



**PERAK COLLEGE OF TECHNOLOGY**

**ACADEMIC & EXAMINATION RULES &  
REGULATIONS**

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**December 2019 Version**

**Approved by: KTP Academic Board**

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## 1.0 DEFINITIONS

<b>1. Academic Committee of the Faculty / School</b>	It is established by the Faculty /School and responsible for all academic matters.
<b>2. Active</b>	Student is registered, enrolled and currently (active) attending lessons/ tutorials/ workshop or Industrial Training/ Internship.
<b>3. Award</b>	Award means students who are eligible to receive a certificate/ diploma/degree and granted endorsement from the KTP Examination Board or partner University Senate.
<b>4. Cancelled</b>	Students who cancelled their registration before date of commencement of the programme.
<b>5. Completed</b>	A student who has successfully completed his/ her programme of study and stand to receive his/ her certificate/ degree.
<b>6. Collaborative Programmes</b>	Means programmes offered in KTP and the award will be conferred by the Collaborative University.
<b>7. Course</b>	Course means a component of the curriculum that has its own syllabus and course code.
<b>8. Coursework</b>	Means any assessment other than final examinations such as assignments, quizzes, tests, laboratory/ studio/ field work/ seminars etc.
<b>9. Graduated</b>	A student who has successfully completed his/ her course of study and has received his/ her certificate/ degree.
<b>10. Graduation Number of Credits</b>	Means the number of credits to graduate established by the KTP Academic Board.
<b>11. Credit Counted</b>	Means credit hours taken into account in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
<b>12. Credit Earned</b>	Means the number of credits earned for passed courses per semester.
<b>13. Cumulative Grade Point Average (CGPA)</b>	Average of the total grade points obtained during the total semesters in a course of study.
<b>14. Deferment of Study</b>	Student who has been granted KTP permission for programme deferment.
<b>15. Dismissed</b>	Means students who have used up the maximum study period or maximum number of attempts allowed to repeat a course; or students who are dismissed under the KTP Student Disciplinary Action or did not comply with the rules of programme registration and course registration.
<b>16. Examination</b>	Means a form of assessment to measure student academic achievement.
<b>17. Examination Committee</b>	Examination committee is the committee established by KTP and responsible for all examination matters.
<b>18. Faculty/ School</b>	Faculty/ School is referring to the unit of Faculty/ School with students.

<b>19. Full-Time Study/ Part-time Study</b>	Is a form of academic study in KTP and the number of credits registered by students for one semester is not less than the prescribed minimum credit hours.
<b>20. Grade Point Average (GPA)</b>	Mean grade point of the total subject taken in a semester.
<b>21. HOD</b>	Head of Department
<b>22. Inactive</b>	When a student absent for classes for two consecutive weeks or did not register for subjects over 2 weeks from the semester registration closing date.
<b>23. KTP</b>	Perak College of Technology ( <i>Kolej Teknologi Perak- KTP</i> )
<b>24. KTP Academic Board</b>	KTP Academic Board is the highest academic authority in KTP.
<b>25. KTP Exam Board</b>	Refers to the board established by the College to administer exam matters.
<b>26. MIA</b>	Missing in action. Student not in class without any letter or supporting documents.
<b>27. Prerequisites</b>	Means a course that must be completed before taking the next course.
<b>28. Programme Duration</b>	Means the total number of semesters/ weeks prescribed in the programme curriculum.
<b>29. Quit</b>	Student discontinue of study voluntarily with a student's file closure form.
<b>30. Student</b>	Student means individual who registered (Reported/ attended the registration day with full registration fees and any other fees required upon registration, with the complete admission documents) for a full-time/ part-time programme.
<b>31. Student's Representative</b>	Student's representative is referring to:- <ol style="list-style-type: none"> <li>1. For student who is below the age of eighteen years, student's representative is referring to the parent, guardian or person who has parental responsibility for the student.</li> <li>2. For student who is incapable of managing his/ her own affairs, a person who is appointed by a court to manage those affairs, or a person authorized in writing by the student to act on behalf of the student.</li> <li>3. In any other case, a person authorized in writing by the student to make a data access request, data correction request, or both such requests, on behalf of the student.</li> </ol>
<b>32. Suspension of Study</b>	Student who has been suspended by KTP due to disciplinary action.

## **2.0 RULES AND PROCEDURES**

### **2.1 STUDENT ADMISSION**

- i) Entry requirement and terms & conditions for admission into academic programmes is determined and approved by the KTP Academic Board.
- ii) Student Selection and Programme Offering
  - 2.1.1 Student Selection and Programme Offering is subject to the minimum entry requirement as approved by the Malaysian Qualifications Agency (MQA) or Department of Higher Education Malaysia.
  - 2.1.2 Offer letters for admission to full-time or part-time students will be issued by the Registry Office.
  - 2.1.3 New students will register at the beginning of the semester, to refer to the respective semester registration closing date.
  - 2.1.4 Students are not allowed to register more than one full-time programme of study at a time.
  - 2.1.5 Students who are dismissed due to disciplinary action (discipline) are not allowed to apply for re-entry to any programme of study at KTP.
  - 2.1.6 Students who withdraw from KTP may reapply for admission into other programme of study.
  - 2.1.7 Generally, KTP Homegrown programmes will have three (3) intakes a year. Intake information will be posted on the KTP website and/or local newspapers, prospectuses and flyers.
  - 2.1.8 To ensure that only students who are eligible been offered into the programme of study, student selection procedures are as follows:
    - i) Registry Executive to check the duly filled application for all documents submitted from Marketing Department by the eligible and short listed candidates.
    - ii) Qualified candidates will be given an offer letter. The notification is usually made no later than two (2) weeks prior to the date of registration. After receiving the offer letter, students are required to return the acceptance reply within a specified period of time.
    - iii) Transfer of programme can be made with the approval of the Head of Department (HOD) and subject to the entry requirement.

### **2.2 COURSE**

#### **2.2.1 Course Registration**

- i) All students must register for offered courses on a specific date or duration fixed by the KTP or Collaborative Universities.
- ii) Registration of new students will be conducted in campus on a specified date.
- iii) All students must register for courses with the correct course code and the semester.
- iv) Students are responsible to ensure that any errors in the course registration form are corrected within the prescribed period.
- v) Any late course registration (after second week of registration day) without a valid reason(s) will be charged a penalty of RM50.00.

#### **2.2.2 Course Withdrawal**

- i) Students with the approval of HOD can apply to withdraw from any course which has been registered for the semester not later than last working day of the forth (4th) week.

- ii) Permission for course withdrawal is subject to the minimum credit requirement (12 credit hours for a long semester and 6 credit hours for a short semester), or with the permission of KTP/ Collaborative University.

### **3.0 CREDIT HOURS**

#### **3.1 COURSE CREDIT HOURS**

- 3.1.1 Each course has a credit value to reflect the weightage of a course.

#### **3.2 CREDIT VALUE**

- 3.2.1 One (1) credit value equal to 40 hours of student learning time (SLT).

#### **3.3 INTERNSHIP / PRACTICAL TRAINING CREDIT VALUE**

- 3.3.1 The value of one (1) credit for Internship/ Practical trainings is equivalent to least two (2) weeks of training.

#### **3.4 CREDIT HOURS FOR EACH SEMESTER**

- 3.4.1 All full-time students must enrolled not less than 12 credit hours for a long semester and 6 credit hours for a short semester.
- 3.4.2 Students are not allowed to take more than twenty (20) credit hours. Students who wish to take more than twenty credit hours must get permission from the HOD.

#### **3.5 CREDIT TRANSFER**

- 3.5.1 Prior approval must be obtained from the respective HOD.
- 3.5.2 Credit transfer must comply with MQA policies ([www.mqa.gov.my](http://www.mqa.gov.my)).

#### **3.6 FAIL COURSE CREDIT HOURS CALCULATION**

- 3.6.1 A student who fails a course must resit/ repeat the course and obtains a minimum pass grade. For the purpose of CGPA calculation, final grade point will be counted based on the resit/ repeat results.

Resit and Repeat fees are as follows:-

- i) Resit fee is RM100 per paper.
  - ii) Repeat fee is RM350 per course (prior to January 2018 semester).
  - iii) Repeat fee is RM200 per credit hour (with effect from January 2018 semester).
- 3.6.2 The resit score will replace the one obtained in the previous final examination. The marks achieved in the resit examinations, together with the coursework marks will contribute to the final marks. However, if the marks obtained in the resit paper is lower than the previous achieved score in the final examination, the higher marks will be recorded. If marks computed after the resit examination are higher than 50% (e.g. 60%), the Resit results will be capped at 50% instead of 60%.
  - 3.6.3 Students who is granted special approval from the KTP Exam Board with submission of medical certificate or with a valid reason i.e. deceased of immediate family (with death certificate), are not required to pay the resit fees. The resit results will not be capped at grade C. An incomplete grade (I) will be awarded. However, student must resit in the first resit sitting.

- 3.6.4 Failure to resit the final examination or repeat the coursework within the stipulated time will cause the student to fail the subject. Student will be required to repeat the subject.
- 3.6.5 Generally, resit examinations are only applicable to courses with a Final Examination component. However, for courses with the final project assignment is used solely as a final assessment component, then that component may be considered as an equivalent of the Final Examination. If student failed that component, it is at the discretion of the School/Faculty to allowing student to re-submit/ redo (within a reasonable timeframe). In this case, students are required to pay the (RM100) fee as per the amount charged on the Resit Examination.
- 3.6.6 Prior to April 2015 semesters, resit results were not capped at grade C and the actual grade have been awarded to students. In April 2015 & September 2015 semesters, resit grades were capped at C- Grade i.e Grade Point (GP) 1.70 point.
- 3.6.7 With effect from September 2015 semester, resit grades will be capped at C grade i.e Grade Point (GP) 2.00 point. However, repeat grade will not be capped.
- 3.6.8 Students who failed course(s) and GPA below 2.00 point are to be counselled by Course Leader/ HOD and must make appointment to meet the counsellor.

### 3.7 EARNED CREDIT HOURS AND PROGRAMME DURATION

- 3.7.1 Students must pass all the required courses in the curriculum of a programme of study.
- 3.7.2 The credit hours for graduation and the duration of study for a programme has been fixed by KTP.
- 3.7.3 The maximum duration of a programme of study is the duration of the programme with an additional six (6) semesters or to refer to the collaborative university policy.

## 4.0 GRADING & ASSESSMENT

### 4.1 GRADING SYSTEM

- i. Performance of the student in a course will be determined by the grade obtained. Relations between the marks, grades and grade points and grade status are shown in Table 1 below:

**Table 1: Marks, Grades, Grade Points and Status (With Effect from January 2016 Long Semester)**

Marks	Grades	Grade Point	Status
85 – 100	A+	4.00	Pass
80 – 84	A	4.00	Pass
75 – 79	A-	3.70	Pass
70 – 74	B+	3.30	Pass
65 – 69	B	3.00	Pass
60 – 64	B-	2.70	Pass
55 – 59	C+	2.30	Pass
50 – 54	C	2.00	Pass
45 – 49	C-	1.70	Fail
40 – 44	D+	1.30	Fail
30 – 39	D	1.00	Fail
0 – 29	E	0.00	Fail

**Table 2: Marks, Grades, Grade Points and Status (Prior to January 2016 Semester)**

Marks	Grades	Grade Point	Status
85 – 100	A	4.00	Pass
80 – 84	A–	3.70	Pass
75 – 79	B+	3.30	Pass
70 – 74	B	3.00	Pass
65 – 69	B–	2.70	Pass
60 – 64	C+	2.30	Pass
55 – 59	C	2.00	Pass
50 – 54	C–	1.70	Pass
45 – 49	D+	1.30	Fail
40 – 44	D	1.0	Fail
0 – 39	E	0.0	Fail

ii. In addition to the grades above, the following terms are being used:

Abbreviations & Terms		Descriptions
<b>CR</b>	<b>Credit Transfer</b>	Student has been granted credit transfer in a course.
<b>EX</b>	<b>Exemption</b>	Refers to a course which has been granted exemption. Maximum 30% from the total courses with no fees discount.
<b>FL</b>	<b>Fail</b>	Student who failed the minimum passing requirement of a course.
<b>PS</b>	<b>Pass</b>	Refers to a course which has been passed the minimum percentage requirement set by KTP.
<b>RC</b>	<b>Resit Coursework</b>	Student to resit the coursework component only.
<b>RF</b>	<b>Resit Final Exam</b>	Student to resit the final exam component only.
<b>RS</b>	<b>Repeat Subject</b>	Student to repeat all the component in a course.
<b>SE</b>	<b>Special Exam</b>	Refers to the special exam conducted for student in special circumstances.
<b>I</b>	<b>Incomplete</b>	Student to resit the final exam or coursework.

#### 4.2 ASSESSMENT

- 4.2.1 Students must fulfill not less than 80% attendance for every course in a semester.
- 4.2.2 Students who do not qualify under item 4.2.1 above shall be barred from sitting for final examination. A grade E (or fail grade) will be awarded for the course.
- 4.2.3 Students who do not attend classes without a valid reason will be issued Warning Letters by the respective lecturers.
- 4.2.4 The percentage of absenteeism will be the deciding factor for issuance of a warning letter. Warning letters will be issued when the percentage of absenteeism are as follows:  
For UTM and KTP programmes,
- i) When the percentage of absenteeism reaches between 10% - 14.9%, a lecturer will issue the first warning letter.
  - ii) When the percentage of absenteeism reaches between 15% - 19.9%, a lecturer will issue second warning letter.



- iii) When the percentage of absenteeism reaches 20% and above, a lecturer will issue the Notice to Bar Student from Sitting for Final Examination.

#### **4.3 ASSESSMENT SCHEME**

- 4.3.1 Generally, the assessment of each course is made up from continuous assessment based on coursework and final examination that are created in a semester of study in accordance with guidelines set by KTP.
- 4.3.2 Assessment of Industrial training is as per the Standard Operating Procedure (SOPs) prescribed by KTP.
- 4.3.3 The weightage of coursework and final examinations is as per the syllabus.

#### **4.4 FINAL EXAMINATION**

- 4.4.1 Final examination must be carried out in accordance with the SOPs.

#### **4.5 ELIGIBILITY TO SIT FOR FINAL EXAM**

- 4.5.1 All registered/ active students are required to sit for final examination for all courses as set by the Faculty / School.
- 4.5.2 Students are allowed to defer due to health issues or on any other acceptable reasons. Students are required to submit a Medical Certificate certified by a doctor (preferably from a government hospital) to the Faculty/ School no later than two (2) working days after the examination, except for reasons which can be accepted by the Faculty/ School e.g. accident or death of immediate family member.
- 4.5.3 Students with outstanding fees are not allowed to collect their examination registration slips (dockets), and not allowed to sit for their final examinations (unless with the special permission from the Finance Manager or the Chief Executive Officer (CEO), or authorized personnel by the CEO.

### **5.0 ACADEMIC DISMISSAL**

- i) Students are given a maximum of two (2) attempts to repeat any courses. Students will also be dismissed from the programme due to poor academic performance for three (3) consecutive semesters i.e. GCPA below 2.00 or GPA below 1.70.
- ii) Students are allowed to appeal to the KTP Academic Board by submitting an official appeal letter within fourteen (14) days from the date of issuance of the academic dismissal letter.
- iii) Academic dismissal students are allowed to apply for a transfer programme option.
- iv) Dismissed students are required to comply with the KTP exit procedures.

### **6.0 EXAMINATION UNIT**

- i) Examination Unit is responsible for preparation of final exam and to ensure examination runs smoothly.
- ii) Examination Unit to appoint Chief invigilator and invigilators (comprising of academic staff of KTP).
- iii) Chief invigilator and invigilators are responsible to comply with the Examination Unit procedures.

## **6.1 FINAL EXAM INVIGILATION**

- 6.1.1 Invigilator is responsible for overseeing the flow of the examination.
- 6.1.2 At least two (2) invigilators will be appointed for a hall/ examination room. One of them will be appointed as a Chief Invigilator.
- 6.1.3 The duties and responsibilities of the chief invigilator for each examination room/ hall are as per SOPs in the Examination Unit ISO procedure and guidelines.

## **6.2 FINAL EXAM RULES & REGULATIONS**

- 6.2.1 Students are advised to be outside the examination hall/ room which has been listed in the examination schedule at least fifteen (15) minutes before the examination starts.
- 6.2.2 Students may enter into the examination hall/ room fifteen (15) minutes before the examination starts, after getting instruction from the Chief Invigilator.
- 6.2.3 Students who arrive between thirty (30) minutes after the examination begins are allowed to take the exam, but to complete the examination as per the examination schedule.
- 6.2.4 Students are not allowed to sit for examination thirty (30) minutes after the examination started except for those with acceptable reasons.
- 6.2.5 Students are not allowed to leave the examination hall/ room within thirty (30) minutes after the examination begins and within thirty (30) minutes before the examination ends. Students who want to be out from the examination hall/ room to the restroom must obtain permission from the Invigilator.
- 6.2.6 Students are required to bring the exam registration slip with student card and/ or identity card to the examination hall/ room and should be placed at right side on the examination table for checking by the Invigilator.
- 6.2.7 Students who do not carry the exam registration slip and identity card/ student card are not allowed to take the examination except with the special permission from the Examination Unit.
- 6.2.8 Students are not allowed to bring any books, papers, drawings, notes, items such as written records, programmable calculator, communication devices or any other equipment unless authorized by the Chief Invigilator into the examination hall/ room. Students are also not allowed to receive goods/ items from any person while in the examination hall/ room unless extended by the Chief Invigilator as authorized by the Examination Unit on the recommendation of the Examiner or Examination Unit.
- 6.2.9 Equipment lent to students needs to be returned to the Invigilator at the end of the examination (if any).
- 6.2.10 Students must obey all instructions of the Invigilators/ Chief Invigilator while in the examination room / hall.
- 6.2.11 Within fifteen (15) minutes before the exam starts, students are allowed:
  - i) Filling up attendance details and the information required on the front page of the booklets/exam answers scripts.
  - ii) Go through the question paper (when directed by the Chief Invigilator) without making any notes.
- 6.2.12 Students must write their name, identity card number, course code and Programme name and other information required in every booklet / answer sheet and any attachments used.
- 6.2.13 Students should read carefully and follow the instructions printed on the exam paper cover sheet.

- 6.2.14 Students must ensure that they have been given the correct question paper and the number of pages before answering. If there are any errors, students shall immediately inform the invigilator.
- 6.2.15 Answer booklets/ papers that have been used, damaged or empty are not allowed to be taken out from the examination hall / room.
- 6.2.16 Students are not allowed to communicate with other students during the examination.
- 6.2.17 Students are not allowed to eat and / or smoke in the examination hall/ room.
- 6.2.18 Answer sheets and/ or work are arranged and tied in accordance with the instructions given, before handing it over to the invigilators.
- 6.2.19 Students must remain seated after the examination ends and only allowed to leave the examination hall/ room when instructed by the Chief Invigilator.
- 6.2.20 Students cannot continue answering after the examination ends.
- 6.2.21 Students must remain silent while in the examination hall/ room.
- 6.2.22 Students are not allowed to refer or use any reference materials inside or outside the examination hall / room during the examination unless a reference is approved by the Chief Invigilator.
- 6.2.23 Students are not allowed to give or receive any assistance from students or other parties when examination is being conducted.

## **7.0 EXAMINATION MISCONDUCT**

- i) Students are not allowed to commit any of the following examination misconduct:
  - a) Receive or have any information in electronic form, print or any other form that related to the course of the examination regardless of either within or outside the examination hall/ room except with the permission of the Invigilator.
  - b) Using the information obtained, as in the clause (a) above for the purpose of answering the questions.
  - c) Cheating or attempting to cheat or behave in a manner that could be interpreted as cheating or attempting to cheat during an examination.
  - d) Other misconduct established by KTP.

### **7.1 PENALTY**

- 7.1.1 Should a student is found to have violated any of the exam rules, KTP can take action of any one (1), or an appropriate combination of two (2) or more of the following penalties:
  - i) Given a zero (0) mark for the overall results for the relevant course (including coursework).
  - ii) Given a zero (0) marks to all courses registered in the semester.
  - iii) Suspend the student for a period deemed appropriate by the KTP. Suspension period/ semester is counted in the maximum programme study period/ semester.
- 7.1.2 Students who violate this rule may be taken disciplinary action in accordance with the KTP Student Disciplinary Cases Management procedure.

### **7.2 SPECIAL EXAM**

- 7.2.1 A special examination can be conducted for the following cases:

- i) A student who is unable to sit for the final examination because of illness confirmed by a recognized medical officer (preferably by the Medical Officer of Government Hospital),

and

- ii) Subject to Clause 7.2.3 below, the final year students who are graduating with a good academic results (CGPA > 2.00) but failed one (1) course taken in any of the final two (2) semesters, except where the semester is Industrial training/ Internship.

7.2.2 Special Examination marks is used to determine the course results taken as follows:

- i) Special Examination Marks will replace the previous final exam marks, the marks of the coursework remains unchanged.

7.2.3 A special examination cannot be conducted in cases such as the following:

- i) A course without the final examination component.
- ii) Students who do not sit for the final without any valid reason approved by KTP or students who were barred/ prohibited from taking the final exam.
- iii) Students found guilty of academic misconduct.

7.2.4 Results will be recorded in the transcript. If the final score after Special Examination is higher than the initial marks, the new marks will be counted. If the final score after Special Examination is lower than the initial score, the original marks will be retained.

### 7.3 **RELEASE OF EXAMINATION RESULTS**

7.3.1 KTP will release the examination results for each course within the prescribed period, usually no later than two (2) weeks from the beginning of the new semester.

7.3.2 Students are required to check the examination result slips. If there are any errors other than the grade obtained, students are required to inform the KTP Examination Unit or the Faculty/ School within two (2) weeks after the date of release of examination results.

### 7.4 **APPEAL OF COURSE GRADE**

7.4.1 Students are allowed to appeal for grade obtained within a period not later than one (1) week after the release of final examination results.

### 7.5 **PROCEDURES FOR APPEAL OF COURSE GRADE**

7.5.1 Students must fill up the Appeal to Review Final Examination Answer Scripts Form and make a payment of RM50.00 for each paper to be re-marked. Appeal to Review Final Examination Answer Scripts Form must be submitted to the Examination Unit whilst payment should be made at the KTP Finance Office payment counter.

7.5.2 Students must present two (2) copies of the forms to the KTP. A copy of the form is for their safe keeping.

7.5.3 KTP will review and re-mark the examination answer scripts. If the final score after re-marking is higher than the initial score, the new marks will be counted. If the final score after re-marking is lower than the the initial score, the original marks will be retained.

7.5.4 KTP shall notify the student of the review and / or appeal outcome.

7.5.5 An appeal is considered successful if the marks change to a higher.

7.5.6 Appeal fees paid is non-refundable.

## 7.6 **CALCULATION OF GPA & CGPA**

7.6.1 Student achievement is assessed using the following GPA and CGPA calculations:

$$\text{Grade Point Average (GPA)} = \frac{\text{Total Points Value for Current Semester}}{\text{Total Credits Counted for Current Semester}}$$

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\text{Total Points Value Obtained for All Semesters}}{\text{Total Credits Counted for All Semesters}}$$

## 7.7 **IMPROVEMENT OF ACADEMIC PERFORMANCE**

7.7.1 Students are given opportunity to improve the grades of KTP courses during the period of study with the following conditions:

- i) For courses taken prior to January 2016 semesters only
- ii) Obtained approval from HOD
- iii) Improvement of grade for the course with grade C- or below
- iv) Improvement of grade for any course is allowed only once
- v) The best Grade among the original grade will be counted in the GPA and CGPA
- vi) Request for improvement of grade is made according to the rules set in Clause 7.7.1 with course Registration

## 7.8 **ANNOUNCEMENT OF ACADEMIC STATUS**

7.8.1 For KTP Homegrown & UTM programmes, a memo will be issued to inform students on the availability of examination result slips.

7.8.2 Examination result slips will be with held for students with outstanding tuition fees.

## 7.9 **CERTIFICATE OF MERIT**

7.9.1 Students with a GPA of 3.50 and above for the semester will be awarded a Certificate of Merit provided the students register at least twelve (12) credits for a long semester and six (6) credits in the short semester (excluding Industrial Training).

## 7.10 **AWARD OF DIPLOMA AND DEGREE**

7.10.1 Students will only be awarded a Diploma or Degree after fulfilling the following conditions:-

- i) Obtaining CGPA above or equal to 2.00
- ii) Passed all the required courses
- iii) Settled all outstanding fees owed to KTP

## 7.11 **APPLICATION FOR AWARD OF DIPLOMA OR DEGREE**

7.11.1 Students who met the requirements for the award must submit Graduation Application Form (4 copies) within the prescribed period. Three (3) copies to be submitted to KTP and one (1) copy is for student's copy.

7.11.2 Students who met the requirements for the award but did not apply within the given period will be given a Completion status instead of Graduated. Students can apply for the award for the next graduation ceremony.

- 7.11.3 Students who have been given the Completion status but did not apply for the award up to five (5) years after completion of the programme, will not be awarded any diploma or degree, except with the special approval from the KTP Academic Board.
- 7.11.4 Only students who have applied for the award in the prescribed period can be recommended and certified as eligible to be awarded a diploma or degree.
- 7.11.5 Students who have not applied for the award cannot be considered for admission to a higher level programme in KTP.
- 7.11.6 Convocation fees are not inclusive in the tuition fees. Students will be notified on the convocation fees through the convocation invitation which will be published on our website.

## **8.0 DEFERMENT OF STUDY**

- 8.1 Students may apply for deferment of study by submitting Medical certificate from a registered Medical Officer (preferably by the Government Hospital Medical Officer). The semester in which the deferment is approved will not be counted in the maximum study period.
- 8.2 Students may also apply to defer study on the grounds other than health reasons. Application must be made before the last working day of week ninth (9th) for a long semester and fourth (4th) week for a short semester. Deferment will be included in the total of semesters used.
- 8.3 UTM allows a maximum of two (2) semesters for deferment (to refer to the latest UTM Student Handbooks). Deferment request must be submitted within the allowable deferment period, with supporting document(s) and granted approval from KTP management or UTM when applicable.
- 8.4 KTP allows a maximum of three (3) semesters for deferment. Deferment request must be submitted within the allowable deferment period, with supporting document(s) and granted approval from KTP management.

## **9.0 INACTIVE STATUS**

- 9.1 Student's status will be updated to MIA status when student absent from classes for two (2) consecutive weeks or more than two (2) weeks from the semester registration closing date. An inactive status letter will be issued to student.
- 9.2 Student will be given two (2) weeks (14 days) to reply the letter or to update their status.
- 9.3 For students who wish to defer their studies, student to submit deferment request with a duly signed deferment letter. To refer to the 8.0 Deferment of Study.
- 9.4 In the event that student failed to respond to the Inactive Status letter within two (2) weeks (14 days) from the date of the letter, KTP will deem that the student is no longer interested to continue his/her studies at KTP and KTP will proceed with the process to dismiss his/ her studies from the college.
- 9.5 Dismissed students are to submit a duly completed Student's File Closure Form.
- 9.6 Dismissed students are to settle all his/ her outstanding fee (if any) immediately. Computation of fees to be collected/ refunded to refer to the Refund Policy.

## **10.0 SUSPENSION OF STUDY**

10.1 Students who are suspended by KTP due to disciplinary action, the suspension period is counted in the total of semester used.

## **11.0 TRANSFER OF PROGRAMME**

11.1 Transfer of programme of study is not encouraged. However, KTP may consider in allowing student to transfer to another programme in the Faculty/ School or to other Faculty / School provided:

11.1.1 Application for transfer of programme is made no later than second (2nd) week of a new semester.

11.2 If the transfer of programme is approved, academic record of the student will be:

11.2.1 Closed and saved and a new record is created; or

11.2.2 To apply for credit transfer/ exemption (if applicable)

11.2.3 Transfer of programme is only permitted twice (2 times).

## **12.0 ACADEMIC MISCONDUCT**

12.1 Students who commit academic misconduct can be subjected to disciplinary action in accordance with KTP Student Disciplinary Cases Management Procedures.

12.2 The following will be considered as academic misconduct:

12.2.1 Plagiarism (Plagiarism phrases, ideas or information) without proper citation of original source.

12.2.2 Cheating during final examination.

12.2.3 Taking, alter, conceal, destroy or vandalize any Intellectual Property in connection with the preparation or completion for research of a course or examination.

12.2.4 Any other forms of academic misconduct as deemed by the KTP Academic Board.

### 13.0 PAYMENT OR PENALTY FOR ACADEMIC AFFAIRS

No.	Item	Payment (RM)	Remark
1	Diploma/Degree Certificate (Reprint duplicate -per piece)	RM100.00	<ul style="list-style-type: none"> <li>KTP Homegrown Certificate</li> <li>For UTM Certificate, subject to additional UTM charges <b>(request must be submitted with original Police Report)</b></li> </ul>
2	Diploma Certificate - duplicate (per piece)	RM25.00	
3	Academic Transcript - Reprint duplicate (per piece)	RM25.00	<ul style="list-style-type: none"> <li>KTP Homegrown Certificate</li> <li>For UTM Certificate, subject to additional UTM charges <b>(request must be submitted with original Police Report)</b></li> </ul>
4	Academic Transcript - duplicate (per piece)	RM10.00	
5	Examination Result Slip - Duplicate results	RM10.00	Per piece
6	Examination Docket (Reprint - per piece)	RM5.00	
7	Temporary Student ID card (Reprint as per request-only valid for 6 months)	RM5.00	
8	Student ID card (Reprint original - per piece)	RM25.00	ID Card
9	Normal post (Postage charges)	RM2.00	
10	Courier charges (for postage below 0.50kg)	RM25.00	Note: All the additional courier charges will be borne by the students
12	Re-printing of loan agreements	RM5.00	Per set
15	Lanyard	RM 10.00	

13.1 The above fees is subject to change without any prior notice.

13.2 Students are to proceed to the Registry Office to check on availability of the documents before making payment at the Finance Department.

### 14.0 STUDENT FILE CLOSURE OR CANCELLATION

14.1 Student or Student's Representative of Completed/ Graduated / Quit / Dismissed Student to fill up the Student's File Closure Form which is available at the Office of Admission & Record.

14.2 For students who cancelled their registration before the commencement of class, students have to fill up the Student's File Cancellation Form. The form can also be filled by a Student's Representative.

14.3 For students who quit, students have to fill up the Student's File Closure Form. The form can also be filled up by Student's Representative.

14.4 For students who have been dismissed by KTP, students have to fill up the Student's File Closure Form (ITPSB/REG/QP/005-F03) and state the reasons for dismissal. The form can also be filled by a Student's Representative.



## **15.0 GENERAL PROVISIONS**

- 15.1 Any other procedures or policies (including Tables) and the implementation, shall comply to the Academic Rules & Regulations. However, KTP reserves the right to review and change it from time to time in accordance with the current changes and suitability.
- 15.2 In the event of any discrepancy in terms of practices and/or rules and regulations, KTP Academic Board should be consulted to decide which rules apply.
- 15.3 For collaborative programmes, should the academic and exam rules and regulations not stated in the partner University's guidelines, KTP Academic and Exam Rules and Regulations will apply.
- 15.4 Pursuant to the Personal Data Protection Act 2010, disclosure of student's personal data to any party including parents and/or guardians without the approval of the student/ parents/ legal guardians are not permitted, with the exception given to those parties clearly stated in the Personal Data Protection Act 2010 or permitted with consent from the student/ parents/ legal guardians.