



**TARC**  
TUNKU ABDUL RAHMAN  
UNIVERSITY COLLEGE

*Academic Regulations for*  
**BACHELOR'S DEGREE  
PROGRAMMES**  
2018

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# ACADEMIC REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES 2018

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# ACADEMIC REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES (2018)

## 1. INTRODUCTION

This Academic Regulations govern requirements ranging from Academic Structure, Admission and Student Status maintenance criteria, Academic Requirement and Assessment Regulations for the Bachelor's Degree Programmes offered at Tunku Abdul Rahman University College (TAR UC).

It serves as an additional document to supplement the TAR UC Institutional Academic Regulatory Framework (*available at TAR UC Intranet*).

Students shall be responsible to observe and adhere to all the Academic Regulations and fully accountable for all the consequences of non-compliance of the regulations.

## 2. ACADEMIC STRUCTURE AND SYSTEM

### 2.1 DURATION OF STUDY

Maximum duration of study given to students shall be two times the minimum duration of the registered University College (UC) Bachelor's Degree programme based on the academic year of entry of the intake, for example:

- (a) three-year (3) Bachelor's programme – maximum duration of six (6) years to complete the programme
- (b) four-year (4) Bachelor's programme – maximum duration of eight (8) years to complete the programme

Notwithstanding the above, the President may, subject to the relevant regulations prevailing, grant extension of study beyond such maximum duration. Students are required to make an appeal for such extension of maximum time frame.

*(Examination Regulations for Bachelor's Degree Programmes is available at TAR UC Intranet).*

### 2.2 MEDIUM OF INSTRUCTION

Medium of Instruction used in TAR UC shall be English. All students' work, unless specified, shall be submitted in English. Each Bachelor's Degree programme has its respective Minimum English Language Entry Requirements for applicants to meet before admission.

### 2.3 SEMESTER SYSTEM

May / June intake is the main intake of a year. There may be a Sept / Oct intake and a Feb / Mar intake in a year when the need arises.

There shall be three (3) semesters (i.e. two (2) long semesters and one (1) short semester) in one academic year.

Semester date for each academic year is as follows:

	<b>Semester Date</b>	<b>Duration of Term</b>
<b>First Semester</b>	May/June - Sept/Oct	17 weeks
<b>Second Semester</b>	Sept/Oct - Feb/Mar	17 weeks
<b>Third Semester</b>	Feb/Mar - May/June	9 weeks

For Programmes which have different semester dates from the above, students shall refer to their Student Handbook for details.

### 3. ADMISSION CRITERIA AND STUDENT STATUS

#### 3.1 MINIMUM ENTRY REQUIREMENTS AND PROGRAMME PROGRESSION

Generally, TAR UC Bachelor's Degree programmes accept applicants who possess STPM / TAR UC Foundation / A-Levels / UEC / SAM / CPU / TAR UC Diploma or other equivalent qualifications recognised by the Malaysian Government. Each programme has its specific Minimum Entry Requirements (MERs), English Language requirements and subject specific entry requirements (Refer to the respective Programme Handbook for the programme MERs).

TAR UC Diploma graduates may be given credit transfer up to Year Two on progression to corresponding Bachelor's Degree programme. Diploma Graduates from other Institutions of Higher Learning may be admitted into TAR UC Bachelor's Degree programme based on credit transfer.

Minimum Entry Requirements for International students is available at TAR UC website under International students.

The Senate Committee for Admissions (Undergraduate) shall approve the admission criteria and the selection of applications.

#### 3.2 STUDENT REGISTRATION STATUS

Students are required to fulfil attendance of Classes and fees payment requirements in order to maintain their student status. Common UC student status is as follows:

<b>Student Status Code</b>	<b>Status Description</b>
EP	Existing Students on Promotion
EN	Existing Students
EZ	Existing Students Who have completed the Programme but still have Outstanding Course(s)
ED	Existing Students Waiting to Join the Session where the Main Courses will be Offered
ES	Existing Students on Suspension of Study
EF	Existing Students (Appeal Successful – Failed Out)
ET	Existing Students in Programme Transfer (Different Structure)
DR	Deferred Study but Allowed to Repeat / Resit the Failed Course(s) during Deferment Period
DS	Deferred Study
DT	Deferred Study but not Allowed to Repeat / Resit the Failed Course(s) during Deferment Period (Time-frame counted)
DP	Deferred Study for Students who are Waiting to Join the Semester for the Transferred Programme to Commence

All students are required to maintain their student status by paying the 'Student Semester Fees' or 'Status Maintenance Fees'. Only active students are allowed to register for the Resit / Repeat outstanding course(s).

Student pass for international student shall be revoked if they failed to maintain their student status unless special approval is granted.

On the amount of semester fees payable and procedures of payment, reference can be made to the "Guidelines on Payment of Semester Fees" published in TAR UC Student Intranet. Students who are in arrears of fees are deemed to have left the University College without further notification.

Students who opted for the Dual Award programme with the partner University can refer to the Guidelines for Students on Dual Award Programmes for progression criteria and student status.

### 3.3 EXISTING STUDENTS' ACADEMIC STATUS

Students' academic standing shall be determined at the end of each semester based on their **GPA and / or CGPA** value. The Senate, upon the recommendation of the Board of Examiners, shall decide the status of the students. There shall be four (4) valid student's academic status in the UC, namely Good Status, Probation Status, Warning Status and Final Warning Status.

Students with good academic standing are allowed to take a maximum credit load of 23 credits in a 14-week long semester or 10 credits in a 7-week short semester. Weak students who are at the Final Warning Status can take not more than three (3) courses in a long semester, and not more than two (2) courses in a short semester.

*(Examination Regulations for Bachelor's Degree Programmes is available at TAR UC Intranet.)*

### 3.4 DEFERMENT OF STUDY, REINSTATEMENT OF STUDY AND WITHDRAWAL FROM A PROGRAMME

Deferment or withdrawal from a programme of study shall be permitted if circumstances prevent students from continuing their study.

Students need to see their Programme Leader / Associate Dean for advice.

#### 3.4.1 Deferment of Study

Deferment of study generally shall be made for only one academic year during the duration of study. Extension for continuation of deferment may be considered for **ONE** additional year for exceptional cases only

The prescribed 'Application for Deferment of Study' form (RG/ACE/DS/13[1]) can be downloaded from the Student Intranet under Information Gateway - Department of Admissions & Credit Evaluation (DACE) or obtainable from the respective Faculty / DACE.

#### 3.4.2 Reinstatement of Study

Students who wish to reinstate their studies must complete a prescribed 'Application for Reinstatement of Study' form (RG/ACE/RS/13[1]) which can be downloaded from the Student Intranet under Information Gateway - Department of Admissions & Credit Evaluation (DACE). The form is also obtainable from the respective Faculty / DACE.

#### 3.4.3 Withdrawal from Programme

Students who wish to withdraw from their programmes may notify the Department of Admissions & Credit Evaluation in writing OR complete a prescribed 'Notification of Withdrawal' form (DACE/WO/16[1]) which is obtainable from the Department of Admissions & Credit Evaluation OR download the Withdrawal Form from the website. The form can also be downloaded from the Student Intranet under Information Gateway - Department of Admissions & Credit Evaluation (DACE). The duly completed form is to be submitted to the Department together with the student ID card.

Students who do not attend classes or discontinued class attendance in a new semester without notifying the UC of their withdrawal shall be liable to all fees due to the UC for that semester and subsequently shall be withdrawn from the UC due to arrears of fees.

The date the UC receives the students' withdrawal notification is the official date of withdrawal even if students have stopped attending classes earlier.

#### **Important Note:**

Students on **suspension** shall not be allowed to withdraw from the UC. Any withdrawal received during the period of the students' suspension shall only take effect after end of the suspension period.

Notwithstanding the above, non-compliance from students pertaining to their suspension may result in a further decision made by the UC Student Disciplinary Committees. Any decision by the Student Disciplinary Committees shall supercede the students' withdrawal from the programme.

## 4. ACADEMIC REQUIREMENTS

### 4.1 SCHEDULED CLASSES

Scheduled classes are classes that are indicated in the students' timetable and students' attendance shall be required. Timetables are posted on the Student Intranet. Timetables will show classes as listed below:

- Lecture (L)
- Tutorial (T) and / or
- Classes for Blended Learning (BL) and / or
- Practical (P)

The duration of lectures normally will be from 1 to 3 hours, tutorials / classes for blended learning normally will be from 1 to 2 hours and practical classes normally will be from 1 to 4 hours.

### 4.2 MINIMUM GRADUATING CREDITS

Students who registered to a programme shall be required to pass all courses stipulated in the programme structure. Generally, students shall complete a minimum of 120 for a Bachelor's Degree programme.

### 4.3 ACADEMIC LOAD

The guidelines on the students' academic load are as follows:

- 4.3.1 Students shall be allowed to take a maximum of eight (8) courses in any one semester.
  - 4.3.2 Subject to the prevailing programme structure of the Faculty, students with good academic standing shall be allowed to take a maximum credit load of 23 credit hours in a 14-week long semester or 10 credit hours in a 7-week short semester.
  - 4.3.3 Students with Probation or Warning academic standing shall be allowed to take a maximum credit load of 23 credit hours / minimum of three (3) courses in a 14-lecture-week semester or maximum credit load of 10 credit hours / a minimum of two (2) courses in a 7-lecture-week semester.
  - 4.3.4 Students with Final Warning academic standing shall be allowed to take a maximum of three (3) courses only in a 14-lecture-week semester or two (2) courses only in a 7-lecture-week semester.
- Programme Structure Adherence
- 4.3.5 No candidates shall register for a course, whether within or outside the programme they have registered; which course(s) is not yet made available to their registered programme.

*(Examination Regulations for Bachelor's Degree Programmes is available at TAR UC Intranet.)*

### 4.4 ATTENDANCE AND STUDENT'S LEAVE APPLICATION

Attendance shall be compulsory for all courses. Students shall be barred from the UC examinations if their attendance is found to be unsatisfactory. The minimum attendance requirement is 80% for each course.

Students who are barred from the examinations would be required to repeat the courses concerned in the next available offer. To avoid such situation, students are advised to attend at least 80% of the classes. For students who are absent with valid reason, they are advised to apply for leave or provide written explanations with supporting documents.

Student's leave application forms shall be available at the respective Faculty / Branch offices. All leave application forms shall be supported with relevant documents, such as original medical certificates or other official documents, and submitted to the Faculty / Branch office for consideration.

#### **4.5 INDUSTRIAL TRAINING, PRACTICAL PLACEMENT AND FINAL YEAR PROJECT**

Students shall fulfil the requirement of Industrial Training, practical training and / or Final Year Project if stated in the programme structure of the programme registered. Academic requirements for Industrial Training, practical training and / or Final Year Project are stated in the respective programme handbooks of the Faculty.

#### **4.6 PLAGIARISM, REFERENCING AND COPYRIGHT**

The UC views plagiarism as a serious misconduct as it infringes on the intellectual property rights of others and it is a dishonest act.

The UC has a plagiarism policy which is posted on the UC Intranet for students' reference.

All work submitted by students shall be original. Students are required to adhere to UC's rules and guidelines on:

- i) Avoiding Plagiarism
- ii) Harvard Referencing System and/or other TAR UC policies as stated in <http://web3.tarc.edu.my/v1/login/loginf.asp> (Student Intranet)

#### **4.7 STUDENT DISCIPLINE**

Students shall adhere to the Student Code of Conduct of the University College and the Examination Rules and Regulations of the University College. Failing which, students shall be subjected to disciplinary action.

*(Student Code of Conduct of the UC is available at TAR UC website.)*

Disciplinary action shall be taken against any student found cheating or being dishonest, in breach of the examination regulations or instruction given by the invigilators during the proceeding of examinations.

*(Rules and Regulations & Instruction to Candidates is available at TAR UC Intranet.)*

When a student has committed an examination disciplinary offence, the Student Disciplinary Committee (Examinations) may make any one or any appropriate combination of decision as listed in the Student Examination Disciplinary Regulations which is available at TAR UC student Intranet.

#### **4.8 COURSE EVALUATION SURVEY**

Students shall be required to complete the 'Course Evaluation Survey' for each course attended via Student Intranet to provide feedback to the lecturers / tutors and Faculty / Branch for Annual Quality Review Control and Assurance purpose.



## 5. ASSESSMENT REGULATIONS

### 5.1 ASSESSMENT

During the course of study, students shall be assessed with various types of work assignments, which may include tutorial questions, quizzes, presentations or seminars, tests, written assignments, laboratory work, lab / practical tests or field work as well as semester-end examinations.

Students' work shall be assessed through summative or formative assessment mode as spelled out in the course assessment plans in the course specification documents.

All assignments will be generalised based on what is pre-planned in the course assessment plans.

### 5.2 COMPONENTS CONTRIBUTION TO THE FINAL MARK

The components of assessment may consist of coursework, practical and semester-end examinations.

The assessment weighting and the components of the assessment for each course is specified in the course specification documents of the respective courses.

### 5.3 THRESHOLD

There shall be a threshold mark set for coursework and practical component and semester examinations.

Academic courses shall be 50/100 marks for final coursework / practical and 40/100 marks for final examination. For Co-curriculum courses, students shall pass with satisfactory performance.

Students shall be required to meet the threshold set for each of the components that contribute to the final mark of the course.

Students who failed coursework / practical in the first attempt shall be given an opportunity to make good the coursework / practical.

Students who failed a coursework / practical component after the make good attempt shall be required to repeat the course. Students who failed to meet the threshold for the semester examination marks shall fail the course even though the overall final mark is a pass mark and above ( $\geq 50$  marks).

## **5.4 COURSEWORK ASSESSMENT REQUIREMENTS**

- 5.4.1 Coursework assessment requirements shall be specified in the coursework assessment plans and distributed to the students at the beginning of the semester. The coursework and / or practical assessment plans shall be made available in the Google Classroom. For courses with coursework requirements, the weighting shall be spelled out in the Programme Handbook.
- 5.4.2 Students shall submit their coursework within the stipulated deadlines.
- 5.4.3 Any late submission of coursework without a valid reason shall be marked with a penalty imposed.
- 5.4.4 Students may view their coursework marks through their Intranet portal.
- 5.4.5 For 100%-coursework-based courses, the students shall be informed of their marks by components.
- 5.4.6 Students with coursework mark below the threshold marks shall be notified about it and be required to acknowledge it.
- 5.4.7 With the exception of students who have been barred from examinations or absent from coursework / fail to submit coursework without a valid reason, all students with coursework marks below threshold shall be given an opportunity to 'make good' the coursework, but the maximum coursework marks that can be awarded is the minimum passing mark.
- 5.4.8 For students who are dissatisfied with the coursework marks, provision for appeal is made available at the Faculty / Centre / Branch Campuses. The appeal shall be submitted to the Faculty / Centre / Branch Campuses by Friday of week 17 of long semester or Wednesday of week 10 of short semester.
- 5.4.9 Procedure Relating to Coursework Submission and Guideline on Late Submission of Coursework are available at TAR UC Intranet.

## **5.5 EXTENUATING CIRCUMSTANCES WHICH MAY AFFECT CANDIDATES' EXAMINATION PERFORMANCE**

Candidates with extenuating circumstances, which may affect their examination performance or attendance at the examinations, shall submit an appeal in writing within 48 hours from the occurrence of the extenuating circumstances to the Department of Examinations and Credit Accumulation. The appeal shall be subjected to the UC's Extenuating Mitigating Circumstances Procedures, which is available at TAR UC Intranet.

## 5.6 GRADING SYSTEMS

The Grading System and Examination Rules of the UC are as follows:

Grade	Marks Range	Grade Point
A	80-100	4.0000
A-	75-79	3.7500
B+	70-74	3.5000
B	65-69	3.0000
B-	60-64	2.7500
C+	55-59	2.5000
C	50-54	2.0000
F	0-49	0.0000

Passing grade is C and above

## 5.7 4-POINT GRADE POINT AVERAGING SYSTEM

5.7.1 The Grade Point Average (GPA) for an examination sitting is determined by dividing the total Quality Points by the total Credits of all the courses (excluding courses which have no contribution to the GPA) attempted in the same sitting. The Quality Point of a course is defined as the Grade Point score multiplied by the Credits of the course.

Quality Point = Grade Point x Credits of the course

$$\text{GPA} = \frac{\text{Total Quality Points for course(s) with CGPA bearing registered in a Semester}}{\text{Total Credits for all course(s) with CGPA bearing in a Semester}}$$

5.7.2 The Cumulative Grade Point Average (CGPA) is determined by dividing the Cumulative Quality Points earned by the Cumulative Credits attempted (excluding Credits of courses which have no contribution to the GPA / CGPA). Credits of a course, which has been attempted more than once, will be counted only once for the Cumulative Credits attempted in determining the CGPA.

$$\text{CGPA} = \frac{\text{Total Quality Points for courses with CGPA bearing for all Semesters}}{\text{Total Credits for all courses with CGPA bearing in all Semesters}}$$

5.7.3 Grades A, A-, B+, B, B-, C+, C and F are included in the calculation of the GPA and CGPA. Courses not included in the calculation of the GPA and CGPA include:

- courses which have been given exemptions
- courses which have been awarded Satisfactory (S), Unsatisfactory (U) or Absent with valid reason (I)
- MPU-3213 Bahasa Kebangsaan A

## 5.8 EXAMINATION RULES

- 5.8.1 The maximum number of attempts allowed for a candidate for a course shall be four (4) attempts. Thereafter, the candidate shall be required to leave the programme of study.
- 5.8.2 A candidate who fails a course must repeat the course as decided by the Senate and the latest grade obtained from the repeat course shall be taken for computation of the GPA and CGPA. Under special circumstances as decided by the Senate, a candidate in a graduating semester may be allowed to resit the failed courses.
- 5.8.3 Notwithstanding the above, a candidate who fails a course in the first attempt may be permitted to opt for a resit, on the first instance, when the course is next made available. In the event the said candidate then fails upon the resit, the candidate shall thereafter repeat the course. In the event the candidate passes the course upon a resit as envisaged above, the candidate's grade shall be capped at a C.
- 5.8.4 With effect from May 2016/2017 academic year, a candidate who has failed the courses in the first attempt may opt to resit the failed courses if the following criteria are fulfilled:
- (a) a minimum CGPA of 1.5000; AND
  - (b) obtained a minimum of 30 final mark for the failed courses concerned; AND
  - (c) fulfilled threshold requirements for coursework / practical of the failed courses concerned.

Notwithstanding the above, the Board of Examiners may, at its discretion, consider any exceptional circumstances, e.g. courses with exceptionally high failure rates, to permit a resit opportunity to candidates.

*(Examination Regulations for Bachelor's Degree Programmes is available at TAR UC Intranet.)*

## 5.9 AWARD OF BACHELOR'S DEGREE

- 5.9.1 Candidates shall fulfil all the requirements specified for the award of the Bachelor's degree as stated below:
- (a) successfully completed and passed (unless exempted) all compulsory courses including core, cognate and co-curricular courses; AND
  - (b) achieved a minimum CGPA of 2.0000; AND
  - (c) fulfilled the English Language Exit Requirements:
    - i. For Malaysian Candidates
      - MUET: Minimum Band 3 or its equivalent
    - ii. For International Students, at least one of the following:
      - MUET: Minimum Band 3
      - IELTS: Minimum Band 5.0
      - TOEFL (Paper-based): Minimum score of 500
      - TOEFL (Internet-based): Minimum score of 59
      - TOEFL (Computer-based): Minimum score of 173
      - CIEP (ELS): Minimum Level 106 ; AND
  - (d) fulfilled the minimum graduating credits for the respective academic programmes; AND
  - (e) fulfilled all the requirements of the UC Regulations; AND
  - (f) paid all the fees due to the UC.

Notwithstanding the above, the award of the Bachelor's degree shall be decided by the Senate in accordance to the constitution of the UC.

## 5.9.2 Classification of Award.

	<b>CGPA</b>
<b>Honours Degree with Distinction</b>	3.7500 – 4.0000
<b>Honours Degree with Merit</b>	2.7500 – 3.7499
<b>Honours Degree</b>	2.0000 – 2.7499

*(Examination Regulations for Bachelor's Degree Programmes is available at TAR UC Intranet.)*

## 5.10 PRE-BOARD OF EXAMINERS (PRE-BOE) AND BOARD OF EXAMINERS (BOE)

All students' individual results shall be reviewed in the Pre-board of Examiners and recommended by Board of Examiners before endorsement by the Senate.

## 5.11 RELEASE OF RESULTS

Results of each semester examinations shall be released upon Senate's endorsement. Candidates with 'Probation' or 'Warning' or 'Final Warning' status will be notified through the semester results. The results shall be deemed to have been officially released once it is uploaded in the UC Intranet. Candidates shall print a copy of the examination results from the UC Intranet for their own reference as no individual Notification of Results will be issued to candidates.

## 5.12 APPEAL FOR REVIEW OF EXAMINATION RESULTS

5.12.1 Candidates who are not satisfied with the examination results may submit a formal online application for review of examination / co-curricular results within the stipulated deadline after the official release of results.

5.12.2 The online application for Appeal for Review of Examination / Co-curricular results is made available in the Student Intranet. A non-refundable processing fee per course will be chargeable.

5.12.3 Candidates shall be able to view their appeal outcome in the Student Intranet.

## 5.13 GRADUATION LIST (SENATE'S APPROVAL)

Students who have fulfilled the graduation requirements shall be recommended for approval in the Senate meeting.

The graduate lists on the classification of award shall be released to candidates upon the Senate's approval and endorsement.

## 5.14 ACADEMIC PRIZES

### 5.14.1 Book Prize Award

- (a) Book Prize shall be awarded to a student who has satisfied the following criteria upon graduation:
- i. a minimum CGPA of 3.7500; AND
  - ii. no failed courses in the programme of study inclusive of co-curricular courses; AND
  - iii. has not been in breach of the UC's rules and regulations; AND
  - iv. the number of awards should not be more than 5% of the Book Prize listing based on criterion 5.14.1 (a) (ii) and no more than 3% of the overall student population in the programme.

However, if this percentage is not met due to the small student population in a particular programme, only one candidate shall be given the award provided he / she fulfils 5.14.1 (a) i-iii.

(b) Award

Cash Award of RM500 and Certificate of Commendation

### 5.14.2 Dean's List

- (a) Students who have fulfilled the following criteria in a semester examination shall be recorded in the Dean's List for the semester concerned:
- i. a minimum GPA of 3.7500; AND
  - ii. no grade 'C' and below in the semester; AND
  - iii. based on academic performance of the students concerned in the semester examinations; AND
  - iv. attempted a minimum of three (3) courses in the semester which are GPA bearing and are not resit / replacement / repeat courses; AND
  - v. not in breach of the UC's rules and regulations in the semester concerned.

(b) Award

Certificate of Commendation

### 5.14.3 President's List

- (a) Students who have fulfilled the following criteria in a semester examination shall be recorded in the President's List for the semester concerned:
- i. a minimum GPA of 3.9000; AND
  - ii. no grade 'C' and below in the semester and no failed courses in the programme of study inclusive of co-curricular courses; AND
  - iii. based on academic performance of the students concerned in the semester examinations; AND
  - iv. attempted a minimum of three (3) courses in the semester which are GPA bearing and are not resit / replacement / repeat courses; AND
  - v. not in breach of the UC's rules and regulations in the semester concerned.

Students who have been recorded in the President's list shall not be recorded in the Dean's list for the semester concerned.

(b) Award

Certificate of Commendation

#### 5.14.4 President's Award

- (a) The student who is adjudged to be the best in academic performance in each Bachelor Degree graduating year session and who has fulfilled the following criteria upon graduation shall be awarded the President's Award:
- i. a minimum CGPA of 3.9000, and
  - ii. no grade "C" and below for the whole duration of study, and
  - iii. no failed course(s) in the programme of study inclusive of co-curricular courses, and
  - iv. has not been found to be in breach of the UC's rules and regulations, and
  - v. has in the opinion of the Senate best manifest the aims and objectives of the UC.

There shall only be one (1) President's Award in each graduating year session.

- (b) Award  
Cash Award of RM1000, Medal and Certificate of Commendation

#### 5.14.5 Any Other Awards

Other awards may be introduced by the Senate from time to time.

The Senate's decision to award any or all or none of the above categories of awards shall be final.

### 5.15 APPEAL TO CONTINUE STUDY (MAXIMUM TIME FRAME / FAIL-OUT CASES)

Students who have not completed their studies and reached the maximum duration of study and terminated due to poor academic performance may appeal in the prescribed appeal form [*Application To Continue Study (Maximum Timeframe / Fail Out) from Fail-Out Status*] with a supporting letter in writing (attached with supporting documents, if any) to the Department / Division of Examinations and Credit Accumulation.

[*Guideline on Appeal To Continue Study (Maximum Timeframe / Fail Out Cases) is available at TAR UC Intranet.*]

## 6. SENATE

The Senate is the academic body of the UC and may exercise the following functions and powers on any policies and regulations including:

- (a) formulate policies and methods of instruction, education, examination, research, scholarship and training conducted in, by or from the UC;
- (b) ensure educational standards in the courses of study provided in, by or from the UC;
- (c) determine the qualifications required for admission into any course of study provided in, by or from the UC;
- (d) regulate the conduct of assessments and examinations, confirm examination's results, determine appeals and awarding of all academic degrees at postgraduate, undergraduate and foundation levels.

## 7. CONVOCATION

The award of Degree shall be conferred at the UC convocation ceremony held in the UC. Graduands shall be notified on the convocation schedule via TAR UC website.

## 8. MISCELLANEOUS REGULATIONS

TAR UC reserves the right to amend, alter or otherwise change any of the regulations contained herein without any prior notice.

## TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE

Kuala Lumpur Main Campus  
Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur, Malaysia.  
Telephone: (6)03 4145 0100/23  
Fax : (6)03 4142 3166  
Email : info@tarc.edu.my

Penang Branch Campus  
77, Lorong Lembah Permai Tiga, 11200  
Tanjong Bungah, Penang, Malaysia.  
Telephone: (6)04 899 5230  
Fax : (6)04 899 8219  
Email : penang@tarc.edu.my

Perak Branch Campus  
Jalan Kolej, Taman Bandar Baru,  
31900 Kampar, Perak, Malaysia.  
Telephone: (6)05 466 0388, 466 8012/3  
Fax : (6)05 466 0390  
Email : perak@tarc.edu.my

Johor Branch Campus  
Jalan Segamat/ Labis, 85000 Segamat, Johor, Malaysia.  
Telephone: (6)07 927 0801/3  
Fax : (6)07 927 0802  
Email : johor@tarc.edu.my

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