



ACADEMIC HANDBOOK

ACADEMIC YEAR 2021/2022

MULTIMEDIA UNIVERSITY

A STUDY GUIDE TO UNIVERSITY ACADEMIC REGULATIONS & PROCEDURES

(For Foundation, Diploma and Bachelor's Degree Programmes)

PREFACE

"A Study Guide to Academic Regulations & Procedures" produced by Academic Registrar's Office is intended to provide information for the guidance of Multimedia University (MMU) students. Students are encouraged to refer to this useful study guide when planning and while undergoing your respective programmes. Students are responsible for knowing the academic regulations and for observing the procedures as published in this handbook. Please take the time to read it carefully.

The Academic Registrar's Office aspires to lead MMU students to become knowledgeable and independent in order to support the University's vision and mission.



Academic Registrar Office

Multimedia University
2021

The content of this Academic Handbook is valid on the date of publication.
The University reserves the right to add, amend or make any alterations to the content of this booklet as and when necessary.

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SECTION 1.0: GENERAL INFORMATION

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1.1 Introduction



Multimedia University (MMU), a tertiary education institution set up through University Telekom Sdn. Bhd. (UTSB), a wholly-owned subsidiary of TM, fulfils the noblest of corporate social responsibilities – taking up the challenge of educating the next generation of leaders and knowledge workers. As the first private university in Malaysia, MMU developed the pioneer model for the successful establishment of private universities in the nation, paving the way for the growth of the private tertiary education sector. As a university at the heart of MSC, MMU also serves as a catalyst for the development of the high-tech ICT industry of the nation, parallel to the Silicon Valley-Stanford model in the United States.

1.2 Vision

Transforming society through innovation.

1.3 Mission

To bring together talent for Inquiry, Inspiration and Innovation (I3)

- » **Education** : Commit to learner-centred and life-long learning
- » **Research** : Embrace intellectual curiosity to solve real-world problems
- » **Entrepreneurship**: Create value to the economy and society through technology

1.4 University Tagline

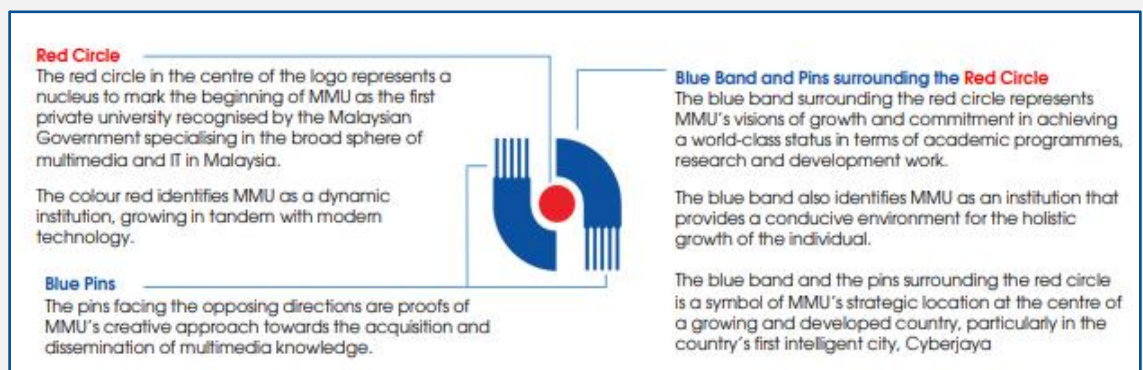
Inquire,
Inspire
and
Innovate

1.5 University Logo

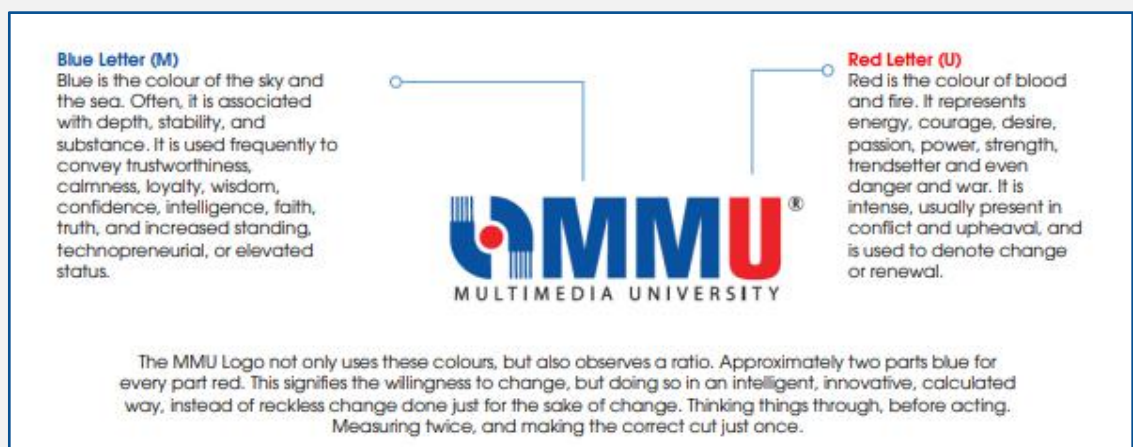
- Multimedia University (MMU) signatures consists of the Primary Logo and Secondary Logo
- Both logos are registered and carry ® trademark that has to be used as shown below.
- The brand is the image of the university - the recognition and personal connection that forms in the hearts and minds of our customers and other key audiences through their accumulated experience with MMU brand, at every point of contact.



Rational of MMU Primary and Secondary Logos



Rational of MMU Secondary Logos



1.6 Semester System

The University Academic Year consists of three (3) semesters called "Trimester". A trimester system divides the academic year into two (2) long trimester and one (1) short trimester. Each long trimester is approximately fourteen (14) weeks and a short semester is approximately seven (7) weeks.

| Long Trimester - (Trimester I) | | Weeks Duration |
|----------------------------------|--|----------------|
| Lectures | | 14 weeks |
| Revision Week | | 1 week |
| Final Examinations | | 2 weeks |
| Trimester Break | | 3 weeks |
| Long Semester - (Trimester II) | | Weeks Duration |
| Lectures | | 14 weeks |
| Revision Week | | 1 week |
| Final Examinations | | 2 weeks |
| Trimester Break | | 3 weeks |
| Short Semester - (Trimester III) | | Weeks Duration |
| Lectures | | 7 weeks |
| Examinations | | 1 week |
| Trimester Break | | 3 weeks |

**Subject to change*

Table 1: Academic Year

SECTION 2.0: ACADEMIC MANAGEMENT

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Academic Management refers to the people who control and operate an organization or business in the University. Their role is to ensure the university accomplishes its objectives and goals.

2.1 University

University refers to Multimedia University and its acronym is **MMU**. University is an institution of higher education whereby it is authorised to award academic degrees in various programmes.

2.2 Senate and Other Committees

2.2.1 Senate

“The Senate” refers to the Senate of Multimedia University. Senate is the main governing body of a university.

Members of Senate are:

- a) President (Chairman)
- b) Secretary - Academic Registrar
- c) Vice-Presidents
- d) Deans of Faculties
- e) Not more than twenty (20) full time Professors and Associate Professors.

2.2.2 Student Disciplinary Committee

This committee is appointed by the Senate to administer academic misconducts. The members of committee consist of:

- i. Chairman - Vice President, Student Experience and Entrepreneurship Development (VP SEED)
- ii. Secretary – Officer from Student Affairs Division;
- iii. Two (2) representatives from academic staff; and
- iv. Legal Officer.

2.2.3 Senate Appeal Committee

The committee members are appointed by the Senate to handle all appeals by students with regards to examination results.

2.2.4 Academicians

A person who holds the position of Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer or Tutor and is involved in teaching and learning activities.

2.3 President

The **“President”** is the person who is appointed to be responsible in determining the university’s direction in order to achieve the university’s vision and mission.

2.4 Academic Registrar

The **“Academic Registrar”** is an officer who is responsible in terms of students’ admission, course enrolment, examination, students’ records, graduation process and is Secretariat of the Senate.

2.5 Vice President, Academic and International Relations (VP AIR)

The **“Vice President of Academic and International Relations”** is the person who is appointed to lead the academic division that is responsible for all matters involving undergraduates and postgraduates.

2.6 Dean

The **“Dean”** is the head of faculty appointed by the President. The Dean is an officer who heads a faculty and is responsible for all administrative matters involving undergraduates and postgraduates.

2.7 Faculty

“Faculty” means any faculty, institute or academic centre at the university that has its own students. Faculty also means the entire administrative and teaching force of a university.

2.8 Board of Faculty

“Board of Faculty” is a committee formed by a faculty to be responsible for the faculty’s academic matters. It is the governing body of a faculty.

2.9 Board of Examiners (BOE)

“Board of Examiners” is a committee formed by a faculty to manage the faculty’s examination matters.

SECTION 3.0: COURSE ENROLLMENT

SECTION 3.0: COURSE ENROLMENT

3.1 Description

Course

A course is a subject that carries a unique code and a number of credit hour that is prescribed in the Programme Structure.

Credit Hour

Credit hour is a weightage given to a course based on the number of hours per week of lectures, tutorials, or laboratory work.

Every student needs to register his/her course following the course structure given during the student's intake. Course registration is related to the student's study plan that can guide the student throughout the programme.

The plan of study for any student contains courses that the student shall register each trimester for the duration of his/her studies. The plan shall be formulated by the student on the advice of his/her academic advisor so as to ensure that pre-requisite course requirements are met, and core courses related to the student's major and electives are included in the study plan.

The course enrolment is divided into two (2):

- a) Pre-Course Enrolment
- b) Add and Drop Course

3.2 Pre-Course Enrolment

Pre-course Enrolment is normally conducted **two (2)** weeks prior to the current trimester's final examination. Students are scheduled based on seniority to do pre-course enrolment. This exercise allows students to choose the courses and timetable which the courses chosen are indicative of the classes that the students are contemplating to undertake in the following trimester.

This process allows students to progress accordingly in their programmes until completion while allowing them to plan their classes in order to avoid clashes.

Students are reminded that course enrolment is official and final. As such, the following details need to be checked carefully to avoid any errors, which can lead to problems:

1. Course Code & Title
2. Credit Hour
3. Classification of course
4. Class timetables
5. Course prerequisite
6. Conditions imposed by the Faculty
7. Maximum and minimum units allowed for Enrolment

3.2.1 Course Enrolment

Enrolment for courses must be completed BEFORE the beginning of each academic trimester. Students may register for new courses or drop from a course during the first TWO (2) weeks of the trimester.

Students should also print out a copy of their schedule for record. As a final precaution, students are advised to check their schedules online prior to course add, drop and withdrawal deadlines. Changes to a student's class schedule will not be approved after these deadlines have passed.

3.2.2 Eligibility to Enrolled the Course

A student is eligible to register for a course under the following conditions:

- a) Has no outstanding fees;
- b) Has fulfilled the course's pre-requisite;
- c) Follows the academic load allowed to the student based on his/her programme and result status; and
- d) Has completed Academic Assessment Survey (AAS)

3.2.3 Student Category and Academic Load

- (a) New Student

| Category | Descriptions | Academic Load |
|--------------------|--|--|
| New student | New students are categorized as normal students. | <p>The students can register up to a maximum number of academic loads.</p> <p>They are advised to register according to their programme structure or study plan provided to them during the registration day or they may obtain a copy from their faculty office.</p> |

(b) Returning Student

| Category | Descriptions | Academic Load | | | | | | | | | | | | | | | |
|--|---|--|-----------------|--------------------------------|-----------------------------|--|-------------------------------|-------------|-----------------|---------------------------------|-------|-------|-------|--------------------------------|------|-------|------|
| a) Following Programme Structure (FPS) | Students who registered subjects as prescribed in their programme structure and passed all. | <p>A student who is under this category is required to register the courses as prescribed in his programme structure.</p> <p>Minimum academic load for this category</p> <ul style="list-style-type: none">14 lecture-week trimester: 12 CH7 lecture-week trimester: 6 CH | | | | | | | | | | | | | | | |
| b) Not Following Programme Structure (NFPS) | <p>Students who fall under this category are due to the following reasons:</p> <ul style="list-style-type: none">Did not register courses as prescribed in the programme structureFailed in any course(s),Obtained Credit TransferWithdrew from (a) course(s)Took Leave of Absence (LOA). | <p>A student who is under this category is allowed to register:</p> <table><tr><th rowspan="2">Week</th><th>Minimum Credit Hour (CH)</th><th colspan="2">Maximum Credit Hour (CH)</th></tr><tr><th>Engineering & Non Engineering</th><th>Engineering</th><th>Non Engineering</th></tr><tr><td>14 lecture-week trimester</td><td>12 CH</td><td>18 CH</td><td>20 CH</td></tr><tr><td>7 lecture-week trimester</td><td>6 CH</td><td>10 CH</td><td>9 CH</td></tr></table> <ul style="list-style-type: none">The above is NOT applicable to students who are undergoing Industrial Training or doing Final Year Project (FYP). | Week | Minimum Credit Hour (CH) | Maximum Credit Hour (CH) | | Engineering & Non Engineering | Engineering | Non Engineering | 14 lecture-week trimester | 12 CH | 18 CH | 20 CH | 7 lecture-week trimester | 6 CH | 10 CH | 9 CH |
| Week | Minimum Credit Hour (CH) | Maximum Credit Hour (CH) | | | | | | | | | | | | | | | |
| | Engineering & Non Engineering | Engineering | Non Engineering | | | | | | | | | | | | | | |
| 14 lecture-week trimester | 12 CH | 18 CH | 20 CH | | | | | | | | | | | | | | |
| 7 lecture-week trimester | 6 CH | 10 CH | 9 CH | | | | | | | | | | | | | | |

3.2.4 Class Timetable and List of Courses Offered

The class timetable and list of courses offered will be prepared by faculty and can be viewed in CaMsys three (3) days before pre-course enrolment begins. Students must refer to the course planner / programme structure before selecting their courses. Students are not allowed to register for courses where there is overlapping of lecture hours.

3.2.5 Repeat Course

A student may be allowed to repeat a course up to a maximum of two (2) times. In the event that the student has failed in the course more than two (2) times and his/her status is dismissed, his/her appeal for reinstatement may NOT be considered.

Where a student has repeated a course, only the BEST grade shall be taken into account for the computation of the Cumulative Grade Point Average (CGPA). In the case where a student is required to repeat a course, he/she shall be required to re-do the entire course work and examinations for that particular course.

3.3 Add and Drop Course

Students are expected to give serious thought to their course selections during pre-enrolment of courses to avoid any unnecessary class schedule adjustments when the trimester begins. However, during the first two (2) weeks of each trimester, students may make necessary changes.

During the first two (2) weeks of each trimester, students may add and/or drop courses without written approval, unless the course is full or will cause a credit overload. The approval from faculty dean, academic supervisor and lecturer is required for the case of credit overload.

Students are NOT allowed to drop all the courses that have been registered in the trimester. Students are required to apply for Leave of Absence (LOA) should they wish to withdraw all courses. This LOA is not included in determining the number of trimesters used.

3.3.1 Auto Drop Course

Students are advised to finalize the courses registered within the first **two (2)** weeks of a new trimester and drop courses that failed the pre-requisite and exceeding allowable credit hours.

The auto drop process for pre-requisite and exceeding allowable credit hours will be done within three (3) working days upon receiving feedback from the Faculty. Auto drop process in CaMSys will be processed by Examination and Records Unit as scheduled below:

| Trimester | Week |
|-----------------|-----------------------|
| Long Trimester | Week four (4) |
| Short Trimester | Week three (3) |

3.3.2 Course Withdrawal

Course withdrawal is permissible up to week **seven (7)** (long trimester) and week **four (4)** (short trimester). A student is allowed to withdraw from any course(s) that he/she registered for, provided his/her academic load does not fall below the prescribed minimum load.

Withdrawal will result in an automatic grade of “W” to be recorded. This grade will not be used in the computation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for the student concerned.

3.4 Refund of Tuition Fee

If a student has registered for courses totalling more than the credit hours stated in his/her programme structure for that trimester, he/she will be charged based on the total number of credit hours registered.

For any subject registered beyond the duration of programme structure, a surcharge will be imposed.

All students shall be governed under the Refund of Tuition Fee as mentioned below:

- 100% of the course fee shall be refunded if a student dropped from a subject within the first (1) week and second (2) week of any trimester.
- NO refund shall be made during the withdrawal period of any trimester.

3.5 Final Year Project (FYP) Enrolment

Final Year Project (FYP) is a requirement of degree or diploma completion. Students have to achieve the requirement set by their respective Faculty before they can proceed with FYP.

Students are advised to consult their faculty office or the FYP supervisor before registering for FYP. Students shall register the FYP during course Enrolment exercise.

3.6 Industrial Training Placement (ITP)

As part of the Faculty requirements, students who wish to do Industrial Training Placement (ITP) must register for application ITP Placement in CaMsys. Industrial Training registration is coordinated and managed by the faculty which requires students to fulfil certain subject requirements before they can be allowed to proceed with industrial training.

Placement of students at various companies will be supervised and coordinated by the Industrial Training Committee set up by the faculty. Students will be assigned a supervisor for the training progress.

SECTION 4.0: ATTENDANCE AND BARRING

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4.1 Attendance

Any student who has registered a course is compulsory to attend the lectures, tutorials and laboratory sessions. Absence is allowed if prior permission is granted by the academician who is responsible for that specific lecture or tutorial.

In the case where a prior permission cannot be obtained from an academician due to medical or emergency cases, the student is required to obtain immediate permission from the academician due to his/her absence.

Absence without permission refers to a student's absence without obtaining permission from academicians or MMU members who are being responsible before or after the absence, whichever related.

4.1.1 Recording of Class Attendance

There are two (2) options for lecturers to record attendance of their classes:

- a) Record attendance manually by distributing the student's list in class for students to sign their attendance. Later, the lecturer will update the attendance in CaMSys.
- b) Record the attendance by using QR Code. Lecturers will display QR Code for students to scan and sign in an attendance. The record of attendance will be automatically updated in CaMSys every night.

4.1.2 Checking of Attendance Record

Students may check the attendance records in Camsys to ensure Lecturers updates properly. If there is any discrepancy of attendance record between student and Camsys, student may consult lecturer for updates.

4.2 Barring

Attendance shall be counted immediately from week one (1) of every trimester. Students' attendance will be counted for all the courses. If the student fails to achieve 80% of the attendance either for lectures, tutorials, labs or studios, he/she shall be barred from sitting for final examination for that particular course.

For the 100% coursework courses of scheduled face-to-face components, students will fail the course if they do not meet the stipulated 80% of the total attendance.

Attendance in the blended learning mode will also be counted in the stipulated 80%. The attendance can be determined by various modes that reflect the students' overall progress in those classes.

4.2.1 Potential Barring List

Students will be in the potential barring list if the percentage of his/her attendance is less than 80% in week 10 (Long Trimester) and week 5 (Short Trimester). Lecturer will make an announcement for students to appeal for unbarring.

4.2.2 Appeal for Unbar

Students are required to submit an official letter together with supporting documents to their respective lecturers for appeal to be unbarred.

4.2.3 Confirmation barring

The Dean of Faculty will finalise the list of students to be barred based on recommendation from the Lecturer and Course Coordinator. The barring list will be submitted to the Examination and Records Unit (ERU) in week 14 (Long Trimester) and week 7 (Short Trimester).

Students will receive a notification in their email stating that he/she has been barred for that particular course. The course(s) which is barred will not appear in the examination slip.

The attendance should be counted until the day when the barring list is submitted;

For students with medical certificates which contribute to more than 20% of the absence in the respective trimester, the Faculty should advise him/her to take leave of absence as he/she will be deemed as unfit to go through the whole trimester's workload;

SECTION 5.0 : CREDIT / GRADE TRANSFER & COURSE EXEMPTION

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5.1 Credit Transfer

Credit Transfer is a procedure of granting credit to a student for educational experiences or courses undertaken at another institution. It is done in the first two (2) weeks of the first trimester when the students first register with the faculty. Students are advised to obtain the latest credit transfer guideline / policy from their respective faculties. Students may also refer to the Credit Transfer policy available on intranet.

Vertical credit transfers from Diploma (MQF Level 4) to Bachelor's degree level (MQF Level 6) is up to maximum of 50% from the total credit of the programme with the following condition:

| Percentage of Credit Transfer (%) | Minimum Grade |
|-----------------------------------|---------------|
| 1 to 30 | Grade C |
| 31 to 50 | Grade B |

The credit transfer conditions stipulated by MQA which is based on course-to-course mapping as below are maintained:

1. The syllabus of the subject offered for credit transfer must cover at least 80% syllabus of the corresponding subject at MMU.
2. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU grade C.
3. The credit value of the subject from the programme to be transferred must be the same or more than the credit value of the subject offered by MMU.
4. Only subjects from accredited/recognized Certificate programmes (MQF level 3) / Diploma programmes) can be considered for credit transfer.
5. Transfer of credit from a higher-level programme (e.g., Bachelor's degree) to lower program (e.g., diploma) is not permitted.

5.2 Grade Transfer

Grade transfer is a procedure of transferring the credit and grade to a student due to change of faculty or programmes. In this case, receiving faculty will determine the outcomes based on equivalency of the course. Students who are dismissed-reinstated are not eligible for grade transfer.

5.3 Exemption

Exemption is automatically given based on the Bahasa Melayu result at SPM level. Students who obtain credit and above will be granted an exemption and this will appear in the students' transcript. Replacement subject is required to fulfill the graduating credit requirement.

Local students who have passed Bahasa Malaysia with a credit at SPM level do not have to take Bahasa Kebangsaan A subject at the Diploma or Bachelor's degree level. They are to take a 3CH MPU U2 subject. Student who opts to take a foreign language course within the MPU U2 category must ensure that he/she does not have formal education in the chosen foreign language.

5.4 Auto Credit Transfer (Diploma to Bachelor)

Credit transfer for MMU diploma students who pursue bachelor degree will be an auto process. Students are required to verify and accept the list of courses in order to be transferable.

SECTION 6.0 : LEAVE OF ABSENCE & WITHDRAWAL OF STUDY

SECTION 6.0: LEAVE OF ABSENCE & WITHDRAWAL OF STUDY

6.1 Leave of Absence (LOA)

Leave of Absence (LOA) is defined as a student's request to be away from the University for a minimum of a one (1) trimester to a maximum of three (3) trimesters.

LOA may be requested on the grounds such as national services, serious illness, financial problems, or compassionate reasons. Application for LOA must be supported by official documents.

An application for LOA must be made BEFORE the end of:

| Trimester | Week |
|------------------------|-----------------------|
| Long Trimester | Week seven (7) |
| Short Trimester | Week four (4) |

The following is the list of important things the student needs to know before applying for LOA:

- i. A student who is on the barring list is automatically disqualified from applying for Leave of Absence.
- ii. The official date of LOA is the date when the student submits his online leave of absence application.
- iii. No tuition fee will be charged if the LOA is applied in week one (1) or week two (2).
- iv. A student who is on LOA will still be charged Resource Fees.
- v. Despite being granted LOA, a student shall sit for the Supplementary Examination when the course is offered by the faculties. Upon failing the Supplementary Examination, the 'I' status will be converted to 'F'.
- vi. A student on LOA should NOT enrol in another academic institution during the period of leave without prior approval from the University.
- vii. With the exception of National Service, Students Exchange Programme, Medical Reasons and other approved reasons by the Senate, the period of the student's leave or 'away from the university' shall be counted as part of the student's candidature period.
- viii. A student who fails to register for any course after the end of the leave of absence period shall have his status to 'Dismissed'.

- ix. Students should discuss with their Academic Advisors prior to applying for the LOA. International students must report to the International Office (IO) before applying for LOA.

6.2 Withdrawal of Study

Students who are not interested in continuing the study are required to fill up the form that can be obtained from Student Service Centre (SSC). The completed form needs to be submitted to SSC for further processes.

6.3 Maximum Candidature

The maximum candidature period of study as follows:

| Career | Programmes' Duration | Maximum Candidature |
|-------------------|--|----------------------------------|
| Bachelor | 3 years (9 Trimester) | 5 years (15 Trimester) |
| | 4 years (12 Trimester) | 7 years (21 Trimester) |
| Foundation | 1 year (3 Trimester) | 2 years (6 Trimester) |
| Diploma | 2 - 2½ years (6 – 7 Trimester) | 4 years (12 Trimester) |

If a student changes Faculty or Programme, the receiving Faculty Board shall decide whether the student shall start afresh, unless the change is only a change of specialization or major. He shall be governed under the latest University's Rules, Regulations and Policies.

A student's candidature period will be taken into consideration for the approval of any appeal. The student's appeal may not be considered if his candidature period is expiring.

Faculty will send a reminder letter to students whose candidature is expiring.

Before the maximum period is over, if a student wishes to extend his study longer, he may appeal to the President whose decision shall be final.

SECTION 7.0 : EXAMINATION

SECTION 7.0: EXAMINATION

Students will be assessed based on two types of components, i.e., coursework and final examination or fully 100% coursework component. It depends on the nature of courses.

The assessment of coursework component is an ongoing process that starts from week 4 onwards. Students will be tested on various types of assessment such as assignment, quizzes, test, lab report, presentation etc. Each of the components will carry a certain percentage of marks.

The assessment through Final Examination will be at the end of trimester and will carry 40% to 50% weightage of marks.

The weightage of marks for both components which are for coursework and final examination will be accumulated to obtain the final grade for that particular course.

7.1 Eligibility to Sit for Examination

No candidate shall be eligible to be admitted to any examination unless:

- i. He/she is officially registered in such a course;
- ii. He/she has paid the tuition fees; and
- iii. He/she is not barred from examination by his/her Faculty.

Every candidate who is eligible to sit for an examination is allowed to print the confirmed examination slip by the Examination Unit as proof of eligibility.

7.2 Types of Examination

There are two (2) types of examination:

- (a) **Final Examination** - test given to students at the end of a course of study.
- (b) **Supplementary Examination** – an additional exam that may be approved for a student in the following circumstances:
 - A student who has come close to passing and meets the relevant University guidelines for awarding a supplementary exam.
 - A student who has applied for special consideration due to unexpected circumstances impacting on his/her performance during the final examination.

7.3 Examination Session & Schedule

7.3.1 Examination Session

There are three (3) slots of examinations:

- i. Morning session : begins at 9.00 am
- ii. Afternoon session : begins at 2.30 pm (excluding Friday – 3.00 pm)
- iii. Evening session : begins at 8.15 pm

7.3.2 Examination Schedule

The Final Examination Draft Schedule will be released tentatively in:

Long Trimester : week **eight (8)**
Short Trimester : week **five (5)**

The Final Examination Draft Schedule may be changed in the events of:

A student found to have:

- a) More than two exams* in one day, or
- b) More than three exams* in two days, or
- c) More than four exams* in three days, or
- d) More than five exams* in four days.
- e) Note: * excluding RESIT or PENDING exam
- f) Clashed session(s) - where a student is found to have two exams in the same session (time and date).
- g) The Confirmed Schedule will be released a week after the release of the Draft Schedule.

The confirmed **Final Examination Schedule** will be released in week **ten (10)** in long trimester and week **six (6)** in short trimester and there would be no change to the Final Examination Schedule once it has been confirmed.

7.4 Instruction to Candidate of Examination

7.4.1 General

- Only candidates who are registered for the course and not disqualified for the examination are admitted into an examination.
- Candidates are advised to go through the examination time-table carefully. Any additional instructions or changes to the time-table will be displayed on the bulletin boards
- Candidates are required to have the following to be allowed to sit for an examination:

- a) Student Smart Cards (students who do not bring the Student Smart Card are required to produce certain proof of identification); and
 - b) Examination slip as a proof of eligibility to sit for the examination.
- Candidates will not be permitted to sit for their examination if they appear thirty (30) minutes after the commencement of an examination.

7.4.2 In the Examination Hall/Room

- Once candidates have taken their seats, they must:
 - a) Fill in the attendance slips and leave them on the top right-hand corner of the table.
 - b) Place their Student Smart Card and examination slips on top of the attendance slips for the Invigilators' inspection.
- The attendance slips shall be collected by the Invigilators. Candidates are reminded to take back their respective Student Smart Cards and confirmed examination slips after they have been checked.
- Candidates must fill in every information required (e.g., ID no., section no, desk no, examiner's name, etc.) on the cover page of every answer book used. Candidates are not permitted to write their names on the answer books.
- Candidates must follow all instructions printed on the answer book. All rough work must be done on the answer book only. Candidates are warned not to tear off pages from the answer books or write on pieces of papers. All answer books, whether used or unused, must be left behind in the examination halls/rooms after the examination.
- Writing pads, booklets, pieces of papers, pictures, purses or handbags or any articles on which writing is possible cannot be brought into the examination halls EXCEPT for stationery that is permitted by the Chief Invigilator. While in the examination hall/room, candidates must not receive books, papers, booklets or pictures of any kind from anyone, but they may receive these items from invigilators authorized to do so by the Chief Invigilator.
- Candidates are NOT allowed to communicate with one another in any manner while the examination is in progress. Candidates who wish to communicate with invigilators shall raise their hands.
- Candidates are NOT allowed to leave the examination hall/room within half an hour after the examination has commenced, or within the last thirty-five (35) minutes or any specific period as specified by the Invigilator before the end of the examination.
- In ordinary circumstances, candidates are NOT allowed to be given any additional time with the exception of cases where permission is given by the Dean of the relevant Faculty.
- Candidates must observe and obey all instructions given by the Chief Invigilator or invigilators throughout the examination
- The Chief Invigilator/Invigilator in-attendance will announce the end of the examination. After the announcement, all candidates must stop writing.

7.4.3 After the Examination

- At the end of the examination, candidates are responsible for placing all examination scripts on the table or as specified by the Chief Invigilator to be collected by the Invigilators. Any misplaced script will NOT be accepted for marking.
- Candidates who are absent without any legitimate reasons or barred from any examination shall be deemed to have failed the examination.

7.5 Health Problem and Emergencies

Having missed an examination because of ill-health, candidates shall submit the medical report and medical certificate to ERU within two (2) working days from the last date of the medical leave or the date of the examination. Should the medical report state that the student is fit to sit for examinations; the candidate will have to sit for the examination.

Having missed an examination because of unforeseen emergencies, shall normally submit official evidence to ERU within two (2) working days from the examination date.

7.6 Absence from Examination

In the case where a student has been absent from the examination of any course due to medical or humanitarian reasons, the status of that student for that particular course will be recorded as 'Incomplete' (I), and he/she shall be allowed to sit for the Supplementary examination for that particular subject as the main examination.

In the case where a student has been absent from the examination of any course due to reasons that are NOT acceptable to the Board of Examiners, the Board may record the status of the student for that particular subject as 'Fail' (F or FL).

In the case where a student has been absent from the examination of any course without any reason, the Board shall record the status of the student for that particular subject as 'U', which carries '0' marks.

7.7 Special Examination Arrangement

The University aims to ensure that all students receive equal opportunity to demonstrate the achievement of learning outcomes in examinations. ERU will make alternative examination arrangements for individual disabled students and students with special needs, in the Final Examination.

Students are advised to ensure that the University is aware of their disability by informing the Faculty so that all aspects of support, including arrangements for any variation in examination conditions, can be considered. Students need to provide acceptable evidence of disability and special needs.

Specific arrangements should be identified at the beginning of the programme. However, there may be some changes in the effect of a disability, such as; students may acquire a disability after they have begun their studies. Thus, from time to time, alternative arrangements may need to be made for students with temporary disabilities or sudden illnesses.

All recommendations or requests for alternative examination arrangements must be supported by Application Form, which must be submitted to the Faculty at least one (1) month before the Final Examination. The faculty will notify the Examination and Records Unit the alternative arrangements that need to be provided to students as per approved by the Senate.

If for any reason the Application Form has not been completed such as in the case of a temporary disability, the student should contact the ERU to present the necessary documentary evidence and to make appropriate arrangements.

The student will be given a designated examination venue and should arrive there approximately fifty (15) minutes prior to the commencement of the examination. Invigilator will take the papers from the Examination and Records Unit and bring him/her directly to the room concerned.

A notification letter / email to the student, outlining the modifications and/or adjustments made on his/her behalf, will be sent from the Examination and Records Unit approximately one (1) week before the given examination period. A student who does not receive his/her letter/email message three (3) days prior to the commencement of the examinations period should contact the Examination and Records Unit.

7.8 Disciplinary Action

Any act of cheating or attempt to cheat, or any act of copying or attempt to copy in any examination, or any act to cause or attempt to cause leakage of examination questions or part thereof is a serious offence.

The disciplinary action that can be taken against any such offender is stated under *Section 53 of the MMU Students' Discipline Rule (Rule No: 4)*. The maximum penalty that can be imposed on candidates found guilty of this offence is dismissal from MMU.

The procedure on how the disciplinary action can be taken is that as stated in the MMU Students' Discipline Rule.

7.9 Supplementary Examination

Supplementary Examination will be held within the first week (week 1) of the commencement of the trimester.

7.9.1 Supplementary Examination's Administrative Fee

Supplementary Examination's Administrative Fee of RM 50.00 per course will be charged to students. Students will be invoiced for this fee, which must be paid before the release of the Supplementary Examination Result.

7.9.2 Eligibility for Supplementary Examination

The eligibility of a student to sit for supplementary examination is NOT granted automatically. The eligibility of a student to sit for a supplementary examination has to be recommended by the Board of Examiners (BOE) for Senate approval.

The BOE will make two (2) types of recommendations:

| Eligible to sit for supplementary examination | | Grade |
|---|----------------|---------------|
| a) | First Attempt | Grade I |
| b) | Second Attempt | Grades with * |

Supplementary Examination would be granted for genuine **MC** or special cases as First (1st) Attempt, and for **"Fail"** subject as Second (2nd) Attempt with conditions as follows:

| Level | Coursework (Minimum) | Overall Exam Mark (Minimum) |
|--------------------------------|----------------------|-----------------------------|
| Foundation, Diploma & Bachelor | 50% | 40% |

For the Supplementary as **Second (2nd) Attempt**, a student with recommendation from the BOE can only take a maximum number of supplementary examinations as below:

| Trimester | Number of Papers |
|------------------------------------|------------------|
| 14-week Trimester (Long trimester) | Three (3) |
| 7-week Trimester (Short trimester) | Two (2) |

The following reasons are generally accepted by the BOE when granting supplementary examination as First Attempt (Grade I) to a student:

- Has obtained medical certificate and report from the registered Medical Practitioner;
- The demise of immediate family members [defined as parents, spouse, children, siblings or grandparents] (supported by death certificates);
- Represented Malaysia/State/University in an official capacity for competitions, conferences, conventions, meetings, and sporting events (supported by a letter from STAD);
- Involved in accidents (supported by a police report);

- e) Attended scholarship interviews (supported by a letter);
- f) Not able to pay tuition fees before Final Examinations (Supported by Finance Division Form).

All medical certificates, reports and/or supporting documents MUST be submitted to the ERU Office within two (2) working days from the date of the examination.

Any other special cases not stipulated in clauses above will be recommended by the BOE directly for Senate decision.

7.9.3 Problem Cases

There will not be any second supplementary examination for any circumstances. Problem cases will be treated as follows:

| Final Exam | Supplementary Exam | Result | Remarks |
|--|---|---|--|
| BOE has granted Supplementary as a FIRST Attempt (Grade of the subject "I") | Reason acceptable by BOE | I | Student is given a year to convert the status, in which failing to do so, the status for the subject shall be converted to 'F' |
| | Reason not acceptable by BOE. Students did NOT turn up for the Supplementary exam. | F | Student has to retake the subject once it is offered by the faculty |
| BOE has granted Supplementary as the SECOND Attempt (Grade of the subject: C-*, D+*, D*, FL* and F*.) | No reason is acceptable by BOE | C-, D+, D, FL and F. (*) will be removed. | Students have to retake the subject once it is offered by faculty. |

7.9.4 Supplementary Examination Process Flow

| Sequence of Process | Process | Action & Attention |
|---------------------|--|--------------------|
| 1 | After the Senate Meeting, the actual results will be published. Students may check their result and are required to focus on courses which have been graded as follows: | ERU Student |

| | | |
|---|---|--------------------|
| | a) Grade "I" b) C-*, D*, D+*, F* & FL* | |
| 2 | The Supplementary Examination schedule will be announced two (2) days before the commencement of the Supplementary Examination. | ERU |
| 3 | The exam slip of supplementary Examination can be printed 2 days before the start of Supplementary Examinations. At this stage, students are required to ensure that all outstanding fees have been paid to enable them to print out the exam slip. Kindly consult Finance Division for this problem. | ERU |
| 4 | A day after the end of the Supplementary Examination, ERU will generate the attendance list of those who attended the Supplementary Examination and those who have submitted MCs. The list will be forwarded to Finance for invoicing. | ERU Finance |
| 5 | Students will be invoiced based on the courses that they have taken for Supplementary Examination and based on the number of MCs that have been submitted for Supplementary Examination. To access their results, students have to pay for the Supplementary Examination Administration Fees before the release of the Supplementary Examination result. | Student |
| 6 | The Supplementary Examination results will be released within 14 working days after the last date of the supplementary examination. | ERU |
| 7 | Students are given a week to apply for Remarking. This period is counted from the day of the release of the supplementary result. | Student |

SECTION 8.0 : RESULTS

SECTION 8.0: RESULTS

8.1 Scheme of Marks and Grades

Upon completion of the assessment for each course, students will obtain the grade according to the following standard scheme of marks.

| Grade | Marks | Points | Status |
|-------|----------|--------|--------|
| A+ | 90 - 100 | 4.00 | Pass |
| A | 80 - <90 | 4.00 | Pass |
| A- | 79 - <80 | 3.93 | Pass |
| A- | 78 - <79 | 3.87 | Pass |
| A- | 77 - <78 | 3.80 | Pass |
| A- | 76 - <77 | 3.73 | Pass |
| A- | 75 - <76 | 3.67 | Pass |
| B+ | 74 - <75 | 3.60 | Pass |
| B+ | 73 - <74 | 3.53 | Pass |
| B+ | 72 - <73 | 3.47 | Pass |
| B+ | 71 - <72 | 3.40 | Pass |
| B+ | 70 - <71 | 3.33 | Pass |
| B | 69 - <70 | 3.27 | Pass |
| B | 68 - <69 | 3.20 | Pass |
| B | 67 - <68 | 3.13 | Pass |
| B | 66 - <67 | 3.07 | Pass |
| B | 65 - <66 | 3.00 | Pass |
| B- | 64 - <65 | 2.93 | Pass |
| B- | 63 - <64 | 2.87 | Pass |

| Grade | Marks | Points | Status |
|-------|----------|--------|--------|
| B- | 62 - <63 | 2.80 | Pass |
| B- | 61 - <62 | 2.73 | Pass |
| B- | 60 - <61 | 2.67 | Pass |
| C+ | 59 - <60 | 2.59 | Pass |
| C+ | 58 - <59 | 2.53 | Pass |
| C+ | 57 - <58 | 2.46 | Pass |
| C+ | 56 - <57 | 2.40 | Pass |
| C+ | 55 - <56 | 2.33 | Pass |
| C | 54 - <55 | 2.26 | Pass |
| C | 53 - <54 | 2.20 | Pass |
| C | 52 - <53 | 2.13 | Pass |
| C | 51 - <52 | 2.07 | Pass |
| C | 50 - <51 | 2.00 | Pass |
| C- | 47 - <50 | 1.67 | Fail |
| D+ | 44 - <47 | 1.33 | Fail |
| D | 40 - <44 | 1.00 | Fail |
| F | 0 - <40 | 0 | Fail |
| PS | 50 - 100 | - | Pass |
| FL | 0 - <50 | - | Fail |

8.2 Calculation of Result

8.2.1 Grade

Grade means the final grade of a course for a trimester based on the total scores awarded for coursework and end-of-trimester examination. Every single grade will carry points.

8.2.2 Grade Points

Grade Points are computed by multiplying the number of credit hours per course by the Grade Points (GP) of the letter grade earned.

8.2.3 Grade Point Average (GPA)

GPA is the average grade point of a student for a particular trimester computed by dividing the Total Grade Points (TGP) by the Total Credit Hours (TCH).

$$\text{GPA} = \frac{\text{Total Grade Points (TGP)}}{\text{Total Credit Hours (TCH)}}$$

8.2.4 Cumulative Grade Point Average (CGPA)

CGPA is the average cumulative point equivalent of a student from the beginning of trimester computed by dividing the Cumulative Total Grade Points (CTGP) by the Cumulative Total Credit Hours (CTCH).

$$\text{CGPA} = \frac{\text{Cumulative Total Grade Points (CTGP)}}{\text{Cumulative Total Credit Hours (CTCH)}}$$

8.2.5 Sample Calculation

TRIMESTER: **1**

| Code | Credit Hours | Grade | Grade Point (GP) | Grade Points Earned | GPA | CGPA |
|-------------|---------------|-------|------------------|---------------------|------------------------------------|------------------------------------|
| MPW2133 | 3 | PS | -1.000 | - | <u>34.201</u> (b) 13 (a) | <u>34.201</u> (d) 13 (c) |
| TCE1111 | 4 | C | 2.200 | 8.800 | | |
| TCP1231 | 3 | B- | 2.667 | 8.001 | | |
| TMT1111 | 3 | A- | 3.800 | 11.400 | | |
| TDB2111 | 3 | C | 2.000 | 6.000 | | |
| TCH | 13 (a) | | | 34.201 (b) | 2.63 | |
| CTCH | 13 (c) | | | 34.201 (d) | | 2.63 |

TRIMESTER: 2

| Code | Credit Hours | Grade | Grade Point | Grade Points Earned | GPA | CGPA |
|----------------|------------------------|-------|-------------|----------------------------|-------------------|------------------------------------|
| TCP1241 | 3 | B | 3.000 | 9.000 | 22.600 (f) | 56.801 (h) 20 (g) |
| TDS1191 | 4 | B+ | 3.400 | 13.600 | 7 (e) | |
| TCH | 7 (e) | | | 22.600 (f) | 3.23 | |
| CTCH | 20 (g) [c+e] | | | 56.801 (h) [d+f] | | 2.84 |

8.3 Course Status

The following codes shall be used to indicate the status of a course:

| Code | Meaning | Explanation |
|-------------------------|---|---|
| PS | Pass | <ul style="list-style-type: none"> - Student passed the examination of the course. The grade would not be calculated in GPA and CGPA. - This code is for PASS or FAIL subjects only. |
| A+ to C | Pass | <ul style="list-style-type: none"> - Student passed the examination of the course. The grade will be calculated in GPA and CGPA |
| FL | Fail | <ul style="list-style-type: none"> - Student failed the examination of the course. The grade will not be calculated in GPA or CGPA. - This code is for the PASS or FAIL subjects only. |
| FL* | Fail but student is eligible to sit for Supplementary Examination | <ul style="list-style-type: none"> - Student failed the examination of the course. Upon Board of Examiner's (BoE) Approval, the student is allowed to sit for Supplementary Examination. - This code is for PASS or FAIL subjects only. |
| C-, D+, D, F | Fail | <ul style="list-style-type: none"> - Student failed the examination of the course. The grade will be calculated in GPA and CGPA. |
| C-*, D+*, D*, F* | Fail but student is eligible to sit for Supplementary Examination | <ul style="list-style-type: none"> - Student failed the examination of the course. Upon the Board of Examiner's (BoE) Approval, the student is allowed to sit for Supplementary Examination. |
| I | Incomplete | <ul style="list-style-type: none"> - Student did not attend the examination for the |

| | | |
|------------|---------------------------------|--|
| | | <p>course due to reason(s) acceptable to the Board of Examiner (BoE),</p> <ul style="list-style-type: none"> - OR Student attained at least 75% of attendance at lectures, tutorials, workshops and laboratory classes for the course, but did not complete the requirement of the course due to reason(s) acceptable to the BOE. |
| W | Withdrawal | <ul style="list-style-type: none"> - Student withdrew from the course within the period allowed prior to the final examination. |
| U | Unofficial Withdrawal | <ul style="list-style-type: none"> - Student was absent from the examination for a course, without giving any reason acceptable to the BoE. The code U is equivalent to grade "F" or "FL". |
| R | Barred from sitting examination | <ul style="list-style-type: none"> - Student is barred from the examination. The code "R" is equivalent to grade "F" or "FL". |
| AU | Audit Subject | <ul style="list-style-type: none"> - Student audited the course and attended 70% of the lectures, tutorials, workshops and laboratory classes for the course. |
| CON | Continue | <ul style="list-style-type: none"> - This code is for a project or course conducted over more than one trimester or where the evaluation of the project or course was more than one trimester. The result will be calculated in the trimester's CGPA and GPA when the project or course is completed or when the result is made known. - The code "CON" will not be placed for the previous trimester except in the trimester where the result is announced. |

8.4 Student Academic Status

The following codes shall be used to indicate the Academic Status of a student:

| Status | Explanation |
|----------------|---|
| 1. Pass (PASS) | Student obtained GPA of at least 2.00; passed all courses or there is no grade "I" / grade* |

| | |
|---|--|
| 2. Probation (PROB) | <p>A student shall be put on probation if his/her Grade Point Average (GPA) for a trimester examination is less than 2.00.</p> <p>For students who have been allowed to take the Supplementary Examination, the decision to put them on probation shall be made based on their results after the Supplementary Examination.</p> |
| 3. Pending (PEND) | Student obtained grade "I" for all courses and eligible to sit for Supplementary Examination or waiting for Industrial Training results. |
| 4. Supplementary (SUPP) | Student obtained GPA of at least 2.00; having subject with grade* & eligible to sit for Supplementary Examination for the course with grade*. |
| 5. Probation, Pending (PRPD) | Student obtained GPA of less than 2.00; having a course with grade "I" and eligible to sit for his/her Supplementary Examination. |
| 6. Probation, Pending, Supplementary (PPSU) | Student obtained GPA less than 2.00; having a course with grade "I" and grade*. Students are eligible to sit for Supplementary Examination if they have subjects with grade "I" and grade*. |
| 7. Probation, Supplementary (PRSU) | Student obtained a GPA of less than 2.0 and are allowed to sit the Supplementary Examinations as second attempt (*) for the courses in which they have failed. |
| 8. Terminated (TERM) | <p>Student obtained GPA of less than 2.00 for two consecutive trimesters and CGPA for current trimester is less than 2.00.</p> <p>A student, whose course of study has been terminated, may appeal to the Senate Appeal Committee to be reinstated as a student. Should a student be not satisfied with the decision, he/she may make a second appeal to the President of Multimedia University. All appeals should go through the ERU office.</p> |

| | |
|-------|---|
| 9. NA | Student has no GPA for a particular trimester because subject(s) registered graded with no Grade Point (example: PS/FL/W/I) |
|-------|---|

8.5 Dean's List

Dean's List is a recognition to students who are excellent in academic performance for each trimester and will receive Dean's Certificate from respective faculty. To be on the Dean's List, students must fulfil the following requirements.

| Career | GPA | Minimum Total Credit Hours for graded subject | |
|------------|------|---|-----------------|
| | | Long Trimester | Short Trimester |
| Foundation | 3.67 | 12 | 6 |
| Bachelor | | | |
| Diploma | 3.50 | | |

SECTION 9.0 : MANDATORY PASS FORMATIVE AND SUMMATIVE

SECTION 9.0: MANDATORY PASS FORMATIVE AND SUMMATIVE

MMU maintains strict compliance and adherence to all requirements set forth by accreditation bodies in Malaysia. This is part of MMU's continuous efforts to maintain quality and ensure that our graduates obtain the highest level of excellence and competence.

9.1 Implementation of Programme Standard for Information Technology (IT) and Computing

The MQA has circulated the Programme Standard for IT and Computing to all IPTs to be implemented. Therefore, MMU in the Senate Meeting no. 181 on 5 November 2015 has agreed to implement this programme standard starting from Trimester 1, 2016/2017 to:

- a) all Information Technology and Computing degree and diploma programmes at FCI and FIST, and
- b) all degree and diploma students from FCI and FIST regardless of intake.

The evaluation is implemented to all core, major and fundamental subjects of the Information and Technology and Computing programmes at Diploma and Degree Levels.

9.1.1 Passing Marks

Through this programme standard, students are required to pass the Formative (Coursework) and Summative (Final Exam) assessment in order to pass the subject. Below is the breakdown for the passing marks.

- (a) 50% passing marks for **Formative** (coursework) assessment,
- (b) 40% passing marks for **Summative** (final exam) assessment, and
- (c) 50% passing marks for the **Total** of the assessment (overall).

9.1.2 Scenario of results

The following are the scenarios of the results.

Scenario 1: If Students **FAIL** their **Formative** Assessment

- a) Students who fail their formative assessment are required to sit for Final Examination since they still have to be assessed for the summative assessment. Students who do not attend the Final Examination without any reason will be given “**U**” grade.

- b) Students who fail their formative assessment will still fail the examination although they pass their summative assessment and their accumulated marks (overall mark) are 50% or above. The students will obtain the grade of **C-#**.
- c) Students who fail their formative assessment are NOT eligible to sit for the Supplementary Examination.

Scenario 2: If Students **PASSED** their **Formative** Assessment

Students who pass their formative assessment are eligible to sit for Supplementary Examination even if they fail to achieve the passing marks of 40% for the summative assessment provided that their accumulated marks (overall marks) are 40% or above.

Scenario 3: If Students **PASSED** both **Formative** and **Summative** Assessment

Students who pass their formative and summative assessment, but their accumulated marks (overall marks) are within 40% to 49%, are eligible to sit for Supplementary Examination.

Below is an example for each scenario:

| Student | Coursework (Formative Assessment) | Final Examination (Summative Assessment) | Overall Mark | Final Grade / Remark |
|-----------|-----------------------------------|--|--------------|---|
| Student A | F | P | ≥ 50 (PASS) | - Grade: C-#, Grade point: 1.67. |
| Student B | P | F | ≥ 50 (PASS) | - Grade will be changed to C-*. - Student will be granted Supplementary Exam |
| Student C | F | P | ≥ 40 | - Actual fail grade (C-, D+, D, with #. - No Supp. Exam is granted. |
| Student D | P | F | ≥ 40 | - Student will be granted Supplementary Exam. |
| Student E | P | F | ≤ 40 | - No Supplementary Exam is granted. |

Notes:

F = Fail, P = Pass

C-# D+#, D# and F#, new proposed grades to facilitate this assessment.

9.1.3 Supplementary Examination Guidelines (For Formative and Summative Assessment Only)

Students who do not attend the Final Examination but have provided reasons for their absence will be given "F#" grade instead of "I" grade.

Sample situation:

| Student | Coursework (Formative Assessment) | Final Examination | BOE's Recommendation | Remark |
|-----------|---|--------------------------------------|-------------------------|---|
| Student A | F or P | Absent (with no reason) | U | <ul style="list-style-type: none"> No Supplementary Exam [Student will be charged 100% of tuition fees when he/she repeats the subject] |
| Student B | F | Absent (with reason submitted) | F# | <ul style="list-style-type: none"> No Supplementary Exam. [Student will be charged 50% of tuition fees when he/she repeats the subject] <p>If "I" grade is granted, student is required to sit for Supp. Exam.</p> <p>Student has to pay RM50 for the Supp. Fee.</p> |
| Student C | P | Absent (with reason submitted) | I | <ul style="list-style-type: none"> Student will be granted Supplementary Exam Supplementary Exam Fee: RM50 <p><u>Possible grade:</u></p> <p>"U" Grade [student pays 100% of tuition fees when he/she repeats the subject]</p> <p>"I" Grade [student is able to sit for Final Exam in the Trimester in which the subject is offered again]</p> <p>Fail Grade (C-, D, D+ or F) [student pays 50% of tuition fees when he/she repeats the subject]</p> <p>Passing Grade (C- A)</p> |

Note: F = Fail Formative, P = Pass Formative

9.2 Implementation of Passing Marks for Summative (Final Exam) Assessment for Engineering Programme at FET and FOE

Engineering Accreditation Council (EAC) is the accreditation body for engineering programmes in Malaysia and they are responsible for ensuring that engineering graduates from Malaysia are outstanding and internationally-recognised. To this end, EAC has mandated that all engineering undergraduates must pass their final semester examination.

As such, engineering undergraduates in MMU must obtain at least 40% in the final semester examination, in addition to obtaining at least 50% overall which includes the final semester examination and coursework. With this, MMU will remain fully compliant with EAC's requirements and most importantly, guarantee the competency and proficiency of our engineering graduates.

The Formative assessment refers to Coursework assessment while Summative assessment refers to the Final examination assessment

The passing marks for the summative assessment for various formative/summative distributions are given in the table below.

| Weightage | | Minimum Passing Marks for Summative Assessment |
|----------------------|----------------------|--|
| Formative Assessment | Summative Assessment | |
| 40 | 60 | $40\% \times 60 = 24$ |
| 50 | 50 | $40\% \times 50 = 20$ |
| 60 | 40 | $40\% \times 40 = 16$ |
| 100 | 0 | No summative assessment |

The evaluation is implemented to all core, major and fundamental subjects of the engineering Degree Levels.

Students who fail their summative assessment will still fail the exam although their accumulated marks (overall mark) are 50% or above.

The students will obtain the grade of C-#.

There are four (4) specific cases for which a student may attain with the condition for passing a subject. Each of the cases is shown in the following table.

| Case | Summative Assessment | Overall Assessment | Final Outcome | Final Grade/Remarks |
|------|----------------------|--------------------|---------------|------------------------------------|
| 1 | Pass | Pass | Pass | Grades follow marks (e.g., 65 = B) |

| | | | | |
|---|------|------|------|---|
| 2 | Pass | Fail | Fail | Grades follow marks (e.g., 44 = D+) |
| 3 | Fail | Pass | Fail | Marks downgraded to 49.9 Grades follow downgraded marks with (e.g., 49.9 = C-#) |
| 4 | Fail | Fail | Fail | Grades follow marks (e.g., 44 = D+#) |

The symbol “#” will be added to the grades to indicate that a student has failed his/her summative assessment.

Students who pass their formative assessment; however, are eligible to sit for Supplementary Examination even if they fail to achieve the passing marks of 40% for the summative assessment provided that their accumulated marks (overall marks) are 40% or above.

As such, for Cases 2, 3 and 4 of the table, the following considerations for Supplementary Examinations are given:

| Case | Summative Assessment | Overall Assessment | Conditions for Supplementary Examination |
|------|----------------------|----------------------|--|
| 2a | Pass | Fail ($\geq 40\%$) | Formative $\geq 50\%$, Supp. granted |
| 2b | Pass | Fail ($\geq 40\%$) | Formative $< 50\%$, Supp. not granted |
| 2c | Pass | Fail ($< 40\%$) | Supp. not granted |
| 3a | Fail | Pass ($\geq 50\%$) | Formative $\geq 50\%$, Supp. granted |
| 3b | Fail | Pass ($\geq 50\%$) | Formative $< 50\%$, Supp. not granted |
| 4a | Fail | Fail ($\geq 40\%$) | Formative $\geq 50\%$, Supp. granted |
| 4b | Fail | Fail ($\geq 40\%$) | Formative $< 50\%$, Supp. not granted |
| 4c | Fail | Fail ($< 40\%$) | Supp. not granted |

Some Examples on Conditions for Passing a Subject:

Example 1: A student passes both the Summative assessment and Overall Assessment

| Summative Assessment | Formative Assessment | | | Overall Assessment (Grade) |
|----------------------|----------------------|------------------|--------------------|----------------------------|
| Final Exam (60%) | Laboratory (15%) | Assignment (10%) | Midterm Test (15%) | |
| 40/100 = 24/60 | 60/100 = 9/15 | 50/100 = 5/10 | 80/100 = 12/15 | 50 |
| PASS | | | | PASS (Grade C) |

Example 2: A student fails the Summative assessment and Overall Assessment

| Summative Assessment | Formative Assessment | | | Overall Assessment (Grade) |
|----------------------|----------------------|------------------|--------------------|----------------------------|
| Final Exam (60%) | Laboratory (15%) | Assignment (10%) | Midterm Test (15%) | |
| $20/100 = 12/60$ | $60/100 = 9/15$ | $50/100 = 5/10$ | $80/100 = 12/15$ | 38 |
| FAIL | | | | FAIL (Grade F#) |

Example 3: A student passes the Summative assessment and fails Overall Assessment

| Summative Assessment | Formative Assessment | | | Overall Assessment (Grade) |
|----------------------|----------------------|------------------|--------------------|----------------------------|
| Final Exam (60%) | Laboratory (15%) | Assignment (10%) | Midterm Test (15%) | |
| $40/100 = 24/60$ | $60/100 = 2/15$ | $30/100 = 3/10$ | $40/100 = 1/15$ | 30 |
| PASS | | | | FAIL (Grade F) |

Example 4: A student fails the Summative assessment and passes Overall Assessment

| Summative Assessment | Formative Assessment | | | Overall Assessment (Grade) |
|----------------------|----------------------|------------------|--------------------|---|
| Final Exam (60%) | Laboratory (15%) | Assignment (10%) | Midterm Test (15%) | |
| $33/100 = 19.8/60$ | $90/100 = 13.5/15$ | $80/100 = 8/10$ | $90/100 = 13.5/15$ | 54.8 |
| FAIL | | | | Marks downgraded to 49.9. FAIL (Grade C-*) eligible for Supp. Exam |

- In this situation, a student passes the overall assessment but fails the summative assessment thus not fulfilling the conditions for passing. The grade will be automatically downgraded to C-#.

Note 1: C-# D+#, D# and F#, new proposed grades to facilitate this assessment.

SECTION 10.0 : CHANGE OF PROGRAM/FACULTY

SECTION 10.0: CHANGE OF PROGRAM / FACULTY

Change of Programme/Faculty is allowed if the student meets the requirements set by the faculty.

10.1 Change of Programme / Faculty

Change of Programme or Faculty occurs when students switch from an existing faculty or programme of study to a new faculty or programme that students would like to pursue.

Online application will be opened starting from Week One (1) of the new trimester for students to apply. Students are required to print out the form and submit it to the existing faculty for further action.

Sponsored students (especially by the government) may need to obtain further approval from their sponsoring government according to the additional regulations.

10.1.1 Eligibility and Procedure

In order to change a program/faculty, students must satisfy the new programs or faculty's requirements. Below are the criteria for Program/Faculty transfer:

1. The student has as accepted full offer for the existing programme;
2. The student must meet the entry requirement of the new programme;
3. The application for transfer must be approved and signed by the Dean of the new Faculty and the existing Faculty.

10.1.2 Completed Courses in Previous Programme

The student is required to acknowledge that some of the courses successfully completed in the existing programme may not be transferable into the new programme.

Where relevant, the completed course may be accepted by the new faculty and the transfer of grades will be done accordingly. The period of study shall be considered as new.

10.2 Change of Major within the Same Faculty

A transfer of Major occurs when a student's switches from an existing major of study to a new major within the same faculty. The student is required to fill in the 'Change of Major' online form for this process.

10.2.1 Eligibility and Procedure

To initiate a transfer of major, the said student must possess the following:

1. Has a full acceptance into an existing major;
2. Meet the entry requirement of the new major;
3. Obtains an approval from the Faculty Dean.

The 'Change of Major' online form needs to be filled, printed and submitted to the Faculty for Dean's approval. Sponsored students (especially by the governments) may need to obtain further approval from their sponsoring government according to the additional regulations not stated in this handbook.

SECTION 11.0 : APPEAL PROCEDURE

SECTION 11.0: APPEAL PROCEDURE

11.1 Reinstatement and Re-admission

An appeal for reinstatement is an application by a student who has been placed under “quit”, “dismissed” or “terminated” (currently ‘inactive’) status to continue his studies at the University. The Senate Appeal Committee shall decide whether to reject or to grant for reinstatement.

Reinstatement refers to the decision to continue study in the same programme. A student who has been granted reinstatement or re-admission will maintain the same student ID.

11.1.1 Reinstatement

A student whose status is **inactive** due to “Dismissed” or “Quit” by the University on whatever grounds except for disciplinary reasons may appeal for reinstatement into the same programme.

I. Criteria for Reinstatement

Reinstatement whether it is granted or not shall be at the absolute discretion of the University. The general criteria for reinstatement are:

- a) There is still sufficient duration of study available for the student to complete the programme.
- b) He/she could still meet the requirement of 80% attendance for all subjects taken for the trimester
- c) He/she has remitted all payments of prescribed fees including arrears, penalty and administrative charges.

The application for reinstatement must be submitted to the Registrar Office no later than one (1) week after the commencement of the new trimester.

II. Appeal After the Due Date

For students who appeal after the due date, if it is granted, the effective date of the reinstatement will be in the following trimester. The current trimester will be considered as Leave of Absence (LOA).

III. Others

In the event that the student fails the subject more than twice, and the status is "terminated", his appeal for reinstatement may not be considered by the Senate Appeal Committee.

The Dean of the Faculty will be responsible for the recommendation of the application. Upon approval, students are required to pay the fees on or before the deadline. Failing to comply with this, it will deem the approval as null and void.

11.1.2 Re-admission

- a) A student whose status has been changed to "quit" or "dismissed", (currently 'inactive') may at any time thereafter apply for re-admission.
- b) A student who has been terminated by the University on disciplinary grounds will NOT be eligible for re-admission into the University.
- c) Re-admission of student is subjected to meeting the entry requirement for the programme of MMU.
- d) A student who has been offered re-admission into the University will be granted a fresh duration of study from the date of the re-admission.
- e) A student who has been offered readmission will be charged Admission Registration Fees and will be governed by the latest university rules, regulations and guidelines.
- f) A student who has been offered re-admission shall NOT be entitled to credit or grade transfer.
- g) A student shall NOT be offered admission or re-admission to the academic programme that he/she has been terminated from.
- h) A student who wishes to be re-admitted into a different major in the same academic programme, may be referred to the respective faculty for recommendation.

11.2 Remarking

A student, who may have sufficient reason to believe that he/she has been unjustly graded or an error has occurred in the marking of his/her paper or in the computing of grades, may appeal to the relevant Board of Examiners through the Examination and Records Unit.

11.2.1 Fees

The re-marking form must be forwarded to the respective Dean through the Examination and Records Unit, and a fee of Ringgit Malaysia one hundred only (RM 100.00) per paper (or as determined by the Senate from time to time) shall be imposed as an appeal fee.

The appeal fee shall only be refunded if there is a change in marks and/or grade.

11.2.2 Remarking Process

All appeal cases shall reach the Examination and Records Unit NOT LATER than one (1) week after the commencement of the following trimester OR one (1) week after the announcement of the result. Any appeal submitted after one week (1) shall be deemed null and void.

The Dean, together with the examiner concerned, shall review the answer script of the student. The Dean may direct the student's answer script to be re-examined by a second examiner.

After the review, if there is a change in marks and/or grade, the change shall be submitted to the Senate through the Board of Examiners (BOE) for approval.

| Sequence of Process | Process | Process Owner (person responsible for the process) |
|---------------------|---|--|
| 1. | The re-marking form must be forwarded to the respective Faculty Dean's Office through ERU and a fee of Ringgit Malaysia one hundred only (RM 100.00) per paper (or as determined by the Senate from time to time) shall be imposed as an appeal fee. The appeal fee shall only be refunded if the appeal is successful. | Student |
| 2. | All appeals shall reach ERU not later than one week after the commencement of the following trimester OR one week after the announcement of the result; whichever later. Appeals submitted after one week shall not be entertained. | Student |
| 3. | ERU shall record the submission date and the assessment marks and grades. The form shall be submitted to the relevant faculty within 2 working days from the submission date of the form from the student. | Examination Unit |
| 4. | The Manager of the faculty shall request the Course Coordinator to submit the answer script of the student to the | Subject Coordinator |

| | | |
|----|--|----------------------------|
| | Dean's Office. | |
| 5. | The Dean shall appoint a 2 nd marker who is usually the Course Moderator to independently mark the answer script. The Course Moderator shall be appointed as the 2 nd marker unless there is a conflict of interest. If conflict of interest occurs or the Course Moderator is unable to carry out his duty due to exceptional circumstances, the Dean shall appoint another qualified 2 nd marker. | Dean / Course Moderator |
| 6. | In preparing the recommendation, the Dean may consult the 1 st or 2 nd marker. If necessary, the Dean may appoint a 3 rd marker to remark the paper. The Dean shall assess the report from all the markers and make a recommendation to the BOE on the outcome of the remarking. | Dean |
| 7. | If there is a change of marks or grades, the BOE shall make a recommendation to the Senate for approval. A notification letter will be issued to the student within 3 working days from the Manager's notification of Senate Approval to ERU. If the marks or grades remain unchanged, ERU shall issue the notification letter within 2 working days from the submission date of the form from the faculty. | Manager / ERU |
| 8. | An appeal is considered successful whenever there is a change of marks and grades, and has been approved by the Senate. | Student / Finance Division |

SECTION 12.0 : GRADUATION AND CONVOCATION

SECTION 12.0: GRADUATION AND CONVOCATION

12.1 Eligibility to Graduate

To graduate, a student must:

1. Achieve the number of credits prescribed in the programme of study with a minimum CGPA of 2.00.
2. Fulfill the Faculty's requirements for his programme of study.
3. Fulfill other requirements approved by the Senate from time to time.

12.1.1 Exit Graduation requirement MUET / IELTS as below:

| Intake | Programmes | Minimum MUET Requirement | IELTS or its equivalent |
|-------------------------------|---|--------------------------|-------------------------|
| March 2012 / 2013 and onwards | Bachelor of Law (Honours) | Band 4 | 6.0 |
| All Intake | Bachelor of Communication (Strategic Communication) Honours | Band 4 | 6.0 |
| June 2009 / 2010 and onwards | All | Band 3 | 5.0 |
| June 2009 / 2010 and before | All | Band 1 | |

12.1.2 Application for Graduation / Completion of Studies.

Students, who are in the final trimester, are required to apply via online for graduation during the time frame given. The Faculty Admin will process all the applications once the results of the final trimester are released. The confirmation of the graduated list shall be tabled to the Senate for endorsement.

12.2 Classification of Honours

Students who have graduated shall be awarded the classification of honours based on the cut-off CGPA given below:

A) Bachelor Degree Programme

| Classification of Honours | CGPA |
|---------------------------|-------------|
| First | 3.67 – 4.00 |
| Second Upper | 3.33 – 3.66 |
| Second Lower | 2.67 – 3.32 |
| Third | 2.00 – 2.66 |

B) Diploma Programme

| Classification of Honours | CGPA |
|---------------------------|-------------|
| Distinction | 3.50 – 4.00 |
| Credit | 3.00 – 3.49 |
| Pass | 2.00 – 2.99 |

12.3 Graduated Status

Upon Senate's endorsement of the list of graduates, the students' status will be changed to "Completed" and graduates will be given the award of degree letter. The list of graduates will be uploaded into the Registry of Graduates (ROG) after convocation ceremony for references.

Graduation Policy:

- Students without payment clearance shall be allowed to graduate. However, they shall not be allowed to attend the Convocation Ceremony. No documentation indicating that they have completed their studies shall be issued and their names shall not appear in the Registry of Graduates.
- Should a student not fulfil the requirements of MUET and have outstanding dues, the status will be changed to "Pending-Grad".

Students who have not met the minimum requirement of Malaysia University English Test (MUET), will be given only a year period to complete the MUET Exit Requirement after the Senate date of status change.

If the student fail to met the minimum requirement of MUET within a year, the status will be changed to 'Withdraw' from the University.

12.4 Convocation

Convocation ceremony to celebrate the graduates is normally held in September every year, and all the information regarding the event shall be uploaded into the Convocation website. The graduates are required to confirm their attendance through Convocation's website and perform all the processes stated in the website.

A) Certificate and Academic Transcript

The convocation items (Certificate and Academic Transcript) can be collected at the end of the convocation ceremony.

B) Convocation Fees

The fees for attending the convocation ceremony are as below:

| Career | Total |
|---------------------------|-----------|
| Diploma & Bachelor Degree | RM 350.00 |
| Master Degree | RM 400.00 |
| Ph.D Degree | RM 450.00 |

The graduates who are not attending the convocation ceremony are required to pay the graduation fee as below.

| Career | Alumni Fee | Graduation Fee | Total |
|---------------------------|------------|----------------|-----------|
| Diploma & Bachelor Degree | RM 50.00 | RM 100.00 | RM 150.00 |
| Master Degree | RM 50.00 | RM 150.00 | RM 200.00 |
| PhD Degree | RM 50.00 | RM 200.00 | RM 250.00 |

The convocation extension fees will be imposed to graduates who wish to postpone their convocation ceremony. They shall be required to pay the full amount of convocation ceremony as extension convocation fees before attending the ceremony.

C) Replacement of Certificate / Academic Transcripts

Should a graduate lost the certificate or transcript, he/she may request the Examinations and Records Units (ERU) to re-print. However, he/she needs to lodge a police report for the missing item as record. A copy of the police report must be attached together with the request for re-printing of the degree certificate.

The charges for re-printing are as follow:

| Convocation Items | Amount |
|----------------------|-----------|
| Certificate | RM 150.00 |
| Academic Transcripts | RM 30.00 |

SECTION 13.0 :

OTHER SERVICES

SECTION 13.0: OTHER SERVICES

13.1 STUDENT SERVICE CENTRE (SSC)

Student Service Centre (SSC) is a one-stop centre for students to refer for any services or inquiries. It is also one of the units under the Student Affairs Division (STAD), and for both campuses, SSC is located at the Finance Division.

Objective:

1. To provide a comprehensive selection of services at a single location.
2. To diversify its function as a reference point for student.
3. To become an effective channel to disseminate information to students.

Services provided by SSC:

| Type of Services | Details of Services |
|--|-------------------------------------|
| Issuance of Verification Letter | Verification on Student Status |
| | Verification on Tuition Fees |
| | Verification on Duration of Studies |
| | Verification on Expected Graduation |
| | Quit/Withdrawal of Studies |
| EPF E-Pengeluaran | EPF Withdrawal via online |
| Issuance of Academic Document | Academic Transcript |
| | Foundation Certificate |
| | Copy of Offer Letter |
| | Copy of MOA/MoHE |
| | Certificate / Letter |
| | Copy of JPA Recognition letter |
| Issuance of MMU Vehicle Sticker | Car & Motorcycle |
| Distribution of Document/ Other Materials | Forms |
| | Degree Offer Letter |
| | MUET Result Slip |
| | Appeal for Reinstatement Letter |
| | Bantuan Pelajar Pendidikan Tinggi |
| Update Request to change Student Information | Name |
| | IC Number |
| | Address |
| | MUET Result |

| | |
|--|---|
| Answer to Inquiries | Provide consultation on academic matter |
| | Provide consultation on students' activities |
| | Provide consultation on other general information |
| | Password |
| | Student status |
| | Student Financial Status |
| Provide assistance on Students' Activities / Business Promotion Activities | Insurance services |
| | Provide consultation services |
| Handling Students' Complaints | Help to promote students' activities (upon request) |
| Handling Students' Disciplinary/ Appeal Cases | Respond to all complaints |
| | Disciplinary Case |
| | Disciplinary Appeal |
| Selling of Items | Presidential Academic Appeal |
| | Academic Calendar |

For further inquiry:

Cyberjaya : 03-83125898 / 5900 / 5216

Melaka : 06-2524088 / 4099

Email address : ssc@mmu.edu.my

13.2 FINANCE UNIT (STUDENT-RELATED)

13.1.1 Student Fees Generation

All student-related fees are generated based on billing generation schedule as below:

| Type of Fee | Frequency |
|-----------------------|--------------------------|
| Tuition Fee | Trimester basis |
| Resources Fee | Trimester basis |
| Hostel Fee | Trimester basis |
| Student Activity Fee* | Trimester / Annual basis |

* Fees for students who enrolled from April 2020 onwards will be billed on Trimester Basis. Fees for students who enrolled prior to April 2020 will be billed on an Annual Basis.

13.1.2 Other Billing Information

Students can view their financial account activities such as invoices, payment history, refund, financial statements, summons (if any), and other miscellaneous charges (if any) via CaMSys. They can also print invoices or receipts online.

A) Tuition Fees Charges and Criteria

| Tuition Fees Charges Criteria | Details |
|-------------------------------|--|
| Billing Mechanism | Course structure-based billing. |
| Fee | Calculation is based on total course fee / total credit hour. |
| Fee Charged | Fee is charged based on "add and drop subject" and "Subject withdrawal" policy by ERU. |

B) Repeat / Retake

| Condition | Charge |
|--------------------|--|
| Repeat Subject | 50% charge of tuition fees except for student with U, R and W status code. |
| Retake Subject | 100% charge of tuition fee. |
| Supplementary Exam | RM50.00 per subject. |

13.1.3 Refund Policy

For **active** students:

1. UTSB has the absolute discretion to keep all excess payment made by students.
2. The excess payment shall be used to offset any outstanding balances or brought forward to the following trimester.
3. Only under restrictive circumstances and subject to VP FBV approval or his/her authorized personnel that the excess could be refunded to the active students.
4. The refund request shall be made in writing, supported by strong justification and relevant supporting document(s).

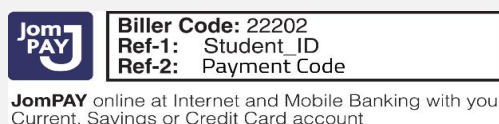
Non-active students are eligible for refund of all refundable deposit(s) and overpayment (if any) upon settlement of all outstanding billings.

For **graduating** students, refund shall be made based on the senate-approved listing which is processed by batch.

13.1.4 Payment Channel

A) Payment from Malaysia:

1. Preferred Internet Banking



2. E-Payment through CaMSys

The steps are as follows:

- a) Login to your CaMSys and follow the navigation - Main Menu > Self Service > Account Activity > Make a Payment > Ipay88.
- b) Please select "Tuition Fee" and edit the amount as per amount owed.
- c) Enter 10-digit of your Student ID and other required information.
- d) Submit payment and choose the available payment method.

B) Payment from Oversea:

Flywire

MMU has collaborated with Flywire to streamline all international payment processes. Flywire allows students to pay securely from any country and any bank, preferably in local currency.

To begin the payment process, go to mmulanding.flywire.com

13.1.5 Credit Management

Financial Barring

Barring is a process where students are barred from printing the examination slips, viewing the examination results and registering subjects for the new trimester due to late payment or non-payment of tuition and related fees.

Barring process will be carried out upon expiry of payment due date.

Self-sponsored students who fail to settle all outstanding fees such as tuition fees, hostel fees, student's activity fees, resource fees and other fees will be barred from printing the examination slips, viewing the examination result and registering for the new trimester.

Sponsored students who fail to settle all outstanding fees that are not covered by the sponsors such as tuition fees, hostel fees, student activity fees, resource fees and other fees will be barred from printing the examination slips, viewing the examination result and registering for the new trimester.

Note: To avoid being BARRED, students are strongly advised to settle all fees before the given due date.

13.3 ACADEMIC ADVISORY SYSTEM (AAS)

The Academic Advisory Systems (AAS) is established by the Management as an initiative to support students in their academic performance.

The objectives of AAS are as follows:

- a) To create a healthy environment and relationship between students and lecturers.
- b) To monitor students' academic performance and attendance.
- c) To achieve the programme outcome and produce outstanding graduates.

An academic advisor (AA) is assigned to each group of students. Through AAS, students' academic performance and absenteeism rate are monitored. Any related academic problems arising from these will be dealt with and channelled to the right platform.

The AA will provide necessary advisory support to ensure students are able to complete their studies successfully. All students are required to meet their assigned Academic Advisors (AAs) at least once in a trimester and during this time, AAs will assess the students. In cases where AAs deem necessary, students will be referred to the counsellors.

Important reminders for all students:

- 1. Students should be aware that information on attendance, academic achievement and assessment are available online.
- 2. Students need to see their respective AAs at least once a trimester, so that an assessment of them can be carried out. Failure to do so will restrict them to proceed with the online course registration for the following trimester.
- 3. Students' attendance will be counted for all the courses. If a student fails to achieve 80% of the attendance either for lectures, tutorials, labs or studios, he/she shall be barred from sitting for final examination for that particular course. In view of this, students are advised to always check their attendance status online via the student self-service.
- 4. Students are to complete all the assignments assigned by the lecturers and attempt all the quizzes and tests.

13.4 SPECIAL ACADEMIC PROGRAMME (SAP)

Special Academic Program (SAP) is specifically designed for Terminated-Reinstatement (T-R) students in order to help them to get back on track and to plan ahead in consideration of their current status of reinstatement. As part of the condition upon the approval of the reinstatement, and before the students' statuses can be activated and proceed manual subject registration on that particular trimester, it is then made compulsory for all T-R students to attend a one-day program conducted by the Counsellor Unit.

SAP focuses on the improvements and changes for betterment by instilling new motivation and understanding the needs of T-R students so that they can improve in their study and cope well with new challenges. To help T-R students cope with the current status of reinstatement, SAP also includes a meeting between students and the respective faculty members so that a discussion about study plan, course structure and the next action plan can be discussed.

SAP is conducted in two sessions based on the appeal timeline:

| Special Academic Programme | Week |
|----------------------------------|---------------|
| SAP (Final Exam Result) | Week 3 |
| SAP (Supp Exam Result) | Week 5 |

SAP will be conducted into two (2) follow-up sessions:

- a) **Week 7:** to meet their respective Academic Advisor. The Counsellor will monitor the attendance for this session.
- b) **Week 12:** a group session with the Counsellor.

13.5 TEACHING EVALUATION

The Teaching Evaluation system is a medium to assess the teaching quality, course content, and teaching facilities provided as well as to serve as a platform for students to comment about the teaching related matters and suggest further improvement. This system is for students to evaluate the academics, specifically, those teaching the courses offered in the trimester.

This system is also for students to provide comments and suggest further improvement on the teaching related services and facilities provided by the university.

The Teaching Evaluation system provides avenue for the students to undertake the following:

- a) Assess the teaching delivery by the lecturers/ tutors/ lab instructors for the courses the students register for the trimester;

b) Assess the teaching and learning facilities and provide feedback for improvement. This exercise is ready at the end of each trimester and students are given a stipulated period before the final examination to complete the exercise.

This exercise is confidential. Neither the teaching nor the administrative staff members know the details of each student's evaluation. Should there be any claim otherwise, students are to report the matter to the system owner for further investigation to be carried out.

The navigation to the exercise is as follows:

Click on the CaMSys link > Main Menu > Self Service > Academic Evaluation

13.5.1 Guideline for students when commenting on the Academics

Students are to note that all comments made on the academics must:

1. Be based on observation during the lecturers/ tutors/ lab instructors' sessions attended.
2. Be a true representation of what the individual student feels toward the lecturers/ tutors/ lab instructors.
3. Be intended towards improving the quality of teaching.
4. Be without usage of foul words.
5. Not be racist in nature.
6. Be written in English.
7. Not contain any name-calling.

13.6 INTERNATIONAL STUDENT SERVICES

13.6.1 Information on Student Pass and Visa

All international students in Malaysia are required to have a valid Student Pass and Visa throughout their study regardless if they are full time or exchange students.

Student Pass and Visa is granted based on the specific enrolled program. It is not transferable i.e.; you must apply for a new approval of student pass if you change program of study or progress to higher level of program.

If you plan to move to another local university, you must obtain an offer letter from the new university and request for a release letter from MMU.

International Office (IO) will help to cancel your existing student pass and your new university will make a fresh application for a new Pass.

Students on a part-time basis (holder of working permit) must obtain Approval to Study (Permit to Study) from Malaysian Immigration Department before they can register into the program.

13.6.2 Obtaining Dependent Pass (Long Term Pass) for Spouse and Children

The approval for the Dependent Pass is solely at the discretion of each immigration state department (Cyberjaya, Melaka and Johor) based on the student's citizenship category and the level of study i.e., undergraduate and postgraduate.

Melaka State and Johor State allow only Post Graduate students to apply for this Pass. Students who have obtained a place in MMU are permitted to bring their immediate family members i.e., spouse and children to stay with them in Malaysia.

Family members could apply for a long-term Social Visit Pass where the period of the pass will depend on the validity periods of Student Pass and Visa obtained by the student

As the requirement for this Pass is subject to changes, for the latest information, please contact:

Department of Immigration Malaysia

Tel Number : +603 8880 1544 / +603 8880 1408

Website : www.imi.gov.my

13.6.3 While Studying at MMU

A. Renewal of Student Pass and Visa

Completed document should be submitted 3 months before the Student Pass expires. Submission that is less than 30 days from expiry date, RM500 penalty will be charged.

B. Validation of Passports

Students must ensure that their passports are valid (with at least 12 months validity) for the entire time they are in Malaysia. Students are highly encouraged to carry extra passport photos just in case their passports are lost or stolen and get them replaced with ease while in a foreign country.

C. Obtaining a New Passport

Students must immediately transfer the old Student Pass and Visa sticker from the old passport to the new passport by submitting the documents to the International Office (IO).

If you lose your passport while in Malaysia, you need to do the following:

Step 1: Lodge a police report at the nearest police station

Step 2: To obtain a new passport, contact your embassy or high commission and request for a letter or certificate as a temporary identification document.

Step 3: Report to IO, together with the photocopy of the police report, letter from embassy and 2 pieces of passport-size photographs. IO will then immediately apply for a "Special Pass with Photo" for you.

D. Maintain CGPA above 2.00

Students must maintain CGPA above 2.00 or the Immigration Department of Malaysia will reject students' Student Pass and Visa renewal and students will be required to leave Malaysia immediately.

E. Good Record of Class Attendance

All international students must ensure that their class attendance is above 80% or the Immigration Department of Malaysia will reject students' Student Pass and Visa renewal and students will be required to leave Malaysia immediately.

F. Local Laws and Illegal Activity

When international students are in Malaysia, local laws will be applied to them. These will include heavy penalties for drug-related offences such as being in possession of even small amounts of any type of hallucinogenic drugs. Students are also strictly prohibited from getting involved in any illegal activities such as drug, gangsterism, internet scam, demonstration etc.

IN MALAYSIA, DRUG OFFENDERS ARE SUBJECTED TO A MANDATORY DEATH PENALTY.

G. Financial Management

To avoid any financial constraint, students are advised to prepare a good financial plan and pay all their commitments i.e., tuition fees, house rental, utilities bill etc on-time.

H. Extra Copies of Important Documents

It is encouraged to keep two (2) or more copies of all important documents – passport, visas, tickets, credit card numbers, insurance policy, academic certificates, and all relevant documents issued by MMU – copy of Offer letter, approval for Leave of Absence, MMU Academic Transcripts, etc. before going anywhere by leaving a copy with a friend and taking a copy on board while travelling.

I. Medical Consultation

Consult the doctor about recommended vaccinations and other necessary health precautions. It is also advised to obtain more information about any medication (if taking any) as certain medicines are not allowed in some countries.

13.6.4 Upon Completion of Study

A. Graduating

Upon completion of study, MMU will not be able to apply for another renewal on your Student Pass due to the rules and regulations implemented by Immigration Department of Malaysia (MID).

All graduating students are required to cancel their Student Pass and apply for a Check-Out memo before leaving Malaysia. We would strongly advise you to plan for your departure date as you are required to leave Malaysia within 2 months after completion of your study.

To ensure the smoothness of your convocation process, please go through the University Clearance Process such as pay all your tuition fees or any fees with the Finance Division, Library, Hostel etc.

Please provide us with your passport and a one-way flight ticket for cancellation of the Student Pass and applying Check-Out Memo.

You may return to Malaysia for your Convocation Day using Social Visit Pass.

B. Quit/ Terminated/ Dismissed

In the event that you are terminated or dismissed or decided to quit from the university, you are still required to go through the University Clearance Process and Student Pass cancellation.

Before leaving Malaysia, please provide us with your passport and a one-way flight ticket for cancellation of the Student Pass and applying Check-Out Memo.

13.6.5 Cancellation of Student Pass and Visa

The Immigration Department of Malaysia has made it compulsory for all international students to cancel their Student Pass and Visa, and to apply for a Check-Out Memo once they discontinue their study at MMU.

For Student Pass cancellation, international students have to produce their passports and flight tickets to the International Office (IO), and this procedure will be processed within seven (7) working days.

13.6.6 Opening A Bank Account in Malaysia

Students are advised to open a bank account as soon as they have obtained the sticker of the student pass. Students must have a valid Student Pass and Visa at ALL TIME in order to maintain an active bank account.

Students are required to update the bank on the following matters:

- a) Upon renewal of Student Pass and Visa, or
- b) Obtain a new passport, or
- c) Latest contact number and email address

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2017

Multimedia University (436821-T)

Persiaran Multimedia,

63100 Cyberjaya,

Selangor, Malaysia

Business Hours: Mon-Fri (8.30am-5.30pm)



1-300-800-668 (MMU)

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75450 Bukit Beruang,

Melaka, Malaysia

Business Hours: Mon-Fri (8.30am-5.30pm)



1-300-800-668 (MMU)

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