



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of
Chemical and Energy
Engineering

WE WISH YOU
ALL THE BEST
FOR YOUR FINAL EXAM

Sincerely from :
Faculty of Chemical and Energy Engineering Community

ACADEMIC REGULATIONS

Part VII

5.0 Regulations For Final Examination

8.0 Examination Misconducts

9.0 Penalty For Final Examination
Misconducts

5.0 Regulations For Final Examination

- 5.1 Students are advised to be at the designated Examination Hall as stipulated in the examination schedule no later than FIFTEEN (15) minutes before the examination begins.
- 5.2 Students, with the chief invigilator's permission, are allowed to enter the Examination Hall FIFTEEN (15) minutes before the examination begins. Students should enter the room in an orderly manner.
- 5.3 Students who arrive no later than THIRTY (30) minutes after the examination begins will be allowed to sit for the examination but there will be no time extension given for the examination.
- 5.4 Students who arrive THIRTY (30) minutes or more after the examination begins will not be allowed to enter the Examination Hall and take the examination.
- 5.5 Students are not allowed to leave the Examination Hall within the first THIRTY (30) minutes after the examination begins and FIFTEEN (15) minutes before the examination ends. If a student needs to temporarily leave the Examination Hall between the time stated above, he/she will have to seek permission from an Invigilator. The Invigilator will record the student's name and time of exit and entry.
- 5.6 Students are required to bring: 5.6.1 course registration slip; and 5.6.2 matric card or MyKad/passport to the Examination Hall and place these documents on the top right-hand corner of the their tables to be checked by the Invigilator.
- 5.7 Students who do not have their course registration slip and student matric card or MyKad/passport will not be allowed to take the examination unless written consent is obtained from the examination supervisor.

8.0 Examination Misconducts

8.1 Students shall not be involved in any of the following examination misconduct:

- 8.1.1 give and/or receive and/or own any information in electronic, printed or any other form which is not permitted during the examination whether within or outside the Examination Hall unless allowed by the chief invigilator; or
- 8.1.2 use the obtained information as listed above for the purpose of answering the examination questions; or
- 8.1.3 cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
- 8.1.4 other misconducts as stated by the University (for example making noise, interfering with other students, preventing the Invigilator from performing his duties).

9.0 Penalty For Final Examination Misconducts

9.1 If a student violated the rules and regulations of the examination as in Item 8.0 and is found guilty by the Academic Committee of the Faculty, the Senate can take any of the following action:-

- 9.1.1 award ZERO (0) mark for the course (inclusive of coursework); or
- 9.1.2 award ZERO (0) mark for all the courses registered in that semester

9.2 The Academic Committee of the Faculty may recommend disciplinary action pursuant to the provisions of the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 and any provisions and acts which are in force depending on the extent of offences committed by students.

9.3 Students who have been found to violate the rules for the second time will be dealt with item 9.1.2 and proposed to receive disciplinary action in accordance to the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 and any provisions and acts which are in force.

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