

## 5.2 ENTRY REQUIREMENTS (ACADEMIC) & TRANSFER POLICY

Most of the students who are offered for Mechanical Engineering Programme are candidates of the Malaysian Matriculation Programme and STPM routes (see Table 5.2). A CGPA of around 3.25 to 4.00 is the normal entry requirement. Recruitment of students into the department programmes do not show much increase since the last four years, with the intake for the programme is slightly constant, from 2004/2005 to 2007/2008 (see Table 5.3). Normally the number of recruitment of students is subject to the capability of facilities provided and meeting to the ratio of staff-student (for e.g. see Table 5.4), in order to maintain the quality of programme offered. There are few cases every year, the admitted students are recruited based on Diploma results and/or are international students. For international students, some specific entry requirements must be met for eligibility to the Programme. The candidates with Malaysian certifications are requested to submit their university applications through the Unit Penyelarasan Universiti, Ministry of Higher Learning. The advertisements for application are advertised in local newspaper around February every year. Meanwhile, international students are enrolled at the UKM usually on specially arranged programme between governments or universities, and their application can be made direct to the University. Entry requirements and process for admission of students to the Mechanical Engineering Programme are presented in APPENDIX 2-L. The requirements given are minimum requirements and the university gives priority to high achievers due to the limited number of places that can be offered. Although general entry requirement for application of engineering programme is CGPA 2.0 but in reality the demand for Engineering programme in UKM is very highly competitive with the average of CGPA 3.72. Students who apply for an undergraduate degree programme in UKM should fulfil the university general requirements such as having a physical fitness and good health.

Table 5.2 Entry Qualification for the Current Final Year Students in the Department

ENTRY QUALIFICATION	NUMBER
STPM	29
Matriculation	67
Diploma	7
Others (Please Specify)	-
<b>TOTAL</b>	<b>103</b>

Table 5.3 Distribution of Student Enrolment for all Academic Years For the Past Four Years in the Department

YEAR	YEAR			
	2004/2005	2005/2006	2006/2007	2007/2008
1 <sup>st</sup> Year	107	107	108	109
2 <sup>nd</sup> Year	109	102	107	103
3 <sup>rd</sup> Year	96	103	102	100
4 <sup>th</sup> Year	77	101	103	103
<b>Total No. of Students Per Year</b>	<b>389</b>	<b>413</b>	<b>420</b>	<b>415</b>

Table 5.4 Staff: Student Ratio

SESSION	2004/2005	2005/2006	2006/2007	2007/2008	AVERAGE
RATIO	1: 14	1:12	1:12	1:11	1: 12

### 5.3 CREDIT TRANSFER POLICY

Credit Transfer also known as advanced standing, refers to the number of credit or course equivalents that the students will be awarded towards their degree at UKM based on previous (accredited) studies. Generally, there are two types of applicants;

- i) Applicants with Diploma or equivalent degree from another Public or Private Institution of Higher Learning.
- ii) Applicants which want to change to the different faculty but remain in the same university.

In the case of industrial training, the application should be made in writing with supporting documents from the previous employer stated that the applicant has already gained at least 6 months or above, of working experience.

All the applications will be then discussed in the regular Faculty of Engineering Managerial Meeting (MPF) for consideration and approval. Student would be conveyed of the outcome of the application in writing.

#### 5.3.1 Policies and processes for applicants with Diploma Certificate or other equivalent degree

For students that already possess relevant diploma certificates or other equivalent degree from another Public or Private Institution of Higher Learning that is accredited, they are eligible for credit exemption. However, the credits will be counted in the total credits required for graduation. Several conditions are made on students applied for credit exemption which are described as follows:

- a) Applicant can apply for credit exemption if he/she passed the course with at least grade B and above for course/subject(s) being requested of credits transfer or exemption.
- b) Courses applied for credit exemption must be courses that were taken during a period of not more than 5 years from the date of application.
- c) Total number of credits exempted cannot be more than one third of the total graduating credit hours. Meaning that, for Mechanical programme, we may grant a maximum of 44 units toward a four-year Mechanical's degree program.

The processes of application for credit exemption are described as follows:

- a) Application for credit exemption must be made by using the form Borang PPP/B/03/AK07/1/06 that can be obtained from the Academic Management Division. The form is required to be submitted to the Academic Management Division at a date not later than the 7th week of a semester and also by enclosing the receipt of payment of processing money with the amount of RM100.00.

- b) During submission of application, students are required to present transcript or exam results of the Diploma or other equivalent degree. However, if required, the Faculty can request for syllabus or synopsis of the course applied for exemption. The Faculty has the right to fix or to impose certain conditions on students, if required in the form of interview or special examination.
- c) Outcome of application will be informed by the Faculty direct to the students applied for credit exemption.

### **5.3.2 Policies and processess for applicants to switch the programme/faculty but remain in the UKM**

Application for a credit exemption by students who opted to switch his/her programme/faculty but remain in the same university (UKM), he/she can use the same form and can directly apply to the relevant faculty. The processing fee is waived by the university.

### **5.3.3 International exposure**

For international exposure, an international educational cooperation has been established between the University of Duisburg-Essen (UDE), Germany and the Faculty of Engineering, UKM. With this cooperation, the first batch of 6 (session 2005/2006) mechanical engineering students was sent to complete their final year in the UDE. The selection of Student is normally based on:-

- i. Transcript, application form, certified related documents, accumulated CGPA 3.00 or above.
- ii. Skill in German Language is preferable.
- iii. Interview session by the selection committee.
- iv. Letter of approval by the Dean of the Faculty.

For details on application procedure, please refer APPENDIX 1-K and APPENDIX SD-18.