

**ACADEMIC GUIDEBOOK
FOR DIPLOMA AND
BACHELOR DEGREE PROGRAM**

**ISLAMIC UNIVERSITY COLLEGE OF
PERLIS
(KUIPS)**

Prepared by

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Academic Division

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OBJECTIVE

1. Explain academic rules based on Semester System at Islamic University College of Perlis.
2. It is a reference document on the management of academic programs at the Islamic University College of Perlis.

SCOPE

1. Involves all Faculty / Schools / Academic Centers / Institutes and / or Responsible Center offering academic programs of Diploma and Bachelor Degree approved by the Senate, Malaysian Qualifications Agency and the Ministry.
2. Involves all lecturers / lecturers of Islamic University College of Perlis, whether appointed permanent, contractual, temporary or part-time and involving students enrolled in KUIPs.
3. Each provision of the rules and procedures contained in the Academic Guidebook for the Diploma and Bachelor Degree Program of the Islamic College University of Perlis is the main source of reference approved and approved by the Senate of Islamic University College of Perlis. (KUIPs).
4. Any implementation that violates from the rules outlined in this document is not valid except with the written approval of the Rector KUIPs and / or the Senate.

LIST OF WORDS

In this document, unless other meanings are noted, the following terms shall take the meanings as listed below:

Close family members – Husband, wife, biological parents, adopted parents legalised by the law, parents-in-law, biological children and adopted children (including de facto adopted children and raised children) legalised by the law.

Learning Load – quantitative measure for all learning activities needed to achieve a set of learning outcomes. The activities include lectures, tutorial, seminar, practicum, self-learning, information-seeking, research, field work as well as preparation and examination.

Field of Study – specialization offered in study programme

Dean – Dean of Faculty/ School and inclusive of all Director of Academic Centre/ Institute and/ or Academic Responsibility Centre (PTj) appointed by KUIPs.

Faculty – any Faculty and inclusive of all School/ Academic Centre/ Institute and/ or Academic Responsibility Centre (PTj) that is established under KUIPs Constitutions.

Grade – an assessment in alphabetical form to indicate student's performance in a course.

Learning Outcome – statements on the things students must know, understand and able to do after the completion of studies

Degree – Bachelor's Degree.

Credit Hour – lecture hours in a week or two to three hours of practice or one hour of tutorials in one week.

Academic Management Committee – a committee established by Faculty/ School and inclusive of all Director of Academic Centre/ Institute and/ or Academic Responsibility Centre (PTj) to manage academic matters at Faculty level.

School Board Committees – a committee established at University level and approved by the Senate to consider, accept and endorse the marks of each student at their respective Faculty/ School and inclusive of all Director of Academic Centre/ Institute and/ or Academic Responsibility Centre (PTj).

Examination Misconduct* – referring to KUIPs Students Discipline and Manners Guidebook (Amendment 2015).

Credit – quantitative measure that signifies the total learning hours and loads to achieve specific learning outcomes (refer to definition in MQF)

Audited Course – course without credit taken not to be assessed.

Elective Course – course offered by Faculty/ School/ Academic Centre/ Institute and/ or Academic Responsibility Centre (PTj) and selected for the purpose of fulfilling the requirement of the study programme.

Elective Courses Outside Faculty (KELF) – Courses offered by the Faculty/ School/ Academic Centre/ Institute and/ or Academic Responsibility Centre to students of other faculties.

Course – an educational unit or training prepared in a certain period, usually in one semester for the purpose of awarding a diploma or degree.

Compulsory Courses – compulsory courses that must be taken by students to fulfil the requirement of a program of study.

Grade point – the total number of multiplications of grade value and credit hour
$$\text{Grade point} = (\text{grade value}) \times (\text{credit hour}).$$

Grade value – a value in the form of number to demonstrate the students' performance in a course.

Students – individual that has registered with the University to follow the programme of study offered after payment of the tuition fee and course registration.

Full-time Study – a form of academic university studies with a number of course credit registered by the students in a semester (provided that student fulfill the minimum credit required)

Rector – The Chief Executive Officer and responsible in the entire administrative, academic and management functions and affairs of the University appointed under KUIPs institutions

Continuous Assessment – assessment that involves aspects such as test, assignment, quiz, practice, field work, teaching exercises, presentation of papers other than end-of-semester exams

Examinations – final examination held at the end of each semester

Plagiarism* – referring to the Prohibition on Plagiarism in the KUIPs Students Discipline and Manner (Amendment 2015)

PNGK – the cumulative grade point average for all semesters that have been followed. The CGPA also means the Mean Value Grade Association (HPNG).

PNG – average grade point earned in a semester. PNG also means the Current Average Grade Value (PNGS)

Academic Programme – a set of courses and/ or exercises designed and provided to meet the requirements to be awarded Foundation of Islamic College University of Perlis

Centre – any Centre of Studies at Faculty and inclusive of any Department of Faculty of Studies

Semester – a certain period within a session and consists of regular semester, short semester, and specific semester

Regular Semester – semester I or semester II for each study session as specified in the Semester Schedule

Special Semester – a semester created according to the need and beyond the fixed structure.

Intersession – a semester apart from the regular semester as determined by the faculty which exists within the structure of the study.

Senate – a committee of the Islamic University College of Perlis established under the Constitution of KUIPs

Session – academic year which the date is determined by the University Senate and/ or Ministry of Higher Education

Completed – status granted to students upon completion and graduation of all academic requirements and fulfill all requirements set by the University.

University – Islamic University College of Perlis and covers all campuses

Tuition Fee – the total fee charged for a programme / course of study.

University Fee – the total amount of fee incurred including tuition fee

RULES

1.0 SEMESTER SYSTEMS AT ISLAMIC UNIVERSITY COLLEGE OF PERLIS

1.1 Main Characteristics

Some of the key features of the semester system are:

- (a) each course is registered, offered and evaluated for the duration of the semester only. The teaching and evaluation of a course is carried out within one (1) semester except for courses with Senate approval;
- (b) any assessment is based on the learning outcomes of the course;
- (c) students pay for the tuition fees based on semester, not academic sessions;
- (d) the number of courses that make up the study structure is offered in a semester;
- (e) students who have taken courses at other accredited universities, the amount of credit hours they earned will be included in their academic records, subject to the applicable terms;
- (f) a student's academic performance and position at the end of each semester are based on Current Average Grade Value (PNGS) and Cumulative Grade Point Average (CGPA);
- (g) Co-Curricular courses are given credit based on related courses completed by students;
- (h) students can repeat the courses to improve the grades, depending on terms and conditions set by KUIPs;
- (i) should students fail any courses, students can repeat the particular courses during the semester in which the courses are offered again, subject to terms and conditions set by KUIPs; and
- (j) each student may get the advice and guidance from an Academic Advisor throughout his/ her studies at the University.

2.0 SEMESTERIAL TIMETABLE

2.1 The timetable for regular semester is as follows:

	Aktiviti	Duration
Regular Semester (Semester I / Semester II)	Lecture Week	7 weeks
	Mid-Semester Break	1 week
	Lecture Week	7 weeks
	Revision Week	1 week
	Exam Week	2 - 3 weeks
	Semester Break	4 - 9 weeks

2.2 The timetable for intersession and/ or special semester is as follow:

	Aktiviti	Duration
Intersession / Special Semester	Lecture Weeks	7 weeks
	Revision Week	1 week
	Exam Week	1 week

2.3 Special semester is allowed to enable course registration for the following purposes:

- (a) Assist students in meeting the pre-requisite course requirements;
- (b) Fulfil the training and practical requirements related to the program of study such as Industrial Training, Project Paper and so on;
- (c) Assist final-semester students to complete the reminder of the program of study in the current session (subject to faculty approval).

2.4 Students are not allowed to apply for lecture/ exam exemption on days not included in Federal and State of Perlis Public Holidays during the year except for special cases. Approval of leave is subjected to permission from the faculty.

3.0 ADMISSION

3.1 General

3.1.1 Admission to all academic programs is at the beginning of the regular semester of each academic session.

3.1.2 Students are not allowed to enroll in more than one academic program at a university or at another institution at a time.

3.1.3 Offer Expiry

Any student who does not register on the day of registration that has been set, the offer for the study is void.

3.1.4 Students may be considered registration deferment for medical reasons or special cases within the second week after the date of registration.

3.1.5 Students who are suspended for disciplinary action from KUIPs are not allowed to re-apply for any program offered by the University.

3.2 Student Academic Programme

3.2.1 Students' admission to academic programs is subjected to the Standards of Study Program and entry requirements set by the Ministry, Malaysian Qualifications Agency (MQA) and other relevant professional bodies.

3.2.2 Student selection for admission to each academic program at KUIPs is subjected to the approval of the KUIPs Admissions Committee Meeting.

3.2.3 The offer for admission to any academic program at KUIPs is upon the recommendation of the KUIPs Admissions Committee Meeting and subjected to the approval and certification of the KUIPs Senate.

3.3 Registration of Audited Courses

- 3.3.1 Student may take the courses with audit status, with the certification from the lecturer of the course, support from the Head of Department/ Programme and the approval of the Dean of the Faculty / School / or Director of the Academic Centre / Institute and / or Center of Academic Responsibility (PTj) of the student.
- 3.3.2 Student will be charged a separate fee for each audited course registered and the increase is subjected to the conditions set by KUIPs. The payments must be made to the Treasurer by the student.
- 3.3.3 The student must fulfil the requirements needed for the applied courses.
- 3.3.4 The credit hour of the audited courses is not counted in the registration and calculation of results.
- 3.3.5 The audited course is marked "AU" in the student's course record if it meets the course requirements. Student who has registered for the audited course must sit for the final examination of the course if any. The Dean of the Faculty / School / or Director of the Academic Centre / Institute and / or Academic Responsibility Center (PTj) offering the course must certify the following to qualify the student for the "AU" Grade and to record in the transcript:
 - a. student meets a minimum requirement of 80% attendance; and
 - b. student registered in the audited course have passed the entire course evaluation; or
 - c. student has taken the final examination and obtained the passing grade for the course if any.
- 3.3.6 Should student failed to meet the requirements of the course, the registration record for audited course will not be included in student's course record.

3.4 Academic Programme Exchange

- 3.4.1 Students are allowed to change programme of study in the same Faculty / School / Academic Centre / Institute and / or Center of Responsibility (PTj) or at different Faculty / School / Academic Centre / Institute and / or Centre of Academic Responsibility (PTj).
- 3.4.2 Permission to change programme of study in the same Faculty / School / Academic Centre / Institute and / or Centre of Responsibility (PTj) must be

approved only by the Dean of the Faculty / School / or Director of the Academic Centre / Institute and / or Centre of Academic Responsibility (PTj).

3.4.3 Permission to change programme of study at a different Faculty / School / Academic Centre / Institute and / or Centre of Responsibility (PTj) is subjected to the approval of the Dean of the Faculty / School / or Director of the Academic Centre / Institute and / or Centre of Responsibility (PTj) of the original study programme and approval of the Dean of the Faculty / School / or Director of the Academic Centre / Institute and / or Academic Centre (PTj) who will be accepting the student. The decision to change the program is subjected to the decision of the University Senate.

3.4.4 Terms and conditions in change of study programme

- (a) Student is only allowed to change their study programme once throughout their studies at the university.
- (b) Change of study programme is **allowed** to:
 - i. New students who ave just registered for the first time in KUIPs academic study programme and applications must be submitted no later than **TWO (2)** weeks after registration;
 - ii. active students who have attended KUIPs academic study programme and have taken at least one semester of study and made it to the regular semester
- (c) Students must meet the qualifications requirements for the programme applied.
- (d) Students have never been convicted of disciplinary action.
- (e) The duration of study of the original programme will be taken into account in the maximum period of study at the university.

3.4.5 The decision on change of programme is final.

3.4.6 Unrelated courses in the new structure of study programme (after programme change) are given audit (AU) status and are excluded from PNGS and CGPA calculations.

4.0 REGISTRATION

4.1 Pre-registration of courses

- 4.1.1 Pre-registration is a course registration made in the current semester for the following semester.
- 4.1.2 Students are required to make pre-registration for the course in order to continue their studies in the following semester.
- 4.1.3 Pre-registration should not be considered a final decision by the university in:
 - (a) allowing student to continue studies in the following semester;
 - (b) offering particular courses which may be cancelled for certain reasons
- 4.1.4 Pre-registration of the course can be done from week 13 to week 14 of the current semester. Whereas for intersession/ special semesters subjected to coordination between the Faculty / School / Academic Centre / Institute and / or Academic Responsibility Centre (PTj) with the Schedule and Lecture Unit, Academic Management Centre.
- 4.1.5 All students who have pre-registered are deemed to have registered the semester except for medical and special reasons.
- 4.1.6 Students will be fined if they do not pre-register for the course and the payment will be made to the Treasurer of KUIPs. The fine charges are subjected to the conditions set by KUIPs.

4.2 Course Registration Code

- 4.2.1 Course Registration Code is subjected to a list of courses set by Faculty / School / Academic Centre / Institute and / or for Academic Responsibility Centre (PTj) of KUIPs for the particular programme.

4.3 Credit Hour

- 4.3.1 Generally, the maximum number of credit hours that can be taken in a regular semester is 20 credit hours and for intersession or a special semester is 10 credit hours.
- 4.3.2 Students must register at least 12 credit hours for each regular semester. Any student who wishes to apply for less than 12 credit hours must obtain the approval of the Dean of the Faculty / School / or Director of the

Academic Centre / Institute and / or the Academic Responsibility Centre (PTj) except student with LB (Passing with Conditions) status.

4.3.3 A student is allowed to register for more than 20 credit hours in any regular semester subjected to the student applying for and obtaining the approval of the Dean of the Faculty / School / or Director of the Academic Center / Institute and / or Academic Center (PTj) if the following conditions are met:

- (a) is not within the Academic Observation Period of the semester; and
- (b) has a CGPA of not less than 2.50 in the last semester prior to the registration.

4.4 Adding / Dropping of Courses

4.4.1 Adding / dropping of courses is the addition or dropping of courses made by students after pre-registration.

4.4.2 Students can add / drop courses within **TWO (2)** weeks from the first day of the regular semester. Whereas, for intersession or special semester is subjected to approval by the Faculty / School / Academic Centre / Institute and / or Academic Responsibility Cent (PTj) only.

4.4.3 Students who do not make the course registration or late registration will be fined and adding of courses from week 3 until week 4 must be with the approval of the Dean of the Faculty and the payment of the fine must be made to Treasurer of KUIPs. The fines are subjected to the conditions set by KUIPs.

4.4.4 If the administration does not receive any notification from the student within **SEVEN (7)** weeks after the commencement date of the regular semester or **THREE (3)** weeks after the commencement date of intersession or special semester, the student is deemed to have withdrawn from the semester (Studies Deferment)

4.4.5 Student's failure to register for **two (2) consecutive semesters** may result in being given the status of study as **Self-Terminated (HS)**.

4.5 Pre-Registration Cancellation

4.5.1 Pre-registration of a student who has received the result "Fail and Terminated" (GB), "Passing with Conditions" (LB), has disciplinary actions or student with debt will be automatically cancelled.

4.6 Withdrawal from Courses and Semesters

4.6.1 Withdrawal from Courses:

4.6.1.1 Withdrawal from a course means withdrawing from **ONE (1)** or more courses in one semester. However, students are subjected to the minimum credit hour requirements set for a regular semester.

4.6.1.2 Students who apply to withdraw not during the course registration period and are approved will:

- (a) be charged a full tuition fee for the semester; and
- (b) listed with the grade Withdrawal (TD) for the course.

4.6.2 Withdrawal from Semester (Studies Deferment)

4.6.2.1 Withdrawal from semester (studies deferment) means withdrawing from all courses registered (if any) for that semester or leave from attending the academic program that is attended for that semester. The withdrawal period for any reason including medical reasons will be considered to meet the maximum period set for the academic program currently underway at KUIPs.

4.6.2.2 Students are only allowed to withdraw from a semester after having completed their academic program for at least one (1) regular semester.

4.6.2.3 Application to withdraw from a semester may be made to the Dean on **the last working day of the seventh week of the regular semester or the last working day of the third week of the intersession or special semester.**

4.6.2.4 For students who apply to withdraw from the semester by the second week of study and are approved:

- (a) no university fees will be charged for the semester; and
- (b) the course registration record will be dropped.

4.6.2.5 Students who apply for withdrawal after the second week but by **the seventh week of the regular semester or the third week of the intersession or special semester** and are approved:

- (a) a full university fee will be charged for the semester; and
- (b) will have Study Deferment (TP) grade recorded for the semester.

4.6.2.6 If the application is not approved, the student may be required to continue their studies for the courses concerned. Students will be given an "F" grade if they do not attend the course and sit for the examination at the end of the semester.

4.6.2.7 Application to withdraw made for the following reasons cannot be approved:

- (a) students' performance of any course; or
- (b) lack of preparation for the course; or
- (c) dissatisfaction with any course.

4.6.2.8 Applications to withdraw after **the seventh week of the regular semester or the third week of the intersession or special semester** are allowed for health reasons only and have been certified by the Government Hospital / Panel Doctor of KUIPs. Students are not allowed to postpone their studies for more than **TWO** consecutive semesters except for certain reasons approved.

4.6.3 Students who stop attending lectures without a formal withdrawal will be given an "F" grade and will be included in the students' official record for the course.

4.7 Withdrawal from university

4.7.1 Withdrawal from the university means withdrawal from the academic programme in which the student will not continue the academic program that he/ she is currently pursuing.

4.7.2 Student who apply for withdrawal from the university after the second week will:

- (a) be charged a full university fee for the semester; and

(b) have Self-Termination (HS) status be recorded

4.7.3 Decision on the withdrawal from university is final.

4.8 Termination of studies for medical reasons

4.8.1 Students will be terminated from their studies if they do not take the final exams for medical reasons for four (4) regular semesters and two (2) intersessions/ special semesters (in two (2) academic sessions) in a row.

4.8.2 Student who have been granted medical leave for one (1) academic session may be terminated from his/ her if Government Hospital / Panel Doctor of KUIPs certified so after the student's case is reviewed by medical officers at the end of the following semester.

4.8.3 Students who have been granted medical leave may be terminated from their studies if they do not register and take the final exams after four (4) regular semesters and two (2) intersessions/ special semesters.

4.8.4 Students who have been granted leave for one (1) session continuously on medical grounds other than psychiatric reasons may be terminated if so advised by the Government Hospital Medical Officer/ Panel Doctor of KUIPs.

4.9 University Fees

4.9.1 Students must pay university fees based on the semester of studies.

4.9.2 New students must settle all the fees set out in the offer letter before registering as a university student for any academic program. The university reserves the right to reject registration if the student does not pay all the fees set out in the offer letter.

4.9.3 The university reserves the absolute right to change the fees and such other rates as may be prescribed by notice.

4.9.4 Students must register and attend courses set by their programme of study and pay all applicable university fees.

4.10 Criteria in Withholding the University Fee

4.10.1 The criteria in withholding the university fee is as follows:

- (a) A student may be allowed to sit for the examination after paying the entire university fees for that semester.
- (b) Students must settle outstanding arrears before being allowed to enroll in courses at the beginning of the semester.
- (c) Suspension of matters (a) and (b) by the student must obtain the approval of the Dean of the Faculty /School /or Director of the Academic Centre /Institute and /or the Centre of Academic Responsibility (PTj) concerned and the approval of the Deputy Rector of Student Academic Affairs of the KUIPs.
- (d) A student who has been granted a loan but has not yet received his / her sponsorship and is certified by the KUIPs Treasurer Department.
- (e) The university receives a guarantee from a particular agency that will pay for tuition fees such as the State Zakat Collection Centre and other specified bodies.
- (f) The university receives a written guarantee from the parent / guardian of the student who will settle the debt within four (4) weeks before the semester examination begins.
- (g) In the case of new students enrolling after the Orientation Week, the date of their enrollment shall be effective from the date of their enrollment at the university. For the purpose of payment of university fees, a student is still subjected to a period of two (2) weeks for non-tuition fees if he withdraws from university studies.
- (h) For an appeal student, a period of two (2) weeks is calculated from the date of registration to be charged for tuition fees.
- (i) For special cases, students are allowed to appeal to the university.

5.0 STUDENTS' ACADEMIC ADVISOR

- 5.1 Each student is provided with an Academic Advisor. The role of the Academic Advisor is to guide students in the planning of their academic programs:
- (a) guide and monitor the academic performance of students to overcome learning problems, if any, based on the progress during the mid-semester and the end of the sem their mid-semester and late-semester study progress; and
 - (b) assist students in the selection of courses and the number of credit hours students will have before the semester begins.
- 5.2 Academic Advisors should as likely be appointed among the lecturers of the faculty in which the student is in.
- 5.3 Students with their Academic Advisor must meet at least two (2) times in one semester.

6.0 STRUCTURE OF ACADEMIC PROGRAM

6.1 Academic Program Requirements by Credit Hours

6.1.1 Credit Hour Value

All courses are assigned credit hour values as follows:

- **40 hours of student study is equivalent to ONE (1) credit hour (refer to Malaysian Qualifications Framework - MQF).**

6.1.2 Total of Credit Hours

6.1.2.1 Each academic program must contain the following credit hours based on its category, which is the Total Minimum Credit for Diploma programs is 90 credit hours and the Total Minimum Credit for Bachelor programs is 120 credit hours.

6.1.2.2 The credit hours of each academic program of the faculty are as determined by the Faculty /School /Academic Centre /Institute and / or Academic Responsibility Centre (PTj) concerned and the University Senate.

6.1.3 Course Classification and Definition

6.1.3.1 Compulsory Course (W): Students MUST NOT fail the course as much as three (3) trials. Obtain at least **grade C** for compulsory courses (W). Compulsory courses can be categorized in the following sub-classifications:

- (a) General Studies courses (MPU); and
- (b) University Compulsory Courses

6.1.3.2 Core Courses (T): Students MUST NOT fail the course as much as two (2) trials. Obtain at least a **D+ grade** for core courses (T). Compulsory courses can be categorised as in the following sub-classifications:

- (a) Core/ Common Core courses;
- (b) Specialisation/ Discipline Core/ Major courses;
- (c) Final Year Project; and
- (d) Industrial Training.

6.1.3.3 Elective Courses (E): Students **MUST NOT** fail the courses as much as two (2) trials. Obtain at least **D+ grade** for elective courses. Compulsory courses can be categorised in the following sub-classifications:

- (a) Elective Discipline/ Elective related to major / Elective Open.

Elective Courses: Courses that are offered and selected by the students from one (1) specific list to meet the requirement of the academic programme. Students must pass this course and may take any of these courses as much as two (2) trials only. Students are allowed to take any other courses in the same elective course category.

6.2 Credit Transfer

6.2.1 Credit Transfer is the credit given to a programme of study to another programme, whether the programmes are all in KUIPs or one of them is in KUIPs and others are outside KUIPs. For vertical transfer of credit, each student is granted a credit transfer or maximum credit exemption of 30% for any KUIPs programme. For horizontal transfer of credit, no credit limit is set but students are subjected to a minimum period of one or two (2) semesters excluding intersession semesters at KUIPs. However, credit transfer for the General Studies Subjects (MPU) is allowed only horizontally.

6.2.2 Credit transfer is not provided for Foundation students and students with Foundation qualification. Credit transfer is available for undergraduate or postgraduate students.

6.2.3 Policies/ Guidelines that are used and applied can be referred in:

- (a) Teaching and Learning Policies (PdP) of Islamic University College of Perlis

- (b) Credit Transfer Guidelines & Course Exemptions of KUIPs Study Programmes.

6.2.4 Credit transfer for students with Advanced Diploma (who also hold a diploma) can be considered up to a maximum of two (2) years of undergraduate programmes only.

6.2.5 For students who are allowed to change academic programmes internally, credit transfer is possible.

6.2.6 For special cases, students may appeal to the university for consideration.

6.3 Credit Exemption

6.3.1 Credit exemption is the exemption of courses for students who have undergone the process of previous learning experience. Credit for the excluded course is not counted for graduation purpose. Students will need to replace the excluded courses with other courses to meet their credit requirements to graduate.

6.3.2 For the purpose of exempting the course, the student is required to obtain the certificate / diploma / bachelor's degree in advance of consideration. Credit exemptions are not provided for Foundation students or students with Foundation qualification.

6.3.3 The conditions for course exemption are subjected to the decision made by the Ministry of Higher Education (KPT) and the Malaysian Qualifications Agency (MQA). (refer to: Policies that have been decided at the Quality Assurance Policy Review Meeting between MQA and KPT in 2011).

6.3.4 Policies/ Guidelines that are used and applied can be referred in:

(a) Teaching and Learning Policies (PdP) of Islamic University College of Perlis; and

(b) Credit Transfer Guidelines & Course Exemptions of KUIPs Study Programmes

6.3.5 Courses that approved for exemptions will be given a “K” grade and credit hours are not taken into account in PNGS and CGPA calculations.

6.4 Course Offers and Completions

6.4.1 The faculty determines which courses to offered in any semester.

6.4.2 Each new academic program and course may be offered if it meets certain requirements and has the approval from the Faculty, Senate and Ministry of Higher Education (KPT).

6.4.3 Each course offered must be taught, completed and evaluated within one (1) semester. Only certain courses that have received Senate approval may be allowed to operate for more than one (1) semester.

6.5 Study Programme Offer

- 6.5.1 The period for completion of an academic program at KUIPs is subjected to the minimum and maximum period requirements set by KUIPs.
- 6.5.2 Students who have been approved for credit transfer are not subjected to Rule 6.5.1.
- 6.5.3 The Faculty / School / Academic Centre / Institute and / or Academic Responsibility Centre (PTj) is responsible for providing students with a complete explanation on the duration of study for each programme under their supervision.

6.6 Language Requirement

6.6.1 Malay Language

- (a) All students in degree and diploma academic programmes are required to fulfil the Malay Language requirement for the purpose of admission to university as set forth by the University Senate and in accordance with national policies.
- (b) International students must follow Malay Language courses and pass within the period of studies.

6.6.2 English Language

All students in degree and diploma academic programmes must achieve certain English proficiency level as required by his/ her academic programmes. This language requirement depends on the prerequisite of academic programmes if any.

6.6.3 Arabic Language

All students in degree and diploma academic programmes must achieve certain Arabic proficiency level as required by his/ her academic programmes. This language requirement depends on the prerequisite of academic programmes if any.

- 6.6.4 Students who have been granted admission to KUIPs Foundation programmes are not bound to Rules 6.6.1, 6.6.2.dan 6.6.3.

- 6.6.5 Students who have been granted admission to KUIPs Diploma and Degree programmes are bound to Rules 6.6.1, 6.6.2.dan 6.6.3.

7.0 ASSESSMENT OF STUDENTS' PERFORMANCE

7.1 Methods in the Assessment of Students' Performance of a Course

7.1.1 The methods of assessment of a course depends on the course learning outcomes. The ratio of contribution or weighting of an assessment method to the total final score will be determined by faculty such as:

- (a) Continuous Assessment
- (b) Final Examination
- (c) Practical course or project, can be 100% assessment based on continuous assessment throughout the semester without written test.

7.2 Class attendance

7.2.1 It is compulsory for students to attend all learning sessions.

- (a) Lecturers are required to take students' attendance to learning sessions and keep record of the attendance.
- (b) Students, on the other hand, are responsible to inform lecturers of their absence to learning sessions should they have reasons that are acceptable.
- (c) Lecturers are required to keep record of the attendance and to report poor attendance (when absence is 10% or more).

7.2.2 Any student, whose absence is 10% or more without reasons that can be accepted or without prior permission from the lecturer will be given warning letter by the lecturer. A copy of the warning letter will be given to Examination Unit of the Registry Department, Dean, Academic Advisor and parents/ guardians.

7.2.3 Any student who reaches absenteeism by 20% or more without any valid reason or without prior permission from the lecturer concerned will be given a notice, barring them from taking the final exam. A copy of the notice will be sent to the Examination Section of the Registrar's Department, the lecturer, the Academic Adviser and the parent / guardian of the student.

(a) The student shall be notified by the Dean in writing at least one (1) week prior to the commencement of the semester examination if he is prevented from taking the final semester examination of the course.

(b) Any student who is barred from taking any examinations, except for acceptable reasons, will automatically receive an "X" grade which is equivalent to an "F" in a course regardless of achievement in the course work.

7.2.4 Any student who does not take the final semester examination for a course will be considered to have failed the entire course and will be given an "F" grade for the course. For courses that do not have final examinations, students must meet the criteria set out in the Detailed Course Information.

7.3 Assessment and Evaluation

7.3.1 The official grades for the college university are as follows:

Grade	Grade Value	Differences	Scale
A+	4.00	-	(90-100)
A	4.00	0.00	(80-89)
A-	3.67	0.33	(75-79)
B+	3.33	0.34	(70-74)
B	3.00	0.33	(65-69)
B-	2.67	0.34	(60-64)
C+	2.33	0.34	(55-59)
C	2.00	0.33	(50-54)
C-	1.67	0.33	(47-49)
D+	1.33	0.34	(44-46)
D	1.00	0.33	(40-43)
E	0.67	0.34	(30-39)
F	0.00	0.00	(0-29)

7.3.2 Compulsory courses are subjected to Rule 6.1.3.1. Any compulsory courses must be achieved pass by students with at least a C grade (grade 2.00). Students who have grades C-, D +, D, D- and F will need to repeat the course if it involves a W-type course (Compulsory).

7.3.3 Core courses are subjected to Rule 6.1.3.2. Core courses must be achieved by students with the minimum of pass; at least a D + grade (grade 1.33). Students who have grades D, D- and F will need to repeat the course if it involves a T (Core) course.

7.3.4 Elective courses are subjected to Rule 6.1.3.3. Elective courses must be achieved by students with a minimum of pass; at least a D + grade (grade 1.33). Students who have grades D, D- and F will need to repeat the course if it involves a type E (Elective) course.

7.3.5 Other grade ratings

Grade	Meaning	Simple Explanation
AU	Audit.	<ul style="list-style-type: none"> i. The course may be registered as an audit (AU) with the consent of the lecturers of the course, supported by the Head of Department / Program and approval of the Dean of the Faculty / School / or Director of the Academic Center / Institute and / or Center of Academic Responsibility (PTj) of the student concerned. ii. Students who enroll in audit courses are subjected to Rule 3.3.
DK	Absent with consent	<ul style="list-style-type: none"> i. Students do not attend examinations or do not complete the Final Year Project with permission (usually involving health problems). ii. Students will need to re-enroll in the same course next semester. iii. Final grades will be given in the final semester of the course. However, students are allowed to appeal for the Special Examination after the examination. iv. Students are allowed to sit for the Special Exam or not rely on the approval of the KUIPs Admissions Committee Meeting and are subjected to the approval and certification of the KUIPs Senate. v. The DK Grade will be given pending the final results of the Special Exam.
F*	Absent without consent	<ul style="list-style-type: none"> i. Students do not attend the exams or do not complete the Final Year Project without permission (for no apparent reason). ii. Grade F* will be displayed on the slips of the results of the semester's examination for which the course is registered even if students have a grade of D above. iii. Course units and grade points 0.00 (fail) will be calculated in GPA & CGPA.

Grade	Meaning	Simple Explanation
		<ul style="list-style-type: none"> iv. Students will need to re-enroll the same course in the following semesters. v. Students are not allowed to enroll in the course during Special Intersection or Semester or sit for the Special Exams. Final grades will be given in the final semester of the course.
G1	First Time Fail	<ul style="list-style-type: none"> i. If a student fails for the first time in any course, the student may repeat the course during the semester where the subject is offered again to the conditions set by the KUIPs. ii. Students who fail are subjected to Rule 6.1.3.
G2	Second Time Fail	<ul style="list-style-type: none"> i. If a student fails for the second time in any course, the student may repeat the course during the semester where the subject is offered again to the conditions set by the KUIPs. ii. Students who fail are subjected to Rule 6.1.3.
G3	Third Time Fail	<ul style="list-style-type: none"> i. If a student fails for the third time in any course, the student may repeat the course during the semester where the subject is offered again to the conditions set by the KUIPs. ii. Students who fail are subjected to Rule 6.1.3.
GB	Fail and Dismissed.	<ul style="list-style-type: none"> i. If a student's progress in any semester is unsatisfactory or does not meet the requirements for the applicable Academic Observation Period, the student may be terminated from his or her academic program. Termination of the program of study in any semester may only apply to students who are in the Academic Observation Period and after receiving a CGPA of less than 2.00 for two (2) consecutive regular semesters. ii. Students will be excluded from the academic program if: <ul style="list-style-type: none"> a. Failed to obtain a "C" grade after three (3) attempts for any of the compulsory courses. b. Failed to obtain a "D +" grade after two (2) attempts for any one of the core courses. c. Failed to obtain a "D +" grade after two (2) attempts for any of the elective courses. iii. Students will be dismissed from the academic program if they obtain a CGPA of less than 1.50 during the semester. iv. When a student is dismissed from the academic program, a termination notice must be sent to the student by the Registrar where the student has registered for his or her academic program.
HS	Dismissed on own volition	<p>Dismissed on own volition (HS) status will be given if:</p> <ul style="list-style-type: none"> i. Student's failure to enroll for two (2) consecutive semesters may result in a student's self-study status as HSI. ii. University withdrawal applications can be made by any student at any time and their Dismissed on Own Volition (HS) status is recorded according to the date of the student's application for

Grade	Meaning	Simple Explanation
		that semester.
K	Credit Exception	Courses-approved exemptions for any course will be given a “K” grade and credit hours are not taken into account in the CGPA and CGPA.
M	Satisfactory	If the student's progress in any semester meets the minimum needs and requirements set by the College University.
P1	First Trial	<p>First Trial Status (P1) will be given if:</p> <ul style="list-style-type: none"> i. Any student who earns a CGPA below 2.00 for the first time should be placed in the Academic Observation Period in the following semester. This period will continue until the student's CGPA reaches 2.00. The student will be contacted by the academic adviser assigned to the student and be given counsel on academic performance. For students who are granted First-Time Trial (P1) status under the Academic Observation Period, the student is not allowed to register for more than twelve (12) credit hours. The application for registration of more than twelve (12) credit hours shall be upon special consideration and shall be made in writing by the student to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Center of Academic Responsibility (PTj) of the student for consideration and subsequent action. ii. Students with CGPA of 1.75 to 1.99 are considered to have been Conducted Pass (LB) and placed under the Academic Observation Period. They can graduate to the next semester.
P2	Second Trial	<p>Second Trial Status (P2) will be given if:</p> <ul style="list-style-type: none"> i. Any student who earns a CGPA of less than 2.00 after being placed in the Academic Observation Period twice consecutively. This period will continue until the student's CGPA reaches 2.00. The student will be contacted by their academic adviser and be given counsel on their academic performance. Students, who are granted a Second Time (P2) Trial status under the Academic Observation Period, are not allowed to register for more than ten (10) credit hours. Applications for registration of more than ten (10) hours of credit shall be subjected to special consideration and shall be made in writing by the student to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Center of Academic Responsibility (PTj) of the student for consideration and subsequent action. ii. Student's progress in any semester is not satisfactory or does not meet the requirements for the Academic Observation Period that a student may be dropped from his or her academic program. Termination of the program of study in any semester may only apply to students who are in the Academic

Grade	Meaning	Simple Explanation
		Observation Period and after obtaining a CGPA of less than 2.00 for two (2) consecutive regular semesters.
P3	Third Trial	<p>Any student who receives a three-semester Trial status in a row will receive a Failed and Terminated status. However, if a student has a CGPA of at least 2.00 and above, the student is eligible to be considered for placement within the second consecutive Academic Observation Period. This period will continue until the student's CGPA reaches 2.00. The student will be contacted by their academic adviser and be given counsel on their academic performance. Students who are given the Third Trial status (P3) are subjected to the decision of the University Senate.</p> <p>Students in the Third-Time Trial (P3) under the Academic Observation Period are not allowed to register for more than eight (8) credit hours. The application for enrollment of more than eight (8) credit hours shall be upon special consideration and shall be made in writing by the student to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Center of Academic Responsibility (PTj) of the student concerned for consideration and subsequent action.</p>
T	Credit Transfer	Credit transfer applications are subjected to Rule 6.2 and university-approved applications may be made and will be recorded as (T) according to the date of approval of the student's application for the semester.
TD	Withdrawal	<ul style="list-style-type: none"> i. Students withdraw from courses registered with the dean's permission. ii. The TD Grade will be displayed on the slips of the exam results for the semester enrolled but does not include the PNGS & CGPA calculations. iii. Students will need to re-enroll in the same course for the following semesters, but the course will not be considered as a repeat course. iv. Final grades will be given in the final semester of the course. The final week for students to withdraw is not later than the last working day of week 12 (the week of study).
TL	Incomplete	<ul style="list-style-type: none"> i. TL grades will be given in the first semester of the course. ii. Students are required to register for the same course the following semester and the final grade will be given for the final semester of the course to be completed.
TM	Unsatisfactory	If the student's progress in any semester does not meet the minimum needs and requirements set by the College University.
TP	Studies Deferment	<p>The Deferment of Study (TP) status will be given if:</p> <ul style="list-style-type: none"> i. College University's Management does not receive any notification from the student within SEVEN (7) weeks after the

Grade	Meaning	Simple Explanation
		<p>start of the regular semester or THREE (3) weeks after the start of special semester, the student is deemed to have withdrawn from the semester (Delay of Study).</p> <p>ii. Withdrawal from the semester (deferment of study) means withdrawal of all courses registered (if any) for the semester or taking a leave from attending the academic program currently present for that semester. The withdrawal period for any reason including medical reasons will be considered to meet the maximum period set for the academic program currently underway at KUIPs.</p>
TR	Not Registered	Any student who does not register on the appointed day of registration, the offer for this study is voided.
X	Not allowed / barred from taking exams.	<p>i. X Grade will be displayed on the slips of the result for the semester's examination of the registered course even if the student has a D grade or higher.</p> <p>ii. Course grades and grade points 0.00 (fail) will be calculated into PNGS & CGPA.</p> <p>iii. Students will need to re-enroll in the same course for the following semesters.</p> <p>iv. Students are not allowed to enroll in the course during the Intersession / Special Semester and / or sit for the Exam. Final grades will be given in the final semester of the course.</p>

7.4 Except as provided in paragraphs 7.3.2, 7.3.3 and 7.3.4 above:

A student with a CGPA of less than 2.00 and grades of "C" and "D +" for any course in any semester are given the option to repeat the course next semester so that they enhance the CGPA to 2.00 and above subject to a maximum duration of study for the academic program. Students will be charged a separate fee for each repeating course that is registered and the increase is subjected to the conditions set by the KUIPs. All these payments must be made to the Bursary by the student involved. The decision to repeat the course is subjected to the decision of the University Senate.

7.5 Special Examination

Students may be allowed to sit for the special examination that is subjected to the provisions of the Islamic University College of Perlis (KUIPs) Examination Handbook 2019.

7.6 Course Repetition

- 7.6.1 Students who failed to obtain a "C" grade for any compulsory courses will be given the opportunity to repeat the course and is subjected to Rule 6.1.3.1.
- 7.6.2 Students who failed to obtain a "D +" grade for the core course will be given the opportunity to repeat the course and is subjected to rule 6.1.3.2.
- 7.6.3 Students who fail to obtain the "D +" grade for any elective course will be given the opportunity to repeat the course and is subjected to rule 6.1.3.3.
- 7.6.4 Students who receive grades (C-, and D +) is allowed to improve the grade of their courses and is subjected to regulation 7.4, a student with a CGPA of less than 2.00 in any semester are given the option to repeat the course during their next semester so that they enhance their CGPA to a maximum duration of study for the academic program.
- 7.6.5 Each student's grade for a course that is repeated will be recorded and taken into account in the calculation of grade point average, provided that the credit hours for courses that are repeated shall be counted only once for the purpose of the credit amount necessary to complete their studies and graduate.

7.7 Definition of Student Achievement

The students will be placed on the following achievements based on their CGPA:

7.7.1 Pass (P)

- (a) For the first semester, students who have a CGPA of 2.00 and above are considered to Pass (P) and are allowed to continue their studies for the following semester.
- (b) In the second and subsequent semesters, students who maintain a CGPA of 2.00 and above during the semester may continue their studies into the following semester.
- (c) Students who received a Pass (P) in one semester but may have withdrawn or failed or have not taken one or more courses may be promoted to the following semester, but the student must take the course until they passed.

7.7.2 Conditional Passed (LB)

- (a) Students with CGPA of 1.75 to 1.99 are considered to achieve Conditional Pass (LB) and placed under the Academic Observation Period. They can graduate to the next semester.
- (b) Students who achieved a Conditional Pass (LB) in one semester and a Pass (L) in the following semester may continue to study for the following semester.
- (c) For students who achieved Pass (L) in the second semester and Conditional Pass (LB) in the final semester, the Academic Committee may designate a special assessment form for all courses with "C-" grade and below.

7.7.3 A student must achieve a CGPA of 2.00 and above to be eligible for a certificate, diploma and degree.

7.8 Calculation of Grade Point Average (GPA), and Cumulative Grade Point Average (CGPA)

7.8.1 Student academic performance for one semester is indicated by his/her GPA and CGPA. GPA is determined by dividing the number of points earned by the number of credit hours taken in a semester.

7.8.2 GPA calculation is as follows:

$$\text{GPA} = \frac{\text{The total value of grades created for one semester}}{\text{The number of credit hours taken for the semester}}$$

7.8.3 CGPA calculation is as follows:

$$\text{CGPA} = \frac{\text{The total value of grades for all semesters}}{\text{The number of credit hours taken for all semesters}}$$

7.9 Incomplete Course Assessment

7.9.1 A student may be barred from taking any assessment for a course if he or she does not complete the course satisfactorily.

7.9.2 Any assessment made for the course referred to in paragraph 7.9.1 shall be canceled and deemed to be incomplete and will be given an Incomplete grade (TL).

7.9.3 Credit for the course will not be taken into account for the average grade value until the course is properly followed and a certain grade is obtained after the appropriate assessment.

7.9.4 If a student fails to complete the course satisfactorily within the specified time, the student will be given a failed grade for the course.

7.9.5 A student may be given an Incomplete (TL) status more than once if permitted within the period of study and its program structure.

7.10 Content of Assessment Results

A student will receive individual results containing the grade for the courses that have been taken, GPA, CGPA and their achievement levels.

7.11 Transcript of Academic Record

The University / Faculty will keep a permanent record of each course taken by the student. A copy of this academic record called the transcript is an official document confirming that a student has achieved a certain milestone in his or her studies.

7.12 Sick Student

7.12.1 Upon the recommendation of a Counselor / Medical Officer of a government hospital / clinic / KUIPs' Panel Doctor, a student who is ill before, during or during the final examination period, may be exempted from taking the examination and is subjected to the provisions of the Islamic University College of Perlis (KUIPs) Examination Handbook, First Edition 2019.

7.13 Determination of Student Academic Achievement

7.13.1 Minimum Requirements of Study

A student should strive to maintain their GPA and CGPA of at least 2.00 for each semester until graduation.

7.13.2 Dean's Award

Dean's Award will be given to students at Diploma and Bachelor who has achieved excellent academic performance during the semester rated except for when they are undergoing industrial training if it meets the conditions under and is subjected to the provisions in the Guidelines for Outstanding Student Award for Islamic University College of Perlis (KUIPs) First Edition 2019.

- (a) Obtained with a Grade Point Average (GPA) equals or exceeds 3.75 during the semester rated. To take and sit for examinations for a total of at least eleven (11) credit hours during the regular semester containing a minimum of four (4) courses;
- (b) Obtained at least a "C" grade for any course taken during the semester;
- (c) No course repetition during the semester;
- (d) Students who meet the conditions of (a) to (c) above but also obtained the grade "TL" for any course in the semester only be considered for the grade Pass with Distinction after the "TL" status be converted into ordinary grade. In such cases, Pass With Excellence will be given later in the semester if the student is eligible for it;
- (e) Students who meet conditions of (a) and (c) for the fulfillment of the remaining credit hour for the purpose of completing their Diploma or Bachelor's degree in any semester shall not be considered to be Graduate of Excellence;
- (f) Only grades for courses taken into account in the calculation of CGPA will be considered for Pass with Distinction; and
- (g) Students are not subjected to any disciplinary action by the university.

7.13.3 Academic Probationary Period and Warning

- (a) Any student with a CGPA below 2.00 must be placed in the Academic Observation Period in the following semester. This period will continue until the student achieves a CGPA of 2.00. Students will be informed by academic advisors and given counseling related to academic achievement.
- (b) Trial Status of any student placed under the Academic Observation Period shall be in accordance with the provisions of Rule 7.3.5 and is subjected to the decision of the Islamic University College of Perlis (KUIPs) Senate.

7.14 Fail and Dismissed - (GB)

7.14.1 If a student's progress in any semester is unsatisfactory or does not meet the requirements for the Academic Observation Period, the student may be dismissed from his or her academic program. The dismissal of the program of study in any semester may only apply to students who are in the Academic Observation Period and after receiving a CGPA of less than 2.00 for two (2) consecutive regular semesters.

7.14.2 Students will be dismissed from the academic program if:

- (a) Fail to obtain a "C" grade after three (3) attempts for any of the compulsory courses.
- (b) Fail to obtain a "D +" grade after two (2) attempts for any one of the core courses.
- (c) Fail to obtain a "D +" grade after two (2) attempts for any of the elective courses.

7.14.3 Students will be dismissed from the academic program where students earn a CGPA of less than 1.50 in the semester.

7.14.4 When a student is dismissed from the academic program, the notice of termination shall be sent to the student by the Registrar where students are registered for its academic programs.

7.15 Score and Grade Management

7.15.1 The results of each course and the overall results of the assessment shall be announced by the Registrar, unless the decision of a student is approved by the Treasurer as being indebted to the University / Faculty / School / Academic Center / Institute and / or Center of Academic Responsibility of the student until the debt is settled.

7.15.2 Any correction of scores for technical reasons made after the Board of Education meeting is under the jurisdiction of KUIPs Senate.

7.15.3 The Registrar's Office is responsible for maintaining the students' official records and issuance to each student:

- (a) The examination results for the semester;
- (b) Student academic record after the completion of academic program

7.16 Other matters pertaining to the University Examinations are subjected to the provisions of the Islamic University College of Perlis (KUIPs) Examination Handbook 2019.

8.0 CERTIFICATION / GRADUATION FOR DIPLOMA AND BACHELOR'S DEGREE

8.1 Graduation Requirements / Certification for Diploma and Bachelor's Degree

8.1.1 General Requirements - Diploma and Bachelor students must fulfill the program requirements set by the College University for the purpose of certification / graduation as follows:

- (a) Compulsory Course Requirements as prescribed.
- (b) Core Course Requirements.
- (c) Elective Course Requirements (if any).

8.1.2 The registration requirements of the minimum credit hours

- (a) Out of the total credit hours required for the certification / graduation for the Diploma and Bachelor's Degree students, at least two thirds (2/3) of the total credit hours obtained must be from courses conducted by this university.
- (b) The above requirements may be waived where the university has special arrangements with other institutions, such as a letter or a memorandum of understanding on their acceptance of the institution to the university to continue their studies.

8.2 The Award of Diploma and Bachelor's Degree

8.2.1 Diploma

- (a) The Diploma is awarded based on the final CGPA obtained after the approval by the Senate. For students to be eligible for a Diploma, they must pass all courses specified in the study plan and obtain a final CGPA of not less than 2.00.

8.2.2 Bachelor's Degree

- (a) The Bachelor's Degree is awarded based on the last CGPA obtained by the students. To be eligible to be awarded this degree, the student must attain a final CGPA of not less than 2.00. The degree of achievement of the degree award is as follows:

Average Cumulative Graduate Grade (CGPA) Graduate Award	
Degree Classification	CGPA
First Class (Honours)	CGPA 3.750 - 4.000
Second Class (High)	CGPA 3.000 - 3.749
Second Class (Low)	CGPA 2.500 - 2.999
Third Class	CGPA 2.000 - 2.499

- (b) Students who have achieved a CGPA of 3.75 and above will be awarded the Honors (First Class) Degree and are subjected to the fact that they have never received an "F" grade for any course during the duration of their academic program. A student who has earned an "F" grade for any course and has successfully advanced the "F" grade to a better grade on the next attempt is also not eligible to be awarded a Bachelor's Degree (First Class).

8.3 Certification Requirements / Graduation for Diploma and Bachelor's Degree

8.3.1 The Diploma and the Bachelor's Degree are awarded to a student who has:

- (a) Meet all the requirements of these rules and any regulations made upon them;
- (b) Approved by the Senate Approval Committee
- (c) Pay all tuition fees and other payments as prescribed; and
- (d) Meet other university requirements that are not academic (if any).

9.0 RESULT APPEAL

9.1 Review Appeal Against Official Examination Results

Students who are dissatisfied with the results of the examination may appeal for the revision of the examination results. The appeal must be made by the student within the stipulated time frame based on the date of the official announcement for the examination results. For this purpose, the official announcement date is the date recorded in the examination result slip issued to the student. This application is subjected to the provisions of the Islamic University College of Perlis (KUIPs) Examination Guidebook 2019.

9.2 Appeal to Continue Studies (Fail and Dismissed)

Students who have any failed grades and are dismissed (GB) may apply to continue their studies. Appeal must be made by the student within the stipulated time frame based on the date of the official announcement of the examination results. For this purpose, the official announcement date is the date recorded in the examination results slip issued to students who have been dismissed from their program of study (failed and dismissed). The approval of this appeal is subjected to the decision of the College University Senate.

10.0 GENERAL INFORMATION

- 10.1 The College University reserves the right to make any amendments to the requirements for the certification / graduation of the Diploma and Bachelor's Degree with Senate approval.
- 10.2 All students need to know and understand the requirements of the academic rules of certification / graduation at the Diploma and Bachelor's Degree levels. Students are responsible in complying with all the relevant rules.
- 10.3 Transcripts are provided to students upon the completion of a program of study. Students who drop out / dismissed from the University may apply for a transcript at a specific rate and will be subjected to the requirements set by the University. Diploma and Bachelor's Degree Scrolls, examination results and copies of academic records or any related information will not be released if the student is still in debt with the College University.
- 10.4 The College University reserves the right to inform the sponsor for the student of the examination results obtained without any reference to the student.
- 10.5 Students can obtain more information and details on the implementation of the semester system from their respective Academic Advisers and from the Faculty / School / Academic Center / Institute and / or Academic Responsibility (PTj) concerned.

OPERATING PROCEDURE

1.0 ACADEMIC PROGRAM TRANSFER

- 1.1 For a program transfer between the faculties, the student must fill out the **Program Transfer Form** and the original application form must be submitted to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Academic Center (PTj) requested through the Dean of the Faculty / School or Director of the Academic Center / The original academic institute and / or Center of Responsibility (PTj).
- 1.2 For a program transfer application within the same faculty, the student must complete the **Program Transfer Form** and the original application form must be submitted to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Academic Center (PTj) only for approval of the Faculty / School Dean or Director of the Academic Center / Institute and / or Academic Responsibility Center (PTj) only.
- 1.3 A completed program exchange application form must be submitted to the faculty by the last day of the second week of the current semester.
- 1.4 Applications will be processed once the final exam results for the previous semester have been obtained, and they are processed until **the last day of the second week of the current semester.**

2.0 REGISTRATION

2.1 Course Registration

- 2.1.1 Pre-registration of student courses is done online via KUIPs student portal.
- 2.1.2 Manual registration is not allowed except for special cases with the consent of the Faculty / School or the Academic Director of the Center / Institute and / or the Center of Responsibility (CoR) in respect of academic courses after the completion of the Registration Form
- 2.1.3 Students may add / drop courses within two (2) weeks from the first day of semester beginning for regular semester whereas for any intersection or special semester, it is subjected to approval by the Faculty / School / Academic Center / Institute and / or Academic Responsibility Center (PTj) only.
- 2.1.4 Adding and dropping a course after a specified period is not allowed at all.
- 2.1.5 Students must confirm the registration of the registered courses in the fourth week of the regular semester and the second week of the short semester or special semester.

2.2 Withdrawal from the course

- 2.2.1 An application to withdraw from the course can be made to the Dean of the Faculty / School or the Academic Director of the Center / Institute and / or the Center of Responsibility (CoR) and is subjected to the fact that it is done not later than **the last working day of the 12th week of the regular semester** whereas for a special semester / semester the subject is subject to the consideration of the student's Faculty / School / Academic Center / Institute and / or Center of Responsibility (PTj).
- 2.2.2 Students must fill out and submit the Application for Withdrawal from the Faculty / School Dean or Director of the Academic Center / Institute and / or Academic Responsibility Center (PTj) within the allowed time up to the 12th week of the regular semester whereas for a special semester / semester, it is subjected to the consideration of the student's Faculty / School / Academic Center / Institute and / or Center of Responsibility (PTj).

2.3 Withdrawal from semester (Postponed study)

2.3.1 Students applying for the withdrawal from the semester must complete the **Withdrawal from the Semester (Postponement of Study) Application Form** and must be forwarded to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Center of Academic Responsibility (PTj).

2.3.2 Applications must be made within **the last working day of the seventh week of the regular semester or on the last working day of the third week of the semester or special semester** with the approval of the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Center of Responsibility (PTj).

2.4 Withdrawal from the University

2.4.1 Students applying for withdrawal from the university must fill out the **University Dismissal Application Form (Stop)** and the form must be submitted to the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Academic Center (PTj) for approval if the student does not wish to continue his studies at the university.

2.4.2 An application for withdrawal of the university can be done at any time and the status Self Stop (HS) is recorded according to the date of application of the students in the current semester.

3.0 APPLICATION FOR CREDIT TRANSFER AND COURSE EXEMPTION

- 3.1 Applications for credit transfer and course exemption should be made in the first year of study only, while applications for credit transfer (horizontal) may be made according to program requirements by using the **Course Exemption / Credit Transfer Request Form** available at the Faculty / School / Academic Center / Institute and / or Academic Responsibility (PTj) respectively. However, the maximum number of applications that can be submitted for credit transfer and course exemption is TWO (2) times. Credit transfer applications and credit exemptions are subjected to Regulations 6.2 and 6.3. Completed forms must be submitted for the consideration of the Dean of the Faculty / School or Director of the Academic Center / Institute and / or Academic Center (PTj) not later than the last working day of the second week of the regular semester together with:
- (a) The syllabus and course scoring system applied for credit transfer or exemption.
 - (b) A certified copy of the Certificate / Diploma / Bachelor's Degree.
- 3.2 Students will be notified in writing by the Dean of the Faculty / School or the Director of the Academic Center / Institute and / or the Academic Responsibility Center (PTj) regarding the results of the credit transfer application or the exemption of the requested course.
- 3.3 Credit transfer applications are subjected to Rule 6.2 and university-approved applications may be made and will be recorded as (T) by the date of approval of the student's application for the semester.

4.0 APPEALS FOR THE REVIEW OF EXAMINATION PAPERS

4.1 Appeal must be made in the **Examination Paper Review Form** available from the Examination Section. Appeal must be made by the student within the stipulated time frame based on the date of the official announcement of the examination results. For this purpose, the official announcement date is the date recorded in the examination result slip issued to the student. The application for this appeal is subjected to Rule 9.1 as well as the provisions of the **Islamic University College of Perlis (KUIPs) Examination Guidebook 2019**.

5.0 APPEAL TO CONTINUE STUDY CASE (FAILED AND DISMISSED)

5.1 Appeal must be made in the Continuing Education Appeal Form available from the Faculty / School / Academic Center / Institute and / or Academic Responsibility (PTJ). Appeal must be made by the student within the stipulated time frame based on the date of the official announcement of the examination results. For this purpose, the official announcement date is the date recorded in the examination results slip issued to students who have been dismissed (failed and dismissed). The application for this appeal is subjected to Rule 9.2 and the provisions of the **Islamic University College of Perlis (KUIPs) Examination Handbook 2019**.

6.0 CALCULATION OF GRADE POINT AVERAGE (GPA), and CUMULATIVE GRADE POINT AVERAGE (CGPA)

(i) EXAMPLE OF CALCULATION OF GRADE POINT AVERAGE (GPA),

COURSE	GRADE	GRADE VALUE	CREDIT HOUR	CREDIT HOUR X GRADE VALUE
Paper 1	A	4.0	4	4 X 4.0 = 16.0
Paper 2	C	2.0	3	3 X 2.0 = 6.0
Paper 3	F	0.0	3	3 X 0.0 = 0.0
Paper 4	C+	2.3	3	3 X 2.3 = 6.9
Total			13	28.9
				$\text{GPA} = \frac{\sum \text{credit hour x grade value}}{\sum \text{credit hour}}$
				$\text{GPA} = 28.9/13$ $= 2.22$

¹ Irrespective of credit hours for a repeat course as provided under Rule 7.10

(ii) EXAMPLE OF CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA),

COURSE	GRADE	GRADE VALUE	CREDIT HOUR	CREDIT HOUR X GRADE VALUE
Paper 5	A	4.0	4	4 X 4.0 = 16.0
Paper 6	C	2.0	3	3 X 2.0 = 6.0
Paper 7	B	3.0	3	3 X 3.0 = 9.0
Paper 8	C+	2.3	3	3 X 2.3 = 6.9
Total			13	37.9
TOTAL COLLECTED			26	66.8
				$\text{CGPA} = \frac{\sum \text{grade value for every semester}}{\sum \text{credit hour for every semester}}$
				$\text{CGPA} = 66.8 / 26$ $= 2.56$