



Academic Regulations

Academic Standards and Quality

Version 2024 (ii)

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Definitions and Interpretations

1. **Credit transfer:** Award of credit for prior learning deemed equivalent in learning outcome and level of competence with a course in the programme enrolled by the student. Credit transfer generally refers to graded credit transfer whereby a 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 course in the programme enrolled by the student. Credit exemption is awarded if additional requirements for credit transfer are not met.
3. **Course exemption:** Exemption of a student from undertaking a specific course as permitted by the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MOHE). The course must be replaced with another course of equivalent credit, level and area of study.
4. **Double degree programme:** Two programmes from different fields of study involving collaboration within the same institution or two different degree-granting institutions of equal standing that leads to the award of two scrolls by institutions involved.
5. **Dual degree programme:** Two programmes from the same or similar fields of study involving collaboration between two degree-granting institutions of equal standing that leads to the award of two scrolls by institutions involved.
6. **Joint degree programme:** One programme of study involving collaboration between two or more degree-granting institutions of equal standing in programme development and offering and that leads to the award of one degree with one scroll by the institutions involved.
7. **Reassessment:** Assessment undertaken as a subsequent attempt following a failure in the course. Other sitting of assessment due to acceptable mitigating circumstances is not considered a reassessment.
 - a. Resit: A subsequent attempt on either an examination or coursework assessment for a course.
 - b. Repeat: A subsequent attempt on the entire course, including all the assessment components.
8. **Condonement:** Approval for a student to progress or graduate with marginal failure in a course according to the conditions stipulated in the regulations.
9. **Grade Point Average (GPA):** Credit-weighted average of the Honours points for courses taken in the semester
10. **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
- APEL(A) Accreditation of Prior Experiential Learning for Access
- APEL(C) Accreditation of Prior Experiential Learning for Credit Award
- ASCC Appeals and Special Case Committee
- CAVG Cumulative Average
- 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
- MOE Ministry of Education, Malaysia
- MPW Mata Pelajaran Wajib (Compulsory courses as mandated by MOE)
- MPU Mata Pelajaran Umum (General Studies courses as mandated by MOE)
- 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 Course Assessment Board
- SBOS School Board of Studies
- SPM Sijil Pelajaran Malaysia
- STLC School Teaching and Learning Committee
- STPM Sijil Tinggi Persekolahan Malaysia
- UEC Unified Examination Certificate
- URDC University Research Degrees Committee
- UTLC University Teaching and Learning Committee

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 the primary source document for all academic matters. If there is conflict between Academic Regulations and any other non-academic policy of the University then the matter shall be referred through the Provost's Office to the Academic Senate for clarification and resolution.

A1.2 In those cases where a decision is required within a short time period the matter maybe referred to a duly appointed sub-committee of the Senate, but any decisions made by such a sub-committee shall be ratified at the next convenient meeting of the whole Academic Senate.

A1.3 If there is conflict between any procedure, guideline, student handbook, course information, etc then the Academic Regulations shall take precedence and the conflicting documents shall be amended to comply with the Academic Regulations. In those cases where a conflict is brought to the attention of the University all reasonable steps will be taken to ensure that no student has been disadvantaged or suffered undue hardship as a result of the application of the erroneous procedure, guideline, student handbook, course information, etc. However, any correction to the erroneous procedure, guideline, student handbook, course information, etc will not be implemented retrospectively to the disadvantage of any students who have graduated and currently registered.

A1.4 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 MOE, Malaysia and, course 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 MOE. It may grant such awards to persons who completed the appropriate programme of study and satisfy the required assessment, course to programme accreditation by the MQA.

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- 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 Sunway University may collaborate with another degree granting institutions of equal standing to offer a Dual Degree, Double Degree or Joint Degree Programme under a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).
- 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 leads 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 MQF and guidelines published by the 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 recognised by and course 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 are as follows:

Award	MQF level
1. Doctor of Philosophy	8
2. Master	7
3. Postgraduate Diploma	7
4. Postgraduate Certificate	7
5. Bachelor	6
6. Graduate Diploma	6
7. Graduate Certificate	6
8. Advanced diploma	5
9. Diploma	4
Note: Any other awards approved by MQA and Professional Body that are aligned with the MQF level listed above.	

B2.2 Certificate of Attendance

A Certificate of Attendance may be awarded to associate students or learners who have followed specific study units or non-credit bearing courses but not sat for any assessment.

B2.3 Certificate of Attainment

A Certificate of Attainment is awarded to associate students or learners who have followed a non-credit bearing course and have satisfied the assessment requirements for the course.

B2.4 Certificate of Achievement

A Certificate of Achievement is awarded to recognise 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 courses or modules validated as academically-based short courses.

B2.5 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.

B2.6 Progress Report and Transcript

All registered students will receive a progress report of their achievement for every semester, and an official transcript at the end of the registered programme of study.

B3 Nomenclature

B3.1 Regulations regarding nomenclature of programmes is governed by MQA. The regulations for programme nomenclature are as follows:

Programme Structure	Explanation
Qualifications Level	Refers to the programme level of studies for an academic qualification based on the MQF. Example: Diploma, Bachelor, Master, Doctoral
Broad Discipline Area	Indicates the broad discipline of a programme. The name of the discipline: must not be a specialised area, but rather a discipline where the specialised area may belong to (e.g. Arts, Education, Science, Computing etc.); must be a discipline name commonly used and recognised either at local, international or professional level. Note: Decision to use the broad discipline of Arts or Science is based on the following: i) Core content of the curriculum Arts – social sciences and humanities Science – science, mathematics/statistic and technical ii) Programme structure - Only Master's programme by Mixed Mode or Research may use Science as the broad discipline.
Qualifier	Indicates the main discipline of the programme: Example: Diploma in Nursing, Bachelor in Economics, Master in Computer Science

Note:

- i. Only qualifier may be used for Diploma level as the curriculum content is basic; broad discipline area cannot be used in Diploma nomenclature.
- ii. Academic Senate may decide to use either both broad discipline area and qualifier or only qualifier in the programme title.
- iii. Research area must be stated in the transcript.

B3.2 Method of sequencing the nomenclature components when naming a programme or qualification:

- i. Qualification Level;
- ii. Preposition **of**;
- iii. Broad Discipline Area;
- iv. Preposition **in**; and
- v. Qualifier.

B3.3 The following is the method of naming programme and qualification based on programme structure:

Programme Structure	Description
Major with Specialisation	Programme with specialised area that covers 25-30%* body of knowledge in the Core area of the programme. The specialization field is indicated in brackets () . Programme with Specialisation is not allowed for Certificate and Diploma level program. Example: Bachelor of Computer Science (Programming)
Major – Minor	Programme with a minor that covers 25-30%* body of knowledge in other field of study than that of the main field of study. Use of 'with' in nomenclature to indicate the Major and Minor fields of study. This method is not allowed for Certificate and Diploma level program. Example: Bachelor in Economics with Mathematics
Double Major	Programmes that are within the same broad discipline area but in two different fields. Each field covers 50% of the programme content. The word 'and' is used in the nomenclature. Example: Bachelor in Human Resource Management and Finance . This method is not allowed for Certificate and Diploma level. However, where programmes whose fields are closely related such as Diploma in Electrical and Electronics Engineering and Diploma in Banking and Finance, the use of 'and' in nomenclature is allowed.
*Calculations of percentage for major, specialization and minor are based on credit hours.	

Note:

- i. If the percentage of a field of study does not reach 25% of the main areas of the programme, specialisation will only be reflected in the transcript and not on the scroll.
- ii. For programme that differs from the above stated requirements, programme title will only be confirmed after the evaluation by MQA.
- iii. Programmes accredited prior to the nomenclature regulation, which do not follow the above-mentioned requirements for programme title, are recommended to make the necessary programme title change where possible.

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:

MQF Level	Qualification	Minimum Credits (2011 onwards)
8	Doctoral degree by research	No given credit value
	Doctoral degree by mixed mode	80
	Doctoral degree by coursework	80
7	Master's by research	No given credit value
	Master's by mixed mode	40
	Master's by coursework	40
	Postgraduate diploma	30
	Postgraduate certificate	20
6	Bachelor's degree	120
	Graduate Diploma	64
	Graduate Certificate	34
5	Advanced diploma	40
4	Diploma	90

C1.3 Double major programmes must satisfy the credit requirement for each major as approved by MOHE.

C1.4 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 degree to the second degree.

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 Courses

- C2.1 Programmes constitute named awards (e.g. BSc (Hons) Business Management). It consists of specified combinations of courses for the named award that allows students to meet the overall award requirements in terms of credits, levels and learning outcomes.
- C2.2 Courses are mainly classified as Compulsory, Core, Specialisation, Elective, Industrial Training and Final Project. Details classification are available in [Appendix 2](#) for reference. The recommended distribution of each class component in a programme can be found in the appropriate Programme Standard.

C3 Recognition of Prior Learning (RPL)

- C3.1 RPL may be undertaken to meet admission requirements or to obtain specific credits that can be applied towards fulfilling the requirements for a particular degree or certification.
- C3.2 Sunway University's Credit Transfer Policy permits credit to be given for formal qualification achieved at Sunway University or other institutions.
- C3.3 Recognition of prior informal and non-formal learning can be given through the Accreditation of Prior Experiential Learning for Credit Award (APEL.C). APEL.C provides the mechanism to recognise the individual's prior experiential learning that is relevant and specific to a course within a programme of study. The credit award is granted based on knowledge and skills acquired through non-formal and informal learning. The provision for APEL.C is stipulated in the University's APEL.C Policy and Procedure.
- 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 SPM or equivalent as an entry requirement.

- C3.7 Horizontal transfer permits free elective courses for transfer without a course mapping on content and credits. Both credit and grade point are used in the calculation of the award classification.
- C3.8 Courses for which credit exemption is granted are denoted in the academic transcript of Sunway University with an 'EX' while courses with credit transfer are denoted with the transferred grade followed by '^' (e.g. A^, B^ and C^).
- C3.9 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 courses for which credit is sought.
- C3.10 Courses for which credit transfer is granted through APEL.C, the academic transcript will denote "CT(APEL)".
- C3.11 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.
- C3.12 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.
- C3.13 For a vertical transfer of credits, credit exemption can be performed in the following manner:

Vertical Transfer	Descriptions
a. Credit exemption from certificate (MQF Level 3) to diploma (MQF Level 4)	Credit exemption is allowed up to a maximum of 30% from the total credits of the programme to be pursued.
b. Credit exemption from diploma (MQF Level 4) to bachelor's degree (MQF Level 6)	Starting intake August 2020 onwards, maximum credits exemption is 50% from the total credits of the programme to be pursued subject to meeting the minimum grade requirement as specified in section 3.18 .
c. Credit exemption from advanced diploma (MQF Level 5) to bachelor's degree (MQF Level 6)	Student with advanced diploma can be considered for credit exemption up to a maximum of 2 years of a degree level programme. Not applicable to programmes validated by Lancaster University.
d. Credit exemption from undergraduate to postgraduate studies	Credit exemption is not allowed
e. Credit exemption from a higher level (e.g. bachelor's degree) to a lower level programme (e.g. diploma)	Credit exemption is not allowed

Note: Vertical credit transfer is normally not applicable for MPU courses. However, credit transfer for MPU U1 and MPU U3 KIAR courses is allowed only once during throughout a student's higher education. Therefore, if a student advances to a new MQF level of studies after receiving credit transfer for these courses at a previous level, they cannot receive credit transfer for the same courses again. In this circumstance, course exemption may be given where students can substitute the MPU U1 and/or KIAR courses with other courses approved by the University. Course exemption requirements apply in this situation.

C3.14 For horizontal transfer of credits, credit transfer and/or credit exemption can be performed in the following manner:

Horizontal Transfer	Descriptions
<p>a. Student possessing a qualification and pursuing same level of qualification the second time.</p>	<p>This is an ungraded credit transfer/credit exemption. Credit exemption is allowed without limit on the number of credits to be awarded for exemption for students who pursued previous qualification at Sunway University.</p> <p>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 C3.16 and C3.17).</p> <p>For programmes validated by Lancaster University, credit exemption is only allowed for Year 1 courses.</p>
<p>b. Student pursuing a programme would like to change to a different programme in the same discipline</p>	<p>This is a graded credit transfer. There is no limit to the number of credits to be transferred if the previous programme was pursued at Sunway.</p> <p>If the previous programme was undertaken at a different institution, credit transfer can be considered but subject to Sunway University's policy on student residency requirement (refer to C3.16 and C3.17).</p> <p>For programmes validated by Lancaster University, credit transfer/exemption is only allowed for Year 1 courses.</p>
<p>c. Student failed a programme and would like to pursue education in any programme of the same or higher level.</p>	<p>Credit transfer or credit exemption is not allowed (including MPU courses).</p>

<p>d. Student withdrew from a programme but later decided to continue study but in a different programme of the same level</p>	<p>This is a graded credit transfer. There is no limit to the number of credits to be transferred if the previous programme was pursued at Sunway.</p> <p>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 C3.16 and C3.17).</p>
<p>e. Student pursuing a programme and at the same time taking few courses in other institution (e.g. mobility programme or student exchange programme)</p>	<p>This is a graded credit transfer. Transfer of credit is allowed but not more than 30% of the total credits of the programme being pursued and based on agreement of both institutions.</p>
<p>f. Student pursuing double degree</p>	<p>This is a graded credit transfer. Credit transfer is allowed for courses 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 course originally undertaken.</p> <p>The maximum credit transfer that may be awarded is such that the total credits for both degree programmes is not less than 174.</p>
<p>g. Student from a degree transfer programme (e.g. ADTP) pursuing bachelor's degree programme at Sunway University</p>	<p>This is a graded credit transfer. Credit transfer may be awarded for courses undertaken at the degree transfer programme. Credit transfer is limited to Year 1 courses of the bachelor's degree programme.</p> <p>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.</p>

C3.15 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.

C3.16 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 refers to the long semester.

- Doctoral degree: 1 semester
- Master's degree: 1 semester
- Bachelor's degree: 1 semester
- Diploma: 1 semester

C3.17 Credit transfer and credit exemption must be on the basis of course to course mapping. Sunway University may grant credit transfer or credit exemption for a course based on the following conditions:

- i. The standard of work is acceptable to the programme administered by the School;
- ii. The student obtained a minimum of C grade for 30% credit transfer. However, in order to obtain 50% of the credit transfer (applicable only for Diploma to Bachelor level), the student would need to obtain courses with minimum B grade for the additional credits. The additional credit transfer is subject to agreement by the partner institution (where applicable).

Percentage of Credit Transfer	Minimum Grade
1 – 30	C Grade
31 - 50	B Grade

- iii. In exceptional cases, student transferring to another programme within Sunway University and within the same discipline will be granted an approval for credit transfer with minimum pass for the same course taken.
- iv. The credit value of the course must not be less than the credit value of course applied for the credit transfer;
- v. The course must have at least 80% similarities or overlap with the course applied for the credit transfer;
- vi. Credit transfer for courses taken under a Student Mobility programme should be approved prior to student's enrolment at the programme institution;
- vii. The course to be considered for credit transfer is from a study programme that is accredited or recognised by the authority or regulatory body of the country.

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- C3.18 Previous qualifications or equivalent work will normally 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.
- C3.19 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.
- C3.20 Sunway University may grant credit transfer for a passed course 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 2.00 or equivalent
 - ii) Credit transfer from ADTP is only permitted for courses in the first year of Sunway University's bachelor's degree programme
- C3.21 Course exemption may be considered if student has pursued a similar course in his/her prior learning but the course is not entitled for credit transfer/exemption. However, the credits for the exempted course must be replaced if student's contributing credits to the award is insufficient.
- C3.22 Applications for credit transfer must be made prior to registering for courses. Credit transfers for formal learning or qualifications are typically processed upon registration for the programme. All claims for formal, informal, and non-formal prior learning must be supported with evidence for the credit transfer application to be considered
- C3.23 ADTP students at the University who change majors may apply for credit transfer for courses taken at the University. 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.

C3.24 Accreditation of Prior Experiential Learning for Credit Award (APEL.C)

- C3.24.1 APEL.C is the award of credits for prior experiential learning (non-formal and informal learning) towards a course in an accredited programme of the University.
- C3.24.2 APEL.C can only be applied by students who are registered on a Sunway University accredited programme either through conventional or APEL.A pathway.
- C3.24.3 APEL.C may be made available for all areas and MQF levels of qualifications, but are limited to courses from taught or mixed-mode programmes. APEL.C does not apply to research component such as thesis, final year project or capstone project.
- C3.24.4 Students may apply for APEL.C for courses that have been registered and approved for APEL.C by the University.
- C3.24.5 All APEL.C application will need to be made through the University APEL Unit prior to registration of the course that the student is seeking to get credit award for.
- C3.24.6 The award of credit through APEL.C is in the form of ungraded credit transfer.
- C3.24.7 The maximum percentage for credit award through APEL.C is 30% of the total graduating credits of a specific programme of study. The maximum percentage of credit award for APEL.C is in addition to the formal credit transfer provision based on the formal credit transfer policy. (Note: For programmes validated by a partner institution the maximum credit that can be awarded will follow what is acceptable under the programme validation)
- C3.24.8 The provision for APEL.C is provided in the APEL.C Policy.

C3.25 Approval of Credit

- C3.25.1 For undergraduate and postgraduate taught programmes or programmes by coursework, the Programmes Committee is responsible for assessing credit applications. Upon endorsement by the School Board of Studies (SBOS), the Academic Senate will be notified.
- C3.25.2 For postgraduate by research programme, credit transfer is not applicable. However, course exemption may be awarded for the Research Methodology course. When considering Course Exemptions, the Programmes Committee will seek endorsement from SBOS and subsequently, the University Research Degrees Committee (URDC). URDC will notify Academic Senate.
- C3.25.3 Credit transfer is applicable for the coursework component of a postgraduate degree. The Programmes Committee is responsible for assessing credit applications. Upon endorsement by the School Board of Studies (SBOS), the Academic Senate will be notified.

C3.26 Recognition through Micro-Credential (MC) Courses

- C3.26.1 MC is a certification of a single or smaller set of courses which are intended to provide learners with knowledge, skills, values and competencies in a narrow area of study and/or practice.
- C3.26.2 MC courses can be established from a course of an accredited programme at any MQF Level or it can be a stand-alone course that is not from an accredited programme.
- C3.26.3 MC courses established from accredited programmes can be considered for credit transfer in accordance to the Credit Transfer policy and procedure.
- C3.26.4 MC courses that are stand-alone courses can be considered for credit transfer in accordance to APEL.C policy and procedure

C3.27 Appeals for RPL

- C3.27.1 Students who are dissatisfied with the outcome of a credit transfer application may appeal and request for the decision to be reviewed. The appeal must be accompanied by a full statement concerning the basis for the review and relevant supporting evidence.
- C3.27.2 A formal appeal against a credit transfer application assessment should be made in accordance with the Student Appeals policy and procedure

C3.28 Withdrawal of Credit

- C3.28.1 The University reserves the right to withdraw credit awarded through the credit transfer or APEL.C process where an error has been made in the assessment of an application or where the documentation provided by the applicant is incomplete, misleading or invalid.
- C3.28.2 Where a change is made to the regulations on RPL, or where an articulation is revised or terminated post credit award, credit that has been 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.
- D1.3 A programme at postgraduate level may also carry out modular delivery over 6 terms of 7-week blocks. The number of intakes may not exceed the approved number of intakes approved by MOHE and should adhere to the approved intake schedule.

D2 Mode of Study

- D2.1 Full time students shall normally take between 12 and 20 credits in a long semester and between 3 and 10 credits in a short semester (refer to specific programme handbooks for maximum credit permissible in a 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:

Mode of Study	Requirement
Full-time	Registered at, and attends, Sunway University for the whole period of candidature
Part-time	Registered at, and attends, Sunway University for at least 20 days per year

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

D3 Change in Mode of Study

- D3.1 A Student who is eligible for a change in the mode of study (i.e. to change from full-time to part-time study, or vice versa) is required to submit the **Change in Mode of Study Form** to their respective School. Decision on change in the mode of study is subject to approval from relevant committees.
- 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 URDC, but shall be based on the time elapsed between the original and subsequent maximum durations of study based on the calculation below:

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

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

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 (F3.10):

Level	Full-time		Part-time	
	Standard	Maximum	Standard	Maximum
Diploma (except Diploma in Nursing)	2 years	4 years	4 years	6 years
Diploma in Nursing	3 years	5 years	6 years	8 years
Bachelor's degree	3 years	5 years	6 years	8 years
Double degree (Bachelor's level)	4.5 years	6 years	8 years	10 years
ADTP	2 years	4 years	4 years	6 years
Master's degree by coursework/ mixed mode	1 year	3 years	2 years	5 years
Master's degree by research	2 years	4 years	3 years	5 years
Doctoral degree	3 years	5 years	4 years	7 years

Note:

- 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.
- For Doctoral degree (research) by Publication Format, the minimum study period is 6 months and maximum study period is 2 years for both full-time and part-time study.
- Programme under professional boards may have different standard and maximum duration. Students are to refer to specific Programme Handbook for information.

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- D4.2 Students are expected to complete their programme within the standard study duration of the programme. Those who do not complete within the standard study period will be categorised as not graduating on-time which will have an impact on student's scholarship and loans.
- D4.3 Additional approval by the Senate is required for completion of studies earlier than the standard duration.
- D4.4 For students of research programme transferring from another institution, the period of registration at that other institution may, at the discretion of URDC, count up to one-third of the standard duration of study.
- D4.5 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.
- D4.6 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.
- D4.7 Students whose candidature is approaching the maximum period of study of the programme may make a formal application for an extension of up to one (1) year. The application will only be considered if there is a strong justification, and there are no outstanding fees. For postgraduate by research programmes, an extension beyond the maximum period only if the student is able to provide evidence of a draft thesis.

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 MOE, and results from institutions recognised by MOHE and other 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.

E2.6 A full offer can be made if a student meets all the conditions stipulated for the programme and provides all the required supporting documents that may include verifiable electronic reports.

E3 Admission to Double Degree Programmes

E3.1 Double Degree Programmes allow students to graduate with two different undergraduate degrees in two different disciplines within the same or different School(s). A Double Degree Programme allows students to complete both the degrees in a shorter period of time than it would typically take to complete both degrees separately.

E3.2 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.

E3.3 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.

E3.4 A student may be admitted into a secondary degree upon satisfying all the requirements stipulated below.

- i. Fulfilled entry requirements of the secondary degree
- ii. Completed at least 2 years of study in the primary degree
- iii. Has a minimum CGPA of 3.00 for the primary degree programme
- iv. Has not been conferred the award of the primary degree.
- v. 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 based on MQA Master's and Doctoral Standards and the relevant programme Standards.

E4.2 For admission to a doctoral level programme, applicant must hold a master's degree, or other equivalent qualification approved by the University, and meet the relevant entry requirements based on MQA Master's and Doctoral Standards and the relevant Programme Standards.

E4.3 Students without related qualifications or relevant working experience in the field or discipline must undergo relevant prerequisite courses before enrolling in the programme.

E4.4 Students registered for a master's degree by research programme apply to transfer their candidacy to a cognate doctoral degree programme by research after completing one year of their master's studies. (see Section F4).

E4.5 Direct entry from Bachelor's into Doctoral level may be granted by the Academic Senate for outstanding candidates that meet the following conditions:

- a. A Bachelor's degree in the field or related fields with a first-class or its equivalent from an academic or Technical and Vocational Education and Training (TVET) programme; and
- b. Have completed and passed the internal evaluation carried out by the relevant Department/School;

Note:

- i. Student must show good progress throughout their Doctoral Studies
- ii. Student shall not be awarded with a Master's degree qualification as an exit award should the student fail to meet the requirement for completion of the Doctoral degree.

E4.6 Doctoral by Research students who opt for the Doctor of Philosophy by Publication must decide on the thesis format before enrolling into the programme. The provision for Doctor of Philosophy by Publication is stipulated in the PhD by Publication Guidelines.

E4.7 The mechanism for admission is as follows:

- i. Student submits the complete application to the relevant School.
- ii. The School evaluates and considers the application based on entry requirements and criteria approved by the Academic Senate as well as the availability of suitable supervisor(s) and sufficient resources.
- iii. The School makes the postgraduate admission recommendations to URDC.
- iv. URDC makes the final decision on admissions. Where necessary, the URDC may refer applications to Senate for further consideration.

E4.8 Any student admitted to Dual PhD programme should meet the higher programme entry requirement set by the institutions in the Dual PhD arrangement, including the English language requirement.

E4.8.1 Upon admission into a Dual PhD programme, students 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.

E4.8.2 Students will not be permitted to transfer to the Dual PhD programme partway through their studies.

E4.8.3 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 of Student

- E5.1 A student may seek re-admission to the same programme of study after exiting the programme on the grounds of academic failure, after the lapse of at least one academic year.
- E5.2 A student who wishes to enrol in a different programme after exiting on the grounds of academic failure will be treated as a new admission and will not be subject to re-admission regulations.
- E5.3 A student who has exited the programme due to misconduct can only be considered for re-admission upon recommendation from SBOS and approval by the Academic Senate.
- E5.4 All re-admission applications are subjected to the admission requirements at the point of application.
- E5.5 No applicant will be re-admitted unless there is a reasonable expectation that the applicant can reach the required standard of the programme.
- E5.6 Only one re-admission is allowed into the same programme attempted earlier.

E6 Admission of Students with Disabilities

- E6.1 Disabilities cover a broad range of physical and mental impairments, including but not limited to physical and mobility difficulties, hearing impairments, visual impairments, specific learning difficulties such as Attention Deficit/ Hyperactivity Disorder, Dyslexia, Dyscalculia, Dysgraphia and processing deficits, medical conditions and serious illnesses, and behavioural, emotional and mental health problems. Whenever possible, the University aims to support disabled students, and to make reasonable adjustments or accommodations so as the disabled students can participate as fully as possible in the academic and other activities of the institution.
- E6.2 The admission of students with disabilities is based on the academic criteria for entry to the programme of study concerned, consideration of any mandatory legal, regulatory or professional requirements associated with the programme, and the expectation that the student will have the capacity to fulfil all the requirements of the programme.
- E6.3 Admission offers are primarily made on academic grounds (providing that any mandatory legal, regulatory or professional requirements associated with the programme of study are met) and offers are not unreasonable delayed by consideration of any support needs, adjustments or accommodations that may need to be made providing that the applicant supplies all necessary information in fashion.

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- E6.4 Applicants are strongly encouraged to disclose any disability at the point of application so that the relevant staff within the University can be notified and the applicant can be given the best possible advice and guidance. The University will seek to offer appropriate support and to make any reasonable adjustments or accommodations required to assist the applicant from enrolment through to the completion of the programme of study.
- E6.5 If an applicant does not take the opportunity to disclose a disability then the University will not be obliged to offer the applicant any of the support, adjustments or accommodations that may be necessary to complete the programme of study. The University cannot be held liable for not providing any support, adjustments or accommodations if a disability is disclosed after an admission offer has been made.
- E6.6 If an applicant does not disclose a disability when applying to join a programme for which there are mandatory legal, regulatory or professional requirements, then any admission offer may be withdrawn.
- E6.7 The support, adjustments and accommodations required for a student to complete a programme of study will be considered on a case-by-case basis. Such consideration will give due regard to individual circumstances and needs, consultation with the student, evidence provided by relevant experts, the requirements of the programme of study, the practicalities and costs involved, the potential impact on the access, experience, health and safety, facilities or any other matters pertaining to other students or members of staff, any external factors such as those relating to internships, professional assessments, etc, and any legal or regulatory requirements.
- E6.8 Where the University considers that it is not possible to provide the level of support, adjustments or accommodations required for a student to complete a programme or where such provision cannot reasonably be met from the University's or the student's own resources, admission may be refused.
- E6.9 Applicants who have grounds for believing that any decision(s) reached by the University under the terms of Academic Regulation [E7](#) is incorrect may appeal against the decision(s). In those cases, where expert evidence is provided, the University reserves the right to commission an independent review of the evidence and to seek further expert evidence as required.
- E6.10 Where an appeal causes a significant delay applicant may be required to defer entry even if the appeal is successful.

E7 Fitness to Study

- E7.1 Students enrolling in any programme of study which requires medical clearance or any other external scrutiny in order to meet statutory, regulatory or professional conditions must meet all the standards specified throughout the entire period of their enrolment.
- E7.2 The University reserves the right to refuse or withdraw the offer of a place from any applicant, or to dismiss any student, who, in the opinion of a competent authority, relevant expert(s) or advisory(s) to the University, does not meet the statutory, regulatory or professional standards specified for the student's programme of study at any point before or during the programme.

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- E7.3 Any student who develops a disability after enrolling at the University will be considered in line with the conditions set out in Academic Regulation [E6](#). In those cases where the University considers that it is not possible to provide the level of support, adjustments or accommodations required for a student to complete a programme or where such provision cannot reasonably be met from the University's or the student's own resources, the University reserves the right to request that a student defers study until suitable arrangements can be made, changes programme of study or withdraws from the University. Failure to comply with any request made by the University may result in the student being dismissed.
- E7.4 Failure to cooperate with the University, or with experts appointed by a competent authority or the University, in order to establish the extent of any disability or other condition that has or may have developed after enrolment may result in the student being dismissed.
- E7.5 During the period that any student's fitness to study is being reviewed, the student will usually be permitted to continue studying. However, in those circumstances where the University considers that continued study may have adverse consequences for the student, other students or members of staff, the student concerned may be requested to defer or suspend their studies. Failure to comply with a request for the student to defer or suspend their studies may result in permanent dismissal.
- E7.6 Students who have grounds for believing that any decision(s) reached by the University under the terms of Academic Regulation [E7](#) is incorrect may appeal against the decision(s). In those cases where expert evidence is provided, the University reserves the right to commission an independent review of the evidence and to seek further expert evidence.
- E7.7 Where an appeal causes significant delay, or interruption to a students' studies, students' may be required to defer or suspend their studies even if the appeal is ultimately 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 and Fitness to Study Appeals

- E10.1 Appeals against admission or fitness to study decisions must be made in writing within **15 working days** of the original decision being notified by email or **15 working days** counted from the day after the decision was sent by post; where both forms of notification are used that which has the later expiry date shall be deemed to mark the closure of the appeals period.
- E10.2 Appeals against admission or fitness to study decisions may only be submitted on the following grounds:
- Extenuating circumstances that could not be notified when the original decision was made;
 - Incorrect application of policies, procedures or administrative processes that may have disadvantaged the student;
 - New evidence or information which is relevant to the decision-making process, but which was not available at the time the matter was considered.
- E10.3 Appeals may not challenge any academic judgement properly exercised.
- E10.4 Appeals against admission or fitness to study decisions must be made in writing and will be directed to the relevant School for consideration 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 courses 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 courses.

F3 Course 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. Course(s) enrolled during the outbound period must be approved by the Dean of School/Head of Department.
- F3.2 An individual course 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 course enrolments within the course Add/Drop period as defined below:
- the first two (2) weeks of a long semester (14 weeks), or the first week of a short semester (7 weeks)
 - for programmes conducted in modular system, the Add/Drop period also extends to two (2) weeks before the course commences.

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- F3.4 Students are not permitted to register for additional courses after the Course Add/Drop period.
- F3.5 Tuition fees will not be refunded for courses withdrawn after the Course Add/Drop period.
- F3.6 Withdrawal of course is only permitted if 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](#)). Students who are in their final semester, who may not meet the minimum academic load, can be considered for course withdrawal.
- F3.7 The last date for course 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 Courses withdrawn after the Course Add/Drop period will appear in the academic transcript with the notation 'W'.
- F3.9 Students are not allowed to withdraw any course 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, extenuating circumstances or any other justifiable reasons 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 course 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 courses 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 A student enrolled in a master's degree by research programme may apply to transfer into a cognate doctoral degree programme by research after completing at least one year in the master's degree programme if the student is able to demonstrate the required competency and capability to conduct research at the doctoral degree level. All applications of transfer from master's to doctoral degrees by research must:
- i. undergo rigorous internal evaluation by the School;
 - ii. be approved by the Academic Senate upon the recommendation by URDC.
- 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.

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- 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 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 course 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 support application for 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 A student who is registered on a Dual PhD programme is required to adhere to the agreed standards and requirements of Sunway University and the partner institution.

G Attendance

G1 General Regulations on Attendance

- G1.1 Students must attend all activities of programme of study and are expected to engage fully with all teaching and learning activities, 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, irrespective of the method(s) of delivery, and should be aiming for full attendance.
- G1.2 Course lecturers shall determine the most appropriate methods for recording attendance/engagement for their course, bearing in mind the method or methods of delivery, and will monitor and record students' attendance/engagement.
- G1.3 Students are responsible for ensuring their attendance are rightly recorded via the mechanism provided by the Schools.
- G1.4 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.
- G1.5 Students may be required to provide supporting document evidence justifying repeated non-attendance or engagement.
- G1.6 A student's absence approved due to mitigating circumstances is counted as attendance for the purpose of regulation [G1.4](#).
- G1.7 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.
- G1.8 Following receipt of notification from the student, the relevant teaching staff and the student will make arrangement to compensate for the missed learning activities.
- G1.9 The University must report international students who do not have a satisfactory record of attendance or engagement to the Malaysian Immigration Department. Students should be made aware that this could lead to the termination of their student's pass.
- G1.10 Individual programmes or courses may also have specific additional attendance requirements as part of assessment criteria for successful completion. Detailed information is available in the individual Programme Handbook.
- G1.11 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.
- G1.12 For Postgraduate Research, students are expected to observe the following requirements:
- i. Full-time enrolment requires a student to dedicate at least 4 weekdays in a week during normal business hours to the pursuit of their studies.
 - ii. Part-time enrolment requires a student to dedicate at least 2 days a week to the pursuit of their studies. Where possible, at least one of these days is a weekday.

H General Assessment Regulations

H1 Principles in Assessment

- H1.1 All courses for which credit is awarded shall be assessed. 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 courses that make up the programme, and achieved the standard required for the award they seek.
- H1.2 Programme Committees shall determine appropriate methods of assessment, in consultation with External Examiners, and, where appropriate, partner institution and professional bodies, and taking into consideration any changes to the modes(s) of delivery and to content necessitated by online delivery. To ensure validity in assessment, it is essential that the assessment items measure the learning outcomes of the course, 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, accurate and fair judgements, and is met by means of rigorous marking, moderation procedures, review by external examiners and collective decision making through Course and Programme Assessment Boards. Additionally, the University adopts an anonymous marking policy for formal examinations. Refer to [Appendix 3](#) for a guideline on Marking and Moderation of Assessment.
- 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 courses is made available to students at the commencement of the programme or course, or as soon as reasonably possible thereafter. Usually, this responsibility is delegated to the Head of Department and Course 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
 - course referencing guidelines
 - student feedback arrangements

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- H1.7 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 Student 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 A representative sample of each student's assessed work must be internally moderated. Any single assessment that contributes one third or more of the total volume of assessment for a course must be moderated. Representative samples of moderated work must be reviewed by External Examiner(s). Refer to [Appendix 3](#) for a guideline on Marking and Moderation of Assessment.
- H4.2 Marking schemes and rubrics are required for all formal assessed work on the taught courses 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 for 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 should, wherever possible, be marked anonymously. Where this is not practical because of the nature of the assessment the PAB must be informed.
- 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 Communication of Results

- H5.1 Results, certificates and formal transcripts, and attendance at graduation may be withheld where a student is in debt to the University, course 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. Students may access their assessment results through their iZone account. Where assessment results may have to be disclosed by email for certain reasons, the results shall only be sent to the student's Sunway University iMail and shall be password protected.

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:

- iv. a current employee of the University;
- v. a member of a governing body or committee of the University;
- vi. anyone with existing or recent professional, contractual or personal relationship with a member of staff or student involved with the programme;
- vii. 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;
- viii. 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;
- ix. the appointment of more than one external examiner from the same department of the same institution;
- x. 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 courses/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 course 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 course 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 [M12](#) 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 programmes are stated in sections [I6](#), [J5](#), [K3](#), [L2](#) and [M12](#).

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.

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- 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, course 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 license to practice, 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. 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 will be handled by Registry under the relevant processes and procedures.

H12 Principles for Programme Awards

- H12.1 Conferment of awards are recommended by the School PAB for taught programmes and the URDC for research programmes for the approval of 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 CGPA or Overall Average (for intakes prior to August 2019) 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 Course to students having valid grounds, as stipulated in Section [H14](#), a student has the right to appeal against a decision of a PAB or the URDC. A student wishing to make an appeal must submit a formal application of appeal to the School within fifteen (15) 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. Appeals of the assessment result 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 Incorrect application of policies, procedures or administrative processes that may have been disadvantaged the student;
- H14.1.2 New evidence of mitigating circumstances of which the University was not aware when the decision was taken, and which could not reasonably have been presented to the University earlier;
- H14.1.3 There is evidence that the decision made did not take any mitigating circumstances into sufficient account, or that the decision made is manifestly unreasonable;
- H14.1.4 There is evidence of unfair or discriminatory practice;
- H14.1.5 Additional relevant evidence has come to light since the decision was taken which, for good reason, could not have been made available earlier.

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.

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 courses shall be assessed. Programme Committees shall determine appropriate methods of assessment, in consultation with External Examiners, and, where appropriate, Lancaster University (LU), and taking into consideration any changes to the modes(s) of delivery and to content necessitated by online delivery.
- I1.2 Students who fail to attend/submit an assessment without good reason or mitigating circumstances will be considered to have failed that assessment and will be awarded zero mark.
- I1.3 The Summative Assessment measures the students' learning outcomes of a given a course. For any taught components within a programme, the following are the graded summative assessments (i.e. the assessment components are evaluated and graded):
- a. **Continuous Assessment:** A summative assessment of aspects of students' knowledge and skills throughout their course. These can include tests, quizzes, assignments, projects, portfolios, case-studies, presentations, etc.
 - b. **Final Assessment:** A summative assessment conducted at the end of the course that contributes to the overall mark. The final assessment can be in the form a final examination, assignments and/or other types of practical-based assessments such as projects, portfolios, presentations etc.

Note: A Coursework can be either a continuous or final summative assessment conducted. A Coursework is typically conducted in stages along the semester. Formative feedback should be embedded systematically within a coursework and given in a timely manner to support student development and improve achievements.

- I1.4 Each course will specify learning outcomes and assessment criteria by which students can demonstrate the achievement of the learning outcomes for that course.
- I1.5 The method of assessment for each course, including the weighting for each element of the assessment shall be communicated to students enrolled for the course at the beginning of the semester.

I2 Extensions and Late Submissions

- 12.1 The University requires students to adhere to submission deadlines for any form of assessment.
- 12.2 Course lecturers are authorized to grant extensions for coursework within their own courses and agreements will be documented.
- 12.3 Extensions must be requested by students to the course lecturer in advance of the submission deadline, unless there is a mitigating circumstance. Proper justifications be provided for the request.
- 12.4 Any work submitted after the deadline, or after any period of extension granted shall be marked as a Fail or awarded a zero.
- 12.5 With strong justification(s), a student may appeal to the School against a fail or zero-mark result for a late submission of an assessment component. If the appeal case is upheld, the result of the assessment component will be capped at minimum passing marks.

I3 Examination Arrangements

- 13.1 An examination is defined as a formal, timed assessment of any duration that is course to continuous invigilation.
- 13.2 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.
- 13.3 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.
- 13.4 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 [15](#)).
- 13.5 The University may require students to register for examinations and reserves the right to make a charge for this.
- 13.6 Examination scripts shall not be returned to students. Where the scripts are retained by the University, it is stored for at least three (3) years from the exam date before it is destroyed.
- 13.7 For courses where delivery is more than 60% online or for courses under programmes that the mode of delivery is Open and Distance Learning (ODL), other forms of student assessment such as online tests, assignments, take-home- examinations, open-book-exam, and other methods determined by the Programmes Committee can be implemented in place of examination.

14 Assessment Boards

14.1 Sunway University operates a two-tier assessment board system for the determination of marks and results. For taught programmes, Course Assessment Boards consider course performance, while, Programme Assessment Boards consider progression and end of session results.

14.2 Course Assessment Board (CAB)

The membership of Course Assessment Board includes:

Chair	Head of Department (HoD) or other senior member of academic staff appointed by the Dean
Members	Academic staff with teaching and assessment responsibilities of course(s) under discussion
By invitation (no voting rights)	1) Administrative staff responsible for production of the broadsheets 2) A representative from the Exam Unit

14.3 Course Assessment Boards (SAB) are responsible for:

14.3.1 Considering the results of assessments and examinations of courses, including the performance in supervised work experience where applicable, in accordance with the approved academic regulations and the relevant policies on the results of the assessment.

14.3.2 Confirming the marks to be awarded to individual candidates for each course they are studying.

14.3.3 Making recommendations on failures and supplementary examination sitting to the Programme Assessment Board.

14.3.4 Making recommendations on the scaling of marks in a particular course to the Programme Assessment Board. Where scaling is recommended, the reason for scaling, original marks, mechanism of scaling and the scaled marks must all be clearly reported to the Assessment Board.

14.4 Programme Assessment Board

The membership of the Programme Assessment Board includes:

Chair	Dean of School
Members	<ol style="list-style-type: none">1) Programme Leaders2) All members of the programme committee (s), who are members of University staff3) External examiner(s) for the programme4) Academic Dean (Lancaster University)<ul style="list-style-type: none">- Applicable only to the consideration of students also enrolled on Lancaster validated programmes5) Representative from Centre for Quality Management Office, who shall act as advisor to the committee in respect of the academic regulations, policies and procedures of the University applicable to the programmes being considered.
By invitation (no voting rights)	<ol style="list-style-type: none">1) Heads of Department or equivalent2) All lecturers teaching the programme3) Administrative staff responsible for production of the broadsheets4) Representative from the Exam Unit

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- 14.5 Programme Assessment Boards are responsible for:
- 14.5.1 Proposing to the Academic Senate, the final award and the corresponding award classification for each student.
 - 14.5.2 Confirming the assessment results for each student, having regard to the recommendations from CAB.
 - 14.5.3 Considering cases of malpractice, mitigating circumstances, special cases referred to it, and to determine appropriate actions in respect of a student's progression or award, in accordance with the regulations and policies of the University.
 - 14.5.4 Exercising condonement provisions in accordance with appropriate regulations and Policies
 - 14.5.5 Determining the progression or withdrawal of students in accordance with the academic standing and the regulations and policies of the University
 - 14.5.6 Making recommendations to Senate on the final award made to a student and the award classification, in accordance with the regulations and policies of the University
 - 14.5.7 Ensuring comparability of treatment for students in the interpretation of regulations and with reference to precedents across different courses and programmes of study.
 - 14.5.8 Facilitating exchange of experience and good practice across departments and identifying general issues arising from the assessment process and procedures.
 - 14.5.9 When necessary, refer special cases to the Appeals and Special Cases Committee (ASCC) for consideration.
- 14.6 Assessment Boards operate with delegated authority from the Academic Senate. Progression and award results are course to ratification by the Academic Senate and, as appropriate, by other awarding bodies.
- 14.7 The Vice-Chancellor has the right of attendance at any Assessment Board.

15 Mitigating Circumstances and Poor Performance

- 15.1 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.

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

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

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

15.2.3 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](#)).

15.2.4 Mitigating circumstances are considered by the Programme and presented at the School PAB meetings to verify the validity of claims and determine subsequent action(s).

Note: Mitigating circumstances related to illness or injury must be supported with a written evidence from a medical practitioner, consultant, or relevant member of hospital staff. Support documents for medical condition that are obtained online will not be accepted.

15.2.5 Students are entitled to know whether their claim is accepted as valid.

15.3 Valid claims for mitigating circumstances will justify PAB discretion to award:

- i) an adjustment of the grade(s) awarded in any course(s), or part(s) thereof;
- ii) Remove any penalty or penalties for non-attendance or late submission;
- iii) Permit a re-sit or repeat attempt, with or without any penalty;
- iv) Make any other such reasonable adjustments which it deems appropriate to the circumstances and the impact on the student's performance.

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

15.4 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.

16 Progress Review

16.1 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.

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

- i) failed courses worth 10 credits or more;
- ii) failed to maintain GPA/CGPA of 2.00 for Bachelor and Diploma, or 3.00 for Master's degree (Overall Average less than 40% for Bachelor and Diploma, or less than 60% for Master's degree for intakes prior to August 2019);
- iii) failed the same course for a second or subsequent time.

16.3 Any other student whose progress causes serious concern will be requested by the Programme Assessment Board (PAB) to attend a Performance Review session with Programme Leader.

16.4 Students may also request a session if they seek a formal opportunity to discuss their progress and explore options.

17 Dean's List Award

17.1 The Dean's List award is awarded to undergraduate students to recognise their outstanding academic achievements during a semester.

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17.2 The criteria for the Dean's List award include:

17.2.1 Degree Types

MQF Level 4 Diploma (including Diploma in Nursing) and MQF Level 6 Bachelor's degree (including students in the ADTP programme)

17.2.2 Semester Awarded

Students will be awarded across all semesters throughout the duration of the programme study.

17.2.3 Grade Point Average (GPA)

The student needs to achieve a minimum GPA of 3.5 for the given semester.

17.2.4 Minimum Credits

The minimum credits contributing to the GPA are:

Long Semester: 12 credits

Short Semester: 6 credits

17.2.5 No Failing Grades

Students will not be eligible for the Dean's List award if they have any failing grades for the semester.

17.2.6 Academic Integrity

Students did not commit any academic malpractice or misconduct during the semester.

J Diploma and Bachelor's Degree Assessment

In addition to this section, assessments for diploma and bachelor programme are also governed by Sections [H](#) and [I](#).

J1 Course Assessment

J1.1 Each course will specify learning outcomes and assessment criteria by which students can demonstrate the achievement of the learning outcomes for that course.

J1.2 Course marks are rounded to the nearest integer.

To denote student performance in each course, Sunway University applies a standard grading scheme as follows:

Grading Scheme for January 2024 intake and subsequent intakes:

Marks (%)	Point	Grade	Description
80 – 100	4.00	A+	Distinction
75 – 79	3.75	A	Merit
70 – 74	3.50	A-	Merit
65 – 69	3.25	B+	Good
60 – 64	3.00	B	Good
55 – 59	2.75	B-	Satisfactory
50 – 54	2.50	C	Satisfactory
45 – 49	2.25	C-	Satisfactory
40 – 44	2.00	D	Pass
30 – 39	1.50	F	Fail Note: Applies to: 1. Student fails a course that does not have the requirement to pass both continuous and final assessment components 2. Student fails both assessment components of a course that has the requirement to pass both continuous and final assessment components.
20-29	1.00	F	
0-19	0	F	
30 and above	1.50	F*	Failed grade where student has failed one component of a course that has the requirement to pass both continuous and final assessment components.
20 – 29	1.00	F*	
0 – 19	0	F*	
30 – 39	1.50	F#	Condoned Failure. Failed at third attempt but allowed to progress by Assessment Board.
		*	Pass at Resit attempt.
		**	Pass at Repeat attempt.
		EX	Exemption
		INC	Incomplete
		P	Pass Internship
		P**	Pass Internship at Repeat attempt
		(Z)	Course that is in progress. No credits or marks have awarded as yet.
		(F)	A failed elective course that has been replaced by an alternative course.

		W	Withdrawn
		^	Credit transfer from another programme
		AU	Audit course taken voluntarily to enhance knowledge but will not be included in the total credit hours required for graduation.

Grading Scheme for intakes prior to August 2019

Marks	Grade	Description
70 - 100	A	Distinction
60 - 69	B	Merit
50 – 59	C	Credit
40 – 49	D	Pass
39 and below	F	Fail
40	A*	Pass at Resit attempt. Marks are capped according to the regulations applicable to the programme.
40	B*	Pass at Resit attempt. Marks are capped according to the regulations applicable to the programme.
40	C*	Pass at Resit attempt. Marks are capped according to the regulations applicable to the programme.
40	D*	Pass at Resit attempt. Marks are capped according to the regulations applicable to the programme.
40	D**	Pass at Repeat attempt. Marks are capped according to the regulations applicable to the programme.
30 - 39	F#	Condoned Failure. Failed at third attempt but allowed to progress by the Assessment Board.
-	(F)	An alternative course was taken in replacement of this elective course.
-	(Z)	Course in progress, no credits/marks awarded.
	EX	Exempted
-	INC	Incomplete
-	W	Withdrawn
-	AU	Audit Course

Note: Programme under professional boards may have different grading requirements. Students are to refer to specific Programme Handbook for further information.

- J1.3 A specific assessment condition which requires a pass in all assessment components – that is assessment components such as coursework, continuous assessment(s), summative assignment(s), final examination(s), etc - may be imposed on certain courses. In such circumstances, a failure of one or more assessment components will result in a fail grade for the overall course, even if the total mark of the combined assessment components is equal to or greater than the pass mark for the course. Any courses where a pass in all assessments components is required, should be clearly indicated in the Programme Handbook. For the purpose of this regulation, all assessment components for the course are considered together and are combined into a single assessment score based on their weighted-average.

The failure of a course due to the failure of an assessment component(s) such as coursework, continuous assessment(s), summative assessment(s), final examination(s), etc. is referred to herein as **component failure**.

The failure of a course due to attaining an overall mark below the required pass mark is referred to as **course failure**.

If not otherwise specified, the word 'fail' or 'failure' in the regulations refer to a course failure. Course failure means that a course has not been satisfactorily completed and passed and is considered as a failure with respect to study progression. Only in those courses where a pass in all assessment components is required, the failure is considered as failures with regard to study progression.

J2 Course Reassessment

J2.1 Unless prohibited by professional body regulations, undergraduate students are given two (2) reassessment opportunities in any course 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 [J2.2](#) and [J2.3](#).

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

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

J2.2 A repeat is an opportunity to make another attempt at all assessment components of a course.

J2.3 A re-sit is an opportunity to make another attempt at the failed assessment component of the course (such as sit for another written examination or re-submit coursework) following a marginal failure (30% - 39%) or a component failure.

Note: Programme under professional boards may have different requirements. Students are to refer to specific Programme Handbook for further information.

J2.4 A re-sit may be considered under the following circumstances:

- i) Marginal failure in courses where the assessment is fully based on coursework (applicable only to students from intakes before March 2017).
- ii) A student who marginally failed a course, where it is not required to pass all assessment components, and who have attained an overall course mark that is no more than 10% below the required course passing mark, may re-sit the one or more failed assessment components required to attain the overall passing mark.
- iii) Students who fail a course due to component failure in a course where it is required for all components to be passed (see J1.3) will be offered the opportunity to re-sit the failed component(s), providing that the total mark for all assessment components combined is equivalent to a marginal course failure, that is the first course failure mark is equivalent or less than 10% below the required course passing mark.

The course marks after a re-sit are calculated from the total of the marks achieved for the previously passed component(s) and the marks for any component(s) that are reassessed. Components may be passed at different times and do not need to be passed in the same assessment cycle.

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- iv) Students with one or two marginal course failures from the final semester of study and who have no other outstanding reassessment.
- J2.5 Re-sit needs to be conducted at the earliest available opportunity before the end of the subsequent semester.
- J2.6 Students repeating courses due to course or component failure shall be required to attend classes and participate in all learning activities including those relating to components which have previously been passed.
- J2.7 Marks awarded to students from August 2019 intake onwards will be based on the actual marks obtained in the re-assessment attempt and will not be capped. However, grades from failed attempt(s) will be recorded in the progress report and transcript. If the student has to repeat the course in another semester, the failed attempt will contribute towards the GPA. CGPA will only be calculated based on the student's latest reassessment attempt.
- J2.8 The maximum mark that can be awarded for any course after reassessment due to **course failure or component failure is the minimum passing mark (applicable for intakes prior to August 2019)**. If the previous mark and the reassessed marks are below the minimum pass mark, then the highest of the marks for the course and/ or component will be counted as the final mark.
- J2.9 Students from 2013 intake onwards are allowed to repeat a passed course 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 will not be used in any calculation of student's programme marks or grade. The marks and/ or grades of any assessment repeated for professional accreditation will be recorded in a separate letter issued by the Registrar to confirm the examination results.
- J2.10 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.
- J2.11 If a failed elective subject is replaced with another elective subject according to J2.10, 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.

J3 Condonement

J3.1 Condonement describes the process by which a student who fails a component or course is nevertheless recommended for progression/ award on the grounds that the failure is marginal, the failure is offset by good performance elsewhere, or that the student's performance in the assessment (s) was adversely affected by circumstances or factors outside the student's control.

J3.2 Students who failed a component or course and exhausted all opportunities for reassessment, may be considered for condonement by the PAB. The PAB may condone a component or course to enable the student to progress or to complete the final award, providing that the following conditions are met:

J3.2.1 Conditions applicable for Intakes August 2019 onwards

- i) All Programme Learning Outcomes continue to be met;
- ii) The mark for the course is at least 30% in any of the attempts;
- iii) The mark for the failed assessment component (referring to component failure) is no more than 10% below the minimum component pass mark in any of the attempts;
- iv) The student's CGPA at time of Condonement is at least 2.00;
- v) Professional body requirements do not stipulate that all assessment component must be passed and do not prohibit condonement.

J3.2.2 Conditions applicable for Intakes prior to August 2019

Course failure (see to [J1.3](#))

- i) The total marks for the course in any of the attempts, or when the best marks for each component from any attempt are combined, are between 35% and 39%;
- ii) For condonement of first year course, the student has obtained an overall average mark for all Year 1 courses taken which is at or above the minimum pass mark;
- iii) For condonement of year 2 or year 3 course, the student has obtained an overall average for all courses taken that contribute to the award classification which is at or above the minimum pass mark for the award;
- iv) Professional body requirements do not prohibit condonement.

Component failure (see [J1.3](#))

- i) The mark for the failed assessment component (continuous assessment or final examination) is no more than 10% below the minimum component pass mark in any of the attempts;
- ii) Professional body requirements do not stipulate that all assessments components must be passed and do not prohibit condonement.

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- J3.3 The maximum number of credits that may be condoned is 10 credits for diploma and 12 credits for bachelor's degree.
- J3.4 Although a condonement may allow a student to progress or complete an award, the actual marks attained in the assessment (s) will carry forward to any classification calculations.
- J3.5 In the case of component failure in a course where all components must be passed, condonement may be applied to failed components or to the whole course. The application of condonement will not change the component marks and the best marks achieved for each component will be used in any classification calculations.
- J3.6 In the case of component or course failure failing outside the parameters prescribed above, the PAB may make a recommendation to the Academic Senate for special consideration of the final marks.

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 Requirement for industrial training or internship for Diploma and Bachelor programmes is stipulated in the Programme Standards (where applicable). For programmes where industrial training and internship is not specified by Programme Standards, internship should adhere to the standard requirement of 2 weeks of internship per credit.
- J4.3 Internships or work placement must have specified learning outcomes and are properly assessed. Results awarded for Internship will be Pass or Fail. Credits are to be allocated for internship; however, credits obtained will not contribute towards the final award classification.
- J4.4 Industrial Training or Internship may be replaced with other appropriate alternative methods that involve both industrial collaboration and supervisory by industry practitioners (for example, industry-based projects) for Internship course under programmes where delivery is more than 60% online or delivered through ODL mode. This is course to Programme Standards requirement for industrial training, the suitability of the field of study, MQA guidelines as well as consideration by related professional bodies.

J5 Progression

- J5.1 Assessment for progression is undertaken by the appropriate PAB.
- J5.2 In determining progression recommendations, PAB 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 five categories:
- Pass;
 - Re-sit assessment (s) or Repeat the course;
 - Condonement providing that the conditions set out in [J3](#) are satisfied
 - Defer
 - Mandatory exit if the maximum number of assessment attempts has been exhausted
- J5.4 Where reassessment is allowed, students are required to re-sit the failed examinations, resubmit the failed coursework or complete an equivalent assessment for those components of the course, and this must be done at the first available opportunity. Alternatively, students may be required to repeat the whole course before retaking the failed assessments or components of the course.
- J5.5 A first or second year student may not progress if the outstanding reassessment reach any of the limits below.
- 3 courses
 - 10 credits
- J5.6 A student who is disallowed from progressing may not take additional courses except in the following conditions:
- The courses failed are not offered in the semester;
 - The student may only register for up to 3 additional courses (not more than 12 credits) in order to fulfil requirements for full-time study.

J6 Award Classification

J6.1 The award classification will be based on CGPA for August 2019 intake onwards. The classification of awards for students registered prior to August 2019 intake will continue to be based on the Overall Average.

J6.2 Award classifications is based on the marks achieved in designated courses with counting credits. Counting credits are credits that are counted towards the calculation of the overall award marks and classification. Typically, for Bachelor's level, Year 1 courses, MPU courses, and Internship are not calculated towards the overall award marks and classification. For Diploma level, all courses (excluding MPU courses and Internship) are calculated towards the overall award marks and classification.

J6.3 Grade Point Average (GPA) is calculated by multiplying grading point with course credit and dividing the figure by the number of total credits taken in a semester. Formula as below:

$$\text{GPA} = \frac{\text{Sum of (grading point x course credits) for all courses enrolled in a semester}}{\text{Sum of (Total number of courses' credits enrolled in a semester)}}$$

Upon completion of study, student will be getting a CGPA which is a weighted average of GPA for semesters taken. Both GPA and CGPA are rounded and expressed to two decimal places.

Sample of calculation are in [Appendix 7](#).

J6.4 The Overall Average is calculated using the arithmetic average of all counting course marks weighted in accordance with their credit value as shown below:

$$\text{Overall Average (\%)} = \frac{(m_1 \times c_1 + m_2 \times c_2 + \dots + m_n \times c_n)}{(c_1 + c_2 + \dots + c_n)}$$

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 8](#).

J6.5 Marks recorded for condoned courses are as achieved and count towards the final awards without amendment.

J6.6 Courses for which the credits have been exempted are excluded from any classification calculation.

Intake	Award Classification	
Diploma level		
August 2019 onwards	Grade Point	Classification
	3.50 – 4.00	Distinction
	3.00 – 3.49	High Merit
	2.50 – 2.99	Merit
	2.00 – 2.49	Pass
Prior to August 2019	Overall Average	Classification
	70.00 – 100.00%	Distinction
	60.00 – 69.00%	High Merit
	50.00 – 59.00%	Merit
	40.00 – 49.00%	Pass
Bachelor level		
August 2019 onwards	Grade Point	Classifications
	3.50 – 4.00	Class I
	3.00 – 3.49	Class II (I)
	2.50 – 2.99	Class II (II)
	2.00 – 2.49	Class III
Prior to August 2019	Overall Average	Classification
	70.00 – 100.00%	Class I
	60.00 – 69.99%	Class II (Division I)
	50.00 – 59.99%	Class II (Division II)
	40.00 – 49.99%	Class III

Note: Classification of awards are shown below. Programme under professional boards may have different requirements. Students are to refer to specific Programme Handbook for further information.

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- J6.7 PAB 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.
- J6.8 For August 2019 intake onwards, conditions for an upgrade of award classification are:
- i) The Cumulative Grade Point Average (CGPA) is not more than 0.05 points below the recommended class; AND
 - ii) At least half of the counting credits, must be in the higher award classification
- J6.9 A higher class shall be awarded when a student's overall profile falls into the following scenario (for intakes prior to August 2019)
- 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.
- J6.10 Academic standing of students is determined based on GPA and CGPA:
- Good Standing - a student is in good standing whenever the student's CGPA is at 2.00 or above.
 - Warning - Whenever the GPA for any enrolment period is less than 2.00, but the CGPA is 2.00 or above, the student will receive a warning notification.
 - Probation - The student will be placed on probation whenever the student's CGPA falls below 2.00.
 - Extended Probation - The student will be placed on Extended Probation when, following a semester on probation, the student's CGPA is still below 2.00, even though the GPA for the enrolment period is 2.00 or above. Students with this status may only be permitted to register a maximum of 12 credits.
 - Final Probation - The student will be placed on Final Probation when, following a semester on Extended Probation, the student's CGPA continues to be below 2.00, even though the student's GPA for the enrolment period is 2.00 or above. Students may only register not more than 12 credits in that particular semester.
 - Dismissal - Students on Extended Probation who fails to achieve at least a 2.00 GPA for the enrolment period, or students on Final Probation who fails to achieve a 2.00 CGPA will have to exit the programme.
- J6.11 Students will be dismissed after getting CGPA less than 2.00 in four consecutive semesters.

Note: Sample calculations for GPA and CGPA are detailed in [Appendix 7](#).

K ADTP Assessment

In addition to this section, assessments for ADTP are also governed by Sections [H](#) and [I](#).

K1 Course Assessment

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

For intakes prior to January 2012:

Grade	Percentage	Honour Points	Interpretation
A	90-100	4.0	Outstanding
BAB	85-89 80-84	3.5 3.0	Very good High Pass
CBC	75-79 70-74	2.5 2.0	Satisfactory pass Acceptable pass
DCD	65-69 60-64	1.5 1.0	Poor (inadequate) Unsatisfactory
E	59-0	0	Fail

For intakes from January 2012 onwards:

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

K1.2 CGPA is calculated and expressed to 2 decimal places.

K2 Course Reassessment

- K2.1 ADTP students are entitled to reassessment opportunities in any course 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 course.
- K2.3 Students repeating courses 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 course may be allowed to take an alternative course in place of the failed course, course to any specific programme requirements. The alternative course will be taken as a first attempt.

K3 Progression

- K3.1 A student who has accumulated 3 failed courses or more will not be allowed to take new courses in the following semester. However, an exception can be made if the failed courses are not offered in the following semester whereby the student will be allowed to take up to a maximum of 3 new courses in order to fulfil requirements for full-time study, provided that the failed courses are not pre-requisites for the new courses.
- K3.2 Where reassessment is allowed, students are required to re-attempt all failed components of the course, and must be done at the first available opportunity.
- K3.3 Academic standing of ADTP students is determined based on GPA and CGPA:
- Good Standing - a student is in good standing whenever the student's CGPA is at least 2.00 or above.
 - Warning - Whenever the GPA for any enrolment period is less than 2.00, but the CGPA is 2.00 or above, the student will be received a warning notification.
 - Probation - The student will be placed on probation whenever the student's CGPA falls below 2.00.
 - Extended Probation - The student will be placed on Extended Probation when, following a semester on probation, the student's CGPA is below 2.00, even though the student's GPA for the enrolment period is 2.00 or above. Students may only register not more than 12 credits in that particular semester.
 - Final Probation - The student will be placed on Final Probation when, following a semester on Extended Probation, the student's CGPA is continues to be below 2.0, even though the student's GPA for the enrolment period is 2.00 or above. Students may only register not more than 12 credits in that particular semester.
 - Dismissal - Students on Extended Probation who fail to achieve at least a 2.00 GPA for the enrolment period, or students on Final Probation who fail to achieve a 2.00 CGPA will have to exit the programme.

Note: Sample calculations for GPA and CGPA are detailed in [Appendix 9](#).

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 Completion upon completion of minimum credits depend on the respective programme approval letter.

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

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 [I](#). This section applies to postgraduate programmes by coursework and by mixed-mode for the taught component. Assessment for postgraduate programme by coursework and mixed-mode must include assessment for both taught and research component.

Assessment for research outcomes must include:

- xi. Master's/Doctoral by Coursework: Final Project which demonstrates research capabilities

Note: Must be examined by at least 2 examiners including the student advisor/supervisor (refer to [Appendix 11](#) for Supervisor requirement)

- xii. Master's/Doctoral by Mixed Mode: Dissertation or equivalent conspectus appropriate to the discipline.

Note: The regulations that governs the assessment for research component for mixed mode programmes is stipulated under Section [M](#). The programme must demonstrate how the project or research component contribute to the fulfilment of the programme learning outcome. Documentation must be provided to describe the activities and evidence of learning outcome related to research component i.e. project, dissertation and thesis.

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 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 the course.

- L1.3 Grading Scheme for January 2024 intake and subsequent intakes:

Marks (%)	Point	Grade	Description
80 – 100	4.00	A+	Distinction
75 – 79	3.75	A	Merit
70 – 74	3.50	A-	Good
65 – 69	3.25	B+	Satisfactory
60 – 64	3.00	B	Pass
55 – 59	2.75	F	Fail
50 – 54	2.50	F	Note: Applies to: 1. Student fails a course that does not have the requirement to pass both continuous and final assessment components 2. Student fails both assessment components of a course that has the requirement to pass both continuous and final assessment components.
45 – 49	2.25	F	
40 – 44	2.00	F	
30 – 39	1.50	F	
20 – 29	1.00	F	
0 – 19	0	F	
55 and above	2.75	F*	Fail
50 – 54	2.50	F*	Note: Failed grade where student has failed one component of a course that has the requirement to pass both continuous and final assessment components.
45 – 49	2.25	F*	

40 – 44	2.00	F*	
30 – 39	1.50	F*	
20 – 29	1.00	F*	
0 – 19	0	F*	
55 – 59	2.75	F#	Condoned Failure. Failed at third attempt but allowed to progress by the Assessment Board.
50 – 54	2.50		
-		*	Pass at Resit attempt.
-		**	Pass at Repeat attempt.
-		EX	Exemption
-		INC	Incomplete
-		P	Pass Internship
-		P**	Pass Internship at Repeat attempt
-		(Z)	Course that is in progress. No credits or marks have awarded as yet.
-		(F)	A failed elective course that has been replaced by an alternative course.
-		W	Withdrawn
-		^	Credit transfer from another programme
-		AU	Audit course taken voluntarily to enhance knowledge but will not be included in the total credit hours required for graduation.

L1.4 The following are the grading scheme for intakes prior to August 2019:

Marks	Grade Descriptor
80-100	Excellent
70-79	Good
60-69	Satisfactory
50-59	Marginal Failure
40-49	Fail
0-39	Poor Fail

Determination of students' academic standing is based on GPA and CGPA

- i) Good Standing – A student is in good standing whenever the student's CGPA is at 3.00 or above.
- ii) Warning – If a student's GPA for any enrolment period falls below 3.00, but their CGPA is 3.00 or above, they will receive a warning notification.
- iii) Probation – A student will be placed on probation if a student's CGPA falls below 3.00.
- iv) Extended Probation – A student will be placed on Extended Probation if the student's CGPA remains below 3.00 after a semester on probation, even if the GPA for the latest semester is 3.00 or above. Students under Extended Probation may register a maximum of 12 credits only.
- v) Final Probation – A student will be placed on Final Probation if the student's CGPA remains below 3.00 after a semester on Extended Probation, even if the GPA for the latest semester is 3.00 or above. Students under Final Probation may register a maximum of 12 credits only.
- vi) Dismissal – A student on Final Probation who fails to achieve a 3.00 CGPA will have to exit the programme.

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 PAB (refer to Section [14](#)).
- 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:
- Pass
 - Reassessment
 - Defer
 - Fail
- L2.5 A student who passes all courses 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 course shall be deemed to have failed that course.
- L3.2 Unless prohibited by professional body regulations, a postgraduate student is entitled to two (2) reassessment opportunities following a failure of a course.
- L3.2.1 Reassessment can take the form of re-sit in the case of an examination, or 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 reassessment due to course failure shall be capped at a maximum of 60% (applicable for intakes prior to August 2019).
 - L3.2.5 A student who fails following reassessment may be considered for condonement in that course 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 course reassessed.
- L3.3 At the discretion of the PAB, a student may be allowed to progress with outstanding reassessment in up to three (3) courses or to a maximum of ten (10) credit hours (whichever is the minimum), provided that the courses 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 course may be required to repeat that course:
- L3.4.1 For a repeat, the student shall be required to attend classes and take the failed course(s) in their entirety. The normal tuition fees as applicable to the course(s) shall be charged.
 - L3.4.2 Courses 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 courses in the semester on top of the course(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 courses do not exceed ten (10) credit hours or three (3) courses.
- L3.5 For a re-sit opportunity (following a marginal failure 50% - 59%), the student will not be required to attend classes but shall sit an examination for the course(s) failed. The normal examination fees as applicable to the course(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) course 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) courses or fourteen (14) credits.
- L4.2.2 Condonement is not permitted for placements and other professional or compulsory components, or any other courses 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 course;
 - ii. all Programme Learning Outcomes continue to be met;
 - iii. a mark of at least 50% has been achieved in any of the attempts;
 - iv. the student's CGPA at time of Condonement is at least 3.00 (Overall Average of at least 60% for all courses taken for intakes prior to August 2019)
- 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 course 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):

August 2019 intake onwards

CGPA	Classification
3.75 – 4.00	Distinction
3.50 – 3.74	Merit
3.00 – 3.49	Pass
0 – 2.99	Fail

Intakes prior to August 2019

Overall Average	Classification
80% -100%	Distinction
70% - 79.9%	Merit
60% -69.9%	Pass
50% - 59.9%	Fail

L5.2 The GPA is calculated by multiplying grading point with course credit and dividing the figure by the number of total credits taken in a semester. Formula as below:

$$\text{GPA} = \frac{\text{Sum of (grading point x courses' credits) for all courses enrolled in a semester}}{\text{Sum of (Total number of courses' credits enrolled in a semester)}}$$

Upon completion of study, student will be getting a Cumulative Grade Point Average (CGPA) which is a weighted average of GPA for semesters taken.

L5.3 Calculation of Overall Average for intakes prior to August 2019 as follows:

The Overall Average Mark is computed as follows and shall be expressed to one decimal place to determine the class of degree to be awarded.

$$\text{Overall average mark (\%)} = \frac{\text{Sum of (\% course marks x course credits) for all courses}}{\text{Sum of credits for all courses}}$$

L5.4 A higher class shall be awarded when a student's overall profile falls into the following scenario:

- i) The CGPA is not more than 0.05 points (or the Overall Average is not more than 2% mark) below the recommended class.
- 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 or in the higher award classification.

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 is 50% or more. The Regulations prescribe the conditions under which applicants are able to qualify for the award of such degrees of the University. Assessment for master's and doctoral programmes 'by research' and 'by mixed-mode' must include:

- xiii. Successful completion of prescribed courses
- xiv. Thesis /Dissertation, and
- xv. Viva voce

The programme must demonstrate how the project of research component contribute to the fulfilment of the programme learning outcome. The form in [Appendix 10](#) must be used to describe the activities and evidence of learning outcome related to research component i.e. project, dissertation and thesis.

M1 Appointment of Supervisors

- M1.1 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.
- M1.2 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.
- M1.3 Supervisors must meet any other requirement stipulated by Master's and Doctoral Standards, including the relevant Programme Standards. Please refer to [Appendix 11](#) for the Supervisor qualification requirement.
- M1.4 The Main Supervisor must be a contracted full-time member of staff of the University.
- M1.5 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.
- M1.6 Individuals with specialist expertise relevant to the research project who do not qualify as supervisors may be appointed to the supervisory team as advisors.
- M1.7 Where possible, potential conflicts of interest should be avoided. If unavoidable, any potential conflicts of interest should be declared during the appointment of the supervisory team.

M1.8 A student registered for a research degree is not permitted to act as the Main Supervisor or a member of a supervisory team.

M1.9 Appointment of supervisor for Dual PhD programme must adhere to the following:

M1.9.1 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.

M1.9.2 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 course to meeting the standards and requirement of Sunway University.

M1.9.3 Where an institution appoints more than one supervisor, the respective institution will nominate one supervisor to act as main supervisor at that institution.

M1.9.4 The Research Degrees Management Panel shall comprise of;

- Chair appointed by Sunway University and partner institution
- Two (2) senior academic staff who are members of the URDC, Sunway University
- Two (2) senior academic staff of a partner institution who are members of a committee equivalent to that of Sunway University URDC.

M1.10 Should there be a disagreement between supervisors over any matter relating to a student's progress, performance, or the direction of their research, a ResearchDegrees Management Panel will be established for arbitration.

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 Methodology

M3.1 All students registered to a postgraduate programme by research or by mixed mode are required to attend a Research Methodology course as part of the programme and qualification requirement.

M3.2 The Research Methodology course and other research related courses will carry a credit value and grade but there are no graduating credits for postgraduate programmes by research. The following table indicates the grade scale for postgraduate by research programmes:

Grading Scheme for Coursework Courses

Grade	Marks (%)	Description
A+	80.00 – 100.00	Distinction
A	75.00 – 79.99	Merit
A-	70.00 – 74.99	Good
B+	65.00 – 69.99	Satisfactory
B	60.00 – 64.99	Pass
F	0.00 – 59.99	Fail

M3.3 Students who have completed a Research Methodology course at master level may be exempted from the Research Methodology course at doctoral level. This is applicable for Doctoral programme by Research or Mixed-mode.

M3.4 Exemption of the Research Methodology course at doctoral level must meet the following condition:

- i. Credit value of the research Methodology course taken at master level is the same or more than the Research Methodology course offered at doctoral level.
- ii. The knowledge and skill provided in the Research Methodology course at master level is relevant and current to needs and requirements for study at doctoral level.
- iii. Must have completed the master level within the last five (5) years.

M4 Pre-requisite Courses

M4.1 Students registered to a Master or Doctoral programme by research who are not from a related discipline or without related qualification are required to register for relevant pre-requisite courses to update knowledge and skills in specified areas before embarking on the postgraduate by research programme.

M4.2 Pre-requisite courses are not factored into the final award of the degree qualification. To enrol into the programme, a student must first pass these pre-requisite courses.

M5 Research Proposal

M5.1 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.

M5.2 The Research Proposal must be submitted to the School within the specified timeframe for their programme and mode of study.

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

M5.3 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 course experts, recommended by the Main Supervisor and approved by the URDC.

M5.4 Following the Research Proposal Defence, the examiners shall make their recommendation to the School; the recommendation shall be one of the following:

- Pass
- Pass with amendments
- Fail

M5.5 The School should notify the URDC of the outcome within two (2) weeks of the Research Proposal Defence.

M5.6 The School shall provide the following information to students within two (2) weeks of the Research Proposal Defence:

- Outcome of the Research Proposal Defence;
- Details of any remedial work and timelines for the Research Proposal resubmission.

M5.7 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.

M5.8 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.

M6 Work Completion Seminar

- M6.1 Students are required to make a presentation of their research findings prior to submitting the Notice of Thesis Submission (Section [M8](#)). The Work Completion Seminar should present the objectives, methods, findings and significance of the student's research.
- M6.2 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.
- M6.3 The Vetting Panel shall comprise of two (2) staff members/experts as recommended by the Main Supervisor and approved by the School.

M7 Change of Thesis Title

- M7.1 A student may apply for a change of thesis title before submitting the thesis. In principle, the change of title should not result in the change of research area/discipline.
- M7.2 To apply, students must complete and submit the **Change of Thesis Title Form** to the URDC.
- M7.3 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 student of the reasons for the rejection.

M8 Change of Specialisation

- M8.1 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.
- M8.2 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.

M9 Submission of Thesis

- M9.1 Students may only submit their theses on having presented the completed research at the Work Completion Seminar.
- M9.2 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.
- M9.3 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.

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- M9.4 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 where appropriate.
- M9.5 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.
- M9.6 The thesis must conform to the format as prescribed by the University's Thesis Writing Guidelines. The thesis may be rejected if it is not submitted in accordance with the requirement prescribed in the Guideline.
- M9.7 Students must submit a soft copy of the completed thesis to the University Research Services via email, together with a declaration of its originality, in accordance with a thesis format as determined by the University.
- M9.8 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.

M10 Examination of Thesis

- M10.1 A candidate for a research degree shall be examined by a panel of examiners appointed for that purpose by the URDC.
- M10.2 The supervisors shall nominate thesis examiners for approval by the URDC, using a Thesis Examiners Nomination Form.
- M10.3 The examiners for thesis at the Master's and Doctoral level shall comprise of at least two examiners:
- i. one (1) Internal Examiner; and
 - ii. one (1) External Examiner

Note: More than 2 examiners may be required for multidisciplinary research thesis.

- M10.4 In the event where no suitable internal examiner can be appointed, another external examiner may be appointed by the URDC.
- M10.5 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.
- M10.6 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.

M10.7 Examiners must hold a doctoral-level degree, or have equivalent professional standing. Taken as a whole, the panel of examiners must:

- i. Examiners must have the minimum qualification of no less than the supervisor. Where examiners are without the required qualification, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the HEP Senate.
- ii. Must be from the field(s) related to the research and have substantial knowledge of current research relating to the course area of the thesis being evaluated.
- iii. Have experience in examining and supervising research degree theses at the relevant level;
- iv. Examiners must be engaged in research and have produced current and relevant publications or equivalent works

Note: Examiners from professional body or industry may be exempted from requirement (iii) and (iv).

M10.8 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.

M10.9 Where possible, potential conflicts of interest should be avoided. If unavoidable, any potential conflicts of interest should be declared during the appointment of the thesis examiner and Chair of the viva voce panel.

M10.10 The thesis examiner and panel member during viva voce must not consist of the same members that served on the proposal defence and work-completion seminar.

M11 Examiners' Report

M11.1 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 URDC.

M11.2 Examiners are provided with guidelines for the examination of a thesis. Prior to the viva voce examination, they are requested to complete a form indicating whether the candidate has met the listed criteria and to provide a written report.

M11.3 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.

M11.5 The recommendation of the Panel of Examiners for viva voce shall be one of the following:

- i. Thesis is accepted.
- ii. Thesis is accepted course 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.

M11.5 Appeals against the outcome of the viva voce shall be submitted to the School under the Academic Appeals policy and procedure to establish prima facie.

M11.6 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.

M11.7 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.

M12 Thesis Modification and Final Submission

- M12.1 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.
- M12.2 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.
- M12.3 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 one (1) hardbound copy to the Research Services, together with a soft copy electronic) of the thesis in a medium to be specified from time-to-time by the Research Services.
- M12.4 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.
- M12.5 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.

M13 Progression for Students Undertaking Research

M13.1 All research degree students will be course to progress monitoring. This will involve routine, informal monitoring through regular supervisory sessions and formal monitoring through the URDC.

M13.2 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.

M13.3 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 deemsthat 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.

M13.4 Academic progress for Dual PhD programme is course to Sunway University’s regulations.

M13.5 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 agreedupon for monitoring of student progress.

M14 Classification of Award

M14.1 The award classifications for master’s degrees by research are determined as shown below:

Average Percentage Mark	Degree Classification
80.00% – 100%	Distinction
60.00% – 79.99%	Pass
0.00% – 59.99%	Fail

M14.2 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 prima facie cases established, they will be categorised as follows:
- xvi. Naive malpractice
 - xvii. First Offence:
 - 1. Minor
 - 2. Major
 - xviii. Subsequent Offence
- N1.7 Instances of first offences will be dealt by Programme Leaders who will establish whether a prima facie case exist. Once a prima facie case is established, the case is reported to the School.

The HOD will convene a panel of three members of academic staff that includes the HOD, Programme Leader and one other member of academic staff. the Panel should not include a member of staff who was involved in delivering the course concerned.

The panel will review the evidence and may arrive at one of the following outcomes:

- i. Case Dismissed:
 - PL informs student.

Note: Does not need to involve ASQ
- ii. Case Upheld:
 - Case upheld for (a) Naive; (b) Minor; or (c) Major malpractice offence.
 - For category (a) Naive and (b) Minor offences, the penalty is dealt at the School level. HoD informs the student and ASQ of the outcome.
 - For category (c) Major offences, where the case results in a suspension or exclusion by the School, the academic malpractice case will be referred to the Provost. ASQ informs the School of the outcome and HoD informs the student.

N1.8 All instances of subsequent offences will be referred to PO. A Panel of Inquiry of three members of academic staff will be convened by Provost.

The panel will review the evidence and may derive at one of the following outcomes:

- i. Case Dismissed
 - PO informs student, and ASQ to strike record of academic malpractice allegation.
- ii. Case Upheld
 - Case upheld for (a) Minor; or (b) Major malpractice offence, Panel advises PO of outcome and sanction.
 - Provosts confirms sanction, and PO to notify students, Department and School.
 - If the sanctions recommended by Panel results in dismissal or revocation of any award, sanction may only be approved by the Vice-Chancellor.

N1.9 A copy of the outcome letter sent to the students at any stage of the process will be submitted to the Student Records and General Administration Unit for filing.

N1.10 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.

N1.11 Refer to the Academic Malpractice Policy and Procedure document for the standard penalties or sanction for academic malpractice.

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 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 courses' (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.

Master 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.

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 courses

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 courses as follows:

- A. Compulsory
 - i. MPU Compulsory
 - ii. University Compulsory
- B. Core
 - i. Core Common
 - ii. Core Discipline
 - iii. Core Major
 - iv. Core Minor
- C. Specialisation
- D. Elective
 - i. Field Elective
 - ii. Free Elective
- E. Industrial Training
- F. Final Project
- G. Audit

The course classification and their percentage in the curriculum of a programme of study are explained below.

A. Compulsory

Courses that are categorised as compulsory are courses that are not necessarily related to the programme field or area of studies but is a requirement of the programme and contributes to the graduating credit for the qualification.

i. MPU Compulsory Courses

MPU Compulsory Courses must be offered as prescribed in the PHEIs Act 1996. It covers the courses 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 courses as required by Ministry of Education (MOE) which replace the MPW courses (Section 43(3) Act 555).

The MPU general studies courses 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 courses to be taken in each MPU category is shown below:

Level	U1	U2	U3	U4
Diploma	1	1	1	1
Bachelor degree	2	1	1	1

The U1 courses are as follows:

Level	Local Students	International Students
Diploma	Appreciation of Ethics and Civilization	Malay Communication 1
Bachelor's	Appreciation of Ethics and Civilization AND Philosophy and Current Issue	Appreciation of Ethics AND Civilization AND Malay Communication 2

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

Credit transfer for MPU U1 and MPU U3 KIAR courses is allowed only once during a student's higher education. If a student advances to a new MQF level of studies after receiving credit transfer for these courses at a previous level, they cannot receive credit transfer for the same courses again

Local students who have not obtained Credit in Bahasa Melayu (SPM) are required to take and pass Bahasa Kebangsaan A course once in any programme level, but this is not counted towards their graduating credits or CGPA (Overall Average for intakes prior to August 2019).

ii. University Compulsory

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

B. Core

Core courses are courses that are related to the programme area or discipline and it is fundamental requirement of the programme. Core courses is calculated as part of the graduating credit for the qualification.

i. Core Common

Courses that are shared across schools or departments and that are normally core to the broader area of the discipline. For example, Business Ethics will be considered a common core course for programmes in Business.

ii. Core Discipline

Courses classified as core discipline courses are the main or major course components of a programme of study and academic qualification, which will be awarded. It is the main basis for naming a programme of study.

The courses reveal the expertise in an academic discipline. The courses 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*.

The percentage of major courses 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.

iii. Core Major

Identification of Core Major courses is normally used when the programme has a Major-Minor structure. If not, Core Discipline or Core Common is normally used. Core major courses reveal the main academic discipline undertaken by the student.

iv. Core Minor courses

Courses that are categorised as Core Minor usually show the minor field specialization in an academic discipline which differs from the programme major. Core Minor course category is normally indicated for Major-Minor programme structure where Minor courses should make up 25%-30% of the overall curriculum of the degree qualification. The field that student is minoring in will normally be indicated in the programme title with preposition *with*, for example – *Bachelor in Computing Science with Business Administration*. The Major-Minor programme structure is not applicable for MQF Level 3 Certificate and MQF Level 4 Diploma.

B. Specialisation

Specialisation courses are courses that indicates specific areas within the wider field of study that the programme specialises in. Programme with specialised area covers 25- 30%* body of knowledge in the Core area of the programme. The specialization area is indicated in brackets (*)*, for example – *Bachelor in Computing Science (Cyber Security)*. The Specialisation programme structure is not applicable for MQF Level 3 Certificate and MQF Level 4 Diploma.

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- C. Elective
Courses that students have options to select from as part of the programme and is calculated as part of the graduating credit for the qualification.
- D. Field Elective
A course which is selected by a student from a group of identified courses which form part of the minimum graduating credits for the programme.
- E. Free Elective
Free elective courses may or may not be related to the programme of study but taken as choice course without being bound to any field. Free Elective shall be marked and grades reported in a student's transcript.
- F. Industrial Training
Industrial Training is a course that requires student to have work placement in industry that is relevant to the programme discipline. It is component that is required of the programme depending on the relevant MQA Programme Standards, and contributes to the overall graduating credits.
- G. Final Project
Final Project is a course that requires student to complete a final year project and submission of a project paper or dissertation. It is component that is required of the programme depending on the relevant MQA Programme Standards, and contributes to the overall graduating credit.
- H. Audit courses
This course is taken voluntarily to enhance knowledge and will not be included in calculating the total credit hours required for graduation.

Appendix 3: Guideline on 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 [H](#) 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 course 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, courses, 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:
 - all final examinations must be double marked;
 - Not less than 50% of assessments by weighting that contribute to the final course mark, whether a single assessment or multiple smaller assessments must be double marked.
- 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 course 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.

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.

- 3.2 If the marks awarded require adjustment, the adjustment is applied to the whole cohort's scripts not just the moderated script.
- 3.3 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 course 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 Course 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.
- 3.4 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 course 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 courses are appropriate fair, and are comparable with standards in Malaysian higher education in general, and for degree programmes, UK standards as well.

All summative assessments contributing 30% or more to the student's final GPA for the course will be externally examined. Where no single assessment contributes 30% or more to the student's final GPA then all summative assessments will be externally examined. The precise nature and number of the samples will be negotiated with the external examiner concerned, and may refer the general institutional guidance on the size of the sample.

The sample sent to the moderator should include a representative sample for each GPA band. In addition, all scripts receiving a fail mark must be sent to the external examiner for review.

5 Scaling Methods

- 5.1 Scaling can be applied to any mark, not just an examination mark.
- 5.2 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 course 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.
- 5.3 Where scaling is required in the same course for at least part of its assessment on more than one occasion, the assessment practices of the course will be reviewed and modified as appropriate.
- 5.4 One of the following methods for scaling is recommended:
 - i. Multiplication by a factor;
 - ii. Addition or subtraction of a fixed value;
 - iii. Piecewise linear interpolation, where each score achieved is plotted for each student against their average mark on all other assessments/examinations for the course 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 contain 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 Course Assessment Board. Exceptional arrangements will need to receive the approval of the Chair of the Board who may consult with the appropriate course 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)

Courses 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:

VEE Applied Statistical Methods	MAT 3014 Time Series & Forecasting MAT 3024 Regression Analysis
VEE Corporate Finance	FIN 1014 Principles of Business Finance FIN 2014 Financial Management
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 courses shown above.

Appendix 7: Example of GPA/ CGPA Calculation

<u>Semester One</u>					
Course Code	Semester Name	Marks	Credit Hours	Grade	Honour Points
DBS 1014	Database Systems	55	4	B-	2.75
IIS 1014	Introduction to Information Systems	60	4	B	3.00
STA 1104	Probability & Statistics	25	4	F	1.00
PRG 1014	C Programming	30	3	F	1.50
Semester Credits	15	Earned Credits	15		
Total Points	31.50	Total Points	31.50		
GPA	<u>2.10</u>	CGPA	<u>2.10</u>		

<u>Semester Two</u>					
Course Code	Semester Name	Marks	Credit Hours	Grade	Honour Points
STA 1104	Probability & Statistics	45	4	C-	2.25
IIS 1024	Management Information Systems	50	4	C	2.50
PRG 1024	C++ Programming	60	4	B	3.00
ENG 1014	English for Technology	60	4	B	3.00
Semester Credits	16	Earned Credits	27		
Total Points	43.00	Total Points	70.50		
GPA	<u>2.69</u>	CGPA	<u>2.61</u>		

<u>Semester Three</u>					
Course Code	Semester Name	Marks	Credit Hours	Grade	Honour Points
MAT1104	Discrete Mathematics	60	4	B	3.00
PRG 1034	JAVA Programming I	60	4	B	3.00
PRG 1014	C Programming	50	3	C	2.50
DES 1104	Human Computer Interaction	45	4	C-	2.25
MED 1104	Introduction to Multimedia	75	4	A	3.75
Semester Credits	19	Earned Credits	43		
Total Points	55.5	Total Points	121.50		
GPA	2.92	CGPA	2.83		

Appendix 8: Example of Award Classification Calculation

Diploma award calculation:

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

Note: F# denotes a condoned failure

Overall Average = Sum of (Marks x Credits) / Total counted credits
 = 4264 / 81
 = 52.64%

Classification of award is **Diploma with Merit**

Honours Degree Award Classification

Course	Credits	Marks (%)	Grade	Marks x Credits
YEAR 1				
Introductory Psychology	4	85	A	Not counted
Introduction to Statistics	4	72	A	Not counted
Research Methods	4	65	B	Not counted
Motivation and Emotion	4	52	C	Not counted
English for Psychology	4	70	A	Not counted
Social Psychology	4	68	B	Not counted
Organisational Psychology	4	45	D	Not counted
Developmental Psychology	4	50	C	Not counted
Community Mental Health	4	56	C	Not counted
Social and Professional Responsibilities (U3)	4	65	B	260
Ethnic Relations (U1)	3	55	C	Not counted
Islamic & Asian Civilisations (U1)	3	76	A	Not counted
YEAR 2				
Psychology of Learning & Education	4	68	B	272
Personality Psychology	4	71	A	284
Brain and Behaviour	4	80	A	320
Applied Developmental Psychology	4	71	A	284
Communication Skills (U2)	3	75	A	225
Theories of Counselling	4	55	C	220
Abnormal Psychology	4	68	B	272
Cognition and Perception	4	70	A	280
Psychological Testing	4	72	A	288
Community Service (U4)	3	80	A	Not counted
YEAR 3				
Cross-Cultural Psychology	4	75	A	300
Behaviour Modification	4	64	B	256
Learning Disabilities	4	72	A	288
Research Project	6	53	C	318
History of Psychology	4	74	A	296
Psychology Seminar	4	73	A	292
Advanced Topics in Psychology	4	75	A	300
Internship	6	63	B	Not counted

Overall Average = Sum of (Marks x Credits) / Total counted credits
= 4755/69
= 68.91%

Awarded **Honours Class II (1)**

Appendix 9: 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 course by the number of honour points corresponding to the letter grade achieved in the course. 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:

Course	Grade	Honour Points		Credit Hours	Total
GEOG 1000	B	3.0	x	4	= 12.0
MATH 1160	C	2.0	x	3	= 6.0
SOC 2000	BA	3.5	x	3	= 10.5
CIS 1020	CB	2.5	x	3	= 7.5
				13	÷ 36.0
				Semester GPA	= 2.77

Second Semester:

Course	Grade	Honour Points		Credit Hours	Total
ACTY 2100	B	3.0	x	3	= 9.0
STAT 2160	C	2.0	x	3	= 6.0
ECON 2010	B	3.0	x	3	= 9.0
ENGL 1050	A	4.0	x	4	= 16.0
				13	÷ 40.0
				Semester GPA	= 3.08

B. CUMULATIVE OVERALL GRADE POINT AVERAGE (CGPA)

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

Course	Grade	Honour Points		Credit Hours	Total
GEOG 1000	B	3.0	x	4	= 12.0
MATH 1160	C	2.0	x	3	= 6.0
SOC 2000	BA	3.5	x	3	= 10.5
CIS 1020	CB	2.5	x	3	= 7.5
ACTY 2100	B	3.0	x	3	= 9.0
STAT 2160	C	2.0	x	3	= 6.0
ECON 2010	B	3.0	x	3	= 9.0
ENGL 1050	A	4.0	x	4	= 16.0
				26	= 76.0
				CGPA	= 2.92

Appendix 10: Attainment of Learning Outcome for Master's and Doctoral by Research Activities

No	MQF Learning Outcome	No	Programme Learning Outcome (PLO)	Evidence of Attainment of Learning Outcome
1	Knowledge and Understanding	PLO1		
2	Cognitive Skills	PLO2		
3	Functional Skills			
	i. Practical Skills	PLO3		
	ii. Interpersonal Skills	PLO4		
	iii. Communication Skills	PLO5		
	iv. Digital Skills	PLO6		
	v. Numerical Skills	PLO7		
	vi. Leadership, Autonomy & Responsibility	PLO8		
4	Personal and Entrepreneurial Skills	PLO9 & PLO10		
5	Ethics and Professionalism	PLO11		

Appendix 11: Supervisor Qualification Requirement

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. The following is the qualification requirement for supervisor for the Master's and Doctoral programmes for the research or project component:

Table 1: Master's Degree Supervisor Requirement

Mode of Delivery	Main Supervisor	Co-Supervisor
Research/ Mixed Mode	<ul style="list-style-type: none"> ii. The main supervisor must have a doctoral degree. iii. Where the main supervisor has a master's degree in the field, the principal supervisor must; a) Have at least 5 years' experience in teaching and research; AND b) Has co-supervised at a minimum master's level. 	<ul style="list-style-type: none"> i. Co-supervisor must have a doctoral degree. ii. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1-year experience in teaching AND research. iii. A co-supervisor from the industry or practitioner must at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation.
Supervisor		
Coursework (Taught)	<ul style="list-style-type: none"> i. The supervisor must have a doctoral degree. ii. Where the supervisor has a master's degree in the field, the supervisor must have at least 5 years' experience in teaching. iii. Supervisor from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation AND be appointed only as a co-supervisor. 	

Table 2: Doctoral Degree Supervisor Requirement

Mode of Delivery	Main Supervisor	Co-Supervisor
Research/ Mixed Mode	<ul style="list-style-type: none"> i. The main supervisor must have a doctoral degree, and <ul style="list-style-type: none"> a) Have at least 2 years of teaching experience and research; AND b) Has supervised master's or doctoral research candidate to completion. ii. Where the main supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i) (a) and (i)(b), and course to approval by the Senate of the HEP. 	<ul style="list-style-type: none"> i. Co-supervisor must have a doctoral degree. ii. Where the co-supervisor has only a master's degree, extensive experience in research is required and course to the approval of the Senate of the HEP. iii. A co-supervisor from the industry or practitioner must at least a bachelor's degree and have at least 10 years of experience in the field at a level appropriate for the thesis.
Supervisor		
Coursework (Taught)	<ul style="list-style-type: none"> i. The supervisor must have a doctoral degree, and <ul style="list-style-type: none"> a) Have at least 2 years teaching experience and research; AND b) Has supervised masters or doctoral research candidate to completion. ii. Where the supervisor has only a master's degree, extensive experience in 	

	<p>research is required in addition to conditions in (i)(a) and (i)(b), and course to the approval of the Senate of the HEP.</p> <p>iii. Supervisor from the industry or a practitioner must have at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis, and be appointed only as a co-supervisor.</p>
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