



UMS
UNIVERSITI MALAYSIA SABAH

UNDERGRADUATE STUDIES REGULATIONS UNIVERSITI MALAYSIA SABAH 2014

(AMENDMENTS YEAR 2021)

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UNDERGRADUATE STUDIES REGULATIONS

UNIVERSITI MALAYSIA SABAH 2014

These Regulations are to serve as guidelines in the coordination, management, supervision and administration of academic affairs for programmes of study leading to the conferment of the Bachelor's Degree and Doctor of Medicine Degree offered by Universiti Malaysia Sabah and other related matters.

To exercise the power vested under Section 37 Universiti Malaysia Sabah Constitution (P.U.(A)460/2010), the Board after recommendations by Senate hereby outlines the following Regulations:

PART 1 - PRELIMINARY

1.1 Brief Titles, Enforcement and Commencement of Application

- 1.1.1 These Regulations shall be termed as Universiti Malaysia Sabah Undergraduate Studies Regulations and effective on the date set by the Senate.
- 1.1.2 These Regulations are applicable for programmes of study which lead to the conferment of the Bachelor's degree and Doctor of Medicine degree.

1.2 Rescindment

- 1.2.1 The Undergraduate Studies Regulations approved by the Senate and subsequent amendments made before the effective date of the implementation of the Universiti Malaysia Sabah Undergraduate Studies Regulations are hereby rescinded.

1.3 Definitions

- 1.3.1 Under these Regulations –

"Act" refers to the University and University College Act 1971 [Act 30];

"Special Leave" : Rescinded;

"Faculty" refers to Faculties, Academies, Schools, Centres or Institutes in University that offer academic courses where students are enrolled in for the duration of their studies in University;

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

"Posthumous Degree" : Rescinded;

"Academic Dishonesty" refers to any offence committed by students under Regulation 6 (Prohibitions on Plagiarism) and Regulation 8 (Offences during Examinations) under Universiti Malaysia Sabah Regulations (Student Discipline) 1999 [P.U (A) 210/1999];

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

“Audit Course” refers to any course that students enrol in but the credit hours for that particular course are not considered in the examination results and are not included in the overall credit hours to graduate;

“Equivalent Course” refers to any study course that is identified by Faculty as of equivalent level with any other study course by taking into consideration the said course is 80% similar in content and teaching hour with any other study course;

“Elective Course” is moved to Part Three (3) Programme Structure;

“Major Course” is moved to Part Three (3) Programme Structure;

“Minor Course” is moved to Part Three (3) Programme Structure;

“University Core Course” is moved to Part Three (3) Programme Structure;

“Faculty Core Course” is moved to Part Three (3) Programme Structure;

“Programme Core ” is moved to Part Three (3) Programme Structure;

“Credit” refers to measurement of load value based on total number of hours taken by students to achieve a particular set of learning outcomes. One (1) credit unit is equivalent to 40 student learning hours (JBP) or Student Learning Time (SLT) equal to one semester of study;

“Inbound Mobility” refers to students from other universities who register in UMS;

“Outbound Mobility” refers to UMS students who register in other universities;

“Student” refers to registered students, except students in other learning institutions associated with the University, who are enrolled in study courses, teaching, training or research in any matters at undergraduate level in, by or from University and including distant learning, off-campus, exchange and mobility;

“Student Academic Advisor” refers to teachers appointed by Faculty Deans to undertake duties related to guiding students in academic matters for the duration of their study;

“Deferment of Study” refers to the deferment of a student’s study due to specific reasons. This duration is not considered as part of their study duration in University;

“Credit Transfer” : Rescinded;

“Credit Exemption” : Rescinded;

“Course Exemption” : Rescinded;

“Assessment” refers to any form of measurement of student achievement for courses they are enrolled in (whether in the form of quizzes, tests, mid-semester tests, assignments, coursework or others) as set by the Faculty;

“Clinical Placement” refers to a period whereby students in the Doctor of Medicine programme are required to undergo training as determined by the Faculty and pass;

“Examination” refers to final examinations, replacement examinations and special repeat examinations;

“Final Examination” refers to examinations conducted at pre-determined periods at the end of each semester;

“Credit Transfer” refers to transfer of credit from a lower level of qualification to a higher level of qualification (vertical) or transfer of credit from another programme on the same level of qualification (horizontal). Transfer of credit must be based on course mapping (subject to subject mapping);

“CGPA” refers to the cumulative grade point average obtained by students for all semesters they have been enrolled in;

“GPA” refers to the grade point average obtained by students for a particular semester;

“Undergraduate” refers to the Bachelor’s Degree Programme and Doctor of Medicine Programme;

“Semester” refers to the specific study duration in a session which comprise of ordinary semesters and short semesters;

“Subsequent Semester” refers to the subsequent semester which is in sequence to the previous semester the students were enrolled in;

“Ordinary Semester” refers to the duration of study in a particular session with 14 weeks of lecture;

“Short Semester” refers to a duration of study determined by Faculty as outside of the Ordinary Semester for a period of nine (9) weeks only;

“Review of course grade” refers to the re-tabulation of overall marks of student assessment (projects, quizzes, assignments, mid-semester examinations and others) including final examination answer scripts;

“Senate” refers to Universiti Malaysia Sabah Senate;

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

“Student Information System” refers to the student academic activity management portal system and managed by the University for the purpose of student information storage;

“Programme Structure” refers to the curriculum components and study duration containing the determined courses for the purpose of conferment of the Bachelor’s Degree and Doctor of Medicine Degree;

“Study Duration” refers to the set duration for students to fulfil all study requirements for the purpose of conferment of degree;

“Universiti” refers to Universiti Malaysia Sabah.

PART 2 – UNIVERSITY ENTRY

2.1 Conditions for Entry into Undergraduate Programme

2.1.1 (i) Candidates wishing to enrol into Bachelor's Degree programmes in Universiti Malaysia Sabah must fulfil the following general conditions:

- (a) Pass Sijil Pelajaran Malaysia (SPM) or other examinations deemed equivalent by the Government of Malaysia; and
 - (b) obtain credit in Bahasa Malaysia/Bahasa Melayu in SPM and pass History from 2013; and
 - (c) pass:
 - 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 Preparatory 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 Senate; and
 - (d) have sat for the Malaysian University English Test (MUET) and obtained at least Band 2 ; or
 - (e) Any other conditions determined by Senate from time to time.
- (ii) For the Doctor of Medicine degree programme, conditions as specified in **Table 1** must be fulfilled.
- (iii) Rescinded.
 - (a) Rescinded.
 - (b) Rescinded.
 - (c) Rescinded.
 - (d) Rescinded.
 - (e) Rescinded.
- (iii) International students must fulfil entry requirements as specified in **Table 2**.

2.1.1A Special conditions for programmes may be referred to in Guidelines on Entry into UMS Undergraduate Programmes currently in force.

2.1.2 Regardless of the specifications in sub-regulation 2.1.1., Senate may determine on additional special conditions for entry into each programme of study.

- 2.1.3 Any person who obtained their education outside of Malaysia may apply to enrol in undergraduate study programmes in University based on the conditions approved by Senate.
- 2.1.4 List of candidates offered to pursue undergraduate study in University is to be verified by Senate.
- 2.1.5 Senate may at any time revoke any student entry offer or revoke student status in the event that it is proven the applicant or student has submitted false documentation or information.

2.2 Status of Student

- 2.2.1 Candidates who have registered according to methods determined by University will be accorded Student status.
- 2.2.2 Students will be accorded active status if they register for courses specified in the programme structure in the duration determined by the University and participate in the learning process specified by Faculty.
- 2.2.3 Students will be accorded Inactive status if:
 - (a) they are suspended from studies according to Regulation 3.6; or
 - (b) they defer studies according to Regulation 3.4 or 3.5; or
 - (c) they do not register for courses within the specified period; or
 - (d) they have exceeded the maximum duration of study.
- 2.2.4 Students will lose their Student status if:
 - (a) they withdraw from their studies; or
 - (b) they do not register for two (2) consecutive semesters without written approval from University; or
 - (c) they obtain "Fail and Terminated" status under Regulation 11.5; or
 - (d) they are terminated from University due to disciplinary action; or
 - (e) Rescinded.
- 2.2.5 Students who obtain Inactive status or lose their Student status will no longer receive privileges as students.

PART 3 – PROGRAMME STRUCTURE

3.1 Course Components

3.1.1 Students are required to take courses comprising University Core Courses (including Languages and Co-Curriculum with Credit), Discipline Core Courses, Programme Core Courses, Major/Minor Courses and/or Elective Courses.

- (a) **“Major Course”** refers to programme of study area of specialisation courses determined for a particular programme of study in Faculty;
- (b) **“University Core Course”** refers to courses that are offered and at University level and compulsory for all students to pass to fulfil conditions for the conferment of Bachelor’s Degree and Doctor of Medicine Degree;
- (c) **“Faculty Core Course”** refers to basic courses offered and determined at Faculty level and compulsory for all Faculty students to pass to fulfil the conditions for the conferment of Bachelor’s Degree and Doctor of Medicine Degree.
- (d) **“Discipline Core Course”** refers to basic courses offered and determined at Faculty level and compulsory for all students according to discipline to pass to fulfil conditions for the conferment of the Bachelor’s Degree and Doctor of Medicine Degree.
- (e) **“Programme Core Course”** refers to basic courses offered and determined at programme of study level and compulsory for all students in that particular programme to pass to fulfil conditions for the conferment of the Bachelor’s Degree and Doctor of Medicine Degree.
- (f) **“Minor Course”** refers to second concentration courses that students may register for from any Bachelor’s Degree programme in University as determined by Faculty;
- (g) **“Elective Course”** refers to courses of choice offered at programme level as determined by Faculty;

3.1.1A Course offerings are based on prospectuses according to study cohort.

3.2 Permitted Duration of Study

3.2.1 Students are required to enrol in programmes of study according to the duration determined by Senate in **Table 3**.

3.2.1A Minimum duration to complete programme of study including students with Credit Transfer is specified in **Table 3**.

3.2.2 Duration of study is as follows:

- (a) Rescinded.
- (b) Rescinded.

- (b1) Duration of study is deemed as commencing from date of first registration including period of deferment of study due to failure to register within the permitted registration period or suspension of study due to disciplinary action by University.
- (c) Not Guilty verdict (criminal offence):
Duration of study is **deemed** as commencing from date of first registration **not including period of suspension of study due to said charge**;
- (d) Guilty verdict (criminal offence):
Duration of study is **deemed** as commencing from date of first registration **including period due to said charge**;

3.2.2A Statutes that are taken into consideration during duration of study are as follows:

- (a) Active Study;
- (b) Under Deferred Status;
- (c) Disciplinary;
- (d) Outbound Mobility;
- (e) Mod 2u2i; and
- (f) Approved by Senate.

3.2.2B Statutes that are not taken into consideration during duration of study are as follows:

- (a) Fail and drop out.
- (b) Under terminated status.
- (c) Expiry of permitted duration of study.

3.2.3 Senate may consider extensions of duration of study in the event that students are able to provide valid reasons.

3.3 Total Credit Hours to Graduate

3.3.1 Total credit hours according to programme structure determined by Senate is as follows:

- (a) Minimum 120 credit hours for Bachelor's Degree programmes.
 - (a1) Subject to requirements by Professional Bodies.
- (b) Rescinded.

3.4 Deferment of Study due to Health Issues

- 3.4.1 Application for deferment of study for any semester is to be submitted to Faculty Dean for consideration. Approval for deferment of study is on a semester-to-semester basis and not exceeding two (2) consecutive semesters.
- 3.4.1A For Doctor of Medicine programme students in Year 3 to Year 5, deferment of study may be approved based on certification by certified medical practitioners, for one session of study.
- 3.4.1B Students who are confirmed as more than six (6) months pregnant by a Doctor of Medicine may apply for deferment of study for a period of two (2) consecutive semesters in one application.
- 3.4.2 Students with health issues may be permitted to defer their study subject to certification by Medical Officers of the University or Government Hospitals. In cases where students are suffering from mental afflictions, permission for deferment of study is subject to certification by psychiatric specialists. For students in the Doctor of Medicine programme, deferment of study may be permitted based on certification by psychiatric specialists for a period of one session of study.
- 3.4.3 Parents or guardians of students with prolonged health issues may apply on their behalf by submitting proof/ evidence of certification by Medical Officers of the University or Government Hospitals to the Dean of the student's Faculty to defer study for a particular semester within a reasonable period.
- 3.4.4 When approval for deferment of study is granted, all courses which have been registered for that particular semester will be voided.
- 3.4.5 In the event that students require deferment of study exceeding two (2) consecutive semesters, this matter is to be referred to the Medical Board of the University. Senate will present their decision based on the recommendations of the Medical Board.
- 3.4.6 Duration of deferment of study permitted under Regulation 3.4 is not taken into consideration as the permitted duration of study according to sub-regulation 3.2.1. and 3.2.2.

3.5 Deferment of Study apart from Health Issues

- 3.5.1 Students with issues apart from those specified in regulation 3.4 may apply in writing to the respective Faculty Dean for deferment of study but this application is **not permitted after week 10**. Any application after this period is only for the purpose of deferment of examinations.
- 3.5.2 Approval for deferment of study is for not more than one (1) semester only.

- 3.5.3 In the event that students require deferment of study exceeding one (1) consecutive semesters, this matter is to be referred to the Undergraduate, Diploma and Foundation Committee for consideration.
- 3.5.4 Upon approval of deferment of study, all courses which have been registered for that particular semester will be voided.
- 3.5.5 Duration for deferment of study permitted under regulation 3.5 is not taken into consideration as the permitted duration of study according to sub-regulation 3.2.1 and 3.2.2.

3.6 Suspension of Study under Section 15D AUKU

- 3.6.1 Duration of semester implicated in the suspension of study under sub-section 15D (1) and (7) University and University College 1971 (Act 30) is to be considered as part of the permitted maximum duration of study to graduate, in the event that said student is convicted by the courts.

PART 4 - REGISTRATION

4.1 Course Registration

- 4.1.1 Students are to register all courses taken each semester online through the Integrated Student Information System according to procedures determined by the University.
- 4.1.1A Rescinded.
- 4.1.2 Registration may only be done after the announcement of examination results and must be confirmed in the first week of the following semester.
- 4.1.3 Students are to print out course registration slip within 14 days after the deadline for course drop/add.
- 4.1.4 In the event that students do not confirm their course registration within the set period, all courses which have been registered will be deemed as final and certified as their registration.
- 4.1.5 Rescinded.
- 4.1.6 All courses which have been registered in any one semester will be voided in the event that a student has been approved for deferment of study in that particular semester under regulation 3.4, 3.5 and 3.6.
- 4.1.7 Students with CGPA below 2.30 are to discuss with their Student Academic Advisors and obtain permission of Faculty Dean before they confirm their course registration.
- 4.1.7B Sub-regulation 4.1.7 does not apply for students in the Doctor of Medicine programme.

4.2 Late Registration

- 4.2.1 Students who do not adhere to regulation 4.1 are required to pay a penalty of RM50.00 for each course they wish to register before they can obtain the approval of the Dean.
- 4.2.1A Permitted period for late registration is from week 2 to week 3 only.
- 4.2.2 Students who are unable to do course registration, on whatever grounds specified in this regulation or any other related regulation, will be deemed as not registering and considered as deferring their study.
- 4.2.3 Deferment of study status granted based on sub-regulation 4.2.2 will be considered in the set duration of study.

4.3 Total Credits Required for Each Semester

- 4.3.1 Students are to register for a minimum of twelve (12) credit hours and maximum twenty (20) credit hours each semester or a credit total permitted by Faculty Dean (PPIB/PKPP courses require the approval of Dean of PPIB/ Director of PKPP).
- 4.3.2 Credit limit count does not include Industrial Training/ Teaching/ Clinical/ Practicum courses.
- 4.3.2A Credit limit count is subject to the requirements of Professional Bodies.
- 4.3.3 However, students with CGPA below 2.30 are required to take not more than fifteen (15) credit hours except with the permission of Faculty Dean (PPIB/PKPP courses require the approval of Dean of PPIB/ Director of PKPP).

4.4 Drop/Add Course Period

- 4.4.1 Students who have confirmed their course registration in the first week, may proceed to drop and/ or add courses with in the first three (3) weeks of each semester.
- 4.4.2 Students wishing to do any change in course registration (add/ drop) after the period stipulated in sub-regulation 4.4.1 will be imposed a penalty for each course that is registered/ dropped (week four to week 8 only) as stated in **Table 4**.
- 4.4.3 Penalty monies is non-refundable for sub-regulation 4.4.2 applications.

4.5 Withdrawal from Course

- 4.5.1 Period for withdrawal from course commences from week 4 to week 9 of the particular semester.

4.6 Short Semester Registration

- 4.6.1 Short Semesters may be conducted if:
 - (i) offered by Faculties in any year of study; or
 - (ii) a programme of study is permitted to conduct short semesters.
- 4.6.2 Final Year students may apply for approval from Faculty Dean to have short semesters in the final year of study for the purpose of conducting courses which have not been taken or failing not more than nine (9) credit hours as requirements to graduate.

- 4.6.3 Short Semester study is to commence from end date of Final Semester Two (2) Examination in each level of study and conducted for a period of nine (9) weeks inclusive of Final Examination with no Mid-Semester Break and Revision Week.
- 4.6.4 Any course may be offered during Short semesters subject to Faculty approval.
- 4.6.5 Total number of courses which students may enrol in for Short Semesters should not exceed three (3) courses or ten (10) credit hours or a total approved by Faculty.
- 4.6.6 Short Semester course registration is to be made on or before week 14 in Semester Two (2) by filling in forms/prescribed methods.
- 4.6.7 Students are not permitted to transfer their course registration in Short Semesters. However, students may apply to withdraw from courses until week four (4) and this will be recorded as Withdrawal (TD).
- 4.6.8 Student Learning Hour (JBP) total for courses during Short Semester is similar to Ordinary Semesters.
- 4.6.9 Existing procedures on announcement of examination results and grade result appeal are applicable for Short Semesters.
- 4.6.10 Students are required to pay fee rates set by the University to join Short Semesters.

4.7 Repeat Course Registration

- 4.7.1 Students who are still within their permitted period of study and:-
 - (a) fail or obtain grade C- and below in their elective component course may repeat the same course or register for other courses in the elective component according to the requirements of their Programme of Study; or
 - (b) fail or obtain grade C- and below in any course in Centre for the Promotion of Knowledge and Language Learning (PPIB) and/ or Centre for Co-Curriculum may repeat these courses or register for other courses to replace the courses they have failed subject to the new courses being within the same cluster; or
 - (c) obtain grade C- and below for courses which they have taken and wish to improve their course grade may register to repeat that particular course only.
 - (d) fail University/ Discipline Core and Programme Core/ Specialisation courses and compulsory to repeat.

4.7.2 CGPA calculation for these courses is according to sub-regulation 4.7.1 and will take into consideration the best grades only.

4.8 Exemption for Doctor of Medicine Programme

4.8.1 Without taking into consideration any provisions in regulation 4.1 to 4.7, the Dean of the Faculty of Medicine and Health Sciences may determine procedures for course registration for the Doctor of Medicine programme subject to Senate approval. Procedures for Doctor of Medicine Programme Registration are as specified in **Table 5**.

PART 5- CREDIT TRANSFER AND CREDIT EXEMPTION (RESCINDED)

Details on Credit Hour Transfer are as specified in Table 6: Guidelines on Credit Hour Transfer

PART 6 – COURSE EXEMPTION (RESCINDED)

PART 7 – CHANGE OF PROGRAMME OF STUDY

7.1 Change of Programme of Study

7.1.1 University may consider a student's application for:

(a) change of programme of study in Faculty on condition that:

- (i) Student is in Semester one (1) in their first year of study.
- (ii) This permission is effective in the following semester subject to results of Semester One (1) in the first year of study.
- (iii) Subject to approval of Faculty Dean.

(b) change of programme of study between Faculties on condition that:

- (i) Student has obtained "Fail and Terminated" status for the first time and their appeal to continue study is approved; or
- (ii) Student is in Semester two (2) in first year of study on condition that application is made after the release of final examination results.
- (iii) Approval for change of programme of study is subject to general and special conditions that are applied for.
- (iv) Approval will take effect in the subsequent semester.
- (v) Subject to approval by Undergraduate, Diploma and Foundation Committee.

7.1.1A Students who have been approved to change their programme of study as specified in sub-regulation 7.1.1 are not permitted to change again to other programmes and all courses from the original programme are not to be considered in the calculation of CGPA in the new programme of study.

7.1.2 Students who have been permitted to change their programme of study in University may apply for credit transfer subject to Guidelines on Credit Hour Transfer within the first year period of the change of programme of study.

7.1.3 Duration of the original programme of study is not considered as the duration of study in University. Students are considered as new students in their new programmes.

7.1.4 Application for change of programme of study is to be submitted officially according to requirements of the University within the first (1) to fourth (4) week after the release of examination results.

- 7.1.5 A fee of RM100.00 will be imposed for each application for change of programme of study.
- 7.1.6 Each application should obtain prior consideration and certification from the original Faculty and subsequently new Faculty.

PART 8 – ASSESSMENT AND EXAMINATION

8.1 Assessment

- 8.1.1 Each course that is conducted is to have continuous assessment methods and/or final examinations.
- 8.1.2 Assessment for each course is conducted on a continuous basis based on coursework, final examination and other forms within that particular semester of study according to regulations determined by Faculty and subject to Senate approval.
- 8.1.3 Assessment for practicum training/ industrial training/ academic/ teaching/ internship/ clinical posting is according to regulations set by Faculty/ Centre subject to Senate approval.
- 8.1.4 Rescinded.
- 8.1.5 Assessment for courses based on 100% coursework may be conducted with Faculty approval.
- 8.1.6 Rescinded.

8.2 Examination Requirements

- 8.2.1 Deans may bar students from sitting for final examinations in the event that students in that particular course -
 - (i) were absent for any one assessment without valid reasons; or
 - (ii) were absent for lectures three (3) times without permission from Lecturer/ Dean within the semester lecture period.
- 8.2.1A Dean is to inform students of being barred from sitting for the final examinations of any course at least one (1) week before the final examination.
- 8.2.1B Any student barred from sitting for final examinations, except with valid reasons, will automatically receive Grade F regardless of their coursework achievements.
- 8.2.2 Faculties may determine on means and methods for conducting any final examination.
- 8.2.3 Without diminishing any of the provisions under sub-regulation 8.2.1, students in the Doctor of Medicine programme will only be allowed to sit for examinations after they have been confirmed as fully fulfilling all conditions of study including medical profession values and attitude.

8.2.4 For students in the Doctor of Medicine programme, Professional Examinations will be conducted at the end of Year 3 (Professional 1) and Year 5 (Professional II). Only students who obtain CGPA 3.00 and above are deemed eligible to sit for these examinations.

8.2.5 Rescinded.

8.3 Deferment of Final Examinations

8.3.1 Deferment of final examinations may be done in situations such as:

- (a) Students experiencing health issues or facing natural calamities during semester final examinations are to apply to Faculty Dean/ Director to defer their examination. Such application must be made within forty eight hours (48) before the commencement of said examination;
- (b) Application related to health issues must be accompanied with certification letter by Medical Officers from the University or Government Hospitals. Application related to natural calamities must be accompanied with certification letter by Police or Village Head or *PBT*;
- (c) Death of parent/ grandfather/ grandmother/ husband/ wife/ child/ in-law/ sibling of student;
- (d) Application by student for deferment of examination submitted after the permitted period as specified in para (a) based on solid reasons is subject to approval of Dean/ Director;
- (e) Application by student for deferment of examination based on reasons other than those specified in para (a) until para (d) is subject to approval of Dean/ Director;

8.3.1A Deferment of examination for a particular course is only permitted once, except with the approval of Dean/ Director.

8.3.2 Parents or guardians of students with critical health issues during final examinations may apply on their behalf by submitting letter of certification from Medical Officers from the University or Government Hospitals to the relevant Faculty Dean/ Director to defer examination to a reasonable period.

8.3A Re-Examination

8.3A.1 Senate reserves the right to conduct a re-examination for a particular course at any time in the event that there is an examination paper breach/ leak and other reasons deemed justifiable by Senate.

8.4 Replacement Examination

- 8.4.1 For deferment cases in regulation 8.3, date of replacement examination will be determined according to merits of case.
- 8.4.2 In the event that students are still unable to attend the replacement examination on the set date without valid reasons, said students will be awarded **grade F** for the course in question and required to re-register for the course.

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

- 8.5.1 Students who fail to submit their Practicum Training/ Academic/ Industrial/ Teaching Practice/ Project Report on the set date will be awarded grade F or Fail and required to re-register for said practicum/ academic/ industrial/ teaching practice/ project.

8.6 Special Repeat Examination

- 8.6.1 Students who fail one course taken in the final year of study may apply to sit for a special repeat examination for the purpose of conferment of degree subject to the following conditions:
- (a) Student has obtained Pass status (CGPA 2.00 above); and
 - (b) Failure in said course is not due to academic dishonesty; and
 - (c) Course is not grade X; and
 - (d) Said course has final examinations only.
- 8.6.2 Students are required to pay RM100.00 as processing fee for Special Repeat Examination before they are permitted to sit for the examination.
- 8.6.3 Special Repeat Examination can only be taken once and application must be made within two (2) weeks from the date of announcement of final semester examination.
- 8.6.4 Assessment of Special Repeat Examination is 100% based on the examination.
- 8.6.5 Results for Special Repeat Examination are either Pass or Fail only and do not change the prior grade point.
- 8.6.6 Sub-regulations 8.6.1 until 8.6.5 are not applicable for the Doctor of Medicine programme. Repeat Examination for students in the Doctor of Medicine programme may be conducted for those who obtain course grade points below 3.00. For Year One (1) and Year Two (2), repeat examinations may be

conducted a month after the final examination for that particular year. For clinical placement, repeat examinations may be conducted during the subsequent placement or during repeat examinations conducted at the end of that particular session of study.

- 8.6.7 The Faculty of Medicine and Health Sciences may conduct repeat examinations according to their own regulations as approved by Senate.
- 8.6.8 For Repeat Examinations for Year One and Year Two under sub-regulation 8.6.6, assessment for the purpose of grade award is 100% from that particular repeat examination and the maximum grade that may be awarded is grade B.
- 8.6.9 For Clinical Placement Repeat Examinations under sub-regulation 8.6.6, assessment for the purpose of grade award will take into consideration said student's continuous assessment and the maximum grade that may be awarded is grade B. Students are permitted to sit for Clinical Placement Repeat Examination not more than two (2) times.
- 8.6.9A Rescinded.
- 8.6.10 Rescinded.
- 8.6.11 Rescinded.
- 8.6.12 Professional I Repeat Examination is to be conducted after one (1) month and Professional II Repeat Examination is to be conducted after six (6) months from the date of examination results announcement.

8.7 Results of Assessment and Final Examinations

- 8.7.1 Upon approval by the Undergraduate, Diploma and Foundation Committee, students will be informed of the following:
 - (a) grade results for each course;
 - (b) SGPA and CGPA; and
 - (c) status of study each semester.

8.8 Review of Course Grades

- 8.8.1 Students may submit their application for review of course grade (except Special Repeat Examination) to Faculty Dean/ Director where the particular course is offered within two (2) weeks from the date of examination results announcement.
- 8.8.2 Each application for review will be imposed a processing fee of RM100.00 for each course.

- 8.8.3 An Examining Committee will be set up for the purpose of review of course grades.
- 8.8.4 Faculty Dean/ Director where the said course is offered is to form an Examining Committee comprised of:
- (a) Faculty Dean/ Director where the said course is offered as Chairperson or Deputy Dean/ Deputy Director who is without any vested interest in the paper to be reviewed;
 - (b) Programme Head/ Coordinator for the said course;
 - (c) One (1) member appointed by the Dean;
 - (d) Original examiner of said course.
 - (e) Administrative Officer (Academic) to act as Secretary.
- 8.8.5 Examining Committee is to ensure all student assessments (projects, quizzes, assignments, mid-semester examination and others) including final examination answer scripts are reviewed based on marking schemes and awarded marks in a consistent and accurate manner.
- 8.8.6 Decisions by the Undergraduate, Diploma and Foundation Committee regarding review of course grade application is final.

8.9 Dean's Award

- 8.9.1 Faculty Deans may confer awards to Faculty students who obtain results of SGPA 3.50 and above each semester with the condition that the minimum registered credit hours are twelve (12) credit hours and at least four (4) courses.

PART 9 – GRADE POINT AND STATUS

9.1 Grade and Grade Point

9.1.1 For any course, grade points are based on the total marks obtained from assessments and semester final examinations.

9.1.2 Grade and grade points awarded for any particular course are as follows:

Grade	Grade Point	Marks	Status
A+	4.00	90-100	Pass with High Distinction
A	4.00	80-89	Pass with Distinction
A-	3.67	75-79	Pass with Distinction
B+	3.33	70-74	Pass with Credit
B	3.00	65-69	Pass with Credit
B-	2.67	60-64	Pass with Credit
C+	2.33	55-59	Satisfactory Pass
C	2.00	50-54	Satisfactory Pass
C-	1.67	45-49	Pass
D+	1.33	40-44	Pass
D	1.00	35-39	Fail
E	0.00	0-34	Fail

Note: These grades and grade points only apply to the entry cohort starting in Session 2022/2023. For the entry cohort before Session 2022/2023, please refer to Appendix 1.

9.1.3 Senate may determine other grades and grade points in addition to those listed in sub-regulation 9.1.2 for any programme based on the requirements and needs of that particular programme as outlined in **Table 7**.

9.1.4 Subject to the allocations under this sub-regulation, students who do not complete or undertake any assessment or sit for their final examinations as required by the respective courses are to be awarded grade 'F' for the entire assessment of that course.

9.1.5 Students who register for a particular course but do not attend lectures and sit for any assessment are to be awarded grade 'X' with grade point 0.00.

9.2 Codes for Without Grade Point Status

9.2.1 Codes and definitions for status without grade point are as follows;

TL	:	Incomplete
SM	:	In Progress
AU	:	Audit
TD	:	Withdrawal
TP	:	Defer Examination
XX	:	Disciplinary Related (Academic)
LC	:	Pass with Distinction
L	:	Pass
G	:	Fail

9.2.2 Definitions for Status Codes awarded without points are as follows:

- (a) **'TL'** (Incomplete) is awarded with the consent of the Dean to students who are unable to complete at least 50% of their course requirements on valid grounds. Students are given a period of not more than two (2) weeks after the final semester examination to complete their work to be eligible for full assessment and grade.
- (b) **'SM'** (In Progress) is awarded to students who undertake work or projects which require more than one semester to complete. This is not awarded any point value but the credit hours will only be considered for general credit hour determination for a particular semester and not for assessment requirements to obtain a degree. Credit hours are taken into account for the purpose of credit hour calculation once grade is obtained in the following semester.
- (c) **'AU'** (Audit) is awarded to students who register for and complete audit courses.
- (d) **'TD'** (Withdrawal) is awarded to students who withdraw from a particular course.
- (e) **'TP'** (Defer Examination) is awarded to students who have been approved to defer their examinations.
- (f) **'XX'** (Disciplinary Action) is awarded to students who are under disciplinary action pertaining to academic dishonesty cases. If they are found guilty, the particular course will be graded 'F'. If they are found not guilty, the particular course will be given grades according to the marks obtained.
- (g) **'LC'** is awarded to students who register for a course which does not carry any grade point. Students who obtain Pass with Distinction in the course are awarded the LC grade.

- (h) **'L'** is awarded to students who register for a course which does not carry any grade point. Students who obtain Pass in the course are given the 'L' status.
- (i) **'G'** is awarded to students who register for a course which does not carry any grade point. Students who fail the course will be given the 'G' status.

9.3 Codes for Repeat Course Status

9.3.1 Codes and definitions of status of repeat courses are as follows;

UG	:	Repeat Grade for the first time
UG2	:	Repeat Grade for the second time
UG3	:	Repeat Grade for the third time and subsequent
UM	:	Repeat Subject for the first time
UM2	:	Repeat Subject for the second time
UM3	:	Repeat Subject for the third time and subsequent
UK	:	Special Repeat

9.3.2 Definitions of Repeat Course status are as follows;

- (a) **'UG'** (Repeat Grade) is awarded to students who apply to repeat one course for the purpose of improving their grade which is grade C- and below, except Accountancy Programme.
- (b) **'UG2'** (Repeat Grade) is awarded to students who apply to repeat the same Repeat Grade (UG) course and still obtain C- and below.
- (c) **'UG3'** (Repeat Grade) is awarded to students who apply to repeat Repeat Grade (UG2) course due to them still obtaining C- and below.

Note: Subsequent UG statuses are to be based on repeat courses until a better grade is obtained.

- (d) **'UM'** (Repeat Subject) is awarded to students who fail (compulsory courses) or obtain SLB status (courses in Engineering programmes) and are required to repeat said courses.
- (e) **'UM2'** (Repeat Subject) is awarded to students who fail or obtain SLB status (courses in Engineering programmes) for the second time.

- (f) **'UM3'** (Repeat Subject) is awarded to students who fail or obtain SLB status (courses in Engineering programmes) for the third time.

Note: UM status is, thereafter, based on repeat courses until pass.

- (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
- KC** : Credit Exemption
- KS** : Course Exemption
- KP** : Credit Transfer
- KM** : Deleted Credit
- KL** : Credit Pass
- KG** : Credit Fail
- KK** : Credit Count
- KF** : Cumulative Credit

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):** Rescinded
- (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' (Credit Pass)** is calculated based on the credit hours of courses registered, assessed and PASSED;

- (g) **'KG' (Credit Fail)** 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 students' SGPA and CGPA determination.
- 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 – STUDENT STUDY STATUS

11.1 Study Status Assigned to Students

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 awarded Pass status, which is subject to obtaining CGPA 2.00 and above. For a student in the Doctor of Medicine programme, Pass status is awarded subject to 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 the programme of study except when they exceed the study period.

11.3 Probationary Period

11.3.1. A student in the first semester of first year of study obtaining CGPA below 2.00 shall be assigned a Probationary Period status.

11.2.3 A student in the first semester of first year of study, assigned to Probationary Period status is eligible to continue study.

11.2.4 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 the CGPA is between 1.00 – 1.99 in any semesters throughout the 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 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 study or had the 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 Students with Fail and Discontinue status (GB) will be given inactive status and have their 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 should 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 a Fail status and have their studies terminated if they fail Professional Examination I after two (2) repeat attempts, or fail Professional Examination II after two (2) repeat attempts.

11.6 Withdrawal and Termination of Study

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

- (a) unable to complete the study within the stipulated period.
- (b) does not register for two (2) consecutive semesters without written permission from the University.
- (c) withdraw from continuing to study.
- (d) 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 status based on paragraph 2.2.4(b) may submit the appeal to 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 Upon receiving the appeal, the Dean is to present said appeal to the Academic Committee at Faculty level before submitting to the Undergraduate, Diploma and Foundation Committee for consideration.
- 11.7.3 The Undergraduate, Diploma and Foundation Committee may offer the following options when considering the appeal of students who obtain a Fail and Discontinue status –
- (a) permit the student to proceed with his/her study and to register in the following semester, not in the semester when the appeal was submitted. However, the semester when the appeal is submitted will not be counted as part of the maximum study duration.
 - (b) permit the student to continue his/her study by remaining in the same Programme/Faculty or transferring to other Programme/Faculty as determined by the Undergraduate, Diploma and Foundation Committee ; or
 - (c) reject the appeal.
- 11.7.4 A student may apply for credit transfer should he/she transfer to another Programme/Faculty subject to the relevant Procedures/Guidelines.
- 11.7.5 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 Degree and Doctor of Medicine Degree

12.1.1 A student must fulfil all the following conditions and requirements of the University to be conferred a Bachelor's Degree with Honours and Doctor of Medicine Degree.

- (a) pass all courses and attain the total of credit hours specified according to the requirements of the Faculty/Centre, as approved by Senate within the duration specified;
- (b) obtain a CGPA of at least 2.00;
- (c) complete a minimum duration specified for the programme of study;
- (d) pass MUET with at least Band 3 or an average Grade C in English Language courses only for students who enrolled in University with MUET Band 2; and
- (e) for students in the Doctor of Medicine programme, the pass status is awarded if they obtain CGPA 3.00 and above every semester and Pass status in Professional I and II examinations; and
- (f) approved by Senate.

12.1.2 Rescinded

- (a) Rescinded
- (b) Rescinded
- (c) Rescinded
- (e) Rescinded

12.2 Aegrotat and Anumerta Academic Conferment

12.2.1 For the definition of this regulation:

- (a) 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) Anumerta 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 awarded Aegrotat or Anumerta (TA) status of completion subject to the following conditions:

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

12.2.3 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 Doctor of Medicine Degree.

12.3.3 Rescinded.

- (a) Rescinded.
- (b) Rescinded.
- (c) Rescinded.
- (d) Rescinded.

PART 13 – PROVISIONS FOR EXEMPTION AND TRANSITION

13.1 Interpretation

13.1.1 In this Part:

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

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

13.2 Validity of University Actions

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

13.3 Unaffected Rights of University Authorities and Officers

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

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 rescinded regulation shall, on the date specified, be enforced upon the University's Authorities and Officers under this regulation.

13.4 Delegation of Power

13.4.1 All power delegated under the rescinded regulation shall, on the date specified, insofar as the delegation is in accord with these regulations, be regarded as being delegated under this regulation.

13.5 Exemptions 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 rescinded 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 rescinded 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 pertaining to it that are outlined by Senate will be effective immediately.
- 14.2 Any further guidelines, manuals and regulations of implementation may be made under any provisions of this regulation and shall be adhered to.
- 14.3 However, Senate reserves the right to amend the regulations from time to time whenever necessary.
- 14.3 Senate has the power to occasionally permit any exemptions that are considered appropriate from the needs of this regulation.

TABLE 1

(SUB-REGULATION 2.1.1)

Admission Conditions for Undergraduate Programmes

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

A. MINIMUM REQUIREMENTS FOR MATRICULATION/ FOUNDATION/ STPM

Obtain at least CGPA 3.50 in STPM/Matriculation/Science Foundation:

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

- Chemistry
- Biology

and

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

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

and

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

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

and

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

- English

and

Obtain at least **Band 3** in **Malaysian University English Test (MUET)**

and

Pass tests and interviews as specified by the University.

OR

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

Fulfil the minimum requirements as specified by the Malaysian Medical Council MMC (2013).

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

and

Obtain at least **Score 4** in

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

or

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

- Biology
- Chemistry
- Physics / Mathematics

and

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

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

and

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

- English

and

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

and

Pass tests and interviews as specified by Faculty.

Disclaimer :

1. Requirements specified in the appendices are subject to periodic changes from the Ministry of Higher Learning.
2. Minimum CGPA is determined by FPSK.

TABLE 2

(SUB-REGULATION 2.1.1)

Entry Requirements for International Students:

International Candidates who wish to apply for undergraduate programmes in UMS must fulfil the following general entry requirements:-

1. Higher Certificate of Education (STPM) or GCE 'A' Level or equivalent: -
 - a. Pass in GCE 'O' Level or its equivalent;
 - b. Pass in the STPM or GCE 'A' Level or Higher School Certificate (HSC) or its equivalent with at least grade C in any three (3) subjects;
 - c. Pass in Cambridge International Examination Test with at least B grade; -or-
 - d. Exceptions for English speaking countries as stated in MQA qualifications; -or-
 - e. Exceptions for schools/institutes/colleges that use English as the official language for learning and teaching; -or-
 - f. Band 5 in IELTS (International English Language Testing System) or 500 points (Paper Test) / 42 points (IBT) in TOEFL (Test of English as a Foreign Language); or 47 points in Pearson Test of English; or
 - g. Band 3 in MUET (Malaysian University English Test) after completing the Progressive English Programme (PEP) at Universiti Malaysia Sabah.

2. Foundation or Diploma or its equivalent: -
 - a. Diploma or its equivalent which is recognised by the Malaysian Government and University Senate with CGPA of at least 3.00;
 - b. 2.A pass in Cambridge International Examination Test with at least Grade B;-or- Exceptions for English speaking countries as stated in MQA qualifications;-or-
 - c. Exceptions for schools/institutes/colleges that use English as the official language for learning and teaching;-or-
 - d. Band 5 in IELTS (International English Language Testing System) or 500 points (Paper Test)/ 42 points (IBT) in TOEFL (Test of English as a Foreign Language); or 47 points in Pearson Test of English; or
 - e. Band 3 in MUET (Malaysian University English Test) after completing the Progressive English Programme (PEP) at Universiti Malaysia Sabah.

TABLE 3**(SUB-REGULATION 3.2.1)**

No.	Programme	Prescribed Duration of Study	Details
1.	Undergraduate Programme (Full-time)	Prescribed duration of study is six (6) to eight (8) semesters for 3 year programmes	Prescribed duration of study which does not comply with Table 4 is subject to Senate's approval
		Prescribed duration of study is seven (7) to twelve (12) semesters for 3 and half year programmes	Prescribed duration of study which does not comply with Table 4 is subject to Senate approval
		Prescribed duration of study is eight (8) to twelve (12) semesters for four year programmes	Prescribed duration of study which does not comply with Table 4 is subject to Senate approval
2.	Undergraduate Programme (Off-campus)	Prescribed duration of study is eight (8) to twelve (12) semesters for three (3) year full-time programmes	Prescribed duration of study which does not comply with Table 4 is subject to Senate approval
		Prescribed duration of study is ten (10) to sixteen (16) semesters for three and half (3.5) year full-time programmes	Prescribed duration of study which does not comply with Table 4 is subject to Senate approval
		Prescribed duration of study is twelve (12) to sixteen (16) semesters for four (4) year full-time programmes	Prescribed duration of study which does not comply with Table 4 is subject to Senate approval

TABLE 4
(SUB-REGULATION 4.2.2)

No.	Lecture Week	Penalty
1.	Week 4	RM50 for every course to be registered/dropped
2.	Week 5 to Week 6	RM100 for every course to be registered/dropped
3.	Week 7 to Week 8	RM200 for every course to be registered/dropped
4.	Week 9 to Week 14	<p>All late registration applications after Week 8 are not permitted.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Examination Timetable is issued in Week 10 of Lecture. 2. Examination slip is issued in Week 13.

TABLE 5
(SUB-REGULATION 4.8.1)

MEDICAL PROGRAMME REGISTRATION PROCEDURES

Registration procedures for the Doctor of Medicine programme are in accordance with:

1. Requirements of Accreditation Documentation (MQA-02) of the Doctor of Medicine Degree programme (based on Doctor of Medicine Programme Standards).

2. Current Universiti Malaysia Sabah Prospectus.

TABLE 6
CREDIT HOURS TRANSFER GUIDELINES

1. OBJECTIVE

This guideline is developed as reference and guide for Faculties/Centres/Institutes and students regarding credit hour transfer in Universiti Malaysia Sabah.

2. DEFINITION

Definitions used in this guideline are as follows:

- 2.1. **'CREDIT TRANSFER'** refers to the transfer of credit from a low level qualification to a higher level of qualification (vertical) or credit transfer from a programme on equivalent level (horizontal). Credit transfer must be based on subject mapping.
- 2.2. **'HORIZONTAL'** refers to credit transfer from programmes of equivalent levels. Examples are as follows:
 - (i) Certificate (level 3, MQF) to Certificate (level 3, MQF)
 - (ii) Diploma (level 4, MQF) to Diploma (level 4, MQF)
 - (iii) (Bachelor's Degree (level 6, MQF) to Bachelor's Degree (level 6, MQF)
- 2.3. **'VERTICAL'** refers to credit transfer from a low level qualification to a higher level of qualification. For example, credit transfer from a Diploma programme (Level 4 MQF) to a Bachelor's Degree (Level 6 MQF).

3. BACKGROUND

- 3.1. Credit hour transfer in UMS was previously specified in Universiti Malaysia Sabah Undergraduate Studies Regulations.
- 3.2. The need to materialize this guideline is due to changes in public university credit transfer policies as outlined by the Department of Higher Learning (JPT) and Malaysian Qualifications Agency (MQA), which required amendments in the UMS Undergraduate Studies Regulations.
- 3.3. Sebagai memudahkan rujukan, garis panduan ini diwujudkan dan akan dikemaskini berdasarkan dasar yang diperuntukkan oleh pihak berkaitan dari masa ke semasa.

For ease of reference, this guideline is materialised and will be updated based on the allocated policy by related parties from time to time.

4. CREDIT TRANSFER POLICY

4.1 Credit Transfer General Conditions

- 4.1.1 Minimum passing grade is Grade C.
- 4.1.2 Credit value is equivalent to the course credit value for a programme in the recipient's Higher Learning Institution (IPT).
- 4.1.3 Course curriculum equivalence must not be less than 80% and
- 4.1.4 Courses allowed for credit transfer must be from programmes accredited or recognised by authorised bodies in the specified country.

5. HORIZONTAL CREDIT TRANSFER (GRADE-BASED CREDIT TRANSFER)

5.1 Horizontal credit transfer is applicable for students in the system (students are still registered).

5.1.1 Credit is calculated in the students' graduated credits and the course grade is calculated in the Semester Grade Point Average (PNGS) and Course Grade Point Average (CGPA).

5.1.2 Horizontal credit transfer policy based on situations is as follows:

- (a) Student has the qualification and wishes to pursue studies for the second time at the same level with the existing qualification
 - Credit transfer is allowed
 - No limit of credit transfer if students are in the same learning institution.
 - For students wishing to pursue studies for the second time in a different learning institution, credit transfer is subject to the regulations of the student's residential year.
- (b) Students joining a programme and wishing to change to another programme in a similar field of the existing programme:
 - Credit transfer is allowed.
 - If the programme is taken in the same learning institution, no limit of credit transfer is subject to credit transfer regulations.
 - If the programme is taken in a different learning institution, credit transfer is subject to the regulations of the student's residential year.
- (c) Student failing programme and wishing to pursue studies in another programme of similar level whether in the same or different learning institution.
 - Credit transfer (including MPW/MPU) is not permitted.

- (d) Student quitting study and later wishing to continue studies but in another programme on a similar level.
 - Credit transfer may be considered.
 - If the programme is taken in the same learning institution, there is no credit transfer limit. Credit transfer is subject to credit transfer regulations.
 - If the programme is taken in a different learning institution, credit transfer is subject to the regulations of the student's residential year.
 - Generally, currency of knowledge for a programme is approximately 5 years.

- (e) Student is currently enrolled in a programme and at the same time taking a several courses in other learning institutions (for example mobility programme or student exchange programme).
 - Credit transfer is allowed subject to residential year period in the learning institution awarding the qualification.

5.2 General Studies Subjects (MPU)

General Studies Subjects (MPU) are allowed for horizontal credit transfer.

5.3 Masters and Doctoral Programmes

Credit transfer for masters and doctoral programmes (coursework and mixed mode) is allowed on case by case basis.

5.4 Overseas University Student to Malaysian Higher Education Provider (PPT)

5.4.1 Credit transfer process must be based on course mapping (subject to subject mapping). For this purpose, student must fulfil the general conditions for credit transfer as follows:

- i. Passing grade: Minimum grade C
- ii. Credit value: similar to the credit value of the programme in the recipient's PPT; and
- iii. Course curriculum equivalence: Not less than 80%.

5.4.2 Component to component mapping may be implemented for courses not under the discipline core, major, specialisation and minor. For example, independent elective course .

5.4.3 Courses permitted for credit transfer must be from an institution and programme which have received accreditation and recognition from authorised bodies in that particular country.

5.4.4 Students have the opportunity to obtain maximum credit transfer for a study enrolled overseas subject to their Academic Residential Requirement regulations in the recipient's university for at least one (1) semester. The duration of Academic Residential Requirement refers to the duration of the student's presence either physical or non-physical (online) in the PPT awarding the qualification following registration to enrol in a programme in that particular PPT.

5.4.5 Credit transfer involving professional programmes such as medicine, dentistry, engineering and others should adhere to credit transfer regulations as stipulated by the particular professional body (if any). This is to avoid any issues regarding registration to practice as professionals after graduation.

5.5 Residency Period

5.5.1 Residency period refers to duration of presence (physical/non-physical) of the student in the higher learning premises awarding the qualification following the student's registration to enrol in the programme of study in the respective learning institution.

5.5.2 Residency period is required of students who are still in study but wishes to transfer to another learning institution to enrol in a program at a similar qualification level based on MQF. This duration is important to ensure that students obtain actual experiences and exposure accordingly in the recipient's learning institution awarding the qualification and is given horizontal credit transfer.

5.5.3 Residency period is as follows:

- Doctoral – 1 semester
- Masters – 1 semester
- Bachelor's Degree – 1 semester
- Diploma – 1 semester
- Certificate – 1 semester

6. VERTICAL CREDIT TRANSFER (CREDIT EXEMPTION)

6.1 Credit transfer from low to higher level.

6.1.1 Course credit transfer is calculated in the graduating credit but the course grade is not considered in SGPA and CGPA calculations.

6.1.2 Vertical credit transfer policy is based on the following:

(a) Credit transfer from certificate to diploma

Credit transfer is allowed with a maximum transfer of 30% from the total credit of the programme to be enrolled in.

(b) Credit transfer from diploma to bachelor's degree

Credit transfer is allowed with a maximum transfer of 50% from the total credit to be enrolled in:

Credit Transfer Percentage (%)	Course Minimum Grade
1 to 30	Grade C
31 to 50	Grade B

Credit transfer is allowed with a maximum transfer of 60% for the combination of credit transfer involving academic qualifications and APEL(C), MOOC and Micro-credential (MC).

Credit transfer for Industrial Training is not permitted due to Industrial Training learning outcomes for Diploma level (Level 4, MQF) and Bachelor's Degree (Level 6, MQF) being different.

(a) Credit transfer from advanced diploma to bachelor's degree

Students with Advanced Diploma qualification (in addition to diploma) will be considered for credit transfer as follows:

- i. For 3 year study programmes, the maximum duration allowed is up to 1 year (student enrolls in the second year of study for the Bachelor' Degree).
- ii. For 4 year study programmes, the maximum duration allowed is up to 2 years (student enrolls in the third year of the Bachelor's degree programme).

(b) Credit transfer from high level qualification to lower level qualification. Credit transfer is not allowed.

6.2 Vertical credit transfer for MPU U1 cluster is allowed for Appreciation of Ethics and Civilization as well as Philosophy and Current Issues courses.

6.2.1 Credit transfer from Bachelor's degree programme level (Level 7, MQF) to Doctoral degree programme (Level 8, MQF) is not allowed.

6.3 Mobility Programme Credit Transfer

Programmes of study involved in mobility programmes must fulfil the following conditions:

- (a) Student transcript must state the courses involved in credit transfer from overseas higher learning institutions;
- (b) Programmes enrolled in by students must have obtained accreditation/recognition from authorised bodies in the respective countries; and

- (c) Syllabus, structure and credit transfer procedures for each academic programme offered are aligned between the respective learning institutions.

6.4 Credit transfer for Industrial Training is not allowed due to Industrial Training Learning Outcomes for Diploma level (Level 4, MQF) and Bachelor's Degree (Level 6, MQF) being different.

7. MOOC CREDIT TRANSFER

- 7.1. Credit transfer process for a particular course and programme offered in UMS must fulfil criteria as stipulated by MOOC Credit Transfer Guidelines by Malaysia Qualification Agency (MQA) (MQA.100-1/7/1(19)).
- 7.2. Credit transfer to current courses of study for courses which have been taken online such as MOOC must fulfil the following conditions:
 - 7.2.1 Course has obtained approval at MQA level as a course eligible for credit transfer application.
 - 7.2.2 Course has yet to be utilised for credit transfer in any formal study programme.
 - 7.2.3 The course has obtained syllabus equivalence of at least 80% with the course chosen for credit transfer. A combination from several other online courses can be calculated to complement this 80% equivalence based on the Course Learning Outcomes (CLO), list of topics and sub-topics as well as the duration of the course taken.
 - 7.2.4 The course has the equivalent total of credit hours to that of the requested course programme for credit transfer using notional hours. 1 credit hour is equivalent to 40 notional hours.
- 7.3 The courses have the following basic elements:-
 - a. Information on Instructor handling the course
 - b. Learning Duration
 - c. Statement of Course Learning Outcome (CLO)
 - d. Synopsis
 - e. List of Content/Topic
 - f. Learning Activity
 - g. Assessment Activity
 - h. Grade (if any)

- 7.4 Courses from programmes requiring accreditation from professional bodies will be given credit transfer, with the condition the PPT has obtained approval from the respective professional bodies.
- 7.5 Courses in current study requesting for credit transfer must fulfil the following conditions:-
 - 7.5.1 The course must be under a programme that has obtained full accreditation from MQA.
 - 7.5.2 The course must not have any other course pre-requisites, or the pre-requisite course has been fulfilled.
 - 7.5.3 The course must not be in the form of practical / workshop / industrial training / practical / final year project / dissertation / thesis.
- 7.6 The course given credit transfer status via online course is only calculated as part of the graduating total credit hours. The grade for the course taken online will not affect the calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 7.7 The total number of courses allowed for credit transfer using online courses will only be considered up to a maximum 30% from the credit hours total value for the respective enrolled programme.

TABLE 7
(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:

Grade	Grade Point	Marks	Status
A+	4.00	90-100	Pass with High Distinction
A	4.00	80-89	Pass with Distinction
A-	3.67	75-79	Pass with Distinction
B+	3.33	70-74	Pass with Credit
B	3.00	65-69	Pass with Credit
B-	2.67	60-64	Pass with Credit
C+	2.33	55-59	Satisfactory Pass
C	2.00	50-54	Satisfactory Pass
C-	1.67	45-49	Pass
D+	1.33	40-44	Conditional Pass
D	1.00	35-39	Fail
E	0.00	0-34	Fail

- ii. Students with 'Subject with Conditional Pass' (CPS) and 'Fail' status are required to repeat the courses concerned.
- iii. Grades and grade points allocated in the table above are meant explicitly for Core and Elective Courses in Engineering Programmes.
- iv. Marks and status for Industrial Training in Engineering programmes are as follows:
- a. Statuses of Assessment are as follows:

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

b. Elements of assessment are as follows:

No.	Marks	Details
1.	Pass with Distinction	90% and above marks: <ol style="list-style-type: none"> <li data-bbox="659 338 1383 405">i. An excellent performance report from Industry Supervisor and Academic Assessor. <li data-bbox="659 405 1383 472">ii. Submitted Daily Log Book to Industry Supervisor for checking and has been signed. <li data-bbox="659 472 1383 539">iii. Submitted Technical Report and Daily Log Book to Academic Assessor.
2.	Pass	50%-89% marks: <ol style="list-style-type: none"> <li data-bbox="659 622 1383 689">i. Satisfactory performance report from Industry Supervisor and Academic Assessor. <li data-bbox="659 689 1383 757">ii. Submitted Daily Log Book to Industry Supervisor for checking and has been signed. <li data-bbox="659 757 1383 824">iii. Submitted Technical Report and Daily Log Book to Academic Assessor.
3.	Fail	49% and below marks: <ol style="list-style-type: none"> <li data-bbox="659 875 1383 943">i. Failed to report for duty at Organisation during Industrial Training duration; <li data-bbox="659 943 1383 1010">ii. Poor performance report from Industry Supervisor. <li data-bbox="659 1010 1383 1077">iii. Did not submit Technical Report to Industry Supervisor and t Academic Assessor. <li data-bbox="659 1077 1383 1144">iv. Did not undergo required duration of Industrial Training. <li data-bbox="659 1144 1383 1211">v. Did not obtain approval from Industry Supervisor or Academic Assessor for specific reasons.

FACULTY OF COMPUTING AND INFORMATICS

- i. Marks and status for Industrial Training for two (2) programmes namely HC00 and HC05 up to the intake of Session 2015/2016 cohort are as follows:

- a. Status of Assessment is as follows:

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

- b. Elements of assessment are as follows:

No.	Marks	Details
1.	Pass with Distinction	90% and above marks: i. Excellent performance report from Industry Supervisor and Academic Assessor. ii. Submitted Daily Log Book to Industry Supervisor for checking and has been signed. iii. Submitted Technical Report and Daily Log Book to Academic Assessor.
2.	Pass	50%-89% marks: i. Satisfactory performance report from Industry Supervisor and Academic Assessor. ii. Submitted Daily Log Book to Industry Supervisor for checking and has been signed. iii. Submitted Technical Report and Daily Log Book to Academic Assessor.
3.	Fail	49% and below marks: i. Failed to report for duty at Organisation during Industrial Training duration; ii. Poor performance report from Industry Supervisor. iii. Did not submit Technical Report to Industry Supervisor and Academic Assessor. iv. Did not undergo required duration of Industrial Training. v. Did not obtain approval from Industry Supervisor or Academic Assessor for specific reasons.

FACULTY OF ECONOMIC, BUSINESS AND ACCOUNTING

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

Grade	Grade Point	Marks	Status
A+	4.00	90-100	Pass with High Distinction
A	4.00	80-89	Pass with Distinction
A-	3.67	75-79	Pass with Distinction
B+	3.33	70-74	Pass with Credit
B	3.00	65-69	Pass with Credit
B-	2.67	60-64	Pass with Credit
C+	2.33	55-59	Satisfactory Pass
C	2.00	50-54	Satisfactory Pass
C-	1.67	45-49	Fail
D+	1.33	40-44	Fail
D	1.00	35-39	Fail
E	0.00	0-34	Fail

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

FACULTY OF MEDICINE AND HEALTH SCIENCES

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

Grade	Grade Point	Marks	Status
A+	4.00	90-100	Pass with High Distinction
A	4.00	80-89	Pass with Distinction
A-	3.67	75-79	Pass with Distinction
B+	3.33	70-74	Pass with Credit
B	3.00	65-69	Pass
B-	2.67	60-64	Fail
C+	2.33	55-59	Fail
C	2.00	50-54	Fail
C-	1.67	45-49	Fail
D+	1.33	40-44	Fail
D	1.00	35-39	Fail
E	0.00	0-34	Fail

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

MARK	GRADE	GRADE POINT	STATUS
80 - 100	A	4.00	Pass with Distinction
75 - 79	A-	3.67	
70 - 74	B+	3.33	Pass with 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	

GRADE SYSTEM FOR CHINA INBOUND MOBILITY STUDENTS

Grade system for China Inbound Mobility students approved by Senate Meeting No. 4/2018 (157th) is as follows:

Grade	Marks	Category
A	75 – 100	Distinction
B	50 – 74	Good
C	35 – 49	Pass
F	0 – 34	Fail

**UNDERGRADUATE STUDIES REGULATIONS
UNIVERSITI MALAYSIA SABAH 2014
(AMENDMENTS YEAR 2021)**

APPENDIX 1:

These grades and grade points only apply to the entry cohorts before Session 2022/2023:

Marks	Gred	Grade Points	Status
80 - 100	A	4.00	Pass with Distinction
75 - 79	A-	3.67	
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	

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. 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.

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	Fail
45 - 49	C-	1.67	
40 - 44	D+	1.33	
35 - 39	D	1.00	
0 - 34	E	0.00	

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