



ACADEMIC REGULATIONS DIPLOMA PROGRAMME

UNIVERSITI TENAGA NASIONAL

29 November 2018

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TERMS & DEFINITIONS

‘Academic Committee’ refers to the board instituted by the University to administer academic matters.

‘Audit’ refers to the grade given to students registering for a subject/course with the intention of attending lectures without assessment.

‘Board of Examiners’ refers to the board instituted by the College to manage all matters pertaining to examinations.

‘CGPA (Cumulative Grade Point Average)’ refers to the mean average of the total grade points obtained during the total semesters in a course of study.

‘College’ refers to any of the colleges, centres of learning, or institutes forming part of the University.

‘Credit Exemption for subjects’ are subjects which students are exempted from taking and are not included in GPA calculation.

‘Credit hour’ refers to the number of contact hours between students and instructors on a weekly pro-rate as, in the regular semesters found in Table 3.

‘Credit Transfer’ refers to the credit hour exemptions accepted as a substitute for specific subjects taken prior to enrolment into the University and approved by the University.

‘Dean’ refers to the Head of the College, centre of learning, or institute who is appointed according to University regulations.

‘Examination’ is any form of evaluation based on a list of questions given to students to gauge their academic achievement.

‘Full-time students’ are students registering not less than 12 credit hours in a semester.

‘GPA (Grade Point Average)’ refers to the mean average of the grade points acquired in one semester.

‘Grade Transfer’ refers to substitution of equivalent subjects with grade taken by students from within the University and/or from other institutions, shall be included in the CGPA calculation.

‘Graduation’ is the endorsement by the University Senate on students who have fulfilled the criteria for the conferment of a degree.

‘MQA’ refers to the Malaysian Qualification Agency which is the entity responsible for quality assurance of higher education for both the public and the private sectors.

‘MPU’ refers to Mata Pelajaran Umum required curriculum component by the Ministry of Higher Education.

‘Part-time student’ is a student who takes a credit hour load of half of the full-time student load in a semester.

‘Residency requirement’ is a minimum period set by the University for a student to be enrolled in the campus in order to complete a diploma.

‘Semester’ is a period of study of the University in which lectures and assessments are completed as one whole unit.

‘Senate’ refers to the Senate of Universiti Tenaga Nasional as specified in the UNITEN constitution.

‘Students’ are individuals who enrol fully for the University programmes and follow the programme of study which qualify them for the conferment of a degree / diploma.

‘Subject/Course’ is the curriculum component of the programme that has its own unique code.

‘Subject Replacement’ is the substitution of subjects taken by students from other institutions or within the University, with other subjects offered by the University not included in the CGPA calculation.

‘Transfer students’ are students enrolled with credit transfer from other institutions which are recognised by the University.

‘UNITEN’ is the abbreviation for Universiti Tenaga Nasional.

‘University’ refers to Universiti Tenaga Nasional.

PART I

ACADEMIC YEAR

- 1.1 The University academic year is divided into two regular semesters (i.e. Semester 1 and Semester 2) and one Special (short) semester. Each regular semester consists of 14 lecture weeks.
- 1.2 Apart from the regular semesters, the University academic year also includes a short semester which is runs during the semester break at the end of the academic year, called the Special Semester.
- 1.3 The academic year is shown in Table 1:

Table 1: Academic Year *

Orientation Week (during the final week of the holidays at the end of the previous academic year)	1 week
SEMESTER 1	
Lectures	14 weeks
Mid Semester Break	1 week
Examinations at the end of the Semester	2 weeks
Total	17 weeks
Duration between semesters (No Lectures)	3 weeks
SEMESTER 2	
Lectures	14 weeks
Mid Semester Break	1 week
Examinations at the end of the Semester	2 weeks
Total	17 weeks
Duration between semesters (No Lectures)	3 weeks
SPECIAL SEMESTER	
Lectures	7 weeks
Examinations	2 week
Total	9 weeks
Duration between Semesters (No Lectures)	3 weeks
OVERALL TOTAL	52 weeks

* Subject to changes

PART II

ENROLMENT WITH THE UNIVERSITY AND REGISTRATION OF PROGRAMME

- 2.1 Students who had received an offer letter from the University are required to enrol within the time limit set by the University.
- 2.2 Without valid reason to the contrary, the offer may be cancelled without prior notice once the student fails to enrol within the time limit set by the University.
- 2.3 First-time students who enrol with the University must simultaneously enrol in a programme of study.
- 2.4 Students obtaining prior approval for the change of programme of study are required to enrol for the new programme within the time limit set by the University.

PART III

SUBJECT REGISTRATION

- 3.1 To be eligible for attending lectures, tutorials and labs, either to acquire credits for subjects or to audit subjects, students are required to register for the subjects during the respective semester.
- 3.2 Registration priority in subjects is given under the following criteria:
 - 3.2.1 Students in the final semester before graduation;
 - 3.2.2 Students taking the 'full load' for the respective semester;
 - 3.2.3 Students with CGPA higher than the level set by the University; and
 - 3.2.4 Other criteria set by the University from time to time.
- 3.3 Registration of subjects must be made before the deadline of the registration period.
- 3.4 Without reasons acceptable by the University, late subject registration application will be fined an amount set by the University from time to time.
- 3.5 Students are only allowed to attend lectures, lab classes, etc for the section in which the student is registered, unless given special written permission by the college.
- 3.6 **SUBJECT REGISTRATION AMENDMENT**
 - 3.6.1 Students may change subjects which have been registered, i.e. register and withdraw from a subject section within a specified time limit.
 - 3.6.2 Students are responsible in notifying errors in the subject registration records within a set time limit.

3.6.3 Students are not allowed to change subject registration status to audit or vice versa.

3.7 ADDING SUBJECTS

3.7.1 Students may add subjects within the duration set by University in the respective semester.

3.7.2 Permission to add subjects depends on the availability of places in the respective semester.

3.8 DROPPING SUBJECTS

3.8.1 Students dropping a subject will receive a tuition fee refund for the subjects as follows:

Table 2: Fee Refund

Drop Period *	Refund Portion
0-7 days after commencement of the semester	Full refund
8 - 14 days after commencement of the semester	2/3 refund
After 14 days	No refund

* The drop period for special semester is different from regular semester.

3.8.2 For the purpose of academic record (transcript), the withdrawal of registration (subject drop) within the first 14 days will not be shown.

3.8.3 Students registered for the Special Semester are eligible for full refund by dropping the subject(s) 1 week before the commencement of the semester. No refund is given for subjects dropped after this period.

3.9 SUBJECT WITHDRAWAL

3.8.1 A student may apply to withdraw from a subject after the first 14 days and before the final examination week starts. The grade for the withdrawn subject will be recorded as 'TD' (Withdraw) in the academic transcript.

3.8.2 Students in the Special Semester are allowed to withdraw ('TD') before the final examination week starts. The withdrawal will be recorded as 'TD' in the academic transcript.

3.8.3 Subject withdrawal starting from the final examination week is not allowed. Students discontinuing study for subjects beyond the subject withdrawal period are graded according to their achievement to that date.

PART IV

SUBJECTS OFFERED

- 4.1 Subjects offered are classified as follows:
- 4.1.1 General
 - 4.1.2 Core
- 4.2 General Subjects/Courses are University-compulsory, MPU-compulsory and Social Science electives. The University requires all students to register and pass the subjects/courses specified in the College Handbook.
- 4.3 Core Subjects/Courses in Field of Study are subjects respective to the programmes as stated by the University from time to time which includes technical electives and specialised subjects. The University requires all students to register and pass the subjects/courses specified in the College Handbook.

PART V

CREDIT SCHEME

5.1 SUBJECT CREDITS

- 5.1.1 Each subject carries credits except for subjects that are otherwise approved by the University as not carrying any credits.

5.2 CREDIT VALUE

- 5.2.1 The credit value is based on the Student Learning Time (SLT) as defined in the Malaysian Qualification Framework (MQF). The SLT defines that for every one credit hour specified, students need to spend 40 notional hours of learning. For a course of three SLT credit, students will have to spend 120 hours in a semester, which involves both face-to-face meetings (lectures/laboratory work/tutorials, etc.) and non-face-to-face activities. The detailed guideline on SLT calculation is provided in Table 3.

Table 3: Guideline on SLT Calculation

No	Item	Duration or requirements	Proposed Student Self Learning Time (hours)
1	Lecture	1 Hour	1-2 Hours
2	Tutorial	1 Hour	1-2 Hours
	Tutorial (involving case studies)	1 Hour	3 Hours
3	Laboratory (including report writing)	1 Hour	1 Hour
4	Undergraduate Final Year Project/ Dissertation	6 - 10 credits	200 - 400 Hours
5	Studio Work	1 Hour	1 Hour

6	Presentation	30 Minutes	1-2 Hours
7	Coursework/Assignment	400 Word count or 1 page	1-2 Hours
8	Creative Writing (or a project that last a whole semester)	100 – 150 pages	8-10 Hours
9	Examination (Mid term, Test, Final etc)	1 Hour	3-5 Hours*

Source: Bengkel Kebangsaan Pemantapan Sistem Kredit MQF, 31 Jan. – 2 Feb. 2005 by Quality Assurance Division, Ministry of Higher Education (Malaysia).
 * Proposed by MQA, depending on the field of study and the intensity of the examination.

5.3 **LOADING PER SEMESTER**

5.3.1 Students are advised to take the credit hour loading as stipulated by the programme structure except for credit transfer students. Only in exceptional circumstances, students are allowed to register for more than 20 credit hours. For these cases, a written permission from the Dean of the respective programme must be obtained prior to subject registration.

5.3.2 Students registering for the Special Semester may only register up to 10 credit hours.

5.4 **PROGRAMME CREDIT HOUR REQUIREMENT**

5.4.1 A student must pass all subjects required in the study programme.

5.4.2 The total credit hours required for graduation for the respective programme is as stipulated in the College Handbook.

5.5 **MINIMUM AND MAXIMUM PERIOD OF STUDY**

5.5.1 The minimum period of study is according to programme structure and the maximum period of study is five (5) years. (excluding deferred semester(s) as stated in Part XII)

PART VI

EXEMPTION AND SUBSTITUTION CATEGORY CONSIDERATION: CREDIT TRANSFER / GRADE REPLACEMENT / SUBJECT REPLACEMENT

6.1 DEFINITION OF EXEMPTION AND SUBSTITUTION CATEGORIES ELIGIBILITY CONSIDERATION

There are three categories of eligibilities:

6.1.1 ‘Credit Transfer’: Eligibility are for students prior to enrolling as a student of the University or change of programme of different field within the University; must be with at least 80% equivalent to subject in the University.

- 6.1.2 ‘Grade transfer’: Eligibility are for current students of the University changing programme of similar field; transfer of subject with grade.
- 6.1.3 ‘Subject replacement’: Eligibility are for both student of the University and from other institution; included in CGPA calculation; not necessarily with equivalent subject. The maximum credit for subject replacement is according to the terms stipulated in agreement between the participating institutions and as set by the regulatory bodies.

6.2. **APPLICATION FOR CREDIT TRANSFER / GRADE TRANSFER**

- 6.2.1 A student can apply to obtain credit transfer / grade transfer for the purpose of obtaining exemption from one or more subjects required for the study for subject(s) that the student have passed and accepted by the University as similar or equivalent from another recognised institution.
- 6.2.2 The application for credit transfer must be made within the first semester in the University for new students. This provision is also extended to current students returning from mobility program whereby the application for credit transfer must be made within the first semester upon return to the University.
- 6.2.3 The application for credit transfer / grade transfer for subjects required by the respective colleges must be submitted to the respective Deans.
- 6.2.4 The application for credit transfer / grade transfer for general subjects (University requirement) must be submitted directly to the Dean of the college offering the subject.
- 6.2.5 The application for credit transfer / grade transfer must be accompanied by the original transcript of the examination results and the syllabus or course outline of the subject from the respective institution.

6.3 **PRINCIPLES OF CREDIT TRANSFER / GRADE TRANSFER**

The principles of credit transfer / grade transfer are as follows:

- 6.3.1 Credit transfer is only allowed for ongoing diploma to diploma programmes.
- 6.3.2 Programmes from recognised institutes stipulated in 6.3.1 above, must be accredited/recognised by MQA for local institutions or recognised governing bodies for overseas institutions.
- 6.3.3 Programmes from recognised institution stipulated in 6.3.1 above, must be accredited by MQA and recognised by the University as programs eligible for credit transfer for one or more subjects.

- 6.3.4 One or more subjects as stipulated in 6.3.2 must be recognised by the University as subject(s) which is equivalent or similar to the subject(s) in the programme of study of the University.
- 6.3.5 The achievement of the student in the subject(s) stipulated in 6.3.3 must be at least grade 'C' for credit transfer.
- 6.3.6 Credit transfer can be granted not exceeding seven years after the examination results of the subject has been released.
- 6.3.7 Students who are dismissed/terminated from their previous institutions are NOT eligible for credit/grade transfer.
- 6.3.8 The University reserves the right to require students applying for credit transfer to be assessed in writing for the respective subject. Students unable to fulfil criterion 6.3.5 can also apply for exemption based on a written assessment. If the assessment is held, a satisfactory achievement in the assessment will be taken into consideration.

6.4 SUBJECT REPLACEMENT

- 6.4.2 A student of the University wishing to take part in the Student Mobility Programme must obtain prior written consent from the Dean of the respective college to be eligible for subject replacement.
- 6.4.1 The maximum subject replacement is 30% of the total credits required to graduate from a programme at the University and subject to approval from the Dean of the respective college.

6.5 MINIMUM AND MAXIMUM CREDIT TRANSFER

- 6.5.1 Application for credit transfer of less than 1 credit hour will not be entertained.
- 6.5.2 Equivalent subject can be used for credit transfer within the period of study. This also applies to any change of programme.
- 6.5.3 The total credits from credit transfer awarded by the University should not exceed the credits taken at the originating institution, taking into consideration also the period of study.

Certificate-to-Diploma

- 6.5.4 The maximum credit transfer allowed is 30% of the total credits required to graduate.

Diploma-to-Diploma (i.e. other Institutions to the University)

6.5.5 The maximum credit transfer allowed for applicants currently on Good Standing is subject to the residency requirement of the programme.

6.6 RESIDENCY REQUIREMENT

A student shall be eligible to be conferred a diploma upon attainment of at least 50% of the full period of study stipulated in the programme.

6.7 GPA AND CGPA CALCULATION FOR CREDIT TRANSFER / GRADE TRANSFER / SUBJECTS REPLACEMENT

6.7.1 Credit transfer is not included in the calculation of GPA and CGPA. Transferred credits are included only in the calculation of the total credit passes needed to fulfill the requirements of graduation.

6.7.2 Grade transfer which are approved by the University to fulfil any of the subjects necessary to graduate from the programmes of the University are included in the calculation of GPA and CGPA.

6.7.3 Subject replacements which are approved by the University to fulfil any of the subjects necessary to graduate from the programmes of the University are included in the calculation of GPA and CGPA.

6.8 CHANGE OF PROGRAMME WITHIN THE UNIVERSITY

6.8.1 Active students may apply to change programme subject to the entry requirements of the new programme.

6.8.2 The procedure for change of programme is according to the rules set by the University.

6.8.3 Should the subjects under the previous programme be similar to the new programme (i.e. same field of study e.g. Diploma in Business Studies to Diploma in Finance, the CGPA calculation as well as the subject grades of the previous programme are carried forward to the new programme. This is classified as grade transfer.

6.8.4 For subjects of the previous programme which are not similar to the new programme (i.e. different field of study e.g. Diploma in Computer Science to Diploma in Accountancy), only subjects relevant to the new programme will be considered for credit transfer. The CGPA calculation shall subsequently include only subjects of the new programme. This is classified as credit transfer.

PART VII

GRADING SYSTEM

- 7.1 The performances of students are indicated by their obtained grade. The relationship between the grade and the Grade Point is as shown in Table 4:

TABLE 4: Relationship between Grade and Grade Point

Grade	Grade Point	Description
A+	4.00	Distinction
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Pass
C	2.00	
C-	1.67	Weak Pass
D+	1.33	
D	1.00	
E	0.00	Fail

- 7.2 Generally, a passing grade for a subject is 'D'. However, the passing grade for a particular subject is subjected to the requirement of the college with the approval of the Senate.

7.3 CALCULATION OF CREDIT POINTS

- 7.3.1 Credit Points are calculated by multiplying the credit hour(s) of a subject with the grade point obtained for the subject.
- 7.3.2 For example, a student obtaining grade 'A' for Calculus carrying 3 credit hours accumulates 12 credit points for the subject (3 credit hours x 4.00 grade points).
- 7.3.3 'Cumulative Grade Points' is the total credit points for all subjects obtained by the student in a semester.

7.4 **GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA) CALCULATION**

7.4.1 Grade Point Average (GPA) is calculated by dividing the total credit points obtained in a semester with the total credit hours registered in that semester. Cumulative Grade Point Average (CGPA) is calculated by dividing the total credit points obtained for all semesters with the total credit hours registered in all the semesters.

7.5 **REPEATING OF COMPULSORY SUBJECT**

7.5.1 Students who fail a compulsory subject are required to retake the subject until they obtain a passing grade.

7.5.2 For the purpose of CGPA calculation, the best grade of a repeated subject is used.

7.5.3 Repeating students are required to pay an additional fee according to the credit hours registered.

7.6 Apart from grades 'A', 'B', 'C', 'D' and 'E', the following grades are also used:

7.6.1 **'BS' = Incomplete** This grade is given to students who have yet to complete their subject/course requirements within the scheduled time frame for reasons of ill-health as certified by a Medical Officer or for other reasons with the consent of the Dean. The student is required to sit for a special examination, in lieu of the missed exam, or complete the pending assignment on a date set by the Dean. The length of time for the extension given is within the duration approved by the Registrar Office.

7.6.2 **'PK' = Credit Transfer** This status is given to students who have been granted a credit transfer for a particular subject in accordance with the respective regulations. In this case, the student is considered to have obtained the credit hour(s) for the respective subject of the University.

7.6.4 **'TD' = Withdraw** This status is given to students who withdraw beyond the dates stipulated under provision 3.8.2 but before the dates stipulated in provisions 3.8.2, and 3.8.3. The subject/course withdrawn is not taken into the CGPA calculation.

7.6.5 **'AU' = Audit** This grade is given to students registering for a subject/course with the intention of attending lectures without assessment.

7.7 TAKING ADDITIONAL SUBJECT(S) OTHER THAN REQUIRED IN THE STUDY PROGRAMME

7.7.1 Student may take additional subject(s) apart from the required subjects to graduate as stipulated in provision 5.4.1. However, the additional subject(s) registered will be counted in the calculation of GPA and CGPA.

7.8 TAKING MORE THAN THE REQUIRED TECHNICAL ELECTIVES SUBJECTS

7.8.1 Every programme has a number of technical electives that a student must take in order to graduate as stipulated in the programme structure in the college handbook.

7.8.2 Students may choose to take more than the required number of technical electives subjects. Only electives with the best grade(s) will be counted in the calculation of the Core CGPA and CGPA.

PART VIII

ASSESSMENT SCHEME

8.1 The assessment of each subject is as stipulated in the respective course outline.

8.2 Usually, the student performance is assessed based on the following methods:

8.2.1 Continuous Assessment - through scheduled tests, assignments / mini projects and quizzes. NOT MORE than 70% of the total marks are allocated to the particular assessment and not more than 30% of the total marks are allocated to a single method of continuous assessment component.

8.2.2 Final Examination – set comprehensively at the end of the semester for each subject. NOT LESS than 30% of the total marks are allocated to the final examination.

8.2.3 Under certain cases, the final examination may be replaced with another form of assessment such as ‘mini project’, ‘term paper’, etc. However, these methods require prior approval from the Dean.

8.2.4 Assessment for practical training is according to the manner set by the college subject to the approval of the University.

8.3 FINAL EXAMINATION

8.3.1 The final examination must be held within the scheduled period and according to the manner stipulated by the University (Refer Table 1).

8.3.2 Under certain cases, the final examination may be held outside the scheduled period. However, this practice requires prior approval from the Dean.

8.3.3 The University reserves the right to prevent any student with outstanding debt and without obtaining finance bypass, from sitting for any form of final examination.

8.4 ANNOUNCEMENT AND DISCLOSURE OF EXAMINATION RESULTS

8.4.1 The examination results of a student shall be informed to the student by the Registrar Office after the approval of the University Senate. The dissemination methods will be determined by the Registrar Office from time to time.

8.4.2 The University may prevent results from being disseminated to students with outstanding debts.

8.4.3 The Registrar Office may disseminate the results to any party deemed appropriate for the purposes of monitoring, analysis, compliance and others (eg sponsors, Colleges, regulatory bodies, etc).

8.4.4 Where it is decided that the method of dissemination is by post, the Registrar Office is to use the permanent address as the mailing address. Students may also request a copy of the result slip from the Registrar Office upon meeting certain conditions, including but not limited to the paying of a processing fee, obtaining financial clearance, etc.

8.5 REMARKING OF FINAL EXAMINATION PAPER OR FINAL YEAR PROJECT

8.5.1 Students may submit an appeal for remarking of final examination papers or final year project to the Registrar Office within a stipulated period and in the manner set by the University from time to time.

8.6 ACADEMIC INTEGRITY VIOLATION

8.6.1 Students having been reported to violate the academic integrity will be given the grade 'BS' (incomplete), pending the outcome of the investigation and if convicted, will be given the grade 'E' for the particular subject. Consequently the student will need to repeat by reregistering and completing the subject in another semester.

8.6.2 Additionally, the 'Student Code of Conduct' allows disciplinary action to be taken against any candidate violating the stipulation under the University Examination Manual.

PART IX

ACADEMIC STANDING

- 9.1 Achievements of students are evaluated through the method of CGPA.
- 9.2 The level of academic standing of students is determined at the end of every regular semester via CGPA as illustrated in Table 4.

Table 5: Academic Standing

Status of Academic Standing	CGPA
Good Standing ('KB')	Not less than 2.00
Probation ('KP')	Less than 2.00

- 9.3 Students obtaining CGPA of not less than 2.00 for a regular semester will be granted status of Good Standing ('KB').
- 9.4 Students obtaining CGPA of less than 2.00 for two consecutive regular semesters will have their studies terminated.
- 9.5 The academic standing for students in the Special Semester is not determined although the CGPA is calculated as normal.

PART X

DEAN'S LIST

- 10.1 Students obtaining GPA of not less than 3.50 and have not obtained grades less than 'C' in any subject registered during the same semester whilst carrying a minimum credit load of 12 credit hours will be admitted into the Dean's List for that particular semester.
- 10.2 The transcript of Dean's List students will bear the remark 'Dean's List'.

PART XI

GRADUATION

11.1 CONDITIONS FOR GRADUATION

- 11.1.1 Conferment of diplomas may be made every semester for each academic year upon endorsement of the University Senate
- 11.1.2 Students are only eligible for the conferment of the diploma upon fulfilling the following requirements:

- 11.1.2.1 Completed the minimum total credit requirement needed for the programme;
- 11.1.2.2 Obtained a CGPA of not less than 2.00 calculated on all subjects taken throughout the period of study;
- 11.1.2.3 Settled all financial obligations or debts to the University;
- 11.1.2.4 Applied to graduate and received the approval from the College;
- 11.1.2.5 Free from any outstanding disciplinary actions;
- 11.1.2.5 Completed the SCORUN requirement with a minimum of 20 “RUN”.

11.2 GRADUATION

- 11.2.1 The University will notify students in the semester which the students are expected to graduate
- 11.2.2 Expected to graduate students are required to apply to remain as active student in the subsequent semester during advising week.

PART XII

DEFERMENT OF STUDIES

- 12.1 Students certified ill by a medical officer may apply to defer their studies. This deferment is not included in determining the number of semesters used.
- 12.2 Students may also apply for deferment of studies other than health reasons. This deferment is not included in determining the number of semesters used.
- 12.3 Students who have been advised to defer their studies by the University will have the deferred semester(s) included in determining the number of semesters used.
- 12.4 The procedure for deferment of programme is according to the manner set by the University.

PART XIII

PLAGIARISM

13.1 GENERAL STATEMENT

In the tradition of scholarly pursuit, students are advised against committing plagiarism according to the University ‘Student Code of Conduct’.

13.2 PROHIBITION AGAINST PLAGIARISM

13.2.1 A candidate shall not plagiarise any idea, writings, data or invention belonging to another person.

13.2.2 For the purpose of this rule, plagiarism includes:

13.2.2.1 The act of taking an idea, data or an invention of another person and claiming that the idea, data or invention is the result of one's own findings or creation; or

13.2.2.1 An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data or an invention which has actually been taken from some other source.

13.2.3 Without prejudice to the generality of the above sub-rule, a student is considered to plagiarise when he:

13.2.3.1 Publishes with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;

13.2.3.2 Incorporates himself or allows himself to be incorporated as co-author of an abstract, article, scientific or academic paper, or book when he has not at all made any written contribution to the abstract, article, scientific or academic paper or book.

13.2.3.3 Forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;

13.2.3.4 Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research without giving due acknowledgement to the actual source;

13.2.3.5 Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;

- 13.2.3.6 Transcribes the ideas or creations of others kept in whatever written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that he is the creator of that idea or creation;
- 13.2.3.7 Translates the writing or creation of another person from one language to another whether wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or creation, or;
- 13.2.3.8 Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearrange it in such a way that it appears as if he is the creator of those ideas.

PART XIV

GENERAL PROVISION

- 14.1 Any methods, manner of subsequent implementation and code of practice may be made under any provision of this Academic Regulations. All methods, manner of implementation and code of practice set must be adhered to. Nonetheless, the Senate reserves the right to amend them from time to time should the need arise.
- 14.2 The provisions under these rules apply to students admitted into Universiti Tenaga Nasional within the period of time in which this edition is enforced. However, the Senate reserves the right to compel the use of amended rules from time to time on reasonable grounds.
- 14.3 The Vice Chancellor may consider appeals on any provision of these rules and upon his discretion, allow exemptions deemed fit.

-----End of Document-----

Approved by the Senate of Universiti Tenaga Nasional
On 29 November 2018