



ACADEMIC RULES

**BACHELOR DEGREE AND
DIPLOMA PROGRAMMES**

**ACADEMIC
RULES**

2023



ACADEMIC RULES BACHELOR DEGREE AND DIPLOMA PROGRAMMES

First Edition 2023

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PREFACE

These UKKM Academic Rules serve as a rule and apply to all UKKM Bachelor's Degree and Diploma programs. It is the responsibility of students to follow all the University's rules and regulations. These Academic Rules cover many areas, from admission to graduation. Therefore, all academic rules must be obeyed by students during their study at the University. These Academic Rules (2023) were approved by the Senate in March 2023.

STUDENT RESPONSIBILITY

It is the responsibility of the students to adhere to and comply with these rules in an orderly manner and ultimately graduate. All undergraduate and diploma students must ensure and understand the following matters:

1. Students must understand and obey all the rules outlined in these Academic Rules.
2. Students must take appropriate action in accordance with the rules stipulated in these Academic Rules, namely:
 - a) Complete all academic requirements as required in the curriculum of the study programme of the University.
 - b) Ensure course registration within the specified period.
 - c) Pay University fees according to the time and amount set.
 - d) Attend all the lectures, practical training, industrial training and other academic activities that are mandatory for the students as imposed by the University.
3. Always take proactive action to obtain guidance and advice from lecturers, academic advisors, administrative staff and the School's management in the event there is any problems or concerns related to academics, management or students campus life.
4. Fully responsible for complying with all established rules and procedures.

PART I – PRELIMINARY

1. Title, Effective Date and Application

- 1.1 This Regulation is cited as the Academic Regulation (Bachelor's Degree and Diploma Programme) of Universiti Keusahawanan Koperasi Malaysia (UKKM) and shall come into force on the date endorsed by the senate.
- 1.2 This Regulation applies to all programme of study leading to the graduation of Bachelor's Degree and Diploma.

2. Definition

- 2.1 In this Regulation unless the context requires different interpretation:

Student	Registered student, other than a student in an institution affiliated with the University, pursuing a course of study, teaching or training at the preparatory or undergraduate level, full -time or part-time within the University, and includes distance learning, off-campus, exchange and non-graduate student.
Active students	Active students refer to those who are currently engaged in active learning, or who have deferred their studies, are suspended due to disciplinary issues, are on medical leave, or whose status has not yet been finalized by the Senate as either having withdrawn or been dismissed.
Senior Student	Senior Student is a registered student who has completed at least one (1) trimester or semester of study
Direct Entry Students	Direct Entry Students Student who is accepted to enroll directly to the appropriate trimester or semester based on previous qualifications recognized by the University.
Extra-Curricular Activities	An extra-curricular activity is a non-academic activity which has been approved by the Senate such as national service volunteers, sports, entrepreneurship, improving skills, visits and others.
Anumerta (Posthumous)	The awarding of a Diploma or Bachelor Degree to a student who passed away while studying for a registered programme and subject to Senate approval.
Credit Load	The total number of course credits taken by students in a trimester or a semester.
Re-Register	The registration of student who failed in the first semester or trimester of the studies and has obtained the approval to re-register their study.
Dean	Dean of Schools and any other equivalent position by any other designation.

Dismissed	Students who do not register for any course in a certain semester or trimester or students who are dismissed from the University (Student Discipline) as well as all Rules in force at the University from time to time.
Dissertation	Final year student dissertation for Bachelor.
School	Schools, Centre of Studies, Academies or Institutes in this University that conduct academic programmes and any activities related thereto.
Audit Course / Attendance Only (HS)	The registration status of courses other than those specified in the curriculum of the programme followed by the student, i.e. credits and grades are not given.
Mandatory Attendance (HW)	The registration status of any course graded as Attend Pass (HL) or Attend Fail (HG).
Student Study Hour (JBP)	The amount of time allocated in the form of Tabled meetings between academic staff and student, including lectures, tutorials, and other activities.
Student Learning Hours (SLT)	Effective learning hours to achieve the learning outcomes set through all learning activities including lectures, self-study and the assessment process.
School Academic Committee	A committee established in the School to manage and supervise academic affairs.
School Examination Committee	A committee established at the School to manage examination matters.
Academic Programme Advisory Committee	The committee established by the University is responsible for examining the programme in detail by checking the direction of the programme being offered, the content of the latest courses and their suitability to current needs.
Total Contact Hours (JJP)	A combination of various forms of learning activities such as lectures, tutorials, laboratories, projects, field work, practical work, and others.
Academic Standing	Overall academic performance of student which shows Pass (L), Conditional Pass (LB), Fail (KG) or Termination of Studies (TP).
Course Work	Academic activities that are assessed include assignments, quizzes, tests, laboratory practice, workshop practice, field work, seminars and others.
Emergency case	Cases include illness, death of next of kin and cases that can be considered by the University.
Credit Earned	Credits earned for passed courses
Credit Counted	Credits considered in the calculations of GPA and CGPA
Credit Hours	Credits taken in a trimester or a semester.

Regular Credit	The number of credits offered in one (1) trimester based on the curriculum.
Passed Credit	The number of passing credits to graduate for each programme approved by the Senate
Lecture	Face-to-face and non-face-to-face academic meetings between lecturers and students as specified in the lesson plan.
Course	Curriculum components of programmes that have their own codes and contribute to the achievement of student learning outcomes approved by the Senate.
University Courses	Any course prescribed by the University and is mandatory upon all students
Residential Period	A minimum period of time for students to study on the University campus.
Grade Value	Determination of value for each grade.
Passing Mark	The minimum mark needed to pass a course or subject for Continuous and Final Assessment
Incomplete Status	The student has not fulfilled all requirements of a course or programme (often temporary and requires completion later)
General Studies Subjects (MPU)	Courses that replace Mandatory Subjects (MPW), and their implementation is standardized in all Public Higher Education Institutions and Private Universities.
Academic Management Office (PPA)	An office established by the University to manage, administer and coordinate the operation of academic programmes.
Horizontal Credit Transfer	Refer to transfer of credits from one programme to a programme at the same level. Credits that can be transferred when student has passed an equivalent course to another study or programme.
Vertical Credit Transfer	Refer to transfer of credit from one programme to a programme at a higher level.
Award of Degree	Senate endorsement for students qualified to be awarded their degree.
Course Exemptions	The amount of credits that are exempted to students and must be replaced with other courses or other Rules approved by the Senate to meet the requirements of graduate credits.
Assessment	Any form of courses assessment to measure the achievement of student learning for courses taken.
Lectures	All learning and teaching activities required for the determination of learning outcomes in the teaching plan.
Higher Education Provider (PPT)	Public or private higher education institutions recognized by the Senate.
School Academic Administrator	Dean, Deputy Dean or Head of Department or Programme Coordinator.

Credit Exemption (PK)	Credit that can be waived when a student passes with the specified grade for an equivalent course from a Higher Education Institution (IPT) in or outside the country or experience recognized by the Senate.
Final Examination	Tabled examinations conducted during the examination weeks.
Re-sit	Re-sit Course allows students to retake the final examination for a course they failed to improve their grade
Re-assessment	Re-assessment is the formal process of giving students a chance to retake or redo a continuous assessment if they not met the required standards in the initial attempt.
Pre-requisite	A course in which a student has to pass in order to qualify for the subsequent courses as specified in the programme requirement.
Programme	Refers to undergraduate programmes approved by the Senate or any of its equivalents in certain fields for graduation or conferment purposes.
Programme of Study	Undergraduate and Diploma programmes offered by the University
Grade Point Average (GPA)	Average grade value obtained for a trimester.
Cumulative Grade Point Average (CGPA)	Average Cumulative Grade Value obtained for all trimesters followed.
School	Schools, Schools, Academies or Institutes in this University that conduct academic curriculum or programme and any activities related thereto.
Senate	Senate of Universiti Keusahawanan Koperasi Malaysia
Regular Trimester	Trimester I and trimester II according to the period set by the Senate for an academic session.
Short Trimester	Trimester III according to the period set by the Senate for an academic session.
Repeat Grade Improvement Course (UKBG)	Students are allowed to repair the course grade with the lecturer's approval but the earlier grade is still visible.
Years of study	The level of study is based on the amount of credits earned in the relevant trimester.
Academic Session	The academic session of the University is comprising of three (3) trimesters - Trimester I, Trimester II and Trimester III.
Deferment of Study	The status of students who are approved for deferment of studies or suspended from studies by the University.
Upgrades	Courses with a grade of C- and below that are repeated by students with the aim of improving their CGPA/GPA.
University	Universiti Keusahawanan Koperasi Malaysia

PART II – ACADEMIC YEAR

3. Academic Year

3.1 Trimester I and Trimester II

The Academic year of the University is divided into three trimesters. Two regular trimesters or long trimesters are known as Trimester I and Trimester II. Each trimester consists of **eighteen (18) weeks** (including lectures, revision weeks and final examinations). Academic Year details are shown in Table 1.

3.2 Trimester III

The Short Trimester or called Trimester III consists of **nine (9) weeks** (including lectures, revision week and final exam week). Students are allowed to enroll in six (6) to twelve (12) credit hours.

Table 1: Academic Year*

Orientation Week (During Term End Break)

TRIMESTER I	
Lecture	14 weeks
Mid Trimester Break	1 week
Revision Week	1 week
Final Examination	2 weeks
Amount	18 weeks
Inter Trimester Break	4 weeks
TRIMESTER II	
Lecture	14 weeks
Mid Trimester Break	1 week
Revision Week	1 week
Final Examination	2 weeks
Amount	18 weeks
TRIMESTER III	
Lecture	7 weeks
Revision Week	1 week
Final Examination	1 week
Amount	9 weeks
End of Trimester Break	7 weeks
TOTAL	52 weeks

(* subject to amendment)

PART III – ADMISSION OF NEW STUDENTS

4. Student Registration

- 4.1 All students candidates must register for the programme offered and pay the tuition fee according to the timeline and date stipulated by the University.
- 4.2 Students who accept the study offer at UKKM must pay the Admission Fee and fill in the Offer Acceptance Form at the link cms.ukkm.edu.my/apply.
- 4.3 The offer will be withdrawn or nullified if the student candidates failed to comply with the self-registration process for the programme offered without any reason acceptable to the University.
- 4.4 Students are required to bring original documents required by the University during registration. Make sure the documents are arranged according to the checklist order appended in Table 2.

Table 2: Original Document During Registration

No	Document Name	Original
1.	Admission Offer Letter	/
2.	Student Information Form	/
3.	Proof of Fee Payment *	/
4.	Identification Card / Student Passport (if applicable) *	/
5.	SPM / SPMV certificate or equivalent *	/
6.	STPM / Foundation / Matriculation certificate or equivalent *	/
7.	Diploma / Degree Certificate *	/
8.	Transcript (Certificate / Diploma / Degree) *	/
9.	MUET results (if relevant) *	/
10.	THREE (3) passport size photo	/
11.	Medical Health Checkup Report	/

**Registration secretariat refer to the documents uploaded in the registration system*

- 4.5 Students are required to print the Offer Letter, set of admission documents and registration guide at the link cms.ukkm.edu.my/apply for records and reference.

5. Student Enrollment / Registration Day

- 5.1 Students are required to register with the University in accordance with the date, time and place prescribed in the Offer Letter.
- 5.2 Students must bring back relevant ORIGINAL documents and copies of documents that have been certified by Group A officials, priests, Member of Representatives, registered cooperative managers or Village Heads.
- 5.3 All relevant forms must be completed and submitted on the registration day.

6. Student Dress Code and Appearance

- 6.1 Students should always wear appropriate, neat, clean and decent clothes at all times.
- 6.2 All Students are not allowed from wearing indecent clothes or attires and revealing clothing.
- 6.3 All Male students' hair should be neat and tidy.

7. Campus Etiquette

- 7.1 All Students must wear their student matric card at all times while in campus.
- 7.2 Students should always dress appropriately in accordance with the code of ethics of student dress code.
- 7.3 All female and male students are prohibited from piercing and displaying tattoo.
- 7.4 All male students are prohibited from wearing earrings and necklaces.

PART IV – PROGRAMME

8. Registration of Programme

- 8.1 All student candidates, including Re-Registered (DS) students are required to register for the programme offered within the date specified by the University. If the student fails to register on a specified date without reasons acceptable to the University, the Offer Letter will be void.
- 8.2 Senior Students will be automatically registered by the University administration based on their previous trimester's examination results. Senior student with deferred or suspended status is required to re-register study programme in order to resume or to activate their study status.
- 8.3 The registration procedures and rates of fees are determined by the University as per the Offer Letter.

9. Change of Programme

- 9.1 The University may consider applications from students for a programme change within a School or between Schools under the following conditions:

(a) Change of Programme

- (i) Application to change programme is only allowed once during the study period;
- (ii) Application to change programme for Bachelor and Diploma programme must be made within two weeks from the registration date of the long trimester (Regular Trimester);
- (iii) Applications to change programs during the short trimester are not allowed;
- (iv) Students Academic Standing of Regular Trimester I should not be in Fail (G);
- (v) The original academic record of the student will be referred and the period of study is considered continuous;
- (vi) Direct Entry Student may apply for a programme exchange. However, Credit Transfers obtained during the previous programme shall be reviewed.

- 9.2 Credit exemption or transfer of credit for equivalent courses might be considered by the School subject to Senate's approval.
- 9.3 Applications for a change of programme shall be submitted to the School for Senate's approval.
- 9.4 Programme exchange application shall take effect the following trimester with the approval of the Senate.

PART V – COURSE REGISTRATION

10. Registration

- 10.1 Student who has enrolled for a programme in any study session are **REQUIRED** to register for courses according to the study plan in a particular trimester. Student who has not registered for a programme **CANNOT** register for a course.
- 10.2 Course registration must be carried out by using the online Student Registration System permitted by the University.
- 10.3 Student may only register for the courses offered by the School in a particular trimester. Registration for courses other than those offered can only be made after obtaining permission from the school offering the courses.
- 10.4 Course registration must comply with the specific course requirements of the School.
- 10.5 Registration for courses with pre-requisite requirements is only allowed if student has fulfilled the course regulation or the programme's requirement.
- 10.6 Registration for the Bachelor's Final Year Project is subject to UKKM's Bachelor's degree rules.

11. Course Registration for Senior Students

- 11.1 Each course taken in a trimester must be registered correctly. Student must check the course code, course classification, credit of the course concerned and the status of the course (if any) such as UK (Repeat Course) or HW (Mandatory Attendance).
- 11.2 Any course that a student repeats except for Re-Registration Status (DS) students, must be registered with Repeat Course (UK). This includes:
 - (a) Repeated course that was failed in the previous trimester.
 - (b) Repeated course for the purpose of improving academic achievement.
- 11.3 Student cannot attend any learning activity and assessment for any unregistered course.
- 11.4 Student who fails to register for any course in a trimester without any valid reason deemed acceptable by the University will be terminated.
- 11.5 Mandatory Registration for courses must be conducted within the duration stipulated by the University.
- 11.6 Application to register for a course in the first week of study is classified as Penalised Mandatory Registration. The charge is RM20.00 per course.
- 11.7 The deadline for Penalised Mandatory Registration for any student who has not registered for a course in a trimester is the last working day of the first week of the

trimester EXCEPT for senior student undergoing Industrial training, study deferment, suspension from study, and re-registration.

- 11.8 After the deadline of the Penalised Mandatory Registration, any application for course registration will not be entertained EXCEPT for special cases approved by the Dean of School (classified as Penalised Late Registration). Upon approval, a penalty of RM50.00 per course will be imposed, subject to a maximum amount of RM500.00
- 11.9 Student is encouraged to print the Course Registration Slip through the online facilities provided.
- 11.10 Student must check and ensure that all particulars printed in the Course Registration Slip are accurate as registered. Any mistake should be rectified according to the rules and within the duration stipulated.
- 11.11 Student who is financially in debt to the University are NOT ALLOWED to register for any course

12. Course Registration Correction

12.1 Correction of Course Registration shall refer to the followings:

- (a) Addition of course to the existing registration list;
- (b) Removal of course from the existing registration list;
- (c) Correction of incorrectly registered course code;
- (d) Addition or Removal of UK and HW status; and,
- (e) Change of course classification.

12.2 Student can apply to make any correction to his/her course registration through the online service provided. The closing date for the course registration correction is on the last working day week one (1) of the trimester. For those cases under the Penalised Correction, the closing date is on the last working day of week two (2) of that particular trimester.

12.3 Student is responsible to ensure rectification of any errors or discrepancies stated in course registration records according to the rules, methods, conditions within the timeline stipulated by the University. Failures to amend the errors shall lead the students into the following consequences:-

- (a) Continuous Mistakes (Permanent) on the student's academic record; and,
- (b) Suspension of student's examination results and risk of being dismissed from studies.

12.4 Course registration correction form received by the School after the stipulated duration will be only considered on the condition that the student has paid the penalty

(Penalised Correction). The penalty imposed is RM20.00 per course. The duration for Penalised Correction is within week two (2) of that particular trimester

12.5 After the Penalised Correction duration, only application to withdraw registered courses from the previously registered course list is accepted. If the application is approved, student must pay a penalty of RM100.00 per course withdrawn, subject to a maximum of RM500.00

13. Course Withdrawal

13.1 Student with the consent of the School, and must be supported by Academic Advisor or Academic Administrator can withdraw from any registered course in a current trimester and is subject to total minimum credit or Credit Load.

13.2 Approval to withdraw from a certain course is subject to total minimum credit. Any fees paid will not be refunded.

13.3 Withdrawn (TD) status will be stated in the Course Registration Slip and student's Academic Transcript.

13.4 Application for course withdrawal must be forwarded using the Course Withdrawal Form beginning from week seven (7) and no later than the last working day of week nine (9) of the trimester. After this duration of time, any application for withdrawal will not be **entertained or processed**.

PART VI – CREDIT SYSTEM

14. Course Credit

14.1 One credit is equivalent to forty (40) study hours for one trimester. This Student Learning Time (JPP) is a combination of various learning activities such as lectures, tutorials, laboratories, field work, practical work, and others that are recognized by the University. Credit Value's Table stated in Table 3 and Table 4.

Table 3: Credit Value For Lecture / Tutorial / Laboratory / Field Work / Practical

Form of Activity	No. Meeting Hours/ Week	Credit Value
Lecture	1 hour	1
Tutorial	2 hours	1
Laboratory/Workshop/Practical	2 to 3 hours	1
Field work	3 to 5 hours	1

Table 4: Credit Value For Industrial Training*

Form of Training	No. Week*	Credit Value**
Industrial Training	8 – 24 weeks	4 – 12

* Minimum period of 8 weeks

** Credit Value for Industrial Training is 1 credit for every 2 equivalent weeks of training for a continuous 8 week period.

15. Credit Load

15.1 All students must register at least 12 credits for a Regular trimester and 6 credits for the Short Trimester in any trimester except for:-

- (a) students in final trimester;
- (b) students with Conditional Pass (LB); or
- (c) students undergoing Industrial Training or Teaching Practicum.
- (d) Students who get Senate Approval under Special Circumstances.

15.2 Conditional Pass Students (LB) are not allowed to register more than 12 credits and less than 9 credits for new courses for a trimester.

15.3 Course registration that exceeds the maximum credit load (21 credits) is only allowed with the approval from the Dean of School.

16. Credit Exemption

- 16.1 Credit exemption application for students who have a Diploma or Degree recognized by the Senate.
- 16.2 Students can apply for a credit exemption for the following reasons:
- (a) Have passed a course equivalent to achieving minimum grade of C (according to the University's grading system) from an IPT recognized by the Senate provided that the content is equivalent and at least 80% the same as the current syllabus, or,
 - (b) Having specialized experience (certification/training course) identified by the Senate as equivalent to a University Degree or Diploma level course subject to the Senate's approval.
- 16.3 Credit exemption applications cannot be accepted in the case of students who failed, did not complete their studies and/or were dismissed from another institution previously.
- 16.4 The amount of credit exemption that can be given should not exceed 30% of the total amount of credits required for the graduation of a programme.
- 16.5 Credit exemption can only be given for courses offered in the first year of study only.
- 16.6 The amount of credit exemption given will be taken into account in determining the position of the student's year of study but is not taken into account in the calculation of the student's GPA and CGPA.
- 16.7 Credit exemption applications must be made in the first trimester of the student's studies only. Applications after the specified period will not be considered.
- 16.8 Students who are granted course credit exemption approval by the School are required to fill out Course Credit Exemption Form.
- 16.9 Students are not allowed to register for courses that have been granted a credit exemption.
- 16.10 Credit exemption is not allowed for Mandatory subject such as Mata Pelajaran Umum (MPU)

17. Credit Transfer

17.1 Students can apply for the credit transfer for a course on the following conditions:-

- (a) The course is taken at UKKM or other IPT which is allowed during his studies at the University; and
- (b) The application is made after the student obtains credit from another IPT.

17.2 Credit Transfer may be granted for courses passed at least C grade or its equivalent according to the University's grading system subject to:-

- (a) Course content for which credit transfer is allowed must comply at least 80% equivalence with the course content applied for;
- (b) Schools may set a minimum grade higher than a C grade with Senate's approval.

17.3 The maximum credit transfer cannot exceed 30% of the Programme's total credits.

17.4 Students are only allowed to register once at the same IPT for credit transfer purposes.

18. Combined Credit Exemption and Credit Transfer

18.1 The combined total of credits for credit exemption and credit transfer must not exceed 50% of the programme's passing credits.

"

Notes: (Combined Credit Exemption and Credit Transfer OR Combination of Credit Exemption and Credit Transfer)

"Both phrases are understandable, but the first option, "Combined Credit Exemption and Credit Transfer," sounds more precise and formal, especially if you're referring to a single process that includes both credit exemption and credit transfer.

Here's how they differ:

"Combined Credit Exemption and Credit Transfer" - Implies that both processes are unified or used together.

"Combination of Credit Exemption and Credit Transfer" - This is also correct but slightly less formal, as "combination of" can sound more general.

If you're describing a unified policy or program, "Combined Credit Exemption and Credit Transfer" is likely the best choice."

19. Redemption of Failed Course

~~19.1 Any failed course must be taken again (redeemed) by repeating the course until student could pass. To calculate GPA and CGPA, the final Counted Credit and Credit Value of the repeated course will be taken, and the original Counted Credit and Credit Value will be abolished.~~

19.1 Repeat Course

Failed courses shall be repeated until passed for the purpose of graduation. For the purpose of GPA and CGPA's computation, the credits and points of the last repeated course will be taken into account and the previous obtained credits and points will be cancelled. Students are required to pay the course repeated fee based on the stipulated credit hours course.

19.2 Any Failed Elective course/co-curriculum/foreign language can be replaced with any other Elective course/co-curriculum/foreign language offered within the same programme. For the purpose of calculating the GPA and CGPA, the final Counted Credit and Credit value of the repeated course will be counted, and the original Counted Credit and Credit Value will be abolished.

19.3 Re-sit

The re-sit final examination is applicable to students who are unable to attend the examination or who receive a failed passing mark on final assessment. A non-refundable fee of RM100 per course is applicable for the re-sit. The maximum score that students can obtain after sitting the Re-sit is based on their respective program passing mark for final assessment. Students will be given incomplete status until the re-sit is taken. Refer to table in Section 27.5

19.4 Special Assessment

Special assessment is applicable for student who received failed in continuous assessment. Special assessment will be conducted based on suitable assessment that meet the learning outcomes of that course. The maximum score that students can obtain after taking special assessment is based on their respective program passing mark for continuous assessment. For the purpose of GPA and CGPA's computation, the credits and points will be taken into account and the previous obtained credits and points will be cancelled. Students will be given incomplete status until special assessment is taken.

19.5 Student who fails the re-sit or special assessment is required to repeat the course in the trimester/semester in which it was offered.

19.6 The Academic and Record Section (HEA) must inform the student of the incomplete status and the action that need to be taken.

19.7 The re-sit examination and special assessment must be held within 5-7 days from the date of the examination results are announced. The process must comply and adhere to the procedures and rules in force.

19.8 The final revised grade must be endorsed by the Senate.

20. Minimum Credits Requirement and Maximum Duration of Study

20.1 The total minimum credit and maximum duration to complete a programme is subject to the programme requirements approved by the MQA.

20.2 Students must complete their studies within the specified time given.

20.3 Students must pass all courses required for a programme for graduation.

20.4 The maximum study duration for a programme and minimum credits requirements are shown in Table 5.

Table 5: Minimum Amount of Credit and Maximum Duration of Study

Education programme	Minimum Credit Amount	Duration of study (Maximum Number of Trimesters)
Diploma	90	10
Bachelor	120	12

21. Student Academic Year

21.1 The student's academic year is based on the amount of credits earned as in Table 6:-

Table 6: Credit For Subsequent Years

Year	Amount of Credit Earned
1	1 - 31
2	32 - 63
3	64 -95
4	96 and above

PART VII – DEFERMENT, SUSPENSION, AND WITHDRAWAL FROM STUDIES

22. Deferment of Study

22.1 An application for deferment of studies shall be made using the Deferment of Study Form. All applications must be submitted to the Office of Academic Management for approval.

22.2 Deferment due to Health Reasons

- (a) Student may submit an application for deferment of studies on health reasons for a trimester. The application must be attached together with confirmation and certified by a Medical Officer of a Government Hospital or University Health Centre; and
- (b) The deferment period will not be counted in the number of trimesters taken. However, the period of deferment is not exceeding maximum study duration.

22.3 Deferment due to Personal Reasons

- (a) A student may apply for a deferment of study for reasons other than medical with the approval of his/her sponsor (if any).
- (b) Such deferment period will be taken into account in the number of study or subsequent trimesters;
- (c) Application of deferment for any given trimester must be made by week seven (7) of the trimester. Deferment applied after week 7 will not be accepted.
- (d) A Student may be granted to defer a maximum of four (4) trimesters during their study period.

22.4 Deferment on Directive from the University

- (a) The University may order students to defer their studies for one or more subsequent trimesters, if the student obtains a GPA less than 1.00 but a CGPA more or equal to 2.00.
- (b) The University may order students to defer their studies for one or more subsequent trimesters other than the above reasons.

22.5 Deferment of study is only allowed during the Regular Trimester.

23. Suspension of Study

23.1 Students may be suspended due to the following reasons:-

- (a) Disciplinary action; or
- (b) Failure to settle any financial debt to the University.

23.2 The suspension period will not be taken into account in the calculation of the number of trimesters taken.

23.3 Suspended students are not allowed to use University's facilities and services.

24. Withdrawal from Study

24.1 Withdrawal with permission.

- (a) Student may apply to withdraw his/her study at any time; and,
- (b) Students are not allowed to withdraw or quit their studies until the application is approved by the University.

24.2 Termination from studies

- (a) The University may award a Failed (Terminated) result if student obtains a GPA of less than 1.00 and a CGPA between 1.70 and less than 2.00 ($1.70 \leq \text{CGPA} < 2.00$);
- (b) Students who have three consecutive trimesters with a CGPA of less than 2.0.
- (c) Student who is financially in debt to the University may also be terminated from studies.
- (d) Students who are inactive for two consecutive semesters, unless due to health reasons, may be terminated by the Senate of the University.
- (e) Students who owe the University may also be dismissed from their studies.
- (f) Students are responsible for any consequences and implications if they withdraw from the courses with permission or are dismissed from their studies. Any fees or payment related to the studies that have been made at this University will not be refunded.
- (g) However, the University reserves the absolute right to demand all outstanding

debts from the students.

- (h) Students may also be dismissed or suspended from studies for a certain period of time for violating University rules and regulations.
- (i) Any act of plagiarism, fraud or malpractice in the academic field is a misdemeanor that can be subject to disciplinary action under the University's Rules.

24.3 Student is responsible for the effect and implication of this action. Any payment made in relation to his/her studies at this University will not be refunded. However, the University reserves the right to demand payment for any outstanding financial debt from the student.

PART VIII – LECTURES AND ASSESSMENT

25. Lecture/Tutorial/Laboratory Attendance Requirements

- 25.1. Student must ensure that his/her lecture/tutorial/laboratory attendance must not be less than 80 percent of the Total Contact Hours of the trimester stipulated for a course in the trimester, including Mandatory Attendance (HW) and Attendance Only (HS) courses.
- 25.2. Students who do not comply with the above will face to the following consequences:-
- (a) not allowed to attend lectures/tutorials/laboratories either face to face or non-face to face, and taking any form of assessment;
 - (b) given Failed Attendance (HG) grade for Mandatory Attendance (HW) courses, or
 - (c) given zero marks (0) for the course.
- 25.3. Student who is absent from lectures/tutorials/laboratories without any valid reason deemed acceptable by the University, shall be given a reminder and warning letter by the School offering the course.
- 25.4. If a student's absence for a course exceeds 20 percent, then the School offering the course must report the case to the Dean of School accompanied by recommended actions to that should be taken against the student.
- 25.5. The 20 percent absence from lectures/tutorials/laboratories includes approved leave on personal grounds or deliberate non-attendance EXCEPT for medical certificate certified by a Medical Officer of a Government Hospital, or University Health Centre, and leave obtained with permission from the University to attend any official function.

26. Self-Learning

- 26.1. Student evaluation is done through the method set during the lecture period of a trimester based on the evaluation scheme set by the School.
- 26.2. Self-Learning may be offered to the students based on the needs determined by the School.
- 26.3. Student may apply for Self-Learning for repeat courses (UK), subject to consideration and approval by the School offering the course.
- 26.4. Self-Learning refers to the method of learning for a course that is not bound by the official timetable stipulated but a learning process guided by the course lecturer.

27. Assessment Scheme

- 27.1 Assessment in the trimester system is carried out continuously based on activities conducted throughout the lecture week of a trimester until the examination week based on the method determined by the School.
- 27.2 Assessments of student are made either through coursework only or a combination of coursework and final examination. Assessments of student's achievements will be reported using the grading system determined by the University.
- 27.3 If student assessments are made through a combination of coursework and final examination, the coursework, and final examination components will be assessed, subject to the student programme requirements. The assessment method taken must be informed to the student at the beginning of each trimester.
- 27.4 Student must sit for the final examination for courses that have a final examination. Student who does not attend the final examination will automatically be given a Grade F even if he/she has obtained coursework marks that make him/her eligible to pass the course.
- 27.5 Students are required to pass both continuous and final assessments for every course. Passing mark for undergraduate courses as follows:

Programme	Continous Assessment		Final Assessment		Total Passing Mark
	Percentage (%)	Passing Mark	Percentage (%)	Passing Mark	
Diploma	50	25	50	15	40
Bachelor Degree	60	24	40	16	40

- 27.6 Students who do not pass any assessment are applicable to do a re-assessment as follows:

Assessment	Type of Re-assessment
Final Assessment	Re-sit
Continous Assessment	Special Assessment

- 27.7 The method of assessment for industrial training, practicals or final year projects is determined by the School and must be made within duration of period approved by the Senate.
- 27.8 The final year project must be submitted not later then a month after the last day of final examination date of the final trimester of the programme.
- 27.9 The industrial training report must be submitted not later then a month the completion of the industrial traning attachment.

PART IX– EXAMINATION AND ASSESSMENT

28. Trimester Final Examination

- 28.1 The final examination of the trimester must be conducted within the period stipulated by the University and comply with the Final Examination Rules of Universiti Keusahawanan Koperasi Malaysia (UKKM).
- 28.2 Student with any outstanding financial debt and the attendance record is less than 80% is not allowed to sit for the final examination except with the permission of the University.
- 28.3 All matters relating to the examination, including the appointment of examiners, examiners' reports and exam scores are confidential and will not be disclosed to any party except with the permission of the University.

29. Special Examination

29.1. Special Examinations for student on medical leave or for a graduating student and for other reasonable purposes or exceptional circumstances may be held and will only be given to students subject to the School and the Senate approval.

29.2. Special Examinations may be held for the following students:

- (a) Special Examination may be held for student who is unable to sit for the final examination due to illness certified by a Medical Officer from a **Private Hospitals/Clinics** or Government Hospital, or a University Health Centre. Certification of the Medical Certificate issued by a Private Hospital/Clinic must be issued by a Medical Officer of a Government Hospital, OR University Health Centre if the validity is in question.
- (b) Final year student who needs to undergo Industrial Training in the final trimester of study but fail a course or courses that does not exceed 6 credits.
- (c) Student whose mother/father/guardian/husband/wife/child/sibling has passed away.
- (d) Student who needs to provide intensive care to parent/guardian/husband/wife/child/sibling who is terminally ill. Student must submit supporting documents.
- (e) Other causes of emergency deemed acceptable by the University.

29.3. Special Examination shall not be held for the following cases:-

- (a) Courses for which there is no final examination or are conducted entirely on coursework; or
- (b) Student who does not sit for the final examination without any reason deemed

acceptable by the University.

29.4. Student who fails the Special Examination, is required to repeat the course in the trimester in which it is offered.

PART X – GRADE REVIEW AND APPEAL

30. Course Grade Review

30.1. Students can discuss with the lecturer and if the student is not satisfied with the grade of the exam results, the student can make an appeal for revision of the course grade. Each course grade review is charged a fee of RM50 per course.

30.2. Student shall pay a fee for appeal at the Treasurer's Office in accordance with the following rules:

(a) The fee for an appeal is RM50.00 per course (for revision of final year examination answer scripts);

(b) All payments are made using Payment Instruction Form.

30.3. Student must personally submit a copy of the Course Grade Review Appeal Form together with the proof of payment to the School offering the course.

30.4. The examination results of each course will be announced by the School within seven (7) working days from the examination date or within the duration stipulated by the University for student to review. The student will be identified based on his/her Identity Card/Passport number and matriculation number.

30.5. The School shall inform the student of the grade review decision after the final decision has been approved by the Senate.

31. Grade Review Appeal

31.1. Student may appeal for a review of a course grade to the School if he/she is not satisfied with the course grade results obtained within the stipulated period and in accordance with the prescribed procedure.

31.2. Student shall pay a fee for appeal at the Treasurer's Office in accordance with the following rules:

(c) The fee for an appeal is RM50.00 per course (for revision of final year examination answer scripts);

(d) All payments are made using Payment Instruction Form.

- 31.3. Student must personally submit a copy of the Course Grade Review Appeal Form together with the proof of payment to the School offering the course.
- 31.4. Appeal for the course grade reviews must be made using the Course Grade Review Appeal Form. It must be made within seven (7) working days from the date the examination results are announced by the School. However, the period is subject to the closing date stipulated by the School.
- 31.5. The School holds the responsibility to review student's course grade when any appeal for course grade review is received.
- 31.6. The outcome of the course grade review is the marks obtained after the review is done.
- 31.7. The School shall inform the student of the appeal decision after the final decision has been approved by the UKKM Senate.

PART XI – SUSPENSION AND ANNOUNCEMENT OF EXAMINATION RESULTS

32. Suspension of Examination Results

Examination results will be suspended if students have any outstanding financial debt to the University.

33. Announcement of Examination Results

- 33.1. The results of the official examination will be announced by the University after approval by the Senate.
- 33.2. Results of Undergraduate Project / Final Year Project (PTASM) or Industrial Training (LI) are subject to the following conditions:
- (a) The final report of PTASM must be submitted to the School no later than thirty (30) days after the last date of the final examination. Failure to do so will result in the PTASM course to be considered Incomplete (TS). If the final report is still not submitted before the date of the meeting of the Senate, the PTASM Course will be graded as Fail unless special permission is granted by the School and;
 - (b) Industrial Training (LI) results will be considered Incomplete (TS) if student fails to submit the report stipulated by the School. If he/she fails to submit the report before the date of the meeting of the Senate, the results of the LI course will be graded as Fail result UNLESS special approval is granted by the School.

PART XII– GRADING AND ACADEMIC ACHIEVEMENT

34. Grading System

34.1 Student performance in a course is indicated by the grade obtained. The correlation between marks, grades and point values is shown as in Table 7.

Table 7: Marks Range, Grade and Grade Point Value

Marks	Grade	Grade Point Value
80 - 100	A	4.00
75 - 79	A-	3.75
70 - 74	B+	3.67
65 - 69	B	3.00
60 - 64	B-	2.75
55 - 59	C+	2.67
50 -54	C	2.00
45 - 49	C-	1.70
40 - 44	D	1.00
0 - 39	F	0.00

The Grading System describes the student level of academic achievement as follows:-

- (a) Grade A: Excellent
- (b) Grade B: Good
- (c) Grade C: Merit
- (d) Grade D: Weak
- (e) Grade F: Fail

34.2 In addition to the grades listed above, the following abbreviations are taken to describe the grade or course status as in Table 8.

34.3 Grade D is the minimum passing grade. However, the passing grade of a course is subject to the requirements of the School and approval by the Senate.

Table 8: Course Registration Status and Result Grades

Course Registration Status	Result Grades
TD – Withdrawal	TD – Withdrawal
HW – Mandatory Attendance	HL – Pass HG – Fail TS – Incomplete
UK – Repeat Course	Grades A to D TS – Incomplete
TB – Upgrade	Grades A – D TS – Incomplete
HWUK – Repeat Mandatory Attendance Course	HL – Pass HG – Fail TS – Incomplete
UKBG - Repeat Grade Improvement Course	HL – Pass HG – Fail TS – Incomplete

35. Academic Achievement

35.1 The overall academic achievement of student is evaluated using two indicators, which are the Grade Point Average (GPA) in a trimester and the Cumulative Grade Point Average (CGPA) over all the trimesters taken.

35.2 The Academic Standing of student is determined at the end of every regular trimester based on the CGPA as shown in Table 9.

Table 9: Academic Achievement

Academic Standing	CGPA
Passed (L)	GPA > 2.00
Conditional Pass (LB)	1.70 < CGPA < 2.00
Failed (G) (Terminated)	GPA < 1.70

35.3 Student who get a Conditional Pass (LB) of three consecutive times will be given Fail (G) and dismissed from study.

36. GPA and CGPA Calculation Table

(a) Grade Point Average (GPA)

GPA (Grade Point Average) is the average value of grade earned by a student in a trimester as calculated as follows:

$$\begin{aligned} \text{Total Grade Points (JMN)} &= (k_1 * m_1) + (k_2 * m_2) + \dots + (k_n * m_n) \\ \text{Total Credits Counted (JKK)} &= k_1 + k_2 + \dots + k_n \end{aligned}$$

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credits Counted}}$$

$$= \frac{(k_1 m_1) + (k_2 m_2) + \dots + (k_n m_n)}{k_1 + k_2 + \dots + k_n}$$

where

- k₁, k₂ = Credits for the specified course
- m₁, m₂..... = Grade Points earned
- n = Number of courses taken in the current trimester

Example:

Examination results of trimester I and trimester II

Trimester I

	Subject	Credit	Grade	Grade Points	Total Credits Counted
1.	English Communication 1	3	B	3.50	10.50
2.	Introduction to Management	3	B	3.50	10.50
3.	Introduction to Marketing	3	A-	3.75	11.25
4.	Introduction to Entrepreneurship	3	C	2.00	6.00
5.	Cooperative Introduction	4	B-	3.00	12.00
6.	Cooperative Student Service	2	A	4.00	8.00
	Amount	18			58.25

$$\begin{aligned} \text{GPA} &= \text{Total Grade Points} / \text{Total Credits Earned} \\ &= 58.25 / 18 \\ &= \mathbf{3.24} \end{aligned}$$

Trimester II

	Subject	Credit	Grade	Grade Points	Total Credits Earned
1.	Principles of Economics	3	B+	3.67	11.01
2.	English Communication 2	3	B-	3.00	9.00
3.	Fundamentals of Accounting	3	A	4.00	12.00
4.	Introduction to IT	3	C+	2.50	7.50
5.	Thinking skills	2	A-	3.75	7.50
6.	Introduction to HRM	3	C	2.00	6.00
	Amount	17			53.01

$$\begin{aligned}
 \text{GPA} &= \text{Total Grade Points} / \text{Total Credits Earned} \\
 &= 53.01 / 17 \\
 &= \mathbf{3.12}
 \end{aligned}$$

(b) Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) or (Cumulative Point Average) is the average value of grade accumulated over all the trimesters taken by a student. The calculation as follows:

$$\text{CGPA} = \frac{(\text{JMN})_1 + (\text{JMN})_2 + \dots + (\text{JMN})_n}{(\text{JKK})_1 + (\text{JKK})_2 + \dots + (\text{JKK})_n}$$

Where:

$$\begin{aligned}
 (\text{JMN})_1, (\text{JMN})_2 &= \text{Total grade points earned in a Trimester} \\
 (\text{JKK})_1, (\text{JKK})_2 &= \text{Total credits counted in a Trimester} \\
 n &= \text{Number of the trimesters attended}
 \end{aligned}$$

Example:

First Trimester CGPA = JMN Trimester I

$$\begin{aligned}
 &= 53.69 / 18 \\
 &= \mathbf{2.98}
 \end{aligned}$$

Trimester II CGPA = $\frac{(\text{JMN Trimester I} + \text{JMN Trimester II})}{(\text{JKK Trimester I} + \text{JKK Trimester II})}$

$$\frac{(\text{JMN Trimester I} + \text{JMN Trimester II})}{(\text{JKK Trimester I} + \text{JKK Trimester II})}$$

$$\begin{aligned}
 &= (53.69 + 50.33) / (18 + 17) \\
 &= \mathbf{2.97}
 \end{aligned}$$

37. Improving of Academic Achievement

37.1. Students can apply to improve their academic performance or course grades during the period of study with the following conditions:

- (a) The course is Grade C- and below;
- (b) Final trimester student who will be graduating with a Conditional Pass (KS) may upgrade any course regardless of Regulation (a) above;
- (c) Upgrading may be done only once per course;
- (d) The highest grade will be taken into account for the calculation of GPA/CGPA excluding the lowest grade for the course;
- (e) The course is offered by the School;
- (f) The duration of study cannot exceed the maximum duration permitted and;
- (g) Students who obtains results Graduation (TP) not eligible to make Upgrades (TB).

37.2. Student must complete the Course Registration Application Form (Purpose of Improving Academic Achievement) which is subject to the approval by the School.

37.3. Student is required to pay course registration fee of RM50 per course to improve academic achievement as per Registration Fee Payment procedure.

37.4. Only two courses are subjected to upgrade or improvement of academic achievement per trimester provided the course is offered.

PART XIII – RE-REGISTRATION

38. Re-registration

- 38.1. The Senate may consider an application for Re-Register (DS) from student who obtain a Fail Status (KG) in the first trimester of their study at the University provided the student makes an application to the University.
- 38.2. If approved, the student shall re-register in the trimester determined by the Senate but not in the same programme of study.
- 38.3. Re-Register (DS) student who fail to obtain a Good Standing (KB) in the first trimester of his/her study will be terminated.
- 38.4. A processing fee of RM100.00 will be charged for Re-Register (DS) applications.
- 38.5. The period of study for student who obtain a Fail Status will be taken into account as an Applied Trimester.
- 38.6. Students in the final trimester cannot be DS on the same program. Students need to enroll a new programme as a new student

PART XIV – CONFERMENT OF DEGREE AND DIPLOMA

39. Conferment of Bachelor's Degree and Diploma

- 39.1. Student is eligible to be awarded a Bachelor'S Degree or a Diploma by the Senate after the following conditions are met:-
- (a) Passes all the required courses of the programme;
 - (b) Fulfills the total number of Credits Earned and obtain Pass (L) status;
 - (c) Obtain a credit in Bahasa Malaysia at Sijil Pelajaran Malaysia/Sijil Vokasional Malaysia level or equivalent or students are required to take Kursus Bahasa Kebangsaan A (MPU) offered by the University;
 - (d) Student enter without English at SPM Level must obtains Band 2.0 and above in MUET result (for the Bachelor Programme) or equivalent as determined by the Senate or students are required to take English Communication course offered by the University;
 - (e) Obtain approval and conferment confirmation by the Senate.
- 39.2. International students are not subject to Rules 39.1 (c) and 39.1 (d) but subject to the circular of the Malaysian Qualifications Agency (MQA) for students from the listed countries.
- 39.3. Student who does not fulfill Rules 39.1 (c) and 39.1 (d) within a specified period will be awarded the status of Completed Study (TP) upon the approval of the Senate. TP status is valid for three (3) years. After the stipulated period, the student is no longer eligible for conferment of a Degree or Diploma. However, if the student does not fulfill one of the requirements after a period of three years, the student may appeal and is subject to Senate approval.
- 39.4. Students with TP status are charged **RM100** per trimester as Student Status Maintenance Fee.
- 39.5. Student who has outstanding debts with the University shall not be graduated and his/her certificates and transcripts of award may be withheld by the University.

40. Classification of Bachelor Degree and Diploma

The Bachelor Degree and Diploma awarded are based on the final CGPA achievement as shown in Table 10 and Table 11.

Table 10: Classification of Bachelor Degree

First Class Honours	CGPA \geq 3.75
Second Class Honors (Upper)	$3.00 \leq$ CGPA $<$ 3.75
Second Class Honors (Lower)	$2.50 \leq$ CGPA $<$ 3.00
Third Class Honours	$2.00 \leq$ CGPA $<$ 2.50

Table 11: Classification of Diploma

High Distinction	CGPA \geq 3.75
Merit	$3.00 \leq$ CGPA $<$ 3.75
Pass with Honors	$2.50 \leq$ CGPA $<$ 3.00
Pass	$2.00 \leq$ CGPA $<$ 2.50

41. Academic Award

The University, with Senate approval, may award the following honours to undergraduate students:

41.1. Dean's List Award

41.1.1 This award will be given to students who achieve a GPA of 3.50 or higher in any trimester/semester, and are listed on the Dean's List Award

41.1.2 The Dean's Award will be recorded in the student's transcript.

41.1.3 Vice Chancellor's Award will be given to graduates who obtain the Dean's List Award every trimester/ semester.

41.1.4 ~~Student who registers for less than 12 credits (excluding Upgrade course credits) for a trimester are not eligible for the Dean's List Award.~~

~~41.2 Any student with GPA 3.50 or more, will be awarded the Dean's Award and listed on the Dean's List Award.~~

~~41.3 Vice Chancellor's Award for graduates who obtain the Dean's List Award every trimester.~~

41.2. Other Award

41.2.1. UKKM Gold Award for graduates who obtain a CGPA of 4.00.

41.2.2. Other awards to be allocated by the Senate.

PART XV – GENERAL PROVISIONS

42. Academic Misconduct

Plagiarism or any fraud or malpractice in the academic field is an act of misconduct that can be prosecuted under the University (Students Rules and Discipline) which is in enforced from time to time.

43. Authority of the Senate

40.1 The Senate has the right to make amendments or improvements to these Academic Rules from time to time.

40.2 The Senate may waive any of the regulations set in the Academic Regulations by application submitted to the Senate from time to time.



UKKM
UNIVERSITI KEUSAHAWANAN KOPERASI MALAYSIA
MINDA KECEMERLANGAN KOPERASI

Approved by

Senate of Universiti Keusahawanan Koperasi Malaysia
March 2023