

SUNWAY
UNIVERSITY



Academic Regulations

Academic Quality Standards and Conduct

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Definitions & interpretations

1. Credit Transfer: Award of credit for prior learning deemed equivalent in learning outcome and level of competence with a subject in the programme enrolled by the student. Credit transfer generally refers to graded credit transfer whereby mark and/or grade is assigned to the awarded grade. Ungraded credit transfer is referred to as credit exemption.
2. Credit exemption: Award of credit without any mark and/or grade for prior learning deemed equivalent in learning outcome and level of competence with a subject in the programme enrolled by the student. Credit exemption is awarded if additional requirements for credit transfer is not met.
3. Subject exemption: Exemption of a student from undertaking a specific subject as permitted by MQA and MOE. The subject must be replaced with another subject of equivalent credit, level and area of study.
4. Double degree programme: Combined programmes of study whereby the student may be awarded two different degrees of the same level.
5. Dual degree programme: A programme of study leading to two (2) awards; one by Sunway University and another from validating partner which has power to grant its own award.
6. Reassessment: Assessment undertaken as a subsequent attempt following a failure in the subject. Other sitting of assessment due to acceptable mitigating circumstances is not considered a reassessment.
7. Re-sit: Subsequent attempt on either examination or coursework assessment for a subject.
8. Repeat: Subsequent attempt on entire subject including all assessment components.
9. Condonement: Approval for a student to progress or graduate with marginal failure in a subject according to the conditions stipulated in the regulations.
10. Grade Point Average (GPA): Credit-weighted average of the Honor points for subjects taken in the semester
11. Cumulative Grade Point Average (CGPA): weighted average of GPA for semesters undertaken

Acronyms and Abbreviations

ADTP	American Degree Transfer Programme
APEL	Accreditation of Prior Experiential Learning
CGPA	Cumulative Grade Point Average
COPPA	Code of Practice for Programme Accreditation
CQC	Certification of Quality Compliance
GPA	Grade Point Average
HEI	Higher education institution
MOE	Ministry of Education, Malaysia
MPW	Mata Pelajaran Wajib (Compulsory subjects as mandated by MOHE)
MPU	Mata Pelajaran Umum (General Studies subjects as mandated by MOHE)
MQA	Malaysian Qualifications Agency
MQF	Malaysian Qualifications Framework
PAB	Programme Assessment Board
PHEI	Private Higher Education Institution
PRSB	Professional, Regulatory and Statutory Body
RPL	Recognition of Prior Learning
SAB	Subject Assessment Board
SPM	Sijil Pelajaran Malaysia
STPM	Sijil Tinggi Persekolahan Malaysia
UEC	Unified Examination Certificate

A The Academic Regulations

A1 The Scope of the Academic Regulations

These Temporary Academic Regulations apply in their entirety to undergraduate, taught and research postgraduate awards of Sunway University hereafter also referred to as 'the University'. The Regulations replace existing regulations for the period 1 April 2020 until 31 July 2020, unless otherwise revoked or extended by Senate.

- A1.1 The Academic Regulations are the primary source document for all academic matters. If there is conflict between Academic Regulations and any other non-academic policy of the University then the matter shall be referred through the Provost's Office to the Academic Senate for clarification and resolution.
- A1.2 In those cases where a decision is required within a short time period the matter may be referred to a duly appointed sub-committee of the Senate, but any decisions made by such a sub-committee shall be ratified at the next convenient meeting of the whole Academic Senate.
- A1.3 If there is conflict between any procedure, guideline, student handbook, course information, etc then the Academic Regulations shall take precedence and the conflicting documents shall be amended to comply with the Academic Regulations. In those cases where a conflict is brought to the attention of the University all reasonable steps will be taken to ensure that no student has been disadvantaged or suffered undue hardship as a result of the application of the erroneous procedure, guideline, student handbook, course information, etc. However, any correction to the erroneous procedure, guideline, student handbook, course information, etc will not be implemented retrospectively to the disadvantage of any students who have graduated and currently registered.
- A1.4 The University continuously ensures the Academic Regulations are kept accurate and comprehensive for all vital operations and dealings of the University. However, circumstances can arise where the University requires to vary the regulations. All variations must obtain approval from the Academic Senate through the Provost's Office. These variations will only be implemented in the best interests of affected students and notice must be made to the students in a timely manner.

A2 Powers to Grant Awards

- A2.1 Sunway University is established under the provisions of the Private Higher Educational Institutions Act 1996, the National Council of Higher Education Act 1996, the Malaysian Qualifications Agency Act 2007 and any subsequent Education Acts of Malaysia, relevant regulations, orders or directions made by the Ministry of Education (MOE), Malaysia and, subject thereto, in accordance to the Constitution of Sunway University.
- A2.2 The University is empowered to provide facilities for study and education leading to awards of degrees, diplomas and certificates, or other academic awards as approved by the MOE. It may grant such awards to persons who completed the appropriate

programme of study and satisfy the required assessment, subject to programme accreditation by the Malaysian Qualifications Agency (MQA).

- A2.3 The University may exercise its powers to affiliate, associate or collaborate with any organisation or institution of higher learning for providing the facilities for study, education, training or research and for the purpose of awarding any certificate, diploma or degree from such organisation or institution.
- A2.4 Dual degree awards may be conferred by Sunway University with another awarding body under a Memorandum of Agreement. Students who graduate from a dual degree programme will receive two scrolls, one from Sunway University and one from the other awarding body.
- A2.5 The University may, for good reason, deprive any person of a Sunway University award or, in the case of a dual award, may do so jointly with the other awarding body, or may recommend revocation to an appropriate awarding body. Good reason shall include academic fraud.
- A2.6 The University's awards are shown in section B2. The Academic Senate must approve proposals for new awards before provision is developed.
- A2.7 In fulfilling its responsibilities, the Academic Senate may authorise Committees, Boards and Panels to act on its behalf. These Committees, Boards and Panels are responsible to the Academic Senate and are required to act in accordance with these Academic Regulations.
- A2.8 The University may approve individual programmes of study which do not themselves lead to a named award but lead to the award of credit which may, under certain circumstances, count towards a specific award. (See Section C3.)

B Awards of the University

B1 Principles for Awards of the University

- B1.1 All awards at Sunway University shall adhere to the Malaysian Qualifications Framework (MQF) and guidelines published by the MQA as well as to the requirements of relevant professional bodies.
- B1.2 Awards offered are defined by a series of benchmarks relating to the general level of knowledge and skills required to register for the award and the qualification and study levels required to achieve the award. Qualification level descriptors, as described in the MQF, are shown in [Appendix 1](#).
- B1.3 Qualifications can only be conferred or recommended where a student has registered for and successfully completed a programme of study, leading to an approved award as detailed in [B2](#).
- B1.4 English is the primary language of teaching, learning and assessment for all awards, except where the study area involves foreign languages.
- B1.5 Where an award is recognised by and subject to the regulations of a professional, regulatory or statutory body (PRSB) and there is conflict between these regulations and those of the PRSB, then the regulations of the PRSB shall have precedence.

B2 Sunway University Awards

- B2.1 The awards that Sunway University is able to confer are as follows:

Award	MQF level
1. Doctoral of Philosophy	8
2. Master	7
3. Postgraduate Certificate and Diploma	7
4. Bachelor	6
5. Graduate Certificate and Diploma	6
6. Advanced diploma	5
7. Diploma	4

B2.2 Certificate of Attendance

A Certificate of Attendance may be awarded to associate students who have followed specific study units but not sat for any assessment.

B2.3 Certificate of Achievement

A Certificate of Achievement is awarded to recognise academic credit gained for successful completion of a formally assessed programme of study, which does not satisfy the requirements for a University award. A programme of study may consist of individual subjects or modules validated as academically-based short courses.

B2.4 Posthumous Awards

The University may confer or recommend conferment of any award posthumously, provided the normal conditions of the award are satisfied, or if the Programme Assessment Board is satisfied with the academic progress of the student. The award may be accepted on the student's behalf by a parent, spouse or other appropriate person.

B2.5 Progress Report and Transcript

All registered students will receive a progress report of their achievement for every semester, and an official transcript at the end of the registered programme of study.

B3 Nomenclature

B3.1 Regulations regarding nomenclature of programmes is governed by MQA policy. The regulations for programme nomenclature are as follows:

Programme Structure	Explanation
Qualifications Level	Refers to the programme level of studies for an academic qualification based on the MQF. Example: Diploma, Bachelor, Master, Doctoral
Broad Discipline Area	<p>Indicates the broad discipline of a programme.</p> <p>The name of the discipline:</p> <ul style="list-style-type: none"> • must not be a specialised area, but rather a discipline where the specialised area may belong to (e.g. Arts, Education, Science, Computing etc.); • must be a discipline name commonly used and recognised either at local, international or professional level. <p>Note:</p> <p>Decision to use the broad discipline of Arts or Science is based on the following:</p> <ol style="list-style-type: none"> Core content of the curriculum <ol style="list-style-type: none"> Arts – social sciences and humanities Science – science, mathematics/statistic and technical Programme structure - Only Master's programme by Mixed Mode or Research may use Science as the broad discipline.
Qualifier	<p>Indicates the main discipline of the programme:</p> <p>Example:</p> <p>Diploma in Nursing, Bachelor in Economics, Master in Computer Science</p>

Note:

- i) Only qualifier may be used for Diploma level as the curriculum content is basic; broad discipline area cannot be used in Diploma nomenclature.
- ii) Academic Senate may decide to use either both broad discipline area and qualifier or only qualifier in the programme title.
- iii) Research area must be stated in the transcript.

Programme Structure	Explanation
Major with Specialisation	<p>Programme with specialised area that covers 25-30%* body of knowledge in the Core area of the programme. The specialization field is indicated in brackets (). Programme with Specialisation is not allowed for Certificate and Diploma level program.</p> <p>Example: Bachelor of Computer Science (Programming)</p>
Major – Minor	<p>Programme with a minor that covers 25-30%* body of knowledge in other field of study than that of the main field of study.</p> <p>Use of 'with' in nomenclature to indicate the Major and Minor fields of study.</p> <p>This method is not allowed for Certificate and Diploma level program.</p> <p>Example: Bachelor in Economics with Mathematics</p>
Double Major	<p>Programmes that are within the same broad discipline area but in two different fields. Each field covers 50% of the programme content. The word 'and' is used in the nomenclature.</p> <p>Example: Bachelor in Human Resource Management and Finance.</p> <p>This method is not allowed for Certificate and Diploma level. However, where programmes whose fields are closely related such as Diploma in Electrical and Electronics Engineering and Diploma in Banking and Finance, the use of 'and' in nomenclature is allowed.</p>
*Calculations of percentage for major, specialization and minor are based on credit hours.	

Note:

- i) If the percentage of a field of study does not reach 25% of the main areas of the programme, specialisation will only be reflected in the transcript and not on the scroll.
- ii) For programme that differs from the above-mentioned methods, naming of the programme can only be determined after evaluation by MQA.

STUDY REGULATIONS

C Credit Framework

C1 General Regulations on Credit Framework

C1.1 Awards are defined in terms of the minimum number and learning level of credits that must be passed to achieve the award. In the MQF, credit is the quantitative measure that represents the volume of learning or the academic load to attain set learning outcomes. In Malaysia, 40 hours of notional student learning time is valued as one credit.

C1.2 The levels of qualifications and minimum graduating credits, according to the MQF are as follows:

MQF Level	Qualification	Minimum Credits (2011 onwards)
8	Doctoral degree by research	No given credit value
	Doctoral degree by mixed mode	80
	Doctoral degree by coursework	80
7	Master's by research	No given credit value
	Master's by mixed mode	40
	Master's by coursework	40
	Postgraduate diploma	30
	Postgraduate certificate	20
6	Bachelor's degree	120
	Graduate Diploma	66
	Graduate Certificate	36
5	Advanced diploma	40
4	Diploma	90

C1.3 Double degree programmes must satisfy the credit requirements for each degree as approved by MOE. The total credits earned, representing the actual academic load for both programmes, will be lower than the sum of credits for each degree, due to the credits transferred from the primary to the secondary degree.

C1.4 The minimum total credit for a double degree programme at bachelor's level is 174 credit.

C1.5 For a course of study containing a component of practical or project paper, the minimum and maximum total credit are allocated according to the Programme Standards set by MQA.

C2 Programmes and Subjects

- C2.1 Programmes constitute named awards (e.g. BSc (Hons) Business Management). It consists of specified combinations of subjects for the named award that allows students to meet the overall award requirements in terms of credits, levels and learning outcomes.
- C2.2 Subjects are mainly classified as compulsory, core, major, minor, elective and industrial training. Details classification are available in [Appendix 2](#) for reference. The recommended distribution of each class component in a programme can be found in the appropriate Programme Standard.

C3 Recognition of Prior Learning (RPL)

- C3.1 Sunway University's policy on the Recognition of Prior Learning (RPL) permits credit to be given for formal qualification achieved at Sunway University or another institution, other certificated learning or experiential learning. To achieve such credit, students must be able to demonstrate that the learning to be recognised is equivalent to the learning which would otherwise be achieved as part of the intended programme in respect of skills, subject knowledge, understanding and professional competencies, where appropriate.
- C3.2 The decision on the award of credit for purposes of exemption or transfer is an academic judgement and is subject to the student being able to demonstrate attainment of the general and, where appropriate, the specific learning outcomes of the level or subject(s) against which credit is being sought.
- C3.3 RPL may be undertaken to meet admission requirements or for the award of **specific credit** which can be used to meet part of the requirements for an award.
- C3.4 Specific credit is level-rated and may be awarded as either graded or ungraded credit.
- C3.4.1 Ungraded credit is given in the form of **credit exemption** from specific programme requirements with no mark or grade applied. Ungraded credit is included in the credit earned to satisfy the graduation requirement, but excluded from the calculation of any award classification. Credit exemption allows students to be exempted from part of a Sunway University programme on the basis of prior qualifications achieved at a lower (vertical transfer) or equivalent (horizontal transfer) programme level.
- Note: Approved application for credit transfer of subjects enrolled during April – July 2020 semester for Sunway University students will be awarded as ungraded credit.
- C3.4.2 Graded credit is given in the form of credit transfer where the mark or grade forms part of the overall profile of the student's performance. Graded credit is used in any calculation of the award classification as appropriate. It only applies to students who have yet to complete a programme of study and wishes to transfer onto same or equivalent programme level (horizontal transfer).

- C3.5 Credit towards an undergraduate award is not given for study at post-secondary school level, for example, Foundation, Matriculation or any Pre-university programme with SPM or equivalent as an entry requirement.
- C3.6 Credit transfer must be based on a subject to subject mapping.
- C3.7 Horizontal transfer permits free elective subjects for transfer without a subject mapping on content and credits. Both credit and grade point are used in the calculation of the award classification.
- C3.8 Subjects for which credit exemption is granted are denoted in the academic transcript of Sunway University with an 'EX' while subjects with credit transfer are denoted with the transferred grade or a Pass followed by '^' (e.g. A^, B^, C^ or P^).
- C3.9 The number of credits that may be granted depends on the level of prior study and the number of credits already passed at that level. Credit is based on formal coursework, which is equivalent in content and standard to the subjects for which credit is sought.
- C3.10 In no circumstances will credit exemption or credit transfer be granted for any thesis or research component.
- C3.11 Where specific qualifications are recognised for award of credit to particular programmes through a planned arrangement with another institution, it should be confirmed through a properly authorised Articulation Agreement.
- C3.12 The award of specific credit is given in relation to a named award. Students are required to re-apply for award of credit if they subsequently transfer to another programme.
- C3.13 Only horizontal credit transfer/exemption is allowed for MPU subjects.
- C3.14 For a vertical transfer of credits, credit exemption can be performed in the following manner:

i. Credit exemption from certificate (MQF Level 3) to diploma (MQF Level 4)	Credit exemption is allowed up to a maximum of 30% from the total credits of the programme to be pursued.
ii. Credit exemption from diploma (MQF Level 4) to bachelor's degree (MQF Level 6)	Credit exemption is allowed up to a maximum of 30% from the total credits of the programme to be pursued. Limited to Year 1 subjects for all programmes.
iii. Credit exemption from advanced diploma (MQF Level 5) to bachelor's degree (MQF Level 6)	Student with advanced diploma can be considered for credit exemption up to a maximum of 2 years of a degree level programme. Not applicable to programmes validated by Lancaster University.

iv. Credit exemption from undergraduate studies to postgraduate studies	Credit exemption is not allowed
v. Credit exemption from a higher level (e.g. bachelor's degree) to a lower level programme (e.g. diploma)	Credit exemption is not allowed.

C3.15 For horizontal transfer of credits, credit transfer and/or credit exemption can be performed in the following manner:

i. Student possessing a qualification and pursuing same level of qualification the second time.	<p>Credit exemption is allowed without limit on the number of credits to be awarded for exemption for students who pursued previous qualification at Sunway University.</p> <p>If the previous qualification was undertaken at a different institution, credit exemption can be considered but subject to Sunway University's policy on student residency requirement (refer to C3.14 and C3.15).</p> <p>For programmes validated by Lancaster University, credit exemption is only allowed for Year 1 subjects.</p>
ii. Student pursuing a programme would like to change to a different programme in the same discipline	<p>Credit transfer is allowed if the earlier programme was pursued at Sunway University. There is no limit to the number of credits to be transferred.</p> <p>If the previous programme was undertaken at different institution, credit transfer can be considered but subject to Sunway University's policy on student residency requirement (refer to C3.16 and C3.17).</p> <p>For programmes validated by Lancaster University, credit transfer/exemption is only allowed for Year 1 subjects.</p>
iii. Student failed a programme and would like to pursue education in any programme of the same or higher level	Credit transfer or credit exemption is not allowed (including MPU subjects).

<p>iv. Student withdrew from a programme but later decided to continue study but in a different programme of the same level.</p>	<p>Credit transfer can be considered if both programmes are from Sunway University. There is no limit to the credits to be transferred.</p> <p>If the withdrawn programme was pursued in a different institution, credit transfer can be considered but subject to Sunway University policy on student residency period (refer to C3.16 and C3.17).</p>
<p>v. Student pursuing a programme and at the same time taking few subjects in other institution (e.g. mobility programme or student exchange programme)</p>	<p>Exemption or transfer of credits is allowed but not more than 30% of the total credits of the programme being pursued and based on agreement of both institutions.</p>
<p>vi. Student pursuing double degree</p>	<p>Credit transfer is allowed for subjects taken in primary degree. Where credits in the primary degree have been awarded based on recognition of prior learning, credit transfer to the secondary degree shall be based on the syllabus of the subject originally undertaken.</p> <p>The maximum credit transfer that may be awarded is such that the total credits for both degree programmes is not less than 174.</p>
<p>vii. Student from a degree transfer programme (e.g. ADTP) pursuing bachelor's degree programme at Sunway University</p>	<p>Graded credit transfer may be awarded for subjects undertaken at the degree transfer programme. Credit transfer is limited to Year 1 subjects of the bachelor's degree programme.</p> <p>If the previous degree transfer programme was undertaken at different institution, credit transfer can be considered but subject to Sunway University's policy on the student residency requirement.</p>

C3.16 In addition to the conditions described in this section, students must fulfil the minimum residency period during which the students must enrol in the programme of study at the University. If a student qualifies for credit transfer/exemption from multiple sources, the overall credit transfer/exemption is limited by this requirement.

C3.17 The residency periods for each level of study are specified below. Where the programme is delivered in long semesters and short semesters, the residency period of 1 semester must comprise of a long semester.

- Doctoral degree: 1 year

- Master's degree: 1 long semester
 - Bachelor's degree: 1 year
 - Diploma: 1 long semester
- C3.18 Credit transfer and credit exemption must be on the basis of subject to subject mapping. Sunway University may grant credit transfer or credit exemption for a subject based on the following conditions:
- The standard of work is acceptable to the programme administered by the School;
 - The student passed. Where graded, a minimum of C grade, or equivalent, is required;
 - The credit value of the former subject must not be less than the credit value of Sunway University subject;
 - The former subject content must have at least 80% overlap with the subject offered by Sunway University;
 - The former subject was taken not more than five (5) years before the date of credit transfer/credit exemption application;
 - Credit transfer for subjects taken under a Student Mobility programme should be approved prior to student's enrolment at the programme institution;
 - The programme of the former subject was accredited or recognised by the National Qualification Agency, such as MQA.
- C3.19 Previous qualifications or equivalent work will normally be considered for Credit if it has been completed within the last five (5) years, prior to the date at which the student is enrolled at the University.
- C3.20 Exceptions to the five-year limit may be approved by Senate for specific articulation agreements or for individual cases. In considering cases, professional or other relevant experience which contributes to the currency of knowledge or skills may be taken in account.
- C3.21 Sunway University may grant credit transfer for a passed subject taken in an Overseas Degree Transfer Programme (ODTP) based on the following additional conditions:
- i) Students have completed their Degree Transfer Programme with the required graduating credits and pass with a minimum CGPA of 2.00 or equivalent
 - ii) Credit transfer from ADTP is only permitted for subjects in the first year of Sunway University's bachelor's degree programme
- C3.22 Subject exemption may be considered if student has pursued a similar subject in his/her prior learning but the subject is not entitled for credit transfer/exemption. However, the credits for the exempted subject must be replaced if student's contributing credits to the award is insufficient.
- C3.23 All claims for accreditation of prior learning must be appropriately evidenced.
- C3.24 ADTP students at the University who change majors may apply for credit transfer for subjects taken at the University. Consideration for credit transfer shall be based on the requirements of the current programme. ADTP students with successful credit transfer application will obtain a graded credit where the previous grade forms part of the overall profile of grades achieved by the students in the current

programme/major, and thus, used in the calculation of the students' Cumulative Grade Point Average.

C3.25 Accreditation of Prior Experiential Learning (APEL)

- C3.25.1 The APEL provision is only applicable to Malaysians whose prior experiential learning has been recognised by MQA.
- C3.25.2 Applicants with APEL may only be granted admission to programme of study. Under current academic regulations, the University does not award credit transfer or credit exemption for APEL.
- C3.25.3 Only applicants with APEL certification may be considered for admission to programme of study at the University. Applicants are expected to apply to MQA for APEL certification prior to making applications to a programme of study at the University.
- C3.25.4 Applicants with APEL certification, where applicable, may be subjected to additional requirement for admission to a particular programme of study

C3.26 Approval of Credit

- C3.26.1 For undergraduate and postgraduate taught programmes, the Head of Department or the Programme Leader is responsible for assessing credit applications and for approving all applications for RPL.
- C3.26.2 For postgraduate research degrees, the University Research Degrees Committee (URDC) is responsible for assessing credit applications and for approving all applications for RPL.

C3.27 Appeals for RPL

- C3.27.1 Applicants for credit who are dissatisfied with the outcome of a credit application may request a review of the decision. Such a review request must be accompanied by a full statement concerning the basis for the review.
- C3.27.2 A formal appeal against a credit or RPL assessment should be made, in the first instance, to the Provost. Appeals against credit assessments shall be made in accordance with the Student Appeals Policy and Procedure.

C3.28 Withdrawal of Credit

- C3.28.1 The University reserves the right to withdraw credit awarded through RPL where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading or invalid. The withdrawal of credit must be approved by the Provost.
- C3.28.2 Where a change is made to the regulations on RPL, or where an articulation is revised or terminated, credit rightfully granted may not be withdrawn.

D General Study Regulations

D1 The Academic Year

- D1.1 The academic year is the interval marked by the administrative cycle of the programmes offered. The academic year typically consists of 2 to 3 semesters which cumulatively comprises not more than 45 semester weeks. An academic year typically starts in January every year. The university may set different semester dates according to each programme's needs.
- D1.2 A programme of study is normally conducted over a maximum of 3 semesters each academic year, where one long semester normally consists of 14 weeks and one short semester normally consists of 7 weeks of teaching and learning time, excluding semester breaks and examination time.

D2 Mode of Study

- D2.1 Full time students shall normally take between 12 and 20 credits in a long semester and between 3 and 10 credits in a short semester.
- D2.2 Part time students shall normally take between 1 and 10 credits in a long semester and 1 and 5 credits in a short semester.
- D2.3 Full time and part time candidates for postgraduate programmes by research and for the research component of postgraduate programme by mixed mode are defined as follows:

Mode of Study	Requirement
Full-time	Registered at, and attends, Sunway University for the whole period of candidature
Part-time	Registered at, and attends, Sunway University for at least 20 days per year

- D2.4 International students must be registered as full-time students in order to obtain valid student pass according to the Immigration Department of Malaysia.

D3 Change in Mode of Study

- D3.1 Eligible students may apply for a change in the mode of study (i.e. to change from full time to part time, or vice versa) are required to submit the **Change in Mode of Study form** to the respective School. Applications from postgraduate students are subject to the URDC's approval while applications from undergraduate students are subject to the School Teaching and Learning Committee's approval.
- D3.2 For undergraduate programmes and postgraduate programmes by coursework, the maximum duration of study after mode of study conversion shall be based on the

proportion of time elapsed in the original mode of study and subsequent maximum durations for the new mode of study. Similar calculation applies as regulation D3.3.

- D3.3 For postgraduate programmes by research (Structure A) and programmes by mixed mode (structure B), the maximum duration of study after conversion shall be determined by the URDC, but shall be based on the time elapsed between the original and subsequent maximum durations of study based on the calculation below:

Full-time (F/T) to part-time (P/T)

$$\text{Maximum duration of study for P/T (months)} = \frac{\text{Maximum period for P/T}}{\text{Maximum period for F/T}} \times \text{Remaining candidature period (months)}$$

Part-time (P/T) to Full-time (F/T)

$$\text{Maximum duration of study for F/T (months)} = \frac{\text{Maximum period for F/T}}{\text{Maximum period for P/T}} \times \text{Remaining candidature period (months)}$$

D4 Duration of Study

- D4.1 The standard and maximum duration of study for each level of awards are indicated below, excluding deferment periods (Section F3.10):

Level	Full-time		Part-time	
	Standard	Maximum	Standard	Maximum
Diploma (except Diploma in Nursing)	2 years	4 years	4 years	6 years
Diploma in Nursing	3 years	5 years	6 years	8 years
Bachelor's degree	3 years	5 years	6 years	8 years
Double degree* (Bachelor's level)	4.5 years	7 years	9 years	11 years
ADTP	2 years	4 years	4 years	6 years
Master's degree by coursework/ mixed mode	1 year	4 years	2 years	6 years
Master's degree by research	2 years and 3 months	4 years	3 years and 3 months	6 years
Doctoral	3 years and 3 months	6 years	4 years and 3 months	8 years

* The duration of study for double degree programmes is calculated from the enrolment to the first-degree programme until the completion of both degree programmes.

- D4.2 Additional approval by the Senate is required for completion of studies earlier than the standard duration.
- D4.3 For students of research programme transferring from another institution, the period of registration at that other institution may, at the discretion of the Research Degrees Committee, count up to one-third of the required duration of study.
- D4.4 The Academic Senate may approve programmes with alternative standard or maximum registration periods where this is justified through curriculum delivery methods or the level of student entry qualifications. Professional bodies may also impose specific requirements in relation to maximum registration periods.
- D4.5 The credit framework allows students to study at their own pace and it is recognised that some students will not complete their studies within the standard registration periods. Students who have exhausted the maximum duration of study will be required to exit the programme.
- D4.6 Postgraduate student whose candidature is approaching the maximum period of study for the programme may apply to URDC for an extension of up to one (1) year. However, the request for extension must be submitted at least three (3) months before the maximum period of candidature ceases and shall only be considered for the completion of thesis, and after the student has made full payment of outstanding fees (if any).

E Admission of Students

E1 Principles in Admissions of Students

- E1.1 Sunway University is committed to extending educational opportunity within the local, national and international communities through the operation of admissions procedures that are inclusive, fair, consistent, non-discriminatory and transparent.
- E1.2 Information for applicants will give a clear and accurate indication of programme content, and of entry and award requirements.
- E1.3 The admission of individual applicants is at the discretion of the University and will pay regard to the institution's legal obligations and to the general safety and welfare of the University's community.
- E1.4 No applicant will be admitted unless there is a reasonable expectation that the applicant can reach the required standard for award.
- E1.5 The Admissions Office has responsibility for processing applications for all programmes, operating within the University's specified general academic entry requirements and any specific programme-based requirements. The Deans of School

will approve final admissions of taught programmes where entry requirements are not straight forward, especially where recognition of prior learning applies.

E1.6 Applicants who are not selected have a right to information concerning the admission decision.

E1.7 Candidates for admission to a programme are required to provide documentary evidence of qualifications and academic credit held. Eligibility for admission rests on verification of qualifications.

E2 General Academic Entry Requirement

E2.1 For the purposes of admission, the University recognises the results of all Malaysian public examinations and equivalents that are approved by MOE, and results from institutions recognised by the relevant authority in Malaysia or other countries where the institution is located.

E2.2 Equivalency of foreign secondary school or pre-university academic qualifications are checked against the "List of foreign academic qualifications for secondary schools and their equivalents in Malaysia" published by MQA.

E2.3 Individual programmes may specify particular requirements, in addition to the general entry requirement as appropriate. These are determined and approved by the Senate and will incorporate any specific professional body requirements.

E2.4 All students must be able to demonstrate competence in English language to the level set and approved for the programme.

E2.5 Where entry to programmes is competitive, offer levels may be set above the minimum entry requirement..

E3 Admission to Double Degree Programmes

E3.1 Students intending to pursue double degrees must first be admitted to the primary degree programme. Admission into the secondary degree programme may take place after completion of second year of studies and before conferment of the award for the primary degree programme.

Students may only pursue double degree programmes in the combination and manner specified by the University. Intakes for double degree programmes may not be of the same frequency as the individual degree programmes.

E3.2 A student may be considered for admission to a secondary degree upon satisfying all the requirements stipulated below.

- i) Fulfilled entry requirements of the secondary degree
- ii) Be of good academic standing at the point of application
- iii) Award for the primary degree has not been conferred to the student
- iv) Fulfilled a minimum of 1 residential year at Sunway University at the time of application

E4 Admissions of Postgraduate Students

- E4.1 Applicants for admission to a master's level programme must hold a bachelor's degree, or other equivalent qualification approved by the University, and meet the relevant entry requirements for the programme.
- E4.2 For admission to a doctoral level programme, applicant must hold a master's degree, or other equivalent qualification approved by the University.
- E4.3 There shall be no direct entry from a bachelor's level qualification to a doctoral level degree. Students registered for a master's degree by research programme may apply to transfer their candidacy to a cognate doctoral degree programme by research within one year after master's degree registration, subjected to:
- a) Having shown competency and capability in conducting research at doctoral degree level
 - b) rigorous internal evaluation;
 - c) approval by the Academic Senate (see Section F4).
- E4.4 The mechanism for admission is as follows:
- i) Applications are made to the relevant academic Heads of Department for review. The Head(s) of Department, evaluate and consider applications based on criteria approved by the Academic Senate.
 - ii) Head(s) of Department shall, as appropriate make recommendations on admission to the Provost, which shall make the final decision on admissions.
 - iii) Where necessary, the URDC may refer applications to Senate for further consideration.
- E4.5 Any student admitted to a Sunway University Dual PhD programme should meet the minimum entry requirements of the University for a doctoral level programme, including an English language requirement.
- E4.5.1 Upon admission into a Dual PhD programme, students must be made fully aware of the expectations of the award and requirements associated with it. Any additional requirement by the partner institution for the Dual PhD programme that is in excess of standard requirements of Sunway University must be made explicit to potential applicant from the outset and full consent demonstrated.
- E4.5.2 Students will not be permitted to transfer to the Dual PhD programme part way through their studies.
- E4.5.3 In cases of the partner institution is no longer able to supervise the student, it will be possible to transfer from the Dual PhD programme to a Sunway University only PhD programme.

E5 Re-admission Following Failure

- E5.1 A student may seek re-admission to the same programme of study, following a requirement to withdraw on grounds of academic failure, after the lapse of at least one academic year.
- E5.2 A re-admission application will be evaluated similar to fresh application and subject to the current admission requirements of the application year and the approval of the Programme Committee or the URDC.
- E5.3 Any credit accrued from a failed programme cannot be transferred to another programme of study.
- E5.4 The University reserves the right to impose admission application fee for the re-admission request.
- E5.5 No applicant will be re-admitted unless there is a reasonable expectation that the applicant can reach the required standard of the programme.
- E5.6 Only one re-admission is allowed into the same programme attempted earlier.

E6 Admission of Students with Disabilities

- E6.1 Disabilities cover a broad range of physical and mental impairments, including but not limited to physical and mobility difficulties, hearing impairments, visual impairments, specific learning difficulties such as Attention Deficit/ Hyperactivity Disorder, Dyslexia, Dyscalculia, Dysgraphia and processing deficits, medical conditions and serious illnesses, and behavioural, emotional and mental health problems. Whenever possible, the University aims to support disabled students, and to make reasonable adjustments or accommodations so as the disabled students can participate as fully as possible in the academic and other activities of the institution.
- E6.2 The admission of students with disabilities is based on the academic criteria for entry to the programme of study concerned, consideration of any mandatory legal, regulatory or professional requirements associated with the programme, and the expectation that the student will have the capacity to fulfil all the requirements of the programme.
- E6.3 Admission offers are primarily made on academic grounds (providing that any mandatory legal, regulatory or professional requirements associated with the programme of study are met) and offers are not unreasonable delayed by consideration of any support needs, adjustments or accommodations that may need to be made providing that the applicant supplies all necessary information in a timely fashion.
- E6.4 Applicants are strongly encouraged to disclose any disability at the point of application so that the relevant staff within the University can be notified and the applicant can be given the best possible advice and guidance. The University will seek to offer appropriate support and to make any reasonable adjustments or

accommodations required to assist the applicant from enrolment through to the completion of the programme of study.

- E6.5 If an applicant does not take the opportunity to disclose a disability then the University will not be obliged to offer the applicant any of the support, adjustments or accommodations that may be necessary to complete the programme of study. The University cannot be held liable for not providing any support, adjustments or accommodations if a disability is disclosed after an admission offer has been made.
- E6.6 If an applicant does not disclose a disability when applying to join a programme for which there are mandatory legal, regulatory or professional requirements, then any admission offer may be withdrawn.
- E6.7 The support, adjustments and accommodations required for a student to complete a programme of study will be considered on a case-by-case basis. Such consideration will give due regard to individual circumstances and needs, consultation with the student, evidence provided by relevant experts, the requirements of the programme of study, the practicalities and costs involved, the potential impact on the access, experience, health and safety, facilities or any other matters pertaining to other students or members of staff, any external factors such as those relating to internships, professional assessments, etc, and any legal or regulatory requirements.
- E6.8 Where the University considers that it is not possible to provide the level of support, adjustments or accommodations required for a student to complete a programme or where such provision cannot reasonably be met from the University's or the student's own resources, admission may be refused.
- E6.9 Applicants who have grounds for believing that any decision(s) reached by the University under the terms of Academic Regulation E7 is incorrect may appeal against the decision(s). In those cases, where expert evidence is provided, the University reserves the right to commission an independent review of the evidence and to seek further expert evidence as required.
- E6.10 Where an appeal causes a significant delay applicant may be required to defer entry even if the appeal is successful.

E7 Fitness to Study

- E7.1 Students enrolling in any programme of study which requires medical clearance or any other external scrutiny in order to meet statutory, regulatory or professional conditions must meet all the standards specified throughout the entire period of their enrolment.
- E7.2 The University reserves the right to refuse or withdraw the offer of a place from any applicant, or to dismiss any student, who, in the opinion of a competent authority, relevant expert(s) or advisory(s) to the University, does not meet the statutory,

regulatory or professional standards specified for the student's programme of study at any point before or during the programme.

- E7.3 Any student who develops a disability after enrolling at the University will be considered in line with the conditions set out in Academic Regulation E6.7. In those cases where the University considers that it is not possible to provide the level of support, adjustments or accommodations required for a student to complete a programme or where such provision cannot reasonably be met from the University's or the student's own resources, the University reserves the right to request that a student defers study until suitable arrangements can be made, changes programme of study or withdraws from the University. Failure to comply with any request made by the University may result in the student being dismissed.
- E7.4 Failure to cooperate with the University, or with experts appointed by a competent authority or the University, in order to establish the extent of any disability or other condition that has or may have developed after enrolment may result in the student being dismissed.
- E7.5 During the period that any student's fitness to study is being reviewed the student will usually be permitted to continue studying. However, in those circumstances where the University considers that continued study may have adverse consequences for the student, other students or members of staff, the student concerned may be requested to defer or suspend their studies. Failure to comply with a request for the student to defer or suspend their studies may result in permanent dismissal.
- E7.6 Students who have grounds for believing that any decision(s) reached by the University under the terms of Academic Regulation E7 is incorrect may appeal against the decision(s). In those cases where expert evidence is provided, the University reserves the right to commission an independent review of the evidence and to seek further expert evidence.
- E7.7 Where an appeal causes significant delay, or interruption to a students' studies, students' may be required to defer or suspend their studies even if the appeal is ultimately successful.

E8 Admission of Students with Criminal Convictions

- E8.1 All applicants are required to declare 'unspent' convictions within the application process. Admission is subject to consideration of any such offences, in the light of the University's overall duty of care to its staff and students.
- E8.2 Applicants have a right to be informed of the consideration, the basis for decisions reached and to ask for a review if they are dissatisfied with the process.
- E8.3 Failure to disclose unspent convictions will result in any offer being withdrawn.

E9 Misrepresentation in the Admission Process

- E9.1 The University reserves the right to withdraw the offer of a place to applicants who falsify or misrepresent their applicant details in any respect. Applicants in these

circumstances will be given an opportunity to explain discrepancies or anomalies as appropriate.

- E9.2 Under the provisions of the University's data protection policy, the University reserves the right to inform appropriate external agencies of instances of misrepresentation.

E10 Admission and Fitness to Study Appeals

- E10.1 Appeals against admission or fitness to study decisions must be made in writing within **15 working days** of the original decision being notified by email or **15 working days** counted from the day after the decision was sent by post; where both forms of notification are used that which has the later expiry date shall be deemed to mark the closure of the appeals period.

- E10.2 Appeals against admission or fitness to study decisions may only be submitted on the following grounds:

- Extenuating circumstances that could not be notified when the original decision was made;
- Incorrect application of policies, procedures or administrative processes that may have disadvantaged the student;
- New evidence or information which is relevant to the decision-making process, but which was not available at the time the matter was considered.

- E10.3 Appeals may not challenge any academic judgement properly exercised.

- E10.4 Appeals against admission or fitness to study decisions must be made in writing and will be directed to the relevant School for consideration by the Dean or the appropriate appeals panel.

F Student Registration

F1 Principles in Student Registration

- F1.1 Sunway University endorses the concept of student responsibility and choice of registration for a valid programme of study to meet the appropriate award conditions.
- F1.2 The University will facilitate student-initiated changes to registered target awards subject to academic requirements, resource or other constraints that would have an adverse effect on the student's experience.

F2 Programme Registration

- F2.1 All students are required to register for a valid Sunway University award. Those who register for the award of Credit or for a Certificate of Attendance will be regarded as Associate Students. Associate Students have no guaranteed progression rights.
- F2.2 It is the student's responsibility, through the enrolment process, to register for the award and the programme to which they have been admitted and for a valid combination of subjects following the administrative procedures which apply at the time as determined by the Registry.
- F2.3 The University reserves the right to decline acceptance of, or make a charge for, late or incorrect registration of awards, programmes and subjects.

F3 Subject Registration

- F3.1 Students who are registered for the semester as outbound students in a study abroad or student exchange programme are considered active and the outbound semester(s) will be counted towards the duration of study for the programme. Subject(s) enrolled during the outbound period must be approved by the Dean of School/Head of Department.
- F3.2 An individual subject may not be simultaneously registered by a student for more than one award except in the case of registration for an approved double degree programme.
- F3.3 Students shall be permitted to change subject enrolments within the Subject Add/Drop period as defined below:
- the first two (2) weeks of a long semester , or the first week of a short semester;
 - for part time programmes conducted in modular system, the Add/Drop period also extends to two (2) weeks before the subject commences.

- F3.4 Students are not permitted to register for additional subjects after the Subject Add/Drop period.
- F3.5 Tuition fees will not be refunded for subjects withdrawn after the Subject Add/Drop period.
- F3.6 Withdrawal of subject is only permitted if the student's minimum academic load as full-time or part-time student is met after the withdrawal (refer to [D2.1](#) and [D2.2](#)). Students who are in their final semester, who may not meet the minimum academic load, can be considered for subject withdrawal.
- F3.7 The last date for subject withdrawal is by end of week ten (10) for a long semester and by end of week five (5) for a short semester.
- F3.8 Subjects withdrawn after the Subject Add/Drop period will appear in the academic transcript with the notation 'W'.
- F3.9 Students are not allowed to withdraw any subject after the withdrawal period except with a good reason for the delay beyond the period and with the approval of the Dean of School.
- F3.10 Deferment of the study including deferment of the registration to the programme, normally for one semester and up to a maximum of one complete academic year, can be considered for medical reasons, extenuating circumstances or any other justifiable reasons that prevent the student from engaging appropriately with the programme. Applications for deferment should be directed in writing to the Dean of School for undergraduate students and postgraduate students by coursework, or to URDC for research students, for approval.
- F3.11 Any student who has ceased his/her registration during a programme of study and returns later to the University to complete the programme will normally be governed by the academic regulations in force at the time of re-entry to the University.
- F3.12 The University may change subject provision without notice, but will ensure that students who have legitimately registered for a named award will be able to follow an appropriate schedule of subjects to qualify for the named award within standard completion times (see [D4.1](#)), except in the case of programme closure.

F4 Transfer from Master's to Doctoral Degrees

- F4.1 Students registered for a master's degree by research, who already hold a bachelor's degree with a CGPA of at least 3.67 or equivalent, may apply to the URDC to transfer their candidacy to registration for a doctoral degree.
URDC will seek Academic Senate approval for the transfer.
- F4.2 Eligible students may only apply for transfer to doctoral degree studies after they have completed at least one (1) year of study at master's level.
- F4.3 Student wishing to be considered for transfer shall submit a Transfer Request Form, together with a Progress Report on the work undertaken towards his/her master's degree. The report shall normally be of no more than 5,000 words. The report shall

provide a review and discussion of research work undertaken so far, and provide evidence of the further work that will lead to the development of the research to doctoral level.

- F4.4 Applications for transfer must be accompanied by a statement of support from their supervisor.
- F4.5 The URDC will appoint two internal reviewers to meet with the student to explore the merits of the proposed transfer. External reviewer(s) may be used if there are insufficient, suitable internal reviewers. Reviewers with relevant subject expertise and experience of the doctoral programme requirements should be nominated by the supervisory team. The reviewers will provide a combined recommendation to the URDC as to whether the student should be allowed to transfer to the doctoral programme.
- F4.6 The URDC shall consider the recommendation and decide whether to allow the transfer. Where the transfer request is not supported, the student shall be permitted one (1) further attempt to transfer, following the completion of any further period of study or research approved by URDC. Prior to the approval of transfer, the student shall remain registered as a master's degree student.

F5 Dual PhD Registration

- F5.1 Students will be registered with Sunway University for the full duration of their programme of study, including periods of study spent at the partner institution.
- F5.2 Students can only be registered on the Dual PhD programme on a full-time basis.
- F5.3 The standard minimum and maximum duration of study for Dual PhD is 3 years and 6 years respectively, as stipulated in D4.1 of this Academic Regulation on study duration for doctoral studies.

G Attendance

G1 General Regulations on Attendance

- G1.1 Students are expected to engage fully with all teaching and learning activities required by the subject lecturer, including lectures, seminars, tutorials, meeting with supervisor(s) assessments, and other activities as required, irrespective of the method(s) of delivery.
- G1.2 Subject lecturers shall determine the most appropriate methods for recording attendance/engagement for their subject, bearing in mind the method or methods of delivery, and will monitor and record students' attendance/engagement.
- G1.3 No minimum attendance/engagement requirement is stipulated, but attendance/engagement records will be kept and may be used as evidence in academic appeals, for international student visa applications or renewals, or other statutory purposes as necessary.
- G1.4 Students may be required to provide supporting document evidence justifying repeated non-attendance or engagement.
- G1.5 A student who is unable to attend/engage with their studies should submit a Notification of Absence Form, relevant documentary evidence to Programme Leader who will in turn inform relevant subject lecturers of students' notification of absence. The University shall retain any Notification of Absences in the student's permanent record, whether the notification of absence was approved or not.
- G1.6 A student's absence approved due to mitigating circumstances is counted as attendance for the purpose of regulations G1.2 and G1.3.
- G1.7 Students who have been absent due to mitigating circumstances for significantly prolonged period should apply for deferment of studies for the semester. Retrospective deferment of study is not permitted.
- G1.8 The University must report to the Malaysian Immigration Department any international student who does not have a satisfactory record of attendance/engagement, and this could lead to termination of the student's visa.

ASSESSMENT REGULATIONS

H General Assessment Regulations

H1 Principles in Assessment

- H1.1 All subjects for which credit is awarded shall be assessed. The main purpose of assessment is to provide structured opportunities for students to demonstrate that they have fulfilled the learning outcomes of the programme and of the subjects that make up the programme, and achieved the standard required for the award they seek.
- H1.2 Programme Committees shall determine appropriate methods of assessment, in consultation with External Examiners, and, where appropriate, partner institution (i.e Lancaster University) and professional bodies, and taking into consideration any changes to the modes(s) of delivery and to content necessitated by online delivery. To ensure validity in assessment, it is essential that the assessment items measure the learning outcomes of the subject, and that there is a close link between the two. Validity and academic standards in assessment may be met via External Examiner scrutiny of a range of assessment items, the feedback provided and the overall assessment process.
- H1.3 Reliability in the assessment process is based on repeatable, accurate and fair judgements, and is met by means of rigorous marking, moderation procedures, review by external examiners and collective decision making through Subject and Programme Assessment Boards.
- H1.4 Assessment of students must be conducted in accordance with University regulations. Practice which attempts to pervert the objectives and/or the procedures of assessment (such as cheating, plagiarism, collusion, fabrication, and impersonation) will not be accepted. Where academic malpractice/impropriety is evident, all cases will be managed in accordance with the Academic Malpractice Procedures.
- H1.5 Where programmes of study lead to the qualifications of professional bodies (or to exemptions from the professional bodies own qualifications), full account is taken of the regulations and requirements of the professional bodies in respect of assessment requirements.
- H1.6 Deans of School are responsible for ensuring that assessment information relating to programmes and subjects is made available to students at the commencement of the programme or subject, or as soon as reasonably possible thereafter. Usually, this responsibility is delegated to the Head of Department and Subject Lecturers. In particular, this includes:
- the purpose and form of assessment
 - the assessment criteria
 - specific attendance requirements
 - submission procedures and deadlines
 - penalties for late submission or poor attendance
 - project/dissertation guidelines
 - subject referencing guidelines
 - student feedback arrangements

Institution-wide procedures in relation to the submission of mitigating circumstances, the code of conduct for examinations, academic malpractice, support for students with disabilities and the operation of the appeals process will also be included in the Programme Handbook.

H2 Intellectual Property Rights

H2.1 Any intellectual property arising out of work undertaken in fulfilment, in part or in full, of a programme of study shall be governed by the University's Intellectual Property Policy in force at the time.

H3 Students with Disabilities

H3.1 The University supports the operation of appropriate special arrangements for students undertaking assessment, including timed examinations where a valid claim has been made and agreed in accordance with the relevant procedures ([Appendix](#)).

H3.2 Requests for special arrangements may be refused where insufficient notice is given.

H4 Impartiality in Assessment Practice

H4.1 A representative sample of each student's assessed work must be internally moderated. Any single assessment that contributes one third or more of the total volume of assessment for a subject must be moderated. Representative samples of moderated work must reviewed by External Examiner(s)..

H4.2 Marking schemes are required for all formal assessed work on the taught subjects and will be made available to internal moderators and external examiners.

H4.3 Students are entitled to receive constructive, appropriate and timely feedback on coursework assessment. Feedback for formative assessment must be made known to students as soon as possible, so that students have time to improve their learning before subsequent tasks are submitted.

H4.4 Examination scripts should, wherever possible, be marked anonymously. Where this is not practical because of the nature of the assessment the PAB must be informed.

H4.5 Examiners/assessors must declare any close personal or business relationship with a student that could reasonably question the impartiality of the examining/assessment process. The Chair of the Programme Assessment Board will determine appropriate action in such cases.

H4.6 Students are required to confirm that each piece of assessment submitted is their own work and has not been submitted in similar or identical form towards other assessment by the student or any other person. For group work, all group members are required to sign a common confirmation statement.

H5 Communication of Results

- H5.1 Results, certificates and formal transcripts, and attendance at graduation may be withheld where a student is in debt to the University, subject to the provisions of the Data Protection Policy.
- H5.2 Results are published in line with University procedures that pertain at the time. All students receive a progress report, detailing their achievement in any academic session unless it is withheld under H5.1.
- H5.3 In line with Data Protection legislation, students have a right of access to both moderated and unmoderated assessment outcomes. Students may request and obtain disclosure of unmoderated outcomes after the publication of results.
- H5.4 Marks and results will not be disclosed by telephone or e-mail for security reasons. Students may access their assessment results through their iZone account. Where assessment results may have to be disclosed by email for certain reasons, the results shall only be sent to the student's Sunway University iMail and shall be password protected.

H6 Principles in External Examining

- H6.1 The external examining process is fundamental to ensuring that the standard of awards offered at Sunway University is comparable with those across the higher education sector in Malaysia.
- H6.2 The external examining process helps to improve the quality of provision at the University through reference to the commercial, industrial and professional environment, and to current best practice in the higher education sector in the discipline concerned.
- H6.3 External examiners provide essential experience and objective input into the exercise of discretion by Assessment Boards through the knowledge of how comparable situations are dealt with elsewhere.
- H6.4 External examiners provide an objective view on the extent to which assessment processes and the determination of awards have been fairly conducted.

H7 Appointment of External Examiners

- H7.1 The University operates criteria for the appointment of external examiners to ensure that they are in a position to exercise impartial, independent and expert judgement.
- H7.2 All nominations for appointment are scrutinised by the Academic Senate to ensure that the criteria for appointment are met.
- H7.3 External examiners for Sunway University programmes receive appointment letters from the University that detail the precise nature of their responsibilities and the

terms of their appointment. The initial term of appointment for examiners is three years, with an option for extension for another one year.

- H7.4 The external examiner(s) should not be:
- i) a current employee of the University;
 - ii) a member of a governing body or committee of the University;
 - iii) anyone with existing or recent professional, contractual or personal relationship with a member of staff or student involved with the programme;
 - iv) anyone significantly involved in recent or current substantive collaborative research activities with a member of staff involved with the delivery of the programme to which the examiner will be appointed;
 - v) former staff or students of the University unless a period of five years has elapsed and all students taught by external examiner have completed the course;
 - vi) the appointment of more than one external examiner from the same department of the same institution;
 - vii) anyone who is a collaborator in candidate's research.
- H7.5 Responsibility for ensuring proper liaison with external examiners during the academic year lies with the Head of Department.

H8 Responsibilities of External Examiners

- H8.1 The primary role of external examiners is to ensure that standards and comparability are maintained within the assessment process, justice is done to individual students and that students have fulfilled the learning outcomes of the subjects/programmes to a satisfactory standard.
- H8.2 External examiners are expected to be involved in decisions relating to cases of malpractice and in student appeals where the Programme Assessment Board is requested to review its decision.
- H8.3 When external examiner has serious concerns, arising from the assessment process that remain unaddressed and are believed to put standards at risk, he/she should report directly to the Vice-Chancellor of Sunway University.
- H8.4 Responsibilities of External Examiners for taught programmes
- H8.4.1 External examiners are required to provide comments on the draft of the assessment tasks, examination papers and marking schemes to evaluate the assessment for students. The external examiner has the right to see all examination scripts and all other coursework, including other invigilated examination scripts contributing to the assessment.
 - H8.4.2 Attendance at Programme Assessment Board is a primary function. External examiners are required to sign marks and result sheets to denote that they are satisfied with the outcome of Board deliberations.
 - H8.4.3 External examiners are required to submit an annual report. Guidance on completion of the report is provided. Annual reports are reviewed by the Dean of School/Head of Department, who needs to consider at all levels in the quality management framework at the University where it represents

one of the most significant tools for the maintenance and enhancement of standards.

H8.4.4 Non-submission or unreasonable delay in receipt of the annual report may lead to premature termination of an external examiner's appointment.

H8.5 Responsibilities of External Examiners for Postgraduate Thesis are:

- i) Determine if a thesis submitted shows evidence of rigour and discrimination, appreciation of the relationship of the subject to a wider field of knowledge, and makes contribution to knowledge, as well as showing originality in the methods used and/or conclusions drawn.
- ii) Propose one of the following for the thesis examination result;
 - a. The degree be awarded for the thesis as it stands;
 - b. The degree be awarded for the thesis subject to minor corrections, for which three months are normally allowed from the time of notification;
 - c. The thesis be referred for major revision and subsequent re-examination, for which 6 months are normally allowed from time of notification; or
 - d. The thesis should be failed.
- iii) Attend *viva voce* as scheduled.
- iv) Write-up report, following the *viva voce*, which will be discussed and agreed by the examiners and submitted by the Chairperson of the Panel of Examiners for Viva to the University Research Degrees Committee.

H9 Principles in Student Progression

H9.1 Each student will be assessed for progression at the end of each semester. The rules and regulations for progression are stated in the respective sections for each degree level (J5 for bachelor's degree and diploma, K3 for ADTP, L2 for postgraduate taught degree, and M11 for postgraduate research degree).

H9.2 The purpose of assessment for progression is to ensure that students are making satisfactory progress towards their registered target award and that they remain academically eligible to complete the programme successfully.

H9.3 Responsibility for ensuring that student progress is adequately monitored and that students are advised of appropriate progression opportunities following assessment lies with the Programme Assessment Board for Taught modules and the University Research Degrees Committee for research component.

Note: Specific regulations on student progression for different types of programmes are stated in sections I6, J5, K3, L2 and M11.

H10 Failure to Progress

H10.1 A student who has been assessed for progression and who, after all opportunities of reassessment have been exhausted, and after the application of any condonement

which may be allowed, has not satisfied the Programme Assessment Board shall exit the programme.

- H10.2 A student pursuing double degrees who failed to progress in either degree programme, may continue with the other degree programme in which he/she has fulfilled progression requirements.
- H10.3 A student who has been denied progression to his/her target award may be permitted to re-register for an alternative programme at an appropriate point, subject to meeting the requirements for that programme.
- H10.4 A student who has failed at progression is not permitted to be re-admitted to the same or similar award before the expiry of at least one academic year, following the exit decision. See also E5.

H11 Academic or Professional Exclusion

- H11.1 Programmes that confer a licence to practise, in addition to an academic award, may need to terminate a student's studies because of unsatisfactory performance in the professional practice element. Such cases may lead to exclusion. Wherever possible, the University will seek to transfer such students to an appropriate alternative academic programme. The entry point will be determined by the compatibility of the programmes and may involve loss of time to complete for final award.
- H11.2 Procedures for the conduct of students, including suspension and exclusion for disciplinary offences will be handled by Registry under the relevant processes and procedures.

H12 Principles for Programme Awards

- H12.1 Awards are recommended by the Programme Assessment Board or the University Research Degrees Committee, acting with delegated authority from the Academic Senate.
- H12.2 PAB or URDC will make recommendations for awards through the application of the academic and relevant programme regulations, using academic judgement to operate discretion within the limits defined in these regulations.
- H12.3 Where discretion is applied, the Chair of the PAB or URDC needs to ensure this is appropriately recorded, operated consistently and without favour.
- H12.4 A classification achieved through the CGPA or Overall Average (for intakes prior to August 2019) cannot be denied to a student except through proven malpractice.

Note: Specific regulations on classifications of award for different types of degree programmes are stated in sections I7, J6, K4 and L5.

H13 Principles for Appeals against Assessment Board Decisions

- H13.1 Subject to students having valid grounds, as stipulated in Section H14, a student has the right to appeal against a decision of a Programme Assessment Board (PAB) or the University Research Degree Committee (URDC). A student wishing to make an appeal must submit a formal application of appeal to the School within fifteen (15) days of being notified of the decision with which they are dissatisfied.
- H13.2 Applications for appeals must be in writing and state the ground(s) for the appeal. Appeals must be made in accordance with the University's Student Appeals Procedure, in force at the time of the appeal. Appeals of the assessment result must be accompanied by payment of the appropriate amount.
- H13.3 Appeals received outside the stated timescales, without good reason, will be ruled invalid.
- H13.4 Students will not be disadvantaged in any way as a result of making an appeal, whatever the outcome, if that appeal has been made in good faith.
- H13.5 A student whose case is under consideration via an appeal shall have the right to continue with his/her programme (provided he/she is in good standing) until such time as a decision is reached. This right is designed solely to ensure that a student whose appeal is upheld is not academically disadvantaged and it shall not be interpreted as acceptance of a failed student on a subsequent stage of the programme.

H14 Grounds for Appeal

- H14.1 Valid grounds for consideration of an academic appeal are as follows:
- H14.1.1 Incorrect application of policies, procedures or administrative processes that may have been disadvantaged the student;
 - H14.1.2 New evidence of mitigating circumstances of which the University was not aware when the decision was taken, and which could not reasonably have been presented to the University earlier;
 - H14.1.3 There is evidence that the decision made did not take any mitigating circumstances into sufficient account, or that the decision made is manifestly unreasonable;
 - H14.1.4 There is evidence of unfair or discriminatory practice;
 - H14.1.5 Additional relevant evidence has come to light since the decision was taken which, for good reason, could not have been made available earlier.

H15 Appeal Process

- H15.1 All appeals must be made in accordance to the University's Student Appeals Procedure. Appeals are lodged with the School.
- H15.2 An initial investigation will be conducted to establish whether there is a prima facie case for the appeal. Where a case has been established and appeal is upheld, corrective action will be taken.

I General Assessment Regulations for Taught Programmes

The following regulations apply to ADTP, diploma, bachelor's degree, and postgraduate taught programmes.

I1 General Regulations for Assessment of Taught Components

- I1.1 All subjects will be assessed. Programmes Committee shall determine appropriate methods of assessment, in consultation with External Examiners, and, where appropriate, Lancaster University (LU), and taking into consideration any changes to the modes(s) of delivery and to content necessitated by online delivery.
- I1.2 Students who fail to attend/submit an assessment without good reason or mitigating circumstances will be considered to have failed that assessment.
- I1.3 The methods of assessment must be designed to measure students' achievement based on the learning outcomes and to ensure validity, reliability, and fairness in their implementation.
- I1.4 The method of assessment for each subject and criteria for passing the subject shall be clearly communicated to students as soon as reasonably practicable.

I2 Extensions and Late Submissions

- I2.1 The University requires students to adhere to submission deadlines for any form of assessment.
- I2.2 Subject lecturers are authorized to grant extensions for coursework within their own subjects and agreements will be documented.
- I2.3 Extensions must be requested by students to subject lecturer in advance of the deadline, and proper justifications be provided for the request.
- I2.4 Any work submitted after the deadline, or after any period of extension granted shall be marked as a Fail.

I3 Examinations Arrangement for April-July 2020 Semester

- 13.1 Final examinations and mid-term tests that are conducted as paper-based examinations are to be replaced with other forms of student assessment such as online tests, assignments, take-home-examinations, open-book-exam, other methods determined by the Programmes Committee.
- 13.2 Where a final examination of a subject lead to exemptions of a professional qualification module, and paper-based examination is a requirement by the professional body, examinations for those professional qualification modules are to be postponed until delivery of teaching and learning can be resumed on campus. In such cases, assessment will only be required for Sunway University degree qualification during this period.

I4 Assessment Boards

- 14.1 Sunway University operates a two-tier assessment board system for the determination of marks and results. For taught programmes, Subject Assessment Boards consider subject performance, while, Programme Assessment Boards considers progression and end of session results.

14.2 Subject Assessment Board (SAB)

The membership of Subject Assessment Board includes:

Chair	Head of Department (HoD) or other senior member of academic staff appointed by the Dean
Members	Academic staff with teaching and assessment responsibilities of subject(s) under discussion
By invitation (no voting rights)	1) Administrative staff responsible for production of the broadsheets 2) A representative from the Exam Unit

14.3 Subject Assessment Boards (SAB) are responsible for:

- 14.3.1 Considering the results of assessments and examinations of subjects, including the performance in supervised work experience where applicable, in accordance with the approved academic regulations and the relevant policies on the results of the assessment.
- 14.3.2 Confirming the marks to be awarded to individual candidates for each subject they are studying.
- 14.3.3 Making recommendations on failures and supplementary examination sitting to the Programme Assessment Board.
- 14.3.4 Making recommendations on the scaling of marks in a particular subject to the Programme Assessment Board. Where scaling is recommended, the reason for scaling, original marks, mechanism of scaling and the scaled marks must all be clearly reported to the Assessment Board.

I4.4 Programme Assessment Board

The membership of the Programme Assessment Board includes:

Chair	Dean of School
Members	<ol style="list-style-type: none"> 1) Programme Leaders 2) All members of the programme committee (s), who are members of University staff 3) External examiner(s) for the programme 4) Academic Dean (Lancaster University) <ul style="list-style-type: none"> - Applicable only to the consideration of students also enrolled on Lancaster validated programmes 5) Representative from Academic Quality Standards and Conduct Office, who shall act as advisor to the committee in respect of the academic regulations, policies and procedures of the University applicable to the programmes being considered.
By invitation (no voting rights)	<ol style="list-style-type: none"> 1) Heads of Department or equivalent 2) All lecturers teaching the programme 3) Administrative staff responsible for production of the broadsheets 4) Representative from the Exam Unit

I4.5 Programme Assessment Boards are responsible for:

- I4.5.1 Proposing to the Academic Senate, the final award and the corresponding award classification for each student.
- I4.5.2 Confirming the assessment results for each student, having regard to the recommendations from SAB.
- I4.5.3 Considering cases of malpractice, mitigating circumstances, special cases referred to it, and to determine appropriate actions in respect of a student's progression or award, in accordance with the regulations and policies of the University.
- I4.5.4 Exercising condonement provisions in accordance with appropriate regulations and Policies
- I4.5.5 Determining the progression or withdrawal of students in accordance with the academic standing and the regulations and polices of the University
- I4.5.6 Making recommendations to Senate on the final award made to a student and the award classification, in accordance with the regulations and policies of the University
- I4.5.7 Ensuring comparability of treatment for students in the interpretation of regulations and with reference to precedents across different subjects and programmes of study.
- I4.5.8 Facilitating exchange of experience and good practice across departments and identifying general issues arising from the assessment process and procedures.

- 14.5.9 When necessary, refer special cases to the Appeals and Special Cases Committee (ASCC) for consideration.
- 14.6 Assessment Boards operate with delegated authority from the Academic Senate. Progression and award results are subject to ratification by the Academic Senate and, as appropriate, by other awarding bodies.
- 14.7 The Vice-Chancellor has the right of attendance at any Assessment Board.

15 Mitigating Circumstances and Poor Performance

- 15.1 In determining assessment recommendations, Programme Assessment Board will consider properly submitted claims from students who believe their performance has been adversely affected by extended or exceptional mitigating circumstances which have not been (fully) addressed through the extension scheme.
- 15.2 Sunway University operates a universal scheme for the submission of mitigating circumstances. The following rules apply:
- 15.2.1 Assessment Boards will neither act on uncorroborated claims nor those which are submitted outside published deadlines, unless the claims themselves are subject to mitigating circumstances.
- 15.2.2 The existence of valid mitigating circumstances does not affect the requirement for students to demonstrate that they have achieved the required learning outcomes.
- 15.2.3 A disability and/or learning difficulty does not of itself constitute a mitigating circumstance. Appropriate special arrangements will have been agreed in these instances where justified (see [H3.1](#)).
- 15.2.4 Mitigating circumstances are considered by the School Mitigating Circumstances Panel (SMCP) prior to the PAB meetings in order to determine whether claims are valid. The recommendations of the Subject Assessment Board are reported to the Programme Assessment Board by the Chair.
- 15.2.5 Students are entitled to know whether their claim is accepted as valid.
- 15.3 Approved claims for mitigating circumstances will justify PAB discretion to award:
- i) an adjustment of the results awarded in any subject(s), or part(s) thereof;
 - ii) Remove any penalty or penalties for non-attendance or late submission;
 - iii) Permit a re-sit or repeat attempt, with or without any penalty; or/and
 - iv) Make any other such reasonable adjustments which it deems appropriate to the circumstances and the impact on the student's performance.
- Valid claims can also be taken into account by the Programme Assessment Board in the consideration of borderline cases.
- 15.4 Where a further assessment opportunity is offered, the Programme Assessment Board has discretion to vary the normal assessment pattern and use whatever means of assessment is considered appropriate for the student to demonstrate the achievement of learning outcomes.

16 Progress Review

- 16.1 Student academic progress is regularly monitored. The Schools will review students' results at the end of each assessment cycle in order to identify those students who have not made satisfactory academic progress.
- 16.2 A student has not made satisfactory academic progress and is therefore considered at risk if he/she:
- i) failed subjects worth 10 credits or more;
 - ii) failed the same subject for a second or subsequent time.
- 16.3 Any other student whose progress causes serious concern will be requested by the Programme Assessment Board (PAB) to attend a Performance Review session with Programme Leader.
- 16.4 Students may also request a session if they seek a formal opportunity to discuss their progress and explore options.

17 Recommendation for Award

- 17.1 Students are assessed for the registered award on completion of the appropriate credit minima, including Recognised Prior Learning (RPL). This includes placements and other professional or compulsory components whether or not they contribute to the final classification of the award.
- 17.2 To be recommended for a target award, a student must have:
- i) Achieved passes in the credit requirements specified for the award, including condonation of failures approved by Programme Assessment Board
 - ii) Passed any additional requirements specified by the programme associated with the award, including compulsory subjects, defined combinations of subjects and placements.
 - iii) Met any Professional or Statutory Body requirements for the award.
- (Credit exemption [ungraded] is a pass. Condonement are construed to be passes for the purposes of this regulation).
- 17.3 Students who enrolled into a double degree programme and failed to fulfil the requirements for either award may be recommended for the award of the other degree.

J Diploma and Bachelor Degree Assessment

In addition to this section, assessments for diploma and bachelor programme are also governed by Sections H and I.

J1 Subject Assessment

- J1.1 Each subject will specify learning outcomes and assessment criteria by which students can demonstrate the achievement of the learning outcomes for that subject.
- J1.2 For the April-July 2020 semester, all taught subjects for Diploma and Bachelor awards shall be graded as Pass or Fail.

Programmes Committee shall determine the criteria and indicator for Pass or Fail in consultation with External Examiners, and where applicable with Lancaster University for LU validated programmes.

The criteria set for Pass must demonstrate that students' have met the subject learning outcomes and take into consideration any changes to subject content and delivery modes necessitated by present circumstances. The criteria must be set in advance and communicated clearly to students.

Table of subject result for April-July 2020 Semester

Result	Grade	Description
Pass	P	Satisfactory Note: Student has met requirement to pass the subject.
Fail	F	Unsatisfactory Note: Student has not met minimum requirement to pass the subject.
-	F#	Condoned Failure. Failed at third attempt but allowed to progress by the Assessment Board.
-	*	Pass at Resit attempt.
-	**	Pass at Repeat attempt.
-	EX	Exemption
-	P	Pass Internship
-	p**	Pass Internship at Repeat attempt
-	(Z)	Subject in progress, with no credits or marks awarded.
-	(F)	An alternative subject was taken in replacement of this elective subject
-	W	Withdrawn

-	^	Credit transfer from another programme
-	§	Audit Subject

Note: Programme under professional boards may have different grading requirements. Students are to refer to specific Programme Handbook for further information.

- J1.3 Credits taken for the semester will count towards the overall graduating credit hours for the programme but will not be included in the calculation of the final CGPA or CAVG.
- J1.4 Academic transcript will reflect Pass or Fail for April-July 2020 Semester. A statement shall be added to the transcript indicating that remedial measures of the system of study were implemented for the semester to address the impact of the Movement Control Order (MCO) imposed by the Malaysian Government.
- J1.5 A specific assessment condition which requires a pass in all assessment components – that is assessment components such as coursework, continuous assessment(s), summative assignment(s), final examination(s), etc - may be imposed on certain subjects. In such circumstances, a failure of one or more assessment components will result in a fail grade for the overall subject. Any subjects where a pass in all assessments components is required, should be clearly indicated in the Programme Handbook.
- J1.6 The failure of a subject due to the failure of an assessment component(s) such as coursework, continuous assessment(s), summative assessment(s), final examination(s), etc. is referred to herein as **component failure**.
- J1.7 The failure of a subject due to not meeting the minimum requirement for pass is referred to as **subject failure**.
- J1.8 If not otherwise specified, the word 'fail' or 'failure' in the regulations refer to a subject failure. Subject failure means that a subject has not been satisfactorily completed and passed and is considered as a failure with respect to study progression. Only in those subjects where a pass in all assessment components is required, the failure is considered as failures with regard to study progression.

J2 Subject Reassessment

- J2.1 Unless prohibited by professional body regulations, undergraduate students are given two (2) reassessment opportunities in any subject which has been failed in the first attempt, except where an irretrievable fail has been awarded as a result of malpractice. The reassessment may take place in the form of repeat or re-sit in accordance to regulations J2.2 and J2.3.

If the student waives the opportunity to re-sit, the student will have two (2) remaining attempts to repeat the subject.

Upon failing the re-sit at the second attempt, student is required to repeat the subject as the final attempt.

J2.2 A repeat is an opportunity to make another attempt at all assessment components of a subject.

J2.3 A re-sit is an opportunity to make another attempt at the failed assessment component of the subject following a failure.

Note: Programme under professional boards may have different requirements. Students are to refer to specific Programme Handbook for further information

J2.4 Re-assessment given for both Re-sit and Repeat for subjects taken in the April-July 2020 Semester will receive Pass or Fail result.

J2.5 Programme Assessment Board (PAB) shall exercise discretion, taking into consideration students' overall academic performance for the semester, when deciding to grant a student opportunity to Re-sit or Repeat.

J2.6 A re-sit may be considered under the following circumstances:

i) A student who failed a subject, where it is not required to pass all assessment components, may re-sit the one or more failed assessment components required to attain minimum requirement for pass.

Students who fail a subject due to component failure in a subject where it is required for all components to be passed (see [J1.5](#) and [J1.6](#)) will be offered the opportunity to re-sit the failed component(s).

ii) Students with one or two subject failures from the final semester of study, and who have no other outstanding reassessment, may be offered to do a Re-sit at PAB's discretion.

J2.7 A programme may offer re-sits for all or some of its subjects. Where a programme offers re-sit, the following conditions should apply:

i) Re-sit conditions and subjects offering re-sits should be clearly stated in the Programme Handbook;

ii) Students may only re-sit an assessment that is completed by the individual student and may not re-sit assessment that requires group assessment;

iii) The opportunity to re-sit should be given to students who have shown reasonable effort in the subject.

J2.8 Re-sits will normally take place before the second week of the following semester.

J2.8.1 Students who have good cause for not attending a re-sit or resubmitting an assessment must present their reasons in writing to the Programme Leader in order to seek a deferral of the reassessment. In such cases the re-sit will be rescheduled to the next assessment cycle and the re-submission to a date set by the Programme Leader.

- J2.8.2 Students who have registered, but fail to attend a re-sit or resubmit an assessment without reasons that could not have been known or notified before the reassessment date (e.g.: mitigating circumstances), will be judged to have sat for the reassessment and will be given a fail result. Re-sit for students who can demonstrate good cause will be rescheduled to the next assessment and re-submission to a date set by the Programme Leader.
- J2.8.3 The University is not obliged to adjust the subject offering and/ or the timing of any assessment cycle or submission date for a student who is taking a re-sit.
- J2.9 A student repeating a subject based on component failure may carry forward previously passed component(s) providing that those components were completed by the individual student and did not require group assessment. Any components that were failed in a previous assessment cycle or any components that were passed but require group assessment will be reassessed in their entirety. Assessment components that are carried forward may be passed at different times and do not need to be passed in the same assessment cycle.
- J2.10 Regardless of regulation J2.9, students repeating subjects due to subject or component failure shall be required to attend classes and participate in all learning activities including those relating to components which have previously been passed.
- J2.11 Repeat of subjects delivered in this semester will receive Pass or Fail result.
- Repeats of this semester's subject delivered in subsequent semester, whereby the University has resumed normal grading system, the result for the Repeat subject will maintain the Pass or Fail result.
- J2.12 At the discretion of Programme Assessment Board, a student who fails at an elective subject may be allowed to take an alternative subject in place of the failed subject, subject to any specific programme requirements. The alternative subject will be taken as a first attempt. Students may have only one opportunity to change to an alternative subject for each failed elective subject. If student fails the alternative subject, student will be required to undergo reassessment of the chosen alternative subject.
- J2.13 If a failed elective subject is replaced with another elective subject according to J2.12, the failed elective subject will be recorded on the student's transcript but will not be calculated in the student's Overall Average for award classification for this semester.
- J2.14 Students from 2013 intake onwards are allowed to repeat a passed subject if required for professional accreditation under specific accreditation arrangements as specified in Appendix . However, the marks obtained in the subsequent attempt(s) will not be recorded on student's transcript and will not be used in any calculation of student's programme marks or grade. The marks and/ or grades of any assessment repeated for professional accreditation will be recorded in a separate letter issued by the Registrar to confirm the examination results.

J3 Condonement

- J3.1 Condonement describes the process by which a student who fails a component or subject is nevertheless recommended for progression/ award on the grounds that the failure is marginal, the failure is offset by good performance elsewhere, or that the student's performance in the assessment (s) was adversely affected by circumstances or factors outside the student's control.
- J3.2 Students who failed a component or subject and exhausted all opportunities for reassessment, may be considered for condonement by the PAB. PAB, at its discretion, may condone a component or subject failure to students who failed a component or subject and exhausted all opportunities for reassessment in order to enable the student to progress or to complete the final award, providing that the following conditions are met:
- J3.2.1 Conditions applicable for April-July 2020 Semester:
- i) All Programme Learning Outcomes continue to be met;
 - ii) The student's CGPA or CAVG standing from previous semesters at time of Condonement is at least 2.00 or 40% respectively,
 - iii) Professional body requirements do not stipulate that all assessment components must be passed and do not prohibit condonement.
- J3.3 The maximum number of credits that may be condoned is 10 credits for diploma and 12 credits for bachelor's degree.
- J3.4 Although a condonement may allow a student to progress or complete an award, the best marks attained in the assessment(s) will carry forward to any classification calculations.
- J3.5 In the case of component failure in a subject where all components must be passed, condonement may be applied to failed components or to the whole subject. The application of condonement will not change the component marks and the best marks achieved for each component will be used in any classification calculations.
- J3.6 In the case of component or subject failure failing outside the parameters prescribed above, the PAB may make a recommendation to the Academic Senate for special consideration of the final marks.

J4 Internship

- J4.1 The University supports the development of opportunities for students to undertake appropriate forms of work-related learning as an integral part of or alongside their programme of study.
- J4.2 Requirement for industrial training or internship for Diploma and Bachelor programmes is stipulated in the Programme Standards (where applicable). For programmes where industrial training and internship is not specified by Programme

Standards, internship should adhere to the standard requirement of 2 weeks of internship per credit

- J4.3 Internships or work placement must have specified learning outcomes, and are properly assessed. Results awarded for Internship will be Pass or Fail. Credits are to be allocated for internship; however, credits obtained will **not** contribute towards the final award classification.
- J4.4 Students who had commenced their industrial training in a previous semester and who have completed at least 70% of the period specified for industrial training are exempted from completing the remaining period,, subject to the suitability of the field of study, as well as consideration by related professional bodies.
- J4.5 Industrial Training or Internship taking place during the April-July 2020 Semester may be replaced with other appropriate alternatives that involve both industrial collaboration and supervisory by industry practitioners (for example, industry-based projects) subject to the suitability of the field of study, as well as consideration by related professional bodies

J5 Progression

- J5.1 Assessment for progression is undertaken by the appropriate PAB.
- J5.2 In determining progression recommendations, PAB will use its discretion and consider the following regulations and any professional body or programme-specific regulations.
- J5.3 For diploma and bachelor's degree, recommendations for progression fall into five categories:
- Pass;
 - Re-sit assessment (s) or Repeat the course;
 - Condonement providing that the conditions set out in Section J3 are satisfied
 - Defer
 - Mandatory exit if the maximum number of assessment attempts has been exhausted
- J5.4 Where reassessment is allowed, students are required to re-sit the failed examinations, resubmit the failed coursework or complete an equivalent assessment for those components of the subject, and this must be done at the first available opportunity. Alternatively, students may be required to repeat the whole course before retaking the failed assessments or components of the subject.
- J5.5 A first or second year student may not progress if the outstanding reassessments reach any of the limits below.
- 3 subjects
 - 10 credits

J5.6 A student who is disallowed from progressing may not take additional subjects except if any of the following conditions occur:

- The subjects failed are not offered in the semester;
- The student needs to fulfil requirements for full-time study, in which instance the student may only register up to 3 additional subjects (not more than 12 credits).

J5.7 PAB, at its discretion, may recommend to Academic Senate that students that have exhausted all the attempts and lead to exclusion are given one (1) further opportunity to repeat the subject, provided that the student has not previously been granted an additional attempt in that subject.

J6 Award Classification

J6.1 The award classification will be based on CGPA for August 2019 intake onwards. The classification of awards for students registered prior to August 2019 intake will continue to be based on the Overall Average.

J6.2 Award classification is based on the marks achieved in specified counting subjects. Except as specified below, the counting subjects for a bachelor's Honours degree are subjects specified for Years 2 and 3 and excluding MPW/MPU (U1 and U4) subjects. This is regardless of in which Year the student register for the subject for any possible reason. For a diploma, marks for all subjects, except for MPW/ MPU (U1, U3 and U4) subjects, will be considered.

Internship/work placement subjects will not be considered as counting subject for students. Exceptions are published in programme handbooks.

Subjects taken in April-July 2020 Semester will also not be included in calculation towards classification of award for Diploma and Bachelor programmes due to the implementation of Pass/Fail result for the semester as part of remedial measures taken by the University to address the impact of the Movement Control Order (MCO) for COVID-19 imposed by the Malaysian government.

J6.3 Grade Point Average (GPA) is calculated by multiplying grading point with subject credit and dividing the figure by the number of total credits taken in a semester. Formula as below:

$$\text{GPA} = \frac{\text{Sum of (grading point x subject credits) for all subjects enrolled in a semester}}{\text{Sum of (Total number of subjects' credits enrolled in a semester)}}$$

Upon completion of study, student will be getting a CGPA which is a weighted average of GPA for semesters taken. Both GPA and CGPA are rounded and expressed to two decimal places. Sample of calculation are in [Appendix 5](#).

J6.4 The Overall Average is calculated using the arithmetic average of all counting subject marks weighted in accordance with their credit value as shown below:

$$\text{Overall Average (\%)} = (m_1 \times C_1 + m_2 \times C_2 + \dots + m_n \times C_n) / (C_1 + C_2 + \dots + C_n)$$

where m = mark awarded, and c = number of credits

The Overall Average is rounded and expressed to two decimal places. Details of classification with samples of calculation are in 8.

- J6.5 Marks recorded for condoned subjects are as achieved and count towards the final awards without amendment.
- J6.6 Subjects for which the credits have been exempted are excluded from any classification calculations.
- J6.7 Classification of awards are shown below:

Intake	Award Classification	
Diploma level		
August 2019 onwards	Grade Point	Classification
	3.50 – 4.00	Distinction
	3.00 – 3.49	High Merit
	2.50 – 2.99	Merit
	2.00 – 2.49	Pass
Prior to August 2019	Overall Average	Classification
	70.00 – 100.00%	Distinction
	60.00 – 69.00%	High Merit
	50.00 – 59.00%	Merit
	40.00 – 49.00%	Pass
Bachelor level		
August 2019 onwards	Grade Point	Classifications
	3.50 – 4.00	Class I
	3.00 – 3.49	Class II (I)
	2.50 – 2.99	Class II (II)
	2.00 – 2.49	Class III
Prior to August 2019	Overall Average	Classification
	70.00 – 100.00%	Class I
	60.00 – 69.99%	Class II (Division I)
	50.00 – 59.99%	Class II (Division II)
	40.00 – 49.99%	Class III

Note: Programme under professional boards may have different requirements. Students are to refer to specific Programme Handbook for further information.

- J6.8 PAB shall exercise discretion for borderline cases for award classifications, where a student may reasonably have achieved a higher award classification had the student

been graded and the marks included in the CGPA or CAVG calculation. PAB should take into consideration student overall academic performance of current semester and student overall current CGPA or CAVG standing from previous semesters when making recommendation to upgrade a student's award classification.

- J6.9 For the July 2020 exam cycle, PAB can consider the following conditions to award upgrade of award classification:
- i) The CGPA standing from previous semesters is not more than 0.1 points (or the Overall Average is not more than 4% mark) below the recommended class;
 - ii) Pass all subjects in the current semester; and
 - iii) The student's performance in the current cycle is judged to exceed that of previous cycles significantly.

K ADTP Assessment

In addition to this section, assessments for ADTP are also governed by Sections H and I.

K1 Subject Assessment

- K1.1 For the April - June and June - July 2020 Semester, all taught subjects of the ADTP will be graded as Pass or Fail.

Programmes Committee shall determine the criteria and indicator for Pass or Fail in consultation with External Examiners.

The criteria set for Pass must demonstrate that students' have met the subject learning outcomes and take into consideration any changes to subject content and delivery modes necessitated by present circumstances. The criteria must be set in advance and communicated clearly to students.

Table of subject result for April-June and June -July 2020 Semester

Results	Grade	Description
Pass	P	Satisfactory Note: Student has met requirement to pass the subject.
Fail	F	Unsatisfactory Note: Student has not met minimum requirement to pass the subject.
-	P*	Subject repeated at first attempt
-	P**	Subject repeated at second attempt
-	EX	Exempted
-	I	Incomplete ("I" will become grade F after one year if no progress is made)
-	W	Withdrawn

- K1.2 Academic transcript will reflect Pass or Fail for April-June and June-July 2020 Semester. A statement shall be added to the transcript indicating that remedial measures of the

system of study were implemented for the semester to address the impact of the Movement Control Order (MCO) imposed by the Malaysian Government.

K2 Subject Reassessment

- K2.1 ADTP students are entitled to reassessment opportunities in any subject which has been failed for whatever reason, except where an irretrievable fail has been awarded as a result of malpractice.
- K2.2 A student who fails at the second attempt will be required to make a third and final attempt at the subject.
- K2.3 Students repeating subjects shall be required to attempt all assessment components. Marks for any passed assessment component from the previous attempt cannot be carried forward.
- K2.4 At the discretion of Programme Assessment Board, a student who fails at an elective subject may be allowed to take an alternative subject in place of the failed subject, subject to any specific programme requirements. The alternative subject will be taken as a first attempt.

K3 Progression

- K3.1 A student who has accumulated 3 failed subjects or more will not be allowed to take new subjects in the following semester. However, an exception can be made if the failed subjects are not offered in the following semester whereby the student will be allowed to take up to a maximum of 3 new subjects in order to fulfil requirements for full-time study, provided that the failed subjects are not pre-requisites for the new subjects.
- K3.2 Where reassessment is allowed, students are required to re-attempt all failed components of the subject, and must be done at the first available opportunity.

K4 Programme Awards and Results

- K4.1 Classification of Award
ADTP is not part of Sunway University awards. However, ADTP students will be given Certificate of Achievement upon completion of minimum 30 credits.
- K4.2 ADTP Certificate of Achievement is classified as below:

CGPA	Classification
3.70 – 4.00	Distinction
3.30 – 3.69	High Merit
3.00 – 3.29	Merit
2.00 – 2.99	Pass

- K4.3 Subjects taken in April-June and June-July 2020 Semester will not be included in calculation towards award classifications of ADTP Certificate of Achievement due to the implementation of Pass/Fail result for the semesters as part of remedial measures taken by the University to address the impact of the Movement Control Order (MCO) for COVID-19 imposed by the Malaysian government.
- K4.4 Programme Assessment Boards (PAB) shall exercise discretion for borderline cases for classifications of ADTP Certificate of Achievement, where a student may reasonably have achieved a higher award classification had the student been graded and the marks included in the CGPA calculation. PAB shall take into consideration the following conditions to award upgrade of Certificate of Achievement:
- i) The CGPA standing from previous semesters is not more than 0.1 points below the recommended class;
 - ii) Pass all subjects in the current semester; and
 - iii) The student's performance in the current cycle is judged to exceed that of previous cycles significantly.

L Assessment for Postgraduate Taught Programmes

Assessment for taught postgraduate programmes of the University are also governed by the general regulations under Sections H and I. This section applies to postgraduate programmes by coursework and by mixed-mode.

L1 Assessment for Postgraduate with Taught Component

- L1.1 Regulations on assessment for taught component and research component apply severally for postgraduate programme by mixed mode (Structure B).
- L1.2 For the April-July 2020 semester, all subjects for Postgraduate Taught Programmes shall be graded as Pass or Fail.

Programmes Committee shall determine the criteria and indicator for Pass or Fail in consultation with External Examiners, and where applicable with Lancaster University for LU validated programmes.

The criteria set for Pass must demonstrate that students' have met the subject learning outcomes and take into consideration any changes to subject content and delivery modes necessitated by present circumstances. The criteria must be set in advance and communicated clearly to students.

- L1.3 With the implementation of Pass/Fail results for April-July 2020 Semester, students will be following below grading scheme:

Table of subject result for April-July 2020 Semester

Result	Grade	Description
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Pass	P	Satisfactory Note: Student has met requirement to pass the subject.
Fail	F	Unsatisfactory Note: Student has not met minimum requirement to pass the subject.
-	F#	Condoned Failure. Failed at third attempt but allowed to progress by the Assessment Board.
-	*	Pass at Resit attempt of component failure.
-	**	Pass at Repeat attempt.
-	EX	Exemption
-	P	Pass Internship
-	p**	Pass Internship at Repeat attempt
-	(Z)	Subject in progress, with no credits or marks awarded.
-	(F)	An alternative subject was taken in replacement of this elective subject
-	W	Withdrawn
-	^	Credit transfer from another programme
-	§	Audit Subject

L1.4 Academic transcript will reflect Pass or Fail for April -July 2020 Semester. A statement shall be added to the transcript indicating that remedial measures of the system of study were implemented for the semester to address the impact of the Movement Control Order (MCO) imposed by the Malaysian Government.

L2 Progression for Students Undertaking Taught Components

L2.1 The summative assessment of any coursework required as part of the programme of study shall form part of the formal monitoring process.

L2.2 The evaluation of a student's progress during the coursework component of his/her programme is undertaken by the appropriate PAB (refer to Section [14](#)).

L2.3 In determining a student's progress, the PAB shall apply these Academic Regulations and any professional body or programme-specific regulations approved at validation.

L2.4 The PAB shall determine the category of progress of the candidate, namely:

- Pass
- Reassessment
- Defer
- Fail

L2.5 A student who passes all subjects in a semester at the first attempt shall progress to the following semester.

L3 Reassessment

L3.1 A student who fails to achieve a pass in any subject shall be deemed to have failed that subject.

L3.2 Unless prohibited by professional body regulations, postgraduate students are entitled to one (1) reassessment opportunity following failure in a subject.

L3.2.1 Reassessment can take the form of re-sit in the case of an examination, or a repeat or resubmission of a coursework component.

L3.2.2 Students who fail a subject in April-July 2020 semester will be given the opportunity to re-sit or resubmit a coursework component in the first instance unless student request to repeat the subject or PAB at its discretion require student to repeat due to poor attendance or engagement.

L3.2.3 The nature and timing of reassessment is at the discretion of the PAB but shall normally be at the first available opportunity.

L3.2.4 Students who fail to undertake any reassessment without good reason (mitigating circumstances) shall be judged to have sat the reassessment and shall be given a Fail result.

L3.2.5 A student who fails following reassessment may be considered for condonement in that subject within the limits described in Section L4.

L3.3 At the discretion of the PAB, a student may be allowed to progress with outstanding reassessment in up to three (3) subjects or to a maximum of ten (10) credit hours (whichever is the minimum), provided that the subjects are not pre-requisites of the next level. In exercising this discretion, the PAB shall consider the student's overall ability to complete successfully. Deferred reassessment must be completed within the maximum registration period.

L3.4 A student failing a subject may opt to or may be required by PAB to repeat that subject:

L3.4.1 For a repeat, the student shall be required to attend classes and take the failed subject(s) in their entirety. The normal tuition fees as applicable to the subject(s) shall be charged.

L3.4.2 Subjects being repeated must be studied and completed in full. Any passed components from the previous attempt shall not be carried over.

L3.4.3 Students shall be allowed to take additional subjects in the semester on top of the subject(s) to be repeated on condition that:

- i) The total credit hours taken in the semester do not exceed nine (9) for a full semester and three (3) for a short semester.
- ii) Accumulated failed subjects do not exceed ten (10) credit hours or three (3) subjects.

L3.5 For a re-sit the student will not be required to attend classes shall retake or resubmit assessment(s) for the subject(s) failed.

L4 Condonement

- L4.1 Condonement describes the process by which a student who fails to satisfy some elements of assessment is nevertheless recommended for progression/ award on the grounds of mitigating circumstances or that the failure is marginal or is offset by good performance elsewhere.
- L4.2 The operation of condonement is at the discretion of the PAB and in accordance with the following regulations:
- L4.2.1 Condonement shall be permitted for a maximum of one (1) subject or five (5) credits, whichever is the greater. Any exception for students from intake prior to January 2017 will be specified in the Programme Handbooks. Such exception should include a limit of not more than three (3) subjects or fourteen (14) credits.
- L4.2.2 Condonement is not permitted for placements and other professional or compulsory components, or any other subjects specifically excluded from Condonement in the approved programme specification.
- L4.2.3 Condonement is not permitted for a thesis.
- L4.2.4 Condonement can only be applied where:
- i) the student has failed the reassessment of a subject;
 - ii) all Programme Learning Outcomes continue to be met;
 - iii) the student has passed other subjects taken in the semester and the student's CGPA standing from previous semesters at time of Condonement is at least 3.00 (Overall Average of at least 60% for all subjects taken for intakes prior to August 2019).
- L4.3 Although a Condonement may allow a student to progress or complete for an award by receiving credit, the marks achieved in a condoned subject are not altered and this mark shall carry forward to any classification calculation, if relevant.

L5 Classification of Award

- L5.1 Subjects taken in April-July 2020 Semester will also not be included in calculation towards classification of awards for Postgraduate Taught Programmes due to the implementation of Pass/Fail result for the semester as part of remedial measures taken by the University to address the impact of the Movement Control Order (MCO) for COVID-19 imposed by the Malaysian government.
- L5.2 Masters level (by Mixed Mode and Coursework):

August 2019 intakes onwards	CGPA	Classification
	3.75 – 4.00	Distinction
	3.50 – 3.74	Merit
	3.00 – 3.49	Pass
	0 – 2.99	Fail

Intakes prior to August 2019	Overall Average	Classification
	80% -100%	Distinction
	70% - 79.9%	Merit
	60% -69.9%	Pass
	50% - 59.9%	Fail

- L5.3 The GPA is calculated by multiplying grading point with subject credit and dividing the figure by the number of total credits taken in a semester. Formula as below:

$$\text{GPA} = \frac{\text{Sum of (grading point x subjects' credits) for all subjects enrolled in a semester}}{\text{Sum of (Total number of subjects' credits enrolled in a semester)}}$$

Upon completion of study, student will be getting a Cumulative Grade Point Average (CGPA) which is a weighted average of GPA for semesters taken.

- L5.4 Calculation of Overall Average for intakes prior to August 2019 as follows:

The Overall Average Mark is computed as follows and shall be expressed to one decimal place to determine the class of degree to be awarded.

$$\text{Overall average mark (\%)} = \left(\frac{\text{Sum of (\% subject marks x subject credits) for all subjects}}{\text{Sum of credits for all subjects}} \right)$$

- L5.5 PAB shall exercise discretion for borderline cases for award classifications, where a student may reasonably have achieved a higher award classification had the student been graded and the marks included in the CGPA or CAVG calculation. PAB should take into consideration student overall academic performance of current semester, and student overall current CGPA or CAVG standing from previous semesters when making recommendation to upgrade a student's award classification.

- L5.6 For the July 2020 exam cycle, PAB can consider the following conditions to award upgrade of award classification:

- i) The CGPA standing from previous semesters is not more than 0.1 points (or the Overall Average is not more than 4% mark) below the recommended class;
- ii) Pass all subjects in the current semester; and
- iii) The student's performance in the current cycle is judged to exceed that of previous cycles significantly.

M Assessment for Postgraduate Research Programmes

This section of the Regulations pertains to all master's and doctoral programmes 'by research' and to mixed-mode master's programmes in which the research component

exceeds 50%. The Regulations prescribe the conditions under which applicants are able to qualify for the award of such degrees of the University.

M1 Appointment of Supervisors

- M1.1 A student shall be allowed to commence the thesis only on successful completion of all coursework subjects, taking into account any condonement or exceptions being applied.
- M1.2 Candidates shall have a minimum of two (2) supervisors approved by the URDC, one of whom, the Main Supervisor, shall have overall responsibility for the supervision of the candidate.
- M1.3 Supervisors must usually hold a doctoral degree. URDC may, in exceptional circumstances, approve a supervisor who does not hold a doctoral degree where it is satisfied that that person has equivalent professional experience. Such a person may not act as the Main Supervisor.
- M1.4 Supervisors must meet any other requirement stipulated by the MOE and MQA, including the relevant Programme Standards.
- M1.5 In addition to the above criteria, the Main Supervisor for doctorate students must have 2 years' experience:
- a) in teaching and research; or
 - b) as a co-supervisor.
- M1.6 The Main Supervisor must be a contracted full-time member of staff of the University.
- M1.7 Taken together, the team must have evidence of relevant and current research expertise in the research project's subject area, as well as such other expertise necessary to complete the supervisory duties of the team.
- M1.8 To be eligible to act as a Main Supervisor, a member of staff must have undergone, or undergo within 6 months of taking up the role, a course on the supervision of research degree students, at Sunway University, or at another university with a recognized, equivalent training programme. Supervisors are required to undertake an approved research degree-related course of continuing professional development (CPD) at least biennially.
- M1.9 Individuals with specialist expertise relevant to the research project who do not qualify as supervisors may be appointed to the supervisory team as advisors.
- M1.10 Persons with a close personal relationship with the candidate are not permitted to act as a member of the supervisory team.
- M1.11 Persons who are themselves registered for a research degree may not normally act as a member of the supervisory team, and in any case may not act as the Main Supervisor.
- M1.12 Appointment of supervisor for Dual PhD programme must adhere to the following:
- M1.12.1 Candidate on a Dual PhD programme shall have a minimum of two (2) supervisors. At least one supervisor will be assigned from Sunway

University with another from the partner University, approved by the URDC.

- M1.12.2 Supervision will be provided at Sunway University in accordance with the University Academic Regulation and abiding by the standards and requirements set by MQA. Supervision by partner University will be provided in accordance to regulations of that institution but subject to meeting the standards and requirement of Sunway University.
- M1.12.3 Where an institution appoints more than one supervisor, the respective institution will nominate one supervisor to act as main supervisor at that institution.
- M1.12.4 The Research Degrees Management Panel shall comprise of:
- Chair appointed by Sunway University and partner institution
 - Two (2) senior academic staff who are members of the URDC, Sunway University
 - Two (2) senior academic staff of a partner institution who are members of a committee equivalent to that of Sunway University URDC.
- M1.13 Should there be a disagreement between supervisors over any matter relating to a student's progress, performance, or the direction of their research, a Research Degrees Management Panel will be established for arbitration.

M2 Change of Supervisor(s)

- M2.1 The supervisory team may be changed or reconstituted by the University, following consultation with the student, under the following circumstances:
- M2.1.1 Upon a withdrawal by, or resignation, incapacitation or disqualification of, the supervisor(s).
- M2.1.2 Where the University decides and deems it is in the best interests of the student that the supervisor(s) should be replaced.
- M2.1.3 Where the University decides and deems it desirable that additional supervisors are required.
- M2.2 A student may also seek to change his/her supervisor(s) if he/she believes that continued supervision by the supervisor(s) shall not lead to the satisfactory completion of the degree. The student are required to complete and submit a Change of Supervisor Form to the URDC for approval.
- M2.3 The URDC must ensure that proper supervision can be provided and maintained during any period of study leave, or absence by the supervisor(s). The URDC shall take steps to safeguard appropriate provision including, where necessary, providing help in exploring the transfer of the student to another institution, in the event of the supervisor leaving the University and there being no other appropriate supervisors being available.

M3 Research Proposal

M3.1 Prior to executing the research, students are required to submit a Research Proposal for review and approval. A student is only permitted to proceed with his/her research leading to the submission of a thesis, upon receiving approval for the Research Proposal, as well as fulfilling any ethics requirements.

M3.2 The Research Proposal must be submitted to the University Research Degrees Committee (URDC) within the specified timeframe for their programme and mode of study, namely:

Master Candidate

Full Time: within six (6) months from enrolment

Part Time: within twelve (12) months from enrolment

Doctoral Candidate

Full Time: within twelve (12) months from enrolment

Part Time: within twenty-four (24) months from enrolment

M3.3 The Research Proposal shall be evaluated by two (2) independent internal examiners, via viva voce i.e. proposal defence. The examiners shall be academic staff of the university or other subject experts, recommended by the Main Supervisor and approved by the URDC.

M3.4 Following the proposal defence, the examiners shall make their recommendation to the URDC; the recommendation shall be one of the below:

- Research Proposal has achieved a 'Pass'.
- Research Proposal needs to be amended.
- Research Proposal has achieved a 'Fail'.

M3.5 The URDC shall normally notify the student in writing of the outcome of the Research Proposal within two (2) weeks of the Committee meeting at which the recommendation is considered.

M3.6 The URDC shall provide the following information to students:

- Outcome of the Research Proposal examination.
- Details of any remedial work necessary and timeline for the Research Proposal resubmission.

M3.7 Students undertaking research leading to the submission of a thesis shall be given three (3) opportunities to acquire approval for their Research Proposal. Failure on the third attempt shall result in the termination of his/her candidature.

M3.8 Research Proposals, once approved by URDC, must be forwarded to the Ethics Committee for approval. Ethics approval must be received before any research/data collection may commence.

M4 Work Completion Seminar

M4.1 Students are required to make a presentation of their research findings prior to submitting the Notice of Thesis Submission (Section [M7](#)). The Work Completion

Seminar should present the objectives, methods, findings, and significance of the student's research.

- M4.2 A Vetting Panel will be established to provide feedback on:
- i. Whether sufficient material has been presented for examination; and
 - ii. Whether the work completed is of sufficient quality and standing for the degree in consideration.
- M4.3 The Vetting Panel shall comprise two (2) staff members/experts, recommended by the Main Supervisor and approved by the URDC.

M5 Change of Thesis Title

- M5.1 Students undertaking research leading to the submission of a thesis may apply for change of thesis title at any time throughout the duration of their study provided that:
- i. They have passed the Research Proposal and defence; and
 - ii. The new title shall not change the area of research.
- M5.2 To apply, students must complete and submit the **Change of Thesis Title Form** to the URDC.
- M5.3 The URDC shall consider the application for change of title. The URDC shall normally notify the student within three (3) weeks of considering the application whether the change of title has been approved. Where a change of title is not approved, the URDC shall inform the students of the reasons for the rejection.

M6 Change of Specialisation

- M6.1 Students may apply for a change in specialisation by submitting the **Change in Specialisation Form** to the URDC. The change in specialisation must be approved by the student's supervisors.
- M6.2 The application for a change in specialisation shall only be considered if it is submitted within the first semester of commencing work on the thesis and may only be approved if the University is able to support the student adequately to complete his/her thesis in the new area of specialization.

M7 Submission of Thesis

- M7.1 Students may only submit their theses on having presented the completed research at the Work Completion Seminar.
- M7.2 Students are required to give three (3) months' notice to the School of their intention to submit the thesis by using the Notice of Submission of Thesis Form.
- M7.3 Students will only be allowed to submit their theses if they have met all requirements of the programme and have paid, in full, all fees and other charges required by the University.
- M7.4 The supervisor may submit a report after consultation with the co-supervisors, where applicable. If necessary or preferred, a co-supervisor may submit an independent report. The supervisor(s) report(s) shall be made available to the panel of examiners (M8) where appropriate.
- M7.5 If for any reason the student is unable to submit his/her thesis following the submission of the Notice of Submission of Thesis Form after six (6) months, he/she is required to re-submit the Notice of Submission of Thesis Form.
- M7.6 The thesis must conform to the format as prescribed by the University Thesis Writing Guidelines ([Appendix 7](#)). The thesis may be rejected if it is not submitted in accordance with the prescribed regulations and procedures.
- M7.7 Students must submit five (5) soft bound copies of the completed thesis to the University Research Office, together with a declaration of the originality, in accordance with a format, determined by the University.
- M7.8 Any approved thesis or part thereof that is subsequently published shall state clearly that it was submitted for the master's or doctoral degree of the University. In the course of the student's candidature, he/she may, with the approval of his supervisor(s), publish any papers of his/her work provided due reference is made to the University in all such papers.

M8 Examination of Thesis

- M8.1 A candidate for a research degree shall be examined by a panel of examiners appointed for that purpose by the URDC.
- M8.2 The supervisors shall nominate thesis examiners for approval by the URDC, using a Thesis Examiners Nomination Form.
- M8.3 The examiners for a thesis at the master's level shall comprise at least two examiners, namely:
- i) one (1) Internal Examiner; and
 - ii) one (1) External Examiner.
- M8.4 The examiners for a thesis of a doctoral degree shall comprise at least three (3) examiners, namely:
- i) one (1) Internal Examiner; and

ii) two (2) External Examiners.

- M8.5 In the event where no suitable internal examiner can be appointed, another external examiner may be appointed by the URDC.
- M8.6 Where the candidate is a permanent member of staff of the University at the time of examination, the Internal Examiner shall be replaced by an additional external examiner. A candidate being examined who is employed by the University on a fixed term contract as a research assistant shall be exempt from the requirements of this regulation.
- M8.7 The Internal Examiners shall be staff members of the University but shall **not** be a Supervisor or otherwise closely affiliated to the student in any way.
External Examiners will be members of staff of another, recognised institution other than Sunway University. The External Examiner(s) must **not** be a Supervisor or otherwise closely affiliated to the student or his/her project. All examiners must have established reputations in the topic of the thesis being examined.
- M8.8 The Provost may, in exceptional circumstance, appoint an External Examiner to examine the thesis. The appointment shall be reported to the URDC.
- M8.9 Examiners must hold a doctoral level degree, or have equivalent professional standing. Taken as a whole, the examiners must:
- i. Have experience in examining research degree theses at the level of the degree in question [normally three (3) or more previous examinations]; and
 - ii. Have substantial knowledge of current research relating to the subject area of the thesis.
- M8.10 Former members of the staff of the University are not normally eligible for appointment as external examiners until three (3) years after the termination of their employment.

M9 Examiners' Report

- M9.1 Examiners are under an obligation to maintain confidentiality and, in no circumstances, should he/she discuss the thesis or any part of the examination process with a third party, without the prior approval of the Provost.
- M9.2 Examiners are provided with guidelines for the examination of a thesis. Prior to the viva voce examination (Section [M9.3](#)), they are requested to complete a form indicating whether the candidate has met the listed criteria and to provide a written report.
- M9.3 The examiners are required to hold an oral examination (viva voce), except in the most exceptional of circumstances, and then only with the agreement of the Provost.
- M9.4 Following the viva voce, a report shall be prepared and agreed by the examiners and submitted to the URDC for consideration. If the examiners cannot agree on the outcome of the examination result, the URDC shall appoint a new external examiner who shall examine the thesis and submit a further report to the URDC. The URDC shall

consider all the reports in making its judgment on the outcome of the examination of the thesis.

M9.5 The recommendation of the Panel of Examiners for *viva voce* shall be one of the following:

- i) Thesis is accepted.
- ii) Thesis is accepted subject to:
 - a. Minor modifications being made. Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or other amendments which do not significantly affect the conclusion of the thesis.
 - b. Major modifications being made. Such major modifications might include serious omissions of sections and/or inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.
- iii) Re-submission. This recommendation is used where substantial modifications (e.g. re-writing of sections and/or further experiments and/or profound correction of a scientific argument) are required to make the thesis acceptable. Following revision, the thesis would normally be considered again by all members of the Panel of Examiners for final approval. A student shall normally only be permitted to revise and re-submit a thesis once. The Panel shall determine whether the student should undergo a *viva voce* examination on the re-submitted thesis
- iv) Thesis is rejected with no right of revision or re-submission.

M9.6 Appeals against the outcome of the *viva voce* shall be submitted to the Provost to establish if a *prima facie* case exists or not. If a *prima facie* case is established, the Provost's Office will convene a panel to review the case in full; the review panel shall determine what if any corrective actions should be taken. The Panel shall be chaired by a DVC. Where the case relates to any component of a programme contributing to a final award, the view of the External Examiner(s) shall be sought.

M9.7 The URDC shall consider the outcome of the thesis examination and *viva voce* and make a recommendation on the award of the degree to the Academic Senate for final approval.

M9.8 If, after any necessary revisions or resubmission, the thesis does not meet the requirements for the master's or doctoral degree, the student shall not be awarded that degree and shall be terminated from the programme.

M10 Thesis Modification and Final Submission

M10.1 Where modifications to the thesis are required, the URDC shall provide, normally within three (3) weeks of the *viva voce* examination, written notification of:

- i) additional work required;
- ii) the deadline for the completion of the required work; and if appropriate; AND
- iii) deadline for re-submission of the thesis.

- M10.2 The Examination Panel shall be responsible for confirming that all amendments and/or additional work have been completed satisfactorily, and for confirming that the thesis meets the required standard for the award.
- M10.3 Once the thesis is accepted by the examiners (i.e. once any necessary corrections have been completed to the satisfaction of the Chair of the Panel of Examiners), the student shall have four (4) weeks to submit three (3) hardbound copies to the Research Office, together with a soft copy (electronic) of the thesis in a medium to be specified from time-to-time by the Research Office.
- M10.4 A student may, if necessary, apply to the URDC for extension of time for the final submission of his/her final thesis. All such applications must be made using the Extension to Submission of Thesis Form. The URDC may, at its discretion, extend the time for final submission of a thesis by up to sixty (60) days. Normally only one (1) extension may be granted to a student. During the extension period, the student must continue to be a registered student.
- M10.5 If the final copies of the thesis are not submitted by the student within the prescribed time, he/she will be deemed to have the thesis rejected and will not be awarded the degree for which they are registered.

M11 Progression for Students Undertaking Research

- M11.1 All research degree students will be subject to progress monitoring. This will involve routine, informal monitoring through regular supervisory sessions and formal monitoring through the URDC.
- M11.2 Students undertaking the research phase shall meet formally with a member of their supervisory team (usually their Main Supervisor) at least bimonthly to review progress and agree on a schedule of work for the following period. A record of each meeting shall be forwarded to the URDC.
- M11.3 Additionally, students undertaking the research phase of their programme will be required to submit annual progress reports for review and consideration of the URDC. If the URDC deems that progress is insufficient, he/she shall be issued with a letter of warning by the Research Office, copied to the student's supervisors, advising the student of necessary remedial action. In such circumstance, the student shall submit a further progress report to the URDC within six (6) months. If progress remains unsatisfactorily, URDC may terminate the candidature a student.
- M11.4 Academic progress for Dual PhD programme is subject to Sunway University's regulations under M11.
- M11.5 Students' academic progress on a Dual PhD programme will be monitored by both institutions involved in the programme. Both institutions are to provide and share information on each student's performances and progress. Processes and schedule should be put in place and agreed upon for monitoring of student progress.

M12 Classification of Award

M12.1 The award classifications for master's degrees by research are determined as shown below.

Average Percentage Mark	Degree Classification
80.00% – 100%	Distinction
60.00% – 79.99%	Pass
0.00% – 59.99%	Fail

M12.2 A doctoral degree is awarded a Pass or a Fail. No mark or grade shall be awarded in the examination of a thesis for a doctoral degree.

N Academic Malpractice

N1.1 The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic offence that may constitute grounds for exclusion.

N1.2 Unfair means includes all forms of cheating, such as plagiarism, collusion and impersonation.

N1.3 Students will be made aware of the regulations with respect to academic malpractice and penalties at the commencement of the programme, and in particular, the importance of academic integrity, what is meant by plagiarism and how to avoid it.

N1.4 All alleged academic malpractice will be handled, investigated and decided upon according to the Academic Malpractice Policy and Procedure.

N1.5 Where malpractice is suspected but is unresolved at the time of the appropriate Assessment Board meeting, the Board shall not consider the student's assessment result until an investigation has been conducted and the matter resolved.

N1.6 All instances or allegations of malpractice will be investigated and, where a *prima facie* case is established, they will be categorised as follows:

- i) Naïve malpractice
- ii) First Offence:
 - 1. Minor
 - 2. Major
- iii) Subsequent Offence

N1.7 Naïve malpractice will be dealt with by the lecturers concerned at the departmental level and reported to the Dean of School.

N1.8 Instances of minor first offences will be dealt with locally by the Dean of School under the Academic Malpractice procedures. If the student is found to have committed the

offence, a warning letter will be issued, and a copy of this letter will be extended to the Examinations Unit.

- N1.9 Where a student does not accept a decision made, he/she has the right to refer the matter to a Panel of Inquiry.
- N1.10 All instances of major malpractice, and subsequent offences will be referred to a Panel of Inquiry under the Academic Malpractice procedures.
- N1.11 Deans of School and the Panel of Inquiry have authority to determine whether malpractice has occurred and the penalty to be applied. Guidelines on standard penalties for academic malpractice have been established as shown in Appendix 8.
- N1.12 Students found guilty of academic malpractice have a right of appeal on the grounds of an administrative or procedural error or where there is fresh evidence.

Appendix 1: Malaysian Qualifications Framework (MQF) Level Descriptors

The following are level descriptors for diploma and undergraduate awards as described in the MQF.

Diploma level

Diploma level education balances theory and practice or practical, and stresses on the instillation of values, ethics and attitudes to enable students to:

- Use knowledge, comprehension and practical skills at work;
- Assess and decide, taking into account social, scientific and ethical issues with moderate autonomy;
- Be confident and entrepreneurial in pursuing their own careers
- Be responsible members of society
- Possess study skills in adapting to ideas, processes and new procedures for career development;
- Acquire team and interpersonal skills that are appropriate to employment; and
- Communicate effectively to transmit information, ideas, problems and resolutions cogently to experts and non-experts.

Degree level

A bachelor's degree prepares students for general employment, entry into postgraduate programme and research as well as highly skilled careers. It enables the individuals to pair responsibilities, which require great autonomy in professional decision-making. The bachelor's degree is conferred on individuals who are able to:

- Demonstrate knowledge and comprehension on fundamental principles of a field of study, acquired from advanced textbooks;
- Use the knowledge and comprehension through methods that indicate professionalism in employment
- Argue and solve problems in their field of study;
- Show techniques and capabilities to search and use data to make decisions having considered social, scientific and relevant ethical issues;
- Communicate effectively and convey information, ideas, problems and solutions to experts and non-experts;
- Apply team and interpersonal skills which are suitable to employment; and

- Possess independent study skills to continue further study with a high degree of autonomy.

Qualifications that support lifelong education pathways

MQF provides pathways for individuals to progress in the context of lifelong learning. At the diploma and undergraduate level, two qualifications facilitate this progression.

Advanced Diploma

Advanced Diploma is a specific qualification which identifies an individual who has knowledge, practical skills, managerial abilities and more complex and higher responsibilities than those expected at the diploma level. Advanced diploma is conferred on students who are able to:

- Use knowledge, comprehension and practical skills at work;
- Assess and decide, taking into account social, scientific and ethical issues with moderate autonomy;
- Possess study skills in adapting to ideas, processes and new procedures for career development;
- Acquire team and interpersonal skills that are appropriate to employment; and
- Communicate effectively to transmit information, ideas, problems and resolutions cogently to experts and non-experts; and
- Identify problems in their field of study.

Graduate Certificate and Graduate Diploma

Graduate Certificate and Graduate Diploma are qualifications that comprise competencies at the level of Bachelors. The difference between graduate certificate and graduate diploma is in the credit value. The qualifications are conferred upon the completion of education or formal training, recognition of work experience, inclusive of voluntary work or in combination. Graduate certificate and graduate diploma are used for purposes such as continuing professional development, changing a field of training or expertise and as entry qualification to a higher level with permissible credit transfer. These are conferred, without taking into account the previous qualification(s) of the holder and are dependent on the aims of the qualification.

Postgraduate Programme Structures

Three postgraduate programme structures are offered by the University in accordance with the MQA guidelines. The structures are:

Research only (Structure A)

Students pursuing a postgraduate programme under this structure shall undertake an in-depth study on a particular research topic, which he/she shall then submit the research findings in the form of a thesis. Generally, features indicated below are applicable to master's degree by research and doctoral degree programmes.

- Students carry out research under the supervision of a Supervisor or Joint Supervisors approved by the University Research Degrees Committee (URDC). The Supervisor(s) shall ensure that the student makes progress towards completing the research on time.
- Students may be required to take some 'audit subjects' (see [Appendix 2](#)) while undertaking their research to strengthen the basic knowledge in areas considered necessary for the advancement of their research work.
- Students must first pass a qualifying examination before being allowed to continue with their research. The examination is usually in the form of submission of a proposal for examination and a student successfully defending his/her proposal for research.
- At the end of this programme, the student is required to submit a thesis for examination. The thesis must be defended in a viva voce.

Mixed mode (Structure B)

A student pursuing an award under this structure is required to fulfil a minimum number of prescribed credits of coursework and sit for examinations. Following the successful completion of the relevant coursework components prescribed, the student shall undertake a research project leading to the submission of a thesis for examination. The research component shall be similar to Structure A except for the depth of the research undertaken. The research component of a mixed mode programme makes up at least 50% of the total programme credit hours.

Coursework only (Structure C)

A student pursuing a master's programme under this structure is required to attend classes (or under exceptional circumstances, to a prescribed mode of study). Assessment shall normally be based on assignments and/or examinations and/or presentations and a substantial project or case study. The student is required to fulfil the required number of credits prescribed and fulfil all assessment requirements of the programme. Following the successful completion of the relevant coursework component, the student shall be assigned a research project leading to the submission of a project paper for examination. The project component shall be similar to Structure A except for the depth of the research undertaken.

Postgraduate (Master's) Level

A master's degree provides for the furtherance of knowledge, skills and abilities obtained at the Bachelors level. The entrance to master's programme is usually based on proven capabilities to pursue postgraduate studies in the selected fields. A master's degree is conferred on students who are able to:

- Demonstrate continuing and additional knowledge and comprehension above that of the bachelor's degree and have capabilities to develop or use ideas, usually in the context of research;
- Use the knowledge and comprehension to solve problems related to the field of study in new situations and multi-disciplinary contexts;
- Integrate knowledge and manage complex matters;
- Evaluate and make decision in the situations without or with limited information by considering social responsibilities and related ethics;
- Deliver clearly the conclusion, knowledge and the rationale to experts and non-experts; and
- Demonstrate study skills to continuously progress on their own with a high degree of autonomy to do so.

Postgraduate (Doctoral) Level

A doctoral degree provides for the further enhancement of knowledge, skills and abilities obtained at master's level. It generally provides the graduate with the abilities to conduct independent research and is conferred on students who are able to:

- Show a systematic comprehension and in-depth understanding of a discipline and mastery of skills and research methods related to the field of study;
- Show capabilities to generate, design, implement and adopt the integral part of research process with scholarly strength;
- Contribute to the original research that has broadened the boundary of knowledge through in-depth dissertation, which has been presented and defended according to the international standards including writing in internationally refereed publications;
- Make critical analysis, evaluation and synthesis of new and complex ideas;
- Communicate with peers, scholarly communities and society at large concerning the field of expertise; and
- Promote the technological, social and cultural progress in a knowledge-based society in the academic and professional contexts.

Appendix 2: Classification of subjects

In the development of programmes at different levels, the University follows *The Guidelines on Criteria and Standards for Private Higher Education Institution (PHEI) Programme of Study*, issued by Lembaga Akreditasi Negara, the predecessor of MQA.

The guidelines suggested classification of subjects as follows:

- a. MPU Compulsory
- b. University Compulsory
- c. Core Common
- d. Core Discipline
- e. Core Major
- f. Core Minor
- g. Field Elective
- h. Free Elective
- i. Industrial Training
- j. Audit

The subject classification and their percentage in the curriculum of a programme of study are explained below.

a. MPU Compulsory Subjects

MPU Compulsory Subjects must be offered as prescribed in the PHEIs Act 1996. It covers the subjects Bahasa Kebangsaan A (MPW 1113) and Bahasa Kebangsaan B (MPW 1123), Malaysian Studies (MPW 1133), Islamic Studies (MPW 1143) and Moral Education (MPW 1153).

Effective from 2013 intake onwards, all students are required to take MPU (*Mata Pelajaran Umum*) general studies subjects as required by Ministry of Education (MOE) which replace the MPW subjects (Section 43(3) Act 555).

The MPU general studies subjects are divided into the following categories:

- U1: Appreciation of the philosophy, values and history
- U2: Mastery of skills
- U3: Broadening of knowledge about Malaysia
- U4: Inculcation of community/societal management skills which are practical in nature such as community service and co-curriculum

The number of subjects to be taken in each MPU category is shown below:

Level	U1	U2	U3	U4
Diploma	1	1	1	1
Bachelor's degree	2	1	1	1

The subjects are as follows:

Level	Local Students	International Students
Diploma	<ul style="list-style-type: none"> Malaysian Studies 	<ul style="list-style-type: none"> Bahasa Malaysia for Communication
Bachelor's degree	<ul style="list-style-type: none"> Islamic and Asian Civilisation Ethnic Relations 	<ul style="list-style-type: none"> Bahasa Malaysia for Communication Malaysian Studies

U2, U3 and U4 subjects will be specified by the respective programmes.

A student who has passed an MPU General Studies subject at the diploma level, will not be exempted from the subject if he/ she proceeds to the bachelor's programme.

Local students who have not obtained Credit in Bahasa Melayu (SPM) are required to take and pass Bahasa Kebangsaan A subject once in any programme level, but this is not counted towards their graduating credits or CGPA (Overall Average for intakes prior to August 2019).

b. University Compulsory

Besides MPW/MPU compulsory subjects, PHEIs are also encouraged to offer humanities subjects. The purpose of this subject is to mould students into responsible citizens and to build a harmonious and responsible community. These subjects, together with other subjects that are compulsory for all students at PHEIs, are classified as compulsory HEI subjects.

c. Core Common

Subjects that are shared across schools or departments.

d. Core Discipline

Subjects classified as major subjects are the core subject components of a programme of study and academic qualification, which will be awarded. It is a main basis for naming a programme of study.

The subjects reveal the specialization or expertise in an academic discipline. The subjects offered should represent the respective field. For example, in a bachelor's programme, a candidate who majors in a certain field will receive a degree depicting that field. A candidate majoring in the field of psychology, for example, will receive a *Bachelor of Science in Psychology*.

The percentage of major subjects for each programme is as follows:

- i. 55 - 65% for bachelor's level
- ii. 65 - 75% for diploma level, and
- iii. 75 – 85% for certificate level.

e. Core Major

Core major subjects reveal the specialization or expertise in an academic discipline. The subjects offered should represent the respective field. For example, in a bachelor's programme, a candidate who majors in a certain field will receive a degree depicting that field. A candidate majoring in the field of psychology, for example, will receive a Bachelor of Science in Psychology.

f. Core Minor subjects

Some minor subjects are related to the field of the programme or specialization, while some are not related. If this subject is not offered nor taken, it will not affect the graduate's competence in the field of specialization offered.

Minor subjects usually show the minor specialization in an academic discipline, which differs from the name of the programme of study or academic qualification to be awarded. The field will not be stated on the certificate or scroll awarded. Normally the minor specialization will only be stated in the transcript.

If a programme of study offers a minor field, the curriculum will show the respective field. Minor subjects should make up 25%-30% of the overall curriculum of the bachelor's degree. The credits for the minor subjects will be the minimum requirement for graduation. Nevertheless, at diploma and certificate levels, the programme of study will not have minor fields.

g. Field Elective

A subject which is selected by a student from a group of identified subjects which form part of the minimum graduating credits for the programme.

h. Free Elective

Free elective subjects may or may not be related to the programme of study but taken as choice subject without being bound to any field. Free Elective shall be marked and grades reported in a student's transcript.

i. Audit subjects

This subject is taken voluntarily to enhance knowledge and will not be included in calculating the total credit hours required for graduation.

Appendix 3: Marking and Moderation of Assessment

1 Marking of Assessments

- 1.1 The principles for assessment, including the reliability of marking and moderation are set out in Section F1 of the Academic Regulations.
- 1.2 All final examination scripts are anonymously marked, whereby the name of the student is not made known to the marker.
- 1.3 Each School/Department should ensure that subject assessment marks are recorded accurately.
- 1.4 All markers and especially part-time lecturers must be made aware of the grading scheme and marking criteria.

2 Internal moderation

Internal moderation is the process of confirming with qualified colleagues that the standard and suitability of the assessments set, and the consistency of marking across tutors, subjects, programmes and sites, is fair and appropriate.

- 2.1 One of the following methods of moderating marks should be applied to all final examinations and coursework accounting for 50% or more of the total subject assessment:
 - unseen double marking is a student work that is independently assessed by a second marker without the knowledge of marks assigned by the first marker;
 - second marking is a student work that is assessed by more than one marker based on sampling. The second markers review a representative sample of work first-marked by other colleagues for the purpose of checking the consistent application of marking criteria and moderating marks awarded.
- 2.2 *Double marking* is normally deployed where a single piece of assessment is assigned 6 credits or more (e.g. final year projects). Students may be required to submit two copies of the work to enhance efficiency in the marking process. The two markers should discuss their provisional marks and decide on the mark to be awarded.
- 2.3 The sample for *second marking* is taken to be the **square root of n** (\sqrt{n}) where n is the number of students undertaking the piece of assessment, to a minimum of five items. Moderated samples must include work exhibiting the range of marks awarded and must include all fails, the subject average, the highest mark awarded and a borderline pass. Thus, the actual sample size will be, on occasions, greater than the indicative sample size.

3 Agreement of provisional marks

- 3.1 In *second marking* where the first and second marking outcomes are largely in agreement (i.e. they differ by no more than 10%), the first marker's mark stands. Averaging should **not** be employed to avoid regression to the mean and to ensure that there is neither advantage nor disadvantage to individual students, particularly in the sampling process related to second marking.
- 3.2 Where there is disagreement between the first and second markers, a third marker will be employed on the same basis as the second marker. Finally

agreed marks are those of whichever marker has closest consonance with the marks of the third marker. However, in *exceptional* cases, the external examiner may be called upon to adjudicate. The HOD/HOC is responsible for ensuring that any differences between first and second markers are resolved.

- 3.3 If the marks awarded require adjustment, the adjustment is applied to the **whole** cohort's scripts not just the moderated script.
- 3.4 In exceptional circumstances, after application of all other methods of moderation, examiners may consider scaling marks. Scaling may be of the overall mark for the subject or of any assessment therein. The method of scaling to be used should be discussed and should reflect both the nature of the assessment and the size of the cohort. Both the reason for scaling and the method used must be approved by the Dean. This decision shall be recorded within the minutes of the Subject Assessment Board. If scaling is discussed and not used, the reason for not scaling will be recorded in the minutes. In all cases both the original and the scaled marks will be permanently recorded.
- 3.5 Evidence of moderation should be clearly indicated on marked scripts as appropriate. Moderated work should clearly show the name of the second marker. A record of outcomes of the moderation process should be kept and used to inform the curriculum review process.

4 Disclosure of Provisional Marks

- 4.1 Provisional marks for coursework (excluding final projects and internship) should be disclosed to students within four weeks.
- 4.2 However, notice to the students must clearly state that the marks are still provisional and may be subject to alteration in the confirmatory process.
- 4.3 Final marks will be released after confirmation by the Programme Assessment Board.

5 External Examiner Moderation

External moderation is the process of ensuring via an external view that the suitability and standards of assessment tasks and the consistency of marking across lecturers and subjects are appropriate fair, and are comparable with standards in Malaysian higher education in general, and for degree programmes, UK standards as well.

For degree level programmes and for diploma programmes where external examiners have been appointed, a sample of work will be sent to the external examiner after the internal moderation process. The precise nature and number of the samples will be negotiated with the external examiner concerned, following the general institutional guidance on the size of the sample as stated in 2.3 above.

6 Scaling Methods

- 6.1 Scaling can be applied to any mark, not just an examination mark.
- 6.2 There may be extraordinary circumstances where failures in the assessment process may make scaling necessary. Examples of these are:
 - i. the overall mean aggregation score for any subject lies outside the normal range;

- ii. a misprinted examination paper;
 - iii. an interruption of examination;
 - iv. an instrumental malfunction in a science laboratory not obvious at the time of the experiment; or
 - v. a particular assessment (examination or coursework) has produced marks for the whole cohort which are at a different level from marks achieved elsewhere by the same students; this may be because an examination or coursework assignment was harder or easier than expected.
- 6.3 Where scaling is required in the same subject for at least part of its assessment on more than one occasion, the assessment practices of the subject will be reviewed and modified as appropriate.
- 6.4 One of the following methods for scaling is recommended:
- i. Multiplication by a factor;
 - ii. Addition or subtraction of a fixed value;
 - iii. Piecewise linear interpolation, where each score achieved is plotted for each student against their average mark on all other assessments/examinations for the subject being considered for scaling.

Appendix 3: Arrangements for the Assessment of Students with Disabilities

The University will make special arrangements where possible, to ensure fair assessment of students with disabilities or unforeseen medical circumstances. The following listing contains examples of modifications/ adjustments which may need to be made.

Alternative locations for assessment

- Specific location agreed within a conventional examination room
- Adapted examination furniture/ special lighting provided
- Separate room for examinations
- Physical access to the location and to lavatory facilities suitable for the disabled

Adjustments to the timing of assessment

- Extra time agreed
- Rest periods/ breaks agreed within a lengthy time-span.

Use of specific equipment or software

- Use of PC/ laptop for examinations (with restrictions on what can be imported into the examination setting)
- Use of video/ tape recorder for oral answers

Procedures for making special arrangements

- (i) Student who requests for special arrangements is advised to discuss with the Dean of School/Head of Department at the beginning of the semester. The student should provide up-to-date documentary evidence to support the request.
- (ii) A written request is submitted to the Examination Unit with details of specific arrangement and approved by the Dean of School/Head of Department.
- (iii) The request needs to be submitted at least **four weeks** before the examination, in order to enable the claim for special needs to be fully considered and arrangements made. Students who have had additional arrangements in a previous year should renew the arrangements and to indicate any necessary changes to previous requirements.
- (iv) Students should be aware that additional examination arrangements will be reported to the chair of the Subject Assessment Board. Exceptional arrangements will need to receive the approval of the Chair of the Board who may consult with the appropriate subject lecturers.

Students who require additional arrangements to be made in examinations as a result of unforeseen medical circumstances are required to follow the same process as outlined above, supported by appropriate medical certification. Students are required to submit requests and medical certification as soon as possible following the accident/illness/diagnosis in order to allow time for such provision to be made.

Appendix 4: Additional Requirements for Professional Awards

Sun-U awards may be accredited by some professional or regulatory bodies associated with certain academic disciplines. In these cases, the professional or regulatory bodies may have the authority to set requirements above and beyond those required by Sunway University regulations. These additional requirements are set out below.

BSc (Hons) Actuarial Studies (BAS)

Subjects under BAS which have been approved by the Society of Actuaries (SOA), Casualty Actuarial Society (CAS), and Canadian Institute of Actuaries (CIA) for Validation by Educational Experience (VEE) exemptions are as follows:

VEE Applied Statistical Methods	MAT 3014 Time Series & Forecasting MAT 3024 Regression Analysis
VEE Corporate Finance	FIN1014 Principles of Business Finance FIN 2014 Financial Management
VEE Economics	ECN 1014 Introductory Economics

In order to obtain VEE credit exemptions students are required to pass at least a grade “B” in the subjects shown above.

Appendix 5: Example of GPA/ CGPA Calculation

<u>Semester One</u>					
Subject Code	Semester Name		Credit Hours	Grade	Honor Points
DBS 1014	Database Systems	55	4	B-	2.75
IIS 1014	Introduction to Information Systems	60	4	B	3.00
STA 1104	Probability & Statistics	25	4	F	1.00
PRG 1014	C Programming	30	3	F	1.50
Semester Credits	15	Earned Credits	15		
Total Points	31.50	Total Points	31.50		
GPA	<u>2.10</u>	CGPA	<u>2.10</u>		
<u>Semester Two</u>					
Subject Code	Semester Name		Credit Hours	Grade	Honor Points
STA 1104	Probability & Statistics	45	4	C-	2.25
IIS 1024	Management Information Systems	50	4	C	2.50
PRG 1024	C++ Programming	60	4	B	3.00
ENG 1014	English for Technology	60	4	B	3.00
Semester Credits	16	Earned Credits	27		
Total Points	43.00	Total Points	70.50		
GPA	<u>2.69</u>	CGPA	<u>2.61</u>		
<u>Semester Three</u>					
Subject Code	Semester Name		Credit Hours	Grade	Honor Points
MAT1104	Discrete Mathematics	60	4	B	3.00
PRG 1034	JAVA Programming I	60	4	B	3.00
PRG 1014	C Programming	50	3	C	2.50
DES 1104	Human Computer Interaction	45	4	C-	2.25
MED 1104	Introduction to Multimedia	75	4	A	3.75
Semester Credits	19	Earned Credits	43		
Total Points	55.5	Total Points	121.50		
GPA	2.92	CGPA	2.83		

Example of Award Classification Calculation

Diploma award calculation:

Subject	Credits	Marks (%)	Grade	Marks x Credits
Financial Accounting I	3	60	B	180
Business Communication	3	47	D	141
Microeconomics	3	45	D	135
Computer Applications	3	70	A	210
Information Technology I	3	63	B	189
Business English I	4	56	C	224
Business English II	3	50	C	150
Introduction to Business Law	3	47	D	141
Introduction to Business	3	57	C	171
Management	3	55	C	165
Quantitative Methods I	3	68	B	204
Malaysian Studies 1 (U1)	3	63	B	Not counted
Financial Accounting II	4	50	C	200
Cost Accounting	3	55	C	165
Macroeconomics	3	38	F#	114
Information Technology II	3	60	B	180
Electronic Commerce	3	58	C	174
Academic Research Skills	3	53	C	159
Critical and Creative Thinking Skills (U2)	3	43	D	129
Business Law	3	42	D	126
Organisational Behaviour	3	49	D	147
Fundamentals of Marketing	3	48	D	144
Marketing Research	3	52	C	156
Quantitative Methods II	3	66	B	198
Moral Education (U3)	3	60	B	Not counted
Financial Management	3	52	C	156
Human Resources Management	3	42	D	126
Marketing Communication	4	45	D	180
Community Project (U4)	3	70	A	Not counted
Total	81			4264

Note: F# denotes a condoned failure

Overall Average = Sum of (Marks x Credits) / Total counted credits
 = 4264 / 81
 = 52.64%

Classification of award is **Diploma with Merit**

Honours Degree Award Classification

Subject	Credits	Marks (%)	Grade	Marks x Credits
YEAR 1				
Introductory Psychology	4	85	A	Not counted
Introduction to Statistics	4	72	A	Not counted
Research Methods	4	65	B	Not counted
Motivation and Emotion	4	52	C	Not counted
English for Psychology	4	70	A	Not counted
Social Psychology	4	68	B	Not counted
Organisational Psychology	4	45	D	Not counted
Developmental Psychology	4	50	C	Not counted
Community Mental Health	4	56	C	Not counted
Social and Professional Responsibilities (U3)	4	65	B	Not counted
Ethnic Relations (U1)	3	55	C	Not counted
Islamic & Asian Civilisations (U1)	3	76	A	Not counted
YEAR 2				
Psychology of Learning & Education	4	68	B	272
Personality Psychology	4	71	A	284
Brain and Behaviour	4	80	A	320
Applied Developmental Psychology	4	71	A	284
Communication Skills (U2)	3	75	A	Not counted
Theories of Counselling	4	55	C	220
Abnormal Psychology	4	68	B	272
Cognition and Perception	4	70	A	280
Psychological Testing	4	72	A	288
Community Service (U4)	3	80	A	Not counted
YEAR 3				
Cross-Cultural Psychology	4	75	A	300
Behaviour Modification	4	64	B	256
Learning Disabilities	4	72	A	288

Research Project	6	53	C	318
History of Psychology	4	74	A	296
Psychology Seminar	4	73	A	292
Advanced Topics in Psychology	4	75	A	300
Internship	6	63	B	Not counted
Total	62			4270

* In general, a U3 subject is a counted subject.

$$\begin{aligned}
 \text{Overall Average} &= \text{Sum of (Marks x Credits) / Total counted credits} \\
 &= 4270/62 \\
 &= 68.87\%
 \end{aligned}$$

Awarded **Honours Class II (1)**

Appendix 6: Example of GPA and CGPA Calculation for ADTP

A. COMPUTING THE GRADE POINT AVERAGE (GPA)

A student's GPA is computed by multiplying the number of semester credit hours for a subject by the number of honor points corresponding to the letter grade achieved in the subject. The total number of such earned points is then divided by the total number of credit hours taken in the semester to derive the GPA. Below is an illustration:

First Semester:

Subject	Grade	Honor Points		Credit Hours	Total
GEOG 1000	B	3.0	x	4	= 12.0
MATH 1160	C	2.0	x	3	= 6.0
SOC 2000	BA	3.5	x	3	= 10.5
CIS 1020	CB	2.5	x	3	= 7.5
				13	÷ 36.0
					Semester GPA = 2.77

Second Semester:

Subject	Grade	Honor Points		Credit Hours	Total
ACTY 2100	B	3.0	x	3	= 9.0
STAT 2160	C	2.0	x	3	= 6.0
ECON 2010	B	3.0	x	3	= 9.0
ENGL 1050	A	4.0	x	4	= 16.0
				13	÷ 40.0
					Semester GPA = 3.08

B. CUMULATIVE OVERALL GRADE POINT AVERAGE (CGPA)

The CGPA is calculated by adding the total number of earned points (honor points times credit hours) for all semesters and dividing by the total number of credit hours for all semesters. Below is an illustration:

Subject	Grade	Honor Points		Credit Hours	Total
GEOG 1000	B	3.0	x	4	= 12.0
MATH 1160	C	2.0	x	3	= 6.0
SOC 2000	BA	3.5	x	3	= 10.5
CIS 1020	CB	2.5	x	3	= 7.5
ACTY 2100	B	3.0	x	3	= 9.0
STAT 2160	C	2.0	x	3	= 6.0
ECON 2010	B	3.0	x	3	= 9.0
ENGL 1050	A	4.0	x	4	= 16.0
				26	= 76.0
				CGPA	= 2.92

Appendix 7: Thesis Writing Guidelines

Structure of Thesis

The University permits theses to be submitted in either **standard format** or **journal format**. The choice of format should be determined in discussion with your supervisor and approved by the appropriate Research Degrees Committee.

Standard Format

A Standard Format Thesis is one presented in the following fashion:

1. **Title and subtitle**
2. **Abstract**
3. **List of contents**

The List of Contents should reference the starting page number for ALL the relevant sections in your thesis. The sections included, where applicable shall be:

- (i) Abstract
- (ii) List of Contents
- (iii) List of Tables (if any)
- (iv) List of Figures (if any)
- (v) List of Illustrations (if any)
- (vi) List of Accompanying Material (if any)
- (vii) Acknowledgements (if any)
- (viii) Declaration
- (ix) all relevant sub-divisions of the thesis, including the titles of chapters, sections and subsections;
- (x) Appendices (if any)
- (xi) Abbreviations and/or Glossary (if any)
- (xii) Bibliography and/or References
- (xiii) Index (if any)

If a thesis consists of more than one volume, the contents of the whole thesis should be shown in the first volume and the contents of subsequent volumes in a separate contents list in the following volumes.

4. **List of tables, list of figures, list of illustrations, etc.**
5. **List of accompanying material:** E.g. data sets on spreadsheets which cannot be bound within the thesis itself and which will be presented on a separate CD to accompany the work.
6. **Acknowledgements:** You may wish to acknowledge the help and support of colleagues, friends and family. This should not be confused with your author's declaration.
7. **Author's declaration**
8. **Main Body** This is the main body of your thesis, divided into chapters, sections, etc.
9. **Appendices:** Appendices may consist of material of considerable length or of lists, documents, commentaries, tables or other evidence that, if included in the main text, would interrupt its flow. The presentation of appendices, including character size, should be consistent with the style of the main text.
10. **Glossary and/or Abbreviations:** Terms that require explanation should be defined in a glossary, which should include a key to any abbreviations used. For an abbreviation

not in common use, the term shall be given in full at the first instance followed by the abbreviation in brackets.

11. **References and/or Bibliography:** A bibliography is a list of all of the sources you have used (whether referenced or not) in the process of researching your work. A References list only comprises references to those items actually cited in the paper. You may include both combined in one, or address them separately.
12. **Index:** If an index has been produced, insert it as the final section of your thesis

Journal Format

A Journal Format Thesis is one that is presented in the form of a series of distinct journal articles (usually 3 to 5): the articles do not necessarily need to have been published or submitted to journals for publication, although it is often the case that they have been. The exact format of a Journal Format Thesis may thus vary according to the normal format of articles published in your discipline, but your thesis should follow this basic outline as a Standard Format Thesis, except that Main Body of the thesis shall comprise one of more initial chapters providing a synthetic overview and discussion of the articles, together with a clear statement of your contributions to the work (where the journal articles are multi-authored works), plus with the journal articles. Following the Journal Manuscript sections making up the main body of your thesis, a chapter setting out the overall conclusions of your work should be included. The basic structure of a Journal Format Thesis should thus be:

1. **Title and subtitle**
2. **Abstract**
3. **List of contents**

The List of Contents should reference the starting page number for ALL the relevant sections in your thesis. The sections included, where applicable shall be:

- (i) Abstract
- (ii) List of Contents
- (iii) List of Tables (if any)
- (iv) List of Figures (if any)
- (v) List of Illustrations (if any)
- (vi) List of Accompanying Material (if any)
- (vii) Acknowledgements (if any)
- (viii) Declaration
- (ix) Overview
- (x) Journal Articles (usually 3 to 5)
- (xi) Conclusions

If a thesis consists of more than one volume, the contents of the whole thesis should be shown in the first volume and the contents of subsequent volumes in a separate contents list in the following volumes.

4. **List of tables, list of figures, list of illustrations, etc.**
5. **List of accompanying material.**
6. **Acknowledgements.**
7. **Author's declaration.**
8. **Overview:** one of more initial chapters providing a synthetic overview and discussion of the articles, together with a clear statement of your contributions to the work (where the journal articles are multi-authored works)

9. **Journal Articles:** The journal format manuscripts setting out the body of your research work.
10. **Conclusions.**

Depending on the work and the format of journal articles in your field, you may also require further sections at the end of your thesis containing any other necessary material, such as Appendices, additional bibliographical information, an Index, and so on.

Formatting of thesis

Irrespective of the format (journal or standard format) that you chose to use for your thesis, the formatting of your thesis must adhere to the following specifications:

- **Word count:** The length of a PhD thesis should typically be between 50,000 words and 80,000 words, including quotations and footnotes, but excluding bibliography. The length of a Masters by Research thesis should normally be between 20,000 and 40,000 words. The upper word limits may not be exceeded without approval from the University Research Degrees Committee.
- **Paper size:** The text and, wherever possible, all the material of the thesis, including illustrations, should be produced on A4-size (297mm x 210mm) paper. If in exceptional circumstances, arising out of the content, another format is required, the author should seek permission from the University Research Degrees Committee.
- **Margins:** To allow for binding, reading, and reproduction, the margin on the binding edge of the page, i.e. the left-hand edge of the front and the right-hand edge of the back of a page, should be not less than 40mm, and that of other margins are not less than 15mm. Any running heads and page numbers should be within these.
- **Single Sided:** Text should normally be produced single sided on the front side of the page.
- **Font and size:** Thesis should normally be written in either Times New Roman or Arial font. The character size used in the main text should be no less than 12pt for Times New Roman or 11pt for Arial.
- **Typographic design:** Text, in general, should be black and should not be normally be further embellished. It is recommended that one-and-a-half line spacing or equivalent is used. Lines that contain mathematical formulae, diacritical marks or strings of capital letters may need additional space. It should be clear when a new paragraph is starting and where matter in the text is being quoted.
- **Numbering.** Arabic numerals (*i.e.* 1, 2, 3, etc.) should normally be used for numbering the pages. The pages must be numbered in a single sequence beginning with the title page, which should be counted but not numbered, and including pages that carry tables, illustrations, appendices, etc. The use of blank pages should be avoided, if possible. Chapters should be numbered consecutively from the start to the finish of the thesis, continuing across volumes if necessary. Appendices should also be numbered sequentially. Illustrations should be numbered consecutively in a single sequence, generally without distinguishing between different kinds of illustration. Tables or Figures within the text should be numbered consecutively in a single sequence, each separate from illustrations. Material that cannot be bound, *e.g.* frames of a film, should be numbered in a manner appropriate to their form.

- **Headings:** Headings should be used to indicate the hierarchical structure of the text. There should normally be not more than four levels, including the chapter headings as the first level. It is recommended that each level is distinguished from the others.
- **Figures, Illustrations and Tables:** These should normally appear near the first reference made to it in the text. The desirability of grouping figures, illustrations and Tables at the back of a volume or in a separate volume should be considered if they need to be compared with one another, are referred to frequently in the text, or need to be separate because of their nature, e.g. their size or method of production. Illustrations and Figures should be of a technical quality that reproduces well.
- **Bibliographical references:** A bibliographical reference should be given for every work, published or unpublished, cited in the text. Please refer to the Academic Integrity guidelines issued by your department for referencing guidance and expectations. The bibliography should list all sources referred to or consulted in writing the thesis. The University does not specify a particular style of referencing, since preferred referencing styles tend to vary between disciplines. A consistent style of referencing used should throughout the thesis: the style used should be a recognized, commonly used style for your particular discipline.

Appendix 8: Penalties for academic malpractice

Category	Severity	Penalty
(a) Cheating in Examinations	<p>Minor Cheating in Examinations – Examples include:</p> <ul style="list-style-type: none"> i. Where a student brings into a formal examination hall/room paperwork relating to the examination, but does not utilise it during the examination period. ii. Where supplementary material is permitted, but the material introduced exceeds to some extent the defined limits of the examination rubric. 	<p>Student’s answer script will be marked but the overall result will be capped at 40% with a D grade.</p>
	<p>Major Cheating in Examinations – Examples include:</p> <ul style="list-style-type: none"> iii. Blatant use of written, printed or electronic material not permitted within the rubric of the examination. iv. Communication with any other student in the examination room. v. Inappropriate communication with a member of academic staff during the period of the examination. vi. Obtaining unauthorised material prior to the examination. vii. Second minor incident 	<p><u>First offence</u></p> <ul style="list-style-type: none"> (1) Award zero mark for the subject. (2) If the proven malpractice occurred in the final attempt, student will be required to exit the programme or may be allowed to re-sit/repeat the subject according to the number of attempts allowed. <p><u>Second offence</u> Suspension</p> <p><u>Third offence</u> Expulsion</p>
(b) Plagiarism	<p>Minor Plagiarism – Examples include:</p> <ul style="list-style-type: none"> i. Unattributed use of a few sentences or a short paragraph, poor referencing, incorrect or incomplete citation or inappropriate paraphrasing at diploma and degree Year 1 levels and as first incident at degree Year 2 level. <p><i>[At degree Year 3 and master’s levels, such practices are regarded as unacceptable and must be considered under the Major Procedures.]</i></p>	<p><u>Naive offence</u> Resubmit coursework to be marked as ‘normal’.</p> <p><u>First offence</u> Sections involving plagiarism will be set aside and a mark determine based on the remaining work</p>
	<p>Major Plagiarism – Examples include:</p> <ul style="list-style-type: none"> ii. Wholesale copying or paraphrasing of multiple paragraphs or wholesale 	<p><u>First offence</u> Resubmit and mark will be capped at 40%.</p>

Category	Severity	Penalty
	<p>papers from a source text without acknowledgement.</p> <p><i>Type ii – may be regarded under Minor Procedures only at degree Year 1.</i></p> <p>At degree Years 2, 3 and master’s levels, and as a second offence at diploma and degree Year 1 levels. it will be considered under Major Procedures.</p> <p>iii. Appropriating the work of another student and submitting it as one’s own.</p> <p>iv. Where student has employed a ghost writer, either in person or via web based provision (e.g. cheat sites), to produce the assessment on their behalf.</p> <p>v. Proven accusations by one student of another’s plagiarism of his/her work after thorough inquiry.</p> <p>Type iii - v must be considered under Major Procedures, regardless of the level of study.</p>	<p><u>Second offence</u></p> <p>Award zero mark and be considered an attempt.</p>
(c) Collusion	<p>Minor Collusion – Examples include:</p> <p>i. Where the submission includes 1-2 paragraphs which are the same as that of another student. This could also amount to plagiarism.</p> <p>ii. Where, at diploma and degree Year 1 levels, the student misinterprets the assessment criteria and submits the same/similar work as another student. For example, where group work is required in the preparation, but the submission of individual items is expected</p> <p>These may be considered under minor procedures if they are first offence at diploma and degree Year 1 levels only. [At degree <i>Years 2, 3 and master’s levels, they must be considered under Major Procedures.</i>]</p>	<p><u>First offence</u></p> <p>Resubmit coursework to be marked as ‘normal’.</p> <p><u>Second offence</u></p> <p>Resubmit and mark will be capped at 40%.</p>
	<p>Major Collusion – Examples include:</p> <p>iii. Where two or more submissions adopt the same structure/format at degree Years 2 and 3 and master’s levels were not determined by</p>	<p><u>First offence</u></p> <p>Resubmit and mark will be capped at 40%.</p> <p><u>Second offence</u></p>

Category	Severity	Penalty
	<p>assessment criteria or guidance by tutor.</p> <p>iv. Where the same unattributed paragraphs are used in the submissions of more than one student</p> <p>v. Where the work submitted is merely a paraphrasing of another student's work. This could also amount to plagiarism.</p> <p>vi. Where the work of one student is identical to that of another. This could also amount to plagiarism.</p>	Award zero mark and be considered an attempt.
(d) Impersonation	Impersonation can only be considered under Major Procedures	Refer case to Disciplinary Board
(e) Fabrication / Falsification	<p>Minor Fabrication / Falsification – Examples include:</p> <p>i. Where information/data or source material has been invented.</p> <p>This example may only be considered under Minor Procedures for diploma and degree Year 1 students.</p> <p><i>[At degree Years 2, 3 and master's level, this will always be considered under Major Procedures.]</i></p>	<p><u>First offence</u> Resubmit coursework to be marked as 'normal'.</p> <p><u>Second offence</u> Resubmit and mark will be capped at 40%.</p>
	<p>Major Fabrication / Falsification – Examples include</p> <p>ii. Any work/submission/application falsified by a student in order to gain academic advantage (including mitigating circumstances applications to Assessment Board)</p> <p>iii. Citation of false references, particularly in order to mask plagiarised texts.</p> <p>The above examples will be considered under Major Procedures for all students regardless of their level of study.</p>	<p><u>First offence</u> Resubmit and mark will be capped at 40%.</p> <p><u>Second offence</u> Award zero mark and be considered an attempt.</p>