

UNIVERSITI TUNKU ABDUL RAHMAN			
Guideline Title: UTAR Student Academic Handbook			
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4.0 ADMINISTRATION OF ACADEMIC PERFORMANCE ([Appendix 6](#) - Regulation III)

This section contains information on the administration of academic performance at UTAR covering determination of academic performance in terms of the minimum GPA and CGPA required to maintain a good academic standing, the maximum duration of study and courses of study permitted, probation and termination of study and directed study. The regulations governing absence and withdrawal from examinations are also detailed in this section.

4.1 Minimum GPA and CGPA (Appendix 6 - Regulation III: Part I)

To be of good academic standing in the University, a candidate must maintain a GPA and CGPA of at least 2.0000 in each trimester until the completion of his Bachelor's degree programme or Foundation programme.

4.2 Programme Assessment (Appendix 6 - Regulation III: Part I)

The method of assessment of a course depends on the programme objectives and content. The contributory ratio or weight of an assessment method in the final total marks for a course shall be as determined by the Faculty / Institute / Centre for Foundation Studies and approved by the Senate.

4.3 Maximum Duration of Study (Appendix 6 - Regulation III: Part II)

- (a) The maximum duration of study is the period arrived at by adding a period of two years to the normal duration of study for a Bachelor's degree programme and one year for a Foundation programme. The maximum duration of study Evening and Weekend Classes is seven and a half (7½) years.
- (b) The candidacy of a student who has reached the maximum duration of study shall be terminated.
- (c) *deleted*
- (d) A candidate whose candidacy has been terminated under clause (b) above, may appeal for reinstatement, giving reasons to substantiate his appeal.

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- (e) Any appeal for reinstatement must be submitted not later than one week after the termination of study.
- (f) Such appeal shall be submitted to the Board of the Faculty / Institute / Centre concerned, which shall make its recommendation to the Senate for approval. Consideration of such appeal shall be on a case to case basis based on valid and acceptable reasons submitted by the student and taking into consideration the academic performance of the student, the number of outstanding course(s) to be completed and the projected duration required for the student to complete the programme.
- (g) If reinstatement is approved by the Senate, further extension of duration of study granted by the Senate shall normally not exceed three trimesters.
- (h) The decision of the Senate shall be final and any further appeal shall not be entertained.

4.4 Maximum Courses of Study (Appendix 6 - Regulation III: Part II)

The maximum courses of study in a trimester for Bachelor's degree and Foundation programmes shall be as provided in [Appendix 5](#) of the **Programme Registration, Refund of Fees, Leave of Absence and Withdrawal from Studies** Regulation.

4.5 Probation of Study (Appendix 6 - Regulation III: Part III)

- (a) A candidate shall be put on probation if his GPA for a trimester is less than 2.0000 except in a trimester where all courses taken do not contribute towards the computation of GPA and CGPA. The academic probation period shall end when the candidate has attained a GPA of 2.0000 and above in the following trimester.
- (b) Where a candidate is placed on Probation, the candidate is informed of his Probation Status through the Notification of Results (NOR).
- (c) The decision on the academic standing of a candidate shall be made based on his / her results after the Main Examinations, Supplementary Examination or Replacement Examination (where applicable) or Repeat Sittings. The Senate upon recommendation of the Board of Examiners shall decide whether or not the candidate be placed on Probation.

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- (d) This section is not applicable to MBBS programme.

4.6 Termination of Study (Appendix 6 - Regulation III: Part III)

- (a) The candidate's programme of study shall be terminated if his GPA is less than 2.0000 in two consecutive trimesters, and his CGPA for the current trimester is less than 2.0000, except in a trimester where all courses taken do not contribute towards the computation of GPA and CGPA.
- (b) Where a candidate is terminated from his Bachelor's degree programme or Foundation programme, the notice of termination shall be sent to the candidate and sponsor, if any.
- (c) For the purpose of this section, only the structured trimester where the courses are displayed in the programme structure for which the candidate has registered and sat for the examinations shall be taken into account.
- (d) Notwithstanding the above (a) to (c), as for MBBS programme, the following applies:
 - (l) Prior to October 2024 Intake
 - (i) For MBBS students who fail in their **First Professional Examination (Year 1)**, they are allowed to take their First Professional Repeat Examination after their Remedial Studies. If they fail their **First Professional Repeat Examination**, they shall be terminated.
 - (ii) For MBBS students who achieve an aggregate mark of 46% and above but below 50% contributed by the marks of the Community Project and marks of all the End of Course (EOC) examinations in Year 2, they shall be assessed in a viva voce examination by a panel of at least three examiners comprising lecturers teaching the Year 2 subjects. If the students pass this viva voce examination, they will be allowed to progress to Year 3. If they fail this viva voce examination, they will need to repeat Year 2. The students who need to repeat Year 2 are not allowed to do their Para Clinical Elective posting until they have passed their repeat Year 2 examinations in the following academic year. If they fail in the repeat Year 2 examinations, they shall be terminated.

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- (iii) For MBBS students who fail in their **Second Professional Examination (Year 3)**, they are allowed to take their Second Professional Repeat Examination after repeating Year 3. If they fail in their Second Professional Repeat Examination, they shall be terminated.
- (iv) For MBBS students who achieve an aggregate mark of less than 50% from all the End of Posting (EOP) examinations in Year 4, they must repeat Year 4 and all the EOP examinations of Year 4. The students who need to repeat Year 4 shall not be allowed to do their Year 4 Clinical Elective posting. If the students fail the repeat Year 4 examinations in the following academic year, they shall be terminated.
- (v) For MBBS students who fail in their Final Professional Examination (**Year 5**), they are allowed to take their Final Professional Repeat Examination after a six (6)-month remedial studies. If they fail in their Final Professional Repeat Examination, they shall be terminated.
- (vi) A maximum of Grade C shall be awarded in the Professional Repeat Examination whereby the grade shall be contributed solely from the Professional Repeat Examination.
- (II) October 2024 Intake onwards
 - (i) For MBBS students who achieve an aggregate mark of less than 50% from all the End of Course (EOC) examinations in Year 1, they must repeat Year 1 and all the EOC examinations of Year 1. If they fail in the repeat Year 1 examinations, they shall be terminated.
 - (ii) For MBBS students who fail in their First Professional Examination (Year 2), they are allowed to take their First Professional Repeat Examination after their Remedial Studies. If they fail their First Professional Repeat Examination, they shall be terminated.
 - (iii) For MBBS students who achieve an aggregate mark of less than 50% from all the End of Posting (EOP) examinations in Year 3, they must repeat Year 3 and all the EOP examinations of Year 3. If they fail in the repeat Year 3 examinations, they shall be terminated.

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- (iv) For MBBS students who achieve an aggregate mark of less than 50% from all the End of Posting (EOP) examinations in Year 4, they must repeat Year 4 and all the EOP examinations of Year 4. If they fail in the repeat Year 4 examinations, they shall be terminated.
- (v) For MBBS students who fail in their Final Professional Examination (Year 5), they are allowed to take their Final Professional Repeat Examination after a six (6)-month remedial studies. If they fail in their Final Professional Repeat Examination, they shall be terminated.
- (vi) A maximum of Grade C shall be awarded in the Professional Repeat Examination whereby the grade shall be contributed solely from the Professional Repeat Examination.

4.7 Appeal Against Termination of Study (Appendix 6 - Regulation III: Part III)

- (a) Any candidate whose study has been terminated due to poor academic performance as provided for in this Rule may appeal through online Appeal Form and make payment of the prescribed fee not later than three (3) working days after the official release of the results.
- (b) Appeals against Termination of Study shall be considered by the **Student Appeal Committee** established pursuant to the **Student Appeal** Rule and recommendations made by the Committee shall be presented to the President whose decision shall be final.
- (c) An appeal against Termination of Study will not be considered if submitted after the deadline stated in subsection (a) above or where there is no payment of the prescribed fee.

Note:

The online Appeal Form is only accessible after the official release of examination results in the UTAR Portal.

4.8 Directed Study (Appendix 6 - Regulation III: Part IV)

Directed Study occurs when students are assigned to a lecturer for special class in the absence of an existing class being conducted. A candidate may be allowed by the Dean or Director concerned to follow a course through Directed Study if the candidate has failed a course which is not

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offered in the trimester which the candidate has been allowed to take the same.

4.9 Absence from Examinations (Appendix 6 - Regulation III: Part V)

- (a) A candidate who has registered and followed a course must take the examination for that course if he has not withdrawn or been barred from that examination. A candidate who is absent for any course in an examination may appeal/apply for special consideration to sit for a Replacement examination in the prescribed Application Form, giving reasons for his absence. The Form must be submitted within 3 working days from the day of that particular course of examination together with:
 - (i) A medical report from the government hospital or a designated doctor, or
 - (ii) A report from the district officer or police officer or authorized government officer concerned if the absence for the course is due to compassionate reasons.
- (b) The candidate's Form together with the report as mentioned in subsection (a) shall be tabled at the Board of Examiners' meeting and the Board of Examiners shall recommend to the Senate who shall decide upon whether the candidate should be given a fail grade and to be permitted to sit for Supplementary Examination or to repeat course, or be allowed to take a Replacement Examination.
- (c) For a candidate who falls ill during the University examination and is unable to continue and finish the examination the candidate is considered to have sat for the examination and grade would be awarded based on this attempt. The candidate is not allowed to appeal / apply for special consideration to sit for a Replacement examination if the candidate fails in the examination. The candidate may be permitted to sit for Supplementary Examination or to repeat the course.
- (d) Where a candidate fails to submit an assignment or a project report for a course within a prescribed period as determined by the examiners or the Dean of a Faculty / Institute or Director of a Centre, he shall be deemed to have failed the assignment or project report unless the examiner or the Dean / Director has granted an extension of the prescribed period for the submission of the said assignment or project report.

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4.10 Withdrawal from Examinations (Appendix 6 - Regulation III: Part VI)

No candidate is permitted to withdraw a course from a scheduled trimester exam after it has begun unless the reasons are acceptable to the Dean of Faculty / Institute or Director of a Centre concerned.

For detailed information on the above, please refer to [Appendix 6](#) in which the relevant sections of the above are as indicated in brackets.