SIARAN UNDANG-UNDANG

UNIVERSITI PUTRA MALAYSIA

DITERBITKAN DENGAN KUASA LEMBAGA PENGARAH UNIVERSITI DI BAWAH SEKSYEN 39(3)(b) PERLEMBAGAAN

23 Disember 2014

S.UU(A)002/14

AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA

KAEDAH-KAEDAH UNIVERSITI PUTRA MALAYSIA

(PROGRAM PENGAJIAN TANPA IJAZAH) 2014

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AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA
KAEDAH-KAEDAH UNIVERSITI PUTRA MALAYSIA
(PROGRAM PENGAJIAN TANPA IJAZAH) 2014

Suatu kaedah-kaedah untuk mengawal selia penjalanan program pengajian tanpa ijazah yang ditawarkan oleh Universiti Putra Malaysia dan perkara lain yang berkaitan dengannya.

Pada menjalankan kuasa yang diberikan oleh Seksyen 37(1) Perlembagaan Universiti Putra Malaysia, Lembaga membuat kaedah-kaedah yang berikut:-

BAHAGIAN A - PERMULAAN

Tajuk Ringkas, Pemakaian dan Permulaan Kuat Kuasa

1. (1) Kaedah-kaedah ini bolehlah dinamakan Kaedah-kaedah Universiti Putra Malaysia (Program Pengajian Tanpa Ijazah) 2014 dan hendaklah mula berkuat kuasa pada tarikh yang ditetapkan oleh Naib Canselor.

(2) Kaedah-kaedah ini hendaklah terpakai bagi program pengajian yang tidak membawa kepada apa-apa pengurniaan ijazah.

Tafsiran

2. (1) Dalam Kaedah-Kaedah ini, kecuali konteksnya menghendaki makna yang lain–

"aktiviti akademik" ertinya kuliah, amali, tutorial, tugasan, atau segala bentuk pengajaran dan pemelajaran yang ditetapkan bagi kursus pengajian bagi sesuatu Program Pengajian;

"Dekan" ertinya ketua bagi sesuatu Fakulti atau Sekolah yang dilantik oleh Naib Canselor mengikut subseksyen 24(4) Perlembagaan;

"kehadiran" ertinya keterlibatan pelajar dalam aktiviti akademik yang memerlukan pelajar itu mengambil bahagian sama ada secara fizikal atau maya dalam sesuatu aktiviti akademik;

"kursus pengajian" ertinya kursus pengajian yang ditawarkan oleh Fakulti bagi setiap Program Pengajian;

"pelajar program pengajian tanpa ijazah", ertinya seseorang yang berdaftar dengan Universiti dan sedang mengikuti program atau kursus pengajian tertentu tetapi tidak membawa kepada pengurniaan apa-apa diploma atau ijazah;

"peperiksaan" ertinya cara penilaian berterusan yang dilakukan bagi kursus pengajian yang didaftar oleh pelajar dan hendaklah merangkumi segala bentuk penilaian termasuk tetapi tidak terhad kepada ujian, tugasan, kuiz, pembentangan, amali, projek, kerja lapangan, latihan praktik mengikut mana yang berkenaan dan hendaklah juga termasuk peperiksaan akhir;

"Program Pengajian Tanpa Ijazah" ertinya Program Pengajian yang tidak membawa kepada penganugerahan ijazah.

BAHAGIAN B - KELAYAKAN CALON MENGIKUTI PROGRAM PENGAJIAN TANPA IJAZAH

Kriteria Kelayakan

3. (1) Calon yang layak untuk mengikuti Program Pengajian Tanpa Ijazah ialah seperti berikut:

(a) calon yang mengikuti program pengajian peringkat ijazah di Universiti atau institusi pengajian tinggi lain boleh mengambil kursus tertentu yang ditawarkan oleh Universiti;

(b) calon yang ditawarkan kemasukan bersyarat kerana tidak memenuhi keperluan kemahiran Bahasa Inggeris yang ditetapkan oleh Universiti; atau

(c) calon program pertukaran pelajar antara Universiti dengan institusi pengajian lain.

(2) Calon yang ditawarkan mengikut perenggan (1)*(b)*, hanya boleh mendaftar sebagai pelajar Program Pengajian Tanpa Ijazah bagi tempoh yang tidak melebihi satu tahun. Semasa tempoh satu tahun tersebut, pelajar Program Pengajian Tanpa Ijazah hendaklah menduduki dan lulus peperiksaan TOEFL, IELTS, atau yang setara dengannya, dengan memperoleh tahap minimum kemahiran bahasa Inggeris yang ditetapkan oleh Universiti atau mengikuti program pengajian bahasa Inggeris lain yang ditawarkan oleh Universiti.

BAHAGIAN C - PENDAFTARAN

Keperluan Pendaftaran

4. (1) Setiap orang yang ditawarkan oleh Universiti untuk mengikuti Program Pengajian Tanpa Ijazah, dan menerima tawaran tersebut,

hendaklah mendaftarkan diri dengan Universiti mengikut cara yang ditetapkan oleh tawaran tersebut, atau oleh Senat.

(2) Orang yang telah mendaftar dengan Universiti mengikut cara yang disebut dalam subkaedah (1), dikenali sebagai pelajar Program Pengajian Tanpa Ijazah, dan nama pelajar tersebut hendaklah disenaraikan dalam daftar pelajar Universiti sehinggalah pelajar tersebut berjaya menamatkan Program Pengajian Tanpa Ijazahnya, kecuali Senat mengarahkan selainnya.

(3) Pelajar Program Pengajian Tanpa Ijazah bukanlah pelajar berdaftar Universiti yang boleh dianugerahkan diploma, ijazah bacelor, sarjana atau kedoktoran.

(4) Pelajar Program Pengajian Tanpa Ijazah, tertakluk kepada apa-apa perjanjian antara Universiti dengan pihak ketiga yang lain atau apa-apa polisi kerajaan, layak diberi kemudahan yang disediakan oleh Universiti.

Pendaftaran Kursus

5. Pelajar Program Pengajian Tanpa Ijazah hendaklah, tertakluk kepada terma-terma dalam perjanjian antara Universiti dengan institusi pengajian tinggi lain, hendaklah mendaftar dan mengikuti kursus pengajian yang ditetapkan semasa berada di Universiti.

Kesan Tidak Mendaftar dan Mengikuti Kursus Pengajian

6. Pelajar Program Pengajian Tanpa Ijazah yang tidak mendaftar dan mengikuti kursus pengajian yang ditetapkan, tertakluk kepada terma-terma perjanjian antara Universiti dengan institusi pengajian tinggi lain, hendaklah dianggap gagal dan diberi gred tidak memuaskan dalam kursus pengajian tersebut.

BAHAGIAN D - SISTEM PENGAJIAN

Sistem Pengajian

7. Tertakluk kepada tempoh program pengajian tanpa ijazah yang diikuti oleh seseorang pelajar, Pelajar Program Pengajian Tanpa Ijazah hendaklah mengikuti sistem pengajian di Universiti berdasarkan kepada sistem semester atau trimester sepertimana yang diluluskan oleh Senat dan hendaklah mematuhi kalendar akademik Universiti.

Keperluan Jam Kredit

8. Pelajar Program Pengajian Tanpa Ijazah hendaklah mematuhi keperluan jam kredit mengikut terma-terma perjanjian yang dimasuki antara Universiti dengan institusi pengajian tinggi lain.

BAB E – KEHADIRAN KE AKTIVITI AKADEMIK

Kehadiran ke Akademik Aktiviti

9. Pelajar Program Pengajian Tanpa Ijazah yang telah mendaftar sesuatu kursus pengajian hendaklah hadir ke aktiviti akademik bagi kursus pengajian itu.

Keperluan Kehadiran Aktiviti Akademik

10. Pelajar Program Pengajian Tanpa Ijazah hendaklah menghadiri tidak kurang daripada 80 peratus daripada jumlah jam aktiviti akademik bagi kursus pengajian yang didaftarkannya kecuali ditetapkan selainnya oleh Universiti.

Kesan Tidak Memenuhi Keperluan Kehadiran Kursus

11. Pelajar Program Pengajian Tanpa Ijazah yang tidak memenuhi 80 peratus kehadiran bagi aktiviti akademik kursus pengajian itu, tanpa alasan yang munasabah, hendaklah tidak dibenarkan menduduki peperiksaan akhir bagi kursus pengajian Program Pengajian Tanpa Ijazah berkenaan, dan hendaklah diberikan markah sifar bagi kursus itu.

Kebenaran Menduduki Peperiksaan

12. Universiti boleh dengan persetujuan Dekan Fakulti, sekiranya dia berpuas hati, berdasarkan kepada laporan kesihatan yang dikeluarkan oleh pegawai perubatan Kerajaan atau Pusat Kesihatan Universiti, bahawa ketidakhadiran pelajar Program Pengajian Tanpa Ijazah yang kurang daripada 80 peratus itu adalah disebabkan oleh masalah kesihatan, atau sekiranya bukan atas sebab kesihatan, pelajar itu mempunyai alasan lain yang munasabah, membenarkan pelajar itu menduduki peperiksaan akhir.

BAHAGIAN F – PEPERIKSAAN

Kelayakan Menduduki Peperiksaan

13. Pelajar Program Pengajian Tanpa Ijazah yang telah mendaftar kursus pengajiannya hendaklah dinilai oleh Universiti melalui peperiksaan bagi kursus pengajian itu, pada tarikh, masa dan tempat yang telah ditetapkan oleh Senat, Fakulti atau guru kursus pengajian mengikut mana yang berkenaan.

Markah Sifar bagi Pelajar yang Tidak Menduduki Peperiksaan

14. Pelajar Program Pengajian Tanpa Ijazah yang tidak menduduki peperiksaan sesuatu kursus pengajian yang telah didaftarkan hendaklah mendapat markah sifar bagi kursus pengajian itu.

Peperiksaan Ganti

15. Atas budi bicara mutlak Universiti, Universiti boleh mengadakan peperiksaan ganti bagi pelajar Program Pengajian Tanpa Ijazah yang tidak menduduki peperiksaan pada tarikh, tempat dan masa yang ditetapkan. Apa-apa peperiksaan gantian, sekiranya diadakan, hendaklah dibuat dalam tempoh dua minggu daripada tarikh peperiksaan asal.

Arahan Am Peperiksaan

16. Pelajar Program Pengajian Tanpa Ijazah hendaklah mematuhi arahan am peperiksaan yang ditetapkan dalam Kaedah-Kaedah berkaitan dengan akademik bagi pelajar prasiswazah.

Plagiat

17. Semasa pelajar Program Pengajian Tanpa Ijazah mengikuti kursus pengajiannya, pelajar Program Pengajian Tanpa Ijazah dilarang daripada melakukan plagiat, pemalsuan dan penipuan data.

BAHAGIAN G – PENILAIAN, PEMARKAHAN DAN PENGGREDAN

Penilaian, Pemarkahan dan Penggredan

18. Tertakluk kepada terma dalam perjanjian antara Universiti dengan institusi pengajian tinggi yang lain, pelajar Program Pengajian Tanpa Ijazah yang telah menduduki peperiksaan hendaklah dinilai, diberi markah dan gred mengikut panduan dalam kaedah-kaedah akademik prasiswazah atau siswazah, mengikut mana yang berkenaan.

BAHAGIAN H - AM

Pembayaran Fi

19. Dalam ketiadaan terma berkaitan fi pengajian dalam perjanjian antara Universiti dengan institusi pengajian tinggi lain, pelajar Program Pengajian Tanpa Ijazah dikehendaki untuk membayar fi program atau kursus pengajian Program Pengajian Tanpa Ijazah yang ditetapkan oleh Universiti, dan apa-apa fi lain yang berkaitan dengan apa-apa kemudahan yang diberikan oleh Universiti termasuk fi berkaitan dengan pengurusan hal ehwal akademik pelajar itu, penginapan, perubatan, dan seumpamanya.

Pemakaian Kaedah-Kaedah Akademik Universiti

20. Kaedah-Kaedah yang berkaitan dengan akademik bagi pelajar prasiswazah dan siswazah mengikut peringkat pengajian masing-masing hendaklah terpakai *mutatis mutandis* kepada pelajar Program Pengajian Tanpa Ijazah.

Pemakaian Kaedah-Kaedah Tatatertib Pelajar Universiti

21. Kaedah-Kaedah tatatertib pelajar yang berkuat kuasa di Universiti hendaklah terpakai kepada pelajar Program Pengajian Tanpa Ijazah.

Dibuat 9 Disember 2014
[Minit Mesyuarat LPU 103/08]
[UPM/PPUU/600-1/3/7/ProgramTanpaIjazah, UPM/100/9/3]

PROF. EMERITUS TAN SRI DATO' DR. SYED JALALUDDIN SYED SALIM
Pengerusi Lembaga Pengarah
Universiti Putra Malaysia

Disiarkan oleh Pejabat Penasihat Undang-Undang, UPM

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

THE CONSTITUTION OF THE UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (PROGRAMMES OF STUDIES WITHOUT DEGREES) RULES 2014

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UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

THE CONSTITUTION OF THE UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (PROGRAMMES OF STUDIES WITHOUT DEGREES) RULES 2014

A Rules to supervise and regulate the execution of programme of studies without degrees offered by the Universiti Putra Malaysia and other matter related thereto.

In exercise of the power conferred by Section 37(1) of Universiti Putra Malaysia Constitution, the Board making the following Rules:-

PART A – PRELIMINARY

Short Title, Application and Commencement

1. (1) This Rules may be cited as Universiti Putra Malaysia (Programmes of Studies Without Degrees) Rules 2014 and shall come into force on the date appointed by the Vice Chancellor.

(2) This Rules shall be applicable to the programmes of studies which does not lead to any conferment of degrees.

Interpretation

2. (1) In this Rules, unless the context otherwise requires –

"academic activities" means lectures, practicum, tutorials, assignments, or all other forms of teaching and learning prescribed for the course of studies of Programmes of Studies;

"Dean" means head for a Faculty or School appointed by the Vice Chancellor in accordance with subsection 24(4) of the Constitution;

"attendance" means the involvement of a student in academic activities which requires the student to take part either physically or virtually in an academic activities;

"course of studies " means course of studies offered by Faculty for each of its Programme of Studies;

"students of Programme of Studies without degrees" means a registered student with the University and is enrolling a programme or a course of studies but does not lead to the conferment of any degrees or diplomas;

"examination" means a mode of continuous assessment which is performed to course of studies registered by a student and shall comprise all form of assessment including tests, assignments, quizzes, presentations, practicum, projects, field works, industrial training, as the case may be, and shall also include the final examination;

"Programme of Studies Without Degrees" means a Programme of Studies which does not lead to the conferment of degrees.

PART B – QUALIFICATION OF CANDIDATE ENROLLING PROGRAMMES OF STUDIES WITHOUT DEGREES

Criteria Qualification

3. (1) Candidates who qualify to enrol Programmes of Studies Without Degrees are as follows:-

(a) candidates who enrol programmes of studies at degree's level at the University or other higher learning institution may register certain courses offered by the University;

(b) candidates who are offered conditional admission on reason of not fulfilling the requirement of the prescribed English language skill by the University; or

(c) candidates of student exchange programmes between the University and other higher learning institution.

(2) Candidates who are offered in accordance with paragraph 1*(b)*, may only register as student of Programme of Studies Without Degrees for a period not exceeding one year. During the period of one year, students of Programmes of Studies Without Degrees shall sit and pass TOEFL, IELTS or its equivalentby obtaining a minimum level of English language skill prescribed by the University or by enrolling other English language programmes of studies offered by the University.

PART C – REGISTRATION

Registration Requirement

4. (1) Every person offered by the University to register in Programme of Studies Without Degrees, and accepted the offer, shall register with the Univesity in accordance with the mode prescribed in the offer, or by the Senate.

(2) A person who has registered with the University in accordance with the mode prescribed in subrule (1), shall be known as student of Programmes of Studies Without Degrees and the name of the student shall be listed in the register of the students of the University until the student successfully completed his Programme of Studies Without Degrees, unless the Senate directs otherwise.

(3) Students of Programme of Studies Without Degrees are not registered University students who may be conferred diplomas, bachelors, masters or doctoral degrees.

(4) Students of Programme of Studies Without Degrees, subject to any agreement between the University and other third parties or any government policies, are eligible to the facilities provided by the University.

Course Registration

5. Students of Programme of Studies Without Degrees, subject to any agreement between the University and other higher learning institutions, shall register and attend the prescribed course of studies while he is in the University.

Effect of Not Registering and Attending Course of Studies

6. Students of Programme of Studies Without Degrees who do not register and attend the prescribed course of studies, subject to the terms of agreement between the University and other higher learning institutions, shall be deemed as fail and be given grade of unsatisfactory for the course of studies.

PART D – SYSTEM OF STUDIES

System Of Studies

7. Subject to the period of programme of studies without degrees attended by a student, student Programme of Studies Without Degrees shall follow the system of studies of the University based on system of semesters or trimesters as approved by the Senate and shall comply with the University academic calendar.

Credit hours Requirement

8. Students of Programme of Studies Without Degrees shall comply with the requirement of credit hours in accordance with the terms of agreement entered into between the University and other higher learning institutions.

PART E – ATTENDANCE IN ACADEMIC ACTIVITIES

Attendance in Academic Activities

9. Students of Programme of Studies Without Degrees who have registered a particular course of studies shall attend the academic activities for the course of studies.

Minimum Requirement in Attending Academic Activities

10. Students of Programme of Studies Without Degrees shall attend not less than 80 per cent from the total hours of academic activities for the registered course of studies except otherwise determined by the University.

Effect of Not Fulfilling the Requirement of Course of Studies Attendance

11. Students of Programme of Studies Without Degrees who do not fulfill 80 per cent attendance for the academic activities for the course of studies, without reasonable excuse, shall not be allowed to sit for the final examination of the said course of studies, and shall be given zero mark for the said course.

Permission to Sit for Examination

12. The University may with the consent of the Dean of the Faculty, if the Dean is satisfied, based on the medical report issued by the medical

health officer from the Government or University Health Centre, the non-attendance of the student of Programmes of Studies Without Degree which is less than 80 per cent is because of health problem, or if it is not on the health reason, the student has other reasonable ground, allow the student to sit for the final examination.

PART F – EXAMINATION

Eligibility to Sit for Examination

13. Students of Programme of Studies Without Degree who have registered a course of studies shall be assessed by the University by way of examination for course of studies on the date, time and at a place appointed by the Senate, Faculty or the teacher of the course of studies, as the case may be.

Zero Mark for Students who do not sit for the examination

14. Students of Programme of Studies Without Degrees who do not sit for the examination of the registered course of studies shall get zero mark for the said course of studies.

Replacement Examination

15. On the absolute discretion of the University, University may conduct a replacement examination for the students of Programme of Studies Without Degrees who do not sit for the examination of the appointed date, time and place. Any replacement examination if it is to be conducted, shall be conducted within the period of two weeks of the date of the original examination.

General Instruction for Examination

16. Students of Programme of Studies Without Degrees shall comply with the general instruction of the examination as prescribed in the rules relating to academic for undergraduates.

Plagiarism

17. Students of Programme of Studies Without Degrees while enrolling a course of studies, shall be prohibited from commiting plagiarism, data forgery and cheating.

PART G – ASSESSMENT, MARKING AND GRADING

Assessment, Marking and Grading

18. Subject to the terms of agreement between the University and other higher learning institutions, students of Programme of Studies Without Degrees who have sat for the examination shall be assessed, given marks and grades according to the guidelines in the undergraduate or postgraduate academic rules, as the case may be.

PART H – GENERAL

Payment of Fee

19. In the case of non-existence of any terms relating to fee of studies in the agreement between the University and other higher learning institutions, students of Programme of Studies Without Degrees shall pay fee of programme or course of studies as prescribed by the University, and any other fee related to the facilities provided by the University including fee related to the management of academic affairs of the students, accommodation, medical, *etc*.

Application of Academic Rules of the University

20. Academic rules for undergraduates and postgraduates according to the level of studies shall apply *mutatis mutandis* to the students of Programme of Studies Without Degrees.

Application of Disciplinary Rules of the University

21. Students disciplinary rules in force in the University shall apply to the students of Programme of Studies Without Degrees.

Made 9 December 2014
[Minutes of Board 103/08]
[UPM/PPUU/600-1/3/7/ProgramTanpaIjazah; UPM/100/9/3]

PROF. EMERITUS TAN SRI DATO' DR. SYED JALALUDDIN SYED SALIM
Chairman
Board of Directors
Universiti Putra Malaysia

Published by Office of the Legal Advisor, UPM