

**BUKUK**  
**DIPLOMA DIPLOMA**  
**MANAJEMEN**  
**PERKAWANAN**  
**PERKAWANAN 2021**





PANDUAN AKADEMIK PROGRAM ASASI, PRA DIPLOMA, DIPLOMA DAN  
SARJANA MUDA UMP

Hakcipta @ Universiti Malaysia Pahang

Cetakan Pertama 2002  
Cetakan Kedua 2004  
Cetakan Ketiga 2005  
Edisi Penambahbaikan 2008  
Edisi Penambahbaikan 2013  
Edisi Penambahbaikan 2019  
Edisi Penambahbaikan 2020  
Edisi Penambahbaikan 2021

Nota: Perubahan Peraturan dan Panduan Akademik Program Asasi, Pra Diploma, Diploma dan Sarjana Muda UMP telah diluluskan oleh Mesyuarat Senat Universiti Ke-181 bil.8/2021 bertarikh 25 Mei 2021. Justeru, Peraturan Akademik Edisi Penambahbaikan 2020 adalah terbatal.

Tidak dibenarkan mengeluarkan ulang dalam apa jua bentuk sekalipun sama ada elektronik, fotostat, rakaman, visual atau cara lain pada mana-mana bahagian artikel/ilustrasi isi kandungan buku ini sebelum mendapat izin bertulis daripada Jabatan Hal Ehwal Akademik & Antarabangsa, Universiti Malaysia Pahang.

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UNIVERSITI MALAYSIA PAHANG  
PANDUAN AKADEMIK  
(Program Asasi, Pra Diploma, Diploma dan Sarjana Muda UMP)

**BAHAGIAN I**

**1. TAKRIF**

Dalam panduan ini, melainkan konteksnya menghendaki maksud lain:

**“Aktiviti Akademik Khas”** bermaksud aktiviti pengajian yang mempunyai mod khas iaitu *Gap Year* yang dikategorikan sebagai kesukarelawan khidmat negara, kesukarelawan umum seperti sukan, keusahawanan, meningkatkan kemahiran, lawatan dan sebarang aktiviti yang diluluskan oleh Senat;

**“Anumerta”** bermaksud Penganugerahan Diploma atau Sarjana Muda kepada Pelajar yang meninggal dunia semasa dalam pengajian dan layak dianugerahkan ijazah bagi program yang didaftarkan tertakluk kepada kelulusan Senat;

**“Beban Kredit”** bermaksud jumlah bilangan Kredit kursus yang diambil oleh pelajar dalam sesuatu semester;

**“Dekan”** bermaksud ketua fakulti yang dilantik Naib Canselor;

**“Diberhentikan”** bermaksud pelajar yang tidak mendaftar sebarang Kursus dalam sesuatu semester atau pelajar yang dipecat dari Universiti di bawah Kaedah-kaedah Universiti Malaysia Pahang (Tatatertib Pelajar-pelajar) 2009, serta segala peraturan yang berkuat kuasa di universiti dari semasa ke semasa;

**“Fakulti”** bermaksud entiti akademik utama dan merupakan Pihak Berkuasa Universiti yang ditubuhkan di bawah Seksyen 24 Perlembagaan yang menjalankan pengajaran bagi program-program sijil, diploma, ijazah atau ape-apa kelayakan akademik lain sebagaimana yang ditetapkan oleh Senat untuk melahirkan graduan dalam apa-apa program pengajian serta menjalankan penyelidikan, perundingan dan perkhidmatan untuk kecemerlangan keilmuan dan profesionalisme;

**“Gap Year”** bermaksud tempoh penangguhan pengajian pelajar mengikuti aktiviti khidmat negara, kesukarelawan dan umum;

**“Jam Pembelajaran Pelajar” (SLT)** bermaksud jam pembelajaran efektif bagi mencapai hasil pembelajaran yang telah ditetapkan melalui semua aktiviti pembelajaran termasuk kuliah, pembelajaran sendiri dan proses pentaksiran;

**“Jawatankuasa Akademik Fakulti”** bermaksud jawatankuasa yang ditubuhkan oleh fakulti yang bertanggungjawab terhadap hal ehwal akademik;

**“Kuliah”** bermaksud pertemuan akademik bersemuka di antara pensyarah dengan pelajar seperti yang ditetapkan dalam rancangan pengajaran;

**“Kursus”** bermaksud komponen kurikulum program yang mempunyai kod tersendiri dan menyumbang kepada pencapaian hasil pembelajaran pelajar yang diluluskan oleh Senat;

**“Kursus Terbuka dalam Talian Secara Besar-besaran” *Massive Open Online Course (MOOC)*** bermaksud Kursus dalam talian bagi tujuan penyertaan interaktif secara besar-besaran dan boleh diakses secara terbuka melalui laman sesawang;

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“**Kredit Ambil**” bermaksud kredit yang diambil dalam sesuatu semester;

“**Kredit Dapat**” bermaksud kredit yang diperolehi oleh pelajar bagi kursus yang lulus;

“**Kredit Kira**” bermaksud kredit yang diambil kira dalam pengiraan nilai gred;

“**Kredit Lulus**” bermaksud jumlah kredit lulus untuk bergraduasi bagi setiap program yang diluluskan oleh Senat;

“**Majlis Fakulti**” bermaksud majlis akademik yang diwakili oleh Senat yang bertanggungjawab terhadap hal ehwal akademik di peringkat fakulti;

“**Majlis Peperiksaan Fakulti**” bermaksud majlis yang ditubuhkan di bawah Majlis Fakulti bagi semua urusan yang berkaitan dengan peperiksaan di peringkat fakulti;

“**Mastautin**” bermaksud satu tempoh minimum pelajar mengikuti pengajian di kampus universiti;

“**Mata Nilai**” bermaksud ketetapan nilai bagi setiap gred;

“**Mata Pelajaran Umum**” (MPU) bermaksud kursus yang menggantikan Mata Pelajaran Wajib (MPW), dan pelaksanaannya diseragamkan di semua Institusi Pengajian Awam dan Universiti Swasta;

“**Nilai Gred**” bermaksud pencapaian gred pelajar bagi sesuatu kursus berdasarkan mata nilai;

“**Purata Nilai Gred**” (PNG) bermaksud purata mata nilai gred yang diperolehi bagi sesuatu semester;

“**Purata Nilai Gred Kumulatif**” (PNGK) bermaksud purata himpunan mata nilai gred yang diperolehi bagi semua semester yang telah diikuti;

“**Pelajar**” ertinya seseorang pelajar berdaftar, selain pelajar di suatu institusi yang bersekutu dengan Universiti atau Kolej Universiti, yang mengikuti kursus pengajian, pengajaran, latihan atau penyelidikan daripada apa-apa perihalan pada peringkat persediaan, pra-ijazah, lepas ijazah atau lepas kedoktoran secara sepenuh masa atau sambilan dalam, oleh atau dari Universiti atau Kolej Universiti itu, dan termasuklah pembelajaran jarak jauh, luar kampus, pertukaran dan pelajar tidak berijazah;

“**Pelajar Kanan**” bermaksud pelajar yang telah mengikuti sekurang-kurangnya satu semester pengajian di universiti;

“**Pelajar Kemasukan Terus**” bermaksud pelajar yang diterima masuk secara terus ke semester berseesuaian berdasarkan pengecualian atau pemindahan kredit yang diluluskan oleh universiti;

“**Pemindahan Kredit Secara Melintang (Horizontal)**” bermaksud pemindahan kredit daripada satu program ke program pada tahap yang sama;

“**Pemindahan Kredit Secara Menegak (Vertikal)**” bermaksud pemindahan kredit daripada satu program ke program pada tahap yang lebih tinggi;

“**Penganugerahan**” bermaksud pengesahan Senat ke atas pelajar yang telah memenuhi syarat penganugerahan;

“**Pengecualian Kursus**” bermaksud jumlah kredit yang dikecualikan kepada pelajar dan perlu diganti dengan kursus lain, atau ketetapan lain yang diluluskan oleh Senat bagi mencukupkan keperluan kredit bergraduasi;

“**Penilaian**” bermaksud sebarang bentuk pengukuran pencapaian pelajar bagi kursus yang diambil;

“**Perkuliah**” bermaksud semua aktiviti pembelajaran dan pengajaran yang diperlukan bagi ketetapan hasil pembelajaran dalam pelan pengajaran;

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“**Pemberi Pendidikan Tinggi**” (PPT) bermaksud institusi pendidikan tinggi awam atau swasta yang diiktiraf oleh Senat;

“**Pra-syarat**” bermaksud kursus yang perlu diambil atau lulus sebelum mengambil kursus berikutnya;

“**Program**” bermaksud bidang pengajian yang diluluskan oleh Senat sebagai program akademik secara sepenuh masa atau separuh masa untuk tujuan penganugerahan;

“**Semester Lazim**” bermaksud semester I dan semester II termasuk semester pendek mengikut tempoh yang ditetapkan Senat bagi sesuatu sesi akademik;

“**Semester Pendek Permulaan**” bermaksud semester I di mana pelajar diploma mula mendaftar pengajian di universiti.

“**Semester Pendek**” bermaksud semester pengajian yang dilaksanakan semasa cuti akhir sesi akademik;

“**Terputus pengajian**” bermaksud status Pelajar yang diluluskan penangguhan pengajian atau digantung pengajian oleh universiti;

“**Senat**” bermaksud Senat universiti;

“**Universiti**” bermaksud Universiti Malaysia Pahang.



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**BAHAGIAN II**

**2. TAHUN AKADEMIK**

- (1) Tahun akademik adalah seperti dalam Jadual I.

JADUAL I: Tahun Akademik: Program Asasi

| <b>SEMESTER I</b>   | <b>MINGGU</b>    |
|---------------------|------------------|
| Perkuliahahan       | 12 Minggu        |
| Minggu Ulangkaji    | 1 Minggu         |
| Peperiksaan Akhir   | 1 Minggu         |
| Jumlah              | 14 Minggu        |
|                     |                  |
| <b>SEMESTER II</b>  | <b>MINGGU</b>    |
| Perkuliahahan       | 12 Minggu        |
| Minggu Ulangkaji    | 1 Minggu         |
| Peperiksaan Akhir   | 1 Minggu         |
| Jumlah              | 14 Minggu        |
|                     |                  |
| <b>SEMESTER III</b> | <b>MINGGU</b>    |
| Perkuliahahan       | 12 Minggu        |
| Minggu Ulangkaji    | 1 Minggu         |
| Peperiksaan Akhir   | 1 Minggu         |
| Jumlah              | 14 Minggu        |
|                     |                  |
| <b>JUMLAH</b>       | <b>42 Minggu</b> |

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JADUAL II: Tahun Akademik: Program Pra Diploma

| <b>SEMESTER I</b>         | <b>MINGGU</b> |
|---------------------------|---------------|
| Perkuliahahan             | 20 Minggu     |
| Cuti Pertengahan Semester | 2 Minggu      |
| Minggu Ulangkaji          | 1 Minggu      |
| Peperiksaan Akhir         | 2 Minggu      |
| Jumlah                    | 25 Minggu     |

JADUAL III: Tahun Akademik: Program Diploma dan Sarjana Muda

| <b>SEMESTER PENDEK</b> | <b>MINGGU</b> |
|------------------------|---------------|
| Perkuliahahan          | 8 Minggu      |
| Peperiksaan Akhir      | 1 Minggu      |
| Jumlah                 | 9 Minggu      |

| <b>SEMESTER I</b>         | <b>MINGGU</b> |
|---------------------------|---------------|
| Perkuliahahan             | 14 Minggu     |
| Cuti Pertengahan Semester | 1 Minggu      |
| Minggu Ulangkaji          | 1 Minggu      |
| Peperiksaan Akhir         | 2 Minggu      |
| Jumlah                    | 18 Minggu     |

| <b>SEMESTER II</b>        | <b>MINGGU</b> |
|---------------------------|---------------|
| Perkuliahahan             | 14 Minggu     |
| Cuti Pertengahan Semester | 1 Minggu      |
| Minggu Ulangkaji          | 1 Minggu      |
| Peperiksaan Akhir         | 2 Minggu      |
| Jumlah                    | 18 Minggu     |

|               |                  |
|---------------|------------------|
| <b>JUMLAH</b> | <b>36 Minggu</b> |
|---------------|------------------|

- Tertakluk kepada pindaan dari semasa ke semasa.
- Tempoh ulangkaji tidak diperuntukkan pada pelajar yang mengikuti latihan Industri pada semester pendek.
- Tarikh sebenar kalendar akademik tertakluk kepada kalendar yang diluluskan oleh Senat.

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(2) PELAKSANAAN SEMESTER PENDEK

- (i) Penawaran kursus pada Semester Pendek adalah tertakluk kepada keputusan Jawatankuasa Akademik Fakulti.
- (ii) Pengajian Semester Pendek lazimnya bermula selepas berakhirnya Semester II dan akan dilaksanakan untuk tempoh SEMBILAN (9) minggu termasuk minggu peperiksaan. Walau bagaimanapun, terdapat semester pendek permulaan yang dilaksanakan bagi pelajar program Diploma yang mendaftar kursus berdasarkan ketetapan fakulti.
- (iii) Tempoh semester ini merangkumi minggu perkuliahan dan semua pentaksiran.
- (iv) Cuti pertengahan semester dan tempoh ulangkaji tidak diperuntukkan bagi semester ini.
- (v) Sebarang kursus boleh ditawarkan dalam Semester Pendek tertakluk kepada persetujuan fakulti.
- (vi) Jumlah kredit maksimum yang boleh didaftarkan oleh pelajar ialah sepuluh (10) jam kredit sahaja.
- (vii) Permohonan untuk Tarik Diri Kursus (TD) hendaklah dibuat bermula dari minggu KETIGA (3) dan tidak lewat dari hari terakhir bekerja minggu ke EMPAT (4) semester. Selepas tarikh ini, permohonan untuk Tarik Diri Kursus (TD) tidak akan diterima.
- (viii) Status akademik bagi semester pendek adalah berdasarkan kepada semester sebelumnya.
- (ix) Pelajar hendaklah menjelaskan semua bayaran yuran Semester Pendek yang dikenakan ke atas mereka sebelum atau semasa membuat pendaftaran kursus semester yang berkenaan. Hanya pelajar yang telah menjelaskan semua bayaran yuran yang berkenaan sahaja yang akan diterima pendaftaran kursus mereka.
- (x) Pelajar yang menarik diri (TD) dari mana-mana kursus tidak dibenarkan menuntut balik pemulangan bayaran yuran.

**BAHAGIAN III**

**3. PENDAFTARAN PELAJAR BAHARU**

- (1) Calon Pelajar dan calon pelajar kemasukan terus hendaklah mendaftar program pada tarikh yang ditetapkan universiti.
- (2) Tawaran kemasukan adalah terbatal dengan sendirinya jika mana-mana calon pelajar tidak mendaftar program pada tarikh yang ditetapkan universiti.
- (3) Semua calon pelajar boleh mendapat maklumat berkenaan kaedah, prosedur pendaftaran program dan kadar bayaran yang perlu dijelaskan semasa pendaftaran dengan merujuk makluman yang disertakan bersama surat tawaran kemasukan.

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**BAHAGIAN IV**

**4. PENDAFTARAN KURSUS**

- (1) Pendaftaran kursus bagi pelajar baharu sahaja boleh dibantu oleh pihak fakulti.
- (2) Pelajar kanan Sarjana Muda hendaklah membuat pra pendaftaran kursus dengan menggunakan kaedah dalam talian mengikut tempoh yang ditetapkan oleh universiti kecuali bagi program Diploma, Dwi Ijazah (*Double Degree*) atau Dual Ijazah (*Dual Degree*).
- (3) Bagi pendaftaran atas talian, pelajar boleh merujuk kepada katalog kursus.
- (4) Pelajar hendaklah mendaftar tiap-tiap kursus yang diambil pada sesuatu semester dengan betul dan sempurna, iaitu dengan menyatakan kod kursus, seksyen, dan status kursus berkenaan seperti Ulang Kursus (UK), Baiki Gred (BG) dan lain-lain.
- (5) Pelajar adalah bertanggungjawab untuk menyemak senarai kursus yang telah didaftarkan dengan teliti.
- (6) Pelajar kanan yang telah terputus pengajian disebabkan penangguhan pengajian atau penggantungan pengajian, hendaklah mendaftar kursus di fakulti dalam tempoh yang ditetapkan oleh universiti.
- (7) Jumlah kredit maksimum bagi pendaftaran Kursus adalah seperti dalam Jadual IV.

Jadual IV: Jumlah Kredit Maksimum bagi Pendaftaran Kursus

| STATUS AKADEMIK | KREDIT MAKSIMUM |
|-----------------|-----------------|
| KC              | 20              |
| KB              | 20              |
| P1              | 12              |
| P2              | 12              |

Nota: Jadual IV ini tidak tertakluk kepada pelajar semester akhir pembelajaran. Permohonan selain Jadual II, perlu mendapat kebenaran Dekan fakulti.

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- (8) Tempoh pendaftaran kursus lewat dan kadar denda adalah seperti dalam Jadual V.

Jadual V: Jadual Kadar Denda bagi Pendaftaran Kursus Lewat

| Minggu | Kadar Denda   |
|--------|---|
| 1 - 2  | Tiada   |
| 3 - 9  | RM100 / Kursus<br>(*maksimum RM400)                 |
| ≥10    | Tidak dibenarkan mendaftar kursus dan diberhentikan |

Nota: Jadual ini tidak tergunapakai untuk pelajar yang disekat di dalam sistem dengan alasan masih berhutang.

- (9) Pelajar yang mempunyai masalah kewangan hendaklah berjumpa dengan Unit Kewangan Pelajar, Jabatan Bendahari Universiti sebelum berakhirnya tempoh pendaftaran kursus untuk menyelesaikan hutang atau membuat jaminan pembayaran.
- (10) Pelajar yang gagal membuat sebarang pendaftaran kursus setelah tamat tempoh pendaftaran lewat berdenda boleh diberhentikan dari pengajiannya.
- (11) Pelajar yang mengikuti program secara mod industri hendaklah mendaftar kursus yang telah ditetapkan oleh fakulti dalam masa yang ditetapkan.
- (12) Pindaan pendaftaran kursus
- (i) Pelajar boleh tambah, gugur atau membuat pindaan pendaftaran kursus yang telah didaftarkan dalam tempoh dua (2) minggu bermula hari pertama perkuliahan setiap semester lazim.
  - (ii) Pelajar bertanggungjawab menyemak dan memastikan semua maklumat pendaftaran kursus yang tercatat di dalam *e-community* pelajar itu betul sebagaimana yang didaftarkan. Pelajar hendaklah memaklumkan kepada fakulti jika terdapat sebarang kesilapan di dalam maklumat pendaftaran Kursus dengan kadar segera. Pelajar juga perlu memastikan pembedaan telah dibuat.
  - (iii) Pelajar boleh mendaftar kursus daripada PPT lain dan mendapat pemindahan kredit daripada fakulti mengikut ketetapan universiti.
- (13) Tarik Diri Kursus (TD).
- (i) Tempoh TD Kursus ialah dari minggu ketiga (3) perkuliahan hingga hari Jumaat minggu kesembilan (9) semester berkenaan.
  - (ii) Pelajar dibenarkan menarik diri dari mengikuti mana-mana kursus, kecuali kursus wajib universiti, dan tertakluk kepada beban kredit maksimum, kecuali dengan kebenaran Dekan.
  - (iii) Sebarang yuran yang telah dibayar oleh pelajar (jika berkaitan) tidak akan dikembalikan.

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- (iv) Pelajar yang membuat permohonan TD lewat (selepas hari Jumaat minggu kesembilan) daripada tempoh yang ditetapkan oleh universiti boleh dikenakan denda dengan kadar sebanyak RM100 setiap kursus, tertakluk kepada bayaran maksimum sebanyak RM400. Tempoh akhir TD berdenda adalah pada hari Jumaat minggu kesepuluh perkuliahan. Tiada kes TD dibenarkan selepas minggu ke sepuluh (10) kecuali mendapat sokongan bertulis daripada Dekan dan kelulusan Timbalan Naib Canselor (Akademik & Antarabangsa). Tempoh Tarik Diri lewat dan kadar denda adalah seperti dalam Jadual VI.

Jadual VI: Jadual Kadar Denda bagi Tarik Diri Lewat

| Minggu | Kadar Denda                         |
|--------|-------------------------------------|
| 3 - 9  | Tiada                               |
| 10     | RM100 / Kursus<br>(*maksimum RM400) |
| ≥10    | Tidak dibenarkan TD                 |

(14) Pendaftaran Kursus Hadir Wajib (HW).

- (i) Pelajar yang gagal Kursus HW hendaklah mengulang kursus berkenaan sehingga lulus.
- (ii) Kredit kursus yang didaftarkan dengan status HW tidak diambil kira dalam pengiraan nilai gred.
- (iii) Gred bagi Kursus HW adalah Hadir Lulus (HL) atau Hadir Gagal (HG) dan gred tersebut akan dicatatkan dalam rekod pendaftaran kursus dan transkrip Pelajar.

(15) Pendaftaran Ulang Kursus (UK)

- (i) Pelajar yang gagal kursus dalam struktur kurikulum hendaklah mengulang kursus berkenaan sehingga lulus.
- (ii) Pelajar yang gagal Kursus kokurikulum hendaklah mengulang kursus tersebut atau boleh mengambil Kursus kokurikulum lain yang setara sehingga lulus.
- (iii) Pelajar yang gagal Kursus Elektif hendaklah mengulang kursus tersebut atau boleh mengambil Kursus Elektif lain yang setara sehingga lulus.
- (iv) Pelajar yang gagal kursus yang didaftarkan secara mod industri hendaklah mengulang kursus tersebut di syarikat berkaitan atau memilih syarikat yang lain dengan kebenaran fakulti.
- (v) Pelajar program dual ijazah UMP-Hochschule Karlsruhe (HKA), Jerman yang gagal kursus *Flying Faculty*, boleh mengulang kursus tersebut sebanyak satu (1) kali sahaja. Pengulangan kali kedua (2) tidak dibenarkan kecuali dengan kelulusan pihak HKA. Sekiranya pihak HKA tidak meluluskan pengulangan kursus, pelajar tidak layak untuk menerima ijazah daripada HKA.
- (vi) Pelajar boleh mengulang kursus pada semester lazim atau semester pendek.

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- (16) Pendaftaran Kursus Baiki Gred (BG)
- (i) Pelajar dibenarkan mengambil semula mana-mana kursus yang telah lulus dengan gred C- dan ke bawah bagi tujuan memperbaiki gred.
  - (ii) Pelajar hanya boleh mengulang sekali sahaja mana-mana kursus yang telah lulus bagi tujuan memperbaiki gred kecuali dengan kelulusan Dekan.
  - (iii) Bagi tujuan penganugerahan, pelajar yang telah lulus semua kursus di dalam struktur kurikulum tetapi mendapat PNGK < 2.00 boleh mendaftar mana-mana kursus untuk memperbaiki PNGK tertakluk kepada syarat tempoh maksimum pengajian di universiti.
- (17) Pendaftaran Kursus Latihan Industri atau Setara
- (i) Bagi kursus latihan industri semester akhir pengajian, pelajar hendaklah lulus semua kursus yang ditawarkan di dalam struktur kurikulum bagi sesuatu program dengan berstatus akademik sekurang-kurangnya KB.
  - (ii) Pelajar yang gagal satu (1) kursus dibenarkan untuk menjalani latihan industri dengan syarat perlu mengambil peperiksaan khas bagi kursus tersebut.
  - (iii) Panduan (17) (i) tidak terpakai bagi pelajar yang menjalani latihan industri pada pertengahan pengajian atau secara *'sandwich'*.
  - (iv) Gred Hadir Lulus (HL) atau Hadir Gagal (HG) akan dicatatkan dalam rekod pendaftaran kursus dan transkrip pelajar.

**BAHAGIAN V**

**5. SKIM KREDIT**

- (1) Kredit Kursus dan Nilai Kredit
- (i) Setiap kursus mempunyai nilai kredit tertentu, pengiraan nilai kredit adalah berdasarkan SLT atau mengikut ketetapan universiti.
  - (ii) Cadangan SLT berdasarkan perkuliahan dan penilaian adalah seperti dalam Jadual VII.

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Jadual VII: Cadangan SLT Berdasarkan Perkuliahan dan Penilaian

| Perkara   | Perkuliahan & Penilaian | Cadangan SLT    |
|---|-------------------------|-----------------|
| Kuliah  | 1 Jam Bersemuka         | 1 - 2 Jam       |
| Tutorial  | 1 Jam Bersemuka         | 1 - 2 Jam       |
| Tutorial (Kajian Kes)                                   | 1 Jam Bersemuka         | 3 Jam           |
| Makmal (termasuk laporan)                               | 3 Jam Bersemuka         | 2 - 3 Jam       |
| Projek tahun akhir Prasiswazah/Penulisan                | 6 - 10 Kredit           | 200 - 400 Patah |
| Kerja Studio  | 2 Jam Bersemuka         | 2 Jam           |
| Pembentangan  | 1 Jam Bersemuka         | 3 - 4 Jam       |
| Kerja Kursus/Tugasan                                    | 2000 Perkataan          | 10 - 12 Jam     |
| Penulisan Kreatif (atau satu projek sepanjang semester) | 100-150 Halaman         | 8 - 10 Jam      |
| Peperiksaan Pertengahan                                 | 1.5 Jam                 | 6 - 10 Jam      |
| Peperiksaan Akhir                                       | 3 Jam                   | 10 - 20 Jam     |

Sumber: Bengkel Kebangsaan Pemantapan Sistem Kredit MQF 2005, Bahagian Jaminan Kualiti Kementerian Pengajian Tinggi (KPT)

(2) Beban Kredit maksimum

- (i) Pelajar yang mendapat keputusan PNGK < 2.00 hendaklah mengambil tidak lebih daripada 12 kredit pada semester berikutnya.
- (ii) Beban Kredit Maksimum bagi pelajar sepenuh masa dalam semester lazim yang boleh diambil ialah 20 kredit. Pelajar boleh memohon kebenaran Dekan jika ingin mengambil lebih daripada 20 kredit.
- (iii) Beban Kredit Maksimum bagi pelajar separuh masa dalam semester lazim yang boleh diambil ialah 12 Kredit. Pelajar boleh memohon kebenaran Dekan jika ingin mengambil lebih daripada 12 kredit.

(3) Kredit Ulang Kursus (UK)

- (i) Bagi Pelajar yang mengulang kursus (UK), gred terkini akan menggantikan gred terdahulu.
- (ii) Bagi tujuan pengiraan nilai gred, mata nilai terkini kursus yang diulang akan diambil kira, dan mata nilai terdahulu dimansuhkan.



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(4) Kredit Baiki Gred (BG)

- (i) Bagi pelajar yang mengulang Kursus bagi memperbaiki gred (BG), gred terkini akan menggantikan gred terdahulu.
- (ii) Bagi tujuan pengiraan nilai gred, mata nilai terkini kursus yang diperbaiki akan diambil kira, dan mata nilai terdahulu dimansuhkan.

(5) Kredit Minimum Program dan Tempoh Pengajian

- (i) Tempoh pengajian maksimum bagi Pelajar Kemasukan Terus adalah seperti di dalam Jadual VIII.

Jadual VIII: Tempoh Pengajian Maksimum Pelajar Kemasukan Terus

| Diploma/Sarjana Muda | Semester Kemasukan | Tempoh Pengajian Maksimum (Semester) |
|----------------------|--------------------|--------------------------------------|
| Diploma              | 2                  | 9                                    |
|                      | 3                  | 8                                    |
| Sarjana Muda         | 2                  | 11                                   |
|                      | 3                  | 10                                   |
|                      | 4                  | 9                                    |
|                      | 5                  | 8                                    |

| Peringkat Pengajian | Kredit Minimum Program | *Tempoh pengajian Minimum | *Tempoh Pengajian Maksimum |
|---------------------|------------------------|---------------------------|----------------------------|
| Asasi               | 50                     | 3 Semester                | 6 Semester                 |
| Pra Diploma         | 10                     | 1 Semester                | 2 Semester                 |
| Diploma             | 90                     | 5 Semester                | 10 Semester                |
| Sarjana Muda        | 120                    | 6 Semester                | 12 Semester                |

- (ii) Bagi pelajar kemasukan terus yang melebihi tempoh pengajian maksimum, Pelajar masih boleh meneruskan pengajian tertakluk kepada kurikulum yang ditetapkan, Peraturan Kewangan Universiti serta Undang-undang Negara.
- (iii) Pelajar perlu memohon ke fakulti untuk meneruskan pengajian melebihi tempoh pengajian maksimum bagi menamatkan pengajian dengan akujanji untuk mematuhi Peraturan Kewangan Universiti serta mematuhi penawaran Kursus Fakulti sesuai sebagai pelajar yang melebihi tempoh pengajian maksimum. Fakulti akan membantu pelajar untuk mendapatkan kelulusan Senat.

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**BAHAGIAN VI**

**6. PEMINDAHAN KREDIT & PENGECUALIAN KURSUS**

- (1) Pemindahan Kredit Secara Menegak (Vertikal)
- (i) Pelajar boleh diberi Pemindahan Kredit Secara Menegak dengan syarat:
- (a) Semua kursus di bawah Kelompok U1 MPU adalah **dibenarkan** untuk dipindah kredit secara menegak;
  - (b) Untuk ke program Diploma, calon pelajar hendaklah memiliki sijil yang diiktiraf setaraf oleh Senat dengan kesetaraan kandungan kursus atau hasil pembelajaran tidak kurang daripada 80%;
  - (c) Untuk ke program Sarjana Muda, calon pelajar hendaklah memiliki Diploma yang diiktiraf setaraf oleh Senat dengan kesetaraan kandungan kursus atau hasil pembelajaran tidak kurang daripada 80%;
  - (d) Nilai kredit kursus bagi program terdahulu hendaklah sekurang-kurangnya setara dengan nilai Kredit Kursus yang dimohon. Dua (2) atau lebih kursus boleh digabungkan untuk mendapatkan nilai kredit yang setara;
  - (e) Calon pelajar mempunyai pengalaman yang dikenal pasti oleh Senat sebagai setaraf dengan kursus peringkat sijil atau Diploma;
  - (f) Pemindahan kredit hendaklah dimohon pada semester pertama pengajian kecuali dengan kebenaran Dekan.
- (ii) Pelajar perlu memohon untuk proses pemindahan kredit dengan kelulusan fakulti.
- (iii) Gred minimum bagi pemindahan kredit kursus adalah C atau tertakluk kepada ketetapan semasa fakulti.
- (iv) Pelajar yang memohon pemindahan kredit secara menegak tertakluk kepada kelulusan fakulti.
- (2) Pemindahan Kredit Secara Mendatar (Horizontal)
- (i) Pelajar boleh memohon Pemindahan Kredit Secara Mendatar sesuatu Kursus dengan syarat:
- (a) Kursus dalam Kelompok U1 MPU dibenarkan untuk dipindah kredit secara mendatar secara kelompok; dan
  - (b) Kursus berkenaan adalah daripada program yang setara dengan program yang bakal diikuti; dan
  - (c) Kesetaraan antara kandungan kursus atau hasil pembelajaran hendaklah tidak kurang daripada 80%; dan
  - (d) Pemindahan Kredit Secara Mendatar (Horizontal) yang diluluskan akan diambil kira dalam pengiraan PNG dan PNGK; dan

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- (e) Nilai kredit kursus bagi program terdahulu hendaklah sekurang-kurangnya setara dengan nilai kredit kursus yang dimohon. Dua (2) atau lebih kursus boleh digabungkan untuk mendapatkan nilai kredit yang setara; dan
  - (f) Kursus yang dimohon untuk pemindahan kredit hendaklah daripada program pengajian yang telah mendapat perakuan akreditasi; dan
  - (g) Semua kursus yang diambil oleh Pelajar di PPT lain sewaktu menjalani program mobiliti hendaklah dipindahkan kredit dengan gred yang setara.
- (ii) Jumlah maksimum pemindahan kredit hendaklah tertakluk kepada ketetapan badan akreditasi yang berkenaan.
- (iii) Gred minimum bagi pemindahan kredit kursus adalah C atau tertakluk kepada ketetapan semasa fakulti.
- (3) Pemindahan Kredit *MOOC*
- (i) Pemindahan Kredit *MOOC* boleh dilakukan secara menegak dan mendatar;
  - (ii) Pemindahan Kredit *MOOC* secara menegak dilaksanakan dengan mengambil kira kredit sahaja.
  - (iii) Pemindahan Kredit *MOOC* secara mendatar dilaksanakan dengan mengambil kira kredit dan gred.
  - (iv) Pemindahan kredit tidak boleh dikira dua (2) kali bagi peringkat pengajian yang seterusnya. Sebagai contoh *MOOC* yang sama yang telah diberikan pemindahan kredit secara *MOOC* pada peringkat diploma tidak dapat dipertimbangkan semula untuk program lain di peringkat yang lebih tinggi. Pemohon mesti menyatakan bahawa beliau tidak pernah menerima pemindahan kredit sebelumnya untuk kursus yang dimohon.
  - (v) Jumlah pemindahan kredit mendatar bagi *MOOC* ialah tidak melebihi 30% daripada jumlah kredit bergraduasi.
- (4) Pengecualian Kursus
- (i) Sekiranya pengecualian kursus itu akan menyebabkan keperluan kredit bergraduasi tidak mencukupi, maka pelajar perlu mengambil kursus lain bagi menggantikan kursus tersebut.
  - (ii) Pengecualian kursus tidak akan menyebabkan pelajar mendapat kredit bagi kursus yang dikecualikan.
  - (iii) Pelajar antarabangsa perlu atau boleh mengambil kursus MPU mengikut ketetapan semasa.
  - (iv) Pelajar yang mempunyai pengalaman setaraf dengan kursus peringkat sijil atau Diploma yang diluluskan oleh Senat, boleh diberikan pengecualian kursus.

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**BAHAGIAN VII**

**7. SISTEM GRED**

- (1) Prestasi pelajar bagi sesuatu kursus ditunjukkan oleh Petunjuk Prestasi seperti dalam Jadual VII. Hubungan antara markah, gred dengan mata nilai juga adalah seperti dalam Jadual IX.

Jadual IX: Petunjuk Prestasi

| Markah   | Gred Lazim | Mata Nilai |
|----------|------------|------------|
| 80 - 100 | A          | 4.00       |
| 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       |
| 47 - 49  | C-         | 1.67       |
| 44 - 46  | D+         | 1.33       |
| 40 - 43  | D          | 1.00       |
| 25 - 39  | E          | 0.67       |
| 0 - 24   | F          | 0.00       |

- (2) Secara amnya, gred lulus minimum bagi sesuatu kursus pengiraan nilai gred ialah 'D'. Walau bagaimanapun, gred lulus untuk sesuatu kursus adalah tertakluk kepada fakulti dengan kelulusan Senat.
- (i) Markah lulus bagi sesuatu kursus berdasarkan hasil pembelajaran adalah 50% atau mana-mana ketetapan fakulti.
- (ii) Bagi program dual ijazah UMP-HKA, gred lulus minimum bagi semua kursus yang dipindahkan kredit ialah 'C'.
- (3) Selain daripada gred di atas, gred berikut juga digunakan:

- (i) TS (Tidak Selesai)

Gred ini diberikan kepada pelajar yang:

- (a) tidak dapat mengambil peperiksaan akhir atau tidak melengkapkan sesuatu Kursus kerana disahkan sakit oleh pegawai perubatan yang diiktiraf oleh universiti; atau
- (b) belum melengkapkan Kursus Latihan Industri; atau
- (c) mengikuti kursus yang mempunyai tempoh lebih daripada satu (1) semester; atau
- (e) lain-lain alasan yang diterima oleh Senat.

Pelajar yang mendapat gred TS hendaklah melengkapkan sesuatu kursus sehingga selesai.

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(ii) HL (Hadir Lulus).

Gred ini diberikan kepada pelajar yang telah lulus Kursus Hadir Wajib (HW) sahaja.

(iii) HG (Hadir Gagal).

Gred ini diberikan kepada pelajar yang telah gagal Kursus Hadir Wajib (HW).

(iv) Tarik Diri (TD).

Kod ini diberi kepada pelajar yang menarik diri daripada sesuatu kursus yang didaftarnya.

(4) Pengiraan PNG dan PNGK ditentukan mengikut kaedah seperti di bawah.

PNG (Purata Nilai Gred)

Jumlah Mata Nilai (*nilai gred X jam Kredit Kursus*) untuk semua kursus dibahagikan dengan Kredit Kira bagi semua kursus yang diambil pada sesuatu semester.

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Rumus pengiraan PNG adalah seperti berikut:

$$PNG = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

yang mana:

- $G_i$  = Nilai gred Kursus ke- $i$   
 $U_i$  = Jam kredit Kira Kursus ke- $i$   
 $n$  = Bilangan Kursus yang telah diikuti pada satu-satu semester  
 $i$  = Subskrip

| Contoh :          |      |              |           |                            |
|-------------------|------|--------------|-----------|----------------------------|
| <b>SEMESTER 1</b> |      |              |           |                            |
| Kod               | Gred | Nilai Gred   | Kredit    | Nilai Gred X Jumlah Kredit |
| DCI2042           | A    | 4.00         | 2         | 8.00                       |
| UHL2012           | A-   | 3.67         | 2         | 7.34                       |
| DCS2032           | B+   | 3.33         | 2         | 6.66                       |
| DCC2044           | A-   | 3.67         | 4         | 14.68                      |
| DCN2022           | B-   | 2.67         | 2         | 5.34                       |
| DCS2022           | A    | 4.00         | 2         | 8.00                       |
| UHM2012           | A-   | 3.67         | 2         | 7.34                       |
| <b>Jumlah</b>     |      |              | <b>16</b> | <b>57.36</b>               |
| Kredit Ambil      | :    | 16           |           |                            |
| Kredit Kira       | :    | 16           |           |                            |
| PNG Semester      | :    | <u>57.36</u> |           |                            |
|                   |      | 16           |           |                            |
|                   |      | 3.59         |           |                            |

PNGK (Purata Nilai Gred Kumulatif)

Jumlah Nilai Gred (*nilai jam X jam kredit kursus*) untuk semua kursus dibahagikan dengan jumlah jam kredit bagi semua kursus yang telah diikuti.

| Contoh :          |      |            |           |                            |
|-------------------|------|------------|-----------|----------------------------|
| <b>SEMESTER 1</b> |      |            |           |                            |
| Kod               | Gred | Nilai Gred | Kredit    | Nilai Gred X Jumlah Kredit |
| DCI2042           | A    | 4.00       | 2         | 8.00                       |
| UHL2012           | A-   | 3.67       | 2         | 7.34                       |
| DCS2032           | B+   | 3.33       | 2         | 6.66                       |
| DCC2044           | A-   | 3.67       | 4         | 14.68                      |
| DCN2022           | B-   | 2.67       | 2         | 5.34                       |
| DCS2022           | A    | 4.00       | 2         | 8.00                       |
| UHM2012           | A-   | 3.67       | 2         | 7.34                       |
| <b>Jumlah</b>     |      |            | <b>16</b> | <b>57.36</b>               |
| Kredit Ambil      | :    | 16         |           |                            |
| Kredit Kira       | :    | 16         |           |                            |

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| SEMESTER 2    |                 |            |           |                            |
|---------------|-----------------|------------|-----------|----------------------------|
| Kod           | Gred            | Nilai Gred | Kredit    | Nilai Gred X Jumlah Kredit |
| DCM2032       | B               | 3.00       | 2         | 6.00                       |
| DCI2052       | B+              | 3.33       | 2         | 6.66                       |
| UHR2012       | A               | 4.00       | 2         | 8.00                       |
| DCC2054       | A-              | 3.67       | 4         | 14.68                      |
| DCS2023       | B-              | 2.67       | 3         | 8.01                       |
| <b>Jumlah</b> |                 |            | <b>13</b> | <b>43.35</b>               |
| Kredit Ambil  | :               | 13         |           |                            |
| Kredit Kira   | :               | 13         |           |                            |
| Mata Nilai    |                 |            |           |                            |
| Keseluruhan   |                 |            | 29        | 100.71                     |
| PNGK          | : <u>100.71</u> |            |           |                            |
|               | 29              |            |           |                            |
|               | 3.47            |            |           |                            |

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(5) Pencapaian Hasil Pembelajaran

Contoh Pelaporan PNGK Secara Bersepadu

Universiti Malaysia PAHANG

UNIVERSITI MALAYSIA PAHANG (UMP)

Student: [REDACTED]

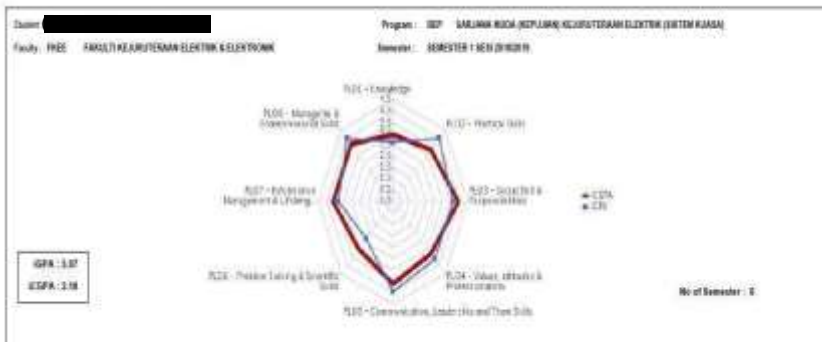
Program: SEP SARJANA MUDA DIPLOMA KEAJAIFANAN ELEKTRIK (SISTEM RUMAH)

Faculty: FKEE FAKULTI KEAJAIFANAN ELEKTRIK & ELEKTRONIK

Semester: SEMESTER 1 SEM 2018/2019

| Subject                                     | PO1 - Knowledge        | PO2 - Problem Solving | PO3 - Scope Skills & Responsibilities | PO4 - Values, Attitudes & Professionalism | PO5 - Communication, Leadership and Team Skills | PO6 - Problem Solving & Creativity Skills | PO7 - Information Management & Learning Skills | PO8 - Managerial & Entrepreneurial Skills |
|---|------------------------|-----------------------|---------------------------------------|---|---|---|--|---|
| EEET115 ELECTRONIC FILTER THEORY            | 80.26 / 100            |                       |                                       |   | 28.67 / 20.00                                   | 76.14 / 100.00                            |  |   |
| EEET116 POWER SYSTEM PROTECTION AND CONTROL | 48.0 / 50              |                       |                                       | 34.3 / 50                                 |   | 133.8 / 101                               |  |   |
| EEET140 PROTECTIVE CONTROL                  | 58.4 / 50              |                       |                                       | 77.8 / 70.0                               |   | 70.0 / 60.0                               |  |   |
| EEET145 MANAGERIAL SKILLS                   |                        |                       | 45.47 / 50                            |   |   |   | 10 / 20  |   |
| EEET150 MANAGING PROJECTS                   |                        | 10.4 / 20             | 0.00 / 0                              | 17 / 20                                   | 33.04 / 47                                      | 110.50 / 100                              | 46.19 / 50                                     |   |
| <b>Overall Cumulative Mark</b>              | <b>57.96 / 200</b>     | <b>13.4 / 20</b>      | <b>0.00 / 0</b>                       | <b>111.17 / 200.0</b>                     | <b>30.81 / 167.00</b>                           | <b>427.9 / 710.00</b>                     | <b>48.19 / 80</b>                              | <b>10 / 20</b>                            |
| <b>Overall Percentage Average</b>           | <b>28.98%</b>          | <b>6.7%</b>           | <b>0.00%</b>                          | <b>55.58%</b>                             | <b>18.23%</b>                                   | <b>60.13%</b>                             | <b>24.09%</b>                                  | <b>5.0%</b>                               |
| <b>Overall Pass</b>                         | <b>3/3</b>             | <b>4</b>              | <b>0/0</b>                            | <b>3/3</b>                                | <b>3/3</b>                                      | <b>8</b>                                  | <b>3/3</b>                                     | <b>4</b>                                  |
| <b>All Semesters Cumulative Mark</b>        | <b>102.96 / 220.00</b> | <b>20.04 / 30</b>     | <b>0.00 / 0</b>                       | <b>103.54 / 210.00</b>                    | <b>103.54 / 170.00</b>                          | <b>382.81 / 450.00</b>                    | <b>64.41 / 100</b>                             | <b>20.0 / 20.00</b>                       |
| <b>All Semesters Percentage Average</b>     | <b>46.79%</b>          | <b>66.80%</b>         | <b>0.00%</b>                          | <b>49.30%</b>                             | <b>60.32%</b>                                   | <b>85.07%</b>                             | <b>64.41%</b>                                  | <b>10.00%</b>                             |
| <b>Overall Pass</b>                         | <b>8</b>               | <b>0/0</b>            | <b>0</b>                              | <b>3/3</b>                                | <b>3/3</b>                                      | <b>8</b>                                  | <b>3/3</b>                                     | <b>3/3</b>                                |

Laporan Hasil Pembelajaran (PO) ini adalah berdasarkan kepada Kerangka Kelayakan Malaysia (MQF) 1.0



Nota: Pelajar boleh melihat Pencapaian Hasil Pembelajaran di *e-community* pelajar untuk menambahkan sendiri.



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**BAHAGIAN VIII**

**8. PENILAIAN**

- (1) Kehadiran
  - (i) Pelajar boleh menyemak status kehadiran perkuliahan melalui *e-community* pelajar berdasarkan rekod kehadiran yang dicatatkan oleh pensyarah secara dalam talian.
  - (ii) Pelajar hendaklah memohon kelulusan kepada pensyarah berkaitan sebelum menghadiri sebarang aktiviti pembelajaran lain yang boleh menjejaskan rekod kehadiran atau proses penilaian kursus yang berkaitan.
  
- (2) Skim Penilaian
  - (i) Penilaian bagi setiap kursus boleh dibuat secara berkala dan secara berterusan dalam sesuatu semester mengikut kaedah yang ditentukan fakulti tertakluk kepada kelulusan Senat.
  
- (3) Kecurangan Akademik
  - (18) Pelajar dianggap melakukan kecurangan akademik dalam pembelajaran jika didapati:
    - (a) mengambil hasil kerja orang lain dan mengakui sebagai hasil kerja diri sendiri dengan tidak menyatakan sumber rujukan di dalam tugas; atau
    - (b) melakukan penyalinan secara langsung, pengungkapan semula dan peringkasan; atau
    - (c) persamaan hasil kerja dengan sumber rujukan adalah melebihi tahap yang ditentukan oleh fakulti.
  
  - (ii) Pelajar dianggap melakukan kecurangan akademik dalam peperiksaan jika didapati:
    - (a) memberi, menerima atau memiliki sebarang maklumat yang berkaitan dengan soalan peperiksaan semasa berada dalam dewan peperiksaan selain daripada bahan-bahan yang dibenarkan; atau
    - (b) menggunakan sebarang bahan rujukan yang dilarang dalam atau di luar dewan peperiksaan bagi tujuan peperiksaan; atau
    - (c) berhubung dengan pelajar lain atau pihak lain dengan apa cara sekalipun bagi tujuan kecurangan akademik; atau

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- (d) menjawab soalan peperiksaan sebelum waktu yang ditetapkan dan atau meneruskan menjawab selepas waktu peperiksaan tamat; atau
  - (e) mewakili pihak lain untuk menduduki peperiksaan bagi pihaknya; atau
  - (f) membawa peralatan atau bahan yang dilarang ke dalam dewan peperiksaan.
- (4) Peperiksaan Akhir
- (i) Pelajar boleh merujuk kepada Panduan Peperiksaan Akhir yang dikeluarkan oleh universiti untuk maklumat lanjut.
- (5) Peperiksaan Khas
- (i) Pelajar boleh merujuk kepada Panduan Peperiksaan Khas yang dikeluarkan oleh universiti untuk maklumat lanjut.
- (6) Semakan Semula Skrip Jawapan Peperiksaan Akhir
- (i) Pelajar boleh membuat rayuan semakan semula skrip jawapan peperiksaan akhir di fakulti bagi mana-mana kursus dalam tempoh tujuh (7) hari selepas gred diumumkan atau mengikut Tarikh yang ditetapkan oleh universiti.
  - (ii) Rayuan Semakan Semula Skrip Jawapan Peperiksaan Akhir ialah semakan semula skrip jawapan peperiksaan akhir oleh pensyarah bagi memastikan bahawa tidak terdapat kesilapan teknikal iaitu dari segi salah pengiraan atau tertinggal sesuatu bahagian dari diperiksa.
  - (iii) Pelajar boleh merujuk kepada Panduan Peperiksaan Akhir yang dikeluarkan oleh universiti untuk maklumat lanjut.

**BAHAGIAN IX**

**9. KEDUDUKAN AKADEMIK**

- (1) Fakulti boleh mencadangkan kepada Senat bagi:
- (i) Pelajar mendapat PNG < 1.00 walaupun PNGK > 1.67
    - (a) meneruskan pengajian; atau
    - (b) diarahkan menangguhkan pengajian pada semester berikutnya; atau
    - (c) diberhentikan pengajian.

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- (ii) Pelajar yang mendapat status semasa P2 dan PNGK <2.00 boleh diberikan status Kedudukan Gagal (KG).

Jadual X : Status

Contoh :

| SESI            | PNGK | KEPUTUSAN |
|-----------------|------|-----------|
| 0304 Semester 2 | 1.90 | P1        |
| 0405 Semester 1 | 1.80 | P2        |
| 0405 Semester 2 | 1.85 | KG        |

- (iii) Pelajar yang mendapat PNGK <1.67 pada mana-mana semester sepanjang pengajian boleh/akan mendapat status Kedudukan Gagal (KG).
- (2) Status akademik pelajar (KC, KB, P1, P2, KG) bagi semester pendek dan semester pendek permulaan tidak ditentukan walaupun PNG dan PNGK dikira seperti biasa. Gred dan mata nilai yang diperolehi dalam semester ini akan diambil kira bagi pengiraan PNG dan seterusnya penentuan status akademik untuk semester berikutnya.
- (3) Memperbaiki pencapaian akademik
- (i) Memperbaiki pencapaian akademik boleh dilakukan pada mana-mana semester dengan kebenaran fakulti jika kursus berkenaan ditawarkan.
- (4) Pengumuman keputusan peperiksaan
- (i) Keputusan peperiksaan akan diumumkan kepada pelajar mengikut jadual dan kaedah yang ditetapkan oleh Universiti dalam tempoh yang ditetapkan.
- (ii) Keputusan ini mengandungi gred, pencapaian pelajar dan status.
- (5) Status Tahap Pengajian Pelajar
- (i) Status tahap pengajian pelajar ditentukan oleh fakulti berdasarkan jumlah Kredit Dapat yang diperolehi.

## BAHAGIAN X

### 10. SENARAI KEPUJIAN DEKAN

Catatan "Kepujian Dekan" akan dimasukkan dalam transkrip pelajar tertakluk kepada penilaian fakulti.

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**BAHAGIAN XI**

**11. PENGANUGERAHAN ASASI, PRA DIPLOMA, DIPLOMA DAN SARJANA MUDA**

- (1) Syarat Penganugerahan
  - (i) Perakuan penganugerahan Asasi, Pra Diploma, Diploma dan Sarjana Muda akan dibuat pada mesyuarat Senat yang terhampir.
  - (ii) Penganugerahan tidak bermaksud majlis konvokesyen.
  - (iii) Bagi program dual ijazah UMP-HKA, pelajar perlu memperoleh kelulusan Bahasa Jerman Tahap B1 untuk melayakkan mereka menerima ijazah daripada UMP dan HKA. Jika gagal memenuhi syarat ini, maka pelajar hanya layak menerima ijazah UMP sahaja.
- (2) Pengeluaran transkrip
  - (i) Transkrip akan dikeluarkan selepas penganugerahan.
  - (ii) Permohonan salinan transkrip akan dikenakan bayaran proses sebanyak RM30.00 atau ketetapan semasa universiti.
- (3) Penganugerahan Anumerta

Sila rujuk Tatacara Penganugerahan Anumerta yang dikeluarkan oleh universiti.

**BAHAGIAN XII**

**12. PENANGGUHAN PENGAJIAN**

- (1) Pelajar yang sakit boleh mengemukakan permohonan untuk menangguh pengajian bagi sesuatu semester atau sesi dengan menyertakan pengesahan dan sokongan daripada pegawai perubatan universiti atau hospital kerajaan. Tempoh penangguhan tersebut tidak akan diambil kira dalam bilangan semester yang telah digunakan.
- (2) Pelajar juga boleh memohon untuk menangguh pengajian atas alasan selain dari sebab-sebab kesihatan yang diluluskan oleh universiti. Tempoh penangguhan tersebut akan diambil kira dalam pengiraan bilangan semester yang digunakan.
- (3) Pelajar adalah bertanggungjawab untuk memaklumkan kepada penaja sebarang penangguhan yang telah diluluskan oleh universiti.
- (4) Pelajar yang telah diluluskan penangguhan pengajian tidak layak menggunakan sebarang kemudahan yang disediakan oleh pihak universiti.
- (5) Permohonan untuk menangguh pengajian hendaklah dibuat mengikut prosedur dan tempoh yang ditetapkan.
- (6) Dalam kes di mana pelajar memperolehi  $PNG \leq 1.00$  tetapi mempunyai  $PNGK \geq 2.00$ , atas syor fakulti, universiti boleh mencadangkan kepada pelajar untuk menangguhkan pengajiannya

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selama satu (1) semester atau lebih. Tempoh penangguhan ini akan diambil kira dalam pengiraan semester yang telah digunakan. Walau bagaimanapun, pelajar perlu mengemukakan permohonan penangguhan pengajian kepada universiti. Pelajar boleh merujuk kepada Panduan *Gap Year* bagi permohonan Aktiviti Akademik Khas yang dikeluarkan oleh universiti untuk maklumat lanjut.

- (7) Pelajar perlu memastikan pendaftaran semula selepas penangguhan adalah tidak melebihi satu minggu dari tarikh daftar semula. Pelajar boleh diberhentikan pengajian dengan perakuan Fakulti sekiranya tidak mendaftar dalam tempoh yang telah ditetapkan.
- (8) Maklumat pelajar antarabangsa yang membuat penangguhan peribadi, pihak universiti berhak memanjangkan maklumat berkaitan kepada pihak berkaitan bagi tindakan lanjut.

**BAHAGIAN XIII**

**13. DAFTAR SEMULA (DS)**

- (1) Senat boleh mempertimbangkan permohonan DS daripada pelajar yang mendapat KG pada semester pertama (dari tahun pengajiannya) untuk mendaftar semula pada sesi berikutnya sekiranya pelajar membuat permohonan kepada universiti.
- (2) Pelajar DS tidak perlu menyatakan status kod kursus yang telah diambil sebelum pendaftaran semula, kerana Pelajar DS dianggap sebagai pelajar baharu.
- (3) Pelajar DS yang gagal mendapat Kedudukan Baik (KB) dalam semester pertama sesi berikutnya akan diberhentikan.
- (4) Penilaian Pelajar Daftar Semula akan dimulakan tanpa mengambilkira pencapaian dalam semester terdahulu, tetapi semester berkenaan tetap dikira sebagai telah digunakan.
- (5) Beban kredit maksimum bagi pelajar KGDS yang mendaftar semula dalam semester tersebut hendaklah tidak lebih daripada 12 kredit. Pelajar boleh memohon kebenaran Dekan jika ingin mengambil lebih daripada 12 kredit.

**BAHAGIAN XIV**

**14. PERTUKARAN PROGRAM PENGAJIAN**

- (1) Pelajar tidak dibenarkan memohon pertukaran program pengajian kecuali dengan kebenaran Senat dengan justifikasi yang boleh diterima keperluan pertukaran program tersebut.
- (2) Justifikasi yang boleh diterima termasuklah pelaksanaan Pendidikan fleksibel oleh universiti.

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**BAHAGIAN XV**

**15. PERUNTUKAN AM**

- (1) Semua kaedah pelaksanaan yang dicatatkan di dalam Peraturan dan Panduan Akademik hendaklah dipatuhi. Senat berhak untuk meminda sebarang peruntukan di dalam Peraturan dan Panduan Akademik ini dari semasa ke semasa.
- (2) Pelajar adalah tertakluk kepada Akta Universiti & Kolej Universiti (1971), Kaedah-Kaedah Universiti Malaysia Pahang (Tatatertib Pelajar-pelajar 2009) dan Peraturan Pembayaran Yuran Pelajar serta segala peraturan yang berkuat kuasa di universiti dari semasa ke semasa.



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ACADEMIC GUIDELINES

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PROGRAMMES IN UMP



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UNIVERSITI MALAYSIA PAHANG  
ACADEMIC GUIDELINES  
(Foundation, Pre-Diploma, Diploma and Bachelor's Degree Programmes In UMP)

**PART I**

**1. DEFINITIONS**

In this Academic Guidelines, unless the context requires a different meaning:

**“Special Academic Activity”** is an academic activity that operates on a special mode, i.e. Gap Year that is categorised as national service volunteerism, or general volunteerism such as sports, entrepreneurship, upskilling, field trips and any activities approved by the Senate;

**“Posthumous Award”** is the conferment of Diploma or Bachelor's Degree to students who pass away during the duration of their study but are eligible to be conferred an award for the registered programme upon the Senate's approval;

**“Credit Load”** is the total of course credits taken by students in a particular semester; “Dean” is the head of faculty appointed by the Vice Chancellor;

**“Terminated”** is the status of students who are not registered in any courses in a particular semester or students who are dismissed from the University under the Regulations of Universiti Malaysia Pahang (Student Disciplines) 2009, and all other regulations enforced at the University from time to time;

**“Faculty”** is the main academic entity which is the University Authorities established under Section 24 of the Constitution that conducts learning programmes for certificate, diploma, bachelor's degree programmes or any academic qualifications as stipulated by the Senate to produce graduates in any academic programmes besides conducting research, consultations and services for academic and professional excellence;

**“Gap Year”** is the duration of students' deferment due to involvement in national service volunteerism and general volunteerism;

**“Student Learning Time” (SLT)** is effective learning time to achieve learning outcomes that have been set through learning activities including lectures, independent learning and assessments;

**“Faculty Academic Committee”** is the committee set up by the faculty to be responsible for academic related matters;

**“Lecture”** is face-to-face academic meeting between a lecturer and students as stipulated in the teaching plan;

**“Course”** is the component of the programme curriculum which has its own code and contributes to the achievement of students' learning outcomes approved by the Senate;

**“Massive Open Online Course (MOOC)”** is online course for the purpose of largescale interactive participation and accessible via websites;

**“Taken Credit”** is the credit taken in a particular semester;

**“Earned Credit”** is the credit earned by the students for the passing courses;

**“Counted Credit”** is the credit counted for the calculation of grade;

**“Passing Credit”** is the total credit passed required for students to graduate for every programme approved by the Senate;

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**“Faculty Council”** is an academic council representing the Senate which is responsible for academic matters at the faculty level;

**“Faculty Examination Council”** is a council set up by the Faculty Council to manage examination related matters at the faculty level;

**“Residential Period”** is the minimum duration for students to undergo a study in the university campus;

**“Point Value”** is the stipulated value for each grade;

**“General Subjects (MPU)”** are courses that replace Compulsory Subjects (MPW), and are uniformly executed in all Public and Private Higher Education Institutions;

**“Grade”** is students' grade achievement for a particular course based on point value;

**“Grade Point Average (GPA)”** is the average grade point obtained in a particular semester;

**“Cumulative Grade Point Average (CGPA)”** is the cumulative average grade point obtained for all the semesters enrolled;

**“Student”** is a registered student, other than students in an institution affiliated with the University or College University, who is pursuing a course of study, teaching, training or research of any descriptions at the preparatory level, pre-degree, post-degree or post-doctorate, full-time or part-time, from/by the University or College University, and this includes distance learning, off-campus, exchange and non-graduate students.

**“Senior Student”** is a student who has completed at least one semester of study at the University;

**“Direct Entry Student”** is a student who is admitted directly into the appropriate semester based on credit exemption or credit transfer approved by the University;

**“Horizontal Credit Transfer”** is the transfer of credits from one programme to another programme at the same level;

**“Vertical Credit Transfer”** is the transfer of credits from one programme to another programme at a higher level;

**“Conferment”** is the Senate's confirmation on a student who meets conferment requirements;

**“Course Exemption”** is the total credit exempted for students which should be replaced by other courses or stipulations as approved by the Senate to fulfil the credit requirements for graduation;

**“Assessment”** is any forms of student achievement measurement for a course taken;

**“Lectures”** are all teaching and learning activities required to achieve the learning outcomes as stipulated in the teaching plan;

**“Higher Education Provider (PPT)”** is a public or private higher education institution recognised by the Senate;

**“Pre-requisite”** is a course that requires students to get a pass before taking the next course.

**“Programme”** is a programme of study approved by the Senate as an academic programme in part-time or full-time mode for conferment purposes;

**“Common Semester”** is Semester I and Semester II including the short semester according to the duration of study that has been set by the Senate for an academic session;

**“Preliminary Short Semester”** is semester I in which the diploma students register their studies in the University;

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**“Short Semester”** means a semester that is conducted during the final semester break of an academic year;

**“Deferred”** is the status for students who are approved for deferment of study or are suspended by the University.

**“Senate”** is the University Senate;

**“University”** is Universiti Malaysia Pahang.

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**PART II**

**2. ACADEMIC YEAR**

- (1) The academic year is displayed in Table I.

TABLE I: Academic Year

| <b>SEMESTER I</b>   | <b>WEEK</b>     |
|---------------------|-----------------|
| Lecture             | 12 Weeks        |
| Study Week          | 1 Week          |
| Final Examination   | 1 Week          |
| Total               | 14 Weeks        |
|                     |                 |
| <b>SEMESTER II</b>  | <b>WEEK</b>     |
| Lecture             | 12 Weeks        |
| Study Week          | 1 Week          |
| Final Examination   | 1 Week          |
| Total               | 14 Weeks        |
|                     |                 |
| <b>SEMESTER III</b> | <b>WEEK</b>     |
| Lecture             | 12 Weeks        |
| Study Week          | 1 Week          |
| Final Examination   | 1 Week          |
| Total               | 14 Weeks        |
|                     |                 |
| <b>TOTAL</b>        | <b>42 Weeks</b> |

TABLE II: Academic Year: Pre-Diploma Programme

| <b>SEMESTER I</b>  | <b>WEEK</b> |
|--------------------|-------------|
| Lecture            | 20 Weeks    |
| Mid-Semester Break | 2 Weeks     |
| Study Week         | 1 Week      |
| Final Examination  | 2 Weeks     |
| Total              | 25 Weeks    |

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TABLE III: Academic Year: Diploma & Bachelor's Degree Programme

| <b>SEMESTER I</b>  | <b>WEEK</b>     |
|--------------------|-----------------|
| Lecture            | 14 Weeks        |
| Mid-Semester Break | 1 Week          |
| Study Week         | 1 Week          |
| Final Examination  | 2 Weeks         |
| <b>Total</b>       | <b>18 Weeks</b> |

| <b>SEMESTER II</b> | <b>WEEK</b>     |
|--------------------|-----------------|
| Lecture            | 14 Weeks        |
| Mid-Semester Break | 1 Week          |
| Study Week         | 1 Week          |
| Final Examination  | 2 Weeks         |
| <b>Total</b>       | <b>18 Weeks</b> |

OR

| <b>SHORT SEMESTER</b> | <b>WEEK</b>    |
|-----------------------|----------------|
| Lecture               | 8 Weeks        |
| Final Exam            | 1 Week         |
| <b>Total</b>          | <b>9 Weeks</b> |

|              |                 |
|--------------|-----------------|
| <b>TOTAL</b> | <b>36 Weeks</b> |
|--------------|-----------------|

- Subject to change from time to time.
- Study Week is not allocated for students who undergo industrial training during the short semester.
- The actual date of the academic calendar is subject to the calendar approved by the Senate.



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**(2) IMPLEMENTATION OF SHORT SEMESTER**

- (i) Courses offered during Short Semester are subject to the decision of Faculty Academic Committee.
- (ii) The Short Semester commonly commences right after Semester II ends and is conducted for NINE (9) weeks including the examination week. However, there is Preliminary Short Semester that is conducted for Diploma students who register courses as stipulated by the Faculty.
- (iii) The duration of this Short Semester includes lectures and all assessments.
- (iv) Mid-semester break and study week are not allocated for this semester.
- (iv) Any courses can be offered in Short Semester, subject to the approval of the faculty.
- (v) Total maximum credits students are allowed to register is only ten (10) credits.
- (vii) The application for course withdrawal (TD) should be made from the THIRD (3rd) week and not later than the last working day in the FOURTH (4th) week of the semester. After this date, any applications for course withdrawal (TD) will not be accepted.
- (viii) The academic status for Short Semester is based on the previous semester.
- (ix) Students should pay all fees charged on them for the Short Semester before or during the course registration for that semester. Course registration is accepted only for students who have paid all the required fees.
- (x) Students who withdraw (TD) from any courses are not allowed to claim for a refund of their paid fees.

**PART III**

**3. NEW STUDENT REGISTRATION**

- (1) Student candidates and direct entry student candidates are required to register for the programme on the date set by the University.
- (2) The offer is automatically considered void for student candidates, who do not register for the programme on the date set by the University.
- (3) All student candidates may obtain information regarding the scheme, programme registration procedures, and the payment rate that must be made during the registration by referring to the information attached with the admission offer letter.

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**PART IV**

**4. COURSE REGISTRATION**

- (1) The faculty will only assist the course registration of new students.
- (2) Senior students enrolled in Bachelor's Degree programme are required to pre-register for the course via online within the duration stipulated by the University except for Diploma, Double Degree or Dual Degree programmes.
- (3) Students can refer to the course catalogue for more information on online registration.
- (4) Students are required to correctly complete the registration of each course taken in a particular semester, by specifying the course code, section, and status of the course such as Repeat Course (UK), Grade Improvement (BG), and others.
- (5) Students are required to thoroughly check their list of the registered courses.
- (6) Senior students whose studies were discontinued due to deferment or suspension of study should register their courses at the faculty within the duration stipulated by the University.
- (7) The maximum amount of credits for course registration is shown in Table IV.

Table IV: Maximum Credit Amount for Course Registration

| ACADEMIC STATUS | MAXIMUM CREDIT |
|-----------------|----------------|
| KC              | 20             |
| KB              | 20             |
| P1              | 12             |
| P2              | 12             |

Note: Table IV is not applicable for final semester students. Approval for any applications other than the ones stated in Table IV should be sought from the Dean of the faculty.

- (8) The period and penalty rate for late course registration is shown in Table V.

Table V: Penalty Rate for Late Course Registration Schedule

| Week  | Penalty Rate   |
|-------|--|
| 1 - 2 | None   |
| 3 - 9 | RM100 / Course<br>(*maximum of RM400)                          |
| ≥10   | No Course registration is permitted and the student terminated |

Note: This table is not applicable to students who are blocked by the system due to debt.

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- (9) Students who face financial difficulties should visit the Student Financial Unit, the Bursary before the end of the course registration period to settle debt or make payment guarantees.
- (10) Students who fail to register for any courses after the period of late registration with penalty may be terminated from their studies.
- (11) Students who are enrolled in the industrial mode programme are required to register for courses as stipulated by the faculty within the set duration.
- (12) Course Registration Amendments
- (i) Students may add, withdraw or make amendments to the registered courses within two (2) weeks starting from the first day of lecture of each common semester.
  - (ii) Students are required to check and ensure that all course registration information as stated in the students' *e-community* is correct as registered. Students are required to notify the Faculty of any errors in the course registration information immediately. Students must also ensure that amendments have been made.
  - (iii) Students may register courses from other Higher Education Providers (PPT) and obtain a credit transfer from the faculty according to the University's requirements.
- (13) Course Withdrawal (TD)
- (i) The TD period is from the third (3<sup>rd</sup>) week of lectures until Friday of the ninth (9<sup>th</sup>) week of the semester.
  - (ii) Students are permitted to withdraw from attending any courses, except for university compulsory courses and are subject to maximum credit load, unless approved by the Dean.
  - (iii) Any fees paid by the students (if related) will not be refundable.
  - (iv) Students who apply for late TD (after Friday of the ninth week) after the duration set by the university may be fined RM100 per course, subject to a maximum of RM400. The deadline of TD with penalty is on Friday of the tenth (10<sup>th</sup>) week of lectures. No TD cases are permitted after the tenth (10<sup>th</sup>) week except with the Dean's written endorsement and Deputy Vice Chancellor's (Academic & International) approval. Late withdrawal period and the penalty rates are shown in Table VI.

Table VI: Penalty Rate for Late Withdrawal Schedule

| Week  | Penalty Rate                          |
|-------|---------------------------------------|
| 3 - 9 | None                                  |
| 10    | RM100 / Course<br>(*maximum of RM400) |
| ≥10   | No TD is permitted                    |

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(14) Compulsory Courses (HW) Registration

- (i) Students who fail HW Courses must repeat the courses until they pass.
- (ii) The credit for the courses registered with HW status is not counted for grade calculation.
- (iii) The grade for HW Courses is either Hadir Lulus (HL) or Hadir Gagah (HG), and it will be recorded in the course registration records and student transcripts.

(15) Repeat Course Registration (UK)

- (i) Students who fail any courses in the curriculum structure must repeat the course until they pass.
- (ii) Students who fail a co-curriculum course must repeat the course or may take other equivalent co-curriculum courses until they pass.
- (iii) Students who fail an elective course must repeat the course or may take other equivalent elective courses until they pass.
- (iv) Students who fail a course registered as industrial mode must repeat the course at the related company or choose another company with the faculty's approval.
- (v) Students of UMP-Hochschule Karlsruhe (HKA) dual degree programme who fail the Flying Faculty course may repeat it once (1) only. Second time (2) repeat is not permitted unless with HKA approval. If HKA does not permit the course repeat, students are not eligible for degree conferment from them.
- (vi) Students may repeat a course in the common semester or short semester.

(16) Grade Improvement Course Registration (BG)

- (i) Students are permitted to retake any passed course with C- grade and below for the purpose of improving grades.
- (ii) Students may only repeat once for any passed course for the purpose of improving their grades unless with the Dean's approval.
- (iii) For the purpose of conferment, students who have passed all courses in the curriculum structure but have a CGPA < 2.00 may register any course to improve their CGPA, subject to the maximum duration of study at the University.

(17) Industrial Training (Internship) or Equivalent Course Registration

- (i) For the final semester industrial training course, students must pass all courses offered in the curriculum structure of a programme with the academic status of at least KB.
- (ii) Students who fail one (1) course are permitted to undergo industrial training but on the condition that they need to take a special examination for that particular course.

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- (iii) The regulation in (17) (i) is not applicable to students who undergo industrial training in the middle of study or '*sandwich*' mode.
- (vii) Either Hadir Lulus (HL) or Hadir Gagal (HG) grade will be recorded in students' course registration record and transcripts.

**PART V**

**5. CREDIT SCHEME**

(1) Course Credit and Credit Value

- (i) Every course has specific credit value and the calculation of credit value is based on SLT or as stipulated by the University.
- (ii) Suggested SLT based on lectures and assessments are shown in Table VII.

Table VII: Suggested SLT based on Lectures and Assessments

| Item  | Lectures and Assessments | Suggested SLT   |
|---|--------------------------|-----------------|
| Lecture   | 1 hour face-to-face      | 1 - 2 hours     |
| Tutorial  | 1 hour face-to-face      | 1 - 2 hours     |
| Tutorial (Case Study)                                     | 1 hour face-to-face      | 3 hours         |
| Laboratory (including report)                             | 3 hours face-to-face     | 2 - 3 hours     |
| Bachelor Degree Final Year Project/Writing                | 6 - 10 Credits           | 200 - 400 words |
| Studio Work   | 2 hours face-to-face     | 2 hours         |
| Presentation  | 1 hour face-to-face      | 3 - 4 hours     |
| Coursework/Assignment                                     | 2000 words               | 10 - 12 hours   |
| Creative Writing (or one project throughout the semester) | 100-150 pages            | 8 - 10 hours    |
| Mid-semester Examination                                  | 1.5 hours                | 6 - 10 hours    |
| Final Examination   | 3 hours                  | 10 - 20 hours   |

Source: MQA Credit System Enhancement National Workshop 2005, Department of Quality Assurance, Ministry of Higher Education (MoHE)

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(2) Maximum Credit Load

- (i) Students who obtain CGPA < 2.00 are required to take not more than 12 credits in the next semester.
- (ii) The Maximum Credit Load for full-time students in a common semester is 20 credits. Students may apply for approval from the Dean if they want to take more than 20 credits.
- (iii) The Maximum Credit Load for part-time students in a common semester is 12 Credits. Students may apply for approval from the Dean if they want to take more than 12 credits.

(3) Repeat Course (UK) Credit

- (i) For students who repeat a course (UK), the latest grade will replace the previous grade.
- (ii) For the purpose of grade calculation, the latest point value of the repeated course is considered, and the previous point value is repealed.

(4) Grade Improvement (BG) Credit

- (i) For students who repeat a course to improve their grades (BG), the latest grade will replace the previous grade.
- (ii) For the purpose of grade calculation, the latest point value of the course taken to improve grade will be considered, and the previous point value is repealed.

(5) Programme Minimum Credit and Duration of Study.

- (i) Maximum Duration of Study for Direct Entry Students are shown in Table VIII.

Table VIII: Maximum Duration of Study for Direct Entry Students

| Level of Study    | Admission Semester | Maximum Duration of Study (Semester) |
|-------------------|--------------------|--------------------------------------|
| Diploma           | 2                  | 9                                    |
|                   | 3                  | 8                                    |
| Bachelor's Degree | 2                  | 11                                   |
|                   | 3                  | 10                                   |
|                   | 4                  | 9                                    |
|                   | 5                  | 8                                    |

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| Level of Study    | Programme Minimum Credit | *Minimum Duration of Study | *Maximum Duration of Study |
|-------------------|--------------------------|----------------------------|----------------------------|
| Foundation        | 50                       | 3 Semesters                | 6 Semesters                |
| Pre-Diploma       | 10                       | 1 Semester                 | 2 Semesters                |
| Diploma           | 90                       | 5 Semesters                | 10 Semesters               |
| Bachelor's Degree | 120                      | 6 Semesters                | 12 Semesters               |

- (ii) For direct entry students who have exceeded the maximum duration of study, students may still continue their studies but subject to the set curriculum, University Financial Regulations and the State Law.
- (iii) Students must apply to the faculty to continue studies if they have exceeded the maximum duration of study in order to complete their studies with an undertaking to adhere to the University Financial Regulations and faculty courses offered, which is relevant for students who exceed the maximum duration of study. The Faculty will assist students in getting the Senate approval.

**PART VI**

**6. CREDIT TRANSFER AND COURSE EXEMPTION**

**(1) Vertical Credit Transfer**

- (i) Students can be given vertical credit transfer on the condition that:
- (a) All courses under the MPU U1 Cluster are permitted for vertical credit transfer;
  - (b) Admission into Diploma programme, student candidates must have a certificate that is acknowledged equivalent by the Senate with the equivalence of course content or learning outcomes of not less than 80%;
  - (b) Admission into Bachelor's Degree programme, student candidates must have a Diploma that is acknowledged equivalent by the Senate with the equivalence of course content or learning outcomes of not less than 80%;
  - (c) The course credit value of the previous programme should be at least equivalent to the applied course credit value. Two (2) or more courses can be combined to get equivalent course value;
  - (d) Student candidates have the experience that is recognised by the Senate as equivalent to courses at Certificate or Diploma level;
  - (e) Credit transfer should be applied in the first study semester except with the Dean's approval for the otherwise.
- (ii) Students are required to apply for credit transfer process with Faculty's approval.
- (iii) The minimum grade for credit transfer is C or subject to the current faculty's stipulation.

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- (iv) Students who apply for vertical course transfer are subject to the faculty's approval.

(2) Horizontal Credit Transfer

- (i) Students may apply for horizontal credit transfer for any courses under these conditions:
  - (a) Any course in the MPU U1 Cluster is permitted for horizontal credit transfer by cluster; and
  - (b) That particular course is from a programme that is equivalent to the programme that the students will enrol; and
  - (c) Equivalence of the course content and the learning outcomes should not be less than 80%; and
  - (d) The approved horizontal credit transfer will be considered in the calculation of GPA and CGPA; and
  - (e) Course credit value of the previous programme must be at least equivalent to the applied course credit value. Two (2) or more courses can be combined to get an equivalent credit value; and
  - (f) The applied course for credit transfer must be from an accredited programme; and
  - (g) All courses taken by the students at other Higher Education Providers (PPT) while undergoing mobility programme must be credit transferred to the equivalent grade.
- (ii) Maximum total of credit transfer is subject to the particular accreditation bodies requirements.
- (iii) The minimum grade for credit transfer is C or subject to the current faculty's stipulation.

(3) MOOC Credit Transfer

- (i) MOOC Credit Transfer can be given vertically and horizontally;
- (ii) Vertical MOOC Credit Transfer is given by taking credit only into account.
- (iii) Horizontal Credit Transfer is given by taking credit and grade into account.
- (iv) Credit transfer cannot be given for the second time in the next level of study. For example, a MOOC credit transfer given at diploma level will not be considered again for credit transfer at a higher-level programme. Applicant must state that he has never received any credit transfer for the applied course.
- (v) Total of horizontal credit transfer for MOOC shall not exceed 30% of the total graduate credit.

(4) Course Exemption

- (i) If the course exemption causes the graduating credits to be insufficient, students have to enroll in other courses to replace the exempted course.
- (ii) Course exemption will not cause students to obtain credits for courses that are exempted.



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- (iii) International students must or can take MPU courses following current requirements.
- (iv) Students who have experience that is equivalent to the courses at the certificate or Diploma level that are approved by the Senate can be given course exemption.

**PART VII**

**7. GRADING SYSTEM**

- (1) Student performance for a particular course is indicated by the Performance Indicator shown in Table IX. The relationship between marks, grade and point value is also shown in Table IX.

Table IX: Performance Indicator

| Marks    | Common Grade | Point Value |
|----------|--------------|-------------|
| 80 - 100 | A            | 4.00        |
| 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        |
| 47 - 49  | C-           | 1.67        |
| 44 - 46  | D+           | 1.33        |
| 40 - 43  | D            | 1.00        |
| 25 - 39  | E            | 0.67        |
| 0 - 24   | F            | 0.00        |

- (2) Generally, the minimum passing grade for a particular course for grade calculation is 'D'. However, the passing grade for a particular course is subject to the faculty with approval from the Senate.
  - (i) The passing marks for a particular course based on learning outcomes is 50% or as stipulated by the faculty.
  - (ii) For UMP-HKA dual degree programme, the minimum passing grade for all credit transfer courses is 'C'.
- (3) Other than the grades listed above, the following grades are also used:
  - (i) TS (Incomplete)  
This grade is given to students who:
    - (a) are unable to sit for the final examination or do not manage to complete a particular course due to illness as confirmed by a Medical Officer recognised by the University; or
    - (b) do not complete Industrial Training Course; or

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- (c) are enrolled in a course that has a duration of more than one (1) semester; or
- (e) other reasons accepted by the Senate.

Students who obtain TS grade are required to complete a particular course until completed.

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(ii) HL (Attend and pass)

This grade is awarded to students who pass the Compulsory Course (HW).

(iii) HG (Attend and fail)

This grade is given to students who fail the Compulsory Course (HW).

(iv) TD (Withdrawal)

This code is given to Students who withdraw from a particular registered course.

The GPA and CGPA are calculated as follows:

(4)

GPA (Grade Point Average)

Total Point Value (*grade value X course credit hour*) for all courses is divided by counted credit for all courses taken in a particular semester.

The calculation formula for GPA is as follows:

$$PNG = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

In which:

$G_i$  = Grade value for Course -  $i$   
 $U_i$  = Counted Credit hours for course -  $i$   
 $n$  = Number of Courses enrolled in a particular semester  
 $i$  = Subscript

| Example :         |       |              |           |                           |
|-------------------|-------|--------------|-----------|---------------------------|
| <b>SEMESTER 1</b> |       |              |           |                           |
| Code              | Grade | Grade Value  | Credit    | Gred Value X Total Credit |
| DCI2042           | A     | 4.00         | 2         | 8                         |
| UHL2012           | A-    | 3.67         | 2         | 7.34                      |
| DSC2032           | B+    | 3.33         | 2         | 6.66                      |
| DCC2044           | A-    | 3.67         | 4         | 14.68                     |
| DCN2022           | B-    | 2.67         | 2         | 5.34                      |
| DSC2022           | A     | 4.00         | 2         | 8                         |
| UHM2012           | A-    | 3.67         | 2         | 7.34                      |
| <b>Total</b>      |       |              | <b>16</b> | <b>57.36</b>              |
| Credit Taken      | :     | 16           |           |                           |
| Credit Counted    | :     | 16           |           |                           |
| Semester GPA      | :     | <u>57.36</u> |           |                           |
|                   |       | 16           |           |                           |
|                   |       | 3.59         |           |                           |

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CGPA (Cumulative Grade Point Average)

Total Grade Value (*hour value X course credit hour*) for all courses is divided by the total credit hours for all courses taken.


|                   |       |             |           |                           |
|-------------------|-------|-------------|-----------|---------------------------|
| Example:          |       |             |           |                           |
| <b>SEMESTER 1</b> |       |             |           |                           |
| Code              | Grade | Grade Value | Credit    | Gred Value X Total Credit |
| DCI2042           | A     | 4.00        | 2         | 8.00                      |
| UHL2012           | A-    | 3.67        | 2         | 7.34                      |
| DCS2032           | B+    | 3.33        | 2         | 6.66                      |
| DCC2044           | A-    | 3.67        | 4         | 14.68                     |
| DCN2022           | B-    | 2.67        | 2         | 5.34                      |
| DCS2022           | A     | 4.00        | 2         | 8.00                      |
| UHM2012           | A-    | 3.67        | 2         | 7.34                      |
| <b>Total</b>      |       |             | <b>16</b> | <b>57.36</b>              |
| Credit Taken      | :     | 16          |           |                           |
| Credit Counted    | :     | 16          |           |                           |

|                        |                 |             |           |                           |
|------------------------|-----------------|-------------|-----------|---------------------------|
| <b>SEMESTER 2</b>      |                 |             |           |                           |
| Code                   | Grade           | Grade Value | Credit    | Gred Value X Total Credit |
| DCM2032                | B               | 3.00        | 2         | 6.00                      |
| DCI2052                | B+              | 3.33        | 2         | 6.66                      |
| UHR2012                | A               | 4.00        | 2         | 8.00                      |
| DCC2054                | A-              | 3.67        | 4         | 14.68                     |
| DCS2023                | B-              | 2.67        | 3         | 8.01                      |
| <b>Total</b>           |                 |             | <b>13</b> | <b>43.35</b>              |
| Credit Taken           | :               | 13          |           |                           |
| Credit Counted         | :               | 13          |           |                           |
| Mata Nilai Keseluruhan |                 |             | 29        | 100.71                    |
| CGPA                   | : <u>100.71</u> |             |           |                           |
|                        | 29              |             |           |                           |
|                        | 3.47            |             |           |                           |

**ACADEMIC GUIDELINES FOR FOUNDATION, PRE-DIPLOMA, DIPLOMA  
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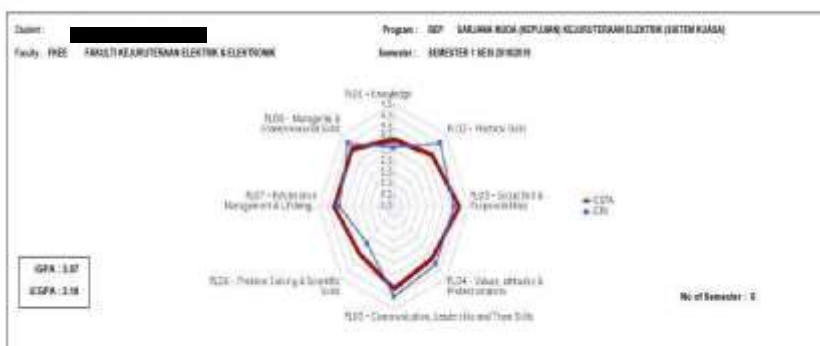
(5) Learning Outcomes Achievement

Example of Integrated CGPA Report

|  |   | UNIVERSITI MALAYSIA PAHANG (UMP) |                                      |   |   |   |   |  |                 |
|---|---|----------------------------------|--------------------------------------|---|---|---|---|--|-----------------|
| Student   | [REDACTED]  |                                  |                                      |   |   |   |   |  |                 |
| Program   | SARAJANA BAHASA MELAYU (SARAJANA) KEAJAIBANAN ELEKTRIK (SISTEM KUMBU) |                                  |                                      |   |   |   |   |  |                 |
| Faculty   | FAKULTI KEAJAIBANAN ELEKTRIK & ELEKTRONIK                             |                                  |                                      |   |   |   |   |  |                 |
| Semester  | SEMESTER I - SEM 2022/2023  |                                  |                                      |   |   |   |   |  |                 |
| Subject   | PO1 - Knowledge   | PO2 - Practical Skills           | PO3 - Social Skills & Responsibility | PO4 - Values, attitudes & Professionalism | PO5 - Communication, Leadership and Team Skills | PO6 - Problem Solving & Analytical Skills | PO7 - Information Management & Learning Learning Skills | PO8 - Managerial & Organizational Skills |                 |
| EEED100101  | ELSD PRODUKSI KELOMPOK TEORI  | 88.20 / 100                      |                                      |   |   | 28.87 / 30.87                             | 19.14 / 147.60  |  |                 |
| EEED100102  | ASASNYA SISTEM PRODUKSI KELOMPOK PRAKTIK                              | 48.0 / 50                        |                                      |   | 94.0 / 100                                      |   | 115.8 / 101   |  |                 |
| EEED100103  | PROSEDUR CONTOH   | 50.4 / 50                        |                                      |   | 77.8 / 75.0                                     |   | 100 / 100.0   |  |                 |
| EEED100104  | PROSEDUR LAINNYA  |                                  | 40.47 / 50                           |   |   |   |   | 50 / 50                                  |                 |
| EEED100105  | MEMBERSIHI PROJECT  |                                  | 65.4 / 100                           | 6.80 / 9                                  | 17 / 20   | 53.94 / 47                                | 130.50 / 120  | 49.19 / 50                               |                 |
| <b>Overall Comparison (SARAJANA)</b>  |   |                                  |                                      |   |   |   |   |  |                 |
| Overall Comparison (SARAJANA)   | 87.94 / 200   | 18.4 / 10                        | 0.88 / 9                             | 117.17 / 100.0                            | 32.87 / 30.87                                   | 107.9 / 703.60                            | 30.18 / 30  | 10 / 10                                  |                 |
| % of Comparison (SARAJANA)  | 87.94%  | 18%                              | 10.44%                               | 117.17%                                   | 107.90%   | 152.94%                                   | 71.28%  | 10%                                      |                 |
| CGPA (SARAJANA)   | 3.87  | 4                                | 3.67                                 | 3.67                                      | 4   | 3.88                                      | 3.88  | 4  |                 |
| <b>Overall Comparison (SARAJANA)</b>  |   |                                  |                                      |   |   |   |   |  |                 |
| Overall Comparison (SARAJANA)   | 100.00 / 220.00   | 100.00 / 100                     | 100.00 / 100.00                      | 100.00 / 100.00                           | 100.00 / 100.00                                 | 100.00 / 100.00                           | 100.00 / 100.00   | 100.00 / 100.00                          | 100.00 / 100.00 |
| % of Comparison (SARAJANA)  | 100.00%   | 100.00%                          | 100.00%                              | 100.00%                                   | 100.00%   | 100.00%                                   | 100.00%   | 100.00%                                  | 100.00%         |
| CGPA (SARAJANA)   | 4   | 4                                | 4                                    | 4   | 4   | 4   | 4   | 4  |                 |

This Learning Outcome Report (PO) is based on Malaysian Qualifications Framework (MQF) 1.0.

Note: Students may check their Learning Outcomes Achievement in Student e-community for self-improvement.



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**PART VIII**

**8. ASSESSMENT**

- (1) Attendance
  - (i) Students may check their lecture attendance status through student *e-community* based on the attendance as recorded by the lecturer online.
  - (ii) Students are required to apply for approval from the lecturers before attending any other learning activities that may affect their attendance or any related assessments.
- (2) Assessments Scheme
  - (i) The assessments for every course may be conducted periodically and continuously in a particular semester according to the methods set by the faculty and subject to the approval by the Senate.
- (3) Academic Misconduct
  - (i) Students are considered committing academic misconduct in learning if found:
    - (a) taking other people's work and claiming it as theirs by not stating the references in their assignment; or
    - (b) committing direct lifting (copy and paste), restatement and summary; or
    - (c) the similarity of the work with the source of references exceeds the permitted level set by the faculty.
  - (ii) Students are considered committing academic misconduct in the examination if found to:
    - (a) give, receive or possess any information related to examination questions while being in the examination hall other than the permitted materials; or
    - (b) use any forbidden reference materials inside or outside of the examination hall for the purpose of examination; or
    - (c) communicate with other students or parties in any form or method for the purpose of committing academic dishonesty; or
    - (d) answer the examination questions before the stipulated time and or continue to answer the questions after the examination period ends; or
    - (e) delegate other people to sit for the examination on their behalf; or
    - (f) bring any forbidden equipment or materials into the examination hall.

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- (4) Final Exam
- (i) Students may refer to the Final Examination Guide issued by the University for further details.
- (5) Special Examination
- (i) Students may refer to the Special Examination Guide issued by the University for further details.
- (6) Review of the Final Examination Answer Scripts
- (i) Students may appeal for a review of their final examination answer scripts for any courses at the faculty within seven (7) days after the grades are announced or according to the date set by the University.
- (ii) Final Examination Answer Script Review Appeal refers to the process of re-marking the final examination answer scripts by the lecturer to ensure that there is no technical errors or mistakes in the form of either calculation of marks or missing any parts of the answer scripts to be marked.
- (iii) Students may refer to Final Examination Guide issued by the University for further details.

**PART IX**

**9. ACADEMIC STANDING**

- (1) Faculty may propose to the Senate that:
- (i) Students with GPA < 1.00 even though the CGPA > 1.67 may
- (a) continue study; or
- (b) be instructed to defer to the next semester; or
- (c) be terminated from study.
- (ii) Students whose current status is P2 and CGPA < 2.00 are to be given Dismissed (KG) status.

Table X: Status

Example:

| SESION          | CGPA | RESULT |
|-----------------|------|--------|
| 0304 Semester 2 | 1.90 | P1     |
| 0405 Semester 1 | 1.80 | P2     |
| 0405 Semester 2 | 1.85 | KG     |

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- (iii) Students who score CGPA < 1.67 for any semester throughout the studies may/will be given Dismissed (KG) status.
- (2) Students' academic status (KC, KB,P1,P2,KG) for the short semester and preliminary short semester is not specified even though GPA and CGPA are counted as usual. Grades and point value obtained in these semesters are considered in the calculation of GPA and the determination of academic status for the next semester.
- (3) Academic Achievement Amendment
  - (i) Academic Achievement Amendment can be done in any semesters with the faculty's approval if the course is offered.
- (4) Examination Results Announcement
  - (i) Examination results will be announced to the students according to the schedule and methods set by the University within the period stipulated.
  - (ii) The results consist of grades, student performance and status.
- (5) Status of Students' Level of Study
  - (i) The status of students' level of study is determined by the faculty based on the total of earned credits obtained.

**PART X**

**10. DEAN'S LIST**

The notation of being listed in the Dean's list will be included in students' transcripts subject to faculty's evaluation.

**PART XI**

**11. CONFERMENT OF FOUNDATION, PRE-DIPLOMA, DIPLOMA AND BACHELOR'S DEGREE**

- (1) Conferment Requirements
  - (i) The endorsement of Conferment of Foundation, Pre-Diploma, Diploma and Bachelor's Degree will be made in the nearest Senate meeting.
  - (ii) Conferment does not refer to a convocation ceremony.
  - (iii) For UMP-HKA dual degree programme, students must attain German language level B1 to be eligible for the conferred degree from UMP and HKA. Students will only be conferred with a UMP degree if they do not fulfil this requirement.



ACADEMIC GUIDELINES FOR FOUNDATION, PRE-DIPLOMA, DIPLOMA AND  
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- (2) Issuance of Transcripts
  - (i) Transcripts will be issued after the conferment.
  - (ii) Application for a copy of the transcript will impose a processing fee of RM30.00 or according to the current stipulation set by the University
- (3) Conferment of Posthumous Award

Please refer to Posthumous Conferral Procedure issued by the University.

**PART XII**

**12. STUDY DEFERMENT**

- (1) Students who are sick may apply for deferment of study for a particular semester or session by providing endorsement and support from university or government hospital medical officers. The deferment period will not be considered in the calculation of the semesters used.
- (2) Students may also apply for deferment of study for reasons other than health issues that are approved by the University. The deferment period will be considered in the calculation of the semesters used.
- (3) Students are required to inform their sponsors of any deferment approved by the University.
- (4) Students with study deferment approval are not eligible to use any facilities provided by the University.
- (5) The application for study deferment must be made according to the procedure and within the duration of time that have been set.
- (6) In a case where a student obtains GPA < 1.00 but with CGPA > 2.00, with the faculty recommendation, University may propose to the student to apply for study deferment for one (1) semester or more. This deferment period will be considered in the calculation of semesters used. However, the student must submit an application for study deferment to the University. Student may refer Gap Year Guide for Special Academic Activity application issued by the University for further details.
- (7) Students must ensure that the re-registration after the deferment is made in not more than one week from the date of re-registration. Students may be terminated from study with the faculty's endorsement if they do not register within the stipulated period.
- (8) The University is entitled to forward details of international students who apply for study deferment on personal reasons to relevant parties for further action.

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**PART XIII**

**13. RE-REGISTRATION (DS)**

- (1) Senate may consider DS application from students who obtain KG status in the first semester of their study to re-register in the next session if the students submit the application to the University.
- (2) DS students are not required to state the status of the course code taken before the re-registration because DS students are considered as new students.
- (3) DS students who are unable to obtain Good Standing (KB) in the first semester of the following session will be terminated.
- (4) The assessment for re-registered students will be conducted without taking into account their performance in the previous semester; however, that semester is still considered as used.
- (5) Maximum credit load for KGDS students who re-register in the particular semester must not be more than 12 credits. Students may seek the Dean's approval if they wish to take more than 12 credits.

**PART XIV**

**14. CHANGE OF STUDY PROGRAMME**


- (1) Students are not permitted to apply for a change of study programme unless with the approval from the Senate and by providing acceptable justifications for the need to change the study programme.
- (2) Among the acceptable justifications is the implementation of flexible education by the University.

**PART XV**

**15. GENERAL STATUTE**

- (1) All the implementation methods recorded in the Academic Regulations Handbook must be adhered to. The Senate reserves the right to make changes to this Academic Regulations Handbook from time to time when the need arises.
- (2) Students are subject to University and University College Act (1971), Universiti Malaysia Pahang Methods (Student Discipline 2009) and Student Fee Payment Regulations and all regulations enforced at the University from time to time.





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