

## **1.0 INTRODUCTION**

### **Background**

The treatment and prevention of diseases have long been the foundation of conventional thoughts in matters of health. These thoughts have undergone changes, albeit slowly, towards the concept of a more holistic management of health, based not only on the biology of diseases but also incorporating aspects of sociological sciences, behavior and the environment. This concept of health gives cognizance not only to patients but to the healthy individual as well.

Rapid advancement in technology has helped to hasten these changes in concepts, methodologies and the way health services are disbursed. These facts are taken into account during the development of programmes at the School of Health Sciences with the expressed intention of producing graduates who would be able to compete in the job market both locally and at the international level.

With these principles as its foundations, the School of Health Sciences USM was established at the Health Campus in Kelantan on the 1<sup>st</sup> of November 1999. The School's main objective is to holistically expand the Health Sciences disciplines. Within the ambit of Health Sciences are included areas of specialties like Biomedicine, Dietetics, Nursing, Forensic Science, Medical Radiation, Exercise and Sports Science, Audiology, Speech Pathology, Nutrition and Environmental and Occupational Health. In addition, several other potential health related subjects will also be offered in due course. Thus the establishment of the School of Health Sciences is a direct effort by USM to help fulfill the national requirement for manpower in the areas of health and paramedical disciplines which is currently experiencing a severe shortage of trained personnels.

The 2016/2017 academic session is the seventeenth for the School. Since the academic session 2002/2003, eleven batches of students have graduated from various programmes. In the academic session 2007/2008, the School of Health Sciences saw another milestone with the reintroduction of Diploma in Nursing which was previously offered under the School of Medical Sciences.

All programmes offered at the School of Health Sciences will be of four (4) years duration (eight semesters). At the end of the programmes, graduates will be conferred the Bachelor of Health Science (Honours) (BHSc) [Ijazah Sarjana Muda Sains Kesihatan dengan kepujian] for their respective disciplines with the exception of the Forensic Science programme which will be conferred the Bachelor of Science (Honours) (Forensic Science) [Ijazah Sarjana Muda Sains dengan kepujian (Sains Forensik)] degree. Meanwhile, graduates from the Diploma in Nursing Programme will be conferred a Diploma in Nursing.

## **Philosophy**

School of Health Sciences holds on to a philosophy that education drives the progress and development of humankind. The school is committed to fulfil the aspiration by providing holistic education to produce graduates with integrity as well as the capability to pursue their own goals and directions in life, in addition to contributing to the development and progress of Malaysia as an industrialised and civilised nation.

## **Mission**

To achieve and maintain excellence in health sciences by:

- Producing graduates with a high level of intellectual inquiry and professionalism.
- Developing graduates with a strong sense of ethics and commitment to humanity.
- Transforming knowledge into an instrument for sustainable development and wellness of society.

## **Vision**

We are committed to be a centre of excellence in health sciences towards the wellness of society through intellectual inquiry, creativity, innovation and dissemination of knowledge.

## 2.0 ACADEMIC SYSTEM AND GENERAL INFORMATION

### 2.1 Course Registration

Registration of courses is an important activity during the period of study at the university. It is the first step for the students to sit for the examination at the end of each semester. Signing up for the right courses each semester will help to facilitate the graduation of each student from the first semester till the final semester.

#### 2.1.1 Course Registration Secretariat for the Bachelor Degree and University's Diploma Students

Student Data and Records Section (SDRP)  
Academic Management Division  
Registry  
(Level 1, Chancellory Building)

Tel. No. : 04-653 2925/3169/4194  
Fax No. : 04-657 4641  
E-Mail : sdrp@usm.my  
Website : <http://registry.usm.my/updr>

The SDRP office is the Secretariat/Manager/Coordinator of course registration for the Bachelor Degree and Diploma Programme of the University.

Further inquiries regarding course registration activities for the first degree and diploma can be made at any time at the office of the SDRP. Please refer to the contact number above.

#### 2.1.2 Course Registration Platform

##### (i) *E-Daftar* (E-Registration)

*E-Daftar* is a platform for on-line course registration. The registration is done directly through the Campus Online portal (<https://campusonline.usm.my>). Only students whose academic status is active are allowed to register for courses in the *E-Daftar*.

Registration under *E-Daftar* for Semester 1 usually starts 1-2 days after the release of 'Official' examination results of Semester 2 of the previous academic year. The system closes a day before Semester 1 begins (in September). *E-Daftar* registration for Semester 2 usually starts 1-2 days after the Semester 1 'Provisional' examination results are released until a day before Semester 2 begins (in February). The actual timing of registration under *E-Daftar* will be announced by the Student Data and

Records Section usually during the Revision Week of every semester and will be displayed on the respective Schools/ Centres/ Hostels' bulletin boards and in the USM's official website.

Under *E-Daftar*, students can register for any courses offered by USM, except co-curriculum courses. Registration of co-curriculum courses is still placed under the administration of the Director of the Centre for Co-Curriculum Programme at the Main Campus or the Coordinator of the Co-Curriculum Programme at the Engineering Campus and the Coordinator of the Co-Curriculum Programme at the Health Campus.

Co-Curriculum courses will be included in the students' course registration account prior to the *E-Daftar* activity, if their pre-registration application is successful.

**(ii) Access to *E-Daftar* System**

- a. *E-Daftar* System can be accessed through the Campus Online portal (<https://campusonline.usm.my>).
- b. Students need to register in this portal to be a member. Each member will be given an ID and password.
- c. Students need to use the ID and password to access their profile page, which includes the *E-Daftar* menu.
- d. Students need to click on the *E-Daftar* menu to access and register for the relevant courses.
- e. Students are advised to print the course registration confirmation slip upon completion of the registration process or after updating the course registration list (add/ drop) within the *E-Daftar* period.
- f. The *E-Daftar* system can only be accessed for a certain period of time.
- g. Guidelines to register/gain access to the *E-Daftar* portal are available at the Campus Online portal's main page.

**(iii) Online Course Registration (OCR) in Schools/Centres**

OCR activities are conducted in the Schools/Centres and are applicable to students who are academically active and under Probation (P1/P2) status. Students who face difficulties registering their courses during the *E-Daftar* period can register their courses during the official period of OCR alternatively. Each school is responsible for scheduling this activity. Students must refer to the schedule at the notice board of their respective Schools.

The official period for OCR normally starts on the first day of the semester (without the penalty charge of RM50.00). After this official date, the registration will be considered late (a penalty of RM50.00 will be imposed if no reasonable excuse is given). During the non-penalty period, OCR will be conducted at each School. After Week Six, all registration, including adding and dropping of courses will be administered by the Examination and Graduation Section Office (Academic Management Division, Registry).

### 2.1.3 The Frequency of Course Registration in One Academic Session

- (i) Normal Study Semester  
- 2 times per year (beginning of Semester 1 & Semester 2)
- (ii) Long semester break (about one month after the final examination of Semester 2)  
- Once per year  
- Applicable for relevant students only.

### 2.1.4 General Guidelines before Students Register for Courses

- (i) Matters/Information/Documents required to be noted/considered/referred to by students before course registration:
  - Refer to the respective School's website to get updated information for courses offered or course registration.
  - Decide on courses to be registered according to the semester as stipulated in the Study Programme Guide Book.
  - List courses to be registered and number of units (unit value) for each course.
  - Provide Cumulative Statement of Grades (Cangred).
  - Construct Teaching and Learning Timetable for the registered courses (to avoid overlapping in timetable).
  - Read and comprehend the reminders regarding policies/general requirements for the course registration.
- (ii) The number of maximum and minimum units that can be registered in every semester is stated below:

Academic Status	Minimum Units	Maximum Units
Active	9	21
P1	9	12
P2	9	10

Determination of academic status in a semester is based on the students' academic performance in the previous semester (Grade Point Average, GPA):

- \* GPA 2.00 & above = Active Academic Status
- \* GPA 1.99 & below = Probation Academic Status (P1/P2)
- Students who meet the minimum period of residency (6 semesters for a 3 year programme, 7 semesters for a 3.5 year programme or 8 semesters for a 4 year programme) are allowed to register courses with a total of less than 9 units. The semester in which the student is on leave is not considered for the residency period.

(iii) Type of course codes during registration:

<b>T</b> = Core courses	}	Grade and number of units obtained from these courses are considered for graduation
<b>E</b> = Elective courses		
<b>M</b> = Minor courses		
<b>U</b> = University courses		

Two (2) other course codes are:

**Y** = audit courses  
**Z** = prerequisite courses

Grade and number of units obtained from these courses are not considered for graduation.

(iv) Advice and approval of the Academic Advisor

- Approval from the Academic Advisor is required for students under Probation status before they are allowed to register during the OCR period. **Probation students cannot access E-Daftar for registration.**
- Approval from the Academic Advisor is not required for students under Active Status to register courses through *E-Daftar*.

(v) Students are not allowed to register and repeat any course for which they have achieved a grade 'C' and above.

### **2.1.5 Information/Document Given To All Students through Campus Online Portal (<https://campusonline.usm.my>)**

- (i) The information of Academic Advisor.
- (ii) Academic information such as academic status, GPA value, CGPA value and year of study.
- (iii) Cangred and Course Registration Form.

- (iv) List of courses offered by all Schools/Centres.
- (v) Teaching and Learning Timetable for all Schools/Centres/Units from the three campuses.
- (vi) List of pre-registered courses which have been added into the students' course registration record (if any).
- (vii) Reminders about the University course registration policies/general requisites.

### 2.1.6 Registration of Language and Co-Curriculum Courses

- (a) Registration of Language courses through *E-Daftar* is allowed.
  - ❖ However, if any problem arises, registration for language courses can still be carried out/updated during the official period of OCR at the office of the School of Languages, Literacies and Translation.
  - ❖ All approval/registration/dropping/adding of language courses is under the responsibility and administration of the School of Languages, Literacies and Translation.
  - ❖ Any problems related to the registration of language courses can be referred to the School of Languages, Literacies and Translation. The contact details are as follows:

General Office	: 04-653 5242/ 5243/ 5248	}	for Main Campus students
Malay Language Programme Chairperson	: 04-6533974		
English Language Programme Chairperson	: 04-6533406		
Foreign Language Programme Chairperson	: 04-6533396		
Engineering Campus Programme			
Chairperson	: 04-5995407		
Health Campus Programme Chairperson	: 09-7671252		

- (b) Registration for **co-curricular courses through *E-Daftar*** is not allowed.
  - ❖ Registration for co-curricular courses is either done through pre-registration before the semester begins or during the first/second week of the semester. Co-curricular courses will be included in the students' course registration account prior to the *E-Daftar* activity, if their pre-registration application is successful.

- ❖ All approval/registration/dropping/adding of co-curricular courses is under the responsibility and administration of:

Director of the Centre for Co-Curricular Programme, Main Campus (04-653 5242/5243/5248)

Coordinator of the Centre for Co-Curricular Programme, Engineering Campus (04-599 5097/6385)

Coordinator of the Centre for Co-Curricular Programme, Health Campus (09-767 7547)

- (c) **Dropping of Language and Co-Curriculum courses, if necessary, must be made within the first week.** After the first week, a fine of RM50.00 will be imposed.

### 2.1.7 Registration of ‘Audit’ Courses (Y code)

Registration for the ‘Audit’ course (Y code) **is not allowed in the E-Daftar**. It can only be done during the official period of OCR in the School or Centre involved. Students who are interested must complete the course registration form which can be printed from the Campus Online Portal or obtained directly from the School. Approval from the lecturers of the courses to be audited and the Dean/ Deputy Dean (Academic) (signed and stamped) in the course registration form is required.

Registration of ‘Audit’ courses (Y code) is not included in the calculation of the total registered workload units. Grades obtained from ‘Audit’ course are not considered in the calculation of CGPA and total units for graduation.

### 2.1.8 Registration of Prerequisite Courses (Z code)

Registration of Prerequisite courses (Z code) is included in the total registered workload (units). Grades obtained from the Prerequisite courses are not considered in the calculation of CGPA and units for graduation.



### 2.1.9 Late Course Registration/Late Course Addition

Late course registration or addition is not allowed after the official period of the OCR ends unless with valid reasons. General information on this matter is as follows:

- (i) **Late course registration and addition are only allowed in the first to the third week** with the approval of the Dean. Students will be fined RM50.00 if the reasons given are not acceptable.
- (ii) Application to add a course **after the third week** will not be considered, except for special cases approved by the University.

### 2.1.10 Dropping of Courses

Dropping of courses is allowed until the **end of the sixth week**.

For this purpose, students must meet the requirements set by the University as follows:

- (i) Dropping Course Form must be completed by the student and signed by the lecturer of the course involved and the Dean/Deputy Dean of their respective Schools and submitted to the general office of the School/Centre which is responsible for offering the courses involved.
- (ii) Students who wish to drop a language course must obtain the signature and stamp of the Dean of the School of Languages, Literacies and Translation, as well as the signature and stamp of the Dean of their respective schools.
- (iii) Students who wish to drop the Co-Curriculum courses must obtain the approval of the Centre for Co-Curriculum Programme and the signature and stamp of the Dean of their respective schools.
- (iv) The option for dropping courses cannot be misused. Lecturers have the right not to certify the course that the student wishes to drop if the student is not serious, such as poor attendance record at lectures, tutorials and practical, as well as poor performance in coursework. The student will be barred from sitting for the examination and will be given grade 'X' and is not allowed to repeat the course during the *Courses during the Long Vacation* (KSCP) period.

### 2.1.11 Course Registration Confirmation Slip

The course registration confirmation slip that has been printed/ obtained after registering the course should be checked carefully to ensure there are no errors, especially the code type of the registered courses. Any data errors for course registration must be corrected immediately whether during the period of *E-Daftar* (for students with active status only) or during the period of OCR at the Schools.

### 2.1.12 Revising and Updating Data/Information/Students' Personal and Academic Records

Personal and academic information for each student can be checked through the Campus Online portal (<https://campusonline.usm.my>). Students are advised to always check all the information displayed on this website.

- The office of the Student Data and Records Section must be notified of any application/notification for correction/updating of personal data such as the spelling of names (names must be spelled as shown on the Identification Card), Identification Card number and address (permanent address and correspondence address).
- The office of the Student Data and Records Section must be notified of any application/ notification for correction of academic data such as information on Major, Minor, MUET result and the course code.
- The office of the Examination and Graduation Section must be notified of any application/notification for correction of the examination/results data.

### 2.1.13 Academic Advisor

Each School will appoint an Academic Advisor for each student. Academic Advisors comprise academic staff (lecturers) of the school. Normally, the appointment of Academic Advisors will be made known to every student during the first semester in the first year of their studies.

Academic Advisors will advise their students under their responsibility on academic-related matters. **Important advice for the students includes the registration planning for certain courses in each semester during the study period.** Before registering the course, students are advised to consult and discuss with their Academic Advisors to determine the courses to be registered in a semester.

**Final year students are advised to consult their Academic Advisors before registering via E-Daftar to ensure they fulfil the graduation requirements.**

Students under Probation status (P1/P2) should obtain approval from the Academic Advisors before they register for courses in a semester through OCR at the School and they are not allowed to register through E-Daftar.

## 2.2 Interpretation of Unit/Credit/Course

### 2.2.1 Unit

Each course is given a value, which is called a **UNIT**. The unit is determined by the scope of its syllabus and the workload for the students. In general, a unit is defined as follows:

Type of Course	Definition of Unit
Theory	1 unit is equivalent to 1 contact hour per week for 13 – 14 weeks in one semester
Practical/Laboratory/ Language Proficiency	1 unit is equivalent to 1.5 contact hours per week for 13 – 14 hours in one semester
Industrial Training/ Teaching Practice	1 unit is equivalent to 2 weeks of training

**Based on the requirements of Malaysian Qualifications Framework (MQF):**

**One unit is equivalent to 40 hours of student learning time**

*[1 unit = 40 hours of Student Learning Time (SLT)]*

### 2.2.2 Accumulated Credit Unit

Units registered and passed are known as credits. To graduate, students must accumulate the total number of credits stipulated for the programme concerned.

## 2.3 Examination System

Examinations are held at the end of every semester. Students have to sit for the examination of the courses they have registered for. Students are required to settle all due fees and fulfil the standing requirements for lectures/tutorials/practical and other requirements before being allowed to sit for the examination of the courses they have registered for. Course evaluation will be based on the two components of coursework and final examinations. Coursework evaluation includes tests, essays, projects, assignments and participation in tutorials.

### 2.3.1 Duration of Examination

Evaluated Courses	Examination Duration
2 units	1 hour for coursework of more than 40%
2 units	2 hours for coursework of 40% and below
3 units or more	2 hours for coursework of more than 40%
3 units or more	3 hours for coursework of 40% and below

### 2.3.2 Barring from Examination

Students will be barred from sitting for the final examination if they do not fulfil the course requirements, such as absence from lectures and tutorials of at least 70%, and have not completed/fulfilled the required components of coursework. Students will also be barred from sitting for the final examination if they have not settled the academic fees. A grade 'X' would be awarded for a course for which a student is barred. Students will not be allowed to repeat the course during the *Courses during the Long Vacation (KSCP)* period.

### 2.3.3 Grade Point Average System

Students' academic achievement for registered courses will be graded as follows:

Alphabetic Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0

Students awarded with a grade 'C-' and below for a particular course would be given a chance to improve their grades by repeating the course during the KSCP (see below) or normal semester. Students awarded with a grade 'C' and above for a particular course will not be allowed to repeat the course whether during KSCP or normal semester.

The achievement of students in any semester is based on Grade Point Average (GPA) achieved from all the registered courses in a particular semester. GPA is the indicator to determine the academic performance of students in any semester.

CGPA is the Cumulative Grade Point Average accumulated by a student from one semester to another during the years of study.

The formula to compute GPA and CGPA is as follows:

$$\text{Grade Point Average} = \frac{\sum_{i=1}^n U_i M_i}{\sum_{i=1}^n U_i}$$

where:

- n = Number of courses taken
- $U_i$  = Course units for course i
- $M_i$  = Grade point for course i

Example of calculation for GPA and CGPA:

	Course	Unit	Grade Point (GP)	Grade (G)	Total GP
Semester I	ABC XX1	4	3.00	B	12.00
	ABC XX2	4	2.33	C+	9.32
	BCD XX3	3	1.67	C-	5.01
	CDE XX4	4	2.00	C	8.00
	EFG XX5	3	1.33	D+	3.99
	EFG XX6	2	2.67	B-	5.34
		20			43.66

$$\text{GPA} = \frac{43.66}{20} = 2.18$$

	Course	Unit	Grade Point (GP)	Grade (G )	Total GP
Semester II	ABC XX7	3	1.00	D	3.00
	ABB XX8	4	2.33	C+	9.32
	BBC XX9	4	2.00	C	8.00
	BCB X10	4	2.67	B-	10.68
	XYZ XX1	3	3.33	B+	9.99
		18			40.99

$$\text{GPA} = \frac{40.99}{18} = 2.28$$

$$\text{CGPA} = \frac{\text{Total Accumulated GP}}{\text{Total Accumulated Unit}} = \frac{43.66 + 40.99}{20 + 18} = \frac{84.65}{38} = 2.23$$

From the above examples, the CGPA is calculated as the total grade point accumulated for all the registered courses and divided by the total number of the registered units.

#### 2.3.4 Courses During the Long Vacation (*Kursus Semasa Cuti Panjang*) (KSCP)

KSCP is offered to students who have taken a course earlier and obtained a grade of 'C-', 'D+', 'D', 'D-', 'F' and 'DK' only. Students who have obtained a grade 'X' or 'F\*' are not allowed to take the course during KSCP.

The purpose of KSCP is to:

- (i) Give an opportunity to students who are facing time constraints for graduation.
- (ii) Assist students who need to accumulate a few more credits for graduation.
- (iii) Assist "probationary" students to enhance their academic status.
- (iv) Assist students who need to repeat a prerequisite course, which is not offered in the following semester.

However, this opportunity is only given to students who are taking courses that they have attempted before and achieved a grade as stipulated above, provided that the course is being offered. Priority is given to final year students. Usually, formal lectures are not held, and teaching is via tutorials.

The duration of KSCP is 3 weeks, i.e. 2 weeks of tutorial and 1 week of examination, all held during the long vacation. The KSCP schedule is available in the University's Academic Calendar.

### The Implementation of KSCP

- (i) Students are allowed to register for a maximum of 3 courses and the total number of units registered must not exceed 10.
- (ii) Marks/grades for coursework are taken from the highest marks/the best grades obtained in a particular course in the normal semester before KSCP. The final overall grade is determined as follows:

**Final Grade = The best coursework marks or grade +  
Marks or grade for KSCP examination**

- (iii) GPA calculation involves the **LATEST** grades (obtained in KSCP) and also involves courses taken in the second semester and those repeated in KSCP. If the GPA during KSCP as calculated above is 2.00 or better, the academic status will be active, even though the academic status for the second semester was probation status. However, if the GPA for KSCP (as calculated above) is 1.99 or below, the academic status will remain as probation status for the second semester.
- (iv) Graduating students (those who have fulfilled the graduation requirements) in the second semester are not allowed to register for KSCP.

### **2.3.5 Academic Status**

Active Status: Any student who achieves a GPA of 2.00 and above for any examination in a semester will be recognised as ACTIVE and be allowed to pursue his/ her studies for the following semester.

Probation Status: A probation status is given to any student who achieves a GPA of 1.99 and below. A student who is under probation status for three consecutive semesters (P1, P2, FO) will not be allowed to pursue his/ her studies at the university. On the other hand, if the CGPA is 2.00 and above, the student concerned will be allowed to pursue his/ her studies and will remain at P2 status.

### **2.3.6 Termination of Candidature**

Without any prejudice to the above regulations, **the University Examination Council has the absolute right to terminate any student's studies if his/ her academic achievement does not satisfy and fulfil the accumulated minimum credits.**

The University Examination Council has the right to terminate any student's studies due to certain reasons (a student who has not registered for the courses, has not attended the examination without valid reasons), as well as medical reasons can be disqualified from pursuing his/ her studies.

### **2.3.7 Examination Results**

A provisional result (pass/fail) through the Campus Online portal (campusonline.usm.my) and short message service (SMS) will usually be released and announced after the School Examination Council meeting and approximately one month after the final examination.

Enquiries regarding full results (grade) can be made through the Campus Online portal and short message service (SMS). The results will be released and announced after the University Examination Council meeting and is usually two weeks after the provisional results are released.

Students can print their official semester results document namely 'SEMGRED' through the portal "*Campus Online*" (campusonline.usm.my) during the second week of the following semester.

## **2.4 Unit Exemption**

### **2.4.1 Unit Exemption**

Unit exemption is defined as the total number of units given to students who are pursuing their studies in USM that are exempted from the graduation requirements. Students only need to accumulate the remaining units for graduation purposes. Only passes or course grades accumulated or acquired in USM will be included in the calculation of the Cumulative Grade Point Average (CGPA) for graduation purposes.

### **2.4.2 Regulations and Implementation of Unit Exemption**

Diploma holders from recognised Public and Private Institutions of Higher Learning:

- (i) Unit exemption can only be given to courses taken at diploma level.
- (ii) Courses for unit exemption may be combined (in two or more combinations) in order to obtain exemption of one course at degree level. However if the School would like to approve only



one course at the diploma level for unit exemption of one course at degree level, the course at diploma level must be equivalent to the degree course and have the same number of or more units.

- (iii) Courses taken during employment (in service) for diploma holders cannot be considered for unit exemption.
- (iv) The minimum achievement at diploma level that can be considered for unit exemption is a minimum grade 'C' or 2.0 or equivalent.
- (v) The total number of semesters exempted should not exceed two semesters.
- (vi) **In order to obtain unit exemption for industrial training**, a student must have continuous work experience for at least two years in the area. If a student has undergone industrial training during the period of diploma level study, the student must have work experience for at least one year. The students are also required to produce a report on the level and type of work performed. Industrial training unit exemption cannot be considered for semester exemption as the industrial training is carried out during the long vacation in USM.
- (vii) Unit exemption for university and option courses can only be given for courses such as Bahasa Malaysia (LKM400), English Language, Islamic and Asian Civilisations and as well as co-curriculum.

IPTS (Private Institution of Higher Learning) USM Supervised/  
External Diploma Graduates:

- ❖ Students who are IPTS USM supervised/external diploma graduates are given unit exemption as stipulated by the specific programme of study. **Normally, unit exemption in this category is given as a block according to the agreement** between USM (through the School that offers the programme) with the IPTS.

**Students from recognised local or foreign IPTA** (Public Institutions of Higher Learning)/IPTS who are studying at the Bachelor's Degree level may apply to study in this university and if successful, may be considered for unit exemption, subject to the following conditions:

- (i) Courses taken in the previous IPT are equivalent (at least 50% of the course must be the same) to the courses offered in USM.

- (ii) Students taking courses at Advanced Diploma level in IPT that are recognised to be equivalent to the Bachelor's Degree course in USM may be considered for unit exemption as in Section 2.5.
- (iii) The total maximum unit exemption allowed should not exceed one third of the total unit requirement for graduation.

### 2.4.3 Total Number of Exempted Semesters

Semester exemption is based on the total units exempted as below:

Total Units Exempted	Total Semesters Exempted
8 and below	None
9 – 32	1
33 to 1/3 of the total units for graduation	2

### 2.4.4 Application Procedure for Unit Exemption

Any student who would like to apply for unit exemption is required to complete the Unit Exemption Form which can be obtained from the Examination and Graduation Section or the respective Schools.

The form must be approved by the Dean of the School prior to submission to the Examination and Graduation Section for consideration and approval.

## 2.5 Credit Transfer

Credit transfer is defined as the recognition of the total number of credits obtained by USM students taking courses in other IPTAs (Public Institution of Higher Learning) within the period of study at USM, and is combined with credits obtained at USM to fulfil the unit requirements for his/her programme of study. The transferred examination results or grades obtained in courses taken at other IPTAs will be taken into consideration in the Cumulative Grade Point Average (CGPA) calculation.

### (a) Category of Students Who Can Be Considered for Credit Transfer

USM full-time Bachelor Degree level students who would like to attend specific Bachelor Degree level courses at other IPTAs.

USM full-time diploma level students who would like to attend specific diploma level courses at other IPTAs.

**(b) Specific Conditions**

(i) Basic and Core Courses

Credit transfer can only be considered for credits obtained from other courses in other IPTAs that are equivalent (at least 50% of the content is the same) with the courses offered by the programme.

Courses that can be transferred are only courses that have the same number of units or more. For equivalent courses but with less number of units, credit transfers can be approved by combining a few courses. Credits transferred are the same as the course units offered in USM. Average grade of the combined courses will be taken into account in the CGPA calculation.

(ii) Elective or Option Courses

Students may take any appropriate courses in other IPTAs subject to permission from the School as well as the approval of the IPTAs.

The transferred credits are credits obtained from courses at other IPTAs. No course equivalence condition is required.

(iii) Minor Courses

For credit transfer of minor courses, the School should adhere to either conditions (i) or (ii), and take into account the programme requirement.

**(c) General Conditions**

- 1) The total maximum units transferred should not exceed one third of the total number of units for the programme.
- 2) Credit exemption from other IPTAs can be considered only once for each IPTA.
- 3) The examination results obtained by a student who has taken courses at other IPTAs will be taken into account for graduation purposes. Grades obtained for each course will be combined with the grades obtained at USM for CGPA calculation.
- 4) Students who have applied and are approved for credit transfer are not allowed to cancel the approval after the examination result is obtained.

- 5) Students are required to register for courses at other IPTAs with not less than the total minimum units as well as not exceeding the maximum units as stipulated in their programme of study. However, for specific cases (e.g. students on an extended semester and only require a few units for graduation), the Dean may allow such students to register less than the minimum units and the semester will not be considered for the residential requirement. In this case, the CGPA calculation will be similar to that requirement of the KSCP.
- 6) USM students attending courses at other IPTAs who have failed in any courses will be allowed to re-sit the examinations of the courses if there is such a provision in that IPTA.
- 7) If the method of calculation of examination marks in the other IPTAs is not the same as in USM, grade conversions will be carried out according to the existing scales.
- 8) USM students who have registered for courses at other IPTAs but have decided to return to study in USM must adhere to the existing course registration conditions of USM.

### **2.5.1 Application Procedure for Attending Courses/Credit Transfer**

USM students who would like to apply to attend courses/credit transfer at other IPTAs should apply using the Unit Exemption Form.

The application form should be submitted for the Dean's approval for the programme of study at least three months before the application is submitted to other IPTAs for consideration.

## **2.6 Academic Integrity**

*“Integrity without knowledge is weak and useless. Knowledge without integrity is dangerous and dreadful.” - Samuel Johnson*

Honesty in academic is important because it is the main pillar in ensuring that manners and ethics with regards to high academic integrity are preserved.

Universiti Sains Malaysia encourages its students to be respectful of and to ensure that any matter relating to academic integrity will be well-preserved. Universiti Sains Malaysia always encourages its students to ensure that manners and integrity would be essential in academics while focusing on their studies in Universiti Sains Malaysia.

These are practices or acts that are considered as conducts which lack integrity in academics:

(a) Cheating

Cheating in the context of academics include copying in examinations, unauthorised use of information or other aids in any academic exercise without authorization or in a non-sincere manner. There are numerous ways and methods of cheating which include:

- Copying answers from others during a test or an exam.
- Any suspicious action that can be described as cheating or an attempt to cheat in an exam.
- Using unauthorised materials or devices without authorization (calculator, PDA, mobile phone, pager, or any smart device, and other unauthorized devices) during a test or an exam.
- Asking or allowing another student to take a test or an exam on behalf and vice-versa.
- Sharing answers or programmes for assignments or projects.
- Purposely tampering with marked/graded work after it has been returned, and then resubmitting it for remarking/regrading.
- Give command, to force, persuade, deceive or blackmail others to conduct research, do writing, programming or any task for personal gains.
- Submitting any identical or similar work in more than one course without consulting or prior permission from the lecturers concerned.

(b) Plagiarism

The reputation of an academic institution depends on the ability to achieve and sustain academic excellence through the exercise of academic integrity. Academic integrity is based on honesty, trust, fairness, respect, and responsibility, which form the basis of academic work.

One aspect of the loss of academic integrity is due to plagiarism, which is the act of presenting published and unpublished ideas, writings, works or inventions of others in written or other medium, as one's own original intellectual endeavours without any clear acknowledgement of or reference to the author of the source.

A substantial portion of academic work and research are in the written form and the university is committed in the deterrence of plagiarism.

## **POLICY ON PLAGIARISM OF UNIVERSITI SAINS MALAYSIA**

The University Policy on Plagiarism describes USM's strong commitment to uphold academic integrity in relation to plagiarism. It will come into effect when there is an infringement of academic conduct relating to plagiarism.

This policy acts as a guideline that both educates and prevents and can be used as the basis if anyone that is part of the university violates any rules and laws of the University.

The policy applies to all students, former students, staff and former staff which include fellows, post-doctorates, visiting scholars, as well as academic, non-academic, research, contract and temporary staff who study, serving or having served, or have graduated from the University.

Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off ideas, images, processes, works, data, personal words or those of other people or sources without any proper acknowledgement, reference to or quotation of the original source(s). The acts of plagiarism include, but are not limited to, the following:

- Quoting verbatim (word-for-word replication of) works of other people.
- Paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s).
- Submitting another person's work in whole or in part as one's own.
- Auto-plagiarising or self-plagiarism (one's own work or previous work) that has already been submitted previously for assessment, or for any other academic award and admitting it as newly-produced without citing the original content.
- Insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and this identify the original writer's particular contribution in the work submitted.

The university will take action of every report and offences relating to plagiarism and if the student is found guilty, the student can be charged by the University according to the Students Disciplinary Rules.

### (c) Fabrication

Fabrication refers to a process of invention, adaptation or copying with the intention of cheating. This is an act of deceiving other people. Fabrication is somewhat related to matters which have been 'created' or altered.

Invention or task outcome or academic work without acknowledgement, alteration, falsification or misleading use of data, information or citation in any academic work constitutes fabrication. Fabricated information neither represent the student's own effort nor the truth concerning a particular investigation or study, and thus violates the principle of truth in knowledge. Some examples are:

- Creating or exchanging data or results , or using someone else's results, in an experiment, assignment or research
- Citing sources that are not actually used or referred to.
- Listing with intent, incorrect or fictitious references.
- Forging signatures of authorisation in any academic record or other USM documents.
- Forging signatures of authorisation in any academic record or other university documents.

(d) Collusion

Collusion refers to the cooperation in committing or to commit or to do work with negative intentions. Some examples of collusion include:

- Paying, bribing or allowing someone to do an assignment, test/exam, a project or research for you.
- Doing or assisting others in an assignment, test/exam, a project or research for something in return.
- Permitting your work to be submitted as the work of others.
- Providing material, information, or sources to others knowing that such aids could be used in any dishonest act.

(e) Other violations relating to academic integrity

- Arriving late to lecture, tutorial, class or other forms of teaching relating to their courses.
- Sending or submitting any overdue assignment relating to their courses.
- Any other violations that USM considers as violating academic integrity.

### **2.6.1 Consequences of Violating Academic Integrity**

Students are responsible in protecting and upholding academic integrity in USM.

If in any specific event a student or students would encounter any incident that denotes academic dishonesty, the student(s) need to submit a report to the relevant lecturer. The lecturer is then responsible to investigate and substantiate the violation and report the matter to the Dean of the School.

- (i) If any violation of academic integrity is considered as not of a serious nature, the Dean of the School can take administrative action on the students.
- (ii) However, if the violation is deemed serious by the School, this matter will be brought to the attention of the University Disciplinary Committee for appropriate measures to be taken.
- (iii) If a student is caught copying or cheating in an examination, the Investigation Committee on Copying/Cheating in Examinations will pursue the matter according to the university's procedures. If the investigation found that there is a case, the student(s) will be brought to the USM University Disciplinary Committee (Academic Matters). Regarding this matter, the University Disciplinary Action will be enforced.
- (iv) Measure 48 Measure (Universiti Sains Malaysia) Students Rule of Conduct provides that a student who had committed an inappropriate conduct and is found guilty could be sentenced with either or a combination of or other suitable penalty as listed
  - (a) a warning;
  - (b) a fine not exceeding two hundred ringgit;
  - (c) exclusion from any specific part or parts of the University for a specified period;
  - (d) suspension from being a student of the University for a specified period;
  - (e) expulsion from the University.

Any student(s) found guilty and to be suspended from their studies within a given duration by the University Disciplinary Committee (Academic Matters) or the University Disciplinary Committee (General Matters), the maximum suspension period will not be accounted for them in the completion their studies and while waiting for the verdict to be read.

## **2.7 USM Mentor Programme**

The Mentor Programme acts as a support-aid that involves staff undergoing special training as consultants and guides to the USM community who would like to share their feelings and any psychosocial issues that could affect their social activities. This programme helps individuals to manage psychosocial issues in a more effective manner, which will eventually improve their well-being in order to achieve a better quality of life.



## Objectives

- (a) To serve as a co-operation and mutual assistance mechanism for dealing with stress, psychosocial problems and many more in order to ensure the well-being of the USM community.
- (b) To inculcate the spirit of unity and the concept of helping one another by appointing a well-trained mentor as a social agent who promotes a caring society for USM.
- (c) To produce more volunteers to assist those who need help.
- (d) To prevent damage in any psychosocial aspect before they reach a critical stage.

## **2.8 Student Exchange Programme**

### **2.8.1 Study Abroad Scheme**

The student exchange programme is an opportunity for USM students to study for one or two semesters abroad at any USM partner institutions. Ideally, students are encouraged to participate in the exchange programme within their third to fifth semester (3 year degree programme) and within the third to seventh semester (4 year degree programme).

USM students who wish to follow the SLBN programme must discuss their academic plans with the Dean or Deputy Dean of their respective Schools and also with the Academic and International Affairs Division of the International Office (to ensure that credits obtained from the external higher education institution can be transferred as part of the credit accumulation for graduation).

Any student that follows the SBLN programme and violates any disciplinary act in the external higher education institution, can be penalised in accordance with the University (Discipline of Students) Rules if the matter is referred to USM.

For further information, please visit <http://bheaa.usm.my/index.php/international> or contact the International Mobility and Career Centre (IMCC) at +604 – 653 2777/2774.

## **2.8.2 Student Exchange Programme in Local Higher Education Institutions (RPPIPT)**

This is a programme that allows students of Higher Learning Institutions to do an exchange programme for a semester among the higher institutions themselves. Students can choose any relevant courses and apply for credit transfers.

USM students who want to participate in RPPIPT have to discuss their academic plans with the Dean or Deputy Dean of their respective Schools as well with the Academic Collaboration Unit, Division of Academic and International Affairs (to ensure that credits obtained from the higher education institution in Malaysia can be transferred as part of the credit accumulation for graduation).

Any student who participates in RPPIPT and violates any of the institution's disciplinary rules can be penalised according to the University (Discipline of Students) Rules if the matter is referred to USM.

For further information, please visit <http://bheaa.usm.my/index.php/programmes/inter-university-exchange> or contact the Academic Collaboration Unit of the Academic and International Affairs Division at +604 – 653 2451.

## **2.9 Ownership of Students' Dissertation/Research Project/Theses and University's Intellectual Property**

### **2.9.1 Ownership of Students' Dissertation/Research Project/Theses and University's Intellectual Property**

The copyright of a dissertation/research project/thesis belongs to the student. However, as a condition for the conferment of a degree, the student gives this right unconditionally, directly but not exclusively, and free of royalties to the university to use the contents of the work/thesis for teaching, research and promotion purposes. In addition, the student gives non-exclusive rights to the University to keep, use, reproduce, display and distribute copies of the original thesis with the rights to publish for future research and the archives.

### 3.0 UNIVERSITY REQUIREMENTS

#### 3.1 Summary of University Requirements

Students are required to take 15 - 22 units of the following University/Option courses for University requirements:

University Requirements		Units
1	Bahasa Malaysia	2
2	English Language	4
3	<u>Local Students</u> <ul style="list-style-type: none"> <li>• Islamic and Asian Civilisations (TITAS) (2 Units)</li> <li>• Ethnic Relations (2 Units)</li> <li>• Core Entrepreneurship* (2 Units)</li> </ul> <u>International Students</u> <ul style="list-style-type: none"> <li>• Malaysian Studies (4 Units)</li> <li>• Option/ Bahasa Malaysia/ English Language (2 Units)</li> </ul>	6
4	Co-curricular /Skills Courses/Foreign Language Courses/Options  Students have to choose one of the following: <ul style="list-style-type: none"> <li>• Co-curricular** (1-10 units)</li> <li>• Skills Courses/ Foreign Language Courses/Options</li> </ul>	3 – 12
<b>Total</b>		<b>15 – 22</b>

\* Students from Schools which have a similar course as this are exempted from taking this course. The units should be replaced with an option course.

\*\* Students from the School of Education Studies are required to choose a uniformed body co-curricular package. Registration for co-curricular courses is compulsory for students from the School of Dental Sciences (SDS). The number of co-curricular units that need to be collected is three (3) units. The breakdown is as follows: (i) 2<sup>nd</sup> year students must register for one (1) unit of the co-curricular course in semester 1. (ii) 3<sup>rd</sup> year students must register for (1) unit of co-curricular course in semester 1 AND one (1) unit in semester 2 (further information can be obtained from the SDS Academic Office). Registration for co-curricular courses is compulsory for 1<sup>st</sup> year students from the School of Medical Sciences (SMS). The number of units that need to be collected for co-curricular courses is two (2) units. The breakdown is as follows: 1<sup>st</sup> year students must register for one (1) unit of a co-curricular course in semester 1 AND one (1) unit in semester 2 (further information can be obtained from the SMS Academic Office).

Details of the University requirements are given in the following sections.

### 3.2 Bahasa Malaysia

(a) Local Students

The requirements are as follows:

- LKM400/2 - Bahasa Malaysia IV

All Malaysian students must take LKM400 and pass with the minimum of Grade C in order to graduate.

Entry requirements for Bahasa Malaysia are as follows:

No	Qualification	Grade	Level of Entry	Type	Units	Status
1	(a) SPM/ MCE/ SC (or equivalent qualification)  (b) STPM/ HSC (or equivalent qualification)	1 - 6  P/ S	LKM400	U	2	Graduation requirement

**Note:** To obtain credit units for Bahasa Malaysia courses, a minimum grade of C is required. Students may obtain advice from the School of Languages, Literacies and Translation if they have different Bahasa Malaysia qualifications from the above.

(b) International Students

- International students pursuing Bachelor's degrees in Science, Accounting, Arts (ELLS), Education (TESL), Housing, Building and Planning and English for Professionals.

All international students in this category are required to take the following courses:

Code	Type	Units
LKM100	U	2

- International students (non-Indonesian) pursuing Bachelor's degrees in Arts.

All international students in this category are required to take the following courses:

Code	Type	Units
LKM 100	Z	2
LKM 200	U	2
LKM 300	U	2

- International students (Indonesian) pursuing Bachelor degrees in Arts.

The Bahasa Malaysia graduation requirement for this category of students is as follows:

Code	Type	Units
LKM200	U	2
LKM300	U	2

**Note:** Students must pass with a minimum grade C for type U courses.

### 3.3 English Language

All Bachelor degree students must take 4 units of English Language courses to fulfil the University requirement for graduation.

#### (a) Entry Requirements for English Language Courses

No.	English Language Qualification	Grade	Level of Entry	Status
1	*MUET LSP401/402/403/404 † Discretion of Dean	Band 6 A - C	LHP 451/452/453/454/455/ 456/457/458/459	Compulsory/ Option/Type U (2 Units)
2	*MUET LSP300 † Discretion of Dean	Band 5 A - C	LSP 401/402/403/404	Compulsory/ Type U (2 Units)
3	*MUET LMT100 † Discretion of Dean	Band 4 A - C	LSP300	Compulsory/ Type U (2 Units)
4	*MUET † Discretion of Dean	Band 3/2/1 (Score 0 - 179)	LMT100/ Re-sit MUET	Prerequisite/ Type Z (2 Units)

\* MUET: Malaysian University English Test.

† Students may obtain advice from the School of Languages, Literacies and Translation if they have different English Language qualifications from the above.

**Note:**

- Students are required to accumulate four (4) units of English for graduation.
- In order to obtain units in English Language courses, students have to pass with a minimum grade 'C'.
- Students with a Score of 260 – 300 (Band 6) in MUET must accumulate the 4 units of English from the courses in the post-advanced level (LHP451/452/453/454/455/456/457/ 458/459\*). They can also take foreign language courses to replace their English language units but they must first obtain written consent from the Dean of the School of Languages, Literacies and Translation. (Please use the form that can be obtained from the School of Languages, Literacies and Translation.)  
[\*The number of units for LHP457 is 4 and for LHP451, 452, 453, 454, 455, 456, 458 and 459 is 2.]
- Students with a score of 179 and below in MUET are required to re-sit MUET to improve their score to Band 4 or take LMT100 and pass with a minimum grade 'C'.

**(b) English Language Courses (Compulsory English Language Units)**

The English Language courses offered as University courses are as follows:

No	Code/Unit	Course Title	School (If Applicable)
1	LMT100/2	Preparatory English	Students from all Schools
2	LSP300/2	Academic English	Students from all Schools
3	LSP401/2	General English	Students from: School of Education Studies (Arts) School of Fine Arts School of Humanities School of Social Sciences School of Languages, Literacies and Translation
4	LSP402/2	Scientific and Medical English	Students from: School of Biological Sciences School of Physics School of Chemical Sciences School of Mathematical Sciences School of Industrial Technology School of Education Studies (Science) School of Medical Sciences School of Health and Dental Sciences School of Pharmaceutical Sciences
5	LSP403/2	Business and Communication English	Students from: School of Management School of Communication

No	Code/Unit	Course Title	School (If Applicable)
6	LSP404/2	Technical and Engineering English	Students from: School of Computer Sciences School of Housing, Building and Planning School of Engineering
7	LDN 101/2	English For Nursing I	Students from the School of Health Sciences
8	LDN 201/2	English For Nursing II	Students from the School of Health Sciences

### 3.4 Local Students - Islamic and Asian Civilisations/Ethnic Relations/Core Entrepreneurship

- (a) Islamic and Asian Civilisations (The course is conducted in Bahasa Malaysia)

It is compulsory to pass the following course (with a minimum grade 'C'):

HTU 223 – Islamic and Asian Civilisations (TITAS) (2 units)

This course aims to increase students' knowledge on history, principles, values, main aspects of Malay civilization, Islamic civilization and its culture. With academic exposure to cultural issues and civilization in Malaysia, it is hoped that students will be more aware of issues that can contribute to the cultivation of the culture of respect and harmony among the plural society of Malaysia. Among the topics in this course are Interaction among Various Civilizations, Islamic Civilization, Malay Civilization, Contemporary Challenges faced by the Islamic and Asian Civilizations and Islamic Hadhari Principles.

- (b) Ethnic Relations (The course is conducted in Bahasa Malaysia)

It is compulsory to pass the following course (with a minimum grade 'C'):

SHE 101 – Ethnic Relations (2 units)

This course is an introduction to ethnic relations in Malaysia. This course is designed with 3 main objectives: (1) to introduce students to the basic concepts and the practices of social accord in Malaysia, (2) to reinforce basic understanding of challenges and problems in a multi-ethnic society, and (3) to provide an understanding and awareness in managing the complexity of ethnic relations in Malaysia. At the end of this course, it is hoped that students will be able to identify and apply the skills to issues associated with ethnic relations in Malaysia.

(c) Core Entrepreneurship (The course is conducted in Bahasa Malaysia)

It is compulsory to pass the following course (with a minimum grade 'C'):

WUS 101 – Core Entrepreneurship (2 units)

This course aims to provide basic exposure to students in the field of entrepreneurship and business, with emphasis on the implementation of the learning aspects while experiencing the process of executing business projects in campus. The mode of teaching is through interactive lectures, practical, business plan proposals, execution of entrepreneurial projects and report presentations. Practical experiences through hands-on participation of students in business project management will generate interest and provide a clearer picture of the world of entrepreneurship. The main learning outcome is the assimilation of culture and entrepreneurship work ethics in their everyday life. This initiative is made to open the minds and arouse the spirit of entrepreneurship among target groups that possess the potential to become successful entrepreneurs. By exposing all students to entrepreneurial knowledge, it is hoped that it will accelerate the effort to increase the number of middle-class entrepreneurs in the country.

For more information, please refer to the Co-curriculum Programme Reference Book.

### **3.5 International Students - Malaysian Studies/Option**

(a) Malaysian Studies

It is compulsory for all international students to pass the following course (with a minimum grade 'C'):

SEA205E - Malaysian Studies (4 Units)

This course investigates the structure of the Malaysian system of government and the major contemporary trends in Malaysia. Emphasis will be given to the current issues in Malaysian politics and the historical and economic developments and trends of the country. The discussion begins with a review of the independence process. This is followed by an analysis of the formation and workings of the major institutions of government – parliament, judiciary, bureaucracy, and the electoral and party systems. The scope and extent of Malaysian democracy will be considered, especially in the light of the current changes and developments in Malaysian politics. The second part of the course focuses on specific issues: ethnic relations, national unity and the national ideology; development and political change; federal-state relations; the



role of religion in Malaysian politics; politics and business; Malaysia in the modern world system; civil society; law, justice and order; and directions for the future.

(b) Option/Bahasa Malaysia/English Language (2 Units)

International students need to fulfil another 2 units of an option course or an additional Bahasa Malaysia/English Language course.

### 3.6 Co-Curriculum/Skills Courses/Foreign Language Courses/Options

Students have to choose one of the following (A/B):

(A) **Uniformed/Seni Silat Cekak/Jazz Band Co-curricular Package**  
(6 – 10 Units)

Students who choose to take packaged co-curricular courses are required to complete all levels of the package. It is compulsory for students from the School of Education Studies to choose a uniformed body co-curricular package from the list below (excluding Seni Silat Cekak). The co-curricular packages offered are as follows:

- Palapes (Reserve Officers' Training Corps) Co-curricular Package (10 Units) (3 years)

<b>ROTC Army</b>	<b>ROTC Navy</b>	<b>ROTC Air Force</b>
WTD103/3	WTL103/3	WTU103/3
WTD203/3	WTL203/3	WTU203/3
WTD304/4	WTL304/4	WTU304/4

- Co-curricular Package (6 Units) (3 years)

<b>Suksis (Students' Police Volunteers)</b>	<b>The Art of Silat Cekak Malaysia</b>	<b>Jazz Band</b>
WPD101/2	WCC123/2	WCC108/2
WPD201/2	WCC223/2	WCC208/2
WPD301/2	WCC323/2	WCC308/2

<b>Kelanasiswa (Rovers)</b>	<b>Bulan Sabit Merah (Red Crescent)</b>	<b>Ambulans St. John (St. John Ambulance)</b>	<b>SISPA (Civil Defence)</b>
WLK102/2	WBM102/2	WJA102/2	WPA103/2
WLK202/2	WBM202/2	WJA202/2	WPA203/2
WLK302/2	WBM302/2	WJA302/2	WPA303/2

(B) Co-curricular/Skills Courses/Options (1 – 6 Units)

All students are encouraged to follow the co-curricular courses and are given a maximum of 6 units for Community Service, Culture, Sports, Innovation and Initiatives and Leadership (Students from the School of Medical Sciences and School of Dentistry are required to register for a specific number of co-curriculum units and at specific times during their academic year (Please refer to subject 3.1 Summary of University Requirements). Students from the School of Education Studies must take the uniformed co-curricular package [excluding Seni Silat Cekak]. Students who do not enrol for any co-curricular courses or who enrol for only a portion of the 3 units need to replace these units with skills/ option courses. The co-curricular, skills and option courses offered are as follows:

<b>Packaged (Students are required to complete all levels)</b>			
<b>Community Service (2 Years)</b>	<b>Jazz Band (3 Years)</b>	<b>Karate (3 Semesters)</b>	<b>Taekwondo (3 Semesters)</b>
WKM101/2	WCC108/2	WSC108/1	WSC115/1
WKM201/2	WCC208/2	WSC208/1	WSC215/1
	WCC308/2	WSC308/1	WSC315/1
<b>Non-Packaged (1 Semester)</b>			
<b>Culture</b>		<b>Sports</b>	
WCC105/1 - Gamelan		WSC105/1 - Bola Tampar (Volley Ball)	
WCC107/1 - Guitar		WSC106/1 - Golf	
WCC109/1 - Koir (Choir)		WSC110/1 - Memanah (Archery)	
WCC110/1 - Kraftangan (Handcrafting)		WSC111/1 - Ping Pong (Table Tennis)	
WCC115/1 - Tarian Moden (Modern Dance)		WSC112/1 - Renang (Swimming)	
WCC116/1 - Tarian Tradisional (Traditional Dance)		WSC113/1 - Aerobik (Aerobics)	
WCC117/1 - Teater Moden (Modern Theatre)		WSC114/1 - Skuasy (Squash)	

WCC118/1 - Wayang Kulit Melayu (Malay Shadow Play)	WSC116/1 - Tenis (Tennis)
WCC119/1 - Senaman Qigong Asas (Basic Qigong Exercise)	WSC119/1 - Badminton
WCC219/1 - Senaman Qigong Pertengahan (Intermediate Qigong Exercise)	WCC124/1 - Sepak Takraw
WCC124/1 - Kompang Berlagu	WSC 125/1 - Futsal
WCC127/1 - Kesenian Muzik Nasyid (Nasyid Musical Arts)	WSC 126/1 - Bola Jaring (Netball)
WCC 129 – Latin Dance (Cha Cha)	WSC 128/1 – Petanque
	WSC 129/1 - Boling Padang (Lawn Bowl)
	WSC 130/1 - Orienteering

<b>Innovation &amp; Initiative</b>	<b>Leadership (Kepimpinan)</b>
WCC103/1 - Catan (Painting)	WSC 127/1 - Pengurusan Acara 1 (Event Management 1)
WCC110/1 - Kraftangan (Handcrafting)	WSC 227/1 - Pengurusan Acara 2 (Event Management 2)
WCC120/1 - Canting Batik (Batik Painting)	<b>Public Speaking</b>
WCC121/1 - Seni Khat (Calligraphic Art)	WEC 101/1 – Pengucapan Awam (Bahasa Malaysia)
WCC122/1 - Seni Memasak (Culinary Arts)	WEC 101E/1 – Public Speaking (English)
WCC125/1 - Seni Wau Tradisional (Traditional Kite Art)	
WCC127/1 - Kesenian Muzik Nasyid (Art of Nasheed Music)	
WCC128/1 - Seni Sulaman & Manik Labuci (Embroidery & Beads Sequins Art)	
WCC 130/1 - Seni Fotografi SLR Digital (Digital SLR Photography Art)	
WCC/131/1 - Seni Suntingan Fotografi (Editing Photography Art)	
WCC132/1 – Seni Seramik (The Art of Ceramics)	

- (i) WSU 101/2 - Sustainability: Issues, Challenges & Prospect (2 units)

Course Synopsis

This course introduces and exposes students to the concepts of sustainable development. The course is aimed at ensuring that the ability of the next generation to fulfil their needs in the future will not be jeopardized, especially in an era of globalization that is filled with challenges and rapid advances in information technology. Sustainable development by definition, involves efforts to maintain the balance among the three important aspects, i.e. competitive economy, balanced ecosystem and social integration. For the economic aspect, it touches on the issues of development, economic growth, economic challenges of population, agriculture and industrial sector contributions, finance sector, and also information and technology. Environmental sustainability, on the other hand, focuses on forest and environmental management, marine resource management, eco-tourism, environmental degradation, natural phenomena, global warming, and also ethics in natural resource management. The social integration aspect emphasizes the role of the communities in practising sustainable development in daily life with health management, security (climate change, epidemics, crime and terrorism) and socio-economic network. Sustainable development models and case studies will be discussed too.

For further information, please refer to **Co-curricular Guidelines Book**.

- (ii) HTV201/2 - Teknik Berfikir (Thinking Techniques)
- (iii) Other options/ skills courses as recommended or required by the respective Schools (if any)
- (iv) English Language Courses

The following courses may be taken as university courses to fulfil the compulsory English Language requirements (for Band 5 and Band 6 in MUET) or as skills/option courses:

No	Code/Unit	Course Title
1.	LHP451/2	Effective Reading
2.	LHP452/2	Business Writing
3.	LHP453/2	Creative Writing
4.	LHP454/2	Academic Writing

No	Code/Unit	Course Title
5.	LHP455/2	English Pronunciation Skills
6.	LHP456/2	Spoken English
7.	LHP457/4	Speech Writing and Public Speaking
8.	LHP458/2	English for Translation (Offered only in Semester II)
9.	LHP459/2	English for Interpretation (Offered only in Semester I)

(v) Foreign Language Courses

The foreign language courses offered by the School of Languages, Literacies and Translation can be taken by students as an option or compulsory courses to fulfil the number of units required for graduation. Students are not allowed to register for more than one foreign language course per semester. They must complete at least two levels of a foreign language course before they are allowed to register for another foreign language course. However, students are not required to complete all four levels of one particular foreign language course. The foreign language courses offered are as follows:

Arabic	Chinese	Japanese	German	Spanish
LAA100/2	LAC100/2	LAJ100/2	LAG100/2	LAE100/2
LAA200/2	LAC200/2	LAJ200/2	LAG200/2	LAE200/2
LAA300/2	LAC300/2	LAJ300/2	LAG300/2	LAE300/2
LAA400/2	LAC400/2	LAJ400/2	LAG400/2	LAE400/2

French	Thai	Tamil	Korean
LAP100/2	LAS100/2	LAT100/2	LAK100/2
LAP200/2	LAS200/2	LAT200/2	LAK200/2
LAP300/2	LAS300/2	LAT300/2	LAK300/2
LAP400/2	LAS400/2		