

Universiti Tunku Abdul Rahman

Rule III

EXAMINATIONS FOR UNDERGRADUATE PROGRAMMES/FOUNDATION PROGRAMMES

*Amended on
4 May 2010*

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Rule:

1. Short Title & Commencement

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.

*Amended on
4 May 2010*

2. Application

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

*Amended on
4 May 2010*

3. Examinations

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

*Amended on
4 May 2010
and
8 Nov 2018*

4. Number and Scope of Examinations

(1) 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.

*Amended on
4 May 2010
and
12 Oct 2010*

(2) The examination in any course may incorporate written tests, oral assessments, practical work, and/ or any other assessment formats as approved by the Faculty/Institute/Centre for Foundation Studies concerned.

*Amended on
14 May 2010,
12 Oct 2010,
7 June 2016
and
8 Nov 2018*

(2A) Under special circumstances, the Senate may direct that the assessment for any course be conducted using any assessment format as it thinks fit.

*Amended on
2 April 2020*

(3) Notwithstanding the above, the Board of Examiners may at its discretion require a candidate to sit an additional examination that is deemed necessary for the assessment of his degree.

(4) *deleted*

*Amended on
8 Nov 2018*

5. Board of Examiners

(1) 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.

*Amended on
4 May 2010*

(2) The membership of a Board of Examiners shall be as follows:

(a) President as Ex-officio;

(b) 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

*Amended on
4 May 2010
and
12 Oct 2010*

(c) Examiners and lecturers of course(s) concerned as approved by the Senate.

*Amended on
7 June 2016*

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

5A. Board of Examiners for Double Degree Programme

*Amended on
5 Jan 2017*

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

(a) President as Ex-officio;

(b) Deans of Faculty/Institute concerned as co-Chairman except where the President is present and who shall chair the meeting;

(c) Head of Departments of respective departments of both faculties; and

(d) Examiners and lecturers of course(s) concerned as approved by the Senate.

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

6. 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; *Amended on 4 May 2010*
- (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: *Amended on 14 Jan 2009 and 4 May 2010*
Amended on 7 June 2016
- (i) proceed to a Bachelor's degree programme from the Foundation programme; *Amended on 4 May 2010*
- (ii) elevate his academic standing from probation status to normal status; *Amended on 10 Nov 2009*
- (iii) allow his academic standing remain in probation status from an otherwise terminated status; or
- (iv) allow the student to graduate. *Amended on 10 Nov 2009*
- (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: *Amended on 4 May 2010, 4 Jan 2011 and 3 Oct 2023*
- (i) the final marks given for First Professional Examination (Year 1), Second Professional Examination (Year 3) or Final Professional Examination (Year 5) *Amended on 7 Oct 2024*
- (ii) 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)

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 *Amended on 4 Jan 2011 and 3 Oct 2023*

- (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;
Amended on 14 Jan 2009
- (e) To recommend to the Senate, where applicable, that candidates who have failed the examination in any course be permitted to repeat the course;
Amended on 7 June 2016
- (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
Amended on 7 June 2016
- (g) To report to the Senate on any matter concerning the standards and/or conduct of an examination.

7. 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.

8. Examiners

- (1) External Examiners shall be appointed in accordance with and have such responsibilities as provided for in the **External Examiners** Rule.
- (2) The Senate, upon recommendation of the Faculty/Institute Board, shall appoint a fulltime 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.
Amended on 4 May 2010
- (3) An Internal Examiner shall set and mark the examination papers/project papers/practicum reports/dissertation/ thesis and carry out all responsibilities as assigned.

9. Examination Assessment and Graduation Requirements

- (1) 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.
- (2) 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.

*Amended on
4 May 2010*

10. 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.

11. Examination Results

- (1) 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.
- (2) (a) 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.
- (aa) 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

*Amended on
3 July 2020*

*Amended on
3 July 2020*

*Amended on
7 June 2016*

purpose.

- (b) 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.

*Amended on
7 June 2016*

- (3) 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.
- (4) 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 property rights therein, shall be vested in and remains the property of the University.

12. 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.