



## RE-SIT FORM

**REGISTRATION AND FULL PAYMENT MUST BE MADE BY THE LAST DAY AS STATED IN THE ACADEMIC CALENDAR.  
RE-SIT REGISTRATION FEE IS RM100.00 PER COURSE (DIPLOMA) / RM150.00 PER COURSE (BACHELOR) .  
INCOMPLETE FORM WILL NOT BE PROCESSED.**

**STUDENT DETAILS**

<b>NAME</b>		<b>PROGRAM</b>	
<b>NRIC / PASSPORT NO.</b>		<b>INTAKE</b>	
<b>STUDENT ID</b>		<b>CONTACT NO.</b>	

_____ <b>SIGNATURE</b>	_____ <b>DATE</b>
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**SUBJECT DETAILS**

NO	SUBJECT
1	
2	

**REGISTRATION & PAYMENT DETAILS**

UNIT / DEPARTMENT	SIGNATURE	REMARKS	DATE
FINANCE			
EXAM BOARD			
ADMINISTRATION		ACKNOWLEDGE & FILE	

**STUDENT COPY**

<b>NAME</b>	
<b>NRIC NO</b>	
<b>STUDENT ID</b>	
<b>PROGRAM</b>	
<b>INTAKE</b>	

**REGISTERED SUBJECT(S) TO RE-SIT**

1. \_\_\_\_\_

2. \_\_\_\_\_

**RETAIN THIS SLIP AND PRESENT IT TOGETHER WITH THE OFFICIAL RECEIPT DURING RE-SIT EXAM**

_____ <b>SIGNATURE (FINANCE)</b>	_____ <b>DATE</b>
_____ <b>SIGNATURE (EXAM BOARD)</b>	_____ <b>DATE</b>

**ACADEMIC POLICY & PROCEDURE: STUDENT REGISTRATION PROCEDURES TO RE-SIT FINAL EXAM**

**THIS DOCUMENT IS TO BE READ TOGETHER WITH THE RE-SIT FORM (ATI/ACA/F/16/43)**

1. The student is required to obtain the repeat form (ATI/ACA/F/16/43) from the Administration Department.
2. **Registration and full payment must be made by the last day stated in the Academic Calendar.**
3. A student is only allowed to re-sit **ONCE for each course** with a **maximum of 2 courses** in a semester.
4. All re-sit exams must be taken immediately in the following semester i.e. a student who failed a course in Semester 3 is required to take the re-sit examination immediately in Semester 4.
5. **Student cannot defer / postpone taking the re-sit exam to another semester of their choice.**
6. Students who failed in the re-sit exam will automatically be required to repeat the subject. There will be no second attempt for the re-sit exam.
7. All re-sit exams will be conducted on the **3rd week of the following Academic Calendar.**
8. **CONDITIONS** Re-sit exam is only applicable for courses that have **written final exam with a weightage of 50% and above** as part of the assessment scheme. The re-sit exam will be based on a 100% weightage.
9. **RE-SIT FEE** Registration fee for re-sit exam is RM100.00 per course (Diploma) and RM150.00 per course (Bachelor).
10. **QUALIFYING YOURSELF**
  - 1) **Student must achieve a minimum overall score of 40% (grade D+) to qualify for the re-sit exam. Bring your original semester transcript during registration period to show proof that you qualify for the re-sit examination.**
  - 2) **You were not barred from the final exam because of discipline problem i.e. poor attendance during academic session or failure to settle the tuition fee.**
11. **REGISTERING YOURSELF** Meet the requirements and complete the form before proceeding to the Bursary Office to make payment.
12. **PAYMENT REGISTRATION** Once payment is made, the Bursary Officer will sign the re-sit form as proof of registration with the office. An official payment receipt will also be issued to the student as proof of payment. The student is then required to see the Head of Examination Board for registration purpose.
13. **EXAMINATION REGISTRATION** For registration purpose, the Head of Examination Board will note down the required details, sign the re-sit form as proof of registration with the Examination Board Office and issue you with a copy of re-sit registration slip. Please retain this registration slip.
14. Once the student has made the necessary registration with the relevant departments and offices, **and full payment has been made**, a student copy will be given to the student as proof of registration. Retain your copy and present it together with the official payment receipt during the re-sit examination.
15. The date of the re-sit exam is subject to change. Please check with the Examination Board for any changes. Results for re-sit examination will be issued within 2 weeks after the re-sit exam.