

UNIVERSITI KEBANGSAAN MALAYSIA REGULATIONS



(UNDERGRADUATE STUDIES)
2024



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(UNDERGRADUATE STUDIES) 2024**

Revised edition 2024

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PART I

PRELIMINARY

Name and effective date

1. (1) These regulations may be cited as the Universiti Kebangsaan Malaysia (Undergraduate Studies) Regulations 2024.
- (2) These Regulations shall be deemed to come into force on the date approved by the Board.

Application

2. These Regulations shall apply to all students registered in any programme leading to the conferment of a Bachelor's Degree on or after the effective date of these Regulations.

Interpretation

3. In these Regulations, unless the context requires otherwise -

“Academic Management Responsibility Centre” refers to the entity managing academic affairs for Bachelor's Degree programmes;

“Academic Writing” refers to a dissertation or thesis completed to fulfill the requirements of a final project as stipulated by the Faculty;

“APEL.A” means Accreditation of Prior Experiential Learning for the purpose of Access/Admission to Higher Education Programmes;

“APEL.C” means Accreditation of Prior Experiential Learning for the purpose of awarding credits;

“APEL.Q” means Accreditation of Prior Experiential Learning for the purpose of awarding qualifications

“Appeals Committee” means a committee established to consider appeals against examination results;

“Assistant Registrar” means a University employee in the management and professional group under the administrative and support service classification, stationed in the administrative and academic service entities for students and entrusted with responsibilities as the head of that entity;

“Audit Course” means a course taken solely to enhance knowledge, the performance of which is not included in the overall score calculation for graduation purposes;

“CEFR” means The Common European Framework of Reference;

“CGPA (Cumulative Grade Point Average)” means the cumulative average grade points obtained for all semesters attended;

“Commercial Programme” refers to programmes such as executive education, PBJJ, and ODL offered by the Strategic Business Unit (SBU), such as the Centre for Shaping Advanced and Professional Education (UKMShape);

“Course” means a subject offered as part of the requirements of a study programme;

“Course Registration” means the process of students registering for specific courses in a study programme within the stipulated time period;

“Credit” means the workload value for one (1) credit hour, equivalent to learning hours or study time over one (1) semester;

“Credit Absorption Through Course Code Sharing” means credits earned from courses taken at the host institution, delivered and managed by one or more host institutions. The home institution is the one that awards the Degree, while the host institution refers to the collaborating institution offering the courses;

“Credit Transfer” means the transfer of credits awarded from one study programme to another, whether both programmes are within UKM or one of them is from an institution outside UKM;

“Credit Transfer With Grade” means a horizontal credit transfer for students currently within the system (still enrolled in their studies). The credits are counted towards the student's graduation credits, and the course grade is included in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA);

“Credit Transfer Without Grade” means vertical or horizontal credit transfer for students who are no longer within the system (graduated) or have achieved competency in the respective course, also referred to as credit exemption. The transferred course credits are included in the graduation credits, but the course grade is not included in the calculation of the GPA and CGPA;

“De facto adopted child” means a student who has been under the care, upbringing, financial support, and education of any individual or married couple for no less than two (2) years;

“Dean” means the head of a Faculty appointed by the Vice-Chancellor;

“Distance Learning Continuing Education” (PBJJ) means studies offered and pursued through distance learning at the University;

“Examination” means any method or form of assessment that allows marks or grades to be awarded for a course or a part of a specific course;

“Faculty” means any Faculty/Centre/Institute within the University that awards Degrees;

“Fees” means any fees and/or other payments imposed by the University on students for a specific programme;

“Gap Year” refers to a period during which a student takes a break from their studies for a minimum of one (1) semester and a maximum of one (1) academic calendar year to participate in volunteer and community service programmes such as the National Service Gap Year, Volunteer Gap Year, and General Gap Year. Students eligible to join the Gap Year programme are Malaysian citizens only;

“GPA (Grade Point Average)” means the average grade point obtained in one (1) semester;

“Grade” means the level or degree indicating a student’s achievement in a subject;

“Head of Programme” means an academic staff member appointed by the University to coordinate a specific programme.

“Horizontal Credit Transfer” means the transfer of credits from one (1) study programme to another at the same level of study, subject to Faculty approval;

“IELTS” means the International English Language Testing System offered by the British Council;

“Immediate family member” means a husband, wife, biological mother or legally adoptive mother, biological father or legally adoptive father, mother-in-law, father-in-law, biological child, legally adopted child, de facto adopted child, foster child, siblings, grandmother, or grandfather of the student;

“Leading Public University” refers to a Public University conducting Gap Year collaboration programmes with strategic partner organisations;

“Mainstream Programme” means programmes offered by the Department of Student Admission Management under the Ministry of Higher Education through the UPU System;

“Maximum duration of study” means the maximum number of semesters allowed to complete a study programme;

“MUET” means the Malaysian University English Test offered by the Malaysian Examinations Council.

“New student” means a student who has accepted an offer from the University but has not yet registered for the Study Programme.

“Non-Degree Student” means an external student registered with the University and taking one course or part of the courses from a study programme at the University but not leading to the award of any diploma or degree;

“ODL” means Open and Distance Learning, which refers to providing flexible educational opportunities in terms of access, freeing students from constraints of time and place, and involving the use of diverse delivery systems and learning resources;

“Post-secondary education” means education obtained after completing secondary school, including matriculation, foundation, college, and university college levels;

“Professional Body” means any body established under any written law for the purpose of regulating a profession and its qualifications, or any other body recognised by the Government;

“Professional Programme” means a programme subject to the requirements of a Professional Body;

“Posthumous Degree” means the awarding of a Bachelor's Degree to a student who is unable to complete their studies due to death, subject to the conditions stipulated in these regulations;

“Residency Period” means the duration of a student's presence (physical/non-physical) at the premises granting the qualification after enrolling in the study programme at the HEP;

“Semester” means the system of study based on a period determined by the Senate within an academic session;

“Semester Three (3) or Short Semester” means a short semester or a semester conducted according to the programme's requirements;

“Senate” means the Senate of Universiti Kebangsaan Malaysia;

“Session” means the academic year with dates determined by the Senate;

“Special Repeat Examination” means an examination conducted for students who only require one (1) course to graduate;

“Student” means a registered University student pursuing a Bachelor's Degree program at the University;

“Study Deferment” means a temporary period during which a student is allowed not to pursue studies.

“Study Programme” means the structure of a Bachelor's Degree programme in a specific field;

“TOEFL” means the Test of English as a Foreign Language offered by Educational Testing Services International;

“University” means Universiti Kebangsaan Malaysia.

“Vertical Credit Transfer” means the transfer of credits from one (1) study programme to another at a higher level of study, allowing students to avoid retaking equivalent courses previously completed at post-secondary institutions approved by the Faculty;

Abbreviations

No	Abbreviation	Meaning
1.	APEL	<i>Accreditation of Prior Experiential Learning</i>
2.	APEL.A	<i>Accreditation of Prior Experiential Learning (Access)</i>
3.	APEL.C	<i>Accreditation of Prior Experiential Learning (Credit)</i>
4.	APEL.Q	Accreditation of Prior Experiential Learning (Academic Qualification)

5.	MQA	Malaysian Qualification Agency
6.	NGMP	Nilai Gred Mata Pelajaran (Subject Grade Value)
7.	CGPA	Cumulative Grade Point Average
8.	HEP	Higher Education Provider
9.	SPM	Sijil Pelajaran Malaysia (Malaysian Certificate of Education)
10.	STAM	Sijil Tinggi Agama Malaysia (Malaysian Higher Religious Certificate)
11.	STPM	Sijil Tinggi Persekolahan Malaysia (Malaysian Higher School Certificate)
12.	TVET	Technical and Vocational Education and Training
13.	UAP	Universiti Awam Peneraju (Leading Public University)

PART II

ADMISSION

Admission Requirements

4. General Requirements

Candidates wishing to pursue a Bachelor's Degree programme at the University must fulfill the following general conditions:

(1) Basic Academic Requirements

(a) Basic Education Certificate

Candidates must pass the Malaysian Certificate of Education (SPM) examination or its equivalent with a credit in the Malay Language or a credit in the Malay Language July Paper and a pass in History.

or:

For international candidates, they must have completed 12 years of education at the primary and upper secondary school levels;

and:

(b) Sijil Tinggi Persekolahan Malaysia (STPM)

Candidates must pass the STPM examination with a minimum Cumulative Grade Point Average (CGPA) of 2.00 and a Grade C in three (3) subjects, including General Studies;

or:

(c) Matriculation/Foundation Certificate

Candidates must pass Matriculation/Foundation studies with a minimum CGPA of 2.00

or:

(d) Sijil Tinggi Agama Malaysia (STAM)

Candidates must pass STAM with at least the grade of Jayyid;

or:

(e) Diploma/Equivalent

Candidates must possess a Diploma qualification, or other qualifications recognised as equivalent by the Government of Malaysia and approved by the Senate. Candidates with a TVET diploma must have a Malaysian Skills Diploma (DKM), Malaysian Advanced Skills Diploma (DLKM), or Malaysian Vocational Diploma (DVM) recognised as equivalent by the Government of

Malaysia and approved by the Senate (special programme requirements based on the type of programme offered by the Faculty).

or:

- (f) Passed STPM in the previous year with a minimum Grade C (NGMP 2.00) in three (3) subjects, including General Studies;

or:

- (g) Passed Matriculation in the previous year with a minimum CGPA of 2.00;

or:

- (h) Graduates of Pre-University at the Malaysian Sports School/GCE A-Level/International Baccalaureate Diploma/Australian Matriculation (AUSMAT) and other qualifications recognised as equivalent by the Government of Malaysia and approved by the Senate;

or:

- (i) For international candidates, they must possess a Senior High School Certificate (such as Higher Secondary Certificate, Senior Secondary School Graduation Certificate, Tawjihyah, Ijazah Sekolah Menengah Atas, or High School Diploma);

and:

- (j) Malaysian University English Test (MUET).

Candidates must achieve at least Level 1.0 (Band 1.0) in MUET for results obtained starting from Session 1 of 2021, or Level 1 (Band 1) for results from 2020 and earlier;

and:

Candidates must meet the specific MUET requirements for entry into the relevant study programme approved by the Senate;

or:

For international candidates or Malaysian candidates with international qualifications, they must fulfill the minimum English language proficiency requirements for admission to specific study programmes, based on scores in English competency tests approved by the Senate as stated in Table 1.

- (k) Candidates may be granted exemptions from English competency requirements as stipulated by the programme or in programme standards by the Malaysian Qualifications Agency (MQA) if:

- (i) The candidate is an international applicant from a country where English is the official language;

or:

- (ii) The candidate uses academic qualifications from institutions where English is fully used as the medium of instruction;

or:

- (iii) The candidate holds other qualifications recognised by the Senate.

and:

- (l) Other qualifications

Candidates must meet the specific entry requirements for the relevant study programme approved by the Senate.

(2) Other Admission Requirements

- (a) Candidates must also:

- (i) take any test and attend interviews as determined by the Senate to assess their eligibility to enroll in courses at the University;
- (ii) generally demonstrate that they are at least seventeen (17) years old on the first day of the academic year during the application for admission to the University;
- (iii) provide evidence in the form provided by the University or other relevant documents that they are in good health and capable of pursuing their studies at the University;

and:

- (iv) meet any other requirements prescribed by the Senate from time to time.

- (3) Notwithstanding the requirements stated in sub-regulations 4(1) and 4(2), in certain circumstances, admission of candidates to a Faculty is subject to the recommendation of the Faculty and the approval of the Senate;

- (4) Admission to any Faculty does not necessarily mean that a candidate is permitted to independently choose their field of specialisation within a specific study programme offered by the Faculty, even if there are specific requirements set. The allocation of students to fields of specialisation is determined at the discretion of the Faculty. However, priority for admission to certain fields of specialisation depends on the requirements set by the Faculty, subject to coordination at the University level.

- (5) Notwithstanding the provisions of regulation 4, the Senate may establish additional special requirements for admission to each study programme.

Admission Requirements for the APEL Pathway

5. General Conditions

Candidates wishing to pursue a Bachelor's Degree programme through the APEL pathway at Universiti Kebangsaan Malaysia must fulfill the following general conditions: -

(1) Basic Requirements

(a) APEL Pathway

A valid APEL.A Certificate for MQF Level 6 (Bachelor's Degree) or admission through the APEL.Q pathway meeting the entry requirements for MQF Level 6 (Bachelor's Degree);

(b) Malaysian University English Test (MUET)

Candidates must achieve at least Level 1.0 (Band 1.0) in the Malaysian University English Test (MUET) for results obtained starting from Session 1 of 2021 or Level 1 (Band 1) for results from 2020 and earlier;

and:

Candidates must meet the specific MUET requirements for admission to the relevant study programme as approved by the Senate;

or:

(c) For international candidates or Malaysian candidates with international qualifications, they must fulfill the minimum English language proficiency requirements for admission to specific study programmes based on English competency test scores approved by the Senate, as outlined in Table 1.

(d) Candidates may be granted exemptions from English competency requirements as stipulated by the programme or in the programme standards by the Malaysian Qualifications Agency (MQA) if: -

(i) The candidate is an international applicant from a country where English is the official language;

or:

(ii) The candidate uses academic qualifications from institutions where English is fully used as the medium of instruction;

or:

(iii) The candidate holds other qualifications recognised by the Senate.

(2) Other Requirements

Candidates must also: -

- (a) take any tests and attend interviews as determined by the Senate to assess their eligibility to enroll in courses at the University;
 - (b) provide evidence in the form provided by the University or other relevant documents that they are in good health and capable of pursuing their studies at the University;
 - (c) meet any other requirements prescribed by the Senate from time to time.
- (3) Admission of candidates to a Faculty is subject to the discretion of the Senate. Notwithstanding the requirements stated in sub-regulations 5(1) and 5(2), in certain circumstances, admission of candidates to a Faculty is subject to the recommendation of the Faculty and the approval of the Senate;
- (4) Admission to any Faculty does not necessarily mean that a candidate is permitted to independently choose their field of specialisation within a specific study programme offered by the Faculty, even if there are specific requirements set. The allocation of students to fields of specialisation is determined at the discretion of the Faculty. However, priority for admission to certain fields of specialisation depends on the requirements set by the Faculty, subject to coordination at the University level;
- (5) Notwithstanding the provisions of regulation 5, the Senate may establish additional special requirements for admission to each study programme.

PART III
STUDENT REGISTRATION

Registration of New Students

6. (1) Candidates who have been admitted must register within the period specified by the University.
- (2) Candidates are not allowed to register after the fourth (4th) week of the semester unless for reasons approved by the Faculty.
- (3) Notwithstanding the period specified under sub-regulations 6(1) and 6(2), candidates may apply to defer registration as provided in regulation 7.

Deferment of Registration for New Students

7. (1) Candidates who have been admitted but have not registered due to illness or other issues that may affect their studies are allowed to defer their registration as students.
- (2) All applications for deferral of registration must be submitted in writing to the relevant Academic Management Responsibility Centre no later than two (2) weeks from the start date of the academic session.
- (3) The maximum period allowed for deferral of registration is two (2) semesters, except for health-related reasons. This period will not be counted as part of the maximum allowable study duration.
- (4) Candidates are required to pay a processing fee for the deferral application. Candidates who are granted a deferral of registration are not considered registered students and are not entitled to use any facilities provided by the University.
- (5) Candidates who have been admitted but fail to comply with the period specified under sub-regulation 7(2) will be considered to have declined the offer, and the offer will be deemed void.

Registration for Existing Students

8. (1) Existing students must register within the period specified at the start of each semester/session.
- (2) Existing students who do not register within four (4) weeks after the commencement of the semester/session without obtaining written approval to defer their studies from the Dean of the Faculty as outlined in sub-regulation 11 will be given the status of "Dismissed due to failure to register".
- (3) Students who have been terminated under sub-regulation 8(2) may appeal in writing to the Dean of the Faculty to resume their studies, provided the period of non-registration does not exceed two (2) consecutive semesters. Students will be subject to a processing fee and a late registration penalty as determined by the University.
- (4) The period of non-registration stated in sub-regulation 8(3) will be considered as a period of Study Deferment and will be subject to the allowable deferment duration.

Registration for Gap Year Programme

9. (1) A student may apply to participate in the Gap Year programme, subject to meeting the criteria or requirements set by the Leading Public University (UAP) or the relevant agency;
- (2) Students must submit their application to the Dean of the Faculty to participate in the Gap Year programme. Applications can only be made once, after one (1) year of study at the university. The maximum duration allowed is not more than one (1) academic calendar year.
- (3) The period of involvement in the Gap Year programme will not be counted as part of the study period or as a period of study deferment.
- (4) A student who has been approved to participate in the Gap Year programme is not allowed to defer the ongoing Gap Year programme except for reasons approved by the Dean of the Faculty. However, students may defer their involvement in the Gap Year programme to the following semester if they have not yet registered for the programme and registration is still open, subject to approval.
- (5) A student may withdraw from the Gap Year programme after registration or while participating in the programme by providing written notice to the UAP and the relevant agency. Students who withdraw after registering or during participation in the Gap Year programme will not be considered for future participation in the Gap Year programme.
- (6) Students may also be terminated from the Gap Year programme if they violate the rules and regulations set by the University and the agency.

Consideration for Not Registering in a Semester

10. (1) A student may apply not to register for a particular semester, provided the application is made in writing to the Dean of the Faculty with reasons, subject to the Faculty being satisfied that the reasons will affect the student's ability to study during that semester.
- (2) Students who have been medically confirmed to be six (6) to seven (7) months pregnant at the time of registration are advised not to register for that semester.
- (3) The period of non-registration under regulation 10 will be counted as a period of Study Deferment and is subject to the allowable deferment duration.

Deferment of Study

11. (1) Students may apply to defer their studies for reasonable causes, and the deferment period will not be counted as part of the maximum allowable study duration.
- (2) The minimum allowed deferment period is one (1) semester, and it may not exceed two (2) consecutive semesters except for health reasons. The maximum allowable deferment period is four (4) semesters, except for health-related reasons.
- (3) For ODL (Open and Distance Learning) programmes, the deferment period may not exceed three (3) consecutive semesters, except for health reasons. The maximum

allowable deferment period is four (4) semesters for ODL programmes, except for health-related reasons.

- (4) For deferment applications based on health reasons, certification from a Government/University Medical Officer, a Medical Officer from the University's Panel Clinic, a Clinical Psychologist, or a Government/University-certified Counselor is required. Certification from a Medical Officer at a Private Hospital/Clinic and others may be considered in specific cases if the student has already received treatment from the respective certified Medical Officer, Clinical Psychologist, or Counselor. If there is doubt regarding the certification issued by a Medical Officer from a Private Hospital/Clinic, the Faculty may request the student to obtain verification from a Government/University Medical Officer, Clinical Psychologist, or certified Government/University Counselor. For mental health cases, permission to re-register is subject to certification by the respective Private Hospital/Clinic Medical Officer confirming the student's ability to resume studies.
- (5) Students facing issues other than those stated under sub-regulation 11(4) may also be granted study deferment, subject to the Faculty being satisfied that the issue will affect the student's studies during that semester.
- (6) Deferment applications for students who have not registered must be submitted within four (4) weeks from the start date of the semester. For students who have registered, applications must be submitted by the 10th week. Applications after the 10th week will not be considered, but the student must apply to defer the examination, except for health reasons.
- (7) Students who fail to apply for deferment or do not comply with the stipulated period will be given the status of "Dismissed due to failure to register".
- (8) All applications for study deferment must be made in writing to the Dean of the Faculty within the stipulated time and endorsed by the Faculty Meeting. The decision made by the Faculty Meeting is final.
- (9) For international students, the University will process the cancellation of their Student Pass, and they will be required to return to their home country.

Special Deferment of Study

12. (1) Candidates who have been offered admission but have yet to register and existing students may apply for a special study deferment. This special deferment will not be counted towards the allowed semesters for deferment as stated under sub-regulations 11(2) and 11(3).
- (2) The conditions for students to be eligible to apply for special deferment are as follows:
 - (a) entry restrictions into Malaysia imposed by the Government of Malaysia;
 - (b) exit restrictions from the home country due to war or disease outbreaks; or
 - (c) unforeseen and uncontrollable disasters/crises.
- (3) All applications for special study deferment must be made in writing to the Dean of the Faculty within four (4) weeks from the start date of the semester, accompanied by

relevant evidence to fulfill the criteria stated in sub-regulation 12(2). The maximum deferment period allowed is two (2) semesters throughout the study duration.

Suspension of Study

13. Students may be suspended from their studies if charged with a criminal offense and may be subjected to suspension if convicted of the related offense for a duration determined by the Disciplinary Authority. Students are not entitled to a refund of tuition fees, including University fees, and are not eligible to use any facilities provided by the University throughout the suspension period.

Student Status

14. Student status is as follows-

- (1) Students will be given active status subject to the following conditions-

- (a) registering as a student with the University to pursue a study programme on the specified date;
- (b) settling tuition fees no later than the specified date; and
- (c) registering for courses specified in the study plan for the relevant semester within the designated period.

- (2) Students will be given inactive status if-

- (a) subjected to suspension or expulsion from the University by the Disciplinary Authority;
- (b) defer their studies; or
- (c) are approved for non-registration.

- (3) Students will lose their status as a student if-

- (a) they withdraw from their studies;
- (b) they are given the status "Dismissed due to failure to register" under sub-regulations 8(2) and 11(7);
- (c) they are given the status "Failed and Terminated";
- (d) they are given the status "Terminated Due to Disciplinary Action".

- (4) Students with inactive status or who have lost their status as a University student are not entitled to receive or use University facilities provided to students until they are approved for re-registration after the respective period.

- (5) The decision to withdraw from studies, once approved by the University, is final.

Payment

15. (1) Students must settle all payments to the University at the beginning of each semester throughout the duration of their studies.
- (2) Students who fail to settle any payments under sub-regulation 15(1) may–
 - (a) have their examination results withheld;
 - (b) be prohibited from registering for the following semester; and
 - (c) be subjected to any other actions determined by the University.

PART IV

STUDY

Types of Registration

16. (1) Subject to the Senate and the availability of study programmes, the types of registration for Bachelor's Degree programmes are as follows:

(a) Full-time, or

(b) Part-time.

(2) Students are allowed to choose whether to pursue their study programme on a full-time or part-time basis, subject to programme availability. The study duration is calculated from the date of the first registration until the completion of the programme.

(3) Students may apply to the Faculty to change their registration status from full-time to part-time or vice versa, subject to the following conditions:

(a) The application can be made only once throughout the study duration; and

(b) The application must be submitted in writing to the Dean of the Faculty within two (2) weeks from the start date of the semester.

(4) Notwithstanding anything to the contrary, sub-regulations 16(2) and 16(3) shall not apply to changes in the type of registration from a Commercial Program to a Mainstream Program.

(5) International students must register for and pursue all study programmes on a full-time basis only, starting from the date of their first registration until the completion of their study.

(6) Expatriates working in Malaysia are allowed to pursue part-time studies, subject to the following regulations:

(a) The expatriate resides in Malaysia under an Employment Pass;

(b) The expatriate must apply to the Malaysian Immigration Department for permission to study under the Employment Pass before registering as a part-time student;

(c) If the expatriate's employment contract ends or is terminated for any reason, the expatriate must apply for a Student Pass from the Malaysian Immigration Department and switch to full-time study;

(d) Any changes are subject to the regulations of the Malaysian Immigration Department, as updated from time to time.

Study Duration

17. (1) Students must pursue their Bachelor's Degree courses, starting from the date of their first registration, to obtain the Bachelor's Degree as follows:

- (a) at least six (6) semesters and no more than ten (10) semesters for a three (3)-year study programme;
 - (b) at least seven (7) semesters and no more than twelve (12) semesters for a four (4)-year study programme;
 - (c) at least five (5) sessions and no more than seven (7) sessions for the Doctor of Medicine and Doctor of Dentistry study programmes;
 - (d) the Semester Three (3) or Short Semester is not included in determining the maximum number of semesters allowed for study, except for ODL Programs;
 - (e) for programmes offered through ODL, students must pursue the Bachelor's Degree programme for no less than nine (9) semesters [three (3)-year programme] and no more than three (3) times the minimum number of semesters as specified in the curriculum structure set by the Faculty, calculated from the date of the first registration to obtain the Bachelor's Degree;
 - (f) for Professional programmes, the minimum and maximum duration shall be subject to the requirements of the professional body; and
 - (g) for programmes offered through the APEL.Q pathway, students must pursue the Bachelor's Degree programme within the maximum duration set by MQA.
- (2) For students approved for credit transfer, the minimum duration required to complete the Bachelor's Degree programme is subject to the following conditions/criteria:
- (a) the number of credits exempted;
 - (b) a minimum residency period of one (1) semester; and
 - (c) students fulfill the total credit requirements of their study programme, except for programmes specified otherwise by a professional body.

Extension of Study Duration

- 17A.(1) A student who has reached the maximum study duration and still does not meet the graduation requirements will be assigned the status "End of Study Period".
- (2) After reaching the maximum study duration, the student may apply for an extension of study duration for two (2) semesters in writing to the Faculty within four (4) weeks after being assigned the status "End of Study Period".
 - (3) Notwithstanding the period specified under sub-regulation 17A.(2), the student may apply for an additional two (2) semesters within four (4) weeks after being assigned the status "End of Study Period," subject to Senate approval.
 - (4) If the student does not apply within four (4) weeks after the official examination results are announced, the student will be terminated from the University under the status "End of Study Period" without further notice, and no appeal will be considered.
 - (5) Students are allowed to defer their studies during the extended study period, subject to the conditions for deferment of studies stated in Regulation 11.

Study Structure

18. (1) Course Components

Students must take courses consisting of University Compulsory Courses, Core Courses, Electives, and Audit Courses.

(2) Courses

Students are required to take courses as specified below-

(a) University Compulsory Courses, which are general courses prescribed by the University and mandatory for all students, namely:

- (i) Compulsory Citra Courses
- (ii) Interdisciplinary Citra Courses (C1 to C6)

(b) The total credit hours for University Compulsory Courses are as stated in Table 2.

(c) Core Courses, which are discipline-specific courses required for students, including Faculty Compulsory Courses, Department Compulsory Courses, Clinical Compulsory Courses, and others as determined by the Faculty.

(d) Elective Courses, which are other courses that students can choose to take such as the following:

- (i) Field Electives: Courses related to the field of study
- (ii) Free Electives: Courses outside the field of study

(e) Audit Courses, which are courses taken solely to enhance knowledge and their performance is not included in the overall score calculation for graduation requirements.

(3) Total Credits

Students are required to complete the course credits specified by their study programme or any other number of credits determined by the Senate.

Academic Writing

18A. (1) In preparing an academic writing, students must adhere to the following requirements:

- (a) the academic writing must be written in Malay; and
- (b) the student must not submit an academic writing that has already been submitted to the University or other universities but may include portions of such work, provided that the included portions are clearly referenced;

(2) Notwithstanding the above, scholarly writing may be written in English for international students.

Residency Requirement

19. Students must be physically or virtually present on campus after registration, subject to the requirements of their study programme.

PART V
COURSE REGISTRATION

Course Registration

20. (1) Course registration must be completed within two (2) weeks from the start of each semester. Students who fail to register by the fifth (5th) week without the approval of the Dean of the Faculty for valid reasons will be assigned the status "Dismissed due to failure to register". Course registration must comply with the conditions set by the Faculty. Registration for Semester Three (3) or the Short Semester is optional. However, for ODL Programs, registration for Semester 3 is mandatory
- (2) Students are required to register for no fewer than 12 credits and no more than 20 credits per semester. Registration for fewer than 12 credits or more than 20 credits is only allowed with the approval of the Dean of the Faculty. Notwithstanding this, the Faculty may determine the minimum and maximum number of credits per semester subject to the requirements of the Study Program/Professional Body.
- (3) For Semester Three (3) or the Short Semester, students are required to register for at least one (1) course and no more than three (3) courses or a number approved by the Faculty.
- (4) For ODL programmes, students registered in full-time mode are required to register for no more than 16 credits and no fewer than 11 credits. Meanwhile, students registered in part-time mode are required to register for no more than 10 credits. Registration exceeding 16 credits or fewer than 11 credits for full-time mode and exceeding 10 credits for part-time mode is only allowed with the approval of the Dean of the Faculty.
- (5) For Distance Learning Continuing Education (PBJJ), the number of credits to be registered is subject to the requirements of the study programme. Credit registration that does not meet the minimum and maximum credit requirements must be approved by the Dean of the Faculty.
- (6) For Professional Programs, the number of credits to be registered is subject to the requirements of the Professional Body as approved by the Senate.
- (7) Early course registration is mandatory for all students, except for students in the Faculty of Medicine, Faculty of Dentistry, and ODL programmes. Students who fail to complete early registration within the stipulated period will be subject to a fine.

Amendment of Course Registration

21. Amendments to course registration include -

(a) Adding courses

Adding courses can be done within the first two (2) weeks of each semester. For Semester Three (3), candidates are not allowed to add courses after the semester begins, except for ODL programmes.

(b) Dropping courses

- (i) Dropping registered courses can be done within the first four (4) weeks of each semester. For Semester Three (3), candidates are not allowed to drop courses, except for ODL programmes.
- (ii) The process of dropping courses must adhere to the minimum and maximum credit hour requirements for each semester as stated in Regulation 20.

(c) Withdrawing from courses

- (i) Students may withdraw from a course during the fifth (5th) to the eighth (8th) week of the semester. The course will not be included in the calculation of the Grade Point Average (GPA) and will be assigned the TD (Withdrawn) grade.
- (ii) For Semester Three (3) or the Short Semester, students are allowed to withdraw from courses until the fifth (5th) week, except for ODL programmes, where withdrawal is allowed until the eighth (8th) week of Semester 3, and the TD grade will be assigned.

(d) Changing course status

- (i) Applications for changing the status of a course must be approved by the Faculty that owns the course.
- (ii) Applications for changing the status of a course to audit status (U) must be submitted no later than the fourth (4th) week of the semester in which the course is registered.

Credit Transfer

22. (1) Credit Transfer with Grades refers to horizontal credit transfer for students who are still within the system (currently enrolled). The credits are counted towards the student's graduation credits, and the course grades are included in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- (2) Credit Transfer without Grades refers to vertical or horizontal credit transfer for students who are no longer within the system (graduates) or have achieved competency in the relevant course, also referred to as credit exemption. The transferred course credits are counted towards graduation credits, but the course grades are not included in the calculation of the GPA and CGPA.
- (3) Students seeking credit transfer must submit an official application to their respective Faculty Dean or an authorised representative of the Dean no later than the fourth (4th) week of the first semester of Year 1.
- (4) Credit transfer applications must be approved by the Faculty Meeting after receiving the recommendation of the designated special committee.
- (5) Courses that have been approved for credit transfer cannot be withdrawn by the student.
- (6) The decision on a student's credit transfer application will be communicated by the Faculty.

Vertical Credit Transfer

23. Vertical credit transfer may be granted to students from post-secondary institutions based on appropriate subject mapping if the following conditions are met–

- (a) The credits transferred must not exceed 30% of the total credits for a specific programme. For diploma graduates (Level 4, Malaysian Qualifications Framework), credit transfer may be granted up to a maximum of 50%;
- (b) Students must achieve a grade of no less than C or its equivalent. For diploma graduates (Level 4, Malaysian Qualifications Framework), they must achieve at least grade C or its equivalent ($\leq 30\%$) and grade B or its equivalent (31–50%);
- (c) The learning outcomes and/or content of the course must align with at least 80% of the corresponding courses at the University;
- (d) The difference in credit magnitude for the transfer must not exceed 10% of the equivalent course offered at the University. Since credit definitions may vary between institutions, credit magnitude comparison may be conducted using the Student Learning Time (SLT). If SLT cannot be determined, the total credits required for programme completion may be used for comparison;
- (e) The transferred credits must be from a programme accredited by the Malaysian Qualifications Agency (MQA), an authorised professional body, or a quality assurance agency in the respective country;
- (f) Transferred credits will count towards graduation requirements but will not be included in the calculation of the Grade Point Average (GPA) for the semester or the Cumulative Grade Point Average (CGPA);
- (g) Credits requested for transfer must have been earned no more than five (5) years prior to the date of the credit transfer application.

Horizontal Credit Transfer

24. Horizontal credit transfer may be granted to students who change study programmes from inside or outside the University and/or students participating in mobility programmes, subject to the following conditions–

- (a) The learning outcomes and/or course content mapped between both programmes must have at least 80% similarity.
- (b) Students applying for credit transfer for a particular course must have achieved a grade of no less than C.
- (c) Credits requested for transfer must have been earned no more than five (5) years prior to the date of the credit transfer application.
- (d) There is no limit on the number of credits transferable; however, students are subject to a minimum residency period of one (1) semester for the purpose of credit transfer.

Credit Transfer for APEL.C Qualification

25. (1) Credits awarded through APEL.C are in the form of credit transfer and do not involve grade transfer. However, credits awarded for APEL.C will be counted towards the total credit requirements for graduation;
- (2) The maximum percentage of credit transfer through APEL.C is 30% of the total graduation credits for a particular study programme. This percentage is in addition to the provisions for credit transfer based on the Credit Transfer Policy by MQA and the existing Teaching and Learning Policy of UKM.
- (3) Credits awarded for a particular course are applicable only to the course for which they are applied. The awarded credits are not automatically applicable to prerequisite courses for that course (if any).
- (4) Project-based courses, such as academic projects and dissertations, are not eligible for credit award through APEL.C.
- (5) Credit awards for APEL.C in professional programmes may be considered subject to the approval/agreement of the relevant professional body. Applications to the professional body for the implementation of APEL.C for related study programmes are managed by the Faculty. The Faculty must notify the APEL Unit of the professional body's approval/agreement for the purposes of reference, dissemination, and student application processing.

Credit Absorption through Course Code Sharing

26. (1) Students may apply for credit absorption by submitting an official application to their respective Faculty Dean or an authorised representative of the Dean for courses that have been approved and registered by the Faculty;
- (2) Applications for Credit Absorption through Course Code Sharing that may be considered include:
- (a) one of the programmes is from outside of UKM; and
- (b) the student participates in a student exchange programme (mobility programme) at another institution (higher education institution/industry/government agency/community organisation) either locally or abroad; or
- (c) the student takes specific courses at another institution (higher education institution/industry/government agency/community organisation) either locally or abroad.
- (3) The conditions for credit absorption involving course grade equivalency are as follows:
- (a) Students seeking credit absorption for a course must achieve a PASS grade;
- (b) If the collaborating institution uses the ACTS (ASEAN Credit Transfer System), UCTS (UMAP Credit Transfer System), or ECTS (European Credit Transfer System) for awarding course grades and the actual grade information is

unavailable, grade absorption can be made based on the student's achievement in the course taken; or

- (c) Grade absorption may be made based on absolute marks, by considering the equivalency of the full pass mark at the collaborating institution and the pass mark at UKM;
 - (d) Since the definition of credit may vary between institutions, credit magnitude comparison can be conducted using Student Learning Time (SLT). If SLT cannot be determined, the total credits required for graduation may be used for comparison. For example, if a collaborating institution requires 200 credits for graduation while UKM requires 120 credits for an equivalent programme, 1 UKM credit is equivalent to 1.67 credits at the collaborating institution;
 - (e) The validity period for absorbed credits is five (5) years;
 - (f) Absorbed credits must be from programmes accredited by the Malaysian Qualifications Agency (MQA), an authorised professional body, or a quality assurance agency in the respective country, and approved by the Senate.
- (4) The grade for credit absorption must be approved by the Faculty Meeting and the Examination Committee Meeting.
 - (5) Grades for Credit Absorption through Course Code Sharing are included in the calculation of the Cumulative Grade Point Average (CGPA) and as part of the total credits for graduation, subject to programme requirements.
 - (6) Courses approved for credit absorption cannot be withdrawn by the student.

Registration for Semester Three (3) or Short Semester

27. (1) Semester Three (3) or Short Semester may be conducted if-

- (a) offered by the Faculty in any year of study; or
 - (b) a study programme is permitted to conduct Semester Three (3) or Short Semester.
- (2) Semester Three (3) or Short Semester shall commence after the conclusion of the Final Examination for Semester Two (2) in each academic level and shall run for eight (8) weeks or a duration approved by the Senate. This includes the Final Examination and there shall be no Mid-Semester Break nor Revision Week. For ODL programmes, Semester Three (3) is considered a regular semester, as ODL programmes consist of three (3) semesters of equal duration within one academic year.
 - (3) For Semester Three (3) or Short Semester, students are required to register for at least one (1) course and no more than three (3) courses, or a number of courses approved by the Faculty.
 - (4) Course registration for Semester Three (3) or Short Semester must be completed within the stipulated period.

- (5) Students are not allowed to add/drop courses during Semester Three (3) or Short Semester. However, students may withdraw from courses until the end of the fifth (5th) week or the eighth (8th) week as stated in sub-regulation 21(c). Withdrawn courses will be recorded as "Withdrawn" (TD).

Registration for Repeat Courses

28. (1) The registration of repeat courses by students is subject to the following conditions:
- (a) The student is still within the allowable study duration;
 - (b) Students who fail a course must register for the repeat course as required by the study programme or register for an equivalent course as specified by the study programme requirements;
 - (c) Students who achieve a grade C- or below in a course may register for the repeat course as required by the study programme or register for an equivalent course as specified by the study programme requirements;
 - (d) Applications for repeat courses may be made until the maximum duration of the study programme is reached; and
 - (e) For the Faculty of Medicine, Faculty of Dentistry, and Faculty of Pharmacy, applications for repeat courses may be made subject to the respective faculty's regulations.
- (2) The calculation of the Cumulative Grade Point Average (CGPA) for repeated courses will only consider the most recent grade obtained.

Change of Study Program

29. The University may consider a student's application to change their study programme subject to the following condition:-
- (a) The student must have registered for their original study programme;
 - (b) The application must be submitted to the Deans of both Faculties within two (2) weeks after the semester begins. Applications submitted after this period will not be processed;
 - (c) The change of study programme is subject to the conditions set by the Faculty.
 - (d) The change of programme may involve study programmes within the same Faculty or across different Faculties;
 - (e) A change of study programme is allowed only once during the entire duration of study. However, for international students, the application is subject to the regulations of the Malaysian Immigration Department;
 - (f) Students approved for a change of study programme within the University may apply for credit transfer within the first year of the programme change, subject to Regulation 22 and the conditions set by the Faculty;

- (g) The study period prior to the change to the new programme will not be counted as part of the maximum allowable study duration and is subject to the normal study duration of the new programme to qualify for a Degree.
- (h) The Cumulative Grade Point Average (CGPA) from the original programme will not be carried over or calculated in the new programme.
- (i) Students who receive a “Failed and Terminated” status for the first time and are approved for an appeal to continue their studies are eligible to apply for a change of study programme, subject to sub-regulation 29(e). However, horizontal credit transfer applications are not permitted.
- (j) Students enrolled in a conventional study programme are not allowed to apply for a transfer to an ODL (Open and Distance Learning) mode and vice versa. However, a transfer between study modes within the same programme managed by the same Academic Management Responsibility Centre is allowed, subject to the approval of the Responsibility Centre.
- (k) The University reserves the right to reject a student’s application for a change of study programme if the application does not meet all stipulated conditions. All decisions on programme change applications are final.

PART VI
EXAMINATIONS AND ASSESSMENTS

Final Examination

30. (1) Storage of Examination Answer Scripts

- (a) All students' answer scripts for any University examination must be securely stored by the Faculty for a minimum period of six (6) months after the announcement of the official examination results.
- (b) For appeals made by students regarding examination results, the relevant answer scripts must not be destroyed until the Faculty has confirmed the result of the re-evaluation.
- (c) Subject to sub-regulation 30(1)(b), all examination answer scripts must be destroyed after at least six (6) months.

(2) Examination Requirements

- (a) A student will not be allowed to sit for the examination of a course if the Dean of the Faculty certifies that the student has -
 - (i) failed to attend at least 70% of the course requirements as determined by the Faculty or in accordance with the programme requirements approved by the Senate; or
 - (ii) failed to attend at least 80% of the course requirements for ODL programmes.
- (b) The Faculty must notify the student at least one (1) week before the examination week begins that the student is barred from taking the final examination for the relevant course.
- (c) Notwithstanding the above, the Senate may determine any methods and procedures for conducting an examination.

Postponement of Examinations

31. (1) The postponement of final examinations may be permitted under the following circumstances:

- (a) Students may apply for the postponement of the final examination for a course, and the application must be made before the examination is conducted by submitting a written request to the Dean of the Faculty along with the relevant documents/letters;
- (b) Students experiencing health issues or natural disasters during the final semester examination must apply to the Dean of the relevant Faculty to postpone the examination. The application must be made before the examination takes place or within 48 hours after the examination has been conducted;

- (c) Applications related to health issues must include a confirmation letter from a University Medical Officer or a Government Hospital. Applications related to natural disasters must include a confirmation letter from the Police, Village Head, or Local Authority.
 - (d) In the event of the death of an immediate family member, the application must be accompanied by a copy of a valid death certificate;
 - (e) Applications for postponement submitted after the period specified under sub-regulation 31(1)(b) and/or for reasons other than those stated under sub-regulations 31(1)(c) or 31(1)(d) must be supported by strong justification and are subject to Faculty approval;
- (2) Parents or next of kin of a student facing critical health issues during the final examination may apply on behalf of the student by providing certification from a University Medical Officer or a Government Hospital to the relevant Faculty within a reasonable timeframe.
 - (3) If the application is approved, the student will be given the status of "Postponed Examination (TP)" for the respective course.

Replacement Examination

- 32. (1) For postponements under Regulation 31, the date of the replacement examination will be determined by the Faculty, taking into account the circumstances of each case.
- (2) If a student is still unable to attend the replacement examination on the scheduled date without a valid reason, the student will be assigned an appropriate grade in accordance with the requirements of the respective course.

Re-Examination

- 33. The University reserves the right to conduct a re-examination for any course at any time in the event of an examination question leak or for other reasons deemed reasonable by the University.

Special Repeat Examination

- 34. (1) A Special Repeat Examination may be conducted for final semester students who require only one (1) course to graduate, provided that the course has been previously attempted. This examination can only be taken once, and the application must be submitted within four (4) weeks after the examination results are announced. Academic exercise projects, industrial training, and practicums are not included for this purpose
- (2) Applications for the Special Repeat Examination must be submitted in writing to the Faculty, accompanied by the prescribed fee. Faculty approval must be forwarded to the relevant Academic Management Responsibility Centre for system updates.

- (3) Grades from A to E will be awarded to students who pass the Special Repeat Examination, and these grades will be included in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). The evaluation method may consist of either all the assessments of the course components or a comprehensive examination encompassing the entire course syllabus.
- (4) If students fail the course again, they are required to re-register for the course.
- (5) All final semester assessment results obtained by students will be recorded in their academic transcript.

Assessment Structure

- 35. (1) The assessment structure may involve continuous assessment and final assessment, incorporating fair and reasonable evaluation methods.
- (2) Semester grades are awarded for courseworks which include the assessment structure as stated under sub-regulation 35(1), conducted throughout the semester, including the final semester examination.
- (3) For courses with a final assessment, such as a final examination, the weighting of the assessment components is subject to the course requirements of a programme as approved by the Senate.
- (4) The Grading Scale for Bachelor's Degree Examinations is as stated in Table 3.
- (5) The following grades are assigned without grade points:
 - (a) L/K (Pass/Fail): A grade assigned to students taking courses that are not graded but are recorded as either "Pass" or "Fail."
 - (b) TL (Incomplete): A grade assigned, with Faculty approval, to students who are unable to complete at least 70% of the course requirements for valid reasons. Students must complete the required assignments no later than two (2) weeks after the start of the following semester to receive a full assessment and grade.
 - (c) SM (In Progress): A grade used for work or projects that extend beyond one semester to complete. It carries no grade points, but the units are counted towards determining the general units for a semester and not for the assessment requirements for obtaining a Degree. The units and grade points for the work or project are only counted towards the total units required for the Degree and the evaluation average when the SM symbol is replaced with a grade.
 - (d) U (Audit): A grade assigned to students who register, attend, and take the examination for a course but do not receive grade points. This symbol is recorded only if the student passes the course examination. If the student fails, it is recorded as grade "K."

- (e) TD (Withdrawn): A grade assigned to students who withdraw from a course during the fifth (5th) to eighth (8th) week of the semester.
- (f) TP (Postponed Examination): A grade assigned to students who request to postpone their examination as stated under Regulation 31. The Faculty must set a replacement examination date, taking into account the circumstances of each case.
- (g) PK (Credit Transfer): A grade assigned to students approved for vertical or horizontal credit transfer. For vertical credit transfer, the transferred course credits are counted towards graduation credits, but the course grades are not included in the GPA and CGPA calculations. For horizontal credit transfer, the transferred course credits are counted towards graduation credits, and the course grades are included in the GPA and CGPA calculations.
- (h) PC (Credit Transfer via APEL.C): A grade assigned to students approved for credit transfer through APEL.C. The transferred course credits are counted towards graduation credits, but the course grades are not included in the GPA and CGPA calculations.

Grading System and Grade Point Average (GPA)

- 36. (1) All courses will be included in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) as stated under sub-regulation 18(2), except for courses specified by the Faculty.
- (2) Courses with a failing grade will also be included in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for the respective semester.
- (3) Grades for repeated courses will be included in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for students who repeat a course, and the previous failing grade will be excluded.
- (4) Students are allowed to repeat courses they have already passed, as stated in Table 3, for the purpose of improving their grades, namely for courses with grades of C- or lower. Only the most recent examination grade will be included in the CGPA, while the original grade for the course will be excluded.
- (5) The GPA will be determined using the following method:
 - (a) Grade Point Average (GPA)

The total Grade Points (grade value × credit hours) for all courses is divided by the total credit hours for all courses taken in a semester, as stated under Regulation 36.

(b) The formula for calculating GPA is as follows:

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

where

G = Grade point of the i-th course

U = Credit hours of the i-th course

n = Number of courses taken in the semester

Example:

Semester 1

Course	Grade	Grade Value	Credit Hours	Grade Value X Credit Hours
XA1013	A	4.00	3	12.00
XB1013	B+	3.33	3	9.99
XC1013	A-	3.67	3	11.01
XD1512	E	0.00	2	0.00
XE1512	D	1.00	2	2.00
TOTAL			13	35.00

$$\text{GPA} = \frac{35.00}{13}$$

$$= 2.69$$

(c) Cumulative Grade Point Average (CGPA)

The total Grade Points (grade value X credit hours) for all courses is divided by the total credit hours for all courses taken, subject to Regulation 36. The formula for calculating CGPA is the same as the formula for calculating GPA.

Example:

Semester 1

Course	Grade	Grade Value	Credit Hours	Grade Value X Credit Hours
XA1013	A	4.00	3	12.00
XB1013	B+	3.33	3	9.99
XC1013	A-	3.67	3	11.01
XD1512	E	0.00	2	0.00
CE1512	D	1.00	2	2.00
TOTAL			13	35.00

Semester 2

Course	Grade	Grade Value	Credit Hours	Grade Value X Credit Hours
XA1113	A	4.00	3	12.00
XB1313	B+	3.33	3	9.99
XC1153	C+	2.33	3	6.99
XD1363	A	4.00	3	12.00
XE1512	D	1.00	2	2.00
Subtotal			14	42.98
TOTAL			27	77.98

$$\begin{aligned}\text{CGPA} &= \frac{77.98}{27} \\ &= 2.88\end{aligned}$$

(6) Eligibility to Continue Studies

Grade Point Average	Performance Level	Eligibility for Degree Conferment
PNGK ≥ 2.00	Pass	Eligible
PNGK 1.00 to < 2.00	Conditional Pass	Eligible
PNGK < 1.00	Fail and Terminated	Not Eligible

(a) Pass Status (ATP):

Students are considered to have Passed and are allowed to continue their studies if they achieve a CGPA of 2.00 or higher (> 2.00).

(b) Conditional Pass Status (ALB):

- (i) Students are considered to have a Conditional Pass and will be issued a warning if their CGPA is between 1.00 and 1.99 (CGPA 1.00 to < 2.00).
- (ii) Students are not allowed to remain in the Conditional Pass status for two (2) consecutive semesters, excluding their first semester of study. This means that if students continue to achieve a CGPA of less than 2.00 in the following semester, as stated under sub-regulation 36(6)(b)(i), they will be assigned the status of "Fail and Terminated."
- (iii) Students under the APEL.Q pathway are exempted from the provision stated in sub-regulation 36(6)(b)(ii). Such students must achieve a minimum CGPA of 2.00 by the end of their studies to be assigned the status of "Pass and Eligible for Degree Conferment."

(c) Fail Status (PGB):

- (i) Students will be assigned the status of "Fail and Terminated" if they achieve a CGPA of less than 1.00, excluding their first semester of study, or if they fail to meet the conditions specified under sub-regulation 36(6)(b).
- (ii) However, sub-regulation 36(6)(c)(i) must be read in conjunction with the specific programme requirements set by the Faculty.

(d) Withheld Results Status (PGK)

Students will be assigned the status of "Withheld Results" if they have not yet fulfilled the graduation requirements necessary for the conferment of the Degree.

(e) End of Study Period Status (PTT)

A student will be assigned the status of "End of Study Period" if they have exceeded the maximum study duration set by the study programme.

- (7) The evaluation of CGPA under sub-regulations 36(6)(a) - (c) will only take effect starting from the second (2nd) semester of a student's studies. This means that all students are allowed to continue their studies into the second (2nd) semester regardless of their first semester examination results.

Evaluation for Degree Conferment

37. A student must fulfill all the following requirements to be awarded a Bachelor's Degree with Honors:

- (a) Achieve a CGPA of at least 2.00 for all courses taken, subject to sub-regulations 36(1)-(3) or as specified by the programme and approved by the Senate.
- (b) Complete at least 120 credits of the prescribed courses or any other credit requirements as determined, including the total course credits as stated under sub-regulation 18(2). For this purpose, students are permitted to accumulate additional credits to improve their CGPA. This can be achieved by registering for other courses specified by the Faculty or re-registering for courses already passed, subject to sub-regulation 36(4).

Degree Conferment

38. (1) The conferment of a degree is categorized into the following classes:

CGPA	Degrees Conferred
3.67 – 4.00	Bachelor's Degree with Honors (Excellent)
2.00 – 3.66	Bachelor's Degree with Honors

- (2) However, sub-regulation 38(1) must be read in conjunction with the specific programme requirements set by the Faculty.
- (3) A degree may be conferred upon students who have fulfilled all the requirements under these Regulations, including settling all prescribed fees, being recommended for the degree by the Examination Committee, and having their conferment approved by the Senate.
- (4) The original degree scroll can only be printed once, following approval by the Senate.

Conferment of a Posthumous Degree

39. (1) The conferment of a Posthumous Degree is subject to the following conditions:
- (a) The student has fulfilled at least 85% of the graduation requirements in his/her study programme;
 - (b) The student held a "Pass" status with a minimum CGPA of 2.00 in his/her final semester before his/her demise or as per the programme requirements approved by the Senate;
 - (c) An application for consideration of a Posthumous Degree must be made in writing by the deceased's family or next of kin to the Dean of the Faculty within one (1) year from the date of the student's death.
 - (d) The Posthumous Degree must be recommended by the Faculty and approved by the Senate.
 - (e) The awarded degree will include the additional term "Posthumous Degree" on the degree scroll;
 - (f) The awarding of a Posthumous Degree is intended as an honor to students who have completed part of their studies at the University with good results;
 - (g) Graduates awarded a Posthumous Degree will not be included in the University's graduate statistics;
- (2) The Senate may allow any exceptions deemed appropriate to the requirements under these Regulations.

Examination Committee

40. (1) The Examination Committee is responsible for reviewing student examination results each semester. The membership of the Examination Committee shall consist of:
- (a) The Dean as Chairperson;
 - (b) Deputy Deans;
 - (c) Assistant Deans;

- (d) Heads of Departments/Chairs of Centres (if applicable);
 - (e) Heads and/or Coordinators of Program (if applicable); and
 - (f) A representative from each relevant Department/School;
- (2) The Faculty Assistant Registrar shall act as the Secretary. In the absence of the Dean, a Deputy Dean shall chair the Examination Committee meeting. The quorum for the meeting is one-third (1/3) of the members.
 - (3) The Examination Committee is authorised by the Senate to determine the status of students as follows:
 - (a) Pass and allowed to continue studies;
 - (b) Conditional pass;
 - (c) Pass and eligible for Degree conferment;
 - (d) Fail and terminated;
 - (e) Allowed to sit for a Special Repeat Examination;
 - (f) Examination Results Withheld.
 - (4) The Examination Committee may amend the grade for any course by no more than one grade increment, and the decision of the Examination Committee is final and cannot be challenged by any Faculty member, except by the Senate;
 - (5) The Examination Committee shall recommend to the Senate the students who have passed and are eligible for Degree conferment

Dean's Award

41. (1) The Dean's Award is given to students who have demonstrated outstanding academic achievement during their studies at the University.
- (2) Conditions and Eligibility-
 - (a) The student must achieve a Grade Point Average (GPA) of at least 3.67 for a minimum of 12 credits, excluding courses the credits of which are not considered in the GPA calculation for a given semester;
 - (b) The student must not have been subjected to any disciplinary action;
 - (c) The student must be officially registered as a University student enrolled in any Degree programme offered by any Faculty within the University;
 - (d) The student must have settled all debts and payments owed to the University at the time of selection;

- (e) The Faculty must certify that the student is eligible to be nominated based on the criteria outlined under these regulations;
- (f) Students who are in an extended study period are not eligible for consideration for the Dean's Award.

(3) Selection Process

- (a) The selection for the Dean's Award will be determined during the Faculty Meeting based on the eligibility criteria outlined in sub-regulation 41(2);
- (b) The Dean's Award may be granted to more than one recipient per Faculty;
and
- (c) The award certificate will be presented to successful students at a time determined by the Faculty.

Other Provisions

- 42. Students identified as having issues related to academic performance are advised to be provided with additional guidance by the Faculty.

PART VII

APPEAL

Appeal for Re-Evaluation of Final Course Examination Results

43. (1) An appeal for the re-evaluation of a course assessment result must be submitted in writing by the student to the relevant Academic Management Responsibility Centre within four (4) weeks after the official examination results are announced, or within two (2) weeks for ODL programmes. Appeals received after this period will not be considered.
- (2) Each appeal submitted must specify the details of the course for which re-evaluation is requested, along with the prescribed processing fee. This fee is non-refundable.
- (3) The Faculty receiving the appeal application must establish an Examination Panel to review the course assessment results.
- (4) The Examination Panel must consist of at least two (2) academic staff members from the University, excluding the original examiner.
- (5) The recommendation of the Examination Panel must be presented for consideration at the Faculty meeting and submitted for Senate approval before the revised grade, if any, is conveyed to the student.
- (6) All decisions made by the Faculty under this regulation, once approved by the Senate, are final, and no further appeals will be considered.

Appeal for Reinstatement After "Fail and Terminated" Status

44. (1) A student who has been assigned the status of "Fail and Terminated" due to failure to meet the conditions for continuation of studies may submit an appeal against the decision.
- (2) An appeal for reinstatement in the same Faculty/Programme will only be considered if the student experienced health-related issues, as certified by a Government/University Medical Officer, a University Panel Clinic Medical Officer/ Clinical Psychologist/Certified Government/University Counselor.
- (3) For appeals involving a transfer to a different Faculty/Programme, the student must meet the following conditions:
- (a) Attain a Cumulative Grade Point Average (CGPA) of no less than 1.9;
- (b) Demonstrate an increasing trend in their Grade Point Average (GPA) over the last two (2) semesters;
- (c) Possess entry qualifications equivalent to those of current students in the Faculty/Programme;
- (d) Admission is subject to the availability of places;

- (e) A programme transfer is allowed only once;
 - (f) Horizontal credit transfer is not permitted.
- (4) All appeals must be submitted to the relevant Academic Management Responsibility Centre within four (4) weeks after the official announcement of examination results. Each appeal must be accompanied by the prescribed fee, which is non-refundable. Appeals received after the deadline will not be considered.
 - (5) Upon receiving an appeal, the Academic Management Responsibility Centre must refer it to the Dean of the relevant Faculty. The Dean shall appoint an Appeal Committee to review the appeal.
 - (6) The Appeal Committee shall consist of the Dean as Chairperson, the Deputy Dean responsible for Student Academic Affairs, the Head of Department/Head of Programme/Centre Chairperson, at least one Faculty member involved in the teaching and learning of the student, and the Assistant Registrar as Secretary
 - (7) The Appeal Committee shall have the authority to:
 - (a) Accept or reject an appeal;
 - (b) Make decisions on all appeals reviewed;
 - (c) Submit recommendations to the Faculty regarding the outcome of all appeals, including those deemed ineligible for consideration;
 - (8) The Faculty's recommendations on the appeal must be submitted to the Senate for endorsement/approval.
 - (9) All decisions made by the Faculty under this regulation, once endorsed/approved/ by the Senate, are final, and no further appeals will be considered

Appeal for Reinstatement After "Dismissed Due to Failure to Register" Status

45. (1) Students who have been terminated due to non-registration may submit a written appeal to the relevant Academic Management Responsibility Centre to continue their studies within a period not exceeding two (2) semesters. The appeal is subject to a processing fee and a late registration penalty as prescribed. Upon receiving the appeal, the application shall be submitted to the Faculty for approval.
- (2) The period of non-registration under sub-regulation 45(1) will be counted as Study Deferment and is subject to the allowable deferment period.
- (3) The period of non-registration will not be counted as part of the maximum duration required to obtain a degree.

PART VIII

GENERAL

General

46. The Senate reserves the right to take appropriate action, including suspending or terminating students from their study at any time if the students are found to have:–
- (a) Provided false information regarding admission requirements, during their period of study, or for the purpose of obtaining a degree;
 - (b) A mental or physical incapacity that prevents them from continuing their study, as certified by a medical specialist;
 - (c) Failed to maintain satisfactory academic performance as prescribed by the University;
 - (d) Exceeded the allowable study duration under Regulation 17.

Non-Degree Students

47. The Faculty is authorised to admit individuals as Non-Degree Students, subject to the prescribed conditions.

Authority of the Senate

48. (1) The Senate has the authority to formulate, revoke, or amend the provisions of these Regulations or issue any directives from time to time for the purpose of carrying out its functions and responsibilities.
- (2) The Senate may grant such exemptions from the requirements of these Regulations as it deems appropriate.

Guidelines

49. The Faculty may establish any necessary guidelines for the implementation of these Regulations with the approval of the Senate. In the event of any conflict between the guidelines and these Regulations, the conflicting provisions in the guidelines shall be deemed null and void to the extent of the inconsistency.

Effective Date

50. These Regulations and any interpretations thereof made by the Senate from time to time shall apply to students who register on or after the effective date of these Regulations.

Student Responsibilities

51. (1) Every student is at all times subject to the Universities and University Colleges Act 1971, the Constitution of Universiti Kebangsaan Malaysia 2010, statutes, rules, regulations, guidelines, circulars, and other directives issued by the University that are in force from time to time.
- (2) Students must fulfill the following responsibilities to enable the University to provide efficient and effective services –
- (a) Understand, internalise, and comply with all matters outlined under sub-regulation 51(1).
 - (b) Take appropriate actions in accordance with the provisions of these regulations, including:
 - (i) Completing all academic requirements as stipulated in the curriculum of the study programme which they are enrolled in at the University.
 - (ii) Registering for courses within the prescribed period.
 - (iii) Paying tuition fees and settling outstanding debts to the University in accordance with the stipulated time and amount.
 - (iv) Attending lectures / practical training / industrial training / practicum / clinical training prescribed by the Faculty and any additional requirements set by the University from time to time through any regulations / guidelines / circulars / official instructions in force from time to time.
 - (v) Taking proactive steps to seek guidance and advice from lecturers, academic advisors, administrative staff, and the Faculty/Institute management in the event of academic difficulties.
 - (vi) Taking full responsibility for any implications arising from non-compliance with any prescribed laws and regulations.
 - (c) Any student who commits a disciplinary offense, including harrasing or threatening staff and students, shall be subject to action under the Universiti Kebangsaan Malaysia Rules (Student Discipline) 1999.

Revocation

52. (1) The Universiti Kebangsaan Malaysia (Undergraduate Studies) Regulations 2020, which came into effect on 19 August 2020, are hereby revoked.
- (2) Any rights, privileges, liabilities, duties, and obligations under the revoked regulations shall remain in force and effect until these regulations come into effect

Act, Constitution, Statutes, Regulations, Rules, and Others

53. These regulations shall be read in conjunction with the Act, the Constitution of UKM, Statutes, Regulations, Rules, Guidelines, Circulars, and other Directives adopted by the University, including any amendments made thereto from time to time.

Authoritative text

54. The text in Bahasa Melayu is the authoritative text. Should there be any inconsistency between the text in Bahasa Melayu and English, the Bahasa Melayu version shall prevail.

Approved by the Senate of Universiti Kebangsaan Malaysia on 31 July 2024

TABLE 1: EQUIVALENCY OF NEW MUET/IELTS/TOEFL/ IET SCORES

English Competency	Type of Examination	CEFR Low B1	CEFR Mid B1	CEFR High B1	CEFR Low B2	CEFR Mid B2	CEFR High B2
MUET	MUET	B3.0		B3.5	B4.0		B4.5
IELTS	IELTS/ IELTS Online	4.0	4.5	5.0	5.5	6.0	6.5
TOEFL	TOEFL iBT	30 - 31	33	40	46	60	79
	TOEFL Essentials (Online)	5	6.5	7.5	8	8.5	9.5
Pearson Test of English	PTE Academic / PTE Academic (Online)	36	43	47	51	59	63
Cambridge English Qualifications and Tests	(i) B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	140	147	154	160	169	176
	(ii) Linguaskill Online						
	(iii) Occupational English Test (OET) (Conventional / Online)	-	-	-	200	250	300
ELS	Certified Intensive English Programme Level (CIEP Level)	106		107	108	109	

Approved by the 495th Senate Meeting on 29 March 2023

TABLE 2: TOTAL CREDITS FOR UNIVERSITY COMPULSORY COURSES

CITRA Domain	Total Credits
Compulsary Citra	10
Citra 1	2
Ciira 2	2
Citra 3	2
Citra 4	2
Citra 5	2
Citra 6	2
TOTAL	22

**Note: The credit requirements for University Compulsory Courses are effective starting from the 2022/2023 intake cohort (Approved by the 485th Senate Meeting on 20 April 2022)*

TABLE 3: BACHELOR'S DEGREE EXAMINATION MARKING SCALE

FACULTY			FPER, FFAR, FGG	FUU, FPEND, FSK, FEP	FPI, FTSM, PPCU, FKAB, FSSK, FST
GRADE	MARKING SCALE	GRADE VALUE	STATUS	STATUS	STATUS
A	80-100	4.00	EXCELLENT	EXCELLENT	EXCELLENT
A-	75-79	3.67			
B+	70-74	3.33	CREDIT	CREDIT	CREDIT
B	65-69	3.00			
B-	60-64	2.67	PASS	PASS	PASS
C+	55-59	2.33			
C	50-54	2.00			
C-	45-49	1.67			
D+	40-44	1.33	FAIL	FAIL	FAIL
D	35-39	1.00			
E	0-34	0.00			

**Note: This scale applies to the 2022/2023 academic intake cohort. (Approved by the 487th Senate Meeting on 15 June 2022)*

**Regulations Review Committee
Universiti Kebangsaan Malaysia
(Undergraduate Studies) 2024**

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Prof. Madya Dr. Irman Bin Abdul Rahman

Deputy Chairperson

Prof. Madya Dr. Zariyantey Binti Abd Hamid

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Puan Muniroh Binti Abdul Razak
Puan Suriani Binti Shuhatdi
Puan Noor Suzilawati Binti Desa
Puan Huda Binti Hela Ladin
Puan Jumriah Binti Nunurung
Puan Latifah Binti Kasmuri
Puan Mazuna Binti Jamaluddin
Puan Nor Shadira Binti Ramli
Puan Nur Syafawati Binti Mohd Kahar
Puan Nurazlinda Binti Nurul Asri
Puan Nurziyanti Binti Mohamad Khan
Puan Rafidah Binti Abdul Aziz
Puan Siti Norazlinawati Bt Syed Mat Zin
Puan Syafura Binti Abdul Halim

Puan Mastura Binti Jamaluddin
Puan Syahida Binti Zainal Abidin
Puan Thilagavathy A/P Appalasamy
Cik Azlina Binti Abu Bakar
Cik Jane Kalang
Cik Suhaida Binti Abd Rahman
Cik Zaiton Binti Arifin