

**ACADEMIC RULES  
AND REGULATIONS  
FOR  
FOUNDATION PROGRAMMES**

**APPLICABLE TO FEBRUARY 2013 INTAKE STUDENTS AND ONWARDS**

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

ACADEMIC RULES AND REGULATIONS FOR FOUNDATION 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) effective 2013 intakes.
- 1.2 The rules govern all awards placed at the foundation levels of Universiti Tun Abdul Razak ("the University").
- 1.3 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.

*"Foundation Core Courses"* refer to the list of basic courses specified by the Centre as a requirement to fulfil the conditions for the completion of a Foundation programme (*MQA term = 'Asas Major'*)

*"Programme Core Courses"* refer to the list of core courses offered by the respective programme as a requirement to fulfil the conditions for the completion of the Foundation programme (*MQA term = 'Teras Major'*)

*"University Core Courses"* refer to the list of are course required by the University to fulfil the conditions for the completion of a Foundation programme.

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

*"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.

*"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.

### 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

##### 3.1.1 General Requirements/Qualifications

- i) A Pass in Sijil Pelajaran Malaysia (SPM)/Sijil Pelajaran Malaysia Vokasional (SPMV)/ 0-Level with 5 credits including Bahasa Malaysia and Mathematics and a Pass in English Language; or
- ii) Equivalent qualification which is recognized by the Malaysian Government; or
- iii) Equivalent qualification which is recognized by the University Senate.

##### 3.1.2 Specific Entry Requirements

###### 3.1.2.1 English Language Requirement for Foundation Students

- i. An international student is required to have a minimum score of 450 in TOEFL or Band 3.5 in the International English Language Testing System (IELTS);
- ii. The validity period for TOEFL and IELTS is two (2) years from the date awarded.

###### 3.1.2.2 Specialized Programme Requirements

- i. All students are required to sit for English Language placement test to determine the level of proficiency.

#### 3.2 Application and Offer of Programme of Study

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

3.2.2 Each application shall comprise the application form, all related information and certified true copy of 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 scanned copies of supporting documents by mail.

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

3.2.4 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.

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

3.2.6 Selection of students for admission into a Programme of Study is approved by the Centre.

3.2.7 Admission of new students for all Programmes of Study will be at the beginning of a semester.

3.2.8 Students who have failed the programme and had their University student status terminated/revoked are not allowed to apply for the same programme.

#### 4. PROGRAMME ENROLLMENT

##### 4.1 Programme Registration

4.1.1 Applicants are required to register for their offered programme in accordance to the requirements and by deadline as stipulated by the university.

4.1.2 Applicants are required to pay the tuition fees not later than the official registration date.

4.1.3 If applicants fail to register on the stated date without acceptable reason, their offer letter is considered invalid.

4.1.5 The University may withdraw any student registration it 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 are required to register within minimum and maximum credit units in a semester as stipulated by the University.

4.2.3 Full-time Students must register for a minimum of 12 credits and a maximum of 21 credits in a regular semester;

4.2.4 Under exceptional circumstances students may register for less than the minimum or more than the maximum credits with the approval of the Head of Centre for Foundation Studies.

4.2.5 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 is compelled to confirm the courses he/she has registered for; failing which he/she has to appeal to the Head of Centre for Foundation Studies.
- 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).

4.2.6 Students with any outstanding payments to the University will not be allowed to register for any courses, without prior written approval of the University.

4.2.7 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 Late Registration

4.3.1 In exceptional cases, students may be allowed to register for a course 2 weeks after the semester commence with the approval of the Head.

#### 4.4 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 3 semesters and a maximum of 6 semesters.

### 5. DEFERMENT

#### 5.1 Deferment of Admission

5.1.1 Applicants who have been accepted into a foundation programme but have not yet registered can opt to defer their registration by sending in a written application to the Head of the Centre.

5.1.2 The period of deferment should not normally exceed one (1) semester.

#### 5.2 Deferment of Study

5.2.1 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.

5.2.2 Students can be permitted to defer their study in any semester if they have a prolonged health problem. 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.

5.2.3 Students may be permitted to defer their study in any semester for any reason other than health problem with permission from the respective Head of the Centre, and the permitted period for deferment will be calculated into the maximum period permitted in obtaining a degree.

5.2.4 Deferment can be allowed for a maximum period of one semester subject to approval from the Head of the Centre.

5.2.5 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.

5.2.6 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.

## 6. WITHDRAWAL

### 6.1 Withdrawal from the University

6.1.1 Withdrawal must be made by submitting withdrawal form to the Academic Administration Department and subject to approval by Head of the Centre.

6.1.2 Any application for withdrawal after 2 weeks commencement of the semester 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. CREDIT POLICY

### 7.1 Credit Requirement for Completion of Study

7.1.1 Students are required to fulfil the credit requirements as stipulated in the programme structure for completion of study and to progress to the first year of undergraduate programme.

7.1.2 Every programme of study at the foundation level shall normally consist of a minimum of 50 credits.

### 7.2 Transfer of Credit

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). The transferred credits are counted as part of the fulfilment of the total credits completed for the respective programme offered by the University.

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

## 8. ASSESSMENT

Students are assessed throughout the semesters through their coursework and the final examination. Coursework is considered continuous assessment which will provide on-going feedback to students to improve and enhance their own performance. All work submitted as part of the requirements for a course by the students must therefore be expressed in their 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.

## **8.1 Methods of Assessment**

**8.1.1 The Centre 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.**

**8.1.2 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.**

**8.1.3 Students will be informed of the course plans, types and forms of assessment, student participation and policy for their class before lectures begin.**

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

**8.2.1 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**

**8.2.2 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.**

**8.2.3 The monitoring and record of attendance of each student in class is left to the lecturer concerned;**

**8.2.4 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.**

**8.2.6 Students who fail to sit for any final examination without any written approval will obtain an "F" grade for the course(s) involved.**

## **8.3 Examination Schedule**

**8.3.1 The examination schedule is planned following the academic calendar at the end of semester.**

**8.3.2 The Academic Administration Department will issue the schedule for the final examination or any other examination indicating the place and time for the examination.**

**8.3.3 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.**

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

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

## **8.5 Assessment Results**

**8.5.1 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.**



8.5.2 The final results will be announced by the Academic Administration Department after they have been approved and endorsed by the University Senate;

8.5.3 Students may appeal to review the final result of any course using the appropriate form.

8.5.4 The final results of any student with an outstanding payment to the University will be withheld. Results will be released once the payment made;

8.5.5 The final examination script shall remain confidential.

## 8.6 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
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.

## 8.7 Academic Status

8.7.1 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.

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

8.7.3 Students with CGPA less than 2.00 in any semester shall be given a 'Warning' status and students with CGPA less than 2.00 in two consecutive semesters shall be given a 'Probation' status (for purpose of examination, probation students will be considered of good standing).

8.7.4 Students will be dismissed if the CGPA is less than 2.00 for three consecutive semesters.

## 8.8 **Failing / Repeating a Course**

8.8.1 Students who have failed any course prescribed in the programme structure must repeat the course until they obtain a pass Grade;

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

8.8.3 Students repeating a course will have both grades counted into the CGPA.

## 8.9 **Progression to Undergraduate Programmes<sup>1</sup>**

Students qualify to commence to first year undergraduate when they:

8.9.1 have successfully completed the requirements of the foundation programme;

8.9.2 have satisfied all conditions stipulated by the University that are not of an academic nature;

8.9.3 have achieved a Cumulative Grade Point Average of not less than 2.00 and been approved by the Senate;

8.9.4 have submitted the application for completion of studies not later than four (4) weeks before the end of the semester.

## 9. **SPECIAL EXAMINATION**

9.1 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.

9.2 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.

9.3 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.

## 10. **EXAMINATION PROCEDURE**

### 10.1 **Supplementary Examination**

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

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<sup>1</sup> Amendment approved by the Ordinary Senate meeting No. 02/14(156) on 15 April 2014

- i) the students have taken that Course but being graded as Provisional Pass and Low Pass;
- ii) the students have the approval of the Head of the Centre where the Course is offered;
- iii) the students have to apply within two (2) weeks of the declaration of results and pay the special supplementary examination fee;
- iv) if the students fail the course after taking the special supplementary examination, they have to repeat the Course in the subsequent semester when it is offered.

The maximum grade recorded irrespective of the mark achieved in the examination will be 'C'.

## 10.2 Conduct of Examinations

### 10.2.1 Administrative Order on the Conduct of Examination

All students sitting for examinations are required to comply with the rules governing the conduct of examinations given below and the Administrative Order on the Conduct of Examination read by the invigilator to the students before the examination starts.

### 10.2.2 Examination Offences

Students who are guilty of a misconduct or academic wrongdoing can be charged with Academic misconduct according to the University and College University Act, 1971, Regulations of the University (Students Disciplinary).

10.2.2.1 It is an offence to bring in, or use in the examination room, unauthorized materials or aids. Any such materials or aids in a student's possession on entry to the examination room must be immediately deposited with the Invigilator before the examination starts. The original materials or aids may be retained by the University at its absolute discretion.

10.2.2.2 Students must not pass any information from one to another during an examination. Students may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence.

## 11. GENERAL

### 11.1. 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.

## 11.2 Miscellaneous

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

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