



PART III: REGISTRATION RULES

7. PROGRAMME STRUCTURE

- 7.1. A student may choose one of the following modes of programme, subject to its availability at the respective departments or Centre of Studies:
- 7.1.1. Coursework only
 - 7.1.2. Coursework and research
 - 7.1.3. Research only
 - 7.1.4. Clinical Specialist Training.
- 7.2. A good candidate with lesser CGPA will be given a chance to enroll into the postgraduate programme with pre-requisite. He shall not be allowed to do 'research only' mode of programme.
- 7.3. A student may apply for change of mode of programme, once (1) in his study period subject to the approval from the respective Centre of Studies and endorsement by the UCPS
- 7.4. Upon endorsement, the following grading system will be used for the assessment of all programme-required courses:

MODE OF PROGRAMME		DETAILS
PRESENT	APPROVED	
Coursework and Research or Coursework Only	Research Only	All previous graded courses will be changed to 'P' or 'F' based on passing grade of 70%
Coursework and Research	Coursework Only	The latest registered research works will be graded as 'W'

8. TYPES OF COURSES

8.1. Programme-Required Courses

- 8.1.1. Programme-required courses include core and elective courses prescribed in the programme of study and are a requirement for graduation.
- 8.1.2. All programme-required courses carry specific credit hours and are calculated in the Cumulative Grade Point Average (CGPA).
- 8.1.3. Programme-required courses shall be graded in accordance with the grading system prescribed in Rule 14.1.1.
- 8.1.4. Should a student fail a core course as prescribed in Rule 14.1.1 he must repeat it. Should he fail an elective course, he may repeat the course or replace it with another elective in the subsequent semester subject to the availability of the course. Failure in the repeat / replacement course shall result in the student's dismissal from the programme.

8.2. Language Proficiency Courses

- 8.2.1. If deemed necessary by the Department / Centre of Studies, a student may register for language proficiency courses in order to fulfil the specific language requirements of the programme.
- 8.2.2. Language proficiency courses do not carry any credit hours and are not calculated in the student's CGPA. However, they are included in the student's workload.
- 8.2.3. The required level of language proficiency for all programmes is as stipulated in Rule 1.4. A student obtaining less than the required level may repeat the course subject to Rules 1.4.1.4 and 1.4.2.3.

8.3. Special Requirement Courses

- 8.3.1. If deemed necessary by the Centre of Studies, a student may be required to register for special requirement courses.
- 8.3.2. Special requirement courses do not carry any credit hours and are not calculated in the student's CGPA. However, they are included in the student's workload.
- 8.3.3. Special requirement courses are assessed on a pass/fail basis, the passing mark being 70%. A student is allowed to repeat the course only once.

8.4. Pre-requisite Courses

- 8.4.1. If deemed necessary by the Centre of Studies, a student may be required to register for specific courses as pre-requisites of relevant postgraduate courses.
- 8.4.2. These courses are included in the student's workload but not calculated in his CGPA.
- 8.4.3. A student must pass the pre-requisite courses to be eligible to register for the specific postgraduate courses that require those pre-requisite courses.
- 8.4.4. All prerequisite courses are assessed on a pass / fail basis, the passing grade for each course being B. A student who fails a pre-requisite course on his first attempt is allowed to repeat the same course only once. Should he fail the course on his second attempt, he shall be dismissed from the programme.
- 8.4.5. A student who has been prescribed pre-requisite courses must register for these courses whenever they are offered by the Centre of Studies, subject to Rule 1.4.5.

8.5. Audit Courses

- 8.5.1. A student may either audit a course of his own choice or may be recommended by the Centre of Studies to audit a specific course. If he audits a course of his own choice, he may do so after the completion of programme-required courses.
- 8.5.2. Audited courses are not calculated in the student's CGPA but are included in the student's workload.
- 8.5.3. A student auditing a course is required to fulfill the minimum attendance requirement of 80%. Failure to do so shall result in the recording of 'FA' grade in the student's transcript for the course audited which, however, shall not affect the student's CGPA.

8.6. Independent Study

- 8.6.1. A graduating student may register for a course as independent study if the course is required by the programme, but is not offered in the current semester.
- 8.6.2. A student can pursue a course as Independent Study if:
 - a. he is repeating the course that is not offered in the semester;
 - b. the course clashes with other courses taken by him;
 - c. the number of students registered for the course is less than 5.
- 8.6.3. In special circumstances, a student may register for a relevant course as additional work outside the graduation requirement, if recommended by the Centre of Studies, based on regular contacts, consultation and discussions. The Centre of Studies will recommend an appropriate course code, relevant to the area of studies for the purpose of registration

- 8.6.4. The maximum number of courses as Independent Study that a student can take throughout the programme is two (2).
- 8.6.5. Such an arrangement must be made in the first week of the semester.

9. COURSE REGISTRATION POLICIES

9.1. Pre-Registration

A continuing student is encourage to pre-register for courses that he intends to take in the following semester. However, a new student may register for courses during the first week of the semester.

9.2. Course Registration

- 9.2.1. A student is required to maintain a registered status in every regular semester throughout the period of his studies.
- 9.2.2. A student shall not be allowed to register after a period of two (2) weeks from the beginning of a regular semester or one (1) week from the beginning of a short semester. A student pursuing an executive programme shall not be allowed to register after a period of three (3) weeks from the beginning of the regular semester.
- 9.2.3. A student who has not registered for courses in a semester and has not been granted a leave of absence may be suspended from the programme by the end of the fourth (4) week of a regular semester.

9.3. Adjustment Period

- 9.3.1. A student may add a course to, or drop a course from, the portfolio of courses that he has already pre-registered for.
- 9.3.2. The Add / Drop exercise shall be allowed during a specific time period at the beginning of each semester as announced by the CPS.

- 9.3.3. Adding courses is subject to the discretion of the Centre of Studies.
- 9.3.4. The total credit hours of registered courses after the Add / Drop exercise must be in compliance with the minimum and maximum workload for one semester, as stipulated in Rule 9.5., except for graduating students.

9.4. Withdrawal from Courses

- 9.4.1. A student may submit an application to the CPS for withdrawal from any courses for which he has registered. Such an application must be made by the tenth (10th) week of a regular semester or by the fourth (4th) week of a short semester. A student pursuing an executive programme may apply for withdrawal of any courses within the first three (3) weeks of a regular semester.
- 9.4.2. To withdraw from a course, a student must get the recommendation of his academic advisor/supervisor and approval of the Deputy Dean (Postgraduate Studies) of the respective Centre of Studies.
- 9.4.3. The total of credit hours after the approval must not fall below the minimum academic workload.
- 9.4.4. A prescribed fee per course will be charged for approved withdrawal and 'W' grade will be recorded in the student's transcript. However, a student who withdraws on medical reasons may be waived from paying the fee. A student pursuing an executive programme will be charged for withdrawal according to the discretion of the Centres offering the executive programmes.
- 9.4.5. Under special circumstances, the withdrawal may be made after the 11th week but not later than the 13th week of the semester subject to UCPS approval. A prescribed fee per course will be charged for the said approved withdrawal. However, a student who withdraws on medical reasons may be waived from paying the fee.

9.5. Academic Workload

- 9.5.1. A full-time student is required to register for a minimum of nine (9) and a maximum of sixteen (16) credit hours or the equivalent in a regular semester. However, for Centre of Studies which offer five (5) credit hours per course, the maximum credit hour is twenty (20)
- 9.5.2. A part-time student is required to register for a minimum of three (3) and a maximum of nine (9) credit hours or the equivalent in a regular semester. However, for Centre of Studies which offer five (5) credit hours per course, the maximum credit hour is fifteen (15).
- 9.5.3. Full-time and part-time students may register for a maximum of two (2) courses in a short semester.
- 9.5.4. A student in his final semester of coursework may be allowed to register below the minimum number of credit hours as stipulated in Rules 9.5.1 to 9.5.2.
- 9.5.5. Rules 9.5.1 to 9.5.2 shall not be applicable to students registering for research only.

9.6. Additional Courses

- 9.6.1. A student who has completed all the courses required for graduation with a CGPA of 3.0 or above may register a maximum of six credit hours of additional courses.
- 9.6.2. All registered additional courses shall be graded accordingly, computed in the student's CGPA and included in the CCH.
- 9.6.3. All courses registered additionally shall appear in the student's transcript.

10. LEAVE OF ABSENCE

- 10.1. A student may apply for leave of absence for a maximum of one academic year throughout his / her study period.
- 10.2. An application for leave of absence shall be made to the relevant Head of Department / Supervisor and Deputy Dean / Coordinator (Postgraduate Studies) of the respective Centre of Studies for approval and thereafter the Centre of Studies shall submit the decisions to the UCPS for endorsement.
- 10.3. A student is required to be on registered status at the time of application for leave of absence. A student who wishes to take leave of absence for personal reasons must apply prior to the commencement of the new semester.
- 10.4. Leave of absence may be granted for the current semester provided:
 - a. Circumstances are of a special nature or are beyond the student's control
 - b. The student's performance is at least satisfactory in the current semester's courses
 - c. The student's attendance is 80 % and above
- 10.5. Leave of absence other than for medical / emergency reasons will be counted as part of the student's duration of study period.
- 10.6. The UCPS shall have the prerogative to decide on applications for leave of absence.

11. FRESH-ADMISSION

- 11.1. A student may be granted fresh-admission only once (1) when he is dismissed due to poor academic performance and does not maintain a CGPA of 3.00 or above.
- 11.2. The student should send the appeal for fresh-admission to the CPS through the respective Centre of Studies for recommendation.

11.3. The appeal shall be decided by the SAC.

12. RESUMPTION OF STUDIES

12.1. A student may be granted resumption of studies if his studies have been terminated due to non-registration (for a duration of not exceeding 3 years but have not reached the maximum study of period) whilst maintaining a CGPA of 3.00 or above.

12.2. The student should send an appeal letter to the CPS through the respective Centre of Studies for recommendation.

12.3. The appeal shall be decided by the UCPS.

13. CHANGE OF PROGRAMME

13.1. A student who has enrolled into the University may apply with valid reasons for a change of programme within the first (1) academic year of his studies, once in his study period. However, a student pursuing executive programme may apply with valid reasons for a change of programme within the first three (3) weeks of the first semester of his studies.

13.2. Should a student apply to change his programme of study within a Centre of Studies, the KPGC shall have the prerogative to decide on such an application subject to Rule 13.1. The CPS must be informed accordingly for record purposes.

13.3. Should a student apply to change his programme of study from one Centre of Studies to another, the recommendation shall be made by the releasing and accepting Centre of Studies and endorsed by the SAC.

13.4. All applications should be submitted before the last day of the 'Add and Drop' period.

13.5. A prescribed processing fee will be charged for the application for Change of Programme.

- 13.6. All applications for change of programme are to be submitted to the respective Centre of Studies for recommendation. The decisions shall be considered in the SAC.
- 13.7. A student may be allowed under exceptional circumstances to change programme subject to approval of the SAC.