

CENTRE FOR
FOUNDATION
STUDIES PJ

Foundation Student Handbook

Last Update: 2013-06-25

All information is correct at the time of publishing and is subject to change without prior notice.



Part One

General Information

1.1 Student Code of Conduct

1. A student shall be decently or appropriately attired in the manner as specified by the University when in Campus or when carrying out, undertaking, attending to or being involved in any activity outside the Campus.
2. A student must wear his or her own Student Card at all times on the Campus.
3. No student shall, within the Campus, consume or have in his or her possession any alcoholic beverage, drug or poison.
4. A student shall not smoke on the Campus.
5. A student shall not steal or attempt to steal any property of the University or that of any other person(s).
6. A student shall not do anything which may be prejudicial to the cleanliness and neatness within the University.
7. A student shall show proper respect to the University staff and other student(s) at all times. Derogatory comments, acts, chants or actions of a sexual, religious or ethnic nature will not be tolerated.
8. A student shall not do anything which may be prejudicial to the cleanliness and neatness within the University.

1.2 Duration of Study

1. The maximum duration of study is the period arrived at by adding a period of two years to the normal duration of study for a Bachelor degree programme and one year for a Foundation programme.
2. In the event a student has reached the maximum duration of study, he shall not be eligible to sit for any examinations of the University and his candidacy shall be terminated.
3. In the event if any candidate who has reached the maximum duration of study would like to continue his study, he shall appeal to the Director of Centre for Foundation Studies concerned, and the Senate upon the recommendation of the relevant Board of the Centre shall consider such appeal on a case to case basis, and an extension of maximum 1 academic year could be granted provided that the candidate provide valid reason(s) to substantiate his application.

Part Two

Academic Policies

2.1 Student Attendance

1. Attending lectures, tutorials and practical sessions at the ascertained times is compulsory for all students.
2. Students who do not fulfill the 80% requirement for attendance will be notified in week 13 of the trimester and will need to appeal to Centre Board Committee.
3. Any student who is barred from taking the Main Examination for a unit in a trimester shall be given zero marks for the unit concerned.

2.2 Grading system

1. The grading system shall be based on the Cumulative Grade Point Average (CGPA).
2. Generally, students shall be evaluated through the following components :-
 - a. Final examination ; and
 - b. Coursework which includes test, quiz, project , laboratory report, etc

Detailed breakdown of assessment can be obtained from respective syllabus.

3. Scheme of marks and grades applicable to January 2010 intake onwards:

Grade	Marks	Points
A+	90-100	4.0000
A	80-89	4.0000
A-	75-79	3.6700
B+	70-74	3.3300
B	65-69	3.0000
B-	60-64	2.6700
C+	55-59	2.3300
C	50-54	2.0000
F	0-49	0.0000

4. Calculation of Grade Point Average (GPA), Cumulative Grade Point Average (CGPA)

Example 1: Trimester 1

TRIMESTER I					
UNIT CODE	UNIT NAME	GRADE	POINT	CREDIT	POINT x CREDIT
FHHM1012	Critical Thinking	A	4.0000	2	8.00
FHEL1014	Basic English	A-	3.6700	4	14.68
FHHM1114	Introduction to Sociology	B+	3.3300	4	13.32
FHMM1214	Mathematics for Social Science	B-	2.6700	4	10.68
FHBM1014	Principles of Economics	B-	2.6700	4	10.68
TOTAL				18	57.36

$$\text{Grade Point Average (GPA)} = \frac{\text{Total (Point x Credit)}}{\text{Total Credit Hours}} = \frac{57.36}{18} = 3.1867$$

Example 2: Trimester 2

TRIMESTER I					
UNIT CODE	UNIT NAME	GRADE	POINT	CREDIT	POINT x CREDIT
FHHM1022	Effective Communication Skills	A	4.000	2	8.00
FHEL1024	Academic English	B+	3.6700	4	14.68
FHHM1124	Socialization as a Process	B-	3.3300	4	13.32
FHMM1124	Marketing	C+	2.6700	4	10.68
FHBM1024	Microeconomics and Macroeconomics	C	2.0000	4	8.00
TOTAL				18	54.68

$$\text{Grade Point Average (GPA)} = \frac{\text{Total (Point x Credit)}}{\text{Total Credit Hours}} = \frac{54.68}{18} = 3.0378$$

$$\begin{aligned} \text{Cumulative Grade Point Average (CGPA)} &= \frac{\text{Trimester 1 Total (Point x Credit)} + \text{Trimester 2 Total (Point x Credit)}}{\text{Trimester 1 Total Credit Hours} + \text{Trimester 2 Total Credit Hours}} \\ &= \frac{57.36+54.68}{18+18} = \frac{112.04}{36} = 3.1122 \end{aligned}$$

2.3 Probation

1. A candidate shall be put on probation if his/her GPA for a trimester is less than 2.0000 except in a trimester where all units taken do not contribute towards the computation of GPA and CGPA. The academic probation period shall end when the candidate has attained a GPA of 2.0000 and above in the following trimester.
2. Where a candidate is placed on Probation, the candidate is informed of his/her Probation Status through the Notification of Results (NOR).
3. The decision on the academic standing of a candidate shall be made based on his results after the Main Examinations. The Senate upon recommendation of the Board of Examiners shall decide whether or not the candidate be placed on Probation.

2.4 Termination

1. The candidate's course of study shall be terminated if his GPA is less than 2.0000 in two consecutive trimesters, and his CGPA for the current trimester is less than 2.0000, except in a trimester where all units taken do not contribute towards the computation of GPA and CGPA.
2. For the purpose of this section, only the structured trimester where the units are displayed in the course structure for which the candidate has registered and sat for the examinations shall be taken into account.
3. Any candidate whose study has been terminated due to poor academic performance as provided for in this Rule may appeal in the prescribed Appeal Form submitted to the Foundation Office together with payment of the prescribed fee not later than one (1) week after the official release of the results.
4. An appeal against Termination of Study will not be considered if submitted after the deadline or where the Appeal Form is incomplete or not accompanied by a receipt evidencing payment of the prescribed fee.

Part Three

Examination Policies

3.1 General Requirements

1. Candidate is allowed to sit for the examination if he/she has :-
 - a. registered himself as a student for the course of study relating to the examination concerned;
 - b. paid all his fees to the University; and
 - c. attended his course of study and has not been barred/suspended from the University.
2. Time of examinations is determined by the University.
3. Timetables for examinations shall be displayed on the University Intranet or on the appropriate notice boards or via other means as determined by the University for Candidates' Notification not less than one (1) week before the start of the examinations.
4. The University reserves the right to amend/change the examination timetable under special circumstances or emergencies.
5. Examinations are to be held in any halls or rooms in the University or elsewhere, as designated by the University.
6. The President has the authority to suspend and/or cancel the examination paper or examination and replace it with a new examination paper or examination if the contents of any examination paper or any information relating thereto or work done in relation to an examination may have become known before the date and time of the examination to any person other than the examiners or the Board of Examiners or any person given authority by the President.
7. One Main Examination is conducted at the end of each trimester.
8. No candidate is permitted to withdraw a unit from a scheduled trimester exam after it has begun unless the reasons are acceptable to the Director.
9. Candidates should be at the place of examination before the commencement of each examination as they will normally be allowed into the examination venue fifteen (15) minutes before the commencement.

Added
August 10,
2011

3.2 Offences

1. Should a candidate be suspected of cheating during the examination, the invigilator shall confiscate the unauthorized materials and submit a report detailing the incident to the Registrar. The candidate shall be permitted to complete the examination.
2. Any candidate who has committed a disciplinary offence shall be subjected to a disciplinary proceeding, the procedure and penalties for which are provided in Part IV and Section 55 of the Student Code of Conduct respectively.

3.3 Replacement Examination

1. Eligibility for Replacement Examination :
 - a. On justifiable grounds (including but not restricted to certified medical condition) subject to submission of supporting documents within three (3) working days from the day of that particular unit of examination; and
 - b. "I" cases substantiated with proof through submission of supporting documents within three (3) working days from the day of that particular unit of examination.
2. Eligibility shall be subject to the approval of the Board of Examiners concerned.
3. A candidate who has registered and followed a unit must take the examination for that unit if he has not withdrawn or been barred from that examination. A candidate who is absent for any unit in a Main Examination must notify in writing to the Registrar, giving reasons for his absence. The letter must be submitted within 3 days from the last day of examination together with:
 - a. A medical report from the government hospital or a designated doctor; or
 - b. A report from the district officer or police officer or authorized government officer concern the absence for the unit is due to compassionate reasons.
4. The candidate's letter together with the report as mentioned in (10) shall be tabled at the Board of Examiners' meeting and the Board of Examiners shall recommend to the Senate who shall decide upon whether the candidate should be given a fail grade and to repeat unit, or be allowed to take a Replacement Examination.
5. A candidate who falls ill during examination must report to the chief or any invigilator who shall then arrange for the candidate to be examined immediately by a designated doctor. The Doctor's report and the report of the chief invigilator regarding the incident shall be forwarded as soon as possible to the Registrar but not later than 3 working days from the date of examination of the unit concerned if the student so wishes to appeal for special consideration for marking or to sit for a Replacement Examination.

3.4 Repeat of Unit

1. Eligibility for repeat unit
 - a. Candidates who have obtained a final grade F for any unit after the Main and/or Supplementary Examination; and
 - b. Candidates who wish to repeat to improve the grades of their units with the permission of the Dean of the respective Faculty.
2. Candidates may be permitted to repeat a failed unit not more than twice unless with the approval of the Senate upon the recommendation of the Board of Examiners.

3.5 Appeal of Examination Result

1. Any candidate who is not satisfied with the marks of an examination may appeal for a review. Appeals for a review of examination results must be made in the prescribed Appeal Form and the said form must reach the Foundation General Office not later than one (1) week after the official release of the results.
2. A prescribed fee must accompany the appeal for each unit.

Part Four

Unit Registration Policies

4.1 Registration

1. Students are required to register unit(s) in all trimesters with the exception of first trimester of studies.
2. Students are strongly encouraged to seek advice from his/her Academic Advisor in formulating study plan and in ensuring all course requirements are met prior to the unit registration exercise.
3. Students are kindly reminded to register the units promptly before the end of each unit registration exercise.
4. Add/Drop units can be done within the first two weeks of the commencement of each Trimester.
5. Late registration can be done manually via Unit Add/Drop Form during Week 1 and 2 in the coming trimester with the approval of his/her Academic Advisor. Any late registration is subjected to the availability of classes.

4.2 Academic Load

May 2013 Intake onwards

Amended
June 25,
2013

1. Full time students who are not on probation shall normally be allowed to register for a maximum of 20 credit hours and a minimum of 1 unit in a 14 or 12 lecture-week Trimester.
2. Full time students on Probation shall be allowed to register for a maximum of 12 credit hours and a minimum of 1 unit in a 14 or 12 lecture-week Trimester.
3. Students who did not register any unit in a Trimester must apply for leave of absence for that Trimester, provided if it is a teaching trimester.

January 2013 Intake and prior

1. Full time students who are not on probation shall normally be allowed to register for a maximum of 21 credit hours and a minimum of 1 unit in a 14 lecture-week Trimester.
2. Full time students on Probation shall be allowed to register for a maximum of 15 credit hours and a minimum of 1 unit in a 14 lecture-week Trimester.
3. Students who did not register any unit in a Trimester must apply for leave of absence for that Trimester, provided if it is a teaching trimester.

4.3 Bill Generation and Payment

1. Student bill are made available on Student Portal on Week Three (3) of the trimester.
2. Students are required to print the PDF version of the e-bill for record and payment purposes.
3. The payment will be due in seven (7) days upon the release of e-bill.

Part Five

Library

1. Library membership is granted to the University's employees, students, alumni and retirees and the public. All registered students of the University are automatically members of the Library.

Member's Status	Open Shelf Books	Red Spot Books
	Loan Limit/Loan Period	Loan Limit/Loan Period
Foundation Students	5 books/ 2 weeks	1 book for 2 hours/ overnight*

Amended
July 18,
2011

2. Each patron has his/her own library account that can be accessed at any time at <http://library.utar.edu.my>. Through this account the patron can check his/her library activity and perform online renewal of book(s) or online reservation of book(s).
3. Library books can be renewed online twice through the UTAR Library OPAC, if there is no reservation by others and the books are not overdue.
4. Reservation for a checked-out book can be done on-line through the UTAR Library OPAC. A reserved book must be picked up within three (3) days from the date the notice is displayed (at or near the entrance of the library), after which the library cancels the reservation. Patrons will also be informed of the availability of the book through their UTAR email account.
5. Any book on loan may be recalled by the Library in the event it is required either by another patron or for teaching purposes. Recalled books will normally be requested to be returned within seven (7) days of the recall being placed by the library.
6. Overdue notices are sent to patrons' UTAR email accounts. Failure to read e-mails will not be regarded as a valid excuse for non-receipt of overdue notices. Patrons are however advised to refer to the due date stamped in the book and not rely on e-mail reminders/overdue notices as they are merely courtesy reminders.

7. Penalty for late returns:

Collection	Fines (inclusive of holidays)	
Open Shelf Books	Students	First 30 days: RM 0.50 per book per day
		After 30 days: RM25.00 + fines incurred
Red Spot Books	Students	RM 0.50 per hour or part of

8. Patrons must pay all fines incurred regardless of whether a notice was received. Patrons who fail to pay will have their borrowing privileges suspended. Patrons must retain the receipts for the paid fines as proof of payment.
9. Any loss or damage to a library book must be reported to the Librarian. Fines, where imposed, will be determined in the following manner:
 - a. Payment equivalent to twice the current price of the lost or damaged book plus a processing fee of RM25.00 for each book. If the price is not available from reference sources, the price will be determined based upon the purchase price as indicated in the Library's acquisitions record. If such record is unavailable, patrons must pay double the estimated price plus a processing fee of RM25.00; or
 - b. Replacement of the lost or damaged book plus a processing fee of RM25.00 for each book.
10. Inter-faculty library loans are available for books not held by the faculty library but are found in other faculty libraries. Library patrons requesting for such loans are required to fill a form at the Circulation Counter.
11. Inter Library loans are available for materials not held by the Library. However, it is only available to the University staff, post-graduate and final year students. Requesters are billed for the cost of the materials plus a service charge determined by the supplying libraries.