



**ACADEMIC REGULATIONS  
FOR  
UNDERGRADUATE  
PROGRAMMES**

APPLICABLE TO SEPTEMBER 2017 INTAKE STUDENTS AND ONWARDS

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PRIVATE HIGHER EDUCATIONAL INSTITUTIONS ACT 1996 (ACT 555)  
THE CONSTITUTION OF UNIVERSITI TUN ABDUL RAZAK

RULES OF UNIVERSITI TUN ABDUL RAZAK (ACADEMIC REGULATIONS  
FOR BACHELOR'S DEGREE (HONOURS) PROGRAMMES)

In exercising the provisions of sub-section 42.1 of the Constitution of Universiti Tun Abdul Razak, the Board of Governors of Universiti Tun Abdul Razak makes the following rules:

**1. CITATION**

- 1.1 These rules may be cited as the Rules of Universiti Tun Abdul Razak (Academic Regulations) which apply to students enrolling from September 2012 and are effective from 1<sup>st</sup> September 2012.
- 1.2 The rules govern all awards placed at the Bachelor levels of Universiti Tun Abdul Razak ("the University").
- 1.3 *The rules must be read together with the Admission Manual, Student Financial Handbook and Examination Handbook*
- 1.4 The rules within these Regulations apply, in their entirety, to all of the awards listed except where indicated otherwise.

**2. INTERPRETATION**

- 2.1 In these Rules, unless the context otherwise requires:

**"Senate"** is the highest academic body as provided by the Constitution of Universiti Tun Abdul Razak

**"Student"** means a person who applies for admission into undergraduate programme at the University and having been admitted to the University to follow a programme of study either on a full-time (regular) basis or part-time basis

**"Semester"** refers to the period fixed by the University for Student to complete a course of study.

**"Academic Session"** consists of minimum two (2) semesters as prescribed by the University.

**"Course"** refers to a subject that carries a unique code and a number of credit hour, listed in a programme structure.

**"Audit Course"** refers to a course taken by the student but does not contribute to the accumulation of credit units.

**"Elective Course"** means a list of courses offered to all students which is not in any core course.

**"Equivalent Course"** means a course that is identified as being at the same level and/or having about the same content as another course.

**"Pre-Requisite Course"** means a course to be passed before enrolling for the courses of the subsequent levels.

**"Credit"** is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

**"Grade"** is an alphabetical mark assigned as equivalent to final assessment result of a student for a course.

**"Grade Point"** is a numerical value assigned as equivalent to final assessment result of a student for a course.

**"Grade Point Average"** or GPA means the weighted total points earned in a semester divided by the total credits taken for that semester

**"Cumulative Grade Point Average"** or CGPA means the weighted grand total of grade points earned divided by the total credits taken.

**“Dean’s List”** means recognition of the academic excellence achieved by students in a particular semester by the school

**“Full-Time study”** means a mode of university academic study where a student registers within the prescribed number of credits required per semester

**“Part-Time study”** means a mode of university academic study where a student registers half of workload of full-time study.

**“Plagiarism”** refers to the presentation of another person’s thoughts or words as if they were the student’s own.

**“Programme of Study”** refers to an academic programme specified by the University for the Conferment of a Bachelor’s degree.

**“Double Major”** means a student satisfies the requirements of both majors.

**“Major”** means an area of concentration of study.

**“Minor”** is a set of courses specified by the School as a requirement to fulfil the conditions of obtaining the minor status in a Bachelor’s degree programme.

### 3. ADMISSION

Candidates must meet the general entry requirements and specific entry requirements as prescribed by the University before they can be admitted into the programmes of study.

#### 3.1 Admission Requirement

*Candidates must meet the general and specific entry requirements as prescribed by the University before they can be admitted into the programmes of study.*

*Details on the admission requirement are specified in the Admission Manual*

#### 3.2 Requirements for Non-Graduating Students

The Dean of School may approve the admission of a candidate as a non-graduating student subject to the following requirements:

- i) Not more than one academic session if the student is attending a course ; and
- ii) The number of courses allowed for non-graduating student shall be in accordance to the stipulated maximum and minimum number of credit values.

#### 3.3. Application and Offer of Programme of Study

3.3.1 Applicants must complete the appropriate application form and forward it to the office of Student Admissions.

3.3.2 Each application shall comprise of the application form, all related information and certified supporting documents such as photocopies of identification document (Identity Card or Passport), transcripts and certificates. Applicants applying via the electronic medium must send the certified supporting documents by mail.

3.3.3 Applications can be submitted at any time of the year.

3.3.4 Incomplete applications or applications that do not meet the stipulated requirements shall not be considered.

3.3.5 UNIRAZAK reserves the right to decline admission if clear and complete certification for such verification is not provided on request or false claims are found.

3.3.6 Selection of students for admission into a Programme of Study is approved by

the School.

- 3.3.7 Offer of admission will be issued by the Student Admissions Unit and is valid for that particular semester.
- 3.3.8 Admission of new students for all Programmes of Study will be at the beginning of a semester.
- 3.3.9 Students who have failed and had their University student status terminated/revoked are not allowed to apply for the same programme.
- 3.3.10 Students who are dismissed on disciplinary grounds are not eligible for re-admission until after a lapse of at least five (5) years, subject to approval from the Senate.
- 3.3.11 Students who withdraw from the University can re-apply for admission into other Programmes of Study after one academic year, subject to approval from the Senate.

## 4 PROGRAMME ENROLLMENT

### 4.1 Programme Registration

- 4.1.1 Applicants are required to register for their offered programme according to the requirements and by the deadline stipulated by the university.
- 4.1.1 Applicants are required to pay the tuition fees not later than the official registration date.
- 4.1.2 If applicants fail to register on the stated date without acceptable reason, their offer letter is considered invalid.
- 4.1.3 The University may withdraw any student registration if, at any point of time, the University finds that the student had, upon admission into the University, withheld information or given false information or misled the University in his/her application.

### 4.2 Course Registration

- 4.2.1 Students will be registered by the university in the appropriate courses and must be confirmed within the add/drop period specified by the University.
- 4.2.2 Students must pass the relevant pre-requisite course(s) before registering for the course at the subsequent level.
- 4.2.3 Students are required to register within minimum and maximum credit units in a semester as stipulated by the University, with exception for the semester with industrial training or for graduating students.
- 4.2.4 *Full-time Students must register for a minimum of 15 credits and a maximum of 20 credits in a regular semester and a minimum of 6 credits and a maximum of 9 credits in a short semester;*
- 4.2.5 *Under exceptional circumstances students may register for less than the minimum credit with the recommendation of the Dean and approval of Deputy Vice Chancellor (Academic and Student Affairs).*
- 4.2.6 Part-time Students must register for a minimum of 6 credits and a maximum of 12 credits in a regular semester and a minimum of 3 credits and a maximum of 6 credits in a short semester;
- 4.2.7 Students are subject to the following Pre-registration exercise of the University:

- Pre-registration is not deemed as automatic confirmation that a student may continue his studies in the next semester.
  - *Every student must to confirm the courses he/she has registered for; failing which he/she has to appeal to the school.*
  - Confirmation of course registration will be monitored by the respective Schools.
  - The pre-registration status of a student will automatically be cancelled when he/she is dismissed from the University for any reason whatsoever or if the student fails to confirm his/her pre-registration in the Learning Management System (LMS).
- 4.2.8 Students with any outstanding payments to the University will not be allowed to register for any courses, without prior written approval of the University.
- 4.2.9 Upon registration, it is the responsibility of the Student to ensure that his/her personal information at the Academic Student Records is accurate and up-to-date. The University shall not be held responsible for errors appearing in a Student's transcript, certificate or any other University document, due to the failure on the part of the Student to fulfil this obligation.

### 4.3 Add/Drop in Course Registration

- 4.3.1 *Only students in the following categories may change the courses of study within the Add/Drop Period, subject to approval from the Dean:*
- 4.3.1.1 *Students who failed a course in the previous semester.*
- 4.3.1.2 *Students who attained CGPA below 2.50*
- 4.3.2 *In exceptional cases, Dean may recommend and Deputy Vice Chancellor (Academic and Student Affairs) may approve add/drop of course requested by students.*
- 4.3.3 *The Add/Drop period is as follows:*

<i>Items</i>	<i>Period</i>
<i>Long Semester</i>	<i>Week 1 and Week 2</i>
<i>Short Semester</i>	<i>Week 1</i>

### 4.4 Late Registration

- 4.4.1 *In exceptional cases, students may be allowed to register for a course after the Add/Drop period but up to the THIRD week of a semester with the recommendation of the Dean and approval of the Deputy Vice Chancellor (Academic and Student Affairs).*

### 4.5 Mode of Study

- 4.5.1 Students can choose to pursue the programme either on a full-time or part-time basis.
- 4.5.2 Students may also apply to convert their mode of study as explained in 5.2.
- 4.5.2 Part-time is considered half of the full time load.
- 4.5.3 Full-time students will normally carry 18 credits in a regular semester and part-time students 9 credits.

### 4.6 Duration of Study

- 4.6.1 Students have to graduate within the minimum and maximum period of years, i.e. not before the minimum and not later than the maximum.

- 4.6.2 Under normal circumstances, students are expected to graduate within the minimum period of three (3) years and a maximum of 8 years.
- 4.6.3 International students must register for full time study throughout the duration of the programme.

## **5 CHANGE OF PROGRAMME AND STUDY MODE**

### **5.1 Change of Programme**

- 5.1.1 Students may apply for change of programme of study within two (2) weeks upon commencement of the semester.
- 5.1.2 Students must fulfil entry requirements of the new programme subject to the recommendation of the Dean and approval from the *Deputy Vice Chancellor (Academic and Student Affairs)*.
- 5.1.3 Students who have been granted approval for change of programme will also be considered for credit transfer/exemption.

### **5.2 Change of Study Mode**

- 5.2.1 Students may apply to change their study mode from full-time to part-time or vice versa prior to the commencement of the new semester subject to recommendation of the Dean and approval from the *Deputy Vice Chancellor (Academic and Student Affairs)*.
- 5.2.2 Students who have been granted approval for change of study mode must register according to credits or academic workload as stipulated by the University.

## **6 DEFERMENT**

### **6.1 Deferment of Admission**

- 6.1.1 Applicants who have been accepted into a programme of study but have not yet registered can opt to defer their registration by sending in a written application to the Dean of the respective Schools.
- 6.1.2 The period of deferment should not normally exceed one (1) semester.

### **6.2 Deferment of Study**

- 6.2.1 Students can request to defer their programme of study by completing an application form and submitting to the Academic Administration Department not later than the second week of the semester.
- 6.2.1.1 *Each application for deferment is only valid for one semester.*
- 6.2.1.2 *Any students who wishes to prolong deferment period must forward new application*
- 6.2.1.3 *The deferment can only be allowed for a maximum period of ONE(1) academic session (3 CONSECUTIVE SEMESTERS)*
- 6.2.2 International students are not permitted to defer their study as stipulated in the Immigrations Law. Under exceptional circumstances however, and with the consent of the Senate, Immigration Department, and the sponsors if necessary, deferment may be granted to international students.

- 6.2.3 Students may be permitted to defer their study in any semester for health reasons with *the recommendation of the Dean and approval of the Deputy Vice Chancellor (Academic and Student Affairs)*. In this case, a letter from a recognized medical officer or appropriate authority is needed to confirm the condition. The period for which students are permitted to defer the semester will not be considered in the calculation of the maximum period permitted to obtain a degree.
- 6.2.4 Students who have been allowed to defer their period of study will not be considered active students of this University and as such, are not eligible for any of the facilities accorded to registered students, except to seek advice on the continuation of their period of study.

## **7 WITHDRAWAL**

### **7.1 Withdrawal from a Course**

- 7.1.1 Application for withdrawal from a course may be approved by the Dean *within the permitted period of time i.e. before the seventh week of a regular semester or the second week in a short semester*.
- 7.1.2 Application for withdrawal from a course must be submitted to the Dean within the permitted period of time i.e. before the seventh week of a regular semester or the second week in a short semester
- 7.1.3 Students who have been approved to withdraw from a course shall be recorded as having obtained grade ‘**W**’ in the transcript.
- 7.1.4 Withdrawal from any course is not permitted once the examination period for the semester has commenced.
- 7.1.5 Students who have stopped attending lectures for any course without withdrawing officially shall not be allowed to sit for examination and shall be given an F grade for the course concerned.

### **7.2 Withdrawal from the University**

- 7.2.1 Withdrawal must be made by submitting withdrawal form to the Academic Administration Department and subject to approval by Dean of the respective Schools.
- 7.2.2 Any application for withdrawal after the add/drop period will result in the student being billed for courses registered in the semester or some amount of penalty as indicated in the Student Financial Handbook.

### **7.3 De-registration of Student**

- 7.3.1 *Students who remain unregistered without permission for more than two (2) consecutive Semesters will be de-registered and deemed to have withdrawn from the university*



## 8 CREDIT POLICY

### 8.1 Credit Requirement to Graduate

- 8.1.1 Every programme of study at the Bachelor's level shall normally consist of a minimum of 120 credits or any total number of credits exceeding 120 as determined by the Senate for the particular programme of study.
- 8.1.2 Students are required to fulfil the credit requirements as stipulated in the programme structure in order to graduate.

### 8.2 Transfer of Credit

- 8.2.1 Transfer of credit refers to a situation where credit transfer is given to a Student based on Equivalent Course(s) undergone by the Student previously that do not need to be replaced by another course(s).
- 8.2.2 The transferred credits are counted as part of the fulfilment of the total credits completed for the respective programme offered by the University.
- 8.2.3 The categories are as follows:

#### 8.2.3.1 External Credit Transfer

*A course given credit transfer will be listed on the student's transcript. The credits of the course shall not be included in computing the GPA and CGPA of the student.*

#### 8.2.3.2 Internal Credit Transfer

*In an internal transfer of credit, the credit obtained together with the grade and grade point for the course concerned shall be taken into account in the calculation of the GPA and CGPA of the candidate.*

Details on transfer of credits can be referred to in the Credit Transfer and Exemption Guidelines.

### 8.3 Exemption of Courses

Exemption refers to a situation where students are exempted from taking certain Course(s) but these courses are to be replaced with other course(s) to fulfil the total credits completed for the respective programmes offered by the University.

Details on exemptions can be referred to in the Credit Transfer and Exemption Guidelines.

## 9 ASSESSMENT

Students are assessed throughout the semesters through their coursework and the final examination. Coursework is considered continuous assessment which will provide ongoing feedback to students to improve and enhance their own performance. All work submitted as part of the requirements for a course must therefore be expressed in the student's own words and incorporate his own ideas and judgements. Direct quotations from the published or unpublished work of another must always be clearly identified as such and a full reference to the source must be provided. (Plagiarism is an offence punishable by disciplinary action)

Final examinations are designed to confirm learning outcomes by the allocation of the graded marks. The marks obtained for all assessment will be combined to form the final grade.

### 9.1 Methods of Assessment

- 9.1.1 The respective Schools will determine the distribution of marks between coursework and final examinations. Students are required to complete all the assessments in order to obtain a grade.

- 9.1.2 Assessment comprises Coursework (e.g. tests, assignments, quizzes, laboratory work, oral presentations, projects etc.) and/or where appropriate designated final examinations as detailed in the course syllabus and plan.
- 9.1.3 Students will be informed of the course plans, types and forms of assessment, student participation and policy for their class before lectures begin.

## **9.2 Eligibility to Sit for Final Semester Examinations**

- 9.2.1 Students are eligible to sit for an examination for all courses they have registered for unless they fail to meet the attendance requirement of the course. The minimum attendance for a course is 80% of the total contact hours of the course
- 9.2.2 Students who fail to meet the attendance requirement will be barred from taking the final examination. The continuous assessment marks are not to be used to determine the Grade and an "F" Grade will be given.
- 9.2.3 The monitoring and record of attendance of each student in class is left to the lecturer concerned;
- 9.2.4 The examination slip is a compulsory document to be presented during the final examination. Students are required to collect their examination slips at the time and place specified by the Office of Examination.
- 9.2.5 Students are not allowed to sit for the final examination if they fail to produce the official Examination Slip.
- 9.2.6 Students who fail to sit for any final examination without any written approval will obtain an 'F' grade for the course(s) involved.

## **9.3 Examination Schedule**

- 9.3.1 The examination schedule is planned following the academic calendar at the end of semester.
- 9.3.2 The Academic Administration Department will issue the schedule for the final examination or any other examination indicating the place and time for the examination.
- 9.3.3 On rare occasions, circumstances may render the cancellation or postponement of an examination. If such circumstances arise the authority to cancel or postpone the examination is vested with the Registrar.

## **9.4 Examination Rules and Regulations for Students**

The general instructions for the examination are as specified in the Examination Rules and Regulations.

## **9.5 Assessment Results**

- 9.5.1 The continuous assessment marks are to be revealed to the student by the Academic Administration Department before the final examination week. The student is obliged to notify the respective lecturer of any discrepancies in marks within three (3) days of their release, otherwise, the marks are considered to be valid.
- 9.5.2 The final results will be announced by the Academic Administration Department after they have been approved and endorsed by the University Senate;
- 9.5.3 Students may appeal to review the final result of any course using the appropriate form.
- 9.5.4 The final results of any student with an outstanding payment to the University will be withheld. Results will be released once the payment made;
- 9.5.5 The final examination script shall remain confidential.

## 9.6 Grading System

The grading system, grade and quality points shall be according to the grading scheme in **Table 1**.

**TABLE 1: GENERAL GRADING SCHEME**

Mark Range	Alphabetical Grade	Grade Point Equivalent	Description
90-100	A+	4.00	Excellent
80 - 89	A	4.00	Distinction
75 - 79	A-	3.67	Distinction
70 – 74	B+	3.33	Merit
65 – 69	B	3.00	Merit
60 – 64	B-	2.67	Merit
55 – 59	C+	2.33	Satisfactory
50 – 54	C	2.00	Pass
45 - 49	C-	1.67	Provisional Pass
40 – 44	D+	1.33	Low Pass
35 – 39	D	1.00	Fail
34 or below	F	0.00	Fail

Apart from the grades stated above, the following grades may be given to a student for any course attended:

**TABLE 2**

GRADE	DESCRIPTION
S/U (Satisfactory/Unsatisfactory)	For courses taken on a pass/fail option. A notation of 'S' is given if the student has met the minimum requirement; otherwise a notation of 'U' (Unsatisfactory/Fail) will be awarded.
I (Incomplete)	For incomplete results within a course. The Student must complete all requirements within two (2) weeks of the following semester. If the student fails to do so within the stipulated time, the grade 'I' will be converted to an 'F' Grade.
W (Course Withdrawal)	For courses dropped after the official add/drop period ends with approval from the Dean.
AU	A student who audits a course will be awarded 'AU'. An audit course credit value is not counted as part of the fulfilment of the total credits completed for the respective programme nor shall it be counted in the GPA/CGPA calculation.
IP (In Progress)	<p>i) A notation of in-progress (IP) shall be given to students who did not complete their project papers or internship within the semester and will be charged RM 150.00.</p> <p>ii) Students can only extend another ONE (1) semester to complete the course, failing which the grade 'IP' will be converted, to an 'F'.</p>

## 9.7 Academic Status

9.7.1 Students' academic status is determined by:

- i) the results of the examinations and the student's academic performance for the particular semester;
- ii) the cumulative achievement for all semesters.

9.7.2 Students who have attained a Cumulative Grade Point Average (CGPA) of at least 2.00 in any semester shall be assigned 'good standing' status.

9.7.3 Status of students with CGPA less than 2.00 will be determined as follows:

No	Range	Status
1	A CGPA between 1.60 -1.99	Warning
2	A CGPA between 1.60 -1.99 for TWO consecutive semesters	Probation
3	A CGPA between 1.60 - 1.99 for THREE consecutive semesters	Dismiss
4	A CGPA of less than 1.60 in any semester	Dismiss

## 9.8 Failing / Repeating a Course

9.8.1 Students who have failed any course prescribed in the programme structure must repeat the course until they obtain a pass *grade (including Provisional and Low Pass)*;

9.8.2 Students are permitted to repeat not more than twice unless approval of the Senate is obtained.

9.8.3 *The grade at every attempt will be recorded but the best grade will be used for the calculation of the CGPA and credit hour for the course used only once.*

## 9.9 Graduation

Students qualify to graduate when they:

- are registered students of a programme of study and have fulfilled the requirements of the programme;
- have fulfilled the exit requirement with a minimum achieve of Band 4 in the Malaysian University English Test (MUET) or Band 6 in the International English Language Testing System (IELTS)<sup>2</sup>;
- have satisfied all conditions stipulated by the University that are not of an academic nature;
- have achieved a Cumulative Grade Point Average of not less than 2.00 and been approved by the Senate;
- have submitted the application to graduate not later than four(4) weeks before the end of the semester they expect to graduate.

## 9.10 Dean's List

9.10.1 Full time students who have achieved during the regular semester a GPA of 3.75 and above for all programmes;

9.10.2 *Students who register less than 12 credits excluding Audit courses or receives "S" or "U" grade are not eligible to be included in the Dean's List.*

9.10.3 *Students repeating a course for that particular semester are not entitled for Dean's List*

9.10.4 The Dean's List status will be recorded in the transcript of the students as "Achieved Dean's List Award".

## 9.11 Classification of Honours

The Bachelor degree awarded by Universiti Tun Abdul Razak will have the following classes:

<b>CGPA</b>	<b>Honours Classification</b>
3.75 – 4.00	First Class
3.00 – 3.74	Second Class Upper
2.25 – 2.99	Second Class Lower
2.0 – 2.24	Third Class

## 10. SPECIAL EXAMINATION

- 10.1 Students who are unable to take the final examination due to medical reasons or reasonable causes may with approval take a special examination at a designated time.
- 10.2 The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate and medical report obtained at the time of the illness.
- 10.3 Except in unusual circumstances approved by The Senate, notification by the student received more than one (1) week after the date of the last examination will not be taken into account by the University.

## 11. EXAMINATION PROCEDURE

### 11.1 Supplementary Examination

Students may apply to sit for a special supplementary examination if they meet the following conditions:

- i) the students have taken that Course but being graded as Provisional Pass and Low Pass;
- ii) *the students have the approval of the Dean;*
- iii) the students have to apply within two (2) weeks of the declaration of results and pay the special supplementary examination fee;
- iv) *The better grade will be used in the calculation of CGPA and the maximum grade recorded irrespective of the mark achieved in the examination will be 'C'.*

### 11.2 Conduct of Examinations

*The general instructions for the examination are as specified in the Examination Rules and Regulations*

## 12. GENERAL

### 12.1. The right to make decisions

The University Senate reserves the right to make any other decision pertaining to these Academic Regulations as it deems fit.

Any other action may be taken under any other provision of the Academic Regulations. All implementation guidelines must be observed. However, the Senate reserves the right to change the guidelines as circumstances may dictate.

### 12.2 Miscellaneous

12.2.1 The University is not responsible for any consequences arising from the students' failure to comply with these Regulations, Procedures, deadlines or instructions.

12.2.2 The Appendices and Tables in these Academic Regulations will become part of the current reinforcement of the regulations.