the examination is over while the students are still seated. Unused answer booklets/scripts should be collected separately;
- m. to ensure that the examination answer booklets/scripts are collected, counted and verified;
- n. to deliver the examination answer booklets/scripts, including the unanswered or unused answer booklets/scripts, to the examination supervisor or his/her representatives;
- o. not to postpone, suspend or cancel any examination without the approval of the examination supervisor;
- p. to submit the invigilators and assistant invigilators attendance form to the examination supervisor or his/her representative at the Cluster office after the examination is over;
- q. to collect information or evidence on any cases of students violating the examination rules and regulations and submit it to the examination supervisor or his/her representative;
- r. to ensure the examination is conducted smoothly; and
- s. to take any action deemed to be appropriate in preventing any misconduct during examinations.

3.4 The responsibilities of the Invigilator are as follows:

- a. to report to the Chief Invigilator at the examination hall/room **THIRTY (30)** minutes before the examination begins;
- b. to place the examination answer booklets/scripts on the student's table before students are allowed to enter the examination hall/room;
- c. to ensure that the information listed in the student attendance slip is the same as that in their identity card and/or student matric card and examination slip before collecting the second copy of the student attendance slip;
- d. to collect the examination answer booklets/scripts after the examination is over while the students are seated. Unanswered or unused examination answer booklets/scripts should be collected separately;
- e. to report any incidents of examination misconduct to the chief invigilator ; and
- f. to carry out other duties as instructed by the chief invigilator.

3.5 The responsibilities of Assistant Invigilators are as follows:-

- a. to report to the examination supervisor or his/her representatives at the faculty **THIRTY (30)** minutes before the examination begins. The assistant invigilator then has to report to the chief invigilator at the examination hall/room.
- b. to be accountable to the chief invigilator and has to do the following:
 - i. bring all the examination items to the examination venue;
 - ii. place the necessary items on the student's table as instructed by the chief invigilator;
 - iii. place the examination question and answer booklets/scripts on the student's table before students enter the examination hall/room;
 - iv. assist the invigilator to collect the students' answer booklets/scripts;
 - v. return the examination items to the examination supervisor or his/her representatives at the Cluster after the examination is over; and
 - vi. carry out other duties as instructed by the chief invigilator.

4.0 FINAL EXAMINATION CONDUCT

4.1 Students are advised to be at the designated examination hall/room as stipulated in the examination schedule no later than **FIFTEEN (15)** minutes before the examination begins.

4.2 Students with the chief invigilator's permission are allowed to enter the examination hall/room **TEN (10)** minutes before the examination begins. Students should enter the room in an orderly manner.

4.3 Students who arrive no later than **THIRTY (30) minutes** after the examination begins will be allowed to sit for the examination but there will be no time extension given for the examination.

4.4 Students who arrive **THIRTY (30) minutes** or more after the examination begins will not be allowed to take the examination.

4.5 Students are not allowed to leave the examination hall/room within the **first THIRTY (30) minutes** after the examination begins and **FIFTEEN (15) minutes** before the examination ends. If a student needs to temporarily leave the examination hall/room between the times stated above, he/she will have to seek permission from an invigilator.

4.6 Students are required to bring:

- a. examination slip; and
- b. student matric card or "MyKad"/passport;
- c. to the examination hall/room and place these items on the top right hand corner of the student's table to be checked by the invigilator.

4.7 Students who do not have their examination slip and student matric card or "MyKad"/passport will not be allowed to take the examination unless written consent is obtained from the examination supervisor.

4.8 Students are not allowed to bring into the examination hall/room any books, dictionaries, papers, pictures, notes, equipment with written texts, programmable calculators, communication equipment or any other equipment unless they are allowed by the chief invigilator. Students are also not allowed to receive any of these items from anyone in the examination hall/room unless they are given by the invigilator as permitted by the Vice-Chancellor or recommended by the Cluster Examination Committee.

4.9 Any item lent to the student has to be returned to the invigilator at the end of the examination.

4.10 Students must adhere to all instructions given by the chief invigilator in the examination hall/room from time to time.

4.11 **TEN (10) minutes** before the examination begins, student are required to do the following:

- a. fill the attendance slip and the information required on the front page of the answer booklets/scripts; and
- b. read the examination questions without making any notes.

4.12 Students must write their name, "MyKad"/ passport number, course code, section and programme as well as other required information on each answer booklet/script or any attachments used.

4.13 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.

4.14 Students must ensure that they are given the correct examination paper and have the required number of pages before answering the examination questions. If there are mistakes, students must inform the invigilator immediately.

4.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklets/scripts should not be torn.

4.16 Used, spoilt or unused answer booklets/scripts cannot be taken out of the examination hall/room.

4.17 Students are not allowed to communicate with other students during the examination.

4.18 Students are not allowed to eat/smoke in the examination hall/room.

4.19 At the end of the examination, students must ensure that their answer booklet/script (except unused answer booklets/scripts and/ or scribbles) is organised and tied neatly according to instruction, together with the first copy of the student attendance slip before handing it to the invigilator.

4.20 Students must remain seated after the examination is over and will only be allowed to leave the examination hall/room after being instructed by the chief invigilator.

4.21 Students are not allowed to begin answering the examination questions before the starting time or continue writing after the examination time is over.

4.22 Students must enter and leave the examination hall/room in an orderly manner.

4.23 Students are prohibited from referring to and/ or using any references inside or outside the examination hall/room during the examination unless allowed by the chief invigilator.

4.24 Students must not give or receive any assistance from other students or other parties in relation to the examination during the examination unless allowed by the chief invigilator.

5.0 EXAMINATION MISCONDUCT

5.1 Students shall not be involved in any of the following examination misconduct:

- a. give/receive/own any electronic, printed or other forms of information that is not allowed during the examination whether it is inside/outside the examination hall unless allowed by the chief invigilator; or
- b. use the obtained information as listed above for the purpose of answering the examination questions;
- c. cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
- d. other misconduct as stated by the University.

6.0 PENALTY

6.1 If a student has violated the rules and regulations of the examination and is found guilty by the Cluster Examination Committee, the Senate can decide to award ZERO (0) mark for the course (inclusive of coursework); or

6.2 Students who have been found to violate the rules and regulations of the examinations for the second time will be dealt with the University regulations

4. SPECIAL EXAMINATION

1. Special Examination can be held for:

- a. students who are unable to sit for the final examination because of illness certified by the government hospital, or reasons acceptable to the University,

OR

- b. final semester students who have passed with good status but failed ONE (1) course taken during the last TWO (2) semesters of study, excluding the semester used for Industrial Training.
2. The special examination mark will be used to determine the results of the course as follows:
 - a. The special examination mark as in item 1(a) will be used to replace the final examination marks whereas the continuous assessment will be retained.
 - b. Students as in item 1(b) who have passed the special examination will be awarded grade C or a passing grade set by the Cluster. This grade will be used in the calculation in their GPA and CGPA. Students who failed will be given a Grade E and will have to repeat the course.
 3. Special Examination will not be held for the following :
 - a. courses that have no final examinations; or
 - b. students who did not take the final examination without valid reasons acceptable to the University; or
 - c. students who have been barred from taking the final examination.
 4. Special Examination will only be conducted once in a semester unless approved by the Senate.

5. ANNOUNCEMENT OF COURSE GRADE

- a. The University will display the grades of the course within the stipulated time.
- b. Students must check their grades. If there is any mistake, students must inform the Cluster no later than **ONE (1)** week after the opening of new semester.

6. COURSE GRADE APPEAL

- a. Students may appeal for a review of their course grade to the faculty no later than **TWO (2)** weeks after the opening of new semester.
- b. The guidelines for course grade appeal are as follows:

GUIDELINES FOR COURSE GRADE APPEAL

1.0 The Cluster offering the course will display the results of the examinations (grade only) to each student no later than ONE (1) week after the opening of new semester.

2.0 Students may contact the respective lecturers directly if they feel that a mistake has been made on the student's grade. Students may also check their examination answer scripts and discuss with the lecturer if they are not satisfied with their results. If students are still unhappy with the results of the review of their scripts, students may apply for a course grade appeal which is an appeal for the script to be reassessed and re-marked.

3.0 The course grade appeal must be submitted no later than TWO (2) weeks after the opening of new semester.

4.0 Students may obtain the application form at the Cluster. The student must submit the completed course grade appeal form (3 copies) and make the necessary payment to the bursary according to the following procedure:

4.1 RM100.00 will be charged for each course grade appeal;

4.2 Payment forms are available at the Cluster and the Bursary;

4.3 Payment can be in cash or proof payment (online transfer). Any other payment methods are not accepted; and

4.4 All payments must be made by the students themselves at the Bursary. Payments via postage will not be accepted.

5.0 Students will have to submit copies of the form to the Cluster offering the course that they are appealing. A copy of the form is to be kept by the student. Students will have to enclose the payment receipt when they submit the course grade appeal forms.

6.0 If there is an appeal from a student, the Cluster will reassess and re-mark the examination answer scripts of the student.

7.0 The Cluster offering the course has to present a report on the results of the reassessment and re-marking to the student's Cluster.

8.0 Following the reassessment/re-marking, the marks awarded will be the ones following the reassessment/re-marking. The Cluster offering the course has to update the student's examination record.

9.0 The student's Cluster has to inform the student of the results of the reassessment/re-marking and the appeal.

PART VIII

1. ACADEMIC STANDING

1. Performance of students is evaluated based on TWO (2) measurements namely GPA and CGPA which are as follows:

$$\text{GPA} = \frac{\text{Total Grade Point per Semester}}{\text{Total No. of Attempted Credit per Semester}}$$

and

$$\text{CGPA} = \frac{\text{Total Grade Point for all Semesters}}{\text{Total No. of Credit Counted for all Semesters}}$$

2. The academic standing of a student at the end of every semester is based on the CGPA as in Table 5 below:

Table 5: Academic Standing

Academic Standing	PNGK
Good Status	$\text{PNGK} \geq 2.00$
Probation Status	$1.70 \leq \text{PNGK} < 2.00$
Fail Status	$\text{PNGK} < 1.70$

3. Students who obtain $\text{GPA} < 1.00$ even though the $\text{CGPA} \geq 1.70$ may, with the Senate's approval;
 - a. continue his/her study; or
 - b. be instructed to defer his/her study to the following semester; or
 - c. have his/her study be terminated.
4. Students who obtained THREE (3) consecutive Probation Status will be given a Fail Status and the student will be terminated from his/her study.
5. Students who have used up the maximum duration of their study but have not fulfilled the graduation requirements will be given the Fail Status and the student will be terminated from his/her study.

2. IMPROVING ACADEMIC PERFORMANCE

1. Students are given the opportunity to improve their grades during their study subject to the following:
 - a. the Cluster's approval is obtained;
 - b. the course grade should be B- and below. Students must register for the repeated course with Replacement Grade Status;
 - c. the course grade may only be improved once;
 - d. the better grade between the initial and the latest grade will be used in the GPA and CGPA calculation; and
 - e. application for registration of course grade improvement must be accompanied with payment as determined by the Senate.
2. Students who have completed their study but have not fulfilled the requirements for graduation such as students with Good Status (Programme Completed) will not be allowed to improve their course grade.

3. ANNOUNCEMENT OF STUDENT ACADEMIC STANDING

- i. The academic standing of students will be announced in accordance with procedures as determined by the University.

PART IX

PAYMENT OF FESS

1. Tuition Fees must be paid within the date stipulated in Academic Calendar.
2. Student must refer to the **FINANCE RULES & REGULATIONS FOR STUDENT** for detailed information.

PART X

STATUS OF PROBATION

1. **Probation 1 (P1)**
Student with a CGPA less than 2.00 in the semester.
2. **Probation 2 (P2)**
Student with a CGPA less than 2.00 with a P1 status in the previous semester.

PART XI

TERMINATION FROM STUDY

Student with the following status will be terminated from the University

- i. Obtained a CGPA less than 2.00 with a P2 status in the previous semester;
- ii. Failed in a course for a third time;
- iii. Have maximize the period of extension study; OR
- iv. Failed to pay tuition fees for three (3) consecutive semesters.

PART XII

DEAN'S LIST

1. Students who obtained GPA of 3.75 and above will be awarded the Dean's List Certificate with the condition that the student has registered for at least TWELVE (12) credits excluding Audit Courses [R] and Compulsory Audit Courses [CA] in that semester.
2. Achievement of the Dean's List will be recorded in the student's transcript.

PART XIII

AWARD OF A DEGREE

CONDITIONS FOR GRADUATION

1. Graduation endorsement is made every regular semester.
2. Students will only qualify for graduation after fulfilling the following conditions:
 - i. obtain Good Status;
 - ii. pass all the required courses;
 - iii. apply for graduation and approved by the Cluster; and
 - iv. meet other conditions as stipulated.
3. Application guidelines for the Award of a Degree are as follows:

APPLICATION GUIDELINES FOR THE AWARD OF A DEGREE

1. Students in their final semester who are completing their study are required to apply for graduation. Students who have previously applied but did not complete their study are required to reapply.
2. Students who are not eligible to apply (other than those listed in 1.) will be fined RM100.00 if they submit their application.
3. Application must be made using the application form within the time as stipulated by the University. Students must submit the three (3) copies to the Cluster for endorsement. The first copy will be given to the Cluster office, the second copy to the Academic Advisor and the last copy to be kept by the student. Failure to submit the first copy to the Cluster office is considered as non-submission of the graduation application form.
4. The closing date for the application is **THIRTY (30) days** before the semester's final examination begins. Applications received within **TWO (2) weeks** after the closing date will be subjected to a fine of RM 100.00.
5. Students who do not submit application forms to the Cluster office after the stipulated date or time as stated above, will not be awarded the degree in that semester. However, the student may apply for the award in the following semester within the time stipulated in that semester.
6. Students who do not apply for graduation will not be considered for enrolment in a postgraduate programme at the University.
7. Application for graduation should be made not more than **FIVE (5) years** after completing the study. Applications submitted to the Cluster Office after the stipulated time will not be accepted.

PART XIV

DEFERMENT OF STUDY

Students certified to be medically unfit by a government Medical Practitioner may request for a deferment of study from the Dean. The semester approved for the deferment will not be counted as part of the total semesters used for the duration of the programme.

The maximum deferment for every application is **TWO (2)** consecutive semesters. If students require deferment of more than **FOUR (4)** consecutive semesters, the case will be referred to the government Medical Practitioner and the Senate member to decide whether the student should be allowed to continue or have his/her study terminated.

Students may also apply for deferment due to other reasons. This application must be made before the last working day of week **SEVEN (7)** of the semester. Students are allowed to apply for a deferment of only **ONE (1)** semester in every application. The semester approved for the deferment will be counted as part of the total semesters used for the duration of the programme. However, with the endorsement from the Dean, and approval from the Deputy Vice-Chancellor (Academic), this deferred semester may not be counted.

The deferment period of students whose studies have been deferred by the University due to misconduct, will not be taken into account as part of the total semesters used for the duration of the programme.

PART XV

RE-ADMISSION

First year students in the first semester, excluding direct entry students who obtained Fail Status, will be allowed to continue their study by registering for courses in the semester determined by the Cluster. These students will be categorised as Re-Admission Students.

Re-Admission Students will have to register for the courses within the compulsory registration period. Students who fail to register will be terminated from their study and given Fail Status.

Re-Admission Students will resume their study with a new GPA and CGPA record (whereby the credit counted and credit earned will be reset to ZERO (0)).

The first semester used will not be counted as part of the duration of their study.

Re-Admission Students will be terminated from their study if they fail to obtain Good Status in the semester in which they resume their study.

PART XVI

CHANGE OF PROGRAMME OF STUDY

The University may consider applications from students who wish to change their programme of study within the Cluster or between Clusters subject to these conditions:

- i. the change is made after completing a minimum of **ONE (1) semester** of study at the University;
- ii. the application for change is made no later than **TWO (2)** weeks after the opening of new semester;
- iii. the academic performance of the students is not Fail Status;
- iv. for a change of programme that is similar, the initial academic record of the student will be retained and the study will be considered as continuous;
- v. for a change to a different programme, the initial academic record will be terminated and filed, and a new record will be created. The maximum study period will be stipulated by the Cluster offering the new programme subject to the number of transfer credits given;
- vi. The change of programme is allowed only once throughout the student's study period.

PART XVII

ACADEMIC MISCONDUCT

Students who have committed academic misconduct or wrongdoing will be penalised according to the Universities and University Colleges Act (AUKU), 1971, the University guidelines or any forms of actions determined by the University.

The following are considered as academic wrongdoing:-

- i copying/plagiarizing such as copying phrases, ideas or information without citing the original source; or
- ii committing misconduct and behaving suspiciously during an examination; and/or
- iii any forms of behaviour or attempts at cheating other than those mentioned above.

PART XVIII

GENERAL PROVISIONS AND CANCELLATIONS

1.0 GENERAL PROVISIONS

Any forms of future implementation may be made under the terms and conditions within the guidelines of the Academic Rules and Regulations. All forms of implementation must be adhered to. Nevertheless, the Senate has the right to make changes from time to time when the need arises.

In cases of conflicting views, the rules stated in the Universities and University Colleges Act (AUKU) 1971 will prevail.

The information in this Academic Rules and Regulation is accurate at the time of publication.

2.0 ANNULMENT

The Academic Rules and Regulations Universiti Islam Malaysia (UIM) (Undergraduate Studies) endorsed by the Senate of Universiti Islam Malaysia on 10th March 2020 are annulled.