IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation :-

1. **Short Title & Commencement**

   (1) This Regulation may be cited as the *Administration of Academic Performance* Regulation and shall come into force as from the date of incorporation of the University.

   (2) Unless otherwise expressly stated to the contrary herein, this Regulation shall apply to all students undertaking Bachelor’s degree and Foundation programmes.

2. **Part I – Determination of Academic Performance & Course Assessment**

   2. **Minimum GPA & CGPA**

      To be of good academic standing in the University, a candidate must maintain a GPA and CGPA of at least 2.0000 in each trimester until the completion of his Bachelor’s degree programme or Foundation programme.

3. **Course Assessment**

   The method of assessment of a unit depends on the course objectives and content. The contributory ratio or weight of an assessment method in the final total marks for a unit shall be as determined by the Faculty/Institute/Centre for Foundation Studies and approved by the Senate.
Part II – Duration of Study

4. **Maximum Duration of Study**

   (1) The maximum duration of study is the period arrived at by adding a period of two years to the normal duration of study for a Bachelor’s degree programme and one year for a Foundation programme. The maximum duration of study of Evening and Weekend Classes is seven and half (7 ½) years. Other criteria remain unchanged.

   (2) In the event a student has reached the maximum duration of study, he shall not be eligible to sit for any examinations of the University and his candidacy shall be terminated.

   (3) In the event if any candidate who has reached the maximum duration of study would like to continue his study, he shall appeal to the Dean of Faculty/Institute or Director/Head of Centre concerned, and the Senate upon the recommendation of the relevant Board of the Faculty/Institute/Centre shall consider such appeal on a case to case basis, and an extension of maximum 1 academic year could be granted provided that the candidate provide valid reason(s) to substantiate his application.

5. **Maximum Units of Study**

   The maximum units of study in a trimester for Bachelor’s degree and Foundation programmes shall be as provided in Section 4 of the Course Registration, Refund of Fees, Leave of Absence and Withdrawal from Studies Regulation.

Part III – Probation and Termination of Study

6. **Probation of Study**

   (1) A candidate shall be put on probation if his GPA for a trimester is less than 2.0000 except in a trimester where all units taken do not contribute towards the computation of GPA and CGPA. The academic probation period shall end when the candidate has attained a GPA of 2.0000 and above in the following trimester.

   (2) Where a candidate is placed on Probation, the candidate is informed of his Probation Status through the Notification of Results (NOR).
(3) The decision on the academic standing of a candidate shall be made based on his/her results after the Main Examinations or Repeat Sittings. The Senate upon recommendation of the Board of Examiners shall decide whether or not the candidate be placed on Probation.

(4) This section is not applicable to MBBS programme.

7. Termination of Study

(1) The candidate’s course of study shall be terminated if his GPA is less than 2.0000 in two consecutive trimesters, and his CGPA for the current trimester is less than 2.0000, except in a trimester where all units taken do not contribute towards the computation of GPA and CGPA.

(2) Where a candidate is terminated from his Bachelor’s degree programme or Foundation programme, the notice of termination shall be sent to the candidate and sponsor, if any.

(3) For the purpose of this section, only the structured trimester where the units are displayed in the course structure for which the candidate has registered and sat for the examinations shall be taken into account.

(4) Notwithstanding the above (1) to (3), as for MBBS programme, the following applies:-

(a) For any MBBS students who failed in their First Professional Examination (Year 1), they are allowed to take their First Professional Repeat Examination after their Remedial Studies. If they failed their First Professional Repeat Examination, they shall be terminated.

(b) For any MBBS students who failed in their Second Professional Examination (Year 3), they are allowed to take their Second Professional Repeat Examination after one (1) year. If they failed in their Second Professional Repeat Examination, they shall be terminated.

(c) For any MBBS students who failed in their Final Professional Examination (Year 5), they are allowed to take their Final Professional
Repeat Examination after six (6) months. If they failed in their Final Professional Repeat Examination, they have to repeat it after six (6) months. If they failed again in their repeat examination after six (6) months, they shall be terminated.

8. Appeal Against Termination of Study

(1) Any candidate whose study has been terminated due to poor academic performance as provided for in this Rule may appeal in the prescribed Appeal Form submitted to the Faculty/Institute Office together with payment of the prescribed fee not later than one (1) week after the official release of the results.

(2) Appeals against Termination of Study shall be considered by the Student Appeal Committee established pursuant to the Student Appeal Rule and recommendations made by the Committee shall be presented to the President whose decision shall be final.

(3) An appeal against Termination of Study will not be considered if submitted after the deadline stated in subsection (1) above or where the Appeal Form is incomplete or not accompanied by a receipt evidencing payment of the prescribed fee.

Part IV - Directed Study

9. Directed Study

Directed Study occurs when students are assigned to a lecturer for special class in the absence of an existing class being conducted. A candidate may be allowed by the Dean or Director concerned to follow a unit through Directed Study if the candidate has failed a unit which is not offered in the trimester which the candidate has been allowed to take the same.
Part V - Absence from Examinations

10. Absence from Examinations

(1) A candidate who has registered and followed a unit must take the examination for that unit if he has not withdrawn or been barred from that examination. A candidate who is absent for any unit in a Main Examination must notify in writing to the Registrar, giving reasons for his absence. The letter must be submitted within 3 days from the last day of examination together with:

(a) A medical report from the government hospital or a designated doctor, or

(b) A report from the district officer or police officer or authorized government officer concerned if the absence for the unit is due to compassionate reasons.

(2) The candidate’s letter together with the report as mentioned in subsection (1) shall be tabled at the Board of Examiners’ meeting and the Board of Examiners shall recommend to the Senate who shall decide upon whether the candidate should be given a fail grade and to repeat unit, or be allowed to take a Replacement Examination.

(3) For a candidate who falls ill during the University examination and is unable to continue and finish the examination the candidate is considered to have sat for the examination and grade would be awarded based on this attempt. The candidate is not allowed to appeal/apply for special consideration to sit for a Replacement examination if the candidate fails in the examination. The candidate has to repeat the unit.

(4) Where a candidate fails to submit an assignment or a project report for a unit within a prescribed period as determined by the examiners or the Dean of a Faculty/Institute, he shall be deemed to have failed the assignment or project report unless the examiner or the Dean has granted an extension of the prescribed period for the submission of the said assignment or project report.
Part VI - Withdrawal from Examinations

11. **Withdrawal from Examinations**

   No candidate is permitted to withdraw a unit from a scheduled trimester exam after it has begun unless the reasons are acceptable to the Dean of Faculty/Institute concerned.