

TABLE OF CONTENT

	ARTICLES	PAGE
1.0	General Provisions	3
2.0	Definitions	3
3.0	Academic Session	5
4.0	Student Registration	5
5.0	Credit System	7
6.0	Credit Transfer	7
7.0	Grade Transfer	8
8.0	Total Credit of a Programme	8
9.0	Study Duration	9
10.0	Evaluation System	9
11.0	Student Academic Status	13
12.0	Academic Ethics	15
13.0	Postponement of Study	15
14.0	Suspension of Study	16
15.0	Terminated from Study	16
16.0	Change of Study Programme	17
17.0	Change of Faculty	17
18.0	Change of University	17
19.0	Appeal to Continue Study	18
20.0	Withdraw from Programme of Study	18
21.0	Conferment of Degree	18
22.0	Fees/Tuition Fees	19

Appendices

Appendix 1	: Current Student Registration Procedure
Appendix 2	: Sample for Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)
Appendix 3	: Details of Local Student Fee
Appendix 4	: Details of International Student Fee
Appendix 5	: Academic Calendar 2012/2013

Sample of Related Forms

BPPs-08 Students' Personal Details Change Form

BPPs-09 Programme/Faculty Transfer Application Form

BPPs-10 Registration Form for Courses Above Range

BPPs-11 Credit Transfer Application Form

BPPs-12 Fee Per Credit Application Form

BPPs-13 Application For Grade Transfer Form

BPPs-14 Recheck Course Results Appeal Form

BPPs-15 Update Form For Repeated/Improved Course

BPPs-16 Request to Reprint Results Slip Application Form

BPPs-18 End of Study Application Form

BPPs-27 Appeal for Continue Study Form

1. GENERAL PROVISIONS

- 1.1 Undergraduate students are advised to know and fully understand the Academic Regulations of Undergraduate Studies and it is the responsibility of all undergraduate students to comply with all policies stated in this regulation.
- 1.2 The Senate as the highest academic body of the University, subject to its power, has the right to change / amend any of these rules from time to time when circumstances warrant it and it will be effective from the date of the amendment is confirmed by the Senate.
- 1.3 These rules binds all undergraduate students registered under the University, including international students, international students who are involved in student exchange program and students of the Cross-campus Programmes from Public Higher Education Institutions (IPTA).
- 1.4 Where the jurisdiction of implementation of these regulations is not specifically stated, it is then in the authority of the Senate. Authority of the Dean and Registrar is stated specifically in certain clauses of this rule.
- 1.5 Subject to Article 1.1, the exemption on any matter or part of the Academic Regulations is in the absolute power of the Senate.

2. DEFINITION OF KEY TERMS

"Academic Offences" is any violation of the Academic Regulations of Undergraduate Studies and University and University College Act (UUCA), 1971 (Amended 2009) in Methods of Universiti Malaysia Sarawak (Students Discipline) 1999.

"Academic Punishment" is the punishment imposed on students by the *Jawatankuasa Tatatertib (Akademik)* (Disciplinary Committee [Academic]) for academic offense.

"Academic Session" is the period of study which includes two semesters and one intersession and known as the University Academic Year.

"Active Students" are students who have completed student registration and course registration for the semester.

"Assessment" is a mechanism to measure students' academic achievement.

"Audit Course" is a course that is registered by the student but the credit hours are not considered in the calculation of the total credit hours required for graduation and the calculation of cumulative grade point average.

"CGPA" (Cumulative Grade Point Average) is a measure of students' academic achievement for the total semesters completed.

"Cheating" is to cheat or attempting to cheat or behave in a manner that can be construed as cheating, or attempting to cheat in an examination, during the examination.

"Clean Slate" is a second chance (once in a period of study) given to students to begin study in the same or a different programme by repealing the previous results/academic record.

"Continuous Assessment" is assessment carried out throughout the course and it includes the different kinds of coursework and final examination.

"Coordinator" is the academic officer appointed by the Vice Chancellor to coordinate a programme of study.

"Core Courses" are compulsory courses that must be taken by students in a programme.

"Course Registration" is the process of students registering for certain courses in a programme within a determined period.

"Course" is a subject offered by each programme and has a specific code.

"Coursework" is learning that may include but may not be limited to the projects, laboratory reports, practical attachment, assignments, quizzes, oral tests and field work for a course.

"Credit" is the value assigned to a course to represent the learning load of the course.

"Current Students" are students who have been through at least one semester of study at the University.

"Dean" is the head of the Faculty/Centre appointed by the Vice Chancellor.

"Dean's Honours" is a recognition given by the Faculty to students who achieve academic excellence for a semester and obtained a GPA of 3.5 and above and have taken a minimum of 12 credits of courses with grade point.

"Deferment of Studies" is a temporary period when students are allowed to delay or not to follow the programme.

"Deputy Vice Chancellor (Academic and International)" is the main University officer who assists the Vice Chancellor in academic affairs.

"Disciplinary Committee (Academic)" is a committee chaired by the Deputy Vice Chancellor (Academic and International) and comprises of the Dean of Faculty/Centre. This Committee discusses cases of students who violate the academic and the Universities and University Colleges Act (AUKU), 1971 (Amended 2009) in Methods of Universiti Malaysia Sarawak (Discipline of Students) 1999.

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

"Examination" is any means or method of evaluation that assigns score or grade for a course or part of a course.

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

"Faculty Examiners Committee" is chaired by the Dean and comprises of the Deputy Dean, Department Head, Program Coordinator, Lecturer and Assistant Registrar as the Secretariat/Secretary to endorse students' results, amend the results if required and determine students who are qualified to graduate.

"Faculty" is the academic entity that offers academic programmes in the university, including any university centres or institutes that offer academic programmes.

"Failed course" is not achieving the minimum grade set by the University for a Course.

"Fees" are payment amount set by the University for a particular purpose.

"Generic Development Course" is a general university course aimed to develop students' mind, attitude and personality.

"GPA" (Grade Point Average) is a measure of a student's academic achievement in a semester.

"Head of Department" is the academic officer appointed by the Vice Chancellor to head a department in the Faculty.

"Inactive Students" are students who have not completed student registration and course registration.

"Inter-session" is a study period provided during the semester holiday at the end of the academic year.

"Learning Hours" is the amount of learning time required to meet credit requirements.

"Lecture" is the learning class of the course.

"Passing the Course" is achieving a minimum grade of a course determined by the University.

"Plagiarism" is the copying of ideas, words or information without acknowledging the original author and admitting it as one own work.

"Practical" is a study session in the laboratory/studio or at the field for a course.

"Programme" is a degree level field of study offered by the Faculty.

"Reinforcement Course" is a basic course that helps increase understanding and proficiency in a particular field.

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

"Senate" is the highest academic governing body of the University and is responsible for the general regulations for teaching, research and examination, and decisions on awarding of degrees, diplomas, certificates and other academic distinctions.

"SPP" (*Sistem Pengurusan Pelajar*) is an abbreviation for Student Management System. A real-time digitalised computer system that stores all information and data of all undergraduate students who are and have studied in the University.

"Student Registration" is the process of students registering for a programme, semester and settle tuition fee within a determined time.

"Student" is a person who has completed student registration at the University.

"Students Appeal Committee" is a Committee chaired by the Deputy Vice Chancellor (Academic and International) to consider and examine students' appeal request to continue study after receiving Failed and Terminated (GB) decision for a particular semester.

"Transfer Credit" is the number of credits from other institutions that have been approved by the Faculty and considered for graduation.

"Transfer Grade" is a course grade that has been approved by the Faculty/Centre to be included in calculating the CGPA.

"Tutorial" is the discussion session held between students and tutors/lecturers/ facilitators.

"University Elective Courses" is a course taken either from other programmes within or outside the Faculty.

"University" is Universiti Malaysia Sarawak.

3. ACADEMIC SESSION

3.1 The University Academic Session is divided into two semesters (17 weeks per semester) and an inter-session (8 weeks).

3.2 Academic Session of the Medical Programme is divided into block systems and hospital posting. The annual Academic session of the Faculty of Medicine and Health Sciences has three academic blocks.

4. STUDENT REGISTRATION

4.1 New Student Registration

All students must register as a student in their respective programmes within the specified time. The study offer will be considered void if the candidate fails to do as instructed without any valid reasons accepted by the University.

4.2 Current Student Registration

4.2.1 Current Students must register for each semester of study/inter-session on or before the date determined by the University. Students who fail to complete the registration without valid reasons will be suspended.

Registration procedure is shown in **Appendix 1**.

4.2.2 Students who do not fulfil the predetermined minimum credit (**see Article 4.4.4**) will be de-registered and given **Postponement** status.

4.2.3 Students who have deferred/have been suspended from their studies should register in the following semester after the expiration of deferment/suspension.

4.2.4 Registration of students is considered complete when students pay all current fees and all outstanding debts with the University for the previous semester.

4.2.5 Application for a copy of the letter of offer has to be accompanied by RM5.00 payment receipt.

4.3 Inter-session Registration

Current students must register for the programme on the dates determined by the University.

Registration procedure is shown in **Appendix 1**.

4.4 Course Registration

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

4.4.2 Only courses that are offered in a particular semester can be registered for that semester.

For the Medical Programme, only courses that are offered in a particular academic year can be registered for that year.

4.4.3 For the Medical Programme students, the number of credit registered depends on the block or posting offered during the year.

4.4.4 Students are allowed to register between **8 to 22 credits** per semester. The maximum credit for students who have the status of **Conditional Pass (LB)** is 12 credits. For students with a CGPA of 2.50 and below, the maximum credit allowed is 15 credits. Registration outside of this range (including students who apply to take more than 22 credits) requires the approval of the Faculty Academic Committee.

4.4.5 Students are allowed to add and drop courses until the end of the fourth (4th) week. Registering for and adding of courses after the fourth (4th) week of lecture is not permitted. Grades will not be given if a student fails to register for any course legally. The penalty for dropping courses after the fourth (4th) week are as follows:

- i. Semester 1 and 2 – A penalty of RM100.00 per course is imposed on students who drop course starting from the fifth (5th) week until the eight (8th) week of lecture; and
- ii. Intersession – A penalty of RM100.00 per course is imposed on students who drop course from the third (3rd) week until the seventh (7th) week of lecture.

4.4.6 Change of status of the registered course to Audit course (U) and Additional courses (KT) can be done until the **fourth week (4)** of the semester.

5. CREDIT SYSTEM

- 5.1 Each course has a credit value based on criteria set by the Senate.
- 5.2 Credit value for each course is usually based on the learning hours.
- 5.3 Credit of a course refers to the number of learning hours to be held within one week, including tutorial or lecture or laboratory work.

6. CREDIT TRANSFER

6.1 On approval of the Faculty, students can apply for credit transfer for the programme if evidence can be provided for the following:

- (a) has passed with at least Grade B from the other institution that is recognized and acknowledged by the Faculty as equivalent;

For Nursing Programme, the courses that can have credit transfer have been determined by the Faculty. However, non listed course can have credit transfer through application and are subjected to the approval by the Faculty.

and/or

- (b) has experience, knowledge and expertise that are recognized and acknowledged by the Faculty as equivalent;
- (c) of Article 6.1 (a) and 6.1 (b) above were obtained within the last five years.

6.2 Transferred credits are considered for graduation purposes but not included in the calculation of the GPA and CGPA.

6.3 Total credits that are transferred for Diploma graduate or equivalent does not exceed 30% of the total credits required for the programme.

6.4 For the Medical Programme, students must obtain credit transfer approval from the relevant professional bodies.

7. GRADE TRANSFER

- 7.1 Grade Transfer is applied when students change study programme in the University. Grade Transfer can be done for all courses and is subject to the approval by the Faculty.
- 7.2 The course (and grade) that is transferred is taken into account in the calculation of the GPA and CGPA.
- 7.3 Grade Transfer for Core Courses within the Faculty/Programme, should take into account the equivalence of the course.
- 7.4 Students must apply to for grade transfer to the Faculty concerned.
- Grade Transfer for University Elective course will only be considered if the course is a Faculty Elective Course.

8. TOTAL CREDIT FOR A PROGRAMME

- 8.1 Undergraduate studies require a minimum of **one hundred twenty (120) credits**. The **Degree in Medicine** requires a minimum of **two hundred and twenty (220) credits**. However, the Senate has the authority to determine a different minimum number of credits based on certain needs.
- 8.2 The total number of credits mentioned in **Article 8.1** shall be taken from the following group of courses that is subject to the provisions contained in the **Standard User Bachelor's Level Programme Issue 1 publication of Quality Assurance Division, Higher Education Department, Ministry of Higher Education Malaysia, September 2003**:
- 8.2.1 **Core Courses (50% - 85%);**
- 8.2.2 **Universiti Elective Course (5%-30%); dan**
- 8.2.3 **Generic Development Course and Co-curriculum (5%-25%).**
- (Needs for professional courses are based on the terms set by related professional bodies)
- 8.3 **Reinforcement Course**
- Every student must have English language skills (MUET or equivalent) and ICT (Information and Communication Technology) skills determined by the University. Students who do not meet the minimal requirement level must take the **Reinforcement Course** determined by the Senate before they are allowed to take the next level Generic Course. Only **Pass/Fail** grades are given for Reinforcement Courses.
- 8.4 Students may take Additional Courses (KT) in addition to the total credits as stated in **Article 8.1** and are **made compulsory to pass the courses**.

9. STUDY DURATION

- 9.1 The study duration is between 6 to 12 semesters or 8 to 14 semesters for Bachelor's degree and 5 to 7 academic years for Medical Doctor's degree.
- 9.2 Application to extend the duration of study exceeding the maximum duration as stated in **Article 9.1** is based upon Senate's approval.
- 9.3 In the case of students who have been given **Failed and Terminated** (GB) status but approved by the Senate to continue their study, the duration of study still includes the students' entry year.

10. EVALUATION SYSTEM

10.1 Evaluation Methods

- 10.1.1 Course evaluation is usually made in progression through assessment (written/oral), tasks and other forms of coursework.
- 10.1.2 Students **will be barred** from sitting for final exam if:
- (a) found still owe the University the study fee.
 - (b) attendance to lectures is less than 80%.
- 10.1.3 Mid-semester examination (if available) is held in week 7 and week 8. The semester's final examination is held at the end of the semester.
- 10.1.4 Mid-semester examination comprises a total of 20%-30%, the final examination 30%-50%, and coursework 20%-50%. The final examination can be comprehensive OR focused on specific course content or focused on the parts of the course which have not been assessed.
- 10.1.5 For courses in the form of invention work/practicum, the maximum marks for coursework evaluation is 70%.
- 10.1.6 Course evaluation in accordance to the maximum marks for coursework and examination beyond the range stated in **Article 10.1.4** can be implemented based on Senate's approval.

10.2 Grade Classification

- 10.2.1 Course evaluation without grades can be given the following codes:

L/G (*Lulus/Gagal* – Pass/Fail)

This is given to specific courses in which the results are not graded but given the Pass (L) or Fail (G) status only. The credit is taken into account for graduation purposes except credits for Reinforcement Courses.

TL (*Tidak Lengkap* - Incomplete)

This is given with Faculty's approval to a student who has completed at least 70% of the course requirements based on acceptable reasons. The student must complete the full requirement latest by the **fourth (4) week** after the end of a semester in order to obtain full evaluation and grade.

SM (*Sedang Maju* – In Progress)

This is given to courses which are planned to be completed in more than one semester. Students **do not have to register** the course with SM status again in the following semester. However, students **who have postponed or have been suspended from** their study will have to register all courses with SM status again. Credits and grade value for this course will only be taken into account when the actual grade is given. For industrial training, the grade will only be given after the report from the industry is received.

PK (*Pindah Kredit* – Credit Transfer)

This symbol is stated in the students' transcript for list of course which have been approved for credit transfer by the Dean of Faculty.

U (Audit)

This is given to students who have registered and gone through a course as well as the evaluation for the course but was not given any grade. The "U" symbol will be recorded if the student passed the course. A student who does not meet the course requirement will not get any remarks. Registration or changing the status to Audit course needs to be done the latest by the **second week (2)** of a semester.

KK (*Kes Gangguan Kesehatan* – Health Disturbances)

This is given to a student who needs to terminate study in a specific semester on the basis of health disturbance based on medical report approved by the University.

TD (*Tarik Diri* - Withdraw)

This is given to a student who has been approved to stop voluntarily from continuing study at UNIMAS.

KT (*Kursus Tambahan* – Additional Course)

This is given to courses taken by a student in addition to the compulsory courses. A student must go through the course and undertake the evaluation for the course. The grade point for this course will be included in the calculation of GPA and CGPA but the total number of credit hours for the Additional Course will not be taken into account for the purpose of degree conferment. Registration or changing of status to KT needs to be done the latest by the **second (2) week** of a semester.

R_n (*Kursus Ulangan* – Repeated Course)

This code is stated on the semester examination slip for course which has been repeated after failing in the earlier attempt. Only the latest credits and grade points for the Repeated Course are taken into account in the calculation of GPA and CGPA. The 'n' after the code R indicates number of times the course has been repeated.

KB_n (*Kursus Baiki* –Improved Course)

This code is stated on the courses which have been re-taken for the purpose of grade improvement. The best grade will be taken into account in the calculation of GPA and CGPA. The 'n' after the code KB indicates the number of times the course has been taken for grade improvement.

PG (*Pindah Gred* – Grade Transfer)

This code is stated on the slip/transcript of a student for courses which have been approved for grade transfer.

10.2.2 Grade and grade point given for a course are shown in the following table:

Grade	Marks Range	Grade Points	Performance Level
			Core/Generic/Elective Course
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	Pass
C+	55-59	2.33	
C	50-54	2.00	
C-	45-49	1.50	Fail
D	40-44	1.00	
F	< 40	0.00	

The grade table above is applicable to students from 2010/2011 Academic Session onwards.

- For the usage of the grade system above, the determination of a grade is based on the standardised curve of grade distribution.
- For Medical Programme, the grade system is based on the evaluation regulation book of the programme.

10.3 Evaluation Results

10.3.1 The performance of a student for a specific semester is based on the Grade Point Average (GPA). The overall performance of a student in a programme is based on the Cumulative Grade Point Average (CGPA). The method in calculating GPA and CGPA is as follows:

Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses in the semester}}$$

whereby:

$$\text{Total Grade Point} = \text{Grade Point} \times \text{Course Credits}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{The sum of all grade points accumulated to date}}{\text{The sum of all the credits taken to date}}$$

Example of GPA and CGPA calculation is shown in **Appendix 2**.

10.3.2 All courses are taken into account in the calculation of GPA and CGPA except for courses which are not graded.

10.3.3 The confirmed grade and grade point for each course in every semester obtained by a student will be kept in his or her academic record. Students who obtained **GPA 3.50 and above** in a semester by taking a minimum 12 credits and graded are qualified to be awarded Dean's Honours.

10.4 Special Repeated Evaluation

10.4.1 Special Repeated Evaluation for a specific course taken in the final semester of study can be given to students who need **less than 8 credits for graduation purposes**.

10.4.2 A qualified student must apply to the Dean of the Faculty which offer the course together with the payment of fee per credit.

10.4.3 A student's application to sit for Special Repeated Evaluation is subject to the Faculty Dean's approval.

10.4.4 Special Repeated Evaluation must be conducted **within 2 weeks** after the Faculty Examiners Committee meeting.

10.4.5 The syllabus for the Special Repeated Evaluation is comprehensive, covering the topics taught from the beginning until the end of the semester.

10.4.6 Only comprehensive examination is allowed for Special Repeated Evaluation and the highest grade that can be given is C.

10.5 Postponement of Evaluation

10.5.1 Students who are having health problems and facing other problems during evaluation, may apply to the Faculty for postponement of the evaluation. Application should be made **not later than 48 hours** after the evaluation has been conducted.

10.5.2 Application to postpone evaluation on the basis of health problem should be accompanied by a medical certificate from Government Doctors, University Medical Officers or University Panel of Doctors only. Any other certification from doctors who are Universiti Panel of Doctors has to be certified by University Panel of Doctors. Application on other reasons can be considered based on Faculty's discretion. A replacement for the evaluation can be arranged based on the merits of specific cases.

10.6 Appeal to Recheck Evaluation Results of a Course

10.6.1 An appeal to recheck the evaluation results of a course should be submitted to the Faculty Dean after the temporary results is issued by the Faculty with the inclusion of **RM30.00 (non-refundable)** as payment per course.

10.6.2 The evaluation results should be endorsed by the Faculty Examiners Committee and Academic Planning and Development Committee before being presented for Senate's approval.

10.6.3 Each result given based on this method is **final** and no further appeal will be entertained after Senate's endorsement.

10.7 Announcement of Semester Results

- 10.7.1 Results of student academic performance for each semester will be announced in the period determined by the University.
- 10.7.2 Evaluation results slip will be distributed to the students through their respective Faculty. For final year students who have been approved by the Senate for graduation (subject to clearance of debt with University), the evaluation results slip will be sent to the latest address obtained through University SPP database.
- 10.7.3 Students are responsible to inform the University from time to time on any changes to their personal information for the purpose of updating the data and record. Students can update their correspondence address, email address and telephone number at *e-pelajar*.
- 10.7.4 Application for reprint of evaluation results slip can be made officially to the University with the payment of RM5.00 per slip.

11. STUDENT ACADEMIC STATUS

11.1 Qualification to Continue Studies

Semester evaluation results (except for Medical Programme which is based on final year results) will determine the qualification of a student in continuing his or her study. A student can be given the status **Lulus(L)**, – **Pass Lulus Mengulang Kursus(LMK)**, – **Pass but Required to Repeat Failed Courses Lulus Bersyarat(LB)** – **Conditional Pass** and **Gagal dan Diberhentikan(GB)**. – **Failed and Terminated**

11.1.1 **Lulus (L) – Pass**

Students are given the Pass (L) status and are allowed to continue study if they obtained **CGPA 2.00 or higher** except for the Medical Programme which has other additional conditions yang determined by the Faculty.

11.1.2 **Lulus Mengulang Kursus (LMK) – Pass but Required to Repeat Failed Courses**

Students are given the status **Pass but Required to Repeat Failed Courses (LMK)** if they obtained **CGPA 2.00 or higher** but **Failed** in a course and they are required to repeat the course.

11.1.3 **Lulus Bersyarat (LB) – Conditional Pass**

Students are given **Conditional Pass** if they **obtained CGPA between 1.75 and 1.99**. These students will be warned to improve their GPA and CGPA to **2.00 or higher** in the following semester.

11.1.4 **Gagal dan Diberhentikan(GB). – Failed and Terminated**

Students will be given the **Failed and Terminated (GB)** status if:

- (a) Obtained **CGPA less than 1.75** in a semester; or
- (b) Failed to improve CGPA to 2.00 or higher after obtaining the **Conditional Pass** status in the previous semester; or
- (c) Failed to improve CGPA to 2.00 or higher after obtaining the **Failed and Terminated (GB) status** but is allowed to continue studies in the previous semester; or

(d) Repeated a core course for 3 times but still failed; or

(e) For Medical Programme, repeated study year for 2 times consecutively but still failed.

11.1.5 Failed and Repeat Study Year (Medical Programme Only)

Students who failed more than two blocks/two postings of studies in a year need to repeat the study year except for First Year (Refer to Medical Programme's Academic Guidelines).

11.2 Continuing Study after Obtaining Failed and Terminated (GB) Status

Students are given the Failed and Terminated status but allowed to continue study are subject to the following matters:

11.2.1 Clean Slate Offer for First Year Students

First year students will be re-offered on clean slate basis. Students who have passed Reinforcement Courses can apply through their respective Faculty Dean to transfer their grades.

11.2.2 Other Offers (Non-Clean Slate) for Non-First Year Students

(a) Continue Study in the Same Programme

Students will continue study in the next semester based on the latest CGPA prior to the GB status. All courses taken and passed can be considered except for failed courses in which students will have to retake them.

(b) Continue Study in a Different Programme

Students will continue study in the next semester but in a different programme. Students can apply to transfer grades for Elective, Generic and Reinforcement Courses that they have passed only to the next semester.

11.3 Repeat to Compensate Failed Courses

11.3.1 Students who failed in a course must repeat the course until they pass.

11.3.2 If the course is no longer offered, students can compensate by taking another course in the same category.

11.3.3 **Core Courses can be repeated up to 3 times only.** Students who still fail in the core courses after repeating it up to 3 times will be given the Failed and Terminated (GB) status.

Students who failed Elective Courses can be repeated or replaced by other elective courses but the credit for the failed course is added in the CGPA calculation.

11.3.4 For each repeated course, only the latest grade is taken into account for GPA and CGPA calculation. Other grades are stated as records only.

11.3.5 Students must pay the fee for each repeated or replaced course.

11.3.6 The fee for repeated courses is non-refundable if the students drop the course after the fourth week of lecture.

11.4 Repeat to Improve Grade/CGPA

- 11.4.1 Students can repeat a course which they have passed in order to improve the grade of the course, subject to Faculty's approval.
- 11.4.2 Students can repeat the course until they obtain a grade which they are satisfied with, in the maximum predetermined duration of study.
- 11.4.3 The best grade is taken into account in the calculation of GPA and CGPA.
- 11.4.4 Students must pay the fee for the course each time it is repeated.
- 11.4.5 The fee for Improved Course is non-refundable if the students drop the course.

12. ACADEMIC ETHICS

- 12.1 Students who copied others' work or do not acknowledge others' work (plagiarism) for the purpose of coursework or evaluation will be taken disciplinary action.
- 12.2 Students are not allowed to abet others in cheating or fraud which is stated in Article 12.1
- 12.3 Students who violate the Universiti regulation and are found guilty by the University Disciplinary Committee (Academic) can be punished based on the **University Colleges Act (AUKU), 1971 (Amended 2009) as stated in the Rules of Universiti Malaysia Sarawak (Students Discipline) 1999.**
 - 12.3.1 Students who **are charged with disciplinary actions** are not qualified to obtain Dean's Honours for a specific semester even though they have fulfilled the requirements stated in Article 10.3.3.
- 12.4 Students must obey the Faculty Evaluation Sub-Regulations which is enforced at the point of time.

13. POSTPONEMENT OF STUDIES

- 13.1 A registered student can apply to postpone his or her studies subject to the Dean's approval **before the end of second (2) week** of a semester. Postponement of studies can be applied consecutively within an academic session. However, approval for students' postponement of studies is limited to **3 times** (3 semesters) only during the duration of studies.
- 13.2 Application to postpone after the **second (2) week** of study in a semester will not be considered except it involves health disturbance cases or desperate problems only.
 - 13.2.1 A student who is unhealthy for a long period of time will be given postponement of study for a semester by the Faculty Dean. In such cases, certification from a Medical Doctor is required. Certification which is not from a Medical Doctor can be considered in certain cases only after the students have gone through treatment from a Medical Doctor. In the case of mental problems, approval to register again is subject to the certification from the Medical Doctor.
 - 13.2.2 A Medical Doctor who have treated the student must be from the groups of Government Doctors, University Medical Specialist, University Doctors, University Panel of Doctors or other doctors who are approved by the University.

- 13.2.3 A student who faces problems other than those stated in Article 13.2.1 can be given postponement of study for a semester subject to the approval by the Faculty Dean.
- 13.2.4 The duration of postponement will not be taken into account in the student's maximum duration of study.
- 13.2.5 Students who have been given postponement of study will lost their status as University students during the postponement period.
- 13.2.6 For students who have been approved to postpone their study but have made the tuition fee payment, the fee can be carried forward to the following semester based on the following rate:

Lecture Weeks	Rate
Week 1 to 2	75%
Week 3 to 10	50%
After week 10	0%

Note: Tuition fee to be carried forward to the following semester is calculated based on the date the application is received by Undergraduate Studies Division.

14. SUSPENSION OF STUDY

- 14.1 A student who does not register or does not apply for postponement of study before the end of second (2) week will be suspended from the study in that semester. The student must register in the following semester. Should the student fail to do so by the end of second week (2) and does not apply for postponement of study in the following semester, the student will be terminated.
- 14.2 The duration of suspension of studies is taken into account in the overall calculation of the student's maximum duration of study.

15. TERMINATED FROM STUDY

- 15.1 Students will be terminated from study when they:
- i) Fail to re-register before the end of the second (2nd) week of lecture after being given suspension status in the previous semester, and;
 - ii) Fail to apply for postponement of study in the **current semester**.
- Or
- iii) Have exceeded the maximum duration of study.

16. CHANGE OF STUDY PROGRAMME

- 16.1 Student who has confirmed registration in a programme is **NOT ALLOWED** to change programme except under the following conditions:
- (i) Student has completed one (1) semester of study;
 - (ii) Obtain CGPA of at least 2.00;
 - (iii) Subject to space availability in the programme applied for; and
 - (iv) Student has obtained approval from the programme which receives and has been released from the original programme.
- 16.2 Permission to change programme within the same Faculty and determination of which semester to begin the new programme is subject to approval by the Faculty Dean.
- 16.3 The evaluation grade for courses which have been taken earlier are void and except for courses which been approved for grade transfer by the Faculty which receives the student.
- 16.4 Application for change of programme can be made no later than the end of second (2nd) week of lecture in a semester. Application made after the second (2nd) week of lecture will only be considered for the following semester.

17. CHANGE OF FACULTY

- 17.1 Student who has confirmed registration in a Faculty is **NOT ALLOWED** to change Faculty except under the following conditions:
- (i) Student has completed one (1) semester of study;
 - (ii) Obtain CGPA of at least 2.00;
 - (iii) Subject to space availability in the programme applied for; and
 - (iv) Student has obtained approval from the Faculty which receives and has been released from the original Faculty.
- 17.2 The evaluation grade for courses which have been taken earlier are void and except for courses which been approved for grade transfer by the Faculty which receives the student.
- 17.3 Application for change of programme can be made no later than the end of second (2nd) week of lecture in a semester. Application made after the second (2nd) week of lecture will only be considered for the following semester.

18. CHANGE OF UNIVERSITY

- 18.1 Students who have confirmed registration in a specific programme at Universiti Malaysia Sarawak are **NOT ALLOWED** to change programme to other universities. If the students want to register in other universities, the student will have to apply to quit from the programme and submit a written application to the Faculty Dean. The letter of approval for quitting will be issued by Undergraduate Studies Division.

19. APPEAL TO CONTINUE STUDIES

- 19.1 Students who have been given the **Failed and Terminated (GB)** status in a semester can submit an appeal against the decision.
- 19.2 Only students who have obtained GB for the first time are allowed to make an appeal to continue studies.
- 19.3 Each appeal must be submitted to the Deputy Vice Chancellor (Academics and Internationalisation) within the **period of one (1) week** after the Senate approves the examination results of that semester. The appeal must be accompanied by payment receipt of RM30.00 as set by the University.
- 19.4 Students can submit a support letter from the qualified counsellor as a supporting document for appeal.

20. WITHDRAW FROM PROGRAMME OF STUDY

- 20.1 A student can withdraw from a study programme by applying through writing to the Faculty Dean. The approved letter requesting withdrawal will be issued by the Undergraduate Studies Division.
- 20.2 For students who have been granted permission to withdraw from their course of study, but who have paid for their tuition fees, the fees will be returned based on the following rates;

Lecture Week	Return Rates
Week 1 to 2	75%
Week 3 to 10	50%
After Week 10	0%

Note: The refund of tuition fee is calculated based on the date the application is received by Undergraduate Studies Division.

21. CONFIRMATION OF DEGREE

- 21.1 A student must fulfil the following requirements to graduate and to be awarded with a **Bachelor’s degree with honours**:
 - (a) **Pass all the required courses** for the programme within the stipulated period.
 - (b) Achieve a **minimum CGPA of 2.00**;
 - (c) Accumulate **at least one hundred and twenty (120) credits** or other total credits determined by the Senate;
 - (d) Meet all the requirements of the Academic Regulations of Bachelor’s Degree with Honours;
 - (e) Recommended to be awarded with the said degree by the Examination Committee of the Faculty and endorsed by the Senate
 - (f) Fulfil other terms and conditions set by the Senate
 - (g) The classified terms and conditions for the conferment of Bachelor’s Degree with Honours are based on the discretion of the Senate.

21.2 The application to reprint a replacement certificate can be made formally to the Registrar of Universiti Malaysia Sarawak by providing:

- (a) a written application
- (b) a payment receipt/money order totalling RM100.00 per version.

21.3 The application to reprint academic transcript can be made formally to the Registrar of Universiti Malaysia Sarawak by providing:

- (a) a written application
- (b) a payment receipt/money order totalling RM50.00 per version

22. FEES/TUITION FEES

22.1 Students are required to pay the stipulated tuition fees in full before or at the time of registration

22.2 The details of the tuition fees to be paid by local and international students are shown in **Appendix 3 and 4**

22.3 Students who register for Additional/Improved/Repeated/Audit courses will be charged a fee based on the total number of credits. The fee is as follows;

For Local Student

Additional Course/Audit Course/Fee Per Credit Hour

Arts	-	RM40.00/credit
Science/Nursing	-	RM50.00/credit
Medical	-	RM70.00/credit

For International Student

Additional Course/Audit Course/Fee Per Credit Hour

Arts	-	RM120.00/credit
Science/Nursing	-	RM150.00/credit
Medical	-	RM210.00/credit

For Local Student

Improved/Repeated Course

Arts	-	RM40.00/credit
Science/Nursing	-	RM50.00/credit
Medical	-	RM70.00/credit

For International Student

Improved/Repeated Course

Arts	-	RM120.00/credit
Science/Nursing	-	RM150.00/credit
Medical	-	RM210.00/credit

- 22.4 Fees based the credits taken will also be charged to students who take **less than 11 credits at the end of the final semester of study**. The calculation of this credit includes credit for all courses with the status of In Progress – *Sedang Maju* (SM) from the previous semesters. Students in their final year final semester of study are required to settle their tuition fees in full before applying for an approval for the payment of fees per credit. Applications must be submitted **before end of the fourth week** of the semester. The fees rates based on the total number of credit are shown in Article 22.3.
- 22.5 The payment of fees for Improved/Repeated/Additional/Audit courses must be made at the Treasurer's Office and the payment receipt must be submitted to the Undergraduate Studies Division before the end of **fourth week** of the current semester. Applications made after the deadline will not be considered.

Registration Procedures for Current Students

Lecture Week	Provision
1. Week One	Students will be charged RM50.00 for late registration
2. Week Two	<ul style="list-style-type: none"> i. Students must obtain written approval from the Faculty Dean and ii. Students will be charged RM50.00 for late registration
3. Week Three and beyond	Suspended from the course of study (without valid reasons)

Registration Procedures for Intersession

Lecture Week	Provision
1. Week One	Students will be charged RM50.00 for late registration
2. Week Two and beyond	Registration is strictly not allowed

Example of Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

1. Calculation of Grade Point Average (GPA)

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
	11			38.00

Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses for the semester}}$$

$$= \frac{38.00}{11} = 3.45$$

2. Calculation of Cumulative Grade Point Average (CGPA)

Semester 2

Course Codes	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
	10			33.01

$$\text{CGPA} = \frac{\text{The sum of all the grade points accumulated to date}}{\text{The sum of all the credits taken to date}}$$

$$= \frac{38.00 + 33.01}{11 + 10}$$

$$= \frac{71.01}{21}$$

$$= 3.38$$

Standard Guidelines for Bachelor's Degree Programme Issue 1 published by Quality Assurance Division, Department of Higher Education, Ministry of Higher Education Malaysia, September 2003:

Field	% Core	% Elective	% Generic
Business and Management	50 – 60	40 – 60	-
Economics	40 – 70	5 – 10	5 – 10
Information Technology and Communications	40 – 60	25 – 30	5 – 8
Engineering	70 – 85	2 – 7	15 – 25
Science and Medicine	60 – 70	5 – 10	5 – 10
Social Sciences	60	15 – 20	5 - 10
UNIMAS Academic Regulations	50 – 85	5 – 30	5 - 25

FEE DETAILS FOR NEW STUDENTS SEMESTER 1 SESSION 2012/2013

Fees details	Non-recurring Fee (RM)	Takaful (RM) (once a year)	Study Programme (RM)	Health (RM)	Laboratory (RM)	Welfare Fund (RM)	Co-Curriculum (Senggang) (RM)	Accommodation (RM)	Transportation	Total (RM)
Faculty of Economic and Business	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00
Faculty of Engineering	330.00	6.00	700.00	25.00	50.00	5.00	25.00	399.00	30.00	1570.00
Faculty of Medicine and Health Sciences										
- Medical	330.00	6.00	900.00	25.00	50.00	5.00	25.00	357.00	30.00	1728.00
- Nursing	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Cognitive Sciences and Human Development	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Computer Science and Information Technology	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Social Sciences	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00
Faculty of Resource Science and Technology	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Applied and Creative Arts	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00

Non-recurring Fee

Registration	:	RM20.00
Orientation Week	:	RM270.00
Matric Card	:	RM10.00
Alumni	:	RM30.00
Total	:	RM330

FEE DETAILS FOR NEW STUDENTS SEMESTER 1 SESSION 2012/2013 (INTERNATIONAL STUDENTS)

Fees Details	Non-recurring Fee (RM)	Insurance (RM) (once a year)	Study Programme (RM)	Medical Fee (RM)	Laboratory/ Equipment (RM)	Welfare Fund (RM)	Co-Curricular Activities (Senggang) (RM)	Accommodation (RM)	In Campus Shuttle Bus	Total* (RM)
Faculty of Economic and Business	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00	RM15 per day (Single Room) RM20 per day (Sharing)	90.00	5045.00
Faculty of Medicine and Health Sciences - Nursing	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Cognitive Sciences and Human Development - Cognitive Sciences	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Computer Science and Information Technology	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Social Sciences	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00		90.00	5045.00
Faculty of Resource Science and Technology	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Applied and Creative Arts	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00		90.00	5045.00

Notes

*Not inclusive of Accommodation Fees

EXAMPLES OF RELATED FORMS

KALENDAR AKADEMIK SARJANA MUDA
(ACADEMIC CALENDAR FOR UNDERGRADUATE STUDIES)
UNIVERSITI MALAYSIA SARAWAK
SESI 2012/2013
(2012/2013)

<u>Aktiviti /Activity</u>	<u>Tarikh /Date</u>	<u>Tempoh /Duration</u>
Pendaftaran Pelajar Baharu (New Student Registration) <u>Online Registration</u>	24 Ogos 2012 – 31 Ogos 2012 (24 Aug 2012 – 31 Aug 2012)	1 minggu (1 week)
Pendaftaran Kolej Kediaman (Residential College Registration)	1 Sept 2012 – 2 Sept 2012 (1 Sept 2012 – 2 Sept 2012)	2 hari (2 days)
Minggu Aluan Pelajar (Student's Orientation Week)	3 Sept 2012 – 9 Sept 2012 (3 Sept 2012 – 9 Sept 2012)	1 minggu (1 week)

<u>Aktiviti /Activity</u>	SEMESTER 1	
	<u>Tarikh /Date</u>	<u>Tempoh /Duration</u>
Pendaftaran Pelajar Semasa (Returning Student's Registration) <u>Online Registration</u>	3 Sept 2012 – 9 Sept 2012 (3 Sept 2012 – 9 Sept 2012)	1 Minggu (1 Week)
Perkuliahan ¹ (Lectures)	10 Sept 2012 – 25 Okt 2012 (10 Sept 2012 – 25 Okt 2012)	7 minggu (7 weeks)
Cuti Pertengahan Semester ² (Mid-Semester Break)	26 Okt 2012 – 4 Nov 2012 (26 Oct 2012 – 4 Nov 2012) (26 Okt 2012) Hari Raya Qurban	1 minggu (1 week)
Perkuliahan ³ (Lectures)	5 Nov 2012 – 21 Dis 2012 (5 Nov 2012 – 21 Dec 2012)	7 minggu (7 weeks)
Cuti Ulangkaji/Cuti Khas Semester ^{1 4} (Revision Week)	22 Dis 2012 – 1 Jan 2013 (22 Dec 2012 – 1 Jan 2013)	12 hari (12 days)
Minggu Peperiksaan (Examination Week)	2 Jan 2013 – 20 Jan 2013 (2 Jan 2013 – 20 Jan 2013)	3 minggu (3 weeks)
Cuti Semester ^{1 5} (Semester Break)	21 Jan 2013 – 17 Feb 2013 (21 Jan 2013 – 17 Feb 2013)	4 minggu (4 weeks)

<u>Aktiviti /Activity</u>	SEMESTER 2	
	<u>Tarikh /Date</u>	<u>Tempoh /Duration</u>
Pendaftaran Pelajar Baharu (<i>New Student Registration /Online Registration</i>) (<u>Kemasukan Semester 2</u>)	15 Jan 2013 – 12 Feb 2013 (<i>11 Feb 2013 – 17 Feb 2013</i>)	4 minggu (<i>4 weeks</i>)
Pendaftaran Kolej Kediaman (<i>Residential College Registration</i>)	13 Feb 2013 – 14 Feb 2013 (<i>13 Feb 2013 – 14 Feb 2013</i>)	2 hari (<i>2 days</i>)
Minggu Aluan Pelajar (<i>Student's Orientation Week</i>)	15 Feb 2013 – 17 Feb 2013 (<i>15 Feb 2013 – 17 Feb 2013</i>)	3 hari (<i>3 days</i>)

<u>Aktiviti /Activity</u>	SEMESTER 2	
	<u>Tarikh /Date</u>	<u>Tempoh /Duration</u>
Pendaftaran Pelajar Semasa (<i>Returning Student 's Registration/Online Registration</i>)	11 Feb 2013 – 17 Feb 2013 (<i>11 Feb 2013 – 17 Feb 2013</i>)	1 minggu (<i>1 week</i>)
Perkuliahan (<i>Lectures</i>)	18 Feb 2013 – 5 Apr 2013 (<i>18 Feb 2013 – 5 Apr 2013</i>)	7 minggu (<i>7 weeks</i>)
Cuti Pertengahan Semester (<i>Mid-Semester Break</i>)	6 Apr 2013 – 14 Apr 2013 (<i>6 Apr 2013 – 14 Apr 2013</i>)	1 minggu (<i>1 week</i>)
Perkuliahan ⁶ (<i>Lectures</i>)	15 Apr 2013 – 31 Mei 2013 (<i>15 Apr 2013 – 31 Mei 2013</i>)	7 minggu (<i>7 weeks</i>)
Minggu Ulangkaji (<i>Revision Week</i>)	1 Jun 2013 – 9 Jun 2013 (<i>1 June 2013 – 9 June 2013</i>)	1 minggu (<i>1 week</i>)
Minggu Peperiksaan (<i>Examination Weeks</i>)	10 Jun 2013 – 21 Jun 2013 (<i>10 June 2013 – 21 June 2013</i>)	2 minggu (<i>2 weeks</i>)
Cuti Panjang (<i>Long Break</i>)	22 Jun 2013 – 31 Ogos 2013 (<i>22 Jun 2013 – 31 Aug 2013</i>)	10 minggu (<i>10 weeks</i>)

Aktiviti /Activity	ANTARSESI	
	<u>Tarikh /Date</u>	<u>Tempoh /Duration</u>
Pendaftaran Pelajar Semasa (Returning Student 's Registration)	18 Jun 2013 – 21 Jun 2013 (18 June 2013 – 21 June 2013)	4 hari (4 days)
Perkuliahan (Lectures)	24 Jun 2013 – 20 Ogos 2013 (25 June 2013 – 20 Aug 2013)	8 minggu (8 weeks)

- | | |
|--|--|
| 1. 16 September 2012 (16 September 2012) | Hari Malaysia |
| 2. 26 Oktober 2012 (26 October 2012) | Hari Raya Qurban (Eid Al-Adha) |
| 3. 13 November 2012 (13 November 2012) | Deepavali |
| 4. 15 November 2012 (15 November 2012) | Awal Muharram 1433 Hijrah (Maal Hijrah) |
| 5. 25 Disember 2012 (25 Disember 2012) | Krismas (Christmas) |
| 6. 1 Januari 2013 (1 January 2013) | Tahun Baharu 2013 (New Year) |
| 7. 24 Januari 2013 (24 January 2013) | Maulidur Rasul (Prophet Muhammad's Birthday) |
| 8. 10 Februari 2013 (10 February 2013) | Tahun Baru Cina (Chinese New Year) |
| 9. 1 Mei 2013 (1 May 2013) | Cuti Hari Pekerja (Labour Day) |
| 10. 5 Mei 2013 (5 May 2013) | Cuti Hari Wesak (Wesak Day) |
| 11. 1 Jun 2013 (1 June 2013) | Gawai (Gawai Day) |

Nota: Tertakluk kepada pindaan/*Subject to Alteration*

UNDERGRADUATE STUDIES DIVISION
REGISTRAR OFFICE
UNIVERSITI MALAYSIA SARAWAK