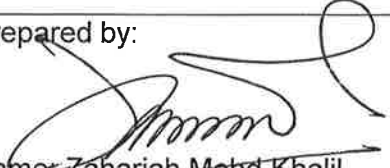
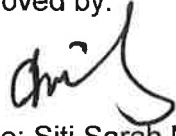

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Prepared by:  Name: Zahariah Mohd Khalil Admin Officer Academic Services, Faculty of Pharmacy & Health Sciences UniKL RCMP Date: 04/09/ 2017	Approved by:  Name: Siti Sarah Nijar Position: HoD Academic Services, Faculty of Pharmacy & Health Sciences UniKL RCMP Date: 04/09/ 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	Dean, FPHS
2	01 July 2016	Review	01	Covering Dean, FPHS
3	04 Sep 2017	Amendment	02	HoD

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1.0 OBJECTIVE

The objective of this procedure is to provide guideline for the purpose of conducting supplementary examination. This is an option for the students who obtained C- to re-sit the examination and progress into the next semester. Only a minimum of grade C will be awarded if the student passes the supplementary exam.

2.0 SCOPE

The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences and Nursing Programme, Faculty of Medicine, UniKL RCMP.

3.0 REFERENCES

3.1 University Rules and Regulations (Latest Edition)

4.0 DEFINITIONS/ABBREVIATIONS

EC	:	Examination Committee
EU	:	Examination Unit
FEB	:	Faculty Exam Board
HoC	:	Head of Committee
HoD	:	Head of Department
HoP	:	Head of Programme
UAC	:	University Academic Committee
UniKL	:	Universiti Kuala Lumpur

5.0 RESPONSIBILITY

- 5.1 The HoD of Academic Services, is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 HoP and HoU are responsible to ensure that this procedure is adhered with to at Programme level.
- 5.3 EU is responsible to assist and provide any materials that are required for this procedure.

6.0 PROCEDURE

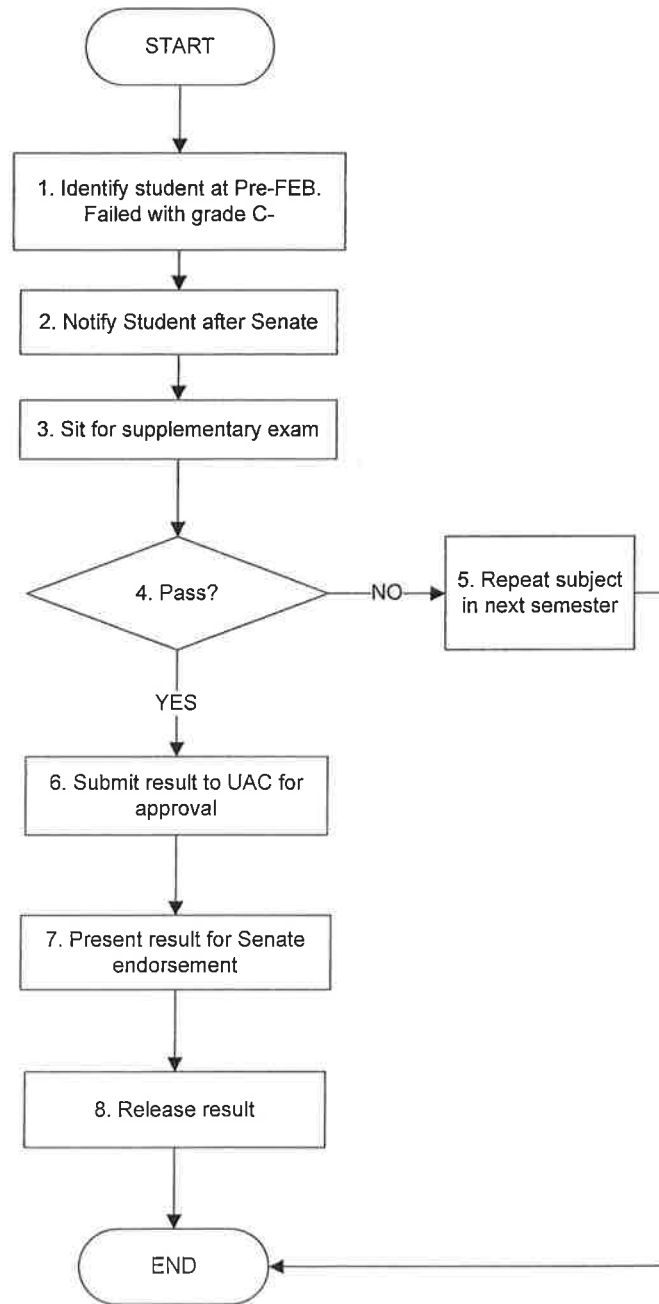
- 6.1 Refer to the process flow chart as in the next page.




**UNIVERSITI KUALA LUMPUR
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SUPPLEMENTARY EXAMINATION


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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Identify student at Pre-FEB. Failed with grade C-	Subject leader/ HoP	-	Before FEB Meeting
2	Notify students	EC/ Subject Leader	-	after Senate endorsement
3	Sit for Supplementary Exam	EC/EU	Exam questions	after Senate
4	Pass with maximum Grade C only <ul style="list-style-type: none"> • If Yes, go to no 6 • If No, go to no 5 	Subject leader/ EU	Result Update Form UniKL/RCMP-03-02(WI)	after exam
5	Repeat subject in the next semester	Subject leader/ HoP/Mentor	Add / Drop Subject Application UniKL/RCMP/AD/A S-03-02	after Senate
6	Submit result to UAC	Dean / Deputy Dean	Proposal with results	Follow UAC date
7	Present result in Senate for endorsement	Dean	Proposal with results	Follow senate date
8	Release result to the student.	AcMD/EU	Result	after Senate

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Exam Questions	Examination Unit	3 years
2	Add/Drop Subject Application UniKL/RCMP/AD/AS-03-02	Academic Services Unit	1 year
3	Answer Scripts	Examination Unit	1 year
4	Result Update Form UniKL/RCMP-03-02(WI)	Examination Unit	1 year



**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK**

ADD / DROP SUBJECT APPLICATION

STUDENT PARTICULAR

Student Name : _____

Student ID : _____ NRIC : _____

Programme : _____ Sem: _____

Academic Results : GPA _____ CGPA _____

Handphone : _____

(Enclose Subject Registration Slip)

ADD SUBJECT

No.	Subject Code	Subject	Credit

Total Credit(s) : _____ New Total Credit(s) : _____

DROP SUBJECT

No.	Subject Code	Subject	Credit

Total Credit(s) : _____ New Total Credit(s) : _____

Student's Signature : _____ Date : _____

RECOMMENDATION BY ACADEMIC ADVISOR / MENTOR

**Note: Must check student's programme structure.*

Recommended Signature: _____

Not Recommended Name : _____ Date: _____

ACADEMIC SERVICES DEPARTMENT

Add Subject Action taken by : _____

Drop Subject Name : _____

Filing / Record Date : _____

** Note: One copy of this form must be submitted to Mentor within 1 week after registration process.*

**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK**

Faculty: _____

Result Update Form

SUPPLEMENTARY / RE-SIT FOR GRADUATING EXAMINATION (circle which applicable)
(Jan / June / July / Sept, Year: _____)

Subject Code & Title : _____

Exam Date & Time: _____

No	STUDENT NAME	ID	COURSEWORK MARK (30% / 40%) (circle which applicable)	FINAL EXAM MARK (60% / 70%) (circle which applicable)		TOTAL MARK & GRADE	
				Before	After Supp / Re-sit	Before	After Supp / Re-sit

Prepared by: _____
(_____)

Date: _____

Verified by: _____
(_____)

Date: _____