



Centre for Pre-University Studies (CPU)

Academic Regulations – 2025 Foundation in Science (FIS) & Foundation in Arts (FIA)

Penang International Dental College (PIDC), Malaysia

1. Introduction

These academic regulations govern the Foundation in Science (FIS) and Foundation in Arts (FIA) programmes under the Centre for Pre-University Studies (CPU) at PIDC. All enrolled students must comply with these regulations, established in accordance with the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MOHE) standards.

2. Governance and Oversight

The programmes are overseen by the Academic Board of PIDC, ensuring adherence to national higher education standards. Any amendments to the curriculum, regulations, or policies require the approval of the Academic Board.

3. Programme Structure and Duration

- Both FIS and FIA are 1-year, full-time foundation programmes, structured into 3 semesters.
- Each semester includes:
 - 12 weeks of lectures
 - 1 week of revision
 - 1 week of final examinations
- Maximum period to complete: 2 years (including deferments or repeats).

4. Admission Requirements

Foundation in Science (FIS):

- SPM/O-Level: Minimum 5 credits, including Mathematics and two Science subjects (Biology, Chemistry, Physics), and a pass in Bahasa Melayu and English.
- UEC: Minimum Grade B in Mathematics and 2 Science subjects, with a pass in Bahasa Melayu and English.

Foundation in Arts (FIA):

- SPM/O-Level: Minimum 5 credits in any subjects.
- UEC: Minimum Grade B in four subjects.
- Interview and medical clearance may be required.

5. Academic Progression and Attendance

5.1 Minimum Attendance Requirement

Students must maintain a minimum of 80% attendance in all scheduled academic activities including lectures, tutorials, labs, and co-curricular sessions. Students who fail to meet this requirement without valid reasons may be barred from final examinations.

5.2 Course Completion Requirement

Students must pass all prescribed courses in the academic year to progress to the next semester or academic level. The minimum passing grade for each course is C (2.00 GPA).

5.3 Failure in a Course

A student who fails a course may be subjected to one of the following actions depending on the circumstances and academic committee decision:

- Re-sit the examination (Additional examination)
- Repeat the course in the following semester
- Placed under Academic Observation if CGPA is below 1.50
- Terminated from programme if CGPA is <1.0 for 2 consecutive semesters or <1.5 for 3 consecutive semesters

5.4 Duration of Study

- The minimum duration to complete the Foundation in Science (FIS) or Foundation in Arts (FIA) is 1 year, while the maximum is 2 years.
- Students who do not complete the program within the stipulated time may be terminated, unless an extension is granted under special circumstances.

6. Assessment and Grading

6.1 Assessment consists of Continuous Assessments (50%) and Final Exams (50%).

Methods include written tests, assignments, presentations, and practicals.

6.2 Students must pass both theory and practical components separately.

6.3 Failure in continuous assessment may require remedial work and viva-voce before final exams.

6.4 Only one re-sit per failed course is allowed. A second failure may require repeating the course or year, with Academic Committee approval.

6.5 Cheating or misconduct in exams leads to disciplinary action, including possible dismissal.

7. Professionalism & Conduct

7.1 Students must follow the PIDC Student Code of Conduct and act with integrity and respect.

7.2 Misconduct such as cheating, harassment, or academic dishonesty will be investigated by the Disciplinary Committee.

7.3 Penalties include warning, suspension, or termination.

8. Leave of Absence & Withdrawal

8.1 Leave for valid reasons (medical/personal) must be approved by the Programme Director.

8.2 Deferment or withdrawal is allowed for up to 1 year cumulative.

8.3 All withdrawals must be in writing and require official approval.

9. Completion & Conferment of Foundation Certificate

9.1 The FIS/FIA certificate is awarded upon successful completion of:

- All courses (minimum 50 credit hours)
- Minimum CGPA of 2.00
- All college and MQA requirements

9.2 Students must settle all fees, return college property, and complete the exit process.

9.3 The certificate award is subject to endorsement by the Academic Committee.

10. Appeals & Grievances

10.1 Students may appeal assessment or disciplinary decisions.

10.2 Appeals must be submitted in writing within 7 working days.

10.3 The Appeals Committee will review and decide fairly.

11. Amendments & Interpretation

11.1 Regulations may be revised by the PIDC Academic Committee as needed.

11.2 Final interpretation rests with the Academic Committee.