

**UNIVERSITY OF MALAYA  
(FIRST DEGREE STUDIES) REGULATIONS 2006**

# **CONSTITUTION OF THE UNIVERSITY OF MALAYA 1997**

## **UNIVERSITY OF MALAYA (FIRST DEGREE STUDIES) RULES 2006**

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### **UNIVERSITY OF MALAYA (FIRST DEGREE STUDIES) REGULATIONS 2006**

In the exercise of the powers conferred by Rule 23, of the University of Malaya (First Degree Studies) Rules 2006, the University of Malaya Senate makes the following regulations:

#### **1. NAME, COMMENCEMENT AND APPLICATION**

- (1) These Regulations may be cited as the University of Malaya (First Degree Studies) Regulations 2006 and shall come into force from the 2007/2008 academic session.
- (2) These Regulations shall apply to all students of the First Degree programme of study of the University EXCEPT for a student pursuing the Bachelor of Medicine and Bachelor of Surgery Degrees and the Bachelor of Dental Surgery Degree.

#### **2. ADMISSION REQUIREMENTS**

##### **(1) Requirements/Basic Qualifications**

A candidate who wishes to pursue a programme of study at the University must fulfil the general requirements of the University as follows:

- (a) have passed the Sijil Pelajaran Malaysia (SPM) or equivalent with satisfactory results;
- (b) have passed with Credits in Bahasa Melayu/Bahasa Malaysia at the SPM level or equivalent;
- (c) possesses any one of the following qualifications:
  - (i) a pass in the Matriculation of the Malaysian Ministry of Education (KPM)/UM Foundation Studies in Science/UM Foundation in Islamic Studies/Ministry of Higher Education Foundation in Law (KPTM) with a minimum CGPA of 2.00;
  - (ii) a diploma or any other qualifications recognised as equivalent by the Malaysian Government and approved by the Senate of the University;

- (iii) a pass in the *Sijil Tinggi Pelajaran Malaysia* (STPM) with a minimum of:
  - (A) Grade C (NGMP 2:00) in the subject of *Pengajian Am*, and
  - (B) Grade C (NGMP 2.00) in two other subjects;or
- (iv) a pass of at least the *Jayyid* level in the Malaysian *Sijil Tinggi Agama Malaysia* (STAM);
- (d) has taken the Malaysian University English Test (MUET) and achieved a minimum of Band 1; and
- (e) has fulfilled other requirements prescribed by the Senate.

(2) **Other Requirements**

- (a) Subject to the requirements for the fulfilment of the University's general requirements as prescribed in sub regulation (1) above, a candidate is also required to fulfil the specific requirements of the programme of study as prescribed in Schedule A of this Regulation.
- (b) A candidate shall confirm the acceptance of offer at the latest on the date of registration as prescribed by the University. The period of validity for the offer of admission for the candidate is two weeks from the commencement date of the programme of study concerned. Beyond the stipulated period, the offer shall be considered to have expired should the candidate fail to register.
- (c) For medical reasons, a candidate may be considered for deferment of his registration for a programme of study. However, the deferment shall only be allowed until the following semester or for Faculties that accept candidates in one semester only per academic session, deferment is allowed for one academic session. The offer shall lapse if the candidate still does not register in the ensuing semester or academic session concerned.

(3) **Admission Requirements for Non-Graduating Students**

- (A) The Dean of a Faculty is given the authority to admit a person as a non-graduating student for any length of time subject to the following requirements:
- (i) no longer than one academic year if the student is carrying out research or no longer than one academic session if the student is attending a course; and
  - (ii) the number of courses allowed for a non-graduating student shall not be more than two-thirds of the maximum total credit hours prescribed for a student of any programme of study in any semester.

**3. REGISTRATION**

(1) **Course Registration**

- (a) A new student is limited to take no more than 16 credit hours in the first semester of a programme of study unless otherwise approved by the Senate for certain programmes of study.
- (b) Generally the maximum number of credit hours allowed in a Normal Semester is 18 credit hours and for a Special Semester is 9 credit hours.
- (c) Notwithstanding the provisions of paragraphs (a) and (b) above, the number of credit hours is not inclusive of the credit hours of audited courses.
- (d) The minimum number of credit hours a student is allowed to take in a Normal Semester is 12 credit hours. For a registration of less than 12 credit hours the approval of the Dean of the Faculty of the programme of study must be obtained. Nevertheless, a student is not allowed to register for less than 6 credit hours in any Normal Semester unless it is for the semester following the minimum duration of the programme of study or for the purpose of fulfilling graduation requirements.
- (e) A student may register for more than 18 credit hours but not more than 21 credit hours in any Normal Semester after the commencement of the semester of the programme of study subject to the student applying for and obtaining the approval of the Dean of the Faculty of the programme of study.

- (f) A student in the final two semesters of the programme of study may make a formal application to the relevant Deputy Vice-Chancellor upon the recommendation of the Dean of the Faculty for a waiver to register for more than 21 credit hours in any Normal Semester for the purpose of graduating in the semester concerned.

For this purpose, the final two semesters are the ninth and tenth semesters for a student in the Three Year Study System or the eleventh and twelfth semesters for a student in the Four Year Study System or the thirteenth and fourteenth semesters for a student in the Five Year Study System.

- (g) A student who is not in his final two semesters of the programme of study and is intending to complete his studies so as to graduate in the semester concerned may apply in writing to the relevant Deputy Vice-Chancellor to register for more than 21 credit hours in a Normal Semester or more than 9 credit hours in a Special Semester if the following requirements are fulfilled:
  - (i) he is not under the Academic Probation Period in the semester concerned;
  - (ii) he has a CGPA of not lower than 2.5 for the previous semester before the registration concerned; and
  - (iii) the application is recommended by the Dean of the Faculty concerned.
- (h) In the semester during which a student is placed under an Academic Probation Period in accordance with paragraph (8)(d) of regulation 5 of these Regulations, the student concerned is not allowed to register for more than 12 credit hours. The application to register for more than 12 credit hours must be made formally to the relevant Deputy Vice-Chancellor upon recommendation of Dean of the Faculty. This approval may only be given on the basis of a special consideration.
  - (i) Registration for co-curriculum courses is allowed after a student has undergone at least two Normal Semesters of a programme of study.
  - (j) Registration for any course must be completed on the Friday of the second week of lectures of a Normal Semester and the Friday of the second week of lectures in a Special Semester.

- (k) Should a student fail to abide by any of these registration procedures within the prescribed period, the student can be fined at a rate prescribed by the University.

(2) **Concurrent Registration**

- (a) A student is not allowed to register concurrently for more than one programme of study in any particular period of time, whether at the University or at any other institution or university.
- (b) A student found to be in breach of paragraph (a) above may be terminated from a programme of study without the refund of any fees and other payments that have been made.

(3) **Attendance at Classes**

A student is required to attend all classes. The lecturer is responsible for informing a student of the consequences of non attendance from class. A student in turn is responsible for ensuring that the lecturer is informed in advance of any absence from class. The lecturer shall keep a record of attendance and report any excessive absence of a student to the Dean of the Faculty.

(4) **Termination of Study**

- (a) On the basis of medical grounds

A student whose withdrawal from a semester has been approved on medical grounds for one continuous academic session can be terminated from the programme of study upon the recommendation of a Doctor of the Student Health Clinic after the student's case has been reviewed by the Doctor concerned in the following semester.

- (b) On the grounds of psychological/medical psychiatry

A student whose withdrawal from a semester has been approved on the basis of psychological/medical psychiatry can be terminated from the programme of study upon the recommendation of the doctor/specialist concerned if the student did not sit for the final examinations of each semester for four continuous Normal Semesters and two continuous Special Semesters.

(5) **Withdrawal**

(a) Withdrawal from course and semester

- (i) “Withdrawal from a course” means withdrawal from one or more courses in a semester. However, a student is subject to the prescribed minimum credit hours requirement for any Normal Semester.
- (ii) “Withdrawal from the semester” means withdrawal from all courses registered (if any) for the semester concerned or taking a leave of absence from attending lectures for a programme of study currently pursued in the semester concerned. The period for withdrawal based on any reason including medical grounds will be taken to have fulfilled the maximum period prescribed for the programme of study currently pursued.

A student will only be allowed to withdraw from any semester after having undergone the programme of study for at least one semester.

- (iii) An application for withdrawal from a course or semester may be approved by the Dean of the Faculty provided that the application is made before or at 12 noon on the Friday of the seventh week of a Normal Semester or before 12 noon on the Friday of the second week in a Special Semester.
- (iv) A student must complete the prescribed form and submit it to the Dean of the Faculty within the permitted period of time.
- (v) A student who has been approved to withdraw from a course or a semester before or at 12:00 noon, on the Friday of the second week of lectures:
  - (i) shall not be charged any tuition fees; and
  - (ii) the record for the concerned course shall be expunged.
- (vi) A student who has been approved to withdraw from a semester after 12:00 noon, on the Friday of the second week of lectures but before or at 12:00 noon, on the Friday of the seventh week of lectures shall:

- (i) be charged tuition fees for the course concerned; and
  - (ii) be recorded as having obtained Grade W for the course concerned or Grade W1 for the semester concerned.
- (vii) Withdrawal from a course or semester after 12:00 noon on the Friday of the seventh week of lectures in a Normal Semester or after 12:00 noon on the Friday of the second week of lectures in the Special Semester is not allowed unless approved by the relevant Deputy Vice-Chancellor based on an application made in writing by the student through the Dean of the Faculty.

An application shall only be considered on grounds of emergency if it is supported by relevant documentary evidence or on medical grounds supported by a medical report issued by a Doctor of the Student Health Clinic or a Government Hospital or the University of Malaya Medical Centre.

- (viii) If the application is approved, the course concerned shall be recorded with a Grade W or a Grade W1 as may be relevant. The tuition fees prescribed for the course concerned shall remain payable.
- (ix) If the application is not approved, the student concerned is required to continue with the programme of study for the course concerned. The student concerned shall be given a Grade F if he does not attend the classes for the course and later sits for the examination held at the end of the semester concerned.
- (x) A student's withdrawal from a course or semester based on the following reasons shall not be permitted:
- (A) the student's performance is unsatisfactory for any course; or
  - (B) the student is inadequately prepared for the course concerned; or
  - (C) the student is not satisfied with any of the courses.
- (xi) Withdrawal from any course or semester is not permitted once the examination period for the semester has commenced.

- (xii) A student who has stopped attending lectures of any course without withdrawing officially shall be given a Grade UW and the grade shall be converted to a Grade F and recorded in the student's official record for the course concerned.
- (xiii) Apart from the tuition fees, the student shall also be charged administrative fees based on a prescribed rate if his appeal for the following items has been approved where the situation occurred due to the students' own negligence:
  - (A) a student who has been approved to carry out backdated registration (after 12:00 noon on the Friday of the second week of lectures in a Normal Semester or after 12:00 noon on the Friday of the second week of lectures in a Special Semester); or
  - (B) a student who has been approved to backdate the withdrawal from a course (namely after 12:00 noon on the Friday of the seventh week of lectures in a Normal Semester or after 12:00 noon on the Friday of the second week of lectures in a Special Semester).

(b) **Withdrawal from the University**

- (i) "Withdrawal from the University" means withdrawal from a programme of study whereupon a student shall not continue with the programme of study currently pursued.
- (ii) A student must inform the Registrar in writing through the Dean of the Faculty should he decide not to proceed with his programme of study at the University.
- (iii) Any decision with respect to withdrawal from the University shall be final.

**4. STRUCTURE OF PROGRAMME OF STUDY**

(1) **Value of Credit Hours**

- (a) The value of each credit hour for all courses is prescribed as follows:

- (i) 1 hour of lecture/tutorial/seminar per week in a Normal Semester = 1 credit hour; or
  - (ii) 1 practical class (2-3 hours) per week in a Normal Semester = 1 credit hour.
- (b) Credit hours for practical training shall be determined by the Faculty concerned.

**(2) Offer and Completion of Courses**

- (a) The Faculty shall decide on the courses to be offered in any given semester. Each new course may be offered if it fulfills certain conditions and has been approved by the Senate.
- (b) Each course offered shall be taught, completed and evaluated within one semester. Only certain courses which have received prior approval from the Senate shall be permitted to be conducted for a duration exceeding one semester.
- (c) Unless a student has obtained approval for credit transfer or exemption, the minimum duration for completion of a programme of study is as follows:
  - (i) A Three-Year Study System : 6 semesters
  - (ii) A Four-Year Study System : 8 semesters
- (d) The maximum duration to complete a programme of study is as follows:
  - (i) A Three-Year Study System : 10 semesters
  - (ii) A Four-Year Study System : 12 semesters

A Special Semester shall not be considered within the minimum and maximum duration of any programme of study.
- (e) The total credit hours for minor and major programmes of study packages shall be as prescribed by the Faculty and the Senate for each programme of study as stated in Schedule B of these Regulations.

**(3) Transfer of Credit**

- (a) “Transfer of credit” means the transfer of credit hours together with the grades obtained for a course taken by a student after his admission into a programme of study at the University.
- (b) In the transfer of credit process, the credit hours obtained together with the grade and grade point for the course concerned shall be taken into account in the calculation of the student’s GPA and CGPA. Permission for the transfer of credit is subject to, among others, the following conditions:
  - (i) the course for which the transfer of credit is applied has at least 75% overlap with the course that is offered at this University;
  - (ii) the grade or grade point obtained for the course concerned is not less than C or 2.0; and
  - (iii) the course for which the transfer of credit is applied must be a course in a programme of study that is equivalent to the programme of study pursued by a student at the University.
- (c) Nevertheless in special circumstances, a student who has been allowed to change his programme of study may be considered for credit transfer subject to the above conditions.

**(4) Exemption of Credit**

- (a) “Exemption of credit” means exemption from registration and attendance of a course that is prescribed for a particular programme of study based on the courses taken by a student before admission into a programme of study of the University as approved by the Senate. The course approved for exemption of credit shall be awarded a Grade K and the credit hours shall not be taken into account in the calculation of the GPA and CGPA.
- (b) For the purpose of exemption of credit, the student concerned must first obtain the certificate/diploma/degree concerned before any consideration for exemption of credit is made.
- (c) The conditions for exemption of credit are as follows:
  - (i) the course applied for credit exemption of credit must have at least 75% overlap with a similar course offered at the University; and

- (ii) the grade or grade point obtained for the course concerned must not be lower than C or 2.0.
  - (d) In certain circumstances, a course that has not been approved for transfer of credit may be considered for exemption of credit subject to the above conditions.
- (5) Application for Transfer and Exemption of Credit**
- (a) An application for transfer or exemption of credit shall be made by using the prescribed form that can be obtained from the respective Faculties. Completed forms must be submitted to the Dean of the Faculty no later than the Friday of the second week of lectures of a Normal Semester together with:
    - (i) the payment of the processing fees at a prescribed rate. These fees are non-refundable;
    - (ii) the syllabus and marking system of the course for which transfer or exemption of credit is applied; and
    - (iii) a copy of the certificate/diploma/degree concerned.
  - (b) The maximum total of credit hours that may be transferred or exempted shall not exceed one-third of the total credit hours of the programme of study concerned.
  - (c) A student shall be informed in writing by the Registrar of the result of the application for the transfer or exemption of credit.

## **5. EXAMINATION**

### **(1) Registration for Examination**

- (1) A student must register by confirming the form prescribed by the Registrar on or before the closing date for admission into any examination.
- (2) A student who registers late for the purpose of sitting for an examination shall be penalized with a fine based on a prescribed rate.

**(2) Registration of Examination for Non-Graduating Students**

- (a) A non-graduating student shall not be permitted to sit for any of the final examinations of the University except with the prior written permission of the Registrar. Permission shall only be given if the student is a student of a university or another institution and has applied for a transfer of credit to his university or institution. An application to sit for the final examinations must be made in writing to the Registrar no later than two weeks before the commencement of the examination week. The application must be accompanied by a letter from the registrar or an officer with authority from the student's university or institution requesting for such arrangement to be made.
- (b) Notwithstanding the provisions made in paragraph (a) above, the Senate in special circumstances may permit a non-graduating student to take any of the University's final examinations for a purpose other than a transfer of credit to his university or institution.
- (c) Permission to take any of the final examinations of the University under paragraphs (a) and (b) above is subject to the following conditions:
  - (i) the Dean of the Faculty concerned has certified that the student concerned has fulfilled the minimum requirement of 80% attendance; and
  - (ii) the results of the examinations shall not be released to the student but shall be sent directly to his university or institution.

**(3) Requirements for Class Attendance**

- (a) Subject to the subregulation 3(3) of these Regulations, a student who achieves attendance of below 80% for any course without any acceptable reason or without obtaining prior permission from the lecturer concerned may be barred from taking the final examination of the course concerned by the Dean of the Faculty of the programme of study. The student shall be notified in writing by the Dean of the Faculty within the prescribed time period before the final examination of the semester commence if he is barred from taking the final examination of a course. The student shall be given one week from the date of the said letter to submit an appeal. Based on any reasonable grounds, the Dean of the Faculty may retract the notification of being barred from sitting for the examination.

- (b) A student who has been barred from sitting for a final examination of any semester concerned for any specific course shall be deemed to have failed the whole course and shall be awarded a Grade F for the course.

(4) **Method of Assessment for A Student's Performance**

- (a) The method of assessment of any particular course depends on the objective and content of the course. The ratio of contribution and weight of the assessment in the total final marks shall be determined by the Faculty and approved by the Senate. For the purposes of this regulation, "continuous assessment" includes assignments, projects, tests conducted during the course, quizzes and tutorials.
- (b) Courses in the form of a practical or project such as Final Stage Academic Training or Teaching Practicum may be assessed 100% based on continuous assessment throughout the duration of the training, without any written test.

(5) **Marking Scheme**

- (a) The official marking scheme of the University including the marks and their meaning are as follows:

Marks	Grade	Grade Point	Interpretation
80-100	A	4.0	Distinction
75-79	A-	3.7	Distinction
70-74	B+	3.3	Good
65-69	B	3.0	Good
60-64	B-	2.7	Good
55-59	C+	2.3	Pass
50-54	C	2.0	Pass
45-49	C-	1.7	Conditional Pass
40-44	D+	1.3	Conditional Pass
35-39	D	1.0	Conditional Pass
00-34	F	0.0	Fail

- (b) Generally, a Compulsory Course must be passed with at least a Grade C (Grade Point 2.0). However, the Faculty may determine the passing level for any course with at least Grade D (Grade Point 1.0).
- (c) Except for the conditions stated in paragraph (b) above:
  - (i) a student who maintains a CGPA of 2.0 and above in every semester does not need to repeat the course for which a Conditional Pass has been obtained. The student is allowed to maintain the Conditional Pass grade and shall be awarded the credit hours for the grade;
  - (ii) a student with a CGPA of less than 2.0 and who has obtained a grade lower than C for a course in any semester has the option of repeating any of the courses concerned with a grade lower than C in any succeeding semester so that the CGPA can be improved to 2.0 and above subject to the maximum period of study for the programme of study. However, the student is allowed to maintain the grade of the Conditional Pass and be given credit hours for the grade; and
  - (iii) a student can apply to redeem a Grade C- for any category of courses via assignments, tests or any other methods of assessment subject to the agreement of the Committee of Examiners and the following requirements:
    - (A) the course can be redeemed to a Grade C only;
    - (B) marks shall be added to the existing marks;
    - (C) redemption can be done for one course only in the semester concerned; and
    - (D) the application to redeem the C- grade must be done within two weeks after the official date of the examination results.
- (d) Apart from the grades as stated in paragraph (a) above, the following grades may be given to a student for any course attended by him:
  - (i) a Grade I is given when:
    - (A) a student has not taken a part or the whole of an examination for any course in any semester due to medical reasons and/or compassionate grounds as provided by paragraph (11)(b) below and is

recommended by the Committee of Examiners concerned. In such situations, the student is permitted to take a special examination for the course concerned without being required to attend the course again. The student shall be required to sit for a special examination for the course concerned which shall be conducted no later than a week following the decision of the Committee of Examiners. However, in certain circumstances, the Dean of the Faculty may allow a deferment of the date for the special examination; and/or

- (B) part of the course requirement has still not been fulfilled due to reasons beyond the control of the student which are acceptable by the Committee of Examiners concerned. In such situations, the student is required to complete the relevant part of the requirement of the course at the latest within four weeks from the date of the original examination for the course concerned, or four weeks from the last date of the examination week for any course without final examinations, or within any period as may be determined by the Committee of Examiners.

In the situations stated in paragraphs (A) and (B) above, the student is not required to pay any examination fee.

- (C) Where a student has been permitted to take a special examination under paragraph (A) above but fails to take the examination for the courses concerned at the time it is held, or where a student is required to complete a part of the course under paragraph (B) above within the prescribed period but fails to do so, a Grade I for that course in the semester during which he took the examination for the said course shall be amended to the actual grade based on the student's achievement in the other components of the course concerned or a Grade F for courses with no breakdown for weightage of marks.
- (D) A student who has been given a Grade I for any course is not allowed to repeat the course concerned in any circumstances whatsoever until the Grade I is dropped.

- (E) When the student has passed the special examination for the course concerned, the grade obtained shall be given for the semester in which the student has taken that special examination;
- (ii) a Grade K, given for courses that have been approved for the exemption of credit;
- (iii) a Grade P, given for courses that are conducted over more than one semester;
- (iv) a Grade S, given for courses for which a student's performance is graded as satisfactory;
- (v) a Grade U, given for courses where a student's performance is graded as unsatisfactory;
- (vi) Grade R, given for courses registered by a student for auditing only. No credit hours are given for this grade;
- (vii) a Grade W, given for courses where a student has a withdrawn officially from one or more courses during a particular semester;
- (viii) a Grade W1, given for all courses where a student has officially withdrawn from a semester;
- (ix) a Grade W2, given for all courses where a student has withdrawn officially from the University; or
- (x) a Grade UW, given for any or all courses where a student has not withdrawn officially from a semester. This grade shall be amended to a Grade F and shall be used to determine the student's GPA.

**(6) Repeating Courses to Improve Grades**

- (a) A student who obtained Grade F for any compulsory course shall be given two more attempts to pass the course concerned. This means that a student is given three attempts to pass a compulsory course. At the third attempt, if the student still obtains a Grade F for the course concerned, the student shall be deemed to have failed the programme of study at the University.
- (b) A student who obtains grades that are below a Grade C is permitted to repeat the course concerned for the purpose of improving the grades achieved.

- (c) Subject to the structure of the programme of study undertaken by a student as approved by the Senate, a student who obtains a grade lower than C for a particular course is allowed to take another course in its place for the purpose of improving the grade.

**(7) Management of Grades and Marks**

- (a) A lecturer is required to display course grades as provisional results for the information of students within a week after the date of the last paper of the examination. Course marks and grades shall be submitted to the Committee of Examiners through the Head of Department and Dean of the Faculty two weeks after the final date of the examination week. Final marks and grades of any course for a student shall be according to that approved by the Committee of Examiners.
- (b) It is the Registrar's responsibility to keep the official record of students and to release to each student:
  - (i) the examination results for the semester concerned; and
  - (ii) the student's academic record upon completion of his programme of study.

**(8) Determining A Student's Academic Performance**

- (a) Method of calculating GPA, CGPA and Credit Marks
  - (i) The academic performance of a student in a particular semester is indicated by the GPA and CGPA. The GPA is determined by dividing the total grade points obtained by the total credit hours obtained taken in a particular semester.

An example of GPA calculation:

Course	Grade	Grade Point	Credit Hours	Credit Hours X Grade Point
K1	A	4.0	4	4 X 4.0 = 16.0
K2	C+	2.3	3	3 X 2.3 = 6.9
K3	F	0.0	3	3 X 0.0 = 0.0
K4	C	2.0	3	3 X 2.0 = 6.0
Total			13	GPA = $\frac{28.9}{13}$ = 2.22

The CGPA is determined by dividing the total grade point obtained by the total credit hours taken from the first semester until the current semester.

- (ii) The grade point and credit hours that are obtained in any semester must be included in the calculation of the GPA and CGPA for the relevant semester.
  - (iii) Grade F shall not be given any grade point or credit hours although the total credit hour for the course concerned is included in the calculation of the GPA and CGPA. The UW grade shall be amended to Grade F at the end of the semester concerned and be taken into account in the calculation of the GPA and CGPA.
  - (iv) Courses with Grades marked I, K, P, S, U, R, W, W1, W2 shall not be taken into account in the determination of the GPA and CGPA.
  - (v) Credit hours shall be given for the calculation of credits obtained for courses with Grades A, A-, B+, B, B-, C+, C, C-, D+, D, K and S. Credit hours shall not be given for compulsory courses with Grades C-, D+ and D except for courses with a passing grade other than a Grade C.. Courses with Grades marked U, UW, R, W, W1 and W2 shall not be given any credit hours. Courses which are marked with Grades I and P shall not be given any credit hours until the final grade for the course is obtained in the semester concerned.
  - (vi) Where a student repeats a course, the grade to be considered in the determination of the CGPA and to be given credit hours shall be the best grade achieved by him.
  - (vii) A student who has been found guilty and has been imposed a sentence under Rules 6 and 8(a) through (d) of the University of Malaya (Students' Discipline) Rules 1999 shall be given a Grade F for the course concerned unless the Senate decides otherwise.
- (b) Minimum Requirement for a Programme of Study

To fulfil the minimum requirements of a programme of study at the University, a student has to obtain a minimum GPA and CGPA of 2.0 every semester until the end of his studies.

(c) Dean's List

- (i) A student who obtains a GPA of 3.7 and above in any Normal Semester and fulfils the following conditions shall be recorded with a "Pass with Distinction" for the semester concerned and his name shall be included in the Dean's List:
  - (A) had taken and sat for the examinations of courses totalling a minimum of 15 credit hours in the Normal Semester concerned consisting a minimum of four courses, not including courses with Grade S as a pass;
  - (B) had obtained no lower than a Grade C for any course taken in the semester concerned; and
  - (C) did not repeat any course in the semester concerned.
- (ii) A student who fulfils the conditions in paragraph (i) above but also obtains Grade I for any course in the semester concerned shall only be considered for "Pass with Distinction" after the Grade I has been converted to the normal grade. Under such circumstances "Pass with Distinction" will be awarded retrospectively for the relevant semester if the student qualifies for it.
- (iii) A student who fulfils the conditions in paragraph (i) above for the purpose of completing the remaining credit hours in the final semester shall not be considered for "Pass with Distinction".
- (iv) Only grades of courses that have been included in the calculation of the GPA shall be considered for "Pass with Distinction".

(d) Period of Academic Probation and Caution

A student who obtains a GPA of below 2.0 in any particular semester shall be placed under a period of academic probation in the following semester. This status shall remain until the student's GPA reaches 2.0. The student shall be cautioned and informed of the probationary status by the Dean of the Faculty in which the student is registered for a programme of study.

- (e) Failed and Terminated
  - (i) A student can be terminated from a programme of study if he:
    - (A) is placed under probation and later obtains a GPA of 1.3 or less for two consecutive Normal Semesters;
    - (B) obtains a GPA lower than 2.0 in four consecutive Normal Semesters;
    - (C) fails after three attempts with Grade F for any of the Compulsory Courses; or
    - (D) obtains a CGPA of less than 1.0 in three consecutive Normal Semesters.
  - (ii) A student who has been re-admitted after having failed and was terminated and obtains an unsatisfactory academic performance and deemed to have failed under these Regulations, may be terminated from the programme of study.
  - (iii) When a student has been terminated from a programme of study, the notification of termination shall be sent to the student by the Dean of the Faculty where the student is registered for a programme of study.

(9) **Examiners**

- (a) Committee of Examiners
  - (i) Formation of Committee of Examiners
    - (A) A Committee of Examiners shall be formed every semester for each academic session.
    - (B) Subject to the powers of the Senate, the Committee of Examiners shall conduct examinations for every programme of study offered by the University.
  - (ii) Membership of the Committee of Examiners

Unless otherwise hereinafter provided, the membership of the Committee of Examiners shall be as follows:

    - (A) the Vice-Chancellor as an ex-officio member;

- (B) the Dean of the Faculty concerned or his representative, as the Chairperson with the condition that the Vice-Chancellor must chair when he is present at any meeting of the Committee of Examiners;
- (C) the Deputy Deans of the Faculty concerned;
- (D) the Heads of Department or Division Chairperson;
- (E) the coordinator(s) responsible for any of the courses or programmes of study which is not included as part of any Department in the Faculty, if relevant;
- (F) the relevant External Examiners;
- (G) any Internal Examiners; and/or
- (H) any other persons as may be appointed by the Senate.

In the event of an emergency, the Vice-Chancellor may appoint anyone as member of any Committee of Examiners unless otherwise provided under these Regulations provided that the appointment is reported to the Senate as soon as possible.

If the Dean of the Faculty is on leave or due to any other reason that he is unable to perform his duties as the chairperson of the Committee of Examiners, the Deputy Dean who is responsible for the administration of the First Degree Programme may carry out the duties of the Dean of the Faculty as the chairperson of the Committee of Examiners with the approval of the Vice-Chancellor.

The Registrar or his representative shall be the Secretary for every Committee of Examiners.

(iii) Powers of the Committee of Examiners

- (A) The Committee of Examiners is given the power by the Senate to recommend these matters to the Faculty:
  - (aa) the status of the students' performance as to whether;

- (AA) he has passed and is permitted to continue with his studies;
- (BB) he has passed and is eligible to be conferred a degree;
- (CC) he has failed and is terminated from his programme of study;
- (DD) he is under a probationary period and is permitted to continue with his studies; or
- (EE) he has obtained a Grade I and is permitted to sit for a special examination;

(bb) the addition of marks;

(cc) the postponement of examination results; or

(dd) the consideration of the recommendation of the Appeal Committee for amendment of marks and grades.

(B) The Committee of Examiners may report to the Senate through the Faculty on any matters pertaining to any particular examination.

(iv) The quorum for the meeting of a Committee of Examiners is the Chairperson and one-third of the members of the Committee of Examiners.

(b) Internal Examiner

(i) The Faculty may appoint a full-time or part time University teacher as the internal examiner for any course or examination or for part of a course or examination or to examine research reports/field reports/practicum reports/project papers and other academic reports as prescribed by the Senate.

(ii) In the case of an emergency, the Dean of the Faculty concerned may appoint an internal examiner provided that the appointment is reported to the Faculty as soon as possible.

(c) External Examiner

- (i) An External Examiner shall be appointed by the Faculty concerned. Anyone who is not a staff member at the University or is not teaching related courses at the University or is not involved in the teaching of any of the candidates for any related examinations may be appointed as an external examiner.
- (ii) In the case of an emergency, the Vice-Chancellor may appoint an external examiner provided that the appointment is reported to the Senate as soon as possible.
- (iii) Subject to the provision of these Regulations, at least one external examiner shall be appointed for each programme of study. The term of appointment for an external examiner is three academic sessions.

(10) **Special Examination**

- (a) Apart from special examinations for the purpose of replacing Grade I as approved by the Faculty's Committee of Examinations or in any conditions permitted by these Regulations, a special examination for other purposes or for unusual circumstances may only be given to a student subject to the Senate's approval.
- (b) In respect of a physically handicapped student who is unable to take the predetermined examinations, the Senate may, upon the recommendation of the Faculty concerned, give permission to replace it with another form of assessment in any suitable format.
- (c) In the case of an emergency, apart from the purpose stated in paragraph (a) above the Vice-Chancellor, after considering the recommendation of the Dean of the Faculty concerned, may allow another form of assessment in any suitable format as a replacement provided the said replacement format of assessment is reported to the Senate as soon as possible.

**(11) Absence from Examinations**

**(a) General Rules**

Subject to the provision prescribed in these Regulations, a student who did not attend any examination paper or the whole examination shall be deemed to have failed the paper or the whole examination.

**(b) Non-Attendance of any examination on medical or compassionate grounds**

(i) A student who did not take a part or the whole of the University examination on medical or compassionate grounds such as being involved in an accident or the death of either parent or immediate next-of-kin, (a guardian, a child, a spouse, a sibling, or either grandparent), must submit a written request to the lecturer/Head of Department/Dean of the Faculty for his case to be considered by the relevant Committee of Examiners. In this situation, the case shall be dealt with in accordance with paragraph (ii) below. Should no written application be received, the case shall be dealt with in accordance with paragraph (a) above.

(ii) A written request as mentioned in paragraph (i) above must be submitted to the lecturer/Head of Department/Dean of the Faculty not later than forty-eight hours after the completion of the final examination paper of the student. The written request must be appended with:

(A) a medical certificate and a medical report issued by a Doctor of the Student Health Clinic or Government Hospital or the University of Malaya Medical Centre if on medical grounds. A medical certificate without any medical report stating the type of illness of the student shall not be considered. Medical certificates and medical reports from private clinics/hospitals shall not be accepted; or

(B) a report from a district officer or police officer who is the head of the student's district if the absence for a part or the whole of the examination was due to compassionate grounds as stated above.

- (iii) After receiving a written request as stated in paragraphs (i) and (ii) above, the lecturer/Head of Department/the Dean of the Faculty must report the matter to the Committee of Examiners concerned. The Committee of Examiners may, after considering the case, recommend to the Senate:
  - (A) that the student is deemed to have failed a part of that course or the whole examination which he did not sit for; or
  - (B) that the student is deemed to have withdrawn from that part or that course or the whole examination; or
  - (C) that the student be permitted to take that part or that course or the whole examination which he did not sit for, within the special examination period.
- (iv) The Committee of Examiners cannot under any circumstances take into consideration any appeal or written application submitted by a student who did not sit for a part or the whole examination on medical (illness) and/or compassionate (sympathy) grounds as stated in paragraph (b) above after the Committee of Examiners has met to consider and determine the examination results of students. Any such appeal or written request can only be taken into consideration for the purpose of reviewing the decision made by the Committee of Examiners to terminate the student's course or programme of study and to reject his re-admission.
- (c) Non-attendance of the entire final examinations due to medical grounds

Notwithstanding the Regulation mentioned above, a student who was not able to attend the entire Final Examination to complete his programme of study on medical grounds may, in certain situations, be considered for the Aegrotat Award in accordance with Regulation XIII, section 2 (Revised), 1986.

- (d) Ill during Examination

A student who falls ill while sitting for an examination must report immediately to the chief invigilator of the examination or to any of the invigilators who must make arrangements for the student to be examined immediately by a Doctor of the Student Health Clinic. The Doctor's report must be submitted to the Registrar no

later than seven days from the date of medical examination by the Doctor.

**(12) Other Matters Related to Examinations**

**(a) Examination invigilators**

Examination invigilators shall be appointed for every examination and is answerable to the Vice-Chancellor.

**(b) General Directives for Examinations**

Subject to the provisions of the University of Malaya (First Degree Studies) Rules 2006, every examination conducted by the University is subject to the General Directives for Examinations as stated in Schedule C of these Regulations.

**(c) Examination results**

Results for all University examinations shall be submitted for the approval of the Senate or any other party authorized by the Senate.

**(13) Appeal**

**(a) Appeal for review of unofficial examination results**

**(i) Appeal for review of unofficial examination results**

A student who is not satisfied with the unofficial examination results for a particular course can appeal to the lecturer of that course within a period of one week from the day the unofficial examination results were announced.

**(b) Appeal for review of official examination results**

**(A)** A student who is not satisfied with the official examination results may appeal as in paragraph (B) below for the results to be reviewed. The appeal must be made within two weeks from the date of the official announcement of the examination results. For this purpose, the date of the official announcement is the date stated in the examination results slip sent to the student.

- (B) An appeal must be made using the prescribed appeal form which can be obtained from the Examination Section or the general office of the Faculty concerned. The completed appeal form should be submitted to the Dean of the Faculty where the student had registered for his programme of study together with the original receipt for the payment determined for the said appeal.
  - (C) The appeal form shall not be accepted by the office of the Dean of the Faculty concerned if:
    - (aa) it is submitted after the period mentioned in paragraph (A) above;
    - (bb) it has not been filled completely; and/or
    - (cc) it is not submitted together with the original receipt of payment.
  - (D) The Appeal Committee at the Faculty level shall submit a recommendation on successful appeal cases to the Committee of Examiners concerned to accept the amended marks/grades. The Appeal Committee at the Faculty level shall be made up of:
    - (aa) the Dean of the Faculty as the Chairperson;
    - (bb) the Deputy Dean responsible for first degree;
    - (cc) the Head of Department concerned; and
    - (dd) the examiner concerned
  - (E) When an appeal is received, the Faculty must instruct the original course examiner concerned to re-evaluate the answer script. In certain circumstances, the Dean of the Faculty is given a discretion to appoint a new examiner if necessary. The original examiner and the new examiner, where appropriate, must report the outcome of their re-evaluation to the Faculty's Appeal Committee which shall then decide whether the marks/grades of a student who is appealing shall remain unchanged or be amended.
- (c) Appeal to continue with programme of study

A student who has been terminated from the programme of study as provided in paragraph (8) (e) above, may submit an appeal to continue with his studies. The appeal concerned must

be submitted to the Registrar who shall then obtain the recommendation of the Faculty and the Appeal Committee in relation to the appeal concerned. The recommendation of the Faculty and the Appeal Committee is then submitted to the Senate for approval.

(d) Appeal for Extension of Period of Study

An appeal for an extension of period of study for a case of expiry of period of study may be submitted directly to the Dean of the Faculty of the relevant programme of study for comments and recommendation. Thereafter, the Registrar shall act to obtain the consideration and recommendation of the relevant Deputy Vice-Chancellor for the Senate's approval.

## 6. GRADUATION

### (1) Requirements for Graduation

(a) General requirements

A student must fulfil the following requirements for the purposes of graduation:

- (i) the University's course requirement as prescribed; and
- (ii) the Faculty's and Department's course requirement.

(b) Major/minor requirements

A student must fulfil major/minor requirements, where relevant, as prescribed by his programme of study.

(c) Requirements for the registration of minimum credit hours

- (i) From the total required credit hours for the purpose of graduation at least two-thirds of the whole credit hours obtained shall be from courses conducted by the University.
- (ii) The above condition may be waived where the University has special arrangements with other universities or institutions, for instance, a letter or a memorandum of understanding regarding the acceptance of a student from the respective institutions to this University to continue his programme of study.

- (d) Requirement for minimum duration

A student must have fulfilled the minimum duration that has been prescribed by his programme of study for the purpose of graduation.

(2) **Award of a Degree**

- (a) The Degree that shall be awarded is an honours degree based on the final CGPA. For a student to qualify for the award of the honours degree, he must obtain a final CGPA of not less than 2.0.
- (b) A student is qualified for the award of a degree of a Pass with Honours (With Distinction) if he:
  - (i) achieves a final CGPA of 3.7 and above;
  - (ii) has never obtained Grade F for any course for the duration of his programme of study; and
  - (iii) has successfully completed his programme of study within the prescribed duration.
- (c) A student who has obtained Grade F for any course and has been able to improve the Grade F to a better grade in the subsequent attempt is not eligible to be awarded a Pass with Honours (With Distinction).
- (d) A student may be granted a Degree when he has fulfilled the requirements of his programme of study.

**7. GENERAL**

(1) **Auditing a Course**

- (a) A student of the University's programme of study may register to audit a course after obtaining the permission of the relevant lecturer who conducts the course and the Dean of the Faculty concerned.
- (b) The Dean of the Faculty at which the student is auditing a course shall verify that the student has fulfilled the minimum requirement of 80% attendance to qualify him to be given a Grade R for the audited course and recorded in the transcript.

- (c) An auditing student is not required to take the examination for the relevant course. If such examination is taken, having obtained the approval from the Dean of the Faculty concerned, the actual grade will be stated and if he fails, a Grade R will be recorded in the transcript. A recorded grade will not be calculated in the determination of the student's GPA/CGPA.
- (d) In certain circumstances and subject to the programme of study, an audited course may be accepted as a course that has fulfilled the prerequisites of a particular course or programme of study.

## 2. **Repeal of Examination Regulations**

The Examination Regulations of the University of Malaya published by the Registrar Department, the University of Malaya in 1985 (ISBN 967-9940-04-7) are hereby repealed.

Made on 2.11.2006 by the Senate of the University of Malaya