



# DIPLOMA PROGRAMME KOLEJ PROFESIONAL MARA (KPM)

## ACADEMIC REGULATIONS



12th Edition 2021

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**Diploma Programme  
Kolej Profesional MARA (KPM)  
Academic Regulations**

**12<sup>th</sup> Edition 2021**



## PREFACE

Diploma Programme Kolej Profesional MARA (KPM) Academic Regulations 12<sup>th</sup> Edition (2021).

Diploma Programme KPM Academic Regulations 12<sup>th</sup> Edition (2021) provides the framework for the conduct of academic activities and records in KPM.

Diploma Programme KPM Academic Regulations 12<sup>th</sup> Edition (2021) was endorsed by Mesyuarat Cawangan Pembangunan Pengajian Bahagian Pendidikan Tinggi (BPT) Bil. 4/2021 on 15<sup>th</sup> July 2021 and to be effective for the diploma programme starting from Session 2 2021/2022 onwards.

This regulations are to be read together with the:

*Buku Panduan Pengendalian Latihan Industri KPM*

*Buku Panduan Tatatertib Pelajar Kolej Profesional MARA*

*Buku Panduan Kokurikulum Pelajar Kolej Profesional MARA*

*Buku Panduan Pindah Kredit Program Pengajian Kolej Profesional MARA Edisi 1 2021*

All information is subject to change without prior notice.

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## STUDENTS' RESPONSIBILITY

Students are responsible to abide all sections of the Diploma Programme KPM Academic Regulations 12<sup>th</sup> Edition (2021), and to observe the following responsibilities in order to enable the KPM to administer effective and efficient services.

Students are responsible to:

1. Understand, appreciate, and comply with all the regulations stipulated in this Academic Regulations Book.
2. Take appropriate actions pertaining to the stipulated regulations stated in this Academic Regulations Book, that are as follows:
  - a) To fulfil all the academic requirement specified in the programmed curriculum enrolled at the college;
  - b) To complete the course registration within the specified time;
  - c) To validate the course registration within the specified time;
  - d) To pay the college registration fees (if applicable) in full sum within the stipulated time; and
  - e) To attend lectures/practical training/industrial training/practicum specified by KPM.
3. Be proactive in obtaining guidance and advice from the lecturers, Academic Advisors, Programme Coordinators/Head of Department, and administrative staff when faced with any form of predicaments.

## ABBREVIATION

|   |  |
|---|--|
| <b>Academic Status:</b><br>MP<br>MPS<br>DTP           | <i>Meneruskan Pengajian</i><br><i>Meneruskan Pengajian Bersyarat</i><br><i>Ditamatkan Pengajian</i>              |
| <b>Academic Excellence Awards:</b><br>COPA<br>MOPA    | KPM Outstanding Performance Award<br>MARA Outstanding Performance Award  |
| <b>APEL</b>   | Accreditation of Prior Experiential Learning   |
| <b>BPT</b>  | <i>Bahagian Pendidikan Tinggi MARA</i>   |
| <b>IPM</b>  | <i>Institut Perdagangan MARA</i>   |
| <b>IEP</b>  | Intensive English Programme  |
| <b>KPM</b>  | Kolej Profesional MARA   |
| <b>CGPA</b>   | Cumulative Grade Point Average   |
| <b>GPA</b>  | Grade Point Average  |
| <b>Grade:</b> DH<br>MH<br>TH<br>TL<br>PK              | <i>Dihalang</i><br><i>Meniru/ Dihalang</i><br><i>Tidak Hadir</i><br><i>Tidak Lengkap</i><br><i>Pindah Kredit</i> |
| <b>Graduation Status:</b><br>TPG<br>TP (TG)<br>TP (S) | <i>Tamat Pengajian Graduat</i><br><i>Tamat Pengajian (Tidak Graduat)</i><br><i>Tamat Pengajian (Bersyarat)</i>   |
| <b>MPU</b>  | <i>Mata Pelajaran Pengajian Umum</i>   |
| <b>MQA</b>  | Malaysian Qualifications Agency  |
| <b>SPM</b>  | Sijil Pelajaran Malaysia   |
| <b>UPP</b>  | <i>Unit Peperiksaan dan Pensijilan</i>   |

## GLOSSARY

|  |   |
|--|---|
| <b>Academic Advisor</b>                    | A lecturer responsible in managing and advising the students on academic matters.   |
| <b>Academic Programme</b>                  | The programme of study specified by BPT for the conferment of a certification.  |
| <b>Assessment</b>                          | Refers to any form of course assessment to measure the achievement of student learning.   |
| <b>Bahagian Pendidikan Tinggi</b>          | Bahagian Pendidikan Tinggi MARA, a division in Majlis Amanah Rakyat (MARA) responsible in monitoring KPM.   |
| <b>BPT Senate Board</b>                    | The highest authority on studies matters at BPT level.  |
| <b>Certificate</b>                         | The certification granted by BPT to the graduates during the convocation day.   |
| <b>CGPA</b>                                | Cumulative Grade Point Average is the accumulated average of grade points received in all semesters attended.   |
| <b>Continuous Assessment</b>               | The coursework assessed and evaluated throughout the semester which contribute to the final grade.  |
| <b>Course</b>                              | It is a component of a programme structure which bears a unique code, and commonly known as subject.  |
| <b>Credit</b>                              | A measure of student's academic load in order to attain a set of learning outcomes. An academic load is a quantitative measure of all learning activities required to achieve a defined set of learning outcomes. The 40 hours of notional learning time is valued as one (1) credit. |
| <b>Deputy Director of Academic Affairs</b> | The executive responsible in handling and managing any academic issues in KPM.  |
| <b>Director of BPT</b>                     | The highest executive appointed by MARA to manage and administer the operations of BPT.   |
| <b>Final Examination</b>                   | Refers to the assessment conducted at the end of the semester according to the rules set by BPT.  |
| <b>GPA</b>                                 | Grade Point Average is the average of grade points received in a particular semester.   |
| <b>Head of Department</b>                  | A person who is appointed to head a particular academic programme.  |
| <b>Kolej Profesional MARA</b>              | Kolej Profesional MARA is one of MARA Educational Institutions (Institusi Pendidikan MARA, IPMA) where the academic programmes are delivered.   |
| <b>KPM Academic Pre-Senate Board</b>       | The highest authority on academic matters at KPM level.   |
| <b>KPM Director</b>                        | The highest executive appointed by MARA to manage and administer the operations of KPM.   |



|                              |  |
|------------------------------|--|
| <b>MQA</b>                   | A statutory body in Malaysia set up under the Malaysian Qualifications Act 2007 to accredit academic programs provided by higher educational institutions.   |
| <b>MPU</b>                   | As of September 2013, The Ministry of Higher Education Malaysia enforce that all tertiary education students in Malaysia are required to complete a set of General Studies named as <i>Mata Pelajaran Pengajian Umum</i> (MPU) subjects. It is designed to enhance the student's knowledge and skills that goes beyond the academic disciplines. |
| <b>Programme Coordinator</b> | A lecturer who is appointed to be responsible in managing an academic programme.   |
| <b>Semester</b>              | It is a study session allocated by BPT for lectures, assessments and similar instructional activities.   |
| <b>Transcript</b>            | A permanent academic records throughout the duration of studies.   |
| <b>UPP</b>                   | <i>Unit Peperiksaan dan Pensijilan</i> is the unit responsible to handle matters pertaining to examinations and certifications.  |

## SECTION 1 ACADEMIC SYSTEM

### 1.0 INTRODUCTION

**Kolej Profesional MARA (KPM)** was first introduced in 1977 under the name Institut Perdagangan MARA (IPM) Kuala Lumpur and its current administrative centre is Bahagian Pendidikan Tinggi MARA (BPT).

To expand the number of professional Bumiputera employment, KPM now offers diploma programs in the fields of Accounting, Business Studies, Computing, Creative Multimedia, Halal Studies, Horticulture, Language, Marketing & Advertising, and Muamalat & Islamic Finance. It also aims at enhancing academic excellence among Sijil Pelajaran Malaysia (SPM) Bumiputera leavers.

The seven (7) KPMs throughout Malaysia are:

1. KPM Ayer Molek (KPMAM), Melaka
2. KPM Bandar Melaka (KPMBM), Melaka
3. KPM Bandar Penawar (KPMBP), Johor
4. KPM Beaufort (KPMBS), Sabah
5. KPM Beranang (KPMB), Selangor
6. KPM Indera Mahkota (KPMIM), Pahang
7. KPM Seri Iskandar (KPMIS), Perak

All programmes are accredited by Malaysian Qualifications Agency (MQA) and English is used as a medium of instruction. Programmes offered are:

1. Intensive English Programme (IEP)\*
2. Certified Accounting Technician (CAT)/ Foundation in Accounting (FIA)\*
3. Certificate in Finance, Accounting and Business (CFAB)\*
4. Diploma in Accounting (DIA)
5. Diploma in Business Information Technology (DBIT)
6. Diploma in Business Studies (DBS)
7. Diploma in Computer Networking (DCN)
8. Diploma in Computer Science (DCS)
9. Diploma in Creative Digital Media Production (DCD)
10. Diploma in English Communication (DEC)
11. Diploma in Entrepreneurship (DEn)
12. Diploma in Halal Industry (DHI)
13. Diploma in Integrated Logistics Management (DLM)
14. Diploma in International Business (DIB)
15. Diploma in Islamic Banking and Finance (DBF)
16. Diploma in Landscape and Horticulture (DLH)
17. Diploma in Marketing (DMk)

***\*Not required to be accredited***

The modules of the various programmes at KPM would enable the diploma graduates either to enter the job market or pursue their studies at degree level locally or abroad.

## 1.1 PROGRAMME DURATION

Table 1.1: List of Programme Duration

| NO | PROGRAMME DURATION   | DURATION  |
|----|--|-----------|
|    | PROGRAMMES   |           |
| 1  | <b>Intensive English Programme (IEP)</b>   | 2 months  |
| 2  | <b>Foundation in Accountancy (FIA)</b><br>KPM Ayer Molek   | 1 year    |
| 3  | <b>Certificate in Finance, Accounting and Business (CFAB)</b><br>KPM Beranang                                    | 1 ½ years |
| 4  | <b>Diploma in Accounting (DIA)</b><br>KPM Beranang<br>KPM Ayer Molek<br>KPM Indera Mahkota<br>KPM Bandar Penawar | 2 years   |
| 5  | <b>Diploma in Business Information Technology (DBIT)</b><br>KPM Seri Iskandar                                    | 2 years   |
| 6  | <b>Diploma in Business Studies (DBS)</b><br>KPM Beranang<br>KPM Ayer Molek                                       | 2 years   |
| 7  | <b>Diploma in Computer Networking (DCN)</b><br>KPM Indera Mahkota  | 2 ½ years |
| 8  | <b>Diploma in Computer Science (DCS)</b><br>KPM Beranang   | 2 ½ years |
| 9  | <b>Diploma in Creative Digital Media Production (DCD)</b><br>KPM Indera Mahkota                                  | 2 ½ years |
| 10 | <b>Diploma in English Communication (DEC)</b><br>KPM Indera Mahkota<br>KPM Seri Iskandar                         | 2 ½ years |
| 11 | <b>Diploma in Entrepreneurship (DEn)</b><br>KPM Bandar Melaka  | 2 years   |
| 12 | <b>Diploma in Halal Industry (DHI)</b><br>KPM Bandar Melaka  | 2 ½ years |
| 13 | <b>Diploma in Integrated Logistics Management (DLM)</b><br>KPM Bandar Penawar                                    | 2 years   |
| 14 | <b>Diploma in International Business (DIB)</b><br>KPM Seri Iskandar  | 2 years   |
| 15 | <b>Diploma in Islamic Banking and Finance (DBF)</b><br>KPM Bandar Melaka   | 2 ½ years |
| 16 | <b>Diploma in Landscape and Horticulture (DLH)</b><br>KPM Beranang   | 2 ½ years |
| 17 | <b>Diploma in Marketing (DMk)</b><br>KPM Seri Iskandar   | 2 years   |

## 1.2 ACADEMIC SESSION

- 1.2.1 The Academic Session is divided into **three (3)** Regular Semesters: Session 1, Session 2 and Session 3. (*Effective from July 2021, ref no.: MARA.600-2/2/5 jld 2 (88)*)
- 1.2.2 Each session consists of **fifteen (15)** weeks of instructional weeks comprising lectures, activity week, revision and final examination weeks.
- 1.2.3 **The Academic Session schedule is as stated in Table 1.2.3**  
(\* The Academic Session is subject to change)

Table 1.2.3: Academic Session for Diploma Programme

| ACTIVITIES                          | SESSION 1       | SESSION 2       | SESSION 3       |
|-------------------------------------|-----------------|-----------------|-----------------|
| Lecture                             | 6 weeks         | 6 weeks         | 6 weeks         |
| Activity Week                       | 1 week          | 1 week          | 1 week          |
| Lecture                             | 6 weeks         | 6 weeks         | 6 weeks         |
| Revision and Final Examination Week | 2 weeks         | 2 weeks         | 2 weeks         |
| <b>Total Academic Weeks</b>         | <b>15 weeks</b> | <b>15 weeks</b> | <b>15 weeks</b> |
| Semester break                      | 2 weeks         | 2 weeks         | 3 weeks         |
| <b>Total</b>                        | <b>52 weeks</b> |                 |                 |

## 1.3 ACADEMIC LOAD

- 1.3.1 All students must register a **minimum of twelve (12) credit hours** and a **maximum of eighteen (18) credit hours** in a particular semester. However, this may be waived for graduating students who are in their final semester.
- 1.3.2 A student who wish to register fewer than the minimum credit or more than maximum credits allowed must obtain prior approval from the KPM Deputy Director of Academic Affairs.

## SECTION 2 ACADEMIC REGISTRATION

### 2.0 REGISTRATION

#### 2.1 PROGRAMME REGISTRATION

All students must register for programmes and courses according to the date and period stipulated by BPT.

##### 2.1.1 New Student Registration

- 2.1.1.1 All students must undergo programme registration on the stipulated date and in accordance with the details stated in the offer letter.
- 2.1.1.2 The procedures for programme registration will be managed by KPM Deputy Director of Student Affairs.
- 2.1.1.3 Students who fail to abide clause 2.1.1.1 **without valid reasons**, the offer will be automatically annulled.

##### 2.1.2 Senior Student Registration

- 2.1.2.1 All senior students are required to complete their semester registration on the stipulated date and time in accordance with the details stated by KPM.
- 2.1.2.2 Students are also required to undergo course registration on the stipulated date by KPM. **(Refer Clause 2.2)**
- 2.1.2.3 However, if they failed to pay for the semester registration fee within duration stated by KPM, they may not be allowed to register for the course registration.
- 2.1.2.4 A student who is instructed to re-register for the programme but fails to do so within the stipulated time shall be terminated from his study.

##### 2.1.3 Change of Academic Programme

KPM may consider applications from students who wish to change their programme of study within the same KPM or between the KPMs on the following conditions:

- 2.1.3.1 The change of programme is only allowed **ONCE** throughout study period;
- 2.1.3.2 Students may apply for change of programme **after completing first semester**;
- 2.1.3.3 The application for change of programme must be made no later than **first week of the second semester commencement**;
- 2.1.3.4 The approval for change of programme of study within the same KPM must be obtained from the KPM Director;

- 2.1.3.5 The approval for change of programme of study to another KPMs must be obtained from the Director of BPT;
- 2.1.3.6 The student's academic performance must not be under a dismissal status;
- 2.1.3.7 Upon approval, the student will be registered as a **first** semester student of the new programme of study;
- 2.1.3.8 The existing academic record (common courses) from students' former programme will be retained and the study period will be counted as continuous;
- 2.1.3.9 Application for credit transfer are subject to the conditions in **Clause 3.5**;
- 2.1.3.10 A student who wishes to change his/ her program must submit a change of program form to the college academic administration.

## 2.2 COURSE REGISTRATION

- 2.2.1 All students are required to register for all the courses taken during a semester. The purpose of this registration is to update students' academic records. Students who fail to register for their programme are not allowed to register for their courses.
- 2.2.2 Prior to course registration, students are required to consult their Academic Advisor to obtain the approval of the course selection.
- 2.2.3 Students must register their courses via online within the period stipulated by the college.
- 2.2.4 Students who fail to register for courses after the time stipulated by the college are required to register their courses during the Late Registration period (**maximum of 7 working days**), with a penalty as follows:
  - 2.2.4.1 RM 50.00 - the first day
  - 2.2.4.2 RM 10.00 - each subsequent day
- 2.2.5 Students who still fail to register for their course during the Late Registration period shall be terminated from their study.

## 2.3 REQUISITE COURSES

- 2.3.1 Course requisites are requirement of specific courses specified by the programme which has to be passed/completed to enable students to enroll for another course of subsequent levels. These requisites courses are indicated in the programme structure.

2.3.2 There are **two (2)** different types of course requisites:

2.3.2.1 **Pre-requisites** are courses in which students **must pass** before registering for the subsequent pre-requisite course(s). The pre-requisite courses are indicated in the programme structure with '**M**' (**Mandatory**) sign.

2.3.2.2 **Co-requisites** are courses in which students are required to at least have **enrolled and completed** in previous semester before registering for the subsequent pre-requisite course(s). The co-requisite courses are indicated in the programme structure with '**E**' (**Enrollment**) sign.

- i. In the case of failure of a co-requisite course, students may repeat the paper concurrently with other requisite courses in the subsequent semester.

2.3.3 Under exceptional circumstances, graduating students may register for multiple pre-requisite course(s) with a recommendation of the Programme Coordinator/Head of Department and approval of KPM Pre-Senate Academic Board.

2.3.4 Students are responsible to check for requisite courses (if any) prior to registering any courses of the semester.

## 2.4 MQA GENERAL STUDIES COURSES

2.4.1 Students are required to pass **ALL** MQA General Studies (MPU, *Mata Pelajaran Umum*) courses as a requirement to fill the conditions for a conferment of a Diploma.

2.4.2 The course code are indicated as MPU in the programme structure.

2.4.3 Grading System for MQA General Studies Courses

2.4.3.1 The passing mark for MQA courses is **45** that is equivalent to grade '**C-**'. The grading system is as shown in the table 2.4.3.1 below. Students obtaining grade '**D+**' and below have to repeat the course(s) concerned.

Table 2.4.3.1: Grading System for MPU Courses

| Grade | Marks    | Grade Points | Grade Index           |
|-------|----------|--------------|-----------------------|
| A+    | 90 - 100 | 4.00         | Excellent             |
| A     | 80 - 89  | 4.00         |                       |
| A-    | 75 - 79  | 3.67         |                       |
| B+    | 70 - 74  | 3.33         | Good                  |
| B     | 65 - 69  | 3.00         |                       |
| B-    | 60 - 64  | 2.67         |                       |
| C+    | 55 - 59  | 2.33         | Satisfactory          |
| C     | 50 - 54  | 2.00         |                       |
| C-    | 45 - 49  | 1.67         | Pass                  |
| D+    | 40 - 44  | 1.33         | Fail                  |
| D     | 35 - 39  | 1.00         |                       |
| F     | 0 - 34   | 0.00         |                       |
| DH    | -        | 0.00         | Barred                |
| MH    | -        | 0.00         | Cheating/Plagiarising |
| TH    | -        | -            | Absent                |
| TL    | -        | -            | Incomplete            |
| PK    | -        | -            | Credit Transfer       |

## 2.5 CO-CURRICULUM

2.5.1 It is compulsory for all students to register and pass **two (2)** co-curriculum courses comprising:

2.5.1.1 Uniform Body

2.5.1.2 Clubs/Sports/Games

2.5.2 Students are allowed to repeat the failed course(s) or replace failed course(s) with another course(s) belonging to the same group.

2.5.3 **Three (3)** attempts are allowed for each course/ group.

2.5.4 Additional information on attendance, grading scheme and others, refer to *Buku Panduan Kokurikulum Pelajar KPM*.



## 2.6 ADD/ DROP/ WITHDRAWAL

2.6.1 Add/Drop is allowed within the **first week** of academic session with the approval of the academic advisor and the Head of Department.

2.6.1.1 Permission for add/drop courses is subject to compliance of the minimum credit hours requirement (**Refer Clause 1.3.1**).

2.6.2 Withdrawal is allowed within the **fifth week** of the semester of the academic session with the approval of the Deputy Director of Academic Affairs.

2.6.2.1 Permission for course withdrawal is subject to compliance of the minimum of credit hours requirement (**Refer Clause 1.3.1**).

2.6.2.2 The credit hours for withdrawal will not be calculated in GPA or CGPA.

2.6.2.3 The withdrawal charge is RM 50.00 per course.

## 2.7 TYPES OF COURSES

2.7.1 Core Course:

2.7.1.1 Programme/Specialisation Core Course  
A group of courses determined by BPT Curriculum Unit which is required to be taken by all students registered in a programme offered by KPM.

2.7.1.2 Compulsory Course  
A group of courses which must be taken by all students as determined by the BPT Curriculum Unit.

## 2.8 COURSE STATUS

### 2.8.1 Satisfactory Performance (MP)

Students performance are satisfactory if CGPA of 2.00 and above is obtained.

### 2.8.2 Unsatisfactory Performance

A student who earns a CGPA of less than 2.00 will be on probation or dismissed from the KPM.

#### 2.8.2.1 Academic Probation (MPS)

A student who obtains a CGPA ranging from 1.67 to 1.99 starting from Semester 2 onwards will be on academic probation.

**2.8.2.2 Dismissal (DTP)**

A student will be dismissed when:

- 2.8.2.2.1 the GPA is less than 1.00; **OR**
- 2.8.2.2.2 the CGPA of less than 1.67; **OR**
- 2.8.2.2.3 on probation (MPS) for 2 consecutive semesters; **OR**
- 2.8.2.2.4 fail ALL registered academic courses in the semester; **OR**
- 2.8.2.2.5 fail the same course(s) after three (3) attempts; **OR**
- 2.8.2.2.6 fail the Industrial Training after two (2) attempts for DLH, DBF, DCD, DCS, DCN, DEC and DHI programmes; **OR**
- 2.8.2.2.7 fail to pass ALL courses by semester 8 for DIA, DBS, DEn, DIB, DLM, DBIT and DMk programmes.
- 2.8.2.2.8 fail to pass ALL courses by semester 9 for DLH, DBF, DCD and DCS, DCN, DEC and DHI programmes.
- 2.8.2.2.9 fail to register for their course during the Late Registration period **(Refer Clause 2.2.5)**

**2.8.3 Incomplete Grade****2.8.3.1 Unable to complete a course(s) prior approval by BPT Senate**

- 2.8.3.1.1 'TL' grade is recorded for students who are unable to complete a course(s) and with prior approval by the BPT Senate.
- 2.8.3.1.2 'TL' grade carries no grade points and will not be used in computing students' GPA and CGPA. The 'TL' grade must be converted to a completed grade by the **third week** of the following semester.
- 2.8.3.1.3 Students who fail to complete the course work within the stipulated time, the 'TL' grade will be replaced with an 'F' grade and will be computed in the students' grade point average (GPA) of the previous semester.
- 2.8.3.1.4 Students are not allowed to re-register for a course in which a 'TL' grade has been assigned.
- 2.8.3.1.5 'TL' grade is also recorded for students **(Refer Clause 4.2.5: Medical leave during examination week)**. The 'TL' grade carries no grade points and will not be used in computing students' GPA and CGPA. The 'TL' grade must be converted to a completed grade at the end of the following semester.

**2.8.4 TP(S) Status**

- 2.8.4.1 Graduating students will be given a conditional programme completion status (TPS) if:
  - 2.8.4.1.1 they failed any courses in their final semester and are eligible to sit for Supplementary Examination **(Refer Clause 4.6.1.4.1)**. A subsequent failure will lead to dismissal status (DTP); **AND**

- 2.8.4.1.2 they are not able to pass all courses with a minimum CGPA of 2.00. Subsequent failure after Supplementary Examination will lead to TP(TG) status.

## 2.8.5 TP(TG) Status

- 2.8.5.1 A student will not graduate if he/she is not able to pass all courses with a minimum CGPA of 2.00 within the specified time.

## 2.9 INDUSTRIAL TRAINING

- 2.9.1 Students are required to fulfill the requirement of Industrial Training if stated in the programme structure they have registered.
- 2.9.2 It is compulsory for all graduating students for following programs to attend and pass Industrial Training:

*Table 2.9.2: Total Credit and Duration of Industrial Training*

| Course           | Total Credit | Duration |
|------------------|--------------|----------|
| DBF, DCS and DHI | 6            | 12 weeks |
| DEC and DLH      | 8            | 16 weeks |
| DCD              | 8            | 24 weeks |
| DCN              | 12           | 24 weeks |

- 2.9.3 If a student registered for Industrial Training where the duration is longer than the current semester, a temporary grade **MP (LI)** will be awarded. There will be no implications to the student's Academic Transcript and CGPA calculated for the current semester.
- 2.9.4 Eligibility to undergo Industrial Training:
- 2.9.4.1 For Industrial Training conducted in the final semester of study, students are required to pass **ALL** courses within the maximum of 7 semesters.
- 2.9.5 Students are only given **two (2)** attempts for Industrial Training and will be dismissed after failure in the second attempt.
- 2.9.6 Additional information on attendance, grading scheme and others, kindly refer to *Buku Panduan Pengendalian Latihan Industri KPM*.

## 2.10 EXTENDED SEMESTER

- 2.10.1 The extended semester is allowed with a maximum of **two (2)** additional semesters of the regular academic duration.
- 2.10.2 Conditions which allow for the extended semester may be due to academic or medical reasons.

2.10.3 During the extended semester, students are subject to the terms and conditions of the study offer, i.e. study allowances or eligibility to use college facilities such as hostel, etc.)

2.10.4 The details of the duration of study of the programmes offered at KPM are as follows:

*Table 2.10.4: The Extended Semester Allowed for All Programmes*

| Programme                              | Academic Duration (Semester) | Extended Semester Allowed | Total (Semester) |
|--|------------------------------|---------------------------|------------------|
| DIA, DBS, DEn, DIB, DLM, DBIT, and DMk | 6                            | 2                         | 8                |
| DLH, DBF, DCD, DCS, DCN, DEC and DHI   | 7                            | 2                         | 9                |

## 2.11 DEFERMENT OF STUDY

2.11.1 The maximum duration of deferment allowed must not exceed **two (2)** semesters (**Refer Table 2.10.4**).

2.11.2 The approval is subject upon decision by the KPM Director.

2.11.3 Application for deferment of study can be made based on the following reasons:

### 2.11.3.1 Medical Reason

2.11.3.1.1 Students may apply for a deferment of a semester on medical reason. The application must be accompanied with an attached Medical Certificate (MC) or a health status and endorsement letter by an authorised Medical Officer from Government Hospital/Clinic.

2.11.3.1.2 Any application with an attached Medical Certificate or a health status and endorsement letter from Private Hospital/Clinic, the students are required to obtain verification by an authorised Medical Officer from Government Hospital/Clinic.

2.11.3.1.3 The duration of deferment will not be counted as the number of semester being used. Nevertheless, the duration cannot exceed the maximum duration of study allowed.

### 2.11.3.2 Other reasons

2.11.3.2.1 Application for a deferment of study with reasons other than medical may be considered.

2.11.3.2.2 The application must be made no later than **week 8** of the current semester. Application made after this deadline will not be entertained.

2.11.3.2.3 The duration of deferment will be counted as the number of semester being used. Nevertheless, the duration cannot exceed the maximum duration of study allowed.

2.11.4 The CGPA for students on deferment remain unchanged for that duration until they resume their studies.

## **2.12 SUSPENSION OF STUDIES**

2.12.1 During their studies, students may be suspended due to the disciplinary action.

2.12.2 Implications due to the suspension of studies are as follows:

2.12.2.1 The duration of suspension shall be counted towards the total duration of study at KPM;

2.12.2.2 The suspension will affect the study allowance which is based on the regular academic duration;

2.12.2.3 The student may delay in completing his studies;

2.12.2.4 The student is **NOT** allowed to use any of KPM facility and service during the suspension period.

## **2.13 APPLICATION OF WITHDRAWAL FROM STUDIES**

2.13.1 A student may apply to withdraw from studies by submitting the Withdrawal Form which can be obtained from the KPM administrative office or the Academic Affairs Division.

2.13.2 A student is not allowed to leave his studies without approval from Director of BPT through the KPM Director.

2.13.3 The student is liable for any implications arising from this action. KPM reserves the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next of kin.

## SECTION 3 CREDIT SYSTEM

### 3.0 CREDIT SYSTEM

- 3.1.1 In the semester system, each course has a credit value. Credit refers to a quantitative measurement of all learning activities or academic load to achieve specific learning outcomes. Learning outcomes are statements that describe the knowledge of skills students should acquire at the end of a period of study.
- 3.1.2 To achieve the learning outcomes, students need to effectively allocate learning hours (also known as Student Learning Time - SLT). SLT includes time to accomplish all learning activities including formal meetings (such as lectures), guided learning (such as tutorials, seminars, practicum, and fieldwork), individual learning (such as self-directed learning, information search, and research) as well as preparing and sitting for the examination.
- 3.1.3 As a general guideline, **one (1)** credit hour in a course is equivalent to **40 notional hours**.
- 3.1.3.1 **One (1)** hour per week lecture; **OR**
- 3.1.3.2 **Two (2)** hours – **three (3)** hours per week laboratory or workshop session; **OR**
- 3.1.3.3 **Two (2)** hours per week supervised tutorial session; **OR**
- 3.1.3.4 **Three (3)** hours per week problem-based learning activities, e-learning modules, site visits and coursework projects activities.
- 3.1.4 **One (1)** credit hour is also equivalent to **three (3)** hours per week Final Year Project/Diploma Project activities or Integrated Design Project activities inclusive of meeting with supervisor.
- 3.1.5 **One (1)** credit hour is also equivalent to **two (2)** weeks of industrial training activities.
- 3.1.6 A general guideline for estimating student's independent learning time may follow as below:
- 3.1.6.1 for every **one (1)** hour of lecture, a student may spend **one (1)** hour of preparation;
- 3.1.6.2 for every **one (1)** hour of tutorial/ laboratory/ workshop, a student may spend **one (1)** hour of preparation;
- 3.1.6.3 for any **one (1)** hour assessment, a student may need a minimum **three (3)** hours of preparation;

### 3.2 CREDIT FOR GRADUATION

- 3.2.1 Credit for graduation is the number of credits in a curriculum structure determined by the BPT and approved by the Senate that a student must pass in order to graduate (**Refer Section 7: Graduation**).

### 3.3 CREDIT EARNED

- 3.3.1 Credit Earned refers to the total credits earned for courses passed, or the combination of courses passed with any Credit Transfer.

### 3.4 CREDIT COUNTED

- 3.4.1 Credit Counted refers to the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA. Credits for co-curriculum courses are not counted in the CGPA calculation.

### 3.5 CREDIT TRANSFER

- 3.5.1 Credit Transfer is a provision applicable for students who have been successfully approved for change of programme (**Refer 2.1.3 Change of Academic Programme**), which allows credit obtained by students after attending and passing certain courses of previous diploma programme pursued at KPM to be transferred to the current KPM diploma programme.
- 3.5.2 The courses that have been taken must be recognised as equivalent and meet the requirements of the current KPM programme curriculum.
- 3.5.3 If approved, the total credits transferred will be counted as part of the credits for graduation but may or may not be counted in GPA and CGPA calculations, subject to the conditions for Credit Transfer with Grade and Credit Transfer without Grade (also known as Credit Exemption).
- 3.5.4 As a result of the approved Credit Transfer, students are not required to register and attend the equivalent course for the current program.
- 3.5.5 The credit transfer is not applicable for courses offered from other educational institutions.
- 3.5.6 Application for credit transfer of non-common courses are subject to the following conditions:
- 3.5.6.1 the course(s) are of the same credit value or equivalent or more, to the course(s) in the new programme;
  - 3.5.6.2 the course(s) must be equivalent/similar to at least **80%** in content based on course(s) to course(s) comparison;
  - 3.5.6.3 the student must have obtained at least a grade '**C**' or equivalent in the course(s);
  - 3.5.6.4 the credit transferrable course(s) must be from programme that have received an accreditation/recognized by a relevant authority in the country.
- 3.5.7 The approval for credit transfer must be obtained from KPM Director/Deputy Director of Academic Affairs.

## SECTION 4 ASSESSMENT

### 4.0 ASSESSMENT SYSTEM

#### 4.1 TYPES OF ASSESSMENT

4.1.1 Assessment of a course will be done through Continuous Assessment (CA) and Final Examination (FE)/Final Assessment (FA) as described in course syllabus.

4.1.2 Weightage for assessment for all KPM diploma programmes are subject to guidelines given as stated below.

*Table 4.1.2: Weightage for Continuous Assessment and Final Assessment*

| Programme Fields           | Diploma Programme           | Weightage                 |                      |
|----------------------------|-----------------------------|---------------------------|----------------------|
|                            |                             | Continuous Assessment (%) | Final Assessment (%) |
| Accounting                 | DIA                         | 40 - 50                   | 50 - 60              |
| Business Studies           | DBIT, DBS, DEn, DIB and DLM | 50 - 70                   | 30 - 50              |
| Computing                  | DCN and DCS                 | 50 - 70                   | 30 - 50              |
| Creative Multimedia        | DCD                         | 50 - 70                   | 30 - 50              |
| Halal Studies              | DHI                         | 40 - 60                   | 40 - 60              |
| Horticulture               | DLH                         | 50 - 70                   | 30 - 50              |
| Language                   | DEC                         | 50 - 60                   | 40 - 50              |
| Marketing & Advertising    | DMk                         | 50 - 70                   | 30 - 50              |
| Muamalat & Islamic Finance | DBF                         | 40 - 60                   | 40 - 60              |

#### 4.2 FINAL EXAMINATION/FINAL ASSESSMENT

4.2.1 It is compulsory for all registered students to sit for the final examination **OR** complete the final assessment (final project, final assignment, final presentation etc.). A grade 'F' will be recorded if a student fails to comply with this regulation.

4.2.2 Final examinations must be carried out within the stipulated time and according to the methods set by BPT.



- 4.2.3 Students who are eligible and required to sit for the final examinations will be recorded with the status of **'TH' (Tidak Hadir - Absent)** if he did not attend the final examinations without valid reasons. Thus, he will be given failed grade **'F'** in his result slip.
- 4.2.4 Final examinations conducted at different KPM centers should be conducted simultaneously.
- 4.2.5 **Medical leave during examination week**
- 4.2.5.1 A student with Medical Certificate (MC) by an authorised Medical Officer from Government Hospital/Clinic during the final examination week will be required to repeat the course(s) in the following semester.
- 4.2.5.2 However, **ONLY** students who have been hospitalised and obtain MC by an authorised Medical Officer from Government Hospital/Clinic with supporting documents due to critical illness and/or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc. will be allowed to appeal to sit for the Supplementary Examination. A grade **'TL' (Tidak Lengkap - Incomplete)** will be recorded in the examination result slip.
- i. Medical Certificate (MC) obtained from Private Hospital/Clinic must be endorsed by an authorised Medical Officer from Government Hospital/Clinic.
- 4.2.6 Students may be restricted from viewing/receiving final examination result if he/she failed to pay for the course repeat fee (**Refer Clause 4.5**).

### 4.3 ATTENDANCE

- 4.3.1 Students must attend all forms of scheduled face-to-face learning activities. If a student does not attend these activities, he/she has to inform the respective lecturers immediately and provide Medical Certification (MC) by an authorised Medical Officer from Government Hospital/Clinic or prior approved leave for his absence.
- 4.3.2 In addition, MC obtained from Private Hospital/Clinic needs to be endorsed by an authorised Medical Officer from Government Hospital/Clinic.
- 4.3.3 Students who attend **less than 80%** of the total scheduled contact hours of a course in a semester without any reason or supporting documents:
- 4.3.3.1 are not allowed to attend all subsequent forms of scheduled face-to-face learning activities; **AND**
- 4.3.3.2 are not allowed to sit for subsequent forms of assessment (continuous assessment and final examination/assessment); **AND**
- 4.3.3.3 will be awarded **'F'** grade for that particular course.
- 4.3.4 Student absences **cannot exceed 20%** of the course with the following conditions:

- 4.3.4.1 **10%** absence from lecture/tutorial/laboratory includes approved leave on personal grounds or deliberate non-attendance;
- 4.3.4.2 **10%** of absence from lecture/tutorial/laboratory is allowed for students with Medical Certification (MC) and supporting documents;
- 4.3.4.3 Beyond the above, students are required to repeat the course(s). A grade '**F**' will be recorded on the examination result. This is also applied for courses without final examination.

#### 4.4 BARRED

- 4.4.1 Students can be barred from class(es)/examinations **OR** dismissed due to unsatisfactory attendance at any time during the semester (**Refer Clause 4.3**).
- 4.4.2 Students who are barred from the examinations would be required to repeat the course(s) concerned in the following semester.

#### 4.5 REPEAT

- 4.5.1 A student who fail any of the courses must repeat that/those course(s) with a fee of RM 50.00 for each course and refunds will not be given if the student withdraws from the course(s) (**Refer Clause 4.2.6**).
- 4.5.2 The maximum grade is '**B**' for those who repeat the course(s) due to academic misconduct/barred (**Refer Section 6: Academic Misconduct**).
- 4.5.3 A student is allowed to repeat a course not more than **two (2)** times within the period allowed.
- 4.5.4 Only the higher grade earned will be used in re-computing both the grade point average (GPA) and the cumulative grade point average (CGPA). However, the credit hours earned for that/those course(s) remain the same.

#### 4.6 SUPPLEMENTARY EXAMINATION

- 4.6.1.1 Students are allowed to request for a Supplementary Examination subject to the approval of KPM Academic Pre-Senate Board.
- 4.6.1.2 Conditions for Supplementary Examination are as follows:

| Eligible   | Not Eligible   |
|--|--|
| i. (a) Students who are unable to sit for a final examination due to hospitalization and obtain MC by an authorised Medical Officer from Government Hospital/Clinic with supporting documents (relating to critical illness and/ or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc.) ( <b>Refer Clause 4.2.5.2</b> ). | i. (b) Courses with no final examinations or conducted fully via coursework; <b>OR</b> |

| Eligible   | Not Eligible   |
|--|--|
| ii. (a) Students who suffer from calamities (such as accidents, natural disasters or death of parents and immediate family members and other matters) approved by KPM Academic Pre-Senate Board. | ii. (b) Students who did not sit for a final examination without a valid reason.                       |
| iii. (a) Students who are required to be involved in activities at the national level approved by KPM Academic Pre-Senate Board.   | iii. (b) Students who have been barred from examination or failed due to plagiarism/cheating offences. |

4.6.1.3 Upon approval, BPT will send a notification letter to the college to arrange for the Supplementary Examination. The college shall manage the conduct of the Special Examination on its own.

4.6.1.4 Students who are eligible for the Supplementary Examination are required to sit for the examination no later than **two (2)** weeks after the commencement of the subsequent semester.

4.6.1.4.1 Graduating students who;

i. had sat for the final examination and failed;

| ITEM               | SUPPLEMENTARY EXAMINATION              |
|--------------------|--|
|                    | RESIT                                  |
| No. of papers      | any fail courses in the final semester |
| No. of seating     | 2 attempts                             |
| Course Grade       | D+/ D/ F                               |
| Course(s) involved | Courses failed                         |

ii. The supplementary examination can be postponed **ONCE**.

iii. Final grading will be awarded based on continuous assessment and marks obtained in the supplementary examination.

iv. Only the **higher grade** earned will be used in re-computing both the grade point average (GPA) and the cumulative grade point average (CGPA).

v. Graduating students who choose **NOT** to sit for the supplementary examination are allowed to extend their semester of study in order to repeat course failed, subjected to Extended Semester Policy.

- vi. Graduating students who have been barred from examination or failed due to plagiarism/cheating offences are not eligible to sit for this examination. Students must repeat the course(s) in the following semester, subjected to Extended Semester Policy.

## 4.7 APPEALS

### 4.7.1 Appeals for Remarking of Final Examination Answer Scripts.

- 4.7.1.1 Appeals must be submitted to KPM Director within **five (5)** working days after examination results are released.
- 4.7.1.2 If a student is not satisfied with the results, an appeal can be made to the KPM Pre-Senate Board for remarking. A charge of RM 50.00 per course will be imposed and not refundable.
- 4.7.1.3 The KPM Pre-Senate Board may not approve the appeal for **ANY** of the following reasons:
  - 4.7.1.3.1 a student did not fulfil all assessment or attendance requirement;
  - 4.7.1.3.2 the appeal is not supported by relevant documentation;
  - 4.7.1.3.3 the appeal is related to a grade awarded after a remarking;
  - 4.7.1.3.4 the appeal is related to resubmission of an assignment which was earlier denied.
- 4.7.1.4 The result of the appeal will be released within **five (5)** working days.

## SECTION 5 GRADING SYSTEM

### 5.0 GRADING

Upon completion of courses at the end of each semester, a student's performance will be evaluated and graded.

### 5.1 GRADE POINT SYSTEM

5.1.1 The following grade point system is used in determining the grade point average (GPA):

| Grade | Marks    | Grade Points | Grade Index           |
|-------|----------|--------------|-----------------------|
| A+    | 90 - 100 | 4.00         | Excellent             |
| A     | 80 - 89  | 4.00         |                       |
| A-    | 75 - 79  | 3.67         |                       |
| B+    | 70 - 74  | 3.33         | Good                  |
| B     | 65 - 69  | 3.00         |                       |
| B-    | 60 - 64  | 2.67         |                       |
| C+    | 55 - 59  | 2.33         | Satisfactory          |
| C     | 50 - 54  | 2.00         |                       |
| C-    | 45 - 49  | 1.67         | Pass                  |
| D+    | 40 - 44  | 1.33         | Fail                  |
| D     | 35 - 39  | 1.00         |                       |
| F     | 0 - 34   | 0.00         |                       |
| DH    | -        | 0.00         | Barred                |
| MH    | -        | 0.00         | Cheating/Plagiarising |
| TH    | -        | -            | Absent                |
| TL    | -        | -            | Incomplete            |
| PK    | -        | -            | Credit Transfer       |

#### 5.1.2 Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

*[GPA and CGPA will be calculated to the two decimals places]*

##### 5.1.2.1 Sample calculation of GPA and CGPA for a student who passes all courses

**SEMESTER 1**

| Course  | Code    | Credit Hour | Grade | Grade Point | Credit Point |
|---|---------|-------------|-------|-------------|--------------|
| Financial Accounting 1                        | ACC1013 | 3           | A     | 4.00        | 12.00        |
| Introduction to Business                      | BUS1013 | 3           | A-    | 3.67        | 11.01        |
| Introduction of IT Application and Multimedia | ITE1133 | 3           | B-    | 2.67        | 8.01         |
| Business Mathematics                          | MAT1013 | 3           | C+    | 2.33        | 6.99         |
| Pendidikan Islam                              | ISL1062 | 2           | A     | 4.00        | 8.00         |
| Co-Curriculum 1                               | KQB1011 | 1           | L     | -           | -            |
| Total   |         | 14          |       |             | 46.01        |

$$\begin{aligned}
 \text{GPA} &= \text{Total credit points} / \text{Total credit hours} \\
 &= 46.01 / 14 \\
 &= 3.29
 \end{aligned}$$

$$\begin{aligned}
 \text{CGPA} &= \text{Total cumulative credit points} / \text{Total cumulative credit hours} \\
 &= 46.01 / 14 \\
 &= 3.29
 \end{aligned}$$

**SEMESTER 2**

| Course                  | Code    | Credit Hour | Grade | Grade Point | Credit Point |
|-------------------------|---------|-------------|-------|-------------|--------------|
| Financial Accounting 2  | ACC1033 | 3           | A     | 4.00        | 12.00        |
| Business Statistics     | QMT2043 | 3           | B     | 3.00        | 9.00         |
| Business Economics      | ECO1043 | 3           | C+    | 2.33        | 6.99         |
| Mandarin Language 1     | FLG1092 | 2           | A-    | 3.67        | 7.34         |
| English Language Skills | ENG1562 | 2           | B+    | 3.33        | 6.66         |
| Co-Curriculum 2         | KQK1011 | 1           | L     | -           | -            |
| Total                   |         | 13          |       |             | 41.99        |

$$\begin{aligned}
 \text{GPA} &= \text{Total credit points} / \text{Total credit hours} \\
 &= 41.99 / 13 \\
 &= 3.23
 \end{aligned}$$

$$\begin{aligned}
 \text{CGPA} &= \text{Total cumulative credit points} / \text{Total cumulative credit hours} \\
 &= (46.01 + 41.99) / (14 + 13) \\
 &= 88 / 27 \\
 &= 3.26
 \end{aligned}$$

5.1.2.2 **Sample calculation of GPA and CGPA for a student with a repeat course e.g. Business Mathematics**

5.1.2.2.1 A student who fails Business Mathematics in Semester 1 and repeats the course in Semester 2

**SEMESTER 1**

| Course  | Code    | Credit Hour | Grade | Grade Point | Credit Point |
|---|---------|-------------|-------|-------------|--------------|
| Financial Accounting 1                        | ACC1013 | 3           | A     | 4.00        | 12.00        |
| Introduction to Business                      | BUS1013 | 3           | A-    | 3.67        | 11.01        |
| Introduction of IT Application and Multimedia | ITE1133 | 3           | B-    | 2.67        | 8.01         |
| Business Mathematics                          | MAT1013 | 3**         | D     | 1.00        | 3.00*        |
| Pendidikan Islam                              | ISL1062 | 2           | A     | 4.00        | 8.00         |
| Co-Curriculum 1                               | KQB1011 | 1           | L     | -           | -            |
| Total   |         | 14          |       |             | 42.02        |

GPA = Total credit points / Total credit hours

= 42.02 / 14

= 3.00

CGPA = Total cumulative credit points / Total cumulative credit hours

= 42.02 / 14

= 3.00

**SEMESTER 2**

| Course                  | Code    | Credit Hour | Grade | Grade Point | Credit Point |
|-------------------------|---------|-------------|-------|-------------|--------------|
| Financial Accounting 2  | ACC1033 | 3           | A     | 4.00        | 12.00        |
| Business Economics      | ECO1043 | 3           | C+    | 2.33        | 6.99         |
| Business Mathematics    | MAT1013 | 3           | B-    | 2.67        | 8.01         |
| Mandarin Language 1     | FLG1092 | 2           | A-    | 3.67        | 7.34         |
| English Language Skills | ENG1562 | 2           | B+    | 3.33        | 6.66         |
| Co-Curriculum 2         | KQK1011 | 1           | L     | -           | -            |
| Total                   |         | 13          |       |             | 41.00        |

GPA = Total credit points/Total credit hours

= 41.00 / 13

= 3.15

CGPA = Total cumulative credit points / Total cumulative credit hours

= [(42.02 - 3.00\*) + 41.00] / [(14 - 3\*\*) + 13]

= 80.02 / 24

= 3.33

## SECTION 6 ACADEMIC MISCONDUCT

### 6.0 DEFINITION

Academic misconduct is an academic offence that is subject to disciplinary action that will be imposed on students if they are found guilty. Academic misconduct includes cheating, plagiarism, multiple submission or assisting in academic misconduct.

### 6.1 CHEATING

Cheating includes the intentional use of unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise, or attempts thereof. Examples of cheating include, but are not limited to:

- 6.1.1 Allowing others to do an assignment or portion of an assignment;
- 6.1.2 Submitting the same assignment for more than one course;
- 6.1.3 Collaborating on an exam or assignment with any other person;
- 6.1.4 Copying or attempting to copy from others during an exam or on an assignment;
- 6.1.5 Communicating answers with another person during an exam;
- 6.1.6 Preprogramming a calculator or devices to contain answers or other unauthorized information for exams;
- 6.1.7 Using unauthorized materials, prepared answers, written notes, or concealed information during an exam (either printed or written or electronic forms); and
- 6.1.8 Taking an exam for another person or having someone take an exam for you.

### 6.2 PLAGIARISM

- 6.2.1 Plagiarism includes the copying of the language, structure, programming, computer code, ideas, designs, data and/or thoughts of another and passing off the same as one's own original work, without giving appropriate acknowledgement or attempts thereof.
- 6.2.2 Examples of plagiarism, whether inadvertent or deliberate include any of the following actions, but are not limited to:
  - 6.2.2.1 word-for-word copying of sentences or whole paragraphs from one or more sources (the work of other persons), or presenting substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, without clearly indicating their origin;



- 6.2.2.2 using close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- 6.2.2.3 submitting another programme member's work in whole or in part;
- 6.2.2.4 use of another person's ideas, work or research data without acknowledgement;
- 6.2.2.5 submitting work which has been written by someone else on the student's behalf;
- 6.2.2.6 special note is also drawn to the fact that students may not submit part or whole of work previously presented for assessment in another course;

### **6.3 MULTIPLE SUBMISSION**

- 6.3.1 Multiple submissions are the submissions of the same or substantially portions of any work (including oral reports) previously submitted for grading in two or more courses, or attempts thereof.
- 6.3.2 Examples of multiple submission include, but are not limited to:
  - 6.3.2.1 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester;
  - 6.3.2.2 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester in a course being repeated; and
  - 6.3.2.3 Representing group work produced in one course as one's own work and using it in another course.

### **6.4 ASSISTING IN ACADEMIC MISCONDUCT**

- 6.4.1 Assisting or conspiracy the academic misconduct means working together with one or more persons to commit or attempt to commit academic dishonesty.

### **6.5 PENALTY**

- 6.5.1 All the academic misconduct cases shall be referred to the KPM Disciplinary Board.
- 6.5.2 For all proven cases of academic misconduct, 'F' grade will be given for the course(s).

## SECTION 7 GRADUATION

### 7.0 INTRODUCTION

Upon the approval and endorsement of the Senate, an official graduation ceremony is held annually for the diploma conferment.

A student shall be awarded a Diploma upon the fulfilment of the credit for graduation and the conditions for graduation.

### 7.1 GRADUATION REQUIREMENTS

7.1.1 Prior to graduation, students must obtain a Graduate status (TPG) upon fulfilling the following requirements:

- 7.1.1.1 passed all the courses required by their respective programmes, including Industrial Training and Co-Curriculum; **AND**
- 7.1.1.2 obtained an overall CGPA of 2.00 and above; **AND**
- 7.1.1.3 completed the required credit hours within the maximum number of semesters allowed:

| No. | Programme | Intake Session 2 2021/2022 onwards | Maximum number of semesters allowed |
|-----|-----------|------------------------------------|-------------------------------------|
| 1   | DBS       | 91 credit hours                    | 8                                   |
| 2   | DBF       | 92 credit hours                    | 9                                   |
| 3   | DBIT      | 90 credit hours                    | 8                                   |
| 4   | DCD       | 92 credit hours                    | 9                                   |
| 5   | DCN       | 90 credit hours                    | 9                                   |
| 6   | DCS       | 90 credit hours                    | 9                                   |
| 7   | DEC       | 90 credit hours                    | 9                                   |
| 8   | DEn       | 90 credit hours                    | 8                                   |
| 9   | DHI       | 94 credit hours                    | 9                                   |
| 10  | DIA       | 91 credit hours                    | 8                                   |
| 11  | DIB       | 91 credit hours                    | 8                                   |
| 12  | DLH       | 92 credit hours                    | 9                                   |
| 13  | DLM       | 92 credit hours                    | 8                                   |
| 14  | DMk       | 93 credit hours                    | 8                                   |

- 7.1.1.4 discharged from all financial obligations, debts or other charges to the college; **AND**
- 7.1.1.5 obtain the Senate's approval and endorsement for graduation; **AND**
- 7.1.1.6 meet other requirements as stipulated in KPM rules and regulations.

## 7.2 ACADEMIC EXCELLENCE AWARDS

### 7.2.1 KPM Outstanding Performance Award-COPA (*Anugerah Kecemerlangan Kolej*)

- 7.2.1.1 KPM Outstanding Performance Award is granted to full-time students with good academic standing who attain a GPA 3.50 and above for the semester.

### 7.2.2 Eligibility for Academic Excellence Awards

To be eligible for academic awards, students must satisfy the following criteria upon graduation:

- 7.2.2.1 Meet the GPA 3.50 and above for the semester; **AND**
- 7.2.2.2 No failed courses for the current semester inclusive of co-curriculum courses; **AND**
- 7.2.2.3 No 'TL' grades on his/her examination result slip; **AND**
- 7.2.2.4 Registered a minimum of 12 credit hours in the semester; **AND**
- 7.2.2.5 No disciplinary misconduct for the current semester.

### 7.2.3 MARA Outstanding Performance Award-MOPA (*Anugerah Kecemerlangan MARA*)

- 7.2.3.1 MARA Outstanding Performance Award is granted to full-time students with good academic standing who attain a CGPA 3.75 and above upon graduation.

### 7.2.4 Eligibility for Academic Excellence Awards

To be eligible for academic awards, students must satisfy the following criteria upon graduation:

- 7.2.4.1 Meet the CGPA as required by the category of awards respectively; **AND**
- 7.2.4.2 no failed course(s) in the programme of study inclusive of co-curriculum courses; **AND**
- 7.2.4.3 complete all required credit hours and Graduate on Time (GOT); **AND**
- 7.2.4.4 no disciplinary misconduct.

## 7.3 RESULT SLIP, TRANSCRIPT AND DIPLOMA

- 7.3.1 The examination results will be announced after the approval and endorsement by the BPT Senate Board.
- 7.3.2 Transcript will be issued upon completion of the programme after the approval and endorsement of results by the BPT Senate Board.
- 7.3.3 The diploma will be awarded upon graduation.

7.3.4 Any request for reprints must be done through *Unit Peperiksaan & Pensijilan* KPM and will be charged the following:

|         |             |   |                    |
|---------|-------------|---|--------------------|
| 7.3.4.1 | Result Slip | : | RM 10.00 per copy  |
| 7.3.4.2 | Transcript  | : | RM 50.00 per copy  |
| 7.3.4.3 | Diploma     | : | RM 100.00 per copy |

7.3.5 Students will be charged double the amount stated above per copy for each subsequent reprint.

## SECTION 8 ADDITIONAL ACADEMIC REGULATIONS FOR DIPLOMA IN COMPUTER NETWORKING (DCN)

### 8.0 CISCO ACADEMY COURSES

8.1.1 CISCO certificates reflect certificate reflects the three basic levels of knowledge of network technologies to help students develop a comprehensive foundation for designing, securing, operating, and troubleshooting modern computer networks, with an emphasis on hands-on learning and essential career skills like problem solving and collaboration. The educational path is designed in a way that leads the individual for career-ready skills for associate-level roles in the Information & Communication Technologies (ICT) fields.

8.1.2 CISCO Academy courses offered are:

- 8.1.2.1 Introduction to Networks.
- 8.1.2.2 Switching, Routing and Wireless Essentials.
- 8.1.2.3 Enterprise Networking, Security, and Automation.

### 8.2 ASSESSMENT CISCO ACADEMY COURSES

8.2.1 Course assessment will be based on the on-line evaluation (CISCO).

8.2.2 The test will be administered after completion of each topic. The end-of-unit test will be administered after completion of the course.

### 8.3 GRADING SYSTEM FOR CISCO ACADEMY COURSES

8.3.1 CISCO Academy sets the passing mark as **80 and above** with no grading given to the students.

### 8.4 REPEAT FOR CISCO ACADEMY COURSE TOPICAL TEST AND END-OF-UNIT TEST

8.4.1 A student who failed the topical test will not be allowed to sit for the subsequent topical test without first passing the former.

8.4.2 The student can repeat the test and the end-of-unit test provided that the attempt is made during the registered semester. The number of repeat attempts are as follows:

- 8.4.2.1 **Two (2)** attempts for test; **AND**
- 8.4.2.2 **One (2)** attempt for end-of-unit test.

8.4.3 If the student failed to pass the tests or obtained the total marks less than 80 for the course, he/she will be deemed to have failed the course and will not be awarded the certificate from CISCO Academy.

8.4.4 However, the student can still proceed with his/her current diploma studies at KPM.



مجلس امانه رايك



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