

UNIVERSITIES AND UNIVERSITY COLLEGES ACT

THE CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (ACADEMIC MATTERS FOR FOUNDATION) RULES 2021

A set of Rules to coordinate, manage, supervise and administer academic matters for Foundation programmes of Universiti Putra Malaysia leading to qualifying students to continue studies at undergraduate level offered by Universiti Putra Malaysia and other matters related thereto.

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

PART A - PRELIMINARY

Short Title, Application and Commencement

1. (1) These Rules may be cited as the Universiti Putra Malaysia (Academic Matters for Foundation Students) Rules 2020 and shall come into force on the date appointed by the Vice Chancellor.

(2) These Rules shall be applicable to the Foundation Programmes.

Interpretation

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

“academic activity” means lectures, practicals, tutorials, or any other forms of teaching and learning including online, prescribed for the course of studies for the Foundation Programmes;

“examination hall” means a venue or space or an area where an examination is conducted, whether physically or online;

“teacher” means a person appointed as a teacher in accordance with the Constitution of the University and shall include senior professors, professors, associate professors, fellows, assistant professors, readers, senior lecturers, lecturers, assistant lecturers, language and matriculation teachers, and tutors;

“password” means a personal identification in the form of one or more combination of letters or numbers or symbols given by the University to the students for the purposes of these Rules;

“attendance” means the involvement of a student in academic activities which require the student to participate either physically or virtually or both in an academic activity;

“course of studies” means courses of studies, modules or otherwise, as the case may be, offered by the Centre for Foundation Programmes;

“compulsory course” means core courses and University courses of studies;

“student” means a person who is registered with the University and is undergoing a Foundation Programme;

“Registrar” means an employee of the University in the management and professional group within the classification of administrative and support services who is assigned under the University’s administrative and academic services entity for undergraduate and Foundation students and charged with the responsibility as the head of such entity;

“registration” means registration made in accordance with rule 3 of these Rules;

“course registration” means registration for each course of studies and shall include any changes in the registration of course of studies in the *Sistem Maklumat Pelajar* (Students’ Information System) in accordance with rule 5 of these Rules;

“late course registration” means a registration of courses which is performed after the prescribed period for course registration;

“Director” means an employee of the University in the academic group who heads the Centre and may be known by any other title;

“academic advisor” means an academic advisor appointed under rule 23 of these Rules;

“assessment” means a method of continuous assessment conducted on a student enrolled in a course of studies and shall encompass all forms of assessments including tests, assignments, quizzes, presentations, practicals, projects, field work or otherwise, as the case may be, and shall also include final examinations;

“final examination” means the final examination for a course of studies in a semester of studies;

“prerequisite” means the conditions precedent which must be fulfilled;

“Foundation Programme” means the preparatory or foundation programme to qualify a student to be considered for further studies at undergraduate level offered by the University;

“grade point average” means a total of grade points calculated according to the formula set out in the Second Schedule;

“Centre” means the Agricultural Sciences Foundation Centre or any other name as may be prescribed by the Senate;

“semester” means a system of studies comprising 18 weeks of studies or any other period determined by the Senate;

“following semester” means the next semester which immediately follows a semester in which a student is previously registered;

“*Sistem Maklumat Pelajar*” (Students’ Information System) means a portal constructed for the purposes of managing students’ academic activities and is regulated by the University for the purposes of storing students’ information;

“system of studies” includes a semester, trimester or any other system of studies prescribed by the Senate;

“registration slip” means a slip containing information on a course of studies successfully registered by a student;

“course registration period” means a period of time commencing on:

- (a) the first day of the orientation week and ending on the last day of the second week of the said semester for students in their first semester; and
- (b) the first day of the eighteenth week and ending on the last day of the second week of the second semester for existing students who continue their Foundation Programme to the following semester;

or any other period as may be prescribed by the University.

(2) For the purposes of these Rules, and if the context so requires, whenever the word ‘semester’ is mentioned herein, the word shall also include trimester, or any period within other system of studies as prescribed by the Senate.

PART B - REGISTRATION

Registration Requirements

3. (1) Every person who is offered by the University to pursue the Foundation Programme and who accepts the said offer shall register with the University in the manner prescribed by the offer, or by the Senate.

(2) Subject to rule 4, any person who has registered with the University in the manner set out in subrule (1) shall be known as a student of Universiti Putra Malaysia, and the name of the student shall be listed in the register of students of the University until the said student successfully completes his Foundation Programme and until the Senate endorses that the said student has completed the Foundation Programme or until the student, on certain grounds, loses his qualification as a student of the University, whichever is the earlier.

(3) Notwithstanding anything mentioned in subrule (2) and subject to rule (4), the Senate may, at any time, terminate the registration of any student if, in the view of the Senate, the said student, on the academic grounds as may be determined by the Senate, is no longer able to continue the Foundation Programme and the name of the said student shall automatically be removed from the register of students of the University and the student shall cease to be a student of the University.

(4) The University shall establish, keep, and from time to time update a register of students, and all persons who become students of University Putra Malaysia in accordance with the provisions of these Rules shall be registered in the said register of students.

(5) Any person who has become a student of the University shall be given a password to enable him to access the *Sistem Maklumat Pelajar* (Students' Information System) for the purposes of his Foundation Programme and for such other purposes permitted by the University.

(6) A student who has been given a password may not reveal the same to any other student or staff of the University, and shall always be responsible in safeguarding his password. A student who does not comply with the requirements of this subrule may have disciplinary action taken against him. Any staff of the University who requests or receives or uses the password of a student for the purposes of the student's Foundation Programme may also have disciplinary action taken against him.

Continuous Registration

4. (1) A student who has registered for the Foundation Programme offered to him shall continue to register with the University.

(2) A student who fails to continuously register with the University shall cease to be a student and his name shall be removed from the register of students.

(3) A student is deemed to have continuously registered when he registers for the Foundation Programme in accordance with the provisions contained in these Rules or as stipulated by the Senate from time to time.

Foundation Programme Registration

5. A student shall, subject to the other provisions contained in these Rules or any other conditions as may be determined from time to time by the University, perform the registration for the Foundation Programme in the manner prescribed under rule 6, for his Foundation Programme within the course registration period for the purposes of fulfilling the conditions for completion of the Foundation Programme and to qualify the student to pursue the Foundation Programme in the following semester.

Course Registration Only Through *Sistem Maklumat Pelajar*

6. Each student shall register for the course using the *Sistem Maklumat Pelajar* and shall print the registration, as well as maintain a record of such registration for his own reference in the future.

Consequence of Not Performing Course Registration through *Sistem Maklumat Pelajar*

7. Any student who does not, fails or neglects to register using the *Sistem Maklumat Pelajar* is deemed to have not performed the course registration as required by rule 5 of these Rules.

Foundation Programme Subject

8. Every student shall undergo the Foundation Programme and take subjects which have been prescribed from time to time by the Senate.

Consequence of Not Registering

9. (1) A student who does not, fails or neglects to perform course registration within the course registration period, in the manner and within the period prescribed by these Rules, shall automatically be barred from performing any course registration or changes in course registration thereafter.

(2) Notwithstanding anything in subrule 9(1), the Director may allow a student to perform late course registration on any reasonable grounds.

Registration Slip

10. Subject to the student registering for the Foundation Programme within the course registration period prescribed by these Rules, the Director shall provide online notification to the student, on the first day the semester commences or on any other suitable day, regarding the course of studies successfully registered and the student shall print the course registration slip as record of his course registration for the semester.

Requirement to Fulfil Prerequisite Before Registering for Course

11. When and if a Foundation Programme subject carries a prerequisite, the prerequisite shall be deemed to have been fulfilled -

- (a) if the prerequisite is in the form of a course of studies, the student shall have proven that he has passed the prerequisite course of studies, or a course of studies that is equivalent to the specific grade prescribed;
- (b) if the prerequisite is in the form of an examination, test or assignment, the student shall have passed such prerequisite; or
- (c) if the prerequisite is in the form of a teacher's approval, the approval shall have been obtained provided that the teacher has reasonably considered all the appropriate facts prior to giving the approval or otherwise.

Registration of Students with Debts

12. (1) A student with debts, or who has not paid his study fees or who has any other debts including fines imposed by the University during the first semester shall be barred from proceeding to the following semester.

(2) A student with debts or who has not paid his study fees or who has any other debts including fines imposed by the University in the second semester shall be barred from sitting for the final examination in that semester.

Scholarship Students or Recipients of Financial Aid

13. Notwithstanding the provisions set out in rule 12, a student who receives a scholarship or financial loan for the purposes of his Foundation Programme at the University and the scholarship or financial loan received is paid by the agency through an office responsible for the University's finances, and the Office allows a direct deduction for the amount of fees or other debts including any fines imposed by the University from the scholarship or loan, the said student may proceed with course registration even though he is still in debt to the University.

Concurrent Registration of More than One Foundation Programme

14. A student may only be registered for one Foundation Programme at any one time at the University, and is prohibited from registering as a student of another university or institution throughout his period of studies at the University except as may be permitted under the Universities and University Colleges Act 1971.

PART C – ACADEMIC SYSTEM AND LECTURES

Study System

15. (1) A Foundation Programme at the University shall typically be conducted in accordance with the system of studies prescribed by the Senate from time to time.

(2) The Senate shall determine and prescribe an academic calendar for each session of studies for the Foundation Programme. The academic calendar which has been determined shall be announced by the Registrar to students and teachers at the University.

(3) For the purposes of subrule 15(2), an announcement of the academic calendar in the website or in the *Sistem Maklumat Pelajar* shall suffice.

Commencement of the University Academic Activities

16. Academic activities at the University shall commence on the first day of the academic calendar as prescribed by the Senate in accordance with rule 15.

Requirement for Passing the Foundation Programme

17. (1) The Foundation Programme shall consist of a number of course of studies as determined by the Centre and agreed by the Senate, from time to time, and each student shall take and pass all of the courses of studies to graduate from such Foundation Programme.

(2) A student who has completed the Foundation Programme may apply and be eligible for consideration to continue his studies at the undergraduate level offered by the University.

Obligation to Register for Course According to Foundation Programme Module

18. A student shall, throughout his registration with the University, ensure that the courses of studies that he is registered for each semester fulfil the said Foundation Programme module.

PART D – ACADEMIC ADVISORY SYSTEM

Establishing the Academic Advisory System

19. The University shall establish an Academic Advisory System in accordance with the provisions contained in these Rules.

Space for Academic Advisory System Activities at the Centre

20. For the purposes of implementing the Academic Advisory System, the Centre shall provide specific spaces at the Centre as a place to carry out the Academic Advisory activities.

Financial Provision for Implementation of the Academic Advisory Activities

21. The Director shall allocate a sum of money from the Centre's management funds for the implementation of the Academic Advisory System and shall ensure that the Academic Advisory activities are carried out in accordance with the planned activities schedule.

Schedule of Activities

22. The Director shall prepare an Academic Advisory System activities schedule for each semester and shall ensure that the schedule of activities is submitted online to the Deputy Vice Chancellor charged with the responsibility for the University's academic matters.

Appointment of Academic Advisors

23. All teachers shall be, and are hereby appointed as academic advisors to a group of students to be determined by the Director.

Powers and Responsibilities of Academic Advisors

24. (1) Every academic advisor shall hold the responsibilities as set out in these Rules and shall have all the powers necessary to carry out such responsibilities.

(2) An academic advisor shall be concerned with and knowledgeable about the Foundation Programme curriculum and shall -

- (a) monitor the progress of his students' performance online and advise them accordingly;
- (b) advise students regarding the registration of courses of studies and other matters related thereto, and, if necessary, make an endorsement regarding the registration of courses of studies before the students carry out registration of the same through the *Sistem Maklumat Pelajar*;
- (c) assist students in understanding the curriculum, the various systems related to the studies, registrations, examinations, course prerequisites and exemptions in the courses of studies;
- (d) give advice in overcoming students' academic problems;
- (e) help students in resolving problems other than academic problems, and if necessary, to refer the students to the relevant parties;
- (f) supervise group projects (development and expansion);
- (g) plan, implement and monitor activities involving all students under his advisory; and
- (h) advise students to register for courses based on the Foundation Programme curriculum.

(3) Notwithstanding the responsibilities and duties of an academic advisor, the obligation for registration is the full responsibility of the students.

Head Academic Advisor

25. (1) The Director shall appoint a Head Academic Advisor from among the academic advisors of the Centre.

(2) The Head Academic Advisor appointed under subrule (1) shall become a coordinator of the academic advisors of the Centre.

Academic Advisor Guidelines

26. The Director shall provide guidelines pertaining to the Advisory Academic System for the Centre and shall distribute the guidelines to each academic advisor at the Centre.

Assigning a Group of Students under the Academic Advisors

27. The Director shall ensure that a group of students is assigned under an academic advisor.

Obligation of Students to Meet with Academic Advisors

28. (1) It is obligatory for each student to meet with his academic advisor at least twice in each semester, as may be determined by the Director.

(2) Academic advisors need to submit a report to the Head Academic Advisor at least twice in each semester.

PART E – ATTENDANCE AT ACADEMIC ACTIVITIES

Attendance at Academic Activities

29. A student who has successfully registered for a course of studies in the *Sistem Maklumat Pelajar* shall attend the academic activities for such course of studies.

Prohibition from Using Telecommunication Devices

30. A student who attends academic activities in a lecture room or hall is prohibited from using mobile telephones or any other telecommunication devices in a manner which disrupts other students or the teachers, as well as the learning environment in the room or hall.

Requirement to Comply with 80 Per cent of Attendance to Academic Activities

31. (1) A student shall attend not less than 80 per cent of the total hours of all the academic activities of the course of studies for which he is registered.

(2) A student who fails to attend academic activities for a period of four (4) consecutive weeks without permission from the Director shall automatically be removed from being a student of the University.

(3) The Director may at his discretion reinstate the status of a student who has been automatically removed under subrule 31(2) if he is satisfied with the grounds for the student's absence at academic activities for four (4) consecutive weeks.

Consequence of Absence from Academic Activities

32. (1) A student shall be barred from sitting for the final examination of the course of studies for which he is registered if he has not complied with the requirement of 80 per cent of attendance in any academic activity prescribed for the course of studies and the student shall be given a zero mark for such final examination of the course of studies.

(2) For the avoidance of doubt, a student whose status has been reinstated pursuant to subrule 31(3) may sit for the examination.

Permission to Sit for Final Examination

33. (1) Notwithstanding anything stated in rule 32, the University may allow a student who has not complied with the requirement of 80 per cent of attendance in all of the academic activities of the course of studies for which he registered, to sit for the final examination if the Director is satisfied that the absence is caused by -

(a) health problems based on a medical report issued by a medical officer of the Government or the University Health Centre; or

(b) for any other reasonable grounds not related to health.

(2) The Director shall inform the Registrar as to whether he is satisfied with the reasons given under paragraph 1(a) or (b).

PART F – TEACHING AND LEARNING

Timetable

34. (1) The Director shall prepare a course timetable by taking into account the availability of lecture rooms and laboratories at the Centre and he shall coordinate a fixed timetable for lectures and practicals for a period of at least five years.

(2) For the purposes of preparation of the course timetable, the Director shall follow the course timetable as set out in the First Schedule hereto.

(3) The Senate may, from time to time, amend the First Schedule.

Number of Students in a Class

35. The Director shall ensure that the total number of students in a lecture group for each course of studies is between 10 to 80 students only.

Number of Students Exceeding the Limit Stipulated

36. Notwithstanding anything stated in rule 35, the Vice Chancellor may, in certain circumstances, allow the number of students to exceed or to be less than the number stated in rule 35 for any course of studies.

Course Outlines, Test and Examination Dates

37. Every teacher or course coordinator shall prepare and submit a course outline as well as expected test and examination dates to the Director at least two weeks before the semester commences, and to the students on the first day academic activities commence.

Uploading Notes Online

38. Teachers shall upload lecture notes to the website or portal provided by the University and for such purpose, the Centre shall make available the facilities and support workers to assist teachers in doing so.

Monitoring of Teaching by the Deputy Director

39. The Deputy Director shall continuously monitor the teaching of a teacher as well as the suitability of such teaching with the curriculum of the Foundation Programme.

Monitoring of Teaching Performance by the Course Coordinator

40. The course coordinator is obligated to monitor the performance of a teacher for the course of studies under his coordination.

Improvement of Teaching Performance

41. The University shall always ensure that the teaching performance of teachers is improved from time to time, and for this purpose, the University may direct any teacher to attend courses deemed appropriate for teaching and learning.

Teaching Evaluation

42. (1) A teacher teaching a course of studies shall be evaluated by students registered for the course and each evaluation done by the students shall be confidential and shall not be disclosed to anyone except the relevant teacher, the Director and Deputy Director of the Centre and the Management Committee of the University.

(2) The evaluation made under this rule shall be carried out at the end of each semester or as directed by the Senate.

PART G - EXAMINATION

Student Assessment

43. Subject to other provisions of these Rules, a student who has registered for his course of studies shall be assessed by the University by way of examination on the date and at the time and place stipulated by the Senate, Centre or teacher of the course, as the case may be.

Zero Mark for Students Who Do Not Sit for Examination

44. A student who does not sit for an examination for the purposes of assessment as stated in rule 43 shall be given a zero mark for the examination for which he did not sit.

Replacement Examination and Special Examination

45. (1) Notwithstanding the provisions of rule 44, a student may sit for a replacement examination if the said student provides a reasonable excuse and the Director, after consulting the teacher of the course of studies of the student who did not sit for the stipulated examination, is satisfied with the reasonableness of the excuse given.

(2) Any replacement examination made under subrule (1) shall be conducted within a period of two weeks from the date of the original examination or any other period before the commencement of the following semester.

(3) A student is also allowed to sit for a special examination -

(a) once within the first semester, to re-sit an examination for a course of studies for which the student has failed, before the examination results are endorsed by the Senate. The said student shall only be given a D grade or any minimum passing grade for the course of studies to enable him to continue his studies in the following semester and should the student fail more than one course of studies, he shall be given the status "Fail and Terminated"; and

(b) in the second semester, to re-sit an examination for a course of studies for which the student has failed in the said semester, before the examination results are endorsed by the Senate. The student is required to pass all courses of studies that he has failed and shall only be given a D grade or any minimum passing grade for the course of studies to enable him to complete his Foundation Programme.

Zero Mark and Loss of Opportunity to Sit for an Examination

46. If a student who has been given the opportunity under rule 45 still fails to sit for the replacement examination and special examination, the student shall be given zero mark and he may no longer apply for another opportunity to sit for another replacement examination or special examination.

General Instructions for Examinations

47. Students who are evaluated by way of examination shall be bound by the following instructions -

- (a)* Students shall enter the examination hall only when permitted by the invigilator;
- (b)* Students are not allowed to enter the examination hall 30 minutes after the examination commences;
- (c)* Students who have entered the examination hall and have been in the hall for not less than 30 minutes after the examination commences may, with the permission of the invigilator, leave the hall;
- (d)* Students are not permitted to leave the examination hall within the last 15 minutes of the examination;
- (e)* Students shall display their student cards when sitting for the examination. Students who fail, refuse or neglect to display their student cards shall be barred from sitting for the examination by the invigilator unless the invigilator can verify the identity of the students;
- (f)* Students must clearly write their student numbers, Foundation Programme, course of studies, semester and classification as well as any other information in the spaces provided on the examination paper or answer script for each examination. The University shall not be responsible for any loss experienced by the students for non-compliance of this instruction.
- (g)* Students shall not copy or cheat during examinations and subject to the following provisions -
 - (i)* students, except with the prior permission from the invigilator, are prohibited from bringing lecture notes, whether or not such notes are related to the examination for which the student is sitting, or any reading material or reference material whatsoever, communication device or scientific calculator, into the examination hall;

- (ii) students who fail, refuse or neglect to comply with paragraph (g)(i), and are found by the invigilator to be in possession of lecture notes, communication devices or scientific calculators in the examination hall are deemed to copy or cheat in the said examination and the invigilator shall bar the students from sitting for the examination and such students shall be ordered to leave the examination hall, and the invigilator shall confiscate the lecture notes, communication devices or scientific calculators;
- (iii) the invigilator shall submit a written report on the acts of copying or cheating in paragraph (g)(ii) by the students to the Director of the Centre as soon as is practicable and shall hand over the lecture notes, communication devices or scientific calculators confiscated by the invigilator to the Director. A copy of the written report shall be submitted to the Deputy Vice Chancellor who is charged with the responsibility of the university's academic affairs and the Deputy Vice Chancellor charged with the responsibility of student affairs;
- (iv) students who are ordered to leave under subparagraph 56(g)(ii) shall be given zero mark for the examination for which they are ordered to leave;
- (v) the zero mark given under subparagraph 56(g)(iv) shall not prevent a disciplinary action from being instituted against the students for copying or cheating under the rules relevant to students' discipline enforced by the University;
- (vi) if a disciplinary action is instituted against the student and the student is found not guilty by the Disciplinary Authority, the student shall, as soon as possible after the decision of the Disciplinary Authority is relayed to him, be given the opportunity to re-sit the examination which he was alleged to have copied or cheated and the marks and grades given to the student shall be amended according to the assessment acquired by the student after re-sitting the examination;
- (vii) if disciplinary action is instituted against the student and the student is found guilty, or if on grounds deemed fit by the Disciplinary Authority,

disciplinary action is not instituted against the student, the award of zero mark under subparagraph 56(g)(iv) shall remain;

(viii) the award of zero mark under subparagraph 56(g)(iv), or the retention of zero mark under subparagraph 56(g)(vii) does not amount to a disciplinary punishment;

(h) Students shall be properly attired and shall maintain decorum when in the examination hall. The invigilator has the right to prevent students from entering the examination hall. In a case where the student has entered the examination hall, the invigilator has the right to order the student to leave the same. Students who are barred from entering the examination hall or who are ordered to leave the same by the invigilator shall be given zero mark for the examination. The invigilator who prevents the student from entering or orders the student to leave the examination hall shall submit a report to the Director on the non-compliance by the student to be properly attired or to maintain decorum, as well as regarding the zero mark given to the student for the examination;

(i) students are not allowed to smoke in the examination hall; and

(j) students are not allowed to bring food or drinks into the examination hall.

Plagiarism

48. (1) Students are prohibited from committing plagiarism, data forgery or cheating.

(2) Students who commit plagiarism, data forgery and fraud may be liable to a disciplinary action in accordance with the rules relevant to students' discipline enforced by the University.

Students with Debts

49. Students with debts or students who have not paid the study fees or students who owe any other debt to the University in a semester shall be barred from sitting for the final examination of the semester in which they are in debt.

PART H – EXAMINATION, MARKING AND GRADING

Examination, Marking and Grading

50. (1) Students who have enrolled for a certain subject shall be examined, given marks and grades according to the guidelines set out in the Second Schedule to these Rules.

(2) The examination under subrule 50(1) may be conducted in any manner of evaluation including tests, assignments, quizzes, presentations, practicals, projects, field works or any other methods appropriate for such Foundation Programme subject.

(3) The examination marks given and accumulated before the final examination of a subject shall be announced by the subject teacher to the students.

(4) Save for students who are in debt, the results of the overall examination for the Foundation programme shall be announced by the Director, and if such examination results need to be announced before the endorsement and approval of the Senate, the announcement shall be made by the Director by stating that the results are subject to the endorsement and approval of the Senate.

(5) The examination results for all subjects taken in a semester by a student shall be submitted for the endorsement and approval of the Senate, as the case may be.

(6) The overall examination results for the course of studies in a semester or overall results for the Foundation Programme of a student may also be presented by the Registrar to the parents, guardians or sponsor of the student.

(7) The Senate may, from time to time, amend the Second Schedule.

Application for Review of Examination Grades

51. (1) A student who has been examined, given marks and grades, and given the status of fail and terminated, may apply for a review of the grades in accordance with the Third Schedule to these Rules.

(2) A student who obtains a status other than fail and terminated but is not satisfied with the grade given, may apply for a review in the manner prescribed by subrule 52(f) of these Rules.

General Instructions on Examinations – course of studies, project papers, practicals

52. Each examination conducted by examiners shall be in accordance with the following provisions -

- (a) each teacher teaching a course of studies is qualified and is hereby appointed as an examiner for the course of studies that he teaches, except on grounds determined by the Senate or other University Authorities that he loses his qualification as an examiner;
- (b) each teacher who examines a student shall announce the results of the examination including assessments, tests, assignments, quizzes, presentations, practicals, projects, field work or other assessment, as the case may be, to the student within a period of two weeks after the examination is conducted;
- (c) the Director shall establish a Review and Answer Scheme Committee;
- (d) each teacher shall announce the date of examination in the course outline for his course of studies;
- (e) the Director shall chair the Examination Results Review Committee before such results are forwarded to the Registrar; and

- (f) students who are not satisfied with the examination results of the course of studies announced by the Registrar may conduct a review of such results in accordance with the Third Schedule of these Rules by paying a review fee to the Bursar's Office in the sum of RM20.00 for each examination result of the course of studies to be reviewed. This review may be conducted commencing on the day the examination results are announced and ending on the last day of the first week the semester commences.

Status of Students

53. The status of a student for a semester shall be determined based on the following criteria -

- (a) the Cumulative Grade Point Average of the student at the end of the previous semester; and
- (b) the status of the student in the previous semester.

Cumulative Average and Award of Status

54. (1) Subject to rule 53, a student who obtains a Cumulative Grade Point Average of at least 2.000 shall be given a 'good' status. The 'good' status given under this rule serves only to enable the student to continue his studies in the following semester and only describes the academic status of the student, and shall not be related to or taken into account in other matters that are non-academic.

- (2) A student will be given a 'Fail and Terminated' status if he:
 - (a) fails one or more courses of studies; or
 - (b) obtains a Cumulative Grade Point Average of less than 2.000.

Vice Chancellor's List

55. (1) A student who fulfils the following conditions qualifies to be included in the Vice Chancellor's list and his name shall be registered in the list -

- (a) the student obtains a grade point average of 4.000 in a semester;
- (b) the student passes all subjects in the semester for which he is evaluated;
- (c) the student does not repeat any subject in the semester for which he is evaluated;
- (d) the student has never been subjected to disciplinary action.

(2) The Vice Chancellor's list will be issued by the Director every semester.

(3) The names of students listed in the Vice Chancellor's List shall be displayed at the notice board of the Centre and such recognition shall be recorded in the transcript of the students.

Eligibility to Complete the Foundation Programme

56. (1) A student who has enrolled in the Foundation Academic Programme and has passed all the compulsory subjects for the said Programme, and has fulfilled all the other conditions prescribed thereto, as well as has obtained a Cumulative Grade Point Average of not less than 2.000 shall be eligible to apply and be considered for continuation of studies at the undergraduate level.

(2) A student who does not fulfil the requirements of subrule (1) shall be terminated in accordance with these Rules.

List of Students Completing the Foundation Programme

57. The Director shall, within the period prescribed by the Senate, prepare a list of students who have completed the Foundation Programme for the Senate's endorsement.

Right of Senate to Award Certificate of Completion of Foundation Programme

58. (1) The Senate, upon receiving the list of students who have completed the Foundation Programme may endorse as to whether the students in the list are eligible to be awarded a certificate of completion of the Foundation Programme and the Senate may also not endorse any students in the list as having completed the Foundation Programme and may refuse to award the certificate of completion to such students.

(2) If the Senate refuses to award a certificate of completion of the Foundation Programme to a student, the Senate shall record the grounds for such refusal and the Director shall notify the student in writing of the grounds for such refusal.

PART I – DEFERMENT AND WITHDRAWAL FROM FOUNDATION PROGRAMME

Deferment of Foundation Programme

59. (1) A student may defer his Foundation Programme for a particular semester on a reasonable ground and with the approval of the Director.

(2) An application for deferment of the Foundation Programme shall be submitted to the Director within the period stipulated by the Centre.

(3) Notwithstanding subrule (2), if a student defers his Foundation Programme after the second week the semester commences, the study fees shall not be refunded except with the approval of the Vice Chancellor.

(4) After the end of the period stipulated by the Centre in subrule (2), an application for deferment of the Foundation Programme may only be allowed -

(a) on a medical ground as certified by a medical officer from a Government Hospital or the University Health Centre; or

(b) if approved by the Senate.

(5) A student is not allowed to defer his Foundation Programme during or after the final examination week of the semester.

(6) The permissible period of deferment of the Foundation programme is one year of studies. For the avoidance of doubt, the period of permissible deferment of the Foundation Programme shall not be taken into account in the duration of the Foundation Programme.

(7) Without prejudice to the provisions of subrule (5), a student is not permitted to defer his Foundation Programme except on a medical ground as certified by a medical officer from a Government Hospital or the University Health Centre.

(8) For the purposes of subrules (4) and (7), medical grounds shall not include maternity cases or any illness, disease, injury or medical incapacity self-inflicted by the student.

Withdrawal from Foundation Programme

60. (1) A student is allowed to withdraw from the Foundation Programme.

(2) If a student withdraws from the Foundation Programme, the student shall cease to be a student of the University and his name shall be removed from the register of students of the University.

(3) A student who withdraws from the Foundation Programme -

(a) within the period of the first two weeks of the semester shall be refunded the study fees already paid to the University; and

(b) after the second week the semester commences, unless otherwise directed by the Vice Chancellor, shall not be refunded any payments already made to the University.

PART J - GENERAL

Registration or Sitting for Final Examination

61. Notwithstanding anything stated in rules 12 and 49 of these Rules, the Vice Chancellor may allow a student to register for a course of studies or sit for the final

examination if the Vice Chancellor is of the view that such leave is necessary and appropriate to be given to the student.

Updating Information

62. A student is responsible to update, from time to time, his personal information including his latest address and shall notify the University of any changes to his personal information.

Proper Attire During Lectures

63. A student shall always be properly attired and shall always maintain decorum when he is on campus and during lectures.

Additional Copies

64. (1) A student who wishes to obtain any additional copies of documents such as the examination transcripts issued by the University pertaining to himself may do so by paying a fee of RM10.00 for each copy of the document to the Office charged with the responsibility of the University's finances.

(2) A student who wishes to obtain a copy of the academic certificates including the certificate of completion of the Foundation Programme issued by the University pertaining to himself may do so with payment of a fee as may be stipulated by the University from time to time. Payment shall be made to the Office charged with the responsibility of the University's finances for each copy of such document.

Payment of Fees

65. (1) Students shall pay the Foundation Programme fee prescribed by the University, fees related to students' academic affairs management and any other fees for the services rendered by the University to the students.

(2) Subject to the decision of the officer charged with the responsibility of the University's finances from time to time, the fees in subrule (1) shall be paid during registration in accordance with rule 3 of these Rules.

Discretion to Permit Deferment Exceeding the Period

66. (1) The Senate may permit any deferment of studies which exceeds the period of deferment prescribed in rule 59 on a very serious health and medical ground. The ground of deferment under this rule shall be recorded by the Senate.

(2) The Senate may, in extraordinary and special circumstances, permit a student who has been removed or who has not continuously registered, to re-register as a student of the University. The ground for permitting the re-registration shall be recorded by the Senate.

PART K – PROVISIONS FOR EXCLUSIONS AND TRANSITIONS

Interpretation

67. In this Part, unless the context otherwise requires –

“appointed date” means the date on which these Rules shall come into effect.

Validity of Actions by the University, Centre, etc.

68. Any offer of admission and acceptance into the University, examination results, execution of instruments, documents or any arrangements made by the University shall, on the appointed date, be deemed to have been made under these Rules and shall remain in force and in effect.

Delegated Powers

69. All powers delegated under the repealed Rules shall, on the appointed date and in so far as the delegation is consistent with these Rules, be deemed to have been delegated under these Rules.

Saving of Notices, Forms, Letters of Authorisation, etc.

70. All notices, forms, letters of authorisation or orders issued or made by the University or Centre before the appointed date shall remain in force, in so far as the notices, forms, letters of authorisation or orders are consistent with, or until the same are replaced or revoked by the provisions of these Rules.

Foundation Programme Students

71. All Foundation Programme students who, immediately before the appointed date, were admitted into the Foundation Programme at the University under the repealed Rules, and who on the appointed date remain in the Foundation Programme shall, on the appointed date, be deemed to have been admitted under these Rules.

Made on the 27 day of April 2021

[Minutes of Meeting LPU 152/04]

[UPM/PPUU/600-1/3/6/Perkara Akademik (Program Praijazah); UPM/100/9/3]



**YAM Tengku Syarif Laksamana Perlis Dato' Seri DiRaja Syed Razlan
Syed Putra Jamalullail**

Chairman of the Board of Directors

Universiti Putra Malaysia

First Schedule

(Rule 34)

[Timetable]

Lecture Hours

1. (1) Lectures are limited to 1 hour per lecture.
- (2) Lectures shall begin at the appointed time and shall end 10 minutes before the following lecture.
- (3) Afternoon lectures on Fridays shall begin at 3.00 in the afternoon.

Timetable

2. (1) The timetable of lectures is developed for the purposes of planning for examinations and the timetable is based on time combinations.
- (2) Courses not categorised under any time combinations or courses with various lecture groups or any other courses, shall be included in the group "to be arranged later" (TBA).

Examination Hours

3. (1) Assessments or tests shall be conducted during lecture hours and the final examination shall be held at the time stipulated and shall generally be limited to two hours as prescribed by the Senate. The examination period is limited to three hours.
- (2) For the avoidance of doubt, "lecture hours" means the period between 8.00 in the morning to 10.00 at night.

Examination Venue

4. The lecture venue shall also be the venue for examinations for the relevant course. In certain circumstances, an examination will be held in a different location.

Second Schedule

(Rule 50)

[Cumulative Grade Point Average]

Grade and Grade Point

1. (1) Generally, every Foundation Programme at the University shall be assessed and given a grade as well as grade point in accordance with this Schedule.

(2) The Grade Point Average shall be calculated as follows -

$$\text{Grade Point Average} = \frac{\text{Total grade point}}{\text{Total credit hours}}$$

(3) Cumulative Grade Point Average (CGPA) = $\frac{\text{Total Cumulative Value Point}}{\text{Total Cumulative Credit Hours}}$

(4) The Senate may determine and approve any method of calculation for the Grade Point Average and Cumulative Grade Point Average (CGPA) other than that set out in this Schedule.

(5) Marking schemes, alphabetical grades and grade points shall be as listed below:

| Marks | Alphabetical Grades | Grade Point |
|----------|---------------------|-------------|
| 80 - 100 | A | 4.000 |
| 75 - 79 | A- | 3.750 |
| 70 - 74 | B+ | 3.500 |
| 65 - 69 | B | 3.000 |
| 60 - 64 | B- | 2.750 |

| | | |
|------------|----|-------|
| 55 - 59 | C+ | 2.500 |
| 50 - 54 | C | 2.000 |
| 47 - 49 | C- | 1.750 |
| 44 - 46 | D+ | 1.500 |
| 40 - 43 | D | 1.000 |
| 39 or less | F | 0 |

(6) The determination of alphabetical grades shall be based on the marks obtained for a particular course.

(7) The calculation of grade points shall be based on the alphabetical grades obtained for a particular course and the total credit hours of the said course.

(8) Each alphabet used to denote the grade of student being assessed and used in the transcript to indicate the standing of the student in a particular course shall follow the symbol and description below:

| Grade/Symbol | Explanation |
|--------------|--------------|
| A | Excellent |
| A- | Very Good |
| B+ | Very Good |
| B | Good |
| B- | Good |
| C+ | Satisfactory |
| C | Satisfactory |
| C- | Weak |
| D+ | Weak |

D Very Weak

F Fail

TD Withdrawn.

This symbol denotes that a student has withdrawn from the course of studies with the permission and approval of the Director of the Centre offering the course of studies after the third week but before the seventh week of a particular semester. Withdrawal within the first three weeks of a particular semester may be permitted with the agreement of the student's Academic Advisor, without being recorded with any alphabetical symbols or grade.

Third Schedule

(Rules 51 and 52(f))

[Senate Review Committee]

1. (1) It is hereby established the Senate Review Committee which consists of:
 - (a) the Deputy Vice Chancellor charged with the responsibility of the academic affairs of the University as Chairman, or his representative from among members of the Senate authorised by him in writing;
 - (b) the Director of the Centre;
 - (c) four members of Senate appointed by the Senate; and
 - (d) the Registrar or his representative as Secretary.
 - (2) The Committee shall have the following powers:
 - (a) to consider all applications for grade review;
 - (b) to make a final decision on all applications for grade review under its consideration;
 - (c) to report the decisions reached on all applications for grade review under its consideration for endorsement by the Senate; and
 - (d) to order any academic officer to appear before the committee to assist the committee in reaching a decision.
 - (3) Quorum for a meeting is the chairman and two members.
2. A student who obtains a “Fail and Terminated” status on the reason of failure to meet the conditions to continue the Foundation Programme may submit an application for review of the examination results in accordance with the following procedures:
- (a) each application for review of “Fail and Terminated” status shall be submitted to the Registrar within a period of two weeks after the examination results are announced by the Registrar;

- (b) each application for review of "Fail and Terminated" status shall be accompanied by a fee of RM50.00; and
- (c) the Senate Review Committee shall, upon receiving the application for grade or "Fail and Terminated" status review, meet and reach a decision at the latest by the end of the third week after the semester commences.