

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**

**UNIVERSITY OF MALAYA CONSTITUTION 2010**

**UNIVERSITI MALAYA (FOUNDATION STUDIES)  
REGULATIONS 2024**

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REGULATIONS 2024**

In the exercise of the powers conferred by Rule 20 of the Universiti Malaya (Foundation Studies) Rules 2024, the Senate makes the following regulations:

**PART I  
PRELIMINARY**

**1. Name, Commencement and Application**

(1) These regulations are cited as the University of Malaya (Foundation Studies) Regulations 2024 and shall come into force from the Academic Session 2024/2025.

(2) These regulations shall apply to all students of the Foundation Studies programme EXCEPT students pursuing the Special Preparatory Programme (Japan).

(3) Notwithstanding anything stated under these rules and regulations, the method of implementation for the Foundation Studies programme that will be used by the University shall be read together with the fundamentals, policy, guidelines, procedure, and/or other requirements by the University from time to time

**PART II  
APPLICATION FOR ADMISSION**

**2. Advertisement and Admission**

(1) The University's Foundation Studies programme shall be advertised from time to time by the relevant authority.

(2) Admission into any Foundation Studies programme shall be made in accordance with the procedures prescribed by the relevant authority.

**3. Admission Requirements**

(1) An applicant who is a Malaysian citizen and wishes to pursue the Foundation Studies programme at the Universiti Malaya needs to fulfil the following requirements:

(a) General requirements of the University as prescribed by the Malaysian Ministry of Education;

And

(b) Special requirements of the programme as prescribed by the Senate from time to time.

(2) An applicant who is not a Malaysian citizen who wishes to pursue the Foundation Studies programme at the University needs to fulfil the requirements as prescribed by the University.

(3) Notwithstanding the conditions stated in sub-regulations (1) and (2) above, under certain circumstances, the admission of a student is subject to the decision of the Senate upon the recommendation of the Committee for the Admission Selection of the Academy/Centre concerned.

#### **4. Other Requirements**

An applicant needs to confirm the acceptance of the offer within the period determined by the University. The validity period of an offer of admission is as stated in the offer of admission document. Upon expiry of the said period, the offer shall lapse if the candidate fails to report himself.

#### **5. Deferment in Registration of Programme of Study for New Students**

(1) Deferment of registration for a programme of study can only be considered based on medical reasons or for any other reason which is acceptable at the discretion of the University.

(2) The application to defer the registration of a programme of study shall be made by the applicant in writing to the Deputy Vice-Chancellor concerned accompanied by a medical report or other related supporting documents.

(3) Deferment of registration for a programme of study may be allowed for a period of (1) Academic Session. This period of deferment will not be considered as part of the duration of the determined study period.

(4) The offer shall lapse should the applicant fail to register in the session that has been prescribed.

(5) Students who have completed the course registration are not allowed to apply for deferment of initial registration.

(6) An applicant who is allowed to defer registration for his programme of study will not be considered as a registered student and is not entitled to use any of the facilities provided by the University.

### **PART III** **REGISTRATION**

#### **6. Course Registration**

(1) A student is required to register for his course in accordance with the programme of study as prescribed by the Academy/Centre and approved by the Senate.

(2) Registration for any course must be completed before the semester starts. Any student who does not complete his registration within the duration prescribed will not be allowed to pursue the course concerned.

(3) Registration for a course with pre-requisite is only allowed after the student has passed the prescribed pre-requisite course by obtaining at least a grade C.

(4) A student is responsible to check and ensure that the course code that is registered for is correct. At the end of the prescribed period, the courses that are registered for are considered final and no further changes are allowed.

(5) A student who does not register within the stipulated period for the semester concerned will be recorded as Not Registered.

(6) A student who fails to register within the stipulated period will cease to be a student and terminated from his studies.

(7) Registration for any course is strictly not allowed under the following circumstances:

- (a) registration which is backdated.
- (b) registration after the examination week has commenced.
- (c) simultaneous registration for pre-requisite courses.

(8) Notwithstanding anything that is stated under Regulation 6, in certain circumstances, the Deputy Vice-Chancellor concerned may decide otherwise.

## **7. Attendance in Programme of Study**

(1) It is compulsory for a student to attend all teaching and learning activities related to his programme of study.

(2) A student who does not attend any teaching and learning activities is required to inform to his teacher the reason for his absence and submit the relevant supporting documents immediately. The teacher shall inform the student of the consequences of being absent and is responsible to keep the records of the notification and class attendance.

## **8. Withdrawal from A Course**

A student is not allowed to withdraw from any course that he has registered for.

## **9. Withdrawal from Semester**

(1) "Withdrawal from a semester" means withdrawal from all courses registered for the semester concerned.

(2) A student is only allowed to withdraw from a semester based for medical reasons only.

(3) Applications for withdrawal from the semester must be made to the Dean/Executive Director of the Academy/Centre within the permitted period according to any prescribed method for consideration and approval.

(4) Details of withdrawal from a semester is stated below:

| Category       | Semester         | Fees | Duration of Study      | Grade Obtained  |
|----------------|------------------|------|------------------------|-----------------|
| Medical Reason | Week 1-7         | No   | Not taken into account | *Record deleted |
|                | Week 8 and above | Yes  | Not taken into account | W1 Grade        |

\*Note: Record refers to course registration

(5) Application for withdrawal from a semester due to medical reasons made before the seventh lecture week of a semester may be approved subject to a medical report issued by a Registered Medical Practitioner of the Universiti Malaya Clinic/panel clinic/government hospital/teaching hospital/ Universiti Malaya Medical Centre/Private Medical Centre. If approved, the fees will not be charged and record for the course concerned will be deleted.

(6) A student who withdraws from a semester is required to repeat the semester during the next academic session.

(7) A student is not permitted to withdraw from a semester after the seventh lecture week except for medical reasons which is supported by a medical report that is issued by a Registered Medical Practitioner of the Universiti Malaya Clinic/panel clinic/government hospital/teaching hospital/ Universiti Malaya Medical Centre/Private Medical Centre. The application shall be made to the Deputy Vice-Chancellor concerned through the Dean/Executive Director of the Academy/Centre for consideration and approval. If the application is approved, the fees will be charged and the course concerned will be recorded as Grade W1.

(8) If the application for withdrawal from a semester is not approved, the student shall be required to continue with his studies for the semester concerned. Failure of the student to continue with his studies may result in the student being given a Grade F for all registered courses.

(9) A student who stops attending learning and teaching activities without officially withdrawing from a course may be given a grade F and this is recorded in the student's official record for the course concerned.

(10) Withdrawal from a semester based on any of the reasons stated below is not allowed:

- (a) performance of the student is not satisfactory for any of the courses;
- (b) insufficient preparation for the course concerned; or
- (c) dissatisfaction towards any of the course.

(11) Withdrawal from a semester is not allowed once the examination period for the semester concerned has commenced.

(12) Notwithstanding anything stated in Regulation 9, in certain circumstances, the Deputy Vice-Chancellor concerned may decide otherwise.

## **10. Withdrawal from Programme of Study**

(1) "Withdrawal from Programme of Study" means withdrawal from the programme of study that is currently being undertaken by the student.

(2) Application for withdrawal from the programme of study is to be made officially to the Deputy Vice-Chancellor concerned through the Dean/Executive Director of the Academy/Centre and the decision of the University is final.

(3) The approval of the withdrawal application from the programme of study is subject to the student clearing all fees and other payments as stated in Part IV of these regulations.

(a) Applications for fee refunds by students who have been approved for Withdrawal from the Programme of Study are NOT ALLOWED except:

- (i) The application for withdrawal from the programme of study is made within one (1) month from the date of registration; and
- (ii) Fee refunds are for fees other than entry fees.

(b) For any courses registered in the semester where a student has obtained the withdrawal approval for his/her programme of study, these courses are to be recorded as Grade W2.

(4) A withdrawal application from an approved programme of study cannot be withdrawn by the student.

## **11. Termination of Programme of Study due to Medical Reason/Psychological Treatment/Psychiatric Treatment/Chronic Disease**

A student, whose withdrawal from a semester has been approved based on medical reasons for two (2) semesters consecutively may be terminated from his programme of study for the relevant session upon being certified by a Registered Counselor/Registered Medical Practitioner from the Universiti Malaya Clinic/government hospital/teaching hospital/Universiti Malaya Medical Centre/Private Medical Centre after the student's case has been re-examined by any specialist or a Registered Medical Practitioner.

## **12. Change of Programme of Study**

(1) A student who has registered for a programme of study that was offered is not allowed to change his programme of study.

(2) Notwithstanding anything stated in sub-regulation (1) above, in certain circumstances, a student may apply for a change in the programme of study to the Deputy Vice-Chancellor concerned latest by the first lecture week of the first semester of his study.



(3) Consideration for the application for a change of programme of study is subject to the following conditions:

- (a) fulfills the special admission requirements of the new programme of study applied for and other requirements as determined by the University from time to time;
- (b) there is availability for the applied programme;
- (c) allowed only once throughout the duration of his study at the University;
- (d) has not been convicted of any disciplinary action; and
- (e) has obtained the recommendation from Dean/Executive Director of the Academy/Centre.

(4) Students who have received approval for a change of programme of study must register to follow the new programme of study in the same semester.

#### **PART IV** **PAYMENT**

### **13. Fees and Other Payments**

(1) A student shall pay all fees and other payments due to the University at the time of initial registration of every semester except where he has been exempted from any fee or payment or both.

(2) A student who fails to pay any fees or any other payments or any part of the fees or other payment due to the University will be subjected to any one or a combination of the following actions:

- (a) will not be allowed to register for the following semester; and
- (b) examination results, academic transcripts or the degree scroll will not be issued to the student.

#### **PART V** **MATTERS CONCERNING THE STRUCTURE OF PROGRAMME OF STUDY**

### **14. Structure of Programme of Study**

The structure of programme of study for each programme shall be determined by the Academy/Centre and approved by the Senate.

### **15. Duration of Completion of Programme of Study**

The duration to complete a programme of study is given in Schedule A.

## **16. Offer and Completion of Course**

- (1) The calculation of credits for any course is based on the actual student learning time comprising of all teaching and learning activities that are required to achieve the prescribed course learning outcomes. Credit value for each course is determined based on the calculation where 40 notional learning hours is equivalent to one (1) credit.
- (2) Courses offered in any semester will be determined by the Academy/Centre.
- (3) The offer of a new course may only be made upon obtaining the approval of the Senate.
- (4) Any amendment to the Code, Title, Credit, Course Learning Outcome and Assessment Weightage for an existing course may only be implemented after obtaining the approval from the Senate.
- (5) Retrospective offers and amendments to a course are not allowed.
- (6) Every course offered shall be conducted, completed, and assessed within one (1) semester. Only certain courses which have obtained prior approval from the Senate may be permitted to be conducted for a period exceeding one (1) semester and completed in two (2) semesters.

## **17. Programme External Assessor**

- (1) Programme External Assessors shall be appointed for each academic programme by the Deputy Vice-Chancellor concerned not exceeding two (2) persons for every academic programme of study upon recommendation of the Academy/Centre concerned.
- (2) Appointment Criteria
  - (a) A Programme External Assessor shall be appointed from among the world-renowned university academia who is qualified, knowledgeable and has expertise in the field of study concerned and has experience in the administration of the university.
  - (b) The Programme External Assessor appointed shall be from world renown universities that are in the *QS World University Rankings* or have subjects listed in the *QS World University Rankings by Subject* or shall be from an international Higher Learning Institution recognized by the University in the field of study concerned.
  - (c) If the first Programme External Assessor appointed is from an international Higher Learning Institutions, the second Programme External Assessor may be considered to be appointed from within the country.
  - (d) The appointment of an expert from the local industry and/or outside of the country may be considered to be appointed as one of the Programme External Assessors. The appointment of an expert from the industry for the field of study concerned shall be decided together with an academia.
  - (e) A former University teacher or a University graduate may be appointed as a Programme External Assessor with the condition that he:

- (i) has the relevant experience and expertise in the academic programme of the study concerned;
  - (ii) has left the University for a period of not less than five (5) years from the date of his appointment as a Programme External Assessor; and
  - (iii) is currently teaching at other international of Higher Learning Institutions of the same level and/or practicing in a field of specialization related to the academic programme of study concerned.
- (f) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor who is appointed by the Universiti Malaya cannot be appointed as a Programme External Assessor.
- (g) A Programme External Assessor maybe appointed to assess more than one (1) but not more than three (3) academic programmes of all levels.
- (h) The Deputy Vice Chancellor concerned upon recommendation from the faculty may terminate the services of a Programme External Assessor who has not carried out his duties satisfactorily. A new Programme External Assessor shall be appointed.
- (i) Notwithstanding paragraphs (2)(a) - (h) above, the appointment criteria of a Programme External Assessor for professional programmes is subject to the requirement of the professional body concerned.
- (3) One (1) appointment session of the Programme External Assessor is for the duration of four (4) academic sessions. The same Programme External Assessor for the same programme may be considered for a re -appointment after an interval of one (1) appointment session.

## **PART VI** **EXAMINATION**

### **18. Permission to Sit for Examination**

- (1) A student is only permitted to take an examination in any course if he has:
- (a) registered for the courses which are prescribed for his programme of study; and
  - (b) paid the prescribed fees.
- (2) A student shall bring his/her Identity Card/Passport and Student Registration Card for the purpose of verification of identity to sit for the final examination of the registered course.
- (3) A student may be barred from sitting for the final examination of a course by the Dean/Executive Director of the Academy/Centre based on reasons determined by the Academy/Centre. The Academy/Centre is responsible for informing the student of the reasons which may result in the student being barred from sitting for the examination.

If a student is barred from sitting for the final examination of a course at the end of a semester, the Dean/Executive Director of the Academy/Centre concerned must inform the student in writing

latest two (2) weeks before the revision week of the semester concerned. The student is given one (1) week from the date of the said letter to submit his appeal. The Dean/Executive Director of the Academy/Centre may withdraw the notice for barring from sitting for the examination on reasonable grounds. The decision regarding the student's appeal must be finalized by the Dean/Executive Director of the Academy/Centre latest by the revision week of the semester concerned.

(4) A student who is barred from sitting for the final examination of a course at the end of a semester, will be given zero marks (0) for the final examination component for the course concerned.

## **19. Course Assessment Method**

(1) The method of assessment for a course depends on the learning outcome and content of the course concerned. The weightage ratio of the assessment of a course will be decided by the Academy/Centre and approved by the Senate.

(2) Practical courses may be assessed 100% based on continuous assessments throughout the duration of the training for the course concerned.

(3) Students shall be informed of the results of the continuous assessment component as soon as possible after the completion of the assessment of the component.

(4) The overall results of the continuous assessment component must be communicated to students in the form of grades no later than the revision week.

## **20. Committee of Examiners**

(1) Formation of Committee of Examiners

(a) The Academy/Centre shall form a Committee of Examiners for each programme of study for every semester in each academic session.

(b) Subject to the powers of the Senate, the Committee of Examiners shall consider the examination results and carry out all other powers given to it in accordance to the provisions of the relevant regulations.

(2) The membership of the Committee of Examiners

(a) The membership of the Committee of Examiners shall be as follows:

(i) The Vice-Chancellor as an ex-officio member;

(ii) The Dean/Executive Director of the Academy/Centre concerned as the Chairperson;

(iii) The Deputy Dean of Undergraduate/ the Deputy Executive Director of the Academy/Centre concerned;

(iv) The Division Chairperson (if relevant);

(v) The programme coordinator and/or course coordinator and

- (vi) Internal Examiners appointed by the Dean/ Executive Director of the Academy/Centre.
  - (b) In the event of an emergency, any full-time University teacher may be appointed as a member of the Committee of Examiners with a written agreement from the Vice Chancellor.
  - (c) If the Dean/Executive Director of the Academy/Centre is not able to carry out his duty as the Chairperson of the Committee of Examiners, the Deputy Dean/ the Deputy Executive Director of the Faculty concerned may perform the duty of the Dean/ Executive Director of the Academy/Centre as the Chairperson of the Committee of Examiners.
  - (d) The Registrar or his representative shall be the Secretary of the Committee of Examiners.
- (3) The Powers of the Committee of Examiners
- (a) The Committee of Examiners is given the powers by the Senate to determine the following matters:
    - (i) The student's performance status, whether:
      - (A) pass and allowed to continue his study;
      - (B) pass and eligible to be awarded a degree;
      - (C) fail and terminated from study;
      - (D) placed under Probationary Period and allowed to continue his study; or
      - (E) given grade I and allowed to sit for a Special Examination.
    - (ii) New mark and grade to replace Grade I;
    - (iii) Withhold the examination's result; or
    - (iv) The amendment of marks and/or grades that have been recommended by the Academy/Centre Appeals Committee.
  - (b) The Committee of Examiners shall recommend to the Senate, students who have passed and are eligible to be awarded a Degree as stated in sub-regulation 20(3)(a)(i)(B) above.
  - (c) The Committee of Examiners may report to the Senate through the Academy/Centre on any matters pertaining to the examination.
- (4) Quorum for a Committee of Examiners' meeting shall comprise of the Chairperson and one third (1/3) of the appointed membership of the Committee of Examiners.
- (5) Internal Examiner
- (a) The Academy/Centre may appoint a full-time or part-time University teacher as an Internal Examiner for the purpose of assessing any teaching and learning activities that have been prescribed by the Senate.

- (b) A teaching assistant cannot be appointed as an internal examiner to examine any courses. However, he may, with the consent and supervision of the course examiner, assist in marking the answer scripts of the examination for a particular course.

For the purpose of the sub-regulation above, a teaching assistant is appointed among those who have academic qualification in the field of study concerned and has relevant experience.

- (c) In the event of an emergency, the Dean/Executive Director of the Academy/Centre concerned may appoint another Internal Examiner to examine any course provided that such appointment shall be notified to the Academy/Centre as soon as possible.

## 21. Grading Scheme

- (1) The official University grades including the marks and their meaning are as follows:

| Marks          | Grade | Grade Point | Meaning          |
|----------------|-------|-------------|------------------|
| 90.00 – 100.00 | A+    | 4.00        | High Distinction |
| 80.00 – 89.99  | A     | 4.00        | Distinction      |
| 75.00 – 79.99  | A-    | 3.67        | Distinction      |
| 70.00 – 74.99  | B+    | 3.33        | Honours          |
| 65.00 – 69.99  | B     | 3.00        | Honours          |
| 60.00 – 64.99  | B-    | 2.67        | Honours          |
| 55.00 – 59.99  | C+    | 2.33        | Pass             |
| 50.00 – 54.99  | C     | 2.00        | Pass             |
| 45.00 – 49.99  | C-    | 1.67        | Fail             |
| 40.00 – 44.99  | D+    | 1.33        | Fail             |
| 35.00 – 39.99  | D     | 1.00        | Fail             |
| 00.00 – 34.99  | F     | 0.00        | Fail             |

- (2) All courses shall be assessed using grade A+ to F.

- (3) The passing grade for all courses is grade C.

- (4) Apart from the grades as shown in sub-regulation (1) above, the following grades may be given for a course:

- (a) Grade I, may be given when:

- (i) A student did not take the final examination due to medical/ compassionate reasons;
- (ii) A student has not fulfilled a part of the course requirement in a semester due to medical/compassionate reasons or a situation beyond the student's control that is accepted by the Committee of Examiners concerned or passed by the Senate; and/or
- (iii) A student has not completed part of the course requirements due to a reasonable excuse

- (b) Grade I that is given shall be managed in accordance with Regulation 29.
- (c) Grade W1, is given for all courses where a student has withdrawn officially from a semester; and
- (d) Grade W2, is given for all courses where a student has withdrawn officially from the programme of study.
- (e) Grade P, is given each semester for progressive courses which are conducted consecutively until the total credit for the course concerned is completed. Other than for medical reasons, any student who does not complete a grade P will be given a grade F.

## **22. Management of Marks and Grades**

- (1) Marks and grades for courses shall be presented to the Committee of Examiners within the period prescribed by the University.
- (2) Final marks and grades for a course for each student are as approved by the Committee of Examiners.
- (3) The Registrar or his representative is responsible for keeping the official records of a student and issuing to each student:
  - (a) the results of the examination for his programme of study; and
  - (b) the student's academic record after completing his programme of study.

## **23. Determination of Student Academic Performance**

- (1) The academic performance of a student in a semester is determined by the GPA and CGPA. GPA is calculated by dividing the total grade points obtained by the total credit taken in semester.
- (2) The CGPA is calculated by dividing the total grade points obtained by the total credit for all courses taken beginning from the first semester to the current semester.

An example of GPA and CGPA calculation:

| Course   | Grade | Grade Points   | Credit | Credit X Grade Points |
|--|-------|--|--------|-----------------------|
| <b>Semester I</b>                                |       |  |        |                       |
| Course 1   | A+    | 4.00   | 4      | 4 X 4.00 = 16.0       |
| Course 2   | C+    | 2.33   | 3      | 3 X 2.33 = 6.99       |
| Course 3   | C-    | 1.67   | 3      | 3 X 1.67 = 5.01       |
| Course 4   | C     | 2.00   | 2      | 3 X 2.00 = 4.00       |
| Total  |       |  | 12     | 32.00                 |
| Credit Count 12<br>Accumulated Credit Count: 12  |       | Grade Points Total: 32.00<br>Accumulated Grade Points Total: 32.00 |        |                       |
| GPA = 32/12<br>= <b>2.67</b>                     |       |  |        |                       |
| Course   | Grade | Grade Points   | Credit | Credit X Grade Points |
| <b>Semester II</b>                               |       |  |        |                       |
| Course 5   | B+    | 3.33   | 3      | 3 X 3.33 = 9.99       |
| Course 6   | B     | 3.00   | 3      | 3 X 3.00 = 9.00       |
| Course 7   | C     | 2.00   | 3      | 3 X 2.00 = 6.00       |
| Total  |       |  | 9      | 24.99                 |
| Credit Count : 9<br>Accumulated Credit Count: 21 |       | Grade Points Total: 24.99<br>Accumulated Grade Points Total: 56.99 |        |                       |
| PNG = 24.99/9<br>= <b>2.78</b>                   |       | PNGK = 56.99/21<br>= <b>2.71</b>                                   |        |                       |

(3) For the purpose of sub-regulations (1) and (2) above, the value of GPA and CGPA in a semester cannot be rounded up without making any amendment to the marks of any course registered in the semester concerned.

(4) Grade points and credit for a course that are obtained in a semester shall be included in the calculation of the GPA and CGPA for the semester concerned.

(5) Determination of GPA and CGPA based on Credit Counted and completion of studies based on Credit Obtained are as stated in the following table:

| Grade        | Determination of GPA and CGPA |                | Completion of Programme of Study |
|--------------|-------------------------------|----------------|----------------------------------|
|              | Credit Obtained               | Credit Counted |                                  |
| A+ to - C    | Yes                           | Yes            | Yes                              |
| C- to F      | No                            | Yes            | No                               |
| I, P, W1, W2 | No                            | No             | No                               |



(6) Courses with grades I and P will not be given credit until the actual grade of that course is obtained in the semester concerned.

(7) Notwithstanding anything stated in sub-regulations (1) to (6) above, the best grade point will be taken into account in the calculation of CGPA for students who sit for the designated Supplementary Examinations.

(8) In the circumstances where any student who has been found guilty and punished under Rules 6 or 8(a) to (d) of the University of Malaya (Disciplinary Rules for Students) 1999, zero (0) mark with grade F will be given for the course concerned as determined by the Senate.

#### **24. Minimum Requirement for Academic Performance**

A student shall obtain a GPA and CGPA of not less than 2.00 for each semester until the completion of his studies.

#### **25. Academic Probationary Period**

Any student with a GPA of below 2.00 in a semester will be given a Probation result for that semester concerned and will be placed on an Academic Probationary Period in the following semester for which the student registers. The student will remain in this period until the student's GPA achieves 2.00. The Academy/Centre shall inform the student regarding the probationary status and the consequences of it as well as refer the student to an Academic Advisor.

#### **26. Academic Dishonesty**

(1) Academic dishonesty may occur in various forms including but not limited to:

(a) plagiarism –

- (i) the act of taking another person's idea, writing, data or invention (including any form of artificial intelligence) and claiming that the idea, writing, data or invention is his own invention or invention; or
- (ii) an attempt to show or the act of showing, in any way, that he is the original source or creator of an idea, writing, data or invention which is actually taken from some other source.

(b) false excerpt – quoting sources which never have been used or linking the work produced with reference materials which were never referred to or the source obtained;

(c) falsifying information – fabricating or changing the data in order to create confusion, for example, changing data to obtain a better experimental result;

(d) conspire or abet – copying the work of another student, asking someone else to write a person's assignment, or allowing another student to borrow his work;

(e) cheating in exams – bringing or having access to books or any material in any form or format illegally during an examination or assessment or in any assignment which would be used by the lecturer/tutor/examiner as the basis of assessment, and

(f) contract cheating and disguising – the work of a student was completed by another person, usually including a payment to the third party but would be submitted as his own work.

(2) Any student who is found committing an act which amounts to academic dishonesty can be subject to disciplinary action by the University.

## **27. Failed and Terminated from Programme of Study**

(1) A student may be failed and terminated from his/her programme of study if:

- (a) obtains a GPA of 1.50 or less in Semester 1;
- (b) obtains a CGPA of less than 2.00 for two (2) consecutive semesters;
- (c) obtains a CGPA of less than 2.00 for the last semester of the programme of study;
- (d) fails the prescribed Supplementary Examination; or
- (e) fails to complete the requirements of his programme of study within the prescribed period.

(2) When a student has been terminated from his programme of study, the termination notice shall be sent to the student by the University.

## **28. Absent from Examination**

Subject to the provisions stated in these Regulations, a student who does not attend the final examination for any course shall be given a zero (0) mark for the final examination component of the course concerned.

## **29. Management of Grade I**

(1) Absent from Final Examination

(a) Where a student does not attend a part or the whole of the examination because of medical reasons or on compassionate reasons such as misfortune or death of parents/parents-in-law and nearest kin such as guardians, child, husband/wife, sibling, grandfather or grandmother and any other reasonable circumstances, the student shall submit an application in writing to the Dean/Executive Academic Director/Centre for his case to be considered by the Committee of Examiners concerned. In this situation, his case shall be managed in accordance with sub-regulation (b) below. If no written request is received, the case shall be managed in accordance with Regulation 28 above.

(b) A written request as referred to in sub-regulation (a) above shall be submitted to the Dean/Executive Academic Director/Centre not later than two (2) working days from the last date of that student's final examination paper. The written application must be attached with:

- (i) a medical certificate and a doctor's report pertaining to the type of illness and the health condition of the student issued by a Registered Medical Practitioner of

the Universiti Malaya Clinic/government hospital/teaching hospital/Universiti Malaya Medical Centre/Private Medical Centre due to medical reasons. Medical certificate and a doctor's report issued by any private clinic shall not be considered; or

(ii) a relevant report/document from the authority responsible if could not attend part of or the whole of his/her examination due to compassionate reasons as stated in sub regulation (a) above.

(c) Upon receipt of a written application as referred to in sub-regulations (a) and (b) above, the student's Dean/ Academic Executive Director/Centre shall report the matter to the Committee of Examiners concerned. The Committee of Examiners after considering the case may decide whether:

(i) the student is given zero (0) mark for the final examination component for the courses not attended; or

(ii) the student is allowed to sit for the Special Examination for the course they did not attend to replace grade I. The Special Examination must be held no later than one (1) week after the relevant Committee of Examiners makes its decision.

(d) Notwithstanding the provisions in sub-regulation (c)(ii) above, in certain circumstances, the Dean/Academic Executive Director/Centre may allow the postponement of the date of the Special Examination until not later than two (2) weeks after the commencement of the following semester.

## (2) Incompletion of Part of the Course Requirement for Courses Without Final Examination

(a) Where a student has not fulfilled part of the requirements of any course in a semester as set out in Regulation 21(4)(a)(ii), a written application shall be submitted to the Dean/ Academic Executive Director/Centre latest before the commencement of the University's final examination and together with documents as stated in sub-regulation (1)(b)(i) and (ii) for medical/compassionate reasons or submit a letter of endorsement/support for reasons beyond the control of the student.

(b) For the purpose of sub-regulation (a) above, a student is required to complete part of the said course requirement at the latest within one (1) week after the Committee of Examiners concerned makes a decision. However, in certain circumstances, the Dean/ Academic Executive Director/Centre may allow the postponement of completion of the course concerned no later than the following revision week.

## (3) Students who have not completed part of the course requirements for reasonable reasons:

(a) Where the student has not completed part of the requirements of any course in a semester as stated in Rule 21(4)(a)(iii), a written application must be submitted to the Dean/Academic Executive Director/Centre before the end of the final examination period and enclosed with the documents as in sub-rules (1)(b)(i) and (ii) for the purpose of attending conferences, competitions, training and other activities of interest whether locally or abroad; and

(b) For the purpose of sub-regulation (a) above, a student is required to complete part of the said course requirement no later than the following revision week.

(4) In a case where the student is given a grade I as specified in the sub-regulations (1)(2) and (3) above:

(a) the student will not be charged any fees;

(b) when the student passes the Special Examination and/or completes part of the requirement for the course concerned, the grade obtained will be given to replace the grade I in the semester in which the student obtained the grade I;

(c) a student who does not take the Special Examination for the course concerned when it is held and/or does not complete part of the course requirement within the specified period, the grade I for the said course will be amended to the actual grade based on the achievement of the student for other components of the course concerned

(5) The Committee of Examiners shall not in any circumstances consider any written appeal by the student after the Committee of Examiners make their decision.

(6) Notwithstanding the provisions in sub-regulation (5) above, any written appeal may only be considered for the purpose of reviewing the Committee of Examiners' decision pertaining to the termination of programme of study.

### **30. Special Examination**

(1) Special Examination for the purpose of replacing a grade I will only be given to students subject to the Committee of Examiners' approval.

(2) For the purpose of sub-regulation (1) above, Special Examination refers to:

(a) any final examination held after the original date of examination as stipulated in the Examination Schedule; and/or

(b) any other suitable form of assessment which is given to student with physical disability and/or unable to take the examination on the recommendation of the Academy/Centre in order to replace the examination that has been determined.

(3) In the event of an emergency or any unforeseen circumstances that affects the implementation of the final examination, the Vice-Chancellor may, after considering the recommendation of the Dean/Executive Director of the Academy/Centre concerned, can give permission for the Special Examination to be held and it shall be reported to the Senate as soon as possible.

(4) A student who does not take the Special Examination of a course registered without reasons that are acceptable by the Committee of Examiners will be given zero (0) mark for the prescribed Special Examination.

### **31. Supplementary Examination**

Students who obtain a grade of B- and below for any course in any semester are required to sit for the Supplementary Examination held at the end of the semester concerned in accordance with the period set by the Academy/Centre.

This Supplementary Examination is only allowed once (1) per course and the best grade points will be taken into account.

### **32. Other Matters Related to Examination**

#### **(1) Examination Invigilators**

The examination invigilator is responsible to the respective Deputy Vice-Chancellor concerned.

#### **(2) General Instructions for Examination**

General instructions for examinations are issued from time to time by the University. Each examination conducted by the University is subject to the general instructions for examination as specified in Schedule B of this particular Regulations.

#### **(3) Illness during examination**

A student who falls ill at the time of the examination shall report to the chief invigilator or any invigilator who is on duty. The invigilator shall then arrange for the student to be examined immediately by the Registered Medical Practitioner of the Universiti Malaya Clinic/Malaya Medical Centre/Government Hospital. The doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded to the Dean/ Executive Director of the Academy /Centre as soon as possible but no later than two (2) working days from the date of the student's last examination paper.

#### **(4) Examination Results**

- (a) Results of all examinations shall be submitted for the approval of the Senate or to any other party duly authorized by the Senate.
- (b) The date of the official notification is the date when the results of the examination are notified to the students of the University via any methods and/or any channels as determined by the University.

#### **(5) Confidentiality in Examination Matters**

All matters relating to the examination are confidential and will not be disclosed to any party except with the permission of the University.

**PART VII**  
**APPEAL**

**33. Appeal Against Examination Results**

(1) A student who is not satisfied with his/her examination results including the continuous assessment component and/or final examination of the course may appeal for a review of his examination results. The appeal shall be made within seven (7) days from the official date of announcement of the examination results.

(2) A payment based on the prescribed rate shall be made to process the application for examination results to be reviewed. The payment made is non-refundable regardless of whether the appeal is successful or otherwise.

(3) The appeal shall be made using a prescribed form by the University. The completed form shall be submitted to the Dean/ Executive Director of the Academy /Centre together with a copy of the receipt of the payment for the appeal made.

(4) The form for an appeal will not be accepted if it is:

- (a) submitted after the period stipulated in sub-regulation (1) above;
- (b) incomplete; or
- (c) submitted without the payment receipt.

(5) When an appeal is received, the Dean/Executive Director of the Academy/Centre shall appoint a second examiner for the course concerned. The original examiner and the appointed second examiner shall review the answer script and/or any assessment component for the said course and report the results of the review to the Academy/Centre Appeals Committee.

(6) The Academy/Centre Appeals Committee will decide whether the mark and/or grade of the student who is appealing is retained or amended. The original examiner and the second examiner concerned may attend the Academy/Centre's Appeals Committee's meeting if needed.

(7) The Academy/Centre Appeals Committee shall consider and certify to the Committee of Examiners any amendment of course marks and/or grades for approval.

**34. Membership of the Academy/Centre Appeals Committee**

(1) The Appeals Committee at the level of the Academy/Centre comprises of:

- (a) Dean/Executive Director of the Academy/Centre as Chairperson;
- (b) Deputy Dean/ Deputy Executive Director of the Academy/Centre;
- (c) Head of Department concerned (if any);
- (d) Programme Coordinator who is responsible for any course or the programme of study concerned: and

- (e) Full-time teacher appointed by the Academy/Centre.
- (2) If the Dean/Executive Director of the Academy/Centre is unable to perform his/her responsibilities for any reason as the Chairperson of the Academy/Centre Appeals Committee, the Deputy Dean/ Deputy Executive Director of the Academy/Centre may perform the duties of the Dean as Chairperson of the Appeals Committee at the said Academy/Centre level.
- (3) Quorum for a meeting of the Academy/Centre Appeals Committee shall comprise of the Chairperson and two (2) members.

### **35. Powers of the Academy/Centre Appeals Committee**

- (1) The Academy/Centre Appeals Committee shall consider and recommend to the Committee of Examiners any amendments regarding marks and/or course grade for approval as stated in Regulation 20(3)(a)(iv).

## **PART VIII** **COMPLETION OF PROGRAMME OF STUDY**

### **36. Requirements for Completion of Programme of Study**

The student shall fulfil the requirements for the programme of study, that:

- (1) achieves a final CGPA of 2.00 and above;
- (2) completes the number of credits as prescribed for his programme of study;
- (3) fulfils the Academy/Centre requirements (if any) where the student is registered for his programme of study;
- (4) fulfils the other requirements approved by the Senate from time to time.

## **PART IX** **GENERAL**

### **37. Authority of the Senate**

The Senate has the authority to make, repeal or amend any regulations governing the programme of study as provided under these Regulations. Any new regulations, repeal or amendment to the said regulations shall be announced to the student before the commencement of the academic session for the student concerned.

### **38. Exemption from Application**

Notwithstanding anything that is stated in these Regulations, the Senate has the right to exempt the application of these Regulations or any provisions of these Regulations to any programme of study of the University.

### **39. Compliance to the Universities and University Colleges Act 1971, the Constitution of the University of Malaya, Statutes, Rules and Regulations of the University**

Every student is subject to the Universities and University Colleges Act 1971, the Constitution of the University of Malaya, statutes, rules and regulations currently applicable in the University including the University of Malaya (Discipline of Students) Rules 1999.

### **40. Repeal**

The University of Malaya Regulations (Foundation Studies) 2020 are hereby repealed.

Updated on 27.06.2024 by the University of Malaya Senate.



**SCHEDULE A**

**UNIVERSITI MALAYA (FOUNDATION STUDIES)  
REGULATIONS 2024**

**SCHEDULE A**

**(REGULATION 15)**

**LIST OF PROGRAMME OF STUDY**

| <b>Programme</b>                            | <b>Duration</b> |
|---|-----------------|
| Foundation in Life Sciences                 | 2 Semesters     |
| Foundation in Physical Sciences             | 2 Semesters     |
| Foundation in Social Sciences               | 2 Semesters     |
| Foundation for Islamic Studies              | 2 Semesters     |
| Foundation for Islamic Studies and Sciences | 2 Semesters     |

**GENERAL EXAMINATION INSTRUCTIONS**

**1. INSTRUCTIONS TO EXAMINATION CANDIDATES/STUDENTS**

**(1) EXAMINATION TIMETABLE**

Candidates/students need to observe and take note of:

(a) Date, time, place and the examination mode of each course as stated in the Examination Timetable which is posted on the students' portal. Any amendment will be posted in the students' portal and also around the examination hall/Faculty.

(b) The official examination schedule is determined as follows:

MORNING SESSION (1) : 8:30 (08:30) AM

MORNING SESSION (2) : 11:30 (11:30) AM

EVENING SESSION (3) : 3:00 (15:00) PM

NIGHT SESSION (4) : 8:15 (20:15) PM

**(2) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD**

Candidates/students must bring along their self-identification document (Identity Card/Passport and Student Registration Card) in order to make them eligible to sit for their respective examinations. Candidates/students who do not bring any self-identification document (Identity Card/Passport and Student Registration Card) will be requested to fill up the form that has been prescribed by the University at the examination location.

If the examination is conducted in an online mode, the candidates/students have to comply with the procedure providing self-identification for purposes of sitting for the examinations as prescribed under the directions by the University or the respective RC.

**(3) PROHIBITIONS AND PROCEDURE FOR EXIT/ENTRY OF THE EXAMINATION**

**HALL**

(a) Candidates/students are **NOT ALLOWED** to enter or bring into the examination hall any of the following matters:-

- (i) wear any clothing that covers the face other than a face mask, immodest and inappropriate clothing according to the situation, for example, slippers, hats, shorts and gloves except for medical students during clinical and in the laboratory;
- (ii) any books, papers, brochures, pictures or any documents or other items except for goods/materials that are allowed by the Examiner/Invigilator/Chief Invigilator;
- (iii) if communication equipment are taken in, that is mobile phones or electronic equipment (including those with casing) or gadgets such as calculators, smart watches, ear plugs, tablets, laptops, electronic dictionaries with memory capacity, the candidates/students are required to turn them off and put them under the table;
- (iv) personal items such as laptops, bags (any form of bag including handbags, wallets, purses and so on), cigarettes including vape, drinks and food are prohibited save for drinking water/mineral water in a small bottle which is transparent and has to be placed out of the examination hall.

If any candidate/student do any matter or accidentally bring in any of the things mentioned in para 3(a) above, the candidate/student CAN be asked to leave the examination hall by the Invigilator/Chief Invigilator, if he refuses to do so.

If the examination is conducted using the online mode, the candidates/students are not allowed to have access to books or any material in any form or format or has access to any links illegally unless it is allowed for the course concerned.

(b) Candidates/students **ARE NOT ALLOWED** to bring out of the examination hall any of the following items:-

- (i) the question paper and attachments provided unless with the permission of the Invigilator/Chief Invigilator;
- (ii) examination answer booklet (which has been used or not used);
- (iii) the student's answer script and/or the Multiple-Choice Question (MCQ) paper;
- (iv) examination materials which were supplied (such as acts, logbooks and so on);
- (v) examination attendance slip;

If the examination is conducted using the online mode, the candidates/students are not allowed to make a duplicate copy or download in any form and format, the

examination questions and answer scripts unless as is allowed or instructed in accordance with the course concerned.

(c) The procedure to exit/enter the examination hall is as follows:-

- (i) candidates/students are **not allowed to enter** the examination hall **30 minutes after the examination begins**. Howsoever, candidates/students who are late but not later than the 30 minutes time limit may be allowed to enter with the permission of the Chief Invigilator and will not be given extra time for the examination for the paper concerned;
- (ii) candidates/students are not allowed to leave the examination hall within the first 30 minutes after the examination begins **AND 15 minutes before the examination ends**;
- (iii) candidates/students are not allowed to enter or leave the examination hall until the Chief Invigilator has made the announcement to do so.
- (iv) Candidates are responsible for sitting in the spaces provided for each examination paper.

If the examination is conducted using the online mode, the candidates/students are required to comply with the instructions that have been laid down regarding the attendance or access to the relevant link and the time period which has been set to conduct the said examination.

The failure of a candidate/student to comply with the said instructions which have been laid down and complete the examination within the time period which has been determined, it then becomes the responsibility of the candidate/student, unless the candidate/student can prove that he/she was facing a technical problem which was beyond his/her control.

#### **(4) INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL**

(a) Candidates/students **CANNOT-**

- (i) receive any books, papers, brochures or pictures or any other documents and electronic/telecommunication devices from anyone, except goods/materials allowed by and supplied by the Examiner/Invigilator/Chief Invigilator;
- (ii) communicate and interact with one another in any way during the examination. If candidates/students want to speak to the Examiner/Invigilator/Chief Invigilator, candidates/students must raise their hands;
- (iii) leave the examination hall except with the permission of the Examiner/Invigilator/Chief Invigilator. If candidates/students want to go to the toilet, the candidates/students must raise their hands. The candidates/students will be accompanied by an identified staff/examination assistant.

If the examination is conducted using the online mode, candidates/students are not allowed to contact or communicate with any other students or any other persons, using any method or medium of communication save as is allowed or instructed for the course concerned.

- (b) Once seated, or after having access to the examination access or link (for examinations conducted using the online mode), the CANDIDATES/STUDENTS MUST-
- (i) fill in the attendance details in the Attendance Slips and put it together with the self-Identification document on the right-hand corner of the table to be collected by the Invigilators, or fill in the attendance details according to the format instructed (if the examination is conducted using the online mode);
  - (ii) comply with all instructions listed on the front page of the question paper and answer booklet and write any information needed on the answer booklet. All outlines of answers must be made in the answer booklet only. Candidates/students are not allowed to tear/separate any part of paper of the answer booklet. If the examinations are conducted using the online mode, candidates/students have to comply with the instructions to answer the questions as has been determined.
  - (iii) **CANDIDATES/STUDENTS ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET.**

## **(5) INSTRUCTIONS AFTER THE END OF EXAMINATION**

- (a) **CANDIDATES/STUDENTS MUST** take note and take the following actions after the Examiner/Invigilator/Chief Invigilator announces the end of each examination-
- (i) stop writing;
  - (ii) bind additional answer booklet and any additional answer scripts (if any) to the main answer booklet; and
  - (iii) place the answer booklet on the right-hand corner of their respective examination tables to allow the Examiner/Invigilator/Chief Invigilator to collect the answer booklet.
- (c) If the examination is conducted using the online mode, the candidates/students are required to submit or produce the answers according to the format or medium and within the duration as has been prescribed for the course concerned.

## **2. SUSPENSION OR CANCELLATION OF EXAMINATION**

- (1) If the Vice-Chancellor has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known

prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorized by the Registrar, the Vice-Chancellor may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.

- (2) If a situation arises where the Examiner/Invigilator/Chief Invigilator is of the opinion the cancellation or postponement of an examination is required, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Vice-Chancellor.
- (3) If the examination is conducted using the online mode, and the Vice-Chancellor is satisfied that cheating or leakage has occurred in the examination or there was an occurrence of an incident which has resulted in the examination being unfair to any candidate/student, the Vice-Chancellor may issue an order to consider the examination that took place as null and void and order a new examination be held or a different form of assessment be held.

### **3. COMPLAINTS ABOUT EXAMINATION**

- (1) If, in the opinion of the Examiner/Invigilator/Chief Invigilator, during the examination, a situation arises which makes the examination unfair to any candidate/student, this matter shall be reported to the Vice-Chancellor.
- (2) Any examination candidate/student, teacher or any staff of the University may complain to the Vice-Chancellor that the examination had been carried out incorrectly.
- (3) Where a matter has been reported to the Vice-Chancellor in accordance with paragraph (1) and (2) above, he may take an action as he thinks fit, and if he orders that another examination should be held, or that another form of assessment should be held, and that examination or assessment shall be considered as the examination or assessment as prescribed under any Rule or Regulation that governs the relevant course.
- (4) Any complaint from any teacher of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been complied, must be made to the Vice-Chancellor and the Vice-Chancellor shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate.

### **4. DISCIPLINARY ACTION FOR NON-COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS**

Disciplinary action will be taken against candidates/students who violate any of the instructions set out in the General Examination Instructions or additional instructions which are enforced from time to time.