ACADEMIC REGULATIONS

KOLEJ PROFESIONAL MARA

13th Edition 2025

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Bahagian Pendidikan Tinggi

PREFACE

The **Kolej Profesional MARA Academic Regulations 13th Edition (2025)** serves as a framework for the administration of academic activities and student records at KPM. These regulations apply to all students enrolled in diploma, professional, dual certification, and Intensive English programmes.

This 13th edition (2025) is the revised edition taken from **Kolej Profesional MARA Academic Regulations** endorsed by the *Mesyuarat Cawangan Pembangunan Pengajian Bahagian Pendidikan Tinggi (BPT)* on 15th July 2021 and used since Session 2 of the 2021/2022 academic year.

This latest edition incorporates updates and refinements to ensure the academic regulations remain relevant and effective in supporting student learning and institutional excellence. This edition covers the programmes below:

A. Diploma Programme
B. Professional Programme
C. Dual Certification Programme
D. Intensive English Programme

This academic regulation is to be read together with the:

Manual Latihan Industri Kolej Profesional MARA
Buku Panduan Tatatertib Siswa Kolej Profesional MARA dan Kolej MARA
Buku Panduan Kokurikulum Pelajar Kolej Profesional MARA
Garis Panduan Plagiarisme KPM dan KM

All information is subject to change without prior notice.

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STUDENTS' RESPONSIBILITY

Students are responsible to abide by all sections of the KPM Academic Regulations 13th Edition (2025), and to observe the following responsibilities to enable the KPM to administer effective and efficient services.

Students are responsible to:

1. Understand, appreciate, and comply with all the regulations stipulated in this Academic Regulations Book.

2. Take appropriate actions pertaining to the stipulated regulations stated in this Academic Regulations Book, that are as follows:

   a) To fulfil all the academic requirement specified in the programmed curriculum enrolled at the college;
   b) To complete the course registration within the specified time;
   c) To validate the course registration within the specified time;
   d) To pay the college registration fees (if applicable) in full sum within the stipulated time; and
   e) To attend lectures/practical training/industrial training/practicum specified by KPM.

3. Be proactive in obtaining guidance and advice from the lecturers, Academic Advisors, Programme Coordinators/ Head of Department, and administrative staff when faced with any form of predicaments.

ABBREVIATION

Academic Status: **MP** **MPS** **DTP**	 *Meneruskan Pengajian* *Meneruskan Pengajian Bersyarat* *Ditamatkan Pengajian*
Academic Excellence Awards: **COPA** **MOPA**	 College Outstanding Performance Award MARA Outstanding Performance Award
APEL	Accreditation of Prior Experiential Learning
BPT	*Bahagian Pendidikan Tinggi MARA*
IPM	*Institut Perdagangan MARA*
IEP	Intensive English Programme
KPM	Kolej Profesional MARA
CGPA	Cumulative Grade Point Average
GPA	Grade Point Average
Grade: **DH** **MH** **TH** **TL** **PK**	*Dihalang* *Meniru/ Dihalang* *Tidak Hadir* *Tidak Lengkap* *Pindah Kredit*
Graduation Status: **TPG** **TP (TG)** **TP (S)**	 *Tamat Pengajian Graduat* *Tamat Pengajian (Tidak Graduat)* *Tamat Pengajian (Bersyarat)*
MPU	*Mata Pelajaran Pengajian Umum*
ACCA	Association of Chartered Certified Accountants
AQIF	Associate Qualification in Islamic Finance
CILT	Chartered Institute of Logistics and Transport
FIA	Foundations in Accountancy
CHEP	Certified in Halal Executive Programme
IBFIM	Islamic Banking and Finance Institute Malaysia
ICAEW	Institute Chartered Accountants in England and Wales
ITBM	*Institut Terjemahan & Buku Malaysia*
JAKIM	Jabatan Kemajuan Islam Malaysia
MQA	Malaysian Qualifications Agency
SAP	Systems, Applications and Products in Data Processing
SAS	Statistical Analysis System
SPM	Sijil Pelajaran Malaysia
UPP	*Unit Peperiksaan dan Pensijilan*
YTP	Young Talent Programme

GLOSSARY

Academic Advisor	A lecturer responsible in managing and advising the students on academic matters.
Academic Programme	The programme of study specified by BPT for the conferment of a certification.
Assessment	Refers to any form of course assessment to measure the achievement of student learning.
Bahagian Pendidikan Tinggi	Bahagian Pendidikan Tinggi MARA, a division in Majlis Amanah Rakyat (MARA) responsible in monitoring KPM.
BPT Senate Committee	The highest authority on study matters at BPT level.
Certificate	The certification granted by BPT to the graduates during the convocation day.
CGPA	Cumulative Grade Point Average is the accumulated average of grade points received in all semesters attended.
Continuous Assessment	The coursework assessed and evaluated throughout the semester which contribute to the final grade.
Course	It is a component of a programme structure which bears a unique code, and commonly known as subject.
Credit	A measure of student's academic load in order to attain a set of learning outcomes. An academic load is a quantitative measure of all learning activities required to achieve a defined set of learning outcomes. The 40 hours of notional learning time is valued as one (1) credit.
Deputy Director of Academic Affairs	The executive responsible in handling and managing any academic issues in KPM.
Director of BPT	The highest executive appointed by MARA to manage and administer the operations of BPT.
Dual Certification Programme	Combination of diploma and professional certification.
Final Examination	Refers to the assessment conducted at the end of the semester according to the rules set by BPT.
GPA	Grade Point Average is the average of grade points received in a particular semester.
Head of Department	A person who is appointed to head a particular academic programme.
Kolej Profesional MARA	Kolej Profesional MARA is one of MARA Educational Institutions (Institusi Pendidikan MARA, IPMA) where the academic programmes are delivered.
KPM Academic Pre-Senate	The highest authority on academic matters at KPM level.
KPM Director	The highest executive appointed by MARA to manage and administer the operations of KPM.

MQA	A statutory body in Malaysia set up under the Malaysian Qualifications Act 2007 to accredit academic programmes provided by higher educational institutions.
MPU	As of September 2013, The Ministry of Higher Education Malaysia enforce that all tertiary education students in Malaysia are required to complete a set of General Studies named as *Mata Pelajaran Pengajian Umum* (MPU) subjects. It is designed to enhance the student's knowledge and skills that goes beyond the academic disciplines.
Programme Coordinator	A lecturer who is appointed to be responsible in managing an academic programme.
Professional Certification	Certification awarded by professional bodies such as ACCA, CILT and ICAEW.
Semester	It is a study session allocated by BPT for lectures, assessments and similar instructional activities.
Transcript	A permanent academic record throughout the duration of studies.
UPP	*Unit Peperiksaan dan Pensijilan* is the unit responsible to handle matters pertaining to examinations and certifications.

SECTION 1: ACADEMIC SYSTEM

1.1 INTRODUCTION

Kolej Profesional MARA (KPM) was established in 1977 under the name *Institut Perdagangan MARA (IPM)* Kuala Lumpur and administered by *Bahagian Pendidikan Tinggi MARA (BPT)*. The main objective of KPM is to expand the number of professional Bumiputera employment.

KPM currently offers diploma, professional, dual certification and Intensive English Programmes in the fields of Accounting, Business Studies, Computing, Creative Multimedia, Halal Studies, Horticulture, Language, Marketing & Advertising, and Muamalat & Islamic Finance. It also aims at enhancing academic excellence among Sijil Pelajaran Malaysia (SPM) Bumiputera leavers.

Table 1.1: List of Diploma Programmes & Duration

NO	DIPLOMA PROGRAMME	DURATION
1	**Diploma in Accounting (DIA)** KPM Beranang KPM Ayer Molek KPM Indera Mahkota KPM Bandar Penawar	**2 years**
2	**Diploma in Business Information Technology (DBIT)** KPM Seri Iskandar	
3	**Diploma in Business Studies (DBS)** KPM Beranang KPM Ayer Molek	
4	**Diploma in Entrepreneurship (DEn)** KPM Bandar Melaka	
5	**Diploma in Integrated Logistics Management (DLM)** KPM Bandar Penawar	
6	**Diploma in Marketing (DMk)** KPM Seri Iskandar	
7	**Diploma in International Business (DIB)** KPM Seri Iskandar	
8	**Diploma in Computer Science (DCS)** KPM Beranang KPM Indera Mahkota	**2 years & 4 months**
9	**Diploma in Creative Digital Media Production (DCD)** KPM Indera Mahkota	
10	**Diploma in English Communication (DEC)** KPM Indera Mahkota KPM Seri Iskandar	
11	**Diploma in Halal Industry (DHI)** KPM Bandar Melaka	
12	**Diploma in Islamic Finance (DIF)** KPM Bandar Melaka	
13	**Diploma in Landscape and Horticulture (DLH)** KPM Beranang	

Table 1.2: List of Professional Programmes & Duration

NO	PROFESSIONAL PROGRAMME	DURATION
1	**Foundations in Accountancy (FIA)** KPM Ayer Molek	**1 year**
2	**Certificate in Finance, Accounting and Business (CFAB)** KPM Beranang	**1 year & 4 Months**
3	**ACCA** KPM Ayer Molek	**2 years & 6 Months**

Table 1.3: List of Dual Certification Programmes & Duration

NO	DUAL CERTIFICATION	DURATION
1	DIF + Associates Qualification in Islamic Finance (AQIF)	**No Extension**
2	DLM + Chartered Institute of Logistics and Transport (CILT)	
3	DHI + Certified in Halal Executive Programme (CHEP)	
4	DEC + *Sijil Penterjemahan Bahasa ITBM*	
5	DIA + SAP S/4HANA Financial Accounting Associates Certification (SAP)	**2 Years & 4 Months**
6	DCS + SAS® Certified Specialist: Visual Business Analytics	
7	DMk + Certified Professional Marker (Asia) (CPM)	**2 Years & 8 Months**
8	DIA + Certified Accounting Technician (CAT)	**3 Years & 6 Months**

Table 1.4: Prepatory Programme & Duration

NO	PREPARATORY PROGRAMME	DURATION
1	Intensive English Programme (IEP)	**2 months**

1.2 ACADEMIC SESSION

1.2.1 The Academic Session for diploma programme is divided into **three (3)** Semesters: Session 1, Session 2 and Session 3. *(Effective from July 2021, ref no: MARA.600-2/2/5 jld 2 (88))*

1.2.2 Each session consists of **fifteen (15)** academic weeks comprising lectures, mid semester break, revision and final examination weeks.

1.2.3 The Academic Session schedule is as stated in table 1.5.

Table 1.5: Academic Session for Diploma Programme.

ACTIVITIES	SESSION 1	SESSION 2	SESSION 3
Lecture	6 weeks	6 weeks	6 weeks
Mid Semester Break	1 week	1 week	1 week
Lecture	6 weeks	6 weeks	6 weeks
Revision and Final Examination Week	2 weeks	2 weeks	2 weeks
Total Academic Weeks	**15 weeks**	**15 weeks**	**15 weeks**
Semester break	2 weeks	2 weeks	3 weeks
TOTAL	**52 WEEKS**		

(The Academic Session is subject to change)*

1.2.4 The academic session varies for diploma, professional, dual certification, and IEP programmes. Refer to the respective pages for details of each programme.

1.3 ACADEMIC LOAD

1.3.1 All diploma students must register **a minimum of twelve (12) credit hours** and a **maximum of eighteen (18) credit hours** in a semester. However, this may be waived for graduating students who are in their final semester.

1.3.2 A student who wishes to register fewer than the minimum credit or more than maximum credits allowed must obtain prior approval from the KPM Deputy Director of Academic Affairs.

1.3.3 The academic load varies for diploma, professional, dual certification, and IEP programmes. Refer to the respective pages for details of each programme.

SECTION 2: ACADEMIC REGISTRATION

2.1 PROGRAMME REGISTRATION

All students must register for programme and courses according to the date and period stipulated by BPT.

2.1.1 New Student Registration

2.1.1.1 All students must undergo programme registration on the stipulated date and in accordance with the details stated in the offer letter.

2.1.1.2 The procedures for programme registration will be managed by KPM Deputy Director of Student Affairs.

2.1.1.3 For students who fail to abide to clause 2.1.1.1 **without valid reasons**, the offer will be automatically annulled.

2.1.2 Senior Student Registration

2.1.2.1 All senior students are required to complete their semester registration on the stipulated date and time in accordance with the details stated by KPM.

2.1.2.2 Students are also required to undergo course registration on the stipulated date by KPM. (Refer Clause 2.2)

2.1.2.3 However, if they fail to pay for the semester registration fee within the duration stated by KPM, they may not be allowed to register for the course registration.

2.1.2.4 A student who is instructed to re-register for the programme but fails to do so within the stipulated time shall be terminated from his study.

2.1.3 Change of Academic Programme

KPM may consider applications from students who wish to change their programme of study within the same KPM or between the KPMs on the following conditions:

2.1.3.1 The change of programme is only allowed **ONCE** throughout the study period;

2.1.3.2 Students may apply for change of programme **after completing the first semester;**

2.1.3.3 The application for change of programme must be made no later than the **first week of the second semester commencement;**

2.1.3.4 The approval for change of programme of study within the same KPM must be obtained from the KPM Director;

2.1.3.5 The approval for change of programme of study to another KPM must be obtained from the Director of BPT;

2.1.3.6 The student's academic performance must not be under a dismissal status;

2.1.3.7 Upon approval, the student will be registered as a **first** semester student of the new programme of study;

2.1.3.8 The existing academic record (common courses) from students' former programme will be retained and the study period will be counted as continuous;

2.1.3.9 Application for credit transfer are subject to the conditions in **Clause 3.5;**

2.1.3.10 A student who wishes to change his/ her programme must submit a change of programme form to the KPM Deputy Director of Academic Affair.

2.1.3.11 This clause applies to all diploma and dual certification programmes.

2.2 COURSE REGISTRATION

2.2.1 All students are required to register for all the courses taken during a semester. The purpose of this registration is to update students' academic records. Students who fail to register for their programme are not allowed to register for their courses.

2.2.2 Prior to course registration, students are required to consult their Academic Advisor to obtain the approval of the course selection.

2.2.3 Students must register their courses via online within the period stipulated by the college.

2.2.4 Students who fail to register for courses after the time stipulated by the college are required to register their courses during the Late Registration period **(maximum of 7 working days)**, with a penalty as follows:

2.2.4.1 RM 50.00 - the first day

2.2.4.2 RM 10.00 - each subsequent day

2.2.5 Students who still fail to register for their course during the Late Registration period shall be terminated from their study.

2.3 REQUISITE COURSES

2.3.1 Course requisites are a requirement of specific courses specified by the programme which has to be passed/completed to enable students to enroll for another course of subsequent levels. These requisites courses are indicated in the programme structure.

2.3.2 There are **two (2)** different types of course requisites:

2.3.2.1 **Pre-requisites** are courses in which students **must pass** before registering for the subsequent pre-requisite course(s). The pre-requisite courses are indicated in the programme structure with '**M**' (**Mandatory**) sign.

2.3.2.2 **Co-requisites** are courses in which students are required to at least have **enrolled and completed** in previous semester before registering for the subsequent pre-requisite course(s). The co-requisite courses are indicated in the programme structure with '**E**' (**Enrollment**) sign.

i. In the case of failure of a co-requisite course, students may repeat the paper concurrently with other requisite courses in the subsequent semester.

2.3.3 Under exceptional circumstances, graduating students may register for multiple pre-requisite course(s) with a recommendation of the Programme Coordinator/ Head of Department and approval of KPM Pre-Senate Committee.

2.3.4 Students are responsible to check for requisite courses (if any) prior to registering any courses of the semester.

2.4 MQA GENERAL STUDIES COURSES

2.4.1 Students are required to pass **ALL** MQA General Studies (MPU, *Mata Pelajaran Umum*) courses as a requirement to fill the conditions for a conferment of a Diploma.

2.4.2 The course code is indicated as MPU in the programme structure.

2.4.3 The passing mark for MQA courses is **45** that is equivalent to grade **'C-'**. Students obtaining grade **'D+'** and below must repeat the course(s) concerned.

2.5 CO-CURRICULUM

2.5.1 It is compulsory for all students to register and pass **two (2)** co-curriculum courses comprising:

2.5.1.1 Uniform Body

2.5.1.2 Clubs/ Sports/ Games

2.5.2 Students are allowed to repeat the failed course(s) or replace failed course(s) with other course(s) belonging to the same group.

2.5.3 **Three (3)** attempts are allowed for each course/ group.

2.5.4 Additional information on attendance, grading scheme and others, refer to *Buku Panduan Kokurikulum Pelajar KPM.*

2.6 ADD/ DROP/ WITHDRAWAL

2.6.1 Add/ Drop is allowed within the **first week** of academic session with the approval of the academic advisor and the Head of Department.

2.6.1.1 Permission for add/drop courses is subject to compliance of the minimum credit hours requirement **(Refer Clause 1.3.1).**

2.6.2 Withdrawal is allowed within the **fifth week** of the semester of the academic session with the approval of the Deputy Director of Academic Affairs.

2.6.2.1 Permission for course withdrawal is subject to compliance of the minimum of credit hours requirement **(Refer Clause 1.3.1).**

2.6.2.2 The credit hours for withdrawal will not be calculated in GPA or CGPA.

2.6.2.3 The withdrawal charge is RM 50.00 per course.

2.7 TYPES OF COURSES FOR DIPLOMA

2.7.1 Programme/ Specialisation Core Course

A group of courses determined in the Programme Standard which refers to specific courses that are fundamental to a particular field of study in ensuring that students acquire the necessary knowledge and skills set.

2.7.2 Compulsory Course

A group of courses required by BPT that all students must complete to fulfill the requirements for their respective qualifications such as *Pengajian Umum*, Co-curriculum and Mandarin.

2.8 ACADEMIC STATUS

2.8.1 Satisfactory Performance (MP)

Students performance are satisfactory if a CGPA of 2.00 and above is obtained.

2.8.2 Unsatisfactory Performance

A student who earns a CGPA of less than 2.00 will be on probation or dismissed from KPM.

2.8.2.1 **Academic Probation (MPS)**
A student who obtains a CGPA ranging from 1.67 to 1.99 starting from Semester 2 onwards will be on academic probation.

2.8.2.2 **Dismissal (DTP)**
A student will be dismissed when:

a. the GPA is less than 1.00; **OR**
b. the CGPA of less than 1.67; **OR**
c. on probation (MPS) for 2 consecutive semesters; **OR**
d. fail ALL registered academic courses in the semester; **OR**
e. fail the same course(s) after three (3) attempts; **OR**
f. fail the Industrial Training after two (2) attempts for DLH, DIF, DCD, DCS, DEC and DHI programmes; **OR**
g. fail to pass ALL courses by semester 8 for DIA, DBS, DEn, DIB, DLM, DBIT and DMk programmes.
h. fail to pass ALL courses by semester 9 for DLH, DIF, DCD and DCS, DEC and DHI programmes.
i. fail to register for their course during the Late Registration period **(Refer Clause 2.2.5)**

2.8.2.3 Upon dismissal, the student will be terminated from his/her studies and **not allowed** to appeal for a re-admission.

2.8.3 **Incomplete Grade (TL)**

2.8.3.1 **Unable to complete a course(s) prior approval by BPT Senate**

a. **'TL'** grade is recorded for students who are unable to complete a course(s) and with prior approval by the BPT Senate.
b. **'TL'** grade carries no grade points and will not be used in computing students' GPA and CGPA. The **'TL'** grade must be converted to a completed grade by the **third week** of the following semester.
c. Students who fail to complete the course work within the stipulated time, the **'TL'** grade will be replaced with an **'F'** grade and will be computed in the students' grade point average (GPA) of the previous semester.
d. Students are not allowed to re-register for a course in which a **'TL'** grade has been assigned.
e. **'TL'** grade is also recorded for students **(Refer Clause 4.2.5: Medical leave during examination week)**. The **'TL'** grade carries no grade points and will not be used in computing students' GPA and CGPA. The **'TL'** grade must be converted to a completed grade at the end of the following semester.

2.8.4 **Conditional Completion of Studies** (**TP(S))**

2.8.4.1 Graduating students will be given a conditional programme completion status (TPS) if:

a. they failed any courses in their final semester and are eligible to sit for Supplementary Examination **(Refer Clause 4.6.1.4.1)**. A subsequent failure after Supplementary Examination will lead to dismissal status (DTP); **OR**

b. they are not able to pass all courses with a minimum CGPA of 2.00. Subsequent failure after Supplementary Examination will lead to TP(TG) status.

2.8.5 **Completion of Studies (Non-Graduate) (TP(TG))**

2.8.5.1 A student will not graduate if he/she is not able to pass all courses with a minimum CGPA of 2.00 within the specified time.

2.9 INDUSTRIAL TRAINING

2.9.1 Students are required to fulfill the requirement of Industrial Training if stated in the programme structure they have registered.

2.9.2 It is compulsory for all graduating students for the following programmes below to attend and pass the Industrial Training:

Table 2.1: Total Credit and Duration of Industrial Training

COURSE	TOTAL CREDIT	DURATION
DIF, DCS and DHI	6	12 weeks
DCD, DEC and DLH	8	16 weeks

2.9.3 If a student registered for Industrial Training where the duration is longer than the current semester, a temporary grade **MP (LI)** will be awarded. There will be no implications to the student's Academic Transcript and CGPA calculated for the current semester.

2.9.4 Eligibility to undergo Industrial Training:

2.9.4.1 For Industrial Training conducted in the final semester of study, students are required to pass **ALL** courses within the maximum of 7 semesters.

2.9.5 Students are only given **two (2)** attempts for Industrial Training and will be dismissed after failure in the second attempt.

2.9.6 For additional information on attendance, grading scheme and others, kindly refer to *Manual Latihan Industri Kolej Profesional MARA.*

2.10 EXTENDED SEMESTER

2.10.1 The extended semester is allowed with a maximum of **two (2)** additional semesters of the regular academic duration.

2.10.2 Conditions which allow for the extended semester may be due to academic or medical reasons or other considerable reasons.

2.10.3 During the extended semester, students are subject to the terms and conditions of the study offer, i.e. study allowances or eligibility to use college facilities such as hostel, etc.

2.10.4 The details of the duration of study for the diploma programmes offered at KPM are as follows:

Table 2.2: The Extended Semester Allowed for Diploma Programmes

Programme	Academic Duration (Semester)	Extended Semester Allowed	Total (Semester)
DIA, DBS, DEn, DIB, DLM, DBIT, and DMk	6	2	8
DLH, DIF, DCD, DCS, DEC and DHI	7	2	9

2.11 DEFERMENT OF STUDY

2.11.1 The maximum duration of deferment allowed must not exceed **two (2)** semesters **(Refer Table 2.2).**

2.11.2 The approval is subject upon decision by the **KPM Director**.

2.11.3 Application for deferment of study can be made based on the following reasons:

2.11.3.1 **Medical Reason**

a. Students may apply for a deferment of a semester on medical reason. The application must be accompanied with an attached Medical Certificate (MC) or a health status and endorsement letter by an authorised Medical Officer from Government OR Private Hospital/Clinic.
b. The duration of deferment **will not be** counted as the number of semesters being used. Nevertheless, the duration cannot exceed the maximum duration of study allowed.

2.11.3.2 **Other reasons**

a. Application for a deferment of study with reasons other than medical may be considered.
b. The application must be made no later than week 8 of the current semester. Application made after this deadline will not be entertained.
c. The duration of deferment **will be** counted as the number of semesters being used. Nevertheless, the duration cannot exceed the maximum duration of study allowed.

2.11.4 The CGPA for students on deferment remain unchanged for that duration until they resume their studies.

2.12 SUSPENSION OF STUDIES

2.12.1 During their studies, students may be suspended due to the disciplinary action.

2.12.2 Implications due to the suspension of studies are as follows:

2.12.2.1 The duration of suspension shall be counted towards the total duration of study at KPM;

2.12.2.2 The suspension will affect the study allowance which is based on the regular academic duration;

2.12.2.3 The student may delay in completing his studies;

2.12.2.4 The student is **NOT** allowed to use any of KPM facility and service during the suspension period.

2.13 WITHDRAWAL FROM STUDY

2.13.1 A student may apply to withdraw from studies by submitting the Withdrawal Form which can be obtained from the KPM administrative office or the Academic Affairs Division.

2.13.2 A student is not allowed to leave his studies without approval from the Director of BPT through the KPM Director.

2.13.3 The student is liable for any implications arising from this action. KPM reserves the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next of kin.

2.13.4 Discontinuing professional and dual certification programme for whatever reason is a breach of contract. Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

SECTION 3: CREDIT SYSTEM

3.1 CREDIT HOUR DEFINITION

3.1.1 In the semester system, each course has a credit value. Credit refers to a quantitative measurement of all learning activities or academic load to achieve specific learning outcomes. Learning outcomes are statements that describe the knowledge of skills students should acquire at the end of a period of study.

3.1.2 To achieve the learning outcomes, students need to effectively allocate learning hours (also known as Student Learning Time - SLT). SLT includes time to accomplish all learning activities including formal meetings (such as lectures), guided learning (such as tutorials, seminars, practicum, and fieldwork), individual learning (such as self-directed learning, information search, and research) as well as preparing and sitting for the examination.

3.2 CREDIT FOR GRADUATION

3.2.1 Credit for graduation is the number of credits in a curriculum structure determined by BPT and approved by the Senate that a student must pass in order to graduate **(Refer Section 7: Graduation).**

3.3 CREDIT EARNED

3.3.1 Credit Earned refers to the total credits earned for courses passed, or the combination of courses passed with any Credit Transfer.

3.4 CREDIT COUNTED

3.4.1 Credit Counted refers to the total credits earned from passed courses, which are included in the calculation of both GPA and CGPA.

3.5 CREDIT TRANSFER

3.5.1 Credit Transfer is a provision applicable for students who have been successfully approved for change of programme **(Refer 2.1.3 Change of Academic Programme),** which allows credit obtained by students after attending and passing certain courses of previous diploma programme pursued at KPM to be transferred to the current KPM diploma programme.

3.5.2 The courses that have been taken must be recognised as equivalent and meet the requirements of the current KPM programme curriculum.

3.5.3 If approved, the total credits transferred will be counted as part of the credits for graduation but may or may not be counted in GPA and CGPA calculations, subject to the conditions for Credit Transfer with Grade and Credit Transfer without Grade (also known as Credit Exemption).

3.5.4 As a result of the approved Credit Transfer, students are not required to register and attend the equivalent course for the current program.

3.5.5 The credit transfer is not applicable for courses offered from other educational institutions.

3.5.6 Application for credit transfer of non-common courses are subject to the following conditions:

3.5.6.1 the course(s) are of the same credit value or equivalent or more, to the course(s) in the new programme;

3.5.6.2 the course(s) must be equivalent/similar to at least **80%** in content based on the course(s) to course(s) comparison;

3.5.6.3 the student must have obtained at least a grade **'C'** or equivalent in the course(s);

3.5.6.4 the credit transferrable course(s) must be from programmes that have received an accreditation/recognized by a relevant authority in the country.

3.5.7 The approval for credit transfer must be obtained from the KPM Director/Deputy Director of Academic Affairs.

SECTION 4: ASSESSMENT

4.1 TYPES OF ASSESSMENT

4.1.1 Assessment of a course will be done through Continuous Assessment (CA) and Final Examination (FE)/ Final Assessment (FA) as described in the course syllabus.

4.1.2 Weightage for assessment for all KPM diploma programmes are subject to guidelines given as stated below.

Table 4.1: Weightage for Continuous Assessment and Final Assessment

PROGRAMME FIELDS	DIPLOMA PROGRAMME	WEIGHTAGE	
		CONTINUOUS ASSESSMENT (%)	FINAL ASSESSMENT (%)
Accounting	DIA	40 - 50	50 - 60
Business Studies	DBIT, DBS, DEn, DIB and DLM	50 - 70	30 - 50
Computing	DCS	50 - 70	30 - 50
Creative Multimedia	DCD	60 - 70	30 - 40
Halal Studies	DHI	40 - 60	40 - 60
Horticulture	DLH	50 - 70	30 - 50
Language	DEC	50 - 60	40 - 50
Marketing & Advertising	DMk	50 - 70	30 - 50
Muamalat & Islamic Finance	DIF	40 - 60	40 - 60

4.1.3 Students are required to pass **BOTH** continuous and final assessments for every **CORE COURSE** as determined in the MQA Programme Standard.

4.2 FINAL EXAMINATION & ASSESSMENT

4.2.1 It is compulsory for all registered students to sit for the final examination **OR** complete the final assessment (final project, final assignment, final presentation etc.). A grade **'F'** will be recorded if a student fails to comply with this regulation.

4.2.2 The implementation of final examination and final assessment:

4.2.2.1 Final examinations must be carried out within the stipulated time and according to the methods set by BPT.

4.2.2.2 Final grades for each course taken **WILL BE DISCLOSED** to students after the endorsement by the BPT Senate Committee.

4.2.3 Students who are eligible and required to sit for the final examinations will be recorded with the status of **'TH' (*Tidak Hadir* - Absent)** if he did not attend the final examinations without valid reasons. Thus, he will be given a failed grade **'F'** in his result slip.

4.2.4 Final examinations conducted at different KPM centers should be conducted simultaneously.

4.2.5 **Medical leave during examination week**

4.2.5.1 A student with a Medical Certificate (MC) by an authorised Medical Officer from a Government OR Private Hospital/Clinic during the final examination week will be required to sit for a Supplementary Examination in the following semester, subject to approval from KPM College Senate.

4.2.5.2 Students whose application is approved application will be required to repeat the course(s) in the following semester.

4.2.5.3 Students who have been hospitalised and obtain MC by an authorised Medical Officer from Government OR Private Hospital/ Clinic with supporting documents due to critical illness and/or contagious/ pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc. also will be allowed to appeal to sit for the Supplementary Examination. A grade **'TL'** (*Tidak Lengkap* - Incomplete) will be recorded in the examination result slip.

4.2.6 Students may be restricted from viewing/receiving a final examination result if he/she fails to pay for the course repeat fee **(Refer Clause 4.5).**

4.3 ATTENDANCE REQUIREMENT

4.3.1 Students must attend all forms of scheduled learning activities. If a student does not attend these activities, he/she has to inform the respective lecturers immediately and provide Medical Certification (MC) by an authorised Medical Officer from the Government OR Private Hospital/Clinic or prior approved leave for his absence.

4.3.2 The minimum attendance requirement is eighty percent (80%) for each course. A student who fails to fullfil this requirement may be barred from sitting for the final examination or completing the final assessment.

4.3.2.1 Absence from lecture/ tutorial/ laboratory:

Weightage	Description
10%	approved leave on personal grounds or deliberate non-attendance; AND
10%	with MC

4.3.3 Students who attend **less than 80%** of the total scheduled contact hours of a course in a semester without any reason or supporting documents:

4.3.3.1 are not allowed to attend all subsequent forms of scheduled learning activities; **AND**

4.3.3.2 are not allowed to sit for subsequent forms of assessment (continuous assessment and final examination/assessment); **AND**

4.3.3.3 will be awarded **'F'** grade for that particular course; **AND**

4.3.3.4 will be required to repeat the course(s).

4.4 BARRED

4.4.1 Students can be barred from class(es)/ examinations **OR** dismissed due to unsatisfactory attendance at any time during the semester **(Refer Clause 4.3).**

4.4.2 Students who are barred from the examinations will be required to repeat the course(s) concerned in the following semester.

4.5 REPEAT

4.5.1 A student who fails any of the courses must repeat that/those course(s) with a fee of RM 50.00 for each course and refunds will not be given if the student withdraws from the course(s) **(Refer Clause 4.2.6).**

4.5.2 The maximum grade is **'B'** for those who repeat the course(s) due to academic misconduct/barred **(Refer Section 6: Academic Misconduct).**

4.5.3 A student is allowed to repeat a course not more than **two (2)** times within the period allowed.

4.5.4 Only the higher grade earned will be used in re-computing both the grade point average (GPA) and the cumulative grade point average (CGPA). However, the credit hours earned for that/those course(s) remain the same.

Eligible	Not Eligible
i. (a) Students who are unable to sit for a final examination due to hospitalization and obtain MC by an authorised Medical Officer from the Government OR Private Hospital/Clinic with supporting documents (relating to critical illness and/ or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc.) **(Refer Clause 4.2.5.2).**	i. (b) Courses with no final examinations or conducted fully via coursework; **OR**
ii. (a) Students who suffer from calamities (such as accidents, natural disasters or death of parents and immediate family members and other matters) approved by KPM College Senate	ii. (b) Students who did not sit for a final examination without a valid reason.
iii. (a) Students who are required to be involved in activities at the national level approved by KPM College Senate	iii. (b) Students who have been barred from examination or failed due to plagiarism/cheating offences.

4.6 SUPPLEMENTARY EXAMINATION

4.6.1 Students are allowed to request for a Supplementary Examination subject to the approval of **KPM College Senate.**

4.6.2 Conditions for Supplementary Examination are as follows:

4.6.2.1 Upon approval, BPT will send a notification letter to the college to arrange for the Supplementary Examination. The college shall manage the conduct of the Special Examination on its own.

4.6.2.2 Students who are eligible for the Supplementary Examination are required to sit for the examination no later than **two (2)** weeks after the commencement of the subsequent semester.

a. Graduating students who are supposed to undergo Industrial Training but failed any of the courses in the final examination are allowed to sit for supplementary paper after the KPM College Senate endorsement.
b. The requirements to sit for supplementary examinations are stated below:

ITEM	SUPPLEMENTARY EXAMINATION RESIT
No. of papers	any fail courses in the final semester
No. of seating	2 attempts
Course Grade	D+/ D/ F
Course(s) involved	Courses failed

i. The supplementary examination can be postponed **ONCE.**

ii. Final grading will be awarded based on continuous assessment and marks obtained in the supplementary examination.

iii. Only the **higher grade** earned will be used in re-computing both the grade point average (GPA) and the cumulative grade point average (CGPA).

iv. Graduating students who choose **NOT** to sit for the supplementary examination are allowed to extend their semester of study in order to repeat the failed course, subject to the Extended Semester Policy.

v. Graduating students who have been barred from examination or failed due to plagiarism/cheating offences are not eligible to sit for this examination. Students must repeat the course(s) in the following semester, subjected to Extended Semester Policy.

4.7 REMARKING ANSWER SCRIPT

4.7.1 Application for remarking of answer scripts are ALLOWED for courses with **final examinations only.**

4.7.2 Remarking for Final assessments such as the final project, final assignment, final presentation etc. is NOT ALLOWED.

4.7.2.1 Application for remarking must be submitted to the Head of Examination and Evaluation Unit within five (5) working days after the examination results are released.

4.7.2.2 A charge of RM 50.00 per course will be imposed and not refundable.

4.7.3 The result of the remarking will be released within five (5) working days.

SECTION 5: GRADING SYSTEM

5.1 GRADE POINT FOR DIPLOMA

5.1.1 The following grade point system is used in determining the grade point average (GPA):

Table 5.1: Grading System for Diploma Programme

Grade	Marks	Grade Points	Grade Index
A+	90 - 100	4.00	Excellent
A	80 - 89	4.00	
A-	75 -79	3.67	
B+	70 -74	3.33	Good
B	65 - 69	3.00	
B-	60 -64	2.67	
C+	55 - 59	2.33	Satisfactory
C	50 - 54	2.00	
C-	45 - 49	1.67	Pass
D+	40 - 44	1.33	Fail
D	35 - 39	1.00	
F	0 - 34	0.00	
PK	-	-	Credit Exemption

5.1.2 Besides grading above, students also can be awarded grading as below:

GRADE	DEFINITION
DH	Barred (Refer Clause 4.4)
MH	Cheating/ Plagiarising (Refer Clause 6.2 and 6.3)
TH	Absent (Refer Clause 4.3)

5.1.3 **Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)**
[GPA and CGPA will be calculated to the two decimals places]

5.1.3.1 Sample calculation of GPA and CGPA for a student who passes all courses

SEMESTER 1

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Financial Accounting 1	ACC1013	3	A	4.00	12.00
Introduction to Business	BUS1013	3	A-	3.67	11.01
Introduction of IT Application and Multimedia	ITE1133	3	B-	2.67	8.01
Business Mathematics	MAT1013	3	C+	2.33	6.99
Pendidikan Islam	ISL1062	2	A	4.00	8.00
Co-Curriculum 1	KQB1011	1	L	-	-
Total		14			46.01

GPA = Total credit points / Total credit hours
= 46.01 / 14
= 3.29

CGPA = Total cumulative credit points / Total cumulative credit hours
= 46.01 / 14
= 3.29

SEMESTER 2

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Financial Accounting 2	ACC1033	3	A	4.00	12.00
Business Statistics	QMT2043	3	B	3.00	9.00
Business Economics	ECO1043	3	C+	2.33	6.99
Mandarin Language 1	FLG1092	2	A-	3.67	7.34
English Language Skills	ENG1562	2	B+	3.33	6.66
Co-Curriculum 2	KQK1011	1	L	-	-
Total		13			41.99

GPA = Total credit points / Total credit hours
= 41.99 / 13
= 3.23

CGPA = Total cumulative credit points / Total cumulative credit hours
= (46.01 + 41.99) / (14 + 13)
= 88 / 27
= 3.26

5.1.3.2 **Sample calculation of GPA and CGPA for a student with a repeat course e.g. Business Mathematics**

A student who fails Business Mathematics in Semester 1 and repeats the course in Semester 2

SEMESTER 1

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Financial Accounting 1	ACC1013	3	A	4.00	12.00
Introduction to Business	BUS1013	3	A-	3.67	11.01
Introduction of IT Application and Multimedia	ITE1133	3	B-	2.67	8.01
Business Mathematics	MAT1013	*3*	*D*	*1.00*	*3.00*
Pendidikan Islam	ISL1062	2	A	4.00	8.00
Co-Curriculum 1	KQB1011	1	L	-	-
Total		14			42.02

GPA = Total credit points / Total credit hours
= 42.02 / 14
= 3.00

CGPA = Total cumulative credit points / Total cumulative credit hours
= 42.02 / 14
= 3.00

SEMESTER 2

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Financial Accounting 2	ACC1033	3	A	4.00	12.00
Business Economics	ECO1043	3	C+	2.33	6.99
Business Mathematics	MAT1013	3	*B-*	*2.67*	*8.01*
Mandarin Language 1	FLG1092	2	A-	3.67	7.34
English Language Skills	ENG1562	2	B+	3.33	6.66
Co-Curriculum 2	KQK1011	1	L	-	-
Total		13			41.00

GPA = Total credit points/Total credit hours
= 41.00 / 13
= 3.15

CGPA = Total cumulative credit points / Total cumulative credit hours
= [(42.02 - 3.00*) + 41.00] / [(14 – 3**) + 13]
= 80.02 / 24
= 3.33

5.1.3.3 **Sample calculation of GPA and CGPA for a student with a repeat course e.g. Business Mathematics but due to Academic Misconduct / Barred**

SEMESTER 1

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Financial Accounting 1	ACC1013	3	A	4.00	12.00
Introduction to Business	BUS1013	3	A-	3.67	11.01
Introduction of IT Application and Multimedia	ITE1133	3	B-	2.67	8.01
Business Mathematics	MAT1013	*3*	*D*	*1.00*	*3.00*
Pendidikan Islam	ISL1062	2	A	4.00	8.00
Co-Curriculum 1	KQB1011	1	L	-	-
Total		14			42.02

GPA = Total credit points / Total credit hours
= 42.02 / 14
= 3.00

CGPA = Total cumulative credit points / Total cumulative credit hours
= 42.02 / 14
= 3.00

SEMESTER 2

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Financial Accounting 2	ACC1033	3	A	4.00	12.00
Business Economics	ECO1043	3	C+	2.33	6.99
Business Mathematics	MAT1013	3	*B**	*3.00*	*9.00*
Mandarin Language 1	FLG1092	2	A-	3.67	7.34
English Language Skills	ENG1562	2	B+	3.33	6.66
Co-Curriculum 2	KQK1011	1	L	-	-
Total		13			41.99

GPA = Total credit points/Total credit hours
= 41.99 / 13
= 3.23

CGPA = Total cumulative credit points / Total cumulative credit hours
= [(42.02 - 3.00*) + 41.99] / [(14 – 3**) + 13]
= 81.01 / 24
= 3.38

*** The maximum grade is B due to Academic Misconduct/Barred**

SECTION 6: ACADEMIC MISCONDUCT

6.1 DEFINITION

Academic misconduct is an academic offence that is subject to disciplinary action that will be imposed on students if they are found guilty. Academic misconduct includes cheating, plagiarism, multiple submission or assisting in academic misconduct. This section is to be read together with the *Garis Panduan Plagiarisme KPM dan KM.*

6.2 CHEATING

Cheating includes the intentional use of unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise or attempts thereof. Examples of cheating include, but are not limited to:

6.2.1 Allowing others to do an assignment or portion of an assignment;

6.2.2 Submitting the same assignment for more than one course;

6.2.3 Collaborating on an exam or assignment with any other person;

6.2.4 Copying or attempting to copy from others during an exam or on an assignment;

6.2.5 Communicating answers with another person during an exam;

6.2.6 Preprogramming a calculator or devices to contain answers or other unauthorized information for exams;

6.2.7 Using unauthorized materials, prepared answers, written notes, or concealed information during an exam (either printed or written or electronic forms); and

6.2.8 Taking an exam for another person or having someone take an exam for you.

6.3 PLAGIARISM

6.3.1 Plagiarism includes the copying of the language, structure, programming, computer code, ideas, designs, data and/or thoughts of another and passing off the same as one's own original work, without giving appropriate acknowledgement or attempts thereof.

6.3.2 Examples of plagiarism, whether inadvertent or deliberate include any of the following actions, but are not limited to:

6.3.2.1 word-for-word copying of sentences or whole paragraphs from one or more sources (the work of other persons), or presenting substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, without clearly indicating their origin;

6.3.2.2 using close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;

6.3.2.3 submitting another person's work in whole or in part;

6.3.2.4 use of another person's ideas, work or research data without acknowledgement;

6.3.2.5 submitting work which has been written by someone else on the student's behalf;

6.3.2.6 special note is also drawn to the fact that students may not submit part or whole of work previously presented for assessment in another course;

6.4 MULTIPLE SUBMISSION

6.4.1 Multiple submissions are the submissions of the same or substantially portions of any work (including oral reports) previously submitted for grading in two or more courses or attempts thereof.

6.4.2 Examples of multiple submission include, but are not limited to:

6.4.2.1 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester;

6.4.2.2 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester in a course being repeated; and

6.4.2.3 Representing group work produced in one course as one's own work and using it in another course.

6.5 ASSISTING IN ACADEMIC MISCONDUCT

6.5.1 Assisting or conspiracy in the academic misconduct means working together with one or more persons to commit or attempt to commit academic dishonesty.

6.6 PENALTY

6.6.1 All the academic misconduct cases shall be referred to the KPM Disciplinary Board.

6.6.2 For all proven cases of academic misconduct, **'F'** grade will be given for the course(s).

SECTION 7: GRADUATION

7.1 GRADUATION CEREMONY

7.1.1 Upon the approval and endorsement of the Senate, an official graduation ceremony is held annually for the diploma conferment.

7.1.2 A student shall be awarded a Diploma upon the fulfilment of the credit for graduation and the conditions for graduation.

7.2 GRADUATION REQUIREMENTS

7.2.1 Prior to graduation, students must obtain a **Completion of Studies Status (TPG)** upon fulfilling the following requirements:

7.2.1.1 passed all the courses required by their respective programmes, including Industrial Training and Co-Curriculum; **AND**

7.2.1.2 obtained an overall CGPA of 2.00 and above; **AND**

7.2.1.3 completed the required credit hours within the maximum number of semesters allowed:

Table 7.1: Total Credit Hours for Diploma Programme (Subject to change)

NO	PROGRAMME	TOTAL CREDIT HOURS	MAXIMUM NUMBER OF SEMESTERS ALLOWED
1	DBS	93 credit hours	8
2	DIF	92 credit hours	9
3	DBIT	93 credit hours	8
4	DCD	93 credit hours	9
6	DCS	90 credit hours	9
7	DEC	90 credit hours	9
8	DEn	93 credit hours	8
9	DHI	94 credit hours	9
10	DIA	91 credit hours	8
11	DIB	93 credit hours	8
12	DLH	92 credit hours	9
13	DLM	93 credit hours	8
14	DMk	90 credit hours	8

7.2.1.4 The total credit hours listed in table 7.1 reflect the information available at the time this regulation was printed. These credit hours may change based on BPT's requirements. Students should refer to the latest credit hours issued by BPT.

7.2.1.5 discharged from all financial obligations, debts or other charges to the college; **AND**

7.2.1.6 obtain the Senate's approval and endorsement for graduation; **AND**

7.2.1.7 meet other requirements as stipulated in KPM rules and regulations.

7.3 ACADEMIC EXCELLENCE AWARDS

7.3.1 College Outstanding Performance Award-COPA (*Anugerah Kecemerlangan Kolej*)

7.3.1.1 College Outstanding Performance Award is granted to full-time students with good academic standing who attain a GPA 3.50 and above for the semester.

7.3.2 Eligibility for Academic Excellence Awards

7.2.1.2 To be eligible for academic awards, students must satisfy the following criteria upon graduation:

a. Meet the GPA 3.50 and above for the semester; **AND**
b. No failed courses for the current semester inclusive of co-curriculum courses; **AND**
c. No **'TL'** grades on his/her examination result slip; **AND**
d. Registered a minimum of 12 credit hours in the semester; **AND**
e. No disciplinary misconduct for the current semester.

7.3.3 MARA Outstanding Performance Award-MOPA (*Anugerah Kecemerlangan MARA*)

7.3.3.1 MARA Outstanding Performance Award is granted to full-time students with good academic standing who attain a CGPA 3.75 and above upon graduation.

7.3.4 Eligibility for Academic Excellence Awards

7.3.4.1 To be eligible for academic awards, students must satisfy the following criteria upon graduation:

a. Meet the CGPA as required by the category of awards respectively; **AND**
b. no failed course(s) in the programme of study inclusive of co-curriculum courses; **AND**
c. complete all required credit hours and Graduate on Time (GOT); **AND**
d. no disciplinary misconduct.

7.4 RESULT SLIP, TRANSCRIPT AND DIPLOMA

7.4.1 The examination results will be announced after the approval and endorsement by the BPT Senate Comittee.

7.4.2 Transcript will be issued upon completion of the programme after the approval and endorsement of results by the BPT Senate Committee.

7.4.3 The diploma will be awarded upon graduation.

7.4.4 Any request for reprints must be done through *Unit Peperiksaan & Pensijilan* KPM and will be charged the following:

7.4.4.1	Result Slip	:	RM 10.00 per copy
7.4.4.2	Transcript	:	RM 50.00 per copy
7.4.4.3	Diploma	:	RM 100.00 per copy

7.4.5 Students will be charged double the amount stated above per copy for each subsequent reprint.

7.4.6 For the dual certification programme, the convocation ceremony will be held concurrently after the student successfully completes both the diploma and professional programmes.

SECTION 8: FOUNDATIONS IN ACCOUNTANCY (FIA-ACCA)

8.1 INTRODUCTION

8.1.1 The Foundations in Accountancy (FIA) is a qualification provided by ACCA (Association of Chartered Certified Accountants). This programme is offered at KPM Ayer Molek (KPMAM) and offering a pathway to the ACCA qualification.

8.1.2 The duration of study for this programme is **1 year (3 semesters).** Students who successfully completed the FIA-ACCA programme will be recognised as equivalent to completing Foundations Course.

8.2 ACADEMIC SESSION

8.2.1 Academic session for FIA refer to table 8.1.

Table 8.1: Academic Session for FIA Programme

ACTIVITIES	SESSION 1	SESSION 2	SESSION 3
Lecture	6 weeks	6 weeks	6 weeks
Mid Semester Break	1 week	1 week	1 week
Lecture	6 weeks	6 weeks	6 weeks
Revision and Final Examination	2 weeks	2 weeks	2 weeks
Total Academic Weeks	**15 weeks**	**15 weeks**	**15 weeks**
Semester break	2 weeks	2 weeks	3 weeks
TOTAL	**52 WEEKS**		

8.3 ACADEMIC LOAD

8.3.1 All students must register all the required courses stated in the FIA programme structure.

8.4 ACADEMIC REGISTRATION

8.4.1 Change of Programme

8.4.1.1 The change of academic programmes for FIA students is not allowed and considered as withdrawal from study.

8.4.1.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

8.4.2 Programme Registration

8.4.2.1 Refer to 2.1 for academic registration of FIA students.

8.4.2.2 Students are required to register for ACCA membership on the registration day.

8.5 COURSE REGISTRATION

8.5.1 Refer to Section 2 for academic registration.

8.6 EXEMPTION PAPER

8.6.1 Students who score grade 'A+', 'A' and 'A-' in SPM *Prinsip Perakaunan* paper will be exempted from one paper (Paper FA1) of the FIA programme. Students have to submit the application for exemption during the initial registration to ACCA. No exemption fees will be charged.

8.7 MQA GENERAL STUDIES COURSES

8.7.1 Refer to 2.4 for MQA General Studies.

8.8 CO-CURRICULUM

8.8.1 Refer to 2.5 for Co-curriculum.

8.9 TYPES OF COURSES

8.9.1 Core Course
A group of courses determined by the professional bodies which is required to be taken by all students registered in a programme offered by KPM.

8.9.2 Compulsory Course
A group of courses which must be taken by all students as determined by the BPT Curriculum Unit.

8.10 ACADEMIC STATUS

8.10.1 **Satisfactory Performance (MP)**
Students performance are satisfactory if CGPA of 2.50 and above is obtained. Students must PASS all core courses from ACCA.

8.10.2 **Unsatisfactory Performance**
A student who earns a CGPA of less than 2.50 will be on probation or dismissed from the KPM.

8.10.3 **Dismissal (DTP)**
The students will be dismissed when they do not comply with terms and conditions as agreed upon registration and loan agreement signed between the students and BPP.

8.10.4 **Incomplete Grade**

8.10.4.1 **Unable to complete a course(s) prior approval by BPT Senate**

a. **'TL'** grade is recorded for students who are unable to complete a course(s) and with prior approval by the BPT Senate.

b. **'TL'** grade carries no grade points and will not be used in computing students' GPA and CGPA. The **'TL'** grade must be converted to a completed grade by the **third week** of the following semester.
c. Students who fail to complete the course work within the stipulated time, the **'TL'** grade will be replaced with an **'F'** grade and will be computed in the students' grade point average (GPA) of the previous semester.
d. Students are not allowed to re-register for a course in which a **'TL'** grade has been assigned.
e. **'TL'** grade is also recorded for students **(Refer Clause 5.3: Medical leave during examination week)**. The **'TL'** grade carries no grade points and will not be used in computing students' GPA and CGPA. The **'TL'** grade must be converted to a completed grade at the end of the following semester.

8.10.5 **TP (TG) Status**
Student will not graduate if he/she is not able to pass all the core subjects within the specified time.

8.11 EXTENDED SEMESTER

8.11.1 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

8.12 DEFERMENT OF STUDY

8.12.1 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

8.13 APPLICATION OF WITHDRAWAL FROM STUDIES

8.13.1 A student may apply to withdraw from studies by submitting the withdrawal letter and Withdrawal Form which can be obtained from the KPM administrative office or the Academic Affairs Division.

8.13.2 A student is not allowed to leave his studies without approval from Director of BPT through the KPM Director.

8.13.3 The student is liable for any implications arising from this action. BPP and KPM reserve the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next of kin.

8.14 EXTERNAL EXAMINATION AND ASSESSMENT

8.14.1 Assessment of a course/subject will be done through Continuous Assessment (CA) and Final Examination (FE) as described in course/subject syllabus.

8.14.2 Continuous Assessment (CA): Progress Test 1, Progress Test 2 & Mock Examination.
Students will be assessed their knowledge of all/parts of the syllabus. The mark is not reflected their final mark for FIA subjects. However, students are compulsory to sit for the examination.

8.14.3 Final Examination (FE): Computer-Based Examination (CBE)

8.14.4 All FIA examination papers will be run in an approved CBE Centre.

8.14.5 Additional information refer to Information Sheet for CBE Students.

8.15 INTERNAL EXAMINATION AND ASSESSMENT

8.15.1 Refer to 4.2 for internal examination and assessment conducted by KPM.

8.16 ATTENDANCE

8.16.1 Refer to 4.3 for attendance requirement

8.17 BARRED

8.17.2 Refer to 4.4 for barred students

8.18 REPEAT

8.18.1 A student who fails any of the subjects must repeat that/those course(s) and is liable to pay for the examination fees.

8.18.2 Refer to 4.5 for repeat compulsory courses

8.19 SUPPLEMENTARY EXAMINATION (COMPULSORY SUBJECTS)

8.19.1 Refer to 4.6 for attendance requirement

8.20 GRADING SYSTEM

8.20.1 Grading system is determined by ACCA for FIA courses. Grading for FIA courses as table 8.1.

Table 8.1: Grading for FIA Courses

SCORE (%)	GRADE	STATUS
85 – 100%	High Distinction	Pass
75 – 84%	Distinction	Pass
65 – 74%	Merit	Pass
50 – 64%	Pass	Pass
Below 50%	Fail	Fail

8.20.2 Grading system is determined by ACCA.

8.20.3 The passing mark for the FIA ACCA assessment is 50%.

8.20.4 ACCA reserves the right to amend the grading system periodically.

8.20.5 Grading system for compulsory subjects refer to 5.0

8.21 ACADEMIC MISCONDUCT

8.21.1 Academic misconduct refer to 6.0

8.22 GRADUATION

8.22.1 Graduation refer to 7.0

SECTION 9: ACCA

9.1 INTRODUCTION

9.1.1 The Association of Chartered Certified Accountants (ACCA) is the global professional accounting body offering the Chartered Certified Accountant qualification (ACCA or FCCA).

9.1.2 This programme is offered at KPM Ayer Molek (KPMAM). The duration of study for this programme is **2 years 6 months (5 semesters).**

9.2 ACADEMIC SESSION

9.2.1 Academic session for ACCA refer to table 9.1.

Table 9.1: Academic Session for ACCA Programme

ACTIVITIES	SESSION OCT - MAC	SESSION APR - SEPT
Lecture	7 weeks	7 weeks
Mid Semester Break	1 week	1 week
Lecture	8 weeks	8 weeks
Intensive Revision Programme	2 weeks	2 weeks
Mock Exam	1 week	1 week
Revision	2 weeks	2 weeks
Final Examination	1 week	1 week
Total Academic Weeks	**22 weeks**	**22 weeks**
Semester break	5 weeks	5 weeks
TOTAL	**54 WEEKS**	

9.3 ACADEMIC LOAD

9.3.1 All students must register all the required courses stated in the ACCA programme structure.

9.4 ACADEMIC REGISTRATION

9.4.1 Change of Programme

9.4.1.1 The change of academic programmes for ACCA students is not allowed and considered as withdrawal from study.

9.4.1.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

9.4.2 Programme Registration

9.4.2.1 Refer to 2.1 for programme registration.

9.4.2.2 Students are required to register for ACCA membership on the registration day.

9.5 COURSE REGISTRATION

9.5.1 Refer to 2.2 course registration.

9.6 EXEMPTION PAPER

9.6.1 Exemptions for ACCA papers are granted based on the student's entry level, which includes Foundations in Accountancy (FIA), diploma, and degree qualifications. Students must submit their application for exemption during the initial registration with ACCA.

9.7 MQA GENERAL STUDIES COURSES

9.7.1 Refer to 2.4 for MQA General Studies.

9.8 CO-CURRICULUM

9.8.1 Refer to 2.5 for Co-curriculum.

9.9 TYPES OF COURSES

9.9.1 Core Course
A group of courses determined by the professional bodies which is required to be taken by all students registered in a programme offered by KPM.

9.9.2 Compulsory Course
A group of courses which must be taken by all students as determined by the BPT Curriculum Unit.

9.10 ACADEMIC STATUS

9.10.1 **Satisfactory Performance (MP)**
Students performance are satisfactory if **PASS** grade is obtained. Students must **PASS** all core courses from ACCA.

9.10.2 **Unsatisfactory Performance**
Students performance are unsatisfactory if **FAIL** any courses offered in the programme.

9.10.3 **Dismissal (DTP)**
The students will be dismissed when they do not comply with terms and conditions as agreed upon registration and loan agreement signed between the students and BPP.

9.10.4 **Incomplete Grade**

9.10.4.1 **Unable to complete a course(s) prior approval by BPT Senate**

a. **'TL'** grade is recorded for students who are unable to complete a course(s) and with prior approval by the BPT Senate.

b. **'TL'** grade must be converted to a completed grade by the following semester.

9.10.5 **TP (TG) Status**
Student will not graduate if he/she is not able to pass all the core subjects within the specified time.

9.11 EXTENDED SEMESTER

9.11.1 Extended semester for ACCA programme is NOT allowed.

9.12 DEFERMENT OF STUDY

9.12.1 Deferment of studies for ACCA programme is NOT allowed.

9.13 APPLICATION OF WITHDRAWAL FROM STUDIES

9.13.1 A student may apply to withdraw from studies by submitting the withdrawal letter and Withdrawal Form which can be obtained from the KPM administrative office or the Academic Affairs Division.

9.13.2 A student is not allowed to leave his studies without approval from Director of BPT through the KPM Director.

9.13.3 The student is liable for any implications arising from this action. BPP and KPM reserve the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next of kin.

9.14 EXTERNAL EXAMINATION AND ASSESSMENT

9.14.1 Assessment of a course/subject will be done through Progress Test (PT), Mock Exam (ME) and Final Examination (FE) as described in course/subject syllabus.

9.14.2 Continuous Assessment (CA): Progress Test 1, Progress Test 2 and Mock Examination
Students will be assessed their knowledge of all/parts of the syllabus. The mark is not reflected their final mark for ACCA subjects. However, students are compulsory to sit for the examination.

9.14.3 Final Examination (FE)
All ACCA examination papers will be run in an approved CBE Centre.

9.15 INTERNAL EXAMINATION AND ASSESSMENT

9.15.1 Refer to 4.2 for internal examination and assessment conducted by KPM.

9.16 ATTENDANCE

9.16.1 Refer to 4.3 for attendance requirement.

9.17 BARRED

9.17.1 Refer to 4.4 for barred students.

9.18 REPEAT

9.18.1 A student who fails any of the core subjects must repeat that/those course(s) in the next following examination session by ACCA.

9.18.2 Any examination fees charged by ACCA related to the repeat courses have to be borne by the student.

9.18.3 Refer to 4.5 for repeat compulsory courses.

9.19 SUPPLEMENTARY EXAMINATION (COMPULSORY SUBJECTS)

9.19.1 Refer to 4.3 for attendance requirement.

9.20 GRADING SYSTEM

9.20.1 Grading system is determined by ACCA for ACCA courses. Grading for ACCA courses as table 9.1.

Table 9.1: Grading for FIA Courses

GRADE	MARKS	GRADE STATUS
PASS	50 - 100	PASS
FAIL	0 - 49	FAIL
DH	-	BARRED
MH	-	CHEATING/PLAGIARISING
TL	-	INCOMPLETE

9.20.2 ACCA reserves the right to amend the grading system periodically.

9.20.3 Grading system for compulsory subjects refer to section 5.0.

9.21 ACADEMIC MISCONDUCT

9.21.1 Refer to 6.0 for Academic Misconduct.

9.22 GRADUATION

9.22.1 Refer to 7.0 for Graduation.

SECTION 10: CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS (CFAB-ICAEW)

10.1 INTRODUCTION

10.1.1 Kolej Profesional MARA (KPM) Beranang offers the Certificate in Finance, Accounting, and Business (CFAB) programme, a sub-professional qualification recognized by the Institute of Chartered Accountants in England and Wales (ICAEW). This programme is designed for outstanding SPM graduates under MARA's Young Talent Program (YTP), providing foundational knowledge in accounting and practical skills as stipulated by ICAEW.

10.1.2 The duration of the CFAB programme is **1 year and 4 months (3 semesters)** and designed to provide students with a strong foundation in finance, accounting, and business, preparing them for further professional qualifications such as ICAEW. Classes are delivered in English, ensuring students develop both technical and communication skills essential for the industry.

10.2 ACADEMIC SESSION

10.2.1 Refer to table 10.1 for CFAB academic session.

Table 10.1: CFAB Academic Section

ACTIVITIES	SESSION 1	SESSION 2	SESSION 3	SESSION 4
Lecture	6 weeks	6 weeks	6 weeks	6 weeks
Mid Semester Break	1 week	1 week	1 week	1 week
Lecture	6 weeks	6 weeks	6 weeks	6 weeks
Revision and Final Examination	2 weeks	2 weeks	2 weeks	2 weeks
Total Academic Weeks	**15 weeks**	**15 weeks**	**15 weeks**	**15 weeks**
Semester break	2 weeks	2 weeks	3 weeks	2 weeks
TOTAL	**69 WEEKS**			

10.3 ACADEMIC LOAD

10.3.1 All students must register all the required subjects stated in the programme structure. (Refer to CFAB programme structure)

10.4 ACADEMIC REGISTRATION

10.4.1 **Change of Programme**

10.4.1.1 The change of academic programmes for CFAB students is not allowed and considered as withdrawal from study.

10.4.1.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

10.4.2 **Programme Registration**

10.4.2.1 Refer to 2.1 for Programme Registration for CFAB students.

10.4.2.2 Students are required to register for ICAEW membership within one (1) month after the registration day.

10.5 COURSE REGISTRATION

10.5.1 Refer to section 2 for academic registration for CFAB students.

10.6 MQA GENERAL STUDIES COURSES

10.6.1 Refer to 2.4 for MQA General Studies.

10.7 CO-CURRICULUM

10.7.1 Refer to 2.5 for Co-curriculum.

10.8 ACADEMIC STATUS

10.8.1 Refer to 2.8 for academic status.

10.9 EXTENDED SEMESTER

10.9.1 Extended semester for CFAB programme is NOT allowed.

10.10 DEFERMENT OF STUDY

10.10 Deferment of studies for CFAB programme is NOT allowed.

10.11 APPLICATION OF WITHDRAWAL FROM STUDIES

10.11.1 Refer to 2.13

10.11.2 The student is liable for any implications arising from this action. BPP and KPM reserve the rights to claim any fee, charge, or outstanding debt from the student, his guarantor, or next of kin.

10.12 CREDIT SYSTEM

10.12.1 Refer to section 3.0 for Credit System

10.13 ASSESSMENT

10.13.1 Refer to section 4.0 for Assessment System

10.14 ATTENDANCE

10.14.1 Refer to 4.3 for attendance requirement

10.15 BARRED

10.15.1 Refer to 4.4 for attendance requirement

10.16 REPEAT

10.16.1 A student who fails any of the subjects must repeat that/those course(s) and is liable to pay for the examination fees.

10.16.2 Refer to 4.5 for repeating compulsory subjects

10.17 SUPPLEMENTARY EXAMINATION (COMPULSORY SUBJECTS)

10.17.1 Refer to 4.3 for attendance requirement

10.18 GRADING SYSTEM

10.18.1 Grading system for examination and assessment conducted by KPM refer to section 5.

10.18.2 CFAB reserves the right to amend the grading system periodically.

10.18.3 Grading system for examination and assessment for CFAB is determined by ICAEW as table 9.2.

10.19 ACADEMIC MISCONDUCT

10.19.1 Academic misconduct refer to section 6.0

10.20 GRADUATION

10.20.1 Graduation refer to 7.0

SECTION 11: DIPLOMA IN ACCOUNTING + CERTIFIED ACCOUNTING TECHNICIAN PROGRAMME (DCAT)

11.1 INTRODUCTION

11.1.1 Diploma in Accounting (DIA) + Certified Accounting Technician Programme (CAT) is a dual certification programme offered at KPM Bandar Penawar (KPMBP). It is a **3 and 6 months** programme. The CAT programme is a professional qualification which is awarded by the Association of Chartered Certified Accountants (ACCA) and considered as an intermediate qualification positioned between a basic education in accounting and more advanced ACCA qualification.

11.1.2 To qualify for a CAT certification, students must undergo nine (9) CAT modules, Foundation in Professionalism (FiP) module and one (1) year Foundation Practical Experience Requirement (FPER). However, since students have completed their diploma programme, they are entitled to obtain seven (7) subject exemptions.

11.2 ENTRY REQUIREMENTS

11.2.1 Students who have successfully completed a Diploma in Accounting (DIA) are eligible to pursue the Certified Accounting Technician (CAT) qualification under the following conditions:

11.2.1.1 Only for those offered the dual certification programme DIA+CAT as specified in the offer letter.

11.2.1.2 Fulfil the entry requirements approved by the Senate in the final semester of the Diploma and classified as Satisfactory Performance (MP) status.

11.2.1.3 For those who have decided to discontinue CAT, a withdrawal letter must be submitted to the college.

Table 11.1: CAT Programme Schedule

SEMESTER 1 (6 MONTHS)	
Lecture	6 weeks
Mid Semester Break	1 week
Lecture	8 weeks
Intensive Revision Class (IRC)	2 weeks
Self-Study	1 week
Final Examination Week	2 weeks
TOTAL ACADEMIC WEEKS	**20 weeks**
Semester Break	4 weeks
Total	**24 weeks**
SEMESTER 2 & 3 (12 MONTHS)	
Foundations Practical Experience Requirement (FPER)	
TOTAL	**52 WEEKS**

11.3 ACADEMIC SESSIONS

11.3.1 Students who are qualified to enrol in the CAT programme must go through the following academic schedule:

11.3.1.1 The CAT has a minimum duration of 18 months (1 ½ years).

11.3.1.2 The academic schedule is divided into THREE (3) semesters, with each session having a duration of SIX (6) months, as stated in table 11.1

11.4 ACADEMIC LOAD

11.4.1 All students must register for the required courses as stated in the programme structure.

11.5 CHANGE OF PROGRAMME

11.5.1 Refer to 2.1.3 for change of programme.

11.5.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

11.6 PROGRAMME REGISTRATION

11.6.1 Refer to 2.1 for programme registration DCAT students.

11.6.2 Students are required to register for ACCA membership on the registration day.

11.7 COURSE REGISTRATION

11.7.1 Refer to 2.2 academic regulation for DCAT students.

11.8 REPEAT

11.8.1 Students are permitted to resit examinations for which they have recorded a failing grade in prior attempt. No changes or amendments to the examination schedule or subject are allowed.

11.9 EXTENDED SEMESTER

11.9.1 The duration of the extension must not exceed the maximum amount allowed by the BPT. Table 11.2 below specifies the permitted extension semesters.

Table 11.2: Permitted Extension Period

SESSION	NORMAL ACADEMIC SEMESTER	EXTENDED SEMESTER ALLOWED	MAXIMUM SEMESTER ALLOWED
DIA	6	2	8
CAT	3	1	4

11.10 DEFERMENT OF STUDY

11.10.1 Deferment of studies is allowed. However, the duration cannot exceed the maximum duration.

11.10.2 The maximum duration of deferment allowed must not exceed four (4) semesters (Refer to Table 11.2).

11.10.3 The approval is subject to a decision by the KPM Director. Application for deferment of study can be made based on the following reasons as stated in 2.11.

11.11 SUSPENSION OF STUDY

11.11.1 Refer to 2.12 for suspension of studies.

11.12 APPLICATION OF WITHDRAWAL FROM STUDY

11.12.1 Refer to 2.13 for withdrawal from study.

11.12.2 Discontinuing CAT after diploma for whatever reason is a breach of contract. Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

11.13 ASSESSMENT

11.13.1 Refer to section 4.0 for assessment system.

11.14 GRADING SYSTEM

11.14.1 Refer to section 5.0 for diploma grading system.

11.14.2 The CAT programme grading system is determined by the professional body ACCA as shown in Table 11.3.

Table 11.3: The CAT Grading System

GRADE	MARKS	GRADE STATUS
PASS	50 - 100	Pass
FAIL	0 - 49	Fail
DH	-	Barred
MH	-	Cheating/ Plagiarising
TL	-	Incomplete

11.14.3 The FPER grading is determined by the ACCA.

11.15 ACADEMIC MISCONDUCT

11.15.1 Refer to section 6.0 for academic misconduct.

11.16 GRADUATION FOR DCAT

11.16.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

11.16.2 A student shall be awarded a Certificate upon the fulfilment of the credit for graduation and other graduation conditions set by BPT.

11.16.3 Those who withdraw the CAT programme as specified in 11.12.2, are eligible to be awarded a Diploma in Accounting in the graduation ceremony subject to Senate approval.

11.16.4 Those who failed the CAT programme within the specified time as in table 11.2, are eligible to be awarded a Diploma in Accounting in the graduation ceremony subject to Senate approval.

SECTION 12: DIPLOMA IN MARKETING + CERTIFIED PROFESSIONAL MARKETER (DMk+CPM (Asia))

12.1 INTRODUCTION

12.1.1 Diploma in Marketing (DMk)+Certified Professional Marketer (Asia) is a dual certification programme offered at KPM Seri Iskandar (KPMSI) and it is a **2 years and 8** months programme.

12.1.2 The Certified Professional Marketer - CPM (Asia) is a professional certification programme designed for marketers in Asia. It is recognized across the region and endorsed by the Asia Marketing Federation (AMF).

12.1.3 The certification aims to equip marketing professionals with the knowledge and skills required to excel in marketing practices, strategies, and leadership within the unique cultural and business landscape of Asia.

12.1.4 Students must complete five (5) modules: Integrated Marketing Communications, Marketing Research, Marketing Strategy, Asia Business, and Asia Marketing Management to be eligible for a CPM (Asia) certification. Three (3) modules are embedded in the diploma programme.

12.2 ENTRY REQUIREMENTS

12.2.1 Students who have successfully completed Diploma in Marketing (DMk) are eligible to pursue the Certified Professional Marketer (Asia) qualification under the following conditions:

12.2.1.1 Only for those offered the dual certification programmes DMk + CPM (Asia) as specified in the offer letter.

12.2.1.2 Fulfil the entry requirements approved by the Senate in the final semester of the Diploma and classified as Satisfactory Performance (MP) status.

12.2.1.3 For those who have decided to discontinue CPM (Asia), a withdrawal letter must be submitted to the college.

12.3 ACADEMIC SESSIONS

12.3.1 Students are qualified to enrol in the CPM (Asia) programme must go through the following academic schedule:

12.3.1.1 The CPM (Asia) has a minimum duration of **8 months**.

12.3.1.2 The date and duration of examination is determined by CPM (Asia).

12.3.1.3 The academic schedule is divided into TWO (2) semesters, with each session having a duration of FOUR (4) months as stated in table 12.1.

12.4 ACADEMIC LOAD

12.4.1 All students must register for the required courses as stated in the programme structure.

Table 12.1: Academic Schedule

SEMESTER 1 (4 MONTHS)	
Industrial Training	12 weeks
Preparation for Report & Presentation	4 weeks
SEMESTER 2 (4 MONTHS)	
Lecture	6 weeks
Mid Semester Break	1 week
Lecture	6 weeks
Preparation for Examination	2 weeks
CPM (Asia) Examination	1 week
TOTAL	**32 WEEKS**

12.5 CHANGE OF PROGRAMME

12.5.1 Refer to Academic Regulation for Diploma Programme 2.1.3

12.5.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

12.6 PROGRAMME REGISTRATION

12.6.1 Refer to 2.1 for programme registration DMK + CPM (Asia) students.

12.7 COURSE REGISTRATION

12.7.1 Refer to 2.2 for course registration DMK + CPM (Asia) students.

12.8 ACADEMIC STATUS

12.8.1 Refer to 2.8 for academic status.

12.9 EXTENDED SEMESTER

12.9.1 The duration for extension of semesters must not exceed the maximum amount allowed by the BPT. Table 12.2 below specifies the permitted extension semesters.

Table 12.2: Permitted Extension Period

PROGRAMME	NORMAL ACADEMIC SEMESTER	EXTENDED SEMESTER ALLOWED	MAXIMUM SEMESTER ALLOWED
DMk	6	2	8
CPM (Asia)	2	1	3

12.10 DEFERMENT OF STUDY

12.10.1 Deferment of studies is allowed and cannot exceed the maximum semester allowed as stated in table 12.2.

12.10.2 The approval is subject to a decision by the KPM Director. Application for deferment of study can be made based on the following reasons as stated in 2.11.

12.11 SUSPENSION OF STUDY

12.11.1 Refer to 2.12 for suspension of studies.

12.12 APPLICATION OF WITHDRAWAL FROM STUDY

12.12.1 A Refer to 2.13 for withdrawal from study.

12.12.2 Discontinuing CPM (Asia) after diploma for whatever reason is a breach of contract. Students are required to consult the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

12.13 ASSESSMENT

12.13.1 Refer to 4.0 for assessment system.

12.14 GRADING SYSTEM

12.14.1 The CPM Asia grading system is determined by the professional body which is The CPM Asia as shown in table 12.3 below.

Table 12.3: CPM (Asia) Grading System

GRADE	MARKS	STATUS
A	80 - 100	A
B	70 - 79	B
C	50 – 69	C
D	0 - 49	FAIL
TL	-	INCOMPLETE

12.14.2 The Industrial Training grading is determined by CPM (Asia)

12.15 ACADEMIC MISCONDUCT

12.15.1 Refer to 6.0 for academic misconduct.

12.16 GRADUATION FOR DMk + CPM (Asia)

12.16.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

12.14.2 A student shall be awarded a Certificate upon the fulfilment of the credit for graduation and the graduation conditions.

12.14.3 Those who withdraw the CPM (Asia) programme as specified in 12.10.2, are eligible to be awarded a Diploma in Marketing in the graduation ceremony subject to Senate approval.

11.14.4 Those who failed the CPM (Asia) programme within the specified time as in table 12.2, are eligible to be awarded a Diploma in Marketing in the graduation ceremony subject to Senate approval.

SECTION 13: DIPLOMA IN COMPUTER SCIENCE + SAS® CERTIFIED SPECIALIST: VISUAL BUSINESS ANALYTICS

13.1 INTRODUCTION

13.1.1 Diploma in Computer Science (DCS) + SAS® Certified Specialist: Visual Business Analytics is a dual certification programme offered at KPM Beranang (KPMB) and it is a **2 years and 8 months** programme. The SAS® Certified Specialist: Visual Business Analytics is a certification that validates students' ability to use SAS Visual Analytics for data analysis and business reporting.

13.1.2 This programme is designed to enhance skills in data visualization, business intelligence, and analytics using the SAS platform. This certification demonstrates proficiency in creating and managing reports, performing data analysis, and designing dashboards with SAS Visual Analytics. SAS® Certified Specialist: Visual Business Analytics is a professional certification programme designed by SAS Institute Inc., a global leader in analytics and data management software.

13.1.3 Students need to complete one module after diploma programme that focus on the essential skills required for proficiency in SAS Visual Analytics. The module is *SAS Visual Business Analytics using SAS Viya.*

13.2 ENTRY REQUIREMENTS

13.2.1 Students who have successfully completed a Diploma in Computer Science (DCS) are eligible to pursue the SAS® Certified Specialist: Visual Business Analytics qualification under the following conditions:

13.2.1.1 Only for those offered the dual certification programmes DCS + SAS® Certified Specialist: Visual Business Analytics as specified in the offer letter.

13.2.1.2 The change of programme for DCS + SAS® Certified Specialist: Visual Business Analytics is not allowed and considered as withdrawal from study.

13.2.1.3 Fulfil the entry requirements approved by the Senate in the final semester of the Diploma and classified as Satisfactory Performance (MP) status.

13.3 ACADEMIC SESSIONS

13.3.1 Students who are qualified to enrol in the SAS® Certified Specialist: Visual Business Analytics qualification programme must go through the following academic schedule.

13.3.2 The SAS® Certified Specialist: Visual Business Analytics qualification has a minimum duration of 4 months.

13.3.3 The programme is scheduled for 1 (one) semester, a duration of FOUR (4) months.

13.3.4 The SAS® Certified Specialist: Visual Business Analytics Academic Schedule as stated in Table 13.1.

Table 13.1: Academic Schedule for DCS + SAS

SEMESTER 1 (4 MONTHS)	
Lecture	6 weeks
Mid Semester Break	1 week
Lecture	6 weeks
Preparation for Examination	1 week
Examination	1 week
Semester Break	2 weeks
TOTAL	**17 WEEKS**

13.4 ACADEMIC LOAD

13.4.1 All students must register for the required courses as stated in the programme structure.

13.5 CHANGE OF PROGRAMME

13.5.1 Refer to Academic Regulation for Diploma Programme 2.1.3

13.5.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

13.6 PROGRAMME REGISTRATION

13.6.2.1 Refer to 2.1 for programme registration DCS+SAS students.

13.7 COURSE REGISTRATION

13.7.3.1 Refer to 2.2 course registration for DCS+SAS students.

13.8 ACADEMIC STATUS

13.8.1 Refer to 2.8 for academic status.

13.9 EXTENDED SEMESTER

13.9.1 An extension's duration must not exceed the maximum amount allowed by the Higher Education Division. Table 13.2 below specifies the permitted extension period.

Table 13.2: Permitted Extension Period

Session	Normal Academic Semester	Extended Semester Allowed	Maximum Semester Allowed
DCS	7	2	9
SAS® Certified Specialist: Visual Business Analytics	1	1	2

13.10 DEFERMENT OF STUDY

13.10.1 The maximum duration of deferment allowed must not exceed two (2) semesters refer to table 13.2.

13.10.2 The approval is subject to a decision by the KPM Director. Application for deferment of study can be made based on the following reasons as stated in 2.11.3.

13.11 SUSPENSION OF STUDY

13.11.1 Refer to 2.12 for suspension of studies.

13.12 APPLICATION OF WITHDRAWAL FROM STUDY

13.12.1 A Refer to 2.13 for withdrawal from study.

13.12.2 Discontinuing SAS® Certified Specialist: Visual Business Analytics after diploma for whatever reason is a breach of contract. Students are required to consult the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

13.13 ASSESSMENT

13.13.1 Refer to 4.0 for assessment system.

13.14 GRADING SYSTEM

13.14.1 Grading system is specified by the professional body SAS Institute Inc.

13.14.2 Students must score of at least 67% to pass the exam. The awarding body reserves the right to amend the passing percentage.

13.15 ACADEMIC MISCONDUCT

13.15.1 Refer to 6.0 for academic misconduct.

13.16 GRADUATION FOR DCS + SAS

13.16.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

13.16.2 A student shall be awarded the certificate upon the fulfilment of the credit for graduation and the graduation conditions.

13.16.3 Those who withdraw from the SAS® Certified Specialist: Visual Business Analytics programme as specified in 13.12.2, are eligible to be awarded Diploma in Computer Science in the graduation ceremony subject to Senate approval.

13.16.4 Those who failed the SAS® Certified Specialist: Visual Business Analytics programme within the specified time as in table 13.2, are eligible to be awarded Diploma in Computer Science in the graduation ceremony subject to Senate approval.

SECTION 14: DIPLOMA IN ACCOUNTING + SAP S/4HANA FINANCIAL ACCOUNTING ASSOCIATES

14.1 INTRODUCTION

14.1.1 Diploma in Accounting + SAP S/4HANA Financial Accounting Associates is a dual certification programme offered at KPM Indera Mahkota (KPMIM) and it is a **2 years and 4 months** programme. This certification is targeted at individuals who want to demonstrate their expertise in managing financial accounting tasks using the SAP S/4HANA platform. It is suitable for finance professionals, accountants, and consultants working with SAP's financial modules.

14.1.2 The awarding body for the SAP S/4HANA Financial Accounting Associates certification is SAP SE, the global leader in enterprise software solutions. SAP SE administers a wide range of certifications through its SAP Certification Program, which is recognized worldwide.

14.1.3 Students need to complete 6 (six) modules in SAP S/4HANA include Basics of Customizing for Financial Accounting: GL, AP, AR in SAP S/4HANA, Additional Financial Accounting Configuration in SAP S/4HANA, Asset Accounting in SAP S/4HANA, SAP Financial Closing in SAP S/4HANA, Business Process in Financial Accounting in S/4HANA and S4F00 Overview of Finance in S/4HANA.

14.2 ENTRY REQUIREMENTS

14.2.1 Students who have successfully completed a Diploma in Accounting (DIA) are eligible to pursue the SAP S/4HANA Financial Accounting Associates qualification under the following conditions:

14.2.1.1 Only for those offered the dual certification programmes DIA + SAP S/4HANA Financial Accounting Associates as specified in the offer letter.

14.2.1.2 The change of programme for DIA + SAP S/4HANA Financial Accounting Associates is not allowed and considered as withdrawal from study.

14.2.1.3 Fulfil the entry requirements approved by the Senate in the final semester of the Diploma and classified as Satisfactory Performance (MP) status.

14.3 ACADEMIC SESSIONS

14.3.1 Students who are qualified to enrol in the SAP S/4HANA Financial Accounting Associates qualification programme must go through the following academic schedule.

14.3.2 The SAP S/4HANA Financial Accounting Associates has a minimum duration of 4 months.

14.3.3 The programme is scheduled for 1 (one) semester, a duration of FOUR (4) months.

14.3.4 The SAP S/4HANA Financial Accounting Associates Academic Schedule as stated in Table 14.1 *(The Academic Schedule is subject to change)*

Table 14.1: Academic Schedule for SAP S/4HANA

SEMESTER 1 (4 MONTHS)	
Lecture	6 weeks
Mid Semester Break	1 week
Lecture	6 weeks
Preparation for Examination	1 week
Examination	1 week
Semester Break	2 weeks
TOTAL	**17 WEEKS**

14.4 ACADEMIC LOAD

14.4.1 All students must register for the required courses as stated in the programme structure.

14.5 CHANGE OF PROGRAMME

14.5.1 Refer to Academic Regulation for Diploma Programme 2.1.3

14.5.2 Students are required to refer to the *Bahagian Penganjuran Pelajaran (BPP)* specified Terms of Reference (TOR).

14.6 PROGRAMME REGISTRATION

14.6.1 Refer to 2.1 for programme registration DIA+4/HANA students.

14.7 COURSE REGISTRATION

14.7.1 Refer to 3.2 academic regulation for DIA+4/HANA students.

14.8 ACADEMIC STATUS

14.8.1 Refer to 3.6 for academic status.

14.9 EXTENDED SEMESTER

14.9.1 An extension's duration must not exceed the maximum amount allowed by the Higher Education Division. Table 14.2 below specifies the permitted extension period.

Table 14.2: Permitted Extension Period

SESSION	NORMAL ACADEMIC SEMESTER	EXTENDED SEMESTER ALLOWED	MAXIMUM SEMESTER ALLOWED
DIA	6	2	8
SAP S/4HANA Financial Accounting Associates	1	1	2

14.10 DEFERMENT OF STUDY

14.10.1 The maximum duration of deferment allowed must not exceed two (2) semesters as stated in the table 14.2.

14.10.2 The approval is subject to a decision by the KPM Director. Application for deferment of study can be made based on the following reasons as stated in 2.11.3.

14.11 SUSPENSION OF STUDY

14.11.1 Refer to 2.12 for suspension of studies.

14.12 WITHDRAWAL FROM STUDY

14.12.1 A Refer to 2.13 for withdrawal from study.

14.12.2 Discontinuing SAP S/4HANA Financial Accounting Associates after diploma for whatever reason is a breach of contract. Students are required to consult the Bahagian Penganjuran Pelajaran (BPP) specified Terms of Reference (TOR).

14.13 ASSESSMENT

14.13.1 Refer to 4.0 for assessment system.

14.14 GRADING SYSTEM

14.14.1 Grading system is specified by the professional body SAP Global Cerification.

14.14.2 Students must score at least 65% to pass the exam. The awarding body reserves the right to amend the passing percentage.

14.15 ACADEMIC MISCONDUCT

14.15.1 Refer to 6.0 for academic misconduct.

14.16 GRADUATION FOR DIA + 4/HANA

14.16.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

14.16.2 A student shall be awarded the Certificate upon the fulfilment of the credit for graduation and the conditions for graduation.

14.16.3 Those who withdraw from the SAP S/4HANA Financial Accounting Associates as specified in 14.10.2, are eligible to be awarded Diploma in Accounting in the graduation ceremony subject to Senate approval.

14.16.4 Those who failed the SAP S/4HANA Financial Accounting Associates within the specified time as in table 14.2, are eligible to be awarded Diploma in Accounting in the graduation ceremony subject to Senate approval.

SECTION 15: DIPLOMA IN HALAL INDUSTRY + CERTIFIED HALAL EXECUTIVE PROGRAMME (CHEP)

15.1 INTRODUCTION

15.1.1 Diploma in Halal Industry + Certified Halal Executive Programme (CHEP) is a dual certification programme offered at Kolej Profesional MARA Bandar Melaka (KPMBM).

15.1.2 The programme duration is **2 years and 4 months**, integrating Halal Executive certification in Diploma programme.

15.1.3 The Halal Executive certification is administered by the Department of Islamic Development Malaysia (JAKIM), ensuring compliance with national and international halal standards. The Halal Executive Certification equips graduates with the competencies required to manage halal compliance in various industries, including food production, pharmaceuticals, and cosmetics.

15.2 HALAL EXECUTIVE PROGRAMME

15.2.1 DHI students are automatically eligible for Certified Halal Executive Programme (CHEP).

15.2.2 The Halal Executive programme is integrated into the DHI programme, where the schedule of the programme is determined by KPMBM.

15.2.3 Students must pass all modules set by JAKIM for Halal Executive certification.

15.2.5 JAKIM reserves the right to amend the certification modules periodically.

15.3 ASSESSMENT

15.3.1 Students must fulfill all assessments set by JAKIM.

15.3.3 All assessments will be conducted at KPMBM.

15.4 GRADING SYSTEM

15.4.1 Grading system is determined by JAKIM.

15.4.2 The passing mark for the Halal Executive assessment is 70%.

15.4.3 JAKIM reserves the right to amend the grading system periodically.

15.5 GRADUATION FOR DHI + CHEP

15.5.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

15.5.2 A student shall be awarded the Certificate upon the fulfilment of the credit for graduation and the conditions for graduation.

15.5.3 Those who withdraw from the CHEP, are eligible to be awarded Diploma in Halal Industry in the graduation ceremony subject to Senate approval.

15.5.4 Those who failed the CHEP within the specified time, are eligible to be awarded Diploma in Halal Industry in the graduation ceremony subject to Senate approval.

SECTION 16: DIPLOMA IN ISLAMIC FINANCE (DIF) + ASSOCIATE QUALIFICATION IN ISLAMIC FINANCE (AQIF)

16.1 INTRODUCTION

16.1.1 Diploma in Islamic Finance (DIF) + Associate Qualification in Islamic Finance (AQIF) is a dual certification programme offered at Kolej Profesional MARA Bandar Melaka (KPMBM).

16.1.2 The programme duration is **2 years and 4 months**, integrating AQIF certification in diploma programme.

16.1.2 The AQIF certification is supervised by the Islamic Banking and Finance Institute Malaysia (IBFIM) to ensure compliance with national and international Islamic finance standards. The AQIF certification equips graduates with essential competencies to work in various Islamic financial institutions, including banking, takaful, and capital markets.

16.2 ASSOCIATE QUALIFICATION IN ISLAMIC FINANCE (AQIF) PROGRAMME

16.2.1 DIF students are automatically eligible for AQIF programme as specified in offer letter.

16.2.2 The AQIF programme is integrated into the DIF, where the schedule of the programme is determined by KPMBM.

16.2.3 Students must pass all modules set by IBFIM for AQIF certification.

16.2.4 IBFIM reserves the right to amend the certification modules periodically.

16.3 ASSESSMENT

16.3.1 Students must fulfill all assessments set by IBFIM.

16.3.2 All assessments will be conducted by IBFIM.

16.3.3 The AQIF examination is conducted online, with the time and venue determined by KPMBM.

16.4 GRADING SYSTEM

16.4.1 Grading system is determined by IBFIM.

16.4.2 The passing mark for the Associate Qualification in Islamic Finance (AQIF) examination is 60%.

16.4.3 IBFIM reserves the right to amend the grading system periodically.

16.5 GRADUATION FOR DIF+AQIF

16.5.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

16.5.2 A student shall be awarded the certificate upon the fulfilment of the credit for graduation and the conditions for graduation.

16.5.3 Those who withdraw from the AQIF examination, are eligible to be awarded Diploma in Islamic Finance in the graduation ceremony subject to Senate approval.

16.5.4 Those who failed the AQIF examination, within the specified time, are eligible to be awarded Diploma in Islamic Finance in the graduation ceremony subject to Senate approval.

SECTION 17: DIPLOMA IN ENGLISH COMMUNICATION + *SIJIL PENTERJEMAHAN BAHASA ITBM*

17.1 INTRODUCTION

17.1 Diploma in English Communication (DEC) + *Sijil Penterjemahan Bahasa ITBM* is a dual certification programme offered at Kolej Profesional MARA Seri Iskandar (KPMSI) and Kolej Profesional MARA Indera Mahkota (KPMIM).

17.2 The programme duration is **2 years and 4 months**, integrating *Sijil Penterjemahan Bahasa* ITBM in diploma programme.

17.3 The *Sijil Penterjemahan Bahasa ITBM* is a professional certification programme aimed at individuals seeking to develop or enhance their translation skills. This programme is designed to equip participants with the necessary competencies to perform translation tasks effectively across various domains.

17.2 *SIJIL PENTERJEMAHAN BAHASA ITBM*

17.2.1 DEC students are automatically eligible for the *Sijil Penterjemahan Bahasa ITBM* as specified in offer letter

17.2.2 Students are compulsory to pass **Translation 1** and **Translation 2** before sitting for the ITBM examination.

17.2.3 Students must pass all modules set by ITBM for the certification.

17.2.4 The ITBM examination is conducted by ITBM during the final semester of DEC students before industrial training.

17.3 ASSESSMENT

17.3.1 Students must fulfill all assessments set by ITBM.

17.3.2 The ITBM examination time and venue are determined by ITBM.

17.4 GRADING SYSTEM

17.4.1 Grading system is determined by ITBM.

17.4.2 The passing mark as stated in table 17.1

Table 17.1: ITBM Grading System

MARKS	STATUS
85 – 100	Excellent
70 – 84	Good
50 – 69	Pass
0 – 49	Fail

17.4.3 ITBM reserves the right to amend the grading system periodically.

17.5 GRADUATION FOR DEC+ *SIJIL PENTERJEMAHAN BAHASA ITBM*

17.5.1 Upon the approval and endorsement of BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

17.5.2 A student shall be awarded a Certificate upon the fulfilment of the credit for graduation and the conditions for graduation.

17.5.3 Those who withdraw from the ITBM examination, are eligible to be awarded Diploma in English Communication in the graduation ceremony subject to Senate approval.

17.5.4 Those who failed the ITBM examination, within the specified time, are eligible to be awarded Diploma in English Communication in the graduation ceremony subject to Senate approval.

SECTION 18: DIPLOMA IN INTEGRATED LOGISTICS MANAGEMENT (DLM) + CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT (CILT)

18.1 INTRODUCTION

18.1.1 The Diploma in Integrated Logistics Management (DLM) + Chartered Institute of Logistics and Transport (CILT) is a dual certification programme offered at KPM Bandar Penawar (KPMBP).

18.1.2 The programme duration is **2 years**, integrating CILT modules in diploma programme.

18.1.3 Graduates are eligible to apply for Member (MILT) status without the need to undergo the Professional Qualifying Examination (PQE) conducted by CILT.

18.2 CILT CERTIFICATION

18.2.1 DLM students are automatically eligible for CILT certification as specified in offer letter.

18.2.3 Students must pass all courses in DLM programme and endorsed by senate during final semester.

18.2.4 Modules are embedded in DLM programme and determined by CILT.

18.2.5 CILT reserves the right to amend the certification modules and fee periodically.

18.3 ASSESSMENT AND GRADING SYSTEM

18.3.1 CILT recognizes the courses and assessments conducted by KPM, therefore no additional assessments are required to pass CILT.

18.4 GRADUATION FOR DLM+CILT

18.4.1 Upon the approval and endorsement of the BPT Senate, an official graduation ceremony is held annually for the certificate conferment.

18.4.2 A student shall be awarded the Certificate upon the fulfilment of the credit for graduation and the conditions for graduation.

18.4.3 Students are required to pay the certification fee as determined by CILT. Students who do not pay the fee will not receive CILT certification and unable to attend the convocation ceremony organised by CILT.

18.4.4 Those who failed to pay the certification fee are eligible to be awarded Diploma in Integrated Logistics Management in the graduation ceremony subject to Senate approval.

SECTION 19: INTENSIVE ENGLISH PROGRAMME (IEP)

19.1 INTRODUCTION

19.1 The Intensive English Programme (IEP) offered by Kolej Profesional MARA (KPM) is a short-term preparatory course designed to enhance English language proficiency among students.

19.2 This programme is particularly aimed at students who have achieved at least **THREE CREDITS** in their Sijil Pelajaran Malaysia (SPM) examinations but do not obtain a credit in English.

19.2 ACADEMIC DURATION

The duration for IEP is **two (2)** months as stated in table 19.1 below:

Table 19.1: IEP Academic Session

ACTIVITY	DURATION
Lecture	8 weeks
Final Examination	1 week
TOTAL	**9 WEEKS**

19.3 ACADEMIC LOAD

The programme structure for IEP as stated in table 19.2 below:

Table 19.2: Programme Structure

NO	COURSE	CONTACT HOURS/ WEEK
1	Reading	8
2	Writing	8
3	Grammar	6
4	Listening/ Speaking	10
TOTAL		**32 HOURS**

19.4 GRADING SYSTEM

19.4.1 Grading Scheme

The grading scheme for IEP as stated in table 19.3 below:

Table 9.3: Grading Scheme for IEP

GRADE	MARKS	GRADE INDEX
A	80 and above	Excellent
B	65 – 79	Good
C	50 - 64	Pass
F	49 and below	Fail

19.4.2 Continuous Assessment

19.4.2.1 Every course shall have continuous assessment, which will comprise of quizzes, tests and/ or assignments, and contribute to 60% - 70% of the total marks for the said course. The remaining marks come from the final examination/ assessment.

19.4.2.2 Continuous assessment will be carried out during the semester and the lecturer concerned shall be responsible to arrange the time and place of such assessment.

19.4.2.3 Students will be informed of the course plans, types and forms of assessment, and policy for their class.

19.4.2.4 The marks obtained from continuous assessment are counted and will be combined with the final examination/ assessment marks to form the final grade for the course.

19.4.2.5 Students who failed to complete continuous assessment in the given duration will be awarded 'F' grade.

19.4.3 Final Examination/ Assessment

19.4.3.1 It is compulsory for all registered students to sit for the final examination **OR** complete the final assessment (final project, final assignment, final presentation etc.)

19.4.3.2 Students who failed to comply with this regulation:

a. will be awarded **'F'** grade for the particular course(s);
b. will fail the whole programme; **AND**
c. will not be awarded the certificate of completion.

19.4.4 Repeat

19.4.4.1 Students who failed any of the courses will not be allowed to repeat the course, and therefore will fail the programme.

19.4.5 Fail Programme

19.4.5.1 Students who failed the programme will not be eligible to apply for KPM diploma programme.

19.4.6 Deferment of Studies

19.4.6.1 Deferment of studies is NOT allowed.

19.5 ATTENDANCE

19.5.1 Refer to 4.3 for attendance requirements for IEP.

19.6 BARRED

19.6.1 Refer to 4.4 for barred conditions on IEP final examinations.

19.7 ACADEMIC MISCONDUCT

19.7.1 Refer to section 6 for academic misconduct.

19.8 COMPLETION OF PROGRAMME

19.8.1 A certificate will be awarded if students meet the following:

19.8.1.1 achieve at least a passing grade of **Grade C** in the programme;

19.8.1.2 discharge from all financial obligations;

19.8.1.3 no disciplinary records; **AND**

19.8.1.4 obtain the Senate's approval for certification**.**

19.9 REPRINTS

19.9.1 Any request for reprints will be charged the following:

Certificate - RM100.00 per copy

19.9.2 Students will be charged double the amount stated above per copy for each subsequent reprint.

19.10 QUALIFICATION FOR DIPLOMA PROGRAMMES AT KPM

19.10.1 Students who pass IEP successfully with a minimum of **Grade C** are eligible to apply for all KPM Diploma programmes **except** for **Diploma in English Communication (DEC).**

19.10.2 Students who wish to apply for Diploma in Halal Industry (DHI) must obtain a minimum of **Grade B**.

CHAPTER 20: FINAL PROVISION

20.1 SENATE ENDORSEMENT

This academic regulation was endorsed by the Senate on 26th March 2025 and is recorded under memo reference number MARA.100-4/1/7.

20.2 FINAL DECSISION AUTHORITY

Any matters not expressly provided for in this regulation shall be determined by BPT Senate, whose decision shall be final.

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