

## STUDENT'S MANUAL

Registration - New / Continuing semester

Subject - Add / Drop / Bar,  
Change Course / Deferment,  
Final /Referral Examination

### A. Early stage of a semester (week 1- week 4)

#### A-1 Registration of new students:

1. A new student shall enroll in a course on the date(s) as stated in offer letter.
2. A new student shall register with registry department by completing the registration form.
3. A new student requesting credit transfer shall produce original certificate / transcript for the related course / subject before course coordinator.

#### A-2 Registration of continuing student:

1. Student who has passed the examination of previous semester shall be known as continuing student.
2. Student shall make registration on the date(s) as stated in offer letter to continue studies in a new semester.
3. A continuing student shall register with registry department for a new semester by completing the registration form for continuing student.
4. TWO categories of students:
  - a) Student from a short semester – this student shall be registered in the SAME semester.
  - b) Student from a normal semester – this student shall be registered in semester in ascending order.
5. Student who has failed the examination of previous semester, can appeal to the college for possibility of continuing his / her studies, by submitting a written appeal to Program Director / Head of Examination.

After considering the examination results, possible outcome of the appeal are:

- a) Student is advised to fill in 'Borang Berhenti' and re-register as new student in the same course, subjects which he / she taken that passed with grade C or better can be transferred into the new semester (refer to A-1, item 2)
- b) Student is advised to fill in 'Borang Berhenti' and re-register as new student in a different course (either in the same or different school). Any relevant subject which he / she that passed with grade C or better can be transferred into the new semester in the new course (refer to A-1, item 2)

### **A-3 Change Course (within the first two weeks of a semester)**

1. Student shall be allowed to change course during the semester within the first two week of a semester.
2. Student shall request "Pertukaran Kursus" form from registry department.
3. Student shall complete "Pertukaran Kursus" form and submit the form to registry department.

### **A-4 Registration of subjects / Add subject(s):**

1. Student shall be given a list of subjects to be registered in the semester and a copy of class time table during registration day.
2. Student shall be allowed to register a MINIMUM of 12 credit hours and a MAXIMUM of 18 credit hours, in a normal semester.
3. Student shall be given ONE WEEK to attend classes of the subjects offered according to the class time table. Should there be any clashes in the time table, student shall be expected to solve the problem by consulting with the respective subject lecturer (to change the class time table) and / or course coordinator (to register for a different subject where the class time table does not clash).
4. Student shall follow the date stated in offer letter to register and shall attend classes according to the given class time table. Student who fails to do so without permission from program (written document verified by Program Director / Course Coordinator) shall be penalized.
5. Subject lecturer shall inform course coordinator concerned that there is student who enters class later than the 1<sup>st</sup> week of the semester.
6. Within the first 4 weeks of the semester, student may request to add any subject(s) by completing an "Add / Drop Subject Request" Form from the Course Executive.
7. Student shall submit the completed form to the Course Coordinator immediately. Approval shall be granted upon the consideration on academic performance (CGPA), total credit hours registered in a semester does not exceed the maximum and also that no clashes in class schedule.
8. Student shall receive a copy of printed "Subject Registration" form from Course Coordinator.

## **B. During a semester (week 5 – 13)**

### **B-1 Deferment:**

1. Student who plans to defer in any semester shall obtain "Borang Tangguh Kursus" from registry department.
2. Student shall first seek advice from course coordinator, hence shall obtain approval from the Program Director.

3. Upon approval to defer, student shall inform the registrar by submitting the completed form 'Borang Tangguh Kursus'.
4. A copy of this form shall be given to course executive to be filed in student's file.
5. Student shall not be allowed to defer more than TWO CONSECUTIVE semesters.
6. The maximum number of semester allowed to complete a diploma course is 10 semesters.

**B-2 Drop subject:**

1. Student shall be allowed to drop any subject registered in a semester at any time during the semester, latest one week before the final examination date.
2. The duration to drop a subject without any charges / penalty payment is from 1<sup>st</sup> week until the end of 9<sup>th</sup> week of the semester. However, penalty payment RM 50 shall be charged for this process after 10<sup>th</sup> week of the semester.
3. Student shall obtain an "Add / Drop Subject Request" form from course executive. Student shall fill in the form accordingly and obtain the signature from respective subject lecturer concern.
4. Student shall submit this completed form to Course Coordinator immediately for further action.
5. Student shall receive a copy of printed "Subject Registration" form from Course Coordinator.
6. Student shall verify by signing at the provided space on the printed form. This printed form requires the signatures of Course Coordinator and student for confirmation purpose.
7. After a student has dropped a subject, the decision is final. The student shall not re-register the same subject again in the same semester.

**B-3 Bar from taking final examination:**

1. A student shall be barred from taking final examination due to disciplinary reasons such as:
  - High class absenteeism rate; less than 90% of full attendance.
  - Participation in continuous assessment is less than 80%.
  - Do not submit assignment(s) or late submission of assignment(s).
2. Class attendance shall be monitored closely by respective subject lecturers following college ISO procedure (QPAC 06).
3. A letter on class absenteeism shall be sent to student and parent(s) / guardian after 4 times absent in class.
4. At the end of 10<sup>th</sup> week of a semester, subject lecturer shall submit a list of students with disciplinary problem to Program Director.

5. During the 11<sup>th</sup> week of the semester, student with disciplinary problem shall be summoned to meet with Program Director / Course Coordinator and / or subject lecturer to resolve any disciplinary problem.
6. A standard notice on disciplinary meeting shall be posted to respective parent(s) / guardian concerned.
7. Student shall be given TWO weeks to repent and improve on class attendance / to submit due assignment(s) / to make up continuous assessment that has been missed.
8. At the end of 13<sup>th</sup> week of a semester, student who persists with the disciplinary problem shall be barred from taking final examination.
9. A list of students barred from taking final examination shall be prepared and announced on the bulletin board by Course Executive.
10. Parent(s) / guardian concerned shall receive a standard notice on barring final examination. A copy of this notice shall be kept in the student's personal file.

#### **B-4 Final Examination Time Table:**

1. The first draft of the final examination time table shall be readied and announced after 10<sup>th</sup> week of the semester (at least one month before the examination date).
2. Student shall check on the drafted final examination time table concerning the subjects registered, date and time of the examination.
3. Student shall inform subject lecturer and / or course coordinator and / or Head of Examination Unit any discrepancy in the drafted final examination time table.
4. The finalized examination time table shall be readied and released at least two week before the final examination date.
5. The final examination time table shall be placed at the following locations:
  - ✓ College's website
  - ✓ Bulletin board in college
  - ✓ Bulletin board in hostel

#### **C. Referral Examination**

1. Student who failed the final examination shall be given another chance to pass the examination by taking a referral examination.
2. The registration for referral examination is upon recommendation from respective subject lecturer during the Result Verification Meeting.

3. Student who takes referral examination as second sitting shall be charged a referral fee for each referral subject. (The referral fee is RM 75 per subject, effective December 2006; fee revision shall be advised by the program)
4. Prior to sitting a referral examination, student shall attend personal consultation session conducted by respective subject lecturer.
5. Student who is continuing to industrial training shall be given the priority to take referral examination to pass the subject. (STUDENT SHALL PROCEED TO INDUSTRIAL TRAINING IF AND ONLY IF HE / SHE HAS PASSED ALL SUBJECTS OFFERED IN A COURSE)
6. In the case where a student failed the referral examination, he / she can appeal to Program Director to do the industrial training in college and register to study the subject again concurrently. (This is applicable only to student who failed just ONE subject in the final semester).

#### **D. Appeal to re-examination examination result**

1. Student shall complete an "Appeal Re-Examine" Form from registrar department together with payment RM 50 per examination.
2. Student shall be notified of the re-examination outcome via a letter from the registrar department.
3. The closing date for any appeal is 14 days after the announcement of the examination result.

#### **E. Quit from a course**

1. Student shall obtain "Borang Berhenti" from registry department.
  - Who has completed a course
  - Who has not completed a course but wishes to terminate his/ her studies
2. Student shall complete every section in "Borang Berhenti" form to make clearance with various departments in college.
3. Student shall return the completed form to registry department,
4. Student's status in system 'akademik.ikip.edu.my' shall be changed
  - from 'active' to 'graduate' – for student who has completed a course.
  - from 'active' to 'quit' – for student who has not completed a course.

#### **F. Re-issue of Examination Result Slip and Transcript**

1. There is no charge for the first issue of examination result slip in each semester and academic transcript.

2. Request to re-issue examination result slip for any semester / academic transcript / scroll shall be as follows:
  - Examination result slip per semester – RM 10
  - Academic transcript – RM 75
  - Scroll (copy) – RM 200
  - Scroll (original) – RM 500

(Effective beginning July 2007 and these charges are subjected to change by registrar).



SCHOOL OF DIPLOMA STUDIES  
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**ADD / DROP SUBJECTS REQUEST FORM**

Name	:		I.C. Number	:	
Course	:		Contact no. (hand phone)	:	
Session	:		Semester	:	

Currently, the subjects registered in this session are:

No	Subject code	Subject name	Credit hour	Subject Lecturer

Request to ADD / DROP the following subject(s):

*[\* please indicate clearly the chosen item]*

*Add or Drop	Subject code	Subject name	Credit hour	Subject Lecturer's signature (upon acknowledgement)

I acknowledged the above registration is correct.

Yours sincerely,		Approved by
(Student's signature)		(Course Coordinator's signature)
Date:		Date: