



**UNIVERSITI ISLAM SULTAN SHARIF ALI**

جامعة السلطان الشريف علي الإسلامية

**REGULATIONS OF UNIVERSITI ISLAM SULTAN SHARIF ALI  
Undergraduate Academic Regulations 2012  
(1<sup>st</sup> Amendment, 2019)**

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## **Introduction**

1. This regulation is named as Regulations of Universiti Islam Sultan Sharif Ali (Undergraduate Academic Regulations 2012) (1<sup>st</sup> Amendment 2019)
2. The regulations were issued after reviews and improvement to the Undergraduate Academic Regulations 2012 (Revised 2016)
3. The amendments were made in order to enhance the current academic regulations in accordance with the current changes and the future needs.
4. This regulation has been approved by the University Senate Meeting, No. 07-2019/2020 on March 21, 2020.
5. This Regulation shall be read with other academic regulation that has been endorsed by the University Senate.
6. This regulation shall be applied to all undergraduate students.
7. The University is not responsible for any consequences arising from the students' failure to comply with these Regulations.

**REGULATIONS OF UNIVERSITI ISLAM SULTAN SHARIF ALI  
(UNDERGRADUATE ACADEMIC REGULATIONS 2012)  
(1<sup>st</sup> Amendment 2019)**

In exercise of the power conferred by Section 31 of the Constitution of Universiti Islam Sultan Sharif Ali, the Senate of Universiti Islam Sultan Sharif Ali hereby makes the following regulations:

**1. CITATION AND COMMENCEMENT**

- 1.1. This Regulation may be cited as the Regulations of Universiti Islam Sultan Sharif Ali (Undergraduate Academic Regulations 2012) (1<sup>st</sup> Amendment 2019) and shall commence on the day assigned by the Senate.
- 1.2. An extended citation of this Regulation is that 'it is a regulation that governs all matters related to students' academic affairs and for other related purposes.

**2. INTERPRETATION**

In this Regulation, unless the context otherwise requires:

**Add Course**

Students add a course to a list of registered courses for a particular semester.

**Audit Course (AU)**

An additional course which no assessment is made nor grade is awarded.

**BAR (Barring)**

A status given to a student who is not allowed to sit for the final examination of a course.

**Certificate**

Certificate awarded by the University to students who have successfully completed the course as per required by the University.

**Credit Hours**

Workload in the form of hour unit given to a course.

**Coursework**

Tests, assignments, projects and any other tasks that has been set by the University from time to time.

**Co-Curriculum**

Activities outside curriculum hours or activities that are made compulsory by the University for all students in order to fulfill the requirements of the award of a certificate, diploma and degree.

**Conferment**

Senate confirmation of student's eligibility for bachelor's degree or diploma.

**Course**

A subject or any form of training listed in the course offering structure for a programme, usually in one semester to fulfill the conditions of the award of certificate, diploma and degree.

**Credit Exemption (CE)**

A procedure of credit exemption for a course from other Higher Education Institutions (HEI) acquired by a transfer student to the University and recognised as equivalent and valid to fulfill the credit requirements of a particular programme.

**Credit Transfer (CR)**

A procedure of transferring credit acquired by a student for a course that is recognised as equivalent by the University and counted as fulfilling the requirements of the programme.

**Cumulative Grade Point Average (CGPA)**

Total grade point average students have acquired that is accumulated from all registered courses for all completed semesters.

**Dean**

The Dean of Faculty appointed by the Rector to lead administration of a Faculty established by Section 19 (1) (a) of the Constitution of Universiti Islam Sultan Sharif Ali.

**Deferment of Registration**

Temporary deferment or postponement of admission to programme of study.

**Diploma**

Diploma Certificate awarded by the University to students who have fulfilled all the requirements of a course as stated by the University.

**Director**

Head of a Centre and Institute appointed by the Rector to lead administration of a Centre and Institute established by Section 19 (1) (b) of the Constitution of Universiti Islam Sultan Sharif Ali.

**Drop Course**

A student drops a particular course from a list of registered courses in a particular semester.

**Elective Course**

A course offered by the University, Faculty, or Centre and chosen by the students from a course list to fulfill the conditions required towards an award of a certificate, diploma, and degree.

**Faculty Required Course (FRC)**

A compulsory course that is offered by a faculty that must be taken by all students to fulfill the conditions required towards an award of a certificate, diploma and certificate.

**Final Examination**

Examination conducted at the end of every semester.

**Grade**

An alphabetic letter used to indicate students' achievement in a course.

**Grade Point**

Points used to indicate grade level achievement in a course.

**Grade Point Average (GPA)**

Total grade point average students have acquired that is accumulated from all registered courses for each semester.

**Invalid Absence (IVA )**

A remark given to a student who is absent from an examination for a registered course in a semester without presenting any valid reasons.

**Leave of Absence**

Temporary postponement of study.

**Mandatory Course (Mnd)**

A course that is compulsory to be taken and passed in order to fulfill the conditions required towards an award of a certificate, diploma and degree.

**Pre-registration**

Registration made online through the University Management System (UMS) to register courses according to the programme structure of each semester within a set time frame.

**Pre-requisite**

A course set by a programme that a student needs to take and pass in order to take a related course in the following semester.

**Registrar**

University Registrar.

**Regular Semester**

First Semester or Second Semester.

**Senate**

The University Senate established by Section 17 of the Constitution of Universiti Islam Sultan Sharif Ali.

**Slip**

Document that lists examination results for each semester.

**Special Semester**

Third Semester.

**Study Abroad Programme (SAP)**

A programme for selected students to study at overseas institutions recognised by the University for a specific period of time.

**Student Exchange Programme (SEP)**

A programme for selected students to study at overseas institutions recognised by the University for a specific period of time.

**Transcript**

A document containing a list of examination results after a student completed his/her studies.

**Transfer of Programme**

A student transferring from a programme of study to a different programme of study offered by the same faculty or a different faculty.



**Undergraduate Degree**

Undergraduate Degree awarded by the University to a student who has fulfilled all requirements of a course set by the University successfully.

**University Required Course (URC)**

A compulsory course offered by the University that all students must take to fulfill the conditions required towards an award of a certificate, diploma and degree.

**Undergraduate**

A student in certificate, diploma and degree programmes.

**University**

Universiti Islam Sultan Sharif Ali that is established by Section 3 of the Constitution of Universiti Islam Sultan Sharif Ali.

**Valid Absence (ABS)**

A remark given to a student who is absent from an examination for a registered course in a semester due to medical issues or other reasonable circumstances accepted by the University.

**Withdraw (WDN)**

A remark given to a student who withdraw from a registered course in a particular semester.

Any other interpretation of terms in this Regulation is to be made by UNISSA only.

### **3. SYSTEM OF STUDY**

- 3.1 The University uses a semester system. One academic calendar year consists of two (2) regular semesters and one (1) special semester. The duration of each regular semester is 18 weeks: 14 weeks of study, one (1) week of mid-semester break, one (1) revision week, and two (2) examination weeks.
- 3.2 The University also has Third Semester called Special Semester. This semester has seven (7) study weeks and one (1) examination week.
- 3.3 The Senate reserves the right to change the period of study of an academic year.

### **4. REGISTRATION**

#### **4.1 Registering as a University Student**

- 4.1.1 A candidate who has accepted an offer is required to register as a University student on a date set by the University.
- 4.1.2 A candidate who fails to do so without presenting any valid written explanation to the Registrar within two (2) weeks of the registration date is considered to have declined the offer.
- 4.1.3 A candidate who has been accepted into a programme of study but has not registered may opt to defer his/her study programme by sending in a written application to the Registrar no later than four (4) weeks from the registration date. The period of deferment may not be less than one (1) semester and not more than two (2) semesters.

#### **4.2 Registering for Courses**

- 4.2.1 Students are required to register for courses according to the programme structure for each semester on a date set by the University. Any reduction or addition of course credit hours, students are required to obtain permission in writing from the respective Dean/Director.
- 4.2.2 Students are required to register online through the system provided by the University.
- 4.2.3 A student who fails to register within the first two (2) weeks from the start of semester will be charged for a Late Registration Processing Fee of BND25.00.
- 4.2.4 A student who fails to present any valid written explanation will be suspended for that particular semester.
- 4.2.5 Students who do not register for a course will not be allowed to sit for the course examination.
- 4.2.6 Fee Paying Students are required to pay their tuition fees before the start of every semester prior to registering for courses. Students who fail to do so will not be allowed to register for any course and their studies will be suspended.

### **4.3 Add or Drop a Course**

- 4.3.1 The period for adding course is within the first two (2) weeks of the start of each semester.
- 4.3.2 The period for dropping courses is within the first four (4) weeks of the start of each semester.
- 4.3.3 For the Special Semester, adding courses is not allowed. However, dropping courses is allowed within the first two (2) weeks of the start of each semester.
- 4.3.4 Permission for adding or dropping courses needs to be obtained in writing from the respective Dean/Director.

### **4.4 Withdrawal of Registered Courses**

- 4.4.1 Students are allowed to withdraw registered courses after the end of the fourth (4<sup>th</sup>) week up to the tenth (10<sup>th</sup>) week of semester.
- 4.4.2 The withdrawal application must be presented to the Dean/Director through the lecturer-in-charge of the course.
- 4.4.3 Withdrawal of registered courses will be indicated with “WDN” (Withdrawn) on the Examination Results Broadsheet.
- 4.4.4 A processing fee of BND 25.00 is charged for each withdrawn course.

### **4.5 Repeating a Course**

- 4.5.1 Students who fail a Required Course are allowed to repeat the course once within the period of the programme of study.
- 4.5.2 The failed course shall be repeated in the next offering semester.
- 4.5.3 Students who fail an Optional Course may repeat the same course or change the course with another Optional Course offered.

### **4.6 Deferment of Studies**

- 4.6.1 Students can apply to defer their studies to the Registrar through their respective Dean/Director subject to the following conditions:
  - i. Medical reasons verified by a certified Medical Officer recognised by the Government; or
  - ii. Valid reasons accepted by the University.
- 4.6.2 The deferment does not count towards the total period of candidature.
- 4.6.3 The deferment must not be less than one (1) semester and not more than two (2) semesters.
- 4.6.4 Application must be submitted four (4) weeks prior to the start of semester except for reasons established in regulation 4.6.1.
- 4.6.5 Application for deferment may be made up to the tenth (10<sup>th</sup>) week of study in the semester. Application later than this period will not be

considered except on medical grounds verified by a registered Medical Officer stating that the student is not fit to continue his/her studies.

4.6.6 Applicants are required to re-register once the deferment ends.

#### **4.7 Change of Programme**

Application for change of programme is only allowed once throughout students' candidature period, with valid reasons and recommended by the Dean/Director.

- 4.7.1. Application for change of programme is allowed only for year 1 students who are enrolled in semester 2 up to year 2 semester 4 after completing at least one (1) semester of study at the University.
- 4.7.2. Notwithstanding the provisions in regulation 4.7.1, students who have been ordered to transfer to another programme by the University are allowed to re-apply for change of programme
- 4.7.4 Students who have been terminated from their programme as established in regulation 4.10.1 and 4.10.2 are allowed to apply for change of programme up to Semester 2, Year 2 of their studies.
- 4.7.5 For programmes that have assigned major courses in Year 3 of study, students are allowed to apply for change of programme once before the start of Semester 1, Year 3 of study of the respective programmes.
- 4.7.6 A processing fee of BND25.00 is charged for application of change of programme and must be paid upon submitting application.
- 4.7.7 The application is to be submitted to the Registrar through the respective Dean/Director.
- 4.7.8 Change of programme is granted if:
  - i. Students who fulfill admission requirements to the new programme and admission is recommended by the faculty/centre in which the programme is offered; and
  - ii. Period of study does not exceed the allowed maximum period of candidature.
- 4.7.9 Students can apply for credit transfer subject to the conditions established in regulation 6.3.

#### **4.8 Withdrawal of Studies**

- 4.8.1. Application needs to be submitted to the Registrar through the respective Dean/Director.
- 4.8.2. Applicant is required to pay the tuition fees under the provision of the University Fee Regulations.

#### **4.9 Termination from the University**

A student will be terminated from the University when he/she is found to have:

- 4.9.1 violated University constitution, mandate, statute, regulations or guidelines; or
- 4.9.2 violated the laws of the Country.

#### **4.10 Termination from Programme of Study**

A student will be terminated from his/her programme of study when he/she:

- 4.10.1. has a CGPA of less than 1.00; or
- 4.10.2. has a CGPA of less than 2.00 (Conditional Pass) for two (2) consecutive semesters excluding Semester 1, Year 1 of study; or
- 4.10.3. fails the same Required Course twice (2); or
- 4.10.4. fails to register the failed courses when it is next offered as stated in paragraph 4.5.2.; or
- 4.10.5. exceeds the maximum period of candidature; or
- 4.10.6. fails to register at the end of deferred period of study; or
- 4.10.7. fails to achieve a satisfactory progress of study; or
- 4.10.8. fails to attend the whole programme for four (4) consecutive weeks without presenting any valid reason.

### **5. COURSE COMPONENT**

#### **5.1 Required Course**

Students must pass all Required Courses with at least a grade D-. If a student fails, he/she is required to repeat the failed course as stated in paragraph 4.5 in this Regulation.

Required Courses are as follows:

- i. University Required Course (URC);
- ii. Faculty Required Course (FRC); and
- iii. Programme Required Course (PRC)

#### **5.2 Optional and Elective Course**

The credit hours of both Optional and Elective Courses will count towards registration and calculation of GPA and CGPA. Students can choose from any offered Optional and Elective Courses subject to the following:

- i. Must fulfill the pre-requisites of the Optional or Elective Courses, if required;
- ii. Optional or Elective Courses that are similar or have the same course content with Required Courses must not be selected as Optional or Elective Courses;
- iii. If a student fails, he/she may repeat the same course or change it with a different Optional or Elective Course and must pass within the maximum period of candidature set by the University.

#### **5.3 Minor Course**

- 5.3.1. The credit hours of Minor Course will count towards registration and calculation of GPA and CGPA.
- 5.3.2. Any course that is similar or has the same course content with any Required Course must not be selected as Minor Course.

## **5.4 Audit Course**

- 5.4.1 The credit hours of Audit Course will not count towards calculation of GPA and CGPA.
- 5.4.2 Students are required to register for this course but are not required to sit for the examination
- 5.4.3 An audited course is recorded on the students' transcript as "AU" and does not affect the GPA and CGP
- 5.4.4 Students must satisfy the attendance requirement, otherwise an "IP" will be recorded .

## **6. ACADEMIC CREDIT**

### **6.1. Credit Hours**

Students are required to take at least 90 credit hours for diploma programmes and at least 124 credit hours for bachelor degree programmes.

### **6.2. Contact Hours for Credit Hour**

- 6.2.1 Usually one (1) credit hour of lecture or tutorial is equivalent to one (1) hour of contact hour per week.
- 6.2.2 One (1) credit hour for Al-Qur'an Al-Karim or Co-Curriculum is equivalent to two (2) contact hours per week.
- 6.2.3 One (1) credit hour for Arabic Language or English Language is equivalent to one and a half (1.5) hours of contact hours per week.

### **6.3. Credit Transfer**

- 6.3.1 Students who have transferred/changed programmes can apply for credit transfer for completed courses within the provision of Programme Transfer and Credit Transfer Regulations.
- 6.3.2 The credit transfer will count towards calculation of GPA and CGPA.
- 6.3.3 Credit acquired by students who enrolled for Study Abroad Programme (SAP) and Student Exchange Programme (SEP) can be transferred under the provisions of this chapter and the Examination Regulations for Bachelor Degree, Diploma, and Certificate Programmes.

### **6.4 Credit Exemption**

- 6.4.1 Students may apply for credit exemption for courses completed at other Higher Education Institutions (HEI) recognised by the Senate under the provisions stated in the Examination Regulations for Bachelor Degree, Diploma, and Certificate Programmes.
- 6.4.2 Credit exemption will not count towards calculation of GPA and CGPA.

## **7. DURATION OF STUDY**

- 7.1 Duration of study allowed to every student is based on the maximum and minimum duration as stated below:

| PROGRAMME               | DURATION OF STUDIES<br>(Semester) |              |
|-------------------------|-----------------------------------|--------------|
|                         | Minimum                           | Maximum      |
| National Diploma        | 2 (1 Year)                        | 4 (2 Years)  |
| Higher National Diploma | 4 (2 Years)                       | 6 (3 Years)  |
| Bachelor Degree         | 8 (4 Years)                       | 12 (6 Years) |
| Double Bachelor Degree  | 10 (5 Years)                      | 14 7 Years)  |

- 7.2 Change/Transfer of programme will not change the duration of studies as stated in regulation 7.1 above.
- 7.3 Students on programme transfer are required to take all courses that are specified for the particular programme.
- 7.4 Duration of suspended students will not change the duration of studies as stated in regulation 7.1 above.
- 7.5 For students granted credit transfer for several courses, the allowed minimum duration of study to complete other courses is subject to the remaining credit hours and course offering by the faculty.

## 8. STUDENT PERFORMANCE EVALUATION

### 8.1 Evaluation System

- 8.1.1 Students must maintain a CGPA of at least 2.00 for each semester throughout their studies.
- 8.1.2 Students performance evaluation for every semester includes course work and final examinations.
- 8.1.3 Marks for coursework, final examinations and practical work are subjected to the course outline approved by the Senate.

### 8.2 Students' Attendance

- 8.2.1 It is compulsory for students to attend all lectures, tutorials, practical training and other teaching and learning activities as been stated in the structure of the programme offered.
- 8.2.2 Attendance must not be less than 75%.
- 8.2.3 Students who fail to achieve an attendance of 75% without presenting any valid reasons (IVA) and 65% with valid reasons (ABS) will be barred from sitting for the final examination of the course.
- 8.2.4 An examination barring letter will be issued by the Registrar.
- 8.2.5 Students barred from taking the final examination is considered to have failed the course and is given a grade 'F' on their examination slip and transcript, and will be required to repeat the course.

### 8.3 Grades and Remarks

- 8.3.1 Grade and grade points are allocated to evaluate students' academic performance in a particular course as follow:

| MARK RANGE | GRADE | GRADE POINT |
|------------|-------|-------------|
| 85 – 100   | A     | 4.00        |
| 75 – 84    | A-    | 3.67        |
| 70 – 74    | B+    | 3.33        |
| 65 – 69    | B     | 3.00        |
| 60 – 64    | C+    | 2.67        |
| 55 – 59    | C     | 2.33        |
| 50 – 54    | C-    | 2.00        |
| 45 – 49    | D     | 1.67        |
| 40 – 44    | D-    | 1.00        |
| 00 – 39    | F     | 0.00        |
| PASS       | P     | Pass        |
| FAIL       | F     | Fail        |

### 8.3.2 Other grades and remarks:

| REMARKS ON EXAMINATION RESULTS STATEMENT | REMARKS ON SLIP OR TRANSCRIPT | DEFINITION OF REMARKS     |
|------------------------------------------|-------------------------------|---------------------------|
| IP                                       | IP                            | In Progress               |
| BAR                                      | F                             | Barred                    |
| ABS                                      | -                             | Valid absence             |
| IVA                                      | F                             | Invalid absence           |
| WDN                                      | -                             | Withdrawn                 |
| CE                                       | CE                            | Credit exemption          |
| CR                                       | CR                            | Credit transfer           |
| AU                                       | AU                            | Audit                     |
| DEF                                      | -                             | Deferment                 |
| PEN                                      | -                             | Results pending           |
| SUJ                                      | -                             | Subjudice                 |
| SUP                                      | -                             | Supplementary examination |
| CP                                       | -                             | Conditional Pass          |

8.3.3 Grade F is given to students barred from the Final Examination if they do not fulfill the course requirements as follow:

- i) Fail to achieve the required attendance for lectures, tutorials, practical training and formal classes; or
- ii) Fail to achieve 30% for course work marks.

8.3.4 An 'IP' remark is given for a course that is not yet completed.

8.3.5 A 'CE' remark is given for a course that is granted credit exemption. The grade points will not count towards calculation of GPA and CGPA.

8.3.6 A 'CR' remark is given for a course that is granted permission for credit transfer. The grade points will count towards calculation of GPA and CGPA.

8.3.7 An 'AU' remark is given for audit courses and will not count towards calculation of GPA and CGPA.



8.3.8 A 'TRM' remark is given to students with CGPA of less than 1.00 and will be terminated from the programme of study.

8.3.9 A 'CP' remark is given to students with CGPA of less than 2.00.

#### 8.4 Assessment of Repeat Courses

Assessment for repeat courses is 100% (course work and final examination). The grade for a course that is failed and repeated will count towards calculation of GPA and CGPA.

#### 8.5 Assessment for Supplementary Examination

8.5.1 Assessment marks for supplementary examination is 100%.

8.5.2 The passing grade awarded is D-.

#### 8.6 Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

8.6.1 Formula for calculating GPA is:

|       |                                                          |
|-------|----------------------------------------------------------|
| GPA = | Total (Course Credit Hours x Grade Point)                |
|       | Course credit hours registered for a particular semester |

8.6.2 Formula for calculating CGPA is:

|        |                                                              |
|--------|--------------------------------------------------------------|
| CGPA = | Total (Course Credit Hours x Grade Point)                    |
|        | Accumulated course credit hours registered for all semesters |

8.6.3 Example of GPA and CGPA calculation :

|                       | Course       | Grade | Credit | Grade Points | Total        |
|-----------------------|--------------|-------|--------|--------------|--------------|
| <b>Semester<br/>1</b> | UT1124       | B     | 1      | 3.00         | 3.00         |
|                       | PG1118       | A     | 2      | 4.00         | 8.00         |
|                       | PG1106       | B     | 3      | 3.00         | 9.00         |
|                       | UT1202       | D     | 3      | 1.67         | 5.01         |
|                       | UA1301       | A     | 3      | 4.00         | 12.00        |
|                       | AA1201       | C     | 2      | 2.33         | 4.66         |
|                       | <b>TOTAL</b> | -     | 14     |              | <b>41.67</b> |

$$\text{GPA} = \frac{41.67}{14} = 2.976 \approx 3.00$$

|                       | <b>Course</b> | <b>Grade</b> | <b>Credit</b> | <b>Grade Points</b> | <b>Total</b> |
|-----------------------|---------------|--------------|---------------|---------------------|--------------|
| <b>Semester<br/>2</b> | PG1112        | A            | 1             | 4.00                | 4.00         |
|                       | PG1119        | A            | 3             | 4.00                | 12.00        |
|                       | UT1203        | A            | 3             | 4.00                | 12.00        |
|                       | UA1302        | B+           | 3             | 3.33                | 9.99         |
|                       | UA2106        | C            | 3             | 2.33                | 6.99         |
|                       | AA1205        | C+           | 2             | 2.67                | 5.34         |
|                       | <b>TOTAL</b>  | -            | <b>15</b>     |                     | <b>50.32</b> |

$$\text{GPA} = \frac{50.32}{15} = 3.354 \approx \mathbf{3.35}$$

CGPA until semester 2:

$$\text{CGPA} = \frac{41.67 + 50.32}{14 + 15} = \frac{91.99}{29} = 3.172 \approx \mathbf{3.17}$$

- 8.6.4 Grade points and credit hours obtained in any semester will count towards calculation of GPA and CGPA. .
- 8.6.5 Grade 'F' will not be given any grade points but the credit hour for the course will count towards calculation of GPA and CGPA.
- 8.6.6 A course marked with ABS, WDN, IP, CE, and AU will not count towards calculation of GPA and CGPA.
- 8.6.7 A student who is found to have breached the Examination Regulations is given a grade 'F' for the course.

### 8.7 Conditional Pass

- 8.7.1 Students with CGPA of less than 2.00 for the first time will be given a Conditional Pass (CP) status and will be on probation.
- 8.7.2 Students with Conditional Pass (CP) for two (2) consecutive semesters will be terminated as stated in the paragraph 4.10.2.
- 8.7.3 Students terminated from a programme may apply for change of programme offered by the University subject to fulfilling the admission requirements of the programme.

### 8.8 Examination

#### 8.8.1 Final Examination

- i. The final examination must be conducted as established by the provisions in the Examination Regulations for Bachelor Degree, Diploma, and Certificate Programmes; and

- ii. Students must sit for the final examination at the end of semester for every registered courses.

### **8.8.2 Supplementary Examination**

Supplementary Examination will only be given to final year students subject to the following conditions:

- i. Failed not more than two (2) courses for each semester;
- ii. Not barred from sitting for final examinations;
- iii. Achieved at least 30% of the total marks for the failed course; and
- iv. Not found to have breached any Examination Regulations.

### **8.8.3 Special Examination**

The university allows students who were absent (ABS) for the final examination to sit for special examination under the following circumstances:

- i. medical reasons verified by a recognised Government medical officer; or
- ii. valid reasons that are accepted by the University.

## **8.9 Breach of Examination Regulations**

Students found to have breached any Examination Regulations will be subjected to disciplinary action as stated in the Examination Regulations for Bachelor Degree, Diploma, and Certificate Programmes.

## **8.10 Examination Results**

- 8.10.1 Examination results will be issued after verification by the University Examination Board.
- 8.10.2 The University reserves the right to refuse issuance of result slip or transcript if students are found to have breached any University regulations.
- 8.10.3 A fee of BND5.00 shall be charged if student request for reprinting of examination result slips or transcripts.

## **8.11 Examination Answer Scripts**

- 8.11.1 Examination answer scripts will be kept by the Head of Programme.
- 8.11.2 Examination answer scripts for Certificate, Diploma and Year 1 and Year 2 of Bachelor Degree Programmes must be kept for one (1) year.
- 8.11.3 Examination answer scripts for Year 3 and Year 4 of Bachelor Programmes must be kept for two (2) years.

## **8.12 Appeals**

- 8.12.1 Students may appeal for reviewing their answer scripts for one course or more within seven (7) working days after the announcement of examination results. Any appeals received after the set time period will not be entertained.

- 8.12.2 Students must clearly state with justification as to which answer scripts for which a review is sought. Results of appeal will be reported to the University Examination Board for a final decision.
- 8.12.3 Students may appeal in writing with regard to the results of degree, diploma and certificate conferment to the Registrar. Appeals may be submitted within three (3) working days from the announcement date of results. However, the official results is subject to the approval of Senate.
- 8.12.7 A fee of BND50.00 shall be charged for reassessment of one (1) course. The fee shall be payable upon submission of appeal and is non-refundable.

## 9. CONFERMENT

### 9.1 Award of Diploma

- 9.1.1. Award of Diploma is subjected to the final CGPA acquired. In order to be awarded a diploma, students are required to achieve a final CGPA of no less than 2.00.
- 9.1.2. The classification of Diploma to be awarded shall be as follows:

| CLASS       | CGPA        |
|-------------|-------------|
| Distinction | 3.67 – 4.00 |
| High Merit  | 3.00 – 3.66 |
| Merit       | 2.33 – 2.99 |
| Pass        | 2.00 – 2.32 |

### 9.2 Award of Degree

The classification of Bachelor's Degree to be awarded shall be as follows:

| CLASS                        | CGPA        |
|------------------------------|-------------|
| First Class (Honours)        | 3.67 – 4.00 |
| Second Upper Class (Honours) | 3.00 – 3.66 |
| Second Lower Class (Honours) | 2.33 – 2.99 |
| Third Class                  | 2.00 – 2.32 |

### 9.3 Requirements for Conferment

Students must fulfill the following in order to be awarded a Diploma or Bachelor's Degree:

- i. Achieved a minimum of CGPA 2.00 and passed all courses set by the programme of study;
- ii. Achieved the total credit hours required by the programme of study;
- iii. Completed the clearance process ;
- iv. Paid all outstanding fees to the University;
- v. Free from any disciplinary problems; and
- vi. Recommended for conferment by the Senate.

#### **9.4 Verification of Completion of Study**

Students may request for a verification letter of completion of study from the Academic Management Office.

#### **9.5 Academic Transcript**

Students can request for their academic transcripts at a fee of BND5.00 from the Academic Management Office when students have:

- i. completed a programme of studies;
- ii. paid all outstanding fees.

### **10. THE POWER OF SENATE**

10.1 Any amendments to this Regulation is subjected to the approval of the Senate.

10.2 The Senate reserves the right to amend or make exceptions to any conditions stipulated in this Regulation.

### **11. APPLICATION OF REGULATIONS**

Notwithstanding the provisions set above, all other regulations and guidelines that have been or will be set by the University are applicable mutatis mutandis.