



ACADEMIC REGULATIONS FOUNDATION PROGRAMME

UNIVERSITI TENAGA NASIONAL

14 May 2018

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 Edition 3 (11 April 2013)
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TERMS & DEFINITIONS

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

‘**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 hour**’ refers to the number of contact hours between students and instructors on a weekly pro-rate as, in the regular trimesters found in Table 2.

‘**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.

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

‘**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.

‘**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 Semester2) 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 run 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 enroll within the time limit set by the University.
- 2.2 Without valid reasons to the contrary, the offer may be cancelled without prior notice once the student fails to enroll within the time limit set by the University.
- 2.3 Students obtaining prior approval for the change of programme of study are required to enroll 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;
 - 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 (DROP AND ADD)**
 - 3.6.1 Students are not allowed to make change to their subject registration by dropping or adding subjects unless the registration is for the repeated subject.
 - 3.6.2 Students are responsible in notifying errors in the subject registration records within a set time limit.

3.7 **ADDING SUBJECTS**

3.7.1 Students wishing to add subjects can do so only with the permission of the Dean of the college offering the subject 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
0-3 days after commencement of the semester	Full refund
4- 5 days after commencement of the semester	2/3 refund
After 5 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 5 days will not be shown.

3.9 **SUBJECT WITHDRAWAL**

3.9.1 Student are not allowed to withdraw from any subject registered for the respective semester.

PART IV

CREDIT SCHEME

4.1 **SUBJECT CREDITS**

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

4.2 **CREDIT VALUE**

4.2.1 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.

4.3 **LOADING PER SEMESTER**

4.3.1 Students are required to take the credit hour loading as stipulated by the programme structure.

4.4 **PROGRAMME CREDIT HOUR REQUIREMENT**

4.4.1 Students must pass all subjects required in the study programme.

4.4.2 The minimum credit hours requirement to pass to graduate for the respective programme is 50 credit hours.

4.5 MINIMUM AND MAXIMUM PERIOD OF STUDY

4.5.1 The minimum period of study for students is one (1) year (2 regular semesters and 1 special semester) and the maximum period is two (2) years (4 regular semesters and 2 special semesters) excluding deferred semester as stated in **Part IX**.

PART V

GRADING SYSTEM

5.1 The performance of students is indicated by the grade they obtained. The relationship between the grade and the grade point is shown in Table 3:

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

5.2 Generally, a minimum 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.

5.3 CALCULATION OF CREDIT POINTS

5.3.1 Credit Points are calculated by multiplying the credit hour(s) of a subject with the grade obtained for the subject. 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 grade points).

5.3.2 Cumulative Grade Points is the total credit points for all subjects obtained by the student in a semester.

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

5.4.1 GPA is calculated by dividing the total credit points obtained in a trimester with the total credit hours registered in that semester. CGPA is calculated by dividing the total credit points obtained for all semesters with the total credit hours registered in all the semesters.

5.5 **REPEAT OF COMPULSORY SUBJECTS**

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

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

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

5.6 Apart from grades listed in Table 4, the following grades are used:

5.6.1 **'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 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 Registrar Office.

PART VI

ASSESSMENT SCHEME

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

6.2 Usually, the students' performance is assessed based on the following methods:

6.2.1 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.

6.2.2 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.

- 6.2.3 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 of the College Academic Committee.

6.3 FINAL EXAMINATION

- 6.3.1 The final examination must be held within the scheduled period and according to the manner stipulated by the University (refer to Table 1).
- 6.3.2 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.
- 6.3.3 Under certain cases, the final examination may be held outside the scheduled period. However, this practice requires prior approval from the Dean.

6.4 ANNOUNCEMENT AND DISCLOSURE OF EXAMINATION RESULTS

- 6.4.1 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.
- 6.4.2 The University may prevent results from being disseminated to students with outstanding debts.
- 6.4.3 The Registrar Office may disseminate the results to any party deemed appropriate for the purpose of monitoring, analysis, compliance and others sponsors, colleges, regulatory bodies, etc.
- 6.4.4 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.

6.5 REMARKING OF FINAL EXAMINATION PAPER

- 6.5.1 Students may submit an appeal for remarking final examination papers to the Registrar Office within a period and in the manner set by the University from time to time.

6.6 ACADEMIC INTEGRITY VIOLATION

- 6.6.1 Students having been reported to violate the academic integrity will be given the grade ‘BS’ (incomplete) pending the outcome of an 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.
- 6.6.2 Additionally, the ‘Student Code of Conduct’ allows disciplinary action to be taken

against any candidate violating the stipulation under the University Examination Manual.

PART VII

DEAN'S LIST

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

PART VIII

ELIGIBILITY TO PROCEED TO BACHELOR LEVEL

- 8.1 Students will be awarded the foundation certificate once the following criteria are fulfilled:
 - 8.1.1 Pass all subjects required for their respective programmes within the maximum period of study;
 - 8.1.2 Complete the required 50 credit hours which is compulsory for the programme;
 - 8.1.3 Obtain CGPA of not less than 2.00; and
 - 8.1.4 Complete the SCORUN requirement.
- 8.2 Students who have been awarded the foundation certificates are eligible to proceed to bachelor level.

PART IX

DEFERMENT OF STUDIES

- 9.1 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.
- 9.2 Students may also apply for deferment of studies other than health reasons. This deferment is not included in determining the number of semesters used.
- 9.3 Students who are advised to defer their studies by the University will have the deferred trimester included in determining the number of semesters used.
- 9.4 The procedure for deferment of programme is according to the manner set by the University.

PART X

PLAGIARISM

10.1 GENERAL STATEMENT

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

10.2 PROHIBITION AGAINST PLAGIARISM

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

10.2.2 For the purpose of this rule, plagiarism includes:

10.2.2.1 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

10.2.2.2 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.

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

10.2.3.1 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;

10.2.3.2 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;

10.2.3.3 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;

10.2.3.4 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;

- 10.2.3.5 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;
- 10.2.3.6 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;
- 10.2.3.7 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;
- 10.2.3.8 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 XI

GENERAL PROVISION

- 11.1 Any method, manner of subsequent implementation and code of practice may be made under any provision of this Academic Rules and Regulations. All methods, manners of implementation and codes of practice set must be adhered to. Nonetheless, the Senate reserves the right to amend them from time to time should the need arise.
- 11.2 The provisions under this rule 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.
- 11.3 The Vice Chancellor may consider appeals on any provision of this rule and upon his discretion, allow exemptions deemed fit.

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Approved by the Senate of Universiti Tenaga Nasional
On 14 May 2018