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UNDERGRADUATE ACADEMIC RULES AND REGULATIONS

6th EDITION

PREFACE

University of Technology Sarawak (UTS) **Undergraduate Academic Rules and Regulations (UARR)** provides framework for the conduct of academic activities and records.

The UARR includes latest updates based on the requirement of the Ministry of Education (MoE) and Malaysia Qualification Agency (MQA) on *Dasar-Dasar Berkaitan Kualiti* (ref: JPT(A)1000/001/013/05(17) 27 March 2012. These rules and regulations shall apply to all undergraduate students.

Students of University of Technology Sarawak (UTS) are bound to abide by all sections of the Undergraduate Academic Rules and Regulations and to observe the procedures that govern their relations with the University.

Each student of UTS is required to;

1. understand, appreciate, and comply with all regulations stipulated in this Undergraduate Academic Rules & Regulations (UARR) handbook.
2. be responsible and proactive in obtaining guidance and advice from the lecturers, Student Academic Advisors, Coordinators, Section Heads, administrative staff and the Administration of schools and related departments for any form of predicaments.
3. take appropriate actions pertaining to the stipulated regulations stated in this Undergraduate Academic Rules & Regulations (UARR) handbook which are (and not limited to):
 - a) to fulfill all the academic requirements stipulated in the curriculum of the Academic Program enrolled at the UTS;
 - b) to attend lectures/practical training/ industrial training/practicum/clinical training specified by the University.
 - c) to complete the registration exercises in the course enrolled within the specified time;
 - d) to pay the stipulated amount of the University's fees within the stipulated time.
4. be responsible to fulfill all requirements of his bachelor degree program and of his own progress towards the completion of those requirements.
5. avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging or disclosing their source(s).

'University of Technology Sarawak (UTS)' was incorporated and established on 1st April 2013 as a private institution of higher learning under the Private Higher Education Act 1955 (Act 555).

'University' refers to University of Technology Sarawak.

'Constitution' refers to the Constitution of University of Technology Sarawak.

'Senate' refers to the Senate of University of Technology Sarawak which is the highest authority on academic matters at the University constituted under Section 16 of the UTS Constitution.

'Vice Chancellor' or **'Chief Executive Officer'** refers to whosoever holds the office of the Chief Executive as provided by Section 28 of the UTS Constitution. He is the highest executive appointed by the Board of Directors of UTS to manage and administer the operations of the University.

'School' refers to the learning center where the academic program of the University are delivered.

'Dean' refers to the person appointed by the University as the head of School.

'Academic Program' refers to the program of study specified by UTS for the conferment of a bachelor's degree.

'Academic Staff' refers to teaching professional appointed by the University. These include professors, associate professors, senior lecturers, lecturers, specialist and any other person who is employed to teach at the University.

'Credit' refers to the measure of students' academic load in order to attain a set of learning outcomes. An academic load is a quantitative measure of all students' learning time (SLT) which encompasses guided and independent learning activities. The 40 hours of notional learning time is valued as 1 (one) credit.

'University Academic Committee' refers to the standing committee for The Senate, appointed by the University to manage issues pertaining to academic matters.

'University Board of Examination' refers to the standing committee for The Senate, appointed by the University to manage issues pertaining to examination.

'School Board of Examiners' refers to the committee at School level handling all matters pertaining to examinations, appointed by the Dean.

'Course' refers to a component of the program structure which bears a unique code. A 'Course' also refers to a Subject.

'Coursework' refers to assignments that are assessed and evaluated in which the results contributed to the final grade. A student's academic performance is evaluated in the form of coursework throughout a semester and a final examination at the end of the semester. However, in some subjects, the assessment, are based only on coursework.

'Examination' refers to any form of evaluation based on a list of questions administered to students for the purpose of assessing their academic achievement.

'Students' refer to those who have properly registered into the University's academic programs and undergone programs of study that enable them to obtain their bachelor's degree.

'New students' refer to students who are registered with the University for the first time in a particular program.

'Returning Students' refer to students who are allowed to proceed to the next semester of their studies.

'He/Him/His' The usages of the terms apply to male and female students/staff.

'Academic Year' refers to academic session consisting of two semesters of 17 weeks (14 weeks of classes, 2 weeks of examinations and 1 week of revision) and a semester of 8 weeks (7 weeks of classes and one (1) week for examinations). However, certain programs may follow different forms of academic year.

'Semester' refers to a study session allocated by the University's Senate for lectures, assessments and similar instructional activities.

'Semester Registration' refers to the process to activate the academic status of the students.

'GPA' (Grade Point Average) refers to the average of grade points received in a particular semester.

'CGPA' (Cumulative Grade Point Average) refers to the accumulated average of grade points received in all semesters attended.

'Academic Affairs & Registry' refers to the department managing academic administration of students' admissions, records, examinations and graduation.



UNDERGRADUATE ACADEMIC RULES AND REGULATIONS

1. THE ACADEMIC SESSION

- 1.1. The University's Academic Session is divided into two long semesters and a short semester.
- 1.2. The Academic Session is divided as illustrated in Table 1:

Table 1: Academic Session *

FEBRUARY SEMESTER	
Registration/Orientation	1 week
Classes	7 weeks
Mid-semester Break	1 week
Classes	7 weeks
Revision Week	1 week
Examinations	2 weeks
Total Academic Weeks	17 weeks

SEPTEMBER SEMESTER	
Registration/Orientation	1 week
Classes	7 weeks
Mid-semester Break	1 week
Classes	7 weeks
Revision Week	1 week
Examinations	2 weeks
Total Academic Weeks	17 weeks

SHORT SEMESTER*	
Classes	7 weeks
Examinations	1 week
Total Academic Weeks	8 weeks

Important Note: Some academic programmes may follow different academic session(s) subject to Senate's approval.

2. STUDENT STATUS

- 2.1. Student status is based on the following conditions. A student must have;
 - 2.1.1. registered as a student with the University for the academic programme on the stipulated registration duration;
 - 2.1.2. registered for courses stipulated in the study plan for the said semester within the specified duration; and paid for his tuition fees *or committed to pay for his fees under any scholarship, sponsorship or study loan.*

3. SEMESTER REGISTRATION

- 3.1. All students must register their academic semester within the time indicated by the University.
- 3.2. Registrations are opened until the Friday on the first week of the academic semester.
- 3.3. Late registrations are opened until the second week of the new semester and will be subjected to a fine. If a student fails to register his academic semester within the specified period without any valid reason given, the student will be suspended and issued a show-cause letter as to why he cannot be dismissed from the University.

4. COURSE REGISTRATION

- 4.1. All students must register for their courses before the academic semester begins;
 - 4.1.1. Students will not be allowed to attempt examinations for unregistered courses.
 - 4.1.2. A student's registration for his semester will be revoked and his student's status will be deferred or terminated if he fails to register his courses within the specified period, unless he provides valid reasons acceptable by the Dean.
- 4.2. Adding Courses;
 - 4.2.1. Students may add courses before the end of week 2 of an academic semester but the approval to do so is subject to the availability of places in the classes concerned.
- 4.3. Dropping Courses;
 - 4.3.1. Courses may be dropped before the end of week 4 of an academic semester.
 - 4.3.2. Students must apply to drop their courses; not attending lectures or tutorials or failure to submit coursework will not be considered as courses being dropped.
- 4.4. Withdrawing Courses;
 - 4.4.1. Applications to withdraw registered courses must be made from week 5 to week 9 of an academic semester. Withdrawals are not allowed after week 9.
 - 4.4.2. Courses withdrawn within the specified period will be recorded in the results slip as 'W', and this grade will not be calculated in the GPA for the respective semester.
- 4.5. Verification of Registration;
 - 4.5.1. Students are responsible to verify the correctness of their registration records by week 4.
 - 4.5.2. After week 4, any correction of course registration record will be penalized at RM50.00 for each request.
 - 4.5.3. After week 9, any correction to the course registration record will be penalized RM100 for each request.
 - 4.5.4. All corrections must be recommended by the Head of Programme and approved by the Dean.

5. TYPES OF COURSES

- 5.1. University and Regulatory Compulsory Courses;
 - 5.1.1. These Courses are deemed compulsory by the University or the Ministry of Education or

the Malaysia Qualification Agency. All students are required to pass these Courses before they can be considered for graduation.

5.2. Core Courses;

5.2.1. Major Courses provide students with knowledge pertaining to their area of specialization. The knowledge will provide students with clearer understanding of their field of study.

5.3. Elective Courses;

5.3.1. Elective Courses are related to the core Courses. The elective Courses enhance the students' understanding of their programme of study.

5.4. Audit Courses;

5.4.1. Audit Courses are courses of study where students are required to pass this course in order to graduate although the credit and grade will not be counted in the GPA/CGPA calculations.

6. CREDIT EVALUATION SCHEME

6.1. Credit – Each Course will carry a specific credit value;

6.2. Credit Evaluation;

6.2.1. One (1) credit is equivalent to forty (40) notional hours of student's learning time per course. Student learning time is calculated based on all learning activities, face to face and non-face to face/independent student learning time. Examples of learning activities are as shown in the list below:

- a) Face to face interaction/guided learning with lecturers/ instructors such as; tests/quizzes; examinations; seminars/ invited speakers; tutorials; laboratory work; field work; studio work/clinical work; project presentation; and industrial placements.
- b) Independent Student Learning Time such as; Preparing for lessons / tutorials / practical / presentation; Completing Assignments; Completing Project Work / Final Year Project; Revising for Examination; & Attempting Examinations.

6.3. Credit Load per Semester;

6.3.1. Students are advised to register not more than 20 credits per semester. Students are only allowed to register more than 20 credits in specific situations where a written approval is obtained from the Dean, The approval must then be produced during registration.

6.4. Programme Credit Requirements;

6.4.1. The number of minimum credit needed to complete a bachelor's degree, depends on the requirement of each programme.

6.5. The Maximum Period of Study;

6.5.1. The maximum period of study for students including those who have obtained credit exemptions/credit transfer is between six (6) to eight (8) years depending on the types

of bachelor's degree programmes.

7. DEFERMENT OF STUDY

- 7.1. Students with illness certified by a medical officer and / or specialist can apply for study deferment. The deferment can only be for up to two semesters and will not be included into the number of semesters used for the study period.
- 7.2. Students who represent the University at an event at national or international level may defer their studies. The deferment can be for a maximum of two semesters and will not be included in the duration of their studies.
- 7.3. Application for deferment is also allowed for reasons other than medical ground. The application can be made:
 - a) before the beginning of the semester;
 - b) before end of week 4 of the semester; or
 - c) between week 5 to week 9
- 7.3.1. Students who deferred in (b) will have to pay their tuition fees accordingly and the record of their course registrations will be nullified.
- 7.3.2. Students who deferred in (c) will have to pay the full tuition fees; and his course grades will be recorded as 'W'.
- 7.3.3. No deferment is allowed after week 9.
- 7.3.4. First semester student who has successfully applied for deferment may follow the programme structure of the cohort which he joins.
- 7.3.5. The deferred semester will be included in the duration of the student's study. The maximum duration allowed for each deferment is one year or two consecutive semesters provided that the student can still complete within the total period of study allowed (Refer to 6.5 for maximum period of study).
- 7.4. Students instructed to defer his studies or has been suspended due to disciplinary action will have the periods of deferment counted into the number of semesters within the period of study.
- 7.5. Change of Status from Deferment to Active in Study – Students may apply to re-activate their registration status from 'Defer' to 'Active-In Study'.
- 7.6. Any request to activate a student registration status from 'Defer' to 'Active in Study' within the same semester, must be made to the Dean of the School. This must be done by week 4.
- 7.7. For cases involving mental health, any request to activate the student's status from 'Defer' to 'Active-in Study' must be made to the Dean of School and must be accompanied with the certificate of mental state.

8. WITHDRAWAL OF STUDY

- 8.1. Application to withdraw can be made either:

- a) before the beginning of the semester; or
- b) before end of week 4 of the semester; or
- c) week five (5) onwards

8.1.1. Students who withdrew study under category (b) will have to pay tuition fees for the four-week period.

8.1.2. Students who withdrew study under category (c) will have to pay the full tuition fees for the Semester.

9. CHANGE OF ACADEMIC PROGRAMME

9.1. Students can only change programme **ONCE** and are only allowed to do so within the 1st Academic Session of their study in the current academic programme.

9.2. The approval to change from one academic programme to another must be obtained from the Dean of the Schools involved.

9.3. The student will be registered as a first semester student of the new academic programme.

9.4. Details of all courses attempted (credits, grades, GPA and CGPA) in the former programme will **NOT** be carried to the new academic programme but the student is allowed to apply for credit transfer or course exemption, subject to conditions stated in 12.0 Conditions for Transfer of Credits and Exemption of Courses.

9.5. The student will follow the same programme structure that is being followed by the cohort that he later joins at the new programme.

9.6. The maximum study duration is based on the new academic programme.

10. CREDIT TRANSFER

10.1. The University accepts credit transfer and credit articulation students based on the following guidelines and benchmarks;

10.1.1. Students who join the university from any other institution recognized by the University Senate are eligible for credit transfer.

10.1.2. There are two types of credit transfer as follows;

10.1.2.1. Lateral credit transfer;

- a) Student is studying, or has studied but not completed, a similar or equivalent programme at same level. (*Student who had failed or dismissed from their previous programme are not eligible for credit transfer. Such student must follow the programme from Year One*).
- b) Lateral Credit transfer is only allowed for similar or equivalent courses of the two institutions, and the student must have obtained at least Grade C of UTS's grading system.
- c) Only accredited courses are considered. Students from institution outside MQA jurisdiction, such institution must be recognized by the Governing body of that country.

- d) Grade point and credit value will be mapped to UTS's programme. Grade Point and Credit Value of similar courses taken in the previous programme will be transferred and calculated in the new GPA and CGPA.
- e) The maximum credit transfer is subject to at least one semester residential requirement of the university, unless otherwise required by professional bodies for a longer residential period.
- f) Lateral Credit Transfer is also applicable to students on Student Exchange/Mobility Programme, but limited to a maximum of two semesters only.
- g) Maximum credit transfer under Student Exchange/Mobility Programme is 1/3 of total number of credits required to graduate and will be based on mutual agreement with the host institution. Grades obtained during the exchange/mobility programme will be mapped to UTS grading system, transferred and calculated in the GPA and CGPA.
- h) The transfer of credits shall also meet the guidelines set by MQA.

10.1.2.2. Vertical Credit Transfer;

Vertical Credit Transfer is given to those students who obtained good relevant Diploma, subject to the following conditions;

- a) Vertical Credit transfer is only allowed for similar or equivalent courses.
- b) Maximum credit transfer from a Diploma programme is 50% of the total credit to graduate (approximately 2 years of study), except for programmes approved by relevant professional bodies, distributed as follows;

Percentage of Credit Transfer	Minimum Course Grade Value
1 – 30 %	C Grade
31 – 50 %	B Grade

- c) The combined percentage of credit transfer involving academic qualification and Previous Experience-Based Learning for Granting Credit [APEL (C)], Massive Open Online Courses (MOOCs) and Micro-Credential (MC) is 60% of the total credit to graduate.

11. COURSE EXEMPTION

Students can apply for course exemption subject to the following conditions:

- 11.1. Course Exemption applies to students who have not taken any similar courses but are considered already competent in the subject matter.
- 11.2. Course exemption is not calculated in the GPA and the CGPA. Students must replace the exempted course with other courses to fulfil the required number of credits for graduation.
- 11.3. Courses added to replace exempted courses must be of the same level. If the programme involved is a joint programme, the courses added can be from the programmes offered by either universities, or from programme collaborations. Extracurricular courses are also allowed.
- 11.4. Subject to approval by the School, students can enroll for courses from other Schools, including co-curriculum to replace the exempted courses.

- 11.5. The maximum course exemption is 30% of the total credit requirement for graduation except for programmes approved by relevant Professional Bodies.

12. THE CONDITIONS FOR TRANSFER OF CREDITS

- 12.1. The credit of a course may be transferred for the following conditions;
- 12.1.1. the course(s) are of the same credit value or equivalent or more, to the course(s) in the new programme;
- 12.1.2. the course must be equivalent/similar to 80% in content based on course to course comparison;
- 12.1.3. the course have similar learning outcomes;
- 12.1.4. the course must be from an accredited programme; and
- 12.1.5. the student must have obtained at least a grade C or equivalent in the courses. *(except for courses under Student Exchange/Mobility Programme)*
- 12.2. For a combination of courses from the previous academic programme to be considered for credit transfer to one (1) course, the student must have obtained a minimum average of grade C in the combined courses.
- 12.3. Students who have been approved to change programme within the University or School are allowed to apply for Credit Transfer. Grade Point and Credit Value of similar courses taken in the **previous** programme will be transferred and calculated in the new GPA and CGPA of the new programme. There is no bridging programme to cater for the transfer.
- 12.4. If a student fails and is dismissed, but wish to continue their studies in another program at the same level, the transfer of credit is not allowed (including the MPW).
- 12.5. If a student stops from studies on specific reasons such as financial or health problems (non-academic reasons) and wish to resume their studies in another program at the same level, credit transfer may be considered, subject to the terms of a credit transfer.

13. APPLICATION FOR CREDIT TRANSFER

- 13.1. All applications for credit transfer must be accompanied with;
- a) certified copies of the original transcript or examination results, and
 - b) syllabus or outline of the courses from the relevant schools
- 13.2. Applications must be made within;
- a) the first semester at the University for new students or new programme (for change programme); or
 - b) within the first semester of returning to the University.

14. GRADE SYSTEM

- 14.1. Grade and Point Values
- 14.1.1. A student's performance in a course is reflected by the grade received.
- 14.1.2. The relationship between the grade and the point value is as shown in Table 3

Table 3: The Relationship between Grade and Point Value

Mark	Grade	Point Value	Levels of Achievement
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90-100	A+	4.00	Excellent
80-89	A	4.00	
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	1.00	Weak Pass
0-39	F	0.00	Fail

14.1.3. The relationship between grade and status for Industrial Training is as shown in Table 4

Table 4: The Relationship between Grade and Status for Industrial Training

Mark	Grade	Description	Status
80-100	M	Merit	Pass
50-79	S	Satisfactory	Pass
0-49	F	Fail	Fail

14.2. Passing Grade

14.2.1. The general passing grade in all courses is D and above except for Industrial Training and Co- curriculum. However, in some UTS programmes, the passing grade for each course may depend on the requirements of the School, which would have received endorsement from the Senate.

14.2.2. The passing grade for all MPU courses is Grade C.

14.3. Grade Points

14.3.1. The points are counted by taking the total credit for a particular course and multiplying it with the point value of the grade received for a particular course. For example a student who receives an A in Calculus which carries 3 credits receives 12 grade points for the course (3 hours x 4.00 point value for an A).

14.3.2. The semester grade point is the total grade points from all courses taken in one semester.

14.4. Calculating the GPA and CGPA

14.4.1. The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credit calculated in that semester.

$$\frac{\text{Total Grade Point for one semester}}{\text{Total Credit Calculated for one semester}}$$

14.4.2. The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semester grade points divided by the total credit hours counted for all semesters.

Total Semester Grade Points for All Semesters
Cumulative Credit Calculated for All Semesters

Please refer to Appendix 1 for examples

14.5. Repeat Course for Failure

14.5.1. Students who failed a course are required to repeat the failed course during their study. For the purpose of calculating the CGPA, the failed course will be replaced with the best grade received.

14.6. Repeat Course for Grade Improvement

14.6.1. Students with grade "C" and lower will be given a chance to repeat the course ONCE.

14.6.2. For the purpose of CGPA calculation, the repeat course will be replaced with the better grade received.

14.7. Re-sit Examination

14.7.1. Students who failed in their final examination in courses requiring passes in both course-work and final examination are allowed to re-sit the final examination.

14.7.2. Re-sit is allowed only once. Students who failed in re-sit are required to repeat the course.

14.8. Status Other Than Grades

14.8.1. Other than the above, the following status are also used:

- a) **I = Incomplete.** The Incomplete (I) status is awarded to students who fail to sit for an examination or fail to complete assignments such as projects and such, in the time given, due to illness and supported by verifications by a Medical Officer or for other reasons with the approval of the Dean. The student is required to sit for a special examination as replacement for the initial examination or finish the incomplete assignment at a date to be fixed by the Dean. An appropriate time extension will be considered but the grade for the course must be available to be endorsed at the next Senate meeting.
- b) **IP = In Progress.** This status is given to students at the end of the first semester of their Final Year Project. This status indicates the work progress of the students before a final grade is awarded in the later semester.
- c) **IS = Incomplete** due to alleged breach of academic integrity pending results of enquiries.
- d) **CT = Credit Transfer** is given to students who have been granted credit transfer for certain Courses in accordance to relevant regulation.
- e) **CE = Course Exemption** is given to the course which has been granted Course Exemption.
- f) **S = Satisfactory and F = Failed.** This status is given to courses such as Industrial Training and Co-Curriculum. The S status will be given to students who have fulfilled the requirements satisfactorily. The S status is not calculated in the GPA and CGPA. A student who obtains an 'F' status is required to repeat the Course to qualify for an 'S' status.
- g) **M = Merit.** This status is given to students who obtained $\geq 80\%$ in the Industrial Training assessment. The status M will be given to students who have fulfilled the requirements excellently. The 'M' status is not calculated in the GPA and CGPA.
- h) **W = Course Withdrawal.** This status is given to students who withdrew a registered

course within the allocated time, as provided for in 4.4. The course will not be calculated in the GPA.

- i) **AU = Audit.** This status will be given to students who have registered for a course which is not in the programme requirement and will not be calculated in the student's GPA or CGPA.
- j) **XB = Bar from Examination.** This status will be given to students who fail to attend more than 80% of lessons. Students with this status are considered to have failed in the final examination and also in the overall assessment of the course.
- k) **XA = Absent during Final Examination.** This status will be given to students who fail to attend the final examination without medical reason or approval from the Dean.
- l) **XM = Examination/Academic Misconduct.** This status is given to students are failed due to commission of examination or academic misconduct in their coursework.
- m) **XC = Bar from Completion.** This status is given to students who fail to achieve minimum percentage of course completion and/or achieved less than the minimum total marks for all course works as required by the particular courses in its course structure.

14.8.2. Students with Grade XB, XA and XM will be given grade point of 0.00.

14.8.3. The XB, XA and XM will appear in their examination results slips but will not appear in their academic transcript.

15. BAHASA KEBANGSAAN REQUISITE

15.1. Students are required to take Bahasa Kebangsaan if they are subjected to these two conditions;

- a) Students without credit in Bahasa Melayu/Bahasa Malaysia at SPM level;
- b) English is the medium of instruction for the University.

15.2. Students who are subjected to both conditions will only take Bahasa Kebangsaan to satisfy both conditions.

15.3. Bahasa Kebangsaan is an Audit Course.

15.4. Students' performance in audit courses is assessed through course works such as tests, assignments / project and quizzes.

15.5. Assessment result will be in the form of 'pass' or "fail". Students who fail in audit courses will have to repeat and pass the course before they are eligible to graduate.

16. ATTENDANCE

16.1. Students must attend all classes and other instructional activities conducted by the University.

16.2. Students with less than 80% attendance from the total contact hours for every course without reasons acceptable by the Dean, will be barred from the final exam. For courses without final examinations, the coursework will not be evaluated. Students will be given Grade XB.

16.3. Some programmes conducted at UTS may follow different percentage of attendance requirement.

- 16.4. Online learning courses attendance will be evaluated through course completion.
- 16.4.1 MPU courses, students with less than 80% percentage of course completion will be barred from sitting the final exam. Students will be given Grade XB
- 16.4.2 UCS courses, students that did not achieve 100% percentage of course completion will be given Grade XC and to repeat the course

17. ELIGIBILITY TO SIT FOR FINAL EXAMINATIONS

- 17.1. Students must attend at least 80 % of classes.
- 17.2. Students must pass their course works.
- 17.3. Students shall not be allowed to attempt the examination for Courses which they have NOT registered for.
- 17.4. Students must pay for their tuition fees prior to sitting for their examination. Otherwise students will be barred from taking the examinations.

18. EVALUATION SCHEME

- 18.1. Course Evaluation;
- 18.1.1. Assessments for each Course will be carried out periodically and continuously based on work done within the academic weeks in a semester in the manner determined by the School or in accordance with University's approval.
- 18.2. Assessment for regular courses;
- 18.2.1. Students' performance is assessed in the following manner;
- a) Coursework through tests, assignments / project and quizzes. Contribution from coursework should not be more than 60% except for courses which are assessed entirely based on coursework or courses approved by professional bodies.
 - b) Final Examinations will be held at the end of each semester for each course taken.
 - c) Final examinations must be held within the allocated time and in modes approved by the University.
 - d) All students, *with* the exception to barred students, are required to sit for final examinations for courses which they have registered.
- 18.2.2. Students who fail to sit for the final examinations;
- a) With reasons acceptable to the Dean, the student will be given an 'I' (Incomplete) for the course that semester and will be required to sit for a special examination session to change that status.
 - b) Without reasons or with reasons not acceptable to the Dean, the student will be given an 'XA' for the course that semester and is required to repeat the course.
 - c) Due to poor attendance record and are barred from examinations, will be awarded with grade 'XB' for the course that semester and is required to repeat the course.
- 18.3. Assessment for online-learning courses;

18.3.1. To pass any online-learning courses, students must meet/fulfill the following criteria;

- a) Must complete the minimum percentage of completion as required by the particular courses within the specified time frame. For MPU courses, student must achieve the minimum 80% of course completion but for UCS courses must achieve 100% of course completion.
- b) Must achieve minimum percentage of total marks for all course works as required by the particular courses in its course structure.

18.3.2. Students with an 'XC' status;

- a) With reasons acceptable to the Director/Dean, the student will be given an 'I' (Incomplete) for the course that semester and will be required to complete the course within a new time frame stated/agreed by course lecturer. Shall the student achieve the minimum percentage of course completion and the minimum total marks for all course works within the agreed timeframe, the status shall be changed accordingly.
- b) Without reasons or with reasons not acceptable to the Director/Dean, the student will be given an 'F' grade for the course for that semester and is required to repeat the course.

18.3.3. Certificate of Completions shall be issued to students who passed the relevant online-learning courses.

18.4. Announcements of the Provisional Examination Results;

18.4.1. Provisional Results of 'Pass' or 'Fail' may be released to students after the University Academic Committee meeting. However the results are course to Senate's approval.

18.4.2. Students who wish to appeal against their academic standing may do so based on the Provisional Results.

18.5. Announcement of the Official Examination Results;

18.5.1. The Official Examination Results will be announced after endorsement by the University Senate.

18.5.2. The Official Examination Results can only be released to students concerned if he does not have any outstanding University fees.

18.5.3. The student's results may be released to a third party agreed by the student in writing and if the student has no outstanding University fees.

19. ACADEMIC STANDING

19.1. Students' academic performance and standing are evaluated using the Grade Point Average (GPA).

19.2. The term '**Good Standing**' (**GS**) or '**Pass**' is given to students with $GPA \geq 2.00$.

19.3. "**Probation**' (**PB**) is for students with $GPA < 2.00$.

19.4. Students with PB status will be placed under Academic Probation Period in the following semester.

- 19.5. The Academic Probation Period will end when the student achieves GPA > 2.00.
- 19.6. Status of Probation (PB) is divided into three (3) categories;
- 19.6.1. PB1 – First Probation; GPA $\geq 1.00 < 2.00$
- 19.6.2. PB2 – Second Probation; GPA $\geq 1.00 < 2.00$ after PB1
- 19.6.3. PB3 – Third Probation; GPA $\geq 1.00 < 2.00$ after PB2
- 19.7. During the Academic Probation Period, the student is not allowed to register more than 12 credits. However, the Dean will have the discretion in determining the number of courses appropriate for the student to register.
- 19.8. The status of **Failed and Out (FO)** will be given to students if they obtain;
- 19.8.1. GPA < 1.00 in any semester
- 19.8.2. GPA $\geq 1.00 < 2.00$ after PB3
- 19.9. Appeals for recalculation of final examination marks;
- 19.9.1. Appeals for recalculation of the final examination marks can be made by filling the 'Appeal on Examination Grade' form. The student's answer scripts WILL NOT be re-checked but only calculation of marks will be carried out. A payment of RM50.00 per course is required and the payment is not refundable.
- 19.10. Breach of the examination rules and regulations;
- 19.10.1. The course attempted by student who has been reported to have breached examination rules and regulations will be given the 'IS' status pending results of enquiries. If the reported breach is proven and the student is penalized, the grade XM will be awarded for that course.

20. DEAN'S LIST

- 20.1. The Dean's List is awarded to students with GPA ≥ 3.50 . Students must have registered for a course load of not less than 12 credits and have not obtained less than C grade for any course in the current semester.
- 20.2. The respective School will issue a Dean's List certificate to the students receiving the awards.
- 20.3. Students' results slips will carry the Dean's List award notation.

21. GRADUATING

- 21.1. Degree Classification;
- 21.1.1. First Class Honours
Students who achieved CGPA from 3.75 to 4.00 will receive First Class Honours degree.
- 21.1.2. Second Class Upper Honours
Students who achieved CGPA from 3.33 to 3.74 will receive Second Class Upper Honours degree.
- 21.1.3. Second Class Lower Honours

Students who achieved CGPA from 2.50 to 3.32 will receive Second Class Lower Honours degree.

21.1.4. Third Class Honours

Students who achieved CGPA from 2.00 to 2.49 will receive Third Class Honours degree.

21.2. Graduation Requirements;

21.2.1. Students are awarded the Bachelor's Degree when they fulfil the following criteria;

- a) Passed all the required courses and complete the minimum credit to graduate for the academic programme;
- b) Obtained an overall CGPA ≥ 2.00 ;
- c) Fulfils all other academic requirements to graduate.

21.3. Verifying study completion status;

21.3.1. Students in their final semester are required to verify their study completion status for graduation purposes.

22. APPEAL TO CONTINUE STUDY

22.1. Students are allowed to appeal to continue study because of failure (FO status) ONLY ONCE in the programme cycle;

22.2. Students with an FO status can appeal to continue study to the Dean of the respective School within three weeks after the official announcement of the provisional results.

22.3. A further appeal to the Senate may be possible. The decision made by the Senate on appeals is final.

22.4. If the appeal is approved, student will continue study from the point of termination/dismissal (FO status).

23. RE-ADMISSION AFTER WITHDRAWAL OR TERMINATION OF STUDIES

23.1. ONLY ONE re-admission is allowed for students;

23.1.1. who withdrew from an academic programme; or

23.1.2. who have been terminated by the University on academic reasons.

23.2. A student who has withdrawn or was terminated from an academic programme may apply for re-admission into the same academic programme or other eligible academic programmes via regular admission procedures.

24. GENERAL ALLOCATIONS

24.1. Any mode and administrative procedure codes can be made to the University rules under this provision. Such modes and administrative procedures must be obeyed. However the Senate reserves the right to make amendment to them from time to time as deemed necessary.

24.2. Provision to this rule is applicable to students entering University of Technology Sarawak in the period this edition is enforced. However the University reserves the right to require that the application of the terms amended from time to time, for acceptable reasons.

24.3. Vice Chancellor/Chief Executive can consider appeals on any regulations provided for herein and on his / her discretion allows for exemptions where appropriate.

1. Calculation of the Grade Point Average (GPA) is as shown below:-

- a) The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credit hours counted in that semester.
- b) The semester grade point is the total grade points from all courses taken in one semester.

$$\text{GPA} = \frac{\text{Total Semester Grade Points for One Semester}}{\text{Total Credit Calculated for One Semester}}$$

Example 1 - Semester 1;

Course	Grade	Point Value	Credit Hours	Point Value x Credit Hours (Grade Point)
ABC12103	A	4.00	3	12.00
DEF10452	C	2.00	2	4.00
GHI11103	B+	3.33	3	9.99
JKL10113	D	1.00	3	3.00
MNO10212	B+	3.33	2	6.66
			13	35.65

$$\text{GPA} = \frac{35.65}{13} = 2.74$$

2. Calculation of the Cumulative Grade Point Average (CGPA) is shown below;

- a) The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semester grade points divided by the total credit hours counted for all semesters.

$$\text{CGPA} = \frac{\text{Total Semester Grade Points for All Semesters}}{\text{Total Credit Calculated for All Semesters}}$$

Example 2 - Semester 1;

Course	Grade	Point Value	Credit Hours	Point Value x Credit Hours (Grade Point)
ABC10203	A	4.00	3	12.00
DEF10102	C	2.00	2	4.00
GHI10303	B+	3.33	3	9.99
JKL 10111	D	1.00	3	3.00
MNO12102	B+	3.33	2	6.66
			13	35.65

Example 2 - Semester 2;

Course	Grade	Point Value	Credit Hours	Point Value x Credit Hours (Grade Point)
MF112303	B	3.00	3	9.00
MIIT10202	B+	3.33	2	6.66
BMI10203	A	4.00	3	12.00

MSI10102	A	4.00	2	8.00
CTL10112	F	0.00	2	0.00
			12	35.66

$$\text{CGPA up to the 2}^{\text{nd}} \text{ Semester} = \frac{35.65 + 35.66}{13 + 12} = 2.85$$