

ACADEMIC HANDBOOK



20
25



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

2025

The content of this Academic Handbook is valid on the date of publication.

The University reserves the right to add, amend, or make any iterations 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

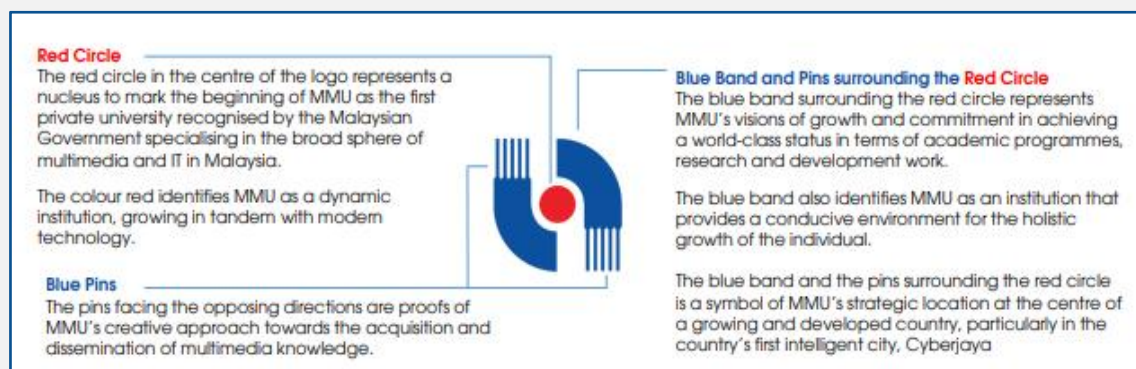
Inquire,
Inspire
and
Innovate

1.5 University Logo

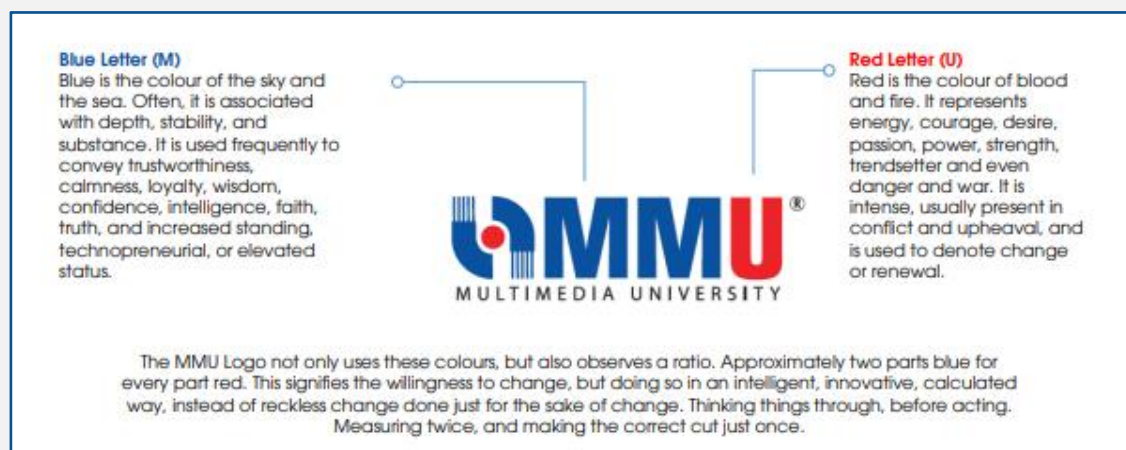
- Multimedia University (MMU) signatures consists of the Primary Logo and Secondary Logo
- Both logos are registered and carry ® trademark that has to be used as shown below.
- The brand is the image of the university - the recognition and personal connection that forms in the hearts and minds of our 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 have two (2) types that will be determine by Faculty to used.

Type 1: The trimester be divided into two short called S1 & S2. Students will follow the Teaching and Learning for 7 weeks and take the examination. The results will be process at the end of trimester which is after examinations S2.

Type 2: Students will follow the Teaching and Learning for 14 weeks and take the examination.

Table 1: Academic Year

Long Trimester (Trimester March/April)		Weeks Duration	
	Type 1	Type 2	
Teaching & Learning	S1 - 7 weeks	14 weeks	
Revision Week	1 week		
Final Examinations	1 week		
Teaching & Learning	S2 - 7 weeks		
Revision Week	1 week	1 week	
Final Examinations	2 weeks	2 weeks	
Trimester Break	3 weeks		
Short Semester (Trimester July/August)		Weeks Duration	
Teaching & Learning	7 weeks		
Examinations	1 week		
Trimester Break	3 weeks		
Long Semester (Trimester October/November)		Weeks Duration	
	Type 1	Type 2	
Teaching & Learning	S1 - 7 weeks	14 weeks	
Revision Week	1 week		
Final Examinations	1 week		
Teaching & Learning	S2 - 7 weeks		
Revision Week	1 week	1 week	
Final Examinations	2 weeks	2 weeks	
Trimester Break	3 weeks		

**The Academic Calendar is subject to change*

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 Innovative Learning (VP AIR)

The **“Vice President of Academic and Innovative Learning ”** 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.

Course Composition

3.1.1 Compulsory Course

This composition consists of the university, Fundamental, Core, Major, Final Year Project (FYP), Industrial Training Program (ITP) where the students is required to take and passed.

3.1.2 Elective Course

The students are required to take an elective courses stipulated in programme structure as enhanced the students' understanding of their programme of study.

3.1.3 Mata Pelajaran Umum (MPU)

The Mata Pelajaran Umum (MPU) has been introduced by the Ministry of Education in 2013 to replace the Mata Pelajaran Wajib (MPW). It aims to provide undergraduate students with the knowledge and skills to prepare them for life in modern society.

The MPUs are divided into four clusters of subjects as below :

			Bachelor's Degree Programme	Diploma Programme
MPU 1	Appreciation of the philosophy, values and history	Local Students International Students	Falsafah dan Isu Semasa (2CH) AND Penghayatan Etika dan Peradaban (2CH) Falsafah dan Isu Semasa (2CH) AND Bahasa Melayu Komunikasi 2 (2CH)	Falsafah dan Isu Semasa (2CH) Bahasa Melayu Komunikasi 1 (2CH)
MPU 2 & 3	Mastery of soft skills Expansion of knowledge about Malaysia	Local Students International Students	Students with credit in BM at SPM Level i. Integrity and Leadership (2CH) AND ii. Choose any U2 or U3 courses offered (2CH) Students without credit in BM at SPM Level i. Bahasa Kebangsaan A (2CH) AND ii. Integrity and Leadership (2CH)	Students without credit in BM at SPM Level Bahasa Kebangsaan A (2CH) Students with credit in BM at SPM Level Choose any U2 or U3 course offered (2CH)
MPU 4	Practical community management skills such as community service and co-curriculum	Local & International Students	Choose any U4 course offered (2CH)	Choose any U4 course offered (2CH)

Diploma (for student intake October 2022 onwards)

U1	U2	U3	U4	Total CH
1 Course (2CH)	1 Course (2CH)		1 Course (2CH)	6

Courses	Credit Hours	Malaysian Student	International Student	Medium of Delivery
MPU U1				
Philosophy and Current Issues	2	√		English
Bahasa Melayu Komunikasi 1	2	-	√	Malay
MPU U2				
Leadership Skills and Human Relations / Design and Innovation Skills / Writing Skills / Thinking Skills / Entrepreneurship Skills	2	√	√	English
Bahasa Kebangsaan A *Compulsory for Malaysian students who do not have SPM BM credit	2	√*	-	Malay
MPU U3				
Malaysia Economic / Government and Public Policy of Malaysia / Organizational Behavior in Malaysia Diverse Ethnic Community / Comparative Religion / Comparative Ethics	2	√	√	English
MPU U4				
Community Service	2	√	√	English

Bachelor's Degree (for student intake October 2022 onwards)

U1	U2	U3	U4	Total CH
2 Courses (2CH +2CH)	2 Courses (2CH + 2CH)		1 Course (2 CH)	10

Courses	Credit Hours	Malaysian Student	International Student	Medium of Delivery
MPU U1				
Philosophy and Current Issues	2	√	√	English
Penghayatan Etika dan Peradaban	2	√	-	Malay
Bahasa Melayu Komunikasi 2	2	-	√	Malay
MPU U2				
Leadership Skills and Human Relations / Design and Innovation Skills / Writing Skills / Thinking Skills / Entrepreneurship Skills	2	√	√	English
Bahasa Kebangsaan A *Compulsory for Malaysian students who do not have SPM BM credit	2	√*	-	Malay
MPU U3				
Integrity and Leadership *Compulsory for all students	2	√	√	English
MPU U4				
Community Service Co-curriculum	2	√	√	English

3.1.4 Build Your Own Curriculum (BYOC)

BYOC allows students to choose from a pool of open elective courses offered by all faculties in MMU to enrol as their elective courses. Specifically, instead of elective courses pertinent to their own programme structure, they may choose to take elective courses in different domains from other faculties. Students may take these open electives either as individual courses or as part of an elective specialisation track. All open elective courses are 3 credit hours. To complete a specialisation track, a student must complete any 3 courses (total 9

credit hours) within that track. Students who completed specialisation tracks will be awarded a special notation in their transcript attesting the accomplishment.

■ *Structure*

The lectures and tutorials of the open elective courses are conducted physically in the faculty offering the course, or in hybrid mode, for cross-faculty enrolment. The classes will be scheduled on Wednesdays (termed "BYOC Day") to minimise clashes with core courses schedules.

■ *Benefits*

BYOC is designed to enable MMU students to graduate with diversified knowledge and skills by allowing them to take courses from domains other than that of their respective programmes:

- Cater to specific interests.
- Broaden knowledge, skills, and perspectives.
- Enhance problem-solving skills.
- Broaden social circles with collaboration with students from different backgrounds and majors.
- Improve communication skills via interactions with students from different backgrounds.
- Create a niche by building a unique skillset.
- Improve job prospects by mastering a variety skills and knowledge.
- Increase adaptability with the ability to apply knowledge from different fields when faced with challenging situations.

■ *Tracks and Courses*

Faculty	Track	Courses (3 Credit Hours)
FAC	Corporate Communication	FLCC2017 Corporate Communication FLSC2027 Corporate Strategy FLDT2037 Design Thinking for Strategic FLSM2027 Communication Social Media Strategies
	Not Applicable	FLCS1017 Consumer Trends FLCI2027 Creativity and Innovation FLBL3017 Becoming A Leader FLCT3017 Corporate Training FLPI2027 Professional Image and Etiquette
FCA	Not Applicable	FMCD1003 Directors FMSD1003 Sound Design 2 FMSF1043 Screenwriting Fundamentals
FCI	Digital Literacy	FTDS2102 Introductory Data Science FTDS3401 Introductory Data Visualization FTIS3551 Introductory Mobile Application Development
FOE	Telecommunication	FETN2046 Fundamental of Wireless Communications

	Technologies Towards 5G	FETN3056 Communications Networks FETM4166 Radio Network Planning Towards 5G
FCM	Creative Multimedia Culture & Context	FMCI1013 Internet & Mobile Application FMLA2113 Media Anthropology FMML2013 Media Law FMPM3003 Project Management FMMC3013 Motion Capture
FOM	Business Management	FBAC1064 Accounting for Decision Making FBMG1014 Management FBFN2084 Personal Finance FBMK1024 Fundamentals of Marketing FBDT2014 Digital Transformation Strategy FBDT1014 Digital Transformation Technologies
FET	Human-Machine Interfacing	FEME3186 Ergonomics and Human Factor FERT3046 Machine Vision FECP4276 IoT Design and Interfacing FETM4166 Radio Network Planning Towards 5G
FOB	Digital Business and Management	FBDB3024 Digital Business FBIS2024 Business Information Systems FBDA2024 Data Analytics for Businesses FBCS2014 Cyber Security
	Business and Management	FBBB1014 Understanding Management FBMR1014 Fundamentals of Marketing FBFM1024 Financial Management FBDA2024 Data Analytics for Businesses FBBR2034 Business Risk Management
FOL	Law for Business	FUCS2612 Consumer law FULB2612 Labour Law FULE2612 Law and Economics
FIST	Data Analytics	FTPB3231 Project Management for Business Analyst FTCC3141 Cloud Computing FTBS2251 Business Statistical Analysis FTDW3311 Data Wrangling and Visualization
	Security Penetration	FTEH3261 Ethical Hacking and Security Assessment FTCL3161 Cyber Law FTMS3251 Management of Information Security FTSA3311 Security Analysis & Vulnerability Assessment
	Business Analytics	FTIA2221 Information Assurance and Security FTAI2151 AI Fundamentals FTIT2261 Internet of Things (IOT) Fundamental FTDA3121 Data Analytics Fundamentals

3.1.5 Character Building (CB)

Beginning March 2024 intake, all students must take and pass a CB course as a pre-requisite for the award of their degree.

CB is a 2-credit hour course offered to first year students at diploma and bachelor's degree levels during the March trimester each year.

CB provides undergraduate students with opportunities to explore diverse experiences, shape identities, build values, and develop into responsible, well-rounded adults for life and workplace in modern society.

CB courses in MMU involve laying the foundation of your resilience, exploring your values, and enhancing your collaborative skills.

As you pursue your academic and career aspirations, you will understand and cultivate MMU's GEMS personality, values, and future-proof soft skills:

• G1 - Generous & Caring	• G2 - Global & Universal
• E1 - Empathic & Ethical	• E2 - Entrepreneurial & Expressive
• M1 - Mindful & Resilient	• M2 - Modern & Digital
• S1 - Sustainable & Sociable	• S2 - Strategic & Creative

You learn to improve interpersonal skills, practice self-discipline, develop cultural awareness, and benefit from emotional intelligence.

CB is divided into four (4) clusters of courses, and all students are to select only one (1) course from any of the 4 clusters.

UNIFORM BODY

LCBW411a / LCBW611a Character Building (Askar Wataniah)
LCBW411b / LCBW611b Character Building (Angkatan Pertahanan Awam Malaysia)
LCBW411c / LCBW611c Character Building (Jabatan Penjara Malaysia)
LCBW411d / LCBW611d Character Building (Pandu Puteri Clover)

SPORTS SCIENCE

LCBW412a / LCBW612a Character Building (Recreation Sports)
LCBW412b / LCBW612b Character Building (Individual Sports)
LCBW412c / LCBW612c Character Building (Team Sports)

PERFORMING ARTS

LCBW413a / LCBW613a Character Building (Dance)
LCBW413b / LCBW613b Character Building (Theatre)
LCBW413c / LCBW613c Character Building (Instrument)

EMPOWERING COMMUNITY

LCBW414a / LCBW614a Character Building (Entrepreneurship)
LCBW414b / LCBW614b Character Building (Special Needs Awareness)

Credit Hour (CH)

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 pre-requisite
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.	The students can register up to a maximum number of academic loads. 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.

(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.	A student who is under this category is required to register the courses as prescribed in his programme structure. Minimum academic load for this category • 14 lecture-week trimester: 12 CH • 7 lecture-week trimester: 6 CH

b) Not Following Programme Structure (NFPS)	Students who fall under this category are due to the following reasons: • Did not register courses as prescribed in the programme structure • Failed in any course(s), • Obtained Credit Transfer • Withdrew from (a) course(s) • Took Leave of Absence (LOA).	A student who is under this category is allowed to register:															
		<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>9 CH</td><td>10 CH</td></tr></table>	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	9 CH	10 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	9 CH	10 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 CLiC 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 CLiC 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 totaling 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.

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 Programme (ITP)

As part of the Faculty requirements, students who wish to do Industrial Training Programme (ITP) must register for application ITP Placement in CLiC. ITP 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.

3.7 Active Status and Not Enrol Any Course

All active students must enrolled the course(s) in every trimester to ensure they complete within the candidature period. A student who does not enrolled any course(s) by week 4 and has not applied for Leave of Absence, the status shall be changed to 'Dismissed' – Non Enrollment (ABNR - Active But Not Register).

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 CLiC.
- 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 CLiC every night.

4.1.2 Checking of Attendance Record

Students may check the attendance records in CLiC to ensure Lecturers updates properly. If there is any discrepancy of attendance record between student and CLiC, 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 (LOA) as he/she will be deemed as unfit to go through the whole trimester's workload.

SECTION 5.0 : CREDIT / GRADE TRANSFER & COURSE EXEMPTION

SECTION 5.0 : CREDIT / GRADE TRANSFER & COURSE EXEMPTION

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 MMU Portal.

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.
6. The credit transfer application is subject to the assessment of the receiving faculty and the decision of the faculty is final.
7. For Bachelor of Law programme, only non-law related courses may be considered for credit transfer.

5.1.1 Vertical Credit Transfers

Credit transfer from a lower level to a higher level qualification or known as vertical credit transfer is allowed in the following circumstances:

- a) Certificate (MQF Level 3) to Diploma (MQF Level 4). The maximum transferable credit is 30% of the total Diploma programme's credit.
- b) Diploma (MQF Level 4) to Bachelor's degree (MQF Level 6). The maximum transferable credit is 50% (i.e. approximately one year and half of Bachelor's degree duration) of the total programme's credit with the following conditions:

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

5.1.2 Horizontal Credit Transfers

Credit transfer from same level of qualification or horizontal credit transfer is allowed in the following circumstances:

- a) If the previous qualification was completed in MMU, no limit is imposed on the credit transfer. The same course can be considered for credit transfer multiple times provided that the transfer is for programme within the same field (E.g. First degree completed is Bachelor of Business Administration (Hons) (Human Resources Management). Student may use the same courses from this first degree to credit transfer for subsequent Bachelor of Business Administration (Hons) programme/s.
- b) If the previous qualification is from a different institution, the credit transfer is subject to specified academic residential requirement as follows :
 - i. 1 trimester/semester for Bachelor degree level, and
 - ii. 1 trimester/semester for the Diploma level.

Student of a programme in MMU who enrol for a few courses at another institution of higher learning at the same time (for example via mobility or exchange programme).

- Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions.

5.1.3 Credit Transfer APEL (C)

APEL for Credit Award [APEL (C)] is the award of credits for the prior experiential learning towards a course in an accredited programme of higher education provider (HEP). APEL(C) provides the mechanism to recognise the individual's prior experiential learning that is relevant and specific to a course within a programme of study. The credit award is granted on the basis of the knowledge and skills acquired through informal and non-formal learning.

The award of credits through APEL (C) is in the form of credit transfer where it does not involve the transfer of grades. However, the credits awarded for the course will be counted towards the total credit requirement for graduation.

The maximum percentage of credit transfer through APEL (C) is 30% of the total graduating credits of a specific programme of study. This percentage is in addition to the credit transfer provision based on the vertical and horizontal credit transfer or the formal learning.

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.

Student who quit a programme and wishes to continue another programme at the same level in MMU:

- a) Grade transfer may be considered. In this case, there is no limit to the amount of credit allowed to be transferred. The course taken by the student must not be more than FIVE years prior to the registration date of the new programme at MMU.
- b) If the previous programme was taken from another institution, the credit transfer is dependent on the academic residential requirement: 1 semester at MMU for Bachelor's degree level and 1 semester at MMU for Diploma level.

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 by respective faculty. 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 trimester period and a maximum of three trimesters.

International students are subject to the current policies and procedures set by the government authorities and must be read together with the special guideline prepared by International Student Centre (ISC). Students are required to consult ISC's officer before completing the LOA form.

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:

- A student who is on the barring list is automatically disqualified from applying for Leave of Absence.
- The official date of LOA is the date when the student submits his online leave of absence application.
- No tuition fee will be charged if the LOA is applied in week one (1) or week two (2).
- A student who is on LOA will still be charged Resource Fees.
- 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'.
- A student on LOA should NOT enrol in another academic institution during the period of leave without prior approval from the University.
- 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.

- h. A student who fails to register for any course after the end of the leave of absence period shall have his status to 'Dismissed'.
- i. Students should discuss with their Academic Advisors prior to applying for the LOA.
- j. Additional Information for **International students**:-
 - i. Must report to the International Office (IO) before applying for LOA.
 - ii. LOA can be applied on the basis of medical related issues, for example Chronic sickness / Mental sickness / Labor / Accident and may be allowed to stay in Malaysia during LOA, as long as the student pass is still valid.
 - iii. For those students applying LOA for other reason not as per Clause j(ii) i.e. financial or family emergency back home, they still allowed to do so for a maximum of two (2) trimester during the entire duration of program, however are now required to shorten the current student pass and it is compulsory to return to their home country.
 - iv. Before the end of LOA period Clause j(iii) students are required to repay the fees for new student pass application and submit together with all the required documents. An additional letter required from faculty to indicate the remaining period for the student to complete his or her studies.
 - v. Students can only enter Malaysia after receiving the new e-val.

6.2 Withdrawal of Study

Students who choose not to continue their studies must complete the online form in CLIC.

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/she may appeal to the Faculty and later will be brought to Senate University for approval.

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

The eligibility to sit any examination are as follows:

- 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.

The eligibility students are required to print the examination slips and must be presented during final examination. Failure to do so, students are not allowed to sit for the final examination.

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 Plagiarism

Every student must ensure that any work submitted has been done by him and has not been submitted elsewhere for the award of any degree or qualification. Proper acknowledgement must be made to the work of others. Plagiarism includes:

- a) Unauthorized act of copying/reproducing or attempt to copy an idea, writing or invention of another person.
- b) Extraction of academic data which are the results of research undertaken by another person, such as laboratory findings, data obtained, whether published or unpublished, without giving due acknowledgement to the original source.
- c) Transcription of the ideas of others which are kept in whatever form (written/printed/electronic/slide form) of teaching or research apparatus.
- d) Unauthorized translation of the writing of another person from one language to another whether wholly or partly.

The student must:

- a) always give due acknowledgement to the sources of ideas or data which are not owned by the student and are not truly in the public domain;
- b) be able to distinguish between the student's own ideas or work and those of others, as any ambiguity in such a distinction could give rise to a suspicion of plagiarism;
- c) acknowledge the source of data, analysis or procedures which are not owned by the student.

The student has to declare that in the event of any infringement of the provisions of the Copyright Act 1987 whether knowingly or unknowingly the University shall not be liable for the same in any manner whatsoever and undertakes to indemnify and keep indemnified the University against all such claims and actions.

7.10 Supplementary Examination

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

7.10.1 Supplementary Examination's Administrative Fee

Supplementary Examination's Administrative Fee of RM 100.00 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.

7.10.2 Eligibility for Supplementary Examination

Students who fail a subject will automatically be eligible for a supplementary examination as a second attempt. However, in programs where passing of continuous assessment is

required, students who fail their continuous assessment will not be eligible for the supplementary examination, as they are considered to have failed the course.

The eligibility of a student to sit for a supplementary examination as first attempt (Grade 'I'), must be recommended by the Board of Examiners (BOE) for Senate's 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 Examinations will be held within the first week of the commencement of the trimester.

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

- a) Obtained a medical certificate and report from a registered Medical Practitioner.
- b) The demise of immediate family members [defined as parents, spouse, children, siblings or grandparents] (supported by death certificates);
- c) Represented Malaysia/State/University in an official capacity for competitions, conferences, conventions, meetings, and sporting events (supported by a letter from STYLE);
- d) 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).

Any other special cases not stipulated above will be recommended by the BOE directly for the Senate's decision. For cases rejected by the Senate, the grade will change to Grade "U".

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.

Students MUST settle their tuition fees before sitting for the Supplementary Examination. The supplementary examination will be denied if they fail to settle their tuition fees before the Supplementary Examination.

Students are required to sit for the Supplementary Examination scheduled at the beginning of the subsequent new trimester.

Students who FAIL to take the supplementary exam, whether as the first or second attempt, will be considered to have failed the course(s).

- For the Supplementary as first attempt : The Grade "I" will change to "U"
- For the Supplementary as second attempt : The Grade will remain.

There shall be NO Second Supplementary Examination in any circumstances.

Despite being granted LOA (Leave of Absence) OR on Industrial Training, a student shall sit for the Supplementary Examination when the course is offered. Failing to do so shall result in the 'I' status being converted to 'U'.

REMINDER TO STUDENTS:

Passing all courses with a grade D does not guarantee graduation from the program. Students will not graduate if they pass all courses stipulated in the program structure but obtain a CGPA of less than 2.00.

Students are required to repeat any course(s) to increase their CGPA to at least 2.00, as the graduation requirement is a CGPA and GPA of 2.00. Additionally, students must meet the MUET Exit Requirement too.

7.10.3 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 <u>acceptable</u> 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 <u>not acceptable</u> by BOE. Students did NOT turn up for the Supplementary exam.	U	Student has to retake the subject once it is offered by the faculty

BOE has granted Supplementary as the SECOND Attempt (Any fail grade with *)	No reason is acceptable by BOE	The (*) will be removed from the grade.	Students have to retake the subject once it is offered by faculty.
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7.10.4 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: a) Grade "I" b) C-*, D*, D+*, F* & FL*	ERU Student
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 : EXAMINATION RESULTS

SECTION 8.0: EXAMINATION RESULTS

8.1 Scheme of Marks and Grades

Starting Trimester 3 2022/2023 (term id 2230), the passing marks 40% (grade D) for all programmes in career Foundation, Diploma, Bachelor (UGRD & UGDE) **EXCEPT** for programmes governed by professional bodies, i.e. Bachelor of Law (FOL), Bachelor of Accounting (FOB and FOM) and Diploma in Accounting (FOB).

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	Pass/Fail ^a
D+	44 - <47	1.33	Pass/Fail ^a
D	40 - <44	1.00	Pass/Fail ^a
F	0 - <40	0	Pass/Fail ^a
PS	40 - 100	-	Pass
FL	0 - <40	-	Fail

Note:

Fail^a = Fail for subject passing marks 50%.

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	-	-	34.201 (b) 13 (a)	34.201 (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	- 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 D	Pass	For Passing Marks 40% - Student passed the examination of the course. The grade will be calculated in GPA and CGPA
F	Fail	- Student failed the examination of the course. The grade will be calculated in GPA and CGPA.
A+ to C	Pass	For Passing Marks 50% - Student passed the examination of the course. The grade will be calculated in GPA and CGPA
C-, D+, D, F	Fail	- Student failed the examination of the course. The grade will be calculated in GPA and CGPA.
FL	Fail	- 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	- 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.

Any fail Grade with *	Fail but student is eligible to sit for Supplementary Examination	- Students who fail a subject will automatically be eligible for a supplementary examination as a second attempt. However, in programs where passing of continuous assessment is required, students who fail their continuous assessment will not be eligible for the supplementary examination, as they are considered to have failed the course.
I	Incomplete	- Student did not attend the examination for the course due to reason(s) acceptable to the Board of Examiner (BOE), - 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	- Student withdrew from the course within the period allowed prior to the final examination.
U	Unofficial Withdrawal	- Student was absent from the examination for a course, without giving any reason acceptable to the BoE - Student who was absent from the final exam and submitted a reason, but it was rejected by the Board. - The code U is equivalent to grade "F" or "FL".
R	Barred from sitting examination	- Student is barred from the examination. The code "R" is equivalent to grade "F" or "FL".
AU	Audit Subject	- Student audited the course and attended 70% of the lectures, tutorials, workshops and laboratory classes for the course.
CON	Continue	- 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.
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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 have obtained a GPA or/and CGPA of 2.00 and above.
2. Probation (PROB)	A student shall be put on probation if his/her Grade Point Average (GPA) and Cumulative Point Average (CGPA) for a trimester examination is less than 2.00. 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.
3. Pending (PEND)	Student have obtained a GPA or/and CGPA of 2.00 and above and have been granted a supplementary examination as a first attempt (I) or Incomplete grade for Industrial Training.
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*. Student have obtained a GPA or/and CGPA of 2.00 and above and are allowed to sit the supplementary examinations as a second attempt for the subjects in which they have failed - "grade*"
5. Pending, Supplementary (PSUPP)	Student have obtained a GPA or / and CGPA of 2.00 and above and are allowed to sit the supplementary examinations as a first (I) and second attempt (*) for the subjects in which they have failed.
6. Probation, Pending (PRPD)	Student obtained GPA and CGPA of less than 2.00; having a course with grade "I" and eligible to sit for his/her Supplementary Examination as a first attempt.

7.	Probation, Pending, Supplementary (PPSU)	Student obtained GPA and CGPA less than 2.00; having a course with grade "I" and grade*. Students are eligible to sit for Supplementary Examination.
8.	Probation, Supplementary (PRSU)	Student obtained a GPA and CGPA of less than 2.00 and are allowed to sit the Supplementary Examinations as second attempt (*) for the courses in which they have failed.
9.	Terminated (TERM)	Student obtained GPA and CGPA of less than 2.00 for two (2) consecutive trimesters. 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.
10.	NA	Student has no GPA and CGPA for a particular trimester because subject(s) registered due to either all subjects registered are graded with no Grade Point (example: PS/FL/I) or withdrawing (W) all the subjects or a combination of both.

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	Minimum 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) 40% passing marks for **Formative** (coursework) assessment,
- (b) 40% passing marks for **Summative** (final) assessment, and
- (c) 40% 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 Assessment with written Examination since they still have to be assessed for the summative assessment. Students who do not attend the Final Assessment with written 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 40% or above. The students will obtain the grade of **F#**.

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

Students who pass their formative assessment however fail to achieve the passing marks of 40% for the summative assessment will be fail for that particular subject and not eligible for Supplementary Examination.

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

Students who pass their formative and summative assessment and their accumulated marks (overall marks) at least 40% are pass the subject.

Below is an example for each scenario:

Student	Coursework Assessment (Formative)	Final Assessment (Summative)	Overall Mark	Final Grade / Remark
Student A	F	P	≥ 40 (PASS)	Grade: F#, Grade point: 0.00.
Student B	P	F	≥ 40 (PASS)	Eligible for Supplementary Exam.
Student C	P	F	< 40	Eligible for Supplementary Exam.

Note: F = Fail, P = Pass

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

Students who do not attend the **Final Assessment with written Examination** but have provided reasons for their absence will be given "F#" grade instead of "I" grade if he did not pass the Formative Assessment.

Sample situation:

Student	Coursework (Formative Assessment)	Final Examination	BOE's Recommendation	Remark
Student A	F or P	Absent (with no reason)	U	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#	No Supplementary Exam. [Student will be charged 50% of tuition fees when he/she repeats the subject]
Student C	P	Absent (with reason submitted)	I	- Student will be granted Supplementary Exam. - Supplementary Exam Fee: RM100.00 <u>Possible grade:</u> "U" Grade [student pays 100% of tuition fees when he/she repeats the subject] "I" Grade [student is able to sit for Final Exam in the Trimester in which the subject is offered again] "F" Grade [student pays 50% of tuition fees when he/she repeats the subject] Passing Grade (D - A+)

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 40% 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 40% or above.

The students will obtain the grade of F#.

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., 39 = F) Supplementary exam is granted.
3	Fail	Pass	Fail	Downgraded to F#. Supplementary exam is granted.
4	Fail	Fail	Fail	Grades follow marks (e.g., 39 = F#) Supplementary exam is granted.

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

As such no Supplementary Examination will be granted for mandatory pass summative subject.

Some Examples on Conditions for Passing a Subject:

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

Summative Assessment	Formative Assessment			Assessment (Grade) Overall
Final Exam (60%)	Laboratory (15%)	Assignment (10%)	Midterm Test (15%)	
40/100 = 24/60	5/15	4/10	7/15	40
PASS				PASS (Grade D)

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				Downgraded to F# (Fail)

- 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 F#.

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.

International students are subject to the current policies and procedures set by the government authorities and must be read together with the special guideline prepared by International Student Centre (ISC). **Please consult ISC's officer before completing the form.**

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.
4. Additional Requirements for International Students:
 - i. Students are allowed to change programs ONLY after completion of one (1) trimester of studies of the original program;
 - ii. Change of program are allowed only for Bachelor level and above.
 - iii. Students are allowed to change program a maximum once only during the same level of studies.

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 Dean's Office.	Subject Coordinator

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's 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 'Administrative Withdrawal' from the University.

12.4 Convocation

Convocation ceremony to celebrate the graduates is normally held in November/December 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 on 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) Fees

- Graduation Fee

Graduates are required to pay the graduation fee regardless of their attendance at the convocation ceremony. The fees are as follows:

Career	Graduation Fee
Diploma & Bachelor's Degree	RM 400.00
Master's Degree	RM 400.00
PhD Degree	RM 450.00

- Convocation Extension Fee

The convocation extension fees will be imposed on graduates who wish to postpone their convocation ceremony. They shall be required to pay the full amount of the 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 Lifestyle & Experience Department (STYLE), 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
Issuance of MMU Vehicle Sticker	Copy of JPA Recognition letter
Distribution of Document/ Other Materials	Car & Motorcycle
	Forms
	Degree Offer Letter
	MUET Result Slip
	Appeal for Reinstatement Letter
Update Request to change Student Information	Bantuan Pelajar Pendidikan Tinggi
	Name
	IC Number
	Address
Answer to Inquiries	MUET Result
	Provide consultation on academic matter
	Provide consultation on students' activities

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

13.2.1 Student Fees Generation

All student-related fees will be generated every trimester based on the below schedule:

Item	Generation Schedule*
Billing Generation	Starting Week 1
Sponsors' invoice generation	Starting Week 3
Financial Assistance/Discount	Starting Week 1
Billing Due Date	14 days from invoice date

Students can view and print their financial account activities such as invoices, receipts, Statement of Account, etc. via CLiC.

13.2.2 Billing Rules

A. Tuition/Programme Fees Structure

Description	Prior Trimester 2 2022/2023 Intake	Starting Trimester 2 2022/2023 (Trimester Mar 2023)
Fee Type	Tuition Fee	Program Fee (Undergraduate only)

Basis	Prorated basis. Fee Calculated based on numbers of Credit Hours (CH) taken.	Course Types Basis
Price	Fee per CH = Total Tuition Fee / Total CH	Price by type of courses: Core/others, Elective, ITP, MPU & Character Building(CB). Refer to 13.2.3.

B. Other Rules of Fees

Rules	Condition	Charges
Drop Courses	Week 1	No charges
	Week 2 onwards	100% charge on Tuition/Program Fee
Repeat, Retake & Supplementary Exam Fee	Repeat Course (Repeating the <i>FAILED</i> subject)	50 % charged of Tuition/Program Fee (Student with grade code U,R & W will be charged 100% of tuition / program fee)
	Retake Course (Retaking the <i>PASSED</i> subject)	100 % charged of Tuition/Program Fees
	Supplementary Exam	RM100 per course

Rules	Condition	Charges (1,2,3,4)	
		Prior Trimester 2 2022/2023 intake	Trimester. 2 2022/2023 intake onwards
Leave of Absent (LOA)	LOA taken before or after week 2 without any subject registration.	NO ¹	NO ²
	LOA taken after week 2 with any subject registration.	YES ¹	YES ²
Adjustment Fees Due to Change Program	Change Program within the same faculty.	Based on Cohort Intake ³	Based on Cohort intake ⁴
	a) Change Program with different faculty. b) Dismissed & Change Program within the	Based on Current Trimester ⁴	

	same faculty. c) Dismissed & Change Program with different faculty.	
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¹ Resource Fee & Student Activity Fee

² Trimester Fee

³ Existing Fee Structure : Tuition Fee+ Resource Fee + Student Activity Fee

⁴ New Fee Structure : Program Fee + Trimester Fee

13.2.3 Program Fee - Course Fee Classification and Rate

Effective Trimester 2 2022/2023 (Trimester March 2023) intake:

Level of study	*Group A (Core/ Compulsory University/ Others)	Group B (Elective)	Group C (ITP/Legal Attachment)	Group D (MPU)	Group E (Character Building)
LOCAL:					
1. Foundation	RM130 - RM375	-	-	-	-
2. Diploma	RM258.70 – RM296	RM250/CH	RM800/ Course	RM250/CH	RM250/CH
3. Bachelor	RM462.50 - RM657.20	RM280/CH		RM250/CH	RM250/CH
4. ODL	RM259	RM230/CH	-	RM230/CH	-
Level of study	*Group A (Core/ Compulsory University/ Others)	Group B (Elective)	Group C (ITP/Legal Attachment)	Group D (MPU)	Group E (Character Building)
INTERNATIONAL:					
1. Foundation	RM375 - RM465	-	-	-	-
2. Diploma	RM291.50 - RM368	RM290/CH	RM 1,000/ Course	RM290/CH	RM290/CH
3. Bachelor	RM575.90 - RM819.70	RM350/CH		RM290/CH	RM290/CH
4. ODL	RM315.50 /CH	RM290/CH	-	RM290/CH	

*The fee charged is based on the program. Any changes in program fee and credit hours will impact this group.

MMU reserves the right to make amendments without notice, as may deem necessary.

13.2.4 Refund Policy

For **active** students:

1. UTSB has the absolute discretion to keep all excess payments 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 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 a refund of all refundable deposit(s) and over-payment (if any) upon settlement of all outstanding billings.

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

Students are required to update bank information in CLiC under Credit Information. For further assistance please email billing@mmu.edu.my.

13.2.5 Payment Channel

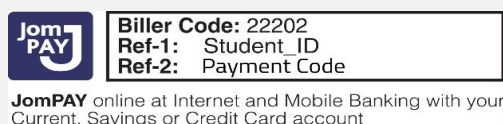
A. Payment from Malaysia:

1. E-Payment through CLiC

The steps are as follows:

- a) Login to your CLiC and follow the navigation - Main Menu > Self Service > Account Activity > Make a Payment
- b) Please select fee type and enter the amount
- c) Enter 10-digit of your Student ID and other required information.
- d) Submit payment and choose the available payment method.

2. JomPAY



JOMPAY PAYMENT CODE	
Code	Description
J01	Tuition Fee
J02	Registration Fees
J03	Hostel Deposit
J04	Convocation Fee
J05	Supplementary Exam
J06	Summon
J07	Transcript
J08	Remarking

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

13.3 CADETSHIP

13.3.1 Background

1. iCadet



The **Industry Cadetship (iCadet)** is a new initiative by Multimedia University (MMU) focusing on undergraduate students across all faculties. This programme aims to groom students into industry-ready graduates. The objective of the programme is to provide MMU students with early exposure to industry culture and environment, to better prepare them for working life.

In this programme, students would be guided by industry practitioners as they attempt to solve problems that real companies face. This programme would help produce specialized individuals needed for the development of the industrial partner. Industrial partners would have access to industry-ready graduates, pre-matched to their respective needs. In short, iCadet Programme aims to groom work-ready graduates.

iCadets will undergo several activities such as industrial attachment, industry-based assignments, industrial final year project (iFYP) etc.

2. eCadet



The **Entrepreneur Cadetship (eCadet)** is a new initiative by MMU which aims to produce a dynamic and resilient student entrepreneur. This programme aims to groom students into market-ready entrepreneurial talent that enables them to become a founder with high value startups. The objective of the programme is to provide MMU students with early exposure to entrepreneurship culture and environment to enable them to have real experience within the ecosystem and gain insights on the realities of the business world.

In this programme. Second year undergraduate students are provided with an opportunity to build professional connections within the ecosystem and receive professional guidance for their startups. The students will also have the opportunity to enhance their startup skills and expertise through MMU's Entrepreneurship Development Programme. We aim to provide experiential understanding of the entrepreneurship ecosystem by bridging the students with startups, companies, agencies and accelerators.

This programme is open to MMU students who have an entrepreneurial mindset and are driven to achieve their goals.

13.3.2 Cadetship Graduation Requirement

Senate approval for making iCadet and eCadet Program completion as Graduation Requirement:

1. Effective intake March 2025 (Trimester 2510) onwards
2. Completion of iCadet Program defined as participation in 20 points worth of iCadet activities
3. Completion of eCadet Program defined as participation in 20 points worth of eCadet activities

13.3.3 iCadet vs eCadet



An **Industry-University Partnership** Programme aims to groom industry ready graduates that provide the **right talents for the right industry**.

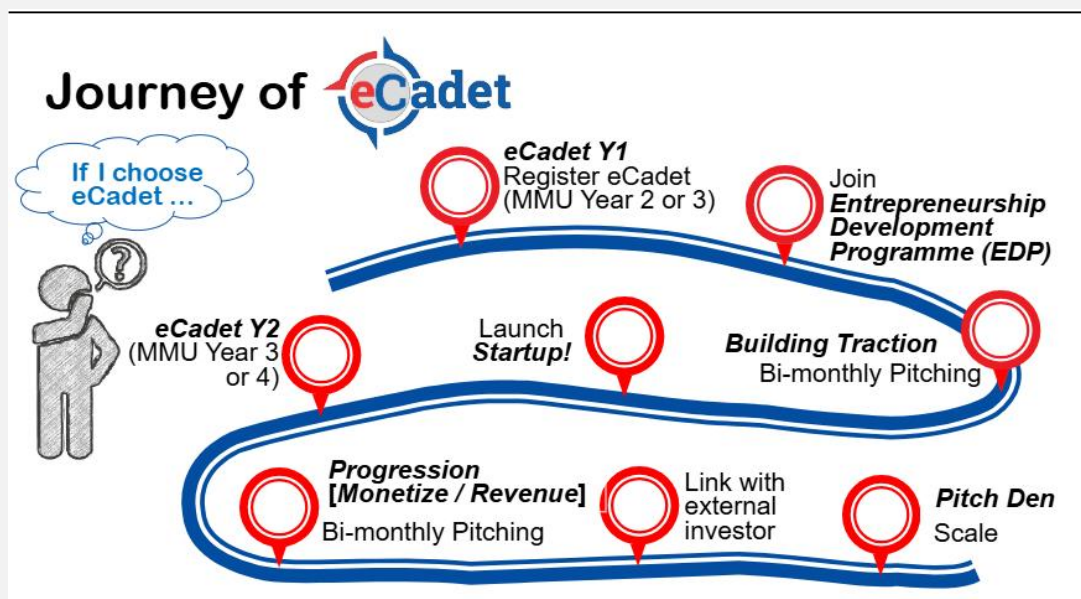
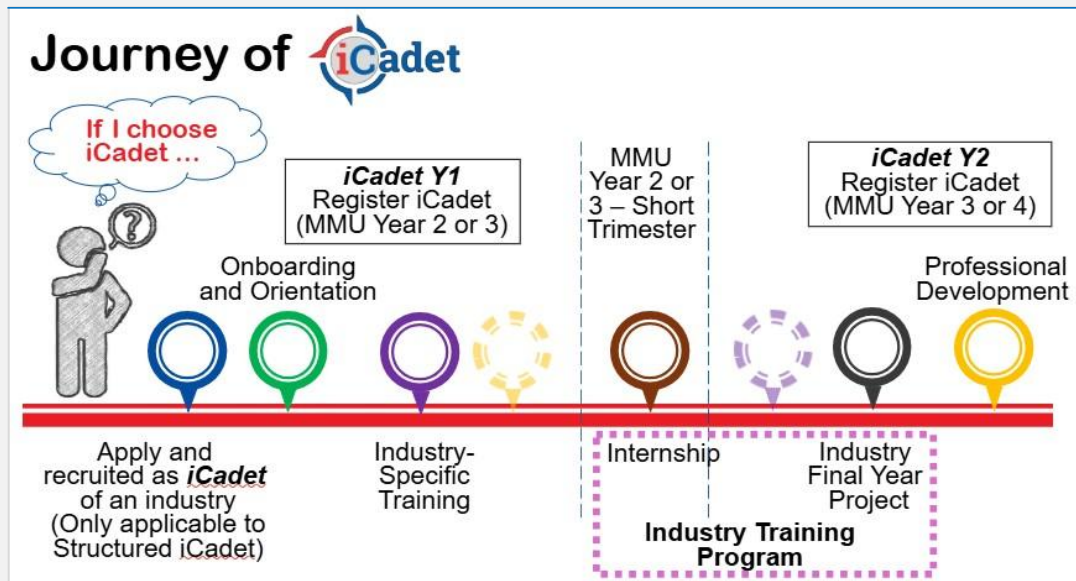
- ◆ Early exposure to the **cultures** within industries and **real working environment**
- ◆ Early **coaching** and **training** for the students to match the company's needs



An **Industry-University Partnership** Programme aims to groom market ready **entrepreneurial talents** from day one.

- ◆ Exposure to **entrepreneurship culture** and the **business environment**
- ◆ eCadet partners and mentors support students' **startups**

13.3.4 Journey of Cadetship



For further information, students may refer to Alumni Engagement, Career and Entrepreneurship Development (ACE) office or contact the following for assistance."

Cadetship Unit [Mr Faizal Jewari]
Alumni Engagement, Career and Entrepreneurship Development
Multimedia University, 63000 Cyberjaya, Selangor

Contact Number: 03-8312 5898
Email: icadet@mmu.edu.my
Email: ecadet@mmu.edu.my

13.4 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 CLiC link **Main Menu > Survey> Teaching Evaluation**

13.4.1 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.

13.5 INTERNATIONAL STUDENT SERVICES

13.5.1 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 Student Centre (ISC) 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.

13.5.2 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 and Melaka) based on the student's citizenship category and the level of study i.e., undergraduate and postgraduate.

Melaka 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

13.5.3 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 15 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 Student Centre (ISC).

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 ISC, together with the photocopy of the police report, letter from embassy and 2 pieces of passport-size photographs. ISC 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.

13.5.4 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 after completion of your study. You're required to submit to International Student Centre (ISC) all required documents 14 days before your departure date:

- a) Award Degree/Diploma Letter or Completion Letter;
- b) Original passport
- c) Copy of one-way flight ticket

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.

Exit stamp with proof of exit form is not considered as official visa cancellation. It is one of medium to declare you're not in Malaysia but once you enter Malaysia within the student pass validity; your previous exit stamp is considered void and null.

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 (14 days before the departure date).

13.5.5 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.

13.5.6 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. Here are the required documents for the issuance of recommendation letter from International Student Centre (ISC) :

- a) Copy of passport details;
- b) Copy of Student Pass details;
- c) Copy of Offer Letter
- d) Copy of Visa Approval Letter
- e) Copy of Student ID Card (front and back)
- f) Candidature Letter (for International Postgraduate Student)

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

13.6 PERMATA DUNIA GEMS ATTRIBUTE

13.6.1 Attributes of Permata Dunia

Every Permata Dunia is characterized by a unique blend of attributes, collectively known as GEMS:

- a) Generous & Caring
- b) Empathic & Ethical
- c) Mindful & Resilient
- d) Sustainable & Sociable
- e) Global & Universal
- f) Entrepreneurial & Expressive
- g) Modern & Digital
- h) Strategic & Creative

These attributes form the cornerstone of the Permata Dunia Persona framework, a systematic approach to developing MMU students.

13.6.2 The Hall System

Under this innovative framework, all new MMU students are grouped into six distinct halls:

1. Iota Inderasakti
2. Kappa Kasturi
3. Lambda Laksamana
4. Mu Mahamiru
5. Rho Rajawali
6. Sigma Samudera

Each hall is overseen by a Patron and a Principal on each campus. Additionally, each hall is supported by Permata Dunia Advisors (PDAs), whose primary role is to guide students in acquiring the GEMS attributes and provide mentorship throughout their academic journey.

13.6.3 Roles Of Permata Dunia Advisors (Pdas) Under Each Hall

The PDAs play a crucial role in the holistic development of MMU students, offering support in the following areas:

1. **Caring for Students:** Providing emotional and personal support to ensure students' well-being.
2. **GEMS Monitoring & Advice:** Helping students develop the essential GEMS attributes.
3. **General Study Guidance:** Assisting with academic challenges and study strategies.
4. **Attendance Monitoring:** Keeping track of students' class attendance and participation.
5. **Course Progression Advice:** Guiding students on their academic path and course selections.
6. **Career Advice:** Offering insights and advice on career planning and opportunities.

13.6.4 Join The Hall And Start The Journey of Becoming a Permata Dunia

Becoming a Permata Dunia means joining a legacy of excellence and leadership. MMU's comprehensive support system and the Permata Dunia Persona framework ensure that every student not only excels academically but also develops the qualities that define a true leader and global citizen.

Stay connected with MMU and the Permata Dunia community to witness the continuous growth and achievements of these exceptional individuals. Together, we create a brighter, more innovative future.

Multimedia University (436821-T)

Persiaran Multimedia,
63100 Cyberjaya,
Selangor, Malaysia
Business Hours: Mon-Fri (8.30am-5.30pm)



1-300-800-668 (MMU)

Multimedia University (436821-T)

Jalan Ayer Keroh Lama,
75450 Bukit Beruang,
Melaka, Malaysia
Business Hours: Mon-Fri (8.30am-5.30pm)



1-300-800-668 (MMU)

Connect with Us

