
 TARCU TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE	REGULATION	REF NO: DECA/510:19(R5)
		REVISION NO: 5
KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN		EFFECTIVE DATE: 25-MAR-2019
TOTAL PAGE: 10		

EXAMINATION REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

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EXAMINATION REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

A. EXAMINATION ELIGIBILITY

1. No candidate shall be admitted to an examination unless
 - (a) the candidate has paid all fees due; and
 - (b) has attended the relevant programme of study to the satisfaction of the Dean of Faculty concerned. The candidate shall fulfill a minimum requirement of 80% attendance for each of the courses.

Failing to fulfill (a) and/or (b) above, the candidate shall be barred from sitting the examination.

2. Candidates who do not meet the attendance requirements due to extenuating circumstances may appeal in writing to the Dean of Faculty/Head of Centre/Head of Branch no later than seven (7) calendar days from the date of the official notice of barring.
3. Candidates who have been barred from sitting the final examination of the semester for any course(s) shall be deemed to have failed the course(s) and shall be required to repeat the course(s) concerned.

B. CANDIDATE ACADEMIC LOAD

1. A candidate shall be allowed to be registered for a maximum of eight (8) courses in any one semester examination.
2. Subject to the prevailing programme structure of the Faculty, for a 14 lecture-week semester, a candidate shall register a maximum of 23 credit hours.

3. Subject to the prevailing programme structure of the Faculty, for a 7 lecture-week semester, a candidate shall register a maximum of 10 credit hours.
Notwithstanding the above,
4. A candidate on Probation or Warning status shall register for a minimum of 3 courses in a 14 lecture-week semester or a minimum of 2 courses in a 7 lecture-week semester.
5. A candidate on Final Warning status shall register for 3 courses only in a 14 lecture-week semester or 2 courses only in a 7 lecture-week semester.
6. Programme Structure Adherence
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.

C. GRADING SYSTEM AND EXAMINATION RULES

1. The University College grading scheme is 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

Note: Passing grade is C and above.

2. The Grade Point Average (GPA) for an examination sitting shall be 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 shall be defined as the Grade Point score multiplied by the Credits of the course.

$$\text{Quality Point} = \text{Grade Point} \times \text{Credits of the course}$$

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

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

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

4. Grades A, A-, B+, B, B-, C+, C & F shall be included in the calculation of the GPA and CGPA. Courses not included in the calculation of the GPA and CGPA include:
- (a) courses which have been given exemptions
 - (b) courses which have been awarded Satisfactory (S), Unsatisfactory (U) or Absent with valid reason (I) under Clause H1
 - (c) MPU-3213 / MPU-3223 Bahasa Kebangsaan A
 - (d) Other exceptional cases, i.e. graded industrial training courses et cetera as approved by Senate.
5. Normally, Candidates shall be evaluated through the following components:
- (a) Final examination; and/or
 - (b) Coursework which includes test, quiz, project, report & case study; and/or
 - (c) Practical; and/or
 - (d) Any other evaluation approved by the Senate.
6. There shall be threshold requirements for all coursework and final examination as the Senate shall decide the academic courses shall be 50/100 marks for coursework/practical and 40/100 marks for final examination.
7. The maximum number of attempts allowed for a candidate for a course is four (4) attempts. Thereafter, the candidate shall be required to leave the programme of study.

8. (a) A candidate who fails a course shall 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 re-sit the failed course(s).

Notwithstanding the above,

- (b) i. 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 minimum pass grade (C).
- ii. with effect from May 2016/2017 academic year, a candidate who has failed the course(s) in the first attempt, may opt to resit the failed course(s), if the following criteria is fulfilled:
- (1) a minimum CGPA of 1.5000; AND
 - (2) obtained a minimum of 30 final mark for the failed course(s) concerned; AND
 - (3) fulfilled threshold requirements for coursework/practical of the failed course(s) concerned.

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

D. CANDIDATE ACADEMIC STATUS

A candidate's academic standing shall be determined at the end of each semester based on his/her **GPA and or CGPA** value. The Senate upon the recommendation of the Board of Examiners shall decide the status of the candidate. The guidelines on the academic load shall apply to candidates with the following status:

- (a) Good Status

Unless a student of the Tunku Abdul Rahman University College being a candidate is placed on Probation or Warning or Final Warning status, he/she shall be deemed to be placed on Good status.

A candidate on Good status shall register for ALL courses offered in the semester of his/her programme.

(b) Probation Status

If a candidate's **GPA** is less than 2.0000 at the end of a semester, except in a semester where all courses taken do not contribute towards the computation of **GPA** and **CGPA**, he/she shall be placed on "probation" status in his/her programme. The academic probation period shall end when the candidate has attained a **GPA** of 2.0000 and above in the following semester.

(c) Warning Status

A candidate on Probation status who fails to obtain a minimum **GPA** of 2.0000 at the end of the semester, except in a semester where all courses taken do not contribute towards the computation of **GPA** and **CGPA**, shall be placed on "Warning" status in his/her programme. The academic warning period shall end when the candidate has attained a **GPA** of 2.0000 and above at the end of the following semester.

By the end of the said academic warning semester, if the candidate's **GPA** is less than 2.0000 AND **CGPA** is less than 1.0000, then the candidate shall leave the programme.

A candidate on Warning status shall not be allowed to register for industrial training course.

(d) Final Warning Status

A candidate on Warning status who, by the end of such warning status semester obtains a **GPA** of less than 2.0000 AND **CGPA** of 1.0000 and above shall be placed on Final Warning status. The final warning period shall end when the candidate has attained a **GPA** of 2.0000 and above in the following semester.

By the end of the final warning status semester, if the candidate's **GPA** is less than 2.0000, then the candidate shall leave the programme.

A candidate on Final Warning status shall not be allowed to register for industrial training course.

E. MAXIMUM DURATION OF STUDY

Maximum duration of study given to a candidate shall be two times the minimum duration of the registered programme based on the academic year of entry of the respective intake.

- (a) Three (3) years Bachelor programme – maximum duration of six (6) years to complete the programme.
- (b) Four (4) years Bachelor 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.

F. AWARD OF BACHELOR'S DEGREE

1. Candidates shall fulfill 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 University College Regulations; AND
- (f) paid all the fees due to the University College.

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

2. Classification of Award.

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

G. MISCELLANEOUS REGULATIONS

- 1. The Tunku Abdul Rahman University College reserves the right to amend, alter or otherwise change any of the regulations contained herein.
- 2. Notwithstanding anything to the contrary in this regulations, the President may allow any exceptions which may deem necessary from the provision of these regulations herein.

H. ADDITIONAL INFORMATION

- 1. Extenuating circumstances which may affect a candidate's examination performance:
 - (a) Candidates with extenuating circumstances, which may affect his/her examination performance or attendance at the examination, 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 is subject to the University College's Extenuating Mitigating Circumstances Procedures.
 - (b) The Extenuating Mitigating Circumstances Committee may, subject to Rule C7, and upon acceptance of such extenuating circumstances, exempt the candidate from Rule C8(b) and permit a replacement examination of the affected course(s).

- (c) In the event, where no written application for appeal is received, a candidate who did not attend the final examination shall be deemed to have failed the examination component of the course(s) concerned.
2. Board of Examiners (BOE)
- (a) There shall be a Board of Examiners for each Faculty for all programmes of study to decide on the examination results obtained by candidates in the examination and academic prizes to be conferred.
 - (b) The Board of Examiners shall be accountable to the Senate.
 - (c) Members of the Board of Examiners shall consist of all the academic staff involved in teaching the relevant courses and any other members the Senate may appoint.
 - (d) The Chairman of the Board of Examiners shall be the Dean of the Faculty or his/her representative and the representative from Department / Division (Branches) of Examinations and Credit Accumulation shall be the Secretary to all Boards of Examiners.
 - (e) All the results of examinations, and other related information and documents shall be presented before the Board of Examiners concerned.
 - (f) The Board of Examiners concerned shall make recommendations to the Senate on the following:
 - i. the pass list;
 - ii. the fail list;
 - iii. the list of candidates required to resit the failed course(s) and/or course(s) Absent with valid reason (I);
 - iv. the list of candidates required to repeat the failed course(s);
 - v. the list of candidates who are under “Probation” status;
 - vi. the list of candidates who are under “Warning” status;
 - vii. the list of candidates who are under “Final Warning” status;

- viii. the list of candidates who have failed and required to leave the programme;
- ix. all other matters related to the examinations.

(g) The marks awarded to any candidate for any question or course or examination and all proceedings of the Meetings of the Board of Examiners shall be confidential.

3. Release of Examination Results

(a) The results of the examinations as recommended by the Board of Examiners shall be released to candidates by the Department of Examinations and Credit Accumulation upon the Senate's endorsement.

(b) Should a candidate be placed on "Probation" or "Warning" or "Final Warning" status, the candidate shall be notified.

(c) The results shall be deemed to have been officially released once it is uploaded in the University College intranet. Candidates shall print a copy of the examination results from the University College Intranet for their own reference as no individual Notification of Results will be issued.

4. Graduation List (Senate's Approval)

Candidates 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. Appeal for Review of Examination Results

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

(b) 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.

- (c) Candidates shall be able to view their appeal outcome in the Student Intranet.
 - (d) The decision by the Senate shall be final.
6. Appeal To Continue Study (Maximum Timeframe / Fail Out Cases)
- (a) Candidates who satisfied the appeal to continue study (maximum timeframe / fail out cases) criteria and wish to appeal shall submit the Application To Continue Study (Maximum Timeframe / Fail Out) form with a supporting letter in writing (attached with supporting documents, if any) to the Department / Division of Examinations and Credit Accumulation by hand, mail or fax not later than one (1) week after the date of the official release of results. A non-refundable processing fee shall be chargeable.
 - (b) Appeal letter sent in through e-mail without the candidate's signature shall not be acceptable. The appeal letter attached in the e-mail must be duly signed by the candidate. Late appeal would not be entertained.
 - (c) Consideration for the appeal is subject to the Guideline On Appeal To Continue Study (Maximum Timeframe / Fail Out Cases).
 - (d) Candidates will be notified officially of the outcome of the appeal by the Department of Examinations and Credit Accumulation.