



**ACADEMIC REGULATIONS**

**FOUNDATION/DIPLOMA/BACHELOR**  
**PROGRAMMES**

APPLICABLE TO JULY 2018 INTAKE STUDENTS AND ONWARDS

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PRIVATE HIGHER EDUCATIONAL INSTITUTIONS ACT 1996 (ACT 555)  
THE CONSTITUTION OF UNIVERSITI TUN ABDUL RAZAK

RULES OF UNIVERSITI TUN ADBUL RAZAK (ACADEMIC REGULATIONS  
FOR FOUNDATION/DIPLOMA/BACHELOR'S DEGREE (HONOURS)  
PROGRAMMES

In exercising the provisions of sub-section 42.1 of the Constitution of Universiti Tun Abdul Razak, the Board of Governors of Universiti Tun Abdul Razak makes the following rules:

**1. CITATION**

- 1.1 These rules may be cited as the Rules of Universiti Tun Abdul Razak (Academic Regulations) which apply to students enrolling from July 2018 and are effective from July 2019 semester and onwards.
- 1.2 The rules govern all awards placed at the Foundation, Diploma and Bachelor levels of Universiti Tun Abdul Razak (“the University”).
- 1.3 The rules must be read together with the Admission Manual, Student Financial Handbook and Examination Handbook
- 1.4 The rules within these Regulations apply, in their entirety, to all of the awards listed except where indicated otherwise.

**2. INTERPRETATION**

- 2.1 In these Rules, unless the context otherwise requires:

“*Senate*” is the highest academic body as provided by the Constitution of Universiti Tun Abdul Razak

“*Student*” means a person who applies for admission into foundation/diploma/bachelor programme at the University and having been admitted to the University to follow a programme of study either on a full-time (regular) basis or part-time basis

“*Semester*” refers to the period fixed by the University for Student to complete a course of study.

“*Academic Session*” consists of minimum THREE (3) semesters as prescribed by the University.

“*Course*” refers to a subject that carries a unique code and a number of credit hour, listed in a programme structure.

“*Audit Course*” refers to a course taken by the student but does not contribute to the accumulation of credit units.

“*School Core Courses*” refer to the list of **basic** courses specified by the School/Centre as a requirement to fulfill the conditions for the completion of a programme (*MQA term = 'Asas Major'*)

“*Programme Core Courses*” refer to the list of **core** courses offered by **the respective programme** as a requirement to fulfill the conditions for the completion of the programme (*MQA term = 'Teras Major'*)

“*Equivalent Course*” means a course that is identified as being at the same level and/or having about the same content as another course.

“*Pre-Requisite Course*” means a course to be passed before enrolling for the courses of the subsequent levels.

“*Credit*” is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

“*Grade*” is an alphabetical mark assigned as equivalent to final assessment result of a student for a course.

**“Grade Point”** is a numerical value assigned as equivalent to final assessment result of a student for a course.

**“Grade Point Average”** or GPA means the weighted total points earned in a semester divided by the total credits taken for that semester

**“Cumulative Grade Point Average”** or CGPA means the weighted grand total of grade points earned divided by the total credits taken.

**“Dean’s List”** means recognition of the academic excellence achieved by students in a particular semester by the school

**“Full-Time study”** means a mode of university academic study where a student registers within the prescribed number of credits required per semester

**“Part-Time study”** means a mode of university academic study where a student registers half of workload of full-time study.

**“Mode of Delivery”** is defined whether the teaching is done face-to-face or via distance learning.

**“Programme of Study”** refers to an academic programme specified by the University for the Conferment of a Foundation/Diploma/Bachelor’s programme.

**“Plagiarism”** refers to the presentation of another person’s thoughts or words as if they were the student’s own.

### **3. ADMISSION**

Candidates must meet the general entry requirements and specific entry requirements as prescribed by the University before they can be admitted into the programmes of study.

#### **3.1 Admission Requirement**

Candidates must meet the general and specific entry requirements as prescribed by the University before they can be admitted into the programmes of study.

Details on the admission requirement are specified in the Admission Manual

#### **3.2 Requirements for Non-Graduating Students**

The Dean/Director of Faculty/School/Centre/College may approve the admission of a candidate as a non-graduating student subject to the following requirements:

- 3.2.1 Not more than one academic session if the student is attending a course; and
- 3.2.2 The number of courses allowed for non-graduating student shall be in accordance to the stipulated maximum and minimum number of credit values.

#### **3.3. Application and Offer of Programme of Study**

- 3.3.1 Applicants must complete the appropriate application form and forward it to the Registrar’s Office, Academic Administration Department.
- 3.3.2 Each application must comprise of the application form, all related information and certified true copies of supporting documents such as photocopies of identification document (Identity Card or Passport), transcripts and certificates. Applicants applying via the electronic medium must send the certified supporting documents by email or by post.
- 3.3.3 Applications can be submitted at any time of the year.
- 3.3.4 Incomplete applications or applications that do not meet the stipulated requirements will not be entertained.

- 3.3.5 UNIRAZAK reserves the right to decline admission if clear and complete certificates for such verification are not provided on request or false claims are found.
- 3.3.6 Selection of students for admission into a Programme of Study is approved by the Faculty/School/Centre/College.
- 3.3.7 Offer of admission for a particular programme will be issued by Registrar's Office, Academic Administration Department (ACAD) and is valid only for that particular semester.
- 3.3.8 Admission of new students for all Programmes of Study will be at the beginning of a semester.
- 3.3.9 Students who have failed and had their University student status terminated/revoked are not allowed to apply for the same programme. Application for a different programme can be considered after ONE (1) semester.
- 3.3.10 Students who are dismissed on disciplinary grounds are not eligible for re-admission until after a lapse of at least FIVE (5) years, subject to approval from the Senate.
- 3.3.11 Students who withdraw from the University because of other reasons than item 3.3.10 can apply for re-admission after ONE (1) semester, subject to approval from the Senate:
  - 3.3.11.1 Students are allowed to be re-admitted to the same programme only ONCE. Nevertheless, re-admission to another programme is allowed upon the recommendation of the respective Dean/Director of Faculty/School/Centre/College
  - 3.3.11.2 Students MUST make an appeal to the Registrar's Office, Academic Administration Department (ACAD) TWO (2) weeks before commencement of new semester.

## **4 PROGRAMME ENROLLMENT**

### **4.1 Programme Registration**

- 4.1.1 Applicants are required to register in their programme of study accordance to the requirements and by the deadline stipulated by the university.
- 4.1.2 Applicants are required to pay the tuition fees not later than the official registration date.
- 4.1.3 If applicants fail to register on the stated date without valid reason, their offer letters are considered null and void
- 4.1.4 The University may withdraw any student registration if at any point of time, the University finds that the students have, upon admission into the University, withheld information or given false information or misled the University in his/her application.

### **4.2 Course Registration**

- 4.2.1 Students will be registered by the university in the appropriate courses and must be confirmed within the add/drop period specified by the University.
- 4.2.2 Students must pass the relevant pre-requisite course(s) before registering for the course at the subsequent level.

- 4.2.3 Students are required to register within minimum and maximum credit units in a semester as stipulated by the University, with exception for the semester with industrial training or for graduating students.
- 4.2.4 Course registration for Bachelor and Diploma:
  - 4.2.4.1 Full-time Students must register for a minimum of 10 credits and a maximum of 17/18 credits in a semester.
  - 4.2.4.2 Part-time Students must register for a minimum of 6 credits and a maximum of 9 credits in a semester.
- 4.2.5 Course registration for Foundation:
  - 4.2.5.1 Students are required to register for their courses of not more than 17 credits per semester as stipulated by the University.
- 4.2.6 Under exceptional circumstances students may register for less than the minimum credit with the recommendation of the Dean/Director and approval of Deputy Vice Chancellor (Academic Affairs).
- 4.2.7 Students are subject to the following Pre-registration exercise of the University:
  - 4.2.7.1 Pre-registration is not deemed as automatic confirmation that a student may continue his studies in the next semester.
  - 4.2.7.2 Every student must to confirm the courses he/she has registered for; failing which he/she has to appeal to the school.
  - 4.2.7.3 Confirmation of course registration will be monitored by the respective Faculty/School/Centre/College.
  - 4.2.7.4 The pre-registration status of a student will automatically be cancelled when he/she is dismissed from the University for any reason whatsoever or if the student fails to confirm his/her pre-registration during the pre-registration weeks.
- 4.2.8 Students with any outstanding payments to the University will not be allowed to register for any courses, without prior written approval of the University.
- 4.2.9 Upon registration, it is the responsibility of the Student to ensure that his/her personal information at the Academic Administration Department is accurate and up-to-date. The University shall not be held responsible for errors appearing in a Student's transcript, certificate or any other University document, due to the failure on the part of the Student to fulfil this obligation.

### **4.3 Add/Drop in Course Registration – applicable for Diploma/Bachelor programmes only**

- 4.3.1 Only students in the following categories may change the courses of study within the Add/Drop Period, subject to approval from the Dean/Director:
  - 4.3.1.1 Students who failed a course in the previous semester.
  - 4.3.1.2 Students who attained CGPA below 2.50
- 4.3.2 In exceptional cases, Dean/Director may recommend and Deputy Vice Chancellor (Academic Affairs) may approve add/drop of course requested by students.
- 4.3.3 The Add/Drop period is as follows:

<i>Items</i>	<i>Period</i>
<i>Normal Semester</i>	<i>Week 1 and Week 2</i>

### **4.4 Late Registration**

- 4.4.1 In exceptional cases:
  - 4.4.1.1 Bachelor and Diploma students may be allowed to register for a course after the Add/Drop period but up to the THIRD week of a

semester with the recommendation of the Dean/Director and approval of the Deputy Vice Chancellor (Academic and Student Affairs).

- 4.4.1.2 Only NEW Foundation students may be allowed to register ONE (1) week after the commencement of semester with the approval of the Director.

#### **4.5 Mode of Study – applicable for Diploma/Bachelor programmes only**

- 4.5.1 Students can choose to pursue the programme either on a full-time or part-time basis.
- 4.5.2 Students may also apply to convert their mode of study as explained in 5.2.
- 4.5.3 Part-time is considered half of the full time load.
- 4.5.4 Full-time students will normally carry 10-18 credits in a semester and part-time student's 6-9 credits

#### **4.6 Duration of Study**

- 4.6.1 Students have to graduate within the minimum and maximum period of years, i.e. not before the minimum and not later than the maximum.
- 4.6.2 Under the normal circumstances, students are expected to graduate within the minimum period of:

<i>Programme</i>	<i>Minimum years</i>	<i>Maximum years</i>
<i>Foundation</i>	<i>1</i>	<i>2</i>
<i>Diploma</i>	<i>2</i>	<i>5</i>
<i>Bachelor</i>	<i>3</i>	<i>8</i>

- 4.6.3 International students must register for full time study throughout the duration of the programme.

### **5 CHANGE OF PROGRAMME, STUDY MODE AND STUDY CENTRE**

#### **5.1 Change of Programme**

- 5.1.1 Students may apply for change of programme of study within TWO (2) weeks upon commencement of the semester.
- 5.1.2 Students must fulfil entry requirements of the new programme subject to the recommendation of the Dean/Director and approval from the *Deputy Vice Chancellor (Academic Affairs)*.
- 5.1.3 Students who have been granted approval for change of programme will also be considered for credit transfer/exemption.

#### **5.2 Change of Study Mode – applicable for Diploma/Bachelor programmes only**

- 5.2.1 Students may apply to change their study mode from full-time to part-time or vice versa prior to the commencement of the new semester subject to recommendation of the Dean and approval from the *Deputy Vice Chancellor (Academic Affairs)*.
- 5.2.2 Students who have been granted approval for change of study mode must register according to credits or academic workload as stipulated by the University.

### **5.3 Change of Study Centre – *applicable for Diploma/Bachelor programmes only***

- 5.3.1 A student is allowed to change his/her current study centre provided that:
  - 5.3.1.1 the student maintains the same programme
  - 5.3.1.2 students have to get approval from Head of Regional Centre and/ Director of Centre for Continuing Education
  - 5.3.1.3 the application is submitted in writing to Academic Administration Department prior to the commencement of the new semester.

## **6 DEFERMENT**

### **6.1 Deferment of Admission**

- 6.1.1 Applicants who have been accepted into a programme of study but have not yet registered can opt to defer their registration by sending in a written application to the Dean/Director of the respective Faculty/School/Centre/College.
- 6.1.2 The period of deferment should not normally exceed ONE (1) semester.

### **6.2 Deferment of Study**

- 6.2.1 Students can request to defer their programme of study by completing an application form and submitting to the Faculty/School/Centre/College within the first nine weeks of the beginning of the semester. If the student fails to apply for deferment within the allocated time, the Dean/Director with on recommendation of the Deputy Vice Chancellor (Academic Affairs) can arrange for deferment and the application shall be made no later than week 12 of the current semester.
  - 6.2.1.1 Deferment of study is only applicable for one semester.
  - 6.2.1.2 Any students who wishes to prolong deferment period must forward a new application
  - 6.2.1.3 Bachelor and Diploma students: The maximum permissible period of deferment of studies for the whole duration of the Programme of Studies is three semesters. For the avoidance of doubt, the period of permissible deferment of studies shall not be taken into the calculation of the whole duration of the Programme of Studies
  - 6.2.1.4 Notwithstanding the period prescribed herein, a candidate may apply an additional of one (1) semester only for deferment of study subject to the Senate's approval
  - 6.2.1.5 Foundation students: the deferment can be allowed for a maximum period of ONE (1) semester only
  - 6.2.1.6 Students instructed to defer his studies or has been suspended due to disciplinary action will have the period of deferment counted into the number of semesters within the period of study
- 6.2.2 International students are not permitted to defer their study as stipulated in the Immigrations Law. Notwithstanding, deferment may be granted to international students under exceptional circumstances, subject to the approval of the Senate, Immigration Department, and the sponsors if necessary. International students are required to cancel their current student pass and return to their home country during the deferment period. International students will need to send a scanned copy of their passport with the stamp out page and the data page to UNIRAZAK International Student Office as soon as possible for the office to cancel the Student Pass. UNIRAZAK International Student Office will notify the student when the Student Pass has been cancelled and the student will need to apply a new VAL (Visa Approval Letter) before returning to UNIRAZAK.
- 6.2.3 Students may be permitted to defer their study in any semester for health reasons with the recommendation of the Dean/Director and approval of the Deputy Vice Chancellor (Academic Affairs). In this case, a letter from a recognized medical officer or appropriate authority is needed to confirm the condition. The period for which students are permitted to defer the semester will not be considered in the



calculation of the maximum period permitted to obtain a degree.

- 6.2.4 A student may also apply for a deferment for reasons other than medical. The application shall be made within the first twelve weeks of the beginning of the semester. If the application is approved by the Senate, the semester approved for the deferment will be counted as part of the total semesters used for the duration of the programme. However, with the endorsement from the Dean, and approval from the Deputy Vice-Chancellor (Academic Affairs), this deferred semester may not be counted. If the student is sponsored, he/she is responsible to inform their sponsor on the deferment of their studies.
- 6.2.5 Students who have been allowed to defer their period of study will not be considered active students of this University and as such, are not eligible for any of the facilities accorded to registered students, except to seek advice on the continuation of their period of study.
- 6.2.6 Any application for deferment made after the first twelve weeks of the beginning of the semester is subject to such penalty as provided in the Student Financial Handbook.

## **7 WITHDRAWAL**

### **7.1 Withdrawal from a Course – *applicable to Diploma/Bachelor programme only***

- 7.1.1 Application for withdrawal from a course may be approved by the Dean/Director within the permitted period of time i.e. before the seventh week of a semester.
- 7.1.2 Application for withdrawal from a course must be submitted to the Dean/Director within the permitted period of time i.e. before the seventh week of a semester.
- 7.1.3 Students who have been approved to withdraw from a course shall be recorded as having obtained grade 'W' in the transcript.
- 7.1.4 Withdrawal from any course is not permitted once the examination period for the semester has commenced.
- 7.1.5 Students who have stopped attending lectures for any course without withdrawing officially shall not be allowed to sit for examination and shall be given an F grade for the course concerned.

### **7.2 Withdrawal from the University**

- 7.2.1 Withdrawal must be made by submitting withdrawal form to the Academic Administration Department and subject to approval by Dean/Director of the respective Faculty/School/Centre/College.
- 7.2.2 Any application for withdrawal after the add/drop period will result in the student being billed for courses registered in the semester or some amount of penalty as indicated in the Student Financial Handbook.

### **7.3 De-registration of Student**

- 7.3.1 Students who remain unregistered without permission for more than TWO (2) consecutive Semesters will be de-registered and deemed to have withdrawn from the university.

## 8 CREDIT POLICY

### 8.1 Credit Requirement for Completion of Study – Foundation only

8.1.1 Students are required to fulfil the credit requirements as stipulated in the programme structure for completion of study and to progress to the first year of undergraduate programme.

8.1.2 Every programme of study at the foundation level consists of 50 credits.

### 8.2 Credit Requirement to Graduate for Diploma and Bachelor programmes

8.2.1 Every programme of study at the Diploma/Bachelor's level shall normally consist of a minimum of 90/120 credits or any total number of credits exceeding 90/120 as determined by the Senate for the particular programme of study.

8.2.2 Students are required to fulfil the credit requirements as stipulated in the programme structure in order to graduate.

### 8.3 Transfer of Credit

8.3.1 Transfer of credit refers to a situation where credit transfer is given to a Student based on Equivalent Course(s) completed by the Student previously that do not need to be replaced by another course(s).

8.3.2 The transferred credits are counted as part of the fulfilment of the total credits completed for the respective programme offered by the University.

8.3.3 The categories are as follows:

#### 8.3.3.1 External Credit Transfer

A course given credit transfer will be listed on the student's transcript. The credits of the course shall not be included in computing the GPA and CGPA of the student.

#### 8.3.3.2 Internal Credit Transfer

In an internal transfer of credit, the credit obtained together with the grade and grade point for the course concerned shall be taken into account in the calculation of the GPA and CGPA of the candidate.

**\*\* Only internal credit transfer is accepted at Foundation level.**

Details on transfer of credits can be referred to in the Credit Transfer and Exemption Guidelines.

### 8.4 Exemption of Courses

Exemption refers to a situation where students are exempted from taking certain Course(s) but these courses are to be replaced with other course(s) to fulfil the total credits completed for the respective programmes offered by the University.

Details on exemptions can be referred to in the Credit Transfer and Exemption Guidelines.

## 9 ASSESSMENT

Students are assessed throughout the semesters through their coursework and the final examination. Coursework is considered continuous assessment which will provide on-going feedback to students to improve and enhance their own performance. All work submitted as part of the requirements for a course must therefore be expressed in the student's own words and incorporate his own ideas and judgements. Direct quotations from the published or unpublished work of another must always be clearly identified as such and a full reference to the source must be provided. (Plagiarism is an offence punishable by disciplinary action)

Final examinations are designed to confirm learning outcomes by the allocation of the graded marks. The marks obtained for all assessment will be combined to form the final grade.

## **9.1 Methods of Assessment**

- 9.1.1 The respective Faculty/School/Centre/College will determine the distribution of marks between coursework and final examinations. Students are required to complete all the assessments in order to obtain a grade.
- 9.1.2 Assessment is comprised of, but not limited to, Coursework (e.g. tests, assignments, quizzes, laboratory work, oral presentations, projects etc.) and/or where appropriate designated final examinations as detailed in the course syllabus and plan.
- 9.1.3 Students will be informed of the course plans, types and forms of assessment, student participation and policy for their classes before lectures begin.

## **9.2 Eligibility to Sit for Final Semester Examinations**

- 9.2.1 Students are eligible to sit for an examination for all courses they have registered for unless they fail to meet the attendance requirement of the course. The minimum attendance for a course is 80% of the total contact hours of the course
- 9.2.2 Students who fail to meet the attendance requirement and/or with financially barred status will be disqualified from taking the final examination. The continuous assessment marks are not to be used to determine the Grade and an "F" Grade will be given.
- 9.2.3 The lecturer/teacher of each course is responsible to monitor and record the attendance of students.
- 9.2.4 The course confirmation slip must be presented during the final examination. Students are required to print their examination slips on their own.
- 9.2.5 Students are not allowed to sit for the final examination if they fail to produce the official Examination Slip.
- 9.2.6 Students who fail to sit for any final examination without any written approval will obtain an 'F' grade for the course(s) involved.

## **9.3 Examination Schedule**

- 9.3.1 The examination schedule is planned following the academic calendar at the end of semester.
- 9.3.2 The Academic Administration Department will issue the schedule for the final examination or any other examination indicating the place and time for the examination.
- 9.3.3 On rare occasions, circumstances may render the cancellation or postponement of an examination. If such circumstances arise the authority to cancel or postpone the examination is vested with the Registrar.

## **9.4 Examination Rules and Regulations for Students**

The general instructions for the examination are as specified in the University's Examination Rules and Regulations.

## **9.5 Assessment Results**

- 9.5.1 The continuous assessment marks are to be revealed to the student by the Academic Administration Department before the final examination week. The student is obliged to notify the respective lecturer/teacher of any discrepancies in marks within THREE (3) days of their release, otherwise, the marks are considered to be valid.
- 9.5.2 The final results will be announced by the Academic Administration Department after they have been approved and endorsed by the University Senate;
- 9.5.3 Students may appeal to review the final result of any course using the appropriate form. (Please refer to the Examination Handbook for more details)

9.5.4 The final results of any student with an outstanding payment to the University will be withheld. Results will be released once the payment made;

9.5.5 The final examination script shall remain confidential.

## 9.6 Grading System

The grading system, grade and quality points shall be according to the grading scheme in **Table 1**.

**TABLE 1: GENERAL GRADING SCHEME**

Mark Range	Alphabetical Grade	Grade Point Equivalent	Description
90-100	A+	4.00	Excellent
80 - 89	A	4.00	Distinction
75 - 79	A-	3.67	Distinction
70 – 74	B+	3.33	Merit
65 – 69	B	3.00	Merit
60 – 64	B-	2.67	Merit
55 – 59	C+	2.33	Satisfactory
50 – 54	C	2.00	Pass
45 - 49	C-	1.67	Provisional Pass
40 – 44	D+	1.33	Low Pass
35 – 39	D	1.00	Fail
34 or below	F	0.00	Fail

Apart from the grades stated above, the following grades may be given to a student for any course attended:

**TABLE 2**

GRADE	DESCRIPTION
S/U (Satisfactory/Unsatisfactory)	For courses taken on a pass/fail option. A notation of 'S' is given if the student has met the minimum requirement; otherwise a notation of 'U' (Unsatisfactory/Fail) will be awarded.
I (Incomplete)	For incomplete results within a course. The Student must complete all requirements within two (2) weeks of the following semester. If the student fails to do so within the stipulated time, the grade 'I' will be converted to an 'F' Grade.
W (Course Withdrawal)	For courses dropped after the official add/drop period ends with approval from the Dean.
AU	A student who audits a course will be awarded 'AU'. An audit course credit value is not counted as part of the fulfilment of the total credits completed for the respective programme nor shall it be counted in the GPA/CGPA calculation.
IP (In Progress)	<ul style="list-style-type: none"> <li>i) A notation of in-progress (IP) shall be given to students who did not complete their project papers or internship within the semester and will be charged RM 150.00.</li> <li>ii) Students can only extend another ONE (1) semester to complete the course, failing which the grade 'IP' will be converted, to an 'F'.</li> </ul>

## 9.7 Academic Status

- 9.7.1 Students' academic status is determined by:
- 9.7.1.1 the results of the examinations and the student's academic performance for the particular semester;
  - 9.7.1.2 the cumulative achievement for all semesters.
- 9.7.2 Students who have attained a Cumulative Grade Point Average (CGPA) of at least 2.00 in any semester shall be assigned as 'good standing' status.
- 9.7.3 Status of Bachelor and Diploma students with CGPA less than 2.00 will be determined as follows:

No	Range	Status
1	A CGPA between 1.60 -1.99	Warning
2	A CGPA between 1.60 -1.99 for TWO consecutive semesters	Probation
3	A CGPA between 1.60 - 1.99 for THREE consecutive semesters	Dismiss
4	A CGPA of less than 1.60 in any semester	Dismiss

- 9.7.4 Status of Foundation students with CGPA less than 2.00 will be determined as follows:
- 9.7.4.1 If CGPA less than 2.00 in any semester shall be given a 'Warning' status and students with CGPA less than 2.00 in two consecutive semesters shall be given a 'Probation' status (for purpose of examination, probation students will be considered of good standing).
  - 9.7.4.2 Students will be dismissed if the CGPA is less than 2.00 for three consecutive semesters.

## 9.8 Failing / Repeating a Course

- 9.8.1 Students who have failed any course prescribed in the programme structure must repeat the course until they obtain a pass grade (including Provisional and Low Pass);
- 9.8.2 Students are permitted to repeat a course not more than twice unless approval of the Senate is obtained.
- 9.8.3 The grade at every attempt will be recorded but the best grade will be used for the calculation of the CGPA. The credit hour will be counted only once.

## 9.9 Graduation – applicable for Diploma/Bachelor programmes only

- 9.9.1 Students qualify to graduate when they:
- 9.9.1.1 are registered students of a programme of study and have fulfilled the requirements of the programme;
  - 9.9.1.2 have satisfied all conditions stipulated by the University that are not of an academic nature;
  - 9.9.1.3 have achieved a Cumulative Grade Point Average of not less than 2.00 and been approved by the Senate;
  - 9.9.1.4 have submitted the application to graduate not later than FOUR (4) weeks before the end of the semester they expect to graduate.

## 9.10 Progression to Bachelor Programmes – Foundation only

Students qualify to commence to first year undergraduate when they:

- 9.10.1 have successfully completed the requirements of the foundation programme

- 9.10.2 have satisfied all conditions stipulated by the University that are not of an academic nature
- 9.10.3 have achieved a Cumulative Grade Point Average of not less than 2.00 and has their result endorsed by the Senate
- 9.10.4 have submitted the application for completion of study not later than FOUR (4) weeks before the end of the semester
- 9.10.5 students who have completed 50 credits hours but achieved CGPA less than 2.00 will be deemed as “Fail” from Foundation and cannot be accepted to progress to any Bachelor programmes.

#### **9.11 Dean’s List – applicable to Diploma/Bachelor programme only**

- 9.11.1 Full time students who have achieved a GPA of 3.75 and above for all programmes (applicable to September 2017 onwards) and a GPA of 3.67 and above for all programmes (applicable to July 2019 onwards);
- 9.11.2 Students who register less than 10 credits excluding Audit courses or receives “S” or ‘U’ grade are not eligible to be included in the Dean’s List.
- 9.11.3 Students repeating a course for that particular semester are not entitled for Dean’s List
- 9.11.4 The Dean’s List status will be recorded in the transcript of the students as “Achieved Dean’s List Award”.

#### **9.12 Classification of Honours – applicable to Bachelor programme only**

The Bachelor degree awarded by Universiti Tun Abdul Razak will have the following classes:

##### **Applicable to cohort September 2017 onwards**

<b>CGPA</b>	<b>Honours Classification</b>
3.75 – 4.00	First Class
3.00 – 3.74	Second Class Upper
2.25 – 2.99	Second Class Lower
2.00 – 2.24	Third Class

##### **Applicable to cohort July 2019 onwards**

<b>CGPA</b>	<b>Honours Classification</b>
3.67 – 4.00	First Class
3.00 – 3.66	Second Class Upper
2.50 – 2.99	Second Class Lower
2.00 – 2.49	Third Class

## **10 EXAMINATION PROCEDURE**

### **10.1 Conduct of Examinations**

#### **10.1.1 Administrative Order on the Conduct of Examinations**

All students sitting for examinations are required to comply with the rules governing the conduct of examinations as stipulated in the University’s Examination Handbook and the Administrative Order on the Conduct of Examination read by the invigilator to the students before the examination starts.

#### **10.1.2 Examination Offences**

Refer to Item 5 (Breach of Examination Rules) and Item 6 (Penalties) in the University’s Examination Handbook.

## **11 SUPPLEMENTARY EXAMINATION**

- 11.1 Students may apply to sit for a special supplementary examination if they meet the following conditions:
  - 11.1.1 the students have taken that Course but have been given a Provisional Pass or Low Pass Grade
  - 11.1.2 the students have the approval of the Director of the Centre.
  - 11.1.3 the students have applied within TWO (2) weeks of the declaration of results and have paid the special supplementary examination fee.
- 11.2 The better grade will be used in the calculation of CGPA and the maximum grade recorded irrespective of the mark achieved in the examination will be “C”

## **12 SPECIAL EXAMINATION**

- 12.1 Students who are unable to take the final examination due to medical reasons or valid reasons may, with approval from the Dean/Director, take a special examination at a designated time.
- 12.2 The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate AND medical report obtained at the time of the illness.
- 12.3 Except in unusual circumstances approved by the Senate, notification by the student received more than ONE (1) week after the date of the last examination will not be taken into account by the University.

## **13. GENERAL**

### **13.1. The Right to Make Decisions**

The University Senate reserves the right to make any other decision(s) pertaining to these Academic Regulations as it deems fit.

Any other action may be taken under any other provision(s) of the Academic Regulations. All guidelines must be observed. However, the Senate reserves the right to change the guidelines as circumstances may dictate.

### **13.2 Miscellaneous**

- 13.2.1 The University is not responsible for any consequences arising from the students' failure to comply with these Regulations.
- 13.2.2 The Appendices and Tables in these Academic Regulations will become part of the current enforcement of the regulations.