

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITY OF MALAYA CONSTITUTION 2010

**UNIVERSITY OF MALAYA
(BACHELOR'S DEGREE) RULES 2019**

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UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITY OF MALAYA CONSTITUTION 2010

UNIVERSITY OF MALAYA (BACHELOR'S DEGREE) RULES 2019

In the exercise of the powers conferred under subsection 37(1) of the Constitution of the University of Malaya 2010 [P.U. (A) 444/2010], the Board of Directors of the University of Malaya has formulated the following rules:

PART I **PRELIMINARY**

1. Name, Commencement and Application

- (1) These Rules may be cited as the University of Malaya (Bachelor's Degree) Rules 2019 and shall come into force from the 2019/2020 Academic Session.
- (2) These Rules shall apply to all students of the Bachelor's Degree programmes of study commencing from the 2019/2020 Academic Session EXCEPT students pursuing the Bachelor of Medicine and Bachelor of Surgery (MBBS), the Bachelor of Dental Surgery (BDS) and the Bachelor of Jurisprudence programmes of study.
- (3) Subject to subrule 1(2) above, these Rules shall apply to all full-time students and part-time students of the Bachelor's Degree programme from the 2021/2022 Admission Session and thereafter unless specifically stated. (LPU approval 08.04.2021)
- (4) Notwithstanding the provisions of subrules (2) and (3),-
 - (a) students admitted in Admission Session 2012/2013 and before will continue to be subject to the regulations pertaining to the improvement of course grade and/or academic performance and the conditions on the Award of Degree as prescribed under the University of Malaya (First Degree Studies) Regulations 2010.
 - (b) students admitted in Admission Session 2013/2014 till 2016/2017 will continue to be subject to the conditions on the Award of Degree as prescribed under the University of Malaya (First Degree Studies) Regulations 2013.
 - (c) Students admitted in Admission Session 2020/2021 and before will continue to be subject to the Academic Programme conditions and the Minimum Duration and Maximum Duration conditions as prescribed under the University of Malaya (Bachelor's Degree) Rules 2019. (LPU approval 08.04.2021)
- (5) Notwithstanding that provided for under this rules and regulations, the implementation method of the Bachelor's Degree that will be used by the University

shall also be read concurrently with the policies, guidelines, procedures or other resolutions defined by the University from time to time. (LPU approval 08.04.2021)

2. Interpretation

In these Rules, unless the context otherwise requires an alternative meaning:

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

“Academic Session” means the duration of study of an academic programme, which comprises two (2) Normal Semesters and a Special Semester where the date of commencement and the end date is determined by the Vice-Chancellor;

“Admission Session” means a session where a student is admitted into a programme of study;

“Calendar of studies” means the duration of study that consists of lecture week, revision week, examination week and break in any semester where the commencement and ending dates are as prescribed by the Vice-Chancellor;

“audited course” means a course registered and attended by a student without sitting for examination;

“Bursar” means an officer of the University as provided under section 14 of the Constitution;

“Calendar Year” means a period of time in which the duration is twelve (12) months (January – December);

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

“citizen” means Malaysian citizens;

“Committee of Examiners” means the Committee established by the Senate on the recommendation of the Faculty to consider the results of examination of the students and exercise such other powers granted to it pursuant to the provisions of these Rules or Regulations concerned;

“Common semester” means a semester system which uses 17 weeks of study. A semester system other than 17 weeks of study needs to determine the appropriate minimum credit amount; (LPU approval 08.04.21)

“Constitution” means the Constitution of University of Malaya 2010 [P.U.(A) 444/2010];

“core course” means a core course of the discipline which is compulsory to be pursued by the student;

“course” means a unit of study or training prepared over a prescribed period of time, usually in one semester, which contributes to the credits of a programme of study;

“course exemption” means an exemption from registration and pursuing a course that is offered to a student, based on the course content that is equivalent to the course applied for with proof of knowledge and skill of the student. Should the course exemption result in the credit requirement for graduation being insufficient, the student shall take another course to replace the said course;

“credit” means the quantitative measurements representing the volume of learning or the burden of learning to achieve specific learning outcomes;

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

“credit obtained” means a credit obtained by a student for a course studied in a programme of study for the purpose of fulfilment of a degree;

“Degree Study Structure” means a list of courses together with the required total number of credits that needs to be completed by a student to qualify for an award of a Degree;

“Dean of Faculty” means the Dean of a Faculty of the University, and includes any Director or Head of an Academy, Centre, School and Institute, who has been appointed under subsections 24(4) and (5) of the Constitution;

“degree” means a Bachelor’s Degree of the University;

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

“Deputy Dean of Undergraduate Degree” means the Deputy Dean or Deputy Director appointed by the University and is responsible for the Bachelor’s programme matters in the Faculty;

“elective course” means any other course which can be chosen by the students;

“examination room” means the premise for the conduct of an examination for a course or courses;

“Faculty” means any Faculty of the University and this includes any School, Centre, Academy and Institute of the University established under subsection 24(1) of the Constitution;

“field of study” means the area of specialization offered in a programme of study;

“full-time study method” means studies pursued by the candidate with a minimum study of 14 credits in a common semester (60% of the total maximum credit in one semester); (LPU approval 08.04.21)

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

“Head of Department” means the Head of any Department of Study of a Faculty including the Programme Coordinator concerned;

“Internal Examiner” means a full-time or part-time teacher of the University appointed by the Faculty to examine a course or a part of a course;

“Invigilator” means an invigilator and includes a chief invigilator appointed by the Vice-Chancellor from among full-time or part-time teachers of the University to invigilate an examination of an academic programme;

“major” means a programme which has at least 70%* component in the programme’s main field;

Note:

*the calculation of the major, specialization and minor percentage is based on the total overall credits (not including University Courses).

“major-minor” means a programme which has a minor field of study which covers 25-30% of knowledge in another field of study other than the main field. The naming of this type of programme uses the conjunction ‘with’ between the main field and another field of study;

“non-citizen” means non-Malaysians including those with permanent resident status;

“Normal Semester” means Semester I or Semester II as provided in the Calendar of Study;

“part-time study method” means studies pursued by the candidate with studies less than 14 credits in a common semester (less than 60% of the total maximum credit in one semester); (LPU approval 08.04.21)

“place of study” means the University including any other place approved by the University;

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

“Programme Coordinator” means a person appointed by the Dean of the Faculty from amongst the full-time teachers of the University to coordinate any academic programme;

“Registrar” means an officer of the University as provided under section 14 of the Constitution;

“semester” means a specific duration determined by the University in an academic session which constitutes Normal Semesters and Special Semesters;

“Senate” means one of the University’s Authorities established under Section 22 of the Constitution;

“Special Semester” means the semester with a shorter duration from a Normal Semester and offered after Semester II;

“student” means a registered person pursuing any programme of study for a Bachelor’s Degree of the University;

“Teacher” means a person appointed to be a teacher in accordance to the Constitution of the University of Malaya and includes a senior professor, professor, associate professor, fellow, assistant professor, reader, senior lecturer, lecturer, assistant lecturer and language teacher;

"transfer of credit with grade" means transfer of credits together with the grade for course(s) from the same level of qualifications (horizontal) for students who are still in the programme of study;

"transfer of credit without grade" means transfer of credits without grade for course(s) from a lower level of qualification (vertical) and/or from the same level of qualification (horizontal) for students who have completed their studies or have not completed their studies (not including a student who has been terminated from the programme of study) but has reached the level of competency in the course applied for;

“University” means the University of Malaya;

“University course / General course” means course(s) prescribed by the Malaysian Ministry of Education in the General Studies Subjects (MPU) syllabus and general courses prescribed by the University (if any), which are compulsory for every student to pursue;

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

PART II **ACADEMIC PROGRAMME AND ADMISSION REQUIREMENTS**

3. Academic Programme

An Academic Programme offered by the University is as approved by the Ministry of Higher Education from time to time and may be offered as full-time or part-time study. (LPU approval 08.04.21)

4. Admission to the University’s Programme of Study

- (1) Each applicant who wishes to pursue a Bachelor’s Degree programme of study in the University of Malaya shall:
 - (a) fulfil the general requirements of the University as determined by the Malaysian Ministry of Education and special requirements of the programme of study as determined by Senate;
 - (b) confirm his acceptance of the offer of admission;

- (c) be verified by a Registered Medical Practitioner from the University Student Health Clinic as being in satisfactory health and is not suffering from any illness which may disrupt his studies at the University; and
- (d) fulfilled all immunization requirement specified for the academic programmes by clinical and non-clinical involving *clinical activities; and

*in reference to the sub-rule (d) above, clinical activities is as specified in the Universiti Malaya Vaccination Policy.

(LPU approval 12.08.2021)

- (e) pay the specified fees.
- (2) In certain circumstances, the admission of an applicant is subject to the Senate's decision with recommendation of the concerned Faculty's Committee for Admission Selection and the fulfilment of subrules (1)(b) until (e) above.
 - (3) Admission to the programme of study is at the beginning of Semester I or Semester II of each academic session.
 - (4) Each offer of admission is for a specific semester and session.

5. Admission of a Mobility Programme Student

- (1) A Mobility Programme Student is a student from outside the University who has been approved to follow specific courses at the University, whether or not for the purpose of obtaining a grade and/or credit. They are not students of the University's programme of study.
- (2) The admission of the Mobility Programme Student shall be at the discretion of the Dean of the Faculty.

PART III **REGISTRATION**

6. Registration of a Programme of Study for New Students

- (1) Any person who has been offered by the University to pursue a programme of study and who accepts the said offer is required to register in accordance with the regulations under the University of Malaya (Bachelor's Degree) Regulations 2019.
- (2) Subject to subrule (3) below, any person registered pursuant to subrule (1) above is a student of the University and is referred to as a student of the said programme. The name of the said student shall be entered into the student register of the University until the student have completed his programme of study and the Senate has confirmed that the said student is qualified to be conferred the degree or, for any specific reasons the student loses his status as a student of the University.
- (3) Every student who is registered for a programme of study offered to him shall register on a continuous basis with the University within the duration prescribed and

if he fails to do so, his name shall be removed from the register of the students and shall cease to be a student of the University.

- (4) Notwithstanding anything stated in subrule (3) above, the Senate may at any time terminate the registration of any student if in the view of the Senate the said student on academic grounds prescribed by the Senate, is not capable of continuing his programme of study and the name of the said student shall be removed from the register of students of the University and the said student shall cease to be a student of the University. The Senate's decision made in accordance with subrule (4) is final.
- (5) Deferment of registration for a programme of study by a new student can only be considered for medical reasons or for any other reasons which are acceptable at the discretion of the University. The duration of deferment shall not be counted as part of the prescribed duration of study. The offer shall lapse if the student does not also register for the subsequent semester or session concerned.

7. Course Registration

Every student is required to register for courses in every semester in accordance to the conditions that is prescribed in the Regulations made under these Rules.

8. Concurrent Registration

A student is not allowed to register concurrently for other programme of study which leads to the award of any diploma/first degree/post graduate degree in this University or any other institution or university.

9. Change of Programme of Study

- (1) A student who has registered for a programme of study that has been offered is not allowed to change his programme of study.
- (2) Notwithstanding anything stated in subrule (1) above, under certain circumstances a student may apply to be considered for a change of programme of study subject to the requirements prescribed under the Regulations made under these Rules.

PART IV **PAYMENT**

10. Fees and Other Payments

A student shall pay all fees and other payments as determined by the regulations under the University of Malaya (Bachelor's Degree) Regulations 2019.

11. Right to Revise Fee Rates and Other Payments

The University has the right to revise the rate of the stipulated fees and other payments without prior notice to the student.

12. Duration to Settle Fees and Other Payments

The student shall pay all fees and other payments within the duration specified by the University.

13. Failure to Settle Fees and Other Payments

Failure by a student to settle all fees and other payments within the duration specified by the University may result in the student being:

- (1) prevented from obtaining the examination results for the semester concerned;
- (2) prevented from registering for courses for the following semester and his status as a student of the University may be terminated; and/or
- (3) prevented from being conferred a degree.

PART V **DURATION OF PROGRAMME OF STUDY**

14. Duration of Programme of Study

A student shall pursue and complete his programme of study within the prescribed duration.

15. Minimum Duration and Maximum Duration

- (1) The minimum and maximum duration for the completion of a **full-time** programme of study are as follows:

System of Study	Minimum	Maximum
Six Semesters	Six Normal Semesters	Ten Normal Semesters
Seven Semesters	Seven Normal Semesters	Eleven Normal Semesters
Eight Semesters	Eight Normal Semesters	Twelve Normal Semesters

- (2) The minimum and maximum duration for the completion of a **part-time** programme of study are as follows:

System of Study	Minimum	Maximum
Eight Semesters	Eight Normal Semesters	Fourteen Normal Semesters
Nine Semesters	Nine Normal Semesters	Fifteen Normal Semesters
Ten Semesters	Ten Normal Semesters	Sixteen Normal Semesters

(LPU approval 08.04.2021)

- (3) Notwithstanding anything stated in subrules (1) and (2) above, a Special Semester shall be taken into account of the duration of study if it is stated in the letter of offer for admission. (LPU approval 08.04.21)

16. Suspension of a Student's Programme of Study

The duration of suspension of a student's programme of study where punishment has been imposed under the University of Malaya (Discipline of Students) Rules 1999 shall not be taken into account as part of the maximum duration of the programme of study.

PART VI
STRUCTURE OF PROGRAMME OF STUDY

17. Structure of Programme of Study

A student shall be required to follow and fulfil the overall total credits as prescribed for the respective programme of study as approved by the Senate.

18. Programme External Assessor

A Programme External Assessor for each programme of study offered by the University shall be appointed by the Deputy Vice-Chancellor concerned upon the recommendation of the special committee to:

- (1) ensure that the programme of study offered is comparable and consistent with similar programmes being offered by world renowned universities;
- (2) confirm that the programme of study complies with the level and the requirements of the programme standard as prescribed;
- (3) ensure that the method of assessment and evaluation is suitable, fair and reasonable and administered in accordance with the regulations prescribed by the University; and
- (4) assure the quality of the academic programme.

19. Programme of Study Components

- (1) Each programme of study shall consist of three (3) course components as determined in Schedules 1 and 2 of these Rules.
- (2) Notwithstanding anything stated in subrule (1), any programme of study that has a programme standard by Malaysian Qualifications Agency or professional body, such programme shall be subjected to the compliance of requirements prescribed.

PART VII
ACADEMIC ADVISOR SYSTEM

20. Functions of an Academic Advisor

- (1) The Dean of the Faculty shall ensure that a Panel of Academic Advisor is appointed from amongst the teachers to guide the students in the planning of his programme of study.
- (2) An Academic Advisor is responsible for:
 - (a) assisting students in the selection of courses and the number of credits they will take prior to the commencement of the semester; and
 - (b) providing guidance to students in overcoming problems related to learning, if any, based on the students' academic performance.
- (3) The Dean of the Faculty is responsible to determine the method of implementing the system of Academic Advisor in their respective Faculties.

PART VIII
ASSESSMENT METHOD

21. Assessment

Assessment for every programme of study carried out by the University may be conducted by way of a final examination and/or continuous assessment as well as other methods of assessment as may be approved by the Senate upon the recommendation of the Faculty.

22. Committee of Examiners

A separate Committee of Examiners shall be formed for every examination for each academic programme.

PART IX
GRADUATION

23. Graduation Requirements

- (1) A student may be awarded the relevant degree subject to the student having:
 - (a) fulfilled all the requirements of these Rules and any regulations made thereunder;
 - (b) been recommended by the Committee of Examiners to be awarded the degree and approved by the Senate; and
 - (c) fulfilled all other requirements prescribed by the Senate from time to time.

- (2) The University reserves the right to hold the conferment of the degree if the student fails to pay all fees and other payments prescribed by the University.
- (3) Notwithstanding any decision in relation to a student's graduation, the University reserves the right to forfeit the conferment of the degree of a student if the University is satisfied that it has been proven that the student has done the following:
 - (a) falsified information to meet the requirements for graduation; or
 - (b) committed an act of academic dishonesty that in the view of the University deems that the student does not deserve to be awarded the degree.

PART X **GENERAL**

24. Termination of Student's Academic Status

The Senate has the right to terminate the academic status of a student who is found to have provided false information in connection with admission to the University or commits an act of academic dishonesty other than those stated in the University of Malaya (Discipline of Students) Rules 1999 which in the view of the Senate is inappropriate and detrimental to the image of the University.

25. Power of the Senate to Formulate Regulations

The Senate may generally make any regulations as may be necessary for the purpose of carrying out or enforcing the provisions of these Rules.

26. Exemption of Application

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

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

Every student shall be subject to the Universities and University Colleges Act 1971, the Constitution of University of Malaya, statutes, rules and regulations currently applicable in the University including the University of Malaya (Discipline of Students) Rules 1999.

28. Repeal

Subject to the provision in rule 1(3), the University of Malaya (First Degree Studies) Rules 2017 are hereby repealed.

Updated on ~~08th April 2021~~ 12.08.2021.

YM Tengku Datuk Dr. Mohd Azzman Shariffadeen Tengku Ibrahim
Chairman
University of Malaya Board of Directors

**UNIVERSITY OF MALAYA
(BACHELOR'S DEGREE) RULES 2019**

**SCHEDULE 1
(Rule 19)**

PROGRAMME OF STUDY COMPONENT – ADMISSION SESSION 2019/2020

Every programme of study shall have three (3) course components as stated below:

Component	Percentage
University Course/General Course	15% - 20%
Core Course	50% - 60%
Elective/Minor Course	25% - 30%

**UNIVERSITY OF MALAYA
(BACHELOR'S DEGREE) RULES 2019**

**SCHEDULE 2
(Rule 19)**

**PROGRAMME OF STUDY COMPONENT –
ADMISSION SESSION 2020/2021* AND THEREAFTER**

Every programme of study shall have three (3) course components as stated below:

Component	Percentage
University Course/General Course	10% - 20%
Core Course	50% - 60%
Elective Course	25% - 30%

Note:

*enforceable for programmes which curriculum review would be approved and new academic programmes commencing Academic Session 2020/2021.