



UMS
UNIVERSITI MALAYSIA SABAH

REGULATIONS FOR UNDERGRADUATE STUDIES

UNIVERSITI MALAYSIA SABAH

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REGULATIONS FOR UNDERGRADUATE STUDIES UNIVERSITI MALAYSIA SABAH 2014

This document contains the regulations for coordinating, managing, supervising and administering academic affairs in programmes leading to undergraduate degrees and the Bachelor of Medicine degree offered by Universiti Malaysia Sabah and other related matters.

In the execution of the power provided by Section 37 of the Constitution of Universiti Malaysia Sabah (P.U.(A)460/2010), the regulations set by the Board, based on the proposal of the Senate, are stipulated as follows:

PART 1- INTRODUCTION

1.1 Brief Titles, Execution and Commencement of Power

- 1.1.1 The regulations concerned are referred to as 'Regulations for Undergraduate Studies of Universiti Malaysia Sabah 2014', and must be enforced on a date designated by the Senate.
- 1.1.2 These regulations are applicable to programmes of study leading to the conferment of Bachelor's degrees and the degree in Medicine mentioned above.

1.2 Abolishment

- 1.2.1 Regulations approved by the Senate and the amendments made following them before the date of enforcement of the present 'Regulations for Undergraduate Studies of Universiti Malaysia Sabah' are therefore abolished.

1.3 Definitions

- 1.3.1 In these regulations –

"Act" means the University and College University Act 1971 [Act 30];

"Teacher" means "teacher" as in the Constitution of Universiti Malaysia Sabah (P.U.(A)460/2010);

"Posthumous Degree" means a degree conferred to a student who passed away while studying at the University;

"Academic Fraud" means an offence committed by a student under Regulation 6 (Prohibition Against Plagiarism) and Regulation 8 (Behaviours During an Examination) of 'Regulations of Universiti Malaysia Sabah' (Discipline of Students) 1999 [P.U (A) 210/1999];

"Convocation" means "Convocation" as defined in the Constitution of Universiti Malaysia Sabah (P.U.(A)460/2010);

"Credit" means the value measurement of workload based on the number of hours taken by a student to achieve a set of learning outcomes. One (1) credit unit is equivalent to forty (40) hours of study by a student (HSS) or "*Student Learning Time*" (SLT) for a semester of study/studies (14 weeks);

“Core Course of the University” means a course offered at the University level, and which has been made compulsory for all students to pass in order to fulfil the requirements for the conferment of the undergraduate degree concerned;

“Core Course of the Faculty” means a basic course offered at the Faculty level, and which has been made compulsory for all students of the Faculty concerned to pass in order to fulfil the requirements for the conferment of the undergraduate degree concerned;

“Core Course of the Program” means a basic course offered at the programme level, and which has been made compulsory for all students in the programme concerned to pass in order to fulfil the requirements for the conferment of the undergraduate degree concerned;

“Minor Course” means a course which has been taken by a student from any programmes at the Bachelor’s degree level at the University as specified by the Faculty;

“Elective Course” means an optional course offered at the programme level as specified by the Faculty;

“Audit Course” means a course taken by a student but which does not contribute to the calculation of total credit hours;

“Student” means a student who is registered, other than a student at an institution of learning which is affiliated to the University, who takes the course relating to studying, teaching, training and research in any form(s) at the undergraduate level in, by or from the University, including distance learning, off campus programmes and exchange programmes;

“Student’s Academic Advisor” means a teacher appointed by the Dean of the Faculty concerned to implement a task in order to guide students in academic affairs throughout the duration of study;

“Deferment of Study” means the student’s study is postponed or deferred for any reason(s);

“Course Exemption” means a process of exempting credit(s) based on Part 6 of these regulations (**Amendment in Senate Meeting 1/2015**);

“Assessment” means any form of measurement of a student’s achievement in a course taken by the student (in quizzes, tests, mid semester tests, assignments, coursework and so on) as specified by the Faculty;

“Final Examination” means an examination which is conducted during a duration specified at the end of each semester;

“CGPA” means a cumulative grade point average obtained by a student for courses taken in all the semesters concerned;

“SGPA” means the grade point average obtained by a student for course(s) taken in a certain semester;

“Faculty/Centre/Institute” means an academic institution in the University, which offers academic courses taken by student(s) throughout the duration of study at the University;

“Semester” means a certain period or duration of study in a session consisting of ordinary semesters and short semester(s);

“Ordinary Semester” means a period or duration of study in a certain session consisting of 14 weeks of lectures/lessons;

“Short Semester” means a period or duration of study specified by the Faculty outside of an ordinary semester for a duration of only nine weeks;

“Review of Course Grades” means the re-calculation of overall marks in the assessment of a student's performance (i.e., in projects, quizzes, assignments, examinations, mid semester tests and so on), including answer scripts of the final examination;

“Senate” means the Senate of Universiti Malaysia Sabah;

“Session” means a period or duration of study consisting of two (2) ordinary semesters and one (1) short semester;

“Student Information System” means a system of records of a student for matters related to his/her study;

“Programme Structure” means a component of a curriculum and period/duration of study consisting of courses specified for the conferment of a Bachelor's degree;

“Duration of Study” means a period/duration for a student to fulfil all the requirements in his/her study for the conferment of the degree concerned;

“University” means Universiti Malaysia Sabah.

PART 2 – ADMISSION TO THE UNIVERSITY

2.1 Admission Requirements for a Bachelor's Degree Programme

2.1.1 Candidates intending to undergo an undergraduate programme at Universiti Malaysia Sabah must fulfil the following requirements:

- (a) Passed the Sijil Pelajaran Malaysia (SPM) or an examination recognised as equivalent to it by the Government of Malaysia;
- (b) Obtained a credit in the subject 'Bahasa Malaysia'/'Bahasa Melayu' (Malaysian Language/Malay) in the SPM Examination; and
- (c) Passed
 - (i) the Sijil Tinggi Persekolahan Malaysia Examination (STPM Examination) by obtaining at least grade C (NGMP 2.00) for General Studies and grade C (NGMP 2.00) for two other subjects; or
 - (ii) Program Persediaan Sains Dan Teknologi (PPST), which means 'Science and Technology Preparation Programme' of Universiti Malaysia Sabah, or Matriculation Programme of the Ministry of Education by obtaining a CGPA of at least 2.00;

- (iii) other qualifications approved by the Senate; and
 - (d) Sat the Malaysian University English Test (MUET) and obtained at least Band 1;
or
 - (e) Any other requirements/conditions specified by the Senate from time to time.
- 2.1.2 Regardless of the conditions stated in 2.1.1, the Senate can determine special conditions for admission to each programme of study.
- 2.1.3 A person who has been educated outside of Malaysia can apply to take an undergraduate programme at the University in accordance with the requirements approved by the Senate.
- 2.1.4 The list of candidates who have been offered to undergo undergraduate programmes at the University must be endorsed by the Senate.
- 2.1.5 The Senate may, at any time, cancel the admission of a student or cancel the status of a student if it is proved that the applicant or student has provided any falsified document or information.

2.2 Status of a Student

- 2.2.1 A candidate who has been registered in accordance with the regulations specified by the University will be given the status as a student.
- 2.2.2 A student will be given the 'active' status if the student has registered for a course specified in the programme structure during the duration determined by the University and has engaged himself/herself in the learning process as specified by the Faculty concerned.
- 2.2.3 A student will be given the 'inactive' status if —
- (a) he/she is suspended from studying according to Regulation 3.6; or
 - (b) defer his study in accordance with Regulation 3.4 or 3.5; or
 - (c) has not registered for the course(s) within the duration specified.
- 2.2.4 A student will lose his/her status as a student if —
- (a) He/she withdraws from studying at the University; or
 - (b) Does not register for (2) semesters consecutively without any written permission from the University; or
 - (c) Has obtained the status 'Fail and Discontinue' under Regulation 11.5; or
 - (d) Has been expelled from the University due to a disciplinary action.
- 2.2.5 A student who has been given the status of being 'inactive' or has lost his/her status as a student no longer has the right to receive any benefit or use any facility as a student.

PART 3- PROGRAMME STRUCTURE

3.1 Course Components

- 3.1.1 A student must take the courses which consist of Core Course(s) of the University, (including Languages and Co-curriculum), Core Courses of the Faculty, Core Courses of the Programme, Minor and/or Elective Courses.

3.2 Duration of the Study Permitted

- 3.2.1 A student must undergo a programme of study in accordance with the duration specified by the Senate.
- 3.2.2 The duration of study specified must be calculated from the date of the first registration including the duration/period of deferment due to failure in registering within the duration of registration specified or due to the suspension of study as a result of a disciplinary action taken by the University.
- 3.2.3 The Senate may consider an extension of the duration of study permitted if a student has a valid reason for it.

3.3 Number of Credit Hours for Graduation

- 3.3.1 A student must pass a number of credit hours (minimum 120 credit hours) in accordance with the programme structure as specified by the Senate.

3.4 Deferment of Study due to Health Problems

- 3.4.1 An application for the deferment of study for a semester must be submitted to the Dean for consideration. Approval for the deferment of study is on the 'semester-to-semester' basis and must not be more than two consecutive (2) semesters.
- 3.4.2 A student who is sick or ill may be allowed to defer his/her study, depending on the acknowledgement obtained from a Medical Officer from the University or a Government Hospital. In cases where a student experiences mental disturbances, a permission to defer his/her study is dependent on the acknowledgement from a Medical Officer from the University or the Government Hospital concerned.
- 3.4.3 Parents or guardians of a student who has a prolonged health problem must apply, on behalf of the student concerned, by submitting an acknowledgement from the Medical Officer from the University or a Government Hospital to the Dean to defer his/her study for a semester within a suitable/reasonable duration/period of time.
- 3.4.4 After the approval for the deferment of study has been given, all courses which have been registered for in the semester concerned will be cancelled.
- 3.4.5 If a student needs to defer his/her study for more than two (2) consecutive semesters, he/she needs to refer to the University's Medical Board. The Senate will make a decision based on the recommendation given by the Medical Board.

- 3.4.6 The period/duration of deferment of study approved under Regulation 3.4 will not be considered as the duration of deferment permitted according to Regulations 3.2.1 and 3.2.2.

3.5 Deferment of the Study other than Health Problems

- 3.5.1 A student who encounters a problem other than those stated in Regulation 3.4 must submit a written application to the Dean of the Faculty to defer his/her study within the period specified.
- 3.5.2 The duration/period of deferment of study must not be more than one (1) semester.
- 3.5.3 If a student requires deferment for more than one (1) semester in a row (consecutively), he/she must be referred to the Senate for consideration.
- 3.5.4 After the deferment of study has been approved, all courses which have been registered in the semester concerned will be cancelled.
- 3.5.5 The period/duration of deferment of study approved under Regulation 3.5 will not be taken into account as the duration of study approved under Regulations 3.2.1 and 3.2.2.

3.6 Suspension of the Study under Section 15D AUKU

- 3.6.1 The duration of a semester involved in the suspension of study under subsection 15D (1) and (7) of the University and University College Act 1971 (Act 30) must not be taken into consideration as part of the maximum duration of study permitted for graduation.

PART 4- REGISTRATION

4.1 Course Registration

- 4.1.1 A student must register for all the courses which are to be taken in each semester.
- 4.1.2 Apart from new students, pre-registration of courses in a semester must be completed in weeks 10 and 11 of the preceding semester (i.e., in the semester before the semester concerned) in accordance with the regulations of the University.
- 4.1.3 Registration of courses as specified in Regulation 4.1.2 must be validated in week 1 of the following semester.
- 4.1.4 A student who has failed to validate his/her registration within the duration required will be considered as not having registered for the course(s) concerned.
- 4.1.5 All courses which have been registered in a certain semester will be cancelled if the student has been permitted to defer his/her study in the semester concerned under Regulations 3.4, 3.5 and 3.6.

- 4.1.6 A student who has obtained a CGPA of lower than 2.30 must discuss with his/her Academic Advisor and obtain a permission from the Dean of the Faculty concerned before he/she validates his/her course registration.

4.2 Late Registration

- 4.2.1 A student who does not abide by Regulation 4.1 must pay an amount of RM50.00 for every course which he/she intends to register before obtaining a permission from the Dean.
- 4.2.2 A student who has been barred from course registration, due to any cause(s) specified in the regulation concerned or any other regulation, is considered as not having registered for the course(s), and the student is considered as having deferred his/her study.
- 4.2.3 The status of course deferment provided under Regulation 4.2.2 will be taken into consideration within the duration of study specified.

4.3 Credit Hours to be Taken in Each Semester

- 4.3.1 A student must register for not fewer than twelve (12) credit hours, and not more than twenty-one (21) credit hours in each semester or for a total number of credit hours permitted by the Dean of the Faculty.
- 4.3.2 Calculation of credit hours limit does not take into consideration Industrial Practice/Teaching Practice/Clinical Practice/Practicum.
- 4.3.3 However, a student who has obtained a CGPA of less than 2.30 must take not more than 15 jam credit hours unless he/she has obtained a permission from the Dean of the Faculty.

4.4 Duration for Adding and/or Dropping Courses

- 4.4.1 A student is allowed to drop and/or add course(s) during the first three (3) weeks of each semester.
- 4.4.2 Students who wish to make any changes in course registration after the specified period as stated in Rule 4.4.1 will be fined a minimum of RM50.00 to RM300.00 for each course registered as follows: **(Amendment in Senate Meeting 10/2015)**.

No	Study Weeks	Penalty Rates
1.	Week 4	RM50.00
2.	Week 5 to Week 6	RM100.00
3.	Week 7 to Week 8	RM200.00
4.	After Week 9 to Week 10	RM300.00
5.	After Week 10 Note : Final Examination timetable and slip will be issued on week 11.	Registration after week 10 is not allowed

4.4.3 Penalty payments are not refundable pursuant to Rule 4.4.2.

4.5 Duration for Withdrawal from the Course

4.5.1 The period/duration for students to withdraw from a course begins from week 4 and continues until week 8 of the semester concerned.

4.6 Registration for a Short Semester

4.6.1 A student in his/her final year is allowed to apply for a permission from the Dean of the Faculty to have a short semester in order to repeat a course that he/she has failed in the first semester of his/her final year if he/she is not able to repeat the course concerned because it is not offered in the second semester that follows it.

4.6.2 A student is only allowed to register for not more than nine (9) credit hours for the purpose of repeating courses that he/she has failed.

4.6.3 The process of adding or dropping courses during a short semester is not allowed.

4.7 Registration for Repeated Courses

4.7.1 A student who is still registered within a duration of study permitted and -

- (a) who has failed in a course is allowed to repeat the course that he/she has failed or to register for other courses to replace the course that he/she has failed if the course concerned is an elective course or a course offered by the Centre for the Promotion of Knowledge and Language Learning; or
- (b) who has obtained Grades C-, D+ or D for a course that he/she has taken and intends to improve on the course grade concerned is allowed to register and repeat the course concerned only.

4.8 Exemptions in the Programme of Medicine

4.8.1 Without considering the provision in Regulations 4.1 to 4.7, the Dean of the Faculty of Medicine and Health Sciences is allowed to determine the registration procedure in the programme of Medicine, subject to approval from the Senate.

PART 5- CREDIT TRANSFER

5.1 Application for a Credit Transfer

5.1.1 A student is allowed to apply for a credit transfer if he/she has fulfilled the following requirements:

- (a) The student has taken an undergraduate programme in another recognised university and is permitted by the Senate to move to the University; or

- (b) The student has obtained a permission from the Senate to participate in an exchange programme at the Faculty/Centre or between Faculties/Centres in accordance with Regulation 7;
- (c) The student has the qualification of an Advanced Diploma (i.e., possesses the Diploma concerned) which is recognised by the University;
- (d) The student has a qualification of a Diploma recognised by the Senate;
- (e) The student has stopped studying and is now resuming his/her study but in another programme at the same level;
- (f) The student is undergoing a programme and at the same time is taking several subjects at another university;

5.1.2 Credit transfers are allowed for courses if the following requirements are fulfilled:

- (a) For students who have moved to the University; **(Amendment in Senate Meeting 1/2015)**
 - (i) Course(s) whose credit hours are to be transferred were those taken at the Undergraduate, Advanced Diploma or Diploma levels only;

or

 - (ii) Students have obtained at least Grade C in course(s) taken at the undergraduate level.
- (b) Students who are in an exchange programme at the University must have obtained at least Grade D for the related courses.

5.1.3 Subjects for which credit hours can be transferred must be from programmes which have been accredited (i.e., programmes which have obtained an acknowledgement of accreditation) by the Malaysian Qualifications Agency (MQA), and which have been listed in the Malaysian Qualifications Registry (MQR).

5.1.4 An application must be submitted during the first four (4) weeks in each semester of his/her study at the University.

5.1.5 An application is allowed for only course(s) taken not more than five (5) years from the duration of application concerned and it is subject to merit in each case.

5.1.6 The content of the course taken previously must be at least 80% equivalent to the course for which credit transfer is applied from the University.

5.1.7 Requirements concerning the total number of credit hours permitted in a credit transfer are given as follows:

- a. Not more than 30 percent (about 1 year of study) from the total number of credit hours of study to be taken at the University by a student under Regulations 5.1.1(a) and 5.1.1(d); or

- b. Not more than 2 years of study from the total number of credit hours to be taken at the University for students under Regulation 5.1.1(c). A student will be in the third year of their undergraduate programme; or
 - c. There is no limit to a credit transfer for students under Regulation 5.1.1 (b) in regard to a programme of study which is being taken at UMS; or
 - d. Not more than 30% of the total number of credit hours of the programme of study which is being taken for students under Regulation 5.1.1(f) and it is based on an agreement reached by both universities; or
 - e. Other numbers of credit hours may be considered appropriate by the Senate.
- 5.1.8 The Senate reserves the right to decide on the courses which are suitable for credit transfers.
- 5.1.9 Each application for a credit transfer will incur a processing fee of RM100.00.

5.2 Exemptions in the Programme of Medicine

- 5.2.1 Students in the programme of Medicine are not entitled to an application for credit transfer.

PART 6- COURSE EXEMPTIONS

6.1 Application for Course Exemptions

- 6.1.1 A student is allowed to apply for a course exemption if he/she fulfils the following requirements:
- (a) The student has a Diploma or an equivalent qualification recognised by the Senate;
 - (b) The student has obtained at least Grade B for a course from any institution of higher learning recognised by the Senate.
- 6.1.2 An application for course exemption is applicable for course(s) which have been taken within a duration of five (5) years before the date of submission of an application.
- 6.1.3 The total number of courses allowed for exemption must not be more than one-third (1/3) of the total number of courses taken at the University.
- 6.1.4 An application for course exemption must be supported by evidence indicating equivalence to the course offered at the University.

- 6.1.5 The content of a course taken from another institution of higher learning that has received acknowledgement of accreditation from the Malaysian Qualifications Agency (MQA) and which is listed on the Malaysian Qualifications Registry (MQR) previously must be 80% equivalent to the course for which exemption is applied at the University.
- 6.1.6 The Senate reserves the right to determine the suitability of the courses for which an application for exemption is submitted.
- 6.1.7 Course exemption does not mean that the student concerned has obtained credits for the course exempted. If the course exempted causes the credit requirements of the student to become insufficient for graduation, the student needs to take other related course(s).
- 6.1.8 Every application for course exemption must be submitted in written form and it incurs a payment of RM100.00.

PART 7- CHANGING PROGRAMMES OF STUDY

7.1 Changing the Programme of Study (Amendment in Senate Meeting 1/2015)

- 7.1.1 The university may consider a student's application for:
- (a) a change in his/her programme of study in the Faculty based on the following conditions:
 - (i) the student is in the first semester of his/her first year of study;
 - (ii) the pass obtained takes effect in the following (next) semester depending on the result obtained in the first semester of his/her first year of study.
 - (b) a change in his/her programme of study between Faculties based on the following conditions:
 - (i) The student has obtained the status of 'Fail and Discontinue' for the first time, and in his/her appeal is followed by an approval to continue his/her study;
 - (ii) The student is in his/her second semester of his/her first year of study on the condition that his/her application is submitted after his/her results for the final examinations of the first semester have been issued;
 - (iii) The aforementioned approval is effective from the semester that follows.
- 7.1.2 A student who has been permitted to change his/her programme of study at the university is allowed to apply for a credit transfer provided under Regulation 5.1.
- 7.1.3 The duration of study of the student's original (previous) programme will be considered as the duration of his/her study at the University.

- 7.1.4 An application for changing the programme of study must be submitted in written form with the first to fourth week after his/her examination results have been issued.
- 7.1.5 Every application for changing a programme will incur a payment of RM100.00.
- 7.1.6 Every application must be first considered and acknowledged by the original Faculty, and subsequently by the new Faculty.

PART 8- ASSESSMENTS AND EXAMINATIONS

8.1 Assessments

- 8.1.1 Each course conducted must have its methods of continuous assessment(s) and/or final examination.
- 8.1.2 Assessments of each course are done continuously based on coursework, a final examination, and other forms of assessment conducted in a semester in accordance with the regulations specified by the Faculty/Centre and is subject to the Senate's approval.
- 8.1.3 Assessment for practicum/industrial practice/academic practice/teaching practice/internship/clinical posting is in accordance with the regulations specified by the Faculty/Centre and is subject to the Senate's approval.
- 8.1.4 In regard to courses which are assessed based on coursework and a final examination, weightage of coursework must not be less than 50% of the total marks allotted, while the weightage of the final examination must not be less than 30% and not more than 50%.
- 8.1.5 Assessment for a course which is based on 100% coursework must be conducted only with the Faculty's/Centre's approval.

8.2 Examination Requirements

- 8.2.1 The Dean may bar a student from sitting an examination if the student taking the course concerned -
 - (a) did not attend or take one of the assessments without an appropriate/valid reason; or
 - (b) did not attend lectures without the Dean's permission.
- 8.2.2 The Senate may determine the procedures and regulations for conducting a final examination.
- 8.2.3 Without reducing any provision under Regulation 8.2.1, a student in the programme of Medicine will only be permitted to sit an examination after he/she has fulfilled the requirements of study, including values and attitudes of the medical profession.

8.3 Deferment of the Final Examination

- 8.3.1 Students who has a health problem during the final examination of a semester must apply to the Dean of the Faculty/Centre concerned to defer his/her examination. The application must be submitted within the duration of forty eight (48) hours after the examination is conducted. The application must be supported by a letter of acknowledgement from a Medical Officer of the University or a Government Hospital.
- 8.3.2 Parents or guardians of a student who has a critical health problem during the Final Examination may apply, on behalf of the student concerned, by submitting an acknowledgement from a Medical Officer of the University or Government Hospital to the Dean of the Faculty/Centre of the student concerned to defer his/her examination during a valid/appropriate period.

8.4 Replacement Examinations (Make-Up Examinations)

- 8.4.1 In case there is a deferment in accordance with Regulation 8.3, the date of a replacement examination or make-up examination will be decided in view of the appropriateness of the case concerned.
- 8.4.2 If a student is still not able to attend/take a replacement examination on the date specified without a valid/appropriate reason, the student must be given grade E for the course concerned and is required to register for the course again.

8.5 Submission of Practicum Reports/Academic Reports/Industrial Practice Reports/Teaching Practice Reports/ Project Reports

- 8.5.1 A student who fails to submit a Practicum Report/ Academic Report/Industrial Practice Report/Teaching Practice Report/Project Report on the date specified will be given grade E or 'Failure' and is required to register for the course again in order to undergo the practicum/academic exercise/industrial practice/ teaching practice concerned later.

8.6 Special Repeat Examinations

- 8.6.1 A student who has failed a course taken in the final semester of his/her study at the University may apply to sit a special repeat examination for the purpose of graduation (conferment of the degree) subject to the following requirements –
- (a) The student is in the status of 'Pass' (with a CGPA of 2.00 or above); and
 - (b) Failure in the course concerned is not related to any academic fraud; and
 - (c) The status for the course concerned is not 'X'; and
 - (d) The course concerned is not a course that involves no final examination.
- 8.6.2 The student must pay a fee of RM100.00 for the processing of the special repeat examination before he is allowed to sit the (special repeat) examination.

- 8.6.3 A special repeat examination can be taken only once and an application must be submitted within the first two (2) weeks after the date on which the result is announced.
- 8.6.4 Assessment of the special repeat examination must be 100% based on the examination concerned.
- 8.6.5 The result given for a special repeat examination is either 'Pass' or 'Fail' only.
- 8.6.6 Regulations 8.6.1 to 8.6.5 are not applicable to the programme of Medicine. Special repeat examinations for the students of Medicine can be conducted for students who have obtained a value of course grade which is less than three (3). For students in Year 1 and Year 2, a repeat examination can be conducted one month after the final examination of the year concerned. A repeat examination for clinical posting can be conducted during an elective course at the end of Year 3 and at the beginning of Year 5.
- 8.6.7 The Faculty of Medicine and Health Sciences may conduct repeat examinations in accordance with its own regulations as approved by the Senate.
- 8.6.8 In regard to a repeat examination taken by students in Years 1 and 2 under Regulation 8.6.6, the assessment intended for grading must be 100% based on the marks obtained for the repeat examination concerned.
- 8.6.9 In regard to a repeat examination for clinical posting under 8.6.6, assessment for grading will take into consideration continuous assessment of the student concerned and the result obtained is just 'Pass/Fail' only. The student is allowed to take a repeat examination for clinical posting not more than two (2) times.
- 8.6.10 A student who has obtained a pass under Regulation 8.6.9 will be given a grade point of 3.00 in the calculation of CGPA.
- 8.6.11 A professional examination will be conducted at the end of Year 3 (Professional I) and Year 5 (Professional II). Only students who have obtained a CGPA of 3.00 and above are eligible to sit the examination.
- 8.6.12 Repeat examinations for Professional I and II will be conducted once in every 6 months.

8.7 Results of Final Assessments and Examinations

- 8.7.1 After the Senate's approval, a student will be informed of his/her -
- (a) result for every course;
 - (b) SGPA and CGPA;
 - (c) status of his/her study for each semester.

8.8 Review of Course Grades

- 8.8.1 A student is allowed apply for a review of course grade(s), with the exception of a special repeat examination, to the Dean of the Faculty or Centre where the course is offered, during the first two (2) weeks after the date on which the examination results are announced.
- 8.8.2 Every application for a review will incur a processing fee/payment of RM100.00 for each course.
- 8.8.3 An examination committee will be set up to review the course grade(s).
- 8.8.4 The Dean of the Faculty or Centre where the course is offered must set up a Committee of Examiners consisting of:
- (a) The Dean of the Faculty or Centre where the course is offered as the Chairperson or Deputy Dean who performs the academic function under circumstances where the Dean is not able to execute his/her task or has some vested interest in the paper to be reviewed;
 - (b) Programme Head/Coordinator for the course taken;
 - (c) Another (1) member appointed by the Dean; and
 - (d) Original Examiner of the course concerned;
 - (e) Assistant Registrar of the Faculty/Centre as the Secretary.
- 8.8.5 The Committee of Examiners must ensure that an overall assessment of the student (projects, quizzes, assignments, mid semester test and so on), including answer scripts of the final examination, is conducted and reviewed based on the marking scheme, and that the script(s) have been given marks consistently and correctly. Answer scripts for the course concerned will not be assessed all over again.
- 8.8.6 The Senate's decision on the application for a review of course grade(s) is final.

PART 9– GRADE POINTS AND STATUSES

9.1 Grades and Grade Points

- 9.1.1 For each course, the points obtained for a grade is based on the total number of marks obtained from the assessment and final examination of the semester.
- 9.1.2 Grades and grade points given for each course are provided as follows:

MARKS	GRADE	GRADE POINT(S)	STATUS
80 - 100	A	4.00	Pass with a Distinction
75 - 79	A-	3.67	
70 - 74	B+	3.33	Pass with a Credit
65 - 69	B	3.00	
60 - 64	B-	2.67	
55 - 59	C+	2.33	Pass
50 - 54	C	2.00	
45 - 49	C-	1.67	
40 - 44	D+	1.33	
35 - 39	D	1.00	
0 - 34	E	0.00	Fail

- 9.1.3 The Senate decides on the grades and grade points which are different from those stated in Regulation 9.1.2 for any programme in accordance with the requirements of the programme concerned.
- 9.1.4 Subject to the provision in this regulation, a student who has not completed or taken any assessment or sat the final examination specified in a course must be given grade E for the overall assessment of the student's performance in the course concerned.
- 9.1.5 A student who has registered for a course but has not attended any lecture or lesson and has not taken any assessment must be given the status 'X' with a grade point of 0.00.

9.2 Codes for Statuses without Grade Points

- 9.2.1 Codes and definitions of statuses without grade points are given as follows:

TL	:	Incomplete (<i>Tidak Lengkap</i>)
SM	:	In Progress (<i>Sedang Maju</i>)
AU	:	Audit (<i>Audit</i>)
TD	:	Withdrawn (<i>Tarik Diri</i>)
TP	:	Deferred Examination (<i>Tangguh Peperiksaan</i>)
X	:	Absent without Assessment (<i>Tidak Hadir Sebarang Penilaian</i>)
XX	:	Disciplinary Action – Academic (<i>TindakanTatatertib - Akademik</i>)
L	:	Pass (<i>Lulus</i>)
G	:	Gagal (<i>Fail</i>)
UG	:	Repeat Grade (<i>Ulang Gred</i>)
UM	:	Repeat Subject (<i>Ulang Mata Pelajaran</i>)
UK	:	Special Repeat Examination/Assessment (<i>Ulangan Khas</i>)

9.2.2 Definitions of the statuses given without points are shown as follows:

- (a) **'TL'** (Incomplete/*Tidak Lengkap*) is given with the permission from the Dean of the student who has not completed at least 50% of the course requirements for a valid/appropriate reason. The student is given a duration to complete the assignment no later than two (2) weeks after the final examination of the semester in order to complete a full assessment and to obtain a grade;
- (b) **'SM'** (In Progress/*Sedang Maju*) is given to a student who has done some work or a project that takes more than a semester to complete. He/she is not given any point of assessment but his/her credit hours are calculated in the determination of general credit hours for a semester, and not in the assessment requirements for obtaining a degree. Credit hours are counted for the purpose of calculating the total number of credit hours after the grade is obtained in the following semester;
- (b) **'AU'** (Audit/*Audit*) is given to a student who has registered for an audit course.
- (d) **'TD'** (Withdrawn/*Tarik Diri*) is given to a student who has withdrawn from a course.
- (e) **'TP'** (Deferred Examination/*Tangguh Peperiksaan*) is given to a student who has been permitted to defer his/her examination.
- (f) **'XX'** (Disciplinary Action/*Tindakan Tatatertib*) is given to a student to whom disciplinary action has been taken because of an offence related to a case of academic fraud. If the student is found to have committed the offence (i.e., found guilty), the student will be given grade E. If it is found that he has not committed any offence (i.e., he is found 'not guilty'), the course grade given to him/her is based on the marks that he/she has obtained.
- (g) **'X'** (Absent without Assessment/*Tidak Hadir Sebarang Penilaian*) is given to a student who has registered for a course but has not attended any lecture/lesson and has not taken any assessment. The course grade concerned will be given a point of 0.00.
- (h) **'L'** (Pass/*Lulus*) is given to a student who has taken a course which does not have any grade point. The student who passes the course is given the status 'L'.
- (j) **'G'** (Fail/*Gagal*) is given to a student who has taken a course which does not have any grade point. The student who fails the course is given the status 'G'.
- (k) **'UG'** (Repeat Grade/*Ulang Gred*) is given to a student who has obtained grade C- and below in a course, except for courses in the Accounting Programme.
- (l) **'UM'** (Repeat Subject/*Ulang Mata Pelajaran*) is given to a student who fails a compulsory course and needs to repeat the course concerned.
- (m) **'UK'** (Special Repeat Examination or Assessment/*Ulangan Khas*) is given to a final year student who must take a related examination in order to fulfil the requirement(s) for the conferment of the degree concerned.

PART 10- GRADE POINT AVERAGES

10.1 Calculation of CGPAs and SGPAs

- 10.1.1 All courses will be calculated to determine the CGPA and SGPA of a student.
- 10.1.2 Courses for which a student has obtained grade "E" or status "X" will also be taken into consideration to determine the CGPA and SGPA.
- 10.1.3 Generation of the CGPA of a student who repeats a course in which he has failed is done by replacing the grade points obtained for the original course with the grade points obtained for the course, whichever is better, and must be done without changing the SGPA of the semester in which the original course(s) were taken. Changes in CGPAs will be done with reference to the semester during which the repeated course is taken.

10.2 Regulation for the Calculation of Grade Point Averages

- 10.2.1 The calculation of SGPA is shown as follows:

$$\text{SGPA} = \frac{\text{Total number of grade points obtained for the semester}}{\text{Total number of credit hours for all courses taken in the semester concerned}}$$

- 10.2.2 The calculation of CGPA is shown as follows:

$$\text{CGPA} = \frac{\text{Total number of grade points obtained for all semesters}}{\text{Total number of credit hours for all courses taken in all the semesters concerned}}$$

PART 11- STUDENTS' STATUSES OF STUDY

11.1 Status of Study Given to a Student

L	:	Pass and Continue to Study
P	:	Probationary Period
LB	:	Conditional Pass
GB	:	Fail and Discontinue

11.2 Pass

- 11.2.1 A student is given the status of 'Pass' if he/she has obtained a CGPA of 2.00 or above. For a student in the programme of Medicine, the status of 'Pass' is given if the student has obtained a CGPA of 3.00 or above.
- 11.2.2 A student who is given the status of 'Pass' is eligible to continue his study.

11.3 Probationary Period

- 11.3.1 A student who is in the first semester of his/her first year of study and who has obtained a CGPA below 2.00 must be given the status of 'Probationary Period'. (He/she is on probation.)
- 11.3.2 A student who is in the first semester of his first year and who is given the status of 'Probationary Period' is eligible to continue his/her study.
- 11.3.3 Regulation 11.3 is not applicable to students in the programme of Medicine.

11.4 Conditional Pass

- 11.4.1 A student will be given the status of 'Conditional Pass' (LB) if he has obtained a CGPA in the range of 1.00 - 1.99 in any semester during his/her duration of study, excluding the first semester of his/her first year of study.
- 11.4.2 A student is permitted to continue his/her study but will be allowed to register for not more than fifteen (15) credit hours.
- 11.4.3 Regardless of the specifications stated in Regulation 11.4.2, the Dean may consider whether the student is permitted to take more than fifteen (15) credit hours. However, the total number of credit hours taken by the student in the semester concerned must not be more than eighteen (18) credit hours.
- 11.4.4 Regulation 11.4 is not applicable to students in the programme of Medicine.

11.5 Fail and Discontinue

- 11.5.1 A student will be given the status of 'Fail and Discontinue' (GB) if -
- (a) He/she obtains a CGPA below 2.00 for two (2) semesters consecutively, excluding the first semester of his/her first year;
 - (b) He/she obtains a CGPA below 1.00 in any semester of his/her study, excluding the first semester of his/her first year;
 - (c) the student in the programme of Medicine has obtained a CGPA below 2.50, excluding his/her first semester.

- 11.5.2 A student who has obtained 'Fail and Discontinue' will lose his/her status as a student (i.e., will stop being a student) at the University.
- 11.5.3 A student in the programme of Medicine and who has obtained a CGPA between 2.50 and 2.99 needs to repeat his/her year of study and if he/she still fails to obtain a CGPA of 3.00, he/she will be given the status 'Fail' and his study will be terminated.
- 11.5.4 A student in the programme of Medicine will be given the status 'Fail' and his study will be terminated if he/she fails his/her Professional I Examination after repeating it twice.

11.6 Withdrawal and Termination of Study

- 11.6.1 A student will be given the status of 'Withdrawal' and his study will be terminated if -
- (a) he/she is not able to complete his/her study within the duration/period specified.
 - (b) he/she has not registered for 2 semesters consecutively without any written permission from the University.
 - (c) withdraws from continuing his/her study.
 - (d) is expelled from the University as a result of a disciplinary action.

11.7 Appeal for a Continuation of Study

- 11.7.1 A student who has been given the status 'Fail and Discontinue' in accordance with Regulation 11.5.1 may appeal to the Senate in accordance with the following requirements:
- (a) The appeal is permitted only once during his/her duration of study;
 - (b) The student concerned must pay the processing fee required by the University;
 - (c) The student concerned must obtain a permission from the Dean to appeal within two (2) weeks after the date on which his/her status 'Fail and Discontinue' is notified;
- 11.7.2 The Dean, after receiving the appeal concerned must bring the appeal to the Academic Committee at the Faculty/Centre level before it is presented for consideration by the Senate.
- 11.7.3 The Senate may consider the appeal of a student who has obtained the status 'Fail and Discontinue' by-
- (a) permitting the student to continue his/her study, and the student must register in the following semester, and not in the semester in which the appeal is submitted. However, the semester in which the appeal is submitted is not to be taken into consideration as part of the maximum duration of study calculated;

- (b) allowing the student to continue his study by either remaining in the same Programme/Faculty/Centre or moving/changing another Programme/Faculty/Centre decided by the Senate; or
 - (c) rejecting the appeal.
- 11.7.4 A student may apply for a transfer of credit hours if he/she changes/moves over to another Programme/Faculty/Centre subject to the Rules/Guidelines concerned.
- 11.7.5 The Senate's decision under Regulation 11.7.3 is final, and the student is not permitted to appeal again.

PART 12- CONFERMENT OF BACHELOR'S DEGREES

12.1 Conditions for the Conferment of Degrees

- 12.1.1 A student must fulfil all the following conditions and requirements of the University in order to be conferred the Bachelor's Degree with Honours.
- (a) A student has passed all the courses and attained the total number of credit hours specified according to the requirements of the Faculty/Centre as approved by the Senate within the duration specified;
 - (b) The student has obtained a CGPA of at least 2.00, or for a student in the programme of Medicine must have obtained a CGPA of at least 3.0;
 - (c) The student has completed a minimum duration specified for his/her programme of study;
 - (d) The student has passed the MUET with at least Band 3 or an average of Grade C in his/her English courses at the University; and
 - (e) For a student in the programme of Medicine, the student has passed Professional I and II Examinations with a minimum average score of 50% and has passed his/her clinical assessment and has fulfilled all the requirements specified by the Faculty of Medicine and Health Sciences; and
 - (f) The student's application is approved by the Senate.

12.2 Requirements for the Conferment of a Posthumous Degree

- 12.2.1 The Senate may confer a Posthumous Degree to a student who passed away during his/her related duration/period of study at the University.
- 12.2.2 The conferment of a Posthumous Degree is subject to the requirements as follows:
- (a) The student fulfilled at least 75% of the requirements in his programme of study.

- (b) The student must have obtained a CGPA of 2.00 and above in each semester throughout his/her duration of study.

12.2.3 The Senate may grant an exemption to the requirements specified in Regulation 12.2.2.

12.3 Classification of Degrees

12.3.1 A student who is eligible to receive a Bachelor's Degree with Honours is given a level of academic achievement in accordance with the following classes:

CGPA	Class
3.67 - 4.00	Class One
3.00 - 3.66	Class Two : I
2.00 - 2.99	Class Two : II

12.3.2 Students in the programme of Medicine who are eligible to be conferred the degree in Medicine are given the following levels of academic achievement:

- (a) Students who have obtained a CGPA of 3.7 - 4.0 and a minimum of 70% in every Professional I and Professional II examination will be conferred a Bachelor of Medicine degree with Honours;
- (b) Students who have obtained a CGPA of 3.0 – 3.6 and have passed their professional examination will be conferred a Bachelor of Medicine degree.

PART 13- PROVISION FOR EXEMPTION AND TRANSITION

13.1 Definitions

13.1.1 In this section -

"Abolished Regulations" means 'Regulations for Undergraduate Studies' which have been abolished or nullified under Regulation 1.2.1.

"Dates specified" means the dates on which the regulation(s) begin to be enforced.

13.2 Legality of the University's Actions

13.2.1 Any approval given and action taken by the Senate under the abolished regulations must, on the date specified, be regarded as being executed under this regulation and continues to be enforced and effective.

13.3 Rights of the University's Authorities and Officers Not Being Affected

13.3.1 All rights, privileges, liabilities, duties and obligations of the Authority/Authorities and Officers of this University under the abolished regulations must, on the date(s) specified, fall under and be regarded as the rights, privileges, liabilities, duties and obligations of the Authorities and Officers of the University under this regulation.

13.3.2 All acknowledgements or undertakings which have been given, and matters which have not been resolved/completed in front of the University's Authority and Officers under the abolished regulation(s), must be executed or continued on the date(s) specified, according to what is relevant, in front of the University's Authority and Officers under this regulation.

13.3.3 All existing responsibilities or liabilities, which have been executed by, or on behalf of, or for the purpose of the University's Authority and Officers under the abolished Regulations must, on the date specified, be enforced or be made effective for the University's Authority and Officers under this regulation.

13.4 Delegation of Powers

13.4.1 All powers delegated under the abolished regulations must, on the date specified and as long as they are consistent with this set of regulations, be regarded as having been delegated under this regulation.

13.5 Exemption from Regulations and Others

13.5.1 All regulations, orders, notices, forms and letters of authorisation issued or made by the University's Authority and Officers before the date specified must continue to be enforced in accordance with the regulations, orders, notices, forms and letters of authorisation consistently as long as they remain, or until they have been replaced or cancelled by this provision.

13.6 Students of the University

13.6.1 Students who have been accepted for admission, just before the date specified, to undertake a programme at the University under the abolished regulations and on the date specified are still undergoing the programme of study must be considered as having been accepted on the date specified for admission under this regulation.

PART 14 – GENERAL

14.1 This regulation and all its related interpretations which have been specified by the Senate will be immediately enforced and made effective.

14.2 Any further guidelines, manuals and regulations for implementation may be made under any provision of this regulation and must be adhered to.

14.3 However, the Senate reserves the right to amend the regulation(s) from time to time whenever necessary in accordance with the situation involved.

14.4 The Senate has the power to approve any exemption considered appropriate apart from the requirements of this regulation from time to time.

TABLE 1 -
Sub-regulation 9.1.3**FACULTY OF ENGINEERING**

- i. Grades and grade points which have been given to a course in the programme of Engineering are shown as follows:

MARKS	GRADE	NUMBER OF GRADE POINTS	STATUS
80-100	A	4.00	Distinction
75-79	A-	3.67	
70-74	B+	3.33	Credit
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	Pass
50-54	C	2.00	
45-49	C-	1.67	
40-44	D+	1.33	Conditional Pass for the Subject (CPS)
35-39	D	1.00	
0-34	E	0.00	Failure

- ii. A student who is in the status of 'Conditional Pass for the Subject' (CPS) and 'Failure' must repeat the course(s) concerned (Amendment in Senate Meeting 2/2015).
- iii. The tables showing the marks and statuses obtained for Industrial Practice in the Engineering programmes are given in parts (a) and (b) **(Amendment in Senate Meeting 1/2016)**.

- (a) Statuses used for the assessment are indicated as follows:

No.	Marks	Status
1	90-100	Pass with Distinction
2	50-89	Pass
3	0-49	Failure

- (b) The elements included in the assessment are indicated as follows:

No.	Status	Explanation
1	Pass with a Distinction	A score of 90% and above is given if the student: <ul style="list-style-type: none"> (i) demonstrated an excellent performance according to a report given by the Supervisor in the Industrial Practice and Academic Assessor concerned; (ii) submitted his/her Daily Log Book to the Supervisor in his/her Industrial Practice for verification and signature; (iii) submitted a Technical Report and Daily Log Book to his/her Academic Assessor.

No.	Status	Explanation
2	Pass	A score of 50%-89% is given if the student: <ul style="list-style-type: none"> (i) demonstrated a satisfactory performance according to a report given by the Supervisor in the Industrial Practice and the Academic Assessor concerned; (ii) submitted his/her Daily Log Book to the Supervisor in his/her Industrial Practice for verification and signature; (iii) submitted a Technical Report and Daily Log Book to his/her Academic Assessor.
3	Failure	A score of 49% or below is given if the student: <ul style="list-style-type: none"> (i) failed to report for duty at the Organisation during the period of Industrial Practice; (ii) demonstrated an unsatisfactory performance according to a report given by his/her Supervisor in the Industrial Practice; (iv) did not submit his/her Technical Report to the Supervisor in his/her Industrial Practice and Academic Assessor; (v) did not undergo the Industrial Practice required during the period concerned; (vi) did not obtain an approval from his/her Supervisor in Industrial Practice or Academic Assessor for specific reasons.

FACULTY OF COMPUTING AND INFORMATICS

- i. The tables showing the marks and statuses obtained for Industrial Practice in two programmes, which are HC00 and HC05, until the intake of cohort for Session 2015/2016, are given as follows (**Amendment in Senate Meeting 1/2016**):

(a) Statuses used for the assessment are indicated as follows:

No.	Marks	Status
1	90-100	Pass with Distinction
2	50-89	Pass
3	0-49	Failure

(b) The elements included in the assessment are indicated as follows:

No.	Status	Explanation
1	Pass with a Distinction	A score of 90% and above is given if the student: <ul style="list-style-type: none"> (i) demonstrated an excellent performance according to a report given by the Supervisor in the Industrial Practice and Academic Assessor concerned; (ii) submitted his/her Daily Log Book to the Supervisor in his/her Industrial Practice for verification and signature; (iii) submitted a Technical Report and Daily Log Book to his/her Academic Assessor.
2	Pass	A score of 50%-89% is given if the student: <ul style="list-style-type: none"> (i) demonstrated a satisfactory performance according to a report given by the Supervisor in the Industrial Practice and the Academic Assessor concerned;

No.	Status	Explanation
		(ii) submitted his/her Daily Log Book to the Supervisor in his/her Industrial Practice for verification and signature; (iii) submitted a Technical Report and Daily Log Book to his/her Academic Assessor.
3	Failure	A score of 49% or below is given if the student: (i) failed to report for duty at the Organisation during the period of Industrial Practice; (ii) demonstrated an unsatisfactory performance according to a report given by his/her Supervisor in the Industrial Practice; (iii) did not submit his/her Technical Report to the Supervisor in his/her Industrial Practice and Academic Assessor; (iv) did not undergo the Industrial Practice required during the period concerned; (v) did not obtain an approval from his/her Supervisor in Industrial Practice or Academic Assessor for specific reasons.

FACULTY OF BUSINESS, ECONOMICS AND ACCOUNTING

- i. Grades and grade points given to a student for a course in the programme of Accounting are shown as follows:

MARKS	GRADE	GRADE POINTS	STATUS
80-100	A	4.00	Distinction
75-79	A-	3.67	
70-74	B+	3.33	Credit
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	Pass
50-54	C	2.00	
45-49	C-	1.67	Failure
40-44	D+	1.33	
35-39	D	1.00	
0-34	E	0.00	

- ii. Grades and grade points shown in the table above are specifically meant for core courses in the programme of Accounting, and they are applicable only to students majoring in the Accounting programme.

FACULTY OF MEDICINE AND HEALTH SCIENCES

- i. Grades and grade points given to a student for a course in the programme of Medicine are shown as follows:

MARKS	GRADE	GRADE POINTS	STATUS
80 - 100	A	4.00	Pass with a Distinction
75 - 79	A-	3.67	
70 - 74	B+	3.33	Pass
65 - 69	B	3.00	
60 - 64	B-	2.67	Failure
55 - 59	C+	2.33	
50 - 54	C	2.00	
45 - 49	C-	1.67	
40 - 44	D+	1.33	
35 - 39	D	1.00	
0 - 34	E	0.00	

Approved by the Board of Directors of Universiti Malaysia Sabah on 20 May 2014.