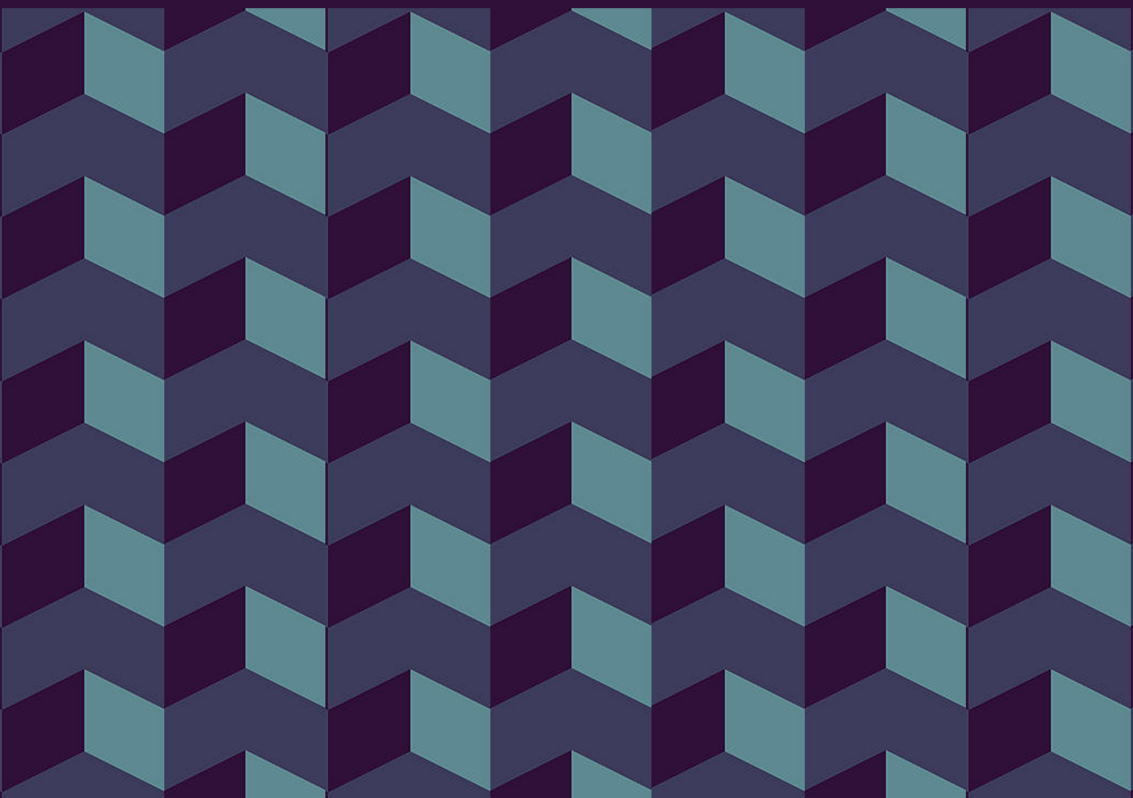


Tips to Prevent Termination of Candidature



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Based on Rule 54(iii) of the Universiti Putra Malaysia (Graduate Studies) Rules 2003 (Revision 2012-2013), students will obtain a Termination of Candidature status for any of the following reasons:

- Obtains a CGPA below 3.000 for two consecutive semesters;
- Obtains a CGPA below 2.500 in any one semester;
- Fails twice in any compulsory course;
- Receives a TM grade for GS-11 on two occasions; and
- Receives a TM grade and a recommendation of termination from the supervisor.

Steps to be taken by lecturer, administrator, or supervisor

- Reminding the student to complete the following before week 7:
 - Drop courses (if necessary)
 - Changing course status to YW, ELF, or AU (if necessary). Course status requirements are based on graduation requirements.
- Ensuring that examination results are announced to students before Week 7, to help the student decide if she/he will continue with or drop the course in question.
- Reminding the student to check examination results within three (3) weeks of the examination date.
- Reminding students who have received a Probation or Termination of Candidature grade to apply for re-examination (if necessary). According to the Universiti Putra Malaysia (Graduate Studies) Rules, students are allowed to re-sit their examination if they obtain a grade lower than B for a course in the current semester. If the student manages to obtain a higher grade upon re-examination, then said grade will be taken into account in the calculation of CGPA.

Steps to be taken by student

- Checking examination results within three (3) weeks of the examination date.
- Applying for re-examination with the support of advisor/supervisor (if necessary) if receiving a Probation (CGPA <3.000) or Termination of Candidature (CGPA <2.500) status. Students can file an application to re-sit their examination if they obtain a grade lower than B for a course in the current semester with the advisor/supervisor within two (2) weeks of the announcement of examination results.
- Arranging for a meeting with the advisor/supervisor if receiving a Probation status to discuss the necessary steps to be taken to avoid receiving a Termination of Candidature status for the following semester. These steps include:
 - Applying for the appropriate course;
 - Carrying out simulation of required grade (≥ 3.000);
 - Repeating failed courses; and
 - Calculating mark deficiency.

Calculating deficiency

Example:

Student with Probation Status

A student applies for four (4) courses in the First Semester 2013/2014 and obtains the following results:

| Code | Credit | Grade | Grade Value |
|---------|--------|-------|-------------|
| EAB4508 | 3 | B+ | 3.50 |
| EAB4606 | 3 | B+ | 3.50 |
| EAB4608 | 3 | B | 3.00 |
| EAB5308 | 3 | D+ | 1.50 |

Calculation of GPA and CGPA:

$$\begin{aligned}\sum \text{Grade value} &= \frac{\text{Total grade value}}{\text{Total credit hours}} \\ &= \frac{3(3.50) + 3(3.5) + 3(3.00) + 3(1.50)}{3 + 3 + 3 + 3 \text{ credits}} \\ &= \frac{34.5}{12}\end{aligned}$$

$$\text{GPA} = \mathbf{2.875}$$

If the student is in Semester 1, her/his CGPA will be equivalent to the GPA, that is **2.875**.

The student then makes plans to register for two (2) courses in the Second Semester 2013/2014, and aims for the following results:

| Code | Credit | Grade | Grade Value |
|---------|--------|-------|-------------|
| EAB5404 | 3 | B+ | 3.50 |
| EAB5055 | 3 | B | 3.00 |

Calculation of GPA and CGPA:

$$\begin{aligned}\sum \text{Grade value} &= \frac{3(3.50) + 3(3.00)}{3 + 3 \text{ credits}} \\ &= \frac{19.5}{6}\end{aligned}$$

$$\text{GPA} = \mathbf{3.250}$$

$$\begin{aligned}\Sigma \text{ Overall grade value} &= \frac{\text{Total grade value}}{\text{Total credit hours}} \\ &= \frac{34.5 + 19.5}{12 + 6} \\ &= \frac{54}{18}\end{aligned}$$

$$\text{CGPA} = 3.000$$

The student will then obtain a Good grade for the Second Semester 2013/2014 if she/he receives a minimum of a B+ and a B grade for the two courses.

- Students in programmes without theses who in their final semester and who receive a Termination of Candidature status can be allowed to repeat a semester. The credit hours of the repeated course will be taken into account in the calculation of CGPA (see Rule 46).
- Students who have received a Termination of Candidature status can request for a their status to be reviewed. Students are required to submit the Review Against Termination Form (GS-13b) and pay a processing fee of RM 50.
- The application for renewal will be brought to the UPM Graduate Review Meeting which is chaired by the Deputy Vice Chancellor (Academic and International) for consideration. Results are final.



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