



**BUKU PERATURAN AKADEMIK
PROGRAM ASAS, DIPLOMA DAN SARJANA MUDA**

***HANDBOOK OF ACADEMIC REGULATIONS
FOUNDATION, DIPLOMA AND BACHELOR DEGREE
PROGRAMMES***

Bahagian Hal Ehwal Akademik/Academic Affairs Division

Edisi Ketiga/*Third Edition*

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Pejabat Presiden & Naib Canselor/*Office of the President & Vice Chancellor*
Universiti Selangor

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Universiti Selangor

PRAKATA/FOREWORD

Syukur ke hadrat Ilahi kerana dengan izinNya, Universiti Selangor telah berjaya menerbitkan Buku Peraturan Akademik untuk panduan umum. Buku ini merangkumi polisi, prosedur dan peraturan akademik untuk membantu para pelajar dan staf akademik dalam merangka sistem pengajaran dan pembelajaran masing-masing. Diharap, segala maklumat yang terdapat di dalam buku ini dapat digunakan dengan sebaik mungkin bagi merangka dan memperbaiki sistem akademik dan struktur-struktur yang berkaitan khususnya di universiti ini. Semoga dengan usaha yang gigih dan pembelajaran yang berkesan, serta sikap yang positif, pelajar-pelajar UNISEL akan dapat mencapai cita-cita murni mereka sebagai graduan cemerlang seterusnya menjadi ahli teknokrat yang cekap, berwawasan serta bertanggungjawab terhadap masyarakat dan Penciptanya.

All Praise be to Allah, The Almighty for with His Blessings and Grace, Universiti Selangor has successfully published a Handbook of Academic with Regulations as a general guideline. This handbook provides essential information on policies, procedures and academic regulations to assist students and academic staff in organising their teaching and learning activities. It is hoped that the information in this handbook can be used to plan and develop academic systems and structures applicable to this University. Through hard work, effective learning and positive attitude, UNISEL students will hopefully achieve their ambitions to be excellent graduates who are efficient technocrats with vision and a sense of responsibility towards society and The Creator.

Presiden & Naib Canselor/*President & Vice Chancellor*
Universiti Selangor

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**BAHAGIAN
PART****TAJUK
CONTENT****BAHAGIAN 1.0 : TAKRIF/ DEFINITIONS**1.0 Takrif/ *Definitions*

Dalam Peraturan ini, melainkan konteksnya menghendaki maksud yang lain;
In this Handbook of Regulations, unless otherwise stated:

“Aktif Diri” adalah pendaftaran untuk mengaktifkan status pelajar yang berhasrat untuk menambah tempoh Tangguh Pengajian pada semester berikutnya.

“Activation of status” refers to a student registering to activate his/ her status or to extend the deferment period in the following semester.

“Badan Penilai” adalah Badan Professional /Institusi/Organisasi yang menilai dan memantau kualiti program akademik.

“Panel of Evaluation” is the Professional Body/ Institution/ Organisation which evaluates and oversees the quality of academic programmes.

“Bergraduati” adalah status pelajar yang telah pun diperakui oleh Senat untuk bergraduati.

“Graduated” refers to the status of a student who has been endorsed by the Senate to graduate.

“Berhenti” adalah status pelajar yang diluluskan oleh Universiti untuk berhenti pengajian.

“Quit study” refers to the status of a student who has been approved by the University to withdraw from his/her studies.

“Daftar Semester” adalah daftar diri pelajar pada setiap semester.

“Semester Registration” refers to a student registering himself/herself for every semester.

“Dekan” adalah ketua Fakulti yang dilantik oleh Naib Canselor.

“Dean” is the head of faculty appointed by the Vice Chancellor.

“Diberhentikan” adalah status pelajar yang diberhentikan kerana: tidak mencapai tahap lulus dalam pengajian; atau telah melebihi tempoh maksimum pengajian; atau gagal mendaftar di bawah kaedah pendaftaran semester atau program; atau tidak memenuhi syarat kelayakan masuk

“Terminated” refers to the status of a student who has been dismissed due to: failure to achieve a ‘pass’ in his/her programme of study and has failed in the appeal process; or failure to register in accordance with the semester or programme registration procedures; or non-fulfilment of admission requirements.

“Digantung pengajian” adalah status pelajar yang digantung pengajian dalam tempoh tertentu di bawah Kaedah Tatatertib Pelajar.

“Suspended from Study” refers to the status of a student who has been suspended from studies for a specified period in accordance Student Disciplinary Procedures.

“Disingkirkan” adalah status pelajar yang dibuang daripada Universiti di bawah Kaedah Tatatertib Pelajar.

“Expelled” refers to the status of a student who has been dismissed from the university in accordance with the Student Disciplinary Procedures.

“Fakulti” adalah mana-mana Fakulti Universiti dan termasuk juga Pusat Pengajian, Sekolah, Akademi dan Institut.

“Faculty” refers to any University Faculty including Academic Centre, School, Academy and Institute.

“Gred X” adalah gred sementara bagi kes di bawah Kaedah Tatatertib Pelajar.

“Grade X” is a temporary grade given for cases under the Student Disciplinary Procedures.

“Gred” adalah suatu nilai dalam bentuk abjad bagi menunjukkan prestasi pelajar dalam sesuatu kursus.

“Grade” is an alphabetical value to denote a student’s academic performance in a course.

“Hasil Akademik” adalah apa-apa bahan yang diiktiraf untuk penilaian akademik.

“Academic Work” refers to any material recognized for academic assessment.

“HPNG” adalah Himpunan Purata Nilai Gred yang diperoleh bagi semua semester yang telah diikuti.

“CGPA” refers to Cumulative Grade Point Average earned for all the semesters a student has undergone.

“Intersesi” adalah sesi pembelajaran pendek yang dijalankan antara dua semester.

“Intersession” refers to a short learning semester held between two (2) long semesters.

“Jam Kontak” adalah jumlah jam rasmi berinteraksi dalam jam pengajaran berjadual.

“Contact Hours” refers to the total number of scheduled official interaction hours.

“Kredit Dapat” adalah jumlah kredit yang diperoleh bagi kursus yang lulus.

“Credit Earned” is the total number of credits earned for courses which a student has passed.

“Kredit Diambil” adalah jumlah kredit yang diambil sepanjang pengajian.

“Credit Taken” is the total number of credits taken throughout a student’s studies.

“Kredit Kecuali” adalah jumlah jam kredit bagi sesuatu kursus yang dikecualikan daripada diambil oleh seseorang pelajar.

“Credit Exemption” is the total number of credits of a certain programme which a student is exempted from taking.

“Kredit Kira” adalah jumlah kredit yang diambil kira dalam pengiraan PNG dan HPNG untuk tujuan pengijazahan.

“Credit Calculated” is the total number of credits taken into account in calculating the CGPA for graduation purposes.

“Kredit Pindah” adalah jumlah nilai gred bagi sesuatu kursus berkeadaan lulus yang akan diambil kira di dalam pengiraan PNG semasa.

“Credit Transfer” is the total grade point for a certain course passed and is taken into account in calculating the current Grade Point Average (GPA).

“Kredit” adalah ukuran kuantitatif yang menggambarkan beban pembelajaran untuk mencapai hasil pembelajaran.

“Credit” is a quantitative measurement which reflects the learning load to achieve learning outcomes.

“Kurikulum” adalah gabungan aktiviti pendidikan yang dilakukan dalam proses pembelajaran yang dirancang khusus dari segi matlamat, objektif dan hasil pembelajaran.

“Curriculum” is a combination of educational activities carried out in the learning process which is planned specifically in terms of goals, objectives and learning outcomes.

“Kursus” adalah komponen kurikulum program yang mempunyai kod tersendiri.

“Course” is a component of a programme curriculum which has its own code.

“Latihan Industri”, “Latihan Klinik”, “Praktikum” adalah latihan amali yang dijalankan di industri atau organisasi bagi memenuhi keperluan program.

“Industrial Training”, “Clinical Training” & “Practicum” refer to practical training carried out in the industrial sectors or organizations to fulfil programme requirements.

“Lembaga Akademik Fakulti” adalah sebuah lembaga yang ditubuhkan oleh Fakulti bagi semua urusan berkaitan hal ehwal akademik di Fakulti.

“The Faculty Academic Board” is a board established by the faculty to manage all academic related matters.

“Lengkap” adalah status pelajar yang memenuhi jumlah jam kredit bergraduat dan menunggu pengesahan Senat.

“Completed” refers to the status of a student who has fulfilled the total number of credits to graduate and is awaiting Senate endorsement.

“Maklumat Kursus” adalah maklumat lengkap sesuatu kursus yang disusun atur untuk mencapai hasil pembelajaran kursus dan program sesuai dengan tahap pengajian.

“Course Information” is the complete information regarding a course which has been organized to achieve course and programme learning outcomes according to the level of study.

“Nilai Gred” adalah suatu nilai dalam bentuk angka bagi menunjukkan prestasi pelajar dalam sesuatu kursus.

“Grade Point” is a numerical value to indicate a student’s performance in a particular course.

“Pelajar Antarabangsa” adalah pelajar bukan warganegara Malaysia yang menuntut di Universiti ini.

“International Student” is a student who is not a Malaysian citizen studying at the University.

“Pelajar Baru” adalah pelajar yang baru mendaftar bagi satu program akademik di Universiti, sama ada secara sepenuh masa, separuh masa atau Pendidikan Jarak Jauh (PJJ).

“New student” refers to a student who has newly registered for an academic programme at the University either on full-time, part-time or distance learning mode.

“Pelajar Semasa” adalah pelajar yang telah mendaftar sekurang-kurangnya satu semester pengajian di Universiti dan layak mendaftar semula.

“Current Student” is a student who has registered for at least one semester at the University and is eligible to continue his/her studies.

“Pelajar” adalah individu yang mendaftar dan menuntut di Universiti sama ada secara sepenuh masa atau separuh masa.

“Student” refers to an individual who has registered and studied at the University either on a full-time or part-time basis.

“Pengajian Separuh Masa” adalah mod pengajian akademik Universiti dengan bilangan kredit kursus yang didaftar oleh pelajar bagi satu semester kurang daripada kredit minimum yang ditetapkan.

“Part-time Study” refers to the University academic mode of study in which the number of credits registered in a semester is less than the minimum number of credits stipulated.

“Pengajian Sepenuh Masa” adalah mod pengajian akademik Universiti dengan bilangan kredit kursus yang didaftar oleh pelajar bagi satu semester tidak kurang daripada kredit minimum yang ditetapkan, kecuali bagi pelajar yang Kedudukan Bersyarat atau pelajar yang berada dalam semester akhir pengajian.

“Full-time Study” refers to the University academic mode of study in which the number of credits registered in a semester is not less than the minimum number of credits stipulated, except for students with Conditional Status or final semester students.

“PNG” adalah Purata Nilai Gred yang diperoleh dalam sesuatu semester.

“GPA” is the Grade Point Average obtained in a semester.

“PPT” adalah Penyedia Pengajian Tinggi Awam atau Swasta dalam atau luar negara yang diiktiraf oleh Kerajaan Malaysia.

“HEP” refers to a local or foreign Public or Private Higher Education Provider recognised by the Government of Malaysia.

“Prasyarat” adalah keperluan lulus kursus tertentu bagi sesuatu program pengajian sebelum dibenarkan mengambil kursus lain yang ditetapkan Fakulti.

“Prerequisite” refers to the requirement to pass a certain course before a student is allowed to take other courses set by the Faculty.

“Program” adalah jenis pengajian yang dikendalikan oleh Universiti di peringkat Asas, Sijil, Diploma, Sarjana Muda, Sarjana dan Kedoktoran.

“Programme” is the type of study conducted by the University at the Foundation, Certificate, Diploma, Bachelor, Master and Doctoral levels.

“Semester” adalah tempoh pembelajaran yang ditetapkan dalam Kalendar Akademik Universiti berdasarkan garis panduan Kementerian Pengajian Tinggi.

“Semester” refers to the duration of study which has been set in the University Academic Calendar based on the Guidelines of the Ministry of Higher Education.

“Senat” adalah Senat Universiti Selangor.

“Senate” refers to the Senate of Universiti Selangor.

“Sesi” adalah penggal pengajian mengikut kalendar akademik.

“Session” refers to an academic term based on the academic calendar.

“Syarat Khusus” adalah syarat kelayakan masuk tambahan untuk sesuatu program akademik.

“Specific Requirement” is an additional entry requirement for an academic programme.

“Syarat Umum” adalah syarat kelayakan masuk yang diluluskan Kementerian Pengajian Tinggi Malaysia.

“General Requirement” refers to an entry requirement approved by the Ministry of Higher Education of Malaysia.

“Tangguh Pengajian” adalah status pelajar yang dibenarkan menangguh pengajian di bawah kaedah penangguhan.

“Deferment of Studies” is the status of a student who is allowed to defer his/her studies in accordance with the procedures stipulated.

“Tidak aktif” adalah status pelajar yang tidak mendaftar semester kerana: kursus tidak ditawarkan pada intersesi; atau pelajar yang menduduki Latihan Industri/Latihan Klinikal/Praktikum melebihi satu semester.

“Inactive” refers to the status of a student who has not registered for the semester for the following reasons: the particular course is not offered during an intersession; or the student is undergoing Industrial Training/Clinical Training/Practicum for more than one semester.

“Tidak hadir” adalah status pelajar yang tidak mendaftar semester semasa dalam tempoh yang ditetapkan.

“Absent” refers to the status of a student who has not registered for a current semester within the time frame given.

“Universiti” adalah Universiti Selangor

“University” refers to Universiti Selangor.

BAHAGIAN 2.0 : KALENDAR AKADEMIK/ACADEMIC CALENDAR2.1 Kalendar Akademik/ *Academic Calendar*

Kalendar Akademik Universiti adalah seperti yang diluluskan oleh Senat /
University Academic Calendar is as endorsed by the Senate.

Sesi Pembelajaran Universiti terdiri daripada semester dan Intersesi (tertakluk kepada Struktur Program tertentu).

University Learning Session is divided into Semesters and Intersessions (depending on the Programme Structure)

Jadual 2.1 : Struktur Sesi Pembelajaran**Table 2.1 : Structure of Learning Session**

SEMESTER / SEMESTER	
Minggu Perkuliahan/ <i>Lecture</i>	7 minggu/7 weeks
Cuti Pertengahan Semester/ <i>Mid-semester Break</i>	1 minggu/1 week
Minggu Perkuliahan/ <i>Lecture</i>	7 minggu/7 weeks
Peperiksaan Akhir Semester/ <i>Final Exam</i>	2 minggu/2 weeks
Cuti Akhir Semester/ <i>Semester Break</i>	3 minggu /3 weeks
Jumlah/ Total	20 minggu/20 weeks
INTERSESI/ INTERSESSION	
Minggu Perkuliahan/ <i>Lecture</i>	7 minggu/7 weeks
Peperiksaan Akhir Semester/ <i>Final Exam</i>	1 minggu/1 week
Cuti Akhir Semester/ <i>Semester Break</i>	4 minggu/4 weeks
Jumlah/ Total	12 minggu/12 weeks

BAHAGIAN 3.0 : KEMASUKAN/ADMISSION3.1 Syarat Umum Kemasukan/*General Requirements*

3.1.1 Tawaran kemasukan adalah tertakluk kepada syarat kelayakan masuk yang diluluskan Kementerian Pengajian Tinggi Malaysia (KPT).

Admission offer is based on the entry requirements approved of by the Ministry of Higher Education (MoHE).

3.2 Syarat dan Terma Kemasukan/*Admission Terms and Conditions*

3.2.1 Pengesahan sijil-sijil akademik asal.

Certified true copy of original certificates.

3.2.2 Menepati syarat umum dan khusus kemasukan.

Meets the general and specific admission requirements

3.2.3 Tidak terlibat dengan masalah penipuan, disiplin atau disabitkan kesalahan jenayah.

Not involved in any fraud and disciplinary or criminal activities

BAHAGIAN 4.0 : TEMPOH PENGAJIAN/*DURATION OF STUDY*4.1 Tempoh Pengajian/ *Duration of Study***Jadual 4.1 : Tempoh Pengajian*/*Table 4.1 : Duration of Study****

Asas/Diploma /Sarjana Muda <i>Foundation/ Diploma/ Bachelor Degree</i>	Kredit Minimum <i>Minimum Credit</i>	Tempoh Minimum (Tahun) <i>Minimum Duration (Year)</i>		Tempoh Maksimum (Tahun) <i>Maximum Duration (Year)</i>	
		Sepenuh Masa <i>Full Time</i>	Separuh Masa <i>Full Time</i>	Sepenuh Masa <i>Full Time</i>	Separuh Masa <i>Part Time</i>
Asas / <i>Foundation</i>	50	1	-	2	-
Diploma / <i>Diploma</i>	90	2	4	5	10
Sarjana Muda / <i>Bachelor Degree</i>	120	3	6	6	12

Nota : * Tertakluk kepada program pengajian dan syarat bergraduat.

*Note : * Subject to programme of study and graduation requirements*

BAHAGIAN 5.0 : PENDAFTARAN/*REGISTRATION*5.1 Daftar Sebagai Pelajar Universiti (Pelajar Baru)/ *Registration as University Student (New Student)*

5.1.1 Semua calon pelajar yang mendapat tawaran untuk melanjutkan pengajian hendaklah mendaftar sebagai pelajar Universiti dalam tempoh yang ditetapkan.
All prospective students who are offered to further their studies have to register as University students during the specified period.

5.2 Daftar Semester (Pelajar Semasa)/ *Semester Registration (Current Student)*

5.2.1 Pelajar Semasa DIWAJIBKAN mendaftar pada permulaan setiap semester dalam tempoh yang ditetapkan Universiti.
A Current Student is REQUIRED to register at the beginning of every semester during the time frame stipulated by the University.

5.2.2 Pendaftaran Semester bagi Pelajar Semasa dijalankan Secara Atas Talian melalui laman sesawang rasmi Universiti.
Semester Registration for a current student is done ONLINE via the University official website.

5.2.3 Pelajar Semasa yang mendaftar selepas tempoh Pendaftaran Semester yang ditetapkan akan **dikenakan denda** mengikut Jadual 5.2 di bawah.
A Current Student registering after the Semester Registration period will be fined.

Jadual 5.2 : Denda Selepas Tempoh Pendaftaran Semester/*Table 5.2 : Fine for Registering after the Semester Registration Period*

MINGGU KULIAH / LECTURE WEEK	DENDA / FINE
1 - 3	RM20 dan tambahan RM5 bagi setiap satu (1) hari lewat tertakluk kepada jumlah maksimum keseluruhan RM200 / <i>RM20 and an additional RM5 for each day up to a maximum of RM200</i>
4	Tanggung pengajian atau DIBERHENTIKAN / <i>Defer Study or DISMISSED</i>

5.3 Pendaftaran Kursus/ *Course Registration*

- 5.3.1 Semua pelajar diwajibkan mendaftar setiap kursus yang ditetapkan dalam program yang diikuti dan ditawarkan pada setiap semester.
All students are required to register for every course stipulated in the programme offered in each semester.

5.4 Pendaftaran Kursus (Pelajar Baru)/ *Course Registration (New Student)*

- 5.4.1 Mana-mana pelajar yang telah mendaftar semester sebagai pelajar baru akan didaftar dengan kursus-kursus semester satu secara automatik mengikut program masing-masing.
A new student who has registered for the semester will be automatically registered for the semester courses offered in his/her programme.
- 5.4.2 Permohonan Kredit Kecuali atau Kredit Pindah WAJIB dibuat pada tahun pertama pengajian SAHAJA (Sila rujuk Bahagian 7 : Sistem Kredit).
Application for Credit Exemption or Credit Transfer MUST be carried out in the first year of study ONLY (Please refer to Part 7 : Credit System).

5.5 Pra-Pendaftaran Kursus (Pelajar Semasa)/ *Course Pre-Registration (Current Student)*

- 5.5.1 Pelajar wajib membuat Pra-Pendaftaran Kursus dalam tempoh yang ditetapkan Universiti melalui portal pelajar.
It is compulsory for a student to pre-register for courses within the period specified by the University via the student portal.
- 5.5.2 Pelajar yang gagal membuat Pra-Pendaftaran Kursus akan dikenakan denda RM5 setiap hari dengan denda maksimum RM200 bagi setiap kursus.
A student who fails to pre-register for any course will be fined RM5 for each day up to a maximum of RM200 for every course.
- 5.5.3 Pelajar diwajibkan membuat pengesahan Pra-Pendaftaran Kursus dalam tempoh yang ditetapkan dan mengambil maklum tentang denda di atas.
A student is required to confirm his/her Course Pre-Registration within the specified period and shall be informed of the fine stated in 5.5.2.

- 5.6 Pendaftaran Bagi Memperbaiki Gred Kursus/ *Registration to Improve Course Grade*
- 5.6.1 Pelajar dibenarkan memperbaiki gred kursus bagi mana-mana kursus dengan mendaftar semula kursus berkenaan dalam tempoh pengajian yang dibenarkan tertakluk kepada keputusan fakulti.
A student is allowed to improve his/her grade in a particular course by re-registering for that course within the duration of his/her studies subject to faculty decision.
- 5.6.2 Keputusan terbaik bagi kursus yang diulang akan diambil kira dalam pengiraan PNG dan HPNG.
The best grade for the repeated course will be used in the calculation of the GPA and CGPA.
- 5.7 Pendaftaran KursusLuar Program/ *Registration of a Course not Listed in the Programme*
- 5.7.1 Pelajar dibenarkan mendaftar kursus yang tidak disenaraikan dalam Struktur Program tertakluk kepada kelulusan fakulti.
A student is allowed to register for any course offered that is not listed in the Programme Structure subject to the approval of the faculty.
- 5.7.2 Gred bagi kursus tersebut akan diambil kira dalam pengiraan PNG dan HPNG.
Grade obtained for the course will be used in the calculation of the GPA and CGPA.
- 5.8 Tambah Kursus/ *Add Course*
- 5.8.1 Pelajar dibenarkan Tambah Kursus dalam minggu kedua (semester) dan minggu pertama (Intersesi).
A student is allowed to add a course by the second week of the semester and by the first week in the Intersession.
- 5.8.2 Pelajar dibenarkan Tambah Kursus dengan berdenda tertakluk kepada kelulusan fakulti.
A student is allowed to add a course with a fine subject to the approval of the faculty.
- 5.8.3 Tambah Kursus berdenda: RM20 dan tambahan RM5 setiap hari bagi setiap kursus.
The fine for adding a course: RM20 fine and an additional of RM5 for each day per course.
- 5.9 Gugur Kursus/ *Drop Course*
- 5.9.1 Pelajar boleh Gugur Kursus seperti dalam Jadual 5.9(i) dan 5.9(ii) di bawah.
A student is allowed to drop a course as stated in Table 5.9 (i) and 5.9 (ii) below.
- 5.9.2 Pelajar diwajibkan membuat pengesahan pendaftaran kursus dalam tempoh yang ditetapkan dan mengambil maklum tentang denda di bawah:
A student is required to confirm course registration in the specified period and shall be informed of the fine as stated below:

**Jadual 5.9(i) : Denda Gugur Kursus (Semester)/
 Table 5.9 (i) : Fine to Drop a Course (Semester)**

MINGGU KULIAH / <i>LECTURE WEEK</i>	DENDA / <i>FINE</i>
1 – 2	Tiada / <i>None</i>
3 - 9	RM400 (Gugur kursus selepas minggu kesembilan tidak dibenarkan) <i>(Dropping a course is not allowed after the ninth week)</i>

**Jadual 5.9(ii) : Denda Gugur Kursus (Intersesi)/
 Table 5.9 (ii) : Fine to Drop a Course (Intersession)**

MINGGU KULIAH / <i>LECTURE WEEK</i>	DENDA / <i>FINE</i>
1	Tiada / <i>None</i>
2 - 4	RM400 (Gugur kursus selepas minggu keempat tidak dibenarkan) <i>(Dropping a course is not allowed after the fourth week)</i>

BAHAGIAN 6.0 : PERTUKARAN PROGRAM PENGAJIAN/*CHANGE OF PROGRAMME OF STUDY*

6.1 Pertukaran Program Pengajian / *Change of Programme of Study*

- 6.1.1 Pertukaran program pengajian hendaklah dibuat dalam minggu pertama semester bermula.
Change of programme of study must be made in the first week of the semester.
- 6.1.2 Taraf kedudukan akademik pelajar bagi program terdahulu adalah Kedudukan Baik (KB) dan berstatus aktif.
The student's academic standing must be 'good' (Good Standing) and of active status in the previous programme.
- 6.1.3 Bayaran pertukaran program adalah RM100 bagi pelajar tempatan dan RM1000 bagi pelajar antarabangsa.
The fee charged to change programme is RM100 for a local student and RM1000 for an international student.
- 6.1.4 Pelajar hendaklah memenuhi syarat kemasukan program yang dipohon.
A student has to fulfill the entry requirements of the programme applied for.
- 6.1.5 Pelajar yang telah diluluskan bertukar program pengajian dikehendaki mendaftar seperti pelajar baru.
A student whose application has been approved to change his/her programme of study must register as a new student.

6.1.6 Bagi Pelajar Antarabangsa pertukaran program tertakluk kepada syarat dan kelulusan Pihak Berkuasa Kerajaan Malaysia.

For international students, changing of programme is subject to conditions and approval from the relevant authority of the Government of Malaysia.

BAHAGIAN 7.0 : SISTEM KREDIT/*CREDIT SYSTEM*

7.1 Jumlah Kredit Yang Dibenarkan/*Total Number of Credits Allowed*

7.1.1 Pelajar hanya boleh mendaftar jumlah kredit di satu-satu semester mengikut Jadual 7.1.

A student can only register for the number of credits specified in any one semester as stated in Table 7.1.

7.1.2 Pendaftaran jumlah kredit yang kurang daripada had minimum atau melebihi had maksimum adalah tertakluk kepada kebenaran Dekan.

Registration for the total number of credits that is less than the minimum or exceeds the maximum requirement is subject to approval from the Dean.

Jadual 7.1: Jumlah Kredit Dibenarkan/*Table 7.1 : Total Number of Credits Allowed*

Tahun Akademik/ <i>Academic Year</i>	Semester/ <i>Semester</i>		Intersesi/ <i>Intersession</i>	
	Kredit Minimum Dibenarkan/ <i>Minimum Credits Allowed</i>	Kredit Maksimum Dibenarkan/ <i>Maximum Credits Allowed</i>	Kredit Minimum Dibenarkan/ <i>Minimum Credits Allowed</i>	Kredit Maksimum Dibenarkan/ <i>Maximum Credits Allowed</i>
Mod Pengajian Pelajar/ <i>Mode of Study</i>				
Sepenuh Masa/ <i>Full Time</i>	12	18	2	9
Separuh Masa/ <i>Part Time</i>	3	9	Tiada/ <i>None</i>	3

7.2 Kredit Kecuali (KK) dan Kredit Pindah (KP)/*Credit Exemption (CE) and Credit Transfer (CT)*

7.2.1 Kredit Kecuali/*Credit Exemption*

Pelajar boleh memohon Kredit Kecuali untuk sesuatu kursus dengan syarat:-

A student can apply for Credit Exemption for any course under these conditions:

- (i) Pelajar yang memohon telah lulus kursus terdahulu;
Passes the previous course;
- (ii) Jam Kredit yang diperolehi akan diambil kira dalam Kredit Dapat;
Credit Earned will be included in Credit Taken;

- (i) Permohonan ini adalah daripada peringkat pengajian rendah ke peringkat pengajian tinggi (Contoh: Peringkat Diploma ke peringkat Ijazah Sarjana Muda).
Application has to be from a lower level of study to a higher level of study (e.g. from a Diploma to a Degree level).

7.2.2 Kredit Pindah/ *Credit Transfer*

Pelajar boleh memohon Kredit Pindah untuk sesuatu kursus dengan syarat:-

A student can apply for Credit Transfer for any course under these conditions:

- (i) Kursus terdahulu diambil di Universiti ini atau kursus yang setara di IPT lain mengikut peraturan yang telah ditetapkan oleh Universiti;
The course taken is either from this University or an equivalent course from other institutions of higher learning in accordance with the regulations stipulated by the University;
- (ii) Jam kredit, gred dan nilai gred kursus yang diperolehi akan diambil kira dalam pengiraan PNG dan HPNG;
Credit hours, grade and grade point earned will be taken into account in the calculation of the GPA and CGPA;
- (iii) Pelajar yang memohon masih dalam keadaan lulus dalam kursus yang diikuti (berstatus Kedudukan Baik (KB) atau Kedudukan Bersyarat (KS));
A "Pass" status in his/her course with either Good Standing (GS) or Conditional Standing (CS);
- (iv) Permohonan ini adalah untuk peringkat pengajian yang sama (Contoh: Peringkat Diploma ke peringkat Diploma).
Application has to be of the same level of study (e.g. from a Diploma to a Diploma level)

7.2.3 Perbezaan Kredit Kecuali dan Kredit Pindah

Differences between Credit Exemption and Credit Transfer

PERKARA	KREDIT KEQUALI (KK) / <i>CREDIT EXEMPTION (CE)</i>	KREDIT PINDAH (KP) / <i>CREDIT TRANSFER (CT)</i>
Jam kredit, gred dan nilai gred/ <i>Credit hours, grades and grade points</i>	Hanya jam kredit yang diluluskan oleh fakulti diambil kira di dalam Kredit Dapat/ <i>Only faculty approved credit hours are taken into account in Credit Earned.</i>	Jam kredit, gred dan nilai gred program yang diperolehi akan diambil kira dalam pengiraan PNG dan HPNG/ <i>Credit hours, grades and grade points obtained in a programme will be used in the calculation of the GPA and CGPA.</i>

Peringkat pengajian/ <i>Level of Study</i>	Permohonan adalah untuk peringkat pengajian rendah ke peringkat pengajian tinggi kecuali Program Asas/ <i>Application has to be from a lower level of study to a higher level of study with the exception of Foundation programmes.</i>	Permohonan adalah untuk peringkat pengajian yang sama; Contohnya: Peringkat Diploma ke Peringkat Diploma atau Peringkat Ijazah ke Peringkat Ijazah/ <i>Application has to be from the same level of study, e.g. Diploma to Diploma, or Degree to Degree</i>
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7.2.4 Syarat-syarat Khas Kredit Kecuali dan Kredit Pindah

Specific Requirements for Credit Exemption and Credit Transfer

- (i) Lulus kursus dengan gred minimum C+ kecuali Kursus Wajib MQA, gred minimum adalah C atau bersamaan 50%;
Passed a course with a minimum grade of C+ except for MQA compulsory courses which need a minimum grade of 50%;
- (ii) Program diiktiraf oleh Kerajaan;
The programme is recognised by the government;
- (iii) Taraf kedudukan akademik pelajar bagi program terdahulu adalah Kedudukan Baik;
The academic status of the student from the previous programme is in "Good Standing";
- (iv) Kursus yang dimohon mesti mempunyai kesetaraan Maklumat Kursus tidak kurang daripada 75%;
The course applied for should be at least 75% similar in Course Information;
- (v) Jumlah maksimum KK atau KP tidak melebihi 30% daripada jumlah jam kredit bergraduat dan tertakluk kepada standad program Badan Profesional;
The maximum credit hours for CE or CT should not exceed 30% of the total credit hours for graduation subject to the standard programme of the Professional Body;
- (vi) Kelayakan akademik yang boleh dipertimbangkan untuk permohonan KK/KP mestilah tidak melebihi lima (5) tahun dari tarikh tamat pengajian;
Academic qualifications for consideration of CE/CT application should not exceed five (5) years from the date of completion of the study;
- (vii) Semua kelulusan permohonan adalah tertakluk kepada syarat-syarat lain Fakulti dan pengesahan Universiti;
Approval of all applications is subject to other conditions set by the Faculty and endorsement by the University;
- (viii) Permohonan hanya dibenarkan kepada pelajar tahun pertama pengajian sahaja;
Only first year students are allowed to apply;

- (ix) Pengalaman bekerja pemohon dalam bidang berkaitan sekurang-kurangnya lima(5) tahun boleh diambil kira untuk KK/KP dan diperakui oleh Senat.
The student's working experience in a relevant field for at least five (5) years, which is recognised by the Senate, can be taken into consideration for CE/CT application.

BAHAGIAN 8.0 : SISTEM GRED/GRADING SYSTEM

8.1 Sistem Gred/ *Grading System*

- 8.1.1 Gred dan Nilai Gred adalah seperti **Jadual 8.1:**
Grades and grade points are as indicated in Table 8.1:

Jadual 8.1 : Skim Pemarkahan/Gred dan Nilai Gred
Table 8.1 : Marking Scheme/ Grade and Grade Point

Markah/ <i>Marks</i>	Gred/ <i>Grade</i>	Nilai Gred/ <i>Grade Point</i>	Status/ <i>Status</i>
90 – 100	A+	4.00	Amat Cemerlang/ <i>Excellent</i>
80 – 89	A	4.00	Cemerlang/ <i>Excellent</i>
75 – 79	A-	3.75	Cemerlang/ <i>Excellent</i>
70 – 74	B+	3.50	Sangat Baik/ <i>Very Good</i>
65 – 69	B	3.00	Baik/ <i>Good</i>
60 – 64	B-	2.75	Baik/ <i>Good</i>
55 – 59	C+	2.50	Memuaskan/ <i>Satisfactory</i>
50 – 54	C	2.00	Memuaskan/ <i>Satisfactory</i>
47 - 49	C-	1.75	Lemah/ <i>Weak</i>
44 - 46	D+	1.50	Lemah/ <i>Weak</i>
40 - 43	D	1.00	Lemah/ <i>Weak</i>
30 – 39	E	0.75	Gagal/ <i>Fail</i>
0 – 29	F	0.00	Gagal/ <i>Fail</i>
Hadir	AP/AF	Tiada/ <i>None</i>	Lulus/Gagal/ <i>Pass/Fail</i>
Lulus/Hadir			
Gagal/ <i>Attended</i>			
<i>Pass/Attended</i>			
<i>Fail</i>			

8.2 Gred Lulus Kursus / *Passing Grades for Courses*

- 8.2.1 Gred Lulus Kursus adalah seperti **Jadual 8.2:**
Passing grades for courses are listed in Table 8.2:

Jadual 8.2 : Gred Lulus Kursus
Table 8.2: Passing Grades for Courses

Jenis Kursus/ <i>Type of Course</i>	Gred/ <i>Grade</i>	Nilai Gred/ <i>Grade Point</i>
Wajib MQA/ <i>MQA Compulsory Courses</i>	C	2.00
Wajib Universiti/ <i>University Compulsory Courses</i>	D	1.00
Teras/ <i>Core Courses</i>	C	2.00
Bukan Teras/ <i>Non-Core Courses</i>	D	1.00

BAHAGIAN 9.0 : PENILAIAN DAN PEPERIKSAAN/*ASSESSMENT AND EXAMINATION*

9.1 Kaedah Penilaian /*Mode of Assessment*

Pelajar akan dinilai berdasarkan kerja kursus dan peperiksaan akhir/*Students will be assessed based on coursework and final examination.*

9.1.1 Kerja Kursus/ *Coursework*

Setiap pelajar akan dinilai kerja kursusnya secara berterusan dalam tempoh minggu perkuliahan sesuatu semester mengikut kaedah yang ditentukan Fakulti.
Each student will be assessed continuously based on his/ her coursework throughout the lecture weeks allocated per semester according to the assessment methods decided by the Faculty.

9.1.2 Peperiksaan Akhir/ *Final examination*

Semua pelajar wajib menduduki peperiksaan bagi kursus yang mempunyai peperiksaan akhir sepertimana yang ditetapkan.
It is compulsory for all of the students to sit for the final examination of all courses in accordance with requirement set.

9.2 Jadual Peperiksaan/ *Examination Schedule*

- 9.2.1 Jadual waktu peperiksaan akhir semester dikeluarkan oleh Universiti dan sebarang pindaan tertakluk kepada kelulusan Universiti.

The examination schedule will be released by the University and any changes are subject to approval by the University.

- 9.2.2 Sekiranya berlaku pertindihan kursus dalam Jadual Peperiksaan Muktamad, pelajar wajib memaklumkan kepada Unit Peperiksaan seminggu sebelum peperiksaan bermula.

If there is any overlap of courses in the Finalised Examination Schedule, it is compulsory for the students to inform the Examination Unit at least one (1) week prior to the examination.

9.3 Semakan Jadual Peperiksaan/ **Checking Examination Schedule**

9.3.1 Pelajar WAJIB menyemak jadual waktu peperiksaan akhir semester sebelum menduduki peperiksaan. Tiada peperiksaan gantian akan dibuat bagi sebarang kecuaiian pelajar.

It is COMPULSORY for all of the students to check the examination schedule before the exam. There will be no replacement examination conducted if the students fail to sit for any paper due to their own negligence.

9.4 Slip Kebenaran Peperiksaan/ **Examination Slip**

9.4.1 Slip Kebenaran Peperiksaan WAJIB dicetak menerusi portal pelajar dalam tempoh yang ditetapkan. Pelajar dibenarkan menduduki peperiksaan bagi kursus yang tersenarai dalam Slip Kebenaran Peperiksaan.

It is COMPULSORY for the students to print out the Examination Slip from the student portal within the time frame given. Students are only allowed to sit for the courses listed in the Examination Slip.

9.5 Syarat Menduduki Peperiksaan/ **Requirements to Sit for Final Examination**

9.5.1 Pelajar wajib memenuhi 80% kehadiran jam kontak yang ditentukan bagi sesuatu kursus.

It is compulsory for the students to have at least 80% attendance of the contact hours as required by a course.

9.5.2 Sekiranya pelajar tidak mematuhi subseksyen 9.5.1 di atas bagi mana-mana kursus dan telah disahkan, pelajar tidak dibenarkan menduduki peperiksaan dan akan diberi Status Gagal (F).

If the students do not fulfil the requirement stated in subsection 9.5.1 for any course and it has been confirmed, the students will not be allowed to sit for the examination and will be given the status 'Failed' (F).

9.5.3 Pelajar WAJIB menjelaskan yuran pengajian sebelum menduduki peperiksaan.

It is COMPULSORY for the students to settle all outstanding tuition fees before sitting for the examination.

9.5.4 Pelajar wajib mematuhi semua peraturan peperiksaan seperti yang telah ditetapkan oleh Universiti.

It is compulsory for the students to comply with all the examination rules stipulated by the University.

9.6 Peperiksaan Khas/ *Special Examination*

9.6.1 Peperiksaan khas boleh diadakan dengan kelulusan Universiti untuk pelajar-pelajar berikut :

A special examination can be conducted with approval from the University for the student(s) mentioned below:

(i) Pelajar semester akhir yang berada dalam Kedudukan Baik (KB), tetapi gagal dalam satu (1) kursus pada semester akhirnya atau mana-mana semester dengan syarat kursus berkenaan telah diambil setiap kali ia ditawarkan; atau

A final semester student who has Good Standing (GS) in his/her programme but failed in one (1) course in his/her final semester or in any semester with the condition that the student has taken the course every time it is offered; or

(ii) Pelajar yang gagal menduduki peperiksaan akhir dengan sebab-sebab yang telah diluluskan oleh Lembaga Akademik Fakulti.

A student who has failed to sit for the examination for reasons accepted by the Faculty Academic Board.

9.6.2 Markah peperiksaan khas akan diambilkira seperti berikut:-

Marks for a special examination will be calculated as indicated below:

(i) Bagi subseksyen 9.6.1(i), markah peperiksaan khas sahaja akan diambilkira dalam pengiraan PNG dan HPNG dengan gred maksimum C;

For subsection 9.6.1 (i), only the marks obtained in the special examination (a maximum grade of C) will be used in the calculation of the GPA and CGPA;

(ii) Bagi subseksyen 9.6.1(ii), markah peperiksaan khas akan menentukan markah peperiksaan akhir dan markah kerja kursus adalah kekal.

For subsection 9.6.1 (ii), marks from the special examination will be used while the marks for coursework will be maintained.

9.6.3 Pelajar perlu membayar wang proses sebanyak RM50 untuk menduduki peperiksaan khas tersebut.

Students have to pay a processing fee of RM50 to sit for the special examination

9.6.4 Universiti berhak mengadakan peperiksaan khas dalam tempoh 2 minggu pertama semester berikutnya.

The University has the right to conduct a special examination within the first two (2) weeks of the following semester.

9.7 Peperiksaan Semula / *Examination Resit*

9.7.1 Universiti berhak mengadakan peperiksaan semula pada bila-bila masa sekiranya perlu dalam keadaan berikut:-

The University has the right to conduct a re-examination if necessary at any time in these situations:

- (i) Berlaku kebocoran soalan peperiksaan akhir;
There is a leak of the final ;/ examination questions;
- (ii) Calon tidak dapat menduduki peperiksaan akhir kerana bencana alam;
A candidate has not sat for the examination due to a natural disaster;
- (iii) Arahan Naib Canselor
By the order of the Vice Chancellor

9.8 Keputusan Peperiksaan/ *Examination Results*

Universiti akan mempamerkan gred kursus dalam tempoh yang ditetapkan.

The University will display the grades for all the courses within the stipulated time frame.

9.9 Kedudukan Akademik/ *Academic Standing*

9.9.1 Prestasi akademik pelajar ditunjukkan oleh Purata Nilai Gred (PNG) dan Himpunan Purata Nilai Gred (HPNG).

A student's academic achievement will be indicated by his/ her Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

(i) **Purata Nilai Gred (PNG)/ *Grade Point Average (GPA)***

PNG adalah purata nilai gred yang diperoleh oleh seseorang pelajar pada penghujung setiap semester. Formula mengira PNG pelajar bagi sesuatu semester adalah seperti berikut:

GPA refers to the grade point average obtained by a student at the end of every semester. The formula to calculate the GPA for a semester is as indicated below:

$$GPA = \frac{\sum_{j=1}^n (\text{credit} \times \text{grade point})_j}{\sum_{j=1}^n (\text{credit})_j}$$

n = jumlah kursus yang telah diambil dalam semester berkenaan

n = *total courses taken for the semester*

Contoh 1 : Pengiraan PNG Semester 1**Example 1: Calculation of GPA for Semester 1**

Kursus/ <i>Course</i>	Gred/ <i>Grade</i>	Mata Nilai/ <i>Point Value</i>	Kredit/ <i>Credit</i>	Mata Sebenarnya/ <i>Grade Point</i>
ZIS 1133	B	3.0	3	9.0
KAS 1103	B+	3.5	3	10.5
KAS 1123	C+	2.5	3	7.5
ZES 1133	B	3.0	3	9.0
KAS 1101	A	4.0	1	4.0
KAS 1102	B+	3.5	2	7.0
		JUMLAH/TOTAL	15	47.0

$$\text{PNG/GPA} = 47.0/15 = \underline{3.13}$$

Contoh 2 : Pengiraan PNG Semester 2**Example 2 : Calculation of GPA for Semester 2**

Kursus/ <i>Course</i>	Gred/ <i>Grade</i>	Mata Nilai/ <i>Point Value</i>	Kredit/ <i>Credit</i>	Mata Sebenarnya/ <i>Grade Point</i>
KAS 1343	B+	3.5	3	10.5
KMS 1323	B	3.0	3	9
KMS 1342	A	4.0	2	8
KAS 1363	D	1.0	3	3
ZES 1343	C+	2.5	3	7.5
KAS 1302	B	3.0	2	6
		JUMLAH/TOTAL	16	44

$$\text{PNG/GPA} = 44/16 = \underline{2.75}$$

(ii) Himpunan Purata Nilai Gred (HPNG)/ Cumulative Grade Point Average (CGPA)

HPNG adalah merupakan mata peratus yang dicapai oleh seseorang pelajar dalam semua peperiksaan yang telah diambilnya. Formula mengira HPNG adalah :

CGPA is the cumulative grade point average which a student has obtained in all of the examination he/she has taken. The formula to calculate the CGPA is as follows :

$$\text{CGPA} = \frac{\sum_{i=1}^m \left(\sum_{j=1}^n (\text{Credit} \times \text{Grade Point})_j \right)_i}{\sum_{i=1}^m \left(\sum_{j=1}^n (\text{Credit})_j \right)_i}$$

m = jumlah semester yang diikuti/*total semesters undergone*

n = jumlah kursus yang diikuti pada setiap semester/*total courses taken for each semester*

Contoh 3 : Pengiraan HPNG**Example 3: Calculation of CGPA****Semester 1**

Himpunan Mata (HM)/ *Cumulative Points (CP)* = 47.0

Himpunan Kredit (HK) / *Cumulative Credits (CC)* = 15

(lihat contoh 1/*refer to Example 1*)

Semester 2

Himpunan Mata (HM)/*Cumulative Points (CP)* = 44

Himpunan Kredit (HK)/*Cumulative Credits (CC)*= 16

(lihat contoh 2/*refer to Example 2*)

$$\text{HPNG/CGPA} = \frac{(47 + 44)}{(15 + 16)} = 2.93$$

- 9.9.2 Kedudukan akademik pelajar ditentukan di akhir tiap-tiap semester dengan menggunakan kedudukan HPNG seperti di **Jadual 9.1**.

A student's academic standing is determined at the end of each semester based on his/ her CGPA as shown in Table 9.1.

Jadual 9.1 : Kedudukan Akademik/ Table 9.1: Academic Standing

KEDUDUKAN/ <i>STANDING</i>	HPNG/ <i>CGPA</i>	KETERANGAN/ <i>REMARKS</i>
Cemerlang (KC)/ <i>Excellent</i>	3.60 dan ke atas/ <i>3.60 and above</i> (HPNG/ <i>CGPA</i> ≥ 3.60)	Boleh meneruskan pengajian/ <i>Able to proceed</i>
Baik (KB)/ <i>Good Standing</i> (GS)	Dari 2.00 sehingga 3.59 <i>From 2.00 to 3.59</i> (2.0 ≤ HPNG/ <i>CGPA</i> ≤ 3.59)	Boleh meneruskan pengajian/ <i>Able to proceed</i>
Bersyarat (KS)/ <i>Conditional</i> <i>Standing</i> (CS)	Dari 1.70 sehingga 1.99 <i>From 1.70 to 1.99</i> (1.70 ≤ HPNG/ <i>CGPA</i> ≤ 1.99)	Boleh meneruskan pengajian dengan hanya mengambil 12 jam kredit maksimum bagi semester panjang dan 6 jam kredit bagi Intersesi. <i>Able to proceed by taking only a maximum of 12 credit hours for the long semester and 6 credit hours for the Intersession.</i>

		<p>Bagi pelajar yang mendapat KS tiga (3) semester berturut-turut tidak termasuk Intersesi akan diberi Kedudukan Gagal (KG).</p> <p><i>A student who has obtained CS for three semesters consecutively, not including Intersession, will be given the "Failed" status.</i></p>
Gagal (KG)/ <i>Failed</i>	Kurang dari 1.70 <i>Less than 1.70</i> (HPNG/ <i>CGPA</i> < 1.70)	Diberhentikan/ <i>Terminated</i>

9.10 Rayuan Semakan Keputusan Gred Kursus/ *Appeal to Recheck Course Grade*

- 9.10.1 Pelajar hanya dibenarkan memohon semakan semula skrip jawapan peperiksaan akhir bagi setiap kursus dan perlu dilakukan dalam minggu pertama semester.
A student is allowed to apply for a recheck of his/her final examination answer script for any course and has to be done only in the first week of the semester.
- 9.10.2 Perubahan gred kursus adalah muktamad tertakluk kepada keputusan Senat.
Any change in the course grade is final subject to the decision of the Senate.
- 9.10.3 Bayaran sebanyak RM100 akan dikenakan bagi setiap satu kursus yang dimohon untuk semakan semula.
A payment of RM100 will be charged for each course recheck.

9.11 Rayuan Meneruskan Pengajian/ *Appeal to Proceed in Studies*

- 9.11.1 Pelajar KG boleh membuat rayuan kepada Jawatankuasa Rayuan Akademik Universiti melalui Fakulti dalam tempoh tiga (3) hari minggu pertama semester.
A student with Failed Standing (FS) can appeal to the University Academic Appeal Committee through the Faculty in the first three (3) days of the first week of the semester.
- 9.11.2 Lembaga Akademik Fakulti mempunyai bidang kuasa memberi pertimbangan (dan kelulusan) kepada pelajar tahun pertama (1) semester satu (1) yang KG yang mendapat HPNG 1.50 - 1.69 untuk meneruskan pengajian.
The Academic Board of the Faculty has the discretion to consider (and approve) a first year (1) first semester (1) student with FS who has obtained a CGPA of 1.50 – 1.69 to proceed in his/her studies.
- 9.11.3 Pelajar Semasa yang diberhentikan boleh mengemukakan rayuan secara bertulis kepada Jawatankuasa Rayuan Akademik Universiti melalui Dekan Fakulti tertakluk kepada tempoh yang ditetapkan.
A current student who has been terminated can forward a written appeal to the University Academic Appeal Committee through the Dean within the time frame given.

- 9.11.4 Pelajar yang lulus dalam rayuan akan dikenakan syarat-syarat berikut :
A student whose appeal is accepted will have to abide by the following conditions:
- (i) Tempoh Daftar Semester (semula) adalah selewat-lewatnya pada minggu kedua (2) semestersemasa;
Re-registration should be completed by the second week of the current semester;
 - (ii) Pelajar akan diberhentikan jika gagal mendaftar Semester dalam tempoh yang ditetapkan;
The student will be terminated if he/she fails to register within the time frame given;
 - (iii) Pelajar dikehendaki mengulang kursus yang gagal.
The student is required to repeat the course he/she has failed.
- 9.11.5 Pelajar yang gagal dalam rayuan akan diberhentikan.
A student who has failed in his/her appeal will be terminated.

BAHAGIAN 10.0 : PENYELEWENGAN AKADEMIK/ *ACADEMIC MISCONDUCT*

10.1 Penyelewengan Akademik/ *Academic Misconduct*

- 10.1.1 Pelajar yang melakukan salah laku akademik boleh dikenakan tindakan tatatertib mengikut peruntukan Akta Institusi Pendidikan Tinggi Swasta 1996 (AKTA 555) & Peraturan-Peraturan dan Buku Peraturan Tatatertib Pelajar Universiti Selangor (Cetakan Ke-3: Januari 2012).
If a student has committed any academic misconduct, action can be taken based on the 1996 Private Higher Institution Act (Act 555), Handbook of Student Disciplinary Regulations & Handbook of Academic Regulations (3rd Edition: January 2012).
- 10.1.2 Pelajar tidak boleh melakukan mana-mana penyelewengan akademik berikut:-
A student must not commit any academic misconduct such as:
- (i) Menciplak/Plagiat;
Plagiarism;
 - (ii) Menipu atau cubaan menipu dalam kerja kursus/peperiksaan/hasil akademik.
Cheating or attempting to cheat in course work/examinations/assignments.

10.2 Tindakan Penyelewengan Akademik/ *Disciplinary Actions for Academic Misconduct*

10.2.1 Tindakan berikut akan diambil sekiranya penyelewengan akademik dilakukan:

The following actions will be taken if there is any academic misconduct:

- (i) Gred X akan diberikan kepada SEMUA KURSUS yang diambil oleh pelajar tersebut pada semester berkenaan;
Grade X will be given for ALL COURSES which the student has taken for that particular semester;
- (ii) Pelajar tersebut akan dikenakan tindakan tatatertib;
Disciplinary action will be taken against the student;
- (iii) Pelajar yang didapati bersalah akan dihukum berdasarkan peraturan Universiti.
The student who is found guilty will be penalised in accordance with the rules of the University.

BAHAGIAN 11.0 : STATUS PENGAJIAN/ *ACADEMIC STATUS*

11.1 Tangguh Pengajian/ *Deferment*

11.1.1 Pelajar dibenarkan untuk memohon menangguh pengajian./
A student is allowed to apply for deferment.

11.1.2 Pelajar boleh diberi status penangguhan pengajian atas sebab-sebab tertentu dengan kelulusan Universiti.
A student can be given the "Deferred" status under certain circumstances with the approval of the University.

11.1.3 Pelajar yang telah mencapai tempoh maksimum pengajian tetapi belum bergraduat perlulah mengikuti kurikulum program terkini sebelum tamat pengajian.
A student who has reached the maximum study period has to follow the latest curriculum of the programme before completing his/her studies.

11.1.4 Tempoh akhir permohonan penangguhan adalah pada minggu kesembilan bagi semester panjang dan minggu kelima bagi Intersesi dan menjelaskan yuran penangguhan sebanyak RM50.
The deadline to apply for deferment is in the ninth week of a long semester and the fifth week for the Intersession. The student has to pay RM50 deferment fee.

11.1.5 Pelajar perlu Aktif Diri pada semester berikutnya untuk mengekalkan status aktif dengan menjelaskan yuran daftar diri sebanyak RM20.
A student has to activate his/her status in the following semester to maintain the Active Status by paying RM20 for registration fee.

11.1.6 Pelajar Antarabangsa yang ingin menangguhkan pengajian perlu mematuhi peraturan semasa Universiti dan merujuk Pusat Pelajar Antarabangsa Universiti.
An International student who defers his/her studies has to abide by the current University rules and regulations and refer to the University International Student Centre.

11.2 Berhenti Pengajian/ *Quit Study*

11.2.1 Pelajar yang berhasrat untuk berhenti pengajian perlu mengemukakan permohonan kepada Fakulti.

A student who wishes to quit has to apply to the Faculty.

11.2.2 Pelajar Antarabangsa yang berhasrat untuk berhenti pengajian perlu mematuhi peraturan semasa Universiti dan perlu merujuk Pusat Pelajar Antarabangsa Universiti.

An International student who wishes to quit has to abide by the current University rules and regulations and has to refer to the University International Student Centre.

11.3 Diberhentikan/ *Termination*

11.3.1 Pelajar boleh diberhentikan kerana perkara-perkara berikut:-

A student can be terminated for the following reasons:

(i) tidak mencapai tahap lulus dalam pengajiandan gagal dalam permohonan rayuan ; atau

failure to achieve a 'pass' in his/her programme of study and has failed in the appeal process; or

(ii) gagal mendaftar di bawah kaedah pendaftaran semester atau program; atau

failure to register in accordance with the semester or programme registration; or

(iii) tidak memenuhi syarat kelayakan masuk.

Non-fulfillment of admission requirement.

11.3.2 Pelajar Antarabangsa yang diberhentikan adalah tertakluk kepada syarat dan prosedur Universiti dan Pihak Berkuasa Kerajaan Malaysia.

An International student who has been terminated is bound by conditions and procedures stipulated by the University and the Government of Malaysia.

11.4 Disingkirkan/ *Expulsion*

11.4.1 Pelajar yang disabitkan kesalahan yang boleh dibuang universiti mengikut Kaedah Tatatertib Pelajar akan diberikan status DISINGKIRKAN.

A student who is found guilty of misconduct that could lead to expulsion from the University in accordance with the Student Disciplinary Procedures would be given the "EXPULLED" status.

11.4.2 Pelajar dibenarkan membuat rayuan dalam tempoh yang ditetapkan.

A student may appeal within the time frame stipulated.

11.5 Digantung Pengajian/ *Suspension*

11.5.1 Pelajar yang disabitkan kesalahan di bawah Kaedah Tatatertib Pelajar yang boleh menyebabkan digantung daripada meneruskan pengajian akan diberi status GANTUNG PENGAJIAN.

A student who is found guilty under the Student Disciplinary Procedures, which could lead to suspension from studies, will be given the "SUSPENDED" status.

- 11.5.2 Pelajar boleh mengemukakan rayuan dalam tempoh yang ditetapkan.
A student may appeal within the time frame stipulated.
- 11.6 Tidak Aktif/ *Inactive*
- 11.6.1 Pelajar yang tidak mendaftar semester disebabkan kursus tidak ditawarkan dalam mana-mana semester semasa akan diberi status TIDAK AKTIF.
A student who could not register in a semester because a course is not offered in any current semester is given the status 'INACTIVE'.
- 11.6.2 Fakulti akan menentukan pelajar yang akan diberi status tersebut.
The faculty will determine which student will be given the said status.
- 11.7 Lengkap/ *Completion of Study*
- 11.7.1 Pelajar yang telah memenuhi jam kredit untuk bergraduasi akan diberikan status LENGKAP.
A student who has fulfilled the credit hours required for graduation will be given the status 'COMPLETED'.
- 11.7.2 Jam kredit bergraduasi bergantung kepada jumlah jam yang perlu diambil bagi setiap program sepertimana yang telah ditetapkan.
The number of credit hours required for graduation depends on the total credit hours required for each programme.
- 11.8 Bergraduasi/ *Graduation*
- 11.8.1 Pelajar perlu mengemukakan permohonan kepada Fakulti untuk bergraduasi.
A student must submit an application for graduation to the faculty.
- 11.8.2 Pelajar yang telahpun disahkan oleh senat untuk bergraduasi akan diberi status BERGRADUAT.
A student who has been approved by the Senate to graduate is given the status 'GRADUATED'.
- 11.9 Tidak Hadir/ *Absence*
- 11.9.1 Pelajar WAJIB mendaftar pada setiap semester dalam tempoh yang ditetapkan mengikut kaedah pendaftaran pelajar.
A student is required to register every semester within the stipulated period in accordance with the procedure for student registration.
- 11.9.2 Selepas tamat tempoh daftar semester, pelajar yang gagal mendaftar akan diberikan status TIDAK HADIR.
After the end of the registration period for the semester, a student who fails to register will be given the status 'ABSENT'.

- 11.9.3 Denda lewat mendaftar akan dikenakan kepada pelajar yang mendaftar selepas tamat tempoh daftar semester.
A fine for late registration must be paid by a student who registers after the registration period.
- 11.9.4 Jika pelajar masih gagal untuk mendaftar semester dalam tempoh tiga(3) minggu pertama kuliah tanpa sebab-sebab yang dibenarkan, pelajar akan diberhentikan dari Universiti.
If a student still fails to register within the first three weeks of lectures without a valid reason, he/she will be terminated from the University.

BAHAGIAN 12.0 : BERGRADUAT /GRADUATION

12.1 Syarat-syarat Bergraduat/ *Requirements for Graduation*

- 12.1.1 Pelajar layak bergraduat setelah syarat-syarat berikut dipenuhi;
A student is qualified to graduate after fulfilling the following requirements:
- (i) Memperoleh jumlah kredit yang ditetapkan dan mendapat Kedudukan Baik (KB);
Earned total credit hours required and obtained 'Good Standing';
 - (ii) Telah menduduki peperiksaan *Malaysian University English Test* (MUET) bagi pelajar program Sarjana Muda (pelajar tempatan sahaja) dan minimum Band 4 untuk pelajar TESL;
Has taken the Malaysian University English Test (MUET) for students of Bachelor degree programmes (local students only); B.Ed. TESL (Hons) students must obtain a minimum of Band 4;
 - (iii) Kredit Bahasa Melayu peringkat SPM (pelajar tempatan); atau
A credit in Bahasa Melayu at SPM level (local students only); or
 - (iv) Lulus Bahasa Melayu peringkat SPM dan prinsipal Bahasa Melayu peringkat STPM (pelajar tempatan); atau
Passed Bahasa Melayu at SPM level and a principal in Bahasa Melayu at STPM level (local students only); or
 - (v) Lulus kursus Bahasa Kebangsaan A dengan sekurang-kurangnya Gred C atau bersamaan markah 50% (pelajar tempatan);
Passed Bahasa Kebangsaan A course with a minimum Grade C or 50% mark (local students only);
 - (vi) Bebas daripada tindakan tatatertib;
Not subject to any disciplinary action for misconduct;
 - (vii) Telah membuat permohonan untuk bergraduat;
Has applied for graduation;
 - (viii) Diperakui oleh Senat.
Endorsed by the Senate.

- 12.1.2 Surat Pengesahan Tamat Pengajian boleh dikeluarkan oleh Universiti setelah keputusan tamat pengajian diluluskan oleh Senat.
Confirmation Letter for Completion of Studies can be issued by the University after the decision on completion of studies has been approved by the Senate.

12.2 Kelas Ijazah/ *Class of Distinction*

- 12.2.1 Kelas Ijazah dianugerahkan berdasarkan kepada pencapaian HPNG terakhir seperti dalam **Jadual 12.2**.
Class of Distinction is awarded based on the final cumulative grade point average (CGPA) obtained as shown in Table 12.2.

Jadual 12.2 : Kelas Ijazah

Table 12.2 : Class of Distinction

Program Ijazah <i>Degree Programme</i>	Kedudukan HPNG <i>CGPA category</i>
Kepujian Kelas Pertama <i>First Class Honours</i>	HPNG/CGPA \geq 3.60
Kepujian Kelas Kedua (Tinggi) <i>Second Class (Upper)</i>	3.00 \leq HPNG/CGPA < 3.60
Kepujian Kelas Kedua (Rendah) <i>Second Class (Lower)</i>	2.00 \leq HPNG/CGPA < 3.00

BAHAGIAN 13.0: PERUNTUKAN-PERUNTUKAN AM/PART 13.0 : GENERAL PROVISIONS

13.1 Peruntukan Am/ *General provisions*

- 13.1.1 Pelajar WAJIB mematuhi semua peraturan akademik Universiti;
Each student is OBLIGED to abide by all the University academic rules and regulations;
- 13.1.2 Peraturan Akademik ini perlu dibaca bersama Buku Peraturan Tatatertib Pelajar, Peraturan Peperiksaan atau mana-mana pekeliling/peraturan/arahan Universiti;
The Handbook of Academic Regulations must be read together with the Handbook on Rules of Student Conduct, Examination Rules or any University circulars/rules and regulations/ directives;
- 13.1.3 Senat berhak meminda peraturan akademik dari semasa ke semasa;
The Senate has the right to amend any academic rule from time to time;
- 13.1.4 Jika wujud percanggahan, keputusan Senat adalah muktamad.
If any contradiction arises, the Senate's decision is final.

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*ENDORSED BY THE
SENATE OF UNIVERSITI SELANGOR (UNISEL)*

ON 30 AUGUST 2012

*CHAIRMAN
SENATE OF UNIVERSITI SELANGOR*