



# PROFESSIONAL PROGRAMME KOLEJ PROFESIONAL MARA (KPM)

## ACADEMIC REGULATIONS



1st Edition 2021

- FOUNDATION IN ACCOUNTANCY (FIA - ACCA)
- CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS (CFAB - ICAEW)

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**Professional Programme  
Kolej Profesional MARA (KPM)  
Academic Regulations**

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## PREFACE

Professional Programme Kolej Profesional MARA (KPM) Academic Regulations 1<sup>st</sup> Edition (2021).

Professional Programme KPM Academic Regulations 1<sup>st</sup> Edition (2021) provides the framework for the conduct of academic activities and records in KPM.

Professional Programme KPM Academic Regulations 1<sup>st</sup> Edition (2021) was endorsed by Mesyuarat Cawangan Pembangunan Pengajian Bahagian Pendidikan Tinggi (BPT) Bil. 4/2021 on 15<sup>th</sup> July 2021 and to be effective for the professional programme starting from Session 2 2021/2022 onwards.

This regulations are to be read together with the:

*Buku Panduan Latihan Industri KPM Edisi 2020*

*Buku Panduan Tatatertib Pelajar Kolej Profesional MARA*

*Buku Panduan Kokurikulum Pelajar Kolej Profesional MARA*

*Buku Panduan Pindah Kredit Program Pengajian Kolej Profesional MARA Edisi 1 2021*

Information Sheet for CBE Students

All information is subject to change without prior notice.

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## **STUDENTS' RESPONSIBILITY**

Students are responsible to abide all sections of the Professional Programme KPM Academic Regulations 1st Edition (2021), and to observe the following responsibilities in order 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/subject registration within the specified time;
  - c) To validate the course/subject registration within the specified time;
  - d) To pay the college registration fees (if applicable) in full sum within the stipulated time.
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

<b>Academic Status:</b> MP MPS DTP	<i>Meneruskan Pengajian</i> <i>Meneruskan Pengajian Bersyarat</i> <i>Ditamatkan Pengajian</i>
<b>Academic Excellence Awards:</b> COPA MOPA	KPM Outstanding Performance Award MARA Outstanding Performance Award
<b>ACCA</b>	Association of Chartered Certified Accountants
<b>APEL</b>	Accreditation of Prior Experiential Learning
<b>BPT</b>	Bahagian Pendidikan Tinggi MARA
<b>BPP</b>	Bahagian Penganjuran Pelajaran MARA
<b>CBE</b>	Computer-Based Examination
<b>CGPA</b>	Cumulative Grade Point Average
<b>GPA</b>	Grade Point Average
<b>Grade:</b> DH MH TH TL PK	<i>Dihalang</i> <i>Meniru/ Dihalang</i> <i>Tidak Hadir</i> <i>Tidak Lengkap</i> <i>Pindah Kredit</i>
<b>Graduation Status:</b> TPG TP (TG) TP (S)	<i>Tamat Pengajian Graduat</i> <i>Tamat Pengajian (Tidak Graduat)</i> <i>Tamat Pengajian (Bersyarat)</i>
<b>ICAEW</b>	Institute of Chartered Accountants in England and Wales
<b>IEP</b>	Intensive English Programme
<b>IPM</b>	Institut Perdagangan MARA
<b>KPM</b>	Kolej Profesional MARA
<b>MPU</b>	<i>Mata Pelajaran Pengajian Umum</i>
<b>MQA</b>	Malaysian Qualifications Agency
<b>SPM</b>	Sijil Pelajaran Malaysia
<b>UPP</b>	Unit Peperiksaan dan Pensijilan KPM
<b>YTP</b>	Young Talent Development Programme



## GLOSSARY

<b>Academic Advisor</b>	A lecturer responsible in managing and advising the students on academic matters.
<b>Academic Programme</b>	The programme of study specified by BPT for the conferment of a certification.
<b>Assessment</b>	Refers to any form of course assessment to measure the achievement of student learning.
<b>Bahagian Pendidikan Tinggi</b>	Bahagian Pendidikan Tinggi MARA, a division in Majlis Amanah Rakyat (MARA) responsible in monitoring KPM.
<b>Bahagian Penganjuran Pelajaran</b>	Bahagian Penganjuran Pelajaran MARA, a division in Majlis Amanah Rakyat (MARA) responsible in giving funding for YTP
<b>BPT Senate Board</b>	The highest authority on studies matters at BPT level.
<b>Certificate</b>	The certification granted by BPT to the graduates during the convocation day.
<b>CGPA</b>	Cumulative Grade Point Average is the accumulated average of grade points received in all semesters attended.
<b>Continuous Assessment</b>	The coursework assessed and evaluated throughout the semester which contribute to the final grade.
<b>Course</b>	It is a component of a programme structure which bears a unique code, and commonly known as subject.
<b>Credit</b>	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.
<b>Deputy Director of Academic Affairs</b>	The executive responsible in handling and managing any academic issues in KPM.
<b>Director of BPT</b>	The highest executive appointed by MARA to manage and administer the operations of BPT.
<b>Final Examination</b>	Refers to the assessment conducted at the end of the semester according to the rules set by BPT.
<b>GPA</b>	Grade Point Average is the average of grade points received in a particular semester.
<b>Head of Department / Programme</b>	A person who is appointed to head a particular academic programme.
<b>Kolej Profesional MARA</b>	Kolej Profesional MARA is one of MARA Educational Institutions (Institusi Pendidikan MARA, IPMA) where the academic programmes are delivered.
<b>KPM Academic Pre-Senate Board</b>	The highest authority on academic matters at KPM level.
<b>KPM Director</b>	The highest executive appointed by MARA to manage and administer the operations of KPM.

<b>MQA</b>	A statutory body in Malaysia set up under the Malaysian Qualifications Act 2007 to accredit academic programs provided by higher educational institutions.
<b>MPU</b>	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 <i>Mata Pelajaran Pengajian Umum</i> (MPU) subjects. It is designed to enhance the student's knowledge and skills that goes beyond the academic disciplines.
<b>Programme Coordinator</b>	A lecturer who is appointed to be responsible in managing an academic programme.
<b>Semester</b>	It is a study session allocated by BPT for lectures, assessments and similar instructional activities.
<b>Transcript</b>	A permanent academic records throughout the duration of studies.
<b>UPP</b>	<i>Unit Peperiksaan dan Pensijilan</i> is the unit responsible to handle matters pertaining to examinations and certifications.

## SECTION 1 ACADEMIC SYSTEM

### 1.0 INTRODUCTION

**Kolej Profesional MARA (KPM)** was first introduced in 1977 under the name Institut Perdagangan MARA (IPM) Kuala Lumpur and its current administrative centre is Bahagian Pendidikan Tinggi MARA (BPT).

To expand the number of professional Bumiputera employment, KPM now offers diploma programs 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.

The seven (7) KPMs throughout Malaysia are:

1. KPM Ayer Molek (KPMAM), Melaka
2. KPM Bandar Melaka (KPMBM), Melaka
3. KPM Bandar Penawar (KPMBP), Johor
4. KPM Beaufort (KPMBS), Sabah
5. KPM Beranang (KPMB), Selangor
6. KPM Indera Mahkota (KPMIM), Pahang
7. KPM Seri Iskandar (KPMIS), Perak

All programmes are accredited by Malaysian Qualifications Agency (MQA) and English is used as a medium of instruction. Programmes offered are:

1. Intensive English Programme (IEP)\*
2. Foundation in Accountancy (FIA)\*
3. Certificate in Finance, Accounting and Business (CFAB)\*
4. Diploma in Accounting (DIA)
5. Diploma in Business Information Technology (DBIT)
6. Diploma in Business Studies (DBS)
7. Diploma in Computer Networking (DCN)
8. Diploma in Computer Science (DCS)
9. Diploma in Creative Digital Media Production (DCD)
10. Diploma in English Communication (DEC)
11. Diploma in Entrepreneurship (DEn)
12. Diploma in Halal Industry (DHI)
13. Diploma in Integrated Logistics Management (DLM)
14. Diploma in International Business (DIB)
15. Diploma in Islamic Banking and Finance (DBF)
16. Diploma in Landscape and Horticulture (DLH)
17. Diploma in Marketing (DMk)

***\*Not required to be accredited***

The modules of the various programmes at KPM would enable the diploma graduates either to enter the job market or pursue their studies at degree level locally or abroad.

## 1.1 PROGRAMME DURATION

Table 1.1: List of Programme Duration

NO	PROGRAMME DURATION	DURATION
	PROGRAMMES	
1	<b>Intensive English Programme (IEP)</b>	2 months
2	<b>Foundation in Accountancy (FIA)</b> KPM Ayer Molek	1 year
3	<b>Certificate in Finance, Accounting and Business (CFAB)</b> KPM Beranang	1 ½ years
4	<b>Diploma in Accounting (DIA)</b> KPM Beranang KPM Ayer Molek KPM Indera Mahkota KPM Bandar Penawar	2 years
5	<b>Diploma in Business Information Technology (DBIT)</b> KPM Seri Iskandar	2 years
6	<b>Diploma in Business Studies (DBS)</b> KPM Beranang KPM Ayer Molek	2 years
7	<b>Diploma in Computer Networking (DCN)</b> KPM Indera Mahkota	2 ½ years
8	<b>Diploma in Computer Science (DCS)</b> KPM Beranang	2 ½ years
9	<b>Diploma in Creative Digital Media Production (DCD)</b> KPM Indera Mahkota	2 ½ years
10	<b>Diploma in English Communication (DEC)</b> KPM Indera Mahkota KPM Seri Iskandar	2 ½ years
11	<b>Diploma in Entrepreneurship (DEn)</b> KPM Bandar Melaka	2 years
12	<b>Diploma in Halal Industry (DHI)</b> KPM Bandar Melaka	2 ½ years
13	<b>Diploma in Integrated Logistics Management (DLM)</b> KPM Bandar Penawar	2 years
14	<b>Diploma in International Business (DIB)</b> KPM Seri Iskandar	2 years
15	<b>Diploma in Islamic Banking and Finance (DBF)</b> KPM Bandar Melaka	2 ½ years
16	<b>Diploma in Landscape and Horticulture (DLH)</b> KPM Beranang	2 ½ years
17	<b>Diploma in Marketing (DMk)</b> KPM Seri Iskandar	2 years

**FOUNDATION  
IN  
ACCOUNTANCY  
(FIA-ACCA)**

## SECTION 2 FOUNDATION IN ACCOUNTANCY (FIA)

### 2.0 ACADEMIC SESSION

- 2.1.1 The Academic Session is divided into **three (3)** Regular Semesters: Session 1, Session 2 and Session 3. (*Effective from July 2021, ref no.: MARA.600-2/2/5 jld 2 (88)*)
- 2.1.2 Each session consists of **fifteen (15)** weeks of instructional weeks comprising lectures, activity week, revision and final examination weeks.
- 2.1.3 **The Academic Session schedule is as stated in Table 2.1.3**  
(\* *The Academic Session is subject to change*)

Table 2.1.3: Academic Session for FIA Programme

ACTIVITIES	SESSION 1	SESSION 2	SESSION 3
Lecture	6 weeks	6 weeks	6 weeks
Activity Week	1 week	1 week	1 week
Lecture	6 weeks	6 weeks	6 weeks
Revision and Final Examination Week	2 weeks	2 weeks	2 weeks
<b>Total Academic Weeks</b>	<b>15 weeks</b>	<b>15 weeks</b>	<b>15 weeks</b>
Semester break	2 weeks	2 weeks	3 weeks
<b>Total</b>	<b>52 weeks</b>		

### 2.2 ACADEMIC LOAD

- 2.2.1 All students must register all the required subjects stated in the program structure.

## SECTION 3 ACADEMIC REGISTRATION

### 3.0 CHANGE OF PROGRAMME

The change of academic programs for FIA students under the scheme of the Young Talent Program is not allowed and considered as withdrawal from study.

### 3.1 PROGRAMME REGISTRATION

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

#### 3.1.1 New Student Registration

- 3.1.1.1 All students must undergo programme registration on the stipulated date and in accordance with the details stated in the offer letter.
- 3.1.1.2 The procedures for programme registration will be managed by KPM Deputy Director of Student Affairs.
- 3.1.1.3 Students who fail to abide clause 3.1.1.1 **without valid reasons**, the offer will be automatically annulled.
- 3.1.1.4 Students are required to register for ACCA membership on the registration day.

#### 3.1.2 Senior Student Registration

- 3.1.2.1 All senior students are required to complete their semester registration on the stipulated date and time in accordance with the details stated by KPM.
- 3.1.2.2 Students are also required to undergo course/subject registration on the stipulated date by KPM. **(Refer Clause 3.2)**
- 3.1.2.3 However, if they failed to pay for the semester registration fee within duration stated by KPM, they may not be allowed to register for the course registration.
- 3.1.2.4 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/her study.

### 3.2 COURSE/SUBJECT REGISTRATION

- 3.2.1 All students are required to register for all the courses/subjects 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.
- 3.2.2 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:

- 3.2.2.1 RM 50.00 - the first day
- 3.2.2.2 RM 10.00 - each subsequent day

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

### 3.3 EXEMPTION FOR PAPER FA1 OF THE FIA QUALIFICATION

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

### 3.4 MQA GENERAL STUDIES COURSES

3.4.1 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 Certificate.

3.4.2 The course code are indicated as MPU in the programme structure.

3.4.3 Grading System for MQA General Studies Courses

- 3.4.3.1 The passing mark for MQA courses is **45** that is equivalent to grade '**C-**'. The grading system is as shown in the table 2.4.3.1 below. Students obtaining grade '**D+**' and below have to repeat the course(s) concerned.

Table 3.4.3.1: Grading System for MPU Courses

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	
DH	-	0.00	Barred
MH	-	0.00	Cheating/Plagiarising
TH	-	-	Absent
TL	-	-	Incomplete
PK	-	-	Credit Transfer



### 3.5 CO-CURRICULUM

- 3.5.1 It is compulsory for all students to register and pass **one (1)** co-curriculum course comprising clubs/sports/games.
- 3.5.2 Students are allowed to repeat the failed course(s) or replace failed course(s) with another course(s) belonging to the same group.
- 3.5.3 **Two (2)** attempts are allowed for each course/group.
- 3.5.4 Additional information on attendance, grading scheme and others, refer to *Buku Panduan Kokurikulum Pelajar KPM*.

### 3.6 TYPES OF COURSES

- 3.6.1 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.
- 3.6.2 Compulsory Course:  
A group of courses which must be taken by all students as determined by the BPT Curriculum Unit.

### 3.7 ACADEMIC STATUS

- 3.7.1 **Satisfactory Performance (MP)**  
Students performance are satisfactory if CGPA of 2.50 and above is obtained. Students must **PASS** all core courses from ACCA.
- 3.7.2 **Unsatisfactory Performance**  
A student who earns a CGPA of less than 2.50 will be on probation or dismissed from the KPM.
- 3.7.3 **Dismissal (DTP)**  
The students will be dismissed when they are not complying with terms and conditions as agreed upon registration and loan agreement signed between the students and BPP.
- 3.7.4 **Incomplete Grade**
- 3.7.4.1 **Unable to complete a course(s) prior approval by BPT Senate**
- 3.7.4.1.1 'TL' grade is recorded for students who are unable to complete a course(s) and with prior approval by the BPT Senate.
- 3.7.4.1.2 '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.

- 3.7.4.1.3 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.
- 3.7.4.1.4 Students are not allowed to re-register for a course in which a 'TL' grade has been assigned.
- 3.7.4.1.5 '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.

### 3.7.5 TP(TG) Status

- 3.7.5.1 A student will not graduate if he/she is not able to pass all the core subjects within the specified time.

## 3.8 EXTENDED SEMESTER

- 3.8.1 Extended semester for FIA programme is **NOT** allowed.

## 3.9 DEFERMENT OF STUDY

- 3.9.1 Deferment of studies for FIA programme is **NOT** allowed.

## 3.10 APPLICATION OF WITHDRAWAL FROM STUDIES

- 3.10.1 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.
- 3.10.2 A student is not allowed to leave his studies without approval from Director of BPT through the KPM Director.
- 3.10.3 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.

## SECTION 4 CREDIT SYSTEM

### 4.0 CREDIT SYSTEM

- 4.1.1 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.
- 4.1.2 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.
- 4.1.3 As a general guideline, **one (1)** credit hour in a course is equivalent to **40 notional hours**.
- 4.1.3.1 **One (1)** hour per week lecture; **OR**
- 4.1.3.2 **Two (2)** hours – **three (3)** hours per week laboratory or workshop session; **OR**
- 4.1.3.3 **Two (2)** hours per week supervised tutorial session; **OR**
- 4.1.3.4 **Three (3)** hours per week problem-based learning activities, e-learning modules, site visits and coursework projects activities.
- 4.1.4 **One (1)** credit hour is also equivalent to **three (3)** hours per week Final Year Project/Certificate Project activities or Integrated Design Project activities inclusive of meeting with supervisor.
- 4.1.5 **One (1)** credit hour is also equivalent to **two (2)** weeks of industrial training activities.
- 4.1.6 A general guideline for estimating student's independent learning time may follow as below:
- 4.1.6.1 for every **one (1)** hour of lecture, a student may spend **one (1)** hour of preparation;
- 4.1.6.2 for every **one (1)** hour of tutorial/ laboratory/ workshop, a student may spend **one (1)** hour of preparation;
- 4.1.6.3 for any **one (1)** hour assessment, a student may need a minimum **three (3)** hours of preparation.

## 4.2 CREDIT FOR GRADUATION

4.2.1 Credit for graduation is the number of credits in a curriculum structure determined by the BPT and approved by the Senate that a student must pass in order to graduate (**Refer Section 8: Graduation**).

## 4.3 CREDIT EARNED

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

## 4.4 CREDIT COUNTED

4.4.1 Credit Counted refers to the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA. Credits for co-curriculum courses are not counted in the CGPA calculation.

## SECTION 5 ASSESSMENT

### 5.0 ASSESSMENT SYSTEM

#### 5.1 EXTERNAL EXAMINATION/ASSESSMENT

##### 5.1.1 TYPES OF EXAMINATION/ASSESSMENT

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

##### 5.1.1.1 **Continuous Assessment (CA): Test 1, 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.

##### 5.1.1.2 **Final Examination (FE): Computer-Based Examination (CBE)**

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

5.1.1.2.2 Additional information, refer to Information Sheet for CBE Students.

#### 5.2 INTERNAL EXAMINATION/ASSESSMENT

##### 5.2.1 TYPES OF EXAMINATION/ASSESSMENT

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

##### 5.2.2 FINAL EXAMINATION/FINAL ASSESSMENT

5.2.2.1 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.

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

5.2.2.3 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 failed grade 'F' in his result slip.

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

### 5.3 MEDICAL LEAVE DURING EXAMINATION WEEK

- 5.3.1 A student with Medical Certificate (MC) by an authorised Medical Officer from Government Hospital/Clinic during the final examination week will be required to repeat the course(s) in the following semester.
- 5.3.2 However, ONLY students who have been hospitalised and obtain MC by an authorised Medical Officer from Government Hospital/Clinic with supporting documents due to critical illness and/or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc. 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.
- i. Medical Certificate (MC) obtained from Private Hospital/Clinic must be endorsed by an authorised Medical Officer from Government Hospital/Clinic.
- 5.3.3 Students may be restricted from viewing/receiving final examination result if he/she failed to pay for the course repeat fee (**Refer Clause 5.6**).

### 5.4 ATTENDANCE

- 5.4.1 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 Government Hospital/Clinic or prior approved leave for his absence.
- 5.4.2 In addition, MC obtained from Private Hospital/Clinic needs to be endorsed by an authorised Medical Officer from Government Hospital/Clinic.
- 5.4.3 Students who attend **less than 80%** of the total scheduled contact hours of a course in a semester without any reason or supporting documents:
- 5.4.3.1 are not allowed to attend all subsequent forms of scheduled learning activities; **AND**
- 5.4.3.2 are not allowed to sit for subsequent forms of assessment (continuous assessment and final examination/assessment); **AND**
- 5.4.3.3 will be awarded 'F' grade for that particular course.
- 5.4.4 Student absences **cannot exceed 20%** of the course with the following conditions:
- 5.4.4.1 **10%** absence from lecture/tutorial/laboratory includes approved leave on personal grounds or deliberate non-attendance;
- 5.4.4.2 **10%** of absence from lecture/tutorial/laboratory is allowed for students with Medical Certification (MC) and supporting documents;

- 5.4.4.3 Beyond the above, students are required to repeat the course(s). A grade 'F' will be recorded on the examination result. This is also applied for courses without final examination.

## 5.5 BARRED

- 5.5.1 Students can be barred from class(es)/examinations **OR** dismissed due to unsatisfactory attendance at any time during the semester (**Refer Clause 5.4**).
- 5.5.2 Students who are barred from the examinations would be required to repeat the course(s) concerned in the following semester.

## 5.6 REPEAT

### 5.6.1 FIA Core Subjects

- 5.6.1.1 A student who fails any of the subjects must repeat that/those course(s) and is liable to pay for the examination fees.
- 5.6.1.2 A student who obtains a grade 'C-' and/or below in any of the CAT Professional Courses must repeat that/those examination(s) in the first week of the following semester. Any examination fees charged by ACCA related to the repeat courses have to be borne by the student.

### 5.6.2 Compulsory subjects

- 5.6.2.1 A student who fail 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 5.3.3**).
- 5.6.2.2 The maximum grade is 'B' for those who repeat the course(s) due to academic misconduct/barred (**Refer Section 7: Academic Misconduct**).
- 5.6.2.3 A student is allowed to repeat a course not more than **two (2)** times within the period allowed.
- 5.6.2.4 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.

## 5.7 SUPPLEMENTARY EXAMINATION (COMPULSORY SUBJECTS)

- 5.7.1.1 Students are allowed to request for a Supplementary Examination subject to the approval of KPM Academic Pre-Senate Board.
- 5.7.1.2 Conditions for Supplementary Examination are as follows:

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 Government Hospital/Clinic with supporting documents (relating to critical illness and/ or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc.) <b>(Refer Clause 5.3.2)</b> .	i. (b) Courses with no final examinations or conducted fully via coursework; <b>OR</b>
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 Academic Pre-Senate Board.	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 Academic Pre-Senate Board.	iii. (b) Students who have been barred from examination or failed due to plagiarism/cheating offences.

5.7.1.3 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.

5.7.1.4 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.

## 5.8 APPEALS (COMPULSORY SUBJECTS)

5.8.1 Appeals for Remarking of Final Examination Answer Scripts.

5.8.1.1 Appeals must be submitted to KPM Director within **five (5)** working days after examination results are released.

5.8.1.2 If a student is not satisfied with the results, an appeal can be made to the KPM Pre-Senate Board for remarking. A charge of RM 50.00 per course will be imposed and not refundable.

5.8.1.3 The KPM Pre-Senate Board may not approve the appeal for **ANY** of the following reasons:

5.8.1.3.1 a student did not fulfil all assessment or attendance requirement;

5.8.1.3.2 the appeal is not supported by relevant documentation;

5.8.1.3.3 the appeal is related to a grade awarded after a remarking;

5.8.1.3.4 the appeal is related to resubmission of an assignment which was earlier denied.

5.8.1.4 The result of the appeal will be released within **five (5)** working days.



## SECTION 6 GRADING SYSTEM

### 6.0 GRADING

Upon completion of courses at the end of each semester, a student's performance will be evaluated and graded.

### 6.1 GRADE POINT SYSTEM FOR FIA CORE COURSES

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

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	Pass
C-	45 - 49	1.67	Fail
D+	40 - 44	1.33	
D	35 - 39	1.00	
F	0 - 34	0.00	
DH	-	0.00	Barred
MH	-	0.00	Cheating/Plagiarising
TH	-	-	Absent
TL	-	-	Incomplete
PK	-	-	Credit Transfer

#### 6.1.2 Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

*[GPA and CGPA will be calculated to the two decimals places]*

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

**SEMESTER 1**

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Recording Financial Transaction	FA1	6	B	3.00	18.00
Management Information	MA1	6	A-	3.67	22.02
Public Speaking and Communication	MPU2232	2	C+	2.33	4.66
<b>Total</b>		<b>14</b>			<b>44.68</b>

$$\begin{aligned} \text{GPA} &= \text{Total credit points} / \text{Total credit hours} \\ &= 44.68 / 14 \\ &= 3.19 \end{aligned}$$

$$\begin{aligned} \text{CGPA} &= \text{Total cumulative credit points} / \text{Total cumulative credit hours} \\ &= 44.68 / 14 \\ &= 3.19 \end{aligned}$$

**SEMESTER 2**

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Maintaining Financial Records	FA2	6	A+	4.00	24.00
Maintaining Costs and Finance	MA2	6	B	3.00	18.00
Pengajian Malaysia 1	MPU1152	2	C+	2.33	4.66
<b>Total</b>		<b>14</b>			<b>46.66</b>

$$\begin{aligned} \text{GPA} &= \text{Total credit points} / \text{Total credit hours} \\ &= 46.66 / 14 \\ &= 3.33 \end{aligned}$$

$$\begin{aligned} \text{CGPA} &= \text{Total cumulative credit points} / \text{Total cumulative credit hours} \\ &= (44.68 + 46.66) / (14 + 14) \\ &= 91.34 / 28 \\ &= 3.26 \end{aligned}$$

### 6.1.2.2 Sample calculation of GPA and CGPA for a student with a repeat course e.g. Public Speaking and Communication

6.1.2.2.1 A student who fails Public Speaking and Communication in Semester 1 and repeats the course in Semester 2

#### SEMESTER 1

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Recording Financial Transaction	FA1	6	B	3.00	18.00
Management Information	MA1	6	B-	2.67	16.02
Public Speaking and Communication	MPU2232	2**	D	1.00	2.00*
<b>Total</b>		<b>14</b>			<b>36.02</b>

$$\begin{aligned} \text{GPA} &= \text{Total credit points} / \text{Total credit hours} \\ &= 36.02 / 14 \\ &= 2.57 \end{aligned}$$

$$\begin{aligned} \text{CGPA} &= \text{Total cumulative credit points} / \text{Total cumulative credit hours} \\ &= 36.02 / 14 \\ &= 2.57 \end{aligned}$$

#### SEMESTER 2

Course	Code	Credit Hour	Grade	Grade Point	Credit Point
Maintaining Financial Records	FA2	6	B+	3.33	19.98
Maintaining Costs and Finance	MA2	6	B	3.00	18.00
Pengajian Malaysia 1	MPU1152	2	C+	2.33	4.66
Public Speaking and Communication	MPU2232	2	C+	2.33	4.66
<b>Total</b>		<b>16</b>			<b>47.30</b>

$$\begin{aligned} \text{GPA} &= \text{Total credit points} / \text{Total credit hours} \\ &= 47.30 / 16 \\ &= 2.96 \end{aligned}$$

$$\begin{aligned} \text{CGPA} &= \text{Total cumulative credit points} / \text{Total cumulative credit hours} \\ &= [(36.02 - 2.00*) + 47.30] / [(14 - 2**) + 16] \\ &= 81.32 / 28 \\ &= 2.90 \end{aligned}$$

## **SECTION 7 ACADEMIC MISCONDUCT**

### **7.0 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.

### **7.1 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:

- 7.1.1 Allowing others to do an assignment or portion of an assignment;
- 7.1.2 Submitting the same assignment for more than one course;
- 7.1.3 Collaborating on an examination or assignment with any other person;
- 7.1.4 Copying or attempting to copy from others during an examination or on an assignment;
- 7.1.5 Communicating answers with another person during an examination;
- 7.1.6 Preprogramming a calculator or devices to contain answers or other unauthorized information for examinations;
- 7.1.7 Using unauthorized materials, prepared answers, written notes, or concealed information during an examination (either printed or written or electronic forms); and
- 7.1.8 Taking an examination for another person or having someone take an examination for you.

### **7.2 PLAGIARISM**

- 7.2.1 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.
- 7.2.2 Examples of plagiarism, whether inadvertent or deliberate include any of the following actions, but are not limited to:
  - 7.2.2.1 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;

- 7.2.2.2 using close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- 7.2.2.3 submitting another programme member's work in whole or in part;
- 7.2.2.4 use of another person's ideas, work or research data without acknowledgement;
- 7.2.2.5 submitting work which has been written by someone else on the student's behalf;
- 7.2.2.6 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;

### **7.3 MULTIPLE SUBMISSION**

7.3.1 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.

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

- 7.3.2.1 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester;
- 7.3.2.2 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester in a course being repeated; and
- 7.3.2.3 Representing group work produced in one course as one's own work and using it in another course.

### **7.4 ASSISTING IN ACADEMIC MISCONDUCT**

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

### **7.5 PENALTY**

- 7.5.1 All the academic misconduct cases shall be referred to the KPM Disciplinary Board.
- 7.5.2 For all proven cases of academic misconduct, 'F' grade will be given for the course(s).

## SECTION 8 GRADUATION

### 8.0 INTRODUCTION

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

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

### 8.1 GRADUATION REQUIREMENTS

8.1.1 Prior to graduation, students must obtain a Graduate status (TPG) upon fulfilling the following requirements:

- 8.1.1.1 passed all the courses required by their respective programmes, including Industrial Training and Co-Curriculum; **AND**
- 8.1.1.2 obtained an overall CGPA of 2.50 and above; **AND**
- 8.1.1.3 completed the required 50 credit hours within the programme duration specified;
- 8.1.1.4 discharged from all financial obligations, debts or other charges to the college; **AND**
- 8.1.1.5 obtain the Senate's approval and endorsement for graduation; **AND**
- 8.1.1.6 meet other requirements as stipulated in BPP and KPM rules and regulations.

### 8.2 ACADEMIC EXCELLENCE AWARDS

#### 8.2.1 KPM Outstanding Performance Award-COPA (*Anugerah Kecemerlangan Kolej*)

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

#### 8.2.2 Eligibility for Academic Excellence Awards

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

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

### 8.2.3 MARA Outstanding Performance Award-MOPA (Anugerah Kecemerlangan MARA)

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

### 8.2.4 Eligibility for Academic Excellence Awards

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

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

## 8.3 RESULT SLIP, TRANSCRIPT AND DIPLOMA

- 8.3.1 The examination results will be announced after the approval and endorsement by the BPT Senate Board.
- 8.3.2 Transcript will be issued upon completion of the programme after the approval and endorsement of results by the BPT Senate Board.
- 8.3.3 The diploma will be awarded upon graduation.
- 8.3.4 Any request for reprints must be done through *Unit Peperiksaan & Pensijilan KPM* and will be charged the following:
- |         |             |   |                    |
|---------|-------------|---|--------------------|
| 8.3.4.1 | Result Slip | : | RM 10.00 per copy  |
| 8.3.4.2 | Transcript  | : | RM 50.00 per copy  |
| 8.3.4.3 | Certificate | : | RM 100.00 per copy |
- 8.3.5 Students will be charged double the amount stated above per copy for each subsequent reprint.

**CERTIFICATE  
IN FINANCE,  
ACCOUNTING  
AND BUSINESS  
(CFAB-ICAEW)**



## SECTION 2 CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS (CFAB)

### 2.0 ACADEMIC SESSION

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

2.1.2 Each session consists of **fifteen (15)** weeks of instructional weeks comprising lectures, activity week, revision and final examination weeks.

2.1.3 **The Academic Session schedule is as stated in Table 2.1.3**  
(\* *The Academic Session is subject to change*)

Table 2.1.3: Academic Session for CFAB Programme

ACTIVITIES	SESSION 1	SESSION 2	SESSION 3	SESSION 4
Lecture	6 weeks	6 weeks	6 weeks	6 weeks
Activity Week	1 week	1 week	1 week	1 week
Lecture	6 weeks	6 weeks	6 weeks	6 weeks
Revision and Final Examination Week	2 weeks	2 weeks	2 weeks	2 weeks
<b>Total Academic Weeks</b>	<b>15 weeks</b>	<b>15 weeks</b>	<b>15 weeks</b>	<b>15 weeks</b>
Semester break	2 weeks	2 weeks	3 weeks	2 weeks
<b>Total</b>	<b>69 weeks</b>			

### 2.2 ACADEMIC LOAD

2.2.1 All students must register all the required subjects stated in the program structure.

## SECTION 3 ACADEMIC REGISTRATION

### 3.0 CHANGE OF PROGRAMME

The change of academic programs for CFAB students under the scheme of the Young Talent Development Programme is not allowed and considered as withdrawal or breach of contract.

### 3.1 PROGRAMME REGISTRATION

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

#### 3.1.1 New Student Registration

- 3.1.1.1 All students must undergo programme registration on the stipulated date and in accordance with the details stated in the offer letter.
- 3.1.1.2 The procedures for programme registration will be managed by KPM Deputy Director of Student Affairs.
- 3.1.1.3 Students who fail to abide clause 3.1.1.1 **without valid reasons**, the offer will be automatically annulled.
- 3.1.1.4 Students are required to register for ICAEW membership within one (1) month after the registration day.

#### 3.1.2 Senior Student Registration

- 3.1.2.1 All senior students are required to complete their semester registration on the stipulated date and time in accordance with the details stated by KPM.
- 3.1.2.2 Students are also required to undergo course/subject registration on the stipulated date by KPM. **(Refer Clause 3.2)**
- 3.1.2.3 However, if they failed to pay for the semester registration fee within duration stated by KPM, they may not be allowed to register for the course registration.
- 3.1.2.4 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.

### 3.2 COURSE REGISTRATION

- 3.2.1 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.

3.2.2 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:

- 3.2.2.1 RM 50.00 - the first day
- 3.2.2.2 RM 10.00 - each subsequent day

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

### 3.3 MQA GENERAL STUDIES COURSES

3.3.1 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 Certificate.

3.3.2 The course code are indicated as MPU in the programme structure.

3.3.3 Grading System for MQA General Studies Courses

- 3.3.3.1 The passing mark for MQA courses is **45** that is equivalent to grade '**PASS**'. The grading system is as shown in the table 3.3.3.1 below. Students obtaining grade '**FAIL**' and below have to repeat the course(s) concerned.

*Table 3.3.3.1: Grading System for MPU Courses*

Grade	Marks	Grade Status
PASS	45 - 100	PASS
FAIL	0 - 44	FAIL
DH	-	BARRED
MH	-	CHEATING/PLAGIARISING
TL	-	INCOMPLETE

### 3.4 CO-CURRICULUM (IF ANY)

3.4.1 It is compulsory for all students to register and pass **one (1)** co-curriculum course comprising clubs/sports/games.

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

3.4.3 **Two (2)** attempts are allowed for each course/group.

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

### 3.5 TYPES OF COURSES

- 3.5.1 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.
- 3.5.2 Compulsory Course:  
A group of courses which must be taken by all students as determined by the BPT Curriculum Unit.

### 3.6 ACADEMIC STATUS

- 3.6.1 **Satisfactory Performance (MP)**  
Students performance are satisfactory if **PASS** grade is obtained. Students must **PASS** all courses offered in the programme.
- 3.6.2 **Unsatisfactory Performance**  
Students performance are unsatisfactory if **FAIL** any courses offered in the programme.
- 3.6.3 **Dismissal (DTP)**  
A student will be dismissed when:
- 3.6.3.1 fail **ALL** registered academic courses in the semester, **OR**
  - 3.6.3.2 fail the same course(s) after **three (3)** attempts for compulsory courses and **four (4)** attempts for core courses within period of study, **OR**
  - 3.6.3.3 fail to pass **ALL** core courses within the specified time.

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

#### 3.6.4 Incomplete Grade

- 3.6.4.1 **Unable to complete a course(s) prior approval by BPT Senate**
- 3.6.4.1.1 'TL' grade is recorded for students who are unable to complete a course(s) and with prior approval by the BPT Senate.
  - 3.6.4.1.2 Students are not allowed to re-register for a course in which a 'TL' grade has been assigned.
  - 3.6.4.1.3 'TL' grade is also recorded for students (**Refer Clause 5.2.5: Medical leave during examination week**). The 'TL' grade must be converted to a completed grade at the end of the following semester.

### 3.7 EXTENDED SEMESTER

- 3.7.1 Extended semester for CFAB programme is **NOT** allowed.

### 3.8 DEFERMENT OF STUDY

- 3.8.1 Deferment of studies for CFAB programme is **NOT** allowed as stated in the contract.

### 3.9 APPLICATION OF WITHDRAWAL FROM STUDIES

- 3.9.1 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.
- 3.9.2 A student is not allowed to leave his studies without approval from Director of BPT through the KPM Director.
- 3.9.3 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.

## SECTION 4 CREDIT SYSTEM

### 4.0 CREDIT SYSTEM

- 4.1.1 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.
- 4.1.2 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.
- 4.1.3 As a general guideline, **one (1)** credit hour in a course is equivalent to **40 notional hours**.
- 4.1.3.1 **One (1)** hour per week lecture; **OR**
- 4.1.3.2 **Two (2)** hours – **three (3)** hours per week laboratory or workshop session; **OR**
- 4.1.3.3 **Two (2)** hours per week supervised tutorial session; **OR**
- 4.1.3.4 **Three (3)** hours per week problem-based learning activities, e-learning modules, site visits and coursework projects activities.
- 4.1.4 **One (1)** credit hour is also equivalent to **three (3)** hours per week Final Year Project/Certificate Project activities or Integrated Design Project activities inclusive of meeting with supervisor.
- 4.1.5 **One (1)** credit hour is also equivalent to **two (2)** weeks of industrial training activities.
- 4.1.6 A general guideline for estimating student's independent learning time may follow as below:
- 4.1.6.1 for every **one (1)** hour of lecture, a student may spend **one (1)** hour of preparation;
- 4.1.6.2 for every **one (1)** hour of tutorial/ laboratory/ workshop, a student may spend **one (1)** hour of preparation;
- 4.1.6.3 for any **one (1)** hour assessment, a student may need a minimum **three (3)** hours of preparation.

## SECTION 5 ASSESSMENT

### 5.0 ASSESSMENT SYSTEM

#### 5.1 TYPES OF ASSESSMENT

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

#### 5.2 FINAL EXAMINATION/FINAL ASSESSMENT

5.2.1 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 '**FAIL**' will be recorded if a student fails to comply with this regulation.

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

5.2.3 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 failed grade '**F**' in his result slip.

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

##### 5.2.5 Medical leave during examination week

5.2.5.1 A student with Medical Certificate (MC) by an authorised Medical Officer from Government Hospital/Clinic during the final examination week will be required to repeat the course(s) in the following semester.

5.2.5.2 However, **ONLY** students who have been hospitalised and obtain MC by an authorised Medical Officer from Government Hospital/Clinic with supporting documents due to critical illness and/or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc. 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.

ii. Medical Certificate (MC) obtained from Private Hospital/Clinic must be endorsed by an authorised Medical Officer from Government Hospital/Clinic.

5.2.6 Students may be restricted from viewing/receiving final examination result if he/she failed to pay for the course repeat fee (**Refer Clause 5.5**).

### 5.3 ATTENDANCE

- 5.3.1 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 Government Hospital/Clinic or prior approved leave for his absence.
- 5.3.2 In addition, MC obtained from Private Hospital/Clinic needs to be endorsed by an authorised Medical Officer from Government Hospital/Clinic.
- 5.3.3 Students who attend **less than 80%** of the total scheduled contact hours of a course in a semester without any reason or supporting documents:
- 5.3.3.1 are not allowed to attend all subsequent forms of scheduled learning activities; **AND**
  - 5.3.3.2 are not allowed to sit for subsequent forms of assessment (continuous assessment and final examination/assessment); **AND**
  - 5.3.3.3 will be awarded '**FAIL**' grade for that particular course.
- 5.3.4 Student absences **cannot exceed 20%** of the course with the following conditions:
- 5.3.4.1 **10%** absence from lecture/tutorial/laboratory includes approved leave on personal grounds or deliberate non-attendance;
  - 5.3.4.2 **10%** of absence from lecture/tutorial/laboratory is allowed for students with Medical Certification (MC) and supporting documents;
  - 5.3.4.3 Beyond the above, students are required to repeat the course(s). A grade '**F**' will be recorded on the examination result. This is also applied for courses without final examination.

### 5.4 BARRED

- 5.4.1 Students can be barred from class(es)/examinations **OR** dismissed due to unsatisfactory attendance at any time during the semester (**Refer Clause 5.3**).
- 5.4.2 Students who are barred from the examinations would be required to repeat the course(s) concerned in the following semester.

### 5.5 REPEAT

#### 5.5.1 CFAB Core Courses

- 5.5.1.1 A student who fails any of the CFAB core course(s) must repeat that/those course(s)/examination(s) in the following semester. The examination fees for each course will be charged by ICAEW to the repeated courses. This charges will be borne by the student.



5.5.1.2 A student is allowed to re-sit a course not more than **four (4)** times within the period allowed as stated in the contract.

#### 5.5.2 Compulsory subjects

5.5.2.1 A student who fail 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 5.2.6)**.

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

### 5.6 SUPPLEMENTARY EXAMINATION (COMPULSORY COURSES)

5.6.1.1 Students are allowed to request for a Supplementary Examination subject to the approval of KPM Academic Pre-Senate Board.

5.6.1.2 Conditions for Supplementary Examination are as follows:

Eligible	Not Eligible
i. (c) Students who are unable to sit for a final examination due to hospitalization and obtain MC by an authorised Medical Officer from Government Hospital/Clinic with supporting documents (relating to critical illness and/ or contagious/pandemic disease such as chicken pox, dengue, mumps, COVID-19, etc.) <b>(Refer Clause 5.2.5.2)</b> .	i. (d) Courses with no final examinations or conducted fully via coursework; <b>OR</b>
ii. (c) Students who suffer from calamities (such as accidents, natural disasters or death of parents and immediate family members and other matters) approved by KPM Academic Pre-Senate Board.	ii. (d) Students who did not sit for a final examination without a valid reason.
iii. (c) Students who are required to be involved in activities at the national level approved by KPM Academic Pre-Senate Board.	iii. (d) Students who have been barred from examination or failed due to plagiarism/cheating offences.

5.6.1.3 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.

5.6.1.4 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.

## 5.7 APPEALS (COMPULSORY COURSES)

### 5.7.1 Appeals for Remarking of Final Examination Answer Scripts.

- 5.7.1.1 Appeals must be submitted to KPM Director within **five (5)** working days after examination results are released.
- 5.7.1.2 If a student is not satisfied with the results, an appeal can be made to the KPM Pre-Senate Board for remarking. A charge of RM 50.00 per course will be imposed and not refundable.
- 5.7.1.3 The KPM Pre-Senate Board may not approve the appeal for **ANY** of the following reasons:
  - 5.7.1.3.1 a student did not fulfil all assessment or attendance requirement;
  - 5.7.1.3.2 the appeal is not supported by relevant documentation;
  - 5.7.1.3.3 the appeal is related to a grade awarded after a remarking;
  - 5.7.1.3.4 the appeal is related to resubmission of an assignment which was earlier denied.
- 5.7.1.4 The result of the appeal will be released within **five (5)** working days.

## SECTION 6 GRADING SYSTEM

### 6.0 GRADING

Upon completion of courses at the end of each semester, a student's performance will be evaluated and graded.

### 6.1 GRADING SYSTEM

#### 6.1.1 FOR CFAB CORE COURSES

Grade	Marks	Grade Status
PASS	55 - 100	PASS
FAIL	0 - 54	FAIL
DH	-	BARRED
MH	-	CHEATING/PLAGIARISING
TL	-	INCOMPLETE

#### 6.1.2 FOR CFAB COMPULSORY COURSES

Grade	Marks	Grade Status
PASS	45 - 100	PASS
FAIL	0 - 44	FAIL
DH	-	BARRED
MH	-	CHEATING/PLAGIARISING
TL	-	INCOMPLETE

## **SECTION 7 ACADEMIC MISCONDUCT**

### **7.0 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.

### **7.1 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:

- 7.1.1 Allowing others to do an assignment or portion of an assignment;
- 7.1.2 Submitting the same assignment for more than one course;
- 7.1.3 Collaborating on an examination or assignment with any other person;
- 7.1.4 Copying or attempting to copy from others during an examination or on an assignment;
- 7.1.5 Communicating answers with another person during an examination;
- 7.1.6 Preprogramming a calculator or devices to contain answers or other unauthorized information for examinations;
- 7.1.7 Using unauthorized materials, prepared answers, written notes, or concealed information during an examination (either printed or written or electronic forms); and
- 7.1.8 Taking an examination for another person or having someone take an examination for you.

### **7.2 PLAGIARISM**

- 7.2.1 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.
- 7.2.2 Examples of plagiarism, whether inadvertent or deliberate include any of the following actions, but are not limited to:
  - 7.2.2.1 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;

- 7.2.2.2 using close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- 7.2.2.3 submitting another programme member's work in whole or in part;
- 7.2.2.4 use of another person's ideas, work or research data without acknowledgement;
- 7.2.2.5 submitting work which has been written by someone else on the student's behalf;
- 7.2.2.6 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;

### **7.3 MULTIPLE SUBMISSION**

7.3.1 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.

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

- 7.3.2.1 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester;
- 7.3.2.2 Resubmitting the same/similar paper, work, or assignment that has been submitted and graded in the previous semester in a course being repeated; and
- 7.3.2.3 Representing group work produced in one course as one's own work and using it in another course.

### **7.4 ASSISTING IN ACADEMIC MISCONDUCT**

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

### **7.5 PENALTY**

- 7.5.1 All the academic misconduct cases shall be referred to the KPM Disciplinary Board.
- 7.5.2 For all proven cases of academic misconduct, 'F' grade will be given for the course(s).

## SECTION 8 GRADUATION

### 8.0 INTRODUCTION

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

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

### 8.1 GRADUATION REQUIREMENTS

8.1.1 Prior to graduation, students must obtain a Graduate status (TPG) upon fulfilling the following requirements:

- 8.1.1.1 passed all the courses required by their respective programmes; **AND**
- 8.1.1.2 discharged from all financial obligations, debts or other charges to the college; **AND**
- 8.1.1.3 obtained the Senate's approval and endorsement for graduation; **AND**
- 8.1.1.4 meet other requirements as stipulated in BPP and KPM rules and regulations.

### 8.2 ACADEMIC EXCELLENCE AWARDS

#### 8.2.1 KPM Outstanding Performance Award-COPA (*Anugerah Kecemerlangan Kolej*)

8.2.1.1 KPM Outstanding Performance Award is granted to full-time students with good academic standing and must satisfy all of the following:

- 8.2.1.1.1 first attempt for all courses;
- 8.2.1.1.2 achieve **80%** for any core courses;
- 8.2.1.1.3 no disciplinary misconduct.

#### 8.2.2 MARA Outstanding Performance Award-MOPA (*Anugerah Kecemerlangan MARA*)

8.2.2.1 MARA Outstanding Performance Award is granted to full-time students with good academic standing and must satisfy all of the following:

- 8.2.2.1.1 first attempt for all courses;
- 8.2.2.1.2 achieve cumulative marks at least **450 points** in total from all core courses;
- 8.2.2.1.3 no disciplinary misconduct.

### 8.3 RESULT SLIP, TRANSCRIPT AND DIPLOMA

8.3.1 The examination results will be announced after the approval and endorsement by the BPT Senate Board.

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

- 8.3.3 The certificate will be awarded upon graduation.
- 8.3.4 Any request for reprints must be done through *Unit Peperiksaan & Pensijilan* KPM and will be charged the following:
- 8.3.4.1 Result Slip : RM 10.00 per copy
  - 8.3.4.2 Transcript : RM 50.00 per copy
  - 8.3.4.3 Certificate : RM 100.00 per copy
- 8.3.5 Students will be charged double the amount stated above per copy for each subsequent reprint.



مجلس امانه رايك



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