



UNIVERSITI
KUALA LUMPUR

UNIVERSITY RULES & REGULATIONS HANDBOOK

20th Edition



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PREFACE

Universiti Kuala Lumpur (UniKL) Rules and Regulations (20th Edition) (URR) contains the UniKL Academic Rules and Regulations which provide the framework for the conduct of academic activities and records.

The URR 20th Edition (October 2023) contains the updates endorsed by the UniKL Senate in Senate Meeting No. 129 (7/2023) convened on 19 October 2023.

This latest revision shall apply to all undergraduate students from October semester 2023 onwards.

STUDENT'S RESPONSIBILITY

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

Each student of UniKL is required to:

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

GLOSSARY

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

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

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

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

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

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

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

APEL (C) is the awards of credits for the prior experiential learning towards a course in an accredited academic programme.

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

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

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

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

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

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

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

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

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

One **'Academic Year'** consists of two semesters of 14 weeks of teaching and learning. However, certain programmes may follow different forms of the academic year.

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

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

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

'CGPA' (Cumulative Grade Point Average) is the accumulated average of grade points received in all semesters attended.

The **MQA** is the acronym for the **Malaysian Qualifications Agency**

The **MBOT** is the acronym for the **Malaysia Board of Technologists**

The **ETAC** is the acronym for the **Engineering Technology Accreditation Council**

The **EAC** is the acronym for the **Engineering Accreditation Council**

MoHE refers to the **Ministry of Higher Education of Malaysia**

ILH refers to the **Institute of Higher Learning**

The **'Senate Appeal Committee'** is the sub-committee of the Senate which presides over appeals made by students.

The **'Academic Services Section'** is the section which manages the academic affairs of students and their records from registration to graduation.

ACADEMIC RULES AND REGULATION

1.0 THE ACADEMIC YEAR

- 1.1 Universiti Kuala Lumpur implements two types of academic year calendars as illustrated in Table 1 and 2.
- 1.2 Some programmes conducted at UniKL, may adopt different academic year calendar(s).

Table 1: Academic Year* for Three (3) Semesters

JANUARY SEMESTER	
Lesson	14 weeks
Revision Week	1 week
Final Examinations	2 weeks**
Total Academic Weeks	17 weeks
Semester Break #	4 weeks

JULY SEMESTER*** (SHORT SEMESTER)	
Lesson	7 weeks
Revision Week	1 week
Final Examinations	1 week**
Total Academic Weeks	9 weeks
Semester Break #	2 week

SEPTEMBER SEMESTER	
Lesson	14 weeks
Revision Week	1 week
Final Examinations	2 weeks**
Total Academic Weeks	17 weeks
Semester Break #	3 weeks

Important Note:

* *The academic year is subject to change.*

** *4-day examination week*

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

****The Short semester can be a compulsory or an optional semester for the programme of study depending on the programme's approval from the Ministry of Higher Education (MOHE)*

Table 2: Academic Year* for Two (2) Semesters

JANUARY SEMESTER	
Lesson	18 weeks
Revision Week	1 week
Final Examinations	2 weeks**
Total Academic Weeks	21 weeks
Semester Break #	5 weeks

JULY SEMESTER	
Lesson	18 weeks
Revision Week	1 week
Final Examinations	2 weeks**
Total Academic Weeks	21 weeks
Semester Break #	5 weeks
<p>Important Note:</p> <p>* The academic year is subject to change.</p> <p>** 4-day examination week</p> <p># The duration of the semester break may change from time to time</p>	

Important Note:

* The academic year is subject to change.

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

2.0 STUDENT STATUS

2.1 Student status is based on the following conditions:

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

3.0 SEMESTER REGISTRATION

- 3.1 All students must register for their academic semester within the period stated by the University with all related payments having been paid, prior to registration.

Table 3 Activity Relating to Semester Registration

Activity	Long Sem	Short Sem
Pre-Registration of course for the following semester	2 weeks before revision week	
Semester Registration	Week 0 - 1	Week 0
Duration	2 weeks	1 week
Late Semester registration (with Penalty RM50)	Week 2	Week 1
Duration	1 week	1 week
Add and Drop	Week 0 - 1	Week 0
Duration	2 weeks	1 week
Drop Only	Week 2 - 4	Week 1 - 2
Duration	3 weeks	2 week2
Withdraw	Week 5 - 9	Week 3 – 4
Duration	5 weeks	2 weeks
Correction to Course Registration Records (if any)	Week 3 – 4	Week 1 - 2
Duration	2 weeks	2 weeks
Correction of registration record (with penalty RM50/course)	Week 5 until revision week	Week 3 – 7
Duration	10 weeks	4 weeks

- 3.2 Students are responsible to notify Academic Services Section (AcSS) of Institute, if they are unable to register during the stated period.

3.3 If a student fails to register his academic semester within the specified period without any valid reason formally informed to the institute, his study status, thereafter, is categorized as deferred or terminated.

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

3.4 Details regarding the deferment of study are provided in 6.0.

3.5 Reinstatement of Study Status

A student who is deferred or has withdrawn from study but would like his study status to be re-instated in the same semester, he can apply to the institute but Week 4.

3.5.1 For a student who was terminated from studies, or withdrawn from studies in the previous semester, the student needs to appeal for re-admission (refer to Appeal Section).

4.0 COURSE REGISTRATION

4.1 Course Registration Requirements

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

4.1.2 A returning student must pre-register courses that he intends to take in the following semester, two weeks before the revision week of the current semester.

4.1.3 If a student fails to register for any course within the specified period, without valid reasons, or with reasons not acceptable and approved by the Dean:

(a) his semester registration is revoked; and

(b) his study status is categorized as deferred or terminated

4.2 Add/ Drop/ Withdraw A Courses

4.2.1 Students must apply to add, drop or withdraw their courses within the timeline shown in Table 3.

4.2.2 Courses withdrawn within the specified period are recorded in the results slip as 'W', and their credit value are not calculated in the GPA for the respective semester.

4.2.3 A student must pay for the registration of the course that he has withdrawn from.

4.3 Repeat Course for Grade Improvement

4.3.1 Students who received grade C- and D for a course(s), is given ONE chance to repeat the course(s) to improve those grades.

4.3.2 The better grade received is taken in the GPA calculation for the current semester for the CGPA calculation.

4.4 Verification of Registered Courses

4.4.1 Students are responsible to verify the correctness of their registration records by checking and printing their course registration record.

4.4.1.1 If a student does not inform the Academic Services Section of any correction to his course registration by week 4, his course registration records are deemed as correct and verified.

4.4.2 After week 4, any correction to the course registration record can only be done for:

- (a) courses registered with the wrong course code, which must be approved by the student's Academic Advisor; or
- (b) change of class grouping, which must be supported by the lecturer.

4.4.3 Students are penalised with a *minimum* fine of RM50 for each course in 4.4.2.

4.5 Registration of an Audit Course

4.5.1 A course may be taken as an audit (additional) course (which is not part of the programme requirement), with the approval of the Dean;

4.5.2 A Student registered for an audit course must follow all academic activities;

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

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

4.6 Matapelajaran Pengajian Umum (MPU)

The Matapelajaran Pengajian Umum (MPU) is a qualification of general studies courses for universities in Malaysia as required by the Ministry of Higher Education Malaysia, formerly known as Mata Pelajaran Wajib (MPW).

4.6.1 All Malaysian and international students are require to complete the MPU courses as pre-requisite for the award of diploma or bachelor's degree.

4.6.2 The MPU courses are in four (4) categories:

- (a) U1: Penghayatan Falsafah, Nilai Dan Sejarah (Appreciating Philosophy, Values and History)
- (b) U2: Penguasaan Kemahiran Insaniah (Mastering Humanity Skills)
- (c) U3: Perluasan Ilmu Pengetahuan Tentang Malaysia (Broadening Knowledge About Malaysia)
- (d) U4: Kemahiran Pengurusan Masyarakat Yang Bersifat Praktikal seperti Khidmat Masyarakat dan Ko-kurikulum (Developing Practical Community-Minded Skills via Community Service and Co-Curricular Activities)

4.7 The University has the right to:

4.7.1 amend/disapprove the course registration based on the performance of the students.

4.7.2 revoke the offering of registered courses due to certain circumstances.

4.7.3 Terminate a student's study status if

- (a) He has failed to register for his semester after two consecutive semesters; or
- (b) His study has reached its maximum duration; or
- (c) He has attained the status of Failed and Out due to his poor performance; or
- (d) He was found guilty of the commission of an academic or disciplinary offence.

5.0 COURSE CREDIT EVALUATION

5.1 Course Credit

5.1.1 Each course carries a specific credit value.

5.2 Credit Evaluation

5.2.1 One (1) credit is equivalent to forty (40) notional hours of student's learning time per course. Student learning time is calculated based on all learning activities including face-to-face, physical or online, and non-face-to-face depending on a student's learning time.

5.3 Credit Load per Semester

5.3.1 Students with Good Standing academic status are allowed to register a maximum of 20 credits per semester.

5.3.2 Students in Probation Status must register for not more than 12 credits.

5.3.3 The institute, however, will have the discretion in determining the number of courses or credit loads appropriate for a student to register.

5.4 Total Credit to Graduate (TCG)

5.4.1 The TCG of a programme is the total credits of courses in the programme structure of an academic programme, which a student is required to register for, complete and pass to enable him to receive the university's award of a qualification.

5.5 The Maximum Period of Study

5.5.1 The maximum period of study for students including those who have obtained credit transfer is twice of the duration of study approved by MoHE.

6.0 DEFERMENT OF STUDY

6.1 A student must apply to defer his study in all circumstances.

6.2 The maximum duration allowed for each deferment is one year or two consecutive semesters.

6.3 A deferment due to medical reasons or due to representing the university at a national or international event, is not subject to 6.2 and the deferred semester is not included in the number of semesters in the period of study.

6.3.1 For cases involving mental health, any application to continue study after a deferment must be supported with a certificate of mental health/fitness.

6.4 A deferment due to reason other than those in 6.3, is counted as the number of semesters in a student's period of study.

6.4.1 If the application to defer is made:

- (a) before week 4, the course registration record is removed.
- (b) between week 5 to week 9, the course's grade will be recorded as 'W' and students must pay their tuition fees based on the university's financial policy.

6.5 A first semester student who has successfully applied for a deferment may follow the programme structure of the cohort which he joins in the coming semester.

6.6 Deferment for unregistered students

6.6.1 Students who do not register their semester and/or courses can be deferred for a maximum of two consecutive semesters.

6.6.2 If they still fail to register in the following semester, they will be dismissed from the University.

7.0 CHANGE OF ACADEMIC PROGRAMME

- 7.1 A student can apply to change his academic programme **ONCE**, excluding the application made during the orientation week.
- 7.2 The approval to change from one academic programme to another must be obtained from the Dean of the Institute before the new semester begins.
- 7.3 The student is registered as a first-semester student of the new academic programme.
- 7.4 The student is allowed to apply for credit transfer for all courses taken in the first programme based on conditions set in 9.0.
- 7.5 The student follows the same programme structure that is followed by the cohort that he later joins at the new programme.
- 7.6 The maximum study duration is based on the new academic programme.

8.0 CREDIT TRANSFER

- 8.1 A student is allowed to transfer credits for courses which he has already taken and passed at another academic programme, commonly prior to his admission into the University, if he has not failed the previous programme of study.

8.1.1 All credit transfer procedure shall be based on course mapping (subject to subject mapping) and comply with the following criteria:

- | | | |
|-----|--|---|
| (a) | Passing Grade | Minimum Grade "C" |
| (b) | Course Credit | completed course credit must be equivalent or higher than the course credit applied for |
| (c) | Course Curriculum | the equivalency of course curriculum (completed course and course applied for) must be at the minimum of 80%. |
| (d) | Only courses of accredited programme (inclusive of PA) from relevant authority are eligible for credit transfer. | |
| (e) | Programme knowledge currency is valid within 5 years. | |

8.2 Two Categories of Credit Transfer

8.2.1 Vertical transfer - transfer of credit value of a course from a lower level programme that the student has completed to his current programme of study which is of a higher level;

- (a) A student is only allowed to be awarded credit transfer ONCE throughout his/her studies
- (b) The amount of credit transferable depends on the requirements of the relevant accreditation body (if any) as described in Table 4 or the requirements of the programme per se.

Table 4: Percentage of Credit Transfer According to Accreditation Body

Accredited Body	Percentage Credit Transfer (%)	Minimum Grade of Course
MQA & MBOT	1% – 30%	Grade C
	31% - 50%	Grade B
ETAC*	1% – 50%	Grade C
EAC	1% - 30%	Grade C

* Credit transfer from 31% to 50% is only allowed if there is a formal collaboration on programme curricula designed with UniKL.

- (c) Vertical Credit Transfer is **NOT ALLOWED** for credits gained at the foundation level when the student continues his study at diploma and/or bachelor's degree level.
- (d) For MPU courses, vertical credit transfer for MPU courses is only allowed for the course(s) under U1 component and the "Integriti & Anti-Rasuah" course under the U3 component.

The student is only allowed to be awarded a credit transfer once throughout his/her studies. If the student obtains credit transfer at the Diploma level, he/she may only apply for course exemption at the Bachelor Degree level. In such case, the student must replace the above courses with other courses in the U1 Component and/or U3 component to fulfil the TCG requirements.

8.2.2 Horizontal transfer – transfer of credits from completed courses or incomplete programme, of the same level of study, as described in the situations below:

- (a) the students already holds a qualification and wishes to pursue, a programme of study, using the said qualification.
- (b) the student is currently enrolled in a programme and wishes to change to a different programme.
- (c) the student has quit his studies from a programme and wishes to resume his studies in a different programme.
- (d) the student is currently registered in a UniKL programme and at the same time, is taking a course at another IHL, the credits that can be allowed to be transferred, for the courses from other IHL, is also subject to the academic residential requirement of UniKL as per Table 5.

8.2.3 Limit to Credit Transferable

- (a) There is no limit to the credits allowed to be transferred for a student who is in either condition described in 8.2.2(a) to (c) if he is a student of has studied in UniKL.
- (b) For a student who is from another IHL the amount of credit transferable is subject the residential requirement of UniKL as per Table 5 below.

Table 5: Duration of Academic Residential @ UniKL

Academic Residential Requirement	Semester
Bachelor	1 Semester
Diploma	1 Semester

- (c) The Horizontal Credit Transfer is limited to 50% of the programmes' TCG for the programme accredited by ETAC (Diploma and Bachelor) and EAC.
- (d) For programmes not accredited by ETAC or EAC, reference needs to be made to the respective accreditation body.

8.2.4 Horizontal Credit Transfer for MPU Courses

- (a) Credit transfer is allowed if the student has not failed his programme of study;
- (b) U1 – credit transfer can be applied regardless of the course credit value;
- (c) U2, U3 & U4 - to comply with credit transfer conditions in item 8.1.1.

8.2.5 Credit Transfer With Grade

- (a) The Credit value and Grade of the relevant course are transferred and calculated in the GPA and CGPA of the first semester of the new programme or upon returning to the University.
- (b) Applicable for credits transferred horizontally in 8.2.2(a)-(d) if the student has studied at UniKL or currently a student of UniKL.

8.2.6 Credit Transfer without Grade

8.2.6.1 Credit Transfer without Grade is applicable to:

- (a) All Vertical Credit Transfer
- (b) Item 8.2.2(a) to (c) if the student is from other IHL
- (c) Credit Transfer Through Micro-Credential
- (d) Credit Transfer Through APEL (C)
- (e) Credit Transfer Through MOOC

8.2.6.2 Only the Credit value of the course affected will be transferred and is calculated towards the total TCG of the current programme.

8.3 Credit Transfer for Credit Attained via Micro-credentials, APEL(C) and MOOC.

8.3.1 The credit value of a course which was completed via Micro-Credential or Massive Open Online Course (MOOC) or assessed via APEL (C)'s verification process, can also be given credit transfer.

8.4 The Conditions for Transferring Credits

8.4.1 The credit of a course may be transferred if:

- (a) the course (s) are of the same credit value or equivalent or more, to the course(s) in the new programme; except for courses listed under MPU U1;
- (b) the course must be equivalent/similar to 80% in content based on comparison;
- (c) the course must be from an accredited programme (inclusive of Provisional Accreditation) from relevant authority;
- (d) the student must have obtained at least a grade C or equivalent in the courses; and
- (e) Programme knowledge currency is valid for 5 years.

8.4.2 Credit Transfer for a combination of Courses from the previous academic programme.

8.4.2.1 The student must have obtained a minimum of grade C in each of the courses being combined, for credit transfer to one (1) course in a UniKL programme.

8.5 Credit Transfer Application

8.5.1 All applications for credit transfer must be accompanied with:

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

8.5.2 Students who intend to undergo temporary studies in 8.2.2 (d) in a different institution recognized by the University, must obtain approval from the University.

8.5.3 Applications must be made

- (a) within the first semester for new students, or
- (b) before the end of the final examination week of the first semester for a student who changes his programme or for a student returning to the University after undergoing the mobility programme (refer to 8.2.2(d))

8.6 The conditions and applications for credit transfer provided in 8.4, may not apply to credits attained via micro-credential, APEL (C) and MOOCS.

9.0 ATTENDANCE

- 9.1 Students must attend all classes of courses that they have registered for and other instructional activities conducted by the University.
- 9.2 Students with less than 80% attendance from the total contact hours for courses with final examinations, without reasons acceptable by the Dean, are not allowed to sit for the final examination of the course and the courses are given XB status.
- 9.3 Students with less than 80% attendance from the total contact hours for a course, entirely assessed by coursework, without reasons acceptable by the Dean, no further submission of coursework is allowed and students are given an overall Grade F.
- 9.4 Some programmes may require a higher level of attendance before a student can be barred from the final examination or be allowed further submission of coursework.

10.0 EVALUATION SCHEME

10.1 Course Evaluation

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

10.2 Types of Assessment

10.2.1 A students' performance is assessed in the following manner:

- (a) Coursework through tests, assignments/ projects, quizzes and other methods of assessments. Contribution to the overall marks from final coursework depends on the requirements of the programme.
- (b) Final Examinations are held at the end of the semester for courses which have final examinations. Contribution to the overall marks from the final examination depends on the requirements of the programme.

10.3 Submission of Coursework and Attempting Final Examinations

10.3.1 Students are required to submit coursework and/or to sit for the final examination for the course(s) that they have registered within the allocated time, except for those who are barred from submitting further coursework or attempting exams (refer to items 9.2 and 9.3).

11.0 ELIGIBILITY TO SIT FOR FINAL EXAMINATIONS

11.1 Students are allowed to sit for the final examinations,

- (a) for courses which they have not registered for;
- (b) if the university fees are paid; and
- (c) they are not barred due to poor attendance.

12.0 GRADE SYSTEM

12.1 Grade and Point Values

12.1.1 A student's performance in a course is reflected by the grade(s) he receives which will be mapped to point values as shown in Table 6.

12.2 Passing Grade

12.2.1 The general passing grade for all courses is D and the mapping between grade and point value is as shown in Table 6.

12.2.2 There are courses which observe the grading schemes in Table 8 or Table 9, or the passing grade and grade mapping required unique to the programme which must have been endorsed by the Senate.

12.3 The relationship between the Grade and Point Value/Course Status

12.3.1 Table 7 shows the common relationship between the marks, grades, point value and course status.

Table 6: The Relationship between Grade and Point Value

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

12.3.2 A student's performance in a course can also be mapped to Grade and Status and not to the Point Value as shown in Table 7 and Table 8.

Table 7: The Relationship between Grade and Status for Industrial Training

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

Table 8: The Relationship between Grade and Status for Co-Course Graded as Pass or Fail

Mark	Grade	Description	Status
40 - 100	S	Satisfactory	Pass
0 - 39	F	Fail	Fail

12.4 Status Other Than Grades

12.4.1 Other than the A, B, C, D, F above, the following status are also used:

- (a) I = Incomplete. The Incomplete (I) status is awarded to a course if a student unable to sit for the final examination or unable to complete a component(s) of coursework in the time given.

- (b) IS = The status indicated that the course is Incomplete and the student is under investigation due to an alleged breach of Academic Integrity and pending results of inquiries.
- (c) CT = is a status given to a course which has been granted credit transfer in accordance with relevant regulations.
- (d) AU = Audit.
This status is awarded to the course that a student has registered for but it is not in the programme requirement and will not be calculated in the student's GPA or CGPA.
- (e) XB = Bar from Examinations.
The status is given to the course(s) of a student who has failed to attend more than 80% or as per stipulated by the programme and is barred to sit for the examination
The status XB is equivalent to an F grade.
The student has effectively failed the final examination and the overall assessment of the course
- (f) XA = Absent during Final Examination.
The status is given to a course where the student has failed to attend the final examination, without medical reason or approval by the Dean.
The status XA is equivalent to an F grade.
The student has effectively failed the final examination and the overall assessment of the course.
- (g) XM = Examination / Academic Misconduct.
The status is for a course where the student is failed due to a commission of an examination or academic misconduct.
The status XB is equivalent to an F grade.
The student has effectively failed the final examination and the overall assessment of the course.
- (h) CT-APEL - the status of a course which has been awarded credit through Accreditation of Prior Experiential Learning (APEL (C)).

12.5 Grade Points

- 12.5.1 Grade points are calculated by taking the credit for a particular course and multiplying it with the point value of the grade received.
Appendix 1 has an example of the calculation.
- 12.5.2 A semester's grade point is the total grade points from all courses taken in one semester.
- 12.5.3 A course with Grades – XB, XA and XM has a grade point of 0.00.

12.6 GPA and CGPA

12.6.1 The Grade Point Average (GPA) is defined as the total grade points received by a student in a semester divided by the Semester Credit Calculated (SCC) in that semester.

$$\frac{\text{Total Grade Point for one semester}}{\text{Semester Credit Calculated (SCC)}}$$

12.6.2 The Cumulative Grade Point Average (CGPA) is defined as the total grade points of all semesters divided by the Cumulative Credit Counted (CCC).

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

Please refer to Appendix 1 for examples.

13.0 ANNOUNCEMENTS OF THE RESULTS

13.1 The Provisional Results

13.1.1 Provisional Results of 'Pass' or 'Fail' are released to students after the University Examination Board's approval; however, the results are subject to Senate's endorsement.

13.1.2 Students who wish to appeal against their Failed and Out status may do so after the release of the Official Results.

13.2 Announcement of the Official Examination Results

13.2.1 The Official Examination Results are released to students after receiving the endorsement from the Senate of the University.

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

13.2.3 The results may be released to a third party as agreed by the student.

14.0 ACADEMIC STANDING

14.1 A students' academic performance and standing are evaluated using the Cumulative Grade Point Average (CGPA) and is applicable to all semesters as described in Table 9.

14.2 The range of CGPA mapped to the Academic Standing is summarized in Table 9.

Table 9: The Range of CGPA Mapped to the Academic Standing

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

14.3 Academic Probation Period

14.3.1 The Academic Probation Period ends when the student achieves a CGPA \geq 2.00.

14.4 Status of students in GPA < 1.00 and with CGPA > 1.67.

14.4.1 The UniKL Senate shall determine the status of students who have attained a GPA < 1.00 AND a CGPA > 1.67.

14.4.2 The determination described in 14.4.1 is, based on the institute's recommendation, one of the decisions below:

- (a) Allow the student to continue with his studies; or
- (b) Instruct the student to defer his study for one semester;
or
- (c) Terminate the student's study status

15.0 DEAN'S LIST

15.1 The Dean's List is awarded to students with

- (a) GPA \geq 3.50
- (b) Must have registered for \geq 12 credits, and
- (c) obtained less than C or S grade, for all course.

15.2 Some programmes may observe different Dean's List requirements.

15.3 Students' results slip carries the Dean's List award notation.

16.0 RE-SIT EXAMINATION, RE-SUBMISSION OF FINAL ASSESSMENT AND REPEATING A COURSE

16.1 Eligibility to Attempt the Re-Sit Examination

16.1.1 A student is to attempt the re-sit examination if

- (a) He fails not more than 2 courses in his final examinations and to attempt the re-sit at the time and date scheduled; and
- (b) He must have already attained at least 40% of his total coursework marks for the failed courses attempted in 16.1.1(a).

16.1.2 For a course assessed entirely by coursework, a student is allowed to re-submit the final assessment, in the format decided by the course leader.

16.2 Advise to Students Before and After Re-sit

16.2.1 The student is to pay an RM50 administration fee per course.

16.2.2 the grade attained after a re-sit will not be more than a C grade or the capping grade stipulated, by the programme or respective professional or governing body, as endorsed by the Senate.

16.2.3 The marks and grade shall affect his GPA or CGPA.

16.2.4 If he fails the re-sit examination, he is to repeat the course.

16.3 Repeating A Course

16.3.1 A students who fails a course is required to repeat the failed course to complete his study.

16.3.2 For the purpose of calculating the CGPA, the failed course will be replaced with the best grade received.

17.0 GRADUATING

17.1 Graduation Requirements

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

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

17.2 Verification of Study Completion Status

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

17.3 Classifications of Qualification

17.3.1 The classifications of qualification of Universiti Kuala Lumpur bachelor's degree programme is summarized in Table 10.

Table 10: Classification of Qualification of UniKL Bachelor Degree

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

18.0 ACADEMIC APPEALS

18.1 Appeal Against Grade

18.1.1 Appeals are allowed for re-assessment of the final examination or unreleased coursework.

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

18.1.3 A payment of RM100.00 per course as an administration fee is required for re-assessment.

18.1.4 The payment is **refundable** if the grade is **higher** than the grade obtained earlier.

18.2 Appeals for Re-Admission

18.2.1 A student who has withdrawn from his study or terminated may appeal to the Dean for a re-admission.

18.2.2 Only ONE re-admission is allowed for students.

18.3 A student who is terminated from his study due to 'Failed and Out' status, can appeal to the Dean within 14-days after the announcement of the official release of semester results if the student wishes to continue his study in the immediate semester.

18.3.1 If the student does not appeal within the time-line given in 18.3, his appeal to be re-admitted will be for the next semester and will require Senate's endorsement.

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

18.5 The decision made by the Senate is final.

Appendix 1

Example 1

1. Calculation of the Grade Point Average (GPA) is as shown below:

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

Semester 1

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

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

Example 2

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

$$\text{CGPA} = \frac{\text{Total Grade Points for All Semesters}}{\text{Cumulative Credit Calculated (CCC)}}$$

Semester 1

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

Semester 2

Course	Grade	Point Value	Credit	Point Value x Credit (Grade Point)
MFI12303	B	3.00	3	9.00
MIIT10202	B+	3.33	2	6.66
BMI10203	A	4.00	3	12.00
MSI10102	A	4.00	2	7.00
CTL10112	F	0.00	2	0.00
			12	35.66

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

EXAMINATION RULES AND REGULATIONS

19.0 COMMISSION OF AN ACADEMIC OFFENCE

19.1 Academic offence is actions which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community at an Institute of Universiti Kuala Lumpur.

19.2 There are two categories of academic offences.

19.2.1 Academic Misconduct

19.2.2 Examination Misconduct

19.3 The **Academic Misconducts** are as listed below, the list is however, not exhaustive.

19.3.1 **Plagiarism**

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

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

19.3.2 **Collusion**

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

19.3.3 **Fraud and forgery**

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

19.3.4 **Fabrication or misrepresentation**

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

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

19.3.5 **Abuse of Resources**

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

20.0 EXAMINATION RULES AND REGULATIONS

20.1 CONDUCT DURING EXAMINATION

BEFORE EXAMINATION

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

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

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

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

- 20.1.3 Be present outside the Examination Hall or venue at least fifteen (15) minutes prior to the commencement of the examination.
- 20.1.3.1 Empty their pockets and ensure that their pencil cases, calculator covers and any other receptacle(s) are clear of pieces of papers or notes (of any kind, regardless of their relevancy to the examination in question);
- 20.1.3.2 Only the Student ID Card and a clean, unmarked Exam Entry Slip are allowed into the hall, unless there are other references allowed by the Deputy Dean, Academic & Technology.
- 20.1.4 Enter the examination hall after the announcement made by the Chief Invigilator fifteen (15) minutes prior to the commencement of the examination. Candidates are required to enter the hall using the assigned entrance/s.
- 20.1.5 Candidates who arrived within the first thirty (30) minutes after the examination has commenced, will be allowed to take the examination. However, no additional time will be given to this candidate.
- 20.1.6 Candidates who arrived more than thirty (30) minutes after the examination has commenced **will not be allowed** to take the examination.
- 20.1.7 Candidates are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, 'programmable calculator', smartwatch, handbag, handphone, hand-held computer, earphones, any other blue-tooth enabled electronic devices, or devices or equipments.
- 20.1.8 If the items in 20.1.7 are allowed to be brought into the exam venue due to security reason, all items must be placed inside an A4 envelope provided and the envelope must be placed underneath the candidate's seat.
- 20.1.9 Candidates are not allowed to bring or consume food, drinks or smoke in the Examination Hall, except plain drinking water.
- 20.1.10 Upon taking their seats in the examination hall, all candidates are required to:

- 20.1.10.1 Check their pockets, pencil case, calculator cover and their persons to ensure that they have not mistakenly brought in items which are not allowed to be brought into the examination venue.

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

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

IN THE EXAMINATION HALL

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

- 20.1.11.1 Read and follow the instructions on the **COVER PAGE OF THE ANSWER BOOKLET** only, and other attachments, if any, provided as or part of the questions.
- 20.1.11.2 Fill-in particulars required on the cover page and in the examination attendance slip on the cover of the examination answer booklet and other information as required or as advised by the Chief Invigilator. Candidates are not permitted to write their names on the answer booklet or attachments
- 20.1.11.3 Stationery Item - Ensure that only pens, pencils and erasers are taken into the examination venue. Pencil cases must be put inside the envelope provided and placed underneath the candidates' seats.
- 20.1.11.4 Ensure that the correct question paper is supplied, with sufficient pages as stated before attempting to answer the questions.
- 20.1.11.5 Immediately inform the invigilators present in the event that the candidate has been supplied with an incorrect examination paper.

- 20.1.12 Candidates are warned not to tear of pages from the answer books or write on pieces of papers.
- 20.1.13 Candidates are strictly not allowed either to answer the questions before the announcement of the commencement of the examination or to continue writing after the announcement made by the invigilators on the expiry of the examination duration.
- 20.1.14 Candidates are not permitted to leave the examination hall within the first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.
- 20.1.15 Any form of communication among candidates as well as between candidates and other parties is strictly prohibited.
- 20.1.15.1 Candidate who wishes to communicate with invigilators may raise their hands.
- 20.1.16 Candidates are not permitted to render or receive any form of assistance on matters that pertain to the examination, when the examination is in progress, without the permission from the Chief Invigilator.
- 20.1.17 Candidates must adhere to the instructions of the Chief Invigilator or invigilators.
- 20.1.18 Candidates who fall ill or are not able to continue with the examination must inform the Invigilator.

END OF EXAMINATION

- 20.1.19 At the end of the examination period, the answer booklet cover sheet and/ or the answer scripts must be arranged and tied as instructed.
- 20.1.19.1 Candidates must ensure that their particulars are completed on the extra answer scripts or any other attachments submitted apart from the answer booklet(s). Do not write the candidates' name.
- 20.1.20 Blank, used and spoiled answer sheets and/ or answer booklet cover sheet are not allowed to be brought out of the examination hall.

- 20.1.21 Candidates to take all their belongings from the A4 size envelope provided, before leaving the exam venue.
- 20.1.22 Items that are loaned to students by the University for purpose of use during the examination must be returned to the invigilators at the end of the examination.
- 20.1.23 Candidates must remain seated in the examination hall unless allowed otherwise by the Invigilator.
- 20.1.24 Candidates must leave the examination hall in an orderly manner.

21.0 EXAMINATION MISCONDUCT

21.1 The University defines **examination misconduct** as:

Any attempt to obtain or give assistance during a formal academic assessment exercise or having an unauthorised material or mechanical or electronic device on one person within an assessment venue or ancillary area.

21.1.1 Where devices, including mobile phones and smartwatches, are permitted to be brought into an assessment venue, they must be switched off and placed in the container provided for this purpose.

The container must then be placed under the candidate's table, in full view of the invigilators before the start of the assessment and for the duration of the assessment."

21.2 Any offence committed under provision 21.3 shall be construed as a strict liability offence. Where the alleged act is stated as a strict liability offence, it need not be proven that the student has the intention (*mens rea*) to commit the offence. It is sufficient to adduce (from the situations) that the offence had occurred at the material time.

21.3 A student may be said to have committed a breach of the examination rules or regulations if he has committed any of these actions:

21.3.1 Possess any unauthorized materials or devices in or near the examination venue. These unauthorised materials or devices may include but are not limited to:

- (1) A bag, writing paper, books, manuscript or other than the specified material;

- (2) A mobile telephone or other communication devices;
 - (3) Any type of playback devices, digital media player, hand-held computer, blue-tooth enabled electronic devices and smartwatch;
 - (4) Any type of programmable calculators or devices with store memory capability. If permitted to be used, students are to clear the memories of programmable calculators or devices and remove them from calculator cases before taking them into the examination venue;
 - (5) Written or printed notes of any kind or size, regardless of its relevancy to the examination effected;
 - (6) Writing on any part of the body, (not being tattoo required by culture) or items of clothing;
 - (7) Writing on instruments or stationeries;
 - (8) Any type of playback device, digital media player, hand-held computer, blue-tooth-enabled electronic device, and smartwatch
- 21.3.2 Receiving or Giving or Possessing unauthorized materials during the conduct of the formal academic assessment exercise, regardless of their relevance to the examination questions
- 21.3.3 Referring and using any prohibited reference materials in or outside the examination venue during the examination.
- 21.3.4 Communicating to other candidates in or outside the examination venue when the examination is still in session.
- 21.3.5 Soliciting, obtaining, possessing, or distributing to another person an examination document prior to or subsequent to the administration of the examination in or outside the examination venue.
- 21.3.6 Altering or changing an examination or comparable document so as to mislead other users or the reader.
- 21.3.7 Substituting for, arranging for substitution by another student, or otherwise representing oneself as another person during an examination session or comparable circumstances.
- 21.3.8 The above list is not exhaustive and other instances of academic offence may occur. Their identification will require prudent review by the Academic Disciplinary Committee. The above definition and examples apply to all schools and institutes in Universiti Kuala Lumpur.

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

22.0 PENALTY

- 22.1 For **academic misconduct**, the penalty can be any one or a combination of two or more of the following penalties ranging from:

- a) Reprimand students in writing;
- b) Re-do of assignment with reduced marks;
- c) Award 0 mark for the student's work;
- d) Reduce 50% marks for student's coursework;
- e) Suspend for one semester;
- f) Expel from the University

- 22.2 For **examination misconduct** during examinations; if the student is found to have committed a breach of the examination rules and regulations, the student can be imposed with any of the following penalties

- (a) Reprimand, or
- (b) Grade 'F' for that particular course, or
- (c) Grade 'F' for that particular course and suspension from the University for one semester (long semester); or
- (d) Expel from the University.

- 22.3 If the penalty to be imposed is suspension or expulsion, the decision must be endorsed by the Senate.

The latest revision followed the endorsement by the University's Senate No. 129 (7/2023) (19 October 2023) and shall apply to all UniKL undergraduates' students in the diploma and bachelor degree programmes unless otherwise provided.

23.0 GENERAL ALLOCATIONS

- 23.1 Any mode and administrative procedure codes can be made to the University rules under this provision. Such modes and administrative procedures must be obeyed. However, the Senate reserves the right to make amendment to them from time to time as deemed necessary.
- 23.2 Provision to this rule is applicable to students entering Universiti Kuala Lumpur in the period this edition is enforced. However the University reserves the right to require that the application of the terms amended from time to time, for acceptable reasons.
- 23.3 President/Chief Executive can consider appeals on any regulations provided for herein and on his / her discretion allows for exemptions where appropriate.

This latest revision shall apply to all undergraduate students.

Appendix 2

Date:.....

The President/Chief Executive Officer
Universiti Kuala Lumpur

Dear Sir

STUDENT DECLARATION

I as named below declare that I:

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

Thank You.

Yours faithfully

.....
(signature)

Name :.....

Identity Card No:.....



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