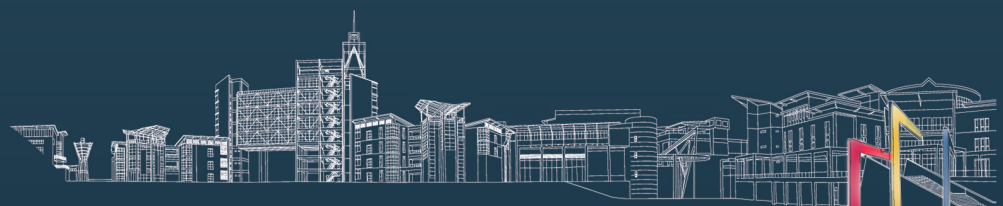




# ACADEMIC REGULATIONS FOR UNDERGRADUATE STUDIES

UNIVERSITI MALAYSIA SARAWAK





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## 1. GENERAL ALLOCATIONS

- 1.1 Undergraduate students are advised to know and fully understand the academic regulation of the Undergraduate Programme Academic Regulation and it is the responsibility of all prospective students to comply to all the policies set out in this guide.
- 1.2 Subjected to its powers as the highest academic body of the University, the Senate reserves the right to change /amend any of these rules from time to time when circumstances require it and it will be effective from the date of the amendment confirmed by the Senate.
- 1.3 This regulation is enforced to all registered undergraduate students in this university including international students, international students who attend the student exchange programs and students who attend the inter campus programme (Cross-Campus Programmes) of the public higher education institutions.
- 1.4 Where it is not specifically stated in this regulation, the jurisdiction adopted in the implementation of this guide is within the power of the Senate. The power of Dean and the Registrar is specifically stated in certain clauses of this regulation.
- 1.5 Subjected to Article 1.1, the exception of any of part of this Academic Regulation is within the absolute power of the Senate.

## 2. DEFINITION

**"Academic Punishment"** is a punishment imposed on students by the Student Disciplinary Committee for academic offenses

**"Academic Session"** is a period of study of two (2) semesters and one (1) intersession and known as the University Academic Year

**"Active Students"** are students who have paid university fees, completed the semester registration and course registration.

**"Aegrotat"** is the awarding of a Bachelor's Degree to a student who is not able to graduate because of a permanent disability subjected to the conditions stated in this regulation guide.

**"Anumerta (posthumous)"** is the awarding of a Bachelor's Degree to a student who is not able to graduate in the event of death subjected to the conditions stated in this regulation guide.

**"Assessment"** is a direct and indirect data collection method and evidence of student learning conducted systematically, continuously and recurrently by using diverse and different resources

**"Assessment"** is a process of making judgments and decisions on student performance based on a benchmarking standard stated by a set performance criteria and performance target for a learning outcome based on evidence obtained by the assessment process.

**"Audit Course"** is a course that is registered by the student but the course's credit hours are not included in the calculation of the total credit hours to graduate and the examination results

**"CGPA" (Cumulative Grade Point Average)** is a measure of academic achievement of a student for the entire semester that has been completed

**"Continuous Assessment"** is a continuous evaluation process throughout the course / module. It also covers the evaluation process used to assess the level of course achievement offered by a program towards supporting the achievement of program learning outcomes.

**"Core Course"** is a compulsory course for students in a programme

**"Course Fail"** is not reaching the minimum grade of a course set by the University

**"Course Registration"** is a process of student's enrolling into certain courses in a programme within a specified period of time

**"Course"** is the subject offered by each program and it has a specific code

**"Coursework"** is a learning that can include and not limited to projects, practical reports, practicum, assignments, quizzes, oral tests and field work for a certain course

**"Credit for one course"** is a quantitative measure that symbolises the burden of learning to achieve certain learning outcomes

**"Current student"** is a student who has been through at least one (1) semester of study at the university

**"Dean"** is the Head of a Faculty, Centre or School appointed by the Vice-Chancellor pursuant to Section 24 (4) in the Constitution of the University and shall have the powers as prescribed by the Constitution, Statute and Methods

**"Dean's Honors"** is the recognition given by the Faculty to students who achieve academic excellence for a semester and acquire GPA 3.5 and above and have taken a minimum of twelve (12) course credits with grade point

**"Deputy Vice-Chancellor (Academic and International)"** is the main officer of the University who assists the Vice-Chancellor in Academic Affairs

**"Disciplinary offense"** is an offense under the rules of Universiti Malaysia Sarawak (Student Discipline) 1999

**"Examination Hall"** is any place/ space used for examination purposes

**"Examination"** is any means or method of assessment resulting in a score or grade given for a course or part of the course

**"Faculty Academic Committee"** is a Committee chaired by the Dean and consists of the Deputy Dean, Head of Department, Program Coordinator, Lecturer and Assistant Registrar / Senior Assistant Registrar as Secretariat / Secretary. The Committee will discuss issues related to faculty academic affairs

**"Faculty of Examining Committee"** is a Committee chaired by the Dean and consists of Deputy Dean, Head of Department, Program Coordinator, Lecturer and Assistant Registrar / Senior Assistant Registrar as the Secretariat / Secretary to confirm the decision of the student's assessment results, making amendments to the decisions when necessary and determine whether the student is eligible for graduation

**"Faculty"** is a major academic entity and is an authority of the university established under Section 16 (1) of the University Constitution and shall conduct learning for programmes at certificates, diplomas, Bachelors, Masters and Philosophical Doctors levels as stated by the Senate and shall also carry out research, consultation and services for the pursue of scientific excellence and professionalism and it is not part of an Academy or Institute

**"Fee"** is the payment set by the university for a particular purpose

**"Final Assessment"** is an assessment that includes the final assessment of the semester, the final performance / presentation and final project

**"Fine"** is a penalty in the form of charges imposed on students applying for a predetermined arrangement

**"General Studies subjects(MPU) "** is a compulsory university course to be taken in order to meet the graduation requirements. Courses under the MPU category are seen able to produce holistic graduates, who appreciate the values of patriotism and the Malaysian identity, and master the soft skills towards fulfilling work marketability. The course under this category begins with the MPU code

**"Generic Development Course"** is a common course of the university that aimsto develop the mind, attitude and personality among students

**"GPA" (Grade Point Average)** is the measure of an academic achievement of a student in a semester

**"Head of Department"** is an academic officer appointed by the Vice-Chancellor to lead a department at the Faculty

**"Inactive Students"** are students who did not pay fees, did not complete the semester registration and course registration.

**"Industrial Training"** refers to full-time placement of students in an organization to conduct practical training supervised in the selected industry, whether, outside or within the country, within the set period before they are awarded a Bachelor's Degree

**"Intersession"** is a period of study held within the final holiday of the academic year



**"Learning Hour"** is the amount of time of learning required to meet credit requirements

**"Lecture"** is the learning class of a course

**"Mobility Program"** is a program that involves the process of learning and academic teaching either in the form of inbound (external students to UNIMAS) or outbound (UNIMAS Students to outside institution) from/ to a recognized institutions or organizations within or outside the country, for a duration of one or two semesters.

**"New Students"** are students who have not yet completed one (1) semester of study at the University.

**"Passing Course"** is the minimum achievement grade of a course set by the University

**"Permanent Disability"** is when a student loses permanent ability certified by a government Medical Officers and is unable to continue their studies even with a certain assistance

**"Plagiarism"** is to copy ideas, sentences or information without acknowledging the original writer and admitting it as a result of a student's own work

**"Program Coordinator"** is an academic officer appointed by the Vice-Chancellor to coordinate a program of study

**"Program"** is a field of Bachelor's degree study offered by the faculty

**"Remedial Course"** is a basic course that aims to improve the understanding and mastery of students in a field

**"Re-Offered/ Clean Slate"** is the second (2nd) opportunity (one (1) time only in one period of study) given to students to start their studies in the same programme or a different programme by cancelling previous academic results / records at the start of a new session

**"Semester"** is a period of study (usually seventeen (17) weeks) set by the Senate for teaching and learning activities

**"Senate"** is the highest academic body of the university entitled to control and provide general instructions on teaching, research and examination, and the conferment of degrees, diplomas, certificates and other academic credits

**"Special Re-examination Assessment (PUK)"** is a special assessment of a course for student who fails in the last year of study and is allowed to take a maximum of two (2) courses per semester for graduation purposes.

**"SPP"** is the abbreviation for the Student Management System. This "real time" computer system is a digital system that stores all information and data of all undergraduate students who are currently and have studied at the University

**"Student Appeal Committee"** is a Committee chaired by the Deputy Vice-Chancellor (Academic and International) to consider and examine the case of student appeal to continue their studies after obtaining a failed and discontinued decision (GB) for a semester

**"Student Disciplinary Committee"** is a Committee chaired by the Deputy Vice-Chancellor (Student Affairs and Alumni) and consists of Dean of Faculty / Centre. The Committee discusses cases of students who violate the academic regulations and the Universities and University Colleges Act (AUKU) 1971 (Amendment 2012) and Rules of Universiti Malaysia Sarawak (Student Discipline) 1999

**"Student Registration"** is the process of student's enrolling into programmes and semester and settling the tuition fees within the set period of time

**"Student"** is a registered student, as well as students in an institution affiliated with the university and university colleges, pursuing courses of study, teaching, training or research from any description at the matriculation, undergraduate, postgraduate or a full-time doctoral candidates either by full-time or part-time, by or from the university or university college, and including distance learning, off-campus, exchange and non-graduate students

**"Study Fee"** is the payment set for the study of a program only

**"Suspension of Study"** is a temporary period allowed for students to not pursue their studies

**"Transfer of credit with grade"** is a grade transfer process to courses that have been approved by horizontal credit transfer (courses that are equal to the same qualifications) only and do not apply to vertical credit transfer courses. Credits are calculated in the student graduation credits and course grades are taken into account in GPA and CGPA calculations. The grade transfer shall be based on the contents mapping between the courses concerned.

**"Transfer of credit without grade"** is the course credit transfer process that has been taken by students in a program to another program that led to the award of qualifications offered by the same institution or different institutions. Transfer of credit can be done with credit transfer from low-level programs to higher levels from a accredited institutions (vertical). The transferred credit will be taken into account to graduate but shall not be used in the GPA and CGPA calculations. The credit transfer process shall be based on content mapping between the courses concerned.

**"Tutorial"** is a discussion session held between students and tutors / lecturers / facilitators

**"University"** is Universiti Malaysia Sarawak

**"University Elective Course"** is a course taken either from other programs within or outside the faculty

**"University fee"** is the fee set by the University to the student from time to time.



### 3. ACADEMIC SESSION

- 3.1 The Academic Session of University University Studies is divided into **two (2) semesters (seventeen (17) weeks** per semester) and **intersessions (eight (8) weeks)** and **exemption** are for medical programs.

Academic Session of Medical Program Undergraduate Studies is subjected to the Faculty Academic Handbook.

- 3.2 Subjected to Article 3.1, academic sessions for medical programs are divided into **block systems and placement** in hospitals.

### 4. STUDENT REGISTRATION

#### 4.1 New Student Registration

All student candidates are enrolled as students in the program offered within the set period of time. Offer is considered to be cancelled if the student candidate fails to do so without acceptable reason for the University.

#### 4.2 Current Student Registration

- 4.2.1 Current student must register for each semester of study by the date set by the University. Students who fail to complete the registration without reasonable excuse will be suspended.

The registration procedure is as in Appendix 1.

- 4.2.2 Students who do not conform to the set minimum of credit will be cancelled registration and given the status of **Deferment of Study, subjected to item 4.4.3**. The delay period of this study will be accounted for in the maximum period of student 's study.

- 4.2.3 Students who have deferred / are suspended need to register in the next semester upon expiration of the deferment/ suspension.

- 4.2.4 Student registration is considered completed upon payment of all current fees and all debts to the University for the previous semester.

- 4.2.5 Students who will undergo a mobility program need to register in the semester to activate student status.

#### 4.3 Intersession Registration

Current students who need to take a course during the intersession, shall complete the registration process for student and the intersession course by the date set by the University.

Intersession Registration Procedure as in Appendix 1.

#### 4.4 Course Registration

4.4.1 The course registration is a must and student are fully responsible to register for courses that need to be taken in each semester through the Student Management System (SPP). Student are fully responsible for printing and ensure the accuracy of the registered courses in the registration slip. If there are errors, the student must report to the University latest by end of the fifth (5<sup>th</sup>) weeks of lecture for the correction.

4.4.2 Registration of a certain course is subjected to the course offered by each programme for the set semester only.

For medical programs, courses that can be registered are only courses offered during the year concerned only.

4.4.3 Students are only allowed to register between **eight (8) to twenty (20) credits** on each semester.

(a) For students with a CGPA of 2.50 and below, the maximum allowed credit is **fifteen (15) credits**.

(b) For students with a conditional pass status (LB), and the repeat course conditional pass( LBMK), the maximum allowed credit is **twelve (12) credits**.

(c) Application for out of range registration for students with less than eight (8) credits and exceeding twenty (20) credits shall obtain the Dean's approval.

4.4.4 Students are only allowed to add and drop courses until the fourth week (4th) of lecture. However, these adding and dropping of courses are subjected to the needs and requirements of the professional bodies, for relevant programmes. Grade will not be provided if the student fails to register a course legally.

Add / Drop of courses after the fourth week (4th) is subjected to the Dean's approval and within the period set by the University. Approved applications will be penalised as decided by the University.

4.4.5 Course status change registered to the Audit Course (U) and Additional courses (KT) can be made until the fourth **(4th) week** of the semester.

4.4.6 Core courses will only be offered in semester one (1) and two (2). The core course offerings during intersessions are only allowed for final year students who need to repeat courses for graduation requirements only subjected to faculty approval (except for Medical and Nursing programmes).

4.4.7 The maximum limit for course registration during the Intersession is **nine (9) credit hours** only.

4.4.8 Students who are currently undergoing Industrial Training (IT) are not allowed to follow any other courses within the IT period.

4.4.9 Students are required to register courses according to the curriculum structure/study plan set by their respective faculty.

## 5. CREDIT SYSTEM

5.1 Each course has a credit value based on the criteria set by the Senate.

5.2 The credit value of each course is based on the learning hours

## 6. CREDIT TRANSFER WITHOUT GRADE

6.1 Students can apply for credit transfer without grade. However, the application is subjected to the conditions set out under the provisions of the Malaysian Qualifications Agency and the relevant Professional Body.

6.2 The credit transferred is taken into account to graduate but shall not be used in the GPA and CGPA calculations.

6.3 The process of credit transfer without grade should be based on content mapping between the courses concerned.

6.4 The list of courses and amount of allowed credit transfer without grade, will be stated with PK symbols in the student academic transcripts.

**Note:** Refer to the Faculty Academic Handbook for details.

## 7. CREDIT TRANSFER WITH GRADE

7.1 Students can apply for credit transfer with grade. However, the application is subjected to the conditions set out under the provisions of the Malaysian Qualifications Agency and the relevant Professional Body.

7.2 The credit transferred is taken into account to graduate but shall not be used in the GPA and CGPA calculations.

7.3 The process of credit transfer without grade should be based on content mapping between the courses concerned.

7.4 The list of courses and amount of allowed credit transfer without grade, will be stated with PG symbols in the student academic transcripts.

**Note:** Refer to the Faculty Academic Handbook for details.

## 8. PROGRAM ACCUMULATED CREDIT

- 8.1 Students are required to follow the minimum credit amount set by each program. However, the Senate reserves the right to set a different minimum of credit amounts based on special needs and requirements.
- 8.2 The amount of credit in **Item 8.1** shall be taken from the course cluster subjected to the latest program standards or the requirements of their respective professional bodies. Programmes that are not subjected to the professional bodies and have no program standards need to comply with the provisions of the latest **Public University Academic Program Development Guidelines, the Malaysian Qualification Agency Department and the Malaysian Qualification Agency (MQA)**.
- 8.3 Each student must attend the remedial courses set by the University.
- 8.3.1 Ruling on the procedure of attending remedial courses can be referred to the Faculty Academic Handbook
- 8.3.2 The amount of credit for all courses in **Item 8.3** will be taken into account in the total number of credit hours registered by the student for each semester.

## 9. DURATION OF STUDY

- 9.1 The University period of study are as follows:

Programme	Study Duration	
	Minimum	Maximum
<b>3 years</b>	six(6) semester	twelve (12) semester
<b>3 1/2 years</b>	seven (7) semester	thirteen (13) semester
<b>4 years</b>	eight (8) semester	fourteen (14) semester
<b>5 years (Doctor Medical Degree)</b>	ten (10) semester	fourteen (14) semester

**Note:** Students who completed their studies less than the minimum or more than the maximum period of time are subjected to the requirements and needs of the Professional Board Accreditation and Senate approval.

- 9.2 Application to extend the duration of study exceeding the maximum period or shortening the minimum period of study as in **Item 9.1 shall be certified by the Faculty. The decision of the application is subjected to the approval of the Senate.**
- 9.3 In the case of **Fail and Terminated students (GB)** approved by the Senate to continue their studies, the duration of study will still take into account the entry year of the student.

## 10. ASSESSMENT SYSTEM

### 10.1 Assessment Method

- 10.1.1 Course assessments are usually carried out continuously through evaluations (written / oral), assignments and other forms of course work.
- 10.1.2 Students will be prevented from taking an exam for a course if:
- (a) Students do not meet the attendance requirements to teaching and learning activities set by the University;
  - (b) Students do not have a final examination slip set by the University.
- 10.1.3 Course assessment is divided into continuous assessment and final assessment. The percentage of the two assessments is subjected to either the latest program standard, professional body or the latest **Public University Academic Program Development Guidelines, Malaysian Higher Education Department**.

### 10.2 Grade Classification

- 10.2.1 The grade classification is based on the requirements by the University Senate that applies to all undergraduate students.

A graduation course assessment can be given symbols as follows:

#### **L/G Pass/Fail)**

Given to a particular course where result is not graded but only given Pass or Fail status. Credit is taken into account for graduation purposes unless credit for Remedial Courses.

#### **TL (Incomplete)**

Given with Senate approval to the course can not resolve course requirements for reasonable reasons. Students need to complete the requirements completely by the fourth week (4th) after the end of the semester to obtain a full and grade assessment. If the student still has a grade classification of TL in the assessment of a semester, students can not be given the Dean and GB award. The results of the assessment generated are not final. For industrial training courses only, the period is extended to the eighth week (8th) after the semester ends to obtain full assessment and grade.

#### **TLK (Incomplete Special)**

Given with the Senate approval to a course that does not fulfill the full course requirements after the fourth (4th) week upon the ending of a semester but does not exceed two semesters with acceptable reasons.

#### **PK (Transfer of Credit Without Grade)**

This symbol is recorded in student transcripts for a list of courses that obtained credit transfer approval from the Dean of the Faculty.

**PG (Transfer of Credit with Grade)**

This symbol is recorded in the slip/ transcript of the student for a list of approved credit transfer.

**U (Audit)**

Status and U Grade will be given to students who register and attend Audit courses (U) with at least 80% and above attendance. Registration or exchange of status to the Audit course shall be made before or in the **fourth (4th) week** of the semester.

**KK (Health Problem Case)**

Given to students who stall their study for a semester due to a medical related cases based on a medical report recognized by the University.

**Td (Withdrawal)**

Given to students who have been approved to voluntarily stop pursuing studies at UNIMAS.

**KT (Additional Course)**

Given to the course attended by students as an addition to the core courses. Students attend and complete assessment for the course. The grade point for this course will be taken into account in the calculation of GPA and CGPA but the number of additional course credits is not taken into account for the purpose of graduation. Registration or exchange of status to Additional Courses shall be made by the **second week (2nd)** of a semester.

**Rn (Repeat Course)**

This symbol is recorded in the semester results slip for the repeated course after being taken but failed. Only the credit and latest grade point of the repeated courses will be taken into account for GPA and CGPA calculations. The **n** symbol after the letter **r** shows the amount of times the course has been repeated.

**Kbn (Repair Course)**

This symbol is recorded in the semester results slip for courses taken to improve grades of course taken before. The best grade will be taken into account for GPA and CGPA calculations. The **n** symbol after the letter **K B** shows the amount of times the course has been retaken.

10.2.2 The grade and grade point given for a course is as shown in the following table:

Grade	Score Range	Grade Point	Achievement Standards Core Course/ Generic/Elective/MPU/ Remedial
A	80-100	4.00	Excellent
A-	75-79	3.67	
B+	70-74	3.33	Credit
B	65-69	3.00	



B-	60-64	2.67	<b>Good Pass</b>
C+	55-59	2.33	
C	50-54	2.00	
C-	45-49	1.67	<b>Pass</b>
D	40-44	1.00	<b>Fail</b>
F	< 40	0.00	

**The above Grade Table is effective on the students of the 2015/2016 and above Academic Session Intake.** Grade C- With a score range between 45-49 and the 1.67 grade point is calculated as a PASS for all courses.

However, passing grades for a course are subjected to courses standard set by the programme/faculty.

For study programmes that sets out grade requirements other than the above Grade Table, please refer to the respective Academic Handbook.

### 10.3 Assessment Result

10.3.1 The achievement of a student in a semester is indicated by the grade point average (GPA). The overall achievement of a student in a programme is shown with the cumulative grade point average (CGPA). GPA and CGPA calculation methods are as follows:

#### **Grade Point Average (GPA)**

$$\text{GPA} = \frac{\text{Total Grade Point for the semester}}{\text{Total Credit for all courses for the semester}}$$

Whereby:

$$\text{Total Grade Value} = \text{Grade Value} \times \text{Course Credit}$$

#### **Cumulative Grade Point Average (CGPA)**

$$\text{PNGK} = \frac{\text{Total for all grade point in a semester}}{\text{Total for all Credit of all courses for the semester}}$$

Examples of GPA and CGPA calculations are as in Appendix 2.

10.3.2 All courses are taken into account in GPA and CGPA calculations except for courses that are not given grades. The assessment results for students who obtained **Tidak Lengkap** (incomplete) grades for a course are not considered the final grade until the actual grade is endorsed by the Senate.

10.3.3 The final grade and grade point of each course on each semester obtained by the student will be recorded in their academic records. Students who get **GPA 3.50**

**and above** for one semester by taking a minimum of **twelve (12) credits** and with grade are eligible for the Dean's Honors Certificate.

Dean's Honors are not eligible for the following students:

- (a) Has the **Tidak Lengkap** (incomplete) grade classification in their assessment results on any semester.
- (b) Is beyond the minimum period of study (except students who have undergone a mobility program).

#### 10.4 Special Re-Examination

10.4.1 Special Re-Examination (PUK) is a special examination of a failed course in the last year of study and is allowed to be taken a maximum of two (2) courses per semester for graduation purposes. However, PUK is not allowed to be taken for industrial training courses and final year projects.

10.4.2 The eligible students must submit an application to the Dean of the Faculty that are offering the course by accompanying payment of the set fee per credit.

10.4.3 The student's application for a special re-examination is subjected to the approval of the Dean of the Faculty except for the following students:

- (a) Students who have been blocked to sit for the final examination; or
- (b) absent during the final examination; or
- (c) commits an academic offense during the final examination.

10.4.4 Special Re-Examination (PUK) is equivalent to the topic of the final examination of the semester. Overall scores will include PUK and continuous assessment.

#### 10.5 Deferral of Examination

10.5.1 Students who are ill or face other problems during the examination period, may apply to the faculty to postpone the examination. The application shall be made no later than **forty eight (48) hours** after the assessment is held.

10.5.2 Application to postpone the examination for health reasons should be accompanied by a medical certificate from a Government Doctor, a University Medical Officer or a University Panel Doctor only. Any other certificate that is not from a University Panel Doctor must be certified by the University Panel Doctor. Application for other reasons may be considered at the Faculty's discretion. Replacement examinations can be arranged based on merit of certain cases.

#### 10.6 Appeal for Rechecking of Course Assessment Results

10.6.1 Appeals to recheck the results of the assessment of a course shall be submitted to the Dean of the Faculty at the appointed date by submitting a proof of payment (receipt) along with the application.

10.6.2 The re-evaluation results shall be endorsed by the Faculty Examination Committee and the Academic Planning and Development Committee (JTSPPA) before submitted for the approval of the Senate.

10.6.3 Every decision made on this method is **final** and **no appeal** will be entertained after the confirmation of the Senate.

#### 10.7 **Announcement of the Semester Assessment Results**

10.7.1 The student's academic achievement results for each semester will be announced within the period set by the University.

10.7.2 Student evaluation results are accessible and can be downloaded online subjected to debt clearance with the University.

10.7.3 Students are responsible for notifying the University from time to time on any change of personal information of the student for the purpose of updating the data and records by self-updating the information online.

### 11. **STUDENT ACADEMIC STATUS**

11.1 The results of the semester assessment (except for medical programs based on year-end results) will determine the eligibility of a student to continue his/her studies. A student can be given a graduate status of **Pass, Pass by Course Repeat (LMK), Conditional Pass (LB), a Conditional Pass by Course Repeat (LBMK) and Fail and Dismiss (GB)**.

#### 11.1.1 **Pass (L)**

Students are given a **Pass** status and allowed to continue their studies by getting a **CGPA of 2.00 and above except** for medical programs with additional conditions as set by the Faculty.

#### 11.1.2 **Pass by Course Repeat (LMK)**

Students are given the status of **Pass by Course Repeat** by getting a **CGPA of 2.00 and above** but **Fail** in a course and need to repeat the course.

#### 11.1.3 **Conditional Pass (LB) dan Conditional Pass by Course Repeat (LBMK)**

##### 11.1.3.1 **Conditional Pass (LB)**

Students are given a **Conditional Pass** status by getting a **CGPA between 1.75 and 1.99**. Such students will be warned to increase their GPA and CGPA to 2.00 or more at the next semester.

### 11.1.3.2 **Conditional Pass by Course Repeat (LBMK)**

Students are given a **Conditional Pass by Course Repeat** status by getting a **CGPA between 1.75 and 1.99** but **Fail** in a course and need to repeat the course. Such students will be warned to increase their GPA and CGPA to 2.00 or more at the next semester.

### 11.1.4 **Failed and Dismissed (GB)**

Students are given Fail and Dismiss (GB) status if:

- (a) Obtained a **CGPA of less than 1.75** on a semester; or
- (b) Failure to increase CGPA to 2.00 or more after obtaining a **Conditional Pass** status in the previous semester; or
- (c) Failure to increase CGPA to 2.00 or more after obtaining **Fail and Dismiss (GB)**
- (d) in the previous semester and allowed to resume the study; or
- (e) Students who still have TL grade in the assessment of a semester cannot be given the **Fail and Dismiss (GB)** status.

For medical programs, refer to the Medical Programme Academic Handbook.

### 11.1.5 **Fail and Repeat Year Program (Medical Programme Only)**

Students who failed more than **two (2)** blocks/ two placement of study in **one (1)** year of study need to repeat the year of study except for Year One. (Refer to the Academic Handbook of Medical Programs.

## 11.2 **Repeat to Redeem a Failed Course**

11.2.1 Students who failed in **Core Courses may repeat the course** subjected to the maximum period of authorised study.

11.2.2 Students who failed in any Elective, Generic and MPU courses should repeat the course until passing obtaining a pass.

(a) Failed Elective courses can be repeated or replaced with any other university Elective course. However, the failed course credit will be taken into account in the calculation of the CGPA.

(b) Failed English generic course can be repeated and replaced with any equivalent English generic courses.

11.2.3 The failed course can be redeemed with other courses under the same category if the course is no longer offered.

11.2.4 Students who have met the requirements of the total credit amount to graduate but still need taking additional elective courses and getting a Fail grade for the

course do not need to repeat the course. However, the credit and the failed course grade point will be taken into account in the calculation of GPA and CGPA.

- 11.2.5 For each course repeated, only the latest grade is taken into account in GPA and CGPA calculations. Other grades are recorded as records only.
  - 11.2.6 For each elective core course/ options failed and the same course repeated, only the latest grade is accounted for in the calculation of GPA and CGPA. Elective core courses / options failed may be repeated or replaced with any other elective core course / other program options. However, the failed course credit will be accounted for in GPA and CGPA calculations.
  - 11.2.7 Students have to pay fees for each course repeated or replaced. The repeat course fee will not be refunded if the student drops the course after the fourth week (4th) of the lecture.
- 11.3 Repeating to Improve grade/ CGPA**
- 11.3.1 Students can repeat a passed Core / Elective / Generic / MPU course to improve the course's grade, subjected to the approval of the Faculty / Centre.
  - 11.3.2 Students can repeat until reaching a satisfactory grade within the maximum duration of the designated study.
  - 11.3.3 The best grade is taken into account in the calculation of GPA/ CGPA.
  - 11.3.4 Students have to pay the fees for each course repeated/ repaired. The Repair Course fee of will not be refunded if the student drops the course.

## 12. ACADEMIC ETHICS

- 12.1 Students convicted by the University Student Disciplinary Committee may be punished in accordance to the **University and University College Act 1971 (Amendment 2012)** and the Rules of Universiti Malaysia Sarawak (Student Student Discipline) 1999.
- 12.2 Students **convicted of any disciplinary offenses** are not eligible for the Dean's List for the affected semester even though they have fulfilled the terms set out on Article 10.3.3.
- 12.3 Students must comply to the *Peraturan Kecil Penilaian Fakulti* in force.

## 13. DEFERMENT OF STUDY

- 13.1 Registered Students may apply to defer their studies with the Dean's approval before the end of the second week (2nd) of a semester. The application deferment of studies can be applied for one semester of one session of study. The student's deferment application should be applied concurrently for each semester if exceeding one semester. However,

the approval for students to defer the study is limited to **three (3) times only for (three (3) semesters)** during the course of study. If the reason for deferment of studies is other than health cases exceeding three (3) semesters, the student will be given a Dismiss from Study Status

- 13.2 Application for deferment **after the second week (2nd)** of study in a semester will not be considered **except for a case of health disorder**. The period of deferment of study will not be taken into account in the calculation of the maximum duration of study for the student.
- 13.2.1 A student who is ill for a somewhat long period of time may be given a deferment of study for a certain semester by the Dean of the Faculty. In such a case an acknowledgement from a Medical Doctor is required. An acknowledgement from a non Medical Doctor can be considered in certain cases after the student concerned undergo a medical doctor's treatment first. In the case of mental illness, approval to re-register is subjected to the Medical Doctor concerned.
- 13.2.2 The Medical Doctor who treat the student must consist of Government Doctors, University Physician, University Doctor, University Panel Doctor or other doctors recognized by the University.
- 13.2.3 For students who have deferred their studies due to health disorder exceeding four (4) semesters, they will be referred to the University Medical Committee, to determine whether the student is fit to continue the study or vice versa. The University Medical Committee may also recommend that the student change the program of study if need be.
- 13.3 An active student facing problems other than the above item 13.2 may also be given a deferment approval before the end of the thirteenth week (13) for a semester subjected to the approval of the Dean of the Faculty, and the period of deferment will be added to the student maximum period of study calculation.
- 13.4 Students whose deferment application has been approved will lose the university student status during the period of deferment.
- 13.5 Current student whose deferment application has been approved is eligible to reimburse the paid tuition fees subjected to the rate set by the University.
- 13.6 For students who have not paid the University Fees and have not registered as an active student and wish to apply for deferment before the end of the second week (2nd) of lecture will not be charged for the tuition fee for the semester. Meanwhile, for the application of deferment after the second week (2nd) of lecture, apart from those with health related cases, the applicant must pay the tuition fee for the semester.



## 14. SUSPENSION OF STUDY

- 14.1 Students who have not registered and applied for a deferment before the end of the second week (2nd) will be suspended for the semester. Students must re-register at the next semester.
- 14.2 Students who have registered for the semester but did not register for courses offered in the semester, and have not applied for deferment will be suspended for the semester. Students who are suspended from studies on this clause shall re-register at the following semester to continue their studies.
- 14.3 The University's decision to suspend a student from their studies under Articles 14.1 and 14.2 is final and the affected students are not allowed to apply for deferment from their studies upon the suspension of study except for cases related to health disorder. The exception refers to item 13.2.
- 14.4 Students who have been suspended for more than three (3) semesters during the course of study as a result of items stated in Article 14.1 and 14.2, will be given the status Dismiss from Study.
- 14.5 The suspension period from study is taken into account in the overall calculation of the student maximum period of study.
- 14.6 Students may be suspended from studies if the students are found guilty of disciplinary offenses and are subjected to suspension of study for a period set by the University Student Disciplinary Committee. Affected students are not eligible to reimburse the tuition fees including the university fees.

## 15. DISMISSAL FROM STUDY

- 15.1 Student will be dismissed from study if:
  - (a) Students fail to re-register before the end of the second week (2nd) of the current semester, after being given the status of suspension from the study in the previous semester, and did not apply for a deferment of the study in the current semester; or
  - (b) Students have deferred their studies for reason other than health disorder cases exceeding three (3) semesters during the course of study (refer to item 13.1); or
  - (c) Students who have been suspended for studies exceeding (3) semesters during the course of study (refer to item 14.4); or
  - (d) Students have exceeded the maximum period of study; or
  - (e) Students have been sentenced to dismissal from the University after being found guilty by the University Student Disciplinary Committee for conducting academic disciplinary offenses.

## 16. EXCHANGE OF PROGRAM OF STUDY (in the same faculty)

16.1 Students who have confirmed their registration in a programme of study are **NOT ALLOWED** to exchange programs except with the following conditions:

- (a) Students have completed **one (1)** semester of study;
- (b) Obtained a CGPA of at least 1.75;
- (c) Met the general requirements and special requirements of the programme of study;
- (d) Depending on the vacancy in the programme applied;
- (e) Students have obtained the approval from the receiving programme and obtaining release from the original program;
- (f) Program transfer is only allowed once (1 times) during the course of study;
- (g) The student total period of study does not exceed the maximum period during the program exchange applied;
- (h) Applications to exchange to a new programme that exceeded the maximum period of study are subjected to Senate approval;
- (i) Students are allowed to apply for any Bachelor's Degree Programme at UNIMAS except for the Medical Doctor degree programme.

16.2 Permission to exchange programmes in the same faculty and to determine the semester to start the affected new programme is subjected to the approval of the Dean of the Faculty.

16.3 The course assessment grade which has been obtained in the previous programme will be terminated except for approved courses for grade transfer by the receiving programme.

16.4 The application to exchange to a new programme can be made by the end of the second week (2nd) of the semester. Application after the second week (2nd) will only be considered for exchange in the next semester. Application must be accompanied by the receipt of the processing fee set by the University.

## 17. CHANGE OF FACULTY

17.1 Students who have confirmed their registration in a faculty **ARE NOT ALLOWED** to exchange to other faculty except with the following conditions:

- (a) Students have completed **one (1)** semester of study;
- (b) Obtained a CGPA of at least 1.75;
- (c) Met the general requirements and special requirements of the programme of study;
- (d) Depending on the vacancy in the programme applied;
- (e) Students have obtained the approval from the receiving Faculty and obtaining release from the original Faculty;
- (f) Faculty transfer is only allowed once (1 times) during the course of study;

- (g) The student total period of study does not exceed the maximum period during the Faculty exchange application;
- (h) Students are allowed to apply for transfer to any Faculty offering Bachelor's Degree Programme at UNIMAS except to the Medical Doctor degree programme.

17.2 Assessment grades for all courses taken in the programme at the previous Faculty will be terminated except for approved courses for grade transfer by the receiving Faculty.

17.3 The application to exchange to a new Faculty can be made by the end of the second week (2nd) of the semester. Application after the second week (2nd) will only be considered for exchange in the next semester. Application must be accompanied by the receipt of the processing fee set by the University.

## 18. CHANGE OF UNIVERSITY

18.1 Students who have confirmed their registration in a programme at Universiti Malaysia Sarawak ARE NOT ALLOWED to exchange programme to other universities. If the student wishes to register at another university, the student shall apply to withdraw from following the registered programme by making a written request to the Dean of the Faculty. Letter of Approval to withdraw will be issued by the Division of Undergraduate Studies subjected to the debt clearance to the University.

## 19. APPEAL FOR CONTINUATION OF STUDY

19.1 Local students who are given the of Fail and Dismised (GB) status for a semester may submit an appeal against the decision made.

19.2 Only local students given the first **GB** status are allowed to appeal to continue their studies. International students who wish to continue their studies must submit a new intake application.

19.3 All appeal attached with the Processing Fee is to be submitted to the Deputy Vice-Chancellor (Academic & International) within **the stated period** after the Senate endorsed the results of the semester examination. An appeal processing fee should be attached with a payment receipt set by the University.

19.4 Students may submit a letter of support from a qualified/ equivalent Official Psychologist (if necessary) as an appeal supporting document.

19.5 Students who have received approval for their appeal to continue their studies after GB status will be re-offered to study as clean slate.

## 20. WITHDRAWAL FROM STUDY

- 20.1 A student may withdraw from a study programme by submitting a written request to the Dean of the Faculty. Approval letter for withdrawals will be issued by the Division of Undergraduate Studies.
- 20.2 A reminder notice will be issued to students applying to withdraw for students to clear all debts arrears to the University. The withdrawal letter of approval is only issued after the student settles all debt arrears to the University.
- 20.3 Students who have been approved to withdraw from study, are eligible to reimburse paid University fees subjected to the rate set by the University.
- 20.4 The University's decision to approve the students withdrawal from study is **final** and students are not allowed to make cancellation or withdrawal of the approved applications.

## 21. CONFERMENT OF DEGREE

- 21.1 A student must meet all of the following conditions to graduate and awarded a **Bachelor's Degree with Honors**
  - (a) **Passed all the courses required** for the program within the set period;
  - (b) **Obtained a CGPA of at least 2.00;**
  - (c) Completed the number of credit predetermined by the Senate;
  - (d) Met all the requirements of the Academic Regulations for Undergraduate Degree with honors;
  - (e) Endorsed to be awarded a degree by the Faculty Examining Committee and endorsed by the Senate;
  - (f) Met all other requirements required by the Senate;
  - (g) Conditions for the classification of conferment of the Bachelor's Degree is by the consideration of the Senate.
- 21.2 Agrotat and Anumerta (posthumous) Academic Award is subjected to the following conditions:
  - (a) Students meet at least 75% of their graduation requirements in their program of study.
  - (b) The graduation status (L) in the final semester before the event of death or permanent disability;
  - (c) Students obtain CGPA of 2.00 and above in each semester during their period of study.

21.3 The degree classification is as follows:

(a) Effective before Semester 1 Session 2020/2021

Degree	CGPA
First Class	3.70 and above
Second Class Upper	3.00 – 3.69
Second Class Lower	2.00 – 2.99

(b) Effective from Semester 1 Session 2020/2021 and above

Degree	CGPA
First Class	3.67 and above
Second Class Upper	3.00 – 3.66
Second Class Lower	2.00 – 2.99

## 22. FEES

- 22.1 All Students are required to pay all fixed university fee before or at the time of registration.
- 22.2 The details of the fees to be paid by local students and international students are subjected to the latest fee rates per semester.
- 22.3 Students who are registering for Additional/Repeat to Improve/Repeat /Audit apart from current courses will be charged based on the amount of credit taken.
- 22.4 Fees based on credit taken will also apply to students who are taking **eleven (11) credits and below during the final semester of the final year of study**. The final semester student of a final year of study must settle the payment for all fees before applying for approval for allowing payment of fees per credit. The fee is based on the amount of credit as stated in item 22.3.
- 22.5 Payment of fees for Additional/Repeat to Improve/Repeat /Audit courses shall be made at the Bursary's Office and the receipt must be submitted to the Division of Undergraduate Studies before or in the **fourth week (4th)** of the current semester. Applications made after that period will not entertained.

**Note: In the event of any inconsistency in this Academic Regulations, the Bahasa Melayu version shall prevail over all other versions**

**Current Student Registration Procedure**

<b>Lecture Week</b>	<b>Allocation</b>
Week 1	Students are subjected to late registration payments at the rates set.
Week 2	(a) Students must apply for written approval to the Dean of the Faculty; and (b) Students are subjected to late registration payments at the rates set.
Week 3 and above	Suspended from study (without reasonable excuse)

**Intersession Registration Procedure**

<b>Lecture Week</b>	<b>Allocation</b>
Week 1	Students are subjected to late registration payments at the rates set.
Week 2	Registration with the consent from the Dean and late registration fees are charged at the rates set.



## Appendix 2

## Examples of the calculation for Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA)

## 1. Grade Point Average (GPA) Calculation

Semester 1

Course Code	Credit	Grade	Grade Point	Total Grade Point
EBM1013	3	B+	3.33	9.99
EBQ1013	3	B	3.00	9.00
EBF1013	3	A-	3.67	11.01
SSX0012	2	A	4.00	8.00
	<b>11</b>			<b>38.00</b>

## Grade Point Average (GPA)

$$\begin{aligned} \text{GPA} &= \frac{\text{Total Grade Point for a semester}}{\text{Total credit for all courses for the semester}} \\ &= \frac{38.00}{11} \\ &= 3.45 \end{aligned}$$

## 2. Cumulative Grade Point Average (GPA) Calculation

Semester 1

Course Code	Credit	Grade	Grade Point	Total Grade Point
EBF1023	3	B	3.00	9.00
EBQ1023	3	B-	2.67	8.01
PBF1012	2	A	4.00	8.00
SSX0022	2	A	4.00	8.00
	<b>11</b>			<b>33.01</b>

$$\begin{aligned} \text{CGPA} &= \frac{\text{Total grade point for all grade collected until recent}}{\text{Total credit taken until recent}} \\ &= \frac{38.00 + 33.01}{11 + 10} \\ &= \frac{71.01}{21} \\ &= 3.38 \end{aligned}$$

### Penalty Rate and Processing Fee

#### A. Penalty Payment

Bil	Penalty Type	Total Payment
1	Current student late registration	RM100.00
2	Course registration exceeding given period with Dean's approval <ul style="list-style-type: none"> <li>- Semester 1 and 2 starting the fifth week (5th) until the sixth week (6th) of lecture</li> <li>- Intersession in the second week (2nd) of lecture</li> </ul>	RM100.00 per course
3	Drop courses outside the given time with Dean's approval <ul style="list-style-type: none"> <li>- Semester 1 and 2 starting the fifth week (5th) until the eighth week (8th) of lecture</li> <li>- Intersession in the second week (2nd) until the fourth week (4th) of lecture</li> </ul>	RM100.00 per course

Note:

Each application must be accompanied by a written request / application form.

#### B. Processing Fee

Bil	Application Type	Total Payment
1.	Reprinting of offer letter	RM5.00
2.	Reprinting of exam result slip	RM5.00 per slip
3.	Reprinting of Dean's List Certificate	RM5.00 per slip
4.	Appeal for re-checking of assessment result	RM50.00 per course
5.	Study Programme Exchange	RM100.00
6	Faculty Exchange	RM100.00
7.	Appeal to continue study	RM50.00

8.	<p>Additional/Audit course fee per credit</p> <p>(a) Local Student</p> <table border="1"> <thead> <tr> <th>Stream</th> <th>Credited Courses</th> <th>Non Credit Courses</th> </tr> </thead> <tbody> <tr> <td>Arts</td> <td>RM40.00 per credit</td> <td>RM40.00 per course</td> </tr> <tr> <td>Sciences / Nursing</td> <td>RM50.00 per credit</td> <td>RM50.00 per course</td> </tr> <tr> <td>Medical</td> <td>RM70.00 per credit</td> <td>RM70.00 per course</td> </tr> </tbody> </table> <p>(b) International Student</p> <table border="1"> <thead> <tr> <th>Stream</th> <th>Credited Courses</th> <th>Non Credit Courses</th> </tr> </thead> <tbody> <tr> <td>Arts</td> <td>RM120.00 per credit</td> <td>RM120.00 per course</td> </tr> <tr> <td>Sciences / Nursing</td> <td>RM150.00 per credit</td> <td>RM150.00 per course</td> </tr> <tr> <td>Medical</td> <td>RM210.00 per credit</td> <td>RM210.00 per course</td> </tr> </tbody> </table> <p>Note: Special Re-Examination (PUK) will be using the calculation of fees per credit shown in the table above.</p>	Stream	Credited Courses	Non Credit Courses	Arts	RM40.00 per credit	RM40.00 per course	Sciences / Nursing	RM50.00 per credit	RM50.00 per course	Medical	RM70.00 per credit	RM70.00 per course	Stream	Credited Courses	Non Credit Courses	Arts	RM120.00 per credit	RM120.00 per course	Sciences / Nursing	RM150.00 per credit	RM150.00 per course	Medical	RM210.00 per credit	RM210.00 per course	
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**Note:**

Each application must be accompanied by a written request / application form.

**C. Reimbursement fee rates for deferment of study**

Rate	Rate Detail	
	Lecture Weeks	Course Registration
100%	Until Week 2	Course are not offered
75%	Week 3 - 4	Course registration does not meet to the set minimum of credit as in Item 4.2.2.
50%	Week 5 - 10	-
0%	After Week 10	-

**Note:**

The calculation of the reimbursement rate of the study fee is calculated from the date the application is received from the student.

**D. Reimbursement fee rates for withdrawal from study**

Rate	Lecture Weeks
100%	Until Week 2
75%	Week 3 - 4
50%	Week 5 - 10
0%	After Week 10

**Note:**

The calculation of the reimbursement rate of the study fee is calculated from the date the application is received from the student.

This Academic Regulations for Undergraduate Studies has been approved by the 197th Senate Meeting No. 5/2021 dated 14 July 2021. This Academic Regulation is effective for Session 2021/2022 for all UNIMAS students. Therefore, the previous edition of the UNIMAS Academic Regulations for Undergraduate Studies is deemed void.



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