

**ACADEMIC REGULATIONS OF TAMHIDI CENTRE
UNIVERSITI SAINS ISLAM MALAYSIA 2004
(5th AMENDMENT, 2018)**

Copyright @ Universiti Sains Islam Malaysia.
First Amendment (2004)
Second Amendment (2005)
Third Amendment (2011)
Fourth Amendment (2011)
Fifth Amendment (2018)

2018 Version

Reproduction of any part of this Academic Regulations in the form of electronic, photocopy, recording, visual other other methods is forbidden, this includes lifting any sections in the article/illustration of any content in this book, unless with written permission from the Director of Tamhidi Centre, Universiti Sains Islam Malaysia.

**Published by:
Tamhidi Centre
Universiti Sains Islam Malaysia**

PRELIMINARY

Name

1. These Regulations shall be known as **Academic Regulations of Tamhidi Centre, Universiti Sains Islam Malaysia 2004 (Fifth Amendment, 2018)**.
2. The Academic Regulations of Tamhidi Centre, Universiti Sains Islam Malaysia 2004 (Fifth Amendment, 2018) was issued after several reviews and improvisation of the Academic Regulations of Tamhidi Centre Universiti Sains Islam Malaysia (Fourth Amendment, 2011). Revision and improvements made were to reinforce the Academic Regulations in accordance to the current status and the future needs.
3. These Regulations shall be read with other academic regulations that is related to Tamhidi Centre that has been endorsed by the University Senate.

Application and Date of Implementation

4. Academic Regulations of Tamhidi Centre, Universiti Sains Islam Malaysia 2004 (Fifth Amendment, 2018) was endorsed in the 104th University's Senate Meeting, No.2/2018 on 4th April 2018.
5. These regulations shall apply to all students in Tamhidi Programmes in Universiti Sains Islam Malaysia once endorsed.
6. These regulations shall come into force for all Tamhidi programmes upon approval by the University Senate.
7. These regulations are applicable to regular academic semester unless it is stated otherwise subjected to the University Senate.

STUDENT'S RESPONSIBILITY

Student should fulfill the following responsibilities in enabling Tamhidi Centre to provide efficient and effective service:

1. Understand and comply to all the rules and regulations listed in this academic Regulation.
2. Take necessary actions to adhere to the rules and regulations enlisted in this Regulation as following:
 - i.. Complete all academic requirements that have been outlined in the programme curriculum according to the courses enrolled at Tamhidi Centre.
 - ii. Register for the course within the stipulated time given.
 - iii. Validate the registered course within the time period given.
 - iv. Pay the University fees within the stipulated time and according to the amount required.
 - v. Attend lectures/ tutorials/ labs and other teaching and learning activities as required by Tamhidi Centre.
3. Instill proactive measures to seek guidance and advice from the administration of Centre/Department/Unit that manages the academic affairs when encountering any form of predicaments.
4. Be accountable for all consequences of non-compliance or neglect of the endorsed rules and procedures.

CONTENT

SECTION A: INTERPRETATION / DEFINITION	5
SECTION B: ACADEMIC CALENDAR	7
SECTION C: STUDENT'S ADMISSION	8
SECTION D: COURSE REGISTRATION AND TIMETABLE	9
SECTION E: EXAMINATION	10
SECTION F: COMPLETION OF TAMHIDI PROGRAMME	22
FIRST SCHEDULE	

SECTION A: INTERPRETATION

1. INTERPRETATION/ DEFINITION

1.1. In these Regulations, unless otherwise stated:

- 1.1.1. **“Withdraw”** refers to student withdrawing from the academic programme and had informed the Centre of the intention to quit their studies;
- 1.1.2. **“GDB”** (*Gagal dan Diberhentikan/ Fail and Terminated*) refers to a student who failed to achieve the minimum pass level of the studies or a student who had used the maximum period of extension or a student who is terminated from the Universiti under the Rules of Universiti Sains Islam Malaysia (Students Disciplinary Body) or via the Course and Subject Registration Rules;
- 1.1.3. **“Institution ”** refers to Academic Institute, Schools (Public or Private) in the country or abroad that is recognized by the University;
- 1.1.4. **“Academic Committee of Tamhidi Centre”** refers to the committee formed by the Senate to regulate the academic affairs of the Centre;
- 1.1.5. **“Question Vetting Committee”** refers to a committee formed by the Centre to review and validate the questions in the scripts before it is used in the final examination;
- 1.1.6. **“Exam Committee”** refers to a committee formed by the Centre to handle affairs related to examinations;
- 1.1.7. **“KKM”** (*Kementerian Kesihatan Malaysia*) refers to Ministry of Health Malaysia;
- 1.1.8. **“Course”** refers to subject that is listed in the structure of a certain study programme and is represented by its own code respectively;
- 1.1.9. **“Compulsory Courses Tamhidi Centre”** (*WPT-Wajib Pusat Tamhidi*) refer to compulsory subjects that all students must enroll in;
- 1.1.10. **“Elective Courses”** (*T- Teras*) refer to courses are offered as optional listed in the programme structure;
- 1.1.11. **“Vice Chancellor”** refers to the Chief Executive Officer of the University appointed by the Minister as stated under Section 12 (1) Universiti Sains Islam Malaysia Constitution;
- 1.1.12. **“Director”** refers to the Leader appointed by the Vice Chancellor to lead the Centre as stated under Section 24(5) Universiti Sains Islam Malaysia Constitution;

- 1.1.13. **“Pelajar”** refers to an individual who is registered with the University to pursue an academic programme in Tamhidi Centre USIM;
- 1.1.14. **“Centre”** refers to Tamhidi Centre USIM dalah bermaksud Pusat Tamhidi USIM that organizes academic affairs including teaching, learning, and administration of programmes in Tamhidi Centre;
- 1.1.15. **“Examination”** refers to any form or method of evaluation to obtain marks for a course or part of the course to measure students’ academic performance;
- 1.1.16. **“Grade Point Average” (GPA)** (*PNGS-Purata Nilai Gred Semester*) refers to the grade point average achieved for a semester;
- 1.1.17. **“Cumulative Grade Point Average” (CGPA)** (*PNGK-Purata Nilai Gred Kumulatif*) refers to cumulative grade point average achieved for all the completed semester;
- 1.1.18. **“Academic Programme”** refers to academic programmes offered by Tamhidi Centre;
- 1.1.19. **“Tamhidi USIM Programme”** refers to pre-university academic programmes that have been listed by the Ministry of Education and are offered by the University;
- 1.1.20. **“Senate”** refers to USIM academic authority which is responsible for management that generally controls and give instructions on teaching, research, examination, graduation conferment, diploma certification and other academic recognition and subjected to the Universiti Sains Islam Malaysia Constitution (as gazette on 31st December 2010)(P.U.(A) 454/2010) and others;
- 1.1.21. **“Credits Taken”** refers to the total credit hours registered for in one semester;
- 1.1.22. **“Credit Measured”** refers to the total credit hours measured in units per semester considered for the calculation of GPA and CGPA;
- 1.1.23. **“Credits Pass”** refers to the total credit hours obtained for the courses obtaining a pass; and
- 1.1.24. **“University”** refers to Universiti Sains Islam Malaysia (USIM).

SECTION B: ACADEMIC CALENDAR

2. ACADEMIC CALENDAR

- 2.1 The Academic Calendar for Tamhidi Centre USIM consists of two (2) regular semesters referred as Semester I and Semester II. Each regular semester is comprised of 26 weeks of studies.
- 2.2 The University can also offer a short semester in the academic session final break, apart from the two (2) regular semesters offered.
- 2.3 The Academic Calendar of Tamhidi Centre division is as follows:

SEMESTER 1	
Registration	1 day
Course Registration	1 day
Lecture	9 weeks
Mid Semester I Break	1 week
Lecture	9 weeks
Study Week	1 week
Final Examination Semester I	2 weeks
Semester I Break	4 weeks
Total	26 weeks
SEMESTER II	
Course Registration	1 day
Lecture	9 weeks
Mid Semester II Break	1 week
Lecture	9 weeks
Study Week	1 week
Final Examination Semester II	2 weeks
Semester II Break	4 weeks
TOTAL	26 weeks

SECTION C: STUDENT'S ADMISSION

3. GENERAL ADMISSION REQUIREMENTS (MALAYSIAN CITIZENS)

- 3.1 General admission requirements for Sijil Pelajaran Malaysia (SPM) leavers/ equivalent that is recognized by the Malaysian Government is as follows:
 - 3.1.1 Malaysian Citizenship;
 - 3.1.2 Pass the Sijil Pelajaran Malaysia (SPM)/equivalent examination with at least Five (5) credits including for Bahasa Melayu and pass History subject, implementation starts from SPM examination 2013; and
 - 3.1.3 Fulfill the special conditions of the academic programme applied for as stated in accordance to the general admission requirements of the academic programme.

4. GENERAL ADMISSION REQUIREMENTS (INTERNATIONAL STUDENTS)

- 4.1 General admission requirements for SPM/GCE 'O' Level/ equivalent are as listed below:
 - 4.1.1 Passed SPM/General Certification of Education (GCE) 'O' Level / equivalent or other qualifications recognized by the University Senate;
 - 4.1.2 Obtained the results as listed as recognized by The University Senate:
 - (a) Pass Sijil Pelajaran Malaysia or Equivalent with at least five (5) credits including Bahasa Melayu and History;
 - (b) GCE 'O' Level and with at least grade C.
 - 4.1.3 Declaration of current bank statement / scholarship statement to USIM.

5. LATE REGISTRATION

- 5.1 Candidate who has been offered to enroll in a programme of study may apply to postpone the registration period within 14 days after the stated date as in the offer letter.
- 5.2 The application to extend should be a written submission to the Director stating the reason for postponement.
- 5.3 For each application for extension of registration, a processing fee shall be imposed as specified in the First Schedule.

6. WITHDRAWAL

- 6.1 For application for withdrawal from study, student needs to write a letter of withdrawal from the programme and seek approval from the Director.
- 6.2 Once the application has been approved, the Centre will change the student's status to 'TD-*Tarik Diri*' (Withdrawal) in the Tamhidi System. Any appeal to re-enter the programme after the withdrawal will not be entertained.

SECTION D: COURSE REGISTRATION AND TIMETABLE

7. COURSE REGISTRATION

- 7.1 Student should register every semester for all courses specified in the programme.
- 7.2 Student can only register for the courses that are offered by the Centre for the current semester.
- 7.3 Registration for courses that are not offered during the regular semester is not allowed unless for special cases with the discretion of the Academic Committee of Tamhidi Centre.
- 7.4 Student must register the correct course code.
- 7.5 Course registration must be completed before the closing date.
- 7.6 Students can register for the courses fixed by the Centre for specified programmes once it is offered for registration.
- 7.7 Student who fails to register on the specified date, and still fail to register during the late registration with penalty fee, he/she will be terminated from the studies unless with valid reasons with discretion of Tamhidi Centre.

(note: Edisi BM 7.7 and 7.8 point yang sama, jadi saya delete)

8. COURSE REGISTRATION AMENDMENTS

- 8.1 Student should check the registration slip for any inaccuracies and amend it within the stipulated time given.
- 8.2 A penalty fee will be imposed for any late application for course registration amendments without a valid reason.

9. REGISTRATION OF ELECTIVE COURSES (T) AND COMPULSORY COURSES TAMHIDI (WPT)

- 9.1 Student should register for the elective courses (T) and all compulsory courses Tamhidi Centre (WPT) that is designated for each semester.
- 9.2 Elective Courses Credit (T) and Compulsory Courses Tamhidi Centre Credit (WPT) will be accumulated for GPA and CGPA results. Students should attend classes and pass all assessments carried out for each respective course.

10. COURSE WITHDRAWAL

Student is allowed to withdraw from a course registered with the conditions of withdrawal made according to the procedures set by the Centre.

11. FEES REFUND

11.1 Fees that can be refunded are **Recurring fees** and **MUET fees**.

11.2 Fees are refundable under these circumstances:

11.2.1 Student withdraw from the Tamhidi Programme before lecture session starts;

11.2.2 Student withdraw within one (1) week from registration date, or failed to register on the registration day due to valid reasons accepted by the Centre; and

11.2.3 Student send an application for a refund for the registration fees paid.

11.3 If a student withdraw after two (2) weeks after the registration, only **The MUET fee** will be refunded depending on the Centre's registration status of MUET under Majlis Peperiksaan Malaysia (MPM).

12. TIMETABLE

12.1 Students should print the timetable for their own lectures/tutorial/lab by accessing iSTUDENT Portal on the date set as stated in the Tamhidi Centre Academic Calendar.

12.2 Students should attend lectures/tutorials/labs depending on the day and time with the group that has been determined in the timetable.

12.3 Students are not allowed to change groups without the Centre's permission.

SECTION E: EXAMINATION

13. EVALUATION STRUCTURE

13.1 The course evaluation every semester is based on the grade point average system. It encompasses the continuous assessment throughout the semester and/or final examinations for the semester subjected to the approval of the University Senate.

13.2 All final evaluation results achieved by the student at the end of the semester will appear in the Official Academic Transcript of Tamhidi Centre.

13.3 The following table shows the Grades and grade points given for a course:

Grade	Range of Marks	Grade Point
A	80 – 100	4.00
A-	75 – 79	3.75
B+	70 – 74	3.50
B	65 – 69	3.00
B-	60 – 64	2.75
C+	55 – 59	2.50
C	50 – 54	2.00
C-	45 – 49	1.75
D	40 – 44	1.00
E	0 – 39	0.00
TH	Absent (<i>Tidak Hadir</i>)	0.00
X	Barred (<i>Dihalang</i>)	0.00
TD	Withdraw (<i>Tarik Diri</i>)	-
TG	Defer Study (<i>Tangguh Pengajian</i>)	-
TT	Disciplinary Action (<i>Tatatertib</i>)	-
LTP	Pass to Continue Study (<i>Lulus Terus Pengajian</i>)	-
TPT	Completed Tamhidi Programme (<i>Tamat Program Tamhidi</i>)	-

13.4 Grades given without grade points are as follows:

- 13.4.1 “TD” (Withdraw) is a grade given to a student who withdrew from a programme of study with the Centre’s approval.
- 13.4.2 “TG” (Defer Study) is a grade given to a student who has been approved by the Centre to defer study for a semester.
- 13.4.3 “TH” (Absent) is a grade given to a student who is absent on the day of the day of the final examination for the course or has been given approval to postpone the date of final examination.
- 13.4.4 “X” (Barred) is a grade of a course given to a student who is not allowed to sit for the course’s final examination.
- 13.4.5 "TT" (Disciplinary Action) is a temporary grade of a course given to a student who has been involved with examination misconduct.
- 13.4.6 “LTP” (Pass to Continue Study) is a grade that will be given to a student who achieved GPA ≥ 2.00 .

13.4.7 “TPT” (Completed Tamhidi Programme) is a grade given to a student who has completed Tamhidi Programme by achieving CGPA \geq 2.00.

14. GRADING SYSTEM AND GRADE POINT AVERAGE

- 14.1 Achievement of a student will be calculated by using two (2) measurements which are GPA and CGPA.
- 14.2 The academic status of a student is determined at the end of regular academic semester by using the calculation CGPA using the following method:

Status	GPA / CGPA
Pass to Continue Study (LTP)	$GPA \geq 2.00$
Completed Tamhidi Programme (TPT)	$CGPA \geq 2.00$
Conditional Pass (LBS)	$1.50 \leq CGPA < 2.00$
Fail and Terminated (GDB)	$CGPA < 1.50$

- 14.3 Student with the status 'Conditional Pass' (LBS) for GPA twice in a row will be given the status 'Fail and Terminated' (GDB).
- 14.4 The maximum study period is for two (2) academic sessions including four (4) regular semesters and two (2) short semesters. Courses for short semesters are limited and limited to certain groups of students subjected to the regulations set by the Examination Committee.
- 14.5 Courses that are graded with "E" (Fail) will be counted in the calculation of semester GPA and CGPA.
- 14.6 Grade for repeated courses will be calculated for the semester GPA and CGPA, thus the previous "E" (Fail) for the course will be excluded from the calculation of GPA and CGPA.
- 14.7 The calculation of GPA and CGPA are determined by the following method:

14.7.1 GPA

Grade Point Average (GPA)	=	$\frac{\text{Total of credit points in a semester for Compulsory Programme Courses}}{\text{Total of credit units accumulated in the same semester for Compulsory Programme Courses}}$
---------------------------	---	---

Example : Semester I

Course	Grade	Grade Point	Credit Hour(s)	*Grade Point x Credit Hour(s)
AAA1013	A	4.00	3	12.00
AAA1033	B+	3.50	3	10.50
AAA1053	A-	3.75	3	11.25
AAA1073	E	0.00	3	00.00
AAA1093	C+	2.50	3	7.50
TOTAL			15	41.25

GPA = 41.25/15
= 2.75

14.7.2 CGPA

<p>Cumulative Grade Point Average (CGPA) =</p>	<p><u>Total of credit points in a semester for Compulsory Programme Courses</u></p> <p>Total of credit units accumulated in the semester for Compulsory Programme</p>
--	---

Example : Semester I

Course	Grade	Grade Point	Credit Hour(s)	*Grade Point x Credit Hour(s)
AAA1013	A	4.00	3	12.00
AAA1033	B+	3.50	3	10.50
AAA1053	A-	3.75	3	11.25
AAA1073	E	0.00	3	00.00
AAA1093	C+	2.50	3	7.50
TOTAL (A)			15	41.25

PNGS = 41.25/15
= 2.75

Example : Semester II

Course	Grade	Grade Point	Credit Hour(s)	*Grade Point x Credit Hour(s)
AAA1023	A	4.00	3	12.00
AAA1043	B+	3.50	3	10.50
AAA1063	C+	2.50	3	7.50
AAA1083	A	4.00	3	12.00
AAA1103	D	1.00	3	03.00
TOTAL (B)			15	45.00
GRAND TOTAL (A+B)			30	86.25

CGPA = 86.25/30
= 2.88

14.8 Unit Taken is the total credits taken in a semester including courses without final examination.

14.9 Unit Counted is the total credit counted in the calculation of GPA and CGPA.

15. DURATION OF STUDY

15.1 The duration of study for Tamhidi Programmes are as stated below:

Study	Minimum	Maximum
Tamhidi Programme	1 Year (2 Semesters)	2 Years (4 Semesters)

15.2 Besides the regular semesters, students are allowed to defer their studies by applying for deferment of study which is subject to discretion and approval from The Academic Committee of Tamhidi Centre.

15.3 A short semester will be offered for special cases as follows with approval from the Examination Committee:

15.3.1 Student obtained grade E for two (2) or more courses offered in the Tamhidi programme;

15.3.2 student obtaining CGPA 2.00 and above or with a Conditional Pass 'LBS' status but failed in two (2) or more courses in the programme;

15.3.3 student obtaining CGPA 2.00 and above or with a Conditional Pass 'LBS' status at the end of the semester but obtained grade E in the Special Repeat Examination.

16. STUDENT OBTAIN GRADE E

16.1 Student who obtain grade "E" in any course/s must sit for the Special Repeat Examination.

16.2 Student who obtain grade "E" for more than one (1) course and obtain the status Pass to Continue Study 'LTP' or Conditional Pass 'LBS' will be offered to take a short semester programme depending on the Examination Committee's decision with approval from University Senate.

17. STUDENT'S ATTENDANCE

17.1 Student must attend lectures/ tutorials/ laboratory and other teaching and learning activities as defined in the structure of Tamhidi programme.

17.2 Attendance as stated in item 17.1 must meet the 80% requirement, no less. Therefore, if

a student is found not meeting the stipulated attendance requirement, the student will not be allowed to sit for the final examination of the course after the Director is informed by the academician in charge of the course.

17.2.1 80% attendance requirement also applies to courses without final examination. Student will be given grade "E" (fail) if the student fails to meet the requirements.

17.2.2 Student who does not meet the required course assessment component and is absent from the Final Examination of the semester will no valid excuse and excuse is not accepted by the Director, the student will fail the entire course and be given grade "E" for the course.

18. FINAL SEMESTER EXAMINATION

18.1 Final Semester Examination schedule is as stated in the Tamhidi Centre Academic Calendar as approved by the University.

18.2 All students are required to sit for the final examination for courses offering final examination.

18.3 The Centre can approve of final examination postponement for student who is unwell during the examination. Postponement of examination due to health reasons must be attached with a medical certificate issued by a medical officer/ qualified doctor/ medical practitioner registered with KKM. A medical certificate should be handed in to the Director of Tamhidi Centre or the administration office within forty-eight (48) hours from the time the course examination begins, unless with other reason upon discretion of Tamhidi Centre.

18.4 Questions for all courses with the component of Final Semester Examination will undergo a vetting session coordinated by Tamhidi Centre's Vetting Committee at least two (2) weeks before the date of examination.

19. FINAL EXAMINATION SCHEDULE

19.1 Final Semester Examination schedule prepared by the Centre will be published in the iStudent portal at least two (2) weeks before the final examination starts.

19.2 It is compulsory for all Tamhidi students to complete their e-Nilai evaluation before printing the Final Examination slip.

20. FINAL SEMESTER EXAMINATION RULES AND REGULATIONS

20.1 Students are advised to stand by outside the examination hall at least 15 minutes before the exam starts.

20.2 Students must wait outside the examination hall, students can only enter the examination hall after receiving instructions by the invigilator to enter.

20.3 Students enter the hall through the respective doors allowed in a proper manner when instructed to do so.

20.4 Students enter the examination hall and sit for the final examination of the course as

stated in the Examination schedule.

- 20.5 Students are not allowed to enter the Examination Hall 30 minutes after the examination starts and those who arrive after that will be prohibited to sit for the examination.
- 20.6 Students who are late but does exceed the 30 minutes time will be allowed to enter the hall and sit for the examination, however, no additional time will be given as the time the examination ends will be the same as other students.
- 20.7 Students are not allowed to leave the Examination Hall 30 minutes after the exam starts and 15 minutes before the exam ends. Students who intend to leave the Examination Hall must inform the invigilator.
- 20.8 Students must bring the Course Registration Slip, Matrics Card and/ or Identification Card in the Examination Hall. The Course Registration Slip, Matrics Card and/ or Identification Card should be place at the top right hand corner of the examination table to be checked by the invigilator. Students will not be allowed to sit for the examination if they fail to do so.
- 20.9 Student who do not have the Course Registration Slip will not be allowed to sit for the examination unless with written approval upon discretion from the Chief Examination Officer.
- 20.10 Students are not allowed to bring any form of books, paper, letters, pictures, notes, any items that can be written on, a programmable calculator, or any suspicious items apart from the items that the invigilator allows to bring in or bring out of the hall. Students are not allowed to receive any paper, books, documents, pictures, notes or any items that can be written on, a programmable calculator or any items from any individuals in the Examination Hall; unless a student in the Examination Hall receives the book, paper, document/picture or any items allowed from the invigilator upon discretion of things that are allowed by the Vice Chancellor or as recommended by the Director.
- 20.11 Within the 15 minutes before the examination starts, students are allowed to:-
 - 20.11.1 read through the exam questions without making any written notes;
 - 20.11.2 fill in the Attendance Form (*Borang* H/ H Form) and complete the particulars requested on the cover of the examination answer booklet/ script.
- 20.12 Students are required to fill in their Matrics number, course code and course name with other required particulars needed on each answer booklet, answer script and other additional inset used.
- 20.13 Students must read the instructions carefully and follow the instructions as stated on the cover page of the question and answer booklet.
- 20.14 Before starting to answer the questions, students must ensure they receive the correct question paper with the number of pages as stated. If a student realizes that the examination question given is wrong, the student must inform the invigilator immediately.
- 20.15 All the examination answers including the student's rough work must be clearly written in the answer booklet. The page/s in the answer booklet cannot be torn apart.

- 20.16 The answer booklet or/and answer script that has been used, no matter whether it is damaged or blank cannot be brought out of the Examination Hall.
- 20.17 Students are not allowed to contact other students during the examination in any form whatsoever.
- 20.18 Students are not allowed to eat, drink or smoke when they are in the Examination Hall.
- 20.19 At the end of the examination, students must ensure that the answer booklet or/and answer sheets are arranged and tied up properly according to the instructions with the Attendance Form before submitting it to the invigilator.
- 20.20 Students are to be seated at their respective position after the exam ends, they are only allowed to exit the Examination Hall once the Chief Invigilator has given the instructions for their dismissal.
- 20.21 Students must enter and exit the Examination Hall in a proper and orderly manner.
- 20.22 Students are prohibited to refer to or use any materials as reference in or outside the Examination Hall for the sake of answering the examination during the period of the examination.
- 20.23 Students are refrained from giving or receiving assistance to other students or other parties related to the examination during the examination period unless with the permission of the invigilator.
- 20.24 Students are not allowed to answer the examination questions before the time starts or continue to write their answers after the examination ends.
- 20.25 Students should obey all the instructions given by the Chief Invigilator when they are in the Examination Hall.

21. EXAMINATION MISCONDUCT

- 21.1 All students are subjected to Rule 1(b) and Rule 8 of the Rules and Regulations of Universiti Sains Islam Malaysia (Students Disciplinary Rule) 2009.
- 21.2 A student who commits a disciplinary offence and is found guilty of the offence according to the Rules and Regulations of Universiti Sains Islam Malaysia (Students Disciplinary Rule) 2009 shall be given punishment as decided by The University Disciplinary Board.
- 21.3 A student committing offence shall be liable to any one or any appropriate combination of two or more punishments depending on the Disciplinary Committee of Tamhidi Centre's verdict.

22. REPLACEMENT EXAMINATION

22.1 The University has the right to replace any examination when necessary under these circumstances:

- 22.1.1 Final Examination questions were leaked;
- 22.1.2 Natural Catastrophes or unforeseen circumstances;
- 22.1.3 Vice Chancellor's Order.

23. FINAL EXAMINATION RESULTS

23.1 The final examination results approved by the University Senate will be announced online via the iStudent portal.

23.2 The printed results from the portal is considered as an official document for the final examination results and no signature is required.

23.3 The University has the rights to detain the examination results if the students fail to obey any regulations as stipulated by the University.

23.4 Students awarded with the status Completed Tamhidi Programme (TPT) can obtain their Official Tamhidi Academic as stated in Section E in this regulation.

24. POSTPONEMENT OF THE FINAL EXAMINATION

24.1 Postponement of an examination for a course must be applied within 48 hours after the course examination is conducted.

24.2 Application to postpone the examination due to health reasons must be attached with a medical certificate issued by a medical officer/ qualified doctor/ medical practitioner registered with KKM who treated the student. Time slip is not permitted at all.

24.3 Application to postpone examination for other reasons **except** for the negligence and carelessness of the student, may be considered and approved upon discretion of the Tamhidi Centre's Examination Committee.

24.4 A student will be given a temporary status of **Absent (TH)** if an application of postponement of examination is approved.

25. SPECIAL EXAMINATION

25.1 A special examination should be held within two (2) weeks after the Final Examination Results is announced.

- 25.2 The Special Examination marks will only replace the Final Examination marks, the carry marks for the specified course remains the same
- 25.3 Special Examination should not be conducted under these circumstances:
- 23.3.1 A course without Final Semester Examination
 - 23.3.2 A course that is not offered in the current semester
 - 23.3.3 Postponement application for final examination has been rejected by the Centre.
- 25.4 There are two (2) types of Special Examinations involving Semester Final Examination:
- 25.4.1 **Replacement of Final Examination:**
Student obtaining the status TH in the final semester examination results.
 - 25.4.2 **Special Repeat Examination:**
 - 25.4.2.1 Student failing in one (1) course only.
 - 25.4.2.2 The examination can only be taken once (1).
 - 25.4.2.3 Student must present a written application within two (2) weeks after the examination results is announced.
 - 25.4.2.4 There will be an amount of fees to be paid for this purpose as stated in the First Schedule.

26. STORAGE OF FINAL EXAMINATION ANSWER SCRIPT

- 26.1 All answer scripts of any examinations must be kept for a certain period of time by the lecturer who is responsible for the course.
- 26.2 All answer scripts must be stored safely for at least three (3) months after the official announcement of the course's examination results.
- 26.3 All examination answer scripts must not be destroyed for at least after three (3) months and is subjected to the requirement of the Centre.
- 26.4 In a case where student appeals for a re-check of a course results, the final examination script that has been graded must not be disposed unless after the new grade has been endorsed.

27. APPEAL TO RE-CHECK COURSE RESULTS

- 27.1 Any appeal application to re-check the course results should be submitted in a written form addressed to the Centre in less than one (1) week after the official results have been announced. Any application for appeal after the mentioned period will not be entertained.

- 27.2 Any appeal application forwarded must be from a course offered for the current semester and the course offers Final Semester Examination.
- 27.3 There will be fees for any appeal to re-check course results purposes imposed on students as stated in the First Schedule. The fees are non-refundable.
- 27.4 All decisions made by the Examination Committee using this method and then approved by University Senate is final. Any further appeal based on the decision will not be taken in consideration.

28. APPEAL TO CONTINUE STUDY

- 28.1 A student who obtained the status "Fail and Terminated" (GDB) due to failure in the final examination can appeal to continue study according to the following appeal procedures below:
- 28.1.1 A written application to appeal for continuation of study addressed to the Centre in seven (7) days after the official announcement of the results. Applications received after the stated duration will not be entertained.
- 28.1.2 A specified amount of fees shall be imposed as stated according to the first Schedule. The appeal for application fees is non-refundable.
- 28.2 The Senate and Centre decision upon this matter is final. There is no re-appeal application after decision has been made.
- 28.3 Appeal for continuation of studies is only **ALLOWED ONCE** during the study period and student will undergo a short semester programme determined by the Academic Committee of Tamhidi Centre.
- 28.4 A student whose appeal to continue his/her studies has been approved can continue his/her study to repeat courses with grade C- and below, and if the CGPA for the upcoming semester examination results is still below 2.00, hence the student's Examination Result Status (KSTP) remains as Fail and Terminated (GDB).

Example: Student A

Semester	Examination Results Based on CGPA	Results of the Examination Status (KSTP)	Appeal to Continue Studies
I	1.86	Conditional Pass (LBS)	
II	1.93	Fail and Terminated (GDB)	Eligible First Application
III	1.83	Fail and Terminated (GDB)	Ineligible

29. DEFERMENT OF STUDY

29.1 Deferment of study can be considered in the following conditions:

29.1.1 For medical reasons:

- a) A student that has been sick for more than seven (7) days with a medical certificate from a registered medical officer/ doctor/ medical practitioner registered with KKM. In the case of mental health, permission for re-registration of the student is subject to the approval of the medical officer/doctor/ medical practitioner registered with KKM who attends and provides treatment.
- b) A student who has been certified pregnant by a medical officer/doctor/ medical practitioner registered with KKM and the student is pregnant for six (6) months and above on the registration date is advised to defer her study for the academic session.

29.2 The application to defer study is upon discretion and approval of the Academic Committee of Tamhidi Centre.

29.3 Application to defer study can be made up till the tenth (10th) week of lecture for the semester. Application made after the 10th week will not be considered unless the application comes with medical reasons that the student is unfit to continue his/her study verified by a medical officer/ professional doctor/ medical practitioner registered with KKM.

29.4 The written application to defer studies must be sent to the Centre and a fee will be charged as stated in the First Schedule.

29.5 Student who is given the approval to defer study for the semester must re-register their study for the next academic semester. For students whose application is rejected, he/she must continue to complete the study in the current semester.

29.6 If a student whose application is rejected and the student does not continue to complete the course in the current semester, the student will be given the status withdraw from the study programme.

29.7 Student given approval to defer study will lose the status as USIM student and thus is not entitled to use USIM facilities provided for its students until the student re-registers for studies after the deferment semester.

29.8 Visa for non-Malaysian student given approval to defer study will be voided and visa extension is subjected to re-registration of student for the upcoming semester.

29.9 The fees charged for the deferment of study is as stated in the First Schedule.

30. SUSPENSION OF STUDY

30.1 Student who is found guilty of breaching any Rules by USIM authorities will be suspended for their studies for a certain duration.

SECTION F: COMPLETION OF TAMHIDI CENTRE PROGRAMME

31. PROGRAMME COMPLETION STRUCTURE

- 31.1 Conferment of Completion of Tamhidi Centre Programme (TPT) will be made in Semester II or in the Short Semester (if applicable).
- 31.2 A student must fulfill all the following conditions in order to be conferred:
 - 31.2.1 obtained at least CGPA 2.00 and above;
 - 31.2.2 obtained grade D and above in all courses taken for the programme; and
 - 31.2.3 fulfill other requirements set from time to time and approved by the University Senate.

32. TRANSCRIPT

- 32.1 An official Academic Transcript of Tamhidi Centre endorsed by the Senate will be produced by Tamhidi Centre for students with the TPT status only.
- 32.2 The Official Academic Transcript (First Printing) can be collected by students/ representative at the Tamhidi Centre after the announcement of the Overall Final Semester Examination results.
- 32.3 Applications for re-printing of the Official Academic Transcript will be charged with a fee as stated in the First Schedule.

**ACADEMIC REGULATIONS OF
UNIVERSITI SAINS ISLAM MALAYSIA
TAMHIDI PROGRAMME**

FIRST SCHEDULE

Under the Rules 5, 25, 27, 28 and 32, the University Senate, with the authority it has, agreed with the range of payment and procedures for the following purposes:

No	Purpose	Amount
1.	Application to Re-sit for Special Repeat Examination	RM50.00
2.	Application to Re-evaluate Course Results	RM50.00
3.	Application to Continue Studies	RM50.00
4.	Fine for Not Pre-Registering Course	RM25.00
5.	Application for Official Academic Transcript of Tamhidi Centre	RM25.00 per language