Pusat Kerjasama
Universiti - Industri
CENTRE FOR UNIVERSITY-INDUSTRY COLLABORATION

Universiti Utara Malaysia

Panduan Permohonan Gred TL (Tidak Lengkap)
Incomplete Grade Application Guide

1. **PELAJAR**
   Students

   Gred TL boleh diberikan bagi yang belum melengkapkan mana-mana keperluan tertentu bagi sesuatu kursus kecuali peperiksaan atau ujian tertakluk kepada syarat-syarat berikut:-
   TL Grade may be given to those who have not completed any of the specific requirements for a course except for an examination or test subject to the following conditions: -

   i. Permohonan untuk mendapatkan gred TL hendaklah dikemukakan kepada Pengarah Pusat Kerjasama Universiti-Industri setelah mendapat persetujuan dan sokongan Pensyarah berkenaan;
   Applications for TL grades must be submitted to the Director of Centre for University-Industry Collaboration upon the approval and support of the Lecturer;

   ii. Permohonan hendaklah dikemukakan sebelum berakhirnya minggu ke-15;
   Applications must be submitted by the end of the 15th week;

   iii. Gred TL hendaklah ditebus dalam tempoh empat (4) minggu selepas tarikh akhir semester berkenaan;
   TL grades must be redeemed within four (4) weeks after the end date of the semester;

   iv. Jika gred TL ditebus selepas tamat tempoh empat (4) minggu seperti ternyata di para (iii), akan tetapi tidak melebihi empat (4) minggu yang kedua, maka pelajar akan menerima gred satu peringkat rendah daripada gred yang layak diterima;
   If the TL grade is redeemed after the expiration of four (4) weeks as shown in para (iii), but does not exceed the second four (4) weeks, then the student will receive one grade lowerthan the grade eligible;

   v. Jika gred TL tidak ditebus selepas tamat tempoh lapan (8) minggu yang ditetapkan, gred F akan diberikan kepada pelajar terlibat.
   If TL grades are not redeemed after the specified eight (8) week period, grade F will be given to the student involved.

2. **PENILAI PRAKTIKUM**
   Practicum Evaluator

   Gred TL bagi mana-mana keperluan penilaian boleh diberikan kepada pelajar yang belum melengkapkan keperluan praktikum tertakluk kepada syarat-syarat berikut:-
   TL Grade for any assessment requirements may be given to students who do not complete the practicum requirements subject to the following conditions: -

   i. Permohonan untuk mendapatkan gred TL hendaklah dikemukakan kepada Pengarah Pusat Kerjasama Universiti-Industri setelah mendapat persetujuan Penyelia Laporan pelajar; *Applications for TL grades must be submitted to the Director of Centre for University-Industry Collaboration upon approval of the Student Report Supervisor;*

ii. Permohonan untuk mendapatkan gred TL hendaklah dikemukakan selewat-lewatnya dua (2) minggu selepas praktikum tamat;

Applications for TL grades must be submitted no later than two (2) weeks after the completion of the practicum;

iii. Gred TL hendaklah ditebus dalam tempoh empat (4) minggu selepas tarikh akhir penyerahan Laporan Praktikum. Jika gred TL tidak ditebus dalam tempoh yang ditetapkan maka, gred pelajar akan terjejas seperti ternyata di para 1(iv) dan 1(v).

TL grades must be redeemed within four (4) weeks after the end date of submission of the Practicum Report. If the TL grade is not redeemed within the stipulated period then the student grade will be affected as stated in paragraphs 1 (iv) and 1 (v).