ACADEMIC REGULATIONS
Foundation, Diploma and Bachelor Programmes

APPLICABLE TO JULY 2008 INTAKE STUDENTS AND ONWARDS

CONTENTS

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SECTION 1 – PRELIMINARY

1.1   *Introduction*

    1.1.1   These Academic Regulations govern all awards placed at the Foundation, Diploma and Bachelor levels of Universiti Tun Abdul Razak ("the University").

    1.1.2   The rules within these Regulations apply, in their entirety, to all of the awards listed except where indicated otherwise.

    1.1.3   Students are required to comply with these Regulations and any procedures, deadlines and instructions issued by the University.

1.2   *Definitions*

In these Regulations, the following words shall bear the following meaning:-

"Audit" means a course taken but not for examination.

"Compulsory Course" means all courses including courses listed as options/specialization that are not in the elective course category.

"Credit Hour" means one hour of lecture per week for a 14 week semester or 1.5 hours of tutorial or 2 hours of practical per week.

"Cumulative Grade Point Average" or CGPA means the grand total of grade points earned divided by the total credits taken and calculated using the formula set out in item 1.3 of APPENDIX 1

"Dean's List" means a list published by the Dean of the Faculty in recognition of the academic excellence achieved by students in a particular semester.

"Deficiency Point" means the quality point required to achieve 2.00 and is determined according to the calculation stipulated in the formula set out in item 1.1 of APPENDIX 1

"Double Major" means a student satisfies the requirements of both majors.

"Elective Course" means any course taken by a student with the purpose of supporting his area of study or that supports his interests and is not in his curriculum of study.

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

"Grade" means an assessment based on the award of an alphabetical mark.

"Grade Point Average" or GPA means the total points earned in a semester divided by the total credits taken for that semester and is calculated according to the formula 1.2 set out in APPENDIX 1

"Major" means an area of concentration of study and normally consists of at least six (6) prescribed courses for that major.

"Open Entry" means the entry requirements applicable to adults who possess learning experiences which can be assessed and matched against the requirements to enter into an academic programme.

"*Learning Management System*" means a computer network system that supports the teaching and learning process i.e. SMS and VOISS.

"Pre-Requisite" means a compulsory requirement that must be fulfilled.

"Semester" refers to the period fixed by the University for students to complete a course of study. One (1) academic year consists of two (2) regular semesters and one (1) short semester. A regular semester consists of 14 weeks and a short semester consists of 7 weeks of programme study.

"Senate" is the highest academic body as provided by the Constitution of Universiti Tun Abdul Razak to oversee and be responsible for teaching, research and examinations and the determination of the award of any degree, diploma, certificate and other academic honours conferred by the University.

"Student" means a person having being admitted to the University to follow a programme of study either on a full-time (regular) basis or part-time basis.

"University Core Course" means a course that is required by the programme of study and is designed to build the area of competency and to strengthen the area of specialization.

SECTION 2 –ADMISSION

2.1   *Student Admission*

2.1.1   In order to be admitted as a student of the University, an applicant must satisfy the minimum entrance requirements set by the University for the programme concerned and apply, register and enrol in accordance with the procedures, conditions and deadlines given by the University.

2.1.2   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.

2.1.3   An applicant who does not satisfy the normal entry requirements may be permitted to enrol into the University's distance-learning programme, through Open Entry, if the University is satisfied that by reason of his or her background, experience and professional qualifications (if any) the applicant is fit to follow the programme.

SECTION 3 - REGISTRATION

3.1   *Student Registration*

3.1.1   New Student Course Registration

3.1.1.1 New Students must register for the courses offered on the date determined by the University.

3.1.1.2 New Students who do not follow the above without any acceptable reason, will have their offer automatically withdrawn.

3.1.1.3 Upon registration, it is the responsibility of the Student to ensure that his/her personal information at 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.

3.1.2   Continuing Student Course Registration

3.1.2.1 Students must register for every course taken during each semester. Students must register for the right code for all courses.

3.1.2.2 Current Students of the University who intend to continue their studies in the coming semester are required to pre-register.

3.1.2.3 Students can only register for the courses offered with the approval of the Dean of Faculty/School/College.

3.1.2.4 Registration of courses must be done before the end of the mandatory course registration time period as stipulated by the University.

3.1.2.5 Students are responsible to correct any errors in their course registration slips within the stipulated period of time.

3.1.2.6 When a course has a Pre-Requisite, the Pre-Requisite must be first fulfilled before a Student is allowed to register for the course.

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

3.2 Pre- Registration

3.2.1 Pre-registration is not deemed as automatic confirmation that a Student may continue his studies in the next semester.

3.2.2 Pre-registration is conducted for two (2) weeks beginning week twelve (12) of the semester for courses in the regular semester and week six (6) of the short semester.

3.2.3 Failure to pre-register will result in the Student being fined at the rate specified in the Student Financial Handbook.

3.2.4 The pre-registration status of a Student will be automatically cancelled when he/she is dismissed from the University for any reasons whatsoever or if the Student fails to confirm his/her pre-registration in the Learning Management System.

3.3 Confirmation of Course Registration

3.3.1 A Student must confirm the courses for which he/she is registered in the current semester no later than the last working day of the add/drop period specified by the University;

3.3.2 Confirmation of course registration will be monitored by the respective Faculty/School/Centre/College.

3.4 Add/Drop

3.4.1 Adding or dropping of a Course is only allowed with the permission of the Dean. The last day for adding or dropping a course is the last working day of the 2nd week of the Semester;

3.4.2 If any dropping of a Course is done after the second (2nd) week, the Student will be charged half of the tuition fees or such other penalty as indicated in the Student Financial Handbook.

3.4.3 If any dropping of a Course is done after the seventh (7th) week of a regular semester, the Student will be charged full tuition fees or such other penalty as indicated in the Student Financial Handbook.

3.4.4 No dropping of a Course will be entertained after the last working day of the 14th week of the Semester.

3.4.5 For a short semester, if any dropping of a course is done after the second (2nd) week, the Student will be charged half of the tuition fees or such other penalty as indicated in the Student Financial Handbook, and if any dropping of a course is done after the fourth (4th) week, the Student will be charged full tuition fees or such other penalty as indicated in the Student Financial Handbook.

3.4.6 No dropping of a course may be done after the last working day of the 7th week of the short semester.

3.5 Administrative/Departmental Drop

3.5.1 Administrative drop means the dropping of a course, as recommended by the faculty/school/ centre, for a student who has attended several classes before going missing, in which case the student will be charged accordingly, without assigning any grade to the course.

3.5.2 Departmental drop means the dropping of a course due to absence from the final examination with permission from the faculty/school/centre, in which case the student's carry marks will be counted towards the course grade.

3.6 Late Registration

3.6.1 Late registration refers to the registration of courses by a Student after the add/drop period.

3.6.2 In exceptional cases, a Student may be allowed to register for a course after the stated time with the approval of the respective Dean of the Faculty.

3.6.3 For any late registration, a penalty as stipulated in the Student Financial Handbook may be imposed.

3.6.4 However, the Dean of the said Faculty may waive the penalty if he is satisfied that the delay is due to a valid reason.

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SECTION 4: COURSE GUIDELINES

4.1 *Course Coding*

4.1.1 Courses are coded according to level of study except for skill-based courses.

4.1.2 Students must ensure that they register for courses based on their level of study.

4.1.3 Courses registered outside the programme structure will be given an 'AU' code, which represents 'Audit'.

4.1.4 Courses are coded in the following manner:

Level code (first digit)

0	=	Foundation
1 and 2	=	Diploma
2, 3 and 4	=	Degree
4, 5 and 6	=	Graduate

4.2 *Core/Elective Courses*

4.2.1 It is compulsory for Students to pass all courses as prescribed by the Curriculum of Study.

4.2.2 In the event the Student fails in any of these courses, the Student must repeat the course until he/she obtains a passing Grade.

4.2.3 A Student may also take an Elective Course. The Elective Course taken may only be repeated or replaced by another Elective Course.

4.2.4 The best Grade obtained for any repeated course shall be taken into account in calculating the CGPA for that Student.

4.3 *Audit/Additional Course*

4.3.1 Some courses may be taken as audit/additional courses with the permission and approval of the Dean of the Faculty.

4.3.2 A Student registered for an audit/additional course must follow all academic activities and may need to sit for all examinations.

4.3.3 Additional courses are to be graded but the credit hours are not counted as part of the fulfilment of the total credit hours to be completed for the respective programmes.

4.3.4 The Grade will not be counted for the GPA/CGPA calculation but the Grade will be recorded in the transcript.

SECTION 5: CREDIT POLICY

5.1 *Credit Requirement to Graduate*

5.1.1 Every programme of study in the University has a curriculum structure and set of courses arranged by semester. Student must be familiar with their curriculum structure and programme requirements. Students are required to fulfil the credit requirements as stipulated in the curriculum structure in order to graduate as per **APPENDIX 2**.

5.1.2 Students must pass all required subjects listed in the curriculum of a specific course of study.

5.1.3 The credits for graduation and the duration of study of a particular course of study are determined by the Faculty, with the approval of the Senate.

5.2   *Total Credit Hours for Course Registration*

    5.2.1   A full-time Student must register for a minimum of 15 credit hours and a maximum of 21 credit hours in a regular semester and a minimum of 6 credit hours and a maximum of 9 credit hours in a short semester;

    5.2.2   A part-time Student must register for a minimum of 9 credit hours in a regular semester and a minimum of 6 credit hours in a short semester;

    5.2.3   A Student may register for less than the minimum or more than the maximum credit hours with the approval of the Dean of the respective Faculty/School/College;

    5.2.4   A Student in the final semester of study may register for any number of credit hours, subject to a maximum of 21 credit hours to complete the programme of study.

5.3   *Credit Earned*

Credit earned refers to a situation where credit is given to a Student based on a similar course(s) taken previously from any programme of the same level in the University. The earned credit hours and Grade(s) are counted as part of the fulfilment of the total credit hours completed for the current programme offered by the University.

Conditions for credit earned are as follows:-

    i.   An application for credit earned must be lodged using the prescribed form with the Dean of the Faculty/School/College for approval not later than week two (2) of the first semester in the first year of study.

    ii.   All approved courses will be recorded in the student's record as having been taken and their Grade(s) counted in the calculation of GPA/CGPA

    iii.   A student is allowed to register for a course which has been given credit-earned status for the purpose of improving the Grade.

    iv.   The Dean must endorse all credit-earned courses before they are lodged with the Academic Records Office.

    v.   A Student must obtain at least a minimum "C-" Grade, except for LAN/ MQA/CLGS English-language courses where a Student must obtain at least a minimum "C" Grade, for him/her to be eligible for credit earned.

5.4   *Transfer of Credits*

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 credit hours are counted as part of the fulfilment of the total credit hours completed for the respective programme offered by the University.

Conditions for transfer of credits are as follows:

    i.   Students are awarded credit transfer if they possess:

- a qualification from any accredited institution equivalent to the University's certificate, diploma or degree; or

- working experience that has been recognized by the Senate as equivalent to certain subjects offered at certificate or diploma or university degree level

    ii.   An application for transfer of credits must be lodged using the prescribed form with the Dean of the Faculty for approval not later than week two (2) of the first semester in the first year of study.

    iii.   All approved courses will be recorded in the student's record as having been taken but will not be graded or counted in the calculation of the CGPA.

    iv.   If the Dean is satisfied that at least 75% of the course content is similar to that of the course offered at the University and the Student has obtained at least a "C" Grade for LAN/MQA courses or a "B" Grade for other courses, approval for credit transfer may be given.

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A Student is not allowed to register for courses that have been given credit transfer.
If credit transfer is granted for the course, the Dean must endorse the course exemption before it is lodged with the Academic Administration Department.
Credit transfer of courses is subjected at all times to the rules stipulated by the Malaysian Qualification Agency. Currently the rule is that a Student may transfer in not more than 30% of the total credit hours of the programme.

5.5 *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 credit hours completed for the respective programmes offered by the University.

Conditions for exemption of courses are as follows:

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An application for exemption of the course(s) using the prescribed form must be lodged with the Dean of the Faculty for approval not later than week two (2) of the first semester in the first year of study.
If the Dean is satisfied that the content and depth of the course taken by the Student is similar to the course for which exemption is sought, approval for the exemption may be given.
In determining whether the content and depth of the course taken by the Student is similar to the course for which exemption is sought, the Faculty School/Centre/College may institute additional tests, interviews and other methods before providing their recommendation to the Dean;
If exemption is granted for the course, the Dean must endorse the course exemption before it is lodged at the Academic Records Office.
Exemption of courses is subjected at all times to the rules stipulated by the Malaysian Qualification Agency. Currently the exemption rule is that a Student may be given exemption for not more than 30% of the curriculum of the programme, including credit transfer, if any.

SECTION 6: ASSESSMENT

6.1 *Coursework and Examination*

6.1.1 Every course (except practical/industrial-training courses/project paper) shall have continuous assessment, which will comprise quizzes, assignments and/or tests, and contribute 30%-60% of the total marks for the said course. The remaining marks come from the final examination.

6.1.2 Continuous assessment will be carried out during the semester and the lecturer concerned shall be responsible to arrange the time and place of such assessment.

6.1.3 Students will be informed of the course plans, types and forms of assessment, student participation and policy for their class;

6.1.4 The marks obtained for continuous assessment are counted and will be combined with the final examination mark to form the final Grade for the course.

6.2 *Grading System*

The grading system, Grade and quality points shall be according to the grading scheme in **Tables 1 & 2**

TABLE 1: GENERAL GRADING SCHEME

Marks Range	Alphabetical Grade	Grade Point Equivalent	Standing
90-100	A+	4.00	Distinction
80 – 89	A	4.00	Distinction
75 – 79	A-	3.75	Distinction
70 – 74	B+	3.50	Merit
65 – 69	B	3.00	Merit
60 – 64	B-	2.75	Merit
55 – 59	C+	2.50	Satisfactory
50 – 54	C	2.25	Satisfactory
45 – 49	C-	2.00	Pass
40 – 44	D	1.50	Redeemable Pass
35 – 39	E	1.00	Fail
0 – 34	F	0.00	Fail
-	S/U	-	Satisfactory/Unsatisfactory
-	W	-	Course Dropped/Withdrawn
-	I	-	Incomplete
-	AU	-	Audit
-	XD	-	Absent from Final Exam due to Departmental Drop
-	XF		Absent from Final Exam due to outstanding payment to the University
-	CT	-	Credit Transfer
-	EX	-	Exemption
-	Y	-	Suspended
-	IP	-	In Progress

TABLE 2: GRADING SCHEME FOR MQA & ENGLISH LANGUAGE COURSES

Marks Range	Alphabetical Grade	Grade Point Equivalent	Standing
90-100	A+	4.00	Distinction
80 – 89	A	4.00	Distinction
75 – 79	A-	3.75	Distinction
70 – 74	B+	3.50	Merit
65 – 69	B	3.00	Merit
60 – 64	B-	2.75	Merit
55 – 59	C+	2.50	Satisfactory
50 – 54	C	2.25	Pass
35 – 49	E	1.00	Fail
0 – 34	F	0.00	Fail
-	W	-	Course Dropped/Withdrawn
-	I	-	Incomplete
-	AU	-	Audit
-	XD	-	Absent from Final Exam due to Departmental Drop
-	XF		Absent from Final Exam due to outstanding payment to the University
-	CT	-	Credit Transfer
-	EX	-	Exemption
-	Y	-	Suspended
-	IP	-	In Progress

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 Dropped)	For courses dropped after the official drop period ends.
AU	A student who audits a course will be awarded 'AU'. An audit course credit hour is not counted as part of the fulfilment of the total credit hours completed for the respective programme nor shall it be counted in the GPA/CGPA calculation.
XF (Absent from Final Exam due to outstanding payment to the University)	The student will be required to sit for the exam in the subsequent semester when the course is offered subject to settlement of financial outstanding.
XD (Absent from Final Exam due to Departmental Drop)	The student will be required to sit for the exam in the subsequent semester when the course is offered.
CT (Credit Transfer)	Students who are given credit transfer for a course and/or work completed elsewhere will be given a grade of 'CT'. The credit hours for the course shall not be included in computing the GPA and CGPA of the student.
EX (Exemption)	Students who are given exemptions from taking certain required courses will be given a grade of 'EX'. The exempted course shall not be included in computing the GPA and CGPA of the student.
Y (Suspended)	A notation of 'Y' will be given for a course taken by a Student whose grade is suspended pending a decision by the Senate.
IP (In Progress)	A notation of "In-Progress (IP)" shall be given to Students who fail to complete their project paper within the semester the paper was first registered. Students may extend the completion of their project paper for one (1) semester. Further extensions must be with the prior approval of the Dean. The 'IP' status of a Student who does not apply to extend or who defers his/her project paper and industrial training, will be converted to an 'F' Grade. The Student will then be charged accordingly for the extension period.

Alphabetical Grade

The alphabetical Grades in **Tables 1&2** will be used in the transcript of a student to reflect his/her performance in the Courses taken.

6.3 *Academic Standing*

6.3.1 The status of a Student in a semester is determined by:

    i. the results of the examinations of the previous semester;
    ii. the Student's status in the previous semester.

6.3.2 A Student who has attained a Cumulative Grade Point Average of at least 2.00 will be assigned 'good standing' status.

6.3.3 A full time Student may be given a 'warning' if he/she accumulates Deficiency Points which are less than 15 in a regular semester and less than 6 in a short semester.

6.3.4 A part time Student may be given a 'warning' if he/she accumulates Deficiency Points which are less than 9 in a regular semester and less than 6 in a short semester.

6.3.5 A full time Student who accumulates more than 15 Deficiency Points in a regular semester or more than 6 Deficiency Points in a short semester will be assigned 'probation' status. If he fails to achieve a Grade Point Average of 2.00 at the end of the semester, he/she will be given a "warning" status.

6.3.6 A part time student who accumulates more than 9 deficiency points in a regular semester or more than 6 deficiency points in a short semester will be assigned 'probation' status. . If he/she fails to achieve a Grade Point Average of 2.00 at the end of the semester, he/she will be given a "warning" status.

6.3.7 A 'probationary' student will be dismissed if he/she fails to attain a cumulative grade point average of 2.00.

6.4 *Failure/Repeating a Course*

6.4.1 A Student who has failed a Compulsory Course must repeat the same course until he/she obtains a pass Grade;

6.4.2 A Student may take a course with the purpose of getting a better Grade;

6.4.3 A course may be repeated as many times as desired;

6.4.4 The Grade at every attempt will be recorded but the best Grade will be used for the calculation of the CGPA while the credit hour will only be counted once.

6.5 *Graduation*

A student qualifies to graduate when he/she:

    i. is a registered student of a programme of study and has fulfilled the requirements of the programme;

    ii. has satisfied all conditions stipulated by the programme of study;

    iii. has achieved a Cumulative Grade Point Average of not less than 2.00 and been approved by Senate; and

    iv. has submitted the application to graduate not later than four (4) weeks before the end of the semester he/she expects to graduate.

6.6 *Additional Semester for Final Year Students*

6.6.1 A final year student with 'dismiss' status in the last semester is allowed to repeat an additional semester for the purpose of improving his/her result and achieving a minimum CGPA of 2.00 in order to qualify to graduate;

6.6.2 Not more than two (2) additional semesters are allowed for improving the CGPA under this provision and without calculating the Deficiency Point and GPA of the last semester before the additional semester.

6.7 *Dean's List*

6.7.1 Full time students who have achieved during the regular semester a GPA of 3.50 and above for all programmes;

6.7.2 The name of the student will be published in a list and this will be recorded in the transcript of the student.

6.8 *Classification of Honours*

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

CGPA	Honours Classification
3.75 – 4.00	First Class
3.00 – 3.74	Second Class Upper
2.25 – 2.99	Second Class Lower
2.00 – 2.24	Third Class

SECTION 7: PROGRAMME STANDING

7.1 *Readmission*

7.1.1 The Senate may consider an appeal made by a Student who has failed to complete the programme provided that the Student has made an appeal to the Faculty/School/College within TWO (2) weeks after the results are released.

7.1.2 The Student may, in the new semester, apply to the same programme or different programme subject to the current admission requirements of the programme.

7.1.3 The Student will be registered as a new student, and will start his/her study with a new CGPA and GPA [whereby accumulative credit and obtained credit are ZERO (0)]

7.1.4 The readmitted Student may request for credit earned for similar courses already taken and passed in the previous programme.

7.1.5 A Student is allowed to be readmitted to the same programme only once. Nevertheless, readmission to another programme is allowed upon the recommendation of the respective Dean of that Faculty.

7.2 *Deferment of Study*

7.2.1 A student who has been diagnosed as having a certain illness by a medical officer of the University or of any government hospital or the University's panel clinic is entitled to request for deferment of study. This entitlement is only for two (2) semesters and will not be counted as part of the total semester life of the Student at the University. However, if the student requires more than two (2) semesters, the case will be referred to the Dean of Faculty/School/College to decide whether this student is allowed to continue with his/her studies or not.

7.2.2 A Student can also request for deferment of study for other reasons approved by the Dean of Faculty/School/College.

7.2.3 A Student may defer his studies for the current semester by filing an application with the Academic Administration Department not later than the end of the last working day of the second (2nd) week of the semester.

7.2.4 Any application for deferment after the second (2nd) week is subjected to such penalty as indicated in the Student Financial Handbook.

7.2.5 An administrative fee of RM25 (Twenty Five Ringgit) will be charged for any deferment application.

7.2.6 The Dean of the Faculty/School/College may approve a further semester if the student applies for a further deferment period subject to a maximum period of three (3) consecutive semester extensions. The maximum duration of study does not include the period for which the student is given deferment.

7.2.7 For a Student who is deferred by the University due to Disciplinary Action, the deferment period will be counted as part of the Student's total semester life

7.3 *Withdrawal*

7.3.1 A Student may withdraw from the University by filing an application with the Academic Administration Department not later than the end of the last working day of the second (2nd) week of the semester.

7.3.2 Any application for withdrawal after the second (2nd) week is subjected to such penalty as indicated in the Student Financial Handbook.

7.4 *Change of Programme*

Change of programme of study is not encouraged. However, the University may consider an application to change a programme that is made by a full time student within the same Faculty or to another course offered in another Faculty provided that:

(i) the Student who wishes to change to another programme is required to fulfil the current entry requirements of the new programme, subject to the approval of the respective Dean(s).

(ii) the Student must apply in writing to the Academic Administration Department prior to the commencement of the new semester.

(iii) the Student who has been given approval to change his/her programme of study will be given Credits Earned.

7.5 *Change of Study Mode*

A Student is not allowed to change the selected mode of study (via conventional learning or distance learning) once the student has enrolled into a particular study mode. However, the Student is allowed to be re-admitted into a particular programme in a different study mode provided that:-

(i) the Student must apply in writing to the Academic Administration Department prior to the commencement of the new semester.

(ii) the Student who has been given approval to change his/her mode of study will be given Credits Earned

7.6 *Change of Study Centre*

A Student is allowed to change his current study centre provided that:

(i) the Student maintains the same programme;

(ii) the approval of the Head of Regional Centre/Dean of College for Open Learning is first obtained; and

(iii) the application is submitted in writing to the Academic and Administration Department prior to the commencement of the new semester.

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7.7 **Appeal for Dismissal**

A student who is dismissed because of his/her inability to fulfil the requirements to proceed with his/her studies may make an appeal to the Dean of the Faculty/School/College. The procedures to make an appeal are as follows:

    i.   student must submit his/her application within two (2) weeks of the declaration of results;

    ii.   student must pay an application fee of RM50.00;

    iii.   The Faculty/School/Centre/College will establish a Faculty/School/Centre/ College Students Appeals Committee, consisting of three (3) persons, to look into the student's petition;

    iv.   The matter will then be taken up to the Senate Appeals Committee for deliberation and decision.

    v.   The decision of the Senate Appeal Committee will be final and will be reported to Senate for endorsement.

SECTION 8: EXAMINATION PROCEDURES

8.1 **Qualification to Sit for Final Examination and Attendance**

8.1.1   A Student is eligible to sit for an examination for all courses he/she has registered for unless he/she has failed to meet the attendance requirement of the course. The minimum attendance for a course is 70% for conventional-learning mode and 50% for distance-learning mode.

8.1.2   A Student who fails 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.

8.1.3   The general instructions for the final examination are as per *APPENDIX 3*;

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

8.1.5   Class in this context includes assignments and activities that require participation and requires the student to be physically present.

8.2 **Examination Results**

8.2.1   The results of every continuous assessment (quizzes, tests and assignments) must be announced by the lecturer within two (2) weeks of the event;

8.2.2   The continuous assessment marks are to be revealed to the Student by the Academic Administration Department before the final examination week. The student is responsible 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.

8.2.3   The final examination results will be announced by the Academic Administration Department after the results have been endorsed by the Faculty/School/Centre/College Board of Examiners and approved by Senate;

8.2.4   The list of dismissed Students will be tabled at Senate for approval;

8.2.5   The examination results of any Student with an outstanding payment to the University will be withheld. Results will be released once the payment has been made;

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8.2.6 The final examination marks shall remain confidential. A Student shall have no right to view the examination script after it has been marked and the result has been published.

8.3 _Supplementary Examination_

A student who is in the final year with only one (1) Course to complete before graduation may apply to sit for a special supplementary examination according to the following conditions:

  i. he/she has taken that Course but failed;

 ii. he/she has passed all Courses except the Course to be repeated and has maintained a CGPA of at least 2.00;

iii. he/she has the approval of the Dean where the Course is offered;

 iv. he/she has to arrange for a meeting with the appointed lecturer for the purpose of revision and preparation at least two (2) weeks before the special supplementary examination;

  v. he/she has to apply within two (2) weeks of the declaration of results and pay the special supplementary examination fee;

 vi. if he/she fails the Course after taking the special supplementary examination, he/she has to repeat the Course in the subsequent semester when the Course is offered.

8.4 _Conduct of Examinations_

8.4.1 _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.

8.4.2 _Examination Offences_

Students who have committed 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).

8.4.2.1 It is an offence to introduce into, 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 deposited immediately with the Invigilator before the examination starts. Any unauthorized materials and aids brought into the examination room and not deposited with the Invigilator must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University. The original materials or aids may be retained by the University at its absolute discretion;

8.4.2.2 Students must not pass any information from one to another during an examination. A student 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;

8.4.2.3 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own. Plagiarism is an offence. All work submitted as part of the requirements for any examination 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.

8.4.3   <u>*Examination Schedule/Timetable*</u>

    8.4.3.1   The Academic Administration Department will issue the schedule for the final examination or any other examination indicating the place and time for the examination;

    8.4.3.2   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 President or Deputy President or Vice President or any Dean of the Faculty/School/College.

SECTION 9: GENERAL

9.1   <u>*The right to make decisions*</u>

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 is entitled to change the guidelines according to any situation that may arise.

9.2   <u>*Miscellaneous*</u>

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

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

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FORMULA 1.1

Deficiency Points = 2 (Sum of all credits taken) – (Sum of cumulative points earned)

FORMULA 1.2

Semester Grade Point Average (GPA) = Sum of Grade Points / Total Credits

FORMULA 1.3

Cumulative Grade Point Average (CGPA) = Grand Total Grade Point / Grand Total Credits

RANGE OF DEFICIENCY POINTS

Student Status	Deficiency Points		Academic Status
	Regular Semester	Short Semester	
Full Time	0.25 – 14.75	0.25 – 5.75	Warning
	15.00 and above	6.00 and above	Probation
Part Time	0.25 – 8.75	0.25 – 5.75	Warning
	9.00 and above	6.00 and above	Probation

BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

BACHELOR OF BUSINESS MANAGEMENT (ENTREPRENEURSHIP) HONS.		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULB 1173	Business Communication	3
ULC 1163	English for Academic Purposes	3
MPW 2113	Bahasa Kebangsaan (A)	3
MPW 2133	Pengajian Malaysia	3
MPW 2143 **or** MPW 2153	Pengajian Islam **or** Pendidikan Moral	3
UGB 1011	Co-Curriculum 1	1
UGB 1021	Co-Curriculum 2	1
UGB 1053	Study Skills	3
	TOTAL	**20**
FACULTY CORE COURSES		
BEB 1033	Microeconomics	3
BEB 1043	Macroeconomics	3
BEB 2013	Malaysian Economy	3
BMB 1023	Principles of Management	3
BAB 1023	Principles of Accounting	3
BKB 2013	Principles of Marketing	3
BFB 2013	Principles of Finance	3
BQB 1023	Business Mathematics	3
BFB 4013	Financial Management	3
	TOTAL	**27**
PROGRAMME CORE COURSES		
BMB 1033	Organizational Behaviour	3
BAB 2013	Financial Accounting	3
BAB 2023	Cost & Management Accounting	3
BQB 2013	Business Statistics	3
BQB 2023	Production and Operations Management	3
BKB 4013	Consumer Behaviour	3
BKB 3013	Marketing Research	3
BMB 2033	Business Ethics and Values	3
BWB 2113	Business Law	3
BIB 2013	Management Information System	3
BNB 2033	Internet Business	3
RXB2013	Entrepreneurial Culture and Behaviour	3
BNB 2023	Creativity and Innovation	3
BNB 3013	Cross-cultural Management	3
BMB 3013	Strategic Management	3
BNB 3023	Strategic Entrepreneurship	3
BMB 2013	International Business	3
BNB 2042	Seminar Entrepreneurship I	2
BNB 3062	Seminar Entrepreneurship II	2
	TOTAL	**55**
ELECTIVES: COMPULSORY ELECTIVES		
BNB 3033	New Venture Management	3
BNB 3043	Small Business Management	3
BNB 3073	Project I	3
BNB 3083	Project II	3
	TOTAL	**12**
ELECTIVES: CHOOSE ANY TWO		
RGB 4333	Franchise Management	3
BRB 4073	Retailing Management	3
RGB 4343	Sales Management	3
BRB 2013	Marketing Management	3
	TOTAL	**6**
	TOTAL CREDIT HOURS	**120**

BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

BACHELOR OF BUSINESS ADMINISTRATION (ISLAMIC FINANCIAL PLANNING) HONS.		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULB 1173	Business Communication	3
ULC 1163	English for Academic Purposes	3
MPW 2113	Bahasa Kebangsaan (A)	3
MPW 2133	Pengajian Malaysia	3
MPW 2143	Pengajian Islam	3
or	**or**	
MPW 2153	Pendidikan Moral	
UGB 1011	Co-Curriculum 1	1
UGB 1021	Co-Curriculum 2	1
UGB 1053	Study Skills	3
	TOTAL	**20**
FACULTY CORE COURSES		
BKB2013	Principles of Marketing	3
BFB 2013	Principles of Finance	3
BMB 1023	Principles of Management	3
BAB 1023	Principles of Accounting	3
BMB 1033	Organizational Behaviour	3
BQB2013	Business Statistics	3
BAB 2023	Cost & Management Accounting	3
BFB 4013	Financial Management	3
BIB 2013	Management Information System	3
BWB 2013	Business Law	3
BGC3313	Corporate Social Policy	3
BMB 3013	Strategic Management	3
BQB1023	Business Mathematics	3
BMB 2013	International Business	3
BTB3014	Practical Training	4
	TOTAL	**46**
PROGRAMME CORE COURSES		
BMB2023	Entrepreneurship	3
BDB3013	Production and Operations Management	3
BHB2013	Human Resource Management	3
AEB1013	Economics	3
AWB3013	Company Law	3
BFC3023	Fundamentals of Islamic Banking	3
BGC3023	Islamic Commercial Law	3
BFC3013	Islamic Economics and Finance: Theory and Ethics	3
BFC3033	Islamic Financial Markets and Institutions	3
BFC3043	Islamic Finance Regulations and Governance	3
BFC3053	Islamic Accounting Practice	3
	TOTAL	**33**
MAJOR		
BFC3133	Introduction of Takaful	3
BFC4113	Fundamentals of Islamic Financial Planning	3
BFC4123	Risk Management and Takaful Planning	3
BFC4143	Islamic Estate, Retirement and Waqf Planning	3
BFC4153	Financial Planning Construction and Professional Responsibilities	3
BFC4343	Zakat Management and Tax Planning	3
BFC4133	Islamic Investment Planning	3
	TOTAL	**21**
	TOTAL CREDIT HOURS	**120**

BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

BACHELOR OF BUSINESS ADMINISTRATION (ISLAMIC BANKING AND FINANCE) HONS.		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULB 1173	Business Communication	3
ULC 1163	English for Academic Purposes	3
MPW 2113	Bahasa Kebangsaan (A)	3
MPW 2133	Pengajian Malaysia	3
MPW 2143 **or** MPW 2153	Pengajian Islam **or** Pendidikan Moral	3
UGB 1011	Co-Curriculum 1	1
UGB 1021	Co-Curriculum 2	1
UGB 1053	Study Skills	3
	TOTAL	**20**
FACULTY CORE COURSES		
BKB2013	Principles of Marketing	3
BFB 2013	Principles of Finance	3
BMB 1023	Principles of Management	3
BAB 1023	Principles of Accounting	3
BMB 1033	Organizational Behaviour	3
BQB2013	Business Statistics	3
BAB 2023	Cost & Management Accounting	3
BFB 4013	Financial Management	3
BIB 2013	Management Information System	3
BWB 2013	Business Law	3
BGC3313	Corporate Social Policy	3
BMB 3013	Strategic Management	3
BQB1023	Business Mathematics	3
BMB 2013	International Business	3
BTB3014	Practical Training	4
	TOTAL	**46**
PROGRAMME CORE COURSES		
BMB2023	Entrepreneurship	3
BDB3013	Production and Operations Management	3
BHB2013	Human Resource Management	3
AEB1013	Economics	3
BFC3023	Fundamentals of Islamic Banking	3
BGC3023	Islamic Commercial Law	3
BFC3013	Islamic Economics and Finance: Theory and Ethics	3
BFC3033	Islamic Financial Markets and Institutions	3
BFC3043	Islamic Finance Regulations and Governance	3
BFC3053	Islamic Accounting Practice	3
	TOTAL	**30**
MAJOR		
BGC3033	Legal Documentation for Islamic Financing Facilities	3
BFC4253	Project Appraisal and Investment Decision	3
BFC4213	Islamic Dept Financing	3
BFC4223	Islamic Equity Financing	3
BFC4273	Deposits Mobilization and Financing Management	3
BFC4233	Introduction to Risk Management in Islamic Financial Institutions: Shariah Compliance Perspective	3
BFC4263	Wealth Planning and Management	3
BFC4243	Rescheduling and Restructuring of the Islamic Financing Facilities	3
	TOTAL	**24**
	TOTAL CREDIT HOURS	**120**

BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

FOUNDATION PROGRAMME IN BUSINESS ADMINISTRATION		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 1113	Bahasa Kebangsaan A	3
MPW 1133	Pengajian Malaysia	3
MPW 1143 **or** MPW 1153	Pengajian Islam **or** Pendidikan Moral	3
ULC 0013	English 1	3
ULC 0123	English 2	3
ULD 1133	English 3	3
UGC 0014	Basic Skills for Knowledge Workers	4
	TOTAL	**22**
PROGRAMME CORE COURSES		
BAC 0013	Fundamentals of Accounting	3
BEC 0014	Economics and Society	4
BFC 0013	Fundamentals of Finance	3
BIC 0014	Fundamentals of Information Technology	4
BKC 0013	Fundamentals of Marketing	3
BMC 0014	Fundamentals of Business and Management	4
BQC 0013	Fundamentals of Statistics	3
UQC 0014	Fundamentals of Mathematics	4
	TOTAL	**28**
	TOTAL CREDIT HOURS	**50**

FACULTY OF BUSINESS ADMINISTRATION

BACHELOR OF MANAGEMENT (HONS)		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 2113	Bahasa Kebangsaan	3
MPW 2133	Pengajian Malaysia	3
MPW 2143/ MPW 2153	Pengajian Islam or Pendidikan Moral	3
ULB 1143	Business Communication 1	3
ULB 1153	Business Communication 2	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
UGB 0014	Basic Skill for Knowledge Workers	4
UGB 1153	Critical Thinking	3
	TOTAL	**24**
FACULTY CORE COURSES		
SMB1013	Principles of Management	3
SKB 0014	Fundamentals of Marketing	4
SMB 1123	Organizational Behaviour	3
SIB 2024	Information Systems	4
STB 4033	Practical Training	3
	TOTAL	**17**
PROGRAMME CORE COURSES		
SIB 0014	Fundamentals of IT	4
SMB 2113	Human Resource Management	3
SSB 1004	Introduction to Social Sciences	4
SIB 2054	Introduction to Knowledge Management	4
SSB 2004	Introduction to Future Studies	4
SHB 2034	Management Guru and Quality	4
SMB 3004	Learning Organizations	4
SMB 3024	Fundamentals of Strategic Management	4
SMB 3014	Fundamentals of Public Service and NGO Management	4
SKB 3054	Thought and Knowledge Leadership	4
SNB 2004	Statistical Techniques for Decision Making	4
SSB 3014	Research Methods in Social Sciences	4
	TOTAL	**47**
	TOTAL CREDIT HOURS	**112**

FACULTY OF BUSINESS ADMINISTRATION

MAJOR : ENTREPRENEURSHIP		
BMB 4154	Entrepreneurship	4
SIB 4054	Knowledge Management Practices	4
BAB 0014	Fundamentals of Accounting	4
BFB 0014	Fundamentals of Finance	4
SWB 4004	Small Business Management	4
SWB 4014	Project Management	4
	TOTAL	24

MAJOR : MANAGEMENT SCIENCE		
SMB 4004	Fundamentals of Management Science	4
SQB 4004	Introduction to Quality Management	4
SMB 4014	Service Operations Management	4
SMB 4024	Operations Management	4
SMB 4034	Process Design	4
SMB 4044	Inventory Management	4
	TOTAL	24

MAJOR : KNOWLEDGE MANAGEMENT		
SIB 4004	Theory of Knowledge	4
SIB 4014	The Evolution of Knowledge	4
SIB 4044	The Knowledge Workers	4
SIB 4054	Knowledge Management Practices	4
SIB 2113	Management Information Systems	4
SQB 4054	Quality Movements in Education	4
	TOTAL	24

MAJOR : LEADERSHIP		
SKB 4004	Organisation Sciences and Leadership	4
SKB 4014	Foundation and Fundamentals of Leadership	4
SKB 4024	Leadership and Teams	4
SKB 4034	Leadership Strategies	4
SKB 4044	Leadership from the Leaders of the Past	4
SKB 4054	Leaders of the Future	4
	TOTAL	24

MAJOR : QUALITY MANAGEMENT		
SQB 4004	Introduction to Quality Management	4
SQB 4014	Service Quality Management	4
SQB 4024	Management of Change and the Quality Agenda	4
SQB 4034	Benchmarking	4
SQB 4044	Quality Management and the Customer	4
SQB 4054	Quality Movement in Education	4
	TOTAL	24

FACULTY OF BUSINESS ADMINISTRATION

BACHELOR OF ACCOUNTING (HONS)

UNIVERSITY CORE COURSES

Code	Course Title	Cr. Hrs.
MPW 2113	Bahasa Kebangsaan	3
MPW 2133	Pengajian Malaysia	3
MPW 2143/ MPW 2153	Pengajian Islam or Pendidikan Moral	3
ULB 1143	Business Communication 1	3
ULB 1153	Business Communication 2	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
UGB 0014	Basic Skill for Knowledge Workers	3
UGB 1153	Critical Thinking	3
	TOTAL	**23**

FACULTY CORE COURSES

Code	Course Title	Cr. Hrs.
AWB 2013	Business Law	3
AEB 1013	Economics	3
AKB 1013	Marketing Management	3
AFB 1013	Financial Management	3
AMB 1013	Principles of Management	3
BMB 2033	Business Ethics and Values	3
AAB 1013	Financial Accounting	3
ATB 3016	Practical Training	6
	TOTAL	**27**

PROGRAMME CORE COURSES

Code	Course Title	Cr. Hrs.
AWB 3013	Corporate Law	3
AIB 3013	E-Commerce	3
AQB 3013	Management Science	3
AQB 1013	Quantitative Methods	3
AMB 3013	Business Strategy and Development	3
AEB 2013	Managerial Economics	3
AAB 1023	Cost and Management Accounting	3
AAB 3033	Advanced Cost and Management Accounting	3
AAB 2053	Advanced Financial Accounting I	3
AAB 3013	Advanced Financial Accounting II	3
AAB 2033	Taxation Framework	3
AAB 3023	Advanced Taxation	3
AAB 2013	Accounting Information Systems	3
AAB 2063	Accounting Theory	3
AAB 2043	Auditing	3
AAB 4022	Audit Practice	3
AAB 3053	Internal Auditing	3
AAB 3043	Public Sector Accounting	3
AAB 4013	Seminar in Management Accounting	3
AAB 4023	Seminar in Financial Accounting	3
AFB 3013	Corporate Finance	3
AIB 4033	Systems Analysis and Design	3
AAB 2023	Financial Reporting	3
	TOTAL	**69**
	TOTAL CREDIT HOURS	**131**

FACULTY OF BUSINESS ADMINISTRATION

MAJOR : ACCOUNTING AND FINANCE		
BFB 4073	International Finance	3
BEB 4013	Islamic Economy	3
BFB 4063	Financial Statement Analysis	3
BFB 4053	Financial Markets and Institutions	3
	TOTAL	**12**

MAJOR : MUAMALAT ADMINISTRATION		
BMB 4013	Islam and Management	3
BEB 4013	Islamic Economy	3
BFB4083	Islamic Banking and Finance	3
BAB 4093	Zakat Administration	3
	TOTAL	**12**

MAJOR : CORPORATE ADMINISTRATION		
BCB 7143	Corporate Secretaryship	3
BCB 7123	Corporate Administration	3
BCB 7113	Corporate Governance	3
BWB 4033	Law and Practice of Meeting	3
	TOTAL	**12**

FACULTY OF BUSINESS ADMINISTRATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS) (120)

UNIVERSITY CORE COURSES

Code	Course Title	Cr. Hrs.
UGB1053	Study Skills	3
MPW2113	Bahasa Kebangsaan	3
ULB1163	English for Academic Purposes	3
MPW2143/ MPW2153	Islamic Education or Moral Education	3
ULB1173	Business Communications	3
MPW2133	Malaysian Studies	3
-	Co-Curriculum 1	1
-	Co-Curriculum 2	1
	TOTAL	**20**

FACULTY CORE COURSES

Code	Course Title	Cr. Hrs.
BRB 1013	Principles of Marketing	3
BFB 1013	Principles of Finance	3
BGB 1013	Principles of Management	3
BAB 1013	Principles of Accounting (Formerly Financial Accounting)	3
BGB 1023	Organizational Behavior	3
BDB 1023	Management Information Systems	3
BWB 1013	Business Law	3
BEB 1033	Microeconomics	3
BEB 1043	Macroeconomics	3
BGB 2033	Corporate Social Policy (Formerly Business Ethics and Values)	3
BTB 3014	Industrial Training or Project Paper	4
	TOTAL	**34**

PROGRAMME CORE COURSES

Code	Course Title	Cr. Hrs.
BGB 3023	Entrepreneurship	3
BDB 3013	Production and Operations Management	3
BGB 3013	Strategic Management	3
BDB 1013	Business Mathematics	3
BGB 2013	Human Resource Management	3
BDB 2033	E-Commerce	3
BDB 2013	Business Statistics (Formerly Statistical Method)	3
BAB 2023	Cost and Management Accounting	3
BFB 3013	Financial Management	3
BGB 2023	International Business	3
BDB 2023	Management Science	3
BWB 3013	Corporate Law	3
BDB 3023	Business Research Methods (Formerly Research Methodology)	3
BRB 2013	Marketing Management	3
	TOTAL	**42**
	TOTAL CREDIT HOURS	**120**

FACULTY OF BUSINESS ADMINISTRATION

SPECIALIZATION : MARKETING		
BGB 4013	Consumer Behaviour	3
BRB 4023	Marketing Research	3
BRB 4033	Product and Brand Management	3
BRB 4043	Logistic and Channel Management	3
BRB 4053	Service Marketing	3
BRB 4063	Integrated Marketing Communication	3
BRB 4073	Elective : Retailing Management	3
BRB 4083	Elective : International Marketing	3
	TOTAL	**24**

SPECIALIZATION : MANAGEMENT INFORMATION SYSTEMS		
BDB 4013	Programming Principles and Techniques	3
BDB 4023	Business Data Communication	3
BDB 4033	Database Design and Information System	3
BDB 4043	Internet Web and Technology	3
BDB 4053	Analysis and Design of Information Technology	3
BDB 4063	IT Project Management	3
BDB 4073	Elective : Decision Support Systems	3
BDB 4083	Elective : Data Mining for Business	3
	TOTAL	**24**

SPECILIZATION : HUMAN RESOURCE MANAGEMENT		
BGB 4033	Training & Development	3
BGB 4023	Compensation Management	3
BWB 4013	Labour Laws and Industrial Relations	3
BGB 4013	International Human Resource Management	3
BGB 4043	Safety & Health Administration Management	3
BGB 4053	Seminar in Human Resource Management	3
BGB 4063	Elective : Organizational Development	3
BGB 4073	Elective : Human Resource Staffing	3
	TOTAL	**24**

SPECIALIZATION : FINANCE		
BFB 4103	Corporate Finance	3
BFB 4123	Investment Analysis	3
BAB 2323	Taxation Framework	3
BFB 4133	Financial Markets and Institutions	3
BFB 2123	Islamic Economics and Finance : Theory and Ethics	3
BFB 4153	Financial Statement Analysis	3
BFB 4163	Elective : International Finance	3
BFB 4203	Elective : Fundamentals of Islamic Financial Planning	3
	TOTAL	**24**

FACULTY OF BUSINESS ADMINISTRATION

SPECIALIZATION : ACCOUNTING		
BAB 4013	Intermediate Financial Accounting	3
BAB 4033	Advanced Management Accounting	3
BAB 2333	Auditing	3
BAB 2323	Taxation Framework	3
BAB 2353	Accounting Information Systems	3
BAB 4023	Advanced Financial Accounting	3
BAB 3373	**Elective** : Public Sector Accounting	3
BAB 2363	**Elective** : Accounting Theory	3
	TOTAL	**24**

SPECIALIZATION : CORPORATE ADMINISTRATION		
BGB 4083	Corporate Administration	3
BGB 4093	Corporate Governance	3
BFB 4103	Corporate Finance	3
BWB 4023	Law and Practice of Meetings	3
BAB 2323	Taxation Framework	3
BGB 4103	Corporate Secretary ship	3
BAB 4023	Advanced Financial Accounting	3
BAB 3343	Advanced Taxation	3
	TOTAL	**24**

SPECILIZATION : INTERNATIONAL BUSINESS		
BGB 4113	Seminar in Global Strategy	3
BRB 4083	International Marketing	3
BFB 4173	International Trade and Policy	3
BGB 4013	International Human Resource Management	3
BWB 4033	International Business Law	3
BFB 4163	International Finance	3
	Elective : Foreign Language 1	3
	Elective : Foreign Language 2	3
	TOTAL	**24**

SPECIALIZATION : CREATIVE INDUSTRY MANAGEMENT		
BWB 4043	Intellectual Property & Legal Issues	3
BGB 4143	Introduction to Creative Industry	3
BGB 4153	Managing Creativity	3
BGB 4163	Culture and Creativity	3
BGB 4173	Entrepreneurship and Innovation	3
BRB 4103	Creative Marketing	3
HUB 2044	**Elective** : Event Management	3
BRB 4113	**Elective** : Media Communication	3
	TOTAL	**24**

FACULTY OF BUSINESS ADMINISTRATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS)		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 2113	Bahasa Kebangsaan	3
MPW 2143/ MPW 2153	Pengajian Islam or Pendidikan Moral	3
MPW 2133	Pengajian Malaysia	3
ULB 1143	Business Communication I	3
ULB 1153	Business Communication II	3
UGB 2013	Critical Thinking	3
UGB 0013	Basic Skills for Knowledge Workers	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	TOTAL	**23**
FACULTY CORE COURSES		
BKB 2013	Principles of Marketing	3
BFB 2013	Principles of Finance	3
BMB 1023	Principles of Management	3
BAB 2013	Principles of Accounting (Formerly Financial Accounting)	3
BMB 1033	Organizational Behavior	3
BIB 2013	Management Information Systems	3
BWB 2013	Business Law	3
BEB 1033	Microeconomics	3
BEB 1043	Macroeconomics	3
BMB 2033	Corporate Social Policy (Formerly Business Ethics and Values)	3
BTB 3016 BTB 3026	Industrial Training or Project Paper	6
	TOTAL	**36**
PROGRAMME CORE COURSES		
BQB 1023	Business Mathematics	3
BIB 3013	E-Commerce	3
BMB 3013	Strategic Management	3
BMB 4013	Islam and Management	3
BAB 4013	Intermediate Accounting	3
BMB 2023	Entrepreneurship	3
BQB 2013	Business Statistics (Formerly Statistical Method)	3
BAB 2023	Cost and Management Accounting	3
BFB 2013	Financial Management	3
BEB 2013	Malaysian Economy	3
BMB 2013	International Business	3
BQB 4013	Management Science	3
BQB 3013	Business Research Methods (Formerly Research Methodology)	3
	TOTAL	**39**
	TOTAL CREDIT HOURS	**110**

FACULTY OF BUSINESS ADMINISTRATION

	SPECIALIZATION : MARKETING	
BKB 4013	Consumer Behavior	3
BKB 4033	Integrated Marketing Communication (Formerly Marketing Communication)	3
BKB 4053	Logistics and Channel Management (Formerly Channel Management)	3
BIB 4033	Customer Relationship Management	3
	TOTAL	**12**

	SPECILIZATION : HUMAN RESOURCE MANAGEMENT	
BHB 2013	Human Resource Management	3
BHB 4013	Compensation Management	3
BHB 4043	Training and Development	3
BHB 4073	Labor Law and Industrial Relations	3
	TOTAL	**12**

	SPECIALIZATION : FINANCE	
BFB 4023	Corporate Finance	3
BFB 4033	Investment Analysis	3
BAB 2323	Taxation Framework	3
BFB 4053	Financial Markets and Institutions	3
	TOTAL	**12**

FACULTY OF BUSINESS ADMINISTRATION

DIPLOMA IN MANAGEMENT		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 1113	Bahasa Kebangsaan	3
MPW 1133	Pengajian Malaysia	3
MPW 1143/ MPW 1153	Pengajian Islam or Pendidikan Moral	3
ULC 0013	English 1	3
ULC 0123	English 2	3
ULD1133	English 3	3
	Co-Curriculum	1
	TOTAL	**19**
CORE COURSES		
BAD 0013	Fundamentals of Accounting	3
BFD 0013	Fundamentals of Finance	3
BID 0013	Fundamentals of Information Technology	3
BKD 0013	Fundamentals Marketing	3
BMD 1013	Principles of Management	3
UGD 0013	Basic Skills for Knowledge Workers	3
BED 0013	Economics and Society	3
BID 0123	Basic Computing	3
UGD 1013	Interpersonal and Communication Skills	3
UGD 1023	Critical Thinking	3
BMD 3113	Islam and Management	
BQD 1013	Business Mathematics	3
BQD 1023	Business Statistics	3
UGD 1133	Business Ethics and Values	3
BID 1113	Management Information Systems	3
BMD 1123	Supervisory Skills	3
BAD 1113	Cost and Management Accounting	3
BMD 1233	Entrepreneurship	3
BWD 1213	Business Law	3
BMD 3143	Office Management	3
BHD 3113	Human Resource Management	3
BID 3113	E-Commerce	3
BMD 3113	Organizational Behaviour	3
BMD 3153	Introduction to Corporate Secretarial and Administrative Practices	3
	TOTAL	**72**
	TOTAL CREDIT HOURS	**91**

FACULTY OF BUSINESS ADMINISTRATION

DIPLOMA IN ACCOUNTING		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 1113	Bahasa Kebangsaan	3
MPW 1133	Pengajian Malaysia	3
MPW 1143/ MPW 1153	Pengajian Islam or Pendidikan Moral	3
ULD 1133	English 3	3
UGD 0013	Basic Skills for Knowledge Workers	3
UGD 1013	Interpersonal & Communication Skills	3
	Co-Curriculum	1
	TOTAL	**19**
CORE COURSES		
AMD 1013	Principles of Management	3
AKD 2013	Fundamentals of Marketing	3
AFD 2013	Fundamentals of Finance	3
AQD 1013	Fundamentals of Mathematics	3
AID 1013	Fundamentals of Information Technology	3
AED 1013	Microeconomics	3
AED 2013	Macroeconomics	3
AMD 2013	Entrepreneurship	3
AWD 2013	Business Law	3
AQD 1023	Business Mathematics	3
AQD 2013	Business Statistics	3
AWD 3113	Company Law	3
AID 2013	E-Commerce	3
UGD 1133	Business Ethics and Values	3
AAD 1013	Financial Accounting I	3
AAD 1023	Financial Accounting II	3
AAD 2013	Financial Accounting III	3
AAD 2033	Financial Accounting IV	3
AAD 3133	Financial Accounting V	3
AAD 2023	Accounting for Costs	3
AAD 2043	Computerized Accounting Systems	3
AAD 3143	Management Accounting	3
AAD 3123	Auditing	3
AAD 3013	Principles of Taxation	3
	TOTAL	**72**
	TOTAL CREDIT HOURS	**91**

FACULTY OF EDUCATION & SOCIAL SCIENCES

BACHELOR OF EDUCATION (HONS)		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULB 1143	Business Communication I	3
ULB 1153	Business Communication II	3
UGB 2013	Critical Thinking	3
UGB 0014	Basic Skills for Knowledge Worker	4
SIB 0014	Fundamentals of IT	4
MPW2113	Bahasa Kebangsaan	3
MPW2133	Pengajian Malaysia	3
MPW2143 **or** MPW2153	Pengajian Islam **or** Pendidikan Moral	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	TOTAL	**28**
FACULTY CORE COURSES		
PSB 2004	Statistics in Education	4
PSB 2014	Research Methods in Education (Pre-requisite :PSB2004)	4
UGB 1013	Interpersonal and Communication Skills	3
	TOTAL	**11**
PROGRAMME CORE COURSES		
PFB 1004	Foundation in Education	4
PFB 1014	Philosophy, History & Policy of Education	4
PSB 1004	Sociology in Education	4
PDB 1004	Curriculum Development	4
PPB 2014	Cognitive Sciences, Psychology & Other Related Sciences in Education	4
PGB 2004	Pedagogy in Education	4
PVB 2004	Testing & Evaluation in Education (Pre-requisite :PFB1004,PDB1004 & PGB2004)	4
PCB 2004	Counselling in Education	4
PSB 1014	Management & Leadership in Education	4
PIB 3004	Innovations, Creativity & Talents	4
PTB 4016 or PCB4016	Teaching Practicum **or** Counseling Practicum	6
PPB 4013 or PCB4013	Seminar in Education (Pre-requisite : PPB4006) **or** Seminar in Education (Counseling)	3
	TOTAL	**49**
	TOTAL CREDIT HOURS	**132**

FACULTY OF EDUCATION & SOCIAL SCIENCES

	MAJOR: COMMERCE	
PPB 3014	Financial Accounting	4
PPB 3024	Managerial Accounting	4
BGB 1013	Principles of Management	3
BGB 2013	Human Resource Management	3
BDB 1023	Management Information System	3
BGB3023	Entrepreneurship	4
BDB 2033	E-Commerce	3
PPB 4034	Pedagogy in Commerce	4
	TOTAL	**28**

	MAJOR: ECONOMICS	
PEB 3014	Principles of Economics	4
BEB 1033	Microeconomics	3
BEB 1043	Macroeconomics	3
PEB 4003	Intermediate Microeconomics	3
PEB 4013	Intermediate Macroeconomics	3
BEB 2013	Malaysian Economics	3
PEB 4034	Knowledge Economy	4
PEB 4044	Pedagogy in Economics	4
	TOTAL	**27**

	MAJOR: COUNSELLING	
PCB 3004	Theories & Philosophy in Counselling	4
PCB 4004	Multicultural Counselling	4
PCB 3034	Communication & Ethics in Counselling	4
PCB 3014	Social Changes in Society	4
PCB 4024	Special Children & Family Counselling	4
PCB 4054	Counselling Laboratory	4
BGB2013	Human Resource Management	3
PCB 3024	Leadership in Counselling	4
	TOTAL	**31**

	MAJOR: LANGUAGE & LITERATURE	
PLB 3034	Morphology and Syntax	4
PLB 3014	Phonetics and Phonology	4
PLB 3004	An Introduction to Linguistics	4
PLB 4034	The Language Deficient Learner	4
PLB 4004	Teaching Listening & Speaking	4
PLB 4014	Teaching Reading & Writing	4
PLB 4024	The Teaching & Appreciation of Literature	4
PLB 3024	Language & Theatre	4
	TOTAL	**32**

	MAJOR: MATHEMATICS	
PMB 3004	Calculus	4
PMB 3014	Introduction to Linear Algebra	4
PMB 3024	Discrete Mathematics	4
PMB 4004	Modern Geometrics	4
PMB 4014	Introduction to Statistical Analysis	4
PMB 4034	Pedagogy in Mathematics	4
PMB 3034	Technology and Math Education	4
PMB 4024	Perspective in Mathematics	4
	TOTAL	**32**

FACULTY OF EDUCATION & SOCIAL SCIENCES

BACHELOR OF ENGLISH (HONS)		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULB 1143	Business Communication I	3
ULB 1153	Business Communication II	3
UGB 2013	Critical Thinking	3
UGB 0014	Basic Skills for Knowledge Worker	4
CSB 0014	Fundamentals of IT	4
ESB 1014	English Proficiency 1	4
ESB 1114	English Proficiency 2	4
ESB 1124	English Proficiency 3	4
MPW 2113	Bahasa Kebangsaan A	3
MPW 2133	Pengajian Malaysia	3
MPW2143 <u>or</u> MPW 2153	Pengajian Islam <u>or</u> Pendidikan Moral	3
UGB 1053	Study Skills	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	TOTAL	**43**
FACULTY CORE COURSES		
EGB 1013	Introduction to Language and Linguistics	3
ELB 1013	Introduction to Literature in English 1 (Short Stories and Novels)	3
ESB 2003	Creative Writing 1	3
	TOTAL	**9**
PROGRAMME CORE COURSES		
ETB 2011	Syntax and Morphology (A)	1
ETB 2022	Syntax and Morphology (B)	2
ELB 2013	Introduction to Literature in English 2 (Drama and Poetry)	3
EGB 2013	Academic and Professional Discourse	3
ESB 2013	Language and the Media	3
ETB 2013	English Phonetics and Phonology	3
ESB 2023	Language and Ideology	3
ELB 3013	Literacy and Second Language Acquisition Issues	3
ESB 3013	Language and Power	3
EGB 2413	Cultural Diversity And English	3
ESB 1013	Academic and Expository Writing	3
	TOTAL	**30**
	TOTAL CREDIT HOURS	**110**

FACULTY OF EDUCATION & SOCIAL SCIENCES

	MAJOR: TESOL	
ESB 3043	Language and Teaching Methodology	3
ESB 2033	Teaching Writing Skills	3
ESB 2043	Teaching Listening & Speaking Skills	3
ESB 2053	Teaching Reading Skills	3
ESB 3023	Language Testing & Evaluation	3
ESB 3033	Language Teaching Technology	3
ECB 2043	Psychology of Education	3
ESB 2063	Philosophy in Education	3
EDB 3016	Internship	6
	TOTAL	**30**

	MAJOR: LITERATURE	
ELB 2123	Greek Mythology	3
ELB 2023	Intro. to Literary Theory	3
ELB 2033	English Literature 1	3
ELB 2113	English Literature 2	3
ELB 3023	Creative Writing 2	3
ELB 3033	Advanced Academic writing	3
ELB 3043	Malaysian Literature in English	3
ELB 2043	Asian Literature in English	3
EDB 3026	Project	6
	TOTAL	**30**

FACULTY OF EDUCATION & SOCIAL SCIENCES

DIPLOMA IN EARLY CHILDHOOD EDUCATION		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW1113	Bahasa Kebangsaan	3
MPW1143 **or** MPW1153	Pengajian Islam **or** Pendidikan Moral	3
MPW1133	Pengajian Malaysia	3
UGD1013	Interpersonal and Communication Skills	3
UGD1023	Critical Thinking	3
UGD0013	Basic Skills for knowledge worker	3
ULC0013	English 1	3
ULC0123	English 2	3
ULD1133	English 3	3
	Ko-kurikulm 1	1
	Ko-kurikulm 2	1
	TOTAL	**29**
PROGRAMME CORE COURSES		
EEC1013	Introduction to Human Development	3
EEC1033	Thought and Knowledge Leadership	3
EEC2013	Fundamentals of Lifelong and Personal Development	3
EEC2023	Organisational Behavior: Social Science Perspective	3
SMD2013	Fundamentals of Human Resource Management	3
	TOTAL	**15**
MAJOR CORE COURSES		
EPC1013	Perkembangan Program Pendidikan Awal Kanak-Kanak	3
EPC1023	Prinsip Pembelajaran Awal Kanak-Kanak	3
EPC1033	Kurikulum Pendidikan Awal Kanak-Kanak: di Malaysia	3
EPC1043	Keluarga dan Komuniti dalam Pendidikan Awal Kanak-Kanak	3
EPC1053	Perkaedahan Pengajaran dan Pembelajaran Pendidikan Awal Kanak-Kanak	3
EPC1063	Pengurusan dan Pentadbiran Pendidikan Awal Kanak-Kanak	3
EPC1073	Penilaian dalam Pendidikan Awal Kanak-Kanak	3
EPC2013	Pendekatan Pengajaran Muzik	3
EPC2023	Pendekatan Pengajaran Bahasa dan Komunikasi	3
EPC2033	Perkaedahan Pengajaran Seni dan Kreatif Kanak-Kanak	3
EPC2043	Pendekatan Pengajaran Kognitif	3
EPC2053	Pendekatan Pengajaran Afektif	3
EPC2063	Pengurusan Kesihatan, Keselamatan dan Pemakanan dalam Pendidikan Awal Kanak-Kanak	3
EPC2073	Pengurusan dan Keusahawanan Pendidikan Awal Kanak-Kanak	3
EPC2814	Praktikum Pendidikan Awal Kanak-Kanak	4
	TOTAL	**46**
	TOTAL CREDIT HOURS	**90**

FACULTY OF EDUCATION & SOCIAL SCIENCES

FOUNDATION PROGRAMME IN MANAGEMENT		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULC0012	Basic English	2
ULC0013	English 1	3
ULC0123	English 2	3
UGC 0012	Information Searching and Retrieval	2
UGC 0014	Basic Skills for Knowledge Workers	4
SIC 0014	Fundamentals of Information Technology	4
	TOTAL	**18**
PROGRAMME CORE COURSES		
	Social Sciences	
SPC 0024	Introduction to Human Development	4
SEC 0014	Economics And Society	4
SSC 0004	Law and Society	4
SHC 0044	History and Human Civilization	4
SPC 0014	Understanding the Brain and Human Intelligent	4
	TOTAL	**20**
	Personal and Professional Development	
SKC 0004	Fundamentals of Lifelong Learning and Personal Development	4
SMC 0014	Fundamentals of Business and Management	4
	Mathematics and Statistics	
SNC 0014	Fundamentals of Statistics	4
	TOTAL	**12**
	TOTAL CREDIT HOURS	**50**

FACULTY OF INFORMATION TECHNOLOGY

BACHELOR OF INFORMATION SYSTEM (HONS)		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 2113	Bahasa Kebangsaan	3
MPW 2133	Pengajian Malaysia	3
MPW 2143 **or** MPW 2153	Pengajian Islam **or** Pendidikan Moral	3
UGB 1053	Study Skills	3
ULB 1173	Business Communication	3
ULC 1163	English for Academic Purposes	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	TOTAL	**20**
FACULTY CORE COURSES		
CSB 1023	Introduction to Information Systems	3
CQB 1013	Statistics	3
CFB 2003	Computer Ethics and Cyber Laws	3
CFB 3102	Advanced Issues in ICT	2
CNB 2103	Data Communication and Computer Networking	3
CNB 2143	Operating System	3
CNB 1103	Internet Programming	3
CEB 1143	System Analysis and Design	3
CQB 1003	Discrete Mathematics	3
CEB 2113	Object Oriented Programming	3
CEB 1003	Programming Principles and Techniques	3
CEB 2003	Software Project Management	3
CPB 2303	Minor Project	3
CPB 3904	Major Project	4
CFB 3106	Industrial Training	6
	TOTAL	**48**
PROGRAMME CORE COURSES		
BAB 2023	Cost & Management Accounting	3
BGB 1013	Principles of Management	3
BMB 2023	Entrepreneurship	3
CSB 1003	Database Analysis, Design and Modelling	3
CSB 1103	Database Implementation	3
CSB 3224	Decision Support System	4
CSB 3204	Knowledge Management	4
CSB 2103	Accounting Information Systems	3
CSB 2204	Strategic Information System	4
CSB 2214	Enterprise Application Integration	4
CSB 2113	E-Commerce	3
CSB 3214	Data Warehousing and Data Mining	4
CSB 3234	Database Administration and Management	4
CNB 1003	Computer Organization and Architecture	3
CSB 2003	Information Security	3
CEB 1023	Interactive Web Design	3
	TOTAL	**54**
	TOTAL CREDIT HOURS	**122**

FACULTY OF INFORMATION TECHNOLOGY

BACHELOR OF INFORMATION TECHNOLOGY (HONS)		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 2113	Bahasa Kebangsaan A	3
MPW 2133	Pengajian Malaysia	3
MPW 2143 **or** MPW 2153	Pengajian Islam **or** Pendidikan Moral	3
UGB 1053	Study Skills	3
ULB 1173	Business Communication	3
ULC 1163	English for Academic Purposes	3
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	TOTAL	**20**
FACULTY CORE COURSES		
CSB 1023	Introduction to Information Systems	3
CQB 1013	Statistics	3
CFB 2003	Computer Ethics and Cyber Laws	3
CFB 3102	Advanced Issues in ICT	2
CNB 2103	Data Communication and Computer Networking	3
CNB 2143	Operating System	3
CNB 1103	Internet Programming	3
CEB 1143	System Analysis and Design	3
CQB 1003	Discrete Mathematics	3
CEB 2113	Object Oriented Programming	3
CEB 1003	Programming Principles and Techniques	3
CEB 2003	Software Project Management	3
CPB 2303	Minor Project	3
CPB 3904	Major Project	4
CFB 3106	Industrial Training	6
	TOTAL	**48**
PROGRAMME CORE COURSES		
BAB 2023	Cost & Management Accounting	3
BGC 2113	Principles of Management	3
BMB 2023	Entrepreneurship	3
PMB 3004	Calculus	4
CSB 1133	Databases	3
CMB 2013	Multimedia System and Techniques	3
CNB 1003	Computer Organization and Architecture	3
CSB 2003	Information Security	3
CEB 1133	Human Computer Interaction	3
CEB 1123	Algorithms and Data Structures	3
CEB 2103	Software Engineering	3
	Specialization	24
	TOTAL	**58**
	TOTAL CREDIT HOURS	**123**

FACULTY OF INFORMATION TECHNOLOGY

SPECIALIZATION : INFORMATION SCIENCE		
CSB 3204	Knowledge Management	4
CSB 2234	Information Retrieval	4
CSB 2244	Artificial Intelligence and Intelligent System	4
CSB 2214	Enterprise Application Integration	4
CSB 3214	Data Warehousing and Data Mining	4
CSB 3234	Database Administration and Management	4
	TOTAL	**24**

SPECIALIZATION : COMPUTER NETWORKING		
CNB 2404	Distributed System	4
CNB 2414	Network Programming	4
CNB 2424	Wireless Network	4
CNB 3404	Network Security	4
CNB 3414	Parallel Computing	4
CNB 3424	Advanced Computer Networking	4
	TOTAL	**24**

SPECILIZATION : MULTIMEDIA		
CMB 3304	Virtual Reality	4
CMB 2314	Multimedia Programming	4
CMB 3314	Computer Gaming Technology	4
CMB 3324	Multimedia Development and Authoring	4
CMB 2304	Interactive Multimedia System	4
CMB 2324	Computer Graphic	4
	TOTAL	**24**

SPECIALIZATION : MEDICAL INFORMATICS		
CHB 2304	Introduction to Medical Informatics	4
CHB 2314	Ethics in Medical Informatics	4
CHB 2324	Medical Information System Design	4
CHB 3304	Systems	4
CHB 3314	Health Care Delivery & Organizational Models	4
CHB 3324	Sources of Medical Data	4
	TOTAL	**24**

SPECIALIZATION : COMPUTER FORENSIC		
CRB 2404	Computer Forensics, Crime and Justice	4
CRB 2414	Principles of Computer Forensics	4
CRB 2424	Computer Forensics Implementation	4
CRB 3404	Ethical Hacking	4
CRB 3414	Advanced Issues in Computer Forensics	4
CRB 3424	Legal and Aspects of Computer Forensics	4
	TOTAL	**24**

SPECIALIZATION : SOFTWARE ENGINEERING		
CEB2014	Software Architecture and Design	4
CEB2184	Web Engineering	4
CEB2234	Object Oriented Software Engineering	4
CEB3144	Software Testing and Maintenance	4
CEB3234	Software Quality and Metrics	4
CEB4144	Requirements Engineering	4
	TOTAL	**24**

FACULTY OF INFORMATION TECHNOLOGY

DIPLOMA IN INFORMATION TECHNOLOGY		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
MPW 1113	Bahasa Kebangsaan A	3
MPW 1133	Pengajian Malaysia	3
MPW 1143	Pengajian Islam	3
or	**or**	
MPW 1153	Pendidikan Moral	
UGD 0013	Basic Skills for Knowledge Workers	3
ULC 0013	English 1	3
ULC 0123	English 2	3
ULD 1133	English 3	3
	Co-curriculum 1	1
	Co-curriculum 2	1
	TOTAL	**23**
PROGRAMME CORE COURSES		
CBD 0013	Fundamentals of Business Organization & Mgt.	3
CSD 2014	Databases	4
CSD 0013	Fundamentals of Information Technology	3
CQD 0113	Fundamentals of Statistics	3
CMD 2014	Multimedia Systems and Techniques	4
CMD 0013	Fundamentals of Multimedia	3
CSD 1114	Internet Programme & E-Commerce	4
CND 2124	Data Communication & Computer Networking	4
CND 0013	Computer System & Organization	3
CND 0013	Fundamentals of Internet & Web Publishing	3
CED 3014	Human Computer Interaction	4
CED 1114	Algorithms & Data Structures	4
CED 2114	Object Oriented Programming	4
CED 3134	Software Quality & Testing	4
CED 1014	Programming Principles & Techniques	4
CED 2124	Systems Analysis & Design	4
CQD 0013	Fundamentals of Mathematics	3
CED 0013	Fundamentals of Programming	3
CPD 2316	Project Paper	6
or	**or**	
CFD 2316	Industrial Training	
	TOTAL	**70**
	TOTAL CREDIT HOURS	**93**

FACULTY OF INFORMATION TECHNOLOGY

FOUNDATION PROGRAMME IN INFORMATION TECHNOLOGY		
UNIVERSITY CORE COURSES		
Code	**Course Title**	**Cr. Hrs.**
ULC 0013	English 1	3
ULC 0123	English 2	3
MPW 1113	Bahasa Kebangsaan A	3
MPW 1133	Pengajian Malaysia	3
MPW 1143	Pengajian Islam	3
or MPW 1153	**or** Pendidikan Moral	
UGC 0014	Basic Skills for Knowledge Workers	4
	TOTAL	**19**
PROGRAMME CORE COURSES		
CBC 0014	Fundamentals of Business Organization & Mgt.	4
CSC 0024	Fundamentals of Database & Info. Systems	4
CSC 0014	Fundamentals of Information Technology	4
CNC 0014	Fundamentals of Internet & Web Publishing	4
CQC 0014	Fundamentals of Mathematics	4
CMC 0014	Fundamentals of Multimedia	4
CEC 0014	Fundamentals of Programming	4
CQC 0113	Fundamentals of Statistics	3
	TOTAL	**31**
	TOTAL CREDIT HOURS	**50**

FACULTY OF HOSPITALITY & TOURISM MANAGEMENT

BACHELOR OF SCIENCE IN FOOD CATERING MANAGEMENT (HONS)		
UNIVERSITY CORE COURSES		
Code	Course Title	Cr Hrs.
UQB3013	Business Communication 1	3
UQB3023	Business Communication 2	3
MPW2133	Pengajian Malaysia	3
MPW2113	Bahasa Kebangsaan	3
MPW2143	Pengajian Islam	3
MPW2153	Pengajian Moral	
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	Total	**17**
BUSINESS CORE COURSES		
Code	Course Title	Cr Hrs.
CIB2013	Fundamentals of Information Technology	3
UUB3013	Study Skills	3
	Total	**6**
FACULTY CORE COURSES		
Code	Course Title	Cr Hrs.
HYB2514	Hospitality Service Management	4
HYB3654	Statistical Techniques for Hospitality Industry	4
HYB3363	Hospitality Human Resource Management	3
HYB4744	Research Methodology in Hospitality & Tourism	4
	Total	**15**
PROGRAMME CORE COURSES		
Code	Course Title	Cr Hrs.
HYB3474	Hospitality Strategic Management	4
HBB4793	Project Paper	3
HBB4854	Practicum	4
HBB2153	Fundamental of Food Science	3
HCB2134	Fundamentals of Food Preparation (P)	4
HBB2513	Introduction to Food catering Industry	3
HBB2212	Introduction to Food Catering Management	2
HBB3143	Human Nutrition	3
HCB3323	Kitchen Sanitation and Safety	3
HBB3333	Strategic Menu Management	3
HCB3664	Quantity Food Production (P)	4
HBB3653	Marketing for Catering Business	3
HCB3343	Kitchen Planning and Design	3
HCB3554	Malaysian Cookery (P)	4
HBB3433	Food and Equipment Purchasing	3
HYB3643	Hospitality Financial Management	3
HBB4443	Food Inventory and Cost Control	3
HCB3734	Experimental Foods (P)	4
HBB4564	Food & Beverage Service in Catering Operations (P)	4
HBB4463	Catering Services Logistics and Distribution Systems	3
HBB4253	Food Catering Franchise	3
HBB4353	Food Labeling and Packaging	3
HBB4794	Foodservice Operational Analysis (P)	4
HBB3633	Catering Event Management	3
HBB4543	Contract Food Catering Business	3
	Total	**82**
	TOTAL CREDIT HOURS	**120**

FACULTY OF HOSPITALITY & TOURISM MANAGEMENT

BACHELOR IN HOSPITALITY MANAGEMENT (HONS)		
UNIVERSITY CORE COURSES		
Code	Course Title	Cr Hrs.
UQB3013	Business Communication 1	3
UQB3023	Business Communication 2	3
MPW2133	Pengajian Malaysia	3
MPW2113	Bahasa Kebangsaan	3
MPW2143	Pengajian Islam	3
MPW2153	Pengajian Moral	
	Co-Curriculum 1	1
	Co-Curriculum 2	1
	Total	**17**

BUSINESS CORE COURSES		
Code	Course Title	Cr Hrs.
BGB1013	Principles of Management	3
CIB2013	Fundamentals of Information Technology	3
UUB3013	Study Skills	3
	Total	**9**

FACULTY CORE COURSES		
Code	Course Title	Cr Hrs.
HUB1004	Hospitality Service Management	4
HUB2064	Statistical Techniques for Hospitality Industry	4
HUB2013	Hospitality Human Resource Management	3
HUB3214	Research Methodology in Hospitality & Tourism	4
	Total	**15**

PROGRAMME CORE COURSES		
Code	Course Title	Cr Hrs.
HUB1013	Hotel and Restaurant Industry Studies	3
HUB1033	Hospitality Organizational Behaviour	3
HUB1043	Hospitality Profit Planning	3
HUB1053	Legal Aspects of Hospitality Industry	3
HUB1063	Recreation and Leisure Studies	3
HUB1074	Economics for Hospitality Industry	4
HUB1014	Hospitality Service Marketing	4
HUB2014	Hospitality Environmental Management	4
HUB2034	Restaurant Management	4
HUB2044	Event Management for Hospitality Organizations	4
HUB2054	Hospitality Strategic Management	4
HUB3304	Seminar in Industry Perspective	4
HUB3313	Project Paper	3
HUB3404	Practicum	4
	Total	**50**
	TOTAL CREDIT HOURS	

PROGRAMME ELECTIVES COURSES (20)		
Code	Course Title	Cr Hrs.
HHB2014	Food Production Management (H)	4
HTB2014	Tourism Principles and Practices (T)	4
HHB2024	Housekeeping Operational Analysis (H)	4
HTB2204	Customer Relations Management for Tourism(T)	4
HHB3014	Food and Beverage Management (H)	4
HTB3004	Tourism Destination Development & Analysis (T)	4
HHB3024	Front Office Operational Analysis (H)	4
HTB3114	Travel and Tour Guiding (T)	4
HHB3034	Hospitality Purchasing & Supply Mgt (H)	4
HTB3024	Sustainable Tourism (T)	4
	Total	**40**
	TOTAL CREDIT HOURS	**111**

FACULTY OF HOSPITALITY & TOURISM MANAGEMENT

DIPLOMA IN TOURISM MANAGEMENT		
UNIVERSITY CORE COURSES		
Code	Course Title	Cr Hrs.
UQF0113	English 1	3
MPW 1143	Pengajian Islam	3
MPW 1153	Pendidikan Moral	
UQF 0123	English 2	3
MPW 1113	Bahasa Kebangsaan A	3
MPW 1123	Bahasa Kebangsaan B	
UQF 0133	English 3	3
MPW 1133	Pengajian Malaysia	3
UQD 1013	Foreign Language 1	3
UQD 2023	Foreign Language 2	3
UQD 2143	English for Specific Purposes	3
	Total	**27**
BUSINESS CORE COURSES		
Code	Course Title	Cr Hrs.
BGC 1113	Principles of Management	3
BRC 1013	Principles of Marketing	3
BAC 1013	Principles of Accounting	3
BGC 1013	Human Resource Management	3
	Total	**12**
FACULTY CORE COURSES		
Code	Course Title	Cr Hrs.
HID1033	Computer Applications for Hospitality Industry	3
HUD1004	Hospitality Business Operations	4
HMD2513	Legal Aspects in Hospitality Industry	3
HTD1013	Introduction to Tourism Industry	3
HTD2523	Financial Aspects of Tourism	3
	Total	**16**
PROGRAMME CORE COURSES		
Code	Course Title	Cr Hrs.
HTD1404	Ticketing and Reservation	4
HTD1134	Travel and Tourism Geography	4
HTD1203	Recreational and Leisure Management	3
HTD2023	Hospitality Advertising and Promotion	3
HTD2413	Cultural Studies	3
HTD2413	Tourism Behavioural Studies	3
HTD2403	Meeting, Incentive, Conference and Event Management for Tourism	3
HUD2002	Hospitality Work Ethics	2
HTD2513	Tourism Destination Development	3
HPD1904	Industrial Training	4
HTD3204	Tourism Project	4
	Total	**36**
	TOTAL CREDIT HOURS	**91**

NOTE:

FOREIGN LANGUAGE 1 COURSES		
Code	Course Title	Cr Hrs
UQD1013	Basic French (Foreign Language 1)	3
UQD1033	Basic German (Foreign Language 1)	3
UQD1053	Basic Arabic (Foreign Language 1)	3
UQD1073	Basic Japanese (Foreign Language 1)	3
UQD1093	Basic Spanish (Foreign Language 1)	3
UQD1113	Basic Mandarin (Foreign Language 1)	3
FOREIGN LANGUAGE 2 COURSES		
Code	Course Title	Cr Hrs
UQD2023	French for Hospitality (Foreign Language 2)	3
UQD2043	German for Hospitality(Foreign Language 2)	3
UQD2063	Arabic for Hospitality(Foreign Language 2)	3
UQD2083	Japanese for Hospitality(Foreign Language 2)	3
UQD2103	Spanish for Hospitality(Foreign Language 2)	3
UQD2123	Mandarin for Hospitality(Foreign Language 2)	3

FACULTY OF HOSPITALITY & TOURISM MANAGEMENT

DIPLOMA IN FOODSERVICE MANAGEMENT		
UNIVERSITY CORE COURSES		
Code	Course Title	Cr Hrs.
UQF0123	English 1	3
MPW 1143	Pengajian Islam	3
MPW1143	Pendidikan Moral	
UQF0123	English 2	3
UQF0133	English 3	3
MPW1113	Bahasa Kebangsaan A	3
MPW1123	Bahasa Kebangsaan B	
MPW1133	Pengajian Malaysia	3
UQD2143	English for Specific Purposes	3
	Total	**21**
BUSINESS CORE COURSES		
BGD1013	Principles of Management	3
BRD1013	Fundamental of Marketing	3
BAD1013	Fundamental of Accounting	3
BGD2053	Human Resource Management	3
	Total	**12**
FACULTY CORE COURSES		
Code	Course Title	Cr Hrs.
HID1033	Computer Applications for Hospitality Industry	3
HUD1004	Hospitality Business Operations	4
HMD2513	Legal Aspects in Hospitality Industry	3
HUD1022	Introduction to Hospitality Industry	2
HAD2603	Hospitality Management Accounting	3
	Total	**15**
PROGRAMME CORE COURSES		
Code	Course Title	Cr Hrs.
HCD1023	Fundamentals of Food	3
HCD1404	Eastern and Western Cuisine	4
HFD1003	Foodservice Sanitation	3
HHD1143	Food and Beverage Service Operations	3
HFD2054	Bakery	4
HFD2503	Human Nutrition	3
HHD1153	Purchasing and Cost Control	3
HFD1103	Professional Housekeeping	3
HFD2514	Commercial Cookery	4
HUD2002	Hospitality Work Ethics	2
HFD2543	Foodservice Management	3
HPD1904	Industrial Training	4
HFD3054	Foodservice Project	4
	Total	**43**
	TOTAL CREDIT HOURS	**91**

FACULTY OF HOSPITALITY & TOURISM MANAGEMENT

DIPLOMA IN HOTEL MANAGEMENT		
UNIVERSITY CORE COURSES		
Code	Course Title	Cr Hrs.
UQF0113	English 1	3
MPW1143	Pengajian Islam	3
MPW1153	Pendidikan Moral	
UQF0123	English 2	3
MPW1113	Bahasa Kebangsaan A	3
MPW1123	Bahasa Kebangsaan B	
UQF0133	English 3	3
MPW1133	Pengajian Malaysia	3
UQD1013	Foreign Language 1	3
UQD2023	Foreign Language 2	3
UQD2143	English for Specific Purposes	3
	Total	**27**
BUSINESS CORE COURSES		
Code	Course Title	Cr Hrs.
BGD1013	Principles of Management	3
BRD1013	Principles of Marketing	3
BAD1013	Principles of Accounting	3
BGD2053	Human Resource Management	3
	Total	**12**
FACULTY CORE COURSES		
Code	Course Title	Cr Hrs.
HID1033	Computer Applications for Hospitality Industry	3
HUD1004	Hospitality Business Operations	4
HMD2513	Legal Aspects in Hospitality Industry	3
HUD1022	Introduction to Hospitality Industry	2
HAD2603	Hospitality Management Accounting	3
	Total	**15**
PROGRAMME CORE COURSES		
Code	Course Title	Cr Hrs.
HHD1504	Food and Beverage Production	4
HHD1143	Food and Beverage Service	3
HHD1004	Housekeeping Practices	4
HHD2104	Front Office Management	4
HHD1153	Purchasing and Cost Control	3
HHD2103	Hotel Management	3
HHD2253	Hotel Environment Management	3
HUD2002	Hospitality Work Ethics	2
HHD2303	Hotel Maintenance	3
HPD1904	Industrial Training	4
HHD3204	Hotel Project	4
	Total	**37**
	TOTAL CREDIT HOURS	**91**

FACULTY OF HOSPITALITY & TOURISM MANAGEMENT

DIPLOMA IN CULINARY ARTS

UNIVERSITY CORE COURSES

Code	Course Title	Cr Hrs.
UQF0113	English 1	3
MPW1143	Pengajian Islam	3
MPW1153	Pendidikan Moral	
UQF0123	English 2	3
MPW1113	Bahasa Kebangsaan A	3
MPW1123	Bahasa Kebangsaan B	
UQF0133	English 3	3
MPW1133	Pengajian Malaysia	3
	Total	**18**

BUSINESS CORE COURSES

Code	Course Title	Cr Hrs.
BGD1013	Principles of Management	3
BRD1013	Principles of Marketing	3
BAD1013	Principles of Accounting	3
BGD2053	Human Resource Management	3
	Total	**12**

FACULTY CORE COURSES

Code	Course Title	Cr Hrs.
HID1033	Computer Applications for Hospitality Industry	3
HUD1004	Hospitality Business Operations	4
HMD2513	Legal Aspects in Hospitality Industry	3
HUD1002	Introduction to Hospitality Industry	2
HTD2023	Hospitality Management Accounting	3
	Total	**15**

PROGRAMME CORE COURSES

Code	Course Title	Cr Hrs.
HCD1023	Fundamentals of Food	3
HCD1214	Basic Cookery	4
HCD2154	Hotel Cookery	4
HCD2513	Foodservice Sanitation	3
HCD2053	Pastry and Cake Making	3
HHD1143	Food and Beverage Service Operations	3
HCD2523	Garde Manger Artistry	3
HCD2503	Restaurant Management	3
HHD1153	Purchasing and Cost Control	3
HCD2304	Food Innovations and Design	4
HCD2203	International Cuisine	3
HCD2543	Foodservice System Management	3
HPD1904	Industrial Training	4
HCD3024	Culinary Business Project	4
	Total	**47**
	TOTAL CREDIT HOURS	**92**

[These Rules and Regulations pertaining to Examinations are made according to the provisions provided for under the Academic Regulations]

EXAMINATION RULES AND REGULATIONS

RULES AND REGULATIONS FOR CANDIDATES

1. Only candidates who are registered for the course and are not disqualified from the examination or any part thereof are allowed to enter the examination hall/room.

2. No candidate is allowed to present himself/herself for any examination later than thirty (30) minutes after the commencement of the examination.

3. Candidates are strictly prohibited from bringing into the examination hall/room any of the following: bags, handbags, pencil cases, printed materials, files, mobile phones, 'programmable calculator' or any other device or equipment.

4. Candidates are not allowed to bring out of the examination hall/room any answer books (used or unused) and question papers in cases where answers are written on the question paper itself.

5. Candidates are not allowed to communicate with one another in any manner while the examination is in progress. Candidates who wish to communicate with invigilators shall raise their hands.

6. Candidates are not allowed to leave the examination hall/room within half an hour after the examination has commenced and within the last fifteen minutes before the end of the examination.

7. In ordinary circumstances, candidates are not allowed to be given any additional time except if allowed by the Dean of the respective Faculty.

8. Candidates must observe and obey all instructions given by the Chief Invigilator or invigilators during the conduct of the examination.

INSTRUCTIONS TO CANDIDATES

1. No candidate shall be admitted to a University examination unless he/she has been duly registered for the course.

2. Candidates are advised to go through the examination timetable carefully. Any additional instructions or change to the timetable will be displayed on the notice board.

3. Only candidates with valid Matriculation Cards and Course Confirmation Slips will be allowed into the examination hall/room. Candidates without Matriculation Cards and Course Confirmation Slips will not be allowed into the examination hall/room unless some proof of identification is produced.

4. Candidates are required to bring the registration confirmation slip as proof of eligibility to sit for the examination.

5. Candidates who are absent without any legitimate reason or are barred from any examination shall be deemed to have failed the examination;

6. Once candidates have taken their seats they must:

    i. Fill in the attendance slips and leave them on the right-hand corner of the examination table;

    ii. Place their Matriculation Cards and registration confirmation slips on top of the attendance slip for the Invigilator's inspection.

7. Candidates must fill in all information required (e.g. Matriculation no., section no., desk no., examiner's name, etc) on the cover page of every answer book used. Candidates are not permitted to write their names on the answer books.

8. Candidates must follow all instructions printed on the answer book. All rough work must be done on the answer book or draft paper provided by Examination Unit. All answer books,

whether used or unused, must be left behind in the examination hall. Candidates must never take out any answer book/question paper on which the answer is written.

9. Writing pads, booklets, pieces of paper, pictures, purses or handbags or any other article on which writing is possible cannot be brought into the examination hall except for stationery that is permitted by the Chief Invigilator. While in the examination hall/room, candidates must not receive books, papers, booklets or pictures of any kind from anyone, but they may receive these items from Invigilators authorized to do so by the Chief Invigilator.

10. The Chief Invigilator/Invigilator in-attendance will announce the end of an examination. After the announcement, all candidates must stop writing.

11. Candidates are responsible for placing all examination scripts on their tables or as specified by the Chief Invigilator at the end of the examination for collection by the Invigilators. Any misplaced scripts will not be accepted for marking.

HEALTH/EMERGENCIES

1. A Student missing an examination because of ill-health or unforeseen emergencies must submit official evidence to the Academic Administration Department/Academic Coordinator/ Academic Manager within one (1) week of the date of absence from examination.

2. The University will accept only medical reports (not medical certificates) issued by medical officers authorized by the University.

3. Students falling sick outside Selangor and the Federal Territory must notify the Examination Unit of the full address of the clinic/hospital where treatment was sought within 24 hours before or after the examination day.

4. *Students who are unable to attend an examination under normal conditions because of illness, misadventure, or other extenuating circumstances, will have to sit for the final examination in the subsequent semester when the course is offered. (Clause 3.5, sub clause3.5.2 is applicable)*

GENERAL PROVISION

1. **Examination Supervision**

   During the examination, the Dean shall be referred to on issue(s) raised related to question papers while the Head or Representative of the Academic Administration Department shall be referred to on matters related to the organization and coordination of the examination.

2. **Venue for Examination**

   The venue of the examination shall be as notified in the examination timetable.

3. **Invigilating Arrangement**

   Examination Attendants will be provided to help in the distributing of answer books, question papers, reference materials (if any) and any other stationery which has been approved by the examiners before the examination. At the end of the examination they will help in the collection of the materials as instructed by the Invigilator.

   Examination Attendants are not given any supervisory role, except when authorized by the Chief Invigilator.

4. **Identification**

   All officers and staff on duty must wear a nametag whenever they are in the examination hall.

5. **References**

   A reference file which contains the following documents shall be made available at every examination venue:

   a. Examination Timetable

   b. Invigilation Timetable

   c. Notes for Invigilators

   d. Administrative Order on the Conduct of Examination

6.   **Question Papers**

   a.   The Chief Invigilator shall be responsible for the collection of the question papers (except for courses handled by the individual examiners themselves) from the Examination Unit at the examination Operation Room at least forty (40) minutes before the examination is due to commence.

   b.   On every envelope, the following details shall be recorded:

      i.   Details of the question paper (code, course title, examiner, section);

      ii.   Number of candidates;

      iii.   Examination venue and time.

7.   **Answer Books**

   a.   Initially, answer books shall be distributed to every candidate as specified by the examiners and subsequently an additional answer book will be issued upon request.

   b.   The Chief Invigilator has to ensure that the number of answer books collected matches with the number of candidates sitting for that paper. The respective examiner will have to officially acknowledge receiving the respective answer books by signing the receipt form. Where the examiner is unable to collect the answer books, the Dean or his/her authorized representative will officially acknowledge collecting such answer books from the Chief Invigilator.

   c.   In cases where the number of collected examination scripts does not match with the number of students, it is the responsibility of the Chief Invigilator to write immediately a full report of the incident to the Head of the Academic Administration Department.

8.   **Seating Arrangements**

   In an examination hall/room where more than one paper is being examined at the same time, separate seating arrangements will be made. For some papers a fixed seating arrangement will be included in the Reference File. The Chief Invigilator shall be responsible for giving the appropriate instructions to all the candidates before the commencement of the examination.

9.   **Medical Treatment**

   The Chief Invigilator must contact the Head or Representative of the Academic Administration Department immediately if there is any candidate who requires medical treatment.

10.   **Provision of Materials**

   The following materials/stationery will be provided by the Academic Administration Department at every examination venue:

   a.   Paper clips;

   b.   Staples;

   c.   String;

   d.   Punchers.

RESPONSIBILITIES AND DUTIES OF INVIGILATORS

1.   **Responsibilities of Invigilators**

   The Chief Invigilator and other Invigilators are appointed by and are responsible to the Deputy President and regulate examinations that are scheduled in the University as specified in the appointment letter.

2.   **Duties of the Chief Invigilators**

   The duties of the Chief Invigilator are as follows:

   a.   To collect question papers from the Examination Unit forty (40) minutes before the start of an examination;

b.   To carry out general supervision of an examination for courses assigned and to ensure that the examination runs smoothly and effectively;

c.   To ensure that there shall be no cheating, copying or conduct by candidates in violation of University Regulations, and to act immediately on candidates found cheating, copying or breaching any of the examination regulations during the course of the examination;

d.   To supervise all invigilators under his/her control and to note their attendance;

e.   To remind all candidates of the rules and regulations imposed upon them while taking the examination and to make all necessary announcements to candidates;

f.   To ensure the correct identity of all candidates in accordance with the attendance sheet provided;

g.   To record the attendance of the candidates in the mark sheet;

h.   To be in control of any incident which may occur during the examination;

i.   To announce the last 15 minutes of the examination period;

j.   To instruct the candidates to stop writing when the examination time is over;

k.   To ensure that the examiners of the respective papers count and officially acknowledge receiving the examination scripts by completing and signing the receipt form provided by the Examination Unit;

l.   To complete the "Chief Invigilators' Report" form which shall be submitted to the Examination Unit within 24 hours;

m.   To perform any other duties as may be stipulated by the Deputy President

3.   **Duties of the Invigilators**

The duties of the invigilators are as follows:

a.   To assist the Chief Invigilator in the conduct and supervision of the examination;

b.   To report for duty to the Chief Invigilator at the prescribed time to receive instructions;

c.   To collect answer booklets and relevant materials from the Exam Unit at least 30 minutes before the examination session begins;

d.   To check the candidates on entering and leaving the examination hall/room;

e.   To inspect and examine the Matriculation Cards of candidates;

f.   To collect the attendance slips which have been correctly filled up and check attendance against the attendance sheet. Any absentee has to be immediately reported to the Chief Invigilator;

g.   To hand over the Attendance Slips to the Chief Invigilator for his/her inspection;

h.   To supervise candidates closely during all examinations and provide services as necessary;

i.   To supervise strictly any candidate who is given permission to leave the examination hall/room for any reasonable purpose;

j.   To ensure the peace and order of the examination hall/room;

k.   To report to the Chief Invigilator incidents of illness or breach of examination regulations;

l.   To help the examiner to count the examination scripts;

m.   To perform such other duties as may be stipulated by the Chief Invigilator.

4.   **Arrival for Invigilators**

The Chief Invigilators and invigilators must report for duty at the Examination hall/room not later than half an hour before the scheduled time for each examination.

PROCEDURES

1. **Distribution of Question Paper**

   Invigilators must ensure that:

   a. The correct question papers are distributed to the correct section and candidates;

   b. Each copy of the question paper shall be placed upside down on top of each examination table;

   c. Extra copies of the question paper shall be put into the original envelope and handed over to the Chief Invigilator.

2. **Admission of Candidates**

   The Chief Invigilator shall:

   a. Ensure that invigilators have taken their places as directed before the start of the examination;

   b. Call in candidates to take their respective places in the examination hall 10 minutes before the commencement of the examination.

3. **Checking the Candidates on Entry and Leaving**

   Invigilators shall:

   a. Take their position at the entrance(s) to the hall/room not later than ten minutes before the examination commences;

   b. Ensure that candidates enter one by one when the instruction is given;

   c. Ensure that every candidate who enters possesses a Matriculation Card and **Course Confirmation Slip**. A candidate without a card and course confirmation slip shall not be allowed to enter, and this matter has to be reported to the Chief Invigilator for further action according to his/her direction;

   d. Ensure that every candidate who enters does not bring along with him/her any book, paper, booklet, picture, purse or handbag. Any candidate who brings these items has to leave such items outside the examination hall/room. Pens, pencils, rulers, drawing instruments can be brought into the examination hall/room;

   e. Take their position at the door of the examination hall/room when the instruction to stop writing is given;

   f. Ensure that candidates on leaving the examination hall/room do not bring along with them any answer books (used or unused) that have been distributed during the examination.

4. **Checking Candidates' Matriculation Cards**

   Invigilators shall be responsible for the following:

   a. To check the similarity between a candidate's appearance and the photo attached to the Matriculation Card;

   b. To check the Matriculation Card number against the number on the attendance sheet.

5. **Checking of Attendance**

   Invigilators shall be responsible for the following:

   a. To collect the attendance slips from candidates;

   b. To arrange these attendance slips, in ascending order, according to Matriculation Card number;

   c. To mark the attendance sheets by using the attendance slips as a reference;

   d. To report the names of candidates who are absent to the Chief Invigilator;

e. To hand over to the Chief Invigilator the attendance slips and attendance sheets that have been checked.

6. **Counting the Examination Scripts**

Invigilators shall be responsible for collecting the examination scripts from the candidates' tables and for counting them.

INSTRUCTION TO EXAMINERS

1. The respective examiner of each paper must be present for the first 30 minutes of the examination to answer any queries related to the question paper.

2. The examiner or his representative with written permission from the Dean/Head of Department must be present at the end of each examination to collect the examination scripts.

3. The examiner or his authorized representative will count the examination scripts and officially acknowledge the collection by signing the receipt form.

4. Examiners of papers shall not give away answers to candidates or act in any manner to assist candidates in answering their papers. This shall not prevent examiners from giving clarification of any errors in their papers.

DISCIPLINARY ACTION AGAINST BREACH OF RULES AND REGULATIONS BY CANDIDATES

1. Any act of cheating or attempting to cheat, or any act of copying or attempting to copy in any examination or any act to cause or attempt to cause leakage of examination question or part thereof is a serious offence. The maximum penalty imposed on candidates found guilty of this offence is dismissal from the University.

2. Any breach of examination instructions, rules and regulations or parts thereof is a serious disciplinary offence, and candidates found guilty of such an offence shall be subject to an immediate disciplinary penalty.

PUNISHMENT

1. If a Student has been found violating any one of the rules and regulations of the examination and, after disciplinary enquiry proceedings, has been found guilty, the Senate can decide on any one of the penalties, or a combination of two or more of the penalties listed below:

   a) To award **ZERO (0)** for the overall result of the examination of the particular subject (including the course work).

   b) To award **ZERO (0)** for all subjects registered in the semester.

   c) To suspend the student for any duration deemed appropriate by the Chairman of the Senate. The number of semester(s) suspended will be counted as part of the total number of semesters that the student has to complete his studies.

2. Students who violate the regulations may also face disciplinary action under the University and College University Act 1971 and the University Students' Regulations.

CANCELLATION OF EXAMINATION

1. 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 President/ Deputy President / Vice President/Dean.

2. The Academic Administration Department will then announce the new time and date for the examination.

EXAMINATION RESULTS

The final examination results will be announced by the Academic Division after the results have been approved by the Senate following endorsement by the Faculty/School/ Centre/College Board of Examiners.

PROCEDURE FOR APPEAL OF FINAL EXAMINATION MARKS

In case a student wishes to appeal against the grade which he/she has obtained, he/she shall:

1. Fill out a form requesting for a review of the final examination marks within two (2) weeks after the course Grade is released.

2. Pay a fee as determined in the Student Financial Handbook.

3. Submit the request with the receipt voucher attached to the Faculty/School/ Centre/College Dean/Director

4. The Faculty/School/Centre/College Dean/Director shall form a committee to review the exam paper and the student's answers, and to recalculate the marks.

5. After the committee completes its task it shall fill out a special form in order to record the result of the new evaluation.

The result shall be announced by the Academic Division after the result has been approved by Senate upon the recommendation of the Faculty/School/Centre/College.

COGNIZANCE OF EXAMINATION RULES

Every student will be deemed to have both understood and accepted these examination rules and regulations.