Graduate Attributes

Getting a university degree is every student's ultimate dream because it opens doors to career opportunities anywhere in the world. A university degree is proof of one's intellectual capacity to absorb, utilize and apply knowledge at the workplace.

However, in this current competitive world, one's knowledge and qualifications alone are not enough to land that dream job or to sustain a meritorious career. Success takes more than intelligence. It requires a graduate to possess certain other personal

SDCD	Student Development & Counselling Department
SPM	Sijil Pelajaran Malaysia
SSL	Secure Sockets Layer
STPM	Sijil Tinggi Persekolahan Malaysia

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13. FINAL EXAMINATION COMPONENT
13.0 General
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ADMISSION AND REGISTRATION

1. Admission

1.0 General

All applicants are to submit a duly completed Application Form or via UCSI University Online Registration site, enclosing a certified true copy of the relevant documents required.

An applicant is advised to complete the Application Form or online registration in detail and in legible handwriting (if Application Form submission is made). Please ensure the clarity of your name, correspondence address and contact number(s). Your name must be as printed on

An Admission Letter will only be issued upon you meeting the full conditions, including the required admission documents as stipulated by the University.

A Conditional Letter of Admission may also be issued under the following circumstances:

a) International students intending to transfer from another Malaysian higher educational institution. Among others, the following documentations must be submitted and verified before the Letter of Admission is issued:

Release Letter from the former institution.

Attendance Record of the programme studied in the previous institution meets the minimum 80% attendance requirement as required by the Malaysian Immigration.

Academic result with a minimum CGPA 2.00 in the previous institution.

b)

The applicants who have fulfilled the academic requirements of their respective programmes (including transfer applicants from other higher learning institutions) must fulfil the University English Language requirements by completing Basic English and English Foundation courses for in-sessional academic enhancement. These two courses are to be taken in their first academic year, concurrently with their specialised courses; and students must pass these subjects before the

Diploma level*:

travel during the semester indicated in the academic calendar. Requests for travel documents and letters from the RO will not be entertained. It is only on valid grounds or extenuating circumstances that you may apply for a deferment. If approved, you would need to return to your home.

Leisure travel and tour during the semester will inevitably affect the accumulation of component marks, if not the studies of a student.

6. Transfer of Programme

6.0 General

Through the **Malaysian Qualifications Agency** (**MQA**), the Ministry of Higher Education (MOHE), Higher Education Sector has imposed the following requirements on programmes offered by all private tertiary education providers:

(i) Mata Pelajaran Umum (MPU)/General Courses
This requirement is applicable to all students who have been admitted from July 2013 onwards.

7.0.1 Mata Pelajaran Umum (MPU)

This requirement is only applicable to Diploma and Bachelor Degree programmes.

There are four (4) categories of MPU courses where a student must fulfil the MPU requirements. The courses can be a core or

the modules by sending in a written request to both, the Centres/ Faculties/ Institutes/ Schools and the RO within one (1) month from the semester commencement date.

The list of modules offered will be provided by the Centres/Faculties/Institutes/Schools

outlined by the GFO (please refer to Appendix C). This will include the completion of the "**Online Submission of Withdrawal Form**" which includes obtaining the approval from all relevant departments and/ or persons as stated in the online checklist.

Tuition fee refunds (if any) are guided by the University's Refund Policies and Procedures and you are advised to ascertain the procedure. It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits shall be forfeited.

The approval for withdrawal of an International student must be accompanied by, apart from, a duly completed "**Online Submission of Withdrawal Form**", also a confirmed air ticket indicating your departure date. A Letter of Offer from the acceptance institution is also required for transfer cases.

11.2 Termination of Studies

When and if you are found guilty of any serious disciplinary offences and your prolonged stay in the country (international students) affects the peace of the country or tarnishes the image of the University, your studies will be terminated immediately.

Apart from the above, reasons for termination of studies may include any one or a combination of the following:

- Poor academic performance for two (2) or more consecutive semesters.
- High absenteeism in classes (i.e., less than 80% attendance).
- Non-response to warning letters issued.
- Unacceptable reasons in reply to warning letters.
- Advised by Dean of the Faculty/ Director of the Centre/ Institute or designated staff of the Faculties/ Centres/ Institutes/ Schools
- Submitting forged/ tampered documents.
- Rejection of student visa renewal by the MID.
- Exceeding maximum duration allowed to complete a programme.
- Disciplinary issues.

For poor

1. **Shirts**
    i. No sleeveless shirt or blouse
    ii. No spaghetti straps shirt
    iii. No shirts with offensive words, terms, logos, pictures, cartoons or slogans
2. **Pants, Slacks and Skirts**
    i. No shorts, No ¾ pants
    ii. No mini-skirts and no tight skirts and pants.
    iii. Dress and skirts length should not be shorter than 2 inches above knees
    iv. Pants/ Jeans should be ankle length
    v. Female students are not allowed to wear veils on campus

C.

EXAMINATIONS

Students are responsible to check their status (if status is barred) in the system two (2) weeks before the final examination period and take the necessary remedial actions. E.g. engaging discussions with the lecturers concerned to clarify the reason(s) for your high absenteeism, or to work out the various options to lift the bar status. Should the lecturer accept the justification, they will update your status (unbar) in the system.

Ineligibility to sit for the final examination may also be due to long outstanding and unsettled tuition fees. The GFO will check your payment record and withhold the examination token if you have outstanding tuition fees.

Students who failed to settle the outstanding fees by the last day of classes will be barred from the final examination sitting. Settlement of outstanding fees after the examination day/period will not entitle you for a re-sit and/or supplementary examination. As such, you will receive an “F” grade for the course registered and you are required to repeat the course in the next

are undertaking for the particular semester. Where a student is barred from the final

13.4.4 Washroom Procedures

To safeguard the integrity of the examination, you are prohibited to go to the washroom immediately upon entering the examination hall within the first 30 minutes of the examination, and towards the last 30 minutes before the examination ends. However, the Chief Invigilator on duty is authorised to exercise his/her discretion to act accordingly on needs arising under special circumstances.

You are advised to visit the washroom before any examination session. Where deemed appropriate, you may be subject to a body search by Invigilators (of the same gender). When consent is given, you are required to sign a washroom control booklet outside the restroom to indicate when and who has been to the washroom during a particular paper.

13.4.5 Seating Arrangements

At each examination session, you will be given designated seat arrangements that differ by sessions. The seating arrangements will be made available at the nearest notice boards to the examination hall, 15 minutes before commencement of the examination session. You are advised to be at the examination hall early to check your respective seat numbers.

The arrangement is fixed according to the attendance logistics. Unauthorized movement is strictly prohibited, unless otherwise instructed or requested by the Invigilators.

13.4.6 Attendance Slips and Waiting Period

If you enter the examination hall early, you have the advantage of completing the attendance slips and the details requested on the answer booklets and other documents before the examination commences. The announcement to start the examination will be made only when the hall has been put in order and/or it has reached the scheduled time to commence the examination.

The announcement pertaining the rules and regulations will be briefed by the Chief Proctor before the beginning of each session, and you are required to listen attentively and abide by the instructions and examination regulations announced.

The attendance slip should be completed prior to attempting the questions. It will be collected at the end of the first 30 minutes for attendance affirmation. As such, you are not allowed to leave the hall within the first 30 minutes when the examination commences.

13.4.7 Examination Materials

All materials distributed to candidates at any examination session, used or unused, are to be returned to the examiner. Taking materials out of the examination hall is regarded as an offence. If you are caught bringing out the examination material from the examination hall, you will be subject to penalty as deemed appropriate by the SDB.

13.4.8 Time Keeping

As a reminder, you are advised to adhere to the following practice:

Arrive early to check the seat number.
Remain seated until the examination starts.
Remain in the examination hall within the first and the last 30 minutes of the examination. Any movements within the examination hall during this period, including leaving the hall or visiting the washroom, are restricted.

The adherence to the above practice is in compliance with the time management of the examination. If you arrive after the first 30 minutes, you will not be allowed into the examination hall unless authorised by the Chief Invigilator. The delay will be regarded as absenteeism, especially if there were students who had left the hall or visited the washroom.

13.5 Absenteeism from Final Examination

The University defines absenteeism as not physically present in the examination hall during the stipulated date and time of the paper in question, under whatever circumstances.

Absenteeism in the final examination entails a serious consequence amounting to an 'F' grade awarded. However, absenteeism due to extenuating circumstances may be considered for a supplementary exam if supporting documents justifying the absenteeism are acceptable to the UEB. Examination absenteeism form and all the relevant documents must be submitted to the Exam Centre within five (5) calendar days inclusive of the scheduled examination day. Misreading or misunderstanding the final timetable cannot be accepted as a reason for failure to attend an examination.

If you are unable to attend the final examination due to a medical condition, you are required to submit a medical certificate issued by a doctor from either a government or private hospital, private clinic or from UCSI University's clinic/hospital. A Medical Attestation Form duly completed by the doctor who attended to the illness must be enclosed with the medical certificate(s) should the medical certificate(s) be issue by a government or private hospital, private clinic or from UCSI University's clinic/hospital.

The medical certificate(s)0.000008875 0 595.56 851.04 reW* nBT/F1 12 Tf1 0 0 1 72.024 417.79 Tm0[ )]TJ

supplementary paper at the beginning of the next semester. The Supplementary Examination application can be made online via the IIS2.0 Student Portal.

The marks awarded after supplementary examinati

Student A

Assignment 1 + Mid-term + Assignment 2	= 5+10+15 = 30/60 (50%)
Total CA+FA	= 20/40 (50%) = 30+20 = 50
Student met all conditions. Final grade is C.	

Student B

Assignment 1 + Mid-term + Assignment 2	= 5+15+20 = 40/60 (66.67%)
Total CA+FA	= 10/40 (25%) = 40+10 = 50 =
Final marks capped at 45% with C- grade as student failed the final assessment. Student is eligible to take the supplementary examination.	

Student C

Assignment 1 + Mid-term + Assignment 2	= 8+8+17 = 33/60 (55%)
Total CA+FA	= 10/40 (50%) = 33+10 = 43 50% =
Final marks is below 50%. Final marks capped at 40% with grade ‘D’. Student is eligible for supplementary.	

Student D

Assignment 1 + Mid-term + Assignment 2	= 5+5+5 = 15/60 (25%)
Total CA+FA	= 30/40 (75%) = 15+30 = 45 50% = 40
Student failed the continuous assessment. Not eligib] ed the cont .	

employing a surrogate to sit for an examination or any form of academic assessment mode, in part or whole, or agreeing to be that surrogate aiding and abetting the dishonest act;

13.7.1.5 Bringing any other unauthorised items into the Examination Hall, whether relevant or not, whether used or not, and irrespective of the ownership.

The penalties imposed on students who are caught cheating may vary between a recorded warning letter; a Fail grade being awarded, suspension of a semester, or even termination of studies at the University. The type of penalty will depend on the degree of severity of the act.

13.7.2 Recurring/Consecutive Cheating

Students with recurring/consecutive cheating offences will be suspended for one semester or more or termination of studies depending on the degree of severity of the act.

Recurring/consecutive cheating is defined as follows:

13.7.2.1 Being caught cheating in one paper on a particular day and again in another paper a few days after the first incident;

13.7.2.2 Being caught cheating in course work components (such as test, mid-term test, quiz, and other reported incidents) and again in the another assessment component or final examination;

13.7.2.3 Being caught cheating in any form of assessment in one semester and again a

13.11 Supplementary Examinations

13.11.1 General and Eligibility

The supplementary exam serves as a second but final attempt for a single course enrolment for students who scored a total combined Continuous Assessment (CA) and Final Assessment (FA) mark of **40% to 49%** with a requirement that they must have passed the total CA component.

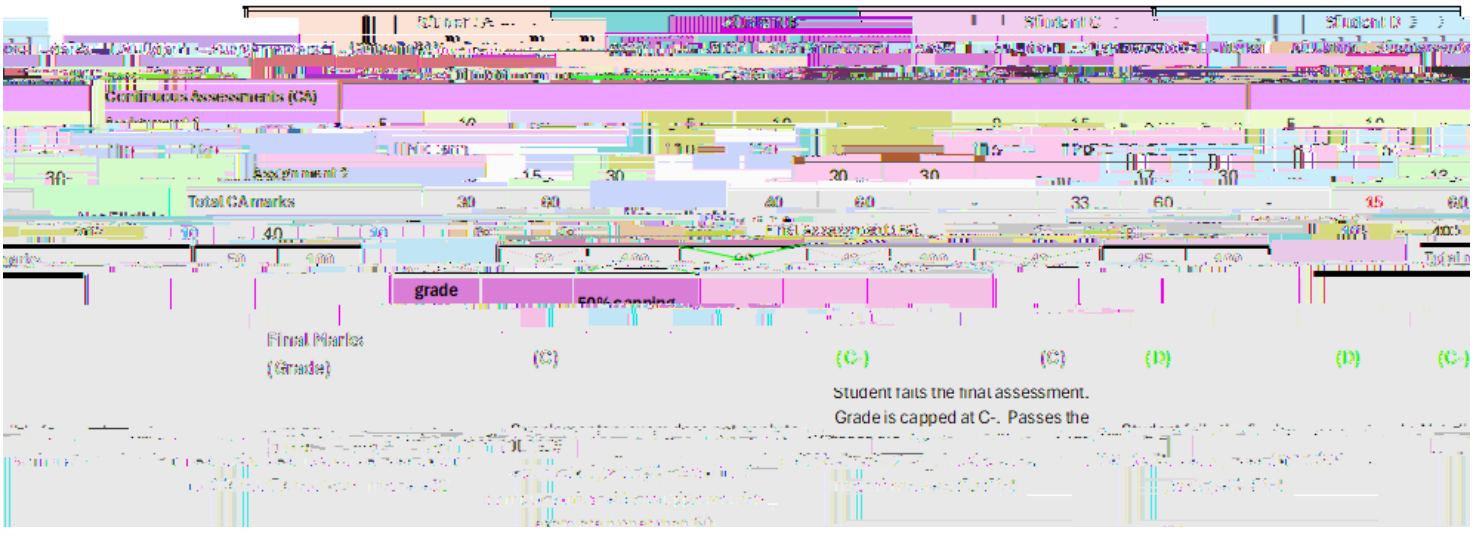
For courses with marks ranging from 40% to 49%, students may choose to sign up for the supplementary examination or forgo the opportunity given and re-register the course with full attempt for all components with the minimum 80% attendance.

If you choose to exercise your claim for the given opportunity, apart from signing up for the supplementary examination, you are also strongly advised to immediately **Add** the same course(s) as a fresh attempt for the course(s) during the Add/Drop period. This is to enable you:

13.11.1.1 Not to be subjected to the late Add/Drop penalty that would otherwise be charged if you only register for the course(s) after failing the supplementary examination.

The results

Table 13.4: Examples of Treatment of Supplementary Marks



13.11.3 Procedure and Fees

To apply for a supplementary examination, you:

13.11.3.1 Must meet the eligibility criteria (*refer Clause 13.11*).
13.11.3.2 Register online within the stipulated duration of supplementary examination application in accordance with the academic calendar.
13.11.3.3 Are required to make the supplementary exam processing fee payment at GFO, once approval to attempt the supplementary examinations granted.
13.11.3.4 Must submit the Form to the Exam Centre for registration of the supplementary paper within the stipulated deadline as published in the Academic Calendar. Payment of the supplementary exam fee does not construe registration of the supplementary exam until and unless approval is granted and the registration of the paper is completed.

13.11.4 Absenteeism in Supplementary Examination

Absenteeism from the supplementary exam is not acceptable. Payments made for the supplementary paper are not refundable. If you missed your supplementary papers, you are required to re-take the course in the current semester or in the following semester.

13.11.5 Appeals and Re-Evaluation of Supplementary exam Results

Appeal to review results is not applicable for the supplementary examination. The results of the supplementary exam are final and appeals or re-evaluation will not be entertained.

13.12 Courses without the Final Examination Component

In general, the supplementary examinations are not applicable to courses without a Final Examination component.

However, if the final take-home project assignment is used solely as a final assessment component, then that component may be regarded as an equivalent of the Final Examination.

If you failed that component, it is of the discretion of the Centres/Faculties/Institutes/Schools to allowing you to re-submit it (within a reasonable length of time). If re-submission is approved, you are required to pay the fee as per the amount imposed on the Supplementary Examination. This practice is highly dependent on the structure of the course and the weightage of the final project.

13.13 Improvement of Grades

Students can repeat a passed course with grade C+ or C to improve the course's grade, subjected to the approval of the Faculty/Institute/School and within the study duration of the respective programme or in accordance with the professional board requirements.

Student can only repeat the course **ONCE** to achieve a better grade. The better course grade will be taken into account in the calculation of CGPA.

Improvement of grade is ONLY applicable for taught or exam-based courses and NOT for final year projects/ELE/Co-Op/Industrial training/ Lab and practical based courses.

However, repeating a course does not retroactively change their prior status of the student. Even if a student achieves a GPA of 3.67 or higher, they are not eligible for the Dean's List in the specific semester during which the course is repeated.

Improvement of grades would **NOT** be possible for student classification changes (e.g. Second-Class Upper to First-Class Honours).

Students would have to pay the fees for each course repeated.

This comes into effect from the January 2024 semester onward.

PLAGIARISM

14. Policies Governing Plagiarism

14.0 General

UCSI University regards plagiarism as an academic misconduct and treats such incidents with a high degree of severity and attention.

Plagiarism is defined as the act of submitting academic work (e.g. assignment, project, thesis, diss> 0 595.56 851.04 re5 Tm0 11e90 gt 0 595.56ays,(statusornt.)-10s Q cstuw dten]TJE13(c)ssess(t,)r)4(c)t

14.1 Plagiarism in Course Work Components

The course work components are taken to mean any take-home written assignments between the percentages of 5% to 25%. If sufficient evidence of plagiarism is found in a student's work, the following procedure shall take place:

1) The lecturer/examiner of that piece of work is to gather the evidence for documentation;
2) Confirmation with the Dean or Deputy Dean of Faculties, Director of the Centre/Institute and member of Centres/Faculties/Institutes/Schools that the piece of work does indeed contain plagiarized work. These "members" will form

It is compulsory to maintain a **minimum of 80% attendance** in all scheduled classes and achieve a **CGPA above 2.0** for academic performance. Failing to meet these requirements may result in your student pass being revoked.
Students are responsible in monitoring the expiry dates of passports and student passes
Penalties may be imposed by the Immigration Department of

LIBRARY

The normal loan period for books is two weeks. The library, however, may fix varying loan periods for the different types of materials or users as it deems fit.
All borrowers must settle their overdue loans

The following are

PERSONAL DATA PROTECTION

18 Disclosure of Personal Data

Pursuant to the Personal Data Protection Act 2010, the University shall **not** disclose any

Data

19.4.7. It is strictly prohibited to share your login ID and password with other students or friends. If you are caught doing this, your account may be suspended for the rest of the semester.

19.4.8. Downloading, copying or communicating illegal or copyright protected material is strictly prohibited.

19.4.9. Each user may only use one computer at a time.

19.4.10. With the exception of headphones, digital cameras, and USB thumb drives, no

The Student Affair may be notified of the violation and provided information and materials relating to the investigation and/or violation.

In connection with investigations, files, data, or communications may be shared with the appropriate investigating officials. In general, the University will exercise discretion as far as is appropriate given the case.

20.1. Purpose

This policy is intended to ensure the University general-purpose computer labs provide computer equipment and software in a secure, respectful environment to help students be productive.

20.2. Responsibility

Appropriate Use of Computing Resources

The computing resources provided by University are primarily intended for teaching, educational, research and administrative purposes, and may generally be used only for authorized University related activities. Use of the computing resources is governed by all applicable University policies, including, but not limited to, sexual harassment, copyright and student and employee disciplinary policies.

20.3. Rules and Regulations

The

21.3.6. Passwords must be unique and different from passwords used for other personal services (e.g. banking).

21.3.7. Passwords must meet the complexity requirements outlined in this policy.

21.3.8. Passwords must be changed regularly, as outlined in this policy, at the regularly scheduled time interval or sooner if there is suspicion of a compromise.

21.3.9. In the event a breach or compromise is suspected, the incident must be reported

passphrase that is combined with a variety of character types is exponentially hardware to breach than a shorter password. However, it is important to note that passphrases that are based on commonly referenced quotes, lyrics, or other sayings

APPENDICES

APPENDIX A

Exemptions from the University English Language requirements can be granted if the following corresponding requirements are fulfilled:

i. London or Cambridge Boards A-level qualifications

ii. MUET with minimum of Band 3

iii. SPM English with minimum grade of B+

iv. SPM English language 1119/ O-Level English / IGCSE with minimum grade of C

v. UEC with minimum grade of A2 in English

vi.

APPENDIX B

English Equivalent Requirements for Selected African Countries

Countries	English Grade	English Level at UCSI University
Nigeria	1, 2 (A)	Exempted from English Foundation
Uganda	3 (B)	English Foundation

Services Fee and agree that in the event I am not able to obtain the relevant visa from the Malaysian authorities; all the cash paid will not be refunded.

7. I hereby agree to remit with immediate effect all initial tuition fees to UCSI University, upon my visa being approved and I am notified of the same, prior to arriving at UCSI University, Malaysia.

8. For applications into the University degrees of Medicine and Pharmacy, I acknowledge that I am bound by Section B above.

allegations are true, and if they are, an investigation will be carried out and appropriate actions taken.

2. Any candidate found to, or attempting