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7.0 EXAMINATION

This section provides information about examination-related matters in compliance with the rules and regulations of the University, covering examination requirements, types of examinations, conduct and management of examinations, withdrawal and absence from examination, consideration and appeal for review of examination results, disciplinary offences as well as generation and collection of Notification of Results (NOR), transcripts, integrated Cumulative Grade Point Average (iCGPA) Results, hardcopy certificates and Blockchain certificates.

7.1 Examinations for Undergraduate Programmes/Foundation Programmes ([Appendix 14: Rule III](#))

This Rule may be cited as the **Examinations for Undergraduate / Foundation Programmes** Rule and shall come into force as from the date of incorporation of the University.

7.1.1 Application

This Rule shall apply to candidates of the Bachelor's degree programmes and Foundation programmes of the University.

7.1.2 Examinations

There shall be examinations for each of the programmes of study for the Bachelor's Degree and Foundation programme.

7.1.3 Number and Scope of Examinations

- (a) The number and scope of examinations shall be as provided in the **Examination Regulations** and subject to review by the Senate upon the recommendation of the Faculty / Institute / Centre for Foundation Studies.
- (b) The examination in any course may incorporate written tests, oral assessments, practical work, and / or in any other assessment formats as approved by the Faculty / Institute / Centre for Foundation Studies concerned.
- (c) Under special circumstances, the Senate may direct that the assessment for any course be conducted using any assessment format as it thinks fit.
- (d) Notwithstanding the above, the Board of Examiners may at its discretion require a candidate to sit an additional

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examination that is deemed necessary for the assessment of his degree.

7.1.4 Board of Examiners

- (a) There shall be at least a Board of Examiners that is approved by the Senate for each examination or part thereof of a Bachelor's degree programme / Foundation programme.
- (b) The membership of a Board of Examiners shall be as follows:
 - (i) President as Ex-officio;
 - (ii) The Dean of Faculty / Institute / Director of Centre for Foundation Studies or his representative as the Chairman except where the President is present and who shall chair the meeting; and
 - (iii) Examiners and lecturers of course(s) concerned as approved by the Senate.

Registrar or his/her representative shall be the Secretary at the meetings of the Board of Examiners.

7.1.4a Board of Examiners for Double Degree Programme

The membership of a Board of Examiners for Double Degree Programme shall be as follows:

- (i) President as Ex-officio;
- (ii) Deans of Faculty / Institute concerned as co-Chairman except where the President is present and who shall chair the meeting;
- (iii) Head of Departments of respective departments of both faculties; and
- (iv) Examiners and lecturers of course(s) concerned as approved by the Senate.

Registrar or his/her representative shall be the Secretary at the meetings of the Board of Examiners for Double Degree Programme.

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7.1.5 Functions of Board of Examiners

- (a) To consider the examination results in accordance with the Grading System provided in the **Grading System of Undergraduate Degree and Foundation programme Examinations** Rule and to determine the candidates who have passed or failed an examination. Where excellence may be awarded, the Board of Examiners shall determine the candidates who may receive or be recommended for such awards;
- (b) For all Undergraduate Programmes / Foundation programmes, the Board of Examiners is to recommend to the Senate, where applicable, candidates who may be given such grace marks up to a maximum of four (4) marks to only one course excluding Project, Dissertation and Thesis, in a trimester / semester examination. Candidates who are eligible for the grace marks are those who require the same to:
 - (i) proceed to a Bachelor's degree programme from the Foundation programme;
 - (ii) elevate his academic standing from probation status to normal status;
 - (iii) allow his academic standing remain in probation status from an otherwise terminated status; or
 - (iv) allow the student to graduate.
- (c) For MBBS programme, the Board of Examiners is to recommend to the Senate, where applicable, candidates who may be given such grace marks of up to a maximum of four (4) marks as follows:

Prior to October 2024 Intake	October 2024 Intake Onwards
(1) the final marks given for First Professional Examination (Year 1), Second Professional Examination (Year 3) or Final Professional Examination (Year 5)	(1) the aggregate marks given for all the End of Course (EOC) examinations (Year 1), all the End of Posting (EOP) examinations (Year 3), or all the End of Posting

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(2) the aggregate marks given for Community Project and all the End of Course (EOC) examinations (Year 2) or all the End of Posting (EOP) examinations (Year 4)	(EOP) examinations (Year 4) (2) the final marks given for First Professional Examination (Year 2) or Final Professional Examination (Year 5)
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Candidates who are eligible for the grace marks are those who require the same to:

- (i) proceed to the following year of study in the programme
- (ii) allow the student to graduate
- (d) To recommend to the Senate, where applicable, may make minor adjustments to the CGPA (up to the limit of 0.01 point) to elevate candidates to a higher classification of honours;
- (e) To recommend to the Senate, where applicable, that candidates who have failed the examination in any course be permitted to repeat the course;
- (f) To recommend to the Senate, where applicable, that candidates who have failed the examination in any course be not permitted to retake the examination and / or be not re-admitted to the Bachelor's degree programme concerned; and
- (g) To report to the Senate on any matter concerning the standards and / or conduct of an examination.

7.1.6 Management of Examinations

Upon the advice or recommendation of the Senate, the President:

- (a) shall decide on issues and matters relating to the management and operations of examinations.
- (b) may from time to time amend rules and regulations governing the membership and functions of the Board of Examiners and all other incidental matters relating thereto.

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7.1.7 Examiners

- (a) External Examiners shall be appointed in accordance with and have such responsibilities as provided for in the **External Examiners Rule**.
- (b) The Senate, upon recommendation of the Faculty / Institute Board, shall appoint a full-time or a part-time lecturer of the University to be the Internal Examiner. Such Internal Examiners should possess relevant qualifications, experience and expertise relating to the Bachelor degree programme / Foundation programme concerned.
- (c) An Internal Examiner shall set and mark the examination papers / project papers / practicum reports / dissertation / thesis and carry out all responsibilities as assigned.

7.1.8 Examination Assessment and Graduation Requirements

- (a) Matters concerning examination assessment and graduation requirements for the Bachelor's degree programmes / Foundation programmes shall be as provided in the relevant Rules and Regulations of the University.
- (b) The President may, upon recommendation of the Senate, make, repeal or amend any rules and regulations governing examination assessment and graduation requirements. Any such enactment, repeal or amendment and the publication thereof shall be in the manner as prescribed in the Constitution.

7.1.9 Admission as an Examination Candidate, Withdrawal from Examination, Absence from Examination and Conduct of Examination

Matters concerning admission as an examination candidate, withdrawal from examination, absence from examination and the conduct of examination shall be as provided in the relevant Rules and Regulations of the University.

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7.1.10 Examination Results

- (a) The Board of Examiners' report for any final examination that ultimately qualifies the candidates concerned for the award of a Bachelor's degree shall be tabled at the Senate for approval.
- (b)
 - (i) In the case of physical face-to-face examination, where invigilators will check and confirm the identity of a candidate, the name and registration number of a candidate shall not be written on the answer script except his index number. The registration number and the identity of the candidate concerned shall not be disclosed to the examiners except at the meeting of the Board of Examiners held to determine the examination results.
 - (ii) In the case of an examination requiring the submission of an online assessment work or take home assessment, the candidate shall be required to submit his Final Assessment work together with a Declaration Statement Page with his name and registration number with possible inclusion of video / photo evidence to declare that the submitted work is his own original work for personal authentication purpose.
 - (iii) The final marks of an examination awarded to a candidate for any course (until approval by the Senate is obtained), the procedure and conduct of meetings and reports of Board of Examiners shall be confidential and not be disclosed to anyone who is not a member of the Board of Examiners or the Senate.
- (c) Examination results for a Bachelor's degree or Foundation programme shall be released to students after approval of the Senate upon recommendation by the Board of Examiners. Provided always that where it is not practical to release the final results on schedule (by stipulated deadline), only partial results denoting passes or fails for courses shall be released after Board of Examiners meeting. The final results in grades shall then be released as soon as possible thereafter.
- (d) Any research / project report irrespective of whether or not it having achieved the required passing grade or any dissertation / project paper whether approved or otherwise for an award of the Bachelor's degree, including all intellectual

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property rights therein, shall be vested in and remains the property of the University.

7.1.11 Appeal for Review of Examination Results

A student may appeal in writing for his examination results to be reviewed in accordance with the provisions of the **Examination Regulations**.

For detailed information on the above, please **login** to **UTAR Portal** and refer to **HOME → GUIDELINES: RULES AND REGULATIONS** then select **EXAMINATIONS FOR UNDERGRADUATE PROGRAMMES / FOUNDATION PROGRAMMES**.

7.2 Examination Regulations ([Appendix 15: Regulation V: Part I](#))

7.2.1 Examination Requirements

No candidate shall be admitted to a University Examination unless he has:

- (a) registered himself as a student for the programme of study relating to the examination concerned;
- (b) paid all his fees to the University; and
- (c) attended his programme of study and has not been barred / suspended from the University.

7.2.2 Conduct of Examinations

- (a) Time of Examinations
 - (i) Examination Periods

Examination periods are determined by the University

- (ii) Display of Examination Timetable

Timetables for examinations shall be displayed on the University Intranet or on the appropriate notice boards or via other means as determined by the University for candidates' notification not less than one (1) week before the start of the examinations.

- (iii) Amendments to Examination Timetable

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The University reserves the right to amend / change the examination timetable under special circumstances or emergencies.

(b) Venue of Examinations

- (i) Examinations are to be held in any halls or rooms in the University or elsewhere, as designated by the University.
- (ii) All candidates are to sit for their scheduled examinations at the venues specified by the University.

(d) Cancellation / Postponement of Examination

- (i) Where the President has reason to believe that the contents of any examination paper or any information relating thereto or work done in relation to an examination may have become known before the date and time of the examination to any person other than the examiners or the Board of Examiners or any person given authority by the President, he can direct a suspension and / or cancellation of the examination paper or examination and replace it with a new examination paper or examination.
- (ii) In the event of a natural calamity / extenuating circumstance, the President may take any action deemed appropriate including but not restricted to directing that a new examination be held for the course concerned at whatever time and venue, and where necessary, notify his decision to the Senate.

7.2.3 Provisions relating to Research Report, Project Report and Assignment and any Submission towards Purposes of Examination.

The writing and submission of research report, project report and assignment and any submission irrespective of whether or not the same being written or submitted towards purposes of examination, including but not limited to Remote Examination is subject to the University's guidelines governing plagiarism as provided for in the **Prohibition of Plagiarism Rule**.

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7.2.4 Failing in Examinations

The Board of Examiners shall recommend to the Senate whether a candidate who has failed any course in the Main Examination is permitted to sit for a Supplementary Examination or to repeat a course or part of a course within a stipulated time frame considered acceptable by the Board of Examiners, or not be allowed to re-take the course in future. Based upon such recommendations, the Senate shall decide:

- (a) that a candidate be permitted to sit for a Supplementary Examination; or
- (b) that a candidate be permitted to repeat a failed course; or
- (c) that a candidate is not permitted to repeat a failed course and is not permitted to re-take the course in future.
- (d) In the event that any of the MBBS students failed in the following Professional Examination, the procedures are provided in Regulation III Section 7:
 - (i) Prior to October 2024 Intake: First Professional Examination (Year 1) or Second Professional Examination (Year 3) or Final Professional Examination (Year 5).
 - (ii) October 2024 Intake onwards: First Professional Examination (Year 2) or Final Professional Examination (Year 5).

For detailed information on the above, please **login** to **UTAR Portal** and refer to **HOME → GUIDELINES: RULES AND REGULATIONS** then select **EXAMINATION REGULATIONS**.

7.3 Types of Examinations ([Appendix 15](#): Regulation V: Part II)

7.3.1 Main Examination

- (a) One main examination shall be conducted at the end of each trimester for the whole duration of all Foundation and Bachelor's degree programmes, except for the Bachelor of Medicine and Bachelor of Surgery, Bachelor of Chinese Medicine (Honours), Bachelor of Nursing (Honours) and Bachelor of Physiotherapy (Honours) programmes.

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- (b) For the Bachelor of Medicine and Bachelor of Surgery programme, a main examination shall be conducted for each of the three phases of study for the whole duration of the programme, namely the First Professional Examination (Year 1), the Second Professional Examination (Year 3) and the Final Professional Examination (Year 5).
- (c) For the Bachelor of Chinese Medicine (Honours) programme, one main examination shall be conducted at the end of each trimester for Year 1, Year 2, Year 3 and Year 4 and one main examination shall be conducted at the end of Year 5.
- (d) For the Bachelor of Nursing (Honours) programme, one main examination shall be conducted at the end of each trimester for the whole duration of the programme and one additional Professional Examination shall be conducted at the end of Year 4 of the programme.
- (e) For the Bachelor of Physiotherapy (Honours) programme, one main examination shall be conducted at the end of each trimester for the whole duration of the programme and one additional Professional Exit Examination shall be conducted at the end of Year 4 of the programme.

7.3.2 Supplementary Examination

- (a) Eligibility for Supplementary Examination
 - (i) Students enrolled in undergraduate (full-time and part-time) and foundation programmes, excluding inbound students
 - (ii) Students who obtained a failed grade for any course after the Main Examination, regardless of the GPA obtained, upon the recommendation of the Board of Examiners.
The failed course(s) is/are not due to:
 - (1) being barred from sitting the Main Examination; or
 - (2) failing to fulfil the compulsory pass requirement for the continuous assessment component.

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- (iii) Students who are not in breach or alleged to have breached the University's examination rules and regulations for the failed course(s).
- (b) Supplementary Examination shall not be applicable to:
 - (i) End of Course examinations, End of Posting examinations and Professional Examination of Bachelor of Medicine and Bachelor of Surgery (MBBS) programme
 - (ii) Professional Examination of Bachelor of Nursing (Honours)
 - (iii) Professional Exit Examination of Bachelor of Physiotherapy (Honours)
 - (iv) Replacement Examination students who have failed in the Replacement Examination
- (c) Supplementary Examination is of the same standard and duration as the Main Examination.
- (d) A prescribed examination fee is charged for the Supplementary Examination for every course registered.
- (e) Supplementary Examination Results

The maximum marks and grade awarded for the Supplementary Examination will be capped at 50C. The final marks/grade will be based upon the best marks/grade between Main Examination and Supplementary Examination.

7.3.3 Replacement Examination

- (a) Eligibility for Replacement Examination
 - (i) On justifiable grounds (including but not restricted to certified medical condition) subject to submission of supporting documents within three (3) working days from the examination day of that particular course; and
 - (ii) "I" cases substantiated with proof through submission of supporting documents within three (3) working days from the examination day of that particular course.

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- (iii) Cases representing the University/State/Country in competitions during the examination period, substantiated with proof.
- (b)
 - (i) Eligibility shall be subject to the approval of the Board of Examiners concerned, except that cases under (a)(iii) above shall be approved by the Dean/Director of the Centre/Faculty/Institute and subsequently reported to the respective Board of Examiners.
 - (ii) Where a student is given the opportunity for a replacement exam, there shall be no further consideration for a subsequent replacement exam for that particular course of examination.
- (c) Students who have sat for the Main Examination are not allowed to sit for the same course in a Replacement Examination.
- (d) Replacement Examination will coincide with the Supplementary Examination period.
- (e) Notwithstanding the above (a) to (d), as for MBBS programme, the following applies:
 - (i) In the event that any of the MBBS students who were absent in their Professional Examinations on justifiable grounds (including but not restricted to certified medical condition) subject to submission of supporting documents within three (3) working days from the day of that particular examination, the Board of Examiners (BOE) shall decide that the student has to take a next available replacement examination.

(1) Prior to October 2024 Intake

For the First Professional Examination (Year 1), it shall be normally 4 weeks after the main examination; for the Second Professional Examination (Year 3), it shall be normally one year after the main examination; and for the Final Professional Examination (Year 5), it shall be normally 6 months after the main examination.

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(2) October 2024 Intake onwards

For the First Professional Examination (Year 2), it shall be normally 5 weeks after the main examination; and for the Final Professional Examination (Year 5), it shall be normally 6 months after the main examination

7.3.4 Examination in a Special Venue

- Eligibility

The candidate concerned must apply by completing the prescribed form and submit the said form to the Faculty / Institute / Centre General Office or Division of Examination and Awards with a complete set of the following documents:

(a) Hospital / Medical Centre

- (i) Letter of certification from Medical Doctor in-charge certifying the candidate is fit to sit for the exam in the hospital / medical centre; and
- (ii) Letter from hospital / medical centre to grant permission to conduct an examination in their premise to provide a conducive examination environment for the candidate concerned.

Or

(b) Special Room (within University Campus)

- (i) Medical report from doctor; and / or
- (ii) Any other supporting documents.

The prescribed form [[FM-DEAS-031](#)] Application for Special Examination Arrangements with the complete set of the documents must be submitted within the following stipulated time frame:

- (a) Hospital / Medical Centre: three (3) working days before the date of the examination

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- (b) Special Room: one (1) working day before the date of the examination.

7.3.5 Examination for Audit Candidates

- (a) Definition of an Audit Candidate

A candidate who is allowed to attend classes of a course not forming part of their programme of study with the permission of the Dean / Director.

- (b) Eligibility for Examination

Eligibility is subject to the approval of the Dean of the Faculty / Institute or Director of a Centre concerned.

- (c) The Rules and Regulations applicable to the Main Examination, Supplementary Examination, Replacement Examination or Repeat sittings shall apply herein.

- (d) Examination Result

(i) Grades A to F are awarded for audit candidates. Except for grade F, grades A to D of the audit course, will be listed in the transcript.

(ii) Credits obtained in the audit course shall be recorded in the candidates' transcripts but will not contribute towards the computation of GPA / CGPA.

- (e) An audit course cannot be used for purposes of credit exemption.

7.3.6 Malaysian University English Test (MUET)

UTAR is an Examination Centre for the **Malaysian University English Test (MUET)**.

The MUET centers are as follows:

- UTAR Sungai Long Campus
- UTAR Kampar Campus

Effective from May 2009 Intake, all UTAR Bachelor Degree Programme students (except for students taking the Bachelor of Arts (Honours)

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Chinese Studies Degree Programme) are required to pass MUET with the following minimum results (or its equivalent*) before graduation:

Programmes		MUET	
		Up to October 2022 Intake	From January 2023 Intake Onwards
(a)	All bachelor degree programmes, excluding the programmes stated in (b) and (c)	Band 3	Band 3.5
(b)	<ul style="list-style-type: none"> Bachelor of Medicine and Bachelor of Surgery Bachelor of Arts (Honours) English Language and Bachelor of Arts (Honours) English Education – May 2015 Intake Onwards <i>(Note: Students who are admitted to these two programmes from May 2009 Intake to January 2015 Intake are required to pass the MUET with a minimum of Band 3 (or its equivalent*))</i>	Band 4	Band 4.0
(c)	Bachelor of Arts (Honours) Chinese Studies	Not Applicable	Not Applicable

The students must meet this requirement within the maximum duration of the programme of study. However, students who possess MUET result that meet the requirement (or its equivalent*) upon entering UTAR should be exempted from this requirement. These students could opt to sit for the test again to improve their grades.

*UTAR English Equivalency Matrix

1) English Language exit requirement for students enrolled into UTAR **before January 2023 intake.**

Minimum English Language Requirement (with reference to MOE/MQA Standards and Senate)					
MUET Band Score	CEFR Level	IELTS Band Score	TOEFL iBT Score	PTE Academic Score	Cambridge English Qualifications and Tests
4	High B2	6.5	79 - 93	63 - 75	176 - 184
	Mid B2	6	60 - 78	59 - 62	169 - 175

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3	Low B2	5.5	46 - 59	51 - 58	160 - 168
	High B1	5	42 - 45	47 - 50	154 - 159
2	Mid B1	4.5	35 - 41	43 - 46	147 - 153
	Low B1	4	30 - 34	36 - 42	140 - 146
1	A1 & A2	1.5 – 3.5	8 - 29	10 - 35	100 - 139

2) English Language exit requirement for students enrolled into UTAR **from January 2023 intake onwards.**

Minimum English Language Requirement (with reference to MOE/MQA Standards and Senate)								
CEFR Level	MUET	IELTS/ IELTS Online (Academic)	TOEFL		PTE Academic / PTE Academic (Online)	Cambridge English Qualifications and Tests		ELS Certified Intensive English Programme (CEP Level)
			TOEFL iBT	TOEFL Essentials (Online)		B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	Occupational English Test (OET) (Conventional/ Online)	
High B2	B4.5	6.5	79 – 93	9.5	63 – 75	176 – 184	300 - 340	109
Mid B2	B4.0	6.0	60 – 78	8.5 – 9	59 – 62	169 – 175	250 - 290	
Low B2		5.5	46 – 59	8	51 – 58	160 – 168	200 - 240	108
High B1	B3.5	5.0	40 – 45	7.5	47 – 50	154 – 159	100 - 190	107
Mid B1	B3.0	4.5	33 – 39	6.5 – 7	43 – 46	147 – 153		106
Low B1		4.0	30 – 32	5 – 6	36 – 42	140 – 146		
A1 and A2	B1.0 – B2.5	1.5 – 3.5	8 - 29	1 – 4.5	10 - 35	100 - 139	0 - 90	100 - 105

MUET registration will be carried out through Google Form. Students will be informed of the registration period and procedures through announcement in the UTAR Portal. Students are advised to check the UTAR Portal regularly.

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MUET Registration Fees:

MUET Candidates	Registration Fee
Local	RM 150
International	RM 350

Additional Information:

For students who wish to sit for the MUET examination at their hometown, they can register directly as **“Calon Persendirian” (Private Candidate)** through this link <https://muet.mpm.edu.my>

For UTAR English Equivalency Matrix, please refer to DEAS webpage at <https://deas.utar.edu.my/UTAR-English-Equivalency-Matrix.php>.

For IELTS and Linguaskill registration, please refer to Centre of Extension Education (CEE) <https://cee.utar.edu.my/EnglishTest.php>.

For MUET preparatory course, please refer to Centre for Extension Education (CEE). <https://cee.utar.edu.my/MUET.php>.

For the latest MUET information, please refer to the Malaysian Examinations Council (MEC) / Majlis Peperiksaan Malaysia (MPM) official portal <https://www.mpm.edu.my/en/>

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7.4 Repeat Sitzings ([Appendix 15](#): Regulation V: Part III)

(a) Eligibility for Repeat of Course

- (i) Candidates who have obtained a final grade F/FL for any course after the Main / Replacement / Supplementary Examination; and
- (ii) Candidates who wish to repeat to improve the grades of their courses with the permission of the Dean of the respective Faculty / Institute or Director of a Centre.

- (b) (i) Candidates may be permitted to repeat a failed course not more than twice unless with the approval of the Senate upon the recommendation of the Faculty / Centre / Institute Board of Examiners.

Notwithstanding the above, a candidate from May 2015 intake onwards is not allowed to repeat the same course more than 4 times.

- (ii) If a candidate fails a course in the Main / Replacement Examination, he is to repeat the course in the next available trimester / semester or in whichever trimester / semester he wishes, via normal class attendance or directed study.
- (c) The calculation of GPA and CGPA shall be based upon grades obtained at the most recent Repeat sitting (prior to October 2022 trimester) or the best result obtained from among all sittings (from October 2022 trimester onwards). The total number of credit hours for a "repeat" course taken at all examinations attempted shall be calculated only once.
- (d) All grades obtained for the same course in all the "repeat" attempts shall be recorded in the candidate's transcript.
- (e) If a candidate fails an Industrial Training course due to poor final report marks but with good grade in the practical aspect of the training, he is to repeat the course by resubmission of a final report in the following trimester. If a candidate fails an Industrial Training course due to poor practical aspect of the training and poor grade in the final report, he is to repeat the course in the next available trimester.
- (f) This section is not applicable to MBBS programmes.

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7.5 Results of Examinations and Appeals for Review of Examination Results (Regulation V: Part IV)

7.5.1 Release of Examination Results

Results of University Examinations are released after every trimester / semester examination or after every module of examination.

7.5.2 Appeals for Review of Examination Results

(a) Definition of review of marks

Review of marks includes a re-evaluation of answer scripts and re-checking of the marks recorded by the Examiners to ensure no mistakes in the addition of marks and no part of an answer submitted by a candidate has been omitted.

(b) Format of Appeal for Review of Examination Results

Any candidate who is not satisfied with the marks of an examination may appeal for a review. Appeals for a review of examination results must be made through online Appeal Form not later than one (1) week after the official release of the results.

(c) Payment for the Review of Marks

- (i)** A prescribed fee must accompany the appeal for each course.
- (ii)** The fee for the Review of Marks shall be refunded to the candidate if the appeal is successful. Where the appeal is rejected, the fee shall be forfeited.

(d) An appeal for the Review of Marks will not be considered by the Faculty / Institute / Centre concerned if:

- (i)** the appeal is received after the deadline as stated in sub-section 7.5.2 (b) above; or
- (ii)** there is no payment of prescribed fee.

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7.6 Examination Disciplinary Offences and Penalties ([Appendix 15: Regulation V: Part V](#))

7.6.1 Disciplinary Offence

(a) Definition of Disciplinary Offence

A disciplinary offence is committed if a candidate commits any acts as stated in Section 10(2), 10(3), 10(4) and 10(5) of **Rule XX - Student Code of Conduct**, or Sections 13, 21D, 21G and 22(a) of **Regulation VI - Examination Instructions to Candidates**, or Section 3 and 5(1) of **Rule XXV – Prohibition of Plagiarism**.

(b) Should a candidate be suspected of cheating during the examination, the invigilator shall confiscate the unauthorized materials and submit a report detailing the incident to the Registrar. The candidate shall be permitted to complete the examination.

(c) Any candidate who has committed a disciplinary offence shall be subjected to a disciplinary proceeding, the procedure and penalties for which are provided in Part IV and Section 55 of the Student Code of Conduct respectively.

7.6.2 Decision of the Examination Disciplinary Committee

(a) The decision of the Examination Disciplinary Committee established pursuant to the **Student Examination Discipline** Rule shall be conveyed to the student in writing by the Registrar.

(b) A student who wishes to appeal against the decision of the Examination Disciplinary Committee may appeal in writing against the decision within seven (7) working days to the Appeal Board for Student Examination Discipline established pursuant to the **Student Examination Discipline** Rule.

(c) The decision of the Appeal Board for Student Examination Discipline, whether or not with reasons assigned thereto, is final.

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7.7 Examination Instructions to Candidates ([Appendix 16](#): Regulation VI)

7.7.1 General

- (a) Only candidates who are registered for the course and not disqualified for the examination are admitted to an examination. Disqualification may be due to any one or more of the following:
 - (i) there remain unpaid fees due to the University;
 - (ii) failure or neglect to attend programme of study to the satisfaction of the Dean of the Faculty / Institute;
 - (iii) failure or neglect to fulfill such other conditions stipulated by the Faculty / Institute or the University.
- (b) Candidates are advised to go through the examination time-table carefully. Any additional instructions or changes to the time-table will be displayed on the notice boards or via other forms of notifications as determined by the University.
- (c) Candidates are required to have the Student Identity Cards and the Authorisation Slip as a proof of eligibility to sit for the examination unless otherwise specified by the University.
- (d) Candidates shall not be permitted to sit for their examination if they appear thirty minutes after the commencement of an examination.

7.7.2 Entry into the Physical Examination Venue

- (a) Students are reminded that it is essential in all examinations that candidates must have with them their authorisation slips and student cards to be allowed to enter the examination venue to sit for their papers.
- (b) Candidates should be at the place of examination before the commencement of each examination as they will normally be allowed into the examination venue fifteen (15) minutes before the commencement.

7.7.3 Conduct In the Physical Examination Venue

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- (a) Candidates must have with them their examination authorisation slips and student cards during the examination. Candidates without authorisation slips will not be allowed to take the examination until their eligibility to take the examination has been established. Candidates are reminded that no notes, formulae, etc. are to be written on the slips at all.
- (b) A candidate shall not be allowed to sit for the examination if he arrives at the examination venue after the first thirty (30) minutes of the examination.
- (c) No candidate is allowed to leave the examination venue within the first thirty (30) minutes after the commencement of the examination and during the last thirty (30) minutes of an examination.
- (d) Any candidate who leaves the examination venue for the toilet must be accompanied by an invigilator or authorised staff, otherwise they shall not be readmitted to the examination venue.
- (e) Candidates must act in accordance with any instructions issued by the invigilators.
- (f) No candidate shall:
 - (i) take any books, documents, papers, photographs, pictures, bags, pencil cases, spectacle cases, personal organizers, cover of a calculator, equipment, other electronic communication devices except mobile phone and smart watch, or other things except those authorized by the examiner into or out of an examination venue, except that a candidate may, while he is in the examination venue, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner or the Board of Examiners, and authorized by the President;
 - (ii) write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on the examination authorisation slips, his hand or any part of his body, or his apparel or clothing;

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- (iii) communicate with any other candidate during an examination by whatever means. A candidate is to raise his hand if he wishes to communicate with invigilators;
- (iv) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted or collude with another person with an intention to cheat;
- (v) receive from any other person other than the invigilators or have in his possession in the examination venue any material relevant to the examination he is sitting for;
- (vi) bring in an electronic calculator unless authorised by the examiner. The examiner shall specify the type of calculators permitted for a particular examination.

An electronic calculator is defined as an electronic device capable of processing, storing or retrieving information which has the primary purpose of mathematical calculation. Any calculator permitted to be taken into an examination venue must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.

- (vii) cause disturbance in or around an examination room or hall; or
- (viii) contravene or fail to comply with any instruction of the President, the Chief Invigilator or Invigilator.
- (ix) eat or smoke in any examination venue when an examination is in progress.
- (x) switch on his mobile phone and smart watch while in the examination venue. The mobile phone, personal wallet and smart watch are to be placed on the floor below his examination table. Candidates are not allowed to bring along their mobile phone and smart watch from the examination venue when they leave temporarily to go to the toilet.

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- (xi) leave his seat without the permission of an invigilator. Candidates must take their seats within the block of desks allocated to them.
- (g) After taking their seats, candidates should fill up the attendance slip and place it together with their authorisation slips and student cards on the top right-hand corner of their desks, which are to remain there throughout the examinations.
- (h) (i) Candidates must write their index numbers on each answer booklet and paper used. For the first answer booklet, the index number must be written in both words and figures.

Example

Index No. : U One One One Two Three ABCS (in words)
U11123ABCS (in figures)

- (ii) For subsequent answer booklets, the index number in figures would suffice. Candidates must not write their names on the answer booklet(s) or paper(s) used. Candidates must write the number of the questions they have attempted on the cover of the First answer booklet.
- (i) An announcement will be made to candidates that they may start the examination. Candidates must stop writing immediately when the end of the examination is announced.
- (j) All work, including rough work, must be done in the answer booklets provided. Do not remove any pages from the answer booklet or add unauthorised papers to the answer booklet. Additional sheets of paper, such as graph paper and drawings, must be clearly written with student's index no. and tied to the relevant answer booklet.
- (k) At the end of the examination, all answer scripts must be tied with a thread even if there is only one answer booklet and candidates must remain in their seats until their answer scripts have been handed over to the invigilators. It is the responsibility of the candidates to ensure that they have handed their answer scripts to the invigilators. Candidates cannot leave the examination venue until they have received the invigilator's instructions to leave.

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- (l) It is a serious offence for candidates to take any used or unused answer booklet(s); paper(s); any other examination materials or examination aids provided by the University out of the examination venue.
- (m) Disciplinary action will be taken against any candidate who is found cheating or being dishonest or disobeying any instruction given by the invigilator.
- (n) Any candidate who, due to illness, wishes to take his examination in the Special Room of the University must obtain approval from the University at least one (1) working day before the examination takes place.

7.7.4 Conduct during Remote Examination

- (a) The Remote Examination can be conducted by way of:
 - (i) Time Restricted Examination (TR) - should be in the form of open book;
 - (ii) Online Examination (OE) with proctoring;
- (b) The Remote Examination shall be considered as an individual assessment where candidates shall complete the Remote Examination with their own effort.
- (c) Candidates shall submit their works / answers within the due date or time set by the examiner and/or invigilator.

7.7.5 Time Restricted Examination

- (a) No candidate shall:
 - (i) communicate or discuss with any other candidates or others people during a Remote examination by whatever means. A candidate shall report to the examiner for any issues encountered by him/ her immediately throughout the examination;
 - (ii) contravene or fail to comply with the instructions given by the examiner and the University from time to time throughout the examination;
 - (iii) use the work of other people without proper reference or citation, or claiming that as his own work or ideas.

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Students are usually allowed to refer to any or certain materials as decided by the examiner for reference only;

- (iv) whether intentionally or unintentionally, share out the Question Paper or their work or their answer scripts through any channels. The candidates shall proactively protect the Question Paper or their work or their answer scripts without it being used/ copied by others throughout the examination duration and after the submission due time / date;
- (v) submit their works / answers using other's email accounts or student's other email accounts or in manner other than the instruction given except authorized by the examiner;
- (vi) have professional agencies or others (paid or unpaid ghost-writer etc.) to complete the examination on behalf;
- (i) collude with others including course mates, lecturers, friends, relatives, siblings and parents;
- (viii) inappropriately use resources that lead to copyright infringement;
- (ix) commit any plagiarism act which shall be considered as cheating;
- (x) cheat or attempt to cheat or conduct in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted.
- (b) It is the responsibility of the candidates to ensure that they have submitted their works/ answers in accordance with the instruction given by the examiner.
- (c) Disciplinary action will be taken against any candidate who is found cheating or being dishonest or disobeying any instruction given by the examiner.

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7.7.6 Online Examination

(a) No candidate shall:

- (i) communicate or discuss with any other candidates or others people during a Online examination by whatever means. A candidate is to raise his hand if he wishes to communicate with the invigilator. A candidate shall report to the invigilator or examiner for any issues encountered by him / her immediately throughout the examination;
- (ii) contravene or fails to comply with the instructions given by the invigilators, examiner and the University from time to time throughout the examination;
- (iii) refer to any materials including, but not limited to, lecture notes/ course materials, books, documents, papers, internet resources, other electronic communication devices or other things except authorized by the examiner.
- (iv) whether intentionally or unintentionally, share out the Question Paper or their work or their answer scripts through any channels. The candidates shall proactively protect the Question Paper or their work or their answer scripts without it being used / copied by others throughout the examination duration and after the submission due time/ date;
- (v) submit their works/ answers using other's email accounts or student's other email accounts or in manner other than the instruction given except authorized by the examiner;
- (vi) have professional agencies or others (paid or unpaid ghost-writer etc.) to complete the examination on behalf;
- (vii) collude with others including course mates, lecturers, friends, relatives, siblings and parents;
- (viii) inappropriately use resources that lead to copyright infringement;
- (ix) commit any plagiarism act which shall be considered as cheating;

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- (x) cheat or attempt to cheat or conduct in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted.
- (b) An announcement will be made to candidates that they may start the examination. Candidates must stop writing immediately when the end of the examination is announced.
- (c) It is the responsibility of the candidates to ensure that they have submitted their work/answers to the invigilators. Candidates cannot leave the examination venue until they have received the invigilator's instructions to leave.
- (d) Disciplinary action will be taken against any candidate who is found cheating or being dishonest or disobeying any instruction given by the invigilator.

7.7.7 Disciplinary Action

- (a) Any act of cheating or attempt to cheat, or any act to cause or attempt to cause leakage of examination questions or part thereof is a serious offence.
- (b) In addition to paragraph (a) above, any student who commits a breach of this Regulation or such other Rules and Regulations relating to University examinations shall face disciplinary action pursuant to the University's Students' Code of Conduct which include all applicable procedures relating thereto. The maximum penalty that can be imposed therein is dismissal from the University.

For detailed information on the above, please **login** to **UTAR Portal**, then refer to **RULES AND REGULATIONS** under **HOME → Guidelines** to select the corresponding Regulation according to the relevant sections as indicated in the brackets above.

7.8 Absence from Examinations (Refer to **Part V of Regulation III** – Absence from Examinations)

For detailed information on the above, please refer to [Appendix 6-Regulation III](#).

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7.9 Printing of Notification of Results (NOR)

Results of University Examinations are released after every trimester / semester examination or after every module of examination. DEAS is to ensure the release of main examination results at least two (2) days before the commencement of next trimester. Students are required to print out their own Notification of Results (NOR) through the UTAR Portal within the stipulated deadline.

- (a) Results in grades by courses for each trimester / semester are uploaded onto the UTAR Portal.
- (b) Students are required to print out their own Notification of Results (NOR) from UTAR Portal on clean *white A4 size paper only*. This is to facilitate students' collection of results and to ensure confidentiality.
- (c) Students are *only allowed to print out* the NOR of the current trimester within 30 days after the official release of the examination results. The system will be locked after the time frame given.
- (d) Students are reminded to check all details that they print and keep the copy for their record purposes.
- (e) Students may refer to Division of Examination and Awards / Faculty General Office for any enquiries about the results.
- (f) Students who require the official results slip for the purpose of scholarship applications and others would need to inform Division of Examination and Awards (DEAS) for further action.
- (g) To print the Notification of Results, please access through the **UTAR Portal** under **HOME → Examination**.

7.9.1 Integrated Cumulative Grade Point Average (iCGPA)

The iCGPA is an integrated assessment and reporting mechanism on individual student's attainment of professional ethics, knowledge, skills and abilities in a programme. It assesses all eight Malaysian Qualification Framework learning outcome domains (MQF version 2), i.e. (1) Knowledge and Understanding, (2) Practical Skills, (3) Leadership, Autonomy and Responsibility, (4) Ethics and Professionalism, (5) Interpersonal and Communication Skills, (6) Cognitive Skills, (7) Digital and Numeracy Skills and (8) Personal and Entrepreneurial Skills as evidence of Programme Outcomes attainment.

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7.10 Malaysian Qualification Statement (MQS)

The Malaysian Qualification Statement (MQS) is a document attached to a higher education qualification aimed at improving international transparency and facilitating the academic and professional recognition of qualification. It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement (i.e. MQS) is appended. A copy of MQS is issued to UTAR undergraduate students upon graduation effective from August 2016.

7.11 Collection of Degree Certificate and Academic Transcript

- (a) Degree Certificate and Academic Transcript will only be issued to the graduates *after the Convocation Ceremony upon return of Convocation Attire and settlement of all outstanding payments* (if any) to the University.
- (b) Degree Certificates and Academic Transcripts can be collected at the Division of Examination and Awards. The venue (campus) of Collection of Degree Certificate and Academic Transcript for graduands is the *same venue (campus)* that the graduands opt for collection and returning of Convocation Attire.
- (c) Graduates are required to produce their *NRIC, Student ID* for collection of their Degree Certificates and Academic Transcripts.
- (d) Graduates are encouraged to collect their Degree Certificates and Academic Transcripts *personally*.
- (e) Graduates who are unable to collect their Degree Certificates and Academic Transcripts and who wish to authorize another person to do so may:
 - (i) Download the letter of authorization form (to collect Degree Certificate and Academic Transcript) [[FM-DEAS-133](#)] from the University intranet.
 - (ii) Graduates are to *complete and sign* the said form in their own handwriting. Only *original completed authorization forms* will be accepted.
 - (iii) An Authorised agent is required to produce:
 - His / her *original* NRIC,

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- Photocopy of graduate's NRIC, and
- Photocopy of agent's NRIC before proceeding to collect the Degree Certificate and Academic Transcript.
- Receipt of payment (for non-attending graduand)

Important Note:

The University reserves the right not to issue Degree Certificate and Academic Transcript to an authorized agent of the graduate if the University is of the opinion that the authorization form is incomplete for any reason whatsoever including but not restricted to conflicting or unclear details or variation from University records.

7.12 Application for Certified Copy of Certificate and Statement of Results or Second Copy of Academic Transcript

(a) Certified Copy of Certificate

Graduates who have lost their original Certificates may apply for a certified copy of the Certificates. The University imposes a charge of RM100 for every certified copy of Certificate.

Graduates are required to:

- complete a prescribed application form "Certified Copy of Foundation / Degree / Master / PhD Certificate";
- attach a police report on the loss of the original Certificates;
- make the payment of RM100 (per copy) at Division of Finance, UTAR by Cheque / Bank Draft / Money Order / Cashier's Order / Postal Order or Online bank transfer; and
- submit the completed form together with the police report and the receipt of payment to Division of Examination and Awards.

Graduates are allowed to authorize another person to apply on their behalf. The authorized person is required to produce the following documents upon submission of the form:

- an authorization letter (the name and NRIC of the authorized person must be stated on the letter);

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- (ii) a photocopy of graduate's NRIC; and
- (iii) a photocopy of the authorized person's NRIC.

For further details, please refer to the form [[FM-DEAS-025](#)] Application for Certified Copy of Foundation/Degree/Master/PhD Certificate.

(b) Statement of Results or Second Copy of Academic Transcript

The University imposes a charge of RM20 per copy of Statement of Results or second / subsequent copy of Academic Transcript. The first copy of Academic Transcript is issued to the graduates without charges after their graduation.

Students / Graduates who wish to apply for Statement of Results or second / subsequent copy of Academic Transcript are required to:

- (i) complete a prescribed application form, "Application for Statement of Results / Academic Transcript";
- (ii) make the payment of RM20 (per copy) at Division of Finance, UTAR / Cheque / Bank Draft / Money Order / Cashier's Order / Postal Order, online bank transfer; and
- (iii) submit the completed form together with the receipt of payment to Division of Examination and Awards.

Please be informed that the application will be processed within 3 working days.

Student must collect the Statement of Results / Academic Transcripts within six (6) months from the date of the request, failing which the student is required to re-apply and make the necessary payment after the stipulated period (if any).

For further details, please refer to the form [[FM-DEAS-024](#)] Application for Statement of Results / Academic Transcript.

Important Note:

The University reserves the right not to issue Degree Certificate and Academic Transcript to an authorized agent of the student if the University is of the opinion that the authorization form is incomplete for any reason whatsoever including but not restricted to conflicting or unclear details or variation from University records.

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7.13 In addition to Academic Transcript, the University issues Blockchain certificates that ensure a high level of transparency and accuracy to help graduates secure, verify, store and disseminate their authentic certificates.

7.14 The University also issues integrated CGPA (iCGPA) transcript that record graduates' humanistic attributes, particularly their cognitive strengths, psychomotor skills and affective domains developed throughout the duration of their study.

The iCGPA transcript issued starting from January 2021 contains the following:

iCGPA Band	iCGPA Pointers	Descriptor
Excellent	3.6700 – 4.0000	Mastery of Skill / Knowledge / Value
Good	3.0000 – 3.6699	Outstanding Skill / Knowledge / Value
Competent	2.5000 – 2.9999	Effective Skill / Knowledge / Value
Satisfactory	2.0000 – 2.4999	Sufficient Skill / Knowledge / Value
Need Improvement	1.0000 – 1.9999	Limited Skill / Knowledge / Value
Weak	0.0000 – 0.9999	Poor Skill / Knowledge / Value

7.15 General Forms

Please use the following prescribed forms for specific purposes, otherwise, do check and seek assistance from the respective Faculty General Office.

- Application for Extension of Study to Improve Academic Performance [\[FM-DEAS-022\]](#)
- Application for Special Consideration of Assessment [\[FM-DEAS-026\]](#)
- Consent to Courier Original Certificates and Academic Transcript [\[FM-DEAS-036\]](#)