

UNIVERSITI BRUNEI DARUSSALAM
EXAMINATION REGULATIONS
FOR
GENERATION NEXT UNDERGRADUATE PROGRAMMES

APPLICATION OF REGULATIONS

1. These Regulations shall apply to all Generation Next (GenNext) Degree programmes offered by the University (hereinafter referred to as “the programmes”), excluding those portions of all twinning programmes taught at Universiti Brunei Darussalam. These Regulations should be read in conjunction with the Regulations covering each particular programme and with the Examination Procedures of Universiti Brunei Darussalam.

INTERPRETATION

2. In these Regulations, unless the context otherwise requires:

“active registration status” means the registration status accorded to a student in a semester when the student has achieved a cumulative Grade Point Average of 1.5 or greater in the previous semester,

“probationary registration status” means the registration status accorded to a student in a semester when the student has failed to obtain a cumulative Grade Point Average of at least 1.5 in the previous semester,

“active student status” means the status accorded to a student in a particular semester providing that he/she has registered for a minimum of 12 modular credits in that semester,

“Constitution” means the Constitution of Universiti Brunei Darussalam;

“Dean” means the Dean of a Faculty or Head of an Institution established under section 18(1) of the Constitution;

“Faculty” or “Faculties” means a Faculty or Faculties or an Institution or institutions established under section 18(1) of the Constitution;

“registration status” means the registration status accorded to a student in a semester.

UNIVERSITY EXAMINATIONS BOARD

3. There shall be a University Examinations Board (hereinafter referred to as “the Board”) consisting of:

The Vice-Chancellor as Chairman,
The Deputy Vice-Chancellor as Deputy Chairman,
The Assistant Vice-Chancellor(s),
The Deans of the Faculties,
The Registrar and Secretary or his Deputy as Secretary,
The Dean of Students by Invitation.

4. In the absence or incapacity of the Vice-Chancellor, the Deputy Vice-Chancellor, if appointed, shall deputise for the Vice-Chancellor as Chairman at any meeting of the Board, provided that in the absence or incapacity of the Deputy Vice-Chancellor or if no Deputy Vice-Chancellor has been appointed, any Assistant Vice-Chancellor may deputise for the Vice-Chancellor as Chairman at any meeting of the Board.
5. The Board, which shall be responsible to the Senate for all examination matters pertaining to the programmes, shall have powers and duties as follows:
 - i) to recommend to the Senate changes to existing policies on examination matters pertaining to the programmes;
 - ii) to receive the Reports of the Faculty Examinations Boards in respect of the programmes and to review and approve the marks and grades of candidates on behalf of Senate;
 - iii) to recommend to Senate the award and the classification of degrees, diplomas and certificates and the award of prizes where such awards are provided for;
 - iv) to report to the Senate on any matter relating to the standard or manner in which an examination of any of the programmes has been conducted;
 - v) to decide on the transfer of a candidate between programmes and/or the termination of a candidate's registration as a student in the University, based on the candidate's academic performance, and the Academic Regulations governing the Programme;
 - vi) to deal with any other matter pertaining to the examinations of any of the programmes which is not covered by these Regulations or which has been referred to the Board by the Senate.
6. In exercising its powers under these Regulations, the Board may approve or reject a recommendation contained in the Report of a Faculty Examinations Board or to refer any recommendation back to the Faculty Examinations Board for reconsideration.
7. Subject to Regulation 81, a decision of the University Examinations Board shall be final.

PRESCRIBED EXAMINATIONS

8. No student shall be admitted as a candidate of any examination or be permitted to take the examination prescribed for a module unless he/she has registered for the module and has followed it to the satisfaction of the Dean of the Faculty concerned.
9. A student must take the examination prescribed for a module unless he/she has been barred from taking the examination under regulation 10 or has been exempted by the Senate from taking the examination.
10. The Dean of the Faculty concerned may bar a student from taking the examination prescribed for a module if the student fails to attend at least 60% of the tutorials and/or laboratory classes prescribed for that module.
11. The name of a student who has been barred from taking an examination under Regulation 10 shall be reported to the Faculty Board by the Dean at the next regular meeting of the Board.

FORMAT AND DURATION OF EXAMINATIONS

12. All modules within a programme will be assessed by Continuous Assessment or by Examination or a combination of the two, as specified in the approved Outline for the particular module.
13. The proportion of marks allocated to the Continuous Assessment and Examination components of a course will be specified in the approved Module Outline.
14. Examinations at any level may be of any format (essays, short answers, practical exercises, open book, multiple choice questions etc.) providing that the examination format provides a suitable test of candidates' abilities.
15. If an examination forms part of the assessment component of a module, the duration of such an examination shall be two hours (except in the case of practical examinations and for modules within the B.H.Sc.Medicine programme which may be of longer duration). The length of the examination will be specified in the approved Outline for each module.

ABSENCE FROM EXAMINATIONS

16. A candidate who fails to appear for an examination for any reason other than on medical or compassionate grounds mentioned in Regulations 17 & 19 shall be deemed to have failed the module and will be allocated an "F" Grade and "0" Grade Points for that module.
17. Where a candidate is absent from an examination on medical grounds, a medical certificate signed by a registered medical practitioner from a

government clinic or a private clinic recognized by Universiti Brunei Darussalam must be submitted to the Registrar and Secretary within 48 hours, calculated from the time of termination of the particular examination.

18. A candidate who complies with Regulation 17 shall be assigned 'ABS' status in respect of the particular examination(s) for which a medical certificate has been produced. In such cases, the provisions under Regulations 20-23 shall be operative.
19. Notwithstanding the provisions under Regulation 16, the University Examinations Board may, after taking into account recommendations made by the Faculty Boards concerned, decide to allocate, on compassionate grounds, 'ABS' status to a student absent from any examination. Compassionate grounds may include death in the immediate family or involvement in a road accident etc.
20. Supplementary Examinations are not permitted within Generation Next Degree Programmes unless specifically approved within the Regulations for particular programmes (in which case see Regulations 32-36 below). A candidate who is assigned 'ABS' in respect of an Examination through application of Regulations 18 or 19, shall be permitted to take the Examination when it is next offered. The student will retain the original continuous assessment marks for the module, and only sit for the examination component (attendance at the tutorials, lectures, practicals etc. is not required). The overall mark from the continuous assessment and the examination components shall be counted as a first attempt in the calculation of the overall Grade Point Average.
 - i) If the module is a Major Option, the candidate may replace the original module with another of the same type, provided that this satisfies the requirements of the degree programme. In such cases, the registration for the original module shall be cancelled, and will not be included in any calculation of Grade Point Average (see Regulation 24 below).
 - ii) If the content of the module has been changed in such a way that the student would be disadvantaged by having to take the examination for the revised module, the student can seek permission from the Dean to have the original registration cancelled and to re-take the module as a first attempt, or if the module is a Major Option, replace the original module, as in Regulation 20(i) above
21. If a candidate who is entitled to sit for an examination through satisfying Regulations 18 or 19, is unable to appear for that subsequent examination on medical or compassionate grounds, the candidate's registration for that module will be cancelled. Should a candidate miss the examination without such justification, the provisions of Regulation 16 shall apply.

22. A candidate who fails a Degree Core, Major Core or Compulsory Breadth Module through being absent from an examination without valid reason (Regulations 16 or 21) shall be required to repeat that module when it is next offered. In such cases the repeat shall be considered to be a second attempt, and if failed again, the provisions of Regulation 45 shall apply. Optional and Breadth Modules (other than Compulsory Breadth Modules) may be repeated (in which case the repeat will count as a second attempt) or replaced with other modules of the same type (which will then count as a first attempt at that module). This Regulation shall not apply to modules taken within the B.H.Sc.Medicine programme, which shall be governed by the Regulations covering that programme.
23. The University Examinations Board may decide, based on reports from relevant specialists at a government hospital, to suspend the registration of a candidate who is unable to attend classes through long-term illness. The Board may also suspend the registration of a candidate on compassionate grounds. The Board may suspend the registration retroactively and/or for the following semester, provided that the total period of suspension does not exceed four semesters in total throughout the period of the student's candidature. In such cases, the period of candidature allowed for completion of the programme shall be extended by the period of suspension but the maximum period of registration shall not exceed 6 years in total (except for double degree programmes for which the maximum permitted period of candidature shall be 7 years, and 4 years in the case of the B.H.Sc. Medicine (Ord) degree or 5 years in the case of the B.H.Sc. Medicine (Hons) degree programme - see Regulations 42 and 43).

ALLOCATION OF GRADES AND GRADE POINTS

24. All Generation Next Programmes and their constituent modules will be assessed according to a Grade and Grade Point System as follows:

Grade	Grade Point
A+	5.0
A	4.5
B+	4.0
B	3.5
C+	3.0
C	2.5
D+	2.0
D	1.5
P	1.0
F	0

In this scheme the minimum passing Grade is D which is equivalent to 1.5 Grade Points. Grade “P” represents a “Conditional Pass” which is equivalent to 1.0 Grade Points.

25. A student who obtains a conditional pass (Grade P) and a Grade Point of 1.0 will be allowed to proceed to the next level of study and the modules in which a student obtains a conditional pass grade will be counted towards the GPA and the modular credit requirements of their degree programme. This Regulation shall not apply to students in the B.H.Sc.Medicine programme, who are required to obtain a minimum mark of 60% in the constituent themes in order to be awarded modular credits. Students who fail a particular theme or themes are permitted to take a supplementary examination in that theme (see Regulation 32 below).
26. A student is only allowed to accumulate two conditional passes (Grade P) in his/her total period of candidature. If a student receives a third conditional pass, it will constitute having failed that module and will be awarded an “F” grade and 0 Grade Points will be allocated to the module. The module will not be accepted for the modular credit requirements of the programme or the degree as a whole.
- i) If the module is a Degree Core, Major Core or Compulsory Breadth module, the candidate will be required to repeat that particular module.
 - ii) If the module is a Major Option or a Breadth module, the candidate may repeat the module or attempt another Major Option or Breadth module, such that the programme or degree requirements are satisfied.

CALCULATION OF GRADE POINT AVERAGE (GPA)

27. The Grade Point Average is the average of the Grade Points obtained for all modules for which a student has registered divided by the total number of modular credits for which a student has registered, adjusted for the weightage allocated to the different academic levels of the modules. The formula for calculating the GPA is as follows:

$$\text{GPA} = \frac{\sum (P * C * W)}{\sum (C * W)}$$

Where P is the module grade point, C is the modular credit (mc) and W is the level weighting according to the scheme in Regulation 28.

28. For the purposes of the calculation of the Grade Point Average, modules shall have the following weightage :

Level 1000 modules = 20%
Level 2000 modules = 20%

Level 3000 modules = 20%
Level 4000 modules = 40%

Level 5000 modules, if taken for the purposes of obtaining a Generation Next degree, shall be weighted the same as Level 4000 modules.

This Regulation shall not apply to candidates within the B.H.Sc.Medicine programme.

29. Modular credits taken during the third (Discovery) Year shall either be assessed on a Pass/Fail basis or shall be allocated Grades and Grade Points according to the normal UBD system. One half of the total 32 modular credits available (16 modular credits) will normally be allocated Grades and Grade Points, while the remaining half (16 modular credits) will normally be assessed on a Pass/Fail basis, and if passed shall be credited towards the requirements of the degree.

Grades and Grade Points shall be allocated as follows, for the different options within the Discovery Year (SAP = Study Abroad Programme):

- i) SAP 1 semester (16 mc) & UBD Modules 1 semester (16 mc).
The 16 mc Modules taken at UBD will be included in the GPA.
- ii) SAP 1 semester (16 mc) & Internship/Community Service/Innovation or Incubation Projects 1 semester (16 mc).
16 mc SAP will be included in the GPA.
- iii) Internship/Community Service/Innovation or Incubation Projects 1 semester (16 mc) & UBD modules (16 mc)
The 16 mc Modules taken at UBD will be included in the GPA.
- iv) SAP 2 semesters (32 mc)
16 mc from 1 semester of the 2 semesters from the total of 32 mc SAP will be included in the GPA. The candidate should declare which semester should be counted towards the GPA at the start of the SAP.
- v) Internship/Innovation or Incubation Projects 2 semesters (32 mc, 16 mc per semester)
Students will be required to take 8 mc of level 3000 modules at UBD which will be included in the GPA.

This Regulation shall not apply to the B.H.Sc. Medicine Programme, which does not include a Discovery Year.

30. The University Examinations Board will allocate Grades and Grade Points in respect of modules and courses undertaken at other Universities, which are accepted for credit in programmes offered by Universiti Brunei Darussalam, in accordance with the guidelines specified in the GenNext Examination Procedures. This Regulation will apply to candidates on the

Study Abroad Programme, the Singapore International Foundation Programme and any other similar programmes.

31. Candidates who are assessed as “Unsatisfactory” or “Fail” in respect of any Discovery Year activity which is not allocated Grades and Grade Points shall be required to replace the number of module credits which receive such an assessment with an equal number of modular credits taken at UBD. The new modules will be assessed according to the normal UBD system and the Grade Points achieved will be included in the GPA, and the module credits passed will be counted towards any credit requirements of the degree programme.

SUPPLEMENTARY EXAMINATIONS

32. Supplementary Examinations are only permitted within Generation Next Degree Programmes if specifically approved within the Regulations for those particular programmes. In such cases Regulations 33-36 shall apply.
33. A candidate who fails one or more modules or individual themes in the semester examination may be permitted to take a Supplementary Examination in the failed area. Only one attempt at a Supplementary Examination in a particular module or individual theme shall be permitted. The Pass Marks and/or Grade Points allocated to a passed Supplementary Examination shall be as specified in the Regulations governing the particular programme.
34. A candidate who has been assigned ‘ABS’ status in the Main Examinations for a particular module under Regulations 18 or 19 shall be permitted to take the Supplementary Examination for that module or theme as a first attempt where this is permitted by the Regulations governing the programme, and the overall mark (including both Continuous Assessment and Examination components) shall be recorded as if he/she had sat for the Main Examination.
35. If a candidate who is entitled to sit for a Supplementary Examination as a first attempt under Regulation 34, is unable to appear for the supplementary examination on medical or other grounds (under Regulations 18 or 19) the candidate will be required to repeat the module when it is next offered, and the registration for the module in the preceding semester will be cancelled.
36. A candidate who fails a Supplementary Examination shall be required to either repeat the module, or repeat the whole year, or may be required to leave the programme, depending on the Regulations governing the particular programme.

REGISTRATION STATUS

37. All students in full-time or part-time programmes covered by these Regulations are required to register as a student in the University at the beginning of each semester, for the whole period of their candidature, whether or not they also register for any individual modules each semester, and thus maintain an active student status. Students overseas on Year Abroad Programmes are also required to register with UBD during their period of overseas study. A student who fails to register as a student of the University before the final registration date each semester (normally four weeks after the start of the semester) shall be assumed to have withdrawn from the University and their candidature will be terminated with effect from the start of that semester, except in the following cases:

- i) A student given leave of absence under Clause 23 is not required to register as a student during the period of approved leave (the maximum period of leave of absence is four semesters within a student's overall period of candidature).
- ii) The final registration date may be extended for individual students or groups of students who are on official duties overseas (e.g. attending Sports Meetings, Science Olympiads etc.) and who are unable to register by the normal final registration date, at the discretion of the Registrar's Office, at the request of the appropriate Dean.
- iii) Students temporarily suspended from the University for any reason are also required to register at the start of each semester.

38. Any student whose candidature at the University has been terminated under Regulation 37 may appeal to the University Examination Board for reinstatement of his candidature, provided that such an appeal is received by the Registrar within three working days of the official release of the main examination results of the semester for which the candidate failed to register.

39. In addition to registering as a student in the University each semester, candidates are required to register for individual modules at the same time, and to take the prescribed examinations for those modules (Regulation 9).

40. A candidate who maintains a cumulative Grade Point Average of 1.5 at the end of a semester, calculated according to the formula in Regulation 27 from the Grade Points of all modules attempted to that date, shall be allocated an Active Registration Status for that semester. A candidate who does not achieve a minimum cumulative Grade Point Average of 1.5 at the end of a semester, calculated according to the formula in Regulation 27 from the Grade Points of all modules attempted to that date, shall be allocated Probationary Registration Status for that semester.

41. Candidates must maintain a cumulative GPA of 1.5 to maintain an Active Status. A student who is on Probationary Registration Status for two consecutive semesters will have his/her candidature at UBD terminated.
42. The maximum period of candidature for a Bachelor's Degree is six years, excluding any periods for which a candidate may have been given leave of absence under Regulation 23. This Regulation shall not apply to the B.H.Sc. Medicine programme, for which the maximum period of candidature shall be five years in the case of the Honours degree and four years in the case of the Ordinary degree.
43. Candidates taking a Double Degree in two different disciplines in two different Faculties are required to maintain a cumulative Grade Point Average of 3.5 in the two separate disciplines; if the GPA falls below 3.5 for two consecutive semesters, the candidate will be required to revert to a Single Degree Programme. The maximum period of candidature for Double Degree candidates will be seven years.

TRANSFER BETWEEN PROGRAMMES & TERMINATION OF CANDIDATURE

44. Candidates who fail a module will either be required to retake that module or replace the module with another one of the same type, where this is permitted by the Regulations for that particular degree programme.
 - i) If a student fails a Degree Core, Major Core or Compulsory Breadth module, the candidate is required to repeat the particular compulsory module.
 - ii) If a student fails an Major Option module, the candidate may choose to repeat the module, or replace it with an alternative Major Option module of the same type, at the same academic level as the original module (depending on the requirements of the particular degree programme).
 - iii) If a student fails a Breadth module, the candidate may choose to repeat the module, or replace it with an alternative Breadth module (providing that the requirements of the particular degree programme are satisfied).
45. A candidate is only allowed two attempts to pass a Degree Core or Major Core Module. After the second failed attempt, the student's candidature in that particular degree programme or major will be terminated.

There is no limit to the number of times that a Compulsory Breadth Module can be taken, provided that the student retains an Active Registration Status and is not on Probation twice consecutively (see Regulation 41) and the maximum period of candidature is not exceeded (Regulations 42

& 43). Every attempt at a Compulsory Breadth Module will be included in the cumulative GPA (see Regulation 27).

46. A candidate wishing to change his/her Major within the same degree programme, either through the application of Regulation 45 or by his/her own choice, is required to obtain the permission of the Programme Leader of the new programme and the Dean of the Faculty concerned.

- i) Modules taken before the change of Major may be recognized for the purposes of a Minor, or as Breadth Modules, if approved by the Programme Leader and the Dean of the Faculty concerned.
- ii) The Dean of the Faculty concerned shall decide which of the modules attempted prior to the change of Major will be retained for the purposes of calculation of the cumulative GPA and accepted towards the requirements of the relevant degree programme.

47. A candidate wishing to change to another degree programme is required to obtain the approval of the Dean of the original Faculty and the Dean of the new Faculty. The candidate is also required to meet the admission requirements of the new programme to which he/she is applying for admission.

- i) Modules taken in the original programme may be recognized for the purposes of the academic requirements of the new programme (as Breadth Modules for example) at the discretion of the Dean of the Faculty of the new programme.
- ii) The Grade Points of any Modules transferred from the old programme to the new programme shall be retained and included in the cumulative Grade Point Average in the new programme. Any Modules not so recognized shall not be included in the cumulative GPA, but shall be included in the candidate's academic transcript.

48. A candidate is permitted to change Major or Degree Programmes TWICE only during his/her candidature at UBD; transfer to a new Major or a new programme is only permitted within the first four semesters of his/her enrolment at UBD.

Transfer of Major or Degree Programme must be completed before the start of the fifth semester of candidature; if not completed by the first day of the fifth semester, the candidate's enrolment at UBD will be terminated and he/she will be required to leave the University.

49. A candidate who is unable to transfer within the first four semesters to a different Major or a different programme through failing to be accepted for the new Major or the new programme, or who is unable to transfer through having failed a Module (other than a Compulsory Breadth Module) for the second time later than the fourth semester after his/her enrolment at UBD, shall be required to withdraw from the University and his/her

registration as a student in the University will be terminated. Such students may re-apply to be admitted to the University; in these cases the applicant will be treated as a new student, with a maximum period of candidature of six years for a degree programme (see Regulations 42 & 43).

RECOMMENDATIONS FOR THE AWARD OF DEGREES

50. In accordance with the Regulations governing the particular programme, the University Examinations Board shall receive from the Faculty Examinations Board concerned a list of candidates satisfying the requirements for the award of Degrees. The Faculty Examinations Board will recommend the particular class of degree to be awarded.

51. The University Examinations Board shall forward to Senate for approval the list of candidates satisfying the requirements for the award of Degrees and the particular class of Degree to be awarded for each candidate.

52. The Class of Bachelor's Degree to be awarded shall be as follows:

First Class Honours
Upper Second Class Honours
Lower Second Class Honours
Third Class Honours
Pass Degree

- i) The class of degree awarded to a candidate will be based on the cumulative GPA achieved by the candidate, in accordance with a point scale and the equivalent class of degrees, to be decided at a later date. In order to be awarded a degree from UBD, a candidate is required to achieve a minimum GPA of 1.5, failing which the candidate shall be deemed to have failed the degree.
- ii) Upon fulfilling all the requirements of the Degree programme for which the student is registered, he/she is required to file an application to be awarded the degree; in the absence of such an application, no degree will be awarded
- iii) A candidate may obtain a Double Degree by fulfilling the degree requirements of two degree programmes, offered by different Faculties; in such cases the candidate will be awarded two degrees, which may have different classes, depending on the GPA.
- iv) A candidate may obtain a degree with a Single Major or a Double Major, or he/she may pursue a Combined Major (a combination of two disciplines combined into a single major) depending on the Rules & Regulations governing the particular Degree Programme. In such cases, the details will be indicated in the student's transcript, and the Major will be stated on the degree certificate.

- v) For the purposes of satisfying the academic requirements of degree programmes, Breadth Modules are not permitted to be taken in the Major discipline(s).

FACULTY EXAMINATIONS BOARD

53. There shall be a Faculty Examinations Board for each Faculty, consisting of:

The Dean of the Faculty as Chairman,
The Deputy Dean,
The Programme Leaders for the Programmes offered by the Faculty,
The External Examiners if present at the University,
The Assistant Registrar of the Faculty as Secretary.

54. The Faculty Examinations Board shall be responsible for the following in respect of the examinations governed by these Regulations :

- i) To receive and decide on the examination results submitted by the Programme Examinations Boards in accordance with the relevant Regulations, guidelines and schemes and to prepare and approve the Broadsheets for submission to the University Examinations Board;
- ii) To make appropriate recommendations to the University Examinations Board, and
- iii) To deal with any other examination matters relevant to the Faculty.

PROGRAMME EXAMINATIONS BOARDS

55. As determined by the Faculty concerned, Programme Examinations Boards for each Programme offered by the Faculty may be set up, consisting of the following :

The Programme Leader as Chairman,
The internal examiners concerned,
The external examiners concerned if present at the University.

56. If Programme Examinations Board are set up, these shall be responsible for drawing up the examination results, based on the reports of the examiners and the coursework assessment, where applicable, of all the candidates taking the examination and submitting the results, with appropriate recommendations, to the Faculty Examinations Board.

ARRANGEMENTS FOR EXAMINATIONS

57. The Registrar and Secretary shall have overall responsibility for the arrangement of all University examinations.
58. Invigilators, including chief invigilators and invigilators-in-charge, shall be appointed by the Registrar and Secretary from among the staff of the University.
59. The invigilators, including the chief invigilators and the invigilators-in-charge, shall be responsible for conducting and supervising the examinations for which they have been appointed.
60. The examination prescribed for a module may include such written, oral, practical and other tests as may be determined by the examiners in accordance with the Regulations governing the programme.
61. Where a candidate is prevented from taking or is unable to take an examination owing to any physical handicap, the Vice-Chancellor may authorise the setting of any examination in another form in its place. The Registrar and Secretary shall be responsible for arranging for the replacement examination to be set and conducted.
62. It shall be the responsibility of the invigilator, the invigilator-in-charge and the chief invigilator to ensure that the instructions to candidates given in these Regulations are observed and complied with by all candidates during an examination.

INSTRUCTIONS TO CANDIDATES

63. All candidates are required to produce their Student Identification Card for checking on admission to the examination venue. The card should be placed on the top right hand corner of the candidate's desk for scrutiny by the invigilator during the period of the examination.
64. Candidates are required to comply with the UBD dress code, and may be refused admission to the examination venue if they do not do so. A candidate refused admission to an examination by reason of non-compliance with the UBD dress code may be admitted to the examination venue if they present themselves suitably attired within 30 minutes of the start of the examination (see Regulation 65).
65. No candidate shall be admitted into the examination venue if he arrives later than 30 minutes after the commencement of an examination.
66. No candidate may leave the examination venue during the first 30 minutes and the last 30 minutes of an examination. However, a candidate may be permitted to leave the examination venue temporarily at any time if he has

the permission of an invigilator and is accompanied at all times by an invigilator or an officer who is present on duty at the examination venue.

67. A candidate who leaves the examination venue without complying with the requirements of Regulation 66 shall not be readmitted into the examination venue.
68. A candidate who has to leave the examination venue through feeling unwell and who is unable to return to the venue shall be required to produce a medical report from a registered medical practitioner (see Regulation 17). When the candidate leaves the examination venue, the examination script should be collected, suitably annotated and forwarded to the Examination Office, together with the Invigilator's Report on the incident. If a medical report is received by the Examinations Office within 48 hours of the termination of that particular examination, the candidate shall be awarded an 'ABS' grade. If no medical report is received, the candidate should be allocated an 'IVA' grade and the provisions of Regulation 16 shall apply.
69. Smoking shall not be permitted in the examination venue.
70. No candidate shall be permitted to take any book, paper, document, mobile telephone, personal digital assistant/organizer, handbag, pencil case or any other material (including the yellow examination registration slip) into the examination venue, except for their Student Identity Card (or National Identity Card) pens, pencils, erasers or any other material specifically authorised by the examiner.
71. A candidate found in possession of any written or printed matter or any other material in the examination venue which has not been authorised by the examiner shall be deemed to have cheated or have attempted to cheat in the examination, and to have committed an offence punishable under these Regulations.
72. A candidate shall not be permitted to communicate by word of mouth or otherwise with any person other than an invigilator or an examiner during an examination.
73. A candidate shall not be permitted to take any material from the examination venue except the question paper, if permitted, and his/her personal belongings.
74. A candidate shall raise his/her hand during an examination if he/she wishes to communicate with an invigilator or an examiner.

EXAMINATIONS NOT PROPERLY CONDUCTED

75. A candidate or an invigilator may, during an examination, complain to the chief invigilator or invigilator-in-charge that the examination has not been properly conducted or if circumstances have arisen to render the examination unfair to the candidate or any candidate. The chief invigilator or invigilator-in-charge, as the case may be, shall, on receipt of such complaint, investigate the complaint and submit a written report on the matter to the Vice-Chancellor.
76. Any examiner, officer of the University, invigilator, invigilator-in-charge or chief invigilator may report to the Vice-Chancellor if he/she considers that an examination has not been properly conducted or if circumstances have arisen during an examination which has rendered the examination unfair to any candidate.
77. The Vice-Chancellor shall, on receipt of any complaint made under Regulations 75 or 76, investigate the complaint and report the matter to the University Examinations Board. The University Examinations Board will, having considered the report of the Vice-Chancellor, take such action as it deems fit, including the cancellation of the examination in question and holding another examination in its place. The decision of the University Examinations Board shall be final in such cases.

BREACH OF EXAMINATION REGULATIONS

78. If a candidate has been found to have committed a breach of any of Regulations 70 to 74, the matter shall be reported to the Vice-Chancellor who shall set up an *ad hoc* committee to enquire into and investigate the matter. The *ad hoc* committee shall consist of the following :

An Assistant Vice-Chancellor named by the Vice-Chancellor as Chairman,
The Dean of the Faculty concerned,
The Programme Leader concerned,
The Dean of another Faculty named by the Vice-Chancellor,
The Dean of Students
The Registrar and Secretary,
Deputy Registrar (Academic)
The Assistant Registrar (Examinations) as Secretary.

79. The *ad hoc* Committee set up under Regulation 78 shall allow the candidate to be heard and to put forward an explanation in writing. On completion of the enquiry, the Committee shall submit its report to the University Examinations Board. If the *ad hoc* Committee finds that the candidate has committed a breach of any of Regulations 70 to 74, it shall recommend any one or any appropriate combination of the following actions to be taken:

- i) that the candidate be given a warning in writing; or

- ii) that the candidate fails the module and not be permitted a supplementary examination for that module, if permitted by the Regulations for the programme; or
- iii) that the candidate fails in all modules in the Semester Examination and shall be required to repeat all the modules for that semester provided that repeating the modules does not require extension of candidature beyond the maximum permitted under the Regulations governing the programme and provided further that the candidate shall not be permitted a supplementary examination even if supplementary examinations are permitted under the relevant Regulations; or
- iv) that the candidate fails the whole Semester Examination and be suspended from taking any modules and examinations of the University for such duration as the Board may determine; or
- v) that the candidate fails the whole Semester Examination and be expelled from the University (in which case the candidate will not be eligible for re-admission to the University under any circumstances); and
- vi) that the Registrar and Secretary be authorised to give public notice of the breach of examination regulations, the name of the candidate involved and the decision of the University Examinations Board.

80. A decision of the University Examinations Board shall be duly recorded in the candidate's personal file.

81. A candidate may appeal to the Senate against the decision of the University Examinations Board arising from a breach of any examination regulation. The decision of the Senate in respect of any such appeal shall be final.

SECRECY OF EXAMINATION PROCEEDINGS AND RESULTS

82. The proceedings at meetings of the University Examinations Board, the Faculty Examinations Board and the Programme Examinations Board (where these have been set up under Regulation 55) and the grades and grade points of candidates shall be confidential and shall not be disclosed to any candidate or person except to the examiners, members of the said Boards and the Senate, and officers of the University who are responsible for examination matters.

RELEASE OF EXAMINATION RESULTS

83. Grades in respect of each module shall be released to candidates by the Examinations Office, on behalf of the Office of the Registrar and Secretary. Academic staff are not authorized to release overall module grades, whether the module is assessed solely through continuous assessment (e.g. as in a project, *latihan ilmiah*, or teaching practice), examination, or a combination of continuous assessment and examination.
84. The results of examinations shall be released immediately after the meeting of the University Examinations Board provided that the results have been arrived at unanimously by all members of the University Examinations Board. If the results have not been arrived at unanimously, the particular results in question shall not be released until the report of the University Examinations Board has been submitted to the Senate and the Senate has arrived at a decision on the matter. The decision of the Senate shall be final.
85. Results of examinations for candidates who have been suspended from the University by virtue of non-payment of tuition fees or who have other outstanding debts to the University shall be withheld until the outstanding fees or debts have been paid. Similarly, if the requisite tuition fee has not been paid in respect of a particular module, the results for that module shall be withheld until the outstanding debt to the University has been settled.
86. The graduation list, including the classification of Degrees, shall be forwarded to Senate for approval immediately after the Meeting of the University Examination Board at which these have been considered. A provisional graduation list, subject to the approval of Senate, shall be released by the Office of the Registrar & Secretary.
87. Notwithstanding the provisions of Regulations 84 & 85, Faculty Examinations Boards are authorized to release the following provisional examination results, which are to be released subject to the final approval of the University Examinations Board :
- i) Lists of students allowed to take a supplementary examination, where this is permitted under the Regulations governing the particular programme, together with the modules/themes for which they are eligible, shall be released immediately after the Meeting of the Faculty Examination Board which considers the main examination results for each semester of the academic year;
 - ii) Lists of students passing the Supplementary Examinations in respect of the Semester 1 or Semester 2 examinations shall be

released immediately after the Meeting of the Faculty Examination Board at which they have been approved.

88. The official results of examinations shall be communicated to candidates by the Office of the Registrar and Secretary when the results have been ratified by the University Examinations Board on behalf of Senate.

DATE OF AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

89. The formal date of the award of Degrees, Diplomas and Certificates will be the date at which the list of graduating students is approved by Senate.

APPEAL FOR REVIEW OF EXAMINATION RESULTS & CLASSIFICATION OF DEGREES, DIPLOMAS AND CERTIFICATES

90. A candidate may appeal in writing to the Registrar & Secretary to have the examination scripts of one or more modules reviewed provided that the appeal reaches the Registrar and Secretary within three working days from the date of release of the official results by the University Examinations Board. The appeal shall state clearly the script for which a review is sought and the reason(s) for the appeal. The result of such appeals shall be reported immediately to the University Examinations Board whose decision shall be final.

91. A fee of B\$50.00 shall be charged for each appeal, in respect of each module for which a review is sought. The fee shall be payable in advance and shall accompany the appeal.

APPLICATION OF REGULATIONS

92. These Regulations shall be applicable from the start of the 2009/2010 academic year, and shall apply to all candidates enrolling in the revised first degree programmes (Generation Next Degree Programmes) of the University.

AMENDMENTS TO EXAMINATION REGULATIONS

93. These Regulations shall be subject to amendments made by the Senate from time to time.

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