

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITY OF MALAYA CONSTITUTION 2010

**UNIVERSITI MALAYA
(BACHELOR'S DEGREE) REGULATIONS 2024**

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UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITY OF MALAYA CONSTITUTION 2010

UNIVERSITI MALAYA (BACHELOR'S DEGREE) REGULATIONS 2024

In the exercise of the powers conferred by Rule 24 of the Universiti Malaya (Bachelor's Degree) Rules 2024, the Senate makes the following regulations:

PART I **PRELIMINARY**

1. Name, Commencement and Application

- (1) These Regulations may be cited as the Universiti Malaya (Bachelor's Degree) Regulations 2024 and shall come into force from the Academic Session 2024/2025.
- (2) These Regulations shall apply to all students of the Bachelor's Degree programme of study admitted prior to and in the 2024/2025 Academic Session and thereafter 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) Notwithstanding the provisions of subregulations (2) students admitted in Admission Session 2013/2014 up until 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.
- (4) Notwithstanding anything stated under this Regulations, method of implementation of Bachelor's Degree that will be used by the University shall be read together with the fundamentals, policies, guidelines, procedures and/or any other requirements by the University from time to time.

PART II **APPLICATION FOR ADMISSION**

2. Advertisement and Admission

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

3. Admission Requirements

- (1) Every citizen and Permanent Resident applicant, having an Identity Card/MyKad number, who wishes to pursue a Bachelor's Degree programme of study at the Universiti Malaya shall fulfil the following requirements:

- (a) General requirements of the University as prescribed by the Malaysian Ministry of Higher Education;
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 Bachelor's Degree programme of study at the Universiti Malaya shall have completed and passed a minimum of twelve (12) years of study and obtained the following qualifications:
- (a) Passed the *Sijil Tinggi Persekolahan Malaysia* (STPM)/A-Level/IB/Equivalent;
or
 - (b) Possess a Diploma that is recognised by the University with at least a CGPA of 3.00;
and
 - (c) Obtained the following results in English Language proficiency examinations that are listed in Schedule A.
and
 - (d) Fulfils the requirement of special admission conditions to the programme of study concerned.
- (3) Notwithstanding the conditions stated in subregulations (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 Faculty concerned.

4. 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.

5. Deferment in Registration of Programme of Study for New Students

- (1) Deferment of registration for a programme of study can only be considered on medical reasons or for any other reason which is acceptable to the University at its discretion.
- (2) In certain circumstances, the Dean of the Faculty may defer the initial registration to the following semester. Deferment of initial registration for a programme of study may be allowed for a period of not less than one (1) normal semester and not more than two (2) normal semesters from the expiration of the validity period of the original offer letter.

- (3) This period of deferment shall not be considered as part of the duration of study determined.
- (4) The offer shall lapse should the applicant fail to register in the semester or session that has been prescribed.
- (5) Students who have completed course registration are not allowed to apply for a deferral of initial registration.
- (6) An applicant who is allowed to defer registration of his programme of study shall not be considered as a registered student and is not entitled to the use of any of the provided University's facilities.

6. Mobility Programme Students

- (1) The Dean of the Faculty is given the authority to accept student's application as a Mobility Programme Student.
- (2) For students from external universities/institutions who are admitted (inbound) to join the Mobility Programme at the University, are subject to the following requirements:
 - (a) the period does not exceed one (1) academic session;
 - (b) the total number of courses that can be taken by a Mobility Programme student shall not be more than 20 credits for a Normal Semester,
 - (c) the course that is taken shall be from the same level of study or lower than the level undertaken at the student's home university. A Mobility Programme student is not allowed to undertake courses at a higher level of study than that undertaken in the student's home university; and
 - (d) may sit for the University final examination. The examination results will be given to the student or may be sent directly to his university or institution.
- (3) For University students who participate in the Mobility Programme at other universities/institutions (outbound), are subject to the decision of the university/institution.

PART III **REGISTRATION**

7. Course Registration

- (1) A student is 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 registered by the student as follows:

Stage of Study	Number of Credits
Beginning	35 credits and below
Middle	36 – 75 credits
Final	76 credits and above

- (2) A student is required to pursue his programme of study based on the structure of the programme of study as prescribed by the Faculty 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 degree.
- (3) Registration for any course must be completed before the semester starts. Any student who does not complete his registration within the duration prescribed will not be allowed to pursue the course concerned.
- (4) A student is not allowed to add/drop courses after verification of registration is made.
- (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 for the semester concerned will be recorded as Not Registered.
- (8) Any student who fails to register continuously for a duration of two (2) Normal Semesters and fails to complete the registration in a specified duration for the following Normal Semester will cease being a student and his status of studies will be terminated.
- (9) 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 simulatanuously.
- (10) The student's study method is divided into full-time study and part-time study.
 - (a) Full-time study refers to the study attended by a student with a minimum of 12 credits of study in one (1) typical semester [60% of the maximum total number of credits in one (1) semester].

- (b) Part-time study refers to the study attended by a student with less than 12 credits of study in one (1) typical semester [less than 60% of the maximum total number of credits in one (1) semester].
- (11) The maximum number of credits which can be registered by a student is as follows:
 - (a) Full-time study
 - not exceeding 22 credits in the Normal Semester and 11 credits in the Special Semester. For students under the Academic Probationary Period, the maximum number of credits that can be registered by a student is not exceeding 15 credits in the Normal Semester and 9 credits in the Special Semester.
 - (b) Part-time study
 - not exceeding 12 credits in the Normal Semester and 9 credits in the Special Semester.
 - (c) Notwithstanding the provisions in the subregulation (b) above, for students in the final semester the maximum number of credits that can be registered by a student is 14 credits in the Normal Semester and 9 credits in the Special Semester.
- (12) Notwithstanding the provisions in the subregulation 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) Full-time study
 - (i) 50 credits for registration for courses that do not include Industrial Training.
 - (ii) 52 credits for registration for courses that include Industrial Training.
 - (b) Part-time study
 - (i) 24 credits for registration for courses that do not include Industrial Training.
 - (ii) 26 credits for registration for courses that include Industrial Training.
- (13) Notwithstanding anything that is stated under Regulation 7, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.
- (14) Students whose registration is approved after the specified period may be subject to a late fee charge.

8. 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 teacher immediately together with the relevant supporting documents. The teacher shall inform the student of the consequences of being absent and is responsible to keep the records of the notification and class attendance.
- (3) A student may with the approval of the Faculty undergo a part of the degree programme of study at other university or institution.

9. Withdrawal from A Course

- (1) "Withdrawal from a course" means withdrawal from one (1) or more courses in any semester.
- (2) A student is not allowed to withdraw from a course after the completion of registration is made.
- (3) A student who stopped attending lectures and did not follow all the teaching and learning activities of a course will be given a grade F and will be recorded in the student's official record for the course concerned.
- (4) Notwithstanding anything stated in subregulation (2) above, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.
- (5) Students who are approved to withdraw from the course after completing registration will be charged.

10. 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; and
 - (d) Gap Year Leave .
- (3) Application to withdraw from a semester shall be made to the Dean of the Faculty 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	Normal Semester	Special Semester	Fees	Duration of Study	Grade
Personal Reason	Week 1 - 2	Week 1 - 2	No	Included	*Records expunged
	Week 3 - 7	-	Yes	Included	Grade W1
Mobility Programme Reason	Week 1 - 14	Week 1 - 7	No	Not Included	*Records expunged
Medical Reason	Week 1 - 7	Week 1 - 2	No	Not Included	*Records expunged
	Week 8 - 14	Week 3 - 7	Yes	Not Included	Grade W1

*Note: Records refer to course registration records

- (5) A student is allowed to follow a Mobility Programme after having attended at least one (1) semester of study.

The application for withdrawal from a semester on Mobility Programme reason shall be made to the Deputy Vice-Chancellor concerned through the Dean of the Faculty together with proof of documentation concerned.

- (6) Full-time students are 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 Dean of the Faculty together with proof of documentation concerned. The duration approved to follow a Gap Year Leave will not be counted as part of the minimum duration of study.

- (7) A student may withdraw from a semester on Personal reason no later than the second lecture week in a particular semester. The student will not be subjected to fees and the registration of the course concerned will be recorded as expunged.

- (8) Application for withdrawal from a semester for personal reason made between the third lecture week before the seventh lecture week of the Normal Semester will be subjected to fees and the course concerned will be recorded as Grade W1.

- (9) Application for withdrawal from a semester on Mobility Programme reason made until the fourteenth lecture week of a Normal Semester or the seventh lecture week of a Special Semester will not be subjected to fees and the registration of the course concerned will be recorded as expunged.

- (10) Application for withdrawal from a semester due to medical reasons made before the seventh lecture week of the Normal Semester or second lecture week of the Special Semester may be approved subject to a medical report issued by a

Registered Medical Practitioner of the Universiti Malaya Clinic /government hospital/teaching hospital/Universiti Malaya Medical Centre/Private Medical Centre. If approved, the fees will not be charged and the registration of the course concerned will be recorded as expunged.

- (11) A student is not permitted to withdraw from a semester after the seventh lecture week of a Normal Semester or after the second lecture week of a Special Semester except for medical reasons which is supported by a medical report that is issued by a Registered Medical Practitioner of the Universiti Malaya Clinic /government hospital/teaching hospital/ Universiti Malaya Medical Centre/Private Medical Centre. The application shall be made to the Deputy Vice-Chancellor concerned through the Dean of the Faculty for consideration and approval. If the application is approved, the fees will be charged and the course concerned will be recorded as Grade W1.
- (12) 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.
- (13) 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.
- (14) The maximum duration for withdrawal from a semester on personal reasons for a student is two (2) Normal 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 Registered Medical Practitioner of the Universiti Malaya Clinic/government hospital/teaching hospital/Universiti Universiti Malaya Medical Centre/Private Medical Centre or documentation proof concerned.

Students are not allowed to apply for withdrawal leave from the semester after obtaining approval for the extension of the maximum period.

- (15) 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;or
 - (c) Dissatisfaction towards any of the course.
- (16) Withdrawal from a semester is not allowed once the examination period for the semester concerned has commenced.
- (17) Notwithstanding anything stated in Regulation 10, in certain circumstances, the Deputy Vice-Chancellor concerned may make the decision otherwise.

11. 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 Dean of the Faculty following the procedure concerned from time to time and the decision of the University is final.
- (3) Details of withdrawal from the study programme are as follows:

Normal Semester	Special Semester	Fees Charged	Grade
Week 1 - 2	Week 1 - 2	No	Record Expunged
Week 3 - 14	-	Yes	Grade W2

- (4) Students who withdraw from the programme of study no later than the second week of study of a semester will not be charged a fee and the registration record for any course for the programme will be expunged.
- (5) A student, who has been approved to withdraw from his programme of study after the second lecture week will:
 - (a) pay the fees and other payments as stated in Part IV in this Regulations, and
 - (b) be recorded Grade W2 for any courses registered in the semester where the student withdraws from the programme of study concerned.
- (6) The application for withdrawal from the approved study programme cannot be withdrawn by the student.

12. Termination from Programme of Study

- (1) On Medical/Psychology Treatment/Psychiatric Treatment/Chronic Disease Reason

A student, whose withdrawal from a semester has been approved on medical reason for four (4) Normal Semesters consecutively, may be terminated from his programme of study for the following semester upon being certified by a Registered Counselor, Registered Medical Practitioner, Universiti Malaya Clinic/government hospital/teaching hospital/ Universiti Malaya Medical Centre/Private Medical Centre after the student's case has been re-examined by any specialist or the Registered Medical Practitioner concerned on the following semester.

- (2) On Personal Reasons

Students who have achieved the number of semester holidays for personal reasons of two (2) Normal Semesters taken consecutively or otherwise and fail to complete the registration within the stipulated period in the next Normal Semester will be disqualified from being a student and will be terminated.

- (3) Notwithstanding anything stated in Regulation 12, in certain circumstances, the Deputy Vice-Chancellor concerned may make the decision otherwise.

13. Change of Implementation of Programme

A student may submit an application to change the implementation of a programme according to the procedure determined by the University. The change in the implementation of a programme of study is subject to the following:

- (1) The original programme of study to a collaborative programme (Double Degree, Dual Degree and Joint Degree) or otherwise.
- (2) Fulfils the special requirements of admission to the collaborative programme.
- (3) The change is only allowed once throughout his studies except with the approval of the Deputy Vice-Chancellor concerned.
- (4) The fees paid for the original programme of study will be taken into account for the collaborative programme. Any difference in the fees has to be borne by the student.
- (5) The student shall continue with the original programme of study until the application to change has been approved.
- (6) The change of implementation is subject to the consent and approval at the Faculty level and the said decision shall be conveyed to the Head of Department who handles the academic administrations and services of the University.

14. Change of Method of Study

- (1) A student is allowed to apply for a change of the method of study from full-time to part-time or vice versa only once throughout the duration of study in the University.
- (2) Application to change of the method of study must be submitted no later than the seventh lecture week of concerned semester to the Dean of the Faculty as follows:

- (a) Full-time Student

System of Study	Maximum	Application Submitted Period (seventh lecture week)
Six Semesters	Ten Normal Semesters	No later than the fifth semester

Seven Semesters	Eleven Normal Semesters	No later than the sixth semester
Eight Semesters	Twelve Normal Semester	No later than the sixth semester

(b) Part-time Student

System of Study	Maximum	Application Submitted Period (seventh lecture week)
Eight Semesters	Fourteen Normal Semesters	No later than the seventh semester
Nine Semesters	Fifteen Normal Semesters	No later than the eight semester
Ten Semesters	Sixteen Normal Semesters	No later than the eight semester

- (3) A student that is approved for a change of method of study will follow the new method-of study in the subsequent Semester.
- (4) If a student, who has been approved to change his **method** of study:
- (a) The remaining maximum duration of the study is based on the remaining duration of the new study method;
 - (b) The fees paid for the original method of study will not be adjusted to the fee of the new method of study; and
 - (c) Fees for the new method of study will be charged in the semester in effect.
- (5) Notwithstanding the provision in Regulation 14, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.

15. Change of Method of Delivery For Academic Programme

- (1) The method delivery of a programme must be determined by the programme owner which may consist of conventional delivery methods and open and distance learning delivery methods.
- (2) A student who has registered for an academic programme offered as conventional or open and distance learning is allowed to apply for a change of method of study only once throughout the duration of study in the University.

(3) Change of method of study from open and distance learning to conventional study or vice versa for the same academic programme may be considered if the academic programme is offered in both methods of delivery.

(4) Application to change must be submitted to the Dean of the Faculty no later than the seventh lecture week of a semester as follows:

(a) Full-time Student

System of Study	Maximum	Application Submitted Period (seventh lecture week)
Six Semesters	Ten Normal Semesters	No later than the fifth semester
Seven Semesters	Eleven Normal Semesters	No later than the sixth semester
Eight Semesters	Twelve Normal Semesters	No later than the sixth semester

(b) Part-time Student

System of Study	Maximum	Application Submitted Period (seventh lecture week)
Eight Semesters	Fourteen Normal Semester	No later than the seventh semester
Nine Semesters	Fifteen Normal Semester	No later than the eight semester
Ten Semesters	Sixteen Normal Semesters	No later than the eight semester

(5) A student that is approved for a change of method of delivery will follow the new method of delivery in the subsequent Semester .

(6) If a student, who has been approved to change his method of delivery:

(a) The remaining maximum duration of the study is based on the remaining duration of the new delivery method;

- (b) The fees paid for the original method of delivery will not be adjusted to the fee of the new method of delivery; and
 - (c) Fees for the new method of delivery will be charged in the semester in effect.
- (7) Notwithstanding the provision in Regulation 15, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.

16. 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 subregulation (1) above, in certain circumstances, a student may submit an application for a change in the programme of study to the Deputy Vice-Chancellor concerned before the second semester commences.
- (3) Consideration for the application for a change of programme of study is subject to the following conditions:
 - (a) student who has undergone at least one (1) semester of study;
 - (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 Dean of the Faculty and the agreement of the Dean of the Faculty 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 Normal Semester.

PART IV **PAYMENT**

17. 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 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 (1) or a combination of the following actions:

- (a) will not be allowed to register for the following semester;
- (b) examination results, academic transcripts and the degree scroll will not be issued to the student; and/or
- (c) prevented from being awarded a degree in the convocation ceremony.

PART V
MATTERS CONCERNING STRUCTURE OF PROGRAMME OF STUDY

18. Structure of Programme of Study

- (1) The Degree Studies Structure for each programme of study shall contain three (3) course components that are determined by the Faculty and approved by the Senate.
- (2) Course component for students of Admission Session 2019/2020 and before is as follows:

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

- (3) Course component for students of Admission Session 2020/2021 and above is as follows:

Component	Percentage
University Course/General Course	10% - 20%
Core Course	50% - 65%
Elective Course	25% - 30%

- (4) Notwithstanding anything stated in subregulations (1), (2) and (3) above, any programme of study that has a Malaysian Qualifications Agency programme standard or professional body standard, the programme concerned shall be subjected to the compliance of the requirements as prescribed.

19. Duration of Completion of Programme of Study

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

System of Study	Minimum	Maximum
Six Semesters	Six Normal Semester	Ten Normal Semesters
Seven Semester	Seven Normal Semesters	Eleven Normal Semesters

Eight Semesters	Eight Normal Semesters	Twelve Normal Semesters
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- (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

- (3) Notwithstanding anything stated in subregulations (1) and (2) above, a Special Semester shall be taken into account in the duration of the study if it is stated in the letter of offer for admission.
- (4) For full-time students as stated in subregulation (1) above, the Seven Semesters System of Study and the Eight Semesters System of Study, a student may be permitted to complete his studies and graduate one (1) semester earlier than the minimum duration provided that the student fulfils the total credit for his programme of study and the requirements of the professional body (if any).
- (5) Part-time students as stated in subregulation (2) above, may be allowed to complete his studies and graduate one (1) semester earlier than the minimum duration provided that the student fulfils the total credit for his entire programme of study and the requirements of the professional body (if any).
- (6) Notwithstanding the provisions stated in subregulation (4) and (5) above, a student whose application for transfer of credit that has been approved, may complete his studies and graduate earlier than the minimum duration of study, that is:
- (a) Full-time students:
- (i) Five semesters for students under the Six Semesters System of Study and Seven Semesters System of Study; or
 - (ii) Six semesters for students under the Eight Semesters System of Study.
- (b) Part-time students:
- (i) Seven semesters for students under the Eight Semesters System of Study and Nine Semesters System of Study;
 - (ii) Eight semesters for students under the Ten Semesters System of Study.

The provisions of this subregulation are subject to the student fulfilling the total credit requirements of his programme of study and is prescribed otherwise by a professional body.

20. Offer and Completion of Course

- (1) The calculation of credits for 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 outcomes. Credit value for each course is determined based on the calculation where 40 notional learning hours is equivalent to 1 credit.
- (2) Courses offered in any semester will be determined by the Faculty.
- (3) The offer of a new course may only be made upon obtaining the approval of the Senate.
- (4) Any amendment to the Code, Title, Credit, Course Learning Outcome and Assessment Weightage for an existing course may only be implemented after obtaining the approval from the Senate.
- (5) Any offer and amendments to any course made retrospectively is not allowed.
- (6) 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 (1) semester and completed in two (2) semesters consecutively.

21. Transfer of Credit

- (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) 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.
 - (c) 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.
 - (d) 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.
 - (e) The transfer of credit does not automatically apply to pre-requisite courses (if any) from the course applied for.

- (f) The application shall be submitted to the Dean of the Faculty no later than fourth lecture week in the Normal Semester by applying the rules prescribed by the University. Application received after the specified period will be considered in the subsequent semester.
- (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;
 - 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.
 - or
 - (iii) Massive Open Online Courses (MOOC) except for Industrial Training/Teaching/Practical Training/Final Year Project courses.
 - or
 - (iv) Accreditation of Prior Experiential Learning for Credit Award (APEL.C) except for the Final Year Project. Industrial training which includes practicum can be considered based on the suitability of the field.
 - or
 - (v) digital and non-digital certifications of accumulated Micro-Credentials (MC).
- (b) A course approved for transfer of credit without grade will be given a grade K or CT(APEL) 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.
- (c) A student is not allowed to transfer the credit without grade for the following courses:
- (i) University Course/General Course from a lower level of qualification except for Appreciation of Ethics and Civilisations course and Philosophy and Current Issues course and Integrity and Anti-Corruption course ; and

- (ii) A course from a higher level of qualification.
 - (d) Transfer of credit does not automatically apply to pre-requisite courses (if any) from the course applied for.
 - (e) The application shall be made to the Dean of the Faculty in the first two (2) semesters of study.
- (4) 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 or through the APEL.C application based on the previous experiences and skills of the candidate.
- (5) Permission to transfer credit for subregulations (2) and (3) above is subject to the following conditions:
- (a) marks or grade or grade point obtained for the course concerned after being made equivalent with the University's grading scheme shall not be less than 50.00 marks or grade C or grade point 2.00;
 - (b) course or a combination of courses taken previously has the same credit value or notional hours 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 or for an APEL.C application, the achievement for each course learning outcome shall be at least 50%;
 - (d) course taken previously shall be from a programme that has been accredited/recognized by an authoritative body in the country concerned;
 - (e) maximum number of credits that may be transferred are as follows:

Category		Explanation		Credit Limit
(i)	Horizontal credit transfer	(A)	Transfer of credit with grade for student who changed his programme of study in the same field in University.	No limit
		(B)	Transfer of credit for student who has qualification and intends to pursue his studies a second time from an equivalent level of study in the University.	
		(C)	Transfer of credit for students who are pursuing a double degree and dual degree	
		(D)	Transfer of credit for students who are following the Mobility Program is allowed subject to a residency period of one (1) semester.	

		(E)	Transfer of credit for courses from equivalent level of qualification from another institution or university is allowed subject to a residency period of one (1) semester.	
(ii)	Vertical credit transfer	(A)	Transfer of credit without grade for qualifications of Professional Certificate	Not exceeding one third (1/3) of the overall total credit for the programme of study.
		(B)	Transfer of credit without grade for Diploma level qualification	Maximum 50% of the total credits of the programme pursued as stipulated in the following: <ul style="list-style-type: none"> • 1%-30% (Minimum grade for the course is C) • 31%-50% (Minimum grade for course is B)
		(C)	Transfer of credit without grade for qualifications of Advanced Diploma (who also holds a diploma)	Can be considered for a transfer of credit more than 1/3 rd subject to approval by the Senate.
(iii)	Transfer of Credit Through APEL.C	Transfer of credit without grade through APEL.C is based on the previous experiences and skills of the student.		Not exceeding 1/3 rd of the total credits for the programme of study. This total credit does not include the transfer of credit that can be made for formal learning.

(6) Notwithstanding the provisions stated in subregulations (2) and (4) above, the course taken during the Mobility Programme which is not listed in the Degree Programme Structure may be considered for transfer of credit with grade, subject to the course being recommended by the Dean of the Faculty whether the course:

(a) replaces the External Faculty Elective Course*/ the Student Holistic Empowerment (SHE) 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.

Note:

*External Faculty Elective Course can only be taken by students of the Admission Session 2020/2021 and below.

For the purpose of this subregulation, the course shall fulfil the conditions specified in subregulations (5)(a), (b), (d) and (e) above; or

(b) does not replace any course which has been prescribed in his 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 subregulation (5)(a) and (d) above and will be given the value of the credit that has been made equivalent with the calculation of notional hours of the University.

(7) Transfer of credit for a professional programme is subject to the regulations as determined by the professional bodies concerned.

(8) The application shall be submitted together with:

(a) proof of processing fees payment at a prescribed rate. This fee is non-refundable;

and

(b) compulsory supporting documents, among which are a copy of the certificates, examination results, learning and assessment activities, course learning outcomes, syllabus/course content and grading scheme of the course from another institution/university concerned or

(c) documents to prove previous experiences and skills for applications for course exemption and transfer of credit through APEL.C; or

(d) documents of proof from the MOOC Provider to ensure that the student who registers and who has completed the MOOC course is the same student.

(9) Application for credit transfer shall be submitted for consideration of the Senate after obtaining the recommendation from the designated special committee.

- (10) A course which has been approved for credit transfer cannot be withdrawn or re-registered by the student for the purpose of upgrading the CGPA.
- (11) The decision on the student's application for credit transfer will be notified by the Dean of the Faculty or an officer appointed by the University.

22. 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/General Course and Elective Course categories.
- (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) If the course exemption results in insufficient graduating credits for the programme of study, the exempted course shall be replaced with another course from the same level of study.
- (5) Application for course exemption shall be submitted to the Dean of the Faculty who will obtain the recommendation of the designated special committee. The recommended application shall be submitted for consideration by the Senate.
- (6) Decision on application for course exemption of the student will be notified by the Dean of the Faculty of the programme of study or an officer appointed by the University .

23. Programme External Assessor

- (1) Programme External Assessors shall be appointed by the Deputy Vice-Chancellor concerned not exceeding two (2) persons for every academic programme of study upon recommendation of the Faculty concerned.
- (2) Appointment Criteria
 - (a) A Programme External Assessor shall be appointed from among academia who is qualified, knowledgeable and has expertise in the programme field of study concerned and has experience in the administration of the university.
 - (b) The Programme External Assessor appointed shall be from world renown universities that are in the QS World University Rankings or have subjects listed in the QS World University Rankings by Subject or shall be from an international Higher Learning Institution recognized by the University in the field of study concerned.
 - (c) If the first Programme External Assessor appointed is from an international Higher Learning Institutions, the second Programme External Assessor may be considered to be appointed from within the country.

- (d) The appointment of an expert from in the industry within and/or outside of the country may be considered as the Programme External Assessors. The appointment of an expert from the industry for the field concern shall be made together with an assessor among the academia.
 - (e) A former full-time teacher or university graduate may be appointed as a Programme External Assessor with the condition that he:
 - (i) has the relevant qualification, experience and expertise in the academic programme concerned;
 - (ii) has left the University 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 international Higher Learning Institutions of the same level and/or practising in a field of specialization related to the academic programme of study concerned.
 - (f) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor who is appointed by the Universiti Malaya cannot be appointed as a Programme External Assessor.
 - (g) A Programme External Assessor maybe appointed to assess more than one (1) but not more than three (3) academic programmes of all levels.
 - (h) The Deputy Vice Chancellor concerned upon recommendation from the faculty may terminate the services of a Programme External Assessor that did not carry out his duties satisfactorily. A new Programme External Assessor shall be appointed.
 - (i) Notwithstanding the provisions stated in subregulations (2)(a) to (h) above, the appointment criteria of a Programme External Assessor for professional programmes is subject to the requirement of the professional body concerned.
- (3) One (1) appointment session of the Programme External Assessor is for four (4) academic sessions. The same appointment of Programme External Assessor in the same programme for the second time may be considered to be appointed after an interval of one (1) appointment session.

PART VI **EXAMINATION**

24. Permission to Sit for Examination

- (1) A student is only permitted to take an examination in any course if he 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 Dean of the Faculty based on reasons determined by the Faculty. The Faculty is responsible to inform the student of the reasons which may result in the student being barred from sitting for the examination.

If the student is barred from sitting for a course's final examination in the semester, the Dean of the Faculty concerned has to inform the student in writing latest by the twelfth lecture week in a Normal Semester and fifth lecture week in a Special Semester.

The student is given one (1) week from the date of the said letter to submit his appeal. The Dean of the Faculty 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 Dean of the Faculty latest by fourteenth lecture week for a Normal Semester and seventh lecture week for a Special 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.

25. 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 Faculty and approved by the Senate.
- (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 as soon as possible after the completion of the assessment of the said component.
- (4) The overall results of the continuous assessment component must be informed to students in the form of grades no later than the fifteenth lecture week for the Normal Semester and the seventh lecture week for the Special Semester.

26. Committee of Examiners

- (1) Formation of Committee of Examiners
 - (a) The faculty shall form a Committee of Examiners for each programme of study for every semester in each academic session.
 - (b) Subject to the powers of the Senate, the Committee of Examiners shall consider the examination results and carry out all other powers given to it in accordance to the provisions of the relevant regulations.
- (2) The membership of the Committee of Examiners

- (a) The membership of the Committee of Examiners shall be as follows:
 - (i) The Vice-Chancellor as an ex-officio member;
 - (ii) The Dean of the Faculty concerned, as the Chairman. However, Vice-Chancellor shall chair whenever he is present at any meeting of the Committee of Examiners as follows;
 - (iii) Deputy Dean;
 - (iv) Head of Department;
 - (v) Programme Coordinator;
 - (vi) Coordinator who is responsible for any courses;
 - (vii) Any internal examiners; and/or
 - (viii) Any other parties who are appointed by the Faculty.

- (b) In the event of emergency, any full-time teacher at the University may be appointed as a member of the Committee of Examiners with the written consent from the Vice-Chancellor.

- (c) If the Dean of the Faculty is not able to carry out his duty as the Chairman of the Committee of Examiners, the Deputy Dean may perform the duty of the Dean of the Faculty as the Chairman of the Committee of Examiners.

- (d) The Registrar or his representative shall be the Secretary of the Committee of Examiners.

- (3) 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) Withhold the examination's result; or

- (iv) The amendment of marks and/or grades that have been recommended by the Faculty 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 subregulation 26 (3)(a)(i)(B) above.
 - (c) The Committee of Examiners may report to the Senate through the Faculty on any matters pertaining to the examination.
- (4) Quorum for a Committee of Examiners' meeting shall comprise of the Chairman and one third (1/3) of the appointed membership of the Committee of Examiners.
- (5) Internal Examiner
- (a) The Faculty 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) Teaching assistants 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 subregulation above, a teaching assistant is appointed among those who have academic qualification in the field of study concerned and related experience.

- (c) In the event of an emergency, the Dean of the Faculty concerned may appoint another Internal Examiner to examine any course provided that such appointment shall be reported to the Faculty as soon as possible.

27. Grading Scheme

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

Marks	Grade	Grade Point	Meaning
90.00 - 100.00	A+	4.00	High Distinction
80.00 - 89.99	A	4.00	Distinction
75.00 - 79.99	A-	3.70	Distinction
70.00 - 74.99	B+	3.30	Good
65.00 - 69.99	B	3.00	Good
60.00 - 64.99	B-	2.70	Good
55.00 - 59.99	C+	2.30	Pass
50.00 - 54.99	C	2.00	Pass
45.00 - 49.99	C-	1.70	Fail
40.00 - 44.99	D+	1.30	Fail
35.00 - 39.99	D	1.00	Fail

00.00 - 34.99	F	0.00	Fail
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- (2) All courses shall be assessed using grade A+ to F.
- (3) The passing grade for all courses is grade C.
- (4) For programmes that have programme standards and/or professional body requirements, the conditions for passing the course must be made according to the requirements set.
- (5) Apart from the grades as shown in subregulation (1) above, the following grades may be given for a course:
 - (a) Grade I, may be given when-
 - (i) A student did not take the final examination due to medical/compassionate reasons;
 - (ii) 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; and/or
 - (iii) A student has not fulfilled a part of the course requirement due to reasonable reasons.
 - (b) Grade I that is given shall be managed in accordance with Regulation 36.
 - (c) Grade K, is given for courses that are approved for transfer of credit without grade.
 - (d) Grade CT(APEL), is given for courses for which the transfer of credit without grade through APEL.C.
 - (e) Grade K1, is given for courses that are approved for course exemption.
 - (f) Grade P, is given in the first every semester of registration for progressive courses which are conducted consecutively until the total credit for the course is completed. Other than medical reasons, any candidates who does not complete grade P will be given grade F.
 - (g) Grade R, is given for courses audited and fulfils the minimum of 80% attendance requirement. Credits are not given for this grade.
 - (h) Gred UR, is given for courses audited and does not fulfil the minimum of 80% attendance requirement. Credits are not given for this grade.
 - (i) Grade W, is given for a course where a student has withdrawn officially from one or more courses in a semester.
 - (j) Grade W1, is given for all courses where a student has withdrawn officially from a semester.

- (k) Grade W2, is given for all courses where a student has withdrawn officially from the programme of study.

28. 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 or his representative is responsible for keeping the official records of a student and to release to each student the:
 - (a) Results of the examination for his programme of study; and
 - (b) The academic record of the candidate upon the completion of his programme of study.

29. Determination of Student Academic Performance

- (1) The academic performance of a student in a semester is determined by the GPA and CGPA. GPA is calculated by dividing the total grade points obtained by the total credit taken in a semester.
- (2) The CGPA is calculated by dividing the total grade points obtained by the total credit for all courses taken beginning from the first semester to the current semester.

An example of GPA and CGPA calculation:

Course	Grade	Grade Point	Credit	Credit X Grade Point
Semester I				
Course 1	A+	4.00	4	4 X 4.00 = 16.00
Course 2	C+	2.30	3	3 X 2.30 = 6.90
Course 3	C-	1.70	3	3 X 1.70 = 5.10
Course 4	C	2.00	3	3 X 2.00 = 6.00
Total			13	34.00
Credit Counted: 13		Total Grade Point: 34.00		
Total Credits Accumulated : 13		Total Grade Point Obtained: 34.00		
$\text{GPA} = 34.00/13$ $= \mathbf{2.62}$				
Course	Grade	Grade Point	Credit	Credit X Grade Point
Semester II				

Course 5	B+	3.30	3	3 X 3.30 = 9.90
Course 6	B	3.00	3	3 X 3.00 = 9.00
Course 7	C	2.00	3	3 X 2.00 = 6.00
Total			9	24.90
Credit Counted: 9		Total Grade Point: 24.90		
Total Credits Accumulated: 22		Total Grade Point Obtained: 58.90		
GPA = $24.90/9$ = 2.77		CGPA = $58.90/22$ = 2.68		

- (3) For the purpose of subregulations (1) and (2) above, the value of GPA and CGPA in a semester cannot be rounded up without making any amendment to the marks of any course registered in the semester concerned.
- (4) Grade points and credit for a course that are obtained in a semester shall be included in the calculation of the GPA and CGPA for the semester concerned.
- (5) 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, CT(APEL)	Yes	No	Yes
I, P, W, W1, W2, R, UR, K1	No	No	No

- (6) Courses with grades I and P will not be given credit until the actual grade of that course is obtained in the semester concerned.
- (7) Notwithstanding anything stated in subregulations (1) to (6) above, the calculation of the CGPA for a student repeating the failed course or improving his academic performance is determined as follows:
- student repeating the failed course, the best grade point will be taken into account; or
 - student improving his academic performance by taking additional Elective Course, the grade point will be taken into account cumulatively.
- (8) In the circumstances where any student who has been found guilty and punished under Rules 6 or 8(a) to (d) of the University of Malaya (Discipline of Students) Rules 1999, a zero (0) mark with grade F will be given for the course concerned as determined by the Senate.

30. 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.

31. Dean's Award

- (1) A student who obtains a GPA of 3.70 and above in any semester and fulfils the following conditions shall be awarded the Dean's Award for the semester concerned:
 - (a) Number of credits
 - (i) Full-time study
has completed a minimum of 15 credits in the semester concerned consisting of a minimum of four (4) registered courses, not including courses which the credits are not taken into account in the calculation of credit counted;
 - (ii) Part-time study
has completed a minimum of 10 credits in the semester concerned consisting of three (3) registered courses, not including courses which the credits are not taken into account in the calculation of credit counted;
 - (b) has obtained not lower than a grade C for all completed courses in the semester concerned; and
 - (c) has not repeated any course in which he has failed and/or improved his course grade in the semester concerned.
- (2) A student who fulfils the conditions in the subregulation (1) above but also obtains grade I for any course in the semester concerned will be considered for the Dean'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 Dean's Award retrospectively for the semester concerned.
- (3) Notwithstanding the conditions prescribed in subregulation (1) above, a student within an extended period of study shall not be considered for the Dean's Award.

32. Academic Probationary Period

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 Faculty shall notify the student concerned about his academic probationary status and the consequences as well as refer the student to Academic Advisor.

33. Academic Dishonesty

- (1) Academic dishonesty may occur in various forms including but not limited to:
 - (a) plagiarism -

- (i) the act of taking another person's idea, writing, data or other people's invention (including any form of artificial intelligence) and claiming that the idea, writing, data or invention is his result of invention or own invention; or
 - (ii) an attempt to show or the act of showing, in any way, that he is the original source or creator of an idea, writing, data or invention which is actually taken from some other source.
- (b) false excerpt – quoting sources which never have been used or linking the work produced with reference materials which were never referred to or the source obtained;
 - (c) falsifying information – fabricating or changing the data in order to create confusion, for example, changing data to obtain a better experimental result;
 - (d) conspire or abet – copying the work of another candidate, asking someone else to write a person's assignment, or allowing another student to borrow his work;
 - (e) cheating in exams – bringing or having access to books or any material in any form or format illegally during an examination or assessment or in any assignment which would be used by the lecturer/teaching assistant /examiner as the basis of assessment, and
 - (f) contract cheating and disguising – the work of a candidate was completed by another person, usually including a payment to the third party but would be submitted as his own work.
- (2) Any candidate who is found committing an act which amounts to academic dishonesty can be subject to disciplinary action by the University.

34. Failed and Terminated from Programme of Study

- (1) A candidate is termed as failed and terminated from the programme of study if:
- (a) is placed under an Academic Probationary Period and subsequently obtains a GPA of 1.30 or less for two (2) consecutive semesters;
 - (b) obtains a GPA of less than 2.00 for four (4) consecutive semesters;
 - (c) obtains a grade F three (3) times for the same course;
 - (d) obtains a CGPA of less than 1.00 for two (2) consecutive semesters; or
 - (e) 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 University.

- (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 subregulation (1) above.

35. 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.

36. 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 such as misfortune or death of parents/parents in law and nearest kin such as guardians, child, husband/wife, sibling, grandfather or grandmother and other reasonable situations shall submit an application in writing to the Dean of the Faculty for his case to be considered by the Committee of Examiners concerned. In this situation, his case shall be managed in accordance with subregulation (b) below. If no written request is received, the case shall be managed in accordance with Regulation 35 above.
- (b) A written request as referred to in subregulation (a) above shall be submitted to the Dean of the Faculty no 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 Registered Medical Practitioner of the Universiti Malaya Clinic/government hospital/teaching hospital/Universiti Malaya Medical Centre/Private Medical Centre due to medical reasons. Medical certificate and a doctor's report issued by any private clinic shall not be considered; or
- (ii) a report/official document concerned from the responsible authorities if could not attend part of or the whole of his examination due to compassionate reasons as stated in subregulation (a) above.
- (c) Upon receipt of a written application as referred to in subregulations (a) and (b) above, the Dean of the Faculty 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 allowed to sit for the Special Examination for a course which the student did not attend to replace the grade I. The Special Examination shall be held no later than two (2) weeks after the Committee of Examiners concerned has made its decision.

- (d) Notwithstanding the provisions in subregulation (c)(ii) above, in certain circumstances, the Dean of the Faculty may allow the postponement of the date of the Special Examination until no later than two (2) weeks after the commencement of the following semester. On medical/ psychological treatment/psychiatric treatment/prolonged chronic illness reasons, the postponement of the date of the special examination concerned may be granted until no later than four (4) Normal Semesters and two (2) Special 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 27 (5)(a)(ii), a written application shall be submitted to the Dean of the Faculty latest before the commencement of the University's final examination and together with documents as stated in subregulation (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 subregulation (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 Dean of the Faculty may allow the postponement of completion of the course concerned at the latest before the fifteenth lecture week for the following Normal Semester.
- (3) Students have not completed part of the course requirements for reasonable reasons:
- (a) Where the student has not completed part of the requirements of any course in a semester as stated in Regulation 27(5)(a)(iii), one (1) written application must be submitted to the Dean of the Faculty before the end of the final examination period and enclosed with the documents as in subregulation (1)(b)(i) and (ii) for the purpose of attending conferences, competitions, training and other activities of interest whether locally or abroad; and
 - (b) For the purposes of sub-rule (a) above, students are required to complete part of the course requirements no later than the fifteenth week of lectures for the next Normal Semester.
- (4) In a case where the student is given a grade I as specified in the subregulations (1), (2) and (3) 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.

- (5) The Committee of Examiners shall not in any circumstances consider any written appeal by the student after the Committee of Examiners make their decision.
- (6) Notwithstanding the provisions in subregulation (5) above, any written appeal may only be considered for the purpose of reviewing the Committee of Examiners' decision pertaining to the termination of programme of study or the student's graduation.

37. Special Examination

- (1) The Special Examination for the purpose of replacing a grade will only be given to students subject to the Committee of Examiners' approval.
- (2) For the purpose of subregulation (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 Faculty in order to replace the examination that has been determined.
- (3) In the event of an emergency or unexpected case that affects the implementation of final exam, the Vice-Chancellor may, after considering the recommendation of the Dean of the Faculty concerned, give permission for the Special Examination to be held and it shall be reported to the Senate as soon as possible.
- (4) A student who does not take the whole or part of the special examination of a course registered without reasonable reasons that are acceptable by the Committee of Examiners will be given zero (0) mark for the whole or part of the course.

38. 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 other Co- Curriculum 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 Dean of the Faculty 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 subregulations (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.

39. Repeating a Failed Course

- (1) A student who fails any University Course/General Course (except External Faculty 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 Faculty 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.
- (3) Notwithstanding anything stated in subregulations (1) and (2) above, if a student obtained grade F for three (3) times for the same course, the student shall be failed and terminated from his programme of study.

40. Other Matters Related to Examination

- (1) Examination Invigilators

Examination invigilators is responsible to the Vice-Chancellor concerned.

- (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 B 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 shall then arrange for the student to be examined immediately by the Registered Medical Practitioner of the Universiti Malaya Clinic/Univerisiti Malaya Medical Centre/Government Hospital. The doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded to the Dean of the Faculty as soon as possible but no-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 authorized by the Senate.
- (b) The date of the official notification is the date when the results of the examination are notified to the student by the University through any methods and/or any channels prescribed.

(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.

PART VII
APPEAL

41. Appeal Against Examination Results

- (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 seven (7) days 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 payment made is non-refundable regardless whether the appeal is successful or otherwise.
- (3) The appeal shall be made in a prescribed form by the University. The completed form shall be submitted to the Dean of the Faculty 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 subregulation (1) above;
 - (b) incomplete; or
 - (c) submitted without the payment receipt.
- (5) When an appeal is received, the Dean of the Faculty shall appoint a second examiner for the course concerned. The original Examiner and the appointed second Examiner shall review the answer script and/or any assessment component for the said course and report the results of the review to the Faculty Appeals Committee.
- (6) The Faculty 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 Faculty Appeals Committee's meeting if needed.
- (7) The Faculty 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.

42. 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 Dean of the Faculty.
- (2) An appeal for the extension of duration of study will only be considered once by the Faculty Appeals Committee. The maximum extension of duration of study may be given is for two (2) Normal Semesters and one (1) Special Semester only.

- (3) Notwithstanding anything stated in subregulation (2) above, the Faculty 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) The result of the appeal shall be notified to the student by the Dean of the Faculty and this decision is final.

43. Appeal to Continue with Studies

- (1) Lapsed and terminated from study

A student whose academic status is recorded as Lapsed and is terminated from his study pursuant to Regulation 7(8) cannot submit an appeal to continue his study and will cease from becoming a student and his study will be terminated.

- (2) Failed and terminated from study

A student who failed and is terminated from his study in accordance with Regulation 34 (1) may appeal to the Dean of Faculty 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 in accordance to regulations 34(1)(a) to (d) shall be considered by the Faculty Appeals Committee.
 - (ii) An appeal that is recommended by the Faculty 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.
 - (iv) The result of an appeal shall be notified to the student by the University and this decision is final.
 - (v) A student fail and terminated period will be taken into account in the period of study.

Academic administration charges will be charged for all previous semesters with the status fail and terminated until the last semester of the student still in study.
- (b) 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 in accordance to Regulation 34(1)(e) shall be considered by the Faculty Appeals Committee.

- (ii) The maximum duration that may be given by the Faculty Appeals Committee is two (2) Normal Semesters and one (1) Special Semester only.
- (iii) An appeal to continue his study will only be considered once by the Faculty Appeals Committee. The result of the appeal shall be notified to the student by the Dean of the Faculty.
- (iv) Notwithstanding anything stated in subregulations (ii) and (iii) above, the Faculty 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 University and this decision is final.

44. Membership of the Faculty Appeals Committee

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

45. Powers of the Faculty Appeals Committee

- (1) The Faculty Appeals Committee shall consider and recommend to the Committee of Examiners of any amendments on marks and/or course grade for approval as stated in Regulation 26(3)(a)(iv).
- (2) The Faculty Appeals Committee shall consider and approve the duration not exceeding two (2) Normal Semesters and one (1) Special Semester for first appeal for extension of duration of study for the following matters:
 - (a) student who is in his last two (2) semesters of his study as stated in Regulation 42(1), and
 - (b) student who failed and terminated from his study due to expiry of maximum duration of study as stated in Regulation 43(2)(b).

- (3) The Faculty Appeals Committee shall consider and recommend the student's appeal to the University Appeals Committee for the following matters:
 - (a) failed and terminated because of academic achievement as stated in Regulation 34(1)(a) to (d);
 - (b) the second extension of duration of study has expired due to the approval of the first appeal by the Faculty Appeals Committee as stated in subregulation 45(2)(a) above;
 - (c) failed and terminated from his study for the second time because the maximum duration of study has expired due to the approval of the first time appeal by the Faculty Appeals Committee as stated in subregulation 46 (2)(b) above.

PART VIII **GRADUATION**

46. Requirements 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 Faculty's requirements (if any) where he registered for his programme of study;
 - (d) fulfils the language requirements as prescribed; and
 - (e) fulfils the other requirements approved by the Senate from time to time.

- (2) Minimum credit requirements

The total credits required for the purpose of graduation as approved by the Senate under the circumstances where the University has special regulations with another university or institution, for example under a letter of understanding or memorandum of understanding with regard to the admission of students from that institution to the University to continue with his programme of study.

- (3) 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 except as otherwise provided under Regulations 19 of these Regulations.

47. Conferment of Bachelor's Degree With Honours

- (1) A student may be awarded a degree once he has fulfilled the requirements of his programme of study as prescribed in Regulation 46 above.
- (2) The degree awarded is an honours degree based on the final CGPA. In order to qualify to be awarded a Pass With Honours degree, the student shall obtain a final CGPA of not less than 2.00.

48. Conferment of Bachelor's Degree With Honours (With Distinction)

A student is qualified to be awarded with Bachelor's Degree of a Pass With Honours (With Distinction) if he:

- (1) achieves a final CGPA of 3.70 and above;
- (2) has never obtained grade F for any course throughout the duration of his programme of study;
- (3) has never repeated any course where he failed and/or upgraded his course grade; and
- (4) has successfully completed his programme of study within the minimum duration or approved duration.

49. Aegrotat Award

Notwithstanding Regulation 47 above, 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. The award shall be managed as stated in Schedule C to this Regulation.

PART IX **GENERAL**

50. Auditing Courses

- (1) The Dean of the Faculty 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 percent (80%) attendance for a programme of study to be eligible to be awarded a grade R. A Grade UR will be given for the student who does not fulfil 80% attendance.

Both R and UR grades for audited courses will be noted on the academic transcript.
- (3) An auditing student is not permitted to sit for the examination for the course registered.

51. Non-graduating Student

The Dean of the Faculty is given the authority to enroll any person as a non-graduating student subject to the following requirements:

- (1) not more than one (1) academic session if the candidate is pursuing a course; and
- (2) the total number of courses that may be taken by the non-graduating student cannot be more than two-thirds (2/3) of the total maximum number of credits assigned to a programme of study in any one semester.

52. 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.

53. 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 Degree programme of study of the University.

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

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

55. Repeal

Subject to Regulation 1(3), the University of Malaya (First Degree Studies) Regulations 2019 are hereby repealed.

Updated on 26.09.2024 by the Senate of the Universiti Malaya

ENGLISH COMPETENCY TEST

COMPETENCY		CITIZEN	NON-CITIZEN
MUET		Stated under programme special requirement(s)	CEFR Mid B1
			B3.0
IELTS (other than PBT)		-	4.5
TOEFL iBT (Centre-based)		-	33
TOEFL PBT		-	500
TOEFL CBT		-	173
TOEFL Essentials (Online)		-	6.5
Pearson Test of English (PTE)		-	43
Cambridge English Qualifications & Tests	(i) B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	-	147
	(ii) B2 Business Vantage, C1 Business Higher		
	(iii) Linguaskill Online		
	(iv) Occupational English Test (OET) (Conventional/Online)	-	-
	Cambridge English: First (FCE)	-	Min. Gred C
	Cambridge English Advance (CAE)	-	-
	Cambridge English Proficiency (CPE)	-	-

Note 1: JPT Letter 11.08.2022

Students must meet the entry requirements and English competency requirements in advance as stipulated by the IPT/ MQA Program Standard except:

- (i) International students who are from countries that use English as an official language; OR
- (ii) International students who use academic qualifications from institutions that use English as their full language of instruction and plan to pursue higher education in Malaysia.

For students who do not meet the English Language competency requirements, the Higher Education Institute may consider the Conditional Offer as follows:

- (i) International students are allowed to attend the Internal English Language Preparation Course of Higher Education Institute for a maximum of 2 years; AND
- (ii) International students taking the in-house English Language Preparation Course are required to sit for MUET or any exam aligned to the CEFR.

The use of this notification letter is effective from the date this letter is issued and any additional examinations are not allowed. The enforcement of this notification letter will cancel the following letters:

- (i) JPT(A)1000/013/005/19 Jld. 5(51) dated 31 Julai 2019; dan
- (ii) JPT(A)1000/016/018/07 Jld. 14(39) dated 6 Januari 2020.

Note 2: MQA letter 20.07.2023

Review Meeting of Policies Related to Quality Assurance (MKSDJK) KPT-MQA No. 1/2023 dated 13 April 2023 has agreed on the following matters:

- (i) Exemption of English language competency requirements for international students from Indonesia, Brunei, Singapore and Southern Thailand who are pursuing study programmes that use a language that is cognate with Malay language; or
- (ii) International students who use an academic qualification from an institution that uses Malay as a full language of instruction and plan to pursue higher education in Malaysia.

The use of this notification letter is effective from the date it is issued.

GENERAL EXAMINATION INSTRUCTIONS

1. **INSTRUCTIONS TO EXAMINATION CANDIDATES/STUDENTS**

(1) **EXAMINATION TIMETABLE**

Candidates/students need to observe and take note of:

(a) Date, time, place and the examination mode of each course as stated in the Examination Timetable which is posted on the students' portal. Any amendment will be posted in the students' portal and also around the examination hall/Faculty;

(b) The official examination schedule is determined as follows:

MORNING SESSION (1) : 8:30 (08:30) AM
MORNING SESSION (2) : 11:30 (11:30) AM
EVENING SESSION (3) : 3:00 (15:00) PM
NIGHT SESSION (4) : 8:15 (20:15) PM

(2) **IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD**

Candidates/students must bring along their self-identification document (Identity Card/Passport and Student Registration Card) in order to make them eligible to sit for their respective examinations. Candidates/students who do not bring any self-identification document (Identity Card/Passport and Student Registration Card) will be requested to fill up the form that has been prescribed by the University at the examination location.

If the examination is conducted in an online mode, the candidates/students have to comply with the procedure providing self-identification for purposes of sitting for the examinations as prescribed under the directions by the University or the respective RC.

(3) **PROHIBITIONS AND PROCEDURE FOR EXIT/ENTRY OF THE EXAMINATION HALL**

(a) Candidates/students are **NOT ALLOWED** to enter or bring into the examination hall any of the following matters:-

(i) wear any clothing that covers the face other than a face mask, immodest and inappropriate clothing according to the situation, for example, slippers, hats, shorts and gloves except for medical students during clinical and in the laboratory;

- (ii) any books, papers, brochures, pictures or any documents or other items except for goods/materials that are allowed by the Examiner/Invigilator/Chief Invigilator;
- (iii) if communication equipment are taken in, that is mobile phones or electronic equipments (including those with casing) or gadgets such as calculators, smart watches, ear plugs, tablets, laptops, electronic dictionaries with memory capacity, the candidates/students are required to turn them off and put them under the table;
- (iv) personal items such as laptops,bags (any form of bag including handbags, wallets, purses and so on), cigarettes including vape, drinks and food are prohibited save for drinking water/mineral water in a small bottle which is transparent and has to be placed out of the examination hall.

If any candidate/student do any matter or accidentally bring in any of the things mentioned in para 3(a) above, the candidate/student **CAN** be asked to leave the examination hall by the Invigilator/Chief Invigilator, if he refuses to do so.

If the examination is conducted using the online mode, the candidates/students are not allowed to have access to books or any material in any form or format or has access to any links illegally unless it is allowed for the course concerned.

(b) Candidates/students **ARE NOT ALLOWED** to bring out of the examination hall any of the following items:-

- (i) the question paper and attachments provided unless with the permission of the Invigilator/Chief Invigilator;
- (ii) examination answer booklet (which has been used or not used);
- (iii) the student's answer script and/or the Multiple Choice Question (MCQ) paper;
- (iv) examination materials which were supplied (such as acts, log books and so on);
- (v) examination attendance slip;

If the examination is conducted using the online mode, the candidates/students are not allowed to make a duplicate copy or download in any form and format, the examination questions and answer scripts unless as is allowed or instructed in accordance with the course concerned.

(c) The procedure to exit/enter the examination hall is as follows:-

- (i) candidates/students are not allowed to enter the examination hall 30 minutes after the examination begins. Howsoever, candidates/students who are late but not later than the 30 minutes time limit may be allowed to enter with the permission of the Chief Invigilator and will not be given extra time for the examination for the paper concerned;
- (ii) candidates/students **are not allowed to leave** the examination hall within the **first 30 minutes after the examination begins AND 15 minutes before the examination ends** ;
- (iii) candidates/students are not allowed to enter or leave the examination hall until the Chief Invigilator has made the announcement to do so.
- (iv) Candidates are responsible for sitting in the spaces provided for each examination paper.

If the examination is conducted using the online mode, the candidates/students are required to comply with the instructions that have been laid down regarding the attendance or access to the relevant link and the time period which has been set to conduct the said examination.

The failure of a candidate/student to comply with the said instructions which have been laid down and complete the examination within the time period which has been determined, it then becomes the responsibility of the candidate/student, unless the candidate/student can prove that he was facing a technical problem which was beyond his control.

(4) INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL

(a) Candidates/students **CANNOT-**

- (i) receive any books, papers, brochures or pictures or any other documents and electronic/telecommunication devices from anyone, except goods/materials allowed by and supplied by the Examiner/Invigilator/Chief Invigilator;
- (ii) communicate and interact with one another in any way during the examination. If candidates/students want to speak to the Examiner/Invigilator/Chief Invigilator, candidates/students must raise their hands;
- (iii) leave the examination hall except with the permission of the Examiner/Invigilator/Chief Invigilator. If candidates/students want to go to the toilet, the candidates/students must raise their hands. The

candidates/students will be accompanied by an identified staff/examination assistant.

If the examination is conducted using the online mode, candidates/students are not allowed to contact or communicate with any other students or any other persons, using any method or medium of communication save as is allowed or instructed for the course concerned.

- (b) Once seated, or after having access to the examination access or link (for examinations conducted using the online mode), the **CANDIDATES/STUDENTS MUST-**
- (i) fill in the attendance details in the Attendance Slips and put it together with the self-identification document on the right-hand corner of the table to be collected by the Invigilators, or fill in the attendance details according to the format instructed (if the examination is conducted using the online mode);
 - (ii) comply with all instructions listed on the front page of the question paper and answer booklet and write any information needed on the answer booklet. All outlines of answers must be made in the answer booklet only. Candidates/students are not allowed to tear/separate any part of paper of the answer booklet. If the examinations are conducted using the online mode, candidates/students have to comply with the instructions to answer the questions as has been determined.
 - (iii) **CANDIDATES/STUDENTS ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET.**

(5) INSTRUCTIONS AFTER THE END OF EXAMINATION

- (a) **CANDIDATES/STUDENTS MUST** take note and take the following actions after the Examiner/Invigilator/Chief Invigilator announces the end of each examination-
- (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 right-hand corner of their respective examination tables to allow the Examiner/Invigilator/Chief Invigilator to collect the answer booklet.
- (b) If the examination is conducted using the online mode, the candidates/students are required to submit or produce the answers according

to the format or medium and within the duration as has been prescribed for the course concerned.

2. SUSPENSION OR CANCELLATION OF EXAMINATION

- (1) If the Vice-Chancellor 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 authorized by the Registrar, the Vice-Chancellor may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.
- (2) If a situation arises where the Examiner/Invigilator/Chief Invigilator is of the opinion the cancellation or postponement of an examination is required, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Vice-Chancellor.
- (3) If the examination is conducted using the online mode, and the Vice-Chancellor is satisfied that cheating or leakage has occurred in the examination or there was an occurrence of an incident which has resulted in the examination being unfair to any candidate/student, the Vice-Chancellor may issue an order to consider the examination that took place as null and void and order a new examination be held or a different form of assessment be held.

3. COMPLAINTS ABOUT EXAMINATION

- (1) If, in the opinion of the Examiner/Invigilator/Chief Invigilator, during the examination, a situation arises which makes the examination unfair to any candidate/student, he shall report the matter to the Vice-Chancellor.
- (2) Any examination candidate/student, teacher or any staff of the University may complain to the Vice-Chancellor that the examination had been carried out incorrectly.
- (3) Where a matter has been reported to the Vice-Chancellor in accordance with paragraph (1) and (2) above, he may take an action as he thinks fit, and if he orders that another examination should be held, or that another form of assessment should be held, and that examination or assessment shall be considered as the examination or assessment as prescribed under any Rule or Regulation that governs the relevant course.
- (4) Any complaint by any teacher of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been complied, must be made to the Vice-Chancellor and the Vice-Chancellor 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.

4. DISCIPLINARY ACTION FOR NON-COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS

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

AEGROTAT AWARD

1. Where a student has completed at least two-thirds 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 Faculty concerned.
2. 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.
3. 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 Dean of the Faculty 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 Registered Medical Practitioner Universiti Malaya Medical Centre, government hospital or private medical centre.
4. 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.
5. For coursework and mixed-mode programmes of study, the student must have completed at least two-thirds of the credits required. In the case of research programme of study, the student must have completed sufficient literature review, laboratory work, papers and/or publications and thesis/dissertation draft or other accessible evidence to indicate that, he or she would have satisfied requirements for the programme of study, had the incapacity not intervened.
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 Dean of the Faculty within a year from the death of the student.