



**UNIVERSITI ISLAM SULTAN SHARIF ALI**

**EXAMINATION REGULATIONS**

**FOR**

**BACHELOR DEGREE, DIPLOMA, AND CERTIFICATE**

**PROGRAMMES**

**REVISED**

**2016**

UNIVERSITI ISLAM SULTAN SHARIF ALI  
EXAMINATION REGULATIONS FOR  
BACHELOR DEGREE, DIPLOMA, AND CERTIFICATE PROGRAMMES (REVISED 2016)

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**1. NAME, EFFECTIVE DATE, USAGE**

- 1.1 These Regulations may be cited as the Examination Regulations for Bachelor Degree, Diploma, and Certificate programmes (Revised 2016) and will be referred to as "Regulations".
- 1.2 The Regulations shall be applicable to all students enrolled in a programme conferring a Bachelor Degree, Diploma, and Certificate.

**2. APPLICATION**

- 2.1 These Regulations shall apply to all Bachelor Degree, Diploma, and Certificate programmes of the University (hereinafter referred to as "the programmes"), including all twinning programmes taught at Universiti Islam Sultan Sharif Ali or programmes conducted jointly with other universities at the same levels.
- 2.2 These Regulations shall be read in conjunction with UNISSA Academic Regulations (Revised 2016) and with UNISSA Examination Procedures (Revised 2016).

**3. INTERPRETATION**

- 3.1 In these Regulations, unless the context otherwise requires:

"**ABS**" means valid absence

"**CGPA**" (Cumulative Grade Point Average) means a number representing the average value of accumulated final grades earned in courses for all semesters

"**Constitution**" means the Constitution of Universiti Islam Sultan Sharif Ali

"**Dean**" means the Head of a faculty or Head of an institution established under section 19 of the Constitution

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**"Director"** means the Head of a centre established under section 19 of the Constitution

**"Faculty"** means a faculty or institution established under section 18(1) of the Constitution

**"GP"** (Grade Point) means a point assigned to a course credit that corresponds to the letter grade made in a course

**"GPA"** (Grade Point Average) means a number representing the average value of the accumulated final grades earned in courses for each semester

**"IVA"** means invalid absence

**"Registration status"** means the registration status accorded to a student in a semester. This status can be either of the following:

- (i) **"Active"** – the registration status accorded to a student in a semester when the student has sat for the examinations and obtained at least the required CGPA of 2.00 for that semester.
- (ii) **"Conditional Pass"** – the registration status accorded to a student in a semester when the student has sat for the examinations and obtained CGPA between 1.00 and 1.99 for that semester.
- (iii) **"Fail"** – the registration status accorded to a student in a semester when the student has sat for the examinations and obtained CGPA less than 1.00 for that semester.

**"Regular Semester"** means an 18-week period of study in Semester 1 or Semester 2

**"Required Course"** means any University Required Course (URC), Faculty Required Course (FRC), or Programme Required Course (PRC) offered by the University

**"Semester"** means one of the periods into which an academic year is divided in university

**"Special Semester"** means an 8-week period of study usually held one (1) week after Semester 2 examinations

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- 3.2 All words and expression used in these Regulations and not defined shall interpret to the extent that they do not conflict with the Constitution of Universiti Islam Sultan Sharif Ali.

**4. UNIVERSITY EXAMINATION BOARD**

- 4.1 There shall be a University Examination Board (hereinafter referred to as "the Board") consisting of:

The Assistant Rector as Chairman;  
The Registrar;  
The Deputy Registrar (Academic);  
The Deans of respective faculties;  
The Director of Centre for the Promotion of Knowledge and Languages;  
The Dean of Students (by invitation); and  
The Assistant Registrar (Examinations) as Secretary

- 4.2 The Board, which shall be responsible to the Senate for all examination matters pertaining to the programmes, shall have powers and duties as follows:

- (i) To recommend to the Senate changes to existing policies on examination matters pertaining to the programmes;
- (ii) To receive reports from respective Faculty Examination Boards and to review and approve examination marks and grades obtained by candidates in a semester on behalf of the Senate;
- (iii) To recommend to the Senate the classification of Bachelor Degree programmes, the award of Diploma and Certificate programmes, and the award of exhibitions and prizes where such awards are provided for;
- (iv) To determine whether or not to permit a candidate to take a supplementary examination of a failed course where supplementary examinations are provided for in the Regulations governing the relevant programme and to determine the results of such examinations;

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- (v) To determine whether or not to permit a candidate to repeat failed course(s) where it is permitted under the Regulations governing the relevant programme;
  - (vi) To determine the registration status of a candidate in a semester, having taken into account the candidate's examination results in the current semester, report(s) obtained from the faculty/centre concerned and from the Student Affairs Section;
  - (vii) To report to the Senate on any matter relating to the standard or manner in which an examination of any of the programmes has been conducted;
  - (viii) To decide on the termination of a candidate's registration as a student in the University based on the candidate's academic performance and the University's academic regulations governing the relevant programme; and
  - (ix) To deal with any other matter pertaining to the examinations of any of the programmes which is not covered by these Regulations or which has been referred to the Board by the Senate.
- 4.3 In exercising its powers under these Regulations, the Board may approve or reject a recommendation contained in the report of a Faculty Examination Board or to refer any recommendation back to the Faculty Examination Board for reconsideration.
- 4.4 Subject to Regulations 21.2 and 21.3, a decision reached by the Board shall be deemed as final.

## **5. FACULTY EXAMINATION BOARD**

- 5.1 There shall be a Faculty Examination Board for each faculty, which consists of the following:

The Dean of the faculty as Chairman;  
The Deputy Dean of the faculty as Deputy Chairman;  
The Director of Centre for the Promotion of Knowledge and Languages;  
The Heads of Programmes of the faculty;  
Co-ordinator of *al-Qur'an al-Karim* Programme;  
The Dean of Students (by invitation); and  
The Assistant Registrar of faculty as Secretary

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- 5.2 The Faculty Examination Board shall be responsible for the following in respect of the examinations governed by these Regulations:
- (i) To receive and decide on the examination results submitted by the Programme Examination Board in accordance with the relevant Regulations, guidelines, and schemes and to prepare and approve examination marks broadsheets for submission to the Board;
  - (ii) To make appropriate recommendations to the Board; and
  - (iii) To deal with any other examination matters relevant to the faculty.

## **6. PROGRAMME EXAMINATION BOARD**

- 6.1 There shall be a Programme Examination Board for each programme in the faculty, which consists of the following:

The Head of Programme as Chairman;  
The Internal Examiners concerned;  
The External Examiners concerned (if present at the University); and  
The Assistant Registrar of faculty as Secretary

- 6.2 The Programme Examination Board shall be responsible for drawing up the examination results, based on the reports of the examiners and coursework assessment, where applicable, and submitting the results, with appropriate recommendations, to the Faculty Examination Board for faculty endorsement.

## **7. PRESCRIBED EXAMINATIONS**

- 7.1 No student shall be admitted as a candidate of any examination or be permitted to take the examination prescribed for a course unless the student has registered for the course and has followed it to the satisfaction of the Dean/Director of the faculty/centre concerned.
- 7.2 A student must sit for the examination prescribed for a course registered in a semester unless he/she has been barred from taking the examination under Regulation 8.1 or has been exempted by the Senate from taking the examination or has not been permitted to take the examination under Regulation 8.2.

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**8. BARRING FROM TAKING EXAMINATION**

- 8.1 The Dean/Director of the faculty/centre concerned shall bar a student from taking the examination prescribed for a course registered on grounds of unsatisfactory attendance in classes (more than 25% invalid absence in lectures, tutorials, practicals, or other formal classes) or unsatisfactory performance in coursework whereby the student obtains less than 30% of the allocated marks for the coursework.
- 8.2 Notwithstanding Regulation 8.1, no student shall be admitted as a candidate for a prescribed examination if he/she has been absent for more than 35% of classes (lectures, tutorials, practicals, or other formal classes) in a semester for any reason.
- 8.3 The name of the student who is barred from taking an examination under Regulation 8.1 or who is not permitted to take an examination under Regulation 8.2 shall be reported immediately to the Faculty Board, if necessary, by circulation.

**9. ABSENCE FROM EXAMINATIONS**

- 9.1 A candidate who fails to appear for an examination for any reason other than on medical or compassionate grounds mentioned in Regulations 9.2 and 9.4 shall be deemed to have failed the course and shall be assigned 'IVA' status in the examination results broadsheet. The candidate will be awarded zero (0) point for the course and the result will be recorded as 'F' in the academic record.
- 9.2 Where a candidate is absent from an examination on grounds of illness, a medical certificate signed by a registered medical practitioner must be submitted to the Registrar within two (2) working days, calculated from the time of termination of the particular examination.
- 9.3 A candidate who complies with Regulation 9.2 shall be assigned 'ABS' status in respect of the particular examination for which a medical certificate has been produced. In such cases, the provisions under Regulations 11.1 – 11.3 shall be operative.
- 9.4 Notwithstanding the provisions under Regulation 9.1, the Board may, after taking into account recommendations made by the Faculty Examination Board concerned, decide to allocate 'ABS' status to a candidate absent from any examination on compassionate grounds.



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Compassionate grounds may include death in the immediate family or involvement in a road accident or any other valid reasons.

- 9.5 The Board may decide, based on reports from relevant specialist(s) at a government hospital, to suspend the registration of a candidate who is unable to comply with Regulation 8.2 due to long-term illness. The Board may suspend the registration immediately and/or for the following semester provided that the total period of suspension does not exceed two (2) semesters at any time. In such cases, the total period of candidature allowed for completion of the relevant programme shall be extended by the period of suspension.

## 10. ALLOCATION OF GRADES AND PASSING MARKS

- 10.1 All courses in programmes covered by these Regulations will be marked in accordance with the following scheme of marks, grades, and grade points:

MARKS	GRADES	GRADE POINTS	STANDARD
85 - 100	A	4.00	Excellent
75 - 84	A-	3.67	
70 - 74	B+	3.33	Very Good
65 - 69	B	3.00	
60 - 64	C+	2.67	Good
55 - 59	C	2.33	
50 - 54	C-	2.00	
45 - 49	D	1.67	Pass
40 - 44	D-	1.00	
00 - 39	F	0	Fail
30 - 39	F*	Fail	Eligible for Supplementary Examination (for final year students only)
PASS	P*	Pass	Pass

- 10.2 For courses assessed by continuous assessment and examination:
- (i) A candidate is required to obtain a minimum of 30% in the continuous assessment to sit for examination in such course;

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- (ii) In order to pass a course, a candidate is required to obtain a minimum of 30% in the examination as well; and
  - (iii) A candidate is required to obtain a minimum of 40% of overall marks of such course.
- 10.3 For courses assessed solely by continuous assessment, all written work associated with the course (academic exercise, project reports, practical write-ups, reports, etc.) must be submitted according to the deadline set by the relevant programme and, in any case, no later than the first day of the end-of-semester examinations, unless otherwise provided for in the Regulations governing the relevant programme. An 'F' grade will be awarded in respect of any written work that is not submitted after the deadline. Candidates who fail to submit their work after the deadline in course(s) for which a single piece of written work is the sole form of assessment (e.g. academic exercise, project report) shall be allocated 'IVA' status which will be recorded as 'F' in their academic records (see Regulation 9.1 above).

## **11. SPECIAL EXAMINATION**

- 11.1 A candidate who is absent during the end-of-semester examinations on medical and/or compassionate grounds will be given a special examination for the course(s) that he/she has missed. The Special Examination will be conducted within one (1) week from the last day of the end-of-semester examinations.
- 11.2 If a candidate who is entitled to sit for a special examination under Regulation 11.1 is unable to appear for the special examination on medical or other grounds (under Regulations 9.2 and/or 9.4), the candidate will be required to sit for the special examination in the first week of the next semester.
- 11.3 The marks and grades for the Special Examination shall be the marks, grades, and grade points of the end-of-semester examinations.

## **12. SUPPLEMENTARY EXAMINATION**

- 12.1 Subject to any Regulations governing a particular programme, no supplementary examination will be given to candidates who failed their course(s) in the end-of-semester examinations, except for Final Year student(s), subject to the following conditions:

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- (i) Failed in not more than two (2) Required Courses per semester in final year of candidature;
  - (ii) Not barred from taking end-of-semester examination of such course;
  - (iii) Obtained at least 30% of overall marks of such course; and
  - (iv) Not convicted of violating UNISSA Examination Regulations and UNISSA Academic Regulations.
- 12.2 The Supplementary Examination will be conducted within two (2) weeks after the official release of examination results.
- 12.3 The grade and grade point recorded for a supplementary examination for candidates eligible under Regulation 12.1 shall be given either the following:
- (a) Minimum pass grade (D-) and grade point (1.00) for those who obtain total examination marks of 40% or more, or
  - (b) Fail grade (F) and grade point (0.00) for those who obtain total examination marks less than 40%.

### **13. MARKS AND GRADES OF COURSES UNDERTAKEN AT OTHER UNIVERSITIES**

- 13.1 The Board will allocate a pass grade (P\*) without assigning any grade point in respect to courses undertaken at other universities, which are accepted for credit transfer in programmes offered by the University. Since the pass grade has no grade point, it should have no impact on the candidate's CGPA.
- 13.2 Notwithstanding Regulation 13.1, marks and grades of courses obtained by a candidate during his/her *Study Abroad Programme* will be adjusted accordingly by the faculty concerned before approval by the University's Academic Planning and Monitoring Committee.

### **14. TERMINATION FROM PROGRAMME**

- 14.1 The Board, on behalf of the Senate, having considered the provisions of the Regulations governing the programmes, shall terminate a student's

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registration in a relevant programme and be refused re-admission to the same programme if the student:

- (a) has obtained CGPA below 1.00; or
- (b) has 'Conditional Pass' registration status for two (2) consecutive semesters excluding Year 1, Semester 1 academic session of the said programme; or
- (c) has failed the same Required Course twice.

14.2 A student whose enrolment in a particular programme is terminated through the application of Regulation 14.1 is permitted to transfer to another programme, provided that:

- (i) the student has satisfied the admission requirements of the new programme;
- (ii) the student's application to enrol in the new programme is approved by the relevant faculty responsible for the applied new programme; and
- (iii) the student does not exceed the maximum candidature allowed for enrolment in the University after the transfer.

**15. RECOMMENDATIONS FOR THE AWARD OF BACHELOR DEGREE, DIPLOMA, AND CERTIFICATE PROGRAMMES**

15.1 In accordance with the Regulations covering the particular programme, the Board shall receive from the Faculty Examination Board concerned a list of candidates satisfying the requirements for the award of Bachelor Degree, Diploma, and Certificate programmes as the case may be. The Faculty Examination Board will recommend the particular class for Bachelor Degree recipients and particular award for Diploma and Certificate programmes' recipients.

15.2 The Board shall forward to the Senate the list of candidates satisfying the requirements for the class and award of Bachelor Degree, Diploma, and Certificate programmes for approval.

15.3 When considering the class of the Bachelor Degree to be awarded, the Board should apply the following scheme:

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<b>CGPA</b>	<b>CLASS</b>	<b>REMARKS</b>
3.67 – 4.00	First Class (Honours)	Excellent
3.00 – 3.66	Second Class Upper (Honours)	Very Good
2.33 – 2.99	Second Class Lower (Honours)	Good
2.00 – 2.32	Third Class (Honours)	Pass

## **16. ARRANGEMENTS FOR EXAMINATIONS**

- 16.1 The Registrar shall have overall responsibility for the arrangements of all University examinations.
- 16.2 Invigilators shall be appointed by the Registrar from amongst the academic member of staff at the University. When more than one examination is held at the same venue, a Chief Invigilator from amongst the senior academic staff will be appointed. When more than one examination venue is being used at the same time, a Deputy Chief Invigilator will be appointed.
- 16.3 The invigilators, including the chief invigilator and the deputy chief invigilator, shall be responsible for conducting and supervising the examinations for which they have been appointed.
- 16.4 The examination prescribed for a course may include such written, oral, practical, and other tests as may be determined by the examiners in accordance with the Regulations governing the programmes.
- 16.5 Where a candidate is prevented from taking or is unable to take an examination owing to any physical handicap, the Rector may authorise the setting of any examination in another form in its place. The Registrar shall be responsible for arranging for the replacement examination to be set and conducted.
- 16.6 It shall be the responsibility of the invigilators to ensure that the instructions to candidates given in these Regulations are observed and complied with by all candidates during an examination.

## **17. RULES AND REGULATIONS DURING FINAL EXAMINATIONS**

- 17.1 All candidates are required to produce their Student Identification Card for checking on admission to the examination venue. The card should be

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- placed on the top right hand corner of the candidate's desk for scrutiny by the invigilator during the period of the examination.
- 17.2 No candidate shall be admitted into the examination venue if he/she arrives later than 30 minutes after the commencement of an examination.
- 17.3 A candidate who arrives late for the examination but not later than 30 minutes after the commencement of the examination may be admitted to take the examination but no extra time shall be given.
- 17.4 No candidate may leave the examination venue during the first 30 minutes and the last 30 minutes of an examination. However, a candidate may be permitted to leave the examination venue temporarily at any time if he/she has the permission of an invigilator and is accompanied at all times by an invigilator or an officer who is present on duty at the examination venue.
- 17.5 A candidate who leaves the examination venue without complying with the requirement of Regulation 17.4 shall not be re-admitted into the examination venue.
- 17.6 Smoking shall not be permitted in the examination venue.
- 17.7 No candidate shall be permitted to take any book, handbag, pencil case, paper, document, mobile telephone, personal digital assistant/organiser, smart watch, or other material into the examination venue except their pens, pencils, eraser, or any other material authorised by the invigilator.
- 17.8 A candidate found in possession of any written or printed matter or any other material in the examination venue, which is relevant to the examination but which has not been permitted by the invigilator, shall be deemed to have cheated or have attempted to cheat in the examination, irrespective of whether or not he/she has used it and shall be dealt with in accordance with these Regulations.
- 17.9 A candidate shall not be permitted to communicate by word, mouth, or otherwise with any person other than an invigilator during an examination.
- 17.10 A candidate shall not be permitted to take any material from the examination venue except the question paper, if permitted, and his/her personal belongings.

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- 17.11 A candidate may raise his/her hand during an examination if he/she wishes to communicate with an invigilator.

**18. EXAMINATIONS NOT PROPERLY CONDUCTED**

- 18.1 A candidate or an invigilator may, during an examination, complain to the chief invigilator or deputy chief invigilator that the examination has not been properly conducted or if circumstances have arisen to render the examination unfair to the candidate or any candidate. The chief invigilator or deputy chief invigilator, as the case may be, shall, on receipt of such complaint, investigate the complaint and submit a written report on the matter to the Rector.
- 18.2 Any officer of the University, invigilator, deputy chief invigilator, or chief invigilator shall report to the Rector if he/she considers that an examination has not been properly conducted or if circumstances have arisen during an examination which has rendered the examination unfair to any candidate.
- 18.3 The Rector shall, on receipt of any complaint made under Regulation 18.1 or 18.2, investigate the complaint and report the matter to the Board. The Board will, having considered the report of the Rector, take such action as it deems fit, including the cancellation of the examination in question and holding another examination in its place. The decision of the Board shall be final in such cases.

**19. BREACH OF REGULATIONS**

- 19.1 If a candidate has been found to have committed a breach of any of Regulations 17.4 – 17.10, the matter shall be reported to the Rector who shall set up an *ad hoc* committee to enquire into and investigate the matter. The *ad hoc* committee shall consist of the following:

The Assistant Rector as Chairman;  
The Dean of the respective faculty;  
The respective Head of Programme;  
The Dean of another faculty named by the Rector;  
The Registrar;  
The Deputy Registrar (Academic); and  
The Assistant Registrar (Examinations) as Secretary

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- 19.2 The *ad hoc* committee mentioned in Regulation 19.1 shall allow the candidate to be heard and for him/her to put forward his/her explanation in writing. On completion of the enquiry, the *ad hoc* committee shall submit its report to the Board. If the *ad hoc* committee finds that the candidate has committed a breach of any of these Regulations, it shall recommend any one or any appropriate combination of the following actions to be taken:
- (a) The candidate shall be given a warning in writing; or
  - (b) The candidate has failed the relevant Examination Question Paper and will be denied a supplementary examination under Regulation 10; or
  - (c) The candidate has failed the end-of-semester examinations and is required to repeat all courses registered in the current semester provided that this does not go beyond the maximum period of candidature permitted under the Regulations governing the said programme and provided further that the candidate shall not be permitted a supplementary examination even if supplementary examinations are permitted under the relevant Regulations; or
  - (d) The candidate has failed the end-of-semester examinations and shall be expelled from the University.
- 19.3 A decision of The Board shall be duly recorded in the candidate's personal file and the Registrar be authorised to give public notice of the breach of Regulations, the name of the candidate involved, and the punishment meted out.
- 19.4 A candidate may appeal to the Senate against the decision of the Board arising from a breach of any regulation. The decision of the Senate in respect of any appeal shall be final.

## **20. SECRECY OF EXAMINATION PROCEEDINGS AND RESULTS**

- 20.1 The proceedings at meetings of the University Examination Board, the Faculty Examination Boards, and the Programme Examination Boards as well as the examination marks of candidates shall be secret and shall not be disclosed to any candidate or person except to the examiners, members of the said Boards and the Senate, and officers of the University who are responsible for examination matters.



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**21. RELEASE OF EXAMINATION RESULTS**

- 21.1 Only grades and grade points and not marks shall be released to candidates.
- 21.2 The results of end-of-semester examinations may be released immediately after University Examination Board meeting provided that the results have been arrived at unanimously by all members of the Board. If the results had not been arrived at unanimously, the particular results in question shall not be released until a report from the Board has been submitted to the Senate and the Senate has arrived at a decision on the matter. The decision of the Senate shall be final.
- 21.3 The graduation list, including the classification of Bachelor Degree and award of Diploma and Certificate programmes shall be forwarded to the Senate for endorsement immediately after University Examination Board meeting at which these have been considered. A provisional graduation list, subject to the approval of the Senate, shall be released by the Office of the Registrar.

**22. APPEAL FOR REVIEW OF EXAMINATION RESULTS**

- 22.1 A candidate may appeal in writing to the Registrar to have the examination scripts of one or more courses reviewed either by only recalculating partial marks in the script or by remarking the script provided that the appeal reaches the Registrar within seven (7) working days from the date of release of the official results by the University. The appeal shall state clearly the script(s) for which a review is sought and the reason(s) for the appeal. The result of such appeals shall be reported immediately to the Board whose decision shall be final.
- 22.2 A candidate may appeal in writing to the Registrar, in his/her capacity as Secretary of Senate, to have the classification of his/her Bachelor Degree or award of his/her Diploma or Certificate reviewed provided that the appeal is received by the Registrar within three (3) working days of the release of the provisional graduation list. Regulation 22.3 will be applicable in such cases. The decision of the Senate on such appeals shall be final.
- 22.3 A non-refundable fee of B\$20.00 per course shall be charged for the appeal for the mere recalculating of partial marks, and a non-refundable fee of B\$50.00 per course shall be charged for the appeal for remarking

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the script or for a review of the overall classification of Bachelor Degree or award of Diploma or Certificate. The fee shall be payable in advance and shall accompany the appeal.

**23. AMENDMENTS TO REGULATIONS**

- 23.1 These Regulations shall be subject to amendments made by the Senate from time to time.

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ENDORSEMENT DATES

APMC : 21 July 2016

Senate : 24 September 2016