

ACADEMIC REGULATIONS HANDBOOK

PREFACE

Firstly, I would like to thank The Almighty with his blessings; Universiti Selangor is able to publish this Academic Regulations Handbook as a general guideline. This handbook consists of policies, procedures, and academic regulations, in order to help students as well academic staff in structuring their teaching and learning organisation. Hopefully, with all the information given in this handbook will be used to plan and to improve the academic system. I do hope with all the hard work and effective teaching together with positive attitude, UNISEL students will be able to achieve their dreams to become excellent graduates. This will help Malaysia to produce successful technocrats with vision and be responsible towards The Almighty and community.

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ACADEMIC REGULATION

SECTION I

DEFINITION

In this regulation handbook, unless it is stated the context is different,

“University” is Universiti Selangor

“Senate” is the Senate of Universiti Selangor

“Faculty” is any University Faculty including Study Center, Schools and Institute

“Dean” is head of Faculty elected by the Vice Chancellor

“Students” are those who study in the University, full-time, part-time or Distance Learning students who have fulfilled course registration in the University

“Current Students” are those who study in the University, full-time, part-time or Distance Learning students who have at least undergone 1 semester of studies in this University

“Full-time Students” are students who study in the University as full-time

“Part-time Students” are students who study in the University as part-time

“International Students” are students who are not Malaysian studying in the University

“HI” means Public Higher Institution or Private Higher Institution that has been acknowledged as University

“DL” is Distance Learning Programme

“Session” is the study terms according to academic calendar

“Semester” is the study session that is undertaken by the students

“Programme” is the types of studies of one student in University

“Course” is the curriculum component that is undertaken in one study programme

“Subject” is the component that is taken in one course

“Examination Board” is a Board that is established by the Faculty for any matter regarding examination

“GPA” is Grade Point Average obtained in one semester

“CGPA” is Cumulative Grade Point Average obtained in all the semester undertaken

“Credit Obtained” is a total of credit obtained in passing subject.

“Credit Calculated” is a total of credit calculated to measure GPA and CGPA

“Credit Exemption” is a total of subject credit that is exempted for one student

“Credit Transfer” is a total of grade value in one subject being approved to be counted in the GPA of the current semester

“Board of Evaluator” is a professional board that has been authorized to review the quality of a programme

“al Training” is professional training that is also a subject from one of the curriculum components which is done outside the classroom and attendance is compulsory

“Dismissed” means students who fail to pass in the study or students who have fully utilised the maximum study duration or students who are expelled from the University based on the “Rules Under Students’ Code of Conduct” or “Procedures and Regulations of the Registration of Programmes or Courses”.

“Withdraw” means students who are permitted by the University to withdraw from the study

“Award” means qualification conferred to students on successful completion of a programme of study at Diploma or Degree level subject to approval by the Senate.

SECTION II**ACADEMIC YEAR**

- (1) University Academic Year is divided into three semesters, Session I, II and III. Session I and II are long semesters that cover 14 weeks of lectures while Session III is short semester that cover 7 weeks of lectures.
- (2) Academic year is divided as shown in Table 1.

Table 1: Academic Year*

SESSION I	
Lecture Week	7 weeks
Mid Semester Break	1 week
Lecture Week	7 weeks
Examination Week	2 weeks
Final Semester Break	3 weeks
Total	20 weeks
SESSION II	
Lecture Week	7 weeks
Mid Semester Break	1 week
Lecture Week	7 weeks
Examination Week	2 weeks
Final Semester Break	3 weeks
Total	20 weeks
SESSION III	
Lecture Week	7 weeks
Examination Week	1 week
Final Semester Break	4 weeks
Total	12 weeks
Grand Total	52 weeks

* Subject to changes

SECTION III**COURSE REGISTRATION/CANDIDATURE**

- (1) Candidates and current students are compulsory to register on the appointed dates by the University.
- (2) Failure of the candidates to comply the rules in Section III (1) above without any acceptable reasons by the University, will lead to cancellation of the course offered.

- (3) Current students who PASS their examination from the previous semester are required to Register Candidature every new semester on the Registration Day according to the appointed date.
- (4) Late registration is liable for a penalty of RM20 and RM5 for each consecutive day unless there are reasons acceptable by the University.
- (5) Students who FAIL an examination and would wish to bring up an appeal must do so on the candidature registration day. Students who do not register will be given status 'DISMISSED'
- (6) Current students who stop their studies due to a deferral, or a suspension or any other similar conditions must register their candidature on the appointed dates as mentioned in paragraph (4 and 5) above.

CHANGING COURSE

- (1) Students are not allowed to change their course without any reasons that has been approved by the respected Faculty Dean.
- (2) Changing of course of studies must be approved by the former faculty and the receiving faculty by filling in form **B/HEA/URA/203**.
- (3) Changing course from other higher institutions will require Letter of Confirmation on Academic Status from the former Institution.
- (4) These changes (paragraphs 2 and 3) should be done in the first 2 weeks of the semester.
- (5) Students who wish to change course should register as a new candidature. Credit transfer will be considered based on the rules and regulations set.

SECTION IV

SUBJECT REGISTRATION

- (1) Registration is compulsory for every subject assigned to a course. Student must register the correct code for every subject.
- (2) Subject registration must be done every semester
- (3) Students are only allowed to register subject assigned by the faculty when it is offered.

Subject Registration (New students)

- (1) Subject registration must be done during the Subject Registration Week.
- (2) Late application for subject registration without any acceptable reason by the University is liable for a service charge of RM 20 and an additional RM1 for each consecutive day.
- (3) If students fail to register subject in the given duration without any acceptable reasons, students will be terminated from their study. If it is being accepted, students are subjected to the rules in paragraph (2) above.

Subject Pre-registration (Current students)

- (1) Current students must do the subject pre-registration within 4 weeks prior to the final examination.
- (2) Students who fail to do subject pre-registration without any acceptable reason to the University is liable for a penalty of RM5 per subject for each day.

Referral Subject Registration

- (1) Students who receive grade C and below for any one subject are permitted to repeat and redeem failure of the subject to improve their GPA and CGPA.
- (2) The latest result for the subject will be used to replace the previous result for the GPA and CGPA calculation.
- (3) Referral subject will only be performed if the subject is being offered by the faculty.

Audit Registration

- (1) University students who are interested to take up subjects that are not required in the programme/course, may register the subject as Audit registration. The subject will not be given any credit.
- (2) Example for the fees calculation for Audit subject is as follows:

Credit hours x Total fees per credit x 0.5

$$= 4 \times 200 \times 0.5 = \text{RM } 400$$

Subject Registration Slip/Examination Slip

- (1) Students are responsible to make any correction in the Subject Registration Slip/Examination Slip within the given duration. Any request for late correction without any acceptable reasons from the University will be charged RM10 for each subject.
- (2) Student is liable for RM5 charge for getting the Subject Registration Slip/Examination slip after the appointed dates.

Subject Withdrawal ((TD)

(1) Long Semester (Session I and Session II)

- (i) Students are allowed to request a withdraw from any registered subject with the approval of the Academic Advisor, depending on the credit load allowed in one semester:
 - (a) Week 1 – 2 lecture = Add or drop any subject without any fees
 - (b) Week 3 – 4 lecture = RM30 for each subject withdraw
 - (c) Week 4 – 9 lecture = RM30 + service charge for withdraw subject

- (ii) Example for calculation for item (1)(i)(c) as follow:

$$\text{Processing Fees} + \left[\text{credit hours} \times \text{total fees per credit} \times \frac{\text{number of lecture wk}}{\text{weeks of lecture}} \right]$$

Service Charge

$$= \text{RM}30 + \left(3 \times 100 \times \frac{9}{14} \right) = \text{RM } 222.85$$

- (iii) Last date to withdraw is in the 9th week.

(2) Short Semester (Session III)

- (i) Students are allowed to request a withdraw from any registered subject with the approval of the Academic Advisor, depending on the credit load allowed in one semester:
- (a) Week 1 lecture = Add or drop any subject without Paying any fees.
- (b) Week 2 lecture = RM30 for each subject withdraw.
- (ii) Last date to withdraw is on the 2nd week.

SECTION V**CREDIT SYSTEM**

Each subject has its own credit value except subject that has been decided by the faculty. The number of credits attributed or awarded is normally based upon an estimation of the notional time.

Credit Evaluation

- (1) Credit that has been specified for each subject will consist of value as in **Table II** except in certain cases.
- (2) 1 hour of lecture in a week for 14 weeks will be given a value of one (1) credit. For tutorial/practical, one (1) credit value requires at least 1½ hour a week of meeting for 14 weeks. While industrial practical for one (1) credit requires six (6) hours a day of continuous activities for the duration of half a month.

Table II: Credit Value

Activity	Lecture	Tutorial	Practical	al Training*
Credit Value	1	1	1	1
Minimum Contact Hours	1 x 14	1.5 x 14	2 x 14	½ month

- Total credit value for al Training is subject to Board of Evaluator

Permitted Credit Load

(1) Full-time students

- (i) Total credit for each semester for each course is determined by the faculty.
- (ii) All students except the final semester students and students who are undergoing al Practical must take a minimum of 12 credit hours and a maximum of 18 credit hours in each semester (Session I and Session II). This does not include subjects without any credit value.
- (iii) Students in Session III are only allowed to take up a maximum of nine (9) credit hours only.
- (iv) Any additional credit hour requires the Dean's approval. Priority is given to the final semester students only.
- (v) International students are allowed to take up a minimum of three (3) subjects for the first semester only.

(2) Part-time students

- (i) Total credit for each semester for each course is determined by the faculty.
- (ii) Part-time students except for the final semester students are only allowed to take up nine (9) credit hours in long semester and six (6) credit hours in short semester.
- (iii) Any additional subject or credit hour requires the Dean's approval. Priority is given to the final semester students only.

Credit Exemption/Credit Transfer

(1) Credit exemption

Students can apply for Credit Exemption for courses with the following conditions:-

- (i) Students who apply must pass the course previously.
- (iii) Credit hours obtained will be counted in Credit Obtained.
- (iii) Application must be from a lower academic level to a higher academic level (Example: Diploma level to Undergraduate level)

Credit transfer

Students can apply for credit transfer of courses with the following conditions:-

- (i) Previous course was studied in the current University or any course equivalent to it in other Higher Institution which complies to the given regulations.
 - (ii) Credit hours, grade and course grade value obtained will be counted in GPA and CGPA.
 - (iii) Students who apply must be in a PASS status (Good or Academic warning).
 - (iv) Application is only applied to the same level of study. (Example: From Diploma level to Diploma level)
- (3) Have passed the subjects that is equivalent to any institutions by obtaining grades based on **Table III**

Table III: Subject Grade for Credit Exemption/ Credit Transfer

Subject	Grade	Value
MQA Compulsory Subjects	C	2.00
University Compulsory Subjects	C	2.00
Other Subjects	C+	2.50

- (4) General requirements:
- (i) For professional programmes, the total exemption credit/credit transfer allowed is subject to the professional body involved.
 - (ii) Maximum hours allowed for Credit Exemption is 30 credit hours for Diploma programme and Degree Programme. Exemption credit will not be counted in the Counted Credit.
 - (iii) Maximum hours allowed for Credit Transfer is 30 credit hours for programme that has been taken by students in the Current University or other Higher Institution.
 - (iv) Faculty will determine the duration of study for students who obtain Credit Exemption/Credit Transfer.
 - (v) Application for Credit Exemption and Credit Transfer can only be done in the given duration; the first semester.
 - (vi) Course applied for Credit Exemption and Credit Transfer must at least have 75% of overlapping content with the course offered.

(vii) Students must have accredited experience by the faculty for all Practical subject.

(5) The following are the procedures for Credit Transfer/Credit Exemption:

- (i) Students need to fill up **bup/pelajar/03** form.
- (ii) Application for Credit Transfer/Credit Exemption must be through the Faculty.
- (iii) Students must pay RM10 for processing fee and extra 10% from the total credit hours for each subject that has been approved. Example of calculation as follow:

$$\text{Processing fee} + \left[\text{credit hours} \times \text{total fees per credit} \times \text{extra charges} \right]$$

$$= \text{RM10} + (3 \times 200 \times 10\%) = \text{RM70}.$$

- (iv) Approval for Credit Transfer/Credit Exemption will be deliberated by the Faculty Academic Board with the official recognition from the University's Senate.
- (v) University students who need a copy of the syllabus and curriculum for Credit Transfer/Credit Exemption purposes for other University will be charged RM10 as service charge for each subject.

Credit for Fail Subject

- (1) Students who fail in any subject will need to repeat the subject until they PASS. For CGPA calculation, credit and subject that is being repeated will taken into account and the former credit value will be dissolved.
- (2) Fail elective subject can be replaced with other elective subject depending on the subjects offered by the faculty and the latest grade will be used in CGPA calculation.

Credit for Passing Programme

- (1) Students must pass all subjects that are required in the programme.
- (2) Total minimum credit for each programme is determined by the faculty and is subject to Senate's approval.
- (3) Total minimum credit to pass a programme depends on the terms and conditions for passing and is also subject to Senate's approval.
- (4) If students pass or predict to pass all the compulsory subjects and they are in status GOOD, they are qualified to be awarded Diploma/Degree. Class of Diploma/Degree awarded is subject to the terms set.

Pre-requisition Subjects

- (1) Subject that is required as foundation for other subject is also known as pre-requisition subject. Students must pass pre-requisition subject before taking up the following subject or is subject to the Programme Evaluator Board's approval.
- (2) Pre-requisition subject for courses offered by the faculties are as prescribed.

SECTION VI

GRADING SYSTEM

Students' performance in each subject will be presented in grades obtained. Correlation between marks, grades and values for each grade is shown as in Table IV.

Table IV: Marking Scheme/Grades and Grades' Value

Marks	Grade	Grade Points	Status
90 – 100	A+	4.00	Excellent
80 – 89	A	4.00	Excellent
75 – 79	A-	3.67	Excellent
70 – 74	B+	3.50	Good
65 – 69	B	3.00	Good
60 – 64	B-	2.67	Good
55 – 59	C+	2.50	Average
50 – 54	C	2.00	Average
45 – 49	C-	1.67	Weak
40 – 44	D	1.33	Weak
35 – 39	D-	1.00	Fail
30 – 34	E	0.67	Fail
0 – 29	F	0.00	Fail

Incomplete (TS)

(1) Absent in final examination

- (i) Grades will be given to students who do not take the final examination due to sickness and their health conditions have to be certified by the University medical officer or Government Hospital.
- (ii) Students need to sit for the final examination in the following semester.
- (iii) Coursework marks will be taken into account in the overall marks.
- (iv) However, this is subject to Dean's discretion.

(2) Incomplete Coursework

- (i) Grades will be given to students who fail to complete coursework in the given time due to reasons acceptable by the faculty.
 - (ii) Students need register candidature in the following semester with the extension duration of 14 weeks.
 - (iii) Students who still fail to complete coursework in the extension duration will be given **FAIL** grade.
- (3) Grades will be granted subject to Senate's approval.

Attendance Only

- (1) Students who wish to register for the subject but do not want the subject to be evaluated, can register the subject as HS.
- (2) Credit will not be counted in GPA and CGPA.

Academic Misconduct (X)

- (1) This grade will be given to student who is suspected of committing academic dishonesty in the examination.
- (2) Students will be brought to the Disciplinary Action Board, University Selangor.
- (3) Students who are found guilty will be given a **FAIL** grade for the subject.

SECTION VII

EXAMINATION

Examination Requirements

- (1) Students must pay all fees for that semester.
- (2) Students must attend at least 80% of the subject meeting.
- (3) Students must have Examination Slip.
- (4) If students fail to complete item (2) above for any subject without any reason acceptable by the university, the students are not allowed to sit for the final examination and considered fail for the subject.
- (5) Examination is compulsory for all students. If students fail to attend without any reason acceptable by the University, students will be given TH (absent) and considered fail for the subject.
- (6) Subject to the approval of the Programme Evaluator Board.

Examination System

- (1) Examination for every subject except al Practical will be done periodically as well as continuously based on tasks done during the lecture weeks of a semester. The method shall be agreed by the faculty and shall bear the approval of the Senate.
- (2) Examination for al Practical is done according to method agreed by the faculty with approval from the Senate.
- (3) For subject evaluated based on coursework and final semester examination, the weight of the coursework is subject to the approval of the Programme Evaluator Board. Coursework is compulsory to be completed.

Final Examination

Final examination must be conducted in the duration given according to the approved method proposed by the University (refer to Table I)

Special Examination

- (1) Special Examination can be conducted with the faculty's approval for the following students:
 - (i) Final semester students who pass with status GOOD (KB), but fail in one subject in the final semester.

- (ii) Final semester students who pass with status GOOD (KB), but fail in one (1) repeated subject and on condition that the subject is taken every time it is being offered.
 - (iii) Result for Special Examination in paragraph (1) will be counted in GPA and CGPA.
 - (iv) Students who undergo special examination as in paragraph (i) or (ii) above, need to pay processing fee of RM50 for each subject in order to sit for the special examination.
- (2) Special examination will not be conducted in the following cases:
- (i) Subjects that have no final semester examination.
 - (ii) Student who is absent in the final semester examination without any acceptable reason by the University (except with the approval from the Deputy Vice Chancellor (Academic) only.
- (3) Marks for the special examination can only replace the final semester examination.

Examination Results

Credit and credit value will be used in the process of calculating students' results. Students' academic performance are shown in GPA and CGPA

(1) GPA (Grade Point Accumulation)

GPA is the average grade point that students obtained at the end of the semester. The formula in calculating the GPA for one semester is as follow:

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

n = total number of subject taken in the semester

Example I: GPA Calculation for Semester 1

Subject	Grade	Point Value	Credit	Real Point
ZIS 1130	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
		TOTAL	15	47.0

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

(2) CGPA (Cumulative Grade Point Average)

CGPA is the percentage point that has been achieved by students in the entire examination taken. The formula in calculating the CGPA is as follow:

$$\text{CGPA} = \frac{\sum_{j=1}^m \left[\sum_{j=1}^n (\text{credit} \times \text{point value})_j \right]_i}{\sum_{j=1}^m \left[\sum_{j=1}^n (\text{credit})_j \right]_i}$$

m = total number of semester undergone

n = total number of subject taken in each semester

Example 2: CGPA Calculation for Semester 1

Subject	Grade	Point Value	Credit	Real Point
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
		TOTAL	16	44

$$\text{CGPA} = \frac{44}{16} = 2.75$$

Semester 1

Total Points (HM) = 47.0
 Total Credit (HK) = 15 (see example 1)

Semester 2

Total Points (HM) = 44
 Total Credit (HK) = 16 (see example 2)

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

Academic Status

- (1) Students' achievement is measured by using the GPA and CGPA.
- (2) Students' academic status will be distinct at the end of every semester. This will be based on CGPA as in **Table V**

Table V: Academic Status

ACADEMIC STATUS	GPA
Good (KB)	$\text{GPA} \geq 2.00$
Probation (KS)	$1.70 \leq \text{CGPA} < 2.00$
Fail (KG)	$\text{CGPA} < 1.70$

Students' Status

Students' status after the semester final examination will be based on the CGPA obtained by the students

(1) STATUS GOOD (KB)

- (i) If the **CGPA ≥ 2.00** , students status is KB
- (ii) Students may resume study the following semester.

(2) STATUS PROBATION (KS)

- (i) If the **CGPA is $1.70 \leq \text{CGPA} < 2.00$** , students status is KS.
- (ii) Students may resume study the following semester except if the students have obtained KS three (3) times repeatedly in a row.

(3) STATUS FAIL (KG)

- (i) If students have been given the academic status as below, the students status is KG and will be terminated.

- (a) If the CGPA < 1.70
- (b) If the students have obtained status KS three time (3) repeatedly in a row.
- (ii) The Dean may consider year one (1) student in semester one (1) who obtains status KG to continue study if the students obtain CGPA 1.59-1.69. The students need to appeal to resume study to the faculty by filling in the form **B/HEA/URA/205**. Students need to repeat subject that they have failed.
- (iii) Students who appeal to resume study (Re-register) will have to fulfil the terms and conditions as follow:
 - (a) The semester during which the students fail will be counted as part of the study duration.
 - (b) Students will be dismissed from their study if they fail to obtain Status GOOD (KB) (obtain GPA \geq 2.00) in the first semester after re-registration.
 - (c) Re-registration duration is in the first week of the semester.

Appeal For Subject Grades

- (1) Students may appeal to re-check their grade results for any subject to the University during the first week of lecture through proper channel. Re-checking for each subject will be charged **RM100**.
- (2) Students are allowed to re-check subject grades once only for every subject taken.
- (3) Changes in subject grades are final and subject to Senate's decision and the new grade will replace the former grade.

Grade Improvement (CGPA) (Final Semester Students)

Final semester students who have fulfilled total credit pass but obtained status KS will be given a chance to improve their academic status based on the following terms:

- (1) Re-sit for final year subject only.
- (2) Students who fail to improve their academic status will be terminated.

Student's Year Status

Student's year status will be decided by the faculty based on the Credit Gained by the students.

SECTION VIII

ACADEMIC MISCONDUCT

(1) Disciplinary action will be taken to students who commit an offence or academic misconduct based on provision in University and University College Act 1971, Universiti Selangor Codes (Students' Discipline Codes) 2003.

(2) Students are not allowed to perform any of the academic misconduct as follow:

(i) General

(a) By taking or copying words, phrases, ideas, and other information from other people and use it as your own piece of work.

(b) By taking, changing, hiding, or destroying any property in relation to preparation or completion of research work or examination.

(ii) Examination

(a) Giving, receiving or possessing any information in relation to the course either before or during the examination of the course being executed.

(b) To refer or to use any kind of prohibited references inside or outside the examination room or hall during the time of the examination.

(iii) Any kinds of academic misconducts other than that stated above.

(3) If there is any examination's academic misconduct observed, the following actions shall be taken:

(i) Students who are suspected of performing examination academic misconduct will be given grade X.

(ii) Students will face the University Selangor (Students) Disciplinary Action Board.

(iii) Students who are found guilty will be given grade **FAIL** for the subject.

SECTION IX

DEFERING STUDIES

- (1) Students who are ill or sick can apply to defer study by submitting a certified medical letter by the University Panel Medical Officer or Government Hospital. Deferment in study will be counted as the number of semester being used. Study fees will be brought forward to the next semester.
- (2) Students may apply to defer based on other reasons in the duration given. Deferring study will be counted in the number of weeks used. Charges rate are as follows:
- (i) Week 1 – 2 lecture = Defer without any payment
 - (ii) Week 3 – 4 lecture = RM30 for each subject deferred
 - (iii) Week 5 – 12 lecture = RM30 + service charge for each subject deferred

Example: Calculation for para (2)(iii):-

$$\text{Process Fees} + \left[\text{credit hours} \times \frac{\text{total fees per credit} \times \text{number of lecture week}}{\text{Total number of lecture week}} \right]$$

Service Charge

$$= \text{RM30} + \left(3 \times 100 \times \frac{9}{14} \right) = \text{RM222.85}$$

- (3) Students who defer due to academic status will be given the following terms and must fill in form **B/HEA/URA/204:-**
- (i) Duration deferring will be counted as semester used.
 - (ii) Duration of permitted deferring is one (1) semester only.
- (4) International Students who wish to defer must comply to the current University Regulations and need to refer to the International Students Unit regarding the process.

- (5) Students are not allowed to defer study 2 weeks before the examination (for long semester) and 1 week before the examination (for short semester) except with the approval from the Deputy Vice Chancellor (Academic)

SECTION X

WITHDRAWAL FROM STUDIES

Students who cannot resume study or wish to withdraw from the study needs to fulfil the following terms:

- (1) Pay all the fees due to the University.
- (2) Apply for withdrawal by filling up form **B/HEA/URA/206**.
- (3) Withdrawal study form must be completed and certified by the required authority.
- (4) International students who wish to apply to withdraw from study need to comply to the current University regulations and need to refer to International University Unit regarding the process.
- (5) Comply with the terms that have been regimented by the University.

SECTION XI

AWARDS

Terms of Awarding

Students will be awarded with Diploma or Degree when all the following terms are fulfilled:

- (1) Pay all the fees due to the University.
- (2) Obtain total pass credit as required by the course and an academic status of GOOD (KB).
- (3) Have passed all subjects required.
- (4) Fill up completion of study form **bup/pelajar/05** and has been audited.
- (5) Apply for award by filling in form **B/HEA/URA/211**
- (6) Has taken Malaysian University English Test (MUET) for Degree students.

- (7) Obtain a pass in Bahasa Kebangsaan A for students who do not acquire a credit for Bahasa Melayu (SPM) subject.
- (8) Comply with terms that have be regimented by the University.

Application for Award

- (1) Students must submit the Diploma/ Degree Award form within the duration period given.
- (2) Students may apply for transcript after completing their studies on condition that they pass all subjects and bear the approval from the Senate.
- (3) Letter of confirmation on completion of study can be issued by the University after the result of completion of study has been approved by the Senate.
- (4) Students need to be audited and have to comply to all the terms that have been listed by the University to graduate.
- (5) Students who apply to be awarded with Diploma/Degree within the duration given will be recommended as eligible by the faculty and to be certified by the Senate.
- (6) Students who do not apply to be awarded will not be considered to be offered to higher programme in the University.

Class of Degree

Class of Degree that will be awarded will be based on the latest CGPA achievement as in Table VI.

Table VI: Class of Degree

Degree Programme	CGPA Level
First Class (Honours)	$CGPA > 3.70$
Second Class Upper (Honours)	$3.00 < CGPA < 3.70$
Second Class Lower (Honours)	$2.00 \leq CGPA \leq 3.00$

Dean's List Award

This award will be given to students who achieve a GPA of 3.50 and above with a minimum of 12 credits for the semester.

Vice Chancellor's List Award

This award will be given to student who obtain Dean's List Award three times consecutively.

SECTION XII

GENERAL PROVISION

- (1) Further execution method can be implemented under any provision in this Academic Regulation Handbook. All methods regulated must be obeyed. However, the Senate has the right to amend the rules and regulations from time to time as required.
- (2) Table and references contained in this Academic Regulation's Handbook are part of the implementation of the current regulations.
- (3) If there is any clash with other regulations that is being issued by any departments/units of the University, the Senate decision will be final.
- (4) Every information contained in this Academic Regulation's Handbook is subject to amendments from time to time.
- (4) All students must comply with the regulations that have been finalised by the University.

CERTIFIED BY

THE SENATE OF UNIVERSITI INDUSTRI SELANGOR (UNISEL)

ON 18TH JULY 2007

CHAIRMAN

(Translated Version: 16 Dec 2009)

(Translated Version with edition: 21 June 2011)

UNIVERSITY INDUSTRI SELANGOR'S SENATE