

FOUNDATION PROGRAMMES ACADEMIC RULES AND REGULATIONS

Seventh Edition

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GUIDE

Foundation Programmes Academic Rules and Regulations is divided into TWO (2) parts. More detailed information can be obtained from the university and /or departmental websites. Links are given where appropriate.

PART A:

Academic Rules and Regulations

This section mentions the academic rules and regulations in terms of course registration, credit system, grade system and etc.

PART B:

Academic Misconduct

Academic misconduct is taken very seriously by both the University and all academic departments. Plagiarism, amongst other activities, is covered by the Academic Misconduct regulations. Please read this section carefully, so you are clear about what it means.

APPENDIX

PREFACE

Foundation Programmes Academic Rules and Regulations provides the framework for the conduct of academic activities of Foundation in Science (FIS) and Foundation in Arts (FIA) students in the University College of Technology Sarawak (UCTS).

GLOSSARY

The **'University College of Technology Sarawak (UCTS)'** was incorporated and established on 1 April 2013 as a private institute of higher learning under the Private Higher Education Act 1995 (Act 555).

The **'University'** is the University College of Technology Sarawak (UCTS).

The **'Constitution'** refers to the Constitution of University College of Technology Sarawak.

The **'Senate'** refers to the Senate of University College of Technology Sarawak which is the highest authority on academic matters at the University.

The **'Vice Chancellor'** is the Chief Executive Officer or whomsoever who holds the office of the Chief Executive. He is the highest executive appointed by the Board of Directors of Edusar Resources Sdn. Bhd. to manage and administer the operations of UCTS.

The **'School of Foundation Studies (SFS)'** is home to the Foundation in Science (FIS) and Foundation in Arts (FIA) Programmes.

The **'Dean'** is appointed by the University as the head of academic at the School of Foundation Studies (SFS).

An **'Academic Staff'** is a teaching professional at the School of Foundation Studies (SFS) appointed by the University.

'Credit Hours' is a quantitative measure reflecting the volume and the learning lead to attain the required learning outcome.

'Credit' is the measure of students' academic load in order to attain a set of learning outcomes. An academic load is a quantitative measure of all students learning time (SLT) which are guided and independent learning activities. The 40 hours of notional learning time is valued as 1 (one) credit.1 Malaysian Qualification Framework, 2007 page 18 & 19

The **'University Academic Committee'** is the committee elected by the Senate to manage issues pertaining to academic matters.

The **'University Board of Examination'** is the committee elected by the Senate to approve results and grades of the University's assessments.

The **'School Academic Committee'** is the committee formed by the School to manage issues pertaining to academic matters.

The **'School Board of Examiners'** refers to the committee formed by the School to handle all matters pertaining to examinations.

A **'Course'** is a component of the programme structure which bears a unique code.

A student's academic performance is evaluated in the form of coursework throughout a semester and a final examination at the end of the semester. However, in some courses, the assessment, are based on coursework.

'Coursework' refers to assignments that are assessed and evaluated in which the results contribute to the final grade.

'Examinations' refer to form of evaluation based on a list questions administered to students assess their academic achievement.

'Students' refer to those who are registered with the University for a Particular Academic Programme.

He/Him/His The usage of these terms applies to male and female students/staff.

One **'Academic Year'** consists of TWO (2) semesters of 17 academic weeks each (14 weeks of classes, 1 week of study week and 2 weeks of examination) and ONE (1) semester of 9 weeks (7 weeks of classes, 1 week of study week and 1 week of examination).

A **'Semester'** is a study session allocated by the University's Senate for lectures, assessments and similar instructional activities.

'GPA' (Grade Point Average) is the average of grade points received in a particular semester.

'CGPA' (Cumulative Grade Point Average) is the accumulated average of grade points received in all semester attended.

PART A - ACADEMIC RULES & REGULATIONS

1.0 THE ACADEMIC YEAR

The Foundation Programme academic year is divided into three semesters - Semester 1, Semester 2 and Semester 3. The academic year is illustrated in **Table 1**:

SEMESTER 1	
Classes	14 weeks
Study Week	1 week
Examination Week	2 weeks
TOTAL	17 weeks

SEMESTER 2	
Classes	14 weeks
Study Week	1 week
Examination Week	2 weeks
TOTAL	17 weeks

SEMESTER 3	
Classes	7 weeks
Study Week	1 week
Examination Week	1 week
TOTAL	9 weeks

Table 1: The Academic Year

2.0 COURSE REGISTRATION

2.1 Students must register their courses within the time indicated by the university. Course registration is opened during the first week of the academic semester. Should they fail to register their courses on time, the students will not be allowed to sit for their examinations.

2.2 Students are not allowed to drop any of the registered course. However, if students accidentally register for the wrong course, corrections can be made by dropping the wrong course but only once.

2.3 Withdrawal from any courses are not allowed. Withdrawal from any or all the courses means withdrawal from the programme.

2.4 Students are responsible to register the correct courses and double check their own list of registered courses by Week 4 (for long semester) or Week 2 (for short semester). Students will be penalized according to the penalties provided in the table below if they fail to register their courses on time.

LATE PENALTIES	LONG SEMESTER (14 WEEKS)	SHORT SEMESTER (7 WEEKS)
Penalized RM50 for each request	Week five (5) till Week nine (9)	Week three (3) till Week five (5)
Penalized RM100 for each request	Week ten (10) onwards	Week six (6) onwards

All corrections must be recommended by the Head of Programme and approved by the Dean.

3.0 CHANGE OF PROGRAMME (Science/Arts)

3.1 Students are allowed to change their programme ONCE and within the first week after the date of registration of the programme.

3.2 The student who wishes to change programme must fill in the 'Change of Programme' form.

3.3 The approval to change from one programme to another is based on the discretion of the Dean of the School of Foundation Studies, UCTS.

3.4 The student who applies for a change of programme must comply with the stipulated entry requirements for the foundation programme.

4.0 DEFERMENT OF STUDY

- 4.1 A student with illness certified by a medical officer and/or specialist can apply for study deferment. The deferment can only be up to two semesters and will not be included into the duration for the study period.
- 4.2 Application for deferment is also allowed for reasons other than medical ground with the approval of the Dean. The deferment can only be up to two semesters and will not be included into the duration for the study period.
- 4.3 Application for deferment can be made:
- a) before the beginning of the semester; or
 - b) before Week 4 of the semester; or
 - c) between Week 5 to Week 9
- 4.3.1 A student who deferred in b) will have to pay the tuition fees accordingly and the record of the course(s) registered will be nullified.
- 4.3.2 A student who deferred in c) will have to pay the tuition fees accordingly and the course grade(s) will be recorded as 'W'.
- 4.3.3 No deferment is allowed after Week 9.
- 4.4 A student may apply to re-active the registration status from 'Defer' to 'Active'.
- 4.4.1 Any request to activate the registration status within the same semester must be made to the Dean. This must be done by Week 4.
- 4.4.2 For cases involving mental health, any request to activate the registration status must be accompanied with the certificate of mental state by a medical officer and/or specialist.

5.0 WITHDRAWAL OF STUDY

- 5.1 Application to withdraw can be made either:
- 4.1.1 before the beginning of the semester; or
 - 4.1.2 before end of week 4 of the semester;
 - 4.1.3 week five (5) onwards
- 5.2 Students who withdrew study under category (4.1.2) will have to pay tuition fees for the four-week period;
- 5.3 Students who withdrew study under category (4.1.3) will have to pay the full tuition fees for the Semester;

6.0 TYPES OF COURSES

Courses offered are of the following nature and levels:

- 6.1 Core – Mathematics, Chemistry, Physics, Computing, Laboratory, Economics, Accounting, Statistics, Presentation Skills, Communication, Professional Writing, Marketing, Business, and Finance.
- 6.2 Compulsory – English, Critical Thinking and Event Management.
- 6.3 Elective – Biology, Statics, Dynamics, Business Law, Construction, Development, Environmental Design, Quantity Surveying and Applied Mathematics.
- 6.4 All students are required to complete all courses before they can be considered for graduation.

7.0 CREDIT SCHEME

7.1 Credit

Each course will carry a specific credit value.

7.2 Credit Evaluation

One (1) credit is equivalent to forty (40) notional hours of student's learning time per course. Student learning time is calculated based on all learning activities – face to face or non-face to face/independent student learning time. Examples of learning activities are listed below:

- i) Face to Face Interaction/Guided Learning with lecturers/instructors :
 - lectures
 - tutorials
 - directed reading
 - problem-based learning
 - cooperative & collaborative learning
 - computer-based exercises
 - group works
 - group discussion
 - case studies
 - laboratory experiments
 - demonstration
- ii) Independent Student Learning Time:
 - preparing for lectures / tutorials / group discussion / demonstration / presentations / laboratory experiments
 - completing group works / case studies / laboratory reports / problem-based exercises / reports / assignments
 - revising for final examinations / progress tests & sitting for examinations / progress tests

7.3 The credit value attributed to each course is outlined in **Table 2** and **Table 3**:

Semester	Courses	Credit
Semester 1	Mathematics I	4
	Physics I	4
	Chemistry I	4
	English I	3
	Introduction to Critical Thinking	3
	Event Management	2
	Bahasa Kebangsaan**	-
Semester 2	Mathematics II	4
	Physics II	4
	Chemistry II	4
	English II	3
	Chemistry Laboratory	1
	Physics Laboratory	1
	Statics*	3
	Dynamics*	3
Semester 3	Biology*	3
	Mathematics III	4
	Physics III	4
	Computing	2
	TOTAL CREDITS	50

Table 2: Course Credit Value for Foundation in Science

* Subjected to elective courses availability

** Audit course (Bahasa Kebangsaan) result will not be calculated in the students'

GPA or CGPA but students are compulsory to pass this course as part of the criteria to graduate from the programme. International students are excluded to take the Audit course.

Semester	Course	Credit
Semester 1	Introduction to Business	3
	Principles of Marketing	3
	Principles of Economics	3
	Introductory Mathematical Analysis	4
	Principles of Accounting	4
	English I	3
Semester 2	Bahasa Kebangsaan**	-
	Introduction to Computer Systems and Applications	3
	Presentation Skills	3
	Business Communication	3
	Introduction to Finance	3
	English II	3
	Event Management	2
	Introduction to Construction*	3
	Introduction to Development*	3
	Introduction to Quantity Surveying*	3
	Introduction to Environmental Design*	3
	Introduction to Multimedia*	3
	Introduction to Business Law*	3
	Applied Mathematics I*	3
	Semester 3	Professional Writing
Introduction to Statistics		4
Introduction to Critical Thinking		3
	TOTAL CREDITS	50

Table 3: Course Credit Value for Foundation in Arts

*Subjected to elective courses availability

** Audit course (Bahasa Kebangsaan) result will not be calculated in the students' GPA or CGPA but students are compulsory to pass this course as part of the criteria to graduate from the programme. International students are excluded to take the Audit course.

7.4 Credit Hour Requirements

7.4.1 Students of the foundation programme are required to complete credit hours of all courses in the respective semesters.

7.4.2 The total credit hours required to be awarded the 'Certificate of Foundation in Science' or 'Certificate of Foundation in Arts' is 50 credits.

7.4.3 The maximum credit per semester allowed as shown in **Table 4:**

	Foundation in Science	Foundation in Arts
Sem 1	20	20
Sem 2	20	20
Sem 3	10	10

Table 4: Maximum Credit Per Semester

8.0 GRADE SYSTEM

8.1 Grade and Point Values

A student's performance in a course is reflected by the grade received. The relationship between the grade and the point value is shown in **Table 5**:

Mark	Grade	Point Value	Status
90 - 100	A+	4.00	EXCELLENT
80 - 89	A	4.00	
75 - 79	A-	3.67	
70 - 74	B+	3.33	CREDIT
65 - 69	B	3.00	
60 - 64	B-	2.67	
55 - 59	C+	2.33	PASS
50 - 54	C	2.00	
0 - 49	F	0.00	FAIL

Table 5: The Relationship Between Grade and Point Value

8.2 Passing Grade

The general passing grade in all courses is 'C' and above.

8.3 Grade Point

8.3.1 The points are counted by taking the total credit hours for a particular course and multiplying it with the grade received for a particular course. For example, a student who receives an A in Mathematics which carries 4 credit hours receives 16 point for the course (4 credits x 4.00 point value for an A).

8.3.2 The semester grade point is the total grade points accumulated by a student from all courses taken in one semester.

8.4 Calculating the GPA and CGPA

8.4.1 The Grade Point Average (GPA) is defined as the total grade point received by a student in a semester divided by the number of credit hours/ credit counted in the semester.

$$\frac{\text{Semester Grade Point}}{\text{Total Credit Hours / Credit calculated for that semester}}$$

8.4.2 The Cumulative Grade Point Average (CGPA) is defined as the sum of all the semesters' grade points divided by the total credit hours counted for all semesters.

$$\frac{\text{Total Semester Grade Points for All Semester}}{\text{Total Credit Hours / Credit calculated for all semester}}$$

8.5 Status Other Than Grades

8.5.1 Other than the A,B,C,F above, the following status are also used:

- i) I = Incomplete The Incomplete (I) status is awarded to students who fail to sit for an examination or fail to complete assignments such as projects and such, in the time given, due to illness and supported by verifications by a Medical Officer or for other reasons with the approval of the Dean. The student is required to sit for a special examination as replacement for the initial examination or finish the incomplete assignment at the date to be fixed by the Dean. An appropriate time extension will be considered but the grade for the course must be available to be endorsed at the next Senate meeting.
- ii) IS = Incomplete due to alleged breach of Academic Integrity pending results of enquiries.
- iii) W = Course Withdrawal. This status is given to students who withdrew a registered course within the allocated time, as provided for in the Clause 4.0 'Withdrawal of Study'. The Course will not be calculated in the GPA.
- iv) AU = Audit. This status will be given to students who have registered for a Course which is not in the programme requirement and will not be calculated in the student's GPA or CGPA.
- v) XB = Bar from Examinations. This status will be given to students who fail to attend more than 90% of lessons. Students with this status are considered to have failed in the final examination and also in the overall assessment of the course.
- vi) XA = Absent during Final Examination. This status will be given to students who fail to attend the final examination without medical reason or approval from Dean.
- vii) XM = Examination/Academic Misconduct. This status is given to students are failed due to commission of examination or academic misconduct in their coursework.

8.5.2 Students with Grade XB, XA and XM will be given grade point of 0.00.

8.5.3 The XB, XA and XM will appear in their examination results slips but will not appear in their academic transcript.

9.0 ATTENDANCE

- 9.1 Attendance is **compulsory** for all courses and activities throughout the foundation programme. Students are required to attend **at least 90%** contact time allocated for each course.
- 9.2 Students who fail to fulfil 9.1 and without reasons acceptable to the Head of Programme will be barred from attending further lectures and taking part in any form of assessments.

10.0 EVALUATION SCHEME

10.1 Course Evaluation

Assessments for each course will be carried out periodically and continuously based on work done within the lecture weeks in a semester in the manner determined by the University.

10.2 Modes of Assessment

Students' performance is assessed in the following manner:

10.2.1 Continuous assessment through assignments, tutorials, quizzes, monthly tests.

10.2.2 The end of semester examinations will be held comprehensively at the end of each semester for each course taken.

10.2.3 In certain cases, the end of semester examinations can be replaced with other forms of assessment like 'mini project', 'term paper' and others. These modes of assessment require prior approval from the Dean of the School of Foundation Studies.

10.3 End of Semester Examinations

10.3.1 Final examinations must be held within the allocated time and in modes approved by the University.

10.3.2 All students are required to sit for the end of semester final examinations.

10.3.3 Students who fail to sit for exams will be given an 'F' grade for the course.

10.4 Eligibility of Entry into Examination

10.4.1 Students shall NOT be eligible to sit for any examination unless they have attained **at least 90%** attendance at lectures, tutorials and laboratory classes

10.4.2 A student, who is barred from taking the examination due to any reasons, may appeal to the Dean, School of Foundation Studies, whose decision on the matter shall be final.

10.5 Announcement of Examination Results

Details of the examination results can only be released to the student concerned after the approval of the Senate.

11.0 ACADEMIC STANDING

- 11.1 Students' academic performance and standing in Semester 1, Semester 2 and Semester 3 are valued using CGPA.
- 11.2 The relationship between the academic standing and the CGPA are shown in **Table 6**.

ACADEMIC STANDING	CGPA
PASS	CGPA \geq 2.00 and PASS all courses
FAIL	CGPA < 2.00

Table 6: Academic Standing Status of Semester 1, 2 and 3

12.0 PROGRAMME COMPLETION

12.1 Requirements

Students will be awarded the Certificate of Foundation in Science or Certificate of Foundation in Arts when they fulfil the following criteria:

12.1.1 Attained CGPA \geq 2.00 and 'PASS' all courses

12.1.2 Fulfilled all academic requirements of the programme

- 12.2 The release of the Certificate is subject to the clearance all financial obligations to the University and pending disciplinary action

13.0 GENERAL ALLOCATIONS

- 13.1 Any mode and administrative procedure codes can be made to the University rules under this provision. Such modes and administrative procedure must be obeyed. However, the Senate reserves the right to make amendment to them from time to time deemed necessary.
- 13.2 Provision to this rule is applicable to students entering University College of Technology Sarawak in the period this edition is enforced. However, the University reserves the right to require that the application of the terms amended from time to time, for acceptable reasons.
- 13.3 The Vice Chancellor/Chief Executive can consider appeals regarding any regulations provided for herein and on his/her discretion allows for exemptions where appropriate.

PART B - ACADEMIC MISCONDUCT

1.0 COMMISSION OF AN ACADEMIC OFFENCE OR MISCONDUCT

1.1 Academic offence is any action which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community at an Institute of University College of Technology Sarawak.

1.2 The Academic Misconducts are as listed below, the list is however, not exhaustive.

1.2.1 Plagiarism:

Plagiarism consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only a list of references. Paraphrasing without appropriate citation is also plagiarism.

With group work, where individual members submit parts of the total assignment, each member of a group must take responsibility for checking the legitimacy of the work submitted in his/her name. If even one part of work contains plagiarised materials, penalties will normally be imposed on all group members, equally.

1.2.2 Collusion

Collusion is when a student or students collaborate with another student or students as an individual or group with the intention of cheating to gain a mark or grade to which they are not entitled. Students who allow another to copy their work are also committing collusion and both copier and the provider of the work are liable to be penalised.

1.2.3 Fraud and forgery

The commission of fraud and forgery include but not limited to falsification of University academic records, including attendance records, regarding oneself or others, forging the signature of academic officers on any official University forms, altering or changing an examination results or like document so as to mislead other or causing false information to be presented at an academic proceeding.

1.2.4 Abuse of Resources

Infringing upon the right of other students to fair and equal access to any University library materials and comparable or related academic resources. This may include, but not limited to, theft, mutilation, unreasonably delayed responses when materials are requested by the institute's Library Management or not returning materials upon deadline.

Attempting deliberately to prevent other user's access to the University's computer system, depriving them of resources, and degrading the system's performance, or copying or destroying files or programmes without consent.

2.0 EXAMINATION RULES AND REGULATIONS

2.1 Conduct During Examination

Students must adhere strictly to the examination rules and regulations as listed below

- 2.1.1 Check the examination schedule and take note of examination serial number and dates well in advance.
- 2.1.2 Bring the Identity Card, Student Card and the Examination Entry Slip to the examination venue. A student will not be allowed in if he did not bring any of these documents.
- 2.1.3 Be present outside the Examination Hall or venue at least fifteen (15) minutes prior to the commencement of the examination.
- 2.1.4 Enter the examination hall after the announcement made by the Chief Invigilator fifteen (15) minutes prior to the commencement of the examination. Candidates are required to enter the hall using the assigned entrance/s.
- 2.1.5 Candidates who arrive within the first thirty (30) minutes after the examination has commenced, will be allowed to take the examination. However, no additional time will be given to this candidate.
- 2.1.6 Candidates who arrive more than thirty (30) minutes after the examination has commenced **will not be allowed** to take the examination.
- 2.1.7 Candidates are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, 'programmable calculator', handbag, handphone or any other devices or equipment, unless allowed by the Chief Invigilator.
- 2.1.8 Candidates are not allowed to bring or consume food and drinks in the Examination Hall. Candidates are not allowed to drink, eat or smoke in the Examination Hall.
- 2.1.9 Upon taking their seats in the examination hall, candidates are required to:
 - a) check their pockets, pencil case, calculator sleeve and their persons to ensure that they have not mistakenly brought in items which are not allowed to be brought into the examination hall; if there are such items, they have to be removed from the candidates by the invigilators.
 - b) switch off their handphones (if they had brought them in due to security reason); and
 - c) produce their Identity Card, Student Card and their Examination Entry Slip and place them on the top right hand corner of the table throughout duration of the examination for inspection by the invigilators.

- d) Candidates without a valid Identity Card/Student Card or Examination Entry Slip will not be allowed to take the examination unless they have a written approval from the Examination Unit of the University.

2.1.10 Ten (10) minutes prior to the commencement of the examination, candidates are allowed to:

- a) read and follow the instructions on the COVER PAGE OF THE ANSWER BOOKLET SHEET only, write examination student number/serial number on the answer booklet, answer sheets and other attachments submitted as or part of the answer.
- b) fill-in particulars in the examination attendance slip on the cover of the examination answer booklet and other information as required or as advised by the Chief Invigilator.
- c) ensure that the correct question paper is supplied, with sufficient pages as stated before attempting to answer the questions.
- d) immediately inform the invigilators present in the event that the candidate has been supplied with an incorrect examination paper.

2.1.11 Candidates are strictly not allowed to either answer the questions before the announcement of the commencement of the examination nor to continue writing after the announcement made by the invigilators on the expiry of the examination duration.

2.1.12 Candidates are not permitted to leave the examination hall within the first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.

2.1.13 Candidates are not allowed to receive any books, papers, pictures, notes, 'programmable calculator' and other materials or devices through anyone unless the Invigilator authorizes them.

2.1.14 Any form of communication among candidates as well as between candidates and other parties is strictly prohibited.

2.1.15 Candidates are not permitted to render or receive any form of assistance on matters that pertain to the examination, when the examination is in progress.

2.1.16 Candidates must adhere to the instructions of the invigilators.

2.1.17 Candidates who fall ill or are not able to continue with the examination must report to the Invigilator.

2.1.18 At the end of the examination period, the answer booklet cover sheet and/or the answer scripts must be arranged and tied as instructed.

2.1.19 Blank, used and spoiled answer sheets and/or answer booklet cover sheet are not allowed to be brought out of the examination hall.

2.1.20 Items that are loaned to students by the University for purpose of use during the examination must be returned to the invigilators at the end of the examination.

2.1.21 Candidates must remain seated in the examination hall unless allowed otherwise by the Invigilator.

2.1.22 Candidates must leave the examination hall in an orderly manner.

3.0 EXAMINATION MISCONDUCT

3.1 The possession of unauthorised materials in exams is another common academic misconduct. Generally, it is any attempt to give or obtain assistance in a formal academic exercise (for example: an examination) without due acknowledgment by the organiser)

3.2 The act may include, but not limited to:

3.2.1 Possessing any unauthorised materials or devices in examination venue.

3.2.2 These unauthorised materials or devices may include, but not limited to:

- a) Bringing a bag, writing paper, books, manuscript or other than the specified material;
- b) A mobile telephone or other communication devices or any type of playback devices, (If these are allowed into the examination hall due to safety reasons, such devices must be switched off and placed under the candidate's seat for the duration of the examination);
- c) Written or printed notes of any kind or size;
- d) Writing on any part of the body or items of clothing;
- e) Writing on a ruler or any other instruments;
- f) A calculator or a hand-held computer where these are not permitted or where calculators are supplied by the University for the examination
- g) Use of stored memory capability of a calculator or other electronic devices where this is not permitted.

3.2.3 Giving or receiving or possessing any information which is related to the examination questions during the conduct of examination.

3.2.4 Referring and using any prohibited reference materials in or outside the Examination Hall/Room for the purpose of cheating during the examination.

3.2.5 Communicating to other candidates for the purpose of cheating during the

examination.

- 3.2.6 Soliciting, obtaining, possessing, or distributing to another person an examination document prior to or subsequent to the administration of the examination.
 - 3.2.7 Bringing in materials which are not required by the examination or not allowed by the Examination Rules and Regulations.
 - 3.2.8 Altering or changing an examination or comparable document so as to mislead other users or the reader.
 - 3.2.9 Substituting for, arranging for substitution by another student, or otherwise representing oneself as another person during an examination session or comparable circumstances.
- 3.3 The above list is not exhaustive and other instances of academic offence may occur. Their identification will require prudent review by the University. The above definition and examples apply to all schools and institutes in University College of Technology Sarawak.
- 3.4 Candidates who have been alleged to breach any part of the Examination Rules and Regulations will be referred to the School where the programme is run.

4.0 PENALTY

- 4.1 For academic misconduct, the penalty can be any one or a combination of two or more of the following penalties ranging from:
- a) reprimanding students in writing;
 - b) re-doing of assignment with reduced marks;
 - c) Student's work is given 0 mark;
 - d) reducing 50% marks for student's coursework;
 - e) suspension for one semester;
 - f) expulsion from the University.
- 4.2 For examination misconduct during examinations; if the student is found to have committed a breach of the examination rules and regulations, the student can be imposed with any of the following penalties:
- a) Given 'XM' grade for that particular course; or
 - b) Given 'XM' grade for that particular course and suspension from the University for one semester; or
 - c) Given 'XM' grade for that particular course and expulsion from the University.
- 4.3 If the penalty to be imposed is suspension or expulsion, the decision will be endorsed by Senate.

5.0 RE-SIT EXAMINATION

- 5.1 Re-sit examination is the formal approval by the School Board of Examiners for a student to undertake an additional assessment task (which could be an examination or assignment or other work) in order to provide an opportunity for the student to pass the course. The capping grade for a re-sit examination is C+.
- 5.2 Students who failed re-sit examination are allowed to repeat the course once during their study. For the purpose of calculating the CGPA, the failed course will be replaced with the best grade received.
- 5.3 The duration of Foundation Programmes is one year. Hence, re-sit examination is available for students who failed the course instead of repeating the course. However, students who obtained low marks in the coursework might not be able to pass the course even though they are allowed to sit for re-sit examination. Therefore, to repeat the course is another alternative for students to pass the course if they failed the coursework.
- 5.4 Students with Fail and Out (FO) status are not eligible to take re-sit examination.

6.0 PROBATION & TERMINATION

- 6.1 A student will be placed on probation status if he/she obtains $1.00 < \text{GPA} < 2.00$.
- 6.2 A student will be terminated from Foundation Programme if:-
- i. Placed on probation status for two consecutive semesters; or
 - ii. Obtained $\text{GPA} < 1.00$ at any semester
- 6.3 Maximum duration for students to pursue Foundation Programme is 6 semesters/2 years.

7.0 APPEAL TO CONTINUE STUDY

- 7.1 Students are allowed to appeal to continue study because of failure (FO status) ONLY ONE (1) in the programme cycle
- 7.2 Students with FO status can appeal to continue study to the Dean within THREE (3) weeks after the official announcement of the provisional results
- 7.3 A further appeal to the Senate may be possible. The decision made by the Senate on appeal is final.
- 7.4 If the appeal is approved, students will continue study from the point of termination/dismissal.

8.0 RE-ADMISSION AFTER WITHDRAWAL OR TERMINATION OF STUDIES

- 8.1 ONLY ONE (1) re-admission is allowed for students after withdrawal of study or students who have been terminated by the University on academic reasons.
- 8.2 Student whose studies have been terminated based on academic reasons can appeal to the Dean within two (2) weeks after the official announcement of the provisional results.

APPENDIX 1 CALCULATION OF THE GPA AND CGPA

1. Calculation of the Grade Point Average (GPA) is shown below:

$$\frac{\text{Semester Grade Point}}{\text{Total Credit Hours Calculated for that semester}}$$

Semester 1

COURSE	GRADE	POINT VALUE	CREDIT HOURS	GRADE POINT (Point Value X Credit Hours)
Mathematics I	A	4.00	4	16.00
Physics I	B	3.00	4	12.00
Chemistry I	B	3.00	4	12.00
English I	B+	3.33	3	9.99
Introduction to Critical Thinking	A	4.00	3	12.00
Event Management	A-	3.67	2	7.34
TOTAL			20	69.33

$$\text{GPA} = \frac{69.33}{20} = 3.47$$

2. Calculation of the Cumulative Grade Point Average (CGPA) is shown below:

$$\frac{\text{Total Semester Grade Points for All Semester}}{\text{Total Credit Hours Calculated for All Semesters}}$$

Semester 2

COURSE	GRADE	POINT VALUE	CREDIT HOURS	GRADE POINT (Point Value X Credit Hours)
Mathematics II	B	3.00	4	12.00
Physics II	B	3.00	4	12.00
Chemistry II	B	3.00	4	12.00
English II	B+	3.33	3	9.99
Physics Laboratory	B+	3.33	1	3.33
Chemistry Laboratory	A	4.00	1	4.00
Biology	A	4.00	3	12.00
TOTAL			20	65.32

$$\text{GPA} = \frac{65.32}{20} = 3.27$$

$$\text{CGPA} = \frac{(69.33 + 65.32)}{20 + 20} = 3.37$$