

## **GRADUATION RULES FOR BACHELOR DEGREE (WITH HONOURS) PROGRAMMES**

1.0 These rules may be cited as “Graduation Rules for Bachelor Degree (with Honours) Programmes”.

2.0 In these rules, unless the context requires a different meaning:

“Semester” means fourteen (14) weeks of study.

“Intersession” means a short period of study of seven (7) weeks.

“Joint Programme” means a UUM academic programme operated by a private Institution.

“PJJ” means Off Campus Programme.

“Full-time” means full-time study in UUM.

### **3.0 CONFERMENT OF DEGREES**

3.1 The degrees conferred are as follows:

- 3.1.1 Bachelor of Accounting with Honours [BAcct (Hons)];
- 3.1.2 Bachelor of Accounting (Information Systems) with Honours [BAcct.(IS) (Hons)];
- 3.1.3 Bachelor of Banking with Honours [BBank (Hons)];
- 3.1.4 Bachelor of Finance with Honours [BFin (Hons)];
- 3.1.5 Bachelor of Islamic Finance and Banking [BIFB (Hons)];
- 3.1.6 Bachelor of Risk Management and Insurance with Honours [BRMI (Hons)];
- 3.1.7 Bachelor of Business Administration with Honours [BBA (Hons)];
- 3.1.8 Bachelor of Business Administration (Logistic and Transportation) with Honours [BBA (Log. & Tpt. (Hons)];
- 3.1.9 Bachelor of Human Resource Management with Honours [BHRM (Hons)];
- 3.1.10 Bachelor of Muamalat Administration with Honours [BMA (Hons)];
- 3.1.11 Bachelor of Entrepreneurship with Honours [B.Ent (Hons)];
- 3.1.12 Bachelor of International Business Management with Honours [BIBM (Hons)];
- 3.1.13 Bachelor of Marketing with Honours [B.Mktg (Hons)];

- 3.1.14 Bachelor of Technology Management with Honours [B.Tech.Mgt (Hons)];
- 3.1.15 Bachelor of Science With Honours (Information Technology) [B. Sc (IT) (Hons)];
- 3.1.16 Bachelor of Science with Honours (Multimedia ) [B. Sc. (MM) (Hons)];
- 3.1.17 Bachelor of Science With Honours (Decision Science) [B Sc. (.Dec.Sc) (Hons)];
- 3.1.18 Bachelor of Education (Accounting) with Honours [B.Ed (Acct) (Hons)];
- 3.1.19 Bachelor of Education (Business Administration) with Honours [B.Ed (BA) (Hons)];
- 3.1.20 Bachelor of Education with Honours (Moral Education) [B.Ed (Hons) (Moral Education)];
- 3.1.21 Bachelor of Education with Honours (TEYL) [B.Ed (Hons) (TEYL)];
- 3.1.22 Bachelor of Education with Honours (Education Management) [B.Ed (Hons) (Education Management)];
- 3.1.23 Bachelor of Education with Honours (Integrated Living Skills) [B.Ed (Hons) (Integrated Living Skills)];
- 3.1.24 Bachelor of Education (TESL) with Honours [B.Ed (TESL) (Hons)];
- 3.1.25 Bachelor of Education with Honours (Multimedia Interactive) [B.Ed (Multimedia Interactive) (Hons)];
- 3.1.26 Bachelor of Education with Honours (Information Technology) [B.Ed (Hons) (IT)];
- 3.1.27 Bachelor of Education (Information Technology) with Honours [B.Ed (IT) (Hons)];
- 3.1.28 Bachelor of Communication with Honours [BComm (Hons)];
- 3.1.29 Bachelor of Science With Honours (Industrial Statistic) [B. Sc.(Ind.Stats) (Hons)];
- 3.1.30 Bachelor of Science With Honours (Business Mathematics) [B.Sc. (Bus.Math) (Hons)];
- 3.1.31 Bachelor of Hospitality Management with Honours [BHM (Hons)];
- 3.1.32 Bachelor of Tourism Management with Honours [BTM (Hons)];
- 3.1.33 Bachelor of Counseling with Honours [B.Couns (Hons)];
- 3.1.34 Bachelor of Social Work Management with Honours [B.Soc.Work Mgt (Hons)];
- 3.1.35 Bachelor of Science in Economics with Honours [BSc. (Economics) (Hons)];
- 3.1.36 Bachelor of Law with Honours [LL.B(Hons)]

- 3.1.37 Bachelor of Public Management with Honours [BPM (Hons)];
- 3.1.38 Bachelor of Development Management with Honours [B.Dev.Mgt (Hons)];
- 3.1.39 Bachelor of International Affairs Management with Honours [BIAM (Hons)];
- 3.1.40 Bachelor of Media Technology with Honours [BMT (Hons)];
- 3.1.41 Bachelor of Operations Management with Honours [B.POM (Hons)];
- 3.1.42 Bachelor of Science in Agribusiness Management with Honours [BSc (Agribusiness Mgt. (Hons))];
- 3.1.43 Bachelor of Creative Industry Management with Honours [BCIM(Hons)];
- 3.1.44 Bachelor of Philosophy, Law and Business with Honours [BPLB (Hons)];
- 3.1.45 Bachelor of Event Management with Honours [BEM (Hons)]
- 3.1.46 Diploma in Education [Diploma in Education];

3.2 The degrees are classified as follows:

Class

- a. First Class Honours
- b. Upper Second Class
- c. Lower Second Class

## 4.0 STUDY

4.1. Period of Study

4.1.1 Full-time /Collaboration

- a. The maximum period to obtain a degree is eleven (11) semesters; whereas the minimum period is three (3) semesters.
- b. A student must be a resident student at any UUM centre of study for at least three (3) semesters.
- c. Exemption of the study periods mentioned in (a) and (b) can be granted upon the merit of each case and approval from the Senate.

4.1.2 Off Campus Programme

- a. The maximum period to obtain a degree is twenty (20) semesters; whereas the minimum period is six (6) semesters.
- b. Exemption of the study periods mentioned in (a) and (b) can be granted upon the merit of each case and approval from the Senate.

4.2 Structure of Study

To obtain a Bachelor's Degree with Honours, a student is required to take and pass the courses with the minimum credit as specified by each programme. However, the structure of the programme must include the minimum credit hours of the following components:

- a. University Core Courses  
The total credit hours are based on the requirements of each programme.
- b. Programme Core Courses  
The total credit hours must be based on the requirements of each programme.

4.3 Workload

Workload for each student is based on the following status:

- a) Full time / Collaboration
  - i. Student with a Pass Status  
To fulfill requirement 4.0 mentioned above, students need to take at least 12 credit hours but not more than 22 credit hours in two (2) semester. In some cases, students are allowed to take more than twenty two (22) credit hours or less than twelve (12) credit hours upon a written approval from the Assistant Vice Chancellor/Dean of School of the College.
  - ii. Student with a conditional pass/repeat status.

Students need to take at least twelve (12) credit hours but not more than eighteen (18) credit hours in one (1) semester. In some cases, students are allowed to take more than eighteen (18) credit hours or less than twelve (12) credit hours upon a written approval from the Assistant Vice Chancellor/Dean of School of the College.

b) Off Campus Programme

i. Student with a Pass status.

To fulfill requirement 4.0 mentioned above, students need to take at least 5 credit hours but not more than 15 credit hours in one (1) semester. In some cases, students are allowed to take more than 15 credit hours or less than 5 credit hours upon a written approval from the Assistant Vice Chancellor/Dean of School of the College.

ii. Student with a conditional pass/repeat status

Students need to take at least five (5) credit hours but not more than ten (10) credit hours in one (1) semester. In some cases, students are allowed to take more than ten (10) credit hours or less than five (5) credit hours upon a written approval from the Assistant Vice Chancellor/Dean of School of the College.

c) Intersession

Intersession students are allowed to enroll for a maximum of 8 credit hours.

4.4 Registration and Selection of Courses

All courses for each semester need to be registered within the specified period. (Please refer to the announcement of dates through UUM's website [www.uum.edu.my/hea](http://www.uum.edu.my/hea) or MEMO issued by the Academic Affairs Department or respective academic college).

4.5 Add/Drop of Courses

The add/drop of courses is permitted within within the specified period, subject to paragraph 4.3 mentioned above. (Please refer to the announcement of dates through UUM's website [www.uum.edu.my/hea](http://www.uum.edu.my/hea) or MEMO issued by the Academic Affairs Department or respective academic college).

5.0 ASSESSMENT

5.1 Allocation of Assessment

- a. A student will be assessed through coursework and final examination. The assessment will be determined by the Academic Committee of each respective College/Co-Curriculum Centre.
- b. Courses that do not have a Final Examination must be approved by the Academic Committee of each respective College/Co-Curriculum Centre.

5.2 Grading System

5.2.1 A student will be assessed as follows:

- a. The grade and grade point given in assessing the students' academic achievement in a course is as follows;

<b>Grade</b>	<b>Grade Points</b>
A+	- 4.00 (Excellent)
A	- 4.00 (Excellent)
A-	- 3.67 (Credit)
B+	- 3.33 (Credit)
B	- 3.00 (Credit)
B-	- 2.67 (Good)
C+	- 2.33 (Good)
C	- 2.00 (Pass)
C-	- 1.67 (Fail)
D+	- 1.33 (Fail)
D	- 1.00 (Fail)
F	- 0.00 (Fail)
X	- 0.00 (Barred)
TL	- Incomplete
M/TM	- Satisfactory/Not Satisfactory
TD	- Withdraw

- b. This rating scale is also used for the Practicum Course.
- c. A student who gets C-, D+, D and F for any course will have to register and repeat the particular course until at least a C grade (Pass) is obtained.
- d. A **F** grade will be given to a student who did not attend the final examination except for courses that have no final examination as approved by the Academic Committee of each College/Co-Curriculum Centre.
- e. An **X** grade will be given to a student:
  - i. who is barred from taking the examination because of his/her attendance for lectures and tutorials is less than 80%. An X grade for any courses cannot be redeemed.
  - ii. attendance for lectures and tutorials is less than 80% for any courses that have no final examination.
  - iii. the regulation which bars students who have outstanding debts from registering for courses the following semester does not apply to sponsored students / scholarship holders.
- f. A **TL** grade may be given to a student who has not completed certain requirements, except for examinations or tests for any course provided the following conditions are observed:
  - i. The application for TL grade must be submitted to the Assistant Vice Chancellor/Dean of School of each College upon the approval of the lecturer concerned;
  - ii. The application for TL grade must be submitted before the end of the 15th week of that semester; and
  - iii. TL grade must be redeemed within the period of 4 weeks after the last day of that semester;
  - iv. If TL grade is redeemed after the end of the fourth (4th) week as in paragraph (iii) above but not later than the next four weeks, a student will be given a lower grade than the grade he/she deserves.
  - v. If TL grade is not redeemed after the completion of the eighth (8th) week as prescribed, an F grade will be given to that student.
- g. Students who are not able to submit the practicum final report or complete any of the evaluation criteria within the stated period can apply for the Incomplete Grade (TL). Approval is subjected to the following conditions:
  - i. Application letter for the Incomplete Grade (TL) by students must be addressed to the Dean of Student Development & Alumni after obtaining prior agreement of their respective supervisors (lecturers).
  - ii. Application letter must reach Office of the Director within two weeks after completing practicum.
  - ii. As the TL grade is a temporary allowances given to students to finalise his/her reports, the TL grade must be redeemed within the first four weeks after the actual due date of submission of the practicum final report.
  - iv. If the TL grade is redeemed after the period of the first four weeks but not later than the next four weeks, students will be penalized with one

lower from the grade they deserve to obtain.

- v. If the TL grade is not redeemed after the second four weeks, then the students would be awarded an F grade.
- g. An M/TM grade will be given to students who register to Audit Courses. That course will be considered in the total workload and students are still required to sit for the final examination and complete all the assignments given. An M/TM grade is not counted for CGPA
- h. TD (Withdrawal of Courses)
  - i. TD grade may be given to students who submit an application to the Assistant Vice Chancellor/Dean of School of each respective College before the end of the fifth (5) week. After that period, students still can submit the application provided that each application is made before the end of the eighth (8) week and a penalty of RM 50 for each course must be paid. Each application must be submitted to the respective School.
  - ii. may be given to students who register for Practicum Courses but fail to find a placement in any organisation within the specified period. An application for TD can be made to the Dean of Student Development & Alumni.
  - iii. Intersession students can submit their application to the Assistant Vice Chancellor/Dean of School of each respective College within 24 hours before the final examination.

5.2.2 Final assessment results for every course in every semester will be recorded in the student's academic record.

### 5.3 Marking Scale

Grade	Marks
A+	90 -100
A	80 - 89
A-	75 - 79
B+	70 - 74
B	65 - 69
B-	60 – 64
C+	55 - 59
C	50 – 54
C-	45 - 49
D+	40 - 44
D	35 - 39
F	0 - 34

5.3.1 All the grade points obtained by a student in the subjects stated in paragraph 5.2 will be considered in calculating the Cumulative Grade Point Average. The following formula is used:

$$\text{CGPA} = \frac{\sum_{i=1}^n K_i M_i}{\sum_{i=1}^n K_i}$$

$K_i$  = credit hours for the course  $i$

$M_i$  = grade points for the course  $i$

$n$  = number of courses taken

### 5.4 Other Examinations

a) Special Examination

i. Conditions for the Special Examination

- a. A Final Semester Student
- b. She/he has failed one (1) course in the Final Examination of the Semester.
- c. A student who is barred, (X), a student who does not sit for the Final Examination (F1) and thus, fails for not submitting assignments

- (TT), no assignment grade dan final exam grade (TF) and zero final exam grade (FF) is not eligible to sit for the Special Examination.
- d. She/he has achieves CGPA score of 2.0 and above in the Core Programme.
  - e. Is eligible for taking the examination once only.
  - f. If a student fails, she/he has to postpone the study for that semester (for those who are currently doing his/her practicum).
  - g. Score are based on percentages agreed upon that is 60/40 or 40/60 or 50/50 or 70/30.
  - h. RM40.00 will be charged for every credit hours taken if he/she passes in the exam.
- b) Replacement Examination
- i. Conditions for a Replacement Examination
    - a. The student must have a Medical Certificate from a Government Hospital/Student Health Centre and/or Private Hospital/Clinic.
    - b. Only one (1) Medical Certificate is allowed. However, in specific cases, more than one (1) Medical Certificate will be considered. The validity period for a Medical Certificate is one week from the date of the examination.
    - c. A student who gives birth during an examination week is entitled to have a semester leave for two weeks from the date of the examination.
    - d. A student, regardless of his or her race, in the death of a close relative (mother, father, brother or sister, wife, husband, child and others) is only allowed 3 days of exemption and has to produce a copy of the Death Certificate or the relative.
    - e. Student involved in Court Cases
    - f. For cases other than the above, the student has to get an approval from the Director of the Student Affairs Department to be eligible for the replacement examination.
  - ii. Conditions for an Intersession Examination
    - a. A maximum of 8 credits are permissible. The payment for one (1) credit hour is RM40.00.
    - b. Student who are allowed to register for the intersession courses include:

- Student who have obtained a grade C-, D+, D and F in any of the above courses and hope to redeem their grades.
  - Student who should have completed their studies but have not taken any of the above courses as stated in the course offering structure.
- c. A course withdrawal period is 24 hours before the final examination begins.
  - d. Students are advised to ensure that the courses taken do not overlap.
  - e. Student who postpone their studies or have been suspended and who will undergo the practicum are not allowed to take the intersession courses.
  - f. Student who have paid for the course but are unable to fulfil the above conditions will not receive any refund.
  - g. Application forms for the intersession course registration can be obtained from their respective Colleges.
  - h. The permission to take the course will be given two (2) weeks after the closing date by their Academic Colleges. Payment has to be made at the Bursary or at Bank Islam after the application has been approved.
  - i. Lectures will begin after the final semester examination (subject to change).
  - j. Intersession students will be given their Second Semester Final Exam results with only their course grades (without PMS CGPA and the statistics of exam result).
  - k. The complete result of students who follow the intersession will be announced 30 days later than the results of non-intersession.

## 6.0 REQUIREMENTS FOR CONTINUATION OF STUDY

### 6.1 Pass Status

A student with a 2.00 CGPA or above in the specified semester is given a *PASS* and can proceed to the following semester.

### 6.2 Conditional Pass Status

A student who passed (based on the previous semester examination results, if applicable) but obtained a CGPA

of less than 2.00 but not less than 1.50 points at the end of that semester is considered as having a *CONDITIONAL PASS*. The student will be advised to upgrade his/her CGPA in order to get a *PASS* for the following semester.

### 6.3 Repeat Semester Status

A student who passed (according to previous semester results, if applicable) but obtained a CGPA of less than 1.50 but not less than 1.00 at the end of that semester is allowed to repeat; subject to the following conditions/requirements.

- a. The student must be warned to upgrade his CGPA in order to *PASS* for the following semester;
- b. All subjects taken by the student in that semester will be cancelled and not considered in the CGPA;
- c. Repeated subject may not necessarily be the same subjects except compulsory subjects;
- d. A repeat status will be given once only during the period of studies that is, in the first semester
- e. All results for the repeated semester will be recorded in the student's academic record.

### 6.4 Fail

- 6.4.1. A student who gets a CGPA of less than 1.00 in any semester is considered as having *FAILED* and will be dismissed from the University.
- 6.4.2. A student who is given a *CONDITIONAL PASS* (according to the recent examination results) and has not yet achieved a *PASS* result with a CGPA of 2.00 is considered to have *FAILED* and will be terminated from the University.
- 6.4.3. A student with a *FAILED AND TERMINATED* status (according to recent result) but has a CGPA score of between 1.90-1.99 and does not have an X status (barred) will be allowed one last chance continue his or her studies and must achieve a CGPA of 2.00 in the following semester.

6.4.4 A student with a *FAILED AND TERMINATED* status (according to the previous result) but has a CGPA of between 1.80-1.89 and does not have an X status (barred) will be allowed an appeal to complete his or her studies and must achieve a CGPA of 2.00 in the following semester.

6.4.5 A student with a *REPEAT SEMESTER* status (according to the latest result) and has not yet obtain a *PASS* result with a CGPA of 2.00 is considered to have *FAILED* and will be terminated from the University.

6.4.6 A student under the 6.4.3, 6.4.4 and 6.4.5 status and has failed to obtain a CGPA of 2.00 will not be allowed to continue with his or her studies and will not be allowed any more appeals.

## 7.0 REQUIREMENTS TO PASS AND GRADUATE WITH A BACHELOR'S DEGREE WITH HONOURS

### 7.1 Conditions for Graduation

A student may be conferred a Bachelor's Degree with Honours after fulfilling the following requirements:

- a. Fulfill all the requirements as stated in paragraph 4.0.
- b. Obtain a CGPA of 2.00 or above.
- c. Obtain a CGPA of 2.00 or above for Programme Core Courses.
- d. Pass and obtain at least a CGPA of 2.00 for each course taken except Audit Courses.

### 7.2 Division of Honours

The divisions of Honours that will be awarded are as follows:

<b>Class</b>	<b>Criteria</b>
First Class Honours	CGPA 3.67 - 4.00
Upper Second Class	CGPA 3.00 - 3.66
Lower Second Class	CGPA 2.00 - 2.99

### 7.3 Transfer of Credits

7.3.1 A Diploma holder or those who have taken similar courses from other Universities may be permitted to transfer credit hours based on the following conditions:

- a. The subject or subjects which the credit is transferred from must be equivalent or of a higher level than the subject offered by the University.
- b. The student's performance for course/courses taken must fulfil the requirements of the programme at the University.
- c. In Co-Curriculum courses other than mentioned in the (a) and (b), the transfer of credits may be allowed to students who perform exceptionally well in the Co-Curriculum courses offered by UUM, or were involved in social activities outside their field for several years before entering this University.
- d. Beginning Semester Two of the 2009/2010 (December 2009) Session, the transfer of credits for Practicum will be permitted to all students registered with UUM (full-time or Off Campus) which is subject to the following conditions:

#### 8.1

- i. The student has served a minimum of six (6) years with the government or private sector;
- ii. The student is registered with UUM or a Public/Private Institution of Higher Learning that has a legitimate collaboration with UUM;
- iii. It is only applicable to UUM Bachelor's Degree students with honours and only for stipulated programmes;
- iv. The credit hours allocated for the Practicum transfer does not take into account the 1/3 of the total credit hours of a particular programme.

7.3.2 The University has the right to conduct a test in order to determine whether the transfer of credits may be permitted or not.

### 7.4 Exemption of Credits

- a. Graduates from Oversea Study Programmes are exempted from taking university core courses, programme core and free elective that are recognized and equivalent to the courses taken. These credits will be taken into consideration to fulfill graduation conditions.
- b. An exemption of six (6) credit hours will be given to the President and the Secretary of the Students' Representative Council while all other members of the Executive Council, the Chairman and Vice-Chairman of the various bureaus will be allowed three (3) credit hours. The courses that can be exempted include Basic Industrial Courses, Free Elective courses and other courses as determined by the Academic Deans of various colleges. The credits allocated will be considered in the conferment of the degrees.
- c. Practicum credit hours are not calculated in the total maximum credit hours allowed in one semester.

## 8.0 GENERAL PROVISION

### 8.1 Postponement of Study

- a. A student may be permitted to postpone any semester if he/she has a prolonged health problem. In this case, a letter from a doctor or appropriate authority is needed to confirm the condition. The period for which the student is permitted to postpone the semester will not be considered in the calculation of the maximum period permitted to obtain a degree. Nevertheless, the permitted period must not be more than three (3) semesters. For PLK students the maximum period permitted is not more than six (6) semesters. Students have to submit an application to the University.

- b. A student may be permitted to postpone any semester for any reason other than health with the permission of the sponsor, and the permitted period for postponement will be calculated into the maximum period permitted in obtaining a degree.
- c. A student who is permitted to postpone the registration of study will no longer be considered a university student. Therefore, the student is not entitled to use any university facilities until re-registration is done.

## 8.2 Barring from Examination

- a. A student can be barred from taking the final examination if he/she does not attend at least 80% of lectures and tutorials.
- b. A student will be barred from taking the final examination if he/she enters the examination hall later than 30 minutes from time the examination commences, without reasonable grounds. An F grade will be given to that student.
- c. Students will not receive an official examination transcript for any of the semesters until all fees and other required payments to the University are made.
- d. Students may not be allowed to register for the following semester if they do not settle any of the payments due to the University.

8.3 The names of students who fail to register courses after the second week of the semester will be deleted from the list of UUM registered students.

## 9.0 POWER OF THE SENATE

The Senate may exempt/exclude any conditions/requirements stated in these Rules.

***The information herein is correct as printed;  
The University reserves the right to make amendments  
without prior notice.***