Section 1 - Introduction
  Purpose
  Scope
  Definitions

Section 2 - Programmes
  Master’s Programme by Coursework and Mixed Mode
  Mode of Study and Duration of Study
  Programme Structure

Section 3 - Admission
  Students Admission
  Minimum Entry Requirement (MER)
  English Language Requirement
  Exception to Minimum Entry Requirement

Section 4 - Application
  How to apply

Section 5 - Registration
  New Students – Malaysian Students & Non-Malaysian Students
  Refund Policy
  Academic Load

Section 6 - Attendance
  Attendance of Students

Section 7 - Fees

Section 8 - Progress of Study
  Standard Progress of Study
  Deferment of Study and Reinstatement
  Extension of Candidature
  Withdrawal from Study and Re-admission

Section 9 - Examination
  Grading System and Examination Rules
  Examination Requirements
  Circumstances which may affect a Student’s Examination Performance
  Board of Examiners for Faculty
  Award Assessment Board
  Appeal for Review of Examination Results
  Award of Master’s Degree
  Miscellaneous Regulations

Section 10 - Termination Of Study
  Appeal for Reinstatement of Candidature

Section 11 - Graduation
  Requirement of Conferment of Degree
SECTION 1

INTRODUCTION

PURPOSE
This Guidebook is intended to provide the essential information for Tunku Abdul Rahman University College (TAR UC) postgraduate students. The TAR UC reserves the right to revise/amend the rules/regulations/procedures whenever the need arises. It is the responsibility of the students to read and understand the rules and regulations, in which that any breaches may lead to disciplinary action and may disrupt the study of the students.

SCOPE
The policies and procedures in this Guidebook apply to all Postgraduate students (By Coursework and Mixed Mode Programme Only) at TAR UC.

ABBREVIATION

MBA – Master of Business Administration

Senate – Senate of the University College

PSC – Postgraduate Studies Committee

CPSR – Centre for Postgraduate Studies & Research

AD - Associate Dean

BOE – Board of Examiners

AAB – Award Assessment Board

ECA – Examinations & Credit Accumulation

PL – Programme Leader
SECTION 2
PROGRAMMES

MASTER’S PROGRAMME BY COURSEWORK OR MIXED MODE

Master’s programme by Coursework shall consist of not less than a total of forty (40) credit hours of units, inclusive of a project which carries not less than six (6) credit hours and not more than twelve (12) credit hours.

Master’s programme by Mixed Mode shall consist of not less than a total of forty (40) credit hours of units, with a minimum of 20 credit hours of units for the Dissertation.

Students under this structure are required to attend classes and/or seminars. Assessment will normally be based on continuous assessments of the following, e.g. assignments, quizzes, presentations and final examination. Students may also be required to successfully complete and submit a project paper or a case study.

MODE OF STUDY AND DURATION OF STUDY

<table>
<thead>
<tr>
<th>Mode of Study</th>
<th>Duration of Study Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>3 semester</td>
</tr>
<tr>
<td>Part Time</td>
<td>6 semester</td>
</tr>
</tbody>
</table>

PROGRAMME STRUCTURE

By Coursework

Semester 1
Semester 2
Semester 3
Total Credit Hours: Minimum 40 credit hours

By Mixed Mode

Semester 1
Semester 2
Semester 3
Total Credit Hours: Not less than 40 credit hours

Note: The distribution of credits over the semester may vary from one programme to another.
SECTION 3
ADMISSION

STUDENTS ADMISSION

1. The offer of the programme to the student shall be solely at the discretion of the Admission Committee, whose decision shall be final.

2. Admission into University College is by the decision of the Admission Committee for postgraduate studies and subject to the student having registered by paying the prescribed fees.

3. Academic session is defined as the period of specified duration for a programme to be run as approved by the Senate.

MINIMUM ENTRY REQUIREMENT (MER)

1. A student for a Master’s Degree by Coursework and Mixed Mode programme shall possess any one of the following minimum qualifications and demonstrate that he/she is qualified to undertake postgraduate study:
   a) A Bachelor’s Degree with minimum CGPA of 2.5000 or equivalent grade which is approved by the Senate; or
   b) A Bachelor’s Degree with CGPA lower than 2.5000, with 5 years relevant working experience in the field of study.

*MER and / or CGPA requirement may vary from one programme to another

ENGLISH LANGUAGE REQUIREMENT

1. Students are required to fulfill English competency requirement as specified in the respective programme document.

EXCEPTION TO MINIMUM ENTRY REQUIREMENT

1. University College may consider applications from prospective students who do not meet the general minimum entry requirement through Accreditation of Prior Experiential Learning” (APEL)

Under the provision of MQA’s “Accreditation of Prior Experiential Learning” (APEL) entry method, students who had a pass in the Portfolio Assessment and Aptitude Test conducted by MQA and fulfilled the TAR UC English language requirement can be admitted to the relevant TAR UC postgraduate programmes which accept admission via APEL.
SECTION 4
APPLICATION

HOW TO APPLY

For Malaysian Applicant

Potential applicants should apply for admission to candidature by following the process as described on www.tarc.edu.my/cpsr. All applications for candidature are assessed by the respective Faculty.

Please refer to CPSR URL: www.tarc.edu.my/cpsr for application procedure.

Incomplete applications and those without application fee enclosed will not be processed.

An applicant should submit the completed application form with required documents via postal or by hand to:

Centre for Postgraduate Studies & Research
Tunku Abdul Rahman University College,
Jalan Genting Kelang, Setapak,
53300 Kuala Lumpur.

For Non-Malaysian Applicant

Potential applicants should apply for admission to candidature at least 6 months before the intake by following the process as described on www.tarc.edu.my/cpsr. All applications for candidature are assessed by the respective Faculty.

Please refer to CPSR URL: www.tarc.edu.my/cpsr for application procedure.

Incomplete applications and those without application fee enclosed will not be processed.

An applicant should submit the completed application form with required documents via postal or by hand to:

Centre for Postgraduate Studies & Research
Tunku Abdul Rahman University College,
Jalan Genting Kelang, Setapak,
53300 Kuala Lumpur
MALAYSIA
NEW STUDENTS

For Malaysian Student

1. Conditions required to be fulfilled before a student is allowed to register programme include:-
   a) Settled the 1st bill (tuition fee and other fees) at the time of registration; and meet the entry requirement;
   b) Submitting all the required forms at the time of registration;

2. Any student with a valid offer of admission is required to attend, in person and; to register on the 1st day of the class.

   Once registered, the student will be entitled to the following:-
   a) TAR UC email account
   b) Student ID
      Please bring along your offer letter, proof of 1st bill and IC to Communication and IT Centre (CITC) to generate the student ID

For Non-Malaysian Student

1. To accept the admission offer, an applicant needs to:
   i) Make an initial payment comprising International Student Administrative Fee (ISAF), EMGS and Immigration fees before the stipulated deadline as stated in the offer letter.
   ii) Undergo a medical health examination, obtain an x-ray report and also an international certificate of vaccination or a letter from the examining doctor verifying the vaccination information. The completed medical health examination report, x-ray report and the certification have to be sent together with the initial payment.
   iii) Complete and sign the International Students (Declaration) form, and submit it on the day of registration at the TAR UC Kuala Lumpur Main Campus.

2. Options for Payment of Fees:-

   Option 1: Payment via Telegraphic Transfer
   The student can make payment via Telegraphic Transfer (TT) and fax/post a copy of the TT advice to the International Student Office (ISO). The copy of the TT advice must reach CPSR before the deadline as stipulated in the letter of offer.
   The details of the TT are as follows:

<table>
<thead>
<tr>
<th>Name of Account</th>
<th>: Tunku Abdul Rahman University College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Address of Bank</td>
<td>: Public Bank Berhad</td>
</tr>
<tr>
<td></td>
<td>: Taman Melawati Branch</td>
</tr>
<tr>
<td></td>
<td>: 262-265 Jalan Bandar 12</td>
</tr>
<tr>
<td></td>
<td>: Taman Melawati</td>
</tr>
<tr>
<td></td>
<td>: 53100 Kuala Lumpur</td>
</tr>
<tr>
<td></td>
<td>: Malaysia</td>
</tr>
<tr>
<td>Swift Code</td>
<td>: PBBEMYKL</td>
</tr>
<tr>
<td>Bank Account No</td>
<td>: 3181 564 113</td>
</tr>
</tbody>
</table>
**Option 2: Payment via Bank Draft / Banker’s Cheque**

The student can also submit / send a Bank Draft / Banker’s Cheque made payable to “Tunku Abdul Rahman University College” to CPSR before the deadline as stipulated in the letter of offer.

3. Submission of Documents:-
   The required documents are to be attached with the letter of offer from CPSR. The documents must be certified and photos taken in accordance to the EMGS specifications as stated in the checklist. The documents are required for application for the Visa Approval Letter and Student Pass from the Department of Immigration, Malaysia.

   All documents and proof of payment (TT advice or Bank Draft / Banker’s Cheque) must be sent / submitted before the stipulated deadline with the offer letter to:

   Centre for Postgraduate Studies and Research
   Tunku Abdul Rahman University College
   Jalan Genting Kelang
   Setapak, 53300 Kuala Lumpur
   Malaysia

**REFUND POLICY**

**For Malaysian Student**

1. All fees paid are strictly non-refundable and non-transferable.

2. Refund of Fees for Newly Registered Student Who Withdraws:-

   **2.1 Withdrawal BEFORE Commencement Date of Programme**

   If notification of withdrawal is received before the commencement date of the programme, **FIFTY PERCENT (50%) of the amount of Tuition Fee, Facilities & Resource Fee, Examination & Service Fee Research Component (where applicable)** paid may be refunded to students.

   Registration Fee is strictly non-refundable.

   **2.2 Withdrawal AFTER Commencement Date of Programme**

   There is strictly no refund of all fees paid if notification of withdrawal is received after the commencement date of programme.

   **2.3** For students who pay and register AFTER commencement date of the programme, there is strictly no refund of all fees paid upon withdrawal from the programme.

   **2.4** Save and except Clause 2.1 above and Clause 3 below, there shall be no refund of any other fees paid.

   **2.5 All notification of withdrawal MUST BE MADE IN WRITING.**
3. Caution Money (less any liabilities) may only be refunded on application after a student has completed or withdrawn from his/her last programme of study at University College. The application for the refund shall be made within one year from the date of completion or withdrawal from the University College, failing which, the said caution money shall be transferred and donated to TARC Education Foundation for the student loan fund.

For Non-Malaysian student

1. The University College shall not refund any amount of the following fees or charges paid by the international students:
   1.1 Application fee
   1.2 International Student Administrative fee and
   1.3 Any other fees or charges not stated as refundable in this refund policy

   Notwithstanding Clause 2 below, all fees paid are non-refundable and non-transferable.

2. Refund of fees for newly registered students who withdraws:

   2.1 Withdrawal BEFORE Commencement of Date of Programme

   If notification of withdrawal is received before the commencement date of the programme, FIFTY PERCENT (50%) of the amount of Tuition fee, Facilities & Resource Fee, Exam & Service Fee and Research Component (where applicable) shall be refunded to students.

   Registration Fee is STRICTLY non-refundable.

   2.2 Withdrawal AFTER Commencement of Date of Programme

   There is strictly no refund of all fees paid if notification of withdrawal is received after the commencement date of programme.

   For students who pay and register AFTER commencement date of the programme, there is strictly no refund of all fees paid upon withdrawal from the programme.

   2.3 Save and except Clause 2.1 above and Clause 3 and Clause 4 below, there shall be no refund for any other fees paid.

   2.4 All notification of withdrawal MUST BE MADE IN WRITING.

3. Caution Money (less any liabilities) may only be refunded on application after a student has completed and withdraw from his/her last programme of the study at University College. The application for the refund shall be made within one year from the date of completion or withdrawal from the university College, failing which, the said caution money shall be transferred and donated to TARC Education Foundation for the student loan fund.

4. The University College shall refund the Personal Bond paid by the international student within a reasonable period of time after the expiry or cancellation date of the student pass of the international student provided that there is no violation or any rules and regulations issued by the immigration authorities.
5. Any amount refunded as stated in this refund policy shall be either in Malaysia Ringgit or its equivalent amount in foreign currency based on the prevailing official exchange rate.

** Note: The University College reserves the right to revise fees from time to time without prior notice. As and when the fees are revised, the new fees will apply to all existing and new students.

ACADEMIC LOAD

1. Subject to the prevailing programme structure of the Faculty, a student may only register a maximum of 23 credit hours for a 14 lecture-week semester; and register a maximum of 10 credit hours for a 7 lecture-week semester.
SECTION 6

ATTENDANCE

Attendance of Students

Satisfactory attendance for the course is compulsory unless the student has obtained the prior written permission from the Dean of Faculty or the Head of Department to excuse himself/herself from any classes, or unless the student is certified to be medically unfit. No student shall be admitted to the examination prescribed for the courses unless the Dean of Faculty or the Head of Department certifies that the student had satisfactory attendance for the prescribed courses.

1. Attendance for lectures, laboratory sessions at the ascertained times is compulsory for all students. Student shall be barred from sitting for main examination if the student does not fulfill satisfactory attendance for a course in a semester.

2. Non-attendance is allowed if prior permission has been granted by the academic staff tasked with conducting the lecture and laboratory session.

3. In cases that prior permission could not be sought from the academic staff concerned for reason of sickness or occurrence of any emergency, permission shall be sought as soonest as possible.

4. Academic staff are responsible to ensure student’s attendance for the lectures or any relevant classes/sessions are recorded.
SECTION 7
FEES

For Malaysian & Non-Malaysian Student

1. Malaysian students are required to pay tuition fees and other fees as stipulated by the University College.

For tuition fees and other fees, payable at the time of registration are:-

<table>
<thead>
<tr>
<th>Details of Fees</th>
<th>Malaysian Student Amount (RM)</th>
<th>Non- Malaysian Student Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Other Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-recurring:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee (payable at time of application)</td>
<td>60.00</td>
<td>600.00 / USD200</td>
</tr>
<tr>
<td>International Student Administrative Fee</td>
<td>N/A</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Registration Fees (Payable once upon registration)</td>
<td>200.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Caution Money (Refundable. Payable upon registration)</td>
<td>200.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Award Assessment (payable in the final year of studies)</td>
<td>120.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Recurring (per annum):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities &amp; Resource Fee</td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Examination &amp; Service Fees</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>15.00</td>
<td>Included in EMGS**</td>
</tr>
<tr>
<td>EMGS</td>
<td>N/A</td>
<td>Depending on nationalities</td>
</tr>
</tbody>
</table>

**Charges for Student Pass, Visa, Personal Bond and any other processing fees and charges related to medical screening and medical insurance will be borne and paid by the international student to Education Malaysia Global Services (EMGS)

(ii) Tuition Fee

<table>
<thead>
<tr>
<th>Technical Unit</th>
<th>Malaysian Student Amount (RM)</th>
<th>Non- Malaysian Student Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Degree Programmes</td>
<td>405.00 per credit hour</td>
<td>486.00 per credit hour</td>
</tr>
</tbody>
</table>
### (iii) Other Related Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee 1</th>
<th>Fee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinstatement Fee</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Resit Course</td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Repeat Course</td>
<td>Tuition fee at the prevailing rate per credit for the repeating course(s)</td>
<td>Tuition fee at the prevailing rate per credit for the repeating course(s)</td>
</tr>
<tr>
<td>Status Maintenance Fee + Insurance</td>
<td>400.00 + 15.00</td>
<td>400.00 + EMGS Charges</td>
</tr>
<tr>
<td>(Per annum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(For student who apply Deferment of Study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee for Appeal for Review of Examination Results:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Review of Examination Results</td>
<td>100.00 per course</td>
<td>100.00 per course</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Review of Dissertation / Thesis / Project Results</td>
<td>300.00 per dissertation / thesis / Project</td>
<td>300.00 per dissertation / thesis / Project</td>
</tr>
</tbody>
</table>

2. The amount of tuition fees is based on total credits taken in the programme and it is subject to change by the University College.

3. For specific programme tuition fees chargeable, please refer to the programme information at www.tarc.edu.my/cpsr.

**Note:** The University College reserves the right to revise fees from time to time without prior notice. As and when the fees are revised, the new fees will apply to all existing and new students.
SECTION 8

PROGRESS OF STUDY

STANDARD PROGRESS OF STUDY

Registration

↓

Study Cycle

i) Pass all Core Courses and Electives

ii) Complete Assignment(s)

↓

Project

↓

Examination

↓

Board of Examiner (BOE)

↓

Award Assessment Board

↓

Senate (Award of Degree)

DEFERMENT OF STUDY AND REINSTATMENT

1. Students who intend to defer from study are required to fill up the prescribed form available at CPSR. Application must be submitted to CPSR latest by the end of 6th week for long semesters or by the end of 3rd week for short semester. Generally, applications submitted after the above deadline would not be considered. However, applicants under extenuating circumstances may be considered for deferment of study on a case-by-case basis.

2. Applicants are required to state the circumstances for their application for deferment of study and provide the relevant supporting documents.

3. Approval for deferment of study is subject to the approval of the University College. The letter notifying applicants on the outcome of their applications will be posted to the address indicated in this form.

4. Deadline for Application for Reinstatement:-

i) For students withdrawn in the current semester
Application must be submitted to CPSR latest by the end of 6th week (for long semester) and the end of 3rd week (for short semester).

ii) For students withdrawn in the previous semester(s)
Application must be submitted to CPSR not later than 1 month before the semester that applicants wish to be reinstated into.

5. Students who intend to restate from the University College are required to fill up the prescribed form available at CPSR website and submit the said form together with an application of reinstatement letter.

6. Reinstatement applies when a student:-
   i) who has voluntarily discontinued his/her course of study
   ii) whose candidature has been terminated for non-payment of fees
   iii) failure to re-enroll after deferment of study
   iv) whose candidature has exceeded maximum duration but has yet to submit Project.

The decision for reinstatement shall be at the absolute discretion of the University College Senate.

7. An application for reinstatement must be supported by the Dean of Faculty and be recommended to the CPSR.

8. Upon successful reinstatement, the student is allowed to resume the programme of study. Courses and project that have been completed will be credited to the degree, and only outstanding requirements need to be completed.

EXTENSION OF CANDIDATURE

1. The Senate may, on the recommendation of the Faculty extends the period of candidature beyond the maximum duration.

2. A student who decides to apply for Extension of Candidature from his/her course of study may do so by submitting the prescribed form which can be obtained from CPSR website. Such form is required to be attached with a project progress timetable clearly stated the extended duration required for project completion.

WITHDRAWAL FROM STUDY AND READMISSION

1. Students who intend to withdraw from the University College are required to fill up the prescribed form available at CPSR website and submit the said form together with a copy of the student identification card.

2. The official date of withdrawal shall be the date when the said form is received by the University College notwithstanding the fact that the student may have earlier ceased class attendance.

3. Any student who does not attend classes or discontinues attending classes in a new semester without notifying the University College of his/her withdrawal shall be liable for all fees for the new semester.

4. Students on suspension are not allowed to withdraw from the University College. Any withdrawal received during the period of the students’ suspension will only take effect at the end of the suspension period.
5. Notwithstanding the above, non-compliance from students pertaining to their suspension may result in a further decision made by the University College Examination Disciplinary Authority. Any decision by the Examination Disciplinary Authority will supersede point (4) above.

6. Ex-Postgraduate students who have left the University College and are with the following withdrawn student status may be re-admitted into the same programme under certain conditions at the discretion of TAR UC:
   a) WO status - withdrew on their own or
   b) WF status - withdrawn due to arrears of fees or
   c) WM status - withdrawn due to arrears of Status Maintenance Fee or
   d) WP status - withdrawn due to not meeting the entry requirements for conversion from provisional offer to full offer of admission upon release of actual results

7. Ex-Postgraduate students on WO status and do not have any examination profile* would be allowed re-admission into the same programme or same/different track of the same programme. Students would be offered into Year 1, Semester 1 of the course of study based on their bachelor degree equivalent results.

Ex-Postgraduate students on WO/WF/WM status who have sat for examination and have an examination profile would be considered for admission into the same programme if they meet the following criteria:

   a) have exceeded the maximum time-frame of the Year of Study (counted from date of earlier admission to the period of application for readmission into the same programme); and

   b) have left the University College for at least one (1) academic year; and

   c) obtained a minimum CGPA of 3.0000 in the earlier same programme

Notwithstanding point 3 (b) above, students on WM status who were previously on ES (suspension) would only be considered for readmission after at least one academic year from the end of his/her suspension period.

There shall be no credit transfer/course exemption from the previous programme.

Upon recommendation by the Faculty/Centre, students would be offered admission into the programme.

Note:

* Ex-Postgraduate students who do not have any examination profile refers to students whose names are not in the mark list tabled in the Board of Examiners.
SECTION 9
EXAMINATION POLICY FOR MASTER’S DEGREE PROGRAMMES
(Coursework and Mixed Mode Programmes)

A. Grading System and Examination Rules

1. The University College grading system is as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MARKS RANGE</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>80 - 100</td>
<td>4.0000</td>
</tr>
<tr>
<td>A</td>
<td>75 - 79</td>
<td>3.7500</td>
</tr>
<tr>
<td>A-</td>
<td>70 - 74</td>
<td>3.5000</td>
</tr>
<tr>
<td>B+</td>
<td>65 - 69</td>
<td>3.2500</td>
</tr>
<tr>
<td>B</td>
<td>60 - 64</td>
<td>3.0000</td>
</tr>
<tr>
<td>C+</td>
<td>55 - 59</td>
<td>2.5000</td>
</tr>
<tr>
<td>C</td>
<td>50 - 54</td>
<td>2.0000</td>
</tr>
<tr>
<td>F</td>
<td>0 - 49</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

   Passing grade is C and above. Minimum CGPA 3.0000 is required to be eligible for Master award

2. The Grade Point Average (GPA) for an examination sitting is determined by dividing the total Quality Points by the total Credits of all the courses (excluding courses which have no contribution to the GPA) attempted in the same sitting. Quality Points of a course is defined as the Grade Point score multiplied by the Credits of the course.

3. The Cumulative Grade Point Average (CGPA) is determined by dividing the Cumulative Quality Points earned by the Cumulative Credits attempted (excluding Credits of courses which have no contribution to the GPA/CGPA). Credits of a course which has been attempted more than once will be counted only once for the Cumulative Credits attempted in determining the CGPA.

4. Passing grade for a course is “C”. To be eligible for the award of the Master’s Degree, a minimum CGPA of 3.0000 is required.

5. Students will be allowed a maximum of three (3) attempts for all courses including Project, subject to the maximum duration of the study. The latest grade obtained will be taken for computation of the CGPA.

6. Notwithstanding Extenuating Circumstances as stated in Section C, a student who fails a course must repeat the course as decided by the Board of Examiners.

7. Students may be permitted to resit or repeat the passed course(s) to improve their grade(s), subject to Clause 5.

8. Subject to the prevailing programme structure of the Faculty, a student may only register a maximum of 23 credit hours for a 14 lecture-week semester; and register a maximum of 10 credit hours for a 7 lecture-week semester.

9. A student an only register for the Master’s Project if the student fulfills the required pre-requisite of the Project as specified in the course specification.

10. A student who has successfully completed the Project dissertation and obtained a minimum CGPA of 3.0000 may be awarded a relevant Master’s Degree.
11. **Maximum Duration of Study**

<table>
<thead>
<tr>
<th>Programme Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) - semester programme (Full-time)</td>
<td>From the point of entry into Semester 1, a student has a maximum duration of 12 semesters to complete the programme of study.</td>
</tr>
<tr>
<td>Four (4) - semester programme (Full-time)</td>
<td>From the point of entry into Semester 1, a student has a maximum duration of 16 semesters to complete the programme of study.</td>
</tr>
<tr>
<td>Six (6) - semester programme (Part-time)</td>
<td>From the point of entry into Semester 1, a student has a maximum duration of 18 semesters to complete the programme of study.</td>
</tr>
<tr>
<td>Eight (8) - semester programme (Part-time)</td>
<td>From the point of entry into Semester 1, a student has a maximum duration of 24 semesters to complete the programme of study.</td>
</tr>
</tbody>
</table>

Notwithstanding the above, the President may, subject to the relevant regulations prevailing, grant extension of study beyond such maximum duration.

**B. Examination Requirements**

1. No student shall be admitted to a University College examination unless;
   
   (a) the student has paid all fees due; AND
   
   (b) has satisfactorily attended the relevant programme of study.

2. Failing to fulfil (a) and/or (b) above, the student shall be barred from sitting the examination.

3. Students who do not meet the attendance requirements due to extenuating circumstances may appeal in writing to the Dean of Faculty no later than seven (7) calendar days from the date of the official notice of barring.

**C. Circumstances which may affect a Student’s Examination Performance**

1. (a) Students with extenuating circumstances, which may affect his/her examination performance or attendance at the examination, shall submit an appeal in writing within 48 hours from the occurrence of the extenuating circumstances to the Registrar. The appeal is subject to the University College’s Policy on Extenuating Mitigating Circumstances.

   (b) The Registrar may, subject to Rule 5, and upon acceptance of such extenuating circumstances, permit a replacement examination of the affected course(s).

**D. Board of Examiners for Faculty**

1. There shall be a Board of Examiners for each Faculty.
2. Members of the Board of Examiners shall consist of all the academic staff involved in teaching the relevant courses and any other members the Senate may appoint.

3. The Chairman of the Board of Examiners shall be the Dean of the Faculty or his/her representative and the Registrar or his/her representative shall be the Secretary to all Boards of Examiners.

4. All the results of examinations, and other related information and documents shall be presented before the Board of Examiners concerned.

5. The Board of Examiners concerned shall decide on the following:

   (a) the pass list;
   (b) the fail list;
   (c) the list of students required to repeat the failed course(s) and/or resit course(s) and/or Absent with valid reason (I);
   (d) the list of students who have failed and required to leave the programme;
   (e) all other matters related to the examinations.

6. The marks awarded to any student for any question or course or examination and all proceedings of the Meetings of the Board of Examiners shall be confidential.

7. The results of the examinations shall be released only by the Registrar.

E. Award Assessment Board

1. Members of the Award Assessment Board will comprise the President, Vice-Presidents, Registrar, Deans of Faculty and relevant Heads of Centre and/or Directors of Department and such members as may be appointed by the President.

2. The President or a member appointed by the President shall be Chairman and the Registrar or his/her representative shall be Secretary to the Award Assessment Board.

3. The Award Assessment Board shall decide:

   (a) the list of students who fulfil all requirements for the University College award;
   (b) the award of merits and/or distinctions.

4. The graduate list and the award of merits and/or distinctions shall be released only by the Registrar.

F. Appeal for Review of Examination Results

Students who wish to appeal for review of examination results must submit in writing and the appeal must reach the Registrar no later than one (1) week after the official release of results. A non-refundable processing fee per course shall be chargeable. The decision by the Senate shall be final.
G. Award of Master’s Degree

1. Students shall fulfil all requirements specified, for the award of the Master’s Degree:
   (a) Successfully completed and passed all the courses and Project; AND
   (b) Achieved a minimum CGPA of 3.0000; AND
   (c) Fulfilled all the requirements of the University College Regulation AND
   (d) Has paid all the fees due to the University College.

2. Classification of award.

<table>
<thead>
<tr>
<th>Classification</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Degree with Distinction</td>
<td>3.7500 – 4.0000</td>
</tr>
<tr>
<td>Master Degree with Merit</td>
<td>3.5000 – 3.7499</td>
</tr>
<tr>
<td>Master Degree</td>
<td>3.0000 – 3.4999</td>
</tr>
</tbody>
</table>

H. Miscellaneous Regulations

Tunku Abdul Rahman University College reserves the right to amend, alter or otherwise change any of the regulations contained herein without prior notice.
TERMINATION OF STUDY

1. Termination of Study can occur when:-
   i) The student does not pay the required fees within a stipulated period
   ii) The student did not complete the programme within the allowable maximum period;
   iii) The student who fails the examination for any core course in the third attempt shall
   iv) be terminated from the programme
   v) The student’s project progress is unsatisfactory for three consecutive progress
      monitoring evaluations or the student fails to pass the Project after three (3)
      attempts;
   vi) The student is withdrawn due to breach of examination rules or disciplinary action;
   vii) The Grade Point Averages in two consecutive semesters are less than 3.0000 and
      the Cumulative Grade Point Average for the current semester is less than 3.0000;
   viii) The student conducts himself/herself in a manner which contravenes any provisions
      of the Laws of the University College.

Appeal for Reinstatement of Candidature

1. A student, whose candidature has been terminated under Section 10 above, may appeal to the
   President of the University College for reinstatement of his candidature. The decision of the
   President shall be final.

2. The lapsed time between termination and reinstatement shall not exceed 12 months subject to
   the maximum time frame of the program.

3. The appeal shall be in writing and submitted to CPSR.
SECTI0N 11
GRADUATION

1. The Senate shall award the degree upon recommendation of the AAB once all requirements for Conferment of Degree have been met.

REQUIREMENT FOR CONFERNMENT OF DEGREE

1. A student is deemed academically awarded the Master’s Degree by Coursework if he/she has:

   i) Passed all the courses and Project;
   ii) Attained a minimum CGPA of 3.0000 for the programme;
   iii) Fulfilled all the requirements of the University College Regulation and pays all the dues outstanding to the University College.