Academic Regulations

Academic Standards and Quality

Ver. 2018
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Definitions & interpretations

1. Credit Transfer: Award of credit for prior learning deemed equivalent in learning outcome and level of competence with a subject in the programme enrolled by the student. Credit transfer generally refers to graded credit transfer whereby mark and/or grade is assigned to the awarded grade. Ungraded credit transfer is referred to as credit exemption.

2. Credit exemption: Award of credit without any mark and/or grade for prior learning deemed equivalent in learning outcome and level of competence with a subject in the programme enrolled by the student. Credit exemption is awarded if additional requirements for credit transfer is not met.

3. Subject exemption: Exemption of a student from undertaking a specific subject as permitted by MQA and MOHE. The subject must be replaced with another subject of equivalent credit, level and area of study.

4. Double degree programme: Combined programmes of study whereby the student may be awarded two different degrees of the same level.

5. Dual degree programme: A programme of study leading to two (2) awards; one by Sunway University and another from validating partner which has power to grant its own award.

6. Reassessment: Assessment undertaken as a subsequent attempt following a failure in the subject. Other sitting of assessment due to acceptable mitigating circumstances is not considered a reassessment.

7. Re-sit: Subsequent attempt on either examination or coursework assessment for a subject.

8. Repeat: Subsequent attempt on entire subject including all assessment components.

9. Condonement: Approval for a student to progress or graduate with marginal failure in a subject according to the conditions stipulated in the regulations.

10. Grade Point Average (GPA): Credit-weighted average of the Honor points for subjects taken in the semester

11. Cumulative Grade Point Average (CGPA): weighted average of GPA for semesters undertaken
Acronyms and Abbreviations

ADTP  American Degree Transfer Programme
APEL  Accreditation of Prior Experiential Learning
CGPA  Cumulative Grade Point Average
COPPA  Code of Practice for Programme Accreditation
CQC  Certification of Quality Compliance
GPA  Grade Point Average
HEI  Higher education institution
MOHE  Ministry of Higher Education, Malaysia
MPW  Mata Pelajaran Wajib (Compulsory subjects as mandated by MOHE)
MPU  Mata Pelajaran Umum (General Studies subjects as mandated by MOHE)
MQA  Malaysian Qualifications Agency
MQF  Malaysian Qualifications Framework
PAB  Programme Assessment Board
PHEI  Private Higher Education Institution
PRSB  Professional, Regulatory and Statutory Body
RPL  Recognition of Prior Learning
SAB  Subject Assessment Board
SPM  Sijil Pelajaran Malaysia
STPM  Sijil Tinggi Persekolahan Malaysia
UEC  Unified Examination Certificate
A The Academic Regulations

A1 The Scope of the Academic Regulations

These Academic Regulations apply in their entirety to undergraduate, taught and research postgraduate awards of Sunway University hereafter also referred to as ‘the University’.

A1.1 The Academic Regulations are adopted by the Academic Senate of the University. They indicate how the University fulfils its responsibilities in exercising its degree awarding powers. Changes to these regulations may only be approved at a properly convened and constituted meeting of the Academic Senate.

A1.2 Any approved changes to the regulations will not be applied retrospectively for students who have graduated and will not be implemented to the disadvantage of students currently registered.

A1.3 The University continuously ensures the Academic Regulations are kept accurate and comprehensive for all vital operations and dealings of the University. However, circumstances can arise where the University requires to vary the regulations. All variations must obtain approval from the Academic Senate through the Provost’s Office. These variations will only be implemented in the best interests of affected students and notice must be made to the students in a timely manner.

A2 Powers to Grant Awards

A2.1 Sunway University is established under the provisions of the Private Higher Educational Institutions Act 1996, the National Council of Higher Education Act 1996, the Malaysian Qualifications Agency Act 2007 and any subsequent Education Acts of Malaysia, relevant regulations, orders or directions made by the Ministry of Higher Education (MOHE), Malaysia and, subject thereto, in accordance to the Constitution of Sunway University.

A2.2 The University is empowered to provide facilities for study and education leading to awards of degrees, diplomas and certificates, or other academic awards as approved by the MOHE. It may grant such awards to persons who completed the appropriate programme of study and satisfy the required assessment, subject to programme accreditation by the Malaysian Qualifications Agency (MQA).

A2.3 The University may exercise its powers to affiliate, associate or collaborate with any organisation or institution of higher learning for providing the facilities for study, education, training or research and for the purpose of awarding any certificate, diploma or degree from such organisation or institution.

A2.4 Dual degree awards may be conferred by Sunway University with another awarding body under a Memorandum of Agreement. Students who graduate from a dual degree programme will receive two scrolls, one from Sunway University and one from the other awarding body.

A2.5 The University may, for good reason, deprive any person of a Sunway University award or, in the case of a dual award, may do so jointly with the other awarding body,
or may recommend revocation to an appropriate awarding body. Good reason shall include academic fraud.

A2.6 The University’s awards are shown in section B2. The Academic Senate must approve proposals for new awards before provision is developed.

A2.7 In fulfilling its responsibilities, the Academic Senate may authorise Committees, Boards and Panels to act on its behalf. These Committees, Boards and Panels are responsible to the Academic Senate and are required to act in accordance with these Academic Regulations.

A2.8 The University may approve individual programmes of study which do not themselves lead to a named award but lead to the award of credit which may, under certain circumstances, count towards a specific award. (See Section C3.)

B Awards of the University

B1 Principles for Awards of the University

B1.1 All awards at Sunway University shall adhere to the Malaysian Qualifications Framework (MQF) and guidelines published by the Malaysian Qualifications Agency (MQA) as well as to the requirements of relevant professional bodies.

B1.2 Awards offered are defined by a series of benchmarks relating to the general level of knowledge and skills required to register for the award and the qualification and study levels required to achieve the award. Qualification level descriptors, as described in the MQF, are shown in Appendix 1.

B1.3 Qualifications can only be conferred or recommended where a student has registered for and successfully completed a programme of study, leading to an approved award as detailed in B2.

B1.4 English is the primary language of teaching, learning and assessment for all awards, except where the study area involves foreign languages.

B1.5 Where an award is recognized by and subject to the regulations of a professional, regulatory or statutory body (PRSB) and there is conflict between these regulations and those of the PRSB, then the regulations of the PRSB shall have precedence.
B2 Sunway University Awards

B2.1 The awards that Sunway University is able to confer under undergraduate and postgraduate levels in MQF are as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th>MQF level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Diploma</td>
<td>4</td>
</tr>
<tr>
<td>2. Advanced diploma</td>
<td>5</td>
</tr>
<tr>
<td>3. Bachelor’s degree</td>
<td>6</td>
</tr>
<tr>
<td>4. Postgraduate certificate and diploma</td>
<td>7</td>
</tr>
<tr>
<td>5. Master’s degree</td>
<td>7</td>
</tr>
<tr>
<td>6. Doctoral degree</td>
<td>8</td>
</tr>
</tbody>
</table>

B2.2 Certificate of Attendance
A Certificate of Attendance may be awarded to associate students who have followed specific study units but not sat for any assessment.

B2.3 Certificate of Achievement
A Certificate of Achievement is awarded to recognize academic credit gained for successful completion of a formally assessed programme of study, which does not satisfy the requirements for a University award. A programme of study may consist of individual subjects or modules validated as academically-based short courses.

B2.4 Posthumous Awards
The University may confer or recommend conferment of any award posthumously, provided the normal conditions of the award are satisfied, or if the Programme Assessment Board is satisfied with the academic progress of the student. The award may be accepted on the student’s behalf by a parent, spouse or other appropriate person.

B2.5 Progress Report and Transcript
All registered students will receive a progress report of their achievement by semester and those who are enrolled in taught programmes will receive an official transcript at the end of the registered programme of study.

B3 Title of Awards

B3.1 Diploma
The diploma is an award conferred, following completion of a programme of study at the diploma level.

B3.2 Bachelor’s Degrees
Bachelor’s degree programmes will lead either to an award of Bachelor of Arts (BA) or Bachelor of Science (BSc) or to a more closely defined award, restricted to certain subjects and types of programmes.
The award of BA is generally used in Arts and Design, and the Arts. The award of BSc is generally used in Technology, Science and Management studies. The award of Bachelor of Laws (LLB) is reserved for programmes of specialised study in Law.

A programme containing only one main area is named according to its respective area, for instance, BSc in Information Technology. For programmes with specialisation, normally in at least 25% of the main field, the specialisation is indicated in brackets, for example, BA in Communication (Advertising Design). For double major programmes that contain fundamental components of two main fields, normally with the equal weightage of 50%-50%, the award is named using the connector “and”, for example, BSc in Economics and Political Science. A major-minor programme that normally contains at least 25% component in other fields of study is named using the connector “with”, for example, BSc in Economics with Mathematics.

B3.3 Postgraduate Degrees
Programmes at postgraduate level shall lead to the award of Master of Arts (MA), Master of Science (MSc), Doctor of Philosophy (PhD) or to a more closely defined award such as Master in Management.
C Credit Framework

C1 General Regulations on Credit Framework

C1.1 Awards are defined in terms of the minimum number and learning level of credits that must be passed to achieve the award. In the MQF, credit is the quantitative measure that represents the volume of learning or the academic load to attain set learning outcomes. In Malaysia, 40 hours of notional student learning time is valued as one credit.

C1.2 The levels of qualifications and minimum graduating credits, according to the MQF are as follows:

<table>
<thead>
<tr>
<th>MQF Level</th>
<th>Qualification</th>
<th>Minimum Credits (2011 onwards)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Doctoral degree by research</td>
<td>No given credit value</td>
</tr>
<tr>
<td></td>
<td>Doctoral degree by mixed mode</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Doctoral degree by coursework</td>
<td>80</td>
</tr>
<tr>
<td>7</td>
<td>Master’s by research</td>
<td>No given credit value</td>
</tr>
<tr>
<td></td>
<td>Master’s by mixed mode</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Master’s by coursework</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Postgraduate diploma</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Postgraduate certificate</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>Bachelor’s degree</td>
<td>120</td>
</tr>
<tr>
<td>5</td>
<td>Advanced diploma</td>
<td>40</td>
</tr>
<tr>
<td>4</td>
<td>Diploma</td>
<td>90</td>
</tr>
</tbody>
</table>

C1.3 Double degree programmes must satisfy the credit requirements for each degree as approved by MOHE. The total credits earned, representing the actual academic load for both programmes, will be lower than the sum of credits for each degree, due to the credits transferred from the primary to the secondary degree.

C1.4 The minimum total credit for a double degree programme at bachelor’s level is 174 credit.

C1.5 For a course of study containing a component of practical or project paper, the minimum and maximum total credit are allocated according to the Programme Standards set by MQA.
C2 Programmes and Subjects

C2.1 Programmes constitute named awards (e.g. BSc (Hons) Business Management). It consists of specified combinations of subjects for the named award that allows students to meet the overall award requirements in terms of credits, levels and learning outcomes.

C2.2 Subjects are classified as compulsory, core, major, minor, elective and industrial training (Appendix 2). The recommended distribution of each class component in a programme can be found in the appropriate Programme Standard.

C2.3 Within a programme, some subjects may be described as ‘core’ in terms of providing fundamental knowledge, skills or understanding that students must acquire in order to successfully achieve the required learning outcomes of the programme.

C2.4 Elective subjects may or may not be related to the programme of study but are taken as choice subjects without being bound to any field. Usually this is used to fulfil the credit hours for graduation.

C3 Recognition of Prior Learning (RPL)

C3.1 Sunway University’s policy on the Recognition of Prior Learning (RPL) permits credit to be given for formal qualification achieved at Sunway University or another institution, other certificated learning or experiential learning. To achieve such credit, students must be able to demonstrate that the learning to be recognised is equivalent to the learning which would otherwise be achieved as part of the intended programme in respect of skills, subject knowledge, understanding and professional competencies, where appropriate.

C3.2 The decision on the award of credit for purposes of exemption or transfer is an academic judgement and is subject to the student being able to demonstrate attainment of the general and, where appropriate, the specific learning outcomes of the level or subject(s) against which credit is being sought.

C3.3 RPL may be undertaken to meet admission requirements or for the award of specific credit which can be used to meet part of the requirements for an award.

C3.4 Specific credit is level-rated and may be awarded as either graded or ungraded credit.

C3.4.1 Ungraded credit is given in the form of credit exemption from specific programme requirements with no mark or grade applied. Ungraded credit is included in the credit earned to satisfy the graduation requirement, but excluded from the calculation of any award classification. Credit exemption allows students to be exempted from part of a Sunway University programme on the basis of prior qualifications achieved at a lower (vertical transfer) or equivalent (horizontal transfer) programme level.

C3.4.2 Graded credit is given in the form of credit transfer where the mark or grade forms part of the overall profile of the student’s performance. Graded credit is used in any calculation of the award classification as appropriate. It only applies to students who have yet to complete a
programme of study and wishes to transfer onto same or equivalent programme level (horizontal transfer).

C3.5 Credit towards an undergraduate award is not given for study at post-secondary school level, for example, Foundation, Matriculation or any Pre-university programme with Sijil Pelajaran Malaysia (SPM) or equivalent as an entry requirement.

C3.6 Subjects for which credit exemption is granted are denoted in the academic transcript of Sunway University with an ’EX’ while subjects with credit transfer are denoted with the transferred grade followed by ’^’ (e.g. A^, B^ and C^).

C3.7 The number of credits that may be granted depends on the level of prior study and the number of credits already passed at that level. Credit is based on formal coursework, which is equivalent in content and standard to the subjects for which credit is sought.

C3.8 In no circumstances will credit exemption or credit transfer be granted for any thesis or research component.

C3.9 Where specific qualifications are recognised for award of credit to particular programmes through a planned arrangement with another institution, it should be confirmed through a properly authorised Articulation Agreement.

C3.10 The award of specific credit is given in relation to a named award. Students are required to re-apply for award of credit if they subsequently transfer to another programme.

C3.11 Only horizontal credit transfer/exemption is allowed for MPU subjects.

C3.12 For a vertical transfer of credits, credit exemption can be performed in the following manner:

<table>
<thead>
<tr>
<th>i.</th>
<th>Credit exemption from certificate (MQF Level 3) to diploma (MQF Level 4)</th>
<th>• Credit exemption is allowed up to a maximum of 30% from the total credits of the programme to be pursued.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii.</td>
<td>Credit exemption from diploma (MQF Level 4) to bachelor’s degree (MQF Level 6)</td>
<td>• Credit exemption is allowed up to a maximum of 30% from the total credits of the programme to be pursued.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Limited to Year 1 subjects for all programmes.</td>
</tr>
<tr>
<td>iii.</td>
<td>Credit exemption from advanced diploma (MQF Level 5) to bachelor’s degree (MQF Level 6)</td>
<td>• Student with advanced diploma can be considered for credit exemption up to a maximum of 2 years of a degree level programme.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Not applicable to programmes validated by Lancaster University.</td>
</tr>
</tbody>
</table>
iv. Credit exemption from undergraduate studies to postgraduate studies

- Credit exemption is not allowed

v. Credit exemption from a higher level (e.g. bachelor’s degree) to a lower level programme (e.g. diploma)

- Credit exemption is not allowed.

C3.13 For horizontal transfer of credits, credit transfer and/or credit exemption can be performed in the following manner:

| i. Student possessing a qualification and pursuing same level of qualification the second time. | • Credit exemption is allowed without limit on the number of credit to be awarded for exemption for students who pursued previous qualification at Sunway University. 

If the previous qualification was undertaken at a different institution, credit exemption can be considered but subject to Sunway University’s policy on student residency requirement (refer to C3.14 and C3.15). 

For programmes validated by Lancaster University, credit exemption is only allowed for Year 1 subjects. |
| --- | --- |
| ii. Student pursuing a programme would like to change to a different programme in the same discipline | • Credit transfer is allowed if the earlier programme was pursued at Sunway University. There is no limit to the number of credits to be transferred. 

• If the previous programme was undertaken at different institution, credit transfer can be considered but subject to Sunway University’s policy on student residency requirement (refer to C3.14 and C3.15). 

• For programmes validated by Lancaster University, credit transfer/exemption is only allowed for Year 1 subjects. |
| iii. Student failed a programme and would like to pursue education in any programme of the same or higher level | • Credit transfer or credit exemption is not allowed (including MPU subjects). |
iv. Student withdrew from a programme but later decided to continue study but in a different programme of the same level.

- Credit transfer can be considered if both programmes are from Sunway University. There is no limit to the credits to be transferred.
- If the withdrawn programme was pursued in a different institution, credit transfer can be considered but subject to Sunway University policy on student residency period (refer to C3.14 and C3.15).

v. Student pursuing a programme and at the same time taking few subjects in other institution (e.g. mobility programme or student exchange programme)

- Exemption or transfer of credits is allowed but not more than 30% of the total credits of the programme being pursued and based on agreement of both institutions.

vi. Student pursuing double degree

- Credit transfer is allowed for subjects taken in primary degree. Where credits in the primary degree have been awarded based on recognition of prior learning, credit transfer to the secondary degree shall be based on the syllabus of the subject originally undertaken.
- The maximum credit transfer that may be awarded is such that the total credits for both degree programmes is not less than 174.

vii. Student from a degree transfer programme (e.g. ADTP) pursuing bachelor’s degree programme at Sunway University

- Graded credit transfer may be awarded for subjects undertaken at the degree transfer programme. Credit transfer is limited to Year 1 subjects of the bachelor’s degree programme.
- If the previous degree transfer programme was undertaken at different institution, credit transfer can be considered but subject to Sunway University’s policy on the student residency requirement (refer to C3.14 and C3.15).

C3.14 In addition to the conditions described in this section, students must fulfil the minimum residency period during which the students must enrol in the programme.
of study at the University. If a student qualifies for credit transfer/exemption from multiple sources, the overall credit transfer/exemption is limited by this requirement.

C3.15 The residency periods for each level of study are specified below. Where the programme is delivered in long semesters and short semesters, the residency period of 1 semester must comprise of a long semester.
   i. Doctoral degree: 1 year
   ii. Master’s degree: 1 long semester
   iii. Bachelor’s degree: 1 year
   iv. Diploma: 1 long semester

C3.16 Credit transfer and credit exemption must be on the basis of subject to subject mapping. Sunway University may grant credit transfer or credit exemption for a subject based on the following conditions:
   i. The standard of work is acceptable to the programme administered by the School;
   ii. The student passed with the minimum of C grade;
   iii. The credit value of the former subject must not be less than the credit value of Sunway University subject;
   iv. The former subject content must have at least 80% overlap with the subject offered by Sunway University;
   v. The former subject was taken not more than five (5) years before the date of credit transfer/credit exemption application;
   vi. Credit transfer for subjects taken under a Student Mobility programme should be approved prior to student’s enrolment at the programme institution;
   vii. The programme of the former subject was accredited or recognized by the National Qualification Agency, such as Malaysian Qualification Agency.

C3.17 Previous qualifications or equivalent work will normally only be considered for Credit if it has been completed within the last five (5) years, prior to the date at which the student is enrolled at the University.

C3.18 Exceptions to the five-year limit may be approved by Senate for specific articulation agreements or for individual cases. In considering cases, professional or other relevant experience which contributes to the currency of knowledge or skills may be taken in account.

C3.19 Sunway University may grant credit transfer for a passed subject taken in an Overseas Degree Transfer Programme (ODTP) based on the following additional conditions:
   i. Students have completed their Degree Transfer Programme with the required graduating credits and pass with a minimum CGPA of 2.0 or equivalent
   ii. Credit transfer from ADTP is only permitted for subjects in the first year of Sunway University’s bachelor’s degree programme

C3.20 Subject exemption may be considered if student has pursued a similar subject in his/her prior learning but the subject is not entitled for credit transfer/exemption.
However, the credits for the exempted subject must be replaced if student’s contributing credits to the award is insufficient.

C3.21 All claims for accreditation of prior learning must be appropriately evidenced.

C3.22 ADTP students at the University who change majors may apply for credit transfer for subjects taken at the University according to the conditions stipulated in C3.143. Consideration for credit transfer shall be based on the requirements of the current programme. ADTP students with successful credit transfer application will obtain a graded credit where the previous grade forms part of the overall profile of grades achieved by the students in the current programme/major, and thus, used in the calculation of the students’ Cumulative Grade Point Average.

C3.23 Accreditation of Prior Experiential Learning (APEL)

C3.23.1 The APEL provision is only applicable to Malaysians whose prior experiential learning has been recognised by MQA.

C3.23.2 Applicants with APEL may only be granted admission to programme of study. Under current academic regulations, the University does not award credit transfer or credit exemption for APEL.

C3.23.3 Only applicants with APEL certification may be considered for admission to programme of study at the University. Applicants are expected to apply to MQA for APEL certification prior to making applications to a programme of study at the University.

C3.23.4 Applicants with APEL certification, where applicable, may be subjected to additional requirement for admission to a particular programme of study.

C3.24 Approval of Credit

C3.24.1 For undergraduate and postgraduate taught programmes, the Head of Department or the Programme Leader is responsible for assessing credit applications and for approving all applications for RPL.

C3.24.2 For postgraduate research degrees, the University Research Degrees Committee (URDC) is responsible for assessing credit applications and for approving all applications for RPL.

C3.25 Appeals for RPL

C3.25.1 Applicants for credit who are dissatisfied with the outcome of a credit application may request a review of the decision. Such a review request must be accompanied by a full statement concerning the basis for the review.

C3.25.2 A formal appeal against a credit or RPL assessment should be made, in the first instance, to the Provost. Appeals against credit assessments shall be made in accordance with the Student Appeals Policy and Procedure.
C3.26 **Withdrawal of Credit**

C3.26.1 The University reserves the right to withdraw credit awarded through RPL where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading or invalid. The withdrawal of credit must be approved by the Provost.

C3.26.2 Where a change is made to the regulations on RPL, or where an articulation is revised or terminated, credit rightfully granted may not be withdrawn.
D General Study Regulations

D1 The Academic Year

D1.1 The academic year is the interval marked by the administrative cycle of the programmes offered. The academic year typically consists of 2 to 3 semesters which cumulatively comprises not more than 45 semester weeks. An academic year typically starts in January every year. The university may set different semester dates according to each programme’s needs.

D1.2 A programme of study is normally conducted over a maximum of 3 semesters each academic year, where one long semester consists of 14 weeks and one short semester consists of 7 weeks of teaching and learning time, excluding semester breaks and examination time.

D2 Mode of Study

D2.1 Full time students shall normally take between 9 and 20 credits in a long semester and between 3 and 10 credits in a short semester.

D2.2 Part time students shall normally take between 1 and 10 credits in a long semester and 1 and 5 credits in a short semester.

D2.3 Full time and part time candidates for postgraduate programmes by research and for the research component of postgraduate programme by mixed mode are defined as follows:

<table>
<thead>
<tr>
<th>Mode of Study</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Registered at, and attends, Sunway University for the whole period of candidature</td>
</tr>
<tr>
<td>Part-time</td>
<td>Registered at, and attends, Sunway University for at least 20 days per year</td>
</tr>
</tbody>
</table>

D2.4 International students must be registered as full-time students in order to obtain valid student passes according to the Immigration Department of Malaysia.

D3 Change in Mode of Study

D3.1 Eligible students may apply for a change in the mode of study (i.e. to change from full time to part time, or vice versa) are required to submit the Change in Mode of Study form to the respective School. Applications from postgraduate students are subject to the University Research Degrees Committee’s approval while applications from undergraduate students are subject to the School Teaching and Learning Committee’s approval.

D3.2 For undergraduate programmes and postgraduate programmes by coursework, the maximum duration of study after mode of study conversion shall be based on the
proportion of time elapsed in the original mode of study and subsequent maximum durations for the new mode of study. Similar calculation applies as regulation D3.3.

**D3.3** For postgraduate programmes by research (Structure A) and programmes by mixed mode (structure B), the maximum duration of study after conversion shall be determined by the University Research Degrees Committee, but shall be based on the time elapsed between the original and subsequent maximum durations of study based on the calculation below:

i. Full-time (F/T) to part-time (P/T)

\[
\text{Maximum duration of study for P/T (months)} = \frac{\text{Maximum period for P/T}}{\text{Maximum period for F/T}} \times \text{Remaining candidature period (months)}
\]

ii. Part-time (P/T) to Full-time (F/T)

\[
\text{Maximum duration of study for F/T (months)} = \frac{\text{Maximum period for F/T}}{\text{Maximum period for P/T}} \times \text{Remaining candidature period (months)}
\]

**D4** Duration of Study

**D4.1** The standard and maximum duration of study for each level of awards are indicated below, excluding deferment periods (Section F3.10):

<table>
<thead>
<tr>
<th>Level</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard</td>
<td>Maximum</td>
</tr>
<tr>
<td></td>
<td>Standard</td>
<td>Maximum</td>
</tr>
<tr>
<td>Diploma (except Diploma in Nursing)</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Diploma in Nursing</td>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Double degree* (Bachelor’s level)</td>
<td>4.5 years</td>
<td>7 years</td>
</tr>
<tr>
<td>ADTP</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Master’s degree by coursework/ mixed mode</td>
<td>1 year</td>
<td>4 years</td>
</tr>
<tr>
<td>Master’s degree by research</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Doctoral</td>
<td>3 years</td>
<td>6 years</td>
</tr>
</tbody>
</table>

* The duration of study for double degree programmes is calculated from the enrolment to the first degree programme until the completion of both degree programmes.

**D4.2** Additional approval by the Senate is required for completion of studies earlier than the standard duration.
D4.3 For students of research programme transferring from another institution, the period of registration at that other institution may, at the discretion of the Research Degrees Committee, count up to one-third of the required duration of study.

D4.4 The Academic Senate may approve programmes with alternative standard or maximum registration periods where this is justified through curriculum delivery methods or the level of student entry qualifications. Professional bodies may also impose specific requirements in relation to maximum registration periods.

D4.5 The credit framework allows students to study at their own pace and it is recognised that some students will not complete their studies within the standard registration periods. Students who have exhausted the maximum duration of study will be required to exit the programme.

D4.6 Postgraduate student whose candidature is approaching the maximum period of study for the programme may apply for an extension of up to one (1) year. However, the request for extension must be submitted at least three (3) months before the maximum period of candidature ceases and shall only be considered for the completion of thesis, and after the student has made full payment of outstanding fees (if any).

E Admission of Students

E1 Principles in Admissions of Students

E1.1 Sunway University is committed to extending educational opportunity within the local, national and international communities through the operation of admissions procedures that are inclusive, fair, consistent, non-discriminatory and transparent.

E1.2 Information for applicants will give a clear and accurate indication of programme content, and of entry and award requirements.

E1.3 The admission of individual applicants is at the discretion of the University and will pay regard to the institution’s legal obligations and to the general safety and welfare of the University’s community.

E1.4 No applicant will be admitted unless there is a reasonable expectation that the applicant can reach the required standard for award.

E1.5 The Admissions Office has responsibility for processing applications for all programmes, operating within the University’s specified general academic entry requirements and any specific programme-based requirements. The Deans of School will approve final admissions of taught programmes where entry requirements are not straight forward, especially where recognition of prior learning applies.

E1.6 Applicants who are not selected have a right to information concerning the admission decision.
E1.7 Candidates for admission to a programme are required to provide documentary evidence of qualifications and academic credit held. Eligibility for admission rests on verification of qualifications.

E2 General Academic Entry Requirement

E2.1 For the purposes of admission, the University recognises the results of all Malaysian public examinations and equivalents that are approved by MOHE, and results from institutions recognised by the relevant authority in Malaysia or other countries where the institution is located.

E2.2 Equivalency of foreign secondary school or pre-university academic qualifications are checked against the “List of foreign academic qualifications for secondary schools and their equivalents in Malaysia” published by MQA.

E2.3 Individual programmes may specify particular requirements, in addition to the general entry requirement as appropriate. These are determined and approved by the Senate and will incorporate any specific professional body requirements.

E2.4 All students must be able to demonstrate competence in English language to the level set and approved for the programme.

E2.5 Where entry to programmes is competitive, offer levels may be set above the minimum entry requirement but should correlate with the average entry standards normally achieved for that programme.

E3 Admission to Double Degree Programmes

E3.1 Students intending to pursue double degrees must first be admitted to the primary degree programme. Admission into the secondary degree programme may take place after completion of second year of studies and before conferment of the award for the primary degree programme.

Students may only pursue double degree programmes in the combination and manner specified by the University. Intakes for double degree programmes may not be of the same frequency as the individual degree programmes.

E3.2 A student may be considered for admission to a secondary degree upon satisfying all the requirements stipulated below.

i. Fulfilled entry requirements of the secondary degree
ii. Be of good academic standing at the point of application
iii. Award for the primary degree has not been conferred to the student
iv. Fulfilled a minimum of 1 residential year at Sunway University at the time of application
E4  Admissions of Postgraduate Students

E4.1  Applicants for admission to a master’s level programme must hold a bachelor’s degree, or other, equivalent qualification approved by the University, and meet the relevant entry requirements for the programme.

E4.2  For admission to a doctoral level programme, applicant must hold a master’s degree, or other, equivalent qualification approved by the University.

E4.3  There shall be no direct entry from a bachelor’s level qualification to a doctoral level degree. Students registered for a master’s degree by research programme may apply to transfer their candidacy to a cognate doctoral degree programme by research within one year after master’s degree registration, subjected to:

a)  Having shown competency and capability in conducting research at doctoral degree level
b)  rigorous internal evaluation;
c)  approval by the Academic Senate (see Section F4).

E4.4  The mechanism for admission is as follows:

i.  Applications are made to the relevant academic Heads of Department for review. The Head(s) of Department, evaluate and consider applications based on criteria approved by the Academic Senate.

ii.  Head(s) of Department shall, as appropriate make recommendations on admission to the Provost, which shall make the final decision on admissions.

iii.  Where necessary, the URDC may refer applications to Senate for further consideration.

E4.5  Any student admitted to a Sunway University Dual PhD programme should meet the minimum entry requirements of the University for a doctoral level programme, including any English language requirement.

E4.5.1  Upon admission into a Dual PhD programme, students must be made fully aware of the expectations of the award and requirements associated with it. Any additional requirement by the partner institution for the Dual PhD programme that is in excess of standard requirements of Sunway University must be made explicit to potential applicant from the outset and full consent demonstrated.

E4.5.2  Students will not be permitted to transfer to the Dual PhD programme part way through their studies

E4.5.3  In cases of the partner institution is no longer able to supervise the student, it will be possible to transfer from the Dual PhD programme to a Sunway University only PhD programme.
E5  **Re-admission Following Failure**

E5.1 A student may seek re-admission to a programme of study, following a requirement to withdraw on grounds of academic failure, after the lapse of at least one academic year.

E5.2 A re-admission application will be evaluated similar to fresh application and subject to the current admission requirements of the application year and the approval of the Programme Committee or the URDC.

E5.3 The University reserves the right to impose admission application fee for the re-admission request.

E5.4 No applicant will be re-admitted unless there is a reasonable expectation that the applicant can reach the required standard of the programme.

E5.5 Only one re-admission is allowed into the same programme attempted earlier.

E6  **Admission of Students with Disabilities and/or Learning Difficulties**

E6.1 The admission of students with disabilities and/or specific learning difficulties (including mental health issues) is based on the academic criteria for entry to the programme and the expectation that the student will fulfil the requirements of the programme.

E6.2 Offers are made on academic grounds alone (unless there are barriers relating to professional requirements) and are not delayed because of discussion of support needs.

E6.3 Applicants are strongly encouraged to disclose disability or learning difficulty information to and seek advice and support from the relevant staff within the University. The University will seek to make reasonable adjustments to support the student whilst on the programme.

E6.4 Where adjustments or the level of support for the student cannot reasonably be met from the University’s or the student’s own resources, admission may be refused.

E6.5 If the disability or learning difficulty was not made known to the University during admission for whatever reason, the University will not be obliged to provide special adjustment or support beyond the level deemed reasonable by the University.

E7  **Medical Fitness**

E7.1 Programmes for health professionals may require applicants to undergo medical clearance in line with statutory and professional body requirements in force at the time.

E7.2 The University reserves the right to refuse or withdraw the offer of a place from any applicant, or dismiss a student, who, in the opinion of the medical advisors of the
University, is not medically fit for admission to a programme of study on the grounds
of not satisfying the occupational health requirements for the associated profession.

E7.3 Applicants dissatisfied with the process under E7 may appeal through the provision of
further medical evidence. Where an appeal causes significant delay, applicants may
be required to defer entry even if the appeal is successful.

E8 Admission of Students with Criminal Convictions

E8.1 All applicants are required to declare ‘unspent’ convictions within the application
process. Admission is subject to consideration of any such offences, in the light of the
University’s overall duty of care to its staff and students.

E8.2 Applicants have a right to be informed of the consideration, the basis for decisions
reached and to ask for a review if they are dissatisfied with the process.

E8.3 Failure to disclose unspent convictions will result in any offer being withdrawn.

E9 Misrepresentation in the Admission Process

E9.1 The University reserves the right to withdraw the offer of a place to applicants who
falsify or misrepresent their applicant details in any respect. Applicants in these
circumstances will be given an opportunity to explain discrepancies or anomalies as
appropriate.

E9.2 Under the provisions of the University’s data protection policy, the University reserves
the right to inform appropriate external agencies of instances of misrepresentation.

E10 Admission Appeals

E10.1 Appeals against admission decisions may only be submitted on the following grounds:
• Extenuating circumstances
• Unfair or discriminatory practice
• Maladministration which has disadvantaged the student or
• New evidence which was not available at the time of consideration of the
  application.

E10.2 Appeals may not challenge academic judgement properly exercised.

E10.3 Appeals on admission, in writing, are directed to the relevant School and considered
by the Dean or the appropriate appeals panel.
F  Student Registration

F1  Principles in Student Registration

F1.1  Sunway University endorses the concept of student responsibility and choice of registration for a valid programme of study to meet the appropriate award conditions.

F1.2  The University will facilitate student-initiated changes to registered target awards subject to academic requirements, resource or other constraints that would have an adverse effect on the student’s experience.

F2  Programme Registration

F2.1  All students are required to register for a valid Sunway University award. Those who register for the award of Credit or for a Certificate of Attendance will be regarded as Associate Students. Associate Students have no guaranteed progression rights.

F2.2  It is the student’s responsibility, through the enrolment process, to register for the award and the programme to which they have been admitted and for a valid combination of subjects following the administrative procedures which apply at the time as determined by the Registry.

F2.3  The University reserves the right to decline acceptance of, or make a charge for, late or incorrect registration of awards, programmes and subjects.

F3  Subject Registration

F3.1  Students who are registered for the semester as outbound students in a study abroad or student exchange programme are considered active and the outbound semester(s) will be counted towards the duration of study for the programme. Subject(s) enrolled during the outbound period must be approved by the Dean of School/Head of Department.

F3.2  An individual subject may not be simultaneously registered by a student for more than one award except in the case of registration for an approved double degree programme.

F3.3  Students shall be permitted to change subject enrolments within the Subject Add/Drop period as defined below

i.  the first two (2) weeks of a long semester (14 weeks), or the first week of a short semester (7 weeks)

ii.  for part time programmes conducted in modular system, the Add/Drop period also extends to two (2) weeks before the subject commences.
F3.4 Students are not permitted to register for additional subjects after the Subject Add/Drop period.

F3.5 Tuition fees will not be refunded for subjects withdrawn after the Subject Add/Drop period.

F3.6 Withdrawal of subject is only permitted if the student satisfies the following conditions:

i. The student’s minimum academic load as full-time or part-time student is met after the withdrawal (refer to D2.1 and D2.2).

ii. Only one (1) withdrawal is allowed for every academic year (applicable only to ADTP)

F3.7 The last date for subject withdrawal is by end of week ten (10) for a long semester and by end of week five (5) for a short semester.

F3.8 Subjects withdrawn after the Subject Add/Drop period will appear in the academic transcript with the notation ‘W’.

F3.9 Students are not allowed to withdraw any subject after the withdrawal period except with a good reason for the delay beyond the period and with the approval of the Dean of School.

F3.10 Deferment of the study including deferment of the registration to the programme, normally for one semester and up to a maximum of one complete academic year, can be considered for medical reasons and for extenuating circumstances that prevent the student from engaging appropriately with the programme. Applications for deferment should be directed in writing to the Dean of School for undergraduate students and postgraduate students by coursework, or to URDC for research students, for approval.

F3.11 Any student who has ceased his/her registration during a programme of study and returns later to the University to complete the programme will normally be governed by the academic regulations in force at the time of re-entry to the University.

F3.12 The University may change subject provision without notice, but will ensure that students who have legitimately registered for a named award will be able to follow an appropriate schedule of subjects to qualify for the named award within standard completion times (see D4.1), except in the case of programme closure.

F4 Transfer from Master’s to Doctoral Degrees

F4.1 Students registered for a master’s degree by research, who already hold a bachelor’s degree with a CGPA of at least 3.67 or equivalent, may apply to the URDC to transfer their candidacy to registration for a doctoral degree.

URDC will seek Academic Senate approval for the transfer.
F4.2 Eligible students may only apply for transfer to doctoral degree studies after they have completed at least one (1) year of study at master’s level.

F4.3 Student wishing to be considered for transfer shall submit a Transfer Request Form, together with a Progress Report on the work undertaken towards his/her master’s degree. The report shall normally be of no more than 5,000 words. The report shall provide a review and discussion of research work undertaken so far, and provide evidence of the further work that will lead to the development of the research to doctoral level.

F4.4 Applications for transfer must be accompanied by a statement of support from their supervisor.

F4.5 The URDC will appoint two internal reviewers to meet with the student to explore the merits of the proposed transfer. External reviewer(s) may be used if there are insufficient, suitable internal reviewers. Reviewers with relevant subject expertise and experience of the doctoral programme requirements should be nominated by the supervisory team. The reviewers will provide a combined recommendation to the URDC as to whether the student should be allowed to transfer to the doctoral programme.

F4.6 The URDC shall consider the recommendation and decide whether to allow the transfer. Where the transfer request is not supported, the student shall be permitted one (1) further attempt to transfer, following the completion of any further period of study or research approved by URDC. Prior to the approval of transfer, the student shall remain registered as a master’s degree student.

F5 Dual PhD Registration

F5.1 Students will be registered with Sunway University for the full duration of their programme of study, including periods of study spent at the partner institution.

F5.2 Students can only be registered on the Dual PhD programme on a full-time basis.

F5.3 The standard minimum and maximum duration of study for Dual PhD is 3 years and 6 years respectively, as stipulated in D4.1 of this Academic Regulation on study duration for doctoral studies.
G  Attendance

G1 General Regulations on Attendance

G1.1 Students must attend all activities of programme of study, including lectures, seminars, tutorials, practical, laboratory work, performances, fieldwork, meeting with supervisor(s) and examinations, and other activities as required by their School or the University, and should be aiming for full attendance.

G1.2 Students are responsible for ensuring their attendance are rightly recorded via the mechanism provided by the Schools.

G1.3 Students are required to maintain an overall minimum attendance of 80%. Formal warning letter will be issued for students who do not meet the minimum attendance requirement.

G1.4 Although special circumstances may warrant a student’s absence, students are responsible for submitting notification of any planned or unplanned absence along with any supporting document as soon as practicable.

G1.5 A student’s absence approved due to mitigating circumstances is counted as attendance for the purpose of regulation G1.3.

G1.6 Students who have been absent due to mitigating circumstances for significantly prolonged period should apply for deferment of studies for the semester. Retrospective deferment of study is not permitted.

G1.7 Following receipt of notification from the student, the relevant teaching staff and the student will make arrangement to compensate for the missed learning activities.

G1.8 According to the regulatory requirement of the Ministry of Higher Education (MOHE) and the Immigration Department of Malaysia (IDM), all international students must maintain an overall minimum attendance of 80%. The University must report to the Malaysian Immigration Department any international student who does not meet the minimum attendance requirement, and this could lead to termination of the student’s visa.

G1.9 Individual programmes or subjects may also have specific additional attendance requirements as part of assessment criteria for successful completion. Please refer to individual Programme Handbook for details.

G1.10 All submitted Notification of Absence Form and relevant documents are retained in the student’s permanent record, whether the notification of absence was approved or not.
ASSessment regulations

H General Assessment Regulations

H1 Principles in Assessment

H1.1 The main purpose of assessment is to provide structured opportunities for students to demonstrate that they have fulfilled the learning outcomes of the programme and of the subjects that make up the programme, and achieved the standard required for the award they seek.

H1.2 To ensure validity in assessment, it is essential that the assessment items measure the learning outcomes of the subject, and that there is a close link between the two. Validity and academic standards in assessment may be met via External Examiner scrutiny of a range of assessment items, the feedback provided and the overall assessment process.

H1.3 Reliability in the assessment process is based on repeatable and accurate judgements, and is met by means of rigorous marking and moderation procedures (Appendix 3). Additionally, the University adopts an anonymous marking policy for formal examinations.

H1.4 Assessment of students must be conducted in accordance with University regulations. Practice which attempts to pervert the objectives and/or the procedures of assessment (such as cheating, plagiarism, collusion, fabrication, and impersonation) will not be accepted. Where academic malpractice/impropriety is evident, all cases will be managed in accordance with the Academic Malpractice Procedures.

H1.5 Where programmes of study lead to the qualifications of professional bodies (or to exemptions from the professional bodies’ own qualifications), full account is taken of the regulations and requirements of the professional bodies in respect of assessment requirements.

H1.6 Deans of School are responsible for ensuring that assessment information relating to programmes and subjects is made available to students at the commencement of the programme or subject. Usually, this responsibility is delegated to the Head of Department and Subject Lecturers. In particular, this includes:

- the purpose and form of assessment
- the assessment criteria
- specific attendance requirements
- submission procedures and deadlines
- penalties for late submission or poor attendance
- project/dissertation guidelines
- subject referencing guidelines
- student feedback arrangements

Institution-wide procedures in relation to the submission of mitigating circumstances, the code of conduct for examinations, academic malpractice, support for students with disabilities and the operation of the appeals process will also be included in the Programme Handbook.
H2  Intellectual Property Rights

H2.1 Any intellectual property arising out of work undertaken in fulfilment, in part or in full, of a programme of study shall be governed by the University’s Intellectual Property Policy in force at the time.

H3  Students with Disabilities

H3.1 The University supports the operation of appropriate special arrangements for students undertaking assessment, including timed examinations where a valid claim has been made and agreed in accordance with the relevant procedures (Appendix 4).

H3.2 Requests for special arrangements may be refused where insufficient notice is given.

H4  Impartiality in Assessment Practice

H4.1 All assessed work will be internally moderated and, for bachelor’s degree and postgraduate level subjects, must incorporate involvement of external examiner.

H4.2 Marking schemes are required for all formal assessed work on the taught subjects and will be made available to internal moderators and external examiners.

H4.3 Students are entitled to receive constructive, appropriate and timely feedback on coursework assessment. Feedback (formative assessment) must be made known to students as soon as possible, so that students have time to improve their learning before subsequent tasks are submitted.

H4.4 Examination scripts are anonymous and are marked as such.

H4.5 Examiners/assessors must declare any close personal or business relationship with a student that could reasonably question the impartiality of the examining/assessment process. The Chair of the Programme Assessment Board will determine appropriate action in such cases.

H4.6 Students are required to confirm that each piece of assessment submitted is their own work and has not been submitted in similar or identical form towards other assessment by the student or any other person. For group work, all group members are required to sign a common confirmation statement.
H5   Results

H5.1 Results, certificates and formal transcripts, and attendance at graduation may be withheld where a student is in debt to the University, subject to the provisions of the Data Protection Policy.

H5.2 Results are published in line with University procedures that pertain at the time. All students receive a progress report, detailing their achievement in any academic session unless it is withheld under H5.1.

H5.3 In line with Data Protection legislation, students have a right of access to both moderated and unmoderated marks. Students may request and obtain disclosure of unmoderated marks after the publication of results.

H5.4 Marks and results will not be disclosed by telephone or e-mail for security reasons.

H6   Principles in External Examining

H6.1 The external examining process is fundamental to ensuring that the standard of awards offered at Sunway University is comparable with those across the higher education sector in Malaysia.

H6.2 The external examining process helps to improve the quality of provision at the University through reference to the commercial, industrial and professional environment, and to current best practice in the higher education sector in the discipline concerned.

H6.3 External examiners provide essential experience and objective input into the exercise of discretion by Assessment Boards through the knowledge of how comparable situations are dealt with elsewhere.

H6.4 External examiners provide an objective view on the extent to which assessment processes and the determination of awards have been fairly conducted.

H7   Appointment of External Examiners

H7.1 The University operates criteria for the appointment of external examiners to ensure that they are in a position to exercise impartial, independent and expert judgement.

H7.2 All nominations for appointment are scrutinised by the Academic Senate to ensure that the criteria for appointment are met.

H7.3 External examiners for Sunway University programmes receive appointment letters from the University that detail the precise nature of their responsibilities and the terms of their appointment. The initial term of appointment for examiners is three years, with an option for extension for another one year.

H7.4 The external examiner(s) should not be:
   i. a current employee of the University;
ii. a member of a governing body or committee of the University;
iii. anyone with existing or recent professional, contractual or personal relationship with a member of staff or student involved with the programme;
iv. anyone significantly involved in recent or current substantive collaborative research activities with a member of staff involved with the delivery of the programme to which the examiner will be appointed;
v. former staff or students of the University unless a period of five years has elapsed and all students taught by external examiner have completed the course;
vi. the appointment of more than one external examiner from the same department of the same institution;
vii. anyone who is a collaborator in candidate’s research.

H7.5 Responsibility for ensuring proper liaison with external examiners during the academic year lies with the Head of Department.

H8 Responsibilities of External Examiners

H8.1 The primary role of external examiners is to ensure that standards and comparability are maintained within the assessment process, justice is done to individual students and that students have fulfilled the learning outcomes of the subjects/programmes to a satisfactory standard.

H8.2 External examiners are expected to be involved in decisions relating to cases of malpractice and in student appeals where the Programme Assessment Board is requested to review its decision.

H8.3 When external examiner has serious concerns, arising from the assessment process that remain unaddressed and are believed to put standards at risk, he/she should report directly to the Vice-Chancellor of Sunway University.

H8.4 Responsibilities of External Examiners for taught programmes

H8.4.1 External examiners are required to provide comments on the draft of the assessment tasks, examination papers and marking schemes to evaluate the assessment for students. The external examiner has the right to see all examination scripts and all other coursework, including other invigilated examination scripts contributing to the assessment.

H8.4.2 Attendance at Programme Assessment Board is a primary function. External examiners are required to sign marks and result sheets to denote that they are satisfied with the outcome of Board deliberations.

H8.4.3 External examiners are required to submit an annual report. Guidance on completion of the report is provided. Annual reports are reviewed by the Dean of School/Head of Department, who needs to consider at all levels in the quality management framework at the University where it represents one of the most significant tools for the maintenance and enhancement of standards.
H8.4.4 Non-submission or unreasonable delay in receipt of the annual report may lead to premature termination of an external examiner’s appointment.

H8.5 Responsibilities of External Examiners for Postgraduate Thesis are:

i. Determine if a thesis submitted shows evidence of rigour and discrimination, appreciation of the relationship of the subject to a wider field of knowledge, and makes contribution to knowledge, as well as showing originality in the methods used and/or conclusions drawn.

ii. Propose one of the following for the thesis examination result;
   a. The degree be awarded for the thesis as it stands;
   b. The degree be awarded for the thesis subject to minor corrections, for which three months are normally allowed from the time of notification;
   c. The thesis be referred for major revision and subsequent re-examination, for which 6 months are normally allowed from time of notification; or
   d. The thesis should be failed.

iii. Attend *viva voce* as scheduled.

iv. Write-up report, following the *viva voce*, which will be discussed and agreed by the examiners and submitted by the Chairperson of the Panel of Examiners for Viva to the University Research Degrees Committee.

H9 Principles in Student Progression

H9.1 Each student will be assessed for progression at the end of each semester. The rules and regulations for progression are stated in the respective sections for each degree level (J5 for bachelor’s degree and diploma, K3 for ADTP, L2 for postgraduate taught degree, and M11 for postgraduate research degree).

H9.2 The purpose of assessment for progression is to ensure that students are making satisfactory progress towards their registered target award and that they remain academically eligible to complete the programme successfully.

H9.3 Responsibility for ensuring that student progress is adequately monitored and that students are advised of appropriate progression opportunities following assessment lies with the Programme Assessment Board for Taught modules and the University Research Degrees Committee for research component.

Note: Specific regulations on student progression for different types of degree programmes are stated in sections I6, J5, K3, L2 and M11.
H10  Failure to Progress

H10.1  A student who has been assessed for progression and who, after all opportunities of reassessment have been exhausted, and after the application of any condonement which may be allowed, has not satisfied the Programme Assessment Board shall exit the programme.

H10.2  A student pursuing double degrees who failed to progress in either degree programme, may continue with the other degree programme in which he/she has fulfilled progression requirements.

H10.3  A student who has been denied progression to his/her target award may be permitted to re-register for an alternative programme at an appropriate point, subject to meeting the requirements for that programme.

H10.4  A student who has failed at progression is not permitted to be re-admitted to the same or similar award before the expiry of at least one academic year, following the exit decision. See also E5.

H11  Academic or Professional Exclusion

H11.1  Programmes that confer a licence to practise, in addition to an academic award, may need to terminate a student’s studies because of unsatisfactory performance in the professional practice element. Such cases may lead to exclusion through the operation of a Study Termination Board. Wherever possible, the University will seek to transfer such students to an appropriate alternative academic programme. The entry point will be determined by the compatibility of the programmes and may involve loss of time to complete for final award.

H11.2  Procedures for the conduct of students, including suspension and exclusion for disciplinary offences, are covered in the Non-Academic Regulations issued by the Registry.

H12  Principles for Programme Awards

H12.1  Awards are recommended by the Programme Assessment Board or the University Research Degrees Committee, acting with delegated authority from the Academic Senate.

H12.2  PAB or URDC will make recommendations for awards through the application of the academic and relevant programme regulations, using academic judgement to operate discretion within the limits defined in these regulations.

H12.3  Where discretion is applied, the Chair of the PAB or URDC needs to ensure this is appropriately recorded, operated consistently and without favour.

H12.4  A classification achieved through the Overall Average cannot be denied to a student except through proven malpractice.
Note: Specific regulations on classifications of award for different types of degree programmes are stated in sections I7, J6, K4 and L5.

**H13 Principles for Appeals against Assessment Board Decisions**

H13.1 Subject to students having valid grounds, as stipulated in Section H14, a student has the right of appeal against a decision of an Assessment Board or the URDC. A student wishing to make an appeal must submit a formal application of appeal to the School within seven (7) days of being notified of the decision with which they are dissatisfied.

H13.2 Applications for appeals must be in writing and state the ground(s) for the appeal. Appeals must be made in accordance with the University’s Student Appeals Procedure, in force at the time of the appeal. The application must be accompanied by payment of the appropriate amount.

H13.3 Appeals received outside the stated timescales, without good reason, will be ruled invalid.

H13.4 Students will not be disadvantaged in any way as a result of making an appeal, whatever the outcome, if that appeal has been made in good faith.

H13.5 A student whose case is under consideration via an appeal shall have the right to continue with his/her programme (provided he/she is in good standing) until such time as a decision is reached. This right is designed solely to ensure that a student whose appeal is upheld is not academically disadvantaged and it shall not be interpreted as acceptance of a failed student on a subsequent stage of the programme.

**H14 Grounds for Appeal**

H14.1 Valid grounds for consideration of an academic appeal are as follows:

- **H14.1.1** Material administrative error or procedural irregularity which had affected the student’s results.

- **H14.1.2** New evidence of mitigating circumstances which, for good reason, had not been available to the appropriate Assessment Board (for example a medical condition which had not been diagnosed at the time of the Board meeting) has been produced.

- **H14.1.3** Additional relevant evidence has come to light since the decision was taken which, for good reason, could not have been made available earlier.

- **H14.1.4** There is evidence of unfair or discriminatory practice.
H15  Appeal Process

H15.1  All appeals must be made in accordance to the University’s Student Appeals Procedure. Appeals are lodged with the School.

H15.2  An initial investigation will be conducted to establish whether there is a prima facie case for the appeal. Where a case has been established and appeal is upheld, corrective action will be taken.

H15.3  The appeal and subsequent results will be forwarded to the Subject Assessment Board, which will then make a recommendation to the Programme Assessment Board.

H15.4  The outcome will normally be made known to the student within twenty days (20) of filing the appeal.

I  General Assessment Regulations for Taught Programmes

The following regulations apply to ADTP, diploma, bachelor’s degree, and postgraduate taught programmes.

I1  General Regulations for Assessment of Taught Components

I1.1  All subjects will be assessed. Students who fail to attend/submit an assessment without good reason (mitigating circumstances) will be considered as to have sat and will be awarded zero.

I1.2  Academic performance for any taught components within the programme shall be assessed by either one or more of:
   i.  Coursework, conducted during the semesters in which the subjects are completed;
   ii. Formal written examination or other written tests; or
   iii. Practical-based examination.

I1.3  Each subject will specify learning outcomes and assessment criteria by which students can demonstrate the achievement of the learning outcomes for that subject.

I1.4  The method of assessment for each subject, including the weighting for each element of the assessment shall be communicated to students enrolled for the subject at the beginning of the semester.

I1.5  A student’s overall performance in the coursework component shall, unless otherwise approved by the Academic Senate at time of validation, be determined by calculation of the Overall Average of all coursework subject marks.
II Extensions and Late Submissions

II.1 The University requires students to adhere to submission deadlines for any form of assessment. Penalties applied in relation to unauthorized late submission of work are as follows:

II.1.1 Coursework submitted up to one week after the deadline without an agreed extension will be accepted for a maximum mark for the coursework according to the pass mark for the degree (40% for diploma and bachelor’s degree and 60% for postgraduate degree).

II.1.2 Any coursework handed in after seven days, without an agreed extension, will be regarded as non-submission and awarded zero.

II.1.3 Submission of re-sit coursework must adhere strictly to the deadline. No extension will be given and late submissions will be awarded zero.

II.2 Subject lecturers are authorized to grant extensions for coursework within their own subjects and agreements will be documented.

III Examination Arrangements

III.1 An examination is defined as a formal, timed assessment of any duration that is subject to continuous invigilation.

III.2 The University operates a strict Code of Conduct in Examinations (Appendix 5) in relation to the behaviour of examination candidates. A copy is made available to all examination candidates.

III.3 All examinations are invigilated and guidance for invigilators is provided by the Examination Unit. The Examination Unit is responsible for the publication of the examination timetable.

III.4 It is the responsibility of the student to attend examinations in accordance with the published schedule. A student who fails to attend an examination will be awarded zero mark, unless mitigating circumstances are accepted (see section I5).

III.5 The University may require students to register for examinations and reserves the right to make a charge for this.

III.6 Examination scripts are not generally returned to students. Where the scripts are retained by the University, it is stored for at least three years from the exam date before it is destroyed.
I4 Assessment Boards

I4.1 Sunway University operates a two-tier assessment board system for the determination of marks and results. For taught programmes, Subject Assessment Boards consider subject performance, while, Programme Assessment Boards considers progression and end of session results.

I4.2 Subject Assessment Board
The membership of Subject Assessment Board includes:

- Head of Department (HOD) as Chair
- Academic staff with teaching and assessment responsibilities of subjects under discussion

By invitation:
- Administrative staff responsible for production of the broadsheets
- A representative from the Exam Unit
- Secretary to the Board to be identified by the HOD/HOC

I4.3 Subject Assessment Boards (SAB) are responsible for:

I4.3.1 Confirming the marks to be awarded to individual candidates for each subject they are studying with special consideration of fail, borderline and high marks, and the impact of special needs and extenuating circumstances.

I4.3.2 Considering mitigating circumstances in individual cases that have been presented in writing to the SAB and how these circumstances should be taken into account.

I4.3.3 Making recommendations on failures, condonement, malpractice, special cases and deferred assessment to the Programme Assessment Board.

I4.3.4 Analysing subject performance statistics, considering scaling of marks where appropriate, and reporting outcomes to the Programme Assessment Board.

I4.4 Programme Assessment Board
The membership of the Programme Assessment Board includes:

- Dean of School as Chair
- Heads of Department/ Heads of Centre
- Programme Leaders
- Academic staff who are members of the programme committee concerned
- External examiner(s),
- Representative(s) from collaborative partner, where applicable

By invitation:
- All lecturers teaching the programme
- Administrative staff responsible for production of the broadsheets
- Representative from the Exam Unit
- Representative from Academic Standards and Quality Office
I4.5 Programme Assessment Boards are responsible for:

I4.5.1 Proposing to the Academic Senate, the final award and the corresponding award classification for each student.

I4.5.2 Confirming the results for each student in relation to their progression, having regard to the recommendations from SAB.

I4.5.3 Approving recommendations on cases of malpractice, mitigating circumstances, special cases and supplementary examination sitting.

I4.5.4 Identifying students to be discontinued where they cannot meet progression requirements.

I4.5.5 Ensuring comparability of treatment for students in the interpretation of regulations and with reference to precedents across different subjects and programmes of study.

I4.5.6 Facilitating exchange of experience and good practice across departments and identifying general issues arising from the assessment process and procedures.

I4.6 Assessment Boards operate with delegated authority from the Academic Senate. Progression and award results are subject to ratification by the Academic Senate and, as appropriate, by other awarding bodies.

I4.7 The Vice-Chancellor has the right of attendance at any Assessment Board.

I5 Mitigating Circumstances and Poor Performance

I5.1 In determining assessment recommendations, Programme Assessment Board will consider properly submitted claims from students who believe their performance has been adversely affected by extended or exceptional mitigating circumstances which have not been (fully) addressed through the extension scheme.

I5.2 Sunway University operates a universal scheme for the submission of mitigating circumstances. The following rules apply:

I5.2.1 Assessment Boards will neither act on uncorroborated claims nor those which are submitted outside published deadlines, unless the claims themselves are subject to mitigating circumstances.

I5.2.2 The existence of valid mitigating circumstances does not affect the requirement for students to demonstrate that they have achieved the required learning outcomes.

I5.2.3 A disability and/or learning difficulty does not of itself constitute a mitigating circumstance. Appropriate special arrangements will have been agreed in these instances where justified (see H3.1).

I5.2.4 Mitigating circumstances are considered by the Subject Assessment Board prior to the Programme Assessment Board meetings in order to determine whether claims are valid. The recommendations of the Subject Assessment Board are reported to the Programme Assessment Board by the Chair.

I5.2.5 Students are entitled to know whether their claim is accepted as valid.
I5.3 Valid claims for mitigating circumstances can justify the use of Programme Assessment Board discretion to offer:

- Another assessment attempt as if for the first time (Deferral)
- A re-sit or repeat attempt (Referral)
- Condonement

Valid claims can also be taken into account by the Programme Assessment Board in the consideration of borderline cases.

I5.4 Where a further assessment opportunity is offered, the Programme Assessment Board has discretion to vary the normal assessment pattern and use whatever means of assessment is considered appropriate for the student to demonstrate the achievement of learning outcomes.

I6 Progress Review

I6.1 Student academic progress is regularly monitored. The Schools will review students’ results at the end of each assessment cycle in order to identify those students who have not made satisfactory academic progress.

I6.2 A student has not made satisfactory academic progress and is therefore considered at risk if he/she:

i. failed subjects worth 10 credits or more;

ii. failed to maintain Overall Average at no less than 40% for Bachelor’s degree and Diploma, 60% for Master’s degree or CGPA of 2.00 for ADTP;

iii. failed the same subject for a second or subsequent time.

I6.3 Any other student whose progress causes serious concern will be requested by the Programme Assessment Board (PAB) to attend an Academic Progress Review Committee (APRC) meeting.

I6.4 Students may also request a Review meeting if they seek a formal opportunity to discuss their progress and explore options.

I7 Recommendation for Award

I7.1 Students are assessed for the registered award on completion of the appropriate credit minima, including Recognised Prior Learning (RPL). This includes placements and other professional or compulsory components, whether or not they contribute to the final classification of the award.

I7.2 To be recommended for a target award, a student must have:

i. Achieved passes in the credit requirements specified for the award.

ii. Passed any additional requirements specified by the programme associated with the award, including compulsory subjects, defined combinations of subjects and placements.

iii. Achieved an Overall Average from the counting subjects equal to or greater than the passing mark (40% for Bachelor’s degree and Diploma, 60% for Master’s degree).
iv. Met any Professional or Statutory Body requirements for the award.

(Credit exemption [ungraded] is a pass. Condonements are construed to be passes for the purposes of this regulation).

I7.3 Students who enrolled into a double degree programme and failed to fulfil the requirements for either award may be recommended for the award of the other degree.

J Diploma and Bachelor’s Degree Assessment

In addition to this section, assessments for diploma and bachelor’s degree programme are also governed by Sections H and I.

J1 Subject Assessment

J1.1 Each subject will specify learning outcomes and assessment criteria (approved at MQA provisional accreditation) by which students can demonstrate the achievement of the learning outcomes for that subject.

J1.2 Subject marks are rounded to the nearest integer. Sunway University awards applies a standard grading scheme to denote student performance in each subject as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 – 100</td>
<td>A</td>
<td>Distinction</td>
</tr>
<tr>
<td>60 – 69</td>
<td>B</td>
<td>Merit</td>
</tr>
<tr>
<td>50 – 59</td>
<td>C</td>
<td>Credit</td>
</tr>
<tr>
<td>40 – 49</td>
<td>D</td>
<td>Pass</td>
</tr>
<tr>
<td>39 and below</td>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>40</td>
<td>D*</td>
<td>Pass at Resit attempt. Maximum mark is capped at 40%.</td>
</tr>
<tr>
<td>40</td>
<td>D**</td>
<td>Pass at Repeat attempt. Maximum mark is capped at 40%.</td>
</tr>
<tr>
<td>35 - 39</td>
<td>F#</td>
<td>Condoned Failure. Failed at third attempt but allowed to progress by the Assessment Board</td>
</tr>
<tr>
<td>40 - 100</td>
<td>P</td>
<td>Pass (internship subjects only)</td>
</tr>
<tr>
<td>39 and below</td>
<td>F</td>
<td>Fail (internship subjects only)</td>
</tr>
<tr>
<td>40</td>
<td>P**</td>
<td>Pass Internship at a Repeat attempt</td>
</tr>
<tr>
<td>-</td>
<td>(Z)</td>
<td>Denote subject which is in progress, with no credits or marks awarded</td>
</tr>
<tr>
<td>-</td>
<td>(F)</td>
<td>An alternative subject was taken in replacement of this elective subject</td>
</tr>
<tr>
<td>-</td>
<td>W</td>
<td>Subject withdrawn</td>
</tr>
</tbody>
</table>
The marks for Internship will not be recorded on the academic transcript.

J1.3  A specific assessment condition which requires a pass in both continuous assessment and final examination, may be imposed on certain subjects. In such circumstances, a failure of either assessment component will result in a fail grade, even if the total mark is 40 or above. These should be clearly indicated in the Programme Handbooks. For the purpose of this regulation, all continuous assessments for the subject are taken together by their weighted-average.

Such failure of subject due to failure in either continuous assessment or final examination is referred to herein as component failure whereas subject failure due to attaining overall mark in the fail grade is referred to as subject failure. If not specified, the word ‘fail’ or ‘failure’ in the regulations refer to subject failure. Both types of failures are considered as failures with regard to study progression.

J2  Subject Reassessment

J2.1  Unless prohibited by professional body regulations, undergraduate students are given two (2) reassessment opportunities in any subject which has been failed in the first attempt, except where an irretrievable fail has been awarded as a result of malpractice. The reassessment may take place in the form of repeat or re-sit in accordance to regulations J2.3 and J2.4.

If the student waives the opportunity to re-sit, the student will have two (2) remaining attempts to repeat the subject.

Upon failing the re-sit at the second attempt, student is required to repeat the subject as the final attempt.

J2.2  A repeat is an opportunity to make another attempt at all assessment components of a subject. A re-sit is an opportunity to make another attempt at the failed assessment component of the subject (such as sit for another written examination or re-submit coursework) following a marginal failure (30% - 39%) or a component failure.

J2.3  A re-sit may be considered under the following circumstances:

i. Marginal failure in subjects where the assessment is fully based on coursework (applicable only to students from intakes before March 2017)

ii. Students with one or two marginal failures from the final semester of study, and no other outstanding reassessment

iii. Failure of a subject due to component failure (refer to J1.3)

J2.4  Additional to regulation J2.3, a programme may opt for re-sit for all or some of its subjects. Where a programme offers re-sit, the following conditions should apply:

i. Re-sit conditions and subjects offering re-sits should be clearly stated in the programme handbook;

ii. Re-sit should only be allowed for students who marginally fail a subject with overall subject mark of 30%-39%, or fail an assessment component according to J1.3;

iii. Opportunity for re-sit should be given to students who have shown reasonable effort in the subject.
J2.5 For resubmission of coursework as a re-sit,
   i. Only coursework for a single assessment can be resubmitted;
   ii. The assessment carries at least 30% weightage in the subject mark;
   iii. Only coursework for individual assessment can be resubmitted. Coursework for group assessment cannot be resubmitted as a re-sit.

J2.6 Re-sits will normally take place before the second week of the following semester. Students who registered, but fail to attend a re-sit without good reason (mitigating circumstances), will be judged to have sat and will be awarded zero. Re-sit for students with mitigating circumstances will be rescheduled to the next ordinary sitting of examination for the subject(s). The University is not obliged to adjust the subject offering to bring forward such examination sitting. The student may also forfeit the opportunity for re-sit by registering for the subject as a repeat.

J2.7 For repeat of failed subjects, marks for any passed assessment component from the previous attempt cannot be carried forward. Whereas, for repeat of subject due to component failure according to J1.3, marks for passed assessment component in the first attempt is carried forward.

J2.8 Regardless of regulation J2.7, students repeating subjects due to component failure shall be required to attend classes and participate in all learning activities including all assessment components.

J2.9 The mark awarded for a reassessment due to a component failure whereby the total marks is 40 or higher (refer to J1.3), is the mark achieved at the first attempt.

J2.10 The maximum mark that can be awarded for any subject reassessment due to subject failure is the pass mark of 40%. If both the original mark and the reassessed mark are below the pass mark, the better of the two marks will be counted as the final mark for the subject. This regulation applies also to overall failure in subjects with the requirement for students to pass both assessment components.

J2.11 At the discretion of Programme Assessment Board, a student who fails at an elective subject may be allowed to take an alternative subject in place of the failed subject, subject to any specific programme requirements. The alternative subject will be taken as a first attempt. Students may have only one opportunity to change to an alternative subject for each failed elective subject. If student fails the alternative subject, student will be required to undergo reassessment of the chosen alternative subject.

J2.12 If a failed elective subject is replaced with another elective subject according to J2.11, the mark from the failed elective subject will be recorded on the student’s transcript and calculated in the student’s Overall Average for award classification.

J2.13 Students from 2013 intake onwards are allowed to repeat a passed subject if required for professional accreditation under specific accreditation arrangements as specified in Appendix 6. However, the marks obtained in the subsequent attempt(s) will not be recorded on student’s transcript and not calculated in student’s Overall Average. The grades of subsequent repeat attempt(s) will be recorded in a separate letter issued by the Registrar to confirm the examination results.
J3  Condonement

J3.1  Condonement describes the process by which a student who fails to satisfy some elements of assessment is nevertheless recommended for progression/award on the grounds of mitigating circumstances or that the failure is marginal or is offset by good performance elsewhere.

J3.2  A student who fails at the final attempt may be considered for condonement in that subject within the limits as described in this section.

J3.3  The operation of condonement is at the discretion of the Programme Assessment Board. Condonement can only be applied where the criteria specified below are satisfied.

J3.3.1  Overall subject failure:
   i.  The mark band for the subject is between 35% and 39% in any of the attempts;
   ii. For condonement of first year subject, the student has obtained an average of the pass mark of 40% or above for all Year 1 subjects taken
   iii. For condonement of year 2 or year 3 subject, the student has obtained an average of the pass mark of 40% or above for all subjects taken that contribute to the award classification
   iv.  Professional body requirements do not prohibit condonement.

J3.3.2  Component failure (refer to J1.3)
   i.  The component mark for the failed assessment component (continuous assessment or final examination) is between 35% and 39% in any of the attempts
   ii.  Professional body does not have the requirement for students to pass both assessment component or it does not prohibit condonement.

J3.4  The maximum number of credits that may be condoned is 10 credits for diploma and 12 credits for bachelor’s degree.

J3.5  Although a condonement may allow a student to progress or complete for an award by receiving credit, the marks achieved according to regulation J2.10 in a condoned subject are not altered and this mark will carry forward to any classification calculation if relevant, except in circumstances when:

J3.6  In the case of component failure, condonement may be applied to either the continuous assessment or the final examination. The application of condonement will result in the adjustment of the total marks to the marks achieved in the original attempt and this condoned mark will be used in any classification calculation where relevant.
J4 Internship

J4.1 The University supports the development of opportunities for students to undertake appropriate forms of work-related learning as an integral part of or alongside their programme of study.

J4.2 Diploma and undergraduate programmes are developed with a minimum of ten (10) weeks of supervised work experience. Work placements have specified learning outcomes, are properly assessed and given credits. However, credits achieved will not contribute towards the final award classification.

J5 Progression

J5.1 Assessment for progression is undertaken by the appropriate Programme Assessment Board.

J5.2 In determining progression recommendations, Programme Assessment Board will apply these Academic Regulations and any professional body or programme-specific regulations.

J5.3 For diploma and bachelor’s degree, recommendations for progression fall into four categories:

- Pass
- Re-sit / Repeat
- Defer
- Exit

J5.4 Where reassessment is allowed, students are required to re-attempt all failed components of the subject, and must be done at the first available opportunity.

J5.5 A first or second year student may not progress if the outstanding reassessments reach any of the limits below.

1. 3 subjects
2. 10 credits

J5.6 A student who is disallowed from progressing may not take additional subjects except in the following conditions:

1. The subjects failed are not offered in the semester;
2. The student may only register for up to 3 additional subjects in order to fulfil requirements for full-time study.

J6 Award Classification

J6.1 The classification of awards will be based on the Overall Average or on the basis of the overall profile and performance of students as detailed in the respective programme level.

J6.2 The Overall Average for award classifications is based on the marks achieved in specified counting subjects. The counting subjects for a bachelor’s Honours degree
are subjects specified for Years 2 and 3 and excluding MPW/MPU (U1 and U4) subjects. This is regardless of in which Year the student register for the subject for any possible reason. For a diploma, marks for all subjects, with the exception of MPW/MPU (U1, U3 and U4) subjects will be considered. Internship/work placement subjects will not be considered as counting subject for students from the 2011 intake onwards. Exceptions are as published in programme handbooks.

J6.3 The Overall Average is calculated using the arithmetic average of all counting subject marks weighted in accordance with their credit value as shown below:

\[
\text{Overall Average (\%)} = \frac{m_1 \times c_1 + m_2 \times c_2 + \ldots + m_n \times c_n}{c_1 + c_2 + \ldots + c_n}
\]

where \(m\) = mark awarded, and \(c\) = number of credits

The Overall Average is rounded and expressed to two decimal places. Details of classification with samples of calculation are in Appendix 7.

J6.4 Marks recorded for condoned subjects are as achieved and count towards the Overall Average without amendment.

J6.5 Subjects for which the credits have been exempted are excluded from any classification calculations.

J6.6 Award classifications are determined as shown below:

**Diploma level:**

<table>
<thead>
<tr>
<th>Overall Average</th>
<th>Diploma Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70.00 – 100.00%</td>
<td>Distinction</td>
</tr>
<tr>
<td>60.00 – 69.00%</td>
<td>High Merit</td>
</tr>
<tr>
<td>50.00 – 59.00%</td>
<td>Merit</td>
</tr>
<tr>
<td>40.00 – 49.00%</td>
<td>Pass</td>
</tr>
</tbody>
</table>

**Bachelor’s degree level:**

<table>
<thead>
<tr>
<th>Overall Average</th>
<th>Honours Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70.00 – 100.00%</td>
<td>Class I</td>
</tr>
<tr>
<td>60.00 – 69.99%</td>
<td>Class II (Division I)</td>
</tr>
<tr>
<td>50.00 – 59.99%</td>
<td>Class II (Division II)</td>
</tr>
<tr>
<td>40.00 – 49.99%</td>
<td>Class III</td>
</tr>
</tbody>
</table>

J6.7 A higher class shall be awarded when a student’s overall profile falls into the following scenario:

i. The Overall Average is not more than 2% mark below the class indicated by the profile.

ii. At least half the counting credits, or half + 0.5 in the case of an uneven number of credits are in the recommended class.

J6.8 Programme Assessment Boards may make a special case to the Senate for any student where the class of diploma and bachelor’s degree recommended by the Board
deviates from the conditions of the award classification. Such cases would be based around circumstances pertaining to individual student where these circumstances have not already been taken into account.

K ADTP Assessment

In addition to this section, assessments for ADTP are also governed by Sections H and 0.

K1 Subject Assessment

K1.1 Subject marks are rounded to the nearest integer. ADTP grading scheme is based on percentage scale and grade equivalency with honour points assigned to each grade, as follows:

For intakes prior to January 2012:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Honor Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>BA</td>
<td>85-89</td>
<td>3.5</td>
<td>Very good</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.0</td>
<td>High Pass</td>
</tr>
<tr>
<td>CB</td>
<td>75-79</td>
<td>2.5</td>
<td>Satisfactory pass</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>2.0</td>
<td>Acceptable pass</td>
</tr>
<tr>
<td>DC</td>
<td>65-69</td>
<td>1.5</td>
<td>Poor (inadequate)</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>E</td>
<td>59-0</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

For intakes from January 2012 onwards:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage (%)</th>
<th>Honor Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>3.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
<td>2.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>2.0</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D+</td>
<td>65-69</td>
<td>1.5</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.0</td>
<td>Very Poor</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0</td>
<td>Fail</td>
</tr>
<tr>
<td>*</td>
<td>-</td>
<td>-</td>
<td>Subject repeated at first attempt</td>
</tr>
<tr>
<td>**</td>
<td>-</td>
<td>-</td>
<td>Subject repeated at second attempt</td>
</tr>
<tr>
<td>EX</td>
<td>-</td>
<td>-</td>
<td>Exempted</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>-</td>
<td>Incomplete (“I” will become grade F after one year if no progress is made)</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>-</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

K1.2 CGPA is calculated and expressed to 2 decimal places.
K2 Subject Reassessment

K2.1 ADTP students are entitled to reassessment opportunities in any subject which has been failed for whatever reason, except where an irretrievable fail has been awarded as a result of malpractice.

K2.2 A student who fails at the second attempt will be required to make a third and final attempt at the subject.

K2.3 Students repeating subjects shall be required to attempt all assessment components. Marks for any passed assessment component from the previous attempt cannot be carried forward.

K2.4 At the discretion of Programme Assessment Board, a student who fails at an elective subject may be allowed to take an alternative subject in place of the failed subject, subject to any specific programme requirements. The alternative subject will be taken as a first attempt.

K3 Progression

K3.1 A student who has accumulated 3 failed subjects or more will not be allowed to take new subjects in the following semester. However, an exception can be made if the failed subjects are not offered in the following semester whereby the student will be allowed to take up to a maximum of 3 new subjects in order to fulfil requirements for full-time study, provided that the failed subjects are not pre-requisites for the new subjects.

K3.2 Where reassessment is allowed, students are required to re-attempt all failed components of the subject, and must be done at the first available opportunity.

K3.3 Academic standing of ADTP students is determined based on Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):

i. Good Standing - a student is in good standing whenever the student’s overall GPA is at least 2.0.

ii. Warning - Whenever the GPA for any enrolment period is less than 2.0, but the overall GPA CGPA is 2.0 or above, the student will be warned.

iii. Probation - The student will be placed on probation whenever the student’s overall GPA falls below 2.0. A student who is admitted (with Conditional Admission status) to the University on academic probation and receives at least a .01 GPA, but less than a 2.0 GPA at the end of the first enrolment period, will be placed on Final Probation. A first semester GPA of 0.00 will result in Dismissal.

iv. Probation Removed - Whenever the conditions of Good Standing are restored, Probation will be removed.

v. Extended Probation - The student will be placed on Extended Probation when, following a semester on probation, the student’s overall CGPA is below 2.0 and the GPA for the enrolment period is 2.0 or above.
vi. Final Probation - The student will be placed on Final Probation when, following a semester on Extended Probation, the student’s overall GPA is below 2.0 and the student’s GPA for the enrolment period is 2.0 or above.

vii. Dismissal - Students on Probation or Extended Probation who fail to achieve at least a 2.0 GPA for the enrolment period, or students on Final Probation who fail to achieve a 2.0 overall CGPA will be dismissed from the University.

Note: Sample calculations for GPA and CGPA are detailed in Appendix 8

K4 Programme Awards and Results

K4.1 Classification of Award
ADTP is not part of Sunway University awards. However, ADTP students will be given Certificate of Achievement upon completion of minimum 30 credits.

K4.2 ADTP Certificate of Achievement is classified as below:

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.70 – 4.00</td>
<td>Distinction</td>
</tr>
<tr>
<td>3.30 – 3.69</td>
<td>High Merit</td>
</tr>
<tr>
<td>3.00 – 3.29</td>
<td>Merit</td>
</tr>
<tr>
<td>2.00 – 2.99</td>
<td>Pass</td>
</tr>
</tbody>
</table>

L Assessment for Postgraduate Taught Programmes
Assessment for taught postgraduate programmes of the University are also governed by the general regulations under Sections H and 0. This section applies to postgraduate programmes by coursework and by mixed-mode.

L1 Assessment for Postgraduate with Taught Component

L1.1 Regulations on assessment for taught component and research component apply severally for postgraduate programme by mixed mode (Structure B).

L1.2 The University operates a standard grading scheme for postgraduate programmes to denote student performance in the coursework component. Based on their Overall Average, students shall be awarded an overall grade of:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-79</td>
<td>Good</td>
</tr>
</tbody>
</table>
L1.3 The pass mark for any assessment shall be 60%. A student who fails to achieve at least a pass mark in any assessment shall be deemed to have failed that assessment.

L2 Progression for Students Undertaking Taught Components

L2.1 The summative assessment of any coursework required as part of the programme of study shall form part of the formal monitoring process.

L2.2 The evaluation of a student’s progress during the coursework component of his/her programme is undertaken by the appropriate Programme Assessment Board (PAB) (refer to Section I4).

L2.3 In determining a student’s progress, the PAB shall apply these Academic Regulations and any professional body or programme-specific regulations approved at validation.

L2.4 The PAB shall determine the category of progress of the candidate, namely:
   i. Pass
   ii. Reassessment
   iii. Defer
   iv. Fail

L2.5 A student who passes all subjects in a semester at the first attempt shall progress to the following semester.

L3 Reassessment

L3.1 A student who fails to achieve a pass in any subject shall be deemed to have failed that subject.

L3.2 Unless prohibited by professional body regulations, postgraduate students are entitled to one (1) reassessment opportunity following failure in a subject.
   L3.2.1 Reassessment can take the form of re-sit in the case of an examination, or a repeat or resubmission of a coursework component.
   L3.2.2 The nature and timing of reassessment is at the discretion of the PAB, but shall normally be at the first available opportunity.
   L3.2.3 Students who fail to undertake any reassessment without good reason (mitigating circumstances) shall be judged to have sat the reassessment and shall be given a mark of zero.
L3.2.4 The mark awarded for reassessed subject/component shall be capped at a maximum of 60%. If both the original mark and the reassessed mark are below the pass mark, the better of the two marks shall be counted as the final mark for the subject/component.

L3.2.5 A student who fails following reassessment may be considered for condonement in that subject within the limits described in Section L4.

L3.2.6 The student shall have to pay a fee, determined from time-to-time by the University, for each subject reassessed.

L3.3 At the discretion of the PAB, a student may be allowed to progress with outstanding reassessment in up to three (3) subjects or to a maximum of ten (10) credit hours (whichever is the minimum), provided that the subjects are not pre-requisites of the next level. In exercising this discretion, the PAB shall consider the student’s overall ability to complete successfully. Deferred reassessment must be completed within the maximum registration period.

L3.4 A student failing a subject may be required to repeat that subject:

L3.4.1 For a repeat, the student shall be required to attend classes and take the failed subject(s) in their entirety. The normal tuition fees as applicable to the subject(s) shall be charged.

L3.4.2 Subjects being repeated must be studied and completed in full. Any passed components from the previous attempt shall not be carried over.

L3.4.3 Students shall be allowed to take additional subjects in the semester on top of the subject(s) to be repeated on condition that:
   i. The total credit hours taken in the semester do not exceed nine (9) for a full semester and three (3) for a short semester.
   ii. accumulated failed subjects do not exceed ten (10) credit hours or three (3) subjects.

L3.5 For a re-sit, the student will not be required to attend classes but shall sit an examination for the subject(s) failed. The normal examination fees as applicable to the subject(s) shall be charged.

L4 Condonement

L4.1 Condonement describes the process by which a student who fails to satisfy some elements of assessment is nevertheless recommended for progression/award on the grounds of mitigating circumstances or that the failure is marginal or is offset by good performance elsewhere.

L4.2 The operation of condonement is at the discretion of the PAB and in accordance with the following regulations:

L4.2.1 Condonement shall be permitted for a maximum of one (1) subject or five (5) credits, whichever is the greater. Any exception for students from intake prior to January 2017 will be specified in the Programme Handbooks. Such exception should include a limit of not more than three (3) subjects or fourteen (14) credits.
L4.2.2 Condonement is not permitted for placements and other professional or compulsory components, or any other subjects specifically excluded from Condonement in the approved programme specification.

L4.2.3 Condonement is not permitted for a thesis.

L4.2.4 Condonement can only be applied where:
   i. the student has failed the reassessment of a subject;
   ii. a mark of at least 50% has been achieved;
   iii. the student has obtained an Overall Average of at least 60% for all subjects taken;
   iv. professional body requirements do not prohibit condonement.

L4.3 Although a Condonement may allow a student to progress or complete for an award by receiving credit, the marks achieved in a condoned subject are not altered and this mark shall carry forward to any classification calculation, if relevant.

L5 Classification of Award

L5.1 Masters level (by Mixed Mode and Coursework):

<table>
<thead>
<tr>
<th>Average Percentage Mark</th>
<th>Master’s Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.0% -100%</td>
<td>Distinction</td>
</tr>
<tr>
<td>70.0% - 79.9%</td>
<td>Merit</td>
</tr>
<tr>
<td>60.0% -69.9%</td>
<td>Pass</td>
</tr>
<tr>
<td>50.0% - 59.9%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

L5.2 The Overall Average Mark is computed as follows:

\[
\text{Overall average mark (\%)} = \left( \frac{\text{Sum of (\% subject marks x subject credits) for all subjects}}{\text{Sum of credits for all subjects}} \right)
\]

and shall be expressed to one decimal place to determine the class of degree to be awarded.

L5.3 A higher class shall be awarded when a student’s overall profile falls into the following scenario:
   i. The Overall Average is not more than 2% mark below the class indicated by the profile.
   ii. At least half the counting credits, or half + 0.5 in the case of an uneven number of credits are in the recommended class.
M Assessment for Postgraduate Research Programmes

This section of the Regulations pertains to all master’s and doctoral programmes ‘by research’ and to mixed-mode master’s programmes in which the research component exceeds 50%. The Regulations prescribe the conditions under which applicants are able to qualify for the award of such degrees of the University.

M1 Appointment of Supervisors

M1.1 A student shall be allowed to commence the thesis only on successful completion of all coursework subjects, taking into account any condonement or exceptions being applied.

M1.2 Candidates shall have a minimum of two (2) supervisors approved by the URDC, one of whom, the Main Supervisor, shall have overall responsibility for the supervision of the candidate.

M1.3 Supervisors must usually hold a doctoral degree. URDC may, in exceptional circumstances, approve a supervisor who does not hold a doctoral degree where it is satisfied that that person has equivalent professional experience. Such a person may not act as the Main Supervisor.

M1.4 Supervisors must meet any other requirement stipulated by the MOHE and MQA, including the relevant Programme Standards.

M1.5 In addition to the above criteria, the Main Supervisor for doctorate students must normally have at least two years’ postgraduate supervisory experience.

M1.6 The Main Supervisor must be a contracted full-time member of staff of the University.

M1.7 Taken together, the team must have evidence of relevant and current research expertise in the research project’s subject area, as well as such other expertise necessary to complete the supervisory duties of the team.

M1.8 To be eligible to act as a Main Supervisor, a member of staff must have undergone, or undergo within 6 months of taking up the role, a course on the supervision of research degree students, at Sunway University, or at another university with a recognized, equivalent training programme. Supervisors are required to undertake an approved research degree-related course of continuing professional development (CPD) at least biennially.

M1.9 Individuals with specialist expertise relevant to the research project who do not qualify as supervisors may be appointed to the supervisory team as advisors.

M1.10 Persons with a close personal relationship with the candidate are not permitted to act as a member of the supervisory team.

M1.11 Persons who are themselves registered for a research degree may not normally act as a member of the supervisory team, and in any case may not act as the Main Supervisor.
M1.12 Candidate on a Dual PhD programme shall have a minimum of two (2) supervisors. At least one supervisor will be assigned from Sunway University with another from the partner University, approved by the URDC.

M1.13 Supervision will be provided at Sunway University in accordance with the University Academic Regulation, and abiding by the standards and requirements set by MQA. Supervision by partner University will be provided in accordance to regulations of that institution but subject to meeting the standards and requirement of Sunway University.

M1.14 Where an institution appoints more than one supervisor, the respective institution will nominate one supervisor to act as main supervisor at that institution

M1.15 Should there be a disagreement between supervisors over any matter relating to a student’s progress, performance, or the direction of their research, a Research Degrees Management Panel will be established for arbitration

M1.16 The Research Degrees Management Panel shall comprise of;
- Chair and two (2) members of the University Research Degrees Committee (URDC), Sunway University
- Three (3) senior academic staff from partner institution who are members of a committee equivalent to that of Sunway University URDC.

M2 Change of Supervisor(s)

M2.1 The supervisory team may be changed or reconstituted by the University, following consultation with the student, under the following circumstances:

M2.1.1 Upon a withdrawal by, or resignation, incapacitation or disqualification of, the supervisor(s).

M2.1.2 Where the University decides and deems it is in the best interests of the student that the supervisor(s) should be replaced.

M2.1.3 Where the University decides and deems it desirable that additional supervisors are required.

M2.2 A student may also seek to change his/her supervisor(s) if he/she believes that continued supervision by the supervisor(s) shall not lead to the satisfactory completion of the degree. The student has to complete and submit a Change of Supervisor Form to the URDC for approval.

M2.3 The URDC has to ensure that proper supervision can be provided and maintained during any period of study leave or absence by the supervisor(s). The URDC shall take steps to safeguard appropriate provision including, where necessary, providing help in exploring the transfer of the student to another institution, in the event of the supervisor leaving the University and there being no other appropriate supervisors being available.
M3  **Research Proposal**

M3.1  Prior to executing the research, students are required to submit a Research Proposal for review and approval. A student is only permitted to proceed with his/her research leading to the submission of a thesis, upon receiving approval for the Research Proposal, as well as fulfilling any ethics requirements.

M3.2  The Research Proposal must be submitted to the University Research Degrees Committee (URDC) within the specified timeframe for their programme and mode of study, namely:

- **Master Candidate**
  - Full Time: within six (6) months from enrolment
  - Part Time: within twelve (12) months from enrolment

- **Doctoral Candidate**
  - Full Time: within twelve (12) months from enrolment
  - Part Time: within twenty-four (24) months from enrolment

M3.3  The Research Proposal shall be evaluated by two (2) independent internal examiners, via viva voce i.e. proposal defence. The examiners shall be academic staff of the university or other subject experts, recommended by the Main Supervisor and approved by the URDC.

M3.4  Following the proposal defence, the examiners shall make their recommendation to the URDC; the recommendation shall be one of the below:

  i.  Research Proposal has achieved a ‘Pass’.
  ii.  Research Proposal needs to be amended.
  iii.  Research Proposal has achieved a ‘Fail’.

M3.5  The URDC shall normally notify the student in writing of the outcome of the Research Proposal within two (2) weeks of the Committee meeting at which the recommendation is considered.

M3.6  The University Research Degrees Committee (URDC) shall provide the following information to students:

  i.  Outcome of the Research Proposal examination;
  ii.  Details of any remedial work necessary and timeline for the Research Proposal resubmission.

M3.7  Students undertaking research leading to the submission of a thesis shall be given three (3) opportunities to acquire approval for their Research Proposal. Failure on the third attempt shall result in the termination of his/her candidature.

M3.8  Research Proposals, once approved by URDC must be forwarded to the Ethics Committee for approval. Ethics approval must be received before any research/data collection may commence.
M4    Work Completion Seminar

M4.1 Students are required to make a presentation of their research findings prior to submitting the Notice of Thesis Submission (Section M7). The Work Completion Seminar should present the objectives, methods, findings and significance of the student’s research.

M4.2 A Vetting Panel will be established to provide feedback on:
   i. Whether sufficient material has been presented for examination; and
   ii. Whether the work completed is of sufficient quality and standing for the degree in consideration.

M4.3 The Vetting Panel shall comprise two (2) staff members/experts, recommended by the Main Supervisor and approved by the URDC.

M5    Change of Thesis Title

M5.1 Students undertaking research leading to the submission of a thesis may apply for change of thesis title at any time throughout the duration of their study provided that:
   i. They have passed the Research Proposal and defence; and
   ii. The new title shall not change the area of research.

M5.2 To apply, students must complete and submit the Change of Thesis Title Form to the URDC.

M5.3 The URDC shall consider the application for change of title. The URDC shall normally notify the student within three (3) weeks of considering the application whether or not the change of title has been approved. Where a change of title is not approved, the URDC shall inform the students of the reasons for the rejection.

M6    Change of Specialisation

M6.1 Students may apply for a change in specialisation by submitting the Change in Specialisation Form to the URDC. The change in specialisation must be approved by the student’s supervisors.

M6.2 The application for a change in specialisation shall only be considered if it is submitted within the first semester of commencing work on the thesis and may only be approved if the University is able to support the student adequately to complete his/her thesis in the new area of specialization.
**M7 Submission of Thesis**

**M7.1** Students may only submit their theses on having presented the completed research at the Work Completion Seminar.

**M7.2** Students are required to give three (3) months’ notice to the School of their intention to submit the thesis by using the Notice of Submission of Thesis Form.

**M7.3** Students will only be allowed to submit their theses if they have met all requirements of the programme and have paid, in full, all fees and other charges required by the University.

**M7.4** The supervisor may submit a report after consultation with the co-supervisors, where applicable. If necessary or preferred, a co-supervisor may submit an independent report. The supervisor(s) report(s) shall be made available to the panel of examiners (M8) where appropriate.

**M7.5** If for any reason the student is unable to submit his/her thesis following the submission of the Notice of Submission of Thesis Form after six (6) months, he/she is required to re-submit the Notice of Submission of Thesis Form.

**M7.6** The thesis must conform to the format as prescribed by the University Thesis Writing Guidelines. The thesis may be rejected if it is not submitted in accordance with the prescribed regulations and procedures.

**M7.7** Students must submit five (5) soft bound copies of the completed thesis to the University Research Office, together with a declaration of the originality, in accordance with a format, determined by the University.

**M7.8** Any approved thesis or part thereof that is subsequently published shall state clearly that it was submitted for the master’s or doctoral degree of the University. In the course of the student’s candidature, he/she may, with the approval of his supervisor(s), publish any papers of his/her work provided due reference is made to the University in all such papers.

**M8 Examination of Thesis**

**M8.1** A candidate for a research degree shall be examined by a panel of examiners appointed for that purpose by the URDC.

**M8.2** The supervisors shall nominate thesis examiners for approval by the URDC, using a Thesis Examiners Nomination Form.

**M8.3** The examiners for a thesis at the master’s level shall comprise at least two examiners, namely:

i. one (1) Internal Examiner; and

ii. one (1) External Examiner.

**M8.4** The examiners for a thesis of a doctoral degree shall comprise at least three (3) examiners, namely:

i. one (1) Internal Examiner; and
ii. two (2) External Examiners.

M8.5 In the event where no suitable internal examiner can be appointed, another external examiner may be appointed by the University Research Degrees Committee (URDC).

M8.6 Where the candidate is a permanent member of staff of the University at the time of examination, the Internal Examiner shall be replaced by an additional external examiner. A candidate being examined who is employed by the University on a fixed term contract as a research assistant shall be exempt from the requirements of this regulation.

M8.7 The Internal Examiners shall be staff members of the University, but shall not be a Supervisor or otherwise closely affiliated to the student in any way.

External Examiners will be members of staff of another, recognised institution other than Sunway University. The External Examiner(s) must not be a Supervisor or otherwise closely affiliated to the student or his/her project. All examiners must have established reputations in the topic of the thesis being examined.

M8.8 The Provost may, in exceptional circumstance, appoint an External Examiner to examine the thesis. The appointment shall be reported to the URDC.

M8.9 Examiners must hold a doctoral-level degree, or have equivalent professional standing. Taken as a whole, the examiners must:

i. Have experience in examining research degree theses at the level of the degree in question [normally three (3) or more previous examinations]; and

ii. Have substantial knowledge of current research relating to the subject area of the thesis.

M8.10 Former members of the staff of the University are not normally eligible for appointment as external examiners until three (3) years after the termination of their employment.

M9 Examiners’ Report

M9.1 Examiners are under an obligation to maintain confidentiality and, in no circumstances, should he/she discuss the thesis or any part of the examination process with a third party, without the prior approval of the Provost.

M9.2 Examiners are provided with guidelines for the examination of a thesis. Prior to the viva voce examination (Section M9.3), they are requested to complete a form indicating whether the candidate has met the listed criteria and to provide a written report.

M9.3 The examiners are required to hold an oral examination (viva voce), except in the most exceptional of circumstances, and then only with the agreement of the Provost.

M9.4 Following the viva voce, a report shall be prepared and agreed by the examiners and submitted to the URDC for consideration. If the examiners cannot agree on the outcome of the examination result, the URDC shall appoint a new external examiner who shall examine the thesis and submit a further report to the URDC. The URDC shall
consider all of the reports in making its judgment on the outcome of the examination of the thesis.

M9.5 The recommendation of the Panel of Examiners for viva voce shall be one of the following:

i. Thesis is accepted.

ii. Thesis is accepted subject to:

a. Minor modifications being made. Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or other amendments which do not significantly affect the conclusion of the thesis.

b. Major modifications being made. Such major modifications might include serious omissions of sections and/or inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.

iii. Re-submission. This recommendation is used where substantial modifications (e.g. re-writing of sections and/or further experiments and/or profound correction of a scientific argument) are required to make the thesis acceptable. Following revision, the thesis would normally be considered again by all members of the Panel of Examiners for final approval. A student shall normally only be permitted to revise and re-submit a thesis once. The Panel shall determine whether or not the student should undergo a viva voce examination on the re-submitted thesis.

iv. Thesis is rejected with no right of revision or re-submission.

M9.6 Appeals against the outcome of the viva voce shall be submitted to the Provost to establish if a prima facie case exists or not. If a prima facie case is established, the Provost’s Office will convene a panel to review the case in full; the review panel shall determine what if any corrective actions should be taken. The Panel shall be chaired by a DVC. Where the case relates to any component of a programme contributing to a final award, the view of the External Examiner(s) shall be sought.

M9.7 The URDC shall consider the outcome of the thesis examination and viva voce, and make a recommendation on the award of the degree to the Academic Senate for final approval.

M9.8 If, after any necessary revisions or resubmission, the thesis does not meet the requirements for the master’s or doctoral degree, the student shall not be awarded that degree and shall be terminated from the programme.

M10 Thesis Modification and Final Submission

M10.1 Where modifications to the thesis are required, the URDC shall provide, normally within three (3) weeks of the viva voce examination, written notification of:

i. additional work required;

ii. the deadline for the completion of the required work; and if appropriate

iii. deadline for re-submission of the thesis.
M10.2 The Examination Panel shall be responsible for confirming that all amendments and/or additional work have been completed satisfactorily, and for confirming that the thesis meets the required standard for the award.

M10.3 Once the thesis is accepted by the examiners (i.e. once any necessary corrections have been completed to the satisfaction of the Chair of the Panel of Examiners), the student shall have four (4) weeks to submit three (3) hardbound copies to the Research Office, together with a soft copy (electronic) of the thesis in a medium to be specified from time-to-time by the Research Office.

M10.4 A student may, if necessary, apply to the URDC for extension of time for the final submission of his/her final thesis. All such applications must be made using the Extension to Submission of Thesis Form. The URDC may, at its discretion, extend the time for final submission of a thesis by up to sixty (60) days. Normally only one (1) extension may be granted to a student. During the extension period, the student must continue to be a registered student.

M10.5 If the final copies of the thesis are not submitted by the student within the prescribed time, he/she will be deemed to have the thesis rejected and will not be awarded the degree for which they are registered.

M11 Progression for Students Undertaking Research

M11.1 All research degree students will be subject to progress monitoring. This will involve routine, informal monitoring through regular supervisory sessions and formal monitoring through the URDC.

M11.2 Students undertaking the research phase shall meet formally with a member of their supervisory team (usually their Main Supervisor) at least bimonthly to review progress and agree on a schedule of work for the following period. A record of each meeting shall be forwarded to the URDC.

M11.3 Additionally, students undertaking the research phase of their programme will be required to submit annual progress reports for review and consideration of the URDC. If the URDC deems that progress is insufficient, he/she shall be issued with a letter of warning by the Research Office, copied to the student’s supervisors, advising the student of necessary remedial action. In such circumstance, the student shall submit a further progress report to the URDC within six (6) months. If progress remains unsatisfactorily, URDC may terminate the candidature a student.

M11.4 Academic progress for Dual PhD programme is subject to Sunway University’s regulations under M11.

M11.5 Students’ academic progress on a Dual PhD programme will be monitored by both institutions involved in the programme. Both institutions are to provide and share information on each student’s performances and progress. Processes and schedule should be put in place and agreed upon for monitoring of student progress.
M12  Classification of Award

M12.1  The award classifications for master’s degrees by research are determined as shown below.

<table>
<thead>
<tr>
<th>Average Percentage Mark</th>
<th>Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.00% – 100%</td>
<td>Distinction</td>
</tr>
<tr>
<td>60.00% – 79.99%</td>
<td>Pass</td>
</tr>
<tr>
<td>0.00% – 59.99%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

M12.2  A doctoral degree is awarded a Pass or a Fail. No mark or grade shall be awarded in the examination of a thesis for a doctoral degree.

N  Academic Malpractice

N1.1  The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic offence that may constitute grounds for exclusion.

N1.2  Unfair means includes all forms of cheating, such as plagiarism, collusion and impersonation.

N1.3  Students will be made aware of the regulations with respect to academic malpractice and penalties at the commencement of the programme and, in particular, the importance of academic integrity, what is meant by plagiarism and how to avoid it.

N1.4  All alleged academic malpractice will be handled, investigated and decided upon according to the Academic Malpractice Policy and Procedure.

N1.5  Where malpractice is suspected but is unresolved at the time of the appropriate Assessment Board meeting, the Board shall not consider the student’s assessment result until an investigation has been conducted and the matter resolved.

N1.6  All instances or allegations of malpractice will be investigated and, where a prima facie case is established, they will be categorised as follows:

   i.  Naïve malpractice

   ii. First Offence:

       Minor

       Major

   iii. Subsequent Offence

N1.7  Naïve malpractice will be dealt with by the lecturers concerned at the departmental level and reported to the Dean of School.

N1.8  Instances of minor first offences will be dealt with locally by the Dean of School under the Academic Malpractice procedures. If the student is found to have committed the
offence, a warning letter will be issued and a copy of this letter will be extended to the Examinations Unit.

N1.9 Where a student does not accept a decision made, he/she has the right to refer the matter to a Panel of Inquiry.

N1.10 All instances of major malpractice, and subsequent offences will be referred to a Panel of Inquiry under the Academic Malpractice procedures.

N1.11 Deans of School and the Panel of Inquiry have authority to determine whether malpractice has occurred and the penalty to be applied. Guidelines on standard penalties for academic malpractice have been established as shown in Appendix 9.

N1.12 Students found guilty of academic malpractice have a right of appeal on the grounds of an administrative or procedural error or where there is fresh evidence.
Appendix 1: Malaysian Qualifications Framework (MQF) Level Descriptors

The following are level descriptors for diploma and undergraduate awards as described in the MQF.

Diploma level

Diploma level education balances theory and practice or practical, and stresses on the instillation of values, ethics and attitudes to enable students to:

- Use knowledge, comprehension and practical skills at work;
- Assess and decide, taking into account social, scientific and ethical issues with moderate autonomy;
- Be confident and entrepreneurial in pursuing their own careers
- Be responsible members of society
- Possess study skills in adapting to ideas, processes and new procedures for career development;
- Acquire team and interpersonal skills that are appropriate to employment; and
- Communicate effectively to transmit information, ideas, problems and resolutions cogently to experts and non-experts.

Degree level

A bachelor’s degree prepares students for general employment, entry into postgraduate programme and research as well as highly skilled careers. It enables the individuals to pair responsibilities, which require great autonomy in professional decision-making. The bachelor’s degree is conferred on individuals who are able to:

- Demonstrate knowledge and comprehension on fundamental principles of a field of study, acquired from advanced textbooks;
- Use the knowledge and comprehension through methods that indicate professionalism in employment
- Argue and solve problems in their field of study;
- Show techniques and capabilities to search and use data to make decisions having considered social, scientific and relevant ethical issues;
- Communicate effectively and convey information, ideas, problems and solutions to experts and non-experts;
- Apply team and interpersonal skills which are suitable to employment; and
- Possess independent study skills to continue further study with a high degree of autonomy.

**Qualifications that support lifelong education pathways**

MQF provides pathways for individuals to progress in the context of lifelong learning. At the diploma and undergraduate level, two qualifications facilitate this progression.

**Advanced Diploma**

Advanced Diploma is a specific qualification which identifies an individual who has knowledge, practical skills, managerial abilities and more complex and higher responsibilities than those expected at the diploma level. Advanced diploma is conferred on students who are able to:

- Use knowledge, comprehension and practical skills at work;
- Assess and decide, taking into account social, scientific and ethical issues with moderate autonomy;
- Possess study skills in adapting to ideas, processes and new procedures for career development;
- Acquire team and interpersonal skills that are appropriate to employment; and
- Communicate effectively to transmit information, ideas, problems and resolutions cogently to experts and non-experts; and
- Identify problems in their field of study.

**Graduate Certificate and Graduate Diploma**

Graduate Certificate and Graduate Diploma are qualifications that comprise competencies at the level of Bachelors. The difference between graduate certificate and graduate diploma is in the credit value. The qualifications are conferred upon the completion of education or formal training, recognition of work experience, inclusive of voluntary work or in combination. Graduate certificate and graduate diploma are used for purposes such as continuing professional development, changing a field of training or expertise and as entry qualification to a higher level with permissible credit transfer. These are conferred, without taking into account the previous qualification(s) of the holder and are dependent on the aims of the qualification.
Postgraduate Programme Structures

Three postgraduate programme structures are offered by the University in accordance with the MQA guidelines. The structures are:

Research only (Structure A)

Students pursuing a postgraduate programme under this structure shall undertake an in-depth study on a particular research topic, which he/she shall then submit the research findings in the form of a thesis. Generally, features indicated below are applicable to master’s degree by research and doctoral degree programmes.

- Students carry out research under the supervision of a Supervisor or Joint Supervisors approved by the University Research Degrees Committee (URDC). The Supervisor(s) shall ensure that the student makes progress towards completing the research on time.

- Students may be required to take some ‘audit subjects’ (see Appendix 2) while undertaking their research to strengthen the basic knowledge in areas considered necessary for the advancement of their research work.

- Students must first pass a qualifying examination before being allowed to continue with their research. The examination is usually in the form of submission of a proposal for examination and a student successfully defending his/her proposal for research.

- At the end of this programme, the student is required to submit a thesis for examination. The thesis must be defended in a viva voce.

Mixed mode (Structure B)

A student pursuing an award under this structure is required to fulfil a minimum number of prescribed credits of coursework and sit for examinations. Following the successful completion of the relevant coursework components prescribed, the student shall undertake a research project leading to the submission of a thesis for examination. The research component shall be similar to Structure A except for the depth of the research undertaken. The research component of a mixed mode programme makes up at least 50% of the total programme credit hours.

Coursework only (Structure C)

A student pursuing a master’s programme under this structure is required to attend classes (or under exceptional circumstances, to a prescribed mode of study). Assessment shall normally be based on assignments and/or examinations and/or presentations and a substantial project or case study. The student is required to fulfil the required number of credits prescribed and fulfil all assessment requirements of the programme. Following the successful completion of the relevant coursework component, the student shall be assigned a research project leading to the submission of a project paper for examination. The project component shall be similar to Structure A except for the depth of the research undertaken.
Postgraduate (Master’s) Level

A master’s degree provides for the furtherance of knowledge, skills and abilities obtained at the Bachelors level. The entrance to master’s programme is usually based on proven capabilities to pursue postgraduate studies in the selected fields. A master’s degree is conferred on students who are able to:

- Demonstrate continuing and additional knowledge and comprehension above that of the bachelor’s degree and have capabilities to develop or use ideas, usually in the context of research;
- Use the knowledge and comprehension to solve problems related to the field of study in new situations and multi-disciplinary contexts;
- Integrate knowledge and manage complex matters;
- Evaluate and make decision in the situations without or with limited information by considering social responsibilities and related ethics;
- Deliver clearly the conclusion, knowledge and the rationale to experts and non-experts; and
- Demonstrate study skills to continuously progress on their own with a high degree of autonomy to do so.

Postgraduate (Doctoral) Level

A doctoral degree provides for the further enhancement of knowledge, skills and abilities obtained at master’s level. It generally provides the graduate with the abilities to conduct independent research and is conferred on students who are able to:

- Show a systematic comprehension and in-depth understanding of a discipline and mastery of skills and research methods related to the field of study;
- Show capabilities to generate, design, implement and adopt the integral part of research process with scholarly strength;
- Contribute to the original research that has broadened the boundary of knowledge through in-depth dissertation, which has been presented and defended according to the international standards including writing in internationally refereed publications;
- Make critical analysis, evaluation and synthesis of new and complex ideas;
- Communicate with peers, scholarly communities and society at large concerning the field of expertise; and
- Promote the technological, social and cultural progress in a knowledge-based society in the academic and professional contexts.
Appendix 2: Classification of subjects

In the development of programmes at different levels, the University follows *The Guidelines on Criteria and Standards for Private Higher Education Institution (PHEI) Programme of Study*, issued by Lembaga Akreditasi Negara, the predecessor of MQA.

The guidelines suggested classification of subjects as follows:

a. Compulsory subjects / higher education institution (HEI) compulsory
b. Core major subjects
c. Basic major subjects
d. Elective major subjects
e. Minor subjects
f. Free elective subjects
g. Audit subjects

The subject classification and their percentage in the curriculum of a programme of study are explained below. However, PHEIs may submit other classifications with clear explanations.

**Compulsory subjects**

a. Compulsory subjects

Compulsory Subjects must be offered as prescribed in the PHEIs Act 1996. It covers the subjects Bahasa Kebangsaan A (MPW 1113) and Bahasa Kebangsaan B (MPW 1123), Malaysian Studies (MPW 1133), Islamic Studies (MPW 1143) and Moral Education (MPW 1153).

Effective from 2013 intake onwards, all students are required to take MPU (*Mata Pelajaran Umum*) general studies subjects as required by Ministry of Higher Education (MOHE) which replace the MPW subjects (Section 43(3) Act 555).

The MPU general studies subjects are divided into the following categories:

- **U1**: Appreciation of the philosophy, values and history
- **U2**: Mastery of skills
- **U3**: Broadening of knowledge about Malaysia
- **U4**: Inculcation of community/societal management skills which are practical in nature such as community service and co-curriculum

The number of subjects to be taken in each MPU category is shown below:

<table>
<thead>
<tr>
<th>Level</th>
<th>U1</th>
<th>U2</th>
<th>U3</th>
<th>U4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The U1 subjects are as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Local Students</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>• Malaysian Studies</td>
<td>• Bahasa Malaysia for Communication</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>• Islamic and Asian Civilisation</td>
<td>• Bahasa Malaysia for Communication</td>
</tr>
<tr>
<td></td>
<td>• Ethnic Relations</td>
<td>• Malaysian Studies</td>
</tr>
</tbody>
</table>

U2, U3 and U4 subjects will be specified by the respective programmes.

A student who has passed an MPU General Studies subject at the diploma level, will not be exempted from the subject if he/she proceeds to the bachelor’s programme.

Local students who have not obtained Credit in Bahasa Melayu (SPM) are required to take and pass Bahasa Kebangsaan A subject once in any programme level, but this is not counted towards their graduating credits or Overall Average mark.

b. Compulsory HEI Subjects

Besides MPW/MPU compulsory subjects, PHEIs are also encouraged to offer humanities subjects. The purpose of this subject is to mould students into responsible citizens and to build a harmonious and responsible community. These subjects, together with other subjects that are compulsory for all students at PHEIs, are classified as compulsory HEI subjects.

Major subjects

Subjects classified as major subjects are the core subject components of a programme of study and academic qualification, which will be awarded. It is a main basis for naming a programme of study. Major subjects are divided into three categories:

a. core major
b. basic major
c. elective major

Core major subjects reveal the specialization or expertise in an academic discipline. The subjects offered should represent the respective field. For example, in a bachelor’s programme, a candidate who majors in a certain field will receive a degree depicting that field. A candidate majoring in the field of psychology, for example, will receive a Bachelor of Science in Psychology.

A student should take core major subjects in the same field regardless of the specialization chosen. Fields like Business Administration, Computer Science and Engineering have their own specific core major subjects.
**Basic major subjects** are basic subjects, which should be taken and form the basis or strength for subjects to be taken at higher level. It complements the whole curriculum of the programme of study. For example, Mathematics is the basic major subject for the programme of study for a degree in Accounting, Economy and others.

**Elective major subjects** are subjects related to the programme of study which are offered as choices to students. For example, *Bachelor of Business Administration* is a programme of study in the field of business that has several major fields, such as management, marketing and finance. Elective major subjects will further strengthen each major field.

The percentage of major subjects (core major, basic major and elective major) for each programme is as follows:

i. 55 - 65% for bachelor’s level
ii. 65 - 75% for diploma level, and
iii. 75 – 85% for certificate level.

**Minor subjects**

Some minor subjects are related to the field of the programme or specialization, while some are not related. If this subject is not offered nor taken, it will not affect the graduate’s competence in the field of specialization offered.

Minor subjects usually show the minor specialization in an academic discipline, which differs from the name of the programme of study or academic qualification to be awarded. The field will not be stated on the certificate or scroll awarded. Normally the minor specialization will only be stated in the transcript.

If a programme of study offers a minor field, the curriculum will show the respective field. Minor subjects should not be less than 20% of the overall curriculum of the bachelor’s degree. The credits for the minor subjects will be the minimum requirement for graduation. Nevertheless, at diploma and certificate levels, the programme of study will not have minor fields.

*Free elective subjects*

Free elective subjects may or may not be related to the programme of study but taken as choice subject without being bound to any field. This elective is usually used to fulfil the credit hours for graduation.

**Audit subjects**

This subject is taken voluntarily to enhance knowledge and will not be included in calculating the total credit hours required for graduation.
Appendix 3: Marking and Moderation of Assessment

1  Marking of Assessments

1.1  The principles for assessment, including the reliability of marking and moderation are set out in Section F1 of the Academic Regulations.

1.2  All final examination scripts are anonymously marked, whereby the name of the student is not made known to the marker.

1.3 Each School/Department should ensure that subject assessment marks are recorded accurately.

1.4  All markers and especially part-time lecturers must be made aware of the grading scheme and marking criteria.

2 Internal moderation

Internal moderation is the process of confirming with qualified colleagues that the standard and suitability of the assessments set, and the consistency of marking across tutors, subjects, programmes and sites, is fair and appropriate.

2.1  One of the following methods of moderating marks should be applied to all final examinations and coursework accounting for 50% or more of the total subject assessment:

- unseen double marking is a student work that is independently assessed by a second marker without the knowledge of marks assigned by the first marker;
- second marking is a student work that is assessed by more than one marker based on sampling. The second markers review a representative sample of work first-marked by other colleagues for the purpose of checking the consistent application of marking criteria and moderating marks awarded.

2.2  Double marking is normally deployed where a single piece of assessment is assigned 6 credits or more (e.g. final year projects). Students may be required to submit two copies of the work to enhance efficiency in the marking process. The two markers should discuss their provisional marks and decide on the mark to be awarded.

2.3  The sample for second marking is taken to be the square root of n \( (\sqrt{n}) \) where \( n \) is the number of students undertaking the piece of assessment, to a minimum of five items. Moderated samples must include work exhibiting the range of marks awarded and must include all fails, the subject average, the highest mark awarded and a borderline pass. Thus the actual sample size will be, on occasions, greater than the indicative sample size.

3  Agreement of provisional marks

3.1  In second marking where the first and second marking outcomes are largely in agreement (i.e. they differ by no more than 10%), the first marker’s mark stands. Averaging should not be employed to avoid regression to the mean and to ensure that there is neither advantage nor disadvantage to individual students, particularly in the sampling process related to second marking.

3.2  Where there is disagreement between the first and second markers, a third marker will be employed on the same basis as the second marker. Finally agreed marks are those of whichever marker has closest consonance with the marks of the third marker. However, in exceptional cases, the external examiner may be called upon to
adjudicate. The HOD/HOC is responsible for ensuring that any differences between first and second markers are resolved.

3.3 If the marks awarded require adjustment, the adjustment is applied to the whole cohort’s scripts not just the moderated script.

3.4 In exceptional circumstances, after application of all other methods of moderation, examiners may consider scaling marks. Scaling may be of the overall mark for the subject or of any assessment therein. The method of scaling to be used should be discussed and should reflect both the nature of the assessment and the size of the cohort. Both the reason for scaling and the method used must be approved by the Dean. This decision shall be recorded within the minutes of the Subject Assessment Board. If scaling is discussed and not used, the reason for not scaling will be recorded in the minutes. In all cases both the original and the scaled marks will be permanently recorded.

3.5 Evidence of moderation should be clearly indicated on marked scripts as appropriate. Moderated work should clearly show the name of the second marker. A record of outcomes of the moderation process should be kept and used to inform the curriculum review process.

4 Disclosure of Provisional Marks

4.1 Provisional marks for coursework (excluding final projects and internship) should be disclosed to students within four weeks.

4.2 However, notice to the students must clearly state that the marks are still provisional and may be subject to alteration in the confirmatory process.

4.3 Final marks will be released after confirmation by the Programme Assessment Board.

5 External Examiner Moderation

External moderation is the process of ensuring via an external view that the suitability and standards of assessment tasks and the consistency of marking across lecturers and subjects are appropriate fair, and are comparable with standards in Malaysian higher education in general, and for degree programmes, UK standards as well.

For degree level programmes and for diploma programmes where external examiners have been appointed, a sample of work will be sent to the external examiner after the internal moderation process. The precise nature and number of the samples will be negotiated with the external examiner concerned, following the general institutional guidance on the size of the sample as stated in 2.3 above.

6 Scaling Methods

6.1 Scaling can be applied to any mark, not just an examination mark.

6.2 There may be extraordinary circumstances where failures in the assessment process may make scaling necessary. Examples of these are:
   i. the overall mean aggregation score for any subject lies outside the normal range;
   ii. a misprinted examination paper;
   iii. an interruption of examination;
iv. an instrumental malfunction in a science laboratory not obvious at the time of the experiment; or
v. a particular assessment (examination or coursework) has produced marks for the whole cohort which are at a different level from marks achieved elsewhere by the same students; this may be because an examination or coursework assignment was harder or easier than expected.

6.3 Where scaling is required in the same subject for at least part of its assessment on more than one occasion, the assessment practices of the subject will be reviewed and modified as appropriate.

6.4 One of the following methods for scaling is recommended:
(a) Multiplication by a factor;
(b) Addition or subtraction of a fixed value;
(c) Piecewise linear interpolation, where each score achieved is plotted for each student against their average mark on all other assessments/examinations for the subject being considered for scaling.
Appendix 4: Arrangements for the Assessment of Students with Disabilities

The University will make special arrangements where possible, to ensure fair assessment of students with disabilities or unforeseen medical circumstances. The following listing contains examples of modifications/ adjustments which may need to be made.

Alternative locations for assessment
- Specific location agreed within a conventional examination room
- Adapted examination furniture/ special lighting provided
- Separate room for examinations
- Physical access to the location and to lavatory facilities suitable for the disabled

Adjustments to the timing of assessment
- Extra time agreed
- Rest periods/ breaks agreed within a lengthy time-span.

Use of specific equipment or software
- Use of PC/ laptop for examinations (with restrictions on what can be imported into the examination setting)
- Use of video/ tape recorder for oral answers

Procedures for making special arrangements

(i) Student who requests for special arrangements is advised to discuss with the Dean of School/Head of Department at the beginning of the semester. The student should provide up-to-date documentary evidence to support the request.

(ii) A written request is submitted to the Examination Unit with details of specific arrangement and approved by the Dean of School/Head of Department.

(iii) The request needs to be submitted at least four weeks before the examination, in order to enable the claim for special needs to be fully considered and arrangements made. Students who have had additional arrangements in a previous year should renew the arrangements and to indicate any necessary changes to previous requirements.

(iv) Students should be aware that additional examination arrangements will be reported to the chair of the Subject Assessment Board. Exceptional arrangements will need to receive the approval of the Chair of the Board who may consult with the appropriate subject lecturers.

Students who require additional arrangements to be made in examinations as a result of unforeseen medical circumstances are required to follow the same process as outlined above, supported by appropriate medical certification. Students are required to submit requests and medical certification as soon as possible following the accident/illness/diagnosis in order to allow time for such provision to be made.
Appendix 5: Code of Conduct in Examinations

Failure to adhere to the following rules and regulations can result in a student being disqualified for the examination.

1. **Arrival time**
   Candidates will be allowed to enter the examination hall/room 10 minutes before commencement of the examination. Candidates arriving after 30 minutes of commencement of the examination will not be allowed into the examination room.

2. **General instructions**
   Candidates are required to observe the general instructions which may be given by the Chief Invigilator and to note carefully any instructions that appear on the front of the examination paper.

3. **Authorised materials**
   No writing paper or manuscripts may be taken into the examination room, other than those items specifically permitted. Bags must be left at the designated storage area before a candidate approaches the assigned seat. Headwear (such as Caps or bandanas), pencil cases, electronic devices (such as smartphones, PDAs, or iPods) and programmable calculators are not allowed. Candidates are not allowed to borrow stationeries from another candidate.

4. **Communications in the examination room**
   No communication between candidates is allowed as soon as the candidate enters the examination room until the candidate leaves the examination hall/room. Candidates wishing to communicate with the Chief Invigilator should raise their hand to attract attention. Any candidate that leaves his or her seat without permission will be disqualified.

5. **Permission to leave the examination room**
   Candidates are not allowed to leave the examination hall/room within the first 30 minutes and the last 15 minutes of the examination. Candidates can only leave the examination room once (normally) to go to the toilet during the examination accompanied by an invigilator.

6. **Candidate behaviour**
   Smoking and eating are not permitted in the examination hall.

7. **Examination materials**
   Candidates are not permitted to remove examination materials from the examination room unless specified by the Chief Invigilator. All examination scripts remain the property of the Examination Unit.
Appendix 6: Additional Requirements for Professional Awards

Sun-U awards may be accredited by some professional or regulatory bodies associated with certain academic disciplines. In these cases, the professional or regulatory bodies may have the authority to set requirements above and beyond those required by Sunway University regulations. These additional requirements are set out below.

BSc (Hons) Actuarial Studies (BAS)

Subjects under BAS which have been approved by the Society of Actuaries (SOA), Casualty Actuarial Society (CAS), and Canadian Institute of Actuaries (CIA) for Validation by Educational Experience (VEE) exemptions are as follows:

<table>
<thead>
<tr>
<th>VEE Applied Statistical Methods</th>
<th>MAT 3014 Time Series &amp; Forecasting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAT 3024 Regression Analysis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEE Corporate Finance</th>
<th>FIN1014 Principles of Business Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIN 2014 Financial Management</td>
</tr>
</tbody>
</table>

| VEE Economics                  | ECN 1014 Introductory Economics       |

In order to obtain VEE credit exemptions students are required to pass at least a grade “B” in the subjects shown above.
Appendix 7: Example of Award Classification Calculation

Diploma award calculation:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Marks (%)</th>
<th>Grade</th>
<th>Marks x Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting I</td>
<td>3</td>
<td>60</td>
<td>B</td>
<td>180</td>
</tr>
<tr>
<td>Business Communication</td>
<td>3</td>
<td>47</td>
<td>D</td>
<td>141</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>45</td>
<td>D</td>
<td>135</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>3</td>
<td>70</td>
<td>A</td>
<td>210</td>
</tr>
<tr>
<td>Information Technology I</td>
<td>3</td>
<td>63</td>
<td>B</td>
<td>189</td>
</tr>
<tr>
<td>Business English I</td>
<td>4</td>
<td>56</td>
<td>C</td>
<td>224</td>
</tr>
<tr>
<td>Business English II</td>
<td>3</td>
<td>50</td>
<td>C</td>
<td>150</td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>3</td>
<td>47</td>
<td>D</td>
<td>141</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>3</td>
<td>57</td>
<td>C</td>
<td>171</td>
</tr>
<tr>
<td>Management</td>
<td>3</td>
<td>55</td>
<td>C</td>
<td>165</td>
</tr>
<tr>
<td>Quantitative Methods I</td>
<td>3</td>
<td>68</td>
<td>D</td>
<td>204</td>
</tr>
<tr>
<td>Malaysian Studies 1 (U1)</td>
<td>3</td>
<td>63</td>
<td>B</td>
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</tr>
<tr>
<td>Financial Accounting II</td>
<td>4</td>
<td>50</td>
<td>C</td>
<td>200</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>3</td>
<td>55</td>
<td>C</td>
<td>165</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>38</td>
<td>F#</td>
<td>114</td>
</tr>
<tr>
<td>Information Technology II</td>
<td>3</td>
<td>60</td>
<td>B</td>
<td>180</td>
</tr>
<tr>
<td>Electronic Commerce</td>
<td>3</td>
<td>58</td>
<td>C</td>
<td>174</td>
</tr>
<tr>
<td>Academic Research Skills</td>
<td>3</td>
<td>53</td>
<td>C</td>
<td>159</td>
</tr>
<tr>
<td>Critical and Creative Thinking Skills (U2)</td>
<td>3</td>
<td>43</td>
<td>D</td>
<td>129</td>
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<td>Business Law</td>
<td>3</td>
<td>42</td>
<td>D</td>
<td>126</td>
</tr>
<tr>
<td>Organisational Behaviour</td>
<td>3</td>
<td>49</td>
<td>D</td>
<td>147</td>
</tr>
<tr>
<td>Fundamentals of Marketing</td>
<td>3</td>
<td>48</td>
<td>D</td>
<td>144</td>
</tr>
<tr>
<td>Marketing Research</td>
<td>3</td>
<td>52</td>
<td>C</td>
<td>156</td>
</tr>
<tr>
<td>Quantitative Methods II</td>
<td>3</td>
<td>66</td>
<td>B</td>
<td>198</td>
</tr>
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<td>Moral Education (U3)</td>
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<td>60</td>
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</tr>
<tr>
<td>Financial Management</td>
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<td>52</td>
<td>C</td>
<td>156</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>3</td>
<td>42</td>
<td>D</td>
<td>126</td>
</tr>
<tr>
<td>Marketing Communication</td>
<td>4</td>
<td>45</td>
<td>D</td>
<td>180</td>
</tr>
<tr>
<td>Community Project (U4)</td>
<td>3</td>
<td>70</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>81</strong></td>
<td></td>
<td></td>
<td><strong>4264</strong></td>
</tr>
</tbody>
</table>

Note: F# denotes a condoned failure

Overall Average = $\frac{\text{Sum of (Marks x Credits)}}{\text{Total counted credits}}$

= $\frac{4264}{81}$

= 52.64%

Classification of award is **Diploma with Merit**
<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Marks (%)</th>
<th>Grade</th>
<th>Marks x Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>4</td>
<td>85</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>4</td>
<td>72</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td>Research Methods</td>
<td>4</td>
<td>65</td>
<td>B</td>
<td>Not counted</td>
</tr>
<tr>
<td>Motivation and Emotion</td>
<td>4</td>
<td>52</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>English for Psychology</td>
<td>4</td>
<td>70</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td>Social Psychology</td>
<td>4</td>
<td>68</td>
<td>B</td>
<td>Not counted</td>
</tr>
<tr>
<td>Organisational Psychology</td>
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<td>45</td>
<td>D</td>
<td>Not counted</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>4</td>
<td>50</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>4</td>
<td>56</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>Social and Professional Responsibilities (U3)</td>
<td>4</td>
<td>65</td>
<td>B</td>
<td>Not counted</td>
</tr>
<tr>
<td>Ethnic Relations (U1)</td>
<td>3</td>
<td>55</td>
<td>C</td>
<td>Not counted</td>
</tr>
<tr>
<td>Islamic &amp; Asian Civilisations (U1)</td>
<td>3</td>
<td>76</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td><strong>YEAR 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology of Learning &amp; Education</td>
<td>4</td>
<td>68</td>
<td>B</td>
<td>272</td>
</tr>
<tr>
<td>Personality Psychology</td>
<td>4</td>
<td>71</td>
<td>A</td>
<td>284</td>
</tr>
<tr>
<td>Brain and Behaviour</td>
<td>4</td>
<td>80</td>
<td>A</td>
<td>320</td>
</tr>
<tr>
<td>Applied Developmental Psychology</td>
<td>4</td>
<td>71</td>
<td>A</td>
<td>284</td>
</tr>
<tr>
<td>Communication Skills (U2)</td>
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<td>75</td>
<td>A</td>
<td>Not counted</td>
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<tr>
<td>Theories of Counselling</td>
<td>4</td>
<td>55</td>
<td>C</td>
<td>220</td>
</tr>
<tr>
<td>Abnormal Psychology</td>
<td>4</td>
<td>68</td>
<td>B</td>
<td>272</td>
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<td>Cognition and Perception</td>
<td>4</td>
<td>70</td>
<td>A</td>
<td>280</td>
</tr>
<tr>
<td>Psychological Testing</td>
<td>4</td>
<td>72</td>
<td>A</td>
<td>288</td>
</tr>
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<td>Community Service (U4)</td>
<td>3</td>
<td>80</td>
<td>A</td>
<td>Not counted</td>
</tr>
<tr>
<td><strong>YEAR 3</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Cross-Cultural Psychology</td>
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<td>75</td>
<td>A</td>
<td>300</td>
</tr>
<tr>
<td>Behaviour Modification</td>
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<td>64</td>
<td>B</td>
<td>256</td>
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<tr>
<td>Learning Disabilities</td>
<td>4</td>
<td>72</td>
<td>A</td>
<td>288</td>
</tr>
<tr>
<td>Research Project</td>
<td>6</td>
<td>53</td>
<td>C</td>
<td>318</td>
</tr>
<tr>
<td>History of Psychology</td>
<td>4</td>
<td>74</td>
<td>A</td>
<td>296</td>
</tr>
<tr>
<td>Psychology Seminar</td>
<td>4</td>
<td>73</td>
<td>A</td>
<td>292</td>
</tr>
<tr>
<td>Advanced Topics in Psychology</td>
<td>4</td>
<td>75</td>
<td>A</td>
<td>300</td>
</tr>
<tr>
<td>Internship</td>
<td>6</td>
<td>63</td>
<td>B</td>
<td>Not counted</td>
</tr>
<tr>
<td>------------</td>
<td>---</td>
<td>----</td>
<td>---</td>
<td>-------------</td>
</tr>
<tr>
<td>Total</td>
<td>62</td>
<td></td>
<td></td>
<td>4270</td>
</tr>
</tbody>
</table>

* In general, a U3 subject is a counted subject.

**Overall Average**  
\[ \text{Overall Average} = \frac{\text{Sum of (Marks } \times \text{ Credits)}}{\text{Total counted credits}} \]
\[ = \frac{4270}{62} \]
\[ = 68.87\% \]

Awarded **Honours Class II (1)**
Appendix 8: Example of GPA and CGPA Calculation for ADTP

A. COMPUTING THE GRADE POINT AVERAGE (GPA)

A student’s GPA is computed by multiplying the number of semester credit hours for a subject by the number of honor points corresponding to the letter grade achieved in the subject. The total number of such earned points is then divided by the total number of credit hours taken in the semester to derive the GPA. Below is an illustration:

First Semester:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Honor Points</th>
<th>Credit Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 1000</td>
<td>B</td>
<td>3.0</td>
<td>x 4</td>
<td>= 12.0</td>
</tr>
<tr>
<td>MATH 1160</td>
<td>C</td>
<td>2.0</td>
<td>x 3</td>
<td>= 6.0</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>BA</td>
<td>3.5</td>
<td>x 3</td>
<td>= 10.5</td>
</tr>
<tr>
<td>CIS 1020</td>
<td>CB</td>
<td>2.5</td>
<td>x 3</td>
<td>= 7.5</td>
</tr>
</tbody>
</table>

\[
13 \div 36.0 = 2.77
\]

Semester GPA = 2.77

Second Semester:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Honor Points</th>
<th>Credit Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTY 2100</td>
<td>B</td>
<td>3.0</td>
<td>x 3</td>
<td>= 9.0</td>
</tr>
<tr>
<td>STAT 2160</td>
<td>C</td>
<td>2.0</td>
<td>x 3</td>
<td>= 6.0</td>
</tr>
<tr>
<td>ECON 2010</td>
<td>B</td>
<td>3.0</td>
<td>x 3</td>
<td>= 9.0</td>
</tr>
<tr>
<td>ENGL 1050</td>
<td>A</td>
<td>4.0</td>
<td>x 4</td>
<td>= 16.0</td>
</tr>
</tbody>
</table>

\[
13 \div 40.0 = 3.08
\]

Semester GPA = 3.08
# B. CUMULATIVE OVERALL GRADE POINT AVERAGE (CGPA)

The CGPA is calculated by adding the total number of earned points (honor points times credit hours) for all semesters and dividing by the total number of credit hours for all semesters. Below is an illustration:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Honor Points</th>
<th>Credit Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 1000</td>
<td>B</td>
<td>3.0</td>
<td>x 4</td>
<td>12.0</td>
</tr>
<tr>
<td>MATH 1160</td>
<td>C</td>
<td>2.0</td>
<td>x 3</td>
<td>6.0</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>BA</td>
<td>3.5</td>
<td>x 3</td>
<td>10.5</td>
</tr>
<tr>
<td>CIS 1020</td>
<td>CB</td>
<td>2.5</td>
<td>x 3</td>
<td>7.5</td>
</tr>
<tr>
<td>ACTY 2100</td>
<td>B</td>
<td>3.0</td>
<td>x 3</td>
<td>9.0</td>
</tr>
<tr>
<td>STAT 2160</td>
<td>C</td>
<td>2.0</td>
<td>x 3</td>
<td>6.0</td>
</tr>
<tr>
<td>ECON 2010</td>
<td>B</td>
<td>3.0</td>
<td>x 3</td>
<td>9.0</td>
</tr>
<tr>
<td>ENGL 1050</td>
<td>A</td>
<td>4.0</td>
<td>x 4</td>
<td>16.0</td>
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</tbody>
</table>

\[ \frac{26}{26} = 2.92 \]
Appendix 9: Guidelines on standard penalties for academic malpractice

<table>
<thead>
<tr>
<th>Category</th>
<th>Severity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) <strong>Cheating in Examinations</strong></td>
<td>Minor Cheating in Examinations – Examples include:</td>
<td>Student’s answer script will be marked but the overall result will be capped at 40% with a D grade.</td>
</tr>
<tr>
<td></td>
<td>i. Where a student brings into a formal examination hall/room paperwork relating to the examination, but does not utilise it during the examination period.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Where supplementary material is permitted, but the material introduced exceeds to some extent the defined limits of the examination rubric.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major Cheating in Examinations – Examples include:</td>
<td>First offence</td>
</tr>
<tr>
<td></td>
<td>iii. Blatant use of written, printed or electronic material not permitted within the rubric of the examination.</td>
<td>(1) Award zero mark for the subject.</td>
</tr>
<tr>
<td></td>
<td>iv. Communication with any other student in the examination room.</td>
<td>(2) If the proven malpractice occurred in the final attempt, student will be required to exit the programme. Otherwise, student will be required to re-sit/repeat the subject according to the number of attempts allowed.</td>
</tr>
<tr>
<td></td>
<td>v. Inappropriate communication with a member of academic staff during the period of the examination.</td>
<td>Second offence Suspension</td>
</tr>
<tr>
<td></td>
<td>vi. Obtaining unauthorised material prior to the examination.</td>
<td>Third offence Expulsion</td>
</tr>
<tr>
<td></td>
<td>vii. Second minor incident</td>
<td></td>
</tr>
<tr>
<td>(b) <strong>Plagiarism</strong></td>
<td>Minor Plagiarism – Examples include:</td>
<td>Naive offence Resubmit coursework to be marked as ‘normal’.</td>
</tr>
<tr>
<td></td>
<td>i. Unattributed use of a few sentences or a short paragraph, poor referencing, incorrect or incomplete citation or inappropriate paraphrasing at diploma and degree Year 1 levels and as first incident at degree Year 2 level.</td>
<td>First offence Sections involving plagiarism will be set aside and a mark determine based on the remaining work</td>
</tr>
<tr>
<td></td>
<td>[At degree Year 3 and master’s levels, such practices are regarded as unacceptable and must be considered under the Major Procedures.]</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Severity</td>
<td>Penalty</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| ii. | Wholesale copying or paraphrasing of multiple paragraphs or wholesale papers from a source text without acknowledgement.  
*Type ii – may be regarded under Minor Procedures only at degree Year 1.*  
At degree Years 2, 3 and master’s levels, and as a second offence at diploma and degree Year 1 levels. it will be considered under Major Procedures.  
iii. | Appropriating the work of another student and submitting it as one’s own.  
iv. | Where student has employed a ghost writer, either in person or via web based provision (e.g. cheat sites), to produce the assessment on their behalf.  
v. | Proven accusations by one student of another’s plagiarism of his/her work after thorough inquiry.  
Type iii - v must be considered under Major Procedures, regardless of the level of study. | Resubmit and mark will be capped at 40%.  
Second offence  
Award zero mark and be considered an attempt. |

(c) Collusion

| Minor Collusion – Examples include:  
i. | Where the submission includes 1-2 paragraphs which are the same as that of another student. This could also amount to plagiarism.  
ii. | Where, at diploma and degree Year 1 levels, the student misinterprets the assessment criteria and submits the same/similar work as another student. For example, where group work is required in the preparation, but the submission of individual items is expected  
These may be considered under minor procedures if they are first offence at diploma and degree Year 1 levels only. [At degree Years 2, 3 and master’s levels, they must be considered under Major Procedures.]  
First offence  
Resubmit coursework to be marked as ‘normal’.  
Second offence  
Resubmit and mark will be capped at 40%.  
Major Collusion – Examples include:  
iii. | Where two or more submissions adopt the same structure/format at degree Years 2 and 3 and master’s  
First offence  
Resubmit and mark will be capped at 40%. |
<table>
<thead>
<tr>
<th>Category</th>
<th>Severity</th>
<th>Penalty</th>
</tr>
</thead>
</table>
|                       | levels were not determined by assessment criteria or guidance by tutor.  | Second offence  
                        | iv. Where the same unattributed paragraphs are used in the submissions of more than one student | Award zero mark and be considered an attempt. |
|                       | v. Where the work submitted is merely a paraphrasing of another student’s work. This could also amount to plagiarism. |                                                                 |
|                       | vi. Where the work of one student is identical to that of another. This could also amount to plagiarism. |                                                                 |
| (d) Impersonation     | Impersonation can only be considered under Major Procedures              | Refer case to Disciplinary Board                                         |
| (e) Fabrication / Falsification | Minor Fabrication / Falsification – Examples include: | First offence  
                        | i. Where information/data or source material has been invented. | Resubmit coursework to be marked as ‘normal’. |
|                       | This example may only be considered under Minor Procedures for diploma and degree Year 1 students. | Second offence  
                        | [At degree Years 2, 3 and master’s level, this will always be considered under Major Procedures.] | Resubmit and mark will be capped at 40%. |
|                       | Major Fabrication / Falsification – Examples include | First offence  
                        | ii. Any work/submission/application falsified by a student in order to gain academic advantage (including mitigating circumstances applications to Assessment Board) | Resubmit and mark will be capped at 40%. |
|                       | iii. Citation of false references, particularly in order to mask plagiarised texts. | Second offence  
                        | The above examples will be considered under Major Procedures for all students regardless of their level of study. | Award zero mark and be considered an attempt. |