UNIVERSITI GEOMATIKA MALAYSIA

DU059(W)

OPEN DISTANCE LEARNING
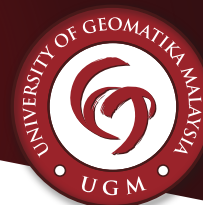## ACADEMIC HANDBOOK

2023

PREFACE

University Geomatika Malaysia (UGM) Open Distance Learning Academic Handbook aims to strengthen the academic guidance adopted in accordance with the changes and needs.

This handbook can be used by all Open Distance Learning (ODL) students for programs that were approved by the Malaysian Qualification Agency (MQA) - ODL

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6.0 Transcript, Scroll and Graduation

1.0 TERMS AND DEFINITION

BIL	TERMS	DEFINITION
1.1	Learning Outcomes	Knowledge and skills to be acquired by students at the end of the learning session
1.2	ODL	Open Distance Learning
1.3	UGM	University Geomatika Malaysia
1.4	Semester	The duration of the 14 weeks course
1.5	Long Semester	Consists of 14 weeks of lectures
1.6	Short Semester	Consists of 7 weeks of lectures
1.7	Subject	Modules
1.8	Credit Hours	Duration of learning that should be followed in a week
1.9	Dean	Head of the each academic faculty
1.10	Senate	Other professionals involved in the consultation of UGM
1.11	Academic Board	Members involved in the determination of a student's academic status
1.12	Vice Chancellor	Head of Academic
1.13	Assistant Vice Chancellor	Assistant of the Head of Academic
1.14	Academic Affairs Coordinator	Coordinate all academic matters

1.0 TERMS AND DEFINITION

BIL	TERMS	DEFINITION
1.15	MC	Medical Certificate / letter from government hospital
1.16	Academic Advisor	Academic staff who are appointed by the Vice Chancellor to guide and monitor the student's academic studies
1.17	Grade Point Average (GPA)	Points earned for the current semester
1.18	Cumulative Grade Point Average (CGPA)	Points earned for all semesters
1.19	Σ	Sum
1.20	OSC	One Stop Centre
1.21	Examination Script	Answer script
1.22	Transcript	Statement of student achievement throughout the study
1.23	Scroll	Ceritifcate of Graduation
1.24	Convocation	Graduation Day

2.0 STUDENT'S RESPONSIBILITY

Students should understand that the procedures are implemented to ensure proper management of Academic Affairs. Students must comply with all procedures to help UGM to provide efficient and effective services. Below are the student's responsibility throughout their academic session:

- Understand the vision, mission and educational goals of UGM.

- Acquaint and comply themselves with the relevant university rules, regulations, policies and procedures of UGM relating to their rights as a student.

- Participate constructively and actively in the learning experience within university supportive educational community.

- Recognize and respect diversity.

- Behave in an appropriate manner within the learning environment and to respect the staff, fellow student and visitors at all times.

- Behave responsibly when representing the university at social, cultural and sporting events.

- Register a new semester during the date fixed on the academic calendar.

- Students should be aware of the subjects that need to be taken for each semester.

2.0 STUDENT'S RESPONSIBILITY

- Students should understand and follow the procedures set out in the Guidelines and Academic Procedures.

- Students are responsible for ensuring the best results for themselves.

- Students must be proficient in performing calculations of their GPA and CGPA.

- Make sure all forms and other requirements for Academic Affairs procedures are met and delivered on time to avoid future problems.

- Participate fully in the learning activities to meet all learning and assessment requirements.

- Be proactive in seeking out the support of academic facilitators, lecturers, supervisors and deans throughout the duration of the programme for concerns affecting their studies.

- Refrain from cheating, plagiarism and fabrication or falsification of their work.

- Participate fully with the survey mechanisms that the university uses to get feedback and opinion.

- Not to make any malicious or vexatious complaints or allegations.

- Be fair and responsible and provide only facts and evidence for any feedback or complaints.

3.0 PHILOSOPHY OF
UNIVERSITY GEOMATIKA MALAYSIA

3.1 Philosophy

"In Geomatika, we strive towards enhancing the potentials of individuals in a holistic and integrated manner in order to create individuals who are well-equipped intellectually, spiritually and emotionally. We also aim to produce individual who is competitive, industrially expert with entrepreneurial skills that are able to contribute towards the growth of community and nation"

3.2 Vision, Mission and Value

VISION

Fulfilling International & World Class Education

MISSION

Synergising Business & Best Practices in Innovative Education

VALUE

01 Integrity	**02** Profesionalism
03 Tolerant	**04** Adaptable
05 Cohesive	**06** Empathy
07 Impactful	

3.3   Objective of the Knowledge Deliveries

*   To provide the best education in terms of knowledge and skills in the areas of learning offered.

*   To provide continuing education opportunities for students and the general public by offering high demand programs in the job market.

*   To produce competent human capital and embracing the globalization.

*   To deliver asincere and genuinek knowledge with high ethics.

3.4   Learning Outcomes

*   To produce students with talent that can compete in the global world.

*   To produce students who are knowledgeable and highly skilled in performing the work in the real working environment.

*   To produce graduates who could contribute to the workforce and the national capital.

4.0 OPEN AND DISTANCE LEARNING IN
UNIVERSITY GEOMATIKA MALAYSIA

The terms open learning and distance education represent approaches that focus on opening access to education and training provision, freeing learners from the constraints of time and place, and offering flexible learning opportunities to individuals and groups of learners. [UNESCO, 2002]

The Profile of an 'Ideal' ODL Student:

- Self-disciplined

- Mature, experienced

- High emotional quotient

- Willingness to ask for help
  (Requires self-awareness and high emotional quotient)

- Independent

Open and Distance Learning (ODL) at UGM starts with 4 programs:

- Diploma in Business Administration (ODL)

- Diploma in Early Childhood Education (ODL)

- Bachelor of Business Administration (ODL)

- Master of Business Administration (ODL)

4.1   Entry Requirements

Diploma Programme

A candidate may be admitted into the Diploma programme through:

a.   REGULAR ENTRY

This applies to candidates who possess:

i. A minimum of three (3) subjects of grade "C" in SPM, or

ii. Other equivalent qualifications recognised by the Senate of the University.

b.   APEL ENTRY

This applies to candidates who possess:

i. At least 20 years of age as at 1st January of the year of application

ii. Possess relevant working experience.

All applicants are subjected to APEL assessments conducted by Malaysian Qualification Agency (MQA).
Successful APEL candidates may apply for admission, however this does not necessarily guarantee admission.

Bachelor's Programme

A candidate may be admitted into the Bachelor's programme through:

a.   REGULAR ENTRY

This applies to candidates who possess:

i.   A minimum of two (2) principles in STPM or its equivalent qualification, or

ii. A Diploma, or

iii. Other equivalent qualifications recognised by the Senate of the University.

b.   APEL ENTRY

This applies to candidates who possess:

i. At least 21 years of age as at 1st January of the year of application

ii. Possess relevant working experience.

All applicants are subjected to APEL assessments conducted by Malaysian Qualification Agency (MQA).

Successful APEL candidates may apply for admission, however this does not necessarily guarantee admission.

Master's Programme

A candidate may be admitted into the Bachelor's programme through:

a.   REGULAR ENTRY

This applies to candidates who possess:

i. A Bachelor Degree with minimum CGPA 2.5 from recognized institution, or

ii. Other equivalent qualifications recognised by the Senate of the University.

b.   APEL ENTRY

This applies to candidates who possess:

i.   At least 30 years of age as at 1st January of the year of application

ii. Possess a minimum of STPM / Diploma / equivalent

iii. Possess relevant working experience.

All applicants are subjected to APEL assessments conducted by Malaysian Qualification Agency (MQA).

Successful APEL candidates may apply for admission, however this does not necessarily guarantee admission.

4.2   English Language Proficiency Requirement for International Students

For courses conducted in English, all international applicants upon entry shall normally be required to attain a level of English Language Proficiency equivalent to one of the following:

i. IELTS (International English Language Testing System)

ii. TOEFL (Test of English as a Foreign Language)

iii. Cambridge English: Advanced (CAE)

iv. Cambridge English: Proficiency (CPE)

v. Pearson Test of English (PTE) Academic

vi. Cambridge English: First (FCE)

vii. MUET (Malaysian University English Test)

Notwithstanding the above, the following exemptions from the requirement is applicable to any international applicant:

a. Applicants from countries using English as an official medium of communication or;

b. Applicants from an academic institution using English as a medium of instruction.

c. Any international applicant who is undertaking a research programme where the language for thesis/dissertation submission approved by the University is in a language other than English (eg Arabic, Bahasa Malaysia, Mandarin), shall normally be exempted from the English Language Proficiency Requirement.

The Senate also reserves the right to make exemptions on the above English language Proficiency Requirement from time to time as deemed necessary.

4.3 Student Support And Services

We offer a range of support services ready to help ODL students with their studies, including a library, student portal, email services, Learning Management System (LMS), counseling, and more.

4.3.1   LEARNING MANAGEMENT SYSTEM (LMS)

https://lms.geomatika.edu.my/ is UGM Learning Management System (LMS). ODL students can use the LMS to access course materials, submit assignments, receive significant notices, and communicate with their peers and course facilitators. This platform is used for all teaching and learning, including access to teaching materials, forum discussions, live video conferencing sessions, online quizzes, and assignment submissions. Students registered courses will automatically display on their dashboard.

4.3.2   ONE-STOP STUDENT PORTAL

ODL students may access the student portal through the web page https://lms.geomatika.edu.my/ (upper taskbar). The student portal will link the students to important information including admission records, subject registration, fee statements, and exam results. Students are required to register for courses and examinations every semester through the https://lms.geomatika.edu.my/ portal using their UGMID. After logging in, you will see a student dashboard screen containing options to view various functionalities.

4.3.3   EMAIL SERVICES

Our ODL students will receive an email generated by CICT with [matric no.] @geomatika.edu.my as the domain. Official and important information will be sent to [matric no.] @geomatika.edu.my email address. Hence, students are encouraged to check this email account regularly (daily) throughout the semester. Students may log in to their account through the Gmail platform at https://mail.google.com/. student's username is [matric no.] @geomatika.edu.my. The initial password will be their matric number.

4.3.4   e-LIBRARY

Our library link can be found at https://lms.geomatika.edu.my/ (upper taskbar). Students may find the physical books catalog in our library at https://geomatika.koha.my/ where it provides information on accessible books, availability, and book synopsis.

The https://galeapps.gale.com/apps provides our distance learners access to a wide range of online library resources: online databases, e-journals, e-books, and research databases. Students need to log in using their UGMID credentials. Additionally, students will find links to e-resources throughout the library search and library catalogs.

4.3.5   COUNSELING

ODL students will have access to our counseling services, which are dedicated to assisting students throughout their academic careers. Our qualified counselors will assist students with both academic and personal difficulties during their studies. Our counseling page can be found at https://lms.geomatika.edu.my/e-counselling.

4.4   Self-Instructional Materials (SIM)

In distance learning, there is no lecturer. The lecturer is replaced by a combination of learning materials and instructor. Because distance learners mostly study at home, the instructors are only involved with learners for short periods.

Self-instructional materials are teaching materials that are specifically meant to enable students to self-learn (or independently learn on their own) about a topic/issue etc. UGM provided will provide SIM to help students carry out all the tasks for 14 weeks of learning, except for marking work. In other words, the learning materials themselves will define what is to be learned, provide information, give examples, and so on.

ODL students can find their SIM in the LMS, which is divided into weeks.

4.5   Flexible Assessments

Continuous Assessments	Online Assessments	Case Study/Projects	Presentation
Quiz/Test Essay Project Presentation Fieldwork/ Practicum	Quiz/Test Case Study Project Presentation Essay	Hardcopy/Print Online/Digital Multiemdia	Online Face-To-Face

4.6   Class Attendance

ODL students are not required to be physically present for their class. ODL students must achieve at least 20% involvement in a course by mid of the semester. Student participation is calculated from student involvement in weekly assignments, tutorials, and accessing self-directed learning materials provided by instructors. Students who do not meet the specified percentage of participation may be withdrawn from a course. Please contact your instructor should you have any problems related to completing your assignments.

4.7   Monitoring of Course Participation

Student participation will be monitored using activity completion and learning analytics in Moodle. Instructors will be able to identify students who have not accessed the course recently (in the past few days, weeks, or months) and students who have not completed their formative assessment. Students will receive messages to remind them to participate, with offers of assistance where needed. Overall records of the student's participation can be found on the system dashboard.

4.8   Examination and Proctors

Examinations will be held face-to-face. But some courses may require proctored exams. A proctored exam is one that is overseen by an impartial individual, called a proctor, who supervises the student during the exam. The proctor ensures the security and integrity of the exam.

An online proctored exam is a timed assessment via an online platform in which the students' desktop activity, webcam video, and audio are monitored. Thus, inbuilt with AI-powered technology, the online proctored exams track and monitor students and help institutions to eliminate cheating in the exams.

5.0 POLICIES, RULES AND REGULATIONS

Here are the rules and policies to be followed by students who enroll for any ODL Programmes in University Geomatika Malaysia. Students are subject to the regulations of UGM as long as the student is registered.

5.1   Enrollment

5.1.1   Rules and entry requirements for the ODL Programmes are determined by the Senate.

5.1.2   Offer letter for student admission are issued by the Division of Student Recruitment and is valid only for one semester.

5.1.3   Students are not allowed to register more than one Program of Study at the same time.

5.2   Course Duration

5.2.1   The period for completing the ODL Programme is based on the minimum requirement need for the specific programme set by the ministry.

5.2.2   Extension of the study period of are subjected to approval of Senate and Academic Board.

5.2.3   Any postponement, should be implemented by writing a letter to the Academic Board of UGM.

5.3   Subject Registration

5.3.1   Registration of the subject is in the first week (1) every new semester based on the current academic.

5.3.2   Students are required to perform the subject registration within the time allocated in the subject registration schedule through *Student Portal.*

5.3.3   Delays in applying within the allocated time will be fine **RM 100** for a one-time registration.

5.3.4   Students are not allowed to register more than one program of study for a period of study.

5.3.5   The total credit hours for part time students shall normally be 9 credit hours in a semester.

5.3.6   The total credit hours for full time students shall normally be 18 credit hours in a semester.

5.3.7   Registration exceeds the maximum or minimum credit hours are subject to approval by the Assistant Vice Chancellor.

5.4   Credit Transfer

5.4.1   Credit transfer are not allowed for Post Graduate studies.

5.4.2   For other level of programmes, students may apply for credit transfer for the purpose of obtaining an exemption from one or more subjects required by their programmes because they have taken and passed similar subjects of the same credit value in other institutions.

5.4.3   Applications for credit transfer shall normally be made within seven (7) weeks of the first semester at the University for new students.

5.4.4   Applications for credit transfer must be accompanied by the transcripts of examination results and syllabus or outline of the subjects pursued at the relevant institutions.

5.5   Subject Withdrawal

5.5.1   Students are allowed to withdraw any subject with Dean's Approval.

5.5.2   Subject withdrawal should be perform using Academic Form (Subject Withdrawal) that can be acquire from OSC.

5.5.3   Subject withdrawal are only allowed during first (1) week until third (3) week of the semester. If the student perform subject withdrawal outside the allocated week, management fees and fines will be imposed on students. Fines are as follows:

Fourth (4) until fifth (5) week =	20%
Sixth (6) until seventh (7) week =	40%
Eighth (8) until ninth (9) week =	60%
Tenth (10) until eleventh (11) week =	80%
Twelfth (12) until fourteenth (14) week =	100%

Percentage are from the total tuition fees for every subject that are withdraw. Fees are RM 400 per credit hour.

*UGM have the right to revise the tution fees from time to time without prior notice. Revised fees will be imposed automatically to new and existing students.

5.5.4   The percentage of fines will vary according to the latest circular issued by the Department of Treasury and Finance.

5.6   Subject Addition

5.6.1   Subject addition are allowed with Dean's approval. However, Subject addition must not exceed the maximum credit hours allowed for one semester.

5.6.2   Subject Addition should be perform using Academic Form (Subject Addition) that can be acquire from OSC.

5.7   Postponement of Semester

5.7.1   Postponement of semester are only allow to student who in deep problem and are not able to continue their study.

5.7.2   Any application of postponement of semester should get approval from Assistant Vice Chancellor using Postponement form that can be acquire from OSC.

5.7.3   If the application are approved, student have to inform the sponsorship.

5.7.4   Postponement of semester are only allow for two (2) semester maximum.

5.7.5   Postponement of semester are only allowed during first (1) week until third (3) week of the semester. If the student perform postponement outside the allocated week, management fees and fines will be imposed on students. Fines are as follows:

Fourth (4) until fifth (5) week =	20%
Sixth (6) until seventh (7) week =	40%
Eighth (8) until ninth (9) week =	60%
Tenth (10) until eleventh (11) week =	80%
Twelfth (12) until fourteenth (14) week =	100%

Percentage are from the total tuition fees for every subject that are withdraw. Fees are RM 400 per credit hour.

*GUC have the right to revise the tution fees from time to time without prior notice. Revised fees will be imposed automatically to new and existing students.

5.8   Subject Evaluation

Assessments for each subject will be carried out periodically and continuously based on works done within the study weeks in a semester in the manner determined by the School or in accordance with University regulations.

Modes of Assessment

Students' performance is assessed in the following manner: -

a)   Continuous assessment through tests, assignments/project and quizzes.

b)   Normally not more than 60% of the total marks may be allocated to this form of assessment.

c)   The end of semester examinations is held comprehensively at the end of each semester for each subject taken. Normally not less than 40% from the total marks may be allocated for the end of semester examinations.

d)   In special cases (with prior approval of the University), the end of semester examinations can be replaced with other forms of assessment like 'mini project', 'term paper' and others.

e)   Assessment via practical training must follow modes of assessment approved by the University.

5.9 Examination

5.9.1 Face to face examination

a) Examination schedule will be made public 2 weeks before examination week start.

b) Examination slip can be print from Student Portal.

c) Please go through the examination slip for any mistakes. Please notify Academic Affairs Office if there is any mistake for further action.

d) Please bring along Identification Card (IC) and examination slip while attending all exams. Put it on top left of desk to be clarified by Examination Officer.

e) All students must wear a formal attire while attending examination. Flip flops are forbidden. Examination Officer has rights to banned student from entering Examination Hall if he/she fail to comply with attire guidance.

f) Students must enter the examination as early as possible. All students attending an examination are not allowed to dismiss within first and last 30 minutes of the examination.

g) Immediate suspension and failure of subject on examination will be imposed to any student who cheating or smuggle notes relevant to subject during examination.

5.9.2 Online Examination

a) Student needs to be ready on the front laptop at least 15 minutes before the online examination begins.

m) For students who lose access to the internet during the test session and are unable to continue the test, inform the invigilator along with the evidence either through the WhatsApp application, telegram or email, or any other appropriate means. Evidence that needs to be informed is ping duration, jitter, download, and upload speed.

n) Only students with technical problems/internet access are allowed to sit the replacement test (with proof).

o) Students must comply with the declaration of plagiarism and academic dishonesty throughout the test session and any form of violation may be acted upon in accordance with the UGM Academic Regulations.

5.10 Thesis/Dissertation/Project Paper (Post Graduate Programmes)

Thesis/Dissertation is compulsory to every Post Graduate students. Thesis/Dissertatio/Project Paper will take 14 to 16 weeks.

Evaluation for Thesis/Dissertation are as below:

a.	Proposal	30%
b.	Log Book Assessment	15%
c.	Report Final Thesis	40%
d.	Presentation (Viva)	15%

For Project Paper, evaluation will be as below:

a.	Final Report	100%

Procedures that should be followed by each of student undergo Thesis/Dissertation/Project Paper are as follow:

5.10.1 Students need to obey all Thesis/Dissertation/Project Paper procedures. An F Gred will be given to students who reported to misbehave or associated with plagiarism while doing their Thesis/Dissertation/Project Paper.

5.10.2 All Thesis/Dissertation/Project Paper writing must follow format that have been set by UGM. The writing format can be retrieve from Thesis/Dissertation/Project Paper Coordinator of Centre of Post Graduate Studies.

5.10.3 Please refer to Thesis/Dissertation/Project Paper Manual for further information.

5.11 Examination Result and Evaluation

5.11.1 Examination result and course evaluation will be given in form of grades and grades value as shown in table below:

Marks	Grade	Pointer
85 - 100	A	4.00
80 - 84	A-	3.70
75 - 79	B+	3.30
70 - 74	B	3.00
60 - 69	B-	2.70
55 - 59	C+	2.30
50 - 54	C	2.00
45 - 49	C-	1.70
40 - 44	D+	1.30
35 - 39	D	1.00
30 - 34	E	0.67
0 - 29	F	0.00

Grade	Pointer
FX	Absent
X	Permitted Absent
TL	Not complete with dean approval
DK	Subject have been dropped with permission
R1	Repeat 1 and following
P/G	Passed/Failed
EX	Exampted

Marks and Grades Table – UGM

5.11.2   Any post graduate students who have grade less than **B-** for any subject will need to comply with **Repeat Subject Procedure.**

5.11.3   Grade F will be given to students who did not participate in final examination without approval reasons from UGM.

5.11.4   'BARRED' is for students who is not permitted to enter examination hall due to low attendance of less than 85%. The same grade will also be given to students who did not manage to enter Examination Hall during it first 30 minutes without any valid reasons under discrimination of examination officer on duty.

5.11.5   Grade DK will be given to students who applied and approved to drop the subject after fourth (4th) week after semester starts. If failed to apply the students grade will be noted as Grade E.

5.11.6   Grade TL will be given to any students who did not complete any subject requirement under rules as stated below:

a)   Application for Grade TL must be sent to Dean with permission from the lecturer.

b)   Application need to be sent with Coursework Extension Application Form.

c)   Coursework Extension Application Form need to be submitted before week 14 of the semester. Any late application will not be entertained.

d)   Grade TL need to be acknowledge within 4 weeks (1 month) starting from week 16 to week 19.

e)   If the Grade TL is not acknowledge by students within above timeframe, current grade will be given to applicant.

5.11.7   Grade R1 is for repeated subject taken by student. The subject is taken in new semester.

5.11.8   Grade P/G is given for subject that was Passed/Failed

5.11.9   Grade EX will be given to subject that is exampted from a student under approval of credit transfer by Academic Affairs.

5.11.10 Please be reminded that students need to maintain and improve their grade and cummulative grade to achieve academic excellence. Any absent from examination and/or fail an examination without approval will reduce cumulative grade.

5.12 Academic Performance Calculation

Students need to understand and able to calculate Grade Point Average (GPA) and Cummulative Grade Point Average (CGPA) as a strategy to get the best GPA/CGPA. Shown below is the formula for GPA and CGPA calculation:

Pointer Marks	= (Pointer x Subject Credit Hour)

GPA	=	$\dfrac{\Sigma \text{ Current Pointer Marks}}{\Sigma \text{ Current Credit Hour}}$

CGPA	=	$\dfrac{\Sigma \text{ Pointer Marks}}{\Sigma \text{ Credit Hour}}$

Example :

Semester 1

#	Subject	Credit Hour	Grade	Pointer	Pointer Marks
1	Bahasa Kebangsaan A	2	B-	2.67	5.34
2	Asas Komputer	3	C	2.00	6.00
3	Pengajian Malaysia	3	B	3.00	9.00
4	Bahasa Inggeris I	2	A	4.00	8.00
		10			28.34

GPA	=	$\dfrac{\Sigma \text{ Current Pointer Marks}}{\Sigma \text{ Current Credit Hour}}$
	=	$\dfrac{28.34}{10}$
	=	2.834 for Semester 1

Semester 2

#	Subject	Credit Hour	Grade	Pointer	Pointer Marks
1	Pengenalan Ukur	2	C	2.00	4.00
2	Keusahawanan	3	B	3.00	9.00
3	Pendidikan Islam	3	A	4.00	12.00
4	Bahasa Inggeris II	2	C	2.00	4.00
		10			29.00

GPA
$$= \frac{\Sigma \text{ Current Pointer Marks}}{\Sigma \text{ Current Credit Hour}}$$

$$= \frac{29.00}{10}$$

$$= 2.900 \text{ for Semester 2}$$

CGPA
$$= \frac{\Sigma \text{ Sem 1 PM} + \Sigma \text{ Sem 2 PM}}{\Sigma \text{ Sem 1 Credit Hour} + \Sigma \text{ Sem 2 Credit Hour}}$$

$$= \frac{28.34 + 29.00}{20}$$

$$= 2.867$$

5.13 Repeat Subject Procedure

Post Graduate student need to repeat for any subject with grade below than B-. Payment for Repeat Subject can be made as follow:

Any Post Graduate Subject   **RM 300** per credit hour

5.14 Academic Status

Below are academic status as acknowledge by UGM:

i.   **Pass**

Students with CGPA 3.00 or above are deemed PASS and can proceed to the next semester.

ii.   **Conditional Pass**

Students with CGPA between 2.50 and 2.99 at the end of the semester will be deemed as Conditional Pass. Student will be warned to achieve academic status of Pass for the following semester.

P1   :   First attention – for
2.50 < CGPA < 2.99 in any semester.

P2   :   Second Attention – having a CGPA < 2.49 after been given P1 for the previous semester.

W1   :   First Warning – for GPA < 2.99 in any semester.

W2   :   Second Warning – for GP < 2.99 after been given P1 for the previous semester.

The status will be made expired when student achieve academic status of PASS for the following semester. Academic Advisor should evaluate student to have maximum of 9-12 credit hour only for any student with academic status P1/P2.

Any pre-requisite subject need to be passed first to evade any difficulties in following the subject.

W1 and W2 will be given to students with GPA < 2.00 in that semester with CGPA > 2.00.

iii. **Fail**

Student with CGPA less than 2.99 with third warning (P3) will be deemed as academic status FAIL. P3 is the status that is given to student with CGPA < 2.99 for three consecutive semester. Students will be made to quit UGM with this academic status.

5.15 Examination Result Slip

5.15.1   Slip for examination result can be view through *Student Portal*

5.15.2   UGM has rights to hold any examination result slip for students who still have due fees and fines or any students who caught misbehave or not following any rules as stated by UGM.

5.16 Examination Script Re-evaluation Appeal

5.16.1   Students can apply for appeal to re-evaluate answer script if there is any unsatisfaction for the subject grade.

5.16.2   Appeal must be made with Examination Script Reevaluation Appeal Form at OSC.

b)   Students must sign the "Statement On Plagiarism And Academic Dishonesty" before the examination starts.

c)   Briefing regarding the examination will be started 10 minutes before the examination starts.

d)   Students must make sure that the environment where the student takes the exam will not be disturbed.

e)   During all examination sessions, students must turn off all personnel devices that can disturb the online test unless it is used to communicate with invigilators for online test purposes and must be placed at a location that can be always seen by invigilators.

f)   During all test sessions, students must ensure, that they are always alone in the room during the examination.

g)   During all test sessions, the student is not allowed to use any other devices, or applications, except Google Meet.

h)   If your laptop/phone battery is drained rapidly and gets turned off in case of a power failure, make sure to have a backup.

i)   Students are required to install Google Meet apps and have the link to access them.

j)   Students are required to click the Google Meet link. Students may choose whether to open the camera on a mobile phone or laptop. Students are required to open a Google Meet camera throughout the examination period.

k)   Students need to be prepared with adequate internet data before the online examination session begins.

l)   Students must wear appropriate and neat clothes during the examination session.

5.16.3   Appeal form must be submitted to coordinator before day 4 of examination slip disbursement date. Any late appeal will not be entertained.

5.16.4   New Grade will be produce 1 week after the appeal approval. The best grade will be the final Grade in new Result Slip. If the new Grade is the same, no new Result Slip will be produced.

5.16.5   **Each subject result made to appeal will be charged RM 150.00.**

6.0 TRANSCRIPT, SCROLL AND GRADUATION

6.1   Post Graduate Degree Award

6.1.1   Student who achieve CGPA > 3.00 are qualified to graduate and will be awarded with repective Post Graduate Degree.

6.1.2   Students will be given the letter of completion of academic session after corrected thesis/dissertation has been submitted. However, the letter of completion of academic session will be produced after all other condition by Academic Affairs and Student Affairs has been fulfilled (due fees and fines and disciplinary record).

6.2   Award and Class

Award and Class depends of students CGPA as approved by Senate. Post Graduate student will be awarded Post Graduate Diploma/Masters Degree/Doctorate

6.3   Chancellor Award

Chancellor Award recipient must fulfill following conditions:

a)   Has finished program and awarded Dean Award for each of the semester within minimum academic session.

b)   Never repeat a subject.

c)   Never charged quilty for any disciplinary action.

d)   All around excellence including co-curricular activity and humanitary activity.

6.4   Dean Award

6.4.1   Dean Award will be given to students with CGPA > 3.50 for each semester with at least 10 credit hour for any given semester.

6.4.2   Never charged quilty for any disciplinary action.

6.5   Transcript and Scroll

6.5.1   Transcript and Scroll will be disburse a month after corrected thesis/dissertation have been submitted.

6.5.2   Transcript and Scroll will be printed in English.

6.5.3   Transcript and Scroll can only be retrieve on premise and no postage of both are allowed. Representative with signed written letter from students with a copy of representative ID will be permitted to retrieve the scroll from UGM.

6.5.4   Any additional original transcript request can be made by formal letter with fees of **RM 50** for each set of transcript.

6.5.5   Any changes for mistake that need to be made after fact on the transcript and scroll can be request by formal letter with the return of the respective transcript and/or scroll. New amend copy will be produce without any additional fees.

6.6   Graduation and Convocation

Student will be notified about the graduation date and convocation details via formal letter. Any attendance confirmation please refer to the letter.