UNIVERSITY OF MALAYA
(FIRST DEGREE STUDIES) REGULATIONS 2010
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CONSTITUTION OF THE UNIVERSITY OF MALAYA 2010
UNIVERSITY OF MALAYA (FIRST DEGREE STUDIES) RULES 2010

UNIVERSITY OF MALAYA (FIRST DEGREE STUDIES) REGULATIONS 2010

In the exercise of the powers conferred by Rule 24 of the University of Malaya (First Degree Studies) Rules 2010, the University of Malaya Senate makes the following regulations:

1. NAME, COMMENCEMENT AND APPLICATION

(1) These Regulations may be cited as the University of Malaya (First Degree Studies) Regulations 2010 and shall come into force from the 2010/2011 Academic Session.

(2) These Regulations shall apply to all students pursuing Degree programmes of study of the University EXCEPT for students pursuing the Bachelor of Medicine and Bachelor of Surgery Degrees (MBBS) and the Bachelor of Dental Surgery Degree (BDS).

2. ADMISSION REQUIREMENTS

(1) Requirements/Basic Qualifications

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

(i) pass the Sijil Pelajaran Malaysia (SPM) or equivalent with satisfactory results;

(ii) pass with Credit in Bahasa Melayu/Bahasa Malaysia at the SPM level or equivalent;

(iii) possess any one of the following qualifications:

(A) Pass the Matriculation Programme of the Ministry of Education (KPM)/UM Foundation Studies in Science /UM Foundation in Islamic Studies/Ministry of Higher Education Foundation in Law (KPTM) with a minimum CGPA of 2.00/UM Foundation in Built Environment with a minimum CGPA of 2.75;
(B) a diploma or any other qualifications recognised as equivalent by the Malaysian Government and approved by the Senate of the University;

(C) pass the *Sijil Tinggi Pelajaran Malaysia* (STPM) with a minimum of:

(aa) Grade C (NGMP 2:00) in the subject of *Pengajian Am*, and

(bb) Grade C (NGMP 2.00) in two other subjects;

or

(D) pass with at least the *Jayyid* level at the *Sijil Tinggi Agama Malaysia* (STAM);

(iv) Achieve a minimum of Band 1 in the Malaysian University English Test (MUET); and

(v) have fulfilled all other requirements as may be prescribed by the Senate.

(b) A candidate who is not a Malaysian who wishes to pursue a programme of study at the University of Malaya must possess the National Higher School Certificate and fulfil the following conditions:

(i) A Pass with at least a Grade B or/and 80% in the relevant subject matter at the GCE level/A-level/equivalent; or

(ii) Possess a minimum CGPA of 3.00 in the relevant subject matter at the certificate/diploma level

And

(iii) Have sat for and passed the Bahasa Melayu and/or English language course. A candidate who possesses any one of the following qualifications is exempted from this requirement:

(A) A TOEFL score of 550 (PBT), 213 (CBT) or 80 (IBT).

(B) Band 6 and above for IELTS.
(C) C6 and above for Bahasa Melayu or English language for the General Certificate of Education (O level), University of Cambridge.

(D) A Pass for Bahasa Melayu or English language at the General Certificate of Education (A Level), University of Cambridge.

(2) Other Requirements

(a) Subject to the requirement for the fulfilment of the University's general requirements as provided under sub regulation (1) above, a candidate is also required to fulfil the specific requirements of the programme of study as provided in Schedule A of these Regulations.

(b) A candidate shall confirm the acceptance of offer at the latest on the date of registration as prescribed by the University. An offer of admission to a candidate is valid for a period of two weeks from the commencement date of the programme of study concerned. After the said period, the offer shall be considered to have expired should the candidate fail to register.

(c) For medical reasons, a candidate may be considered for deferment of his registration for a programme of study. However, the deferment shall only be allowed until the following semester or for any Faculty that accepts candidates in one semester only for each academic session, deferment is allowed for only one academic session. The offer shall lapse if the candidate still does not register in the ensuing semester or academic session concerned.

(3) Admission Requirements for Non-Graduating Students

The Dean of a Faculty has the power to admit a person as a non-graduating student subject to the following requirements:

(a) Not more than one calendar year if the student is carrying out research or not more than one academic session if the student is attending a course; and

(b) the number of courses allowed for a non-graduating student shall not be more than 20 credits for a Normal Semester and not more than 9 credits for a Special Semester.
3. REGISTRATION

(1) Course Registration

(a) A student is given a period of two weeks from the date of the commencement of the semester to complete the registration for the courses. After that period, a student shall be deemed to have withdrawn from the semester concerned if no registration has been done and no notice has been received from the student concerned during the said period. After the seventh week, if there is no change in the status, the academic status of the student may lapse.

(b) A student who fails to complete the registration of courses after the two week period must inform the University in writing of his status at the very latest by the seventh week in the semester concerned. Failure to do so for two consecutive semesters shall cause the academic status of the student to lapse.

(c) A new student is limited to take no more than 18 credits in the first semester of a programme of study unless otherwise approved by the Senate for certain programmes of study.

(d) Generally the maximum number of credits allowed in a Normal Semester is 20 credits and for a Special Semester is 9 credits.

(e) Notwithstanding the provisions of paragraphs (c) and (d) above, the number of credits is not inclusive of the credit of audited courses.

(f) The minimum number of credits a student is allowed to take in a Normal Semester is 12 credits but not less than 6 credits unless the minimum period for his programme of study has ended or it is for the purpose of fulfilling the requirements for graduation. For a registration of less than 12 credits the approval of the Dean of the Faculty of the programme of study must be obtained.

(g) A student may register for more than 20 credits but not more than 22 credits in any Normal Semester after the first semester of his programme of study subject to the student applying for and obtaining the approval of the Dean of the Faculty of the programme of study.

(h) A student in the final two semesters of his programme of study may make a formal application to the Deputy Vice-Chancellor concerned upon the recommendation of the Dean of the Faculty for a waiver to register for more than 22 credits in any Normal
Semester for the purpose of graduating in the semester concerned.

For this purpose, the final two semesters are the ninth and tenth semesters for students under the Six Semester Study System or the tenth and eleventh semesters under the Seven Semester Study System or the eleventh and twelveth semesters for students under the Eight Semester Study System.

(i) A student who is not in his final two semesters of his programme of study and intends to complete his studies so as to graduate in the semester concerned may apply in writing to the Deputy Vice-Chancellor concerned to register for more than 22 credits in a Normal Semester or more than 9 credits in a Special Semester if the following requirements are fulfilled:

(i) he is not under an academic probationary period in the semester concerned if the application is made for the Normal Semester or not under an academic probationary period in the previous semester if the application is made for the Special Semester;

(ii) he has a CGPA of not lower than 3.0 for the previous semester before the registration concerned; and

(iii) his application is recommended by the Dean of the Faculty concerned.

(j) In the semester during which a student is placed under an academic probationary period in accordance with paragraph of regulation 5(10)(e) of these Regulations, the student concerned is not allowed to register for more than 12 credits. The application to register for more than 12 credits must be made formally to the Dean of the Faculty for his consideration and approval.

(k) Registration for co-curricular course is allowed after a student has undergone at least two Normal Semesters of a programme of study.

(l) Registration for any course must be completed on the Friday of the second week of lectures of a Normal Semester and the Friday of the first week of lectures in a Special Semester.

(m) Registration for any course is not permitted once the examination period for the semester has commenced.
(n) Should a student fail to abide by any of these registration procedures within the prescribed period, the student can be fined at a rate prescribed by the University.

(2) Concurrent Registration

(a) A student is not allowed to register concurrently for more than one programme of study in any particular period of time, whether at the University or at any other institution or university.

(b) A student found to be in breach of paragraph (a) above may be terminated from a programme of study without any refund of any fees and other payments that have been made.

(3) Attendance in Class

A student is required to attend all classes. It shall be the responsibility of the lecturer to inform students of the consequences of non-attendance in class. It shall be the responsibility of a student to ensure that the lecturer is informed in advance of his absence from class. The lecturer shall keep a record of attendance and report any excessive absence of a student to the Dean of the Faculty.

(4) Termination of Study

(a) On the basis of medical grounds

A student whose withdrawal from a semester has been approved on medical grounds for two consecutive semesters can be terminated from his programme of study upon the recommendation of a Doctor of the Student Health Clinic or a Government Hospital or the University of Malaya Medical Centre after the student’s case has been reviewed by the doctor concerned in the following semester.

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

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

(5) Withdrawal

(a) Withdrawal from a course and semester
(i) “Withdrawal from a course” means withdrawal from one or more courses in a semester. Provided that, a student is subject to the prescribed minimum credits requirement for any Normal Semester.

(ii) “Withdrawal from the semester” means withdrawal from all courses registered (if any) for the semester concerned or taking a leave of absence from attending lectures for a programme of study currently pursued in the semester concerned. The period of withdrawal for any reasons other than medical grounds will be taken into account as having fulfilled as part of the maximum period prescribed for the programme of study currently pursued.

A student will only be allowed to withdraw from any semester after he has undergone at least one semester of his programme of study.

(iii) An application for withdrawal from a course or semester may be approved by the Dean of the Faculty provided that the application is made before or on the Friday of the seventh week of a Normal Semester or on the Friday of the second week in a Special Semester.

(iv) A student must complete the prescribed form and submit it to the Dean of the Faculty within the permitted period of time.

(v) A student who has been approved to withdraw from a course or a semester before or on the Friday of the second week of lectures of a Normal Semester or the first week of lectures of a Special Semester:

(A) shall not be charged any tuition fees; and

(B) the record for the course concerned shall be expunged.

(vi) A student who has been approved to withdraw from a course or a semester after the Friday of the second week of lectures but before or on the Friday of the seventh week of lectures of a Normal Semester or after the Friday of the first week of lectures but before or on the Friday of the second week of lectures of a Special Semester shall be:

(A) charged tuition fees for the course concerned; and
(B) recorded as having obtained grade W for the course concerned or grade W1 for the semester concerned.

(vii) Withdrawal from a course or semester after the Friday of the seventh week of lectures in a Normal Semester or after the Friday of the second week of lectures in a Special Semester is not allowed unless approved by the Deputy Vice-Chancellor concerned upon a written application by the student through the Dean of the Faculty.

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

(viii) If the application is approved, a grade W or a grade W1, as the case may be, shall be recorded against the course concerned. The tuition fees prescribed for the course concerned shall remain payable.

(ix) If the application is not approved, the student concerned is required to continue with his studies for the course concerned. The student concerned shall be given a grade F if he does not attend the classes for the course and does not sit for the examination held at the end of the semester concerned.

(x) A student’s withdrawal from a course or semester based on the following reasons shall not be permitted:

(A) the student’s performance is not satisfactory for any course; or

(B) the student is not adequately prepared for the course concerned; or

(C) the student is not satisfied with any of the courses.

(xi) Withdrawal from any course or semester is not permitted once the examination period for the semester has commenced.

(xii) A student who has stopped attending lectures for any course without withdrawing officially shall be given a
grade F which shall be recorded in the student’s official record for the course concerned.

(xiii) Apart from the tuition fees, a student shall also be charged administrative fees based on a prescribed rate if his appeal for the following matters has been approved where the occurrence is due to the student’s own negligence:

(a) approval is given to the student to backdate his registration (that is, after the Friday of the second week of lectures in a Normal Semester or after the Friday of the first week of lectures in a Special Semester); or

(b) where approval is given to a student to backdate his withdrawal from a course (that is, after the Friday of the seventh week of lectures in a Normal Semester or after the Friday of the second week of lectures in a Special Semester).

(b) Withdrawal from the University

(i) “Withdrawal from the University” means withdrawal from a programme of study currently pursued.

(ii) A withdrawal must be made in writing to the Registrar through the Dean of the Faculty and the decision of the University shall be final.

(iii) A student whose application to withdraw from the University after the Friday of the second week of lectures of a Normal Semester or after the Friday of the first week of lectures of a Special Semester shall:

(A) be liable to pay the fees for the courses that have been registered; and

(B) have grade W2 recorded against the courses concerned.

4. STRUCTURE OF PROGRAMME OF STUDY

(1) Credit Value

The system that is used for the calculation of the credit system is based on the total actual student learning time covering all teaching and
learning activities that is required to achieve the prescribed learning course outcomes. Under this system, every course is given a credit value calculated based on the equivalent of 40 notional learning hours to 1 credit.

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

(a) The Faculty shall decide on the courses to be offered in any given semester. Each new course may be offered after it has been approved by the Senate.

(b) Each course offered shall be taught, completed and evaluated within one semester. Only certain courses which have received prior approval from the Senate shall be permitted to be conducted for a duration exceeding one semester and completed in two consecutive semesters.

(c) The minimum duration for the completion of a programme of study is as follows:

(i) Six semesters for all programmes of study under the Six Semester System;

(ii) Seven semesters for all programmes of study under the Seven Semester System;

(iii) Eight semesters for all programmes of study under the Eight Semester System.

(d) The maximum duration for the completion of a programme of study is as follows:

(i) Ten semesters for all programmes of study under the Six Semester System;

(ii) Eleven semesters for all programmes of study under the Seven Semester System;

(iii) Twelve semesters for all programmes of study under the Eight Semester System.

Special Semesters shall not be taken into account for purposes of the minimum and maximum duration of any programme of study.

(e) For the Seven Semester System and the Eight Semester System, with the exception of any programme of study in the field of education, a student may be permitted to complete his
studies and graduate one semester earlier than the minimum duration provided that the student fulfils the total credit requirements for his programme of study and the requirements, if any, of the professional body concerned.

(f) Notwithstanding the provisions of regulations 4(2)(c) and 4(2)(e), any student whose application for a transfer or exemption of credit has been approved, may complete his studies and graduate earlier than the minimum duration, that is,

(i) Five semesters for students under the Six Semester System and Seven Semester System; or

(ii) Six semesters for students under the Eight Semester System.

The provisions of regulations 4(2)(f)(i) and 4(2)(f)(ii) are subject to the requirement that the student fulfils the total credit requirements of his programme of study, except for a programme of study in the field of education or unless otherwise prescribed by a professional body.

(g) The total credits for a minor and major package shall be as determined by the Faculty and the Senate for each programme of study based on the weightage as provided in Schedule B to these Regulations.

(3) **Transfer of Credit**

(a) “Transfer of credit” means the transfer of credit together with the grades obtained for a course taken by a student after his admission into a programme of study at the University.

(b) In the transfer of credit process, the credit obtained together with the grade and grade point for the course concerned shall be taken into account in the calculation of the student's GPA and CGPA. Approval for the transfer of credit is subject to, among others, the following conditions:

(i) the course for which the transfer of credit is applied has at least 75% overlap with the course that is offered at the University;

(ii) the grade or grade point obtained for the course concerned is not less than a C or 2.0; and

(iii) the course for which the transfer of credit is applied must be a course in a programme of study that is equivalent to
the programme of study pursued by the student at the University.

(c) Nevertheless in special circumstances, a student who has been approved to change his programme of study may be considered for credit transfer subject to the above conditions.

(4) **Exemption of Credit**

(a) “Exemption of credit” means exemption from registration and attendance of a course that is prescribed for a particular programme of study based on a course taken by a student prior to his admission into the programme of study of the University as approved by the Senate. The course approved for exemption of credit shall be awarded a grade K and the credit shall not be taken into account in the calculation of the GPA and CGPA.

(b) For the purpose of considering an application for exemption of credit,

(i) the student concerned must obtain the certificate/diploma/degree concerned first; and

(ii) the application is made in the first two semesters of his study.

(c) The conditions for exemption of credit are as follows:

(i) the course for which exemption of credit is applied must have at least 75% overlap with the course offered at the University; and

(ii) the grade or grade point obtained for the course concerned must not be lower than a C or 2.0.

(d) In certain circumstances, a course that has not been approved for a transfer of credit may be considered for an exemption of credit subject to the above conditions.

(5) **Application for Transfer and Exemption of Credit**

(a) An application for a transfer or exemption of credit shall be made by using the prescribed form that can be obtained from the respective Faculties. Completed forms must be submitted to the Dean of the Faculty no later than the Friday of the second week of lectures of a Normal Semester together with:
(i) the payment of the processing fees at a prescribed rate. These fees are non-refundable;

(ii) the syllabus and marking system of the course for which transfer or exemption of credit is applied; and

(iii) a copy of the certificate/diploma/degree concerned.

(b) The maximum number of credits that may be transferred or exempted shall not exceed one-third of the total credits of the programme of study concerned.

(c) A student shall be informed in writing by the Registrar of the result of his application for the transfer or exemption of credit.

5. EXAMINATION

(1) Registration for Examination

(a) A student must register to sit for his examinations by verifying the prescribed form on or before the closing date for admission into any examination.

(b) A student who registers late for the purpose of sitting for an examination shall be penalized with a fine based on a prescribed rate.

(2) Registration for Examination for Non-Graduating Students

(a) A non-graduating student shall not be permitted to sit for any of the final examinations of the University except with the prior written permission of the Registrar. Permission shall only be given if the student is a student of a university or another institution and has applied for a transfer of his grades and/or credits to his university or institution. An application to sit for the final examinations must be made in writing to the Registrar no later than two weeks before the commencement of the examination week. The application must be accompanied by a letter from the registrar or an authorized officer from the student’s university or institution requesting for such arrangement to be made.

(b) Notwithstanding the provisions of paragraph (a) above, the Registrar, in special circumstances may permit a non-graduating student to sit for any of the University’s final examinations for any purpose other than for a transfer of credit to his university or institution.
(c) Permission to sit for any of the final examinations of the University under paragraphs (a) and (b) above is subject to the confirmation of the Dean of the Faculty or the Head of Department with which the student has registered for his course, that the student has fulfilled the minimum requirement of 80% attendance.

(d) The results of the examination shall not be given to the student but shall be sent directly to his university or institution.

(3) Attendance Requirements

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

(b) A student who has been barred from sitting for a final examination of the semester for any course shall be deemed to have failed the final examination component of the course concerned.

(4) Method of Assessment of Student’s Performance

(a) The method of assessment of any course depends on the learning outcomes and content of the course. The ratio of contribution and weightage of the assessment in the total final marks shall be determined by the Faculty and approved by the Senate. For the purposes of these Regulations, continuous assessment includes assignments, projects, class tests, quizzes and tutorials.

(b) Courses in the form of a ‘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, without any written test.

(c) A student shall be informed of the results of the continuous assessment component for each course. The announcement shall be made as soon as possible immediately after the
assessment of the component concerned but no later than the fourteenth week of a Normal Semester or the seventh week of a Special Semester.

(5) **Grading Scheme**

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

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

(b) Apart from the grades as stated in paragraph (a) above, the following grades may be given to a student for any course attended by him:

(i) (A) Grade I is given when:

(aa) a student has not taken the final examination for any course in any semester due to medical reasons and/or compassionate grounds as provided under paragraph (13)(b) below and the grade is recommended by the Committee of Examiners concerned; and/or

(bb) a part of the course requirement has still not been fulfilled due to reasons beyond the control of the student which are acceptable to the Committee of Examiners concerned.

(B) In a situation under paragraph (aa) above, the student is allowed to sit for a special examination
without being required to follow the course concerned again. The student shall be required to sit for the special examination for the course concerned which shall be held no later than a week after the decision of the Committee of Examiners concerned. In any event, in special circumstances, the Dean of the Faculty may allow the special examination to be postponed to a date no later than before the commencement of the following Normal Semester. For prolonged psychological/medical psychiatric/sickness cases, the special examination may be postponed but no later than four Normal Semesters and two Special Semesters consecutively.

(C) In a situation under paragraph (bb) above, the student shall be required to complete the course requirement concerned no later than four weeks after the decision of the Committee of Examiners concerned. In any event, in special circumstances, the Dean of the Faculty may allow the completion of the course requirements to be postponed to a date no later than before the commencement of the following Normal Semester examinations.

(D) In the above two situations, no fees shall be imposed on the student.

(E) Where a student fails to take the special examination for the course concerned at the time it was held; and/or to complete a part of the course concerned within the prescribed period, a grade I for that course shall be amended to the actual grade attained by the student in the other components of the course concerned or a grade F or grade U for a course where there is no breakdown in the weightage of marks.

(F) A student who has been given a grade I for any course is not allowed to repeat the course concerned in any circumstances whatsoever until the grade I is dropped.

(G) When the student has passed the special examination for the course concerned and/or completed the part of the course requirements concerned, the grade obtained shall replace the
grade I in the semester in which the student obtained the said grade I.

(ii) Grade K, given for courses that have been approved for the exemption of credit;

(iii) Grade P, given for courses that are conducted over two consecutive semesters;

(iv) Grade S, given for courses for which a student’s performance is graded as satisfactory;

(v) Grade U, given for courses where a student’s performance is graded as unsatisfactory;

(vi) Grade R, given for courses registered by a student including non-graduating students for the purposes of auditing only. No credit is given for this grade;

(vii) Grade W, given for a course from which a student has withdrawn officially during a particular semester;

(viii) Grade W1, given for all courses where a student has officially withdrawn from a semester;

(ix) Grade W2, given for all courses where a student has withdrawn officially from the University.

(c) The pass grade for all courses is grade C, except for a course that is assessed on the basis of satisfactory or unsatisfactory,

(6) Redemption of Course Grade

(a) A student may submit an application to redeem a grade C- for any category of courses subject to the following conditions and approval of the Dean of the Faculty of the programme of the study:

(i) The course concerned may be redeemed to a grade C only;

(ii) The marks are to be added to the existing marks;

(iii) Redemption may be done for one course only for the semester concerned; and
(iv) An application to redeem grade C- shall be made within two weeks after the date of the official examination results.

(b) Redemption may be carried out through assignment, test or other assessment methods determined by the examiner of the course concerned.

(7) Repeating a Course

(a) A student who obtains a grade lower than the pass grade for a course as provided under paragraph 5(5)(c) and does not choose to redeem the course grade as provided under paragraph 5(6) above, shall be required to repeat the course concerned until he achieves at least the passing grade as prescribed for the course concerned subject to the structure of the programme of study followed by the student and the maximum duration of study.

(b) In any event, if a student obtains a grade F for three times, the student shall be deemed to have failed and terminated from the programme of study at the University.

(8) Improvement of Course Grade and/or Academic Performance

(a) Subject to the structure of the programme of study followed by the student as approved by the Senate and the maximum duration of study, any student may be permitted to repeat only once any course which he has passed for the purpose of improving the course grade. The better grade shall be taken into account for the purpose of calculating the CGPA.

(b) For the purpose of improving his academic performance, a student may be permitted to take another course in the same category in substitution thereof.

(9) Management of Marks and Grades

(a) A lecturer is required to display course grades as provisional results for the information of students at the latest one week after the date of the last paper of the examinations. Course marks and grades shall be submitted to the Committee of Examiners through the Head of Department and the Dean of the Faculty two weeks after the final date of the examination week. The final marks and grade for any course for a student shall be those as approved by the Committee of Examiners.
(b) It is the Registrar’s responsibility to keep the student’s official record and to release to each student:

(i) the examination results for the semester concerned; and

(ii) the student’s academic transcript upon completion of his programme of study.

(10) Determining Student’s Academic Performance

(a) Method of calculating GPA and CGPA

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

An example of GPA calculation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Credit</th>
<th>Credit X Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1</td>
<td>A</td>
<td>4.0</td>
<td>4</td>
<td>4 X 4.0 = 16.0</td>
</tr>
<tr>
<td>K2</td>
<td>C+</td>
<td>2.3</td>
<td>3</td>
<td>3 X 2.3 = 6.9</td>
</tr>
<tr>
<td>K3</td>
<td>C-</td>
<td>1.7</td>
<td>3</td>
<td>3 X 1.7 = 5.1</td>
</tr>
<tr>
<td>K4</td>
<td>C</td>
<td>2.0</td>
<td>3</td>
<td>3 X 2.0 = 6.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

GPA = \frac{16.0 + 6.9 + 5.1 + 6.0}{13} = 2.62

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

(ii) The grade point and credit that are obtained in any semester must be included in the calculation of the GPA and CGPA for the relevant semester.

(iii) Grade F shall not be given any grade point or credits even though the total credits for the course concerned are included in the calculation of the GPA and CGPA.

(iv) Credits for courses given the grades marked I, K, P, S, U, R, W, W1, W2 shall not be taken into account in the calculation of the GPA and CGPA.

(v) Credits shall be given for the calculation of credits obtained for courses with grades A, A-, B+, B, B-, C+, C, K and S. Credits shall not be given for University Courses, Core Courses and Elective/Minor Courses with grades C-,
D+ and D. Courses given grades marked U, R, W, W1 and W2 shall not be given any credits. Courses which are marked with grades I and P shall not be given any credits until the final grade for the course is obtained in the semester concerned.

(vi) Where a student repeats a course, the grade to be considered in the calculation of the CGPA and to be given credit shall be the best grade achieved by him.

(b) Course grade for a student subject to disciplinary action

Where a student has been found guilty and a sentence has been imposed under rule 6 and rules 8(a) – (d) of the University of Malaya (Discipline of Students) Rules 1999, the grade for the course concerned shall be determine by the Senate.

(c) Minimum requirement for a programme of study

To fulfil the minimum requirements of a programme of study at the University, a student has to obtain a minimum GPA and CGPA of not less than 2.0 every semester until the completion of his studies.

(d) Dean’s List

(i) A student who obtains a GPA of 3.7 and above in any Normal Semester and fulfils the following conditions shall be recorded with a “Pass with Distinction” for the semester concerned and his name shall be included in the Dean’s List:

(A) has taken and sat for the examinations of courses totalling a minimum of 15 credits in the Normal Semester concerned consisting of a minimum of four courses, not including courses with credits that are not taken into account in the calculation of credit counted;

(B) has obtained no lower than a grade C for any course taken in the semester concerned; and

(C) has not repeated any course in the semester concerned.

(ii) A student who fulfils the conditions in paragraph (i) above but also obtains grade I for any course in the semester concerned shall only be considered for a “Pass with
"Distinction" after the grade I has been replaced by the actual grade achieved by the student. Under such circumstances a "Pass with Distinction" will be awarded retrospectively for the relevant semester if the student qualifies for it.

(iii) Notwithstanding the fulfillment of the conditions in paragraph (i) above, a student whose duration of study has been extended for the purpose of completing the balance of credits shall not be eligible for a "Pass with Distinction".

(iv) Only grades of courses that have been included in the calculation of the GPA shall be considered for a "Pass with Distinction".

(e) Academic Probationary Period and Caution

A student who obtains a GPA of below 2.0 in any particular semester shall be given the result Probation for the semester concerned and be placed under an Academic Probationary Period in the following Normal Semester. This status shall remain until the student attains a GPA of 2.0. The Dean of the Faculty at which the student is registered for his programme of study shall caution the student concerned with regard to his probationary status.

(f) Failed and Terminated

(i) A student can be terminated from a programme of study if he:

(A) is placed under an Academic Probationary Period and later obtains a GPA of 1.3 or less for two consecutive Normal Semesters;

(B) obtains a GPA lower than 2.0 in four consecutive Normal Semesters;

(C) obtains grade F three times for any University Course or Core Course;

(D) obtains a CGPA of less than 1.0 in two consecutive Normal Semesters; and

(E) fails to complete the requirements of his programme of study within the prescribed maximum period.
(ii) A student who has been re-admitted after having failed and was terminated and obtains a GPA of less than 2.0 shall be terminated from his programme of study.

(iii) When a student is terminated from his programme of study, the notice of termination shall be sent to the student by the Dean of the Faculty with which the student is registered for his programme of study.

(11) Examiners

(a) Committee of Examiners

(i) Formation of Committee of Examiners

(A) A Committee of Examiners shall be formed for every programme of study every semester for each academic session.

(B) Subject to the powers of the Senate, the Committee of Examiners shall consider the results of examinations and discharge all other powers given to it according to the provisions of the relevant regulations and the determination of the Senate.

(ii) Membership of the Committee of Examiners

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

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

(B) the Dean of the Faculty concerned or his representative, as the Chairman provided that the Vice-Chancellor shall chair whenever he is present at any meeting of the Committee of Examiners;

(C) the Deputy Dean of the Faculty concerned;

(D) the Heads of Department;

(E) the coordinator(s) responsible for any of the courses or programmes of study which are not included in any field of any Department in the Faculty, if relevant;

(F) the relevant External Examiners/External Assessors of the programme of study;
(G) any Internal Examiners; and/or

(H) any other persons as may be appointed by the Senate.

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

If the Dean of the Faculty is on leave or is unable, for any other reason, to perform his duties as the Chairman of the Committee of Examiners, the Deputy Dean who is responsible for matters relating to First Degree Programmes may discharge the duties of the Dean of the Faculty as the Chairman of the Committee of Examiners with the approval of the Vice-Chancellor.

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

(iii) Powers of the Committee of Examiners

(A) Subject to these Regulations and any other determinations of the Senate, the Committee of Examiners is given the power by the Senate to recommend the following matters to the Faculty:

(aa) the status of a student’s performance as to whether:

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

(bb) the addition of marks;

(cc) the postponement of examination results; or
(dd) the consideration of the recommendation of the Appeal Committee for amendment of marks and/or grades.

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

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

(b) Internal Examiner

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

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

(c) Programme External Examiner/Programme External Assessor

(i) A Programme External Examiner/Programme External Assessor shall be appointed by the Senate upon the recommendation of the Faculty concerned. A Programme External Examiner shall ordinarily be appointed from academics outside the University who are qualified and knowledgeable with expertise in the programme of study concerned. In special circumstances, an expert in the programme of study who is not from the academia may be appointed as an external examiner/external assessor for any degree programme of study.

(ii) An Emeritus Professor or any Adjunct Professor of the University may not be appointed as an external examiner/external assessor for any degree programme.

(iii) A former full-time teacher of the University may be appointed as an external examiner/external assessor provided that he:
(A) possesses the qualifications, experience and expertise relevant to the degree programme of study concerned;

(B) has left the services of the University for a period of not less than five years from the date of his appointment as external examiner/assessor, and

(C) is teaching at another institution of higher education of similar standing and/or practising in an area related to the programme of study concerned.

(iv) In the case of an emergency, the Vice-Chancellor may appoint a programme external examiner/programme external assessor provided that such appointment is reported to the Senate as soon as possible.

(v) Subject to the provisions of these Regulations, at least one external examiner/external assessor shall be appointed for each programme of study. The term of appointment for an external examiner/external assessor is three academic sessions.

(12) Special Examination

(a) Except in a case of special examinations for the purpose of replacing grade I as approved by the Faculty’s Committee of Examiners or under any of the circumstances permitted by these Regulations, a special examination for other purposes or for unusual circumstances may only be held subject to the Senate’s approval.

(b) In respect of “persons with disabilities”, a student who is unable to take the predetermined examinations, the Senate may, upon the recommendation of the Faculty concerned, may permit the replacement of such examinations with another form of assessment in any suitable format.

(c) In the case of an emergency, apart from the purpose stated in paragraph (a) above the Vice-Chancellor, after considering the recommendation of the Dean of the Faculty concerned, may allow another form of assessment in any suitable format as a replacement provided the said replacement is reported to the Senate as soon as possible.

(13) Absence from Examination
(a) General Rules
Subject to the provisions prescribed in these Regulations, a student who did not attend any examination paper shall be deemed to have failed the examination component of the final examinations for the course concerned.

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

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

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

(A) a medical certificate and a medical report issued by a Doctor of the Student Health Clinic or government hospital or the University of Malaya Medical Centre or a private medical centre if for medical reasons. A medical certificate without any medical report stating the type of illness of the student shall not be considered; or

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

(iii) Upon receiving a written request as stated in paragraphs (i) and (ii) above, the lecturer/Head of Department/Dean of the Faculty shall report the matter to the Committee of Examiners concerned. The Committee of Examiners may, after considering the case, recommend to the Senate that:
(C) the student is deemed to have failed that part or that course or the whole examination for which he did not sit; or

(D) the student is deemed to have withdrawn from that part or that course or the whole examination; or

(E) the student is permitted to take that part or that course or the whole examination which he did not sit for, within the special examination period.

(iv) The Committee of Examiners cannot under any circumstances take into consideration any appeal or written application submitted by a student who did not sit for a part or the whole examination on medical and/or compassionate grounds as stated in paragraph (b) above after the Committee of Examiners has met to consider and determine the examination results of the student. Any such appeal or written request may only be taken into consideration for the purpose of reviewing the decision made by the Committee of Examiners to terminate the student’s course or programme of study and to reject his re-admission.

(c) Non-attendance for the entire final examinations due to medical grounds

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

(d) Illness during examination

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

(14) Other Matters Related to Examinations

(a) Examination invigilators
Examination invigilators shall be appointed for every examination and are answerable to the Vice-Chancellor.

(b) General Instructions for Examinations

Subject to the provisions of the University of Malaya (First Degree Studies) Rules 2010, every examination conducted by the University is subject to the general instructions for examinations as stated in Schedule C to these Regulations.

(c) Examination results

(i) For the purpose of these Regulations, results of all University examinations shall be submitted for the approval of the Senate or any other party authorized by the Senate.

(ii) The date of the official notification is the date the results of the examination are notified to the students by the Examination Section pursuant to any rules and/or any means as may be prescribed by the University.

(d) Secrecy in the management of examinations

(i) All matters relating to examinations are SECRET and shall not be disclosed to any student or any other party who is not concerned unless otherwise permitted.

(ii) All parties involved with the management of examinations shall be required to sign a Letter of Undertaking of Secrecy of Examinations each semester.

6. APPEALS

(1) Appeal Against Course Results

(a) Appeal for review of unofficial course results

(i) Students shall be notified of the results of the continuous assessment component of each course. The notification shall be made as soon as possible after the completion of the assessment component concerned but no later than the fourteenth week of the Normal Semester and the seventh week of the Special Semester. The notification of the results of the progressive courses shall be based on the progress of the component concerned for the said course.
An appeal may be submitted directly to the lecturer of the course concerned where the assessment involves written work such as assignment, essay, report, project and written test no later than the fourteenth week and completed before the commencement of the examination week.

(ii) A student who is not satisfied with the unofficial results of the final examination for the course may appeal to the lecturer of that course within a period of three working days from the date of the notification of the unofficial examination results.

(b) Appeal for review of official examination results

(i) A student who is not satisfied with the official examination results including the continuous assessment component and the final examinations of a course may appeal as provided in paragraph (ii) below for the results to be reviewed. The appeal must be made within two weeks from the date of the official notification of the examination results as stated under paragraph 5(14)(c)(ii).

(ii) An appeal must be made using the prescribed appeal form which may be obtained from the Examination Section or the general office of the Faculty concerned. The completed appeal form shall be submitted to the Dean of the Faculty with which the student had registered for his programme of study together with the original receipt for the payment prescribed for the said appeal.

(iii) The appeal form shall not be accepted by the office of the Dean of the Faculty concerned if:

(A) it is submitted after the period mentioned in paragraph (i) above; or

(B) it is incomplete; or

(C) it is not submitted together with the original receipt of payment.

(iv) When an appeal is received, the Dean of the Faculty shall appoint a second examiner for the course concerned. The original examiner and the
second examiner appointed shall review the answer script concerned and report the findings of the review to the Faculty Appeals Committee which shall then decide whether the marks and/or grade of the student who has appealed be retained or amended. The original examiner and the second examiner may attend the meeting of the Faculty Appeals Committee, if required.

(2) Appeal to Continue With Programme of Study

(a) A student who has been terminated from his programme of study in accordance with paragraph (5) (10)(f) or whose academic status has lapsed as provided by paragraph 3(1)(b) of these Regulations, may submit an appeal to continue with his studies. The appeal concerned shall be submitted to the Registrar who shall then obtain the recommendation of the Faculty Appeals Committee. The recommendation of the Faculty Appeals Committee is then submitted to the Senate for approval.

(b) A student who has been terminated from his programme of study pursuant to paragraph 5(10)(f), must submit his appeal within two semesters from the semester in which his programme of study has been terminated.

(c) A student whose academic status has lapsed pursuant to paragraph 3(1)(b), must submit his appeal within two semesters from the semester in which his status has lapsed.

(3) Appeal To Extend Duration of Study

(a) Any student who is in the final two semesters of the maximum duration of his programme of study and who has yet to complete the requirements for graduation for his programme of study may submit an appeal for an extension of his duration of study. The appeal shall be submitted to the Dean of the Faculty who will obtain the comments and recommendations of the Faculty Appeals Committee. The recommendation of the Faculty Appeals Committee shall be submitted for approval of the University’s Appeals Committee established by the Senate.

(b) The appeal must be submitted within two semesters from the final semester of the maximum duration of his programme of study.
(4) **Membership of Faculty Appeals Committee**

In relation to the Faculty Appeals Committee as provided under paragraphs 6(1), 6(2) and 6(3) above, the membership shall be as follows:

(a) The Dean of the Faculty as the Chairman;
(b) The Deputy Dean responsible for degree programmes;
(c) The Head of Department concerned;
(d) The Programme Co-ordinator concerned; and
(e) Academic staff as appointed by the Faculty.

Where the Dean of the Faculty is on leave or is unable, for any other reasons, to discharge his duties as Chairman, the Deputy Dean responsible for the management of degree programmes shall carry out the duties of the Dean of the Faculty as Chairman of the Faculty Appeals Committee.

The quorum for a meeting of the Faculty Appeals Committee shall be the Chairman and two other members.

7. **GRADUATION**

(1) **Requirements for Graduation**

(a) General requirements

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

(i) the University’s course requirements;
(ii) the Core Course requirements; and
(iii) the Elective/Minor Course requirements

(b) Minimum credits requirements

(i) From the total credits required for the purpose of graduation at least two thirds from the total credits obtained shall be from courses conducted by the University.
(ii) The above requirements may be waived where the University has special arrangements 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.

(c) Minimum duration requirements

A student shall complete the minimum duration that has been prescribed for his programme of study for the purpose of graduation except otherwise provided under paragraphs 4(2)(e) and 4(2)(f) of these Regulations.

(d) Language requirement

A student who is not a citizen shall fulfil the language requirements as prescribed by the University.

(2) Conferment of Degree

(a) A student may be conferred a degree once he has fulfilled all the requirements of his programme of study.

(b) The degree that shall be conferred is an honours degree based on the final CGPA. For a student to qualify for the conferment of the honours degree, he must obtain a final CGPA of not less than 2.0.

(c) A student is qualified for the conferment of a degree of a Pass with Honours (With Distinction) if he:

(i) achieves a final CGPA of 3.7 and above;

(ii) has never obtained grade F and/or grade U for any course for the duration of his programme of study; and

(iii) has successfully completed his programme of study within the prescribed duration.

(d) A student who has obtained grade F and/or grade U for any course and has been able to improve the grade F and/or grade U to a better grade in a subsequent attempt is not eligible to be conferred a Pass with Honours (With Distinction).
8. GENERAL

(1) Auditing a Course

(a) A student of any of the University’s programmes of study may register to audit a course after obtaining the permission of the relevant lecturer and the Dean of the Faculty offering the course concerned.

(b) The Dean of the Faculty of the course concerned shall verify that the student has fulfilled the minimum requirement of 80% attendance to qualify him to be given a grade R for the audited course and recorded in the academic transcript.

(c) An auditing student is not permitted to sit for the examination for the course concerned.

(2) Exemption from Application

Notwithstanding what 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 programme of study of the University.

(3) Repeal of Examination Regulations

The Examination Regulations of the University of Malaya published by the Registrar’s Department of the University of Malaya in 1985 (ISBN 967-9940-04-7) and the University of Malaya (First Degree Studies) Regulations 2006 are hereby repealed.

Made on 20th of October 2011 by the Senate of the University of Malaya.