

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

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
CONSTITUTION OF THE UNIVERSITY OF MALAYA 1997
UNIVERSITY OF MALAYA (FIRST DEGREE STUDIES) RULES 2006

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UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

CONSTITUTION OF THE UNIVERSITY OF MALAYA 1997

UNIVERSITY OF MALAYA (FIRST DEGREE STUDIES) RULES 2006

In exercise of the powers conferred under subsection 32(1) of the Constitution of the University of Malaya 1997 [P.U (A) 107], the Board of Directors of the University of Malaya makes the following rules:

PART I

PRELIMINARY

1. Name, Commencement and Application

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

2. Interpretation

In these Rules, unless the context otherwise requires –

“Academic session” means the period of study of a programme, the dates for the commencement and the end of which shall be determined by the Vice-Chancellor;

“Academic year” means a period of twelve (12) months’ duration, the dates for the commencement and the end of which shall be determined by the University;

“Bursar” means an officer of the University appointed under section 13 of the Constitution of the University of Malaya;

“Calendar Year” means a period of twelve (12) months;

“CGPA” means Cumulative Grade Point Average which is determined by dividing the total grade points obtained by the total number of credit hours taken from the first semester to the current semester;

“Committee of Examiners” means the committee established by the Senate on the recommendation of the Faculty for the purpose of considering and assessing the examination results and implementing any other powers conferred upon it according to these Rules or related regulations;

“Course” means a unit of education or training conducted over a prescribed period of time; usually one semester, which contributes credits to a programme of study;

“Credit counted” means a credit obtained by a student for any course studied in a programme of study where the grade obtained for that particular course is included in the calculation of the GPA and CGPA;

“Credit obtained” means a credit obtained by a student for any course studied in a programme of study where the grade obtained for that particular course is not included in the calculation of the GPA and CGPA;

“Dean of the Faculty” means the Dean of a Faculty of the University, and includes any Director or Head of an Academy, Centre, School and Institute, appointed under subsections 21(4) and (5) of the Constitution of the University of Malaya 1997;

“Degree” means the Baccalaureate Degree or the First Degree of the University;

“Department” means any Department of Study of the Faculty and includes any Division of Study of the Faculty;

“Faculty” means any Faculty of the University and includes any School, Centre, Academy and Institute established under subsection 21(1) of the Constitution of the University of Malaya 1997;

“Field of Study” means the area of specialisation offered in a programme of study;

“GPA” means Grade Point Average which is determined by dividing the total grade points obtained by the total number of credit hours taken in a semester;

“Major” means a course package offered by a Faculty totalling between 55 credit hours to 65 credit hours;

“Minor” means a course package offered by a Faculty totalling between 20 credit hours to 30 credit hours;

“Normal Semester” means Semester I or Semester II as stated in the Semester Schedule;

“Professional programme” means a programme of study that requires accreditation or is accredited by a professional body;

“Programme of study” means a group of courses and/or training that is planned and prepared for purposes of fulfilling the requirements for the award of a degree;

“Registrar” means an officer of the University appointed under section 13 of the Constitution of the University of Malaya;

“Semester” means a period in an academic session and comprises normal semesters and special semesters;

“Senate” means the Senate of the University established in accordance subsection with section 20(1) of the Constitution of the University of Malaya;

“Special Semester” means the semester held after Semester II with a shorter period compared to a Normal Semester;

“Student” means a registered student attending a course offered by the University for a particular programme of study of a degree and is listed in the student register of the University as provided under sub rule 5(2);

“Student Health Clinic” means the student health clinic established under the Regulations of the University of Malaya (Student Health Service Scheme) 2003;

“University” means the University of Malaya (UM);

“Vice-Chancellor” means the chief executive and academic officer of the University appointed under subsection 12(1) of the Constitution of the University of Malaya;

PART II

ADMISSION REQUIREMENTS

3. Admission into a Programme of Study of the University

- (1) Anyone who wishes to apply for admission into a programme of study at any Faculty must fulfil the following general requirements:-
 - (a) have passed the *Sijil Pelajaran Malaysia (SPM)* or its equivalent with satisfactory results;
 - (b) have passed with credit in Bahasa Melayu/Bahasa Malaysia at the SPM level or its equivalent;
 - (c) possess any one of the following qualifications:
 - (i) passed the Matriculation Programme of the Malaysian Ministry of Education (KPM)/UM Foundation Studies in Science/UM Foundation in Islamic Studies/Malaysian Ministry of Higher Education Foundation in Law (KPTM) with a minimum CGPA of 2.00;
 - (ii) a Diploma or any other qualifications accredited as equivalent by the Malaysian Government and approved by the Senate of the University;
 - (iii) passed the *Sijil Tinggi Pelajaran Malaysia (STPM)* [Malaysian Higher Certificate of Education] with a minimum of:
 - (A) Grade C (NGMP 2.0) in the subject of *Pengajian Am*; and
 - (B) Grade C (NGMP 2.0) in two other subjects;or
 - (iv) passed with at least the Jayyid level in the *Sijil Tinggi Agama Malaysia (STAM)*;
 - (d) have taken the Malaysian University English Test (MUET) and achieved a minimum of Band 1; and
 - (e) have fulfilled other requirements prescribed by the Senate.

- (2) Admission into any programme of study must be by a resolution of the Senate as recommended by the relevant Faculty's Admission Selection Committee and shall be subject to:
 - (a) the payment of prescribed fees;
 - (b) verification by a Doctor of the Student Health Clinic that the person is in satisfactory health and is not suffering from any illness or any physical handicap that can disrupt his studies at the University; and
 - (c) registration as a student of that programme of study.
- (3) Admission into a programme of study is at the beginning of Semester I or Semester II of each academic session.
- (4) Each offer of admission is for a prescribed semester and academic session.

4. Admission of Non-Graduating Student

- (1) A non-graduating student is a student who has approval to attend any course at the University, whether or not for the purpose of obtaining credit. Such a student shall not be a student of any programme of study at the University.
- (2) The admission of a non-graduating student shall be at the discretion of the Dean of the Faculty.

PART III

REGISTRATION

5. Registration as a Student of a Programme of Study

- (1) A person who has been offered by the University to pursue a programme of study for the first degree and has accepted the said offer is required to register in accordance with the procedures prescribed in the said offer or by the Senate.
- (2) Subject to subrule (3) below, a person registered in accordance with subrule (1) is a student of the University of Malaya and the student's name shall be listed in the student register of the University until such time as the student shall have successfully completed his programme of study and the Senate shall have confirmed that the student is qualified to be conferred a degree, or when for any specific reason the

student loses his eligibility as a student of the University, whichever is the earlier.

- (3) A student who has registered for a programme of study which has been offered shall register on a continuous basis with the University and should he fail to do so shall cease to be a student and his name shall be removed from the student register.
- (4) For medical reasons, a student 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 students in one semester only per academic session, deferment is allowed for one session only. The offer shall lapse if the student still does not register in the ensuing semester or academic session concerned.
- (5) Notwithstanding the provisions of subrule (1) above and subject to subrule (3), the Senate may at any time terminate the registration of a student if the Senate is of the view that the student concerned, for academic reasons as may be determined by the Senate, is incapable of continuing with the programme of study, and the student's name shall be removed from the University's student register, and the said student shall cease to be a University student. The Senate's decision in accordance with this subrule (5) is final.
- (6) 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.

6. Course Registration

- (1) A student is required to register for the courses they attend every semester and is subject to the maximum and minimum credit hours as may be prescribed in the Regulations made under these Rules.
- (2) A student is given a period of two weeks to complete the course registration. After this period, he is deemed to have withdrawn from the semester concerned if no registration has been carried out and no notification is received from the student concerned within the prescribed period. After a period of seven weeks, if the status remains the same, the student's academic status is terminated.

7. Change in Programme of Study

- (1) A change in a programme of study may be done by a student after he has registered for the original programme of study that was offered subject to the following conditions:

- (a) a change in a programme of study is permitted for a first year student only and for those who have completed at least one semester of study;
- (b) a student is permitted to change his programme of study only once throughout his duration of study at the University;
- (c) a student must fulfil the admission requirements of the new programme of study applied for;
- (d) a student has not been convicted of a charge under a disciplinary action;
and
- (e) permission to change a programme of study is subject to a recommendation by the Dean of the Faculty of the original programme of study and the agreement of the Dean of the Faculty accepting the student concerned.

PART IV

PAYMENTS

8. Settling Payments

A new student shall pay all fees stated in the letter of offer for admission before registering as a student of the University for any programme of study.

9. Right to Vary Fee Rates and Other Payments

The University has the absolute right to vary the prescribed fees and any other payments without prior notice to a student.

10. Period for Settling Tuition Fees and Other Payments

A student must register in order to attend the courses prescribed by a programme of study and shall pay all tuition fees and other payments prescribed for the courses for which he has registered within one week from the commencement of the academic session or every semester, whichever is applicable, unless otherwise permitted by the Bursar of the University.

11. Failure to settle Tuition Fees and Other Payments

Failure by a student to settle any tuition fees and other payments within the one week period after receiving a notification from the Bursar that payments are in arrears can cause the student concerned to be barred from sitting for

16. Course Components

Every programme of study shall consist of two components namely, University Courses (15%) and Faculty Courses (85%) which are categorised into two classifications, namely, compulsory courses and elective courses. For the purposes of these Rules, “University Courses” means courses determined by the University as compulsory for all University First Degree students while “Faculty Courses” means courses so determined by the Faculty and where applicable may comprise major and minor packages.

PART VII

THE ACADEMIC ADVISOR SYSTEM

17. Function of an Academic Advisor

A student is provided with an Academic Advisor who is a lecturer in the student’s field of study whose role is to guide the student in planning his programme of study by:

- (1) helping the student choose courses and credit hours the student will take before commencement of the semester; and
- (2) providing guidance to the student in overcoming problems related to learning, if any, based on his academic performance at mid-semester and the end of each semester.

18. Meetings with the Academic Advisor

A student is required to meet with the Academic Advisor at least once every semester.

PART VIII

EXAMINATIONS

19. Type of Examinations

- (1) An examination must be held for every programme of study carried out by the University and may be conducted by way of tests, oral tests, practical or practicum assessment, coursework, specialised assessment, final examinations as well as other methods of evaluation as may be approved by the Senate upon the recommendation of the Faculty.

- (2) The Committee of Examiners may in its discretion require a student to sit for any additional examinations that may be considered as necessary in certain circumstances.

20. Committee of Examiners

- (1) A separate Committee of Examiners is required for each programme of study for every semester as approved by the Senate.

PART IX

CONFERMENT OF A DEGREE

21. Conditions of Award

- (1) The University Bachelor's Degree or the University First Degree can be conferred on a student who has:
 - (a) fulfilled all requirements prescribed under these Rules and any other Regulations made thereunder;
 - (b) been recommended to be conferred the Degree by the Committee of Examiners and approved by the Senate;
 - (c) settled all tuition fees and other prescribed payments; and
 - (d) fulfilled any other requirements of the University that are not of an academic nature.

PART X

GENERAL

22. Termination of Study

The Senate has the power to terminate the programme of study of a student who has been found to have submitted forged or false information in connection with his admission into the University.

23. The Power of the Senate to Make Regulations

The Senate may generally make any regulations as and when they are required for the purpose of carrying into effect or enforcing the provisions of these Rules.

24. Exemptions

Notwithstanding anything contained in these Rules and any regulations made thereunder, the Senate may exempt the application of any provision of these Rules.

25. Compliance with the Universities and University Colleges Act 1971, the Constitution of the University of Malaya, Statutes, Rules and Regulations

A student shall be subject to the Universities and University Colleges Act 1971, the Constitution of the University of Malaya, Statutes, Rules and Regulations currently applicable in the University including the University of Malaya (Discipline of Students) Rules 1999.

26. Repeal

Act II (Amended) 1993 on the Admission to University of Malaya and Act XIII (Reviewed), 1986 on Examinations are hereby repealed.

Made on 14 May 2007

Tan Sri Datuk Arshad Ayub
Chairman
Board of Directors of the University of Malaya