



UMS
UNIVERSITI MALAYSIA SABAH

**UNDERGRADUATE
STUDIES
REGULATIONS
UNIVERSITI MALAYSIA
SABAH**

(AMENDMENT 2018)

CONTENT

No	Item	Page
PART 1 - PRELIMINARY		
1.1	Brief Titles, Application and Commencement of Enforcement	1
1.2	Repeal	1
1.3	Definition of Generic Terms Used	1
PART 2 – ADMISSION TO UNIVERSITY		
2.1	Admission Requirement for Undergraduate Programme	4
2.2	Status of a Student	5
PART 3 – PROGRAMME STRUCTURE		
3.1	Course Component	5
3.2	Permitted Duration of Study	6
3.3	Number of Credit Hours to Graduate	6
3.4	Deferment of Study due to Health Problems	6
3.5	Deferment of the Study other than Health Problems	7
3.6	Suspension of the Study under Section 15D AUKU	7
PART 4 - REGISTRATION		
4.1	Course Registration	8
4.2	Late Registration	8
4.3	Total Credits Required in Each Semester	9
4.4	Duration to Drop and/or Add Courses	9
4.5	Duration for Withdrawal from a Course	9
4.6	Registration for Short Semester	10
4.7	Registration for Repeated Courses	10
4.8	Exemptions for Doctor of Medicine Programme	11
PART 5 – CREDIT TRANSFER AND EXEMPTION		
5.1	Application for Credit Transfer	11
5.2	Application for Credit Exemption	12
5.2A	Credit Replacement for Mobility Courses	13
5.3	Exemption for Doctor of Medicine Programme	13
PART 6 – COURSE EXEMPTION (REPEALED)		
PART 7 – CHANGE OF PROGRAMME OF STUDY		
7.1	Change of Programme of Study	14
PART 8 – ASSESSMENT AND EXAMINATION		
8.1	Assessment	15
8.2	Examination Requirements	15
8.3	Deferment of Final Examination	16
8.3A	Re-examination	17
8.4	Replacement Examination	17
8.5	Submission of Practicum Report/ Academic Report/ Industrial Practice Report/ Teaching Practice Report/ Project Report	17
8.6	Special Repeat Examination	17
8.7	Results of Assessment and Final Examination	18

8.8	Review of Course Grades	18
8.9	Dean's List Award	19
PART 9 – GRADE POINT AND STATUS		
9.1	Grade and Grade Point	19
9.2	No-Grade Point Status Code	20
9.3	Repeat Course Status Codes	21
9.4	Grade Assessment Credit Codes	22
PART 10 – GRADE POINT AVERAGE		
10.1	Calculation for CGPA and SGPA	23
10.2	Grade Point Average Calculation Method	24
PART 11 – STUDENTS' STUDY STATUS		
11.1	Study Status Assigned to Students	24
11.2	Pass	24
11.3	Probationary Period	25
11.4	Conditional Pass	25
11.5	Fail and Discontinue	25
11.6	Withdrawal and Termination of Study	26
11.7	Appeal for Continuation of Study	26
PART 12 – ACADEMIC CONFERMENT		
12.1	Conditions for the Conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas	27
12.2	Aegrotat and Posthumous Academic Conferment	28
12.3	Academic Conferment	28
PART 13 – PROVISION FOR EXEMPTION AND TRANSITION		
13.1	Interpretation	29
13.2	Legality of the University's Actions	29
13.3	Unaffected Rights of the University's Authorities and Officers	29
13.4	Delegation of Powers	29
13.5	Exemption from Regulations and Others	29
13.6	University Students	30
PART 14 - GENERAL		
14.1	General	30
	Table 1 (Subregulation 3.2.1)	31
	Table 2 (Subregulation 9.1.3)	32
	Attachment 1 (Subregulation 2.1.1)	36
	Attachment 2 (Subregulation 2.1.1)	38

**UNDERGRADUATE STUDIES REGULATIONS
UNIVERSITI MALAYSIA SABAH 2014**

This document is a regulation to coordinate, manage, supervise and administer academic affairs for programmes of study that confer Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery, and Diplomas, which are offered by Universiti Malaysia Sabah, and other related matters.

In exercising the powers conferred by Section 37 of the Universiti Malaysia Sabah Constitution (P.U.(A)460/2010), the Senate has proposed to the Board to undertake the following regulations:

PART 1-PRELIMINARY

1.1 Brief Titles, Application and Commencement of Enforcement

- 1.1.1 These regulations shall be cited as Universiti Malaysia Sabah Undergraduate Studies Regulations 2014 and shall be effective on the date set by the Senate.
- 1.1.2 These regulations shall be applied to programmes of study that lead to the conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery, and Diplomas.

1.2 Repeal

- 1.2.1 The Regulations for Undergraduate Studies, which has been approved by the Senate and also the amendments made to that before the date of enforcement of the Universiti Malaysia Sabah Undergraduate Studies Regulations, shall be repealed.

1.3 Definition of Generic Terms Used

1.3.1 In these Regulations-

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

"Faculty/Centre/Institute" means academic institutions at the University that offer academic courses that are taken by a student throughout his study at the University;

"Special Leave" means the Semester that a student who obtains a Fail Terminate status awaits for the outcome of his appeal to continue his study;

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

"Posthumus Degree": Repealed

"Academic Dishonesty" means offences committed by a student under Regulation 6 (Prohibition against plagiarism) dan Regulation 8 (Conduct during exam) Universiti Malaysia Sabah Regulationsules (Students' Disciplinary 1999 [P.U (A) 210/1999];

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

“Credit” means the measurement of workload value 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 Student Learning Time (SLT), which commensurate one semester of study;

“Core Course” means the main specialisation of a Program of Study set by the Faculty;

“University Core Course” means a course offered at the University level, and it is compulsory for all students to pass, to fulfil the conditions for the conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas;

“Faculty Core Course” means a basic course offered and determined at the Faculty level, and it is compulsory for all students of the Faculty concerned to pass, to fulfil the conditions for the conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas;

“Programme Core Course” means a basic course offered and determined at the programme level, and it is compulsory for all students of the programme concerned to pass, to fulfil the conditions for the conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas;

“Minor Course” means a secondary-focused course that a student can take from any of the University’s Bachelor’s Degree programmes, 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 the course credit hours do not include in the examination results and the total credit hours to graduate;

“Student” means a registered student, other than a student of a learning institution affiliated to the University, who enrolls a course, teaching, training, and research in any form at the pre-undergraduate level at, by or from the University, including distance learning, off-campus, exchange and mobility;

“Student’s Academic Advisor” means a teacher who is appointed by the Dean of a Faculty to guide students in academic affairs throughout the study;

“Deferment of Study” means a postponement of a student’s study time due to specific reasons. This duration will not be included in the student’s study duration at the University;

“Course Exemption” : Repealed

“Credit Transfer” means a horizontal credit transfer for a student who is in the system (a student who is still studying). The credit is calculated in the students’ graduating credits and the course grade is taken into account in the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

**UNDERGRADUATE STUDIES REGULATIONS
UNIVERSITI MALAYSIA SABAH 2014 (AMENDMENT 2018)**

"Credit Exemption" means a vertical or horizontal credit transfer for a student who has left the system (a student who has completed his study) or has achieved a level of competency in the course concerned. Transferred course credit is calculated in the graduating credit, but the course grade is not taken in the calculation of a student's GPA and CPGA.

"Assessment" means any form of measurement of a student's achievement in a course taken by the student (such as quiz, test, mid-semester test, assignment, coursework and so forth) as specified by the Faculty;

"Final Examination": Repealed

"Placement" means a duration where a candidature of a Medical Doctor programme is required to undergo training, as determined by the Faculty, and pass;

"Examination" means a final examination, replacement examination and special repeat examination;

"Undergraduate" means Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas Studies;

"CPGA" means cumulative grade point average obtained by a student for all the semesters that he has taken;

"CGPS" means cumulative grade point semester obtained by a student in a semester;

"Semester" means a specific period of study in a session that includes a regular semester and a short semester.

"Ordinary Semester" means a period of study in a session that contains 14 lecture weeks.

"Short Semester" means a period of study specified by the Faculty beyond the Ordinary Semester for nine weeks only;

"Review of Course Grades" means recalculation of a student's overall assessment marks (project, quiz, assignment, mid-semester examination and so forth) including answer script of the final examination;

"Senate" means Universiti Malaysia Sabah Senate;

"Session" means a period of study comprising two (2) ordinary semesters and a short semester;

"Student Information System" means information management system for student's academic activities, which is managed and supervised by the University for storing student's information;

"Programme Structure " means curriculum components and duration of study that comprise of courses that are determined for the conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas;

"Duration of Study" means a period determined for a student to fulfil all of the conditions of his study, to be conferred a degree;

"University" means Universiti Malaysia Sabah.

PART 2 – ADMISSION TO UNIVERSITY

2.1 Admission Requirement for Undergraduate Programme

- 2.1.1 (i) Candidates who wish to enrol in an undergraduate programme of study at Universiti Malaysia Sabah shall fulfil the following general conditions:
- (a) Passed the Sijil Pelajaran Malaysia (SPM) or an examination recognised as equivalent to it by the Malaysian Government;
 - (b) Obtained a credit in Bahasa Malaysia/Bahasa Melayu in the SPM Examination; and
 - (c) Passed-
 - i. the Sijil Tinggi Persekolahan Malaysia 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. the “Program Persediaan Sains Dan Teknologi” (PPST) or Science and Technology Preparation Programme at Universiti Malaysia Sabah, or the Malaysian Ministry of Education Matriculation Programme by obtaining a CGPA of at least 2.00;
 - iii. other qualifications approved by the Senate; and
 - (d) have sat for the Malaysian University English Test (MUET) and obtained at least Band 1; or
 - (e) any other conditions specified by the Senate from time to time.
- (i) The Bachelor’s Degree in Medicine and Surgery programme shall fulfil the conditions in Attachment 1.
- (ii) A candidate who wishes to enrol in a Diploma studies programme at Universiti Malaysia Sabah shall fulfil the following general conditions:
- (a) passed the Sijil Pelajaran Malaysia (SPM) examination or an examination recognised as equivalent to it by the Malaysian Government;
 - (b) a credit in Bahasa Malaysia/Bahasa Melayu in the SPM examination; and
 - (c) a pass in History in the SPM examination; and
 - (d) any other conditions specified by the Senate from time to time.
 - (e) the Diploma in Nursing program requires the fulfilment of the conditions in Attachment 2.
- 2.1.2 Regardless of the conditions as stated in Sub-regulation 2.1.1, the Senate can determine special additional requirements for admission to each programme of study including Diploma programmes.

- 2.1.3 A person who has been educated outside of Malaysia can apply to enrol in an undergraduate programme of study at the University per the conditions approved by the Senate.
- 2.1.4 The list of candidates who are offered to enrol in the undergraduate programmes of study at the University shall be endorsed by the Senate.
- 2.1.5 The Senate may, at any time, cancel the admission of a student or revoke the status of a student, if it is proven 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 registered per the regulations specified by the University will be given the status as a student.
- 2.2.2 A student will be given an 'active' status if he has registered for a course specified in the programme structure within the duration determined by the University and follows a learning process, as defined by the Faculty.
- 2.2.3 A student will be given an 'inactive' status if —
- (a) he is suspended from studying according to Regulation 3.6; or
 - (b) he defers his study following Regulation 3.4 or 3.5; or
 - (c) did not register for the course(s) within the specified duration.
- 2.2.4 A student will lose his status as a student if —
- (a) he withdraws from his study; or
 - (b) he does not register for two (2) semesters consecutively without a written permission from the University; or
 - (c) he has obtained a "Fail and Discontinue" status under Regulation 11.5; or
 - (d) he has been expelled from the University due to disciplinary action.
 - (e) a student in a Doctor of Medicine programme did not register for one session of study.
- 2.2.5 A student who has an 'inactive' status or has lost his status as a student will no longer have the right to receive any students benefits.

PART 3 – PROGRAMME STRUCTURE

3.1 Course Component

- 3.1.1 A student shall enrol in courses that consist of the University Core Courses, (including Languages and Co-curriculum), Faculty Core Courses, Programme Core Courses, Minor and/or Elective Courses.

3.2 Permitted Duration of Study

- 3.2.1 A student shall enrol in a programme of study per the duration specified by the Senate.
- 3.2.2 The specified duration of study is as follows:
- (a) A student who fails to register within the specified duration:
The prescribed length of study shall be calculated from the first date of registration, not including the period that the student failed to register;
 - (b) A student is suspended due to disciplinary action:
The specified duration of study shall be calculated from the first date of registration including the duration of suspension;
 - (c) Not guilty verdict (criminal offences):
The specified duration of study shall be calculated from the first date of registration, not including the duration of suspension due to the charges;
 - (d) Guilty verdict (criminal offences):
The specified duration of study shall be calculated from the first date of registration including the duration of suspension;
- 3.2.3 The Senate may consider extending the permitted duration of study if a student has a valid reason for an extension.

3.3 Number of Credit Hours to Graduate

- 3.3.1 A student must fulfil the following credit hours according to the study structure, as specified by the Senate:
- (a) A minimum of 120 credit hours for a Bachelor's Degree programme
 - (b) A minimum of 90 credit hours for a Diploma programme

3.4 Deferment of Study due to Health Problems

- 3.4.1 An application for the deferment of study for a semester shall be submitted to the Dean of Faculty for consideration. Approval of the postponement of study is on a 'semester-to-semester' basis and must not be more than two (2) consecutive semesters.
- 3.4.1A The deferment of study for a student who is in his 3rd and 5th Year in the Doctor of Medicine programme may be given based upon the endorsement of a certified medical practitioner for one study session.
- 3.4.1B A student who is confirmed pregnant for more than six (6) months by a Medical Doctor may apply for a deferment of study for two (2) consecutive semesters.
- 3.4.2 A student who is ill may be allowed to defer his study, based upon a recommendation from a Medical Officer from the University or a Government Hospital. In the case where a student experiences a mental disorder, a permission to defer his study is dependent on the recommendation from a medical psychiatrist. A deferment of study for a student in the Doctor of Medicine programme may be allowed, based upon the advice of a medical psychiatrist for one study session.

- 3.4.3 Parents or guardians of a student who experiences prolonged health problem may apply for a deferment of study on behalf of the student by submitting a recommendation from a Medical Officer from the University or a Government Hospital to the Dean to defer his study for a semester within a reasonable duration of time.
 - 3.4.4 After the approval for the deferment of study has been given, all courses that have been registered for that semester will be cancelled.
 - 3.4.5 If a student needs to defer his study for more than two (2) consecutive semesters, he shall refer to the University's medical board. The Senate will decide based on the recommendation given by the medical board.
 - 3.4.6 The duration of a deferment of study that is approved under Regulation 3.4 will not be considered as the duration of study that is permitted according to Sub-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 may submit a written application to the Dean of the Faculty to defer his study. However, the application for deferment of study cannot be filed after week 10. An application after the aforementioned period is only applicable to defer an examination.
 - 3.5.2 The approval of a deferment of study is not more than one (1) semester.
 - 3.5.3 If a student requires a deferment for more than one (1) semester consecutively, it shall be referred to the Senate for consideration.
 - 3.5.4 After the deferment of study has been approved, all courses that have been registered in the semester concerned will be cancelled. For a student in the Doctor of Medicine programme, the marks for all courses in the session of study involved shall be maintained while the other courses that have not been assessed shall be re-registered in the following session of study. A course that has been allocated with marks in the previous session of study must be retaken as an audit course.
 - 3.5.5 The duration of a deferment of study that is approved under Regulation 3.5 shall not be considered as a recommended study duration according to Sub-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 that includes the suspension of study under subsections 15D (1) and (7) of the University and University College Act 1971 (Act 30) shall be taken into consideration as part of the maximum permitted duration of study in order to graduate, if a student is convicted of an offence by a court.

PART 4 - REGISTRATION

4.1 Course Registration

- 4.1.1 A student shall register online all courses that are in each semester through the Integrated Student Information System (Sistem Maklumat Pelajar Bersepadu) by following the procedures specified by the University.
- 4.1.1A 3rd to 5th Year students in the Doctor of Medicine programme shall complete their course registration at the beginning of the study session, notwithstanding Sub-regulation 4.1.1.
- 4.1.2 Registration can only be performed after the examination results have been announced and it shall be endorsed in the first week of the following semester.
- 4.1.3 A student is required to print a copy of the course registration slip within fourteen (14) days after the course drop/add deadline.
- 4.1.4 If a student does not verify his course registration within the stipulated duration, the registered courses will be considered final and certified valid as the student's registration.
- 4.1.5 Repealed
- 4.1.6 All courses that have been registered for a particular semester will be cancelled, if a student has been approved to defer his study for the semester concerned under Regulations 3.4, 3.5 and 3.6.
- 4.1.7 A student who obtains a CGPA lower than 2.30 is required to discuss with the Student Academic Advisor and to obtain permission from the Dean of Faculty, prior to verifying his course registration.
- 4.1.7B Sub-regulation 4.1.7 is not applicable to a student in the Doctor of Medicine programme.

4.2 Late Registration

- 4.2.1 A student who does not abide Regulation 4.1 shall pay a fine of RM50.00 for every course that he intends to register, before obtaining approval from the Dean.
- 4.2.1A The duration that is permitted for late registration is from week two to week three only.
- 4.2.2 A student who has been barred from registering a course, due to any causes provided in this regulation or any other related regulations, is considered not registered and has deferred his study.
- 4.2.3 The status of a course deferment provided under Sub-regulation 4.2.2 will be taken into consideration within the specified duration of the study.

4.3 Total Credits Required in Each Semester

- 4.3.1 A student shall register no fewer than twelve (12) credits and not more than twenty-one (21) credits in each semester, or a total number of credits permitted by the Dean of the Faculty.
- 4.3.2 The calculation of credit limit does not involve Industrial Training/Teaching /Clinical/Practicum.
- 4.3.3 However, a student who obtains a CGPA of less than 2.30 shall take not more than fifteen (15) credit hours, unless he has obtained permission from the Dean of the Faculty.

4.4 Duration to Drop and/or Add Courses

- 4.4.1 A student who has verified his course registration in week one is allowed to drop and/or add courses during the first three (3) weeks of each semester.
- 4.4.2 A student who wishes to amend his course registration (add/drop) after the specified period, as stated in Sub-regulation 4.4.1, will be fined a minimum of RM50.00 to RM200.00 for each course to be registered (week 4 to week eight only) as follows:

No.	Lecture Week	Fine Rate
1.	Week 4	RM50.00 for each course to be registered
2.	Week 5 to 6	RM100.00 for each course to be registered
3.	Week 7 to 8	RM200.00 for each course to be registered
4.	Week 8 to 10	All applications for late registration after week eight is not permitted. Note: Examination slip will be released in week 9 and the Examination Schedule in week 10 of the lecture.

- 4.4.3 Fines are non-refundable for applications in the matter of Sub-regulation 4.4.2.

4.5 Duration for Withdrawal from a Course

- 4.5.1 The duration to withdraw from a course commences from week four to week 8 of the semester concerned.

4.6 Registration for Short Semester

4.6.1 A Short Semester may be conducted:

- (i) if a Faculty/Centre offers it in any year of study; or
- (ii) a program of study is permitted to do so.

4.6.2 A student in his/her final year is allowed to apply for a short semester in order to repeat the course that he/she has failed in the first semester of his/her final year from the Dean of the Faculty. This is only possible if the course is not offered in the final semester.

4.6.3 A Short Semester Study shall commence from the date of the end of the Final Semester Two (2) Examination for every level of study and shall be held for nine (9) weeks, including the Final Examination and without a Mid-Semester Break and Study Week.

4.6.4 Any courses may be offered in the Short Semester, which is subject to the approval of the Dean of the Faculty/Centre.

4.6.5 A student in a Short Semester shall not take more than three (3) courses or ten (10) credit hours or a specified number approved by the Faculty/Centre.

4.6.6 Registration for a Short Semester course shall be completed by or before week 14 of Semester Two (2) using the specified form/procedure.

4.6.7 A student is not permitted to make any changes to the course registration in the Short Semester. However, a student may apply to withdraw from a course until the end of week 4 and shall be recorded as Withdrawn (TD).

4.6.8 The total Student Learning Time (SLT) for a course in the Short Semester is the same as the Ordinary Semester.

4.6.9 The currently available procedure on the announcement of the examination results and the appeal for grades shall be adopted in the Short Semester.

4.6.10 A student shall pay the fees to enrol in a Short Semester, as specified by the University.

4.7 Registration for Repeated Courses

4.7.1 A student who is still within the permitted duration of the study and –

- (a) failed or received grade C- and below in the elective component courses may repeat the same course or register another course from the elective component according to the requirement of his Programme of Study; or
- (b) failed or obtained grade C- and below in one of the courses from the Centre for the Promotion of Knowledge and Language Learning and/or Co-curriculum Centre

may repeat the course that he failed or register another course to replace the course that he failed, which is subject to the new course in the same cluster;
or

- (c) obtained grade C- and below for a course and wishes to improve the course grade may register to repeat that course only.

4.7.2 The calculation of CPGA for enrolled courses will only consider the best grade, according to Sub-regulation 4.7.1.

4.8 Exemptions for Doctor of Medicine Programme

4.8.1 The Dean of the Faculty of Medicine and Health Sciences may stipulate the course registration procedure for the Doctor in Medicine programme, notwithstanding the provisions in Regulations 4.1 to 4.7, which is subject to the approval from the Senate.

PART 5 – CREDIT TRANSFER AND EXEMPTION

5.1 Application for Credit Transfer

5.1.1 A student may apply for a credit transfer if he fulfils the following conditions:

- (a) The student is enrolled in a Bachelor's Degree programme in another recognised university and is permitted by the Senate to transfer to the University; or
- (b) The student has obtained approval from the Senate to change a programme within the Faculty/Centre or between Faculties/Centres, per Regulation 7;
- (c) The student discontinued his study and subsequently resumed his study but in a different programme at the same level;
- (d) The student is enrolled in a programme at the University and at the same time is enrolled in a mobility programme at another University.

5.1.2 Credit transfer is permitted for courses that fulfil the following conditions:

- (a) For a student who transferred to the University-
 - (i) The courses that are subjected to credit transfer shall have been taken at a Bachelor's Degree or Advanced Diploma level only; and
 - (ii) Obtained at least grade C for courses taken in a Bachelor's Degree or Advanced Diploma level at his university of origin;

- (b) Students who changed a programme within the University shall obtain not lesser than grade D for the related courses;
 - (c) A mobility student who has taken courses at another University shall obtain at least grade C for the aforementioned courses.
- 5.1.3 Courses that are eligible for credit transfer shall be from Malaysian Qualifications Agency (MQA)-accredited programmes and are listed on the Malaysian Qualifications Register (MQR).
- 5.1.4 Application shall be submitted within the first four (4) weeks of semester one.
- 5.1.5 Application is only permitted for a course was taken not more than five (5) years from the time of application, and it is subject to the merit of each case.
- 5.1.6 The content of a course that was taken previously shall be at least 70% equivalent to the course that is requested for credit transfer at the University.
- 5.1.7 The total credits that are permitted for transfer are as follows:
- a. Not more than 30 per cent (about one year of study) of the total credit hours that will be taken at the University, for a student under paragraphs 5.1.1(a) and 5.1.1(d); or
 - b. Not more than two (2) years of study from the total credit hours that will be taken at the University, for students under paragraph 5.1.1(c). A student will be enrolled in the third year of his Bachelor's Degree programme; or
 - c. There is no limit for students to transfer credits for a programme of study that is taken in UMS, under paragraph 5.1.1 (b); or
 - d. Repealed
 - e. Any other total credits that are considered suitable by the Senate.
- 5.1.8 The Faculty reserves the right to approve courses that are eligible for credit transfer and is endorsed by the Senate.
- 5.1.9 Each application for a credit transfer will incur a processing fee of RM100.00, except for applications from mobility and exchange programme students in the University.
- 5.2 Application for Credit Exemption
- 5.2.1 A study may apply for credit exemptions if he fulfils the following conditions:
- i. The student has a Diploma or Degree that is recognised by the Senate;
 - ii. The student obtained at least grade C for a course from any institution of higher learning that is accepted by the Senate;

- 5.2.2 Application for credit exemption is only applicable for courses that were taken within five (5) years before the application was made.
 - 5.2.3 The number of courses that are permitted for credit exemptions shall not exceed 1/3 of the total courses that are taken at the University.
 - 5.2.4 The courses that were taken at institutions of higher learning that have been accredited by the Malaysian Qualifications Agency (MQA) and are listed in the Malaysia Qualifications Register (MQR) must be at least 70% equivalent to the courses that are requested for credit exemption from the University.
 - 5.2.5 Exempted credits will not be included in the calculation of a student's SGPA and CGPA but will be included in the credits required for graduation.
 - 5.2.6 Every application for credit exemption shall be submitted within three (3) weeks of semester one.
 - 5.2.7 Every application for credit exemption shall include evidence of equivalence with the relevant courses that are offered by the University.
 - 5.2.8 The Senate reserves the right to determine the courses that are eligible for credit exemption.
 - 5.2.9 Each application for credit exemption will incur a processing fee of RM100.00.
- 5.2A Credit Replacement for Mobility Courses
- 5.2A.1 If a course that is taken by a mobility student is not equivalent to any of the courses in the structure of his study, the aforementioned course merit may be considered to replace any courses in the structure of his study.
- 5.3 Exemption for Doctor of Medicine Programme
- 5.3.1 A student in the Doctor of Medicine programme is not eligible to apply for credit transfer.

PART 6 – COURSE EXEMPTION (REPEALED)

PART 7 – CHANGE OF PROGRAMME OF STUDY

7.1 Change of Programme of Study

7.1.1 The University may consider a student's application for:

- (a) Change of programme of study in the Faculty, which is subjected to the following conditions:
 - (i) the student is in Semester one (1) in the first year of study.
 - (ii) the approval is valid for the following semester, which is subject to the results obtained in Semester one (1) of the first year of study.
- (b) Change of programme of study between Faculties, which is subject to the following conditions:
 - (i) the student obtains the status "Fail and Discontinue" for the first time and his appeal to continue his study is approved; or
 - (ii) the student is in Semester two (2) in the first year of study on condition his application is submitted after the results of the first semester final examination is released.
 - (iii) the aforementioned approval is valid for the semester that follows.

7.1.1A A student who has been approved to change his programme of study under Sub-regulation 7.1.1 is not allowed to any further change of programme. All courses from the initial programme will not be considered in the calculation of CGPA in the new programme of study.

7.1.2 A student who has been approved to change his programme of study in the university is allowed to apply for credit transfer, which is subject to Regulation 5.1 within the first year of the new programme of study.

7.1.3 The duration of the initial programme of study is not considered as the duration of study at the university. The student is deemed as a new student in his new programme.

7.1.4 Application for change of programme of study shall be in written form and submitted within the first four weeks after the release of the examination results.

7.1.5 Each application for change of programme of study will incur a fee of RM100.00.

7.1.6 Each application shall obtain the prior consideration and endorsement of the first Faculty and subsequently the new Faculty.

PART 8 – ASSESSMENT AND EXAMINATION

8.1 Assessment

- 8.1.1 Each course conducted shall have methods of continuous assessment and/or final examination.
- 8.1.2 Assessment for each course is conducted continuously based on coursework, final examination and other forms within the semester of study, per the methods determined by the Faculty/Centre and subject to the Senate approval.
- 8.1.3 Assessment for practicum/industrial practice/academic practice/ teaching practice/ internship/ clinical placement is according to methods specified by the Faculty/Centre and is subject to the Senate approval.
- 8.1.4 For courses that are assessed based on coursework and semester final examination, coursework weighting shall not be less than 50% of the overall marks, while the weighting for the final examination shall not be less than 30% and not more than 50%. This assessment is not applicable to programmes of study that are subjected to accreditation from professional bodies.
- 8.1.5 Assessment for courses that are 100% based on coursework may be conducted subject to the Faculty/Centre approval.
- 8.1.6 Final Examination is an examination conducted at a stipulated period at the end of each semester.

8.2 Examination Requirements

- 8.2.1 The Dean may bar a student from sitting for an examination in the course concerned if the student -
 - (i) was absent from any of the assessments without valid reasons; or
 - (ii) was absent from lectures three (3) times without the consent of the Lecturer/Dean throughout that particular semester.
- 8.2.1A The Dean shall notify the student at least one (1) week before the final examination that he is barred from sitting for the final examination of the particular course.
- 8.2.1B Any student who is barred from sitting for an examination, except with valid reasons, will be awarded grade F automatically without considering coursework attainment.
- 8.2.2 The Senate may determine the procedures and regulations for the conduct of any final examination.

- 8.2.3 Without infringement on any provision under Sub-regulation 8.2.1, a student in the Doctor of Medicine programme is only allowed to sit for an examination, subject to fulfilling all study conditions including values and attitudes of the medical profession.
- 8.2.4 For students in the Doctor of Medicine programme, professional examinations are to be conducted at the end of the third year (Professional 1) and fifth year (Professional II). Only students with CGPA 3.00 and above are allowed to sit for these examinations.
- 8.2.5 Students in the Diploma of Nursing programme with CGPA 2.00 and above with 100% clinical attendance and with not less than 85% attainment in clinical logbook are eligible to sit for the professional nursing examination.

8.3 Deferment of Final Examination

8.3.1 Deferment of the final examination is permitted as follows:

- (a) A student with health problems or who faces natural disasters during the semester final examination shall apply to defer his examination to the Dean/Director of the Faculty/Centre concerned. The application shall be submitted within forty-eight (48) hours after the said examination has been conducted;
- (b) Applications related to health problems must be accompanied by a letter of confirmation by a Medical Officer from the University or a Government Hospital. Applications related to natural disasters shall be accompanied by a letter of confirmation from the Police or Village Head or PBT;
- (c) Death of parents/ grandfather/ grandmother/ husband/ wife/ children/ in-laws of student;
- (d) A student's application to defer his examination, after the period stipulated in paragraph (a) above based on valid reasons, is approved by the Vice-Chancellor;
- (e) A student's application to defer his examination, for other reasons other than those stipulated in paragraph (a) to (c), is approved by the Dean/Vice-Chancellor.

8.3.1A Deferment of examination for any course is permitted only once, except with the consent of the Vice-Chancellor.

8.3.2 Parents or guardians of a student with critical health problems during the final examination may apply on behalf of the student concerned by submitting the endorsement by a Medical Officer from the University or a Government Hospital to defer his examination to a more appropriate time.

8.3A Re-Examination

8.3.1A The University reserves the right to conduct a re-examination of any course at any time in the event of examination question leak or any other reason deemed appropriate by the University.

8.4 Replacement Examination

8.4.1 For cases of deferment as per Regulation 8.3, date(s) of the replacement examination will be determined according to case suitability.

8.4.2 If the student is still unable to attend the replacement examination on the date(s) stipulated without any valid reason. He shall be awarded grade F for the course concerned and required to re-register for the course.

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

8.5.1 A student who fails to submit his Practicum Report/ Academic Report/ Industrial Practice Report/ Teaching Practice Report/ Project Report by the specified date will be awarded grade E or Fail and required to re-register for the relevant practicum/ academic exercise/ industrial training/ teaching practice/ project.

8.6 Special Repeat Examination

8.6.1 A student who fails in one course in his final year of study may apply to sit for Special Repeat Examination for graduation, which is subject to the following conditions -

- (a) the student has a 'Pass' status (CGPA 2.00 above);
- (b) the failure in the course is not related to academic fraud;
- (c) the status is not X; and
- (d) the course concerned does not include a course without any final examination.

8.6.2 A student is required to pay a processing fee of RM100.00 for the Special Repeat Examination before sitting for the exam.

8.6.3 Special Repeat Examination is only permitted once, and the application shall be submitted within two (2) weeks from the date the examination results are announced.

8.6.4 Assessment for the Special Repeat Examination shall be 100% based on the examination concerned.

8.6.5 Results for the Special Repeat Examination is either Pass or Fail and will not alter the previous grade point.

- 8.6.6 Sub-regulation 8.6.1 until 8.6.5 are not applicable for the Doctor of Medicine programme. Repeat Examinations for students in this programme may be conducted for those who obtain a grade point of less than 3.00. For year one (1) and year two (2), repeat examinations may be conducted one month after the final examination for the year concerned. For clinical postings, repeat examinations may be undertaken in the subsequent posting or during repeat examinations conducted at the final session of the study concerned.
- 8.6.7 The Faculty of Medicine and Health Sciences may conduct repeat examinations according to its regulations, as approved by the Senate.
- 8.6.8 For year one (1) and year two (2) repeat examinations under Sub-regulation 8.6.6, assessment for grade award is 100% based on the marks of the repeat examination concerned with the maximum grade that may be awarded being grade B.
- 8.6.9 For clinical posting repeat examinations under Sub-regulation 8.6.6, assessment for grade award will take into consideration the continuous assessment of the student concerned and the result obtained will be Pass/Fail only. A student is permitted to take a clinical posting repeat examination not more than two (2) times.
- 8.6.9A For the Diploma of Nursing programme, students are only allowed to repeat once in an additional examination conducted for courses with pre-conditions. In the event of failure, a student is required to repeat the year of study.
- 8.6.10 Students who obtain a Pass under Sub-regulation 8.6.9 will be awarded a grade point of 3.00 for CGPA calculation.
- 8.6.11 Repealed.
- 8.6.12 Repeat examinations for Professional I shall be held after one month and Professional II after six months.
- 8.7 Results of Assessment and Final Examination
- 8.7.1 After the approval by the Undergraduate Committee, students will be informed of:
- (a) results for each course;
 - (b) SGPA and CGPA; and
 - (c) study status for each semester.
- 8.8 Review of Course Grades
- 8.8.1 A student is allowed to apply for a review of course grades (except for Special Repeat Examination) to the Dean/Director of the Faculty/Centre where the course is offered within two (2) weeks of the announcement of the examination results.
- 8.8.2 Every application for review will incur a processing fee of RM100.00 for each course.

- 8.8.3 An Examiners' Committee will be convened for course grade review.
- 8.8.4 The Dean/Director of the Faculty/Centre where the course is offered shall convene an Examiners' Committee consisting:
- (a) The Dean/Director of the Faculty/Centre where the course is offered as the Chairman or replaced by the Deputy Dean in charge of academic when the Dean is not able to execute his duty or when there is a conflict of interest in the paper to be reviewed;
 - (b) The Programme Head/Coordinator for the course to be reviewed;
 - (c) One (1) other member appointed by the Dean; and
 - (d) Original examiner of the course concerned;
 - (e) Administrative Officer (Academic) of the Faculty/Centre as Secretary.
- 8.8.5 The Examiners' Committee shall ensure the overall assessment of the student (projects, quizzes, assignments, mid-semester examinations, and others) including final examination answer scripts has been conducted based on the grading schemes and awarded marks consistently and accurately. Answer scripts for the course concerned will not be reassessed.
- 8.8.6 The Senate's decision on the review of course grade application is final.
- 8.9 Dean's List Award
- 8.9.1 The Dean of a Faculty may confer the Dean's List Award on a student who obtains SGPA 3.50 and above each semester in the Faculty. Subject to the student registering a minimum of 12 credit hours.

PART 9 – GRADE POINT AND STATUS

9.1 Grade and Grade Point

- 9.1.1 For any course, grade point is based on the total marks obtained in assessments and semester final examinations.
- 9.1.2 Grade and grade point for a course are awarded as follows:

MARKS	GRADES	GRADE POINTS	STATUS
80 - 100	A	4.00	Pass with Distinction
75 - 79	A-	3.67	

**UNDERGRADUATE STUDIES REGULATIONS
UNIVERSITI MALAYSIA SABAH 2014 (AMENDMENT 2018)**

MARKS	GRADES	GRADE POINTS	STATUS
70 - 74	B+	3.33	Pass with 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
-	F	0.00	
-	X	0.00	

9.1.3 The Senate may determine grades and grade points other than those listed in Sub-regulation 9.1.2 for any programme based on the requirements of the programme concerned as stipulated in Table 2.

9.1.4 Subject to the provisions under this method, students who do not complete or take part in any assessment or sit for the pre-determined final examination of a course shall be awarded grade F as overall grading for the course concerned.

9.1.5 A student who enrolls for a course but has never attended class or taken part in any assessment shall be awarded grade X with a grade point of 0.00.

9.2 No-Grade Point Status Code

9.2.1 Codes and status definitions for the no-grade point are as follows;

TL	:	Incomplete [Tidak Lengkap]
SM	:	In progress [Sedang Maju]
AU	:	Audit [Audit]
TD	:	Withdraw [Tarik Diri]
TP	:	Defer Examination [Tangguh Peperiksaan]
XX	:	Disciplinary Related (Academic) [Berkaitan Tatatertib (Akademik)]
LC	:	Pass with Distinction [Lulus Cemerlang]
L	:	Pass [Lulus]
G	:	Fail [Gagal]

9.2.2 Definitions for no-grade point Status Code are as follows:

- (a) 'TL' (Incomplete) is assigned with the consent of the Dean to students who are unable to complete at least 50% of the course requirements due to valid reasons. Students are to complete the required assignment(s) not later than two (2) weeks after the semester final examination to be eligible for a full assessment and grade;
- (b) 'SM' (In Progress) is assigned to students for any work or project that requires more than one semester to complete. No grade point is awarded; however, the credit hour for the course is to determine the overall credit hours of the semester concerned and not as a pre-requisite to graduate. Credit hours are calculated for overall credit hour determination after grades are obtained in the subsequent semester.
- (c) 'AU' (Audit) is assigned to students who register and complete audit courses.
- (d) 'TD' (Withdraw) is assigned to students who withdraw from any course.
- (e) 'TP' (Defer Examination) is assigned to students who are approved to defer their examination.
- (f) 'XX' (Disciplinary Action) is assigned to students who are subject to disciplinary action due to academic fraud. If they are found guilty, the course concerned will be awarded grade F. If they are not found guilty, the grade is to be based on marks obtained.
- (g) 'LC' (Pass with Distinction) is assigned to students who enrol for a course without any grade point. Students who obtain Pass with Distinction in the course are assigned LC grade.
- (h) 'L' (Pass) is assigned to students who enrol for a course without any grade point. Students who obtain a Pass in the course are assigned L status.
- (i) 'G' (Fail) is assigned to students who enrol for a course without any grade point. Students who obtain a Fail in this course are assigned G status.

9.3 Repeat Course Status Codes

9.3.1 Codes and definitions for repeat courses are as follows:

UG	:	1st Grade Repeat [Ulang Gred kali pertama]
UG2	:	2nd Grade Repeat [Ulang Gred kali kedua]
UG3	:	3rd and subsequent Grade Repeat [Ulang Gred kali ketiga dan seterusnya]
UM	:	1st Subject Repeat [Ulang Mata Pelajaran kali pertama]
UM2	:	2nd Subject Repeat [Ulang Mata Pelajaran kali kedua]
UM3	:	3rd and subsequent Subject Repeat [Ulang Mata Pelajaran kali ketiga dan seterusnya]
UK	:	Special Repeat [Ulangan Khas]

9.3.2 Definitions for Repeat Course status codes are as follows:

- (a) 'UG' (Grade Repeat) is assigned to students who apply to repeat a course to improve grades that are grade C- and below, except for Accountancy programmes.
- (b) 'UG2' (Grade Repeat 2) is assigned to students who apply to repeat the same UG course due to him/her still obtaining grade C- and below.
- (c) 'UG3' (Grade Repeat 3) is assigned to students who apply to repeat UG2 courses due to him/her still obtaining grade C- and below.

Note: subsequent UG status is based on courses repeated until the required grade has been achieved.

- (d) 'UM' (Subject Repeat) is assigned to students who fail (compulsory courses) or obtain SLB status (Engineering Programme courses) and are required to repeat the courses concerned.
- (e) 'UM2' (Subject Repeat 2) is assigned to students who fail or obtain SLB status (Engineering Programme courses) for the second time.
- (f) 'UM3' (Subject Repeat 3) is assigned to students who fail or obtain SLB status (Engineering Programme courses) for the third time.

Note: subsequent UM status is based on courses repeated until a Pass has been obtained.

- (g) 'UK' (Special Repeat) examination is conducted for final year students for courses failed in the final semester to graduate.

9.4 Grade Assessment Credit Codes

9.4.1 Codes and definitions of credit in grade assessment are as follows;

- KD : Registered Credit [Kredit Daftar]
- KC : Credit Exemption [Pengecualian Kredit]
- KS : Course Exemption [Pengecualian Kursus]
- KP : Credit Transfer [Pemindahan Kredit]
- KM : Deleted Credit [Kredit Mansuh]
- KL : Pass Credit [Kredit Lulus]
- KG : Fail Credit [Kredit Gagal]
- KK : Credit Count [Kredit Kira]
- KF : Cumulative Credit [Kredit Kumulatif]

9.4.2 Definitions of credit codes are as follows:

- (a) 'KD' (Registered Credit) is calculated based on the total course credit hours which are registered and assessed;
- (b) 'KC' (Credit Exemption) is calculated based on the credit hours of the credit exempted course.
- (c) 'KS' (Course Exemption): Repealed
- (d) 'KP' (Credit Transfer) is calculated based on the credit hours of the credit transfer course.
- (e) 'KM' (Deleted Credit) is calculated based on the credit hours of; -
 - i. Repeat course (UM/UG) with the original grade point substituted with the new grade point or whichever is higher; and/or
 - ii. equivalent course(s).
- (f) 'KL' (Pass Credit) is calculated based on the credit hours of courses registered, assessed and PASSED;
- (g) 'KG' (Fail Credit) is calculated based on the credit hours of courses registered, assessed and FAILED;
- (h) 'KK' (Credit Count) is calculated based on the total credit hours of courses registered in the current semester, assessed including credit transfer courses (KP) except Credit Exemption courses (KC) and courses without grade point. This credit is calculated for SGPA determination.
- (i) 'KF' (Cumulative Credit) is calculated based on the total credit hours registered and assessed including credit transfers (KP) and taking into account courses which are repeated due to failure/SLB by replacing the original grade point with the new grade point or whichever is higher/better except courses with credit exemption and courses without grade point. This credit is for CGPA calculation.

PART 10 – GRADE POINT AVERAGE

10.1 Calculation for CGPA and SGPA

- 10.1.1 All courses are considered in the SGPA and CGPA determination of students.
- 10.1.2 Courses where grades "E", "F" and "X" are obtained are also included in SGPA and CGPA determination.
- 10.1.3 For students repeating failed courses, CGPA is generated by replacing the original grade point of the course concerned with the new grade point, whichever is superior, and shall be effected without altering the SGPA for the semester of the original course. CGPA changes are reflected in the semester the repeat course is undertaken.

10.2 Grade Point Average Calculation Method

10.2.1 Calculation of SGPA is as follows;

$$\text{SGPA} = \frac{\text{Total grade point in the semester}}{\text{Total credit hours for all courses in the current semester}}$$

Definition: Total credit hours for all courses in the current semester is based on total Credit Count (KK).

10.2.2 Calculation of CGPA is as follows;

$$\text{CGPA} = \frac{\text{Total grade point for all semesters}}{\text{Total accumulated credit hours for all semesters}}$$

Definition: Total accumulated credit hours for all semesters is based on Total Cumulative Credit (KF).

PART 11 – STUDENTS' STUDY STATUS

11.1 Study Status Assigned to Students

L	:	Pass and Continue to Study [Lulus dan Terus Pengajian]
P	:	Probationary Period [Tempoh Percubaan]
LB	:	Conditional Pass [Lulus Bersyarat]
GB	:	Fail and Discontinue [Gagal dan Berhenti]

11.2 Pass

11.2.1 A student is awarded Pass status, which is subject to him obtaining CGPA 2.00 and above. For a student in the Doctor of Medicine programme, Pass status is awarded subject to him obtaining CGPA 3.00 and above in each semester and a Pass status in Professional Examination I and Professional Examination II.

11.2.2 A student awarded a Pass status is eligible to continue his programme of study.

11.3 Probationary Period

- 11.3.1 A student in the first semester of his first year of study who obtains CGPA below 2.00 shall be assigned a Probationary Period status.
- 11.3.2 A student in the first semester of his first year of study who is assigned Probationary Period status is eligible to continue his study.
- 11.3.3 Regulation 11.3 is not applicable to students in the Doctor of Medicine programme.

11.4 Conditional Pass

- 11.4.1 A student is assigned Conditional Pass (LB) status if his CGPA is between 1.00 – 1.99 in any semester throughout his programme of study but does not include the first semester of the first year of study.
- 11.4.2 A student is permitted to continue his study but only allowed to register for not more than fifteen (15) credit hours.
- 11.4.3 Notwithstanding the provision in Sub-regulation 11.4.2, the Dean may consider permitting a student to register for more than fifteen (15) credit hours. However, the total credit hours by the student for the semester concerned shall not exceed eighteen (18) credit hours.
- 11.4.4 Regulation 11.4 is not applicable to students in the Doctor of Medicine programme.

11.5 Fail and Discontinue

- 11.5.1 A student is assigned a Fail and Discontinue (GB) status when -
 - (a) CGPA below 2.00 is obtained for two (2) consecutive semesters (active semesters) regardless of whether the student had deferred his study or had his study suspended in between the two (2) semesters concerned;
 - (b) CGPA less than 1.00 is obtained in any semester of study excluding the first semester of the first year of study.
 - (c) for students in the Doctor of Medicine programme, CGPA below 2.50 excluding the first semester of study.
- 11.5.2 A student who obtains Fail and Discontinue status will lose his status and have his studentship terminated.
- 11.5.3 Students in the Doctor of Medicine programme who obtain CGPA between 2.50 and 2.99 are required to repeat their year of study and if they still fail to obtain CGPA of at least 3.00 will be awarded Fail status and have their studentship terminated.

11.5.4 Students in the Doctor of Medicine programme will be assigned Fail status and their study terminated if they fail their Professional Examination I after two repeat attempts.

11.6 Withdrawal and Termination of Study

11.6.1 A student will be assigned "Withdraw" status and his study terminated if-

- (a) he is unable to complete his study within the stipulated period.
- (b) he does not register for two (2) consecutive semesters without written permission from the University.
- (c) he withdraws from continuing his/her study.
- (d) he is expelled from the University as a disciplinary action.

11.7 Appeal for Continuation of Study

11.7.1 A student who is assigned a Fail and Discontinue status based on Sub-regulation 11.5.1, and a student who loses his status based on paragraph 2.2.4(b) may submit his appeal to the Senate according to the following conditions:

- (a) The appeal is permitted only once throughout the entire duration of the study;
- (b) The student shall pay a processing fee of RM100.00, as determined by the University;
- (c) The appeal is to be submitted within one (1) semester from the announcement date of the Fail and Discontinue status and Loss of Status;
- (d) Student's overall performance in the programme of study is at least CGPA 1.80.

11.7.2 After receiving the appeal, the Dean shall present it to the Academic Committee at the Faculty/Centre level before submitting to the Senate for consideration.

11.7.3 The Senate may, while considering the appeal of the student who has obtained a Fail and Discontinue status, -

- (a) permit the student to continue his study. The student shall register for the subsequent semester and not in the semester in which the appeal is submitted. However, the semester in which the appeal is submitted shall not be considered as part of the calculation of the maximum duration of the study and is to be deemed as Special Leave;

- (b) permit the student to continue his study by remaining in the same Programme/Faculty/Centre or transferring to other Programme/Faculty/Centre, as determined by the Senate; or
 - (c) reject the appeal.
- 11.7.4 A student may apply for credit transfer should he transfer to another Programme/Faculty/Centre subject to the relevant Procedures/Guidelines.
- 11.7.5 The Senate decision under Sub-regulation 11.7.3 is final and not subject to re-appeal.

PART 12 – ACADEMIC CONFERMENT

12.1 Conditions for the Conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas

- 12.1.1 A student must fulfil all the following conditions and requirements of the University, in order to be conferred a Bachelor's Degree with Honours, as well as the Bachelor's Degree in Medicine and Surgery.
- (a) passed all the courses and attained the total of credit hours specified according to the requirements of the Faculty/Centre, as approved by the Senate within the duration specified;
 - (b) obtained a CGPA of at least 2.00;
 - (c) completed a minimum duration specified for his programme of study;
 - (d) only students whose University's MUET entry levels are Band 1 and 2 must pass the MUET with at least Band 3 or an average Grade C in his English courses; and
 - (e) for a student in the Doctor of Medicine programme, the passing level is conferred for a CGPA of 3.00 and above in every semester and has passed the Professional I and II examinations; and
 - (f) approved by the Senate.
- 12.1.2 A student must fulfil the following conditions and requirements of the University, in order to be conferred a Diploma:
- (a) passed all the courses and attained the total credit hours specified according to the requirements of the Faculty/Centre, as approved by the Senate within the duration specified; and
 - (b) obtained a CGPA of 2.00; and

- (c) completed a minimum duration specified for his programme of study; and
- (d) approved by the Senate.

12.2 Aegrotat and Posthumous Academic Conferment

12.2.1 For the definition of this regulation –

- (a) An aegrotat (Compassionate Award) academic conferment means the offering of a complete status and academic conferment without distinction of class to a student who has a permanent disability.
- (b) The posthumous academic conferment means the offering of a complete status and academic conferment without distinction of class to a student who has passed away.

12.2.2 A student may be given a status of completion through Aegrotat or Posthumus (TA), which is subject to the following conditions:

- (a) Obtained a 'Pass' status in the final semester before his death or permanent disability;
- (b) Passed at least 75% of the total credit hours for his programme of study.

12.2.3 The Senate may grant an exemption to the conditions specified in sub-regulation 12.2.2.

12.3 Academic Conferment

12.3.1 A student who is eligible to be conferred a Bachelor's Degree with Honours is given a level of academic achievement following 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 Sub-regulation 12.3.1 is not applicable to students in the Doctor of Medicine programme, and the students in the Doctor of Medicine programme are eligible to be conferred a Bachelor's Degree in Medicine and Surgery.

12.3.3 Students are eligible to be conferred a Diploma by fulfilling the following conditions:

- (a) Obtained a CGPA of at least 2.00;
- (b) Passed all the courses required by his programme of studies;
- (c) Fulfilled all the conditions and requirements of the university; and
- (d) Approved by the Senate.

PART 13 – PROVISION FOR EXEMPTION AND TRANSITION

13.1 Interpretation

13.1.1 In this Part –

“Repealed Regulations” means ‘Regulations for Undergraduate Studies’ which have been repealed under Sub-regulation 1.2.1.

“Dates specified” means the dates on which these regulations are effective.

13.2 Legality of the University’s Actions

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

13.3 Unaffected Rights of the University’s Authorities and Officers

13.3.1 All rights, privileges, liabilities, duties and obligations of the Authorities and Officers of this University under the repealed regulations shall, on the date 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 undertakings were given by, and unresolved matters before the University’s Authorities and Officers under the repealed regulations shall be executed or continued on the date specified, according to whichever is relevant, before the University’s Authorities and Officers under this regulations.

13.3.3 All existing liabilities that have been undertaken by, or on behalf of, or for the University’s Authorities and Officers under the repealed regulation shall, on the date specified, be enforced upon the University’s Authorities and Officers under this regulation.

13.4 Delegation of Powers

13.4.1 All powers delegated under the repealed regulation shall, on the date specified, insofar as the delegation is in accord with this regulations, be regarded as being 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 shall continue to be effective 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 University Students

- 13.6.1 A student who has been accepted for admission, before the date specified, to enrol in a study course at the University under the repealed regulations and, on the date specified, is still enrolled in the study course shall be considered as having been accepted on the date specified for admission under this regulation.

PART 14 – GENERAL

- 14.1 This regulation and all interpretations pertained to it that have outlined by the Senate will be effective immediately.
- 14.2 Any further guidelines, manuals and regulations of implementation shall be made under any provisions of this regulation and shall be adhered.
- 14.3 However, the Senate reserves the right to amend the regulation occasionally whenever necessary.
- 14.4 The Senate has the power to occasionally permit any exemptions that are considered appropriate from the needs of this regulation.

TABLE 1
(SUB-REGULATION 3.2.1)

No	Programme	Prescribed Duration of Studies	Details
1.	Diploma Programme (Full time)	Five (5) to six (6) semesters.	
2.	Undergraduate Programme (Full time)	Six (6) to eight (8) semesters for three-year programmes.	
		Six (6) to ten (10) semesters for three-year programmes.	Only applicable to three-year programmes at: (a) The Faculty of Business, Economy and Accounting (b) The Faculty of Humanities, Arts and Heritage
		Eight (8) to twelve (12) semesters for four-year programmes.	
		Eight (8) to twelve (12) semesters for four-year programmes.	Only applicable to Psychology and Counseling Programme at the Faculty of Psychology and Education
		Five (5) to seven (7) years	Doctor of Medicine Programme at the Faculty of Medicine and Health Sciences
3.	Post-Diploma	A minimum duration of studies is five (5) semesters	
4.	Diploma/ Undergraduate Programme (Off Campus)	Does not exceed sixteen (16) semesters	

**TABLE 2
(SUB-REGULATION 9.1.3)**

FACULTY OF ENGINEERING

- i. Grades and grade points assigned to a course in the Bachelor of Engineering programme are shown as follows:

MARKS	GRADES	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	Subject with Conditional Pass
35-39	D	1.00	
0-34	E	0.00	Fail
-	F	0.00	

- ii. A student with 'Subject with Conditional Pass' (CPS) and 'Fail' status is required to repeat the course concerned.
- iii. The marks and status for the Industrial Training for the Engineering programmes are as follows:
- a. The Status of Assessment are as follows:

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

- b. The elements of assessment are as follows:

No	Marks	Explanation
1	Pass with Distinction	90% and above marks: i. An excellent performance report from the Industry Supervisor and Academic Assessor. ii. Submitted the Daily Log Book to the Industry Supervisor for checking and has been signed. iii. Submitted the Technical Report and Daily Log Book to the Academic Assessor.
2	Pass	50%-89% marks: i. A satisfactory performance report from the Industry Supervisor and Academic Assessor. ii. Submitted the Daily Log Book to the Industry Supervisor for checking and has been signed.

**UNDERGRADUATE STUDIES REGULATIONS
UNIVERSITI MALAYSIA SABAH 2014 (AMENDMENT 2018)**

No	Marks	Explanation
		iii. Submitted the Technical Report and Daily Log Book to the Academic Assessor.
3	Fail	49% and below failed marks: i. Failed to report for duty at the Organisation during the duration Industrial Training; ii. A poor performance report from the Industry Supervisor. iii. Did not submit the Technical Report to the Industry Supervisor and the Academic Assessor. iv. Did not undergo the required duration of the Industrial Training. v. Did not obtain approval from the Industry Supervisor or Academic Assessor for specific reasons.

- iv. Grades and grade points assigned to a course in the Diploma of Engineering programme are shown as follows:

MARKS	GRADES	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	Subject with Conditional Pass
35-39	D	1.00	
0-34	E	0.00	Fail

FACULTY OF COMPUTING AND INFORMATICS

- i. The marks and status for Industrial Training for two programmes namely HC00 and HC05 until the intake of the Session 2015/2016 cohort are as follows:

- a. Status of Assessment are as follows:

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

- b. The elements of assessment are as follows:

No	Marks	Explanations
1	Pass with Distinction	90% and above marks: i. An excellent performance report from the Industry Supervisor and Academic Assessor.

**UNDERGRADUATE STUDIES REGULATIONS
UNIVERSITI MALAYSIA SABAH 2014 (AMENDMENT 2018)**

No	Marks	Explanations
		<ul style="list-style-type: none"> ii. Submitted the Daily Log Book to the Industry Supervisor for checking and has been signed. iii. Submitted the Technical Report and Daily Log Book to the Academic Assessor.
2	Pass	50%-89% marks: <ul style="list-style-type: none"> i. A satisfactory performance report from the Industry Supervisor and Academic Assessor. ii. Submitted the Daily Log Book to the Industry Supervisor for checking and has been signed. iii. Submitted the Technical Report and Daily Log Book to the Academic Assessor.
3	Fail	49% and below failed marks: <ul style="list-style-type: none"> i. Failed to report for duty at the Organisation during the duration Industrial Training; ii. A poor performance report from the Industry Supervisor. iii. Did not submit the Technical Report to the Industry Supervisor and the Academic Assessor. iv. Did not undergo the required duration of the Industrial Training. v. Did not obtain approval from the Industry Supervisor or Academic Assessor for specific reasons.

FACULTY OF ECONOMIC, BUSINESS AND ACCOUNTING

- i. Grades and grade points assigned to a course in the Accounting programme (courses with BP Code) are shown as follows:

MARKS	GRADES	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	Fail
40-44	D+	1.33	
35-39	D	1.00	
0-34	E	0.00	
-	F	0.00	

- ii. Grades and grade points allocated in the table above are meant explicitly for Core Courses in the Accounting programme, and they apply to students majoring in the Accounting programme.

FACULTY OF MEDICINE AND HEALTH SCIENCES

- i. Grades and grade points assigned to a course in the Doctor of Medicine programme for the final semester examination and clinical attachment examination are shown as follows:

MARKS	GRADES	GRADE POINTS	STATUS
80 - 100	A	4.00	Pass with Distinction
75 - 79	A-	3.67	
70 - 74	B+	3.33	Pass
65 - 69	B	3.00	
60 - 64	B-	2.67	Fail
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	

- ii. Grades and grade points assigned to the Professional I and II Examinations for the Doctor of Medicine programme are shown as follows:

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

- iii. Grades and grade points assigned to a course for the Diploma in Nursing programme are shown as follows:

MARKS	GRADES	GRADE POINTS	STATUS
80 - 100	A	4.00	Pass with distinction
75 - 79	A-	3.67	
70 - 74	B+	3.33	Credit
65 - 69	B	3.00	
60 - 64	B-	2.67	Pass
55 - 59	C+	2.33	
50 - 54	C	2.00	
45 - 49	C-	1.67	Fail

MARKS	GRADES	GRADE POINTS	STATUS
40 - 44	D+	1.33	
35 - 39	D	1.00	
0 - 34	E	0.00	

APPENDIX 1

(SUB-REGULATION 2.1.1)

Admission Conditions for Undergraduate Programmes

A candidate intending to enrol in a Doctor of Medicine study programme at Universiti Malaysia Sabah shall fulfil the following conditions:

A. MINIMUM REQUIREMENTS FOR MATRICULATION/ FOUNDATION/ STPM

Obtained at least Grade B+ (3.33) at the Matriculation/ Science Foundation level in the following subjects:

- Chemistry
- Biology

And

Obtained at least Grade B (3.00) at the Matriculation/ Science Foundation level in the following subjects:

- Physics/ Mathematics (M) / Mathematics (T)

And

Obtained at least Grade B in the SPM examination for the following subjects:

- Biology
- Chemistry
- Physic
- Mathematics / Additional Mathematics
- One other subject

And

Obtained at least a Credit (Grade C) in the SPM examination for the following subject:

- English

And

Obtained at least Band 3 in the Malaysian University English Test (MUET)

And

Passed the test and interview as specified by the University.

OR

B. SPECIAL CONDITIONS FOR DIPLOMA/ A-LEVEL/ INTERNATIONAL BACCALAUREATE (IB) PROGRAMMES

Fulfil the minimum required conditions as specified by the Malaysian Medical Council MMC (2013)

Possess an International Baccalaureate (IB) with a minimum score of 30 points in 2 Science or Mathematics subjects at Higher Level (HL) and one Science subject at a Standard Level (SL);

And

Obtained at least Score 4 in

- Biology and
- Chemistry and
- Physics / Mathematics / Additional Mathematics

Or

Possess a General Certificate of Education GCE A-Level qualification with at least Grades BBB, ABC and AAC in the following three (3) subjects:

- Biology
- Chemistry
- Physics / Mathematics

And

Obtained at least Grade B in the SPM examination for the following subjects:

- Biology
- Chemistry
- Physics
- Mathematics / Additional Mathematics
- One other subject

And

Obtained at least a Credit (Grade C) in the SPM examination for the following subject:

- English

And

Obtained at least Band 3 in the Malaysian University English Test (MUET)

And

Passed the test and interview as specified by the Faculty.

APPENDIX 2

(SUB-REGULATION 2.1.1)

Admission Conditions for Diploma of Nursing Programme

The application is open to Malaysian citizens only who must be at least 17 years old at the time of application and fulfils the following conditions:

General Conditions

Passed the Malaysian Education Certificate (SPM) / equivalent with at least five (5) credits or equivalent.

Programme's Special Conditions

Compulsory to obtain credit in the following subjects:

- Bahasa Melayu/Bahasa Malaysia at the SPM level/equivalent;
- Mathematics (Additional Mathematics or Modern or Elementary); and

Credit in ONE of the following subjects:

- General Science
- Biology
- Chemistry and a pass in Biology
- Physics and a pass a Biology; and

Obtained at least 2 more credits in other subjects; and

Passed English (priority is given to candidates who obtained credit in English)

Additional Conditions

- Open to male and female candidates;
Possess good physical and mental health, and do not have any form of disabilities that could hinder the candidate from performing his duties as a nurse upon completing the training;
AND

Passed the screening test and interview as specified by the University.

Transformation towards
UNIVERSITY
INDUSTRY 4.0



**ACADEMIC SERVICES DIVISION
UNIVERSITI MALAYSIA SABAH
JALAN UMS, 88400
KOTA KINABALU, SABAH**

**www.ums.edu.my
bpa.ums.edu.my**