



PART IV: EXAMINATION RULES

14. EVALUATION OF COURSEWORK

14.1. Grades and Grade Points

14.1.1. The following grading system is only applicable for the assessment of programme-required courses:

% Score	Grade	Q.P.E.	Description	Remarks
85-100	A	4.00	Excellent	Passed
80-84	A-	3.67	Extremely Good	Passed
75-79	B+	3.33	Very Good	Passed
70-74	B	3.00	Good	Passed
65-69	B-	2.67	Fairly Good	Conditional Pass
60-64	C+	2.33	Satisfactory	Conditional Pass
55-59	C	2.00	Quite Satisfactory	Conditional Pass
50-54	C-	1.67	Poor	Failed
40-49	D	1.00	Very Poor	Failed
0-39	F	0.00	Failure	Failed

14.1.2. Other notations that may appear on the academic transcript or result slip are as follows:

Grade	Explanation	Hours Credited	Hours Earned
P	Pass for prerequisite and special requirement courses	No	No
PASS	Pass for practical training, practicum, fieldwork, proposal	No	Yes
EX	Exemption	No	Yes
IP	Course/Research work in progress	No	No
UP	Unsatisfactory progress in research	No	No
AU	Course Audited	No	No
FA	Failure in course audited for not fulfilling 80% attendance	No	No
AP	Absent from final examination with permission (temporary)	No	No

Grade	Explanation	Hours Credited	Hours Earned
Y	Barred from final examination for not fulfilling 80% attendance	Yes	No
I	Incomplete course (temporary)	No	No
CO	Carried over to subsequent semester	No	No
PR	Pass on re-sit	Yes	Yes
FR	Fail on re-sit	Yes	No
W	Course withdrawn	No	No

14.2. Incomplete Grade ('I')

- 14.2.1. Subject to the approval of the Dean of the Centre of Studies, a course instructor / examiner may assign a temporary grade of 'I' (Incomplete)
- 14.2.2. A temporary 'I' grade shall be awarded to a student who is unable to complete the course requirements.
- 14.2.3. The 'I' grade may be awarded to a student upon the recommendation of the instructor and approval of the KPGC.
- 14.2.4. A student must complete the part of the requirement of the course requirements within the first four (4) weeks of the subsequent semester.
- 14.2.5. All complete grades must be submitted within the first five (5) weeks of the subsequent semester.
- 14.2.6. The number of 'I' grades for any student in one semester shall not exceed two, unless it is recommended by the Centre of Studies
- 14.2.7. However, 'I' grade shall not be given to students who:
 - a. are absent from an end-of-semester examination;

- b. are barred from taking the end-of-semester examination;
- c. wish to improve the grades;
- d. lack potential to be on good standing when the grade is finalized.

14.3. In-Progress Grades ('IP')

- 14.3.1. The in-progress (IP) grade is awarded for courses that require independent research or any similar courses which may continue beyond one semester.
- 14.3.2. A student preparing his research work is awarded the 'IP' grade only if the report submitted by his supervisor indicates satisfactory progress.
- 14.3.3. Whereas students shall be awarded 'UP' grade if the report submitted by his supervisor indicates unsatisfactory progress.
- 14.3.4. A student who obtained unsatisfactory progress (UP) for two (2) consecutive semesters shall be dismissed from the programme upon the recommendation of the KPGC and endorsed by the Senate.

14.4. Re-sit Examination

- 14.4.1. A graduating student who obtains the minimum CGPA for graduation but fails in one or two courses will be given a 'Conditional Pass' status and may be allowed to re-sit for that course subject to the following conditions:
 - a. The student has registered for the course and fulfilled at least 80% of the attendance requirement but obtained C- or below or carried over (CO) grade;
 - b. The student was not barred or had not withdrawn from the course he intends to re-sit;

- c. A prescribed fee must accompany every application for re-sit examination;
 - d. The student should also register for the course if he is still within the study period, and it will be dropped automatically by the CPS, if he passes the re-sit examination; and
 - e. The students will be dismissed, if he fails in the re-sit examination, if his study period has exhausted.
- 14.4.2. A student is allowed to apply for a maximum number of three (3) courses for re-sit examination subject to the approval by the Dean of the Centre of Studies.
- 14.4.3. The student who fails in the re-sit examination must continue with the course and sit for the end of semester examination.
- 14.4.4. Only one attempt at re-sit is allowed per course.
- 14.4.5. The re-sit examination will be graded on a 'Pass on Re-sit' (PR) or 'Fail on Re-sit' (FR) basis and will not affect the overall CGPA.

14.5. Special Examination

- 14.5.1. A student may apply to CPS to sit for Special Examination if he is absent from the end-of-semester examination
- a. on medical / psychological grounds that have been duly certified by the University Health Centre or in cases of serious emergency,
 - b. due to approved reasons acceptable to the University authorities
- 14.5.2. The examination will be conducted latest by the fourth week of the subsequent semester.

14.6. Calculation of the GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)

- 14.6.1. The calculation of the GPA and CGPA are generated for programme-required courses only.
- 14.6.2. The GPA for each semester is calculated by adding up the products of the grade points and credit hours for each course and then dividing the result by the total credit hours of the semester.
- 14.6.3. To calculate the CGPA, the product of the grade points and credit hours for each course taken in the current and all previous semesters is divided by the total number of credit hours taken in the current and all previous semesters.

14.7. Coursework Evaluation Policies

14.7.1. A student must attain a minimum CGPA of 3.00 to be eligible to graduate. However, a student pursuing Postgraduate Diploma programme must attain a minimum CGPA of 2.5.

14.7.2. The status of students based on the GPA and CGPA is described as follows:

Conditions	Remarks
CGPA \geq 3.00	Eligible to continue studies/ graduate
CGPA < 2.00	Dismissed
CGPA < 3.00 (Cr. Hrs. < 8)	Conditional Pass
CGPA \geq 3.00 (failed one/more Courses)	Conditional Pass
2.00 \leq CGPA < 3.00	First probation
Consecutive Semester after First Probation; CGPA \geq 3.00 GPA < 3.00 and CGPA < 2.50 GPA \geq 3.00 or 2.50 \leq CGPA < 3.00	Continue studies/graduate Dismissed Second probation
Consecutive Semester after Second Probation; CGPA \geq 3.00 CGPA < 3.00	Continue studies/graduate Dismissed

**Minimum passing grade for an individual course is C as long as the CGPA \geq 3.00.*

14.7.3. A student's status in the programme shall be determined after earning every eight (8) credit hours in the programme. Rule 14.7.2, therefore, is not applicable, and the student will be given 'conditional pass' status. A 'conditional pass' status also will be given to a student who obtained a CGPA \geq 3.0, but fail in one or more courses.

- 14.7.4. Should a student fail to obtain a 'B' grade, as prescribed in Rule 14.1.1 in a core course, he may repeat the course. Should he fail to obtain a 'B' grade in an elective course, he may repeat or replace it with another elective course. Repeating or replacing, as the case may be, must be in the subsequent semester except in certain special circumstances, justified by the KPGC, which permit the student to do so in the semester the course is offered. Such repeating may be by full attendance at lectures or by independent study or in any other way approved by the Dean of Centre of Studies.
- 14.7.5. All grades obtained for repeated / replaced courses shall replace the previous grade and shall be computed in the student's CGPA. However, the old grade shall appear on the student's transcript. The maximum number that may be utilized for repeated or replaced courses is six (6) credit hours or two courses.
- 14.7.6. A student is allowed to repeat a core course twice. For an elective course, a student can repeat only once and henceforth may only be allowed to replace such a course with another elective course.
- 14.7.7. However, a student who is barred from the end of semester examination due to inadequate attendance must always repeat by full attendance at lectures.
- 14.7.8. Notwithstanding any other provision of these regulations, special permission can be granted by the UCPS to students to repeat a course which they have failed three times provided the CGPA is 3.0 or above.
- 14.7.9. A student who has exhausted 'repeat' and 'replace' provision and has completed the course-work required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.
- 14.7.10. A student who has been dismissed for any of the reasons stated in Rule 14.7.2 is not eligible to resume studies but may apply for fresh-admission.

14.8. Appeal for Re-evaluation of Examination Results

- 14.8.1. A student has the right to appeal for a re-evaluation of his examination answer sheets if he believes that the grade awarded does not reflect his performance in the final examination.
- 14.8.2. Such an appeal shall be applicable only for the final examination. Any changes in the grade would be based on changes made in marks obtained in the final examination.
- 14.8.3. As a result of an appeal, a change of grade is allowed only if the difference between the original and revised marks is according to the following table:

Proportion of final examination over total assessment	40%	50%	60%
Minimum difference between original and revised marks required to change grade	3 marks	3.5 marks	3 marks

- 14.8.4. Marks (and grades) of a student shall be revised unconditionally if the required revision of marks (and grades) is found to be the result of a calculation error made in the Centre of Studies or the CPS.

14.9. Withholding Final Examination Results

- 14.9.1. The result of the final examination of a student may be withheld, in whole or in part, in the following circumstances:
- If a student is in debt to the University (excluding approved study loans made out to the student by the University) and /or;
 - If a student has in any way breached the disciplinary code as specified in the University's Disciplinary Act;
 - Non-payment of the tuition fee. (This does not, however, apply to IIUM sponsored students)

15. PRACTICAL TRAINING

- 15.1. In specific programmes, students may be required to undergo practical training in a professional environment. This requirement may be fulfilled within or outside the University, depending on the availability of vacancies and the relevance of the available position to the student's area of specialization.
- 15.2. The department shall assign the student to a specific organization for practical training or, alternatively, the student may apply to carry out the practical training in the organization of his/her own choice. Such an application shall be made to the department accompanied by a written consent from an authorized official of the proposed organization.
- 15.3. The department may require a report from a student at the end of practical training at the organization. The department may also request the student's supervisor in the organization to submit a report of the student's performance during the practical training. Based on these reports, the department shall award the student a 'Pass' or 'Fail' grade.

16. COMPREHENSIVE EXAMINATIONS

- 16.1. In specific programmes, a student may be required to pass a comprehensive examination as a condition to graduate or to register for research work. The comprehensive examination shall neither carry any credit hours nor be included in the student's workload.
- 16.2. A student may register for his comprehensive examination only if he meets the following conditions:
 - a. CGPA is 3.0 or above
 - b. completed at least 60% of the required coursework
 - c. fulfilled all language requirements, as stipulated in Rules 1.4.1 and 1.4.2

- d. within the maximum study period, or the approved extended study period
- 16.3. Notwithstanding Rule 16.2(b), specific programmes may require a student to successfully complete all courses for graduation before registering for the comprehensive examination.
- 16.4. The comprehensive examination shall cover all aspects of the core courses and the specific area of specialization of the student. The department shall provide the reading list to the student within the first week of a semester in which the student is registered for the comprehensive examination.
- 16.5. A student who fails in the comprehensive examination shall be allowed to repeat the examination only once in the subsequent semester. Should he fail the comprehensive examination on his second attempt, he shall be dismissed from the programme. However, this is not applicable for professional training and research student.
- 16.6. A professional training and research student is allowed to sit for the comprehensive examination as stipulated in the curriculum of the specific programme.
- 16.7. The KPGC shall, upon the recommendation of the department, approve the appointment of a committee to set the paper(s) of the comprehensive examination and evaluate the answer scripts. The KPGC shall certify and submit the results to the CPS.
- 16.8. Subject to Rules 16.2(c) and 16.2(d), for research only programmes, the assessment of the research proposal defense can be considered as fulfilling the requirement of the comprehensive examination.

17. ADMINISTRATIVE ORDER FOR EXAMINATION RULES

17.1. Examination

The conduct of any examination shall follow the rules and procedures provided in Article 1 as stipulated in SAPER 2015.

17.2. End-of-Semester Examination

The procedure for conducting End-of-Semester Examination Procedure is provided in Article 2 as stipulated in SAPER 2015.

17.3. Appeal

The conduct of any appeal shall follow the rules and procedures provided in Article 3 as stipulated in SAPER 2015.

