UNIVERSITI
TEKNOLOGI
PETRONAS

Undergraduate Student Handbook

THE ACADEMIC GUIDELINE

UNDERGRADUATE PROGRAMME

A GUIDE TO UNIVERSITY ACADEMIC POLICIES & PROCEDURES

The content of this booklet is correct on the date of publication.

Universiti Teknologi PETRONAS reserves the right to add, amend or make any alterations to the content of This booklet as and when necessary.

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PART A

THE GUIDELINES

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CHAPTER - I

General Information

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GENERAL INFORMATION

1.0 Introduction

Universiti Teknologi PETRONAS (UTP) was established on 10 January 1997 when PETRONAS was invited by the Malaysian Government to set up a university.

The university was formerly known as The Institute of Technology PETRONAS (ITP) and was a wholly owned subsidiary of PETRONAS. It was registered with the Ministry of Education on 26 April 1995 and obtained approval under the "Essential Higher Education Institute Regulation 1996". ITP began operations at PETRONAS Management Training Sdn. Bhd. (PERMATA), Kajang, Selangor on 3 July 1995. On 26 July 1995, ITP was registered as a private limited company and transferred its operations to Bandar Seri Iskandar, Perak Darul Ridzuan, on 1 July 1996.

2.0 University Vision and Mission

2.1 Vision

A Leader in Technology Education and Centre for Creativity and Innovation.

2.2 Mission

i. UTP is an institute of higher learning. We provide opportunities for the pursuit of knowledge and expertise for the advancement of engineering, science and technology to enhance the nation's competitiveness.
ii. Our objective is to produce well-rounded graduates who are creative and innovative with the potential to become leaders of industry and the nation.
iii. Our aim is to nurture creativity and innovativeness and expand the frontiers of technology and education for the betterment of society.

3.1 University Logo

i. Relates to the concept of renaissance, birth and nurturing of the mind for national advancement of the highest order.
ii. Simulates the bloom of a floral bud while injecting a graphic outline of the PETRONAS Twin Towers.
iii. Reflects the beginning of a journey towards new standards in higher education.
iv. Gold to denote light, and deep pastel blue to signify peace and tranquility.

CHAPTER - II

Undergraduate Programmes Academic Guide

1.0 Academic Regulations

1.1 Introduction
Academic Regulations are formulated to regulate and coordinate the administration of academic and related matters. It is the responsibility of students to know and follow all the University's rules and regulations. The University reserves the right to amend the Academic Regulations as and when necessary.

1.2 Definitions
1.2.1 University
University refers to Universiti Teknologi PETRONAS.
UTP is the acronym for Universiti Teknologi PETRONAS.

1.2.2 Senate and Other Committees
a. Senate
The Senate is the highest academic body of the University and, subject to the provisions of the Private Higher Educational Institutions Act 1996, the University Constitution and other related rules, shall have the control and general direction of instruction, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

Members of the SENATE are:
i. Chairman - Vice Chancellor
ii. Secretary - Registrar
iii. Members:
    a. Deputy Vice Chancellor Academic
    b. Deputy Vice Chancellor Research and Innovation
    c. Deputy Vice Chancellor Student Affairs
    d. Dean, Faculty of Engineering
    e. Dean, Faculty of Science and IT
    f. Dean, Centre for Foundation Studies
    g. Dean, Centre for Graduate Studies
    h. Director, Research Management Centre
    i. Senior Director, Centre for Student Development
    j. One (1) Professor from Faculty of Engineering
    k. One (1) Professor from Faculty of Science and IT
    l. Ex Officio Members:
        • Chief Financial Officer
        • Chief Strategy Officer
        • Chief Support Service Officer
        • Legal Advisor

b. University Academic Committee
The University Academic Committee is the body appointed by the Senate to administer academic matters.

Members of the Academic Committee are:
i. Chairman - Deputy Vice Chancellor, Academic
ii. Secretary – Senior Director, Centre for Academic Excellence
iii. Members:
    a. Deans
    b. Senior Director, Centre for Academic Excellence
    c. Senior Director, Centre for Student Development
    d. Director, Information Resource Centre
    e. Department Chairs

In attendance:
a. Manager, Academic Operation, Centre for Academic Excellence
b. Head, Faculty of Engineering
c. Head, Faculty of Science and Information Technology

c. University Examination Committee

The University Examination Committee (UEC) is the body appointed by the Senate to administer examination matters.

Members of the University Examination Committee are:
i. Chairman - Deputy Vice Chancellor, Academic
ii. Secretary – Senior Manager, Registration & Examination Department
iii. Members:
    a. Deans
    b. Department Chairs
    c. Other members as appointed by the Chairman

d. Student Academic Dismissal Appeal Committee

The Student Academic Dismissal Appeal Committee is the body appointed by the Senate to administer appeals related to student academic dismissal.

Members of the **Student Academic Dismissal Appeal Committee 1** are:

i. Chairman - Chief Support Services Officer
ii. Secretary - Manager and/or Executive, Registration & Examination Department
iii. Members:
    a. One (1) senior lecturer from each academic department appointed by Dean/Chair
    b. One (1) Manager from Psychological and Counselling Services

Members of the **Student Academic Dismissal Appeal Committee 2** are:

i. Chairman - Vice Chancellor
ii. Secretary - Manager and/or Executive, Registration & Examination Department
iii. Members:
    a. Registrar
    b. One (1) representative from the Non-Academic Division who holds the position of Director and above.

e. Student Academic Disciplinary Committee

The Student Academic Disciplinary Committee is the body appointed by the Senate to administer academic misconduct.

Members of the Academic Disciplinary Committee are:
i. Chairman - Chief Support Services Officer
ii. Secretary - Senior Manager, Registration & Examination
iii. Members:
    a. One (1) senior lecturer from each academic department appointed by the Dean/Chair
    b. One (1) Prosecuting Officer
    c. One (1) Legal Advisor
    d. One (1) Security Officer

f. Student Academic Disciplinary Appeal Committee

The Student Academic Disciplinary Appeal Committee is the body appointed by the Senate to deal with any appeal made by students (academic misconduct).

Members of the **Student Academic Disciplinary Appeal Committee 1** are:

i.   Chairman – Deputy Vice Chancellor Academic
ii.   Secretary – Manager and/or Executive, Registration & Examination Department
iii.   Members:
    a. One (1) senior lecturer from each academic department appointed by Dean/Chair

Members of the **Student Academic Disciplinary Appeal Committee 2** are:

i.   Chairman – Vice Chancellor
ii.   Secretary – Manager and/or Executive, Registration & Examination Department
iii.   Members:
    a. Registrar
    b. One (1) representative from the Non-Academic Division who holds the position of Director and above.

1.2.3 Vice Chancellor

The Vice Chancellor is the Chief Executive Officer of the University who shall be responsible for the overall administrative, academic and management functions of the University and shall exercise all functions and duties provided in the Act, including general supervision over the arrangements for instruction, research, finance, administration, day-to-day affairs, welfare and discipline in the University, and shall act under the general authority and direction of the University Board of Directors.

1.2.4 Registrar

The Registrar is an officer of the University, responsible in administering students' intake, academic records, course registration, examinations, graduation approval and accreditation of Programmes.

1.2.5 Deputy Vice Chancellor, Academic

The Deputy Vice Chancellor, Academic (DVCA) is an officer of the University who heads the Academic Division. DVCA is responsible for all matters involving foundation, undergraduate and postgraduate academic studies.

1.2.6 Deputy Vice Chancellor, Research & Innovation

The Deputy Vice Chancellor, Research & Innovation (DVCRI) is an officer of the University who heads the Research & Innovation Division. DVCRI is responsible for all matters involving research and innovation.

1.2.7 Deputy Vice Chancellor Student Affairs

The Deputy Vice Chancellor Student Affairs (DVCSA) is an officer of the University who heads the Student Affairs Division. DVCSA is responsible for all matters involving student development and experience in support of the university's aspiration to produce well-rounded graduates.

1.2.8 Dean

The Dean is an officer of the University who heads the Faculty. The Dean is responsible for all faculty matters involving undergraduate and postgraduate academic studies.

1.2.9 Department Chair

A Department Chair (DC) is an officer of the University who heads a particular academic department. The DC is responsible for managing all academic and administration matters of the department.

1.2.10 Senior Director, Centre for Academic Excellence

The Senior Director, Centre for Academic Excellence is an officer of the University who heads the Centre for Academic Excellence. The Senior Director, Centre for Academic excellence

is responsible for matters related to academic operation (i.e., teaching and learning facilities, course scheduling, curriculum management and academic stakeholder engagement) as well as quality of teaching and delivery through advancing and innovating the teaching and learning process in UTP.

1.2.11 Lecturer

A lecturer is a person assigned by the respective Department Chair to manage a certain course, who is responsible in delivering course materials, supervising students' projects and evaluating students' achievements.

1.2.12 Tutor

A tutor is a postgraduate student / any individual assigned by the respective Department Chair to assist a lecturer in managing and conducting tutorial sessions for a certain course.

1.2.13 Demonstrator

A demonstrator is a postgraduate student / any individual assigned by the respective Department Chair to assist a lecturer in conducting laboratory work/practical training. Demonstrator is responsible for demonstrating the usage of laboratory or computer equipment and evaluating laboratory reports and assignments.

1.2.14 Co-Curriculum Instructor

A Co-Curriculum Instructor is a professional coach/instructor/any individual assigned by the respective Human Resource Management to facilitate the Credited Co-Curriculum Courses that are able to supplement and complement the main syllabi activities.

1.2.15 Student

A student is an individual who enrolls for any academic programme at the University.

1.2.16 Transcript

A transcript is a complete record of a student's particulars and academic performance.

1.2.17 Programme

Programme refers to the approved curriculum to be offered and conducted by the University.

1.2.18 Curriculum

Curriculum comprises of courses and other activities that are compulsory for students, as determined by the University.

1.2.19 Semester

A semester is an academic period of about four (4) months that normally starts in January, May and September.

1.2.20 Modes of Delivery
   i. Learner Centered Approach
   A Learner Centered Approach is the pedagogical approaches that encompass student centered learning strategies such as, active learning, cooperative/collaborative learning, problem-based learning (PBL), online learning, blended learning and flipped classroom.

   ii. Lectures and Tutorials
   a. A lecture is an educational discourse with a group of students taking a course in a programme that is led by a lecturer.
   b. A tutorial is a hands-on activity conducted by a tutor or lecturer to complement the lectures and to enhance the students' understanding of the subject matter.

   iii. Laboratory Work
   Laboratory work is a practical approach to enable students to gain practical experience.

   iv. Project and Team–Based Learning

Project and Team-Based Learning is one of the methods in learning whereby a student is required to solve a particular problem using analysis and synthesis to produce a solution. A lecturer acts as a facilitator when supervising students' projects. Among the courses that use the Project and Team-Based Learning method are Engineering Team Project (ETP), Capstone Design Project and Final Year Project. For ETP courses, the project is undertaken by a team consisting of students from different engineering programmes, supervised by a team of lecturers. For ICT/BIS students, the course that involves Team-Based Learning is Technopreneurship Team Project (TTP).

v. Student Industrial Internship Programme
Industrial Internship Programme is a course where students are exposed to various industrial practices, for example, practical and real work based on projects, research activities and workplace safety in the industry. This is compulsory for all students. The training is conducted over **28 weeks** at relevant industries.

vi. E-Learning
E-Learning is a learning method whereby students can learn their respective courses via self-learning activities using the digital contents, online forum/discussion and online assessment.

vii. Use of External Data Sources
External Data Sources are reference materials available from other resource centres, for example, the library and Internet.

viii. Lecturer/Professor
An adjunct lecturer/professor is an industrial expert appointed by the University to deliver lectures on topics related to the course content.

ix. Academic Advisor
An academic advisor is a lecturer appointed to become a student's principal point of contact for academic matters that affect progress toward the degree. An academic advisor may assist the student with course planning, registration and academic counseling. All Undergraduate students will be assigned to an Academic Advisor.

x. Credited Co-Curriculum Courses
Credited Co-Curriculum Courses is an extra-mural activity that is compulsory for all UTP students in order to fulfil the University requirements. Courses under credited co-curriculum can be referred to in **Chapter VI**.

xi. Extra-Curricular Activities
An extra-curricular activity is a non-academic activity which has been approved by the University.

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

1.2.22 Student Learning Time (SLT)
Student Learning Time (SLT) is an effective learning time or student's effort in learning or the learning volume (a quantitative measurement of all learning activities), in order to achieve the specified learning outcomes. One credit hour is defined as 40 hours of learning inclusive of face to face (e.g: lecture, tutorial, lab & etc.) and non-face to face (e.g: student preparation time, completing assignment or homework & etc.).

1.2.23 Learning Outcomes (LO)
Learning outcomes are statements on what students should know, understand and can do upon the completion of a period of study.

1.2.24 Summative Assessment
Summative assessment is the assessment of learning, which summarises the progress of the learner at a particular time and is used to assign the learner a course grade.

1.2.25 Formative Assessment

Formative assessment is the assessment of student progress throughout a course, in which the feedback from the learning activities is used to improve student attainment.

1.2.26 Outcomes-Based Education (OBE)

OBE is an approach to education that begins with clearly focusing on high-quality, culminating in demonstrations of significant learning in context and organising everything in an educational system around what is essential for all students to be able to do successfully at the end of their learning experiences. This means starting with a clear picture of what is important for students to do, then organising the curriculum, instruction, and assessment to make sure this learning ultimately happens for all students.

1.2.27 Programme Educational Objectives (PEOs)

Programme Educational Objectives (PEOs) are specific statements/goals consistent with the mission and vision of the IHL, are responsive to the expressed interest of programme stakeholders, and describe the expected achievements of graduates in their career and professional life a few (3 to 5) years after graduation.

1.2.28 Programme Outcomes (POs)

Programme Outcomes describe what students are expected to know and be able to perform or attain by the time of graduation. These relate to the skills, knowledge, and behaviour that students acquire through the programme.

1.2.29 Grade

A grade is an assessment in a form of a letter grade signifying a student's performance in a particular course.

1.2.30 Grade Points

A grade point is the point given to a course based on the grade obtained multiplied by the credit hours allocated to it.

1.2.31 Grade Point Average (GPA)

A GPA obtained by a student at the end of a semester is calculated as follows:

$$\text{GPA} = \frac{\text{Total of Grade Points Scored in the Semester}}{\text{Total of Credit Hours Taken in the Same Semester}}$$

1.2.32 Cumulative Grade Point Average (CGPA)

A CGPA is the grade point average obtained by a student based on all courses he/she has completed to date. The calculation is based on the following formula:

$$\text{CGPA} = \frac{\text{Total of Grade Points Scored to Date}}{\text{Total of Credit Hours Taken to Date}}$$

1.2.33 Final Examination

Final Examination is a compulsory component to be given to students who are registered for non project-based course(s). It is compulsory for students to attend the final examination, failing which; the students will be given an 'F' grade.

It is compulsory for a student to adhere to the policy of obtaining a minimum 40% of final examination and coursework mark for all courses in order to pass the course. This condition applies to all undergraduate programmes.

1.2.34 Course Repeating

A student who has failed a course or obtained an Incomplete Grade (I) from an earlier semester shall be required to repeat and pass the course at the earliest semester when the course is offered again.

1.2.35 Course Redemption
The university has adopted the course redemption (grade replacement) policy for course/s with 'C' grade and below which is applicable for course/s taken from January 2014 semester and onwards for ONE (1) time replacement only per course.

Only the BEST grade will be counted in the total credit hours and cumulative grade point average (CGPA) calculation. All courses and grades attempted will be displayed in the academic transcript.

Total credit hours, including redemption shall be between 10- 18 hours in a particular semester. Eligible course(s) for redemption is available in the student portal system for reference and selection during course registration add and drop period.

1.2.36 Supplementary Examination
A supplementary examination is a special examination given to an eligible student subject to UEC approval (Students in their final year final semester and shall not enroll for further semester after completing the supplementary examination).

Supplementary for Graduating Undergraduate students:
Any graduating undergraduate student who has attempted and sat for final examination but failed the course(s) may be offered to sit for supplementary examination in fulfillment of the graduation requirement upon the UEC approval. The supplementary examination is only applicable for a maximum of two (2) non-project-based course(s) in the semester with some nominal processing fee (not refundable). Results for the Supplementary Examination shall be recorded as Pass (P) or Fail (F).

1.2.37 Replacement Examination
A replacement examination is a special examination given to an eligible student subject to UEC approval.

Any student who has failed to attend final examination due to valid approved reason may request to sit for replacement examination upon the UEC approval.

1.2.38 Examiner
An examiner is a lecturer or an appointed qualified person (internal/external) conducting academic assessment.

1.2.39 Invigilator
An invigilator is a qualified individual appointed by the University to invigilate a particular examination.

1.2.40 Appeal for Reinstatement/Readmission
An appeal for reinstatement/readmission is an application by a student who has been placed under dismissal status to continue studying at the University.

The Appeal Committee shall decide to reject or to grant reinstatement or readmission. Reinstatement refers to the decision to continue studies in the same programme whereas readmission refers to the decision to continue studies in another programme.

1.2.41 Suspension Period
A suspension period is a period in which a student is suspended from being a student of UTP due to disciplinary or academic reasons. The suspension period will be considered as part of the duration of study at UTP.

International students are required to cancel their current students pass and return to their respective home countries.

1.2.42 Course

A course is a subject that carries a unique code and a number of credit hours.

1.2.43 Graduation Audit

It is **COMPULSORY** for all final year students to complete the Graduation Audit Form, two (2) semesters prior to the expected graduation semester.

The graduation audit process will be finalised at the academic department and the results of the expected graduation list to be tabled for endorsement by the UEC.

Upon Graduation, international students upon graduation are required to cancel their students pass and apply for Check Out Memo (COM) through International Students Management Unit (ISMU).

1.2.44 Audit Course

An audit course refers when student repeat a course, the course with the lower grade will be recorded in the academic transcript and will be excluded from CGPA calculation with the notation of AU.

1.2.45 Common Core and Core Discipline Courses

A core course is a **MANDATORY** course offered by the respective programme.

1.2.46 Minor Elective Courses

List of courses offered to Information Systems and Information Technology students which is part of the Graduation requirement.

1.2.47 Minor Courses

List of courses offered to all students except for Information Systems and Information Technology students. Minor courses are at the students' discretion and not compulsory. However, the total credit hours accumulated will be over and above the graduation credit requirements.

1.2.48 Core Specialisation Courses

Core Specialisation Courses is a group of courses offered by respective programmes for their students to choose in the area of specialisation that they are interested to pursue at the end of their studies. The courses taken shall contribute to the overall programme structure.

1.2.49 Barred from Examination

Students who get barred will not be allowed to sit for the final examination and will be given an 'F' grade for the course.

1.2.50 Incomplete Grade

The Incomplete grade (I) will be given to a student who is not able to sit for the final examination or to complete a course due to reasons accepted by the University.

1.2.51 Facilities and Services

Facilities and services are provided by the University to fulfill academic and non-academic requirements e.g. lecture theatres, classrooms, laboratories, information technology and sports facilities.

2.0 Academic Administration

Each student is required to register for every course taken up during the registration period and according to the number of credit hours allowed.

2.1 Registration of Courses

It is compulsory for students to register for their courses at the beginning of the semester. The registration for the following semester will be conducted at the end of each semester. Registration of courses is conclusive unless the student is under probation, probation & warning, or dismissal status; or the student failed any of the pre-requisite courses.

Students are required to register during the prescribed registration period and comply with the credit hour requirement. Students who failed to register within the given time can be barred from continuing their study for that particular semester.

Students who still have outstanding dues may not be allowed to register for the new semester. All

full-time students must register a minimum of nine (9) credit hours and maximum of sixteen (16) credit hours. However, this ruling may be waived for graduating students who are in their final semester.

2.2 Adding/Dropping/Withdrawal of Courses

2.2.1 Adding/Dropping of Courses
Students are allowed to add/drop courses within the first two (2) weeks of the semester subject to the approval of the Department Chair and subject to the compliance of the total credit hours allowed.

2.2.2 Withdrawal
a. **Withdrawal from Courses**
Students are allowed to withdraw from the courses latest by week six (6) of the semester provided that they maintain a minimum of nine (9) credit hours. The course fee, however, shall not be refunded.

b. **Withdrawal from Examination**
Students who have registered for courses but are unable to sit for the examination due to some unavoidable circumstances may apply for withdrawal from the examination, subject to recommendation of the Department Chair and approval by the Deputy Vice Chancellor, Academic.

If the withdrawal is due to illness or injury, the student must furnish the University with a medical certificate or a letter certified by UTP's panel doctor or any government hospital. Upon approval, the student will be given an **INCOMPLETE** status and the student is required to repeat that particular final examination when it is available.

2.3 Attendance

Students are required to attend lectures, tutorials, laboratories, project-based learning, additional lectures, co-curricular activities and meetings with academic advisors. Students shall obtain written permission from the Department Chair/ Dean/Deputy Vice Chancellor/ Vice Chancellor, they are unable to attend lectures, tutorials and laboratories mentioned above due to participation in activities. The level of exemption and activities is as per below:

	Type	Approving Authority
1.	Exemption from attending classes for participation in activities WITHIN DEPARTMENT	Department Chair
2.	Exemption from attending classes for participation in activities WITHIN FACULTY	Faculty Dean
3.	Exemption from attending classes for participation in activities CROSS FACULTY	DVCA

The students are required to submit the application three (3) days before the actual date or, in emergency cases, after returning to campus by attaching the relevant supporting documents (medical certificate, death certificate) to the respective academic department.

The minimum attendance requirement is ninety percent (90%) for each course after the add/drop period. A student who fails to fulfill this requirement without providing the approved supporting document may be barred from sitting the final examination.

International students who do not fulfill the requirements above will affect the renewal of student pass.

2.4 Deferment of Studies
2.4.1 Deferment with medical reason

A student who wishes to apply for a deferment with medical reason must satisfy the following requirements:
i.   Deferment with medical reason is only applicable on medical grounds.
ii. Deferment with medical reason may be given only for 1 semester in one approval.
iii. Deferment with medical reason will not be considered as part of the period of study.
iv. All applications for deferment must be in writing and addressed to the Department Chair and endorsed by Dean of Faculty and approval by Registrar.
v.   International Student is only allowed to apply for Deferment of Study TWICE (2) throughout his/her study period and he/she must have a Valid Medical reason with a Support Letter from the University and Doctor (Specialist).
vi. International Student does not require to shorten a Student Pass and is allowed to stay in Malaysia as long as he/she has a Valid Student Pass.
vii. Not considered/counted as Period of Candidature.

All successful applicants for deferment are exempt from paying the necessary fees and the length of absence is not considered as part of the period of study.

2.4.2 Deferment without medical reason

A student who wishes to apply for a deferment without medical reason must satisfy the following requirements:

i.   Deferment without medical reason is applicable for any valid reasons other than medical reason.
ii.   Deferment without medical reason may be given only for 1 semester in one approval.
iii. Deferment without medical reason must be in writing and to be addressed to the Department Chair and endorsed by Dean of Faculty and approval by Registrar.
iv.   Deferment without medical reason will be considered as part of the period of study.
v.   International Student is allowed to apply for Deferment of Study TWICE (2) throughout his/her study period on Non-Medical Reason that is approved by the University.
vi.   International Student is required to Shorten a Student Pass and Return Back to his/her Home Country.
vii. International Student is required to apply for a NEW Application upon the completion period of the deferment prior returning to university to continue his/her study.
viii. Considered/counted as part of Period of Candidature.

Any cost incurred for the deferment semester shall be borne by the student in the event that approval happened after the semester commences or add/drop periods ends, i.e. tuition fees and etc.

3.0   Academic Requirements

3.1   Graduation Requirements
i.   All Bachelor of Engineering students are required to complete their studies within seven (7) years.
ii.   All Bachelor of Information Systems (Hons), Bachelor of Information Geology (Hons), and Bachelor of Computer Science (Hons) students are required to complete their studies within five and a half (5½) years.-
iii.   All Bachelor in Business Management students are required to complete their studies within five and a half years (5½) years.
iv.   All Bachelor of Science (Hons) Petroleum Geoscience students are required to complete their studies within seven (7) years.
v.   All Bachelor of Sciences students are required to complete their studies within a five and a half (5½) years.
vi.   The minimum period of study to be eligible for the conferment of the university degree is two and a half (2 ½) years.
vii.   The normal period for Programmes in Engineering and Petroleum Geoscience is four (4) years, whereas for Programmes in Technology and Applied Sciences is three and a half years (3½) years of studies.

In order to graduate a student must fulfill the following:
i.   Obtain a CGPA of 2.00 or above.
ii.   Pass all courses as required by the respective programmes.
iii.   Satisfy all requirements as approved by the university Senate.

3.2   Programme   Requirement/Structure
All programmes comprise of courses to fulfill the national and University's requirements, core courses, electives, co-curricular and industrial internship programme.

3.2.1   English Requirement
International Students are required to have:
i.   A minimum IELTS score of 5.0 OR
ii.   A minimum TOEFL PBT score of 500 OR
iii.   A minimum TOEFL iBT score of 59 OR
iv.   A minimum TOEFL CBT score of 173.

This requirement is subject to change based on the Ministry's requirement.

3.2.2   Pre-requisite
A course in which a student has to pass in order to qualify for the subsequent courses as specified in the programme requirement.

3.2.3   Core Courses
Students are required to pass all core courses as classified by the programme.

3.2.4   Minor Elective Courses
Students are required to pass all minor elective courses provided by the programmes. Each programme will prepare the list of the elective courses offered and has the right to change or maintain these courses for any particular semester.

3.2.5   National Requirement Courses
Students are required to pass all national/university requirement courses prescribed by the University.

3.2.6   Student Industrial Internship Programme
Students are required to undergo twenty-eight (28) weeks of student industrial internship programme after completing the following:
i.   All Engineering students to undergo after completion of second year, third semester.

ii. All Petroleum Geosciences students to undergo after completion of second year, third semester.
iii. All Technology students to undergo after completion of second year, first semester.
iv. All Applied Sciences students to undergo after completion of second year, second semester.
v. All Business Management students to undergo after completion of third year, second semester.

The details are as follows:

	Programme	Pre-register for internship with Career Development Office	To undergo internship

i.	Engineering Programmes	• Obtained minimum CGPA of **2.00/4.00** AND
		• Earned a minimum of 72 credit hours AND
		• Completed **6** semesters
			• Obtained minimum CGPA of 2.00/4.00 AND
			• Earned a minimum of 84 credit hours AND
			• Complete **7** semesters AND
			• Encouraged to complete the following courses:
			  ○ All basic Engineering & Technology courses
			  ○ Health, Safety & Environment (HSE)
			  ○ MPU1 Courses
			  ○ Professional Communication Skills
			  ○ Mathematics *

ii	Petroleum Geoscience		• Obtained minimum CGPA of 2.00/4.00 AND
			• Earned a minimum of 84 credit hours AND
			• Completed 7 semesters AND
			• Encouraged to complete the following courses:
			  ○ All basic Engineering & Science courses
			  ○ Health, Safety & Environment (HSE)
			  ○ MPU1 Courses
			  ○ Professional Communication Skills
			  ○ Mathematics *

iii	Technology Programme (Computer Science, Information Technology/ Information System)	• Obtained minimum CGPA of **2.00/4.00** AND
		• Earned a minimum of 53 credit hours and
		• Completed 4 semesters
			• Obtained a minimum CGPA of 2.00/4.00 AND
			• Earned a minimum of 65 credit hours AND
			• Completed 5 semesters AND
			• Encouraged to complete the following courses
			  ○ All basic Technology courses
			  ○ Health, Safety & Environment (HSE)
			  ○ MPU1 courses
			  ○ Professional Communication Skills

iv.	Business Programme	• Obtained minimum CGPA of **2.00/4.00** AND
		• Earned a minimum of 53 credit hours and
		• Completed 4 semesters
			• Obtained a minimum CGPA of 2.00/4.00 AND
			• Earned a minimum of 64 credit hours AND
			• Completed 5 semesters AND
			• Encouraged to complete the following courses
			  ○ All basic management courses
			  ○ Health, Safety & Environment (HSE)
			  ○ MPU1 courses
			  ○ Professional Communication Skills

v.	Applied Sciences	• Obtained minimum CGPA of 2.00/4.00 AND
		• Earned a minimum of 60 credit hours AND
		• Completed **6** semesters
			• Obtained minimum CGPA of 2.00/4.00 AND
			• Earned a minimum of 75 credit hours AND
			• Completed 7 semesters AND
			• Encouraged to complete the following courses:
			  ○ All basic Science courses
			  ○ Health, Safety & Environment (HSE)
			  ○ MPU1 Courses
			  ○ Professional Communication Skills
			  ○ Mathematics *

* refer to individual programme for Mathematics course requirement

Students must show satisfactory progress while undergoing Student Industrial Internship Programme as prescribed by the University.

3.2.7 Core Specialisation
All students must register for an area of Core Specialisation subject to the approval of the respective Department Chair.

3.3 Change of Programme

3.3.1 Change of Programme
An undergraduate student may request a change of programme upon the endorsement of the current and new Department Chair and approval by the Registrar and the sponsor (if any). The administrative fees of RM100 will be charged for the processing and handling of the change programme application.

3.3.2 International Student is allowed to submit an application for Change of Programme after completing the 1st semester of the study.

3.3.3 International Student is only allowed ONE (1) request for Change of Programme throughout his/her study period (same level of study).

3.3.4 International Student is advised to submit an application for Change of Programme during the 1st year of his/her study to avoid him/her to return to his/her home country whilst waiting approval of the New Student Pass for New Programme.

3.3.5 International Student who submits an application for Change of Programme during the 2nd year of his/her study onwards is required to return to his/her home country whilst waiting approval of the New Student Pass for New Programme.

3.3.6 Kindly liaise and communicate directly with ISMU, within ONE (1) week upon receiving the approval letter for Change of Programme.

3.4 Credit Transfer
Credit transfer refers to the granting exemption to course(s) in an academic programme on the basis that the students have shown evidence that they have fulfilled the learning outcomes of the course(s), subject to meeting the general requirement of credit transfer. Students may apply for credit transfer if they have taken similar or equivalent course from recognized academic programmes in other institutions, or students who changed programmes within UTP, or they have acquired the learning outcome from prior learning experience.

There are two types of credit transfer as follows:

i.   Credit transfer with grades.
ii. Credit transfer without grades.

Students are not charged for the first credit transfer with grade, or credit transfer without grade request but, a processing fees of RM100 will be charged for the second application onwards. Students who want to request for credit transfer with grade, or credit transfer without grade must not register for the equivalent course in UTP as for once registered, exemption status will not be granted.

3.4.1 Minimum requirement for credit transfer
A student who wants to apply for credit transfer, either with or without grades, must fulfil the following minimum requirements:
i.   Obtained a minimum grade of C / 60% or equivalent for the course in which credit transfer is applied for;
ii. The credit transfer must be for the same credit as the course credits of the programme being transferred into;

iii. The credit transfer must be based on subject or course mapping with at least 80% match in content and equivalent course outcomes.

iv. The programme from which the course credits are transferred from are accredited or approved in the country of origin.

3.4.2 Credit transfer with grades

Credit transfer with grades are only applicable for horizontal credit transfer (i.e. credit transfer for similar level of study) and students who are still active in the system (i.e., have not completed their study). Examples are as follows:

i. Students within UTP who change programme from Bachelor of Computer Engineering(Hons) to Bachelor of Computer Science (Hons)).

ii. Students from other institutions who have not completed their study and wish to join UTP for similar academic programme.

iii. Students undergoing mobility program at other universities.

For open elective courses, subject-to-subject mapping is not required, however the course must be at similar level, and applicants must obtain a minimum grade C or equivalent.

For MPU courses, only horizontal credit transfer is allowed.

The maximum allowable credit transfer with grade are as follows:

i. For engineering programmes, or programmes accredited by EAC:
Credit Transfer between accredited / recognised programmes of the same level, i.e. from Bachelor to Bachelor degree - A maximum Credit Transfer of 50% of the total programme credits is allowed.

ii. For non-engineering programmes, or programmes accredited by MQA:
a. Students who change programme within the same university – no limit on horizontal credit transfer.
b. Students who join the programme from another university (and have not completed their study at the other university) – maximum 70% credit transfer of the receiving programme at UTP to fulfil the minimum Academic Residential Requirement.

Students may apply for credit transfer with grade subjected to satisfying the minimum requirement for credit transfer as per item 3.4.1. The credit transfer with grade will be recorded in the University transcript and will be taken into account in CGPA and GPA calculation.

3.4.3 Credit transfer without grades

The credit transfer without grade can either be a horizontal credit transfer (i.e. similar level of study e.g. bachelor degree to another bachelor degree), or vertical credit transfer (i.e. different level of study e.g. from diploma to bachelor degree).

Students who
i. have completed their studies at other academic institutions and continue their studies at UTP.
ii. have completed a programme in UTP and wish to enroll in another programme in UTP.
iii. qualify to apply for credit transfer through APEL (C), i.e. prior experiential learning (either informal learning e.g. MOOCs, or non-formal learning).

may apply for credit transfer without grade based on the accredited or recognised academic programme subject to the endorsement of the respective Department Chair and approval of the DVCA.

Total credit transfer without grade is subjected and limited to the following:
i. For Engineering programmes, or programmes accredited by EAC.

A maximum credit transfer without grade, or course exemption of 30% of the total programme credits is allowed for vertical credit transfer, i.e., from lower to higher level, e.g., accredited / recognised Diploma to Bachelor degree -

ii. For non-engineering programmes, or programmes accredited by MQA
   a. Horizontal credit transfer - for students who already obtained a qualification and wish to continue their study at the same level of qualification for the second time in UTP:

   - If the student has completed his/her previous academic programme in UTP, and wish to enrol for another course in UTP (e.g. graduated from Bachelor in Information Systems in UTP, and enrolling to Bachelor in Business Management in UTP), there is no limit on horizontal credit transfer.

   If the student has graduated from another university, and continues his/her study at UTP (e.g. graduated in Bachelor of Information Systems in Uni A, enroll to Bachelor in Business Management in UTP),

   - the student needs to fulfil the academic residential requirement at UTP i.e. maximum 70% credit transfer without grade is allowed.

   b. Vertical credit transfer
   - If the student has completed his / her diploma (Level 4, MQF) and pursuing Bachelor (Level 6, MQF), the maximum credit transfer without grade allowed is maximum of 50%, subject to the following condition:

% Credit Transfer	Min. Course Grade
1 - 30	C
31 – 50	B

   c. The maximum credit transfer allowable through a combination of academic qualification and prior experiential learning should not exceed 60% of the graduating credit of the receiving programme.

   Courses that are approved for credit transfer without grade (i.e. course exemption) will not be graded and will not affect the calculation of GPA and CGPA. The exemption of course will be recorded in the University transcript. However, if the total credit requirement for graduation is not met, the student must complete other course(s) to replace the exempted course(s).

4 Assessment

An assessment is an evaluation of a student's performance through formative & summative assessment as specified by the lecturer.

4.1 Methods of Assessment
Students are assessed throughout the semesters via coursework and/or the final examinations.

4.1.1 Coursework
Coursework comprises of tests, assignments, laboratory works, oral presentations, workshop practices, projects, extended assignment and / or others as specified by the lecturer.

4.1.2 Final Examination
Final examination is a written test that is held at the end of the course of study.

There are courses whereby students are assessed throughout the semester without having to sit for final examinations.

4.2 Final Examinations

4.2.1 Eligibility
Eligibility to sit for Final Examination are as follows:
i. Registered for the course.
ii. Fulfilled the minimum attendance requirement.

4.2.2 Timetable
The final examination timetable is planned in accordance to the approved Academic Calendar.

4.2.3 Examination Slip
An examination slip is a document that must be presented during final examination. If they fail to do so, students are not allowed to sit for the final examination. Students are required to print the examination slips within the specified period set by the University.

4.2.4 Attendance
Students who are absent during the final examination without a valid reason (to be determined by the University) will obtain an 'F' grade for the course(s) involved.

4.2.5 Medical Certificate
The University will only recognise medical certificates from UTP Health Clinic, local Government Hospitals and other health establishment 19ecognized by UTP.

Time Slip is a slip given to a student by the clinic to indicate that the student had gone to see the doctor for medical consultation is not recognised as a Medical Certificate.

4.2.6 Examination Rules and Regulations for Students
i. Proper attire as specified in the University dress code should be worn during the examinations.
ii. Students are requested to arrive at the examination venue thirty (30) minutes for security screening before the examination begins.
iii. Students are not allowed to sit for the examination if they arrive thirty (30) minutes after the examination starts.
iv. Students are not allowed to enter the examination hall until they have been instructed by theChief Invigilator.
v. Only pencils, pens, erasers, rulers, non-programmable calculators and other items as allowed by the Chief Invigilator can be brought into the examination hall.
vi. Students are not allowed to bring any forms of document e.g. books, notes, papersand other materials without the permission of the Chief Invigilator.
vii. Students are not allowed to enter the examination hall without their student ID card and examination slip.
viii. Students are not allowed to open the question booklet until they are instructed to do so.
ix. Students are advised to read the instructions on the cover page of the question papers before the start of the examination.
x. Students are required to place their student ID card and examination slip on the right corner of their table.
xi. Students are not allowed to smoke in the examination hall.
xii. Food and drinks are not allowed in the examination hall.
xiii. Handphones and other electronic devices (e.g. programmable calculator, smartphones, smart watch, tablet devices, iPod. notebook, camera etc.) are prohibited and must be placed outside the examination hall.
xiv. Students are required to fill in all the necessary information on the answer booklet and attendance slip.
xv. Students are not allowed to write their names and student numbers on the answer sheet.

xvi. Students are not allowed to leave the examination hall thirty (30) minutes after the examination starts and thirty (30) minutes before the examination ends.

xvii. No parts of the answer booklet or papers are allowed to be taken out of the examination hall.

xviii. Students are not allowed to communicate with, receive assistance from or copy and/or allow other students to copy from them during an examination. Students who fail to abide the academic rules and regulations and are caught copying, bringing notes, cheating or attempting to cheat, will be testified for Academic Misconduct and the case will be deliberated at the University Academic Disciplinary Committee. Penalties or disciplinary actions for cheating or attempting to cheat which include Academic Dismissal will be imposed to students who fail to comply with the academic rules and regulations.

xix. Students are not allowed to make any noise during the examinations.

xx. Students should stop writing once the Chief Invigilator has instructed them to do so at the end of the examination. An invigilator has the right to reject a student's answer booklet if he fails to do so.

xxi. Students are not allowed to leave the examination hall until instructed by the Chief Invigilator.

xxii. Students are advised to recheck all the necessary information in the answer booklet before handing it to the invigilator.

xxiii. Students are required to tie the answer booklet and any other relevant papers, which they intend to submit to the invigilator if necessary.

xxiv. Students are required to sit for the final examinations of all registered courses unless permission to withdraw from the course has been granted.

xxv. All answers must be in ink except for diagrams and answers on the Optical Mark Reader (OMR) sheet.

xxvi. A student who wants to go to the washroom must obtain permission from the Invigilator.

xxvii. During an examination, any kind of communication is not allowed in the examination hall except with the Invigilators.

xxviii. All bags and books must be placed at the place specified by the Invigilators outside the examination halls.

4.2.7 Breach of Examination Rules and Regulations

Should a student breach any of the above conducts, the Chief Invigilator has the authority to disqualify him/her from the examination.

If a student is found guilty, he/she will be given an 'F' grade for the course and may be suspended from his/her studies for a period determined by the University or other actions deemed necessary.

4.3 Grading System

4.3.1 UTP Academic Grading System

The academic grading system adopted by UTP is as follow:

Grade	Meaning	Grade Points
A	High Distinction	4.00
A-	Distinction	3.75
B+	Good Credit	3.50
B	Credit	3.00
C+	Good Pass	2.50
C	Pass	2.00
D+	Marginal Pass	1.50
D	Unsatisfactory Pass	1.00
F	Fail	0.00
QF	Qualified Fail (not obtaining 40& in coursework and final examination)	0.00

Note:
A student may repeat courses with grades lower than 'C' in order to improve his CGPA.

4.3.2 Symbols in Academic Transcript
Students may find certain symbols shown below in their transcripts. These symbols mean the following:

Grade	Meaning
AU	Audit course(s).
CT	Credit Transfer
DF	Deferment
EX	Exemption
I	Incomplete
P	Pass
W	Withdrawal from course(s).
SP	Supplementary Pass
PI	Pass Internship
FI	Fail Internship

4.4 Appeals for Remarking
If a student is dissatisfied with the final examination results, an appeal for remarking may be made within three (3) days after the results are released. The appeal shall be forwarded to the Registration & Examination Department, Registry.

Procedures of remarking are:
i. Students who intend to apply for a remarking of the final examination scripts (NOT applicable for courses with 100% coursework) must fill in an application form, which can be obtained from the Registration & Examination Department, Registry.
ii. Students are required to make a payment of RM100.00 (Ringgit Malaysia One Hundred Only) to the Finance and Fund Management Department for each course.
iii. Students are then required to submit the application form together with the receipt of payment to the Registration & Examination Department, Registry.
iv. The answer scripts will be checked by the respective examiners and will be brought to the University Examination Committee (UEC) for consideration.
v. Students will be informed on the status of the remarking and if there are changes to the final marks, a new result slip will be issued to the students.

All remarking results are FINAL and reappeal will not be allowed.

4.5 Degree Awarding System
Subject to approval by the Senate, a student will be awarded:

4.5.1 Engineering Degree Programmes
i. Studied at UTP for not more than seven (7) years for Engineering Degree Programmes;
ii. Obtained at least a total of 143 credit hours from the curriculum structure;
iii. Completed the student industrial internship programme;
iv. Fulfilled all specified requirements of the programme;
v. Obtained a minimum Cumulative Grade Point Average (CGPA) of 2.00;
vi. Pass all required courses.

4.5.2 Technology Degree Programmes
i. Studied at UTP not more than five and a half (5½) years for Technology Degree Programmes.
ii. Obtained at least a total of 123 credit hours from the prescribed courses and electives;
iii. Completed the student industrial internship programme;

iv.   Fulfilled all specified requirements of the programme;
v.   Obtained a minimum CGPA of 2.00;
vi.   Pass all courses taken.

4.5.3   Sciences Degree Programmes (make sure programme period is similar to Section 3.1)
i.   Studied at UTP not more than five and a half (5½) years for Sciences Degree Programmes and seven (7) years for Petroleum Geoscience;
ii.   Obtained at least a total of 128 credit hours and 144 credit hours for Petroleum Geoscience from the prescribed courses and electives;
iii.   Completed the student industrial internship programme;
iv.   Fulfilled all specified requirements of the programme;
v.   Obtained a minimum CGPA of 2.00;
vi.   Pass all courses taken

4.5.4   Classes of Honours degree that are awarded are as follows:

Classification	CGPA from	CGPA to
First Class	3.65	4.00
Second Class Upper	3.00	3.64
Second Class Lower	2.50	2.99
Third Class	2.00	2.49

4.6   Awards
There are two (2) kinds of awards given to graduates who fulfill the criteria prescribed by the Senate. The awards are as follow:

4.6.1   Chancellor Award
The Chancellor Award is awarded to students from the First class with the best overall performance in terms of graduates' well roundedness.

There are three categories namely:
i.   Chancellor Award – Gold
ii.   Chancellor Award – Silver
iii.   Chancellor Award – Bronze

4.6.2   Vice Chancellor Award
The Vice Chancellor Award is awarded to the top three best students from the First Class with the best overall performance in terms of graduates' well roundedness at Programme level.

There are three categories namely:
i.   Vice Chancellor Award – Gold.
ii.   Vice Chancellor Award – Silver.
iii.   Vice Chancellor Award – Bronze.

4.7   Dean's List Status
Students will be awarded the Dean's List Certificate if they fulfill all the following conditions:
i.   Must PASS all courses registered.
ii.   Must at least register a minimum of ten (10) credit hours.
iii.   Must obtain a Grade Point Average (GPA) of 3.50 and above.

4.8   Examination Results
Examination results will be announced to students upon approval by the Senate and the result slips will be sent to sponsors (where applicable).

4.9 Academic Transcript

Students on completion of their degree requirements will receive an original hardcopy of their graduation document (official transcript, degree scroll and its folder) during convocation ceremony, subject to clearance of financial outstanding.

5 Academic Performance

A student's academic standing is determined by the student's academic performance for the particular semester and the cumulative achievement for all semesters. However, a student's registration may be affected if any kinds of misconduct including cheating and plagiarism have been committed. The University considers all academic misconducts seriously as they affect the integrity of the University's academic evaluation process.

5.1 Academic Misconduct

Academic misconduct includes cheating and plagiarism. Cheating implies dishonesty in fulfilling academic requirements. Some examples of cheating include copying, allowing other students to copy outside or during an examination. Plagiarism may involve presenting another person's work, opinion or term as one's own without proper acknowledgement, be it printed or electronic materials such as books, magazines, thesis or projects.

If found guilty, the student will be given an 'F' grade for the said course and may be suspended for a period of time or dismissed or any other penalty deemed necessary by the University.

In addition, suspended international students are required to cancel their student pass and return to their home country.

5.2 Satisfactory Performance

A student's performance is considered satisfactory if he/she obtains a GPA and CGPA of 2.00 and above. If a student's CGPA is unsatisfactory, he/she will be placed on probation or probation and warning or dismissed from UTP.

5.2.1 Dean's List
Student who obtains a GPA **between 3.50 to 4.00**, and fulfill Dean's List conditions as per **item 4.7.**

5.2.2 Good Standing
Student who obtains GPA **between 3.00 and 3.49.**

5.2.3 Pass
Student who obtains GPA **between 2.00 and 2.99.**

5.2.4 Academic Probation
A student may be put on academic probation if he/she obtains a GPA or CGPA of 1.50 to 1.99 for any semester. The student will only be allowed to register for a minimum of nine (9) credit hours and a maximum of eleven (11) credit hours, where two courses should be of core courses, unless permission to do otherwise is granted by the Department Chair.

In addition, subject to Malaysian Immigration Laws and Regulations, approval for the renewal of an international student's student pass may be affected if he obtains a CGPA of below than 2.00.

5.2.5 Academic Probation and Warning
A student may be put on academic probation and warning if he/she obtains a GPA or CGPA of 1.00 to 1.49 for any semester or is under Academic Probation status for 2 consecutive semesters. The student will only be allowed to register for a minimum of nine (9) credit hours and a maximum of eleven (11) credit hours, where two courses should be of core courses, unless permission to do otherwise is granted by Department Chair.

In addition, subject to Malaysian Immigration Laws and Regulations, approval for the renewal of an international student's student pass may be affected if he obtains a CGPA of below than 2.00.

5.2.6 Academic Dismissal

A student will be dismissed under the following conditions:
i. Being on academic probation and warning for two (2) consecutive semesters.
ii. Exceeding the maximum duration of stay.
iii. Obtaining a GPA and/or CGPA of less than 1.00.
iv. Obtaining both GPA and CGPA of less than 2.00 for two (2) consecutive semesters.
v. Failed all courses registered in a particular semester.

All decisions on academic dismissal is at the discretion of the UEC & Senate.

In addition, international students are required to cancel their current student pass and return to their home country.

5.3 Appeals for Reinstatement

Students under academic dismissal are eligible to submit an appeal letter to the Registration and Examination Department within one (1) week after the examination results are announced.

6 Health, Safety, Security and Environment

The University subscribes to and practices health, safety and environment requirements as provided for by Malaysian laws.

Before being offered admission to the University each candidate is required to fulfill all health requirements as per Guidelines for Medical Examination and Insurance issued by The Malaysian Ministry of Education. Any candidate who is found to have any of the diseases/disorders that prohibits registration during the verification process by UTP Health Centre will not be admitted to the University. International students will be required to return to his/her home country at his/her own expense.

UTP Students are obliged to comply with the University's regulations in relation to Health, Safety and Environment.

It is the responsibility of each student:
i. To take precautions to safeguard one's own health and safety, as well as others, that may be affected as a result of one's actions or ignorance.
ii. To cooperate with the University's personnel in implementing the relevant laws and regulations.
iii. To wear or use at all times the protective equipment or clothing which is required by the University's management.
iv. To obey all instructions and follow all health and safety procedures prescribed by the University.
v. To report to the respective lab technician, lecturer, security personnel or hostel supervisor immediately of any case of accident, dangerous occurrence, poisoning and infectious disease.
vi. To avoid disturbances or misuse of equipment for health and safety precautions.
vii. To park one's car in reverse position for safety purposes.
viii. To dispose their leftover food into the provided container/waste bins.

Firecrackers are strictly prohibited at all times.

Students shall refer to the 'Students Disciplinary Rules and Regulations' Handbook for traffic rules and regulations.

Where the circumstances warrant, the University may take disciplinary action against a student who breaches any HSE Rules and Regulations.

7   Student Academic Success

7.1   Introduction
All undergraduate students will be assigned to Academic Advisors.

The objective of the Student Academic Success (SAS) is to create a pathway to a systemised communication for students to receive guidance and advice in understanding the different concepts and systems used by the University. The system generates a systematic channel for students to seek advice on academic and non-academic matters.

Upon enrolment, each student will be allocated an academic advisor who will serve as the student's advisor for the entire duration of the student's study at the University.

7.2   Roles of an Academic Advisor
i.   Undergo training in Basic Counselling Skills.
ii.   Understand the university rules and regulations related to academic matters, as well as academic processes from course registration to examination and result release.
iii.   Understand the programme is academic structure and its requirement.
Advisors must adhere to the confidentiality of students' data at all times

7.3   Roles of a Student

Students must:

i.   Understand the rules and regulations on-campus.
ii.   Understand their programme structure, and the options of Minor Electives.
iii.   Meeting advisors regularly.
iv.   Adhere and embrace the CAAIR values.
v.   Take part in various on-campus activities.
vi.   Take part in various on-campus self-improvement programmes.
vii.   Seek advise from advisors / counsellors when necessary.
viii.   If a student falls under probation, they must seek help from their advisors, and participate in self-improvement programmes intended to help students improve their academic performance.

8.0   Peer Learning Programme

8.1   Introduction
Peer Learning Programme is designed to support students learning and improve their academic achievements, especially for probation students.

8.2   Criteria as Peer Helper
i.   Peer helpers for a subject are students with CGPA > 3.50, and
ii.   has scored minimum A- for the subject.
iii.   The maximum number of students for each peer helper is limited to 3 only.

8.3   Roles of a Peer Helper
i.   To attend training and briefing provided by CETaL.
ii.   To conduct tutoring sessions within week 6- week 12.
iii.   To submit a copy of attendance list to lecturer in charge on a weekly basis.
iv.   To submit record of session conducted to CAdEx for payment purpose.