

As per endorsement by Senate on 22nd of March 2022

**UNDERGRADUATES ACADEMIC RULES
AND REGULATIONS 2022**

UNIVERSITI ISLAM MALAYSIA

UNDERGRADUATES ACADEMIC RULES AND REGULATIONS 2022
UNIVERSITI ISLAM MALAYSIA

1. PRELIMINARY	1
1.1 Definition and Interpretation	1
1.2 Name, Commencement and Application	3
2. APPLICATION FOR ADMISSION	3
2.1 Advertisement and Admission	3
2.2 Admission Requirement	3
2.3 Other Requirements	5
2.4 Deferment	5
2.5 Re-admission	5
3. REGISTRATION	5
3.1 Academic Session	5
3.2 Programme Registration	6
3.3 Course Registration	6
3.4 Concurrent Registration	8
3.5 Attendance in Programme of Study	8
3.6 Withdrawal from a Course	9
3.7 Withdrawal from Semester	10
3.8 Withdrawal from Programme of Study	11
3.9 Re-Registration	12
3.10 Suspension	12
3.11 Termination of Programme of Study on Medical Reason	12
3.12 Change of Programme of Study	12
4. PAYMENT	13
4.1 Fees and Other Payments	13
5. MATTERS CONCERNING STRUCTURE OF PROGRAMME OF STUDY	13
5.1 Structure of Programme of Study	13
5.2 Credit Hour Load per Semester	13
5.3 Duration of Completion of Programme of Study	14
5.4 Offer and Completion of Courses	14
5.5 Credit System	14
5.6 Credit Transfer	14
5.7 Course Exemption	17
5.8 Programme External Assessor	17
6. EXAMINATION	18
6.1 Permission to sit for Examination	18
6.2 Course Assessment Method	18
6.3 Committee of Examiners	19
6.4 Grading Scheme	20
6.5 Management of Marks and Grades	21

6.6 Determination of Student Academic Performance	21
6.7 Minimum requirement for Academic Performance.....	23
6.8 Honor's Award	23
6.9 Academic Standing	23
6.10 Academic Probationary and Warning	24
6.11 Failed and terminated from programme of study	24
6.12 Absent from examination.....	24
6.13 Management of Grade I	24
6.14 Final Examination	26
6.15 Special Examination	26
6.16 Redemption of Course Grade	27
6.17 Improvement of Academic Performance.....	27
6.18 Repeating a Failed Course.....	27
6.19 Other matters Related to Examination	28
6.20 Academic integrity	28
7. APPEAL.....	31
7.1 Appeal against Examination Result	31
7.2 Appeal to Extend Duration of Study.....	32
7.3 Appeal to Continue with Studies	32
7.4 Membership of the Cluster Appeals Committee	33
7.5 Powers of the Cluster Appeal Committee	33
8. GRADUATION.....	34
8.1 Requirement for Graduation	34
8.2 Conferment of Diploma/Degree with Honors	34
8.3 Conferment of Diploma/Degree with Honors (With Distinction)	34
8.4 Aegrotat Award.....	35
9. GENERAL.....	35
9.1 Auditing Courses	35
9.2 Authority of the Senate	36
9.3 Exemption from Application.....	36
9.4 Compliance to the Private Higher Educational Institution Act, Statutes, Rules and Regulations of the University	36

1. PRELIMINARY

1.1 Definition and Interpretation

In these Regulations, unless the context otherwise requires—

“Aegrotat” means the pass status and fulfilment of the requirements for the conferment of the Bachelor Degree or diploma accorded to any student who is unable to complete their studies due to permanent loss of ability or death, subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

“Posthumous” means the conferment of the Bachelor’s Degree, diploma, certificates and other academic distinctions to a student after his death subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

“credit load” means the total number of credits undertaken by a student in a semester.

“CGPA” (Cumulative Grade Point Average) means the average sum of grade point values obtained for all semesters.

“Re-Registration (DS)” means the status of a student who has failed the first year of first semester and is allowed to recommence his studies in the next Academic Session.

“Head of Cluster” means the Head of a Cluster appointed by the Vice Chancellor.

“Cluster” means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer Bachelor’s Degrees and Diplomas to students.

“GAC” means Good Academic Standing

“Academic Standing” means the code used to indicate a student’s academic standing.

“GPA” (Grade Point Average) means the average Grade Point Values obtained in a semester.

“grade” means the letter used to indicate a student’s achievement in a course.

“Direct Entry” means a student who is enrolled directly into the second year of study based on Credit Transfer approved by the University.

“CAST” means Conditional Academic Standing.

“credit for graduation” means the number of credits in a curriculum structure determined by the Cluster and approved by the Senate which a student must earn in order to graduate.

“coursework” means any form of assessment carried out in the duration of instructional session of a semester.

“credit” means the unit of measurement for the load of a course.

“Credit Earned” means the total number of credits earned for courses passed including Credit Transfer.

“Credit Counted” means the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA.

“curriculum” means the arrangement of courses organised for a programme.

“course” means components of a programme.

“Audit Course” means any course taken by a student which is not a requirement of the current programme’s curriculum.

“Grade Point Value” means the equivalent numerical value for each grade.

“Elective Course” means the optional course offered within a course to fulfill the graduation requirement.

“Massive Open Online Courses (MOOC)” means an online course aimed at unlimited participation and open access via the web.

“student” means an individual who has completed registration to follow a programme

“senior student” means a student who has completed at least one (1) semester of study at the University.

“special student” means the final year student who only registers for one course that has been previously taken.

“deferment of studies” means the status of the student who does not register for a continuation of study in a semester due to specific reasons approved by the University.

“studies” means the levels of learning in order to earn a Bachelor Degree or Diploma.

“Accreditation of Prior Experiential Learning (APEL)” means a systematic process that involves the identification, documenting and assessment of prior experiential learning, i.e., knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes and is used for access to a programme of study and/or for the award of credit.

“APEL for experience assessment (APEL(A))” A combination of aptitude test and portfolio that an applicant must pass to be awarded with APEL certificate to enable individuals to pursue their studies in Higher Education Institutions (HEIs) with non-formal learning.

“APEL for Credit Award (APEL(C))” is a learning evaluation process (informal and non-formal) of an individual based on cumulative experiences (knowledge and skills) to obtain credit transfer for course(s) in the programme enrolled, whereby recognise learning acquired through work experience and short courses attended.

“suspension of studies” means the status of a student who is barred from attending any instructional meetings in a semester as directed by the University due to disciplinary reasons.

“final examination” means the assessment carried out at the end of the semester to measure students’ academic achievement.

“Special Examination” means a replacement for the examination.

“instructional session” means the teaching and learning activities in a specific period.

“Credit Transfer” means the process of transferring the credits for courses which a student has undertaken in his previous programme to the current programme of study. This process allows the credits that have been acquired to be counted as part of the graduation credit requirement of the current programme that the students are pursuing. Essentially, transferable credit should be from courses that are equivalent to the courses of the programme of study being pursued at the University.

“Credit Transfer with Grade” means the horizontal transfer of course credits for a student who is still actively studying, at the same level of qualification as the current programme being followed by the student at the University.

“Credit Transfer without Grade (also known as Credit Exemption)” means the transfer of course credits of a student who has graduated or has achieved competency in the course either vertically or horizontally to the current programme of study being attended by the student at the University.

“programme” means an arrangement of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of qualification.

“semester” means the duration of study in an Academic Session as stipulated by the University.

“Short Semester” means an 8-week duration of study conducted at the end of an Academic Session.

“Long Semester” means a seventeen (17)-week duration of study determined by the University.

“Academic Session” means a twelve (12)-month duration as determined by the Senate.

“maximum duration of study” means the maximum number of semesters allowed in order to complete a programme of study.

“transcript” means an official statement issued by the University listing all the examination results obtained by a student during his duration of study.

“University” means Universiti Islam Malaysia.

1.2 Name, Commencement and Application

This document outlines the policies made by the Senate to ensure the standard of education and award of Bachelor’s Degree and Diploma at Universiti Islam Malaysia (UIM).

This document is published to all students, academic, and non-academic staff, all of whom are responsible for reading and adhering to these policies.

2. APPLICATION FOR ADMISSION

2.1 Advertisement and Admission

- 1) The University’s undergraduate programme (Diploma and Bachelor’s Degree) of study shall be advertised from time to time by the relevant authority.
- 2) Admission into any Diploma and Bachelor’s Degree programme of study shall be made in accordance with the procedures prescribed by the relevant authority.

2.2 Admission Requirement

- 1) Every citizen and Permanent Resident applicant, having an Identity Card/MyKad number, who wishes to pursue a Diploma or Bachelor’s Degree programme of study at the University Islam Malaysia shall fulfil the following requirements:
 - a. General requirements of the University as prescribed by the Malaysian Ministry of Education, and in accordance with Programme Standard of each Programme offered (if

any) and,

- b. Special requirements of the programme as prescribed by the Senate from time to time.
- 2) An applicant who is not a citizen who wishes to pursue a Diploma or Bachelor's Degree programme of study at the Universiti Islam Malaysia shall have completed and passed a minimum of eleven (11) years of study and obtained the following qualifications:

Diploma:

- a. A pass in SPM with at least three credits in any three (3) subjects, or its equivalent;
- b. A pass in Sijil Kemahiran Malaysia (SKM) at Level three (3) in the related field;
- c. A pass in Sijil Tinggi Persekolahan Malaysia (STPM)/ Sijil Tinggi Agama Malaysia (STAM) or its equivalent;
- d. A Certificate (Level 3, MQF) in the related field;
- e. Other relevant equivalent qualifications recognized by Malaysian Government with Senate's approval.

Bachelor's Degree (Check IPTS)

- a. A pass in the Sijil Tinggi Persekolahan Malaysia (STPM)/A-Level/IB/Equivalent; or
 - b. A Diploma that is recognised by the University with at least a CGPA of 2.50; and
 - c. Obtained the following results in any one (1) of the following English Language proficiency examinations that are listed below:
 - i) a score of 500 (PBT), 173 (CBT) or 60 (IBT) in Test of English as a Foreign Language (TOEFL);
 - ii) band 5.0 (Diploma) and 6.0 (Bachelor) for International English Language Testing System (IELTS) (Academic);
 - iii) band 2 and above in the Malaysian University English Test (MUET) or as per requirement for each programme or as prescribed by the Malaysian Ministry of Education, and in accordance with Programme Standard of each Programme offered (if any);
 - iv) a pass in SPM or its equivalent with a minimum of 3 credits or as per requirement for each programme;
 - v) a score according to the programme standard of the Malaysian Qualifications Agency (MQA) respectively if the requirement is higher than (i) until (iv);
 - d. Fulfils the requirement of special admission conditions to the programme of study concerned.
- 3) Notwithstanding the conditions stated in sub-regulations (1) and (2) above, under certain circumstances, the admission of a student is subject to the decision of the Senate upon recommendation of the Committee for the Admission Selection of the Cluster concerned.

2.3 Other Requirements

An applicant shall confirm the acceptance of the offer within the period determined by the University. The validity period of an offer of admission is as stated in the offer of admission document. Upon expiry of the said period, the offer shall lapse if the candidate fails to report himself.

2.4 Deferment

- 1) Students certified to be medically unfit by a government Medical Practitioner may request for a deferment of study from the Head of the Cluster. The semester approved for the deferment will not be counted as part of the total semesters used for the duration of the programme.
- 2) The maximum deferment for every application is two (2) consecutive semesters. If students require deferment of more than four (4) consecutive semesters, the case will be referred to the government medical practitioner and the senate to decide whether the student should be allowed to continue or have his/her study terminated.
- 3) Students may also apply for deferment due to other reasons. This application must be made before the last working day of week seven (7) of the semester. Students are allowed to apply for a deferment of only one (1) semester in every application. The semester approved for the deferment will be counted as part of the total semesters used for the duration of the programme. However, with endorsement from the Head of the respective Cluster, and approval from the Deputy Vice-Chancellor (Academic), this deferred semester may not be counted.
- 4) The deferment period of students whose studies have been deferred by the University due to misconduct, will not be taken into account as part of the total semesters used for the duration of the programme.

2.5 Re-admission

- 1) First year students in the first semester, excluding direct entry students who obtained Fail Status, will be allowed to continue their study by registering for courses in the semester determined by the Cluster. These students will be categorised as Re-Admission Students.
- 2) Re-Admission Students will have to register for the courses within the compulsory registration period. Students who fail to register will be terminated from their study and given Fail Status.
- 3) Re-Admission Students will resume their study with a new GPA and CGPA record (whereby the credit counted and credit earned will be reset to ZERO (0)).
- 4) The first semester used will not be counted as part of the duration of their study.
- 5) Re-Admission Students will be terminated from their study if they fail to obtain Good Status in the semester in which they resume their study.

b) REGISTRATION

3.1 Academic Session

- 1) The University Academic Session is divided into two (2) long semesters and one (1) short semester per academic year.
- 2) The Academic Session is as shown in Table 1.

Table 1: Academic Session*

SEMESTER I (Long Semester)	
Lectures	14 weeks
Mid-Semester Break	1 week
Revision	1 week
Final Examination	2 weeks
End of Semester Break	3 weeks
Total	21 weeks
SEMESTER II (Short Semester)	
Lectures	7 weeks
Final Examination	1 week
End of Semester Break	2 weeks
Total	10 weeks
SEMESTER III (Long Semester)	
Lectures	14 weeks
Mid-Semester Break	1 week
Revision	1 week
Final Examination	2 weeks
End of Semester Break	3 weeks
Total	21 weeks
TOTAL	52 weeks

* Subject to amendments

Note: -

The actual implementation dates for the above academic session are based on the academic calendar determined by the University.

3.2 Programme Registration

- 1) All student candidates must register for programme offered on the date stipulated by the University.
- 2) For the student candidates who fail to register on the stipulated date without any reason acceptable by the University, the programme offered shall be revoked.
- 3) Semester registration for the senior student will be done automatically by the University administration based on the examination results of the previous semester.
- 4) A senior student shall re-register for the programme if (s)he has a break in the period of study due to deferment, suspension etc.
- 5) Students are allowed to change the programme of study with permission from Cluster and approved by the Deputy Vice Chancellor (Academic).

3.3 Course Registration

- 1) All students including special students are required to register for courses in accordance with the stage of study that has been prescribed. The stage of study is determined by the number of credits that has been completed by the student as follows:

Bachelor's Degree

Stage of Study	Credits Accumulated
First Year	45 credits and below
Second Year	46-89 credits
Third Year	90 credits and above

Diploma

Stage of Study	Credits Accumulated
First Year	45 credits and below
Second Year	46 credits and above

- 2) A student is required to pursue his/her programme of study based on the structure of the programme of study as prescribed by the Cluster and approved by the Senate. Any courses registered other than that prescribed in the programme of study structure will not be considered for the purposes of fulfillment of the studies.
- 3) A student is required to register for the course within the period prescribed. Activities involved in the course registration process is as in the table as follows:

Activity	Long Semester	Short Semester
Add	Week 1 – 2	Week 1 - 2
Drop	Week 1 – 7	-

- 4) Registration for any course must be completed by the second (2nd) lecture week of the semester and payment must be made upon the registration period. Any student who does not complete his registration within the duration prescribed may not be allowed to pursue the course concerned.
- 5) Registration for a course with pre-requisite is only allowed after the student has passed the prescribed pre-requisite course by obtaining at least a grade C.
- 6) A student is responsible to check and ensure that the course code that is registered for is correct. At the end of the prescribed period, the courses that are registered is final and no further changes are allowed.
- 7) A student who does not register within the prescribed period and does not give any response until the seventh (7th) lecture week for the semester concerned will be recorded as Not Registered.
- 8) The student who is recorded as Not Registered based on sub-regulation (7) above, may appeal as prescribed in Regulation 7.3(1)(a). A student, whose appeal is successful, has to register in the following semester.
- 9) Any student who fails to register continuously for a duration of two (2) Long Semesters and fails to register until the seventh (7th) lecture week in the following Short Semester may cease being a student and his status of studies will be terminated.
- 10) Registration for any course is strictly not allowed under the following circumstances:
 - a. registration which is backdated.
 - b. registration after the examination week has commenced.
 - c. registration for courses with pre-requisite simultaneously.
- 11) The maximum number of credits which can be registered by a student is not exceeding twenty

(20) credits in the Long Semester and ten (10) credits in the Short Semester. For students under the Academic Probationary Period, the maximum number of credits that can be registered by a student is not exceeding fifteen (15) credits in the Long Semester and nine (9) credits in the Short Semester.

- 12) Notwithstanding the provisions in the sub-regulation (11) above, the maximum number of credits that can be registered by a student (except for a student under the Academic Probationary Period) in one (1) academic session are as follows:
 - a. Fifty (50) credits for registration for courses that do not include Industrial Training.
 - b. Fifty-two (52) credits for registration for courses that include Industrial Training.
- 13) Notwithstanding anything that is stated under Regulation 3.3, in certain circumstances, the Deputy Vice-Chancellor (Academic) concerned may make a decision otherwise.
- 14) Direct Entry students shall register for courses according to the curriculum of the cohort of the previous Academic Session.
- 15) Students are allowed to register for any course beyond the curriculum of the current programme as an Audit Course with the permission of the Head of Cluster. If the Audit Course involves other Clusters, the approval of both Head of Clusters is required.
- 16) A student who fails to register for the courses within the Compulsory Course Registration Period is required to register the courses during the Late Course Registration Period with penalty. A student who still fail to register during the Late Course Registration Period shall be dismissed by the University, except with reasons acceptable by the University and will be subjected to a penalty payment amounted to one credit hour charges of the programme for each subject.

3.4 Concurrent Registration

- 1) A student shall not be allowed to register concurrently for any other programme of study which leads to the award of a diploma/first degree/post graduate degree at the University or other institution or university.
- 2) Notwithstanding anything stated under sub-regulation (1) above, a student is allowed to register concurrently in circumstances where the University conducts a programme in collaboration with another university or institution which will lead to the award of a degree.
- 3) Any student found to be in breach of sub-regulation (1) above may be terminated from his programme of study without refund of any fees and other payments that have been paid.

3.5 Attendance in Programme of Study

- 1) It is compulsory for a student to attend all teaching and learning activities related to his programme of study.
- 2) A student who does not attend any teaching and learning activities is required to inform the reason for his absence to the lecturer immediately together with the relevant supporting documents. The lecturer shall inform the student of the consequences of being absent and is responsible to keep the records of the notification and class attendance.
- 3) Students must attend not less than 80% of scheduled face-to-face/online learning activities in ONE (1) semester as stipulated by specific courses including Compulsory Audit Courses [CA] and Audit Courses [R].

- 4) The guideline on action to be taken on students with less than 80% attendance is as follows:

GUIDELINE ON ACTION TO BE TAKEN ON STUDENTS WITH LESS THAN 80% ATTENDANCE	
1.	Students must attend all forms of scheduled face-to-face/online learning activities (lectures/tutorials/practical etc.). If students do not attend these activities, the student will have to obtain approval from his/her lecturers immediately and provide valid reasons for his/her absence.
2.	Students who have been absent for more than 20% of the total number of scheduled contact hours of learning activities for a course without valid reasons accepted by the university will be awarded ZERO (0) mark. The student will be barred from sitting for the examination and will have to repeat the course.
3.	The Cluster has to inform the students in writing of the results of the action as stated in 2.0.

3.6 Withdrawal from a Course

- 1) “Withdrawal from a course” means withdrawal from one (1) or more courses in any semester after the second (2nd) lecture week. Details of withdrawal from course are as below:

Semester	Duration	Fees	Grade Obtained
Long Semester	Week 1 - 2	No	No Grade
	Week 3 - 7	Yes	Grade W
Short Semester	Week 1 - 2	No	No Grade

- 2) A student may withdraw from a course not later than the second lecture week of a semester. The student shall not be liable to pay any fees and his course registration record for the affected course will be expunged.
- 3) A student who withdraws from a course after the second (2nd) lecture week of a Long Semester will be liable to pay fees and will be recorded with grade W for the course concerned. Withdrawal from any course after the seventh (7th) lecture week of a Long Semester and after the second lecture week of a Short Semester is not permitted except for medical reasons.
- 4) Withdrawal from a course on medical reason shall be made to the Deputy Vice Chancellor concerned through the Head of the Cluster. If it is approved, Grade W will be recorded for the course concerned. Fees will be imposed if the application is submitted after the seventh (7th) lecture week of a Long Semester or after the second (2nd) lecture week of a Short Semester.
- 5) An application on medical reasons shall be supported by a medical report issued by a government hospital/teaching hospital/Private Medical Centre.
- 6) If an application is not approved, the student shall be required to continue with his studies for the course concerned. Failure of the student to continue with his studies for the whole course concerned may result in the student being given a Grade F.
- 7) Withdrawal from a course on reasons stated below is not allowed:
- performance of the student is not satisfactory for any of the course;
 - insufficient preparation for the course concerned; or
 - dissatisfaction towards any of the course.

- 8) Withdrawal from any of the course is not permitted once the examination period for the semester has commenced.
- 9) A student who stopped attending lectures and did not follow all the teaching and learning activities of a course without officially withdrawing himself will be given a grade F and will be recorded in the student's official record for the course concerned.
- 10) Notwithstanding anything stated in Regulation 3.6, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.

3.7 Withdrawal from Semester

- 1) "Withdrawal from a semester" means withdrawal from all courses registered for the semester concerned. A student is only allowed to withdraw from a semester after he has undergone his programme of study for at least one (1) semester except for medical reasons.
- 2) Withdrawal from a semester is categorised as follows:
 - a. Semester Leave on Personal Reasons
 - b. Semester Leave on Mobility Programme Reasons
 - c. Semester Leave on Medical Reasons
 - d. Gap Year Leave
- 3) Application to withdraw from a semester shall be made to the Head of the Cluster within the period allowed in accordance to the prescribed rules for his consideration and approval.
- 4) Details of withdrawal from a semester is stated below:

Category	Long Semester	Short Semester	Fees	Duration of Study
Personal Reason	Week 1-2	Week 1-2	No	Included
	Week 3-7	-	Yes	Included
Medical Reason	Week 1-7	Week 1-2	No	Included
	Week 8-14	Week 3-7	Yes	Not Included

- 5) A student is allowed to apply to follow a Gap Year Leave after having attended at least one (1) session of study.

The application for a Gap Year Leave shall be made to the Deputy Vice-Chancellor concerned through the Head of the Cluster together with proof of documentation concerned.
- 6) A student may withdraw from a semester on personal reason not later than the second lecture week in a particular semester. The student will not be subjected to fees and the course concerned will be recorded as Grade W1.
- 7) Application for withdrawal from a semester for personal reason made between the third (3rd) lecture week until the seventh lecture week of the Long Semester will be subjected to fees and the course concerned will be recorded as Grade W1.
- 8) Application for withdrawal from a semester due to medical reasons made before the seventh (7th) lecture week of the Long Semester may be approved subject to a medical report issued by a government hospital/teaching hospital/Private Medical Centre. If approved, the fees will not be charged and the course concerned will be recorded as Grade W1.
- 9) A student is not permitted to withdraw from a semester after the seventh (7th) lecture week

of a Long Semester or after the second lecture week of a Short Semester except for medical reasons which is supported by a medical report that is issued by a government hospital/teaching hospital/Private Medical Centre. The application shall be made to the Deputy Vice-Chancellor concerned through the Head of the Cluster for consideration and approval. If the application is approved, the fees will be charged and the course concerned will be recorded as Grade W1.

- 10) If the application for withdrawal from a semester is not approved, the student shall be required to continue with his studies for the semester concerned. Failure of the student to continue with his studies may result in the student being given a Grade F for the registered courses.
- 11) A student who stopped attending lectures of a course without withdrawing officially may be given a grade F and recorded in the student's official record for the course concerned.
- 12) The maximum duration for withdrawal from a semester on personal reasons for a student is two (2) Long Semesters throughout his studies duration which may be taken either continuously or otherwise. The withdrawal from a semester will be taken into account as part of his maximum duration of study except for medical/Mobility Programme/Gap Year leave reasons supported by medical reports from a government hospital/teaching hospital/Private Medical Centre or documentation proof concerned.
- 13) Withdrawal from a semester on any of the reasons stated below is not allowed:
 - a. Performance of the student is not satisfactory for any of the courses;
 - b. Insufficient preparation for the course concerned;
 - c. Dissatisfaction towards any of the course.
- 14) Withdrawal from a semester is not allowed once the examination period for the semester concerned has commenced.
- 15) Notwithstanding anything stated in Regulation 3.7, in certain circumstances, the Deputy Vice-Chancellor concerned may make the decision otherwise.

3.8 Withdrawal from Programme of Study

- 1) "Withdrawal from Programme of Study" means withdrawal from the programme of study that is currently being undertaken by the student.
- 2) Application for withdrawal from the programme of study shall be made officially to the Deputy Vice-Chancellor concerned through the Head of the Cluster and the decision of the University is final.
- 3) A student, who has been approved to withdraw from his/her programme of study after the second lecture week will:
 - a. pay the fees and other payments as stated in Regulation 4, and
 - b. be recorded Grade W2 for any courses registered in the semester where the student withdraws from the programme of study concerned.
- 4) The student is liable for any and all implications arising from this action. The University reserves the rights to claim any outstanding debt from the student, his guarantor or next of kin.

3.9 Re-Registration

- 1) A student with FAS in his first semester of the first year may apply to the Cluster to re-register (DS) within six (6) weeks after the Academic Standing result is announced.
- 2) A re-register (DS) student shall be terminated from his studies if he fails to obtain GAC in accordance to sub-regulation 6.11(1).
- 3) A re-register (DS) student shall register for courses in accordance to the curriculum of the current academic group.
- 4) A student who has been approved for Re-Registration is not allowed for any Credit Transfer.

3.10 Suspension

- 1) Students may be suspended during their studies due to the following reasons:
 - a. Disciplinary action
 - b. Failure to pay the Education Fees
- 2) The duration of suspension shall count towards the calculation of the duration of study at the University.
- 3) A student who is suspended from his studies shall not be allowed to utilise any facility and service of the University.

3.11 Termination of Programme of Study on Medical Reason

A student, whose withdrawal from a semester has been approved on medical reason for four (4) Long Semesters consecutively, may be terminated from his programme of study for the following semester upon being certified by a government hospital/teaching hospital/Private Medical Centre after the student's case has been reexamined by the Registered Medical Practitioner concerned.

3.12 Change of Programme of Study

- 1) A student who has registered for a programme of study that was offered is not allowed to change his programme of study.
- 2) Notwithstanding anything stated in sub-regulation (1) above, in certain circumstances, a student may submit an application for a change in the programme of study to the Deputy Vice-Chancellor (Academic) concerned latest by the second (2nd) lecture week of the second (2nd) semester of his study.
- 3) Consideration for the application for a change of programme of study is subject to the following conditions:
 - a. allowed only for a first (1st) year student who has undergone at least one (1) semester of study and passed the first (1st) semester examination with GPA 2.0;
 - b. fulfilled the special admission requirements of the new programme of study that is applied for and other requirements as determined by the University from time to time;
 - c. there is availability for the applied programme;

- d. allowed only once throughout the duration of his study at the University;
 - e. has not been convicted of any disciplinary action; and
 - f. obtain the recommendation from the original Head of the Cluster and the agreement of the Head of the Cluster that will be accepting the student concerned.
- 4) A student that is approved for a change of programme of study will register to follow the new programme of study in the subsequent Long Semester.

c) PAYMENT

4.1 Fees and Other Payments

- 1) A student shall pay all fees and other payments due to the University at the time of initial registration of every semester except where he has been exempted from any fee or payment or both.
- 2) A student who intends to pay any fee or other payments due to the University by instalments shall apply to the Bursar following the procedures prescribed by the University.
- 3) A student who fails to pay any fee or any other payments or any part of the fee or other payment due to the University will be subjected to any one or a combination of the following actions:
 - a. may not be allowed to register for the following semester;
 - b. examination results, transcripts or the degree scroll will not be issued to the student.

d) MATTERS CONCERNING STRUCTURE OF PROGRAMME OF STUDY

5.1 Structure of Programme of Study

- 1) The Degree Studies Structure for each programme of study shall contain three (3) course components that is determined by the Cluster and approved by the Senate.

Component
University Course/General Course
Discipline Course
Elective Course

- 2) Notwithstanding anything stated in sub-regulations (1) above, any programme of study that has a Malaysian Qualifications Agency programme (MQA) standard or professional body standard, the programme concerned shall be subjected to the compliance of the requirement as prescribed.

5.2 Credit Hour Load per Semester

- 1) All students shall take at least twelve (12) credits in a long semester and three (3) credits in a short semester except in the final semester.
- 2) All Diploma and Bachelor students are allowed to take a maximum of twenty (20) credits in a Long semester and ten (10) credits in a Short semester.
- 3) A student taking fewer than the minimum credit, or more than the maximum credits allowed

must obtain the Head of Cluster's special approval.

5.3 Duration of Completion of Programme of Study

- 1) The minimum and maximum duration to complete a programme of study is as follows:

Level of Study	Year	
	Minimum	Maximum
Diploma	2	4
Degree	3	6

5.4 Offer and Completion of Courses

- 1) The calculation of credits of any course is based on the actual student learning time comprising of all teaching and learning activities that are required to achieve the prescribed course learning outcome.
- 2) Course offered in any semester will be decided by Cluster
- 3) The offer of new course(s) will be upon Senate's approval.
- 4) Any amendment of the course title, code, credit, course learning outcome, and assessment for the particular courses can only be made after the approval of Senate.
- 5) Every course offered shall be conducted, completed, and assessed within one (1) semester. Only certain courses which have obtained prior approval from the Senate may be permitted to be conducted for a period exceeding one semester and completed in two (2) semesters consecutively.

5.5 Credit System

- 1) All courses have specific credit values as quantitative measurement approved by the University to represent the learning volume or learning load in achieving the learning outcomes of the courses.
- 2) The learning load is the quantitative measurement of all learning activities required to achieve a set of learning outcomes. These activities include attending lectures, tutorials, seminars, and doing practicums, independent studies, information searches, research, field studies, as well as preparing and sitting for examinations.
- 3) For the purpose of calculating the student learning time, three (3) credit hour is equivalent to forty-two (42) hours of notional learning.

5.6 Credit Transfer

- 1) Transfer of credit may be categorised as follows:
 - a. Transfer of credit with grade.
 - b. Transfer of credit without grade.
- 2) Transfer of credit with grade
 - a. "Transfer of credit with grade" means transfer of credits together with the grade for the course(s) from the same level of qualifications (horizontal) for students who are still in

the programme of study.

- b. Application for credit transfer of a course from other institutions must be done one (1) semester before taking the course.
 - c. A course that has been approved for a transfer of credit with grade will be awarded the grade that is equivalent to the University's grading scheme and the University's approved credit for the course concerned.
 - d. The credit obtained together with the grade points for the approved course will be taken into account in the calculation of GPA and CGPA of the student. The credits for the course concerned will be taken into account for the purpose of completion requirements for graduation.
 - e. For the purpose of transfer of credit with grade, the student shall have completed the course and achieved the required competency in the course applied for.
 - f. The application shall be submitted to the Head of the Cluster not later than third (3rd) lecture week in the following Normal Semester in accordance with the rules prescribed by the University. Application received after the specified period will be considered in the subsequent semester.
 - g. The total number of credit transfer from other institutions should not exceed thirty-three percentage (33%) of the total number of credits required for the award of a degree.
 - h. Students are not allowed to use the credit transfer facility to complete their final semester at other institutions.
 - i. Only students with active status are allowed to apply for Credit Transfer.
 - j. The processing fee for the transfer of credit with grade is amounted to one credit hour of the programme.
- 3) Transfer of credit without grade
- a. "Transfer of credit without grade" means transfer of credit without carrying the previous grade obtained for the course(s) from:
 - i) lower level of qualification (vertical) for a student who has completed his studies successfully; and/or
 - ii) same level of qualification (horizontal) for a student who:
 - A) has completed his studies successfully; or
 - B) has not completed his studies (excluding a student who has been terminated from his programme of study) but has achieved the required competency level in the course applied for.
- 4) A course approved for transfer of credit without grade will be given a grade K and is not required to be replaced by another course. The credit will not be taken into account in the calculation of the student's GPA and CGPA but will be taken into account for the purpose of completion of his degree.
- 5) A student is not allowed to transfer the credit without grade for the following courses:
- a. University Course/General Course from a lower level of qualification; and
 - b. A course from a higher level of qualification.

- 6) The application shall be made to the Head of the Cluster in the first two (2) semester of study.
- 7) Transfer of credit shall be based on the mapping of course(s) that has been taken previously with the course(s) offered at the University.
- 8) Permission to transfer credit for sub-regulation (2) and (3) above is subject to the following conditions:
 - a. Grade or grade point obtained for the course concerned after being made equivalent with the University's grading scheme shall not be less than grade C or 2.0 (horizontal) and B or 3.0 (vertical);
 - b. Course taken previously has the same credit value or more after it is made equivalent with the credit value of the course offered at the University;
 - c. Course taken previously has at least eighty percent (80%) overlap with the course offered at the University;
 - d. Course taken previously shall be from a programme that has been accredited/recognized by an authoritative body in the country concerned;
- 9) For the purposes of graduation, the maximum number of credits which may be transferred from another institution/university cannot exceed one third (1/3) of the overall total credit for the programme of study.
- 10) Notwithstanding the provisions stated in sub-regulations (2) and (4) above, the course taken during the Mobility Programme which is not listed in the Diploma and Degree Programme Structure may be considered for transfer of credit with grade, subject to the course being recommended by the Head of the Cluster whether the course:
 - a. replaces the External Cluster Elective Course* and/or any of the Elective Courses. Grade and grade points will be taken into calculation of the GPA and CGPA and the course credit concerned will be taken into account for the purpose of completion requirements for graduation.

For the purpose of this sub-regulation, the course shall fulfil the conditions specified in sub-regulations (5)(a) and (b) above; or
 - b. does not replace any course which has been prescribed in this programme structure of studies. The course concerned will be recorded on the academic transcript of the student. Grade and grade points of the course will be taken into account in the calculation of GPA and CGPA but the course credits will not be taken into account for the purpose of completion requirements for graduation.

For the purpose of this paragraph, course(s) shall fulfil the conditions specified in sub-regulation (5)(a) above and will be given the value of the credit that has been made equivalent with the calculation of notional hours of the University.
- 11) Transfer of credit for professional programmes are subject to the regulations as determined by the respective professional bodies.
- 12) The application shall be submitted together with:
 - a. proof of processing fees payment at a prescribed rate. This fee is nonrefundable; and
 - b. compulsory supporting documents which is the course learning outcomes, syllabus/course content and grading scheme of the course from another institution/university.

- 13) Application for credit transfer shall be submitted for consideration of the Senate after obtaining the recommendation from the designated special committee.
- 14) A course which has been approved for credit transfer cannot be withdrawn by the student.
- 15) The decision on the student's application for credit transfer will be notified by the Head of the Cluster
- 16) The processing fee for the transfer of credit without grade is amounted to one (1) credit hour of the programme.

5.7 Course Exemption

- 1) "Course Exemption" means exemption from registering and pursuing a course offered to a student based on the equivalency of the course content that is applied for with proof of knowledge and skills of the student.
- 2) Application for course exemption shall only be allowed for the University Course and General Course.
- 3) Course exemption will not result in a student obtaining credit for the course which is exempted. For this purpose, the course which has been approved for exemption will be given a grade K1.
- 4) Application for course exemption shall be submitted to the Head of the Cluster who will obtain the recommendation of the designated special committee. The recommended application shall be submitted for consideration by the Senate.
- 5) Decision on application for course exemption of the student will be notified by the Head of the Cluster of the programme of study.
- 6) The total maximum unit exemption allowed should not exceed thirty percentage (30%) of the total unit requirement for graduation.

5.8 Programme External Assessor

- 1) Programme External Assessors shall be appointed for each academic programme by the Deputy Vice-Chancellor concerned not exceeding two (2) persons for every programme of study upon recommendation of the Cluster concerned.
- 2) Criteria
 - a. A Programme External Assessor shall be appointed from among established university academia who is qualified, knowledgeable and has expertise in the programme of study concerned and has experience in the administration of the university.
 - b. In certain circumstances, an expert from the industry in the field of study concerned may be appointed as one (1) of the Programme External Assessors.
 - c. An academician may be appointed as a Programme External Assessor with the condition that he:
 - i) has the relevant experience and expertise in the programme of study concerned;
 - ii) has left the University service for a period of not less than five (5) years from the date of his appointment as a Programme External Assessor; and

- iii) is currently teaching at other institutions of higher learning of the same level or practising in a field of specialisation related to the programme of study concerned.
- d. An Emeritus Professor or Adjunct Professor who is appointed by Universiti Islam Malaysia cannot be appointed as a Programme External Assessor.
- 3) The duration of the appointment of the Programme External Assessor is for four (4) academic sessions.

e) EXAMINATION

6.1 Permission to sit for Examination

- 1) A student is only permitted to take an examination in any course if he/she has:
 - a) registered for the courses which are prescribed for his programme of study; and
 - b) paid the prescribed fees.
- 2) A student shall bring his Identity Card/Passport and the Student's Registration Card for the purpose of verification of identity to sit for the final examination of the registered course.
- 3) A student may be barred from sitting for the final examination of a course by the Head of the Cluster based on reasons determined by the Cluster. The Cluster is responsible to inform the student of the reasons which may result in the student being barred from sitting for the examination not later than third lecture week.

The student who is barred from sitting for a course's final examination in the semester will be informed by the Head of the Cluster in writing latest by the twelfth (12th) lecture week in a Long Semester and fifth lecture week in a Short Semester. The student is given one (1) week from the date of the said letter to submit his appeal. The Head of the Cluster may withdraw the notice for barring from sitting for the examination on reasonable grounds. The decision regarding the student's appeal has to be finalised by the Head of the Cluster latest by fourteenth (14th) lecture week for a Long Semester and seventh (7th) lecture week for a Short Semester.

- 4) A student who is barred from sitting for the final examination of the semester concerned for a course will be deemed to have failed in the final examination component for the course concerned. The student shall repeat the subject in the following semesters, unless valid reason is given and acceptable by university.

6.2 Course Assessment Method

- 1) The method of assessment for a course depends on the learning outcome and content of the course concerned. The weightage ratio of the assessment of a course will be decided by the Cluster according to the Programme Standard and approved by the Senate. For the purposes of this regulation, continuous assessment includes written test, oral test, practical or practicum assessment, assignment, project, quiz, and any other method determined by the Cluster.
- 2) Courses in the form of practical or project such as Industrial Training, Academic Project or Teaching Practicum may be assessed 100% based on continuous assessment throughout the duration of the training concerned.
- 3) A student shall be informed of the results of the continuous assessment component for each

course that he pursues. The announcement shall be made after the due date of the assessment of the said component no later than the thirteenth lecture week for the Long Semester and the sixth (6th) lecture week for the Short Semester. Any re-attempt of the assessment shall be given one (1) week remodification and the final announcement for the assessment shall be made before the final exam of the Semester.

6.3 Committee of Examiners

- 1) The membership of the Committee of Examiners
 - a) The membership of the Committee of Examiners shall be as follows:
 - i) The Deputy Vice-Chancellor;
 - ii) The Head of the Cluster concerned, as the Chairman provided that the
 - iii) Deputy Vice-Chancellor shall chair whenever he is present at any meeting of the Committee of Examiners;
 - iv) The coordinator responsible for any of the courses or programmes of study which is not included in any field of any Department within the Cluster, if relevant;
 - v) Any Internal Examiners; and/or
 - vi) Any other persons appointed by the Senate
 - b) In the event of an emergency, the Vice-Chancellor may appoint any person as a member of any Committee of Examiners unless otherwise provided for under these Regulations.
 - c) The Registrar or his representative shall be the Secretary of the Committee of Examiners.
- 2) The powers of the Committee of Examiners
 - a) The Committee of Examiners is given the powers by the Senate to determine the following matters:
 - i) The student's performance status, whether:
 - A) pass and allowed to continue his study;
 - B) pass and eligible to be awarded a degree;
 - C) fail and terminated from study;
 - D) place under Probationary Period and allowed to continue his study; or
 - E) given grade I and allowed to sit for a Special Examination.
 - ii) New mark and grade to replace Grade I;
 - iii) Adding marks;
 - iv) Withhold the examination's result; or
 - v) The amendment of marks and/or grades that have been recommended by the Cluster Appeals Committee.
 - b) The Committee of Examiners shall recommend to the Senate, students who passed and are

eligible to be awarded a Degree as stated in sub-regulation 6.3(2)(a)(i)(B) above.

- c) The Committee of Examiners may report to the Senate through the Cluster on any matters pertaining to the examination.
- 3) Quorum for a Committee of Examiners' meeting shall comprise the Chairman and one third (1/3) of the appointed membership of the Committee of Examiners approved by the Senate.
- 4) Internal Examiner
- a) The Cluster may appoint a full-time or part-time University teacher as an Internal Examiner for the purpose of assessing any teaching and learning activities that have been prescribed by the Senate.
 - b) Tutors cannot be appointed as an internal examiner to examine any courses. However, he may with the consent and supervision of the course examiner, assist in marking the answer scripts of the examination for a particular course.

For the purpose of the sub-regulation above, a tutor is appointed among those who have academic qualification in the field of study concerned.

- c) In the event of an emergency, the Head of the Cluster concerned may appoint another Internal Examiner to examine any course provided that such appointment shall be notified to the Cluster.

6.4 Grading Scheme

- 1) The official University grades including the marks and their meaning are as follows:

Marks	Grade	Grade Point	Meaning
90-100	A+	4.0	High Distinction
80-89	A	4.0	Distinction
75-79	A-	3.75	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-	1.75	Fail
40-44	D+	1.3	Fail
35-39	D	1.0	Fail
00-34	F	0.0	Fail

- 2) All courses shall be assessed using grade A+ to F.
- 3) The passing grade for all courses is grade C.
- 4) Besides the grades listed above, the following grading is also used

I (Incomplete)	-	Grade given to students who did not sit for the final examinations or were unable to complete their coursework due to illness or other reasons accepted by the University.
R (Audit)	-	Grade given to registered audit courses.

UR	-	Incomplete audit courses.
Pass	-	Passing Grade given to course registered with Pass Status.
Fail (F)	-	Failing Grade given to course registered with Fail Status.
K	-	Transfer Credit.
W1	-	Withdrawal from Semester.
W2		Withdrawal from Programme of Study.

- 5) A student has not fulfilled a part of the course requirement in a semester due to medical/compassionate reasons or a situation beyond the student's control that is accepted by the Committee of Examiners concerned.

6.5 Management of Marks and Grades

- 1) Marks and grades for courses shall be presented to the Committee of Examiners within the period prescribed by the University.
- 2) Final marks and grades for a course for each student are as approved by the Committee of Examiners.
- 3) The Registrar is responsible for keeping the official records of a student and to release to each student the results of the examination for his/her programme of study

6.6 Determination of Student Academic Performance

- 1) The achievement of students in any semester is based on Grade Point Average (GPA) achieved from all the registered courses in a particular semester. GPA is the indicator to determine the academic performance of students in any semester.
- 2) CGPA is the Cumulative Grade Point Average accumulated by a student from one semester to another during the years of study.

The formula to compute GPA and CGPA is as follows:

$$\text{Grade Point Average} = \frac{\sum_{i=1}^n U_i M_i}{\sum_{i=1}^n U_i}$$

Where:
 n = Number of courses taken
 U_i = Course units for course i
 M_i = Grade point for course i

Example of calculation for GPA and CGPA:

	Course	Unit	Grade Point (GP)	Grade (G)	Total GP
Semester 1	ABC XX1	4	3.00	B	12.00
	ABC XX2	4	2.33	C+	9.32
	BCD XX3	3	1.67	C-	5.01
	CDE XX4	4	2.00	C	8.00
	EFG XX5	3	1.33	D+	3.99
	EFG XX6	2	2.67	B+	5.34
		20			43.66

$$\text{GPA} = \frac{43.66}{20} = 2.18$$

	Course	Unit	Grade Point (GP)	Grade (G)	Total GP
Semester 2	ABC XX7	3	1.00	D	3.00
	ABB XX8	4	2.33	C+	9.32
	BBC XX9	4	2.00	C	8.00
	BCB X10	4	2.67	B-	10.68
	XYZ XX1	3	3.33	B+	9.99
		18			40.99

$$\text{GPA} = \frac{40.99}{18} = 2.28$$

$$\text{CGPA} = \frac{\text{Total Accumulated GP}}{\text{Total Accumulated Unit}} = \frac{43.66 + 40.99}{20 + 18} = \frac{84.65}{38} = 2.23$$

From the above examples, the CGPA is calculated as the total grade point accumulated for all the registered courses and divided by the total number of the registered credit.

- 3) Determination of GPA and CGPA based on Credit Counted and completion of his degree based on Credit Obtained are as stated in the following table:

Grade	Determination of GPA and CGPA		Completion of Degree
	Credit Obtained	Credit Counted	
A+ to C	Yes	Yes	Yes
C- to F	No	Yes	No
K	Yes	No	Yes
I, R	No	No	No

- 4) Courses with grades I will not be given credit until the actual grade of that course is obtained in the semester concerned.
- 5) Notwithstanding anything stated in sub-regulations (1) to (4) above, the calculation of the CGPA for a student repeating the failed course or improving his academic performance is determined as follows:

- a) student repeating the failed course, the best grade point will be taken into account; or
- b) student improving his academic performance by taking additional Elective Course, the grade point will be taken into account cumulatively.

6.7 Minimum requirement for Academic Performance

A student shall obtain a GPA and CGPA of not less than 2.00 for each semester until the completion of his studies.

6.8 Honor's Award

- 1) Students who obtained GPA of 3.75 and above will be awarded the Head of Cluster's List Certificate with the condition that the student has registered for at least twelve (12) credits excluding Audit Courses [R] and Compulsory Audit Courses [CA] in that semester.
- 2) A student who fulfils the conditions in the sub-regulation (1) above but also obtains grade I for any course in the semester concerned will be considered for the Head of Cluster's Award after the grade I concerned is replaced by the actual grade achieved by the student. Under such circumstances, the student qualifies to be awarded the Head of Cluster's Award retrospectively for the semester concerned.
- 3) Achievement of the Honor's List will be recorded in the student's transcript.

6.9 Academic Standing

- 1) The academic achievement of a student is evaluated using the GPA and the CGPA.
 - a) The Academic Standing of a student is determined at the end of programme as shown below:-

Academic Standing	CGPA
Good Academic Standing (GAC)	≥2.00
Conditional Academic Standing (CAST)	$1.75 \leq \text{CGPA} < 2.00$
Fail Academic Standing (FAS)	<1.75

- b) With the approval of the Senate, a student who obtains Conditional Academic Standing (CAST) may;
 - i) Continue his studies with GAC, **or**
 - ii) Be instructed to defer his studies to the next semester with GAC, **or**
 - iii) Be terminated from his studies with FAS
- 2) The Academic Standing of a student in the Short Semester shall not be determined. Grades obtained in the Short Semester shall be taken into consideration in calculating the CGPA for the subsequent semester. However, calculation of the CGPA will be done in the Short Semester for a student who is due to graduate based on the Repeat or Redeem Course.

- 3) A student who obtains CAST for three (3) consecutive semesters shall be given FAS.
- 4) A student who obtains FAS shall be terminated from his studies.

6.10 Academic Probationary and Warning

Any student with a GPA of below 2.00 in a semester will be given the result Probation for that semester concerned and be placed in an Academic Probationary Period in the following semester where the student registers. This period will remain until the student's GPA achieves 2.00. The Head of the Cluster of Undergraduate shall give a warning to the student concerned about his/her academic probationary status.

6.11 Failed and terminated from programme of study

- 1) A student may be failed and terminated from his programme of study if he/she:
 - a. is placed under an Academic Probationary Period and subsequently obtains a GPA of 2.00 or less for two (2) consecutive semesters;
 - b. obtains a grade F three (3) times for the same course;
 - c. obtains a CGPA of less than 1.75 for two (2) consecutive semesters; or
 - d. fails to complete the requirements of his programme of study within the prescribed maximum period.
- 2) When a student has been terminated from his programme of study, the termination notice shall be sent to the student by the Academic Management and Quality Assurance Department.
- 3) Any student who appealed and is re-admitted after being terminated from his programme of study, shall have his study terminated if he obtains a GPA of less than 2.00 for the semester in which the student is re-admitted. The said student remains subjected to the conditions stated in the sub-regulation (1) above.

6.12 Absent from examination

Subject to the provisions stated in these Regulations, a student who does not attend the final examination for any course shall be given a zero (0) mark for the final examination component of the course concerned.

6.13 Management of Grade I

- 1) Absent from Final Examination
 - a. Where a student does not attend a part or the whole of the examination because of medical reasons or on compassionate reasons i.e. misfortune or death of parents/parents in law and nearest kin such as guardians, child, husband/wife, sibling, grandfather or grandmother shall submit an application in writing to the Head of the Cluster for his case to be considered by the Committee of Examiners concerned. In this situation, his case shall be managed in accordance with sub-regulation (b) below. If no written request is received, the case shall be managed in accordance with Regulation 6.12 above.

- b. A written request as referred to in sub-regulation (a) above shall be submitted to the Head of the Cluster not later than two (2) working days from the last date of that student's final examination paper. The written application shall be attached with:
 - i) a medical certificate and a doctor's report pertaining to the type of illness and the health condition of the student issued by a government hospital/teaching hospital due to medical reasons. Medical certificate and a doctor's report issued by any private clinic shall not be considered; or
 - ii) a report from the District Officer/police officer who is the head of the district if the student could not attend part of or the whole of his examination due to compassionate reasons as stated in sub-regulation (a) above
 - iii) If the student fails to show medical report, the student need to re-sit the examination with penalty payment amounted to one credit hour charges of the programme for each subject.
 - c. Upon receipt of a written application as referred to in sub-regulation (a) and (b) above, the Head of the Cluster of the student shall report the matter to the Committee of Examiners concerned. The Committee of Examiners after considering the case may decide whether:
 - i) the student is given zero (0) mark for the final examination component for the course he did not attend; or
 - ii) the student is given grade I and allowed to sit for the Special Examination for a course which the student did not attend. The Special Examination shall be held not later than two (2) weeks after the Committee of Examiners concerned has made its decision.
 - d. Notwithstanding the provisions in sub-regulation (c)(ii) above, in certain circumstances, the Head of the Cluster may allow the postponement of the date of the Special Examination until not later than two (2) weeks after the commencement of the following semester. On medical reasons, the postponement of the date of the special examination concerned may be granted until not later than four (4) Long Semesters and two (2) Short Semesters consecutively.
- 2) Incompletion of Part of the Course Requirement for Courses Without Final Examination
- a. Where a student has not fulfilled part of the requirements of any course in a semester as set out in Regulation 6.4(5), a written application shall be submitted to the Head of the Cluster latest before the commencement of the University's final examination and together with documents as stated in sub-regulation (1)(b)(i) and (ii) for medical/compassionate reasons or submit a letter of endorsement/support for reasons beyond the control of the student.
 - b. For the purpose of sub-regulation (a) above, a candidate is required to complete part of the said course requirement at the latest within one (1) week after the Committee of Examiners concerned makes a decision. However, in certain circumstances, the Head of the Cluster may allow the postponement of completion of the course concerned at the latest before the fifteenth (15) lecture week for the following long semester.
 - c. Where a student has not fulfilled part of the requirements of any course in a semester as set out in Regulation 6.4(5) and not provided medical/compassionate reasons or submit a letter of endorsement/support for reasons beyond the control, the student is charged with a penalty of one credit hour of the programme for each subject.
- 3) In a case where the student is given a grade I as specified in the sub-regulations (2)(a) and (b) above:

- a. the student will not be charged any fees;
- b. when the student passes the special examination and/or completes part of the requirement for the course concerned, the grade obtained will be given to replace the grade I in the semester in which the student obtained the grade I.
- c. a student who does not take the special examination for the course concerned when it is held and/or does not complete part of the course requirement within the specified period, the grade I for the said course will be amended to the actual grade based on the achievement of the student for other components of the course concerned; and
- d. the student is not allowed to repeat the course concerned in any circumstances until the grade I is dropped.

6.14 Final Examination

- 1) The final examination shall be conducted within a specified period of time and in accordance to the procedures determined by the University.
- 2) All registered students shall sit for the final examination for a particular course determined by the Cluster. Any student who fails to attend the final examination without valid reason(s) shall be given zero (0) mark for the of that particular course.

6.15 Special Examination

- 1) Apart from the Special Examination for the purpose of replacing a grade I approved by the Committee of Examiners, a Special Examination for other purposes or for exceptional circumstances will only be given to students subject to the Senate's approval.
- 2) For the purpose of sub-regulation (1) above, Special Examination refers to:
 - a) any final examination held after the original date of examination as stipulated in the Examination Schedule; and/or
 - b) any other suitable form of assessment which is given to student with physical disability and/or unable to take the examination on the recommendation of the Cluster in order to replace the examination that has been determined.
 - c) A final year student who passes with a GAC but fails one course of the final two semesters, and the student has not yet exceeded the maximum duration of study.
 - d) A final semester student who passes with a GAC but fails one Repeat Course (UM) on the condition that the course is being taken every time it is offered.
 - e) Reasons for absence from the final examination other than (i) and (ii) above shall not be considered unless with the approval of the Senate.
- 3) In the event of an emergency, the Deputy Vice-Chancellor (Academic) may, after considering the recommendation of the Head of the Cluster concerned, give permission for the Special Examination to be held and it shall be reported to the Senate as soon as possible.
- 4) In the event of unforeseen circumstances where evaluations and examinations have to be conducted in various ways, the structure of evaluations and examinations is subjected to the approval of the examination committee.
- 5) A student who does not take the whole or part of the special examination of a course registered without reasons that are acceptable by the Committee of Examiners will be given zero (0) mark for the whole or part of the course.

6.16 Redemption of Course Grade

A student may submit an application to redeem a grade C for any category of courses subject to the approval of the Head of the Cluster on the following conditions:

- 1) an application to redeem grade C shall be made within one (1) week after the date of the official announcement of examination results and upon the approval of the Senate;
- 2) the course redemption may be carried out through assignment, test or other assessment methods as determined by the course examiner concerned;
- 3) redemption is limited to only one (1) course for the semester concerned;

6.17 Improvement of Academic Performance

- 1) Subject to the structure of the programme of study pursued by a student as approved by the Senate and the maximum duration of study, a student who has passed any course may apply to improve his academic performance as follows:
 - a) repeat the same course, once only and the best grade point shall be taken into account for the purpose of calculating the CGPA; and/or
 - b) take Elective Course or External Cluster Elective Course* as addition and the grade point of the course concerned will be taken into account cumulatively for the purpose of calculating the CGPA.
- 2) A student who has fulfilled the requirements of his programme of study may apply to the Head of the Cluster of his programme of study to postpone the award of the degree for the purpose of improving his academic performance within one (1) week from the date of the official announcement of the examination results.
- 3) Notwithstanding anything stated under sub-regulations (1) and (2) above, a student shall not be allowed to upgrade his grade and/or academic performance once the Senate has approved the award of the degree to the student.
- 4) A final semester student who has fulfilled the Credit Earned requirement but obtains a CAST shall be given the opportunity to improve his Academic Standing with the following conditions:-
 - i) The maximum duration of study has not exceeded.
 - ii) Required to re-take a number of courses with the approval of the Cluster.
 - iii) A student who fails to improve his Academic Standing by earning GAC shall be given FAS and dismissed.

6.18 Repeating a Failed Course

- 1) A student who fails any University Course/General Course (except External Cluster Elective Course* and Co-Curriculum) and Core Course is required to repeat the same course until he achieves at least a passing grade subject to the maximum duration of his study. The best grade point will be taken into account for the calculation of CGPA.
- 2) A student who fails any Elective Course, External Cluster Elective Course or Co-Curriculum, may repeat the same course or take another course in the same category as a replacement to the failed course.

Calculation of CGPA is as follows:

- a) for a student repeating the same course, the best grade point will be taken into account; and
- b) for a student taking a different course as a replacement, the grade point of that course will be taken into account cumulatively

6.19 Other matters Related to Examination

1) Examination Invigilators

Examination invigilators shall be appointed by Deputy Vice Chancellor (Academic) for each examination and is responsible to the Vice-Chancellor.

2) General Instructions for Examination

General Instructions for examination is issued from time to time by the University. Each examination conducted by the University is subject to the General Instructions for examination as specified in Schedule A of this Regulations.

3) Illness during examination

A student who falls ill at the time of the examination shall report to the chief invigilator or any invigilator who is on duty. He/she shall then arrange for the student to be examined immediately by the government hospital. The doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded to the Head of the Cluster as soon as possible but not later than two (2) working days from the date of the student's last examination paper.

4) Examination Results

- a. Results of all examinations shall be submitted for the approval of the Senate or to any other party duly authorised by the Senate. The date of the official notification is the date when the results of the examination are notified to the student by the Academic Management and Quality Assurance Department.
- b. through any methods and/or any channels as may be prescribed by the University.

5) Confidentiality in Examination Matters

All matters relating to the examination are confidential and will not be disclosed to any party except with the permission of the University.

6) Student must fulfil MUET requirement as specified by each programmes. .

6.20 Academic integrity

Universiti Islam Malaysia asserts its students to respect and ensure that any matters relating to academic integrity will be well-preserved. The university expects its students to abide to the manners, ethics and integrity essential in academics during their studies in the University.

The following are practices or acts that are considered as conducts which lack integrity in academics:

1) Cheating

Cheating in the context of academic include copying during examination, usage of information

or other aids in any academic exercise without authorisation or in dishonest manner. There are numerous ways and methods of cheating which include:

- a. copying answers from others during test or exam;
- b. any suspicious action that can be described as cheating or an attempt to cheat in an exam;
- c. using unauthorised materials or devices without authorisation (calculators, PDAs, mobile phones, pagers, or any smart device, and other unauthorised devices) during tests or exams;
- d. asking or allowing another student to take test or exam on behalf and vice-versa;
- e. sharing answers or programmes in assignments or projects.
- f. purposely tampering the marks/grades given in any course work, and then re-submitting it for remarking/regarding;
- g. give command, to force, persuade, deceive or threaten others to conduct research, write, programme or do any task for personal gain and
- h. submitting any identical or similar work in more than one course without consulting or prior permission from the lecturers concerned

2) Plagiarism

Plagiarism describes the University's strong commitment to uphold academic integrity in relation to plagiarism. It will come into effect when there is an infringement of academic conduct relating to plagiarism.

This policy acts as a guideline that both educates and prevents and can be used as the basis if anyone that is part of the university violates any rules and regulations of the University. The policy applies to all students, former students, staff and former staff which include fellows, post-doctorates, visiting scholars, as well as academic, non-academic, research, contract and temporary staff who are studying, serving or have served; or have graduated from the university.

Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off of ideas, images, processes, works, data, own words or those of other people or sources without proper acknowledgement, reference or quotation of the original source(s). The acts of plagiarism include, but are not limited to, the following:

- a. quoting verbatim (word-for-word replication of) works of other people;
- b. paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s);
- c. submitting another person's work in whole or part as one's own;
- d. auto-plagiarising or self-plagiarising (one's own work or previous work) that has already been submitted for assessment or for any other academic award and pass it as a new creation without citing the original content; and
- e. insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and thus to identify the original writer's particular contribution in the work submitted.

The University will take action of every report and offences relating to plagiarism and if the student is found guilty, the student can be charged by the university according to the Students Disciplinary Rules.

3) Fabrication

Fabrication refers to a process of invention, adaptation or copying with the intention of cheating. This is an act of deceiving other people. Fabrication is somewhat related to matters which have been 'created' or altered.

Invention or task outcome or academic work without acknowledgement, alteration, falsification or misleading use of data, information or citation in any academic work constitutes fabrication. Fabricated information neither represent the student's own effort nor the truth concerning a particular investigation or study, and thus violating the principle of truth in knowledge. Some examples are:

- a. creating or exchanging data or results, or using someone else's results, in an experiment, assignment or research;
- b. citing sources that are not actually used or referred to;
- c. listing with intent, incorrect or fictitious references;
- d. forging signatures of authorisation in any academic record or other university documents; and
- e. developing a set of false data

4) Collusion

Collusion refers to the cooperation in committing or to commit or to do work with negative intentions. Some examples of collusion include:

- a. paying, bribing or allowing someone else to do an assignment, test/exam, project or research for you;
- b. doing or assisting others in an assignment, test/exam, project or research for something in return;
- c. permitting your work to be submitted as the work of others; and
- d. providing material, information or sources to others knowing that such aids could be used in any dishonest act

5) Other violations relating to academic integrity

- a. Lateness in attending lecture, tutorial, class or other form of teaching relating to their courses.
- b. Lateness in sending or submitting any assignment relating to their courses.
- c. Hiring someone else to do the assignment or thesis.
- d. Carrying out businesses by providing services to write assignments or theses of students.
- e. Any other violations that the university deems as violating academic integrity

Consequences of Violating Academic Integrity

Students are responsible in protecting and upholding academic integrity in the university. If, in any specific event, should a student encounter any incident that denotes academic dishonesty,

the student needs to submit a report to the relevant lecturer. The lecturer is then responsible to investigate and substantiate the violation and report the matter to the Head of the Cluster.

- 1) If any violation of academic integrity is considered as not of a serious nature, the Head of Cluster may take administrative action on the students.
- 2) However, if the violation is deemed serious by the school, this matter shall be brought to the attention of the Secretariat of the University Student Disciplinary Committee (Academic Cases) for further disciplinary action as specified in the Rules.
- 3) If a student is caught copying or cheating during examination, the Investigation Committee of Copying/Cheating in Examination will pursue the matter according to the University's procedures. If the investigation found that there is a case, the student(s) will be brought to be decided by the Student's Disciplinary Committee of the University.
- 4) If the student who commits a disciplinary offence and is found guilty of the offence shall be liable to any one or any appropriate combination of two or more of the following penalties as follows:
 - a. a warning;
 - b. a fine not exceeding two hundred Malaysian Ringgit (RM200).
 - c. exclusion from any specific part or parts of the University for a specified period;
 - d. suspension from being a student of the University for a specified period; and
 - e. expulsion from the University.

Any student(s) who is found guilty and suspended from being a student of the University for a specific period as decided by the Student's Disciplinary Committee (Academic Cases) or the Student's Disciplinary Committee (General Cases), Such suspension period shall not be counted in calculating the candidature period of study of the student.

f) APPEAL

7.1 Appeal against Examination Result

- 1) A student who is not satisfied with his examination results including the continuous assessment component and/or final examination of the course may appeal for a review of his examination results. The appeal shall be made within two (2) weeks from the official date of announcement of his examination results.
- 2) A payment based on the prescribed rate shall be made to process the application for examination results to be reviewed. The processing fee is only charged to unsuccessful appeal.
- 3) The appeal shall be made in a prescribed form by the University. The completed form shall be submitted to the Head of the Cluster together with a copy of the receipt of the payment for the appeal made.
- 4) The form for an appeal will not be accepted if it is:
 - a. submitted after the period stipulated in sub-regulation (1) above;
 - b. incomplete; or
 - c. submitted without the payment receipt.

- 5) When an appeal is received, the Head of the Cluster shall appoint a second (2nd) examiner for the course concerned. The original Examiner and the appointed second (2nd) Examiner shall review the answer script and/or any assessment component for the said course and report the results of the review to the Cluster Appeals Committee.
- 6) The Cluster Appeals Committee will decide whether the mark and/or grade of the said student is retained or amended. The original examiner and the second examiner concerned may attend the Cluster Appeals Committee's meeting if needed.
- 7) The Cluster Appeals Committee shall consider and make recommendations to the Committee of Examiners of any amendments of marks and/or grades of the course for its approval.

7.2 Appeal to Extend Duration of Study

- 1) A student who is in the final two (2) semesters of his study but has yet to complete the graduation requirements of the programme concerned may submit an appeal for an extension of his duration of study to the Head of the Cluster.
- 2) An appeal for the extension of duration of study will only be considered once by the Cluster Appeals Committee. The maximum extension of duration of study may be given is for two (2) Long Semesters and one (1) Short Semester only.
- 3) Notwithstanding anything stated in sub-regulation (2) above, the Cluster Appeals Committee, in certain circumstances, may recommend the appeal for the extension of duration of study more than once and/or appeal for the extension of duration exceeding the prescribed limit for the consideration of the University Appeals Committee.
- 4) A student who is allowed to extend his/her studies must pay the normal semester's fee and the insurance charges.

7.3 Appeal to Continue with Studies

- 1) Not Registered
 - a. A student whose academic status has been recorded as "Not Registered" according to sub-regulation 3.3(7) and 3.3(8) may submit his appeal to the Head of the Cluster to continue his studies.
 - b. The appeal shall be made during the semester concerned.
 - c. The Cluster Appeals Committee shall consider the student's appeal. The result of the appeal shall be notified by the Head of the Cluster.

- 2) Lapsed and terminated from study

A student whose academic status is recorded as lapsed and is terminated from his study cannot submit an appeal to continue his study and will cease from becoming a student and his study will be terminated.

- 3) Failed and terminated from study

A student who failed and is terminated from his study in accordance may appeal to the Head of Cluster to continue his study. The appeal shall be submitted within the period of one (1) semester from the semester in which his academic status was terminated as follows:

- a. Failed and terminated from his study due to academic performance

- i) An appeal by a student who failed and is terminated from his study shall be considered by the Cluster Appeals Committee.
 - ii) An appeal that is recommended by the Cluster Appeals Committee shall be submitted for consideration by the University Appeals Committee that is formed by the Senate.
 - iii) An appeal for readmission will only be considered once by the University Appeals Committee.
 - b. The result of an appeal shall be notified to the student by the Academic Management and Quality Assurance Department and this decision is final.
 - c. Failed and terminated from his study due to expiry of maximum duration of study.
 - i) An appeal from a student who has failed and is terminated from his study shall be considered by the Cluster Appeals Committee in accordance to 7.3(3).
 - ii) The maximum duration that may be given by the Cluster Appeals Committee is two (2) Long Semesters and one (1) Short Semester only.
 - iii) An appeal to continue his study will only be considered once by the Cluster Appeals Committee. The result of the appeal shall be notified to the student by the Head of the Cluster.
 - iv) Notwithstanding anything stated in sub-regulations (ii) and (iii) above, the Cluster Appeals Committee, in certain circumstances, may recommend the appeal more than once and/or appeal for the extension of duration exceeding the prescribed limit for the consideration of the University Appeals Committee.
 - v) The result of an appeal shall be notified to the student by the Academic Management and Quality Assurance Department and this decision is final.
- 4) The appeal to continue with the studies is subjected to a processing fee amounted to one credit hour of the programme for each of the subject.

7.4 Membership of the Cluster Appeals Committee

- 1) The Cluster level Appeals Committee comprises:
 - a) Head of the Cluster as Chairman;
 - b) Deputy Head of Cluster;
 - c) Programme Coordinator concerned; and
 - d) Full-time University teacher appointed by the Cluster.
- 2) If the Head of the Cluster for any reason is unable to perform his/her duties as the Chairman of the Cluster Appeals Committee, the Deputy Head of Cluster may perform the duties as Chairman of the Appeals Committee at the said Cluster level.
- 3) Quorum for a meeting of Cluster Appeals Committee shall comprise of the Chairman and two (2) members.

7.5 Powers of the Cluster Appeal Committee

- 1) The Cluster Appeal committee shall consider and recommend to the Committee of Examiners of any amendments on marks and/or course grade for approval.

- 2) The Cluster Appeal committee shall consider and approve an appeal by a student whose academic status is recorded as Not Registered
- 3) The Cluster Appeals Committee shall consider and approve the duration not exceeding two (2) Long Semesters and one (1) Short Semester for first appeal for extension of study duration for the following matters:
 - a. Student who is in their last two (2) semesters of study.
 - b. Student who failed and terminated from his study due to expiry of maximum duration of study.
- 4) The Cluster Appeal Committee shall consider and recommend the student's appeal to the University Appeals Committee for the following matters:
 - a. Failed and terminated due to poor academic achievement
 - b. The second extension of duration of study has expired due to the approval of the first appeal by the Cluster Appeals Committee.
 - c. Failed and terminated from study for the second time because the maximum duration of study has expired due to the approval of the first time appeal by the Cluster Appeals Committee.

g) GRADUATION

8.1 Requirement for Graduation

- 1) The student shall fulfil the requirements for the programme of study, that is:
 - a. achieves a final CGPA of 2.00 and above;
 - b. completes the number of credits as prescribed for his programme of study;
 - c. fulfils the Cluster's requirements (if any) where he registered for his programme of study;
 - d. fulfils the language requirements as prescribed by the qualification agency; and
 - e. fulfils the other requirements approved by the Senate from time to time.
- 2) Minimum duration requirements for study

A student shall complete the minimum duration of study that has been prescribed for his programme of study for the purpose of graduation.

8.2 Conferment of Diploma/Degree with Honors

- 1) A student may be awarded a diploma / degree once all the requirement of his programme has been fulfilled;
- 2) The student will be entitled to graduate with CGPA not less than 2.00

8.3 Conferment of Diploma/Degree with Honors (With Distinction)

- 1) Achieved final CGPA of 3.75;

- 2) Has never obtain grade F in their entire semester throughout the academic years;
- 3) Has never repeated any courses (including upgrade the course grade) throughout the duration of the programme
- 4) Graduated on time within minimum duration of study.

8.4 Aegrotat Award

- 1) In a situation where a student is unable to complete his programme of study on medical reasons or have passed away may be considered to be given an Aegrotat Award.
- 2) Where a student has completed at least two-thirds (2/3) of the work required for the programme of study, to the satisfaction of the Senate but has been prevented by illness or other sufficient cause from completing the programme of study, the Senate may confer him an Aegrotat Award in the Cluster concerned.
- 3) An Aegrotat Award is conferred without class or distinction, and it does not necessarily entitle the holder to registration with a professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study concerned.
- 4) Application for consideration for the grant of an Aegrotat Award must be made by the student, student's family or next of kin in writing to the Head of the Cluster not later than one week after the end of the student's final examination paper. The written application must be accompanied by a medical report issued by the Doctor of government hospital or recognized private medical centre.
- 5) The Committee of Examiners shall lay before the Senate a report on the work completed by the said student in his programme of study which must show without any doubt that he or she would have obtained the degree but for the illness or event which occurred.
- 6) No student may be granted an Aegrotat Award on more than one occasion.
- 7) If a student dies before completing the programme of study, the Senate may, upon the recommendation of the Committee of Examiners concerned and upon such conditions as it shall think fit, confer a posthumous Aegrotat Award.
- 8) Application for consideration for the posthumous grant of an Aegrotat Award must be made by the deceased student's family or next of kin, in writing to the Head of the Cluster within a year from the death of the student.

h) GENERAL

9.1 Auditing Courses

- 1) The Head of the Cluster is given the authority to allow a student to audit courses subject to the following requirements:
 - a. obtaining the approval of the said course teacher, and
 - b. not more than one (1) academic session.
- 2) The teacher will verify that the student has fulfilled the minimum requirement of eighty percentage (80%) attendance for a programme of study to be eligible to be awarded a grade

R for the audited course and recorded in the academic transcript. A Grade UR will be given for the student who does not fulfil eighty percentage (80%) attendance.

- 3) An auditing student is not permitted to sit for the examination for the course registered.

9.2 Authority of the Senate

The Senate has the authority to make, repeal or amend any regulations governing the Degree programme of study as provided under these Regulations. Any new regulations, repeal or amendment to the said regulations shall be announced to the student before the commencement of the student's academic session concerned.

9.3 Exemption from Application

Notwithstanding anything that is stated in these Regulations, the Senate has the right to exempt the application of these Regulations or any provisions of these Regulations to any Diploma and Degree programme of study of the University.

9.4 Compliance to the Private Higher Educational Institution Act, Statutes, Rules and Regulations of the University

- 1) Any forms of future implementation may be made under the terms and conditions within the guidelines of the Academic Rules and Regulations. All forms of implementation must be adhered to. Nevertheless, the Senate has the right to make changes from time to time when the need arises.
- 2) The information in this Academic Rules and Regulation is accurate at the time of publication and or until and unless repealed or amended.
- 3) The following are considered as academic wrongdoing:
 - a. Copying/plagiarising such as copying phrases, ideas or information without citing the original source; or
 - b. committing misconduct and behaving suspiciously during an examination; and/or
 - c. any forms of behaviour or attempts at cheating other than those mentioned.

GENERAL EXAMINATION INSTRUCTIONS

1) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD

Candidates must bring along their Identity Card/Passport and Student Registration Card. Candidates who do not bring their Identity Card/Passport and Student Registration Card will not be allowed to sit for the examination until their eligibility to take the examination can be verified.

2) PROHIBITIONS

Candidates are NOT ALLOWED-

- a) to bring into the examination hall or take out from the examination hall any books, papers, brochures, pictures or any documents or other items except for goods/materials that are allowed by the Examiner/Chief Invigilator/Invigilator;
 - i. to bring bags, handbags, calculators and electronic gadgets that make sound or can be programmed, calculator gloves and pencil cases into the examination hall. For security reasons, valuables like wallets and purses can be brought into the examination hall, but must be placed under each candidate's examination table;
 - i. to bring any electronic equipment or communication equipment, electronic dictionaries, mobile phones, and personal digital assistant (PDA). If there are candidates who take in this equipment, the candidates are required to turn it off and put it under the examination table. The University will not be responsible for lost/damaged items placed outside the examination hall;
- b) to enter the examination hall upon the announcement from the Chief Invigilator. Candidates are responsible to sit in the spaces provided with the allocated examination paper.
- c) to wear any clothing that is immodest and inappropriate clothing according to the situation, slippers, hats, shorts and gloves (except medical students during clinical and in the laboratory) in the examination hall;
- d) to enter the examination hall thirty (30) minutes after the examination begins. Candidates who are late but not later than the time limit of thirty (30) minutes will not be given extra time for the said examination papers;
- e) to leave the examination hall within the first thirty (30) minutes after the examination begins. Candidates cannot leave the examination hall fifteen (15) minutes before the examination ends;
- f) to smoke and eat in the examination hall during the examination. However, candidates may bring in drinking water/mineral water in a small transparent bottle and shall be placed under the examination table. Other types of beverages are not allowed at all.

3) INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL

1. When candidates are inside the examination hall, the candidates CANNOT-
 - i) receive any books, papers, brochures or pictures or any other documents from anyone, except goods/materials allowed by the Examiner/Chief Invigilator/Invigilator.
 - ii) communicate with one another in any way during the examination. If candidates want to speak to the Chief Invigilator/Invigilator, candidates must raise their hands;

- iii) leave the examination hall to go to the toilet or for any specific reasons without the permission of the Chief Invigilator/Invigilator. If candidates want to go to the toilet, the candidates must raise their hands.
2. Once seated, the CANDIDATES MUST-
- i) fill in the details in the Attendance Slips and put it together with the Identity Card/Passport/Student Registration Card on the right hand corner of the table to be collected by the Invigilators. Candidates are reminded to take back their respective Identity Card/Passport/Student Registration Card and Examination Slips after examined;
 - ii) write only the registration number of the students and number of questions on the answer booklet. CANDIDATES ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET; and
 - iii) comply with all instructions listed on the front page of the question paper and answer booklet. All outlines of answers must be made in the answer booklet. Candidates are not allowed to tear/separate any part of the answer booklet.
- 4) DIRECTIONS AFTER THE END OF EXAMINATION
- a) The Chief Invigilator/Invigilator will announce the end of each examination. After the announcement is made, all CANDIDATES MUST-
 - i) stop writing;
 - ii) bind additional answer booklet and any additional answer scripts (if any) to the main answer booklet; and
 - iii) place the answer booklet on the top right hand corner of the table to allow the invigilators to collect the answer booklet.
 - b) All answer booklets, whether used or not, must be left in the examination hall. Candidates are not allowed to take any books/papers out of the examination hall.
 - c) Multiple-choice question (MCQ) papers cannot be taken out of the examination hall (subject to permission from the lecturer for the course concerned only).
- 5) SUSPENSION OR CANCELLATION OF EXAMINATION
- a) If the Head of Cluster has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorised by the Registrar, the Head of Cluster may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.
 - b) If a situation arises where the Chief Invigilator feels, requires the cancellation or postponement of an examination, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Head of Cluster.
- 6) COMPLAINTS ABOUT EXAMINATION
- a) If, in the opinion of the Chief Invigilator/Invigilator, during the examination, a situation arises which makes the examination unfair to any candidate, he shall report the matter to the Head of Cluster.

- b) Any candidate, lecturer or any staff of the University may complain to the Head of Cluster that the examination had been carried out incorrectly.
- c) An examination committee is set up to review the report of the complaints of the examination and orders another examination to be held if it is deemed fit. The examination shall be considered as the examination as prescribed under any Rule or Regulation that governs the relevant course.
- d) complaint by any lecturer of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been observed, the examination committee shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate.

7) DISCIPLINARY ACTION FOR NON COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS

Disciplinary action will be taken against candidates who violate any of the instructions set out in the General Examination Instructions or additional instructions in force from time to time.

