

University Malaysia Sarawak (UNIMAS)

UNIMAS Graduate Studies Regulation (Clinical Master Programmes)

Faculty of Medicine and Health Sciences (FMHS)

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GENERAL PROVISION

All graduate students are advised to know and fully understand the UNIMAS Graduate Studies Regulation (Clinical Master Programmes). It is the responsibility of all students to comply with all policies in these regulations.

The Senate, as the highest academic body of the University, has the right to amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date it is confirmed by the Senate. All amendments will be binding to current and prospective students.

These regulations bind all students registered under the University: both local and international students, international students who are involved in student exchange programmes, and students of the Cross-campus Programmes from other Public Universities or Private Universities.

Where the jurisdiction of the implementation of these regulations is not specifically stated, it is then in the authority of the Senate. The authority of the Dean is stated specifically in certain clauses of these regulations.

DEFINITION OF KEY TERMS

These regulations are named the University Malaysia Sarawak (UNIMAS) Graduate Studies Regulation (Clinical Master Programmes). In these regulations (unless stated otherwise):

Terms	Definition
"Academic Offence"	"Academic Offence" is any violation of the UNIMAS Graduate Studies Regulation (Coursework), the UNIMAS Graduate Studies Regulation (Clinical Master Programmes), the Universities and University Colleges Act (UUCA), 1971 (Amendment) 2009, 2012 and 2019) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.
"Academic Punishment"	"Academic Punishment" is a form of disciplinary action taken against students by the Jawatankuasa Tatatertib Pelajar (Student Disciplinary Committee) for academic offences.
"Academic Session"	"Academic Session" is the period of study which includes two (2) semesters and is known as the University Academic Year.
"Active Students"	"Active Students" are students who have completed student registration and course registration for the semester.
"Aegrotat"	"Aegrotat" is the awarding of a degree to a student who does not complete the study due to permanent disablement, subject to the conditions stated in this rulebook.
"Assessment"	"Assessment" is a mechanism to measure a student's academic achievement.
"Audit Course"	"Audit Course" is a course for which a student has registered but the credit hours are not considered in the calculation of the total credit hours required for graduation and the calculation of Cumulative Grade Point Average (CGPA).
"CA"	"CA" (Continuous Assessment) is an assessment carried out throughout the course and it includes the different kinds of coursework and final examination.
"CGPA"	"CGPA" (Cumulative Grade Point Average) is a measure of a student's academic achievement for the total semesters/intersessions completed.
"CGS"	"CGS" (Centre for Graduate Studies) is the academic entity established in UNIMAS to coordinate all graduate academic activities at UNIMAS.
"Clean Slate"	"Clean Slate" is a second chance given to a student to begin a study in the same or a different programme.
"Clinical Course"	"Clinical Course" is a course with mainly practical teaching to acquire clinical skills and requires hands on practice in healthcare facilities to achieve its learning outcomes.
"Clinical Master Programme"	"Clinical Master Programme" is a medical programme which provides a structured practical training aiming to train a medical doctor with certified undergraduate medical degree becoming a clinical specialist as stipulated under Malaysian Medical Council.
"Coordinator"	"Coordinator" is an academic staff appointed by the Vice Chancellor to coordinate a graduate programme.
"Core Courses"	"Core Courses" are compulsory courses that must be taken by students in a programme.
"Course Registration"	"Course Registration" is the process of students registering for certain courses in a programme within a determined period.
"Course"	"Course" is a subject offered by each programme and has a specific

	code.
"Coursework Programme"	"Coursework Programme" refers to a postgraduate programme with a research component of less than 50% and approved by the Senate.
"Coursework"	"Coursework" refers to work assigned to and done by a student within a given period, which is assessed as an integral part of the programme.
"Credit Transfer"	"Credit Transfer" is the number of credits from other institutions that have been approved by the Faculty and considered for graduation.
"Credit"	"Credit" is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.
"Current Students"	"Current Students" are students who have completed at least one (1) semester of study at the University.
"Dean/Director"	"Dean/Director" is the head of the Faculty/Institute/Centre appointed by the Vice Chancellor.
"Deferment of Study"	"Deferment of Study" is a temporary period when a student is allowed to delay or not to follow the programme.
"Department"	"Department" refers to the respective department which offers the Clinical Master Programme in Faculty of Medicine and Health Sciences (FMHS), UNIMAS.
"Deputy Vice Chancellor (Academic and International)"	"Deputy Vice Chancellor (Academic and International)" is the main University officer who assists the Vice Chancellor in academic affairs.
"Disciplinary Offence"	"Disciplinary Offence" is an offence under the Rules of the Universiti Malaysia Sarawak (Student Discipline) 1999.
"Examination Hall"	"Examination Hall" is any place/space used for examination purposes.
"Examination"	"Examination" is a specific form of evaluation, conducted formally to test a student's achievement of learning outcomes in terms of knowledge, creativity and understanding of the contents of a taught course. In most cases, examinations are formally organised for the whole class in one sitting in a specific location within a prescribed time period.
"FA"	"FA" (Final Assessment) is an assessment carried out at the end of a course.
"Faculty Graduate Committee"	"Faculty Graduate Committee" refers to a committee set up at the Faculty level and chaired by the Dean /Director to deal with matters concerning graduate studies at the faculty.
"Faculty"	"Faculty" is the Faculty of Medicine and Health Sciences (FMHS), UNIMAS.
"Failing a Course"	"Failing a Course" is not achieving the minimum grade or passing criteria set by the Department for a Course.
"Fees"	"Fees" are payment set by the University for a particular purpose.
"Full-time Students"	"Full-time Students" are candidates who register for a complete programme and pay full fees at the time of admission (unless approved otherwise). They are required to attend all necessary courses subject to the stipulated rules and regulations, and complete the programme within a specified period of time.
"GPA"	"GPA" (Grade Point Average) is a measure of a student's academic achievement in a semester.
"Grade Transfer"	"Grade Transfer" is a course grade approved by the Faculty/Centre to be considered in the GPA and CGPA calculation.
"Grade"	"Grade" is a measurement of a student's achievement or standing in a course, based on his/her course evaluation.
"Head of Department"	"Head of Department" is the academic officer appointed by the Vice

	Chancellor to head a department in the Faculty.
"Inactive Students"	"Inactive Students" are students who have not completed student registration and course registration.
"Intersession"	"Intersession" is a study period provided during the semester holiday at the end of the academic year.
"Learning Hours"	"Learning Hours" is the amount of learning time required to meet the credit requirements.
"Lecture"	"Lecture" is the learning class of the course.
"Part-time Students"	"Part-time Students" are candidates who register (by module or by course) and pay the appropriate amount of fees at the time of registration/enrolment into a programme. They are required to attend all necessary courses subject to the stipulated rules and regulations, and are allowed to complete their studies within a longer period of time.
"Passing the Course"	"Passing the Course" is achieving a minimum grade or passing criteria of a course determined by the Department.
"Permanent Disablement"	"Permanent Disablement" refers to a disablement of a permanent in nature, which disable a student for the Clinical Master Programme he/she was capable of completing at the time of event resulting in the disablement, and verified by a certified medical report to be unable to continue his/her study even with certain assistance.
"Plagiarism"	"Plagiarism" is the act of using an idea, a word, or a work of another person without proper acknowledgements.
"Posthumous"	"Posthumous" is the awarding of degree to a student whom does not complete his/her study due to death, subject to the conditions stated in this rulebook.
"Postponement"	"Postponement" is a temporary period when successful candidates are allowed to delay their initial registrations.
"Practical"	"Practical" is a study session in the laboratory/studio or at the field for a course.
"Programme"	"Programme" means a Clinical Master Programme offered by the Faculty.
"Recurring Fee"	"Recurring Fee" is the annual fee paid by students to cover their insurance, medical and in-campus transportation services.
"Regulations"	"Regulations" are regulations governing the graduate studies.
"Semester"	"Semester" is a period determined by the Senate for teaching and learning activities.
"Senate"	"Senate" is the highest academic body of the University with the right to control and to provide general instruction on teaching, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.
"Student Disciplinary Committee"	"Student Disciplinary Committee" is a committee chaired by the Deputy Vice Chancellor (Student Affairs and Alumni) and comprises the Deans of the Faculty/Centre. The Committee discusses cases of students who violate the academic regulations and Universities and University Colleges Act (UCCA), 1971 (Amended 2012) and Rules of Universiti Malaysia Sarawak (Discipline of Students) 1999.
"Student Registration"	"Student Registration" is the process of students registering for a programme in any semester/intersession and paying tuition fee within a stipulated period.
"Student"	"Student" is a person who has completed student registration at the University.
"UGC"	"UGC" (University Graduate Committee) refers to the Graduate Committee chaired by Deputy Vice-Chancellor (Academic and

	International) and comprises the
"University"	"University" is the Universiti Malaysia Sarawak (UNIMAS).

1. ACADEMIC SESSION

- 1.1. The Academic Session of the Master in Internal Medicine Programme is divided into two (2) semesters of twenty-six (26) weeks each.

2. STUDY MODE AND DURATION

- 2.1. The mode of study of a Clinical Master Programme is full time.
- 2.2. The study duration for this programme is four (4) years (minimum) to seven (7) years (maximum).
- 2.3. The student status will be terminated by the maximum duration of the study period.
- 2.4. The duration of study for a student with a Failed and Terminated (GB) status but who has received the Senate's approval to continue study will include the student's entry year.
- 2.5. A deferment of study period will be included as part of the study duration except for a deferment due to medical reasons or when the courses are not offered.
- 2.6. Any application to extend the maximum duration of a study period is subject to the Senate's approval.

3. CONFERMENT OF DEGREE

- 3.1. A student must fulfil the following requirements to graduate and to be awarded the Master Degree:
 - (a) Satisfactorily completed all the required courses in the Programme and fulfil the credit requirement within the maximum duration of the study; and
 - (b) Pass Professional Clinical Examination; and
 - (c) Recommended to be awarded the said degree by the Faculty Graduate Committee, UGC and endorsed by the Senate.
- 3.2. An application to reprint a replacement certificate can be made formally to the Registrar of UNIMAS by providing:
 - (a) A written application; and
 - (b) A payment receipt/money order for RM200.00 per version.
- 3.3. An application to reprint an academic transcript can be made formally to the Dean of CGS by providing:
 - (a) A written application; and
 - (b) A payment receipt/money order for RM100.00 per version.

4. STUDENT REGISTRATION

4.1. New Student Registration

- 4.1.1. A candidate must register as a student in his/her respective programmes within the specified time decided by CGS. The study offer will be considered void if the candidate fails to register without any valid reasons.
- 4.1.2. For first time registration, the candidate is required to be present at the CGS and to produce original documents for verification.
- 4.1.3. Registration into a coursework programme shall be conducted online after payment for all current fees has been made and documents have been verified.

- 4.1.4. Requests for a deferment of registration for new students should be made to the Dean of the CGS by the end of the registration week and will be considered on a case-by-case basis.

4.2. Current Student Registration

- 4.2.1. A current student must register as a student in his/her respective programmes for every semester on or before the date determined by the University.
- 4.2.2. The programme registration is compulsory and students are fully responsible to register online.
- 4.2.3. A student who fails to register without valid reasons shall be suspended from his/her studies for that semester. The student must register for the following semester within the specified time. Should the candidate fails to do so, his/her candidature will be terminated.
- 4.2.4. In exceptional circumstances, a student may be permitted to register late upon the recommendation by the relevant Faculty but not exceeding the fourth (4th) week of a semester. In such cases, a late registration fee of RM200 shall be charged.
- 4.2.5. Students who have deferred/have been suspended from their studies should register in the following semester after the expiration of deferment/suspension period.
- 4.2.6. The registration process is considered complete when the student has paid all current fees for the semester and all outstanding fees from the previous semester and completed the online registration.

4.3. Course Registration

- 4.3.1. The course registration is compulsory and students are responsible to register online for the courses which need to be taken in each semester.
- 4.3.2. Students are responsible for printing the registration slip and for ensuring the accuracy of the registered courses. If there are errors, the students must report to the CGS by the end of the fourth (4th) week of a semester for correction.
- 4.3.3. Students can only register for the relevant courses that are offered in a particular semester.
- 4.3.4. Students must register courses according to the curriculum structure determined by the Faculty.
- 4.3.5. Grades will not be given if a student fails to register for the course.

5. CREDIT SYSTEM

- 5.1. Each course has a credit value based on the Malaysian Qualification Framework (MQF) criteria.
- 5.2. The credit value for each course is usually based on the learning hours.
- 5.3. The credit of a course refers to the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

6. TOTAL CREDIT FOR A PROGRAMME

- 6.1. A student must complete the credit required by the programme in order to graduate.
- 6.2. The Senate has the authority to amend the number of credits based on the needs of the programme from time to time.

7. EVALUATION SYSTEM

7.1. Evaluation Methods

- 7.1.1. A course evaluation is made in progression through CA and/or FA.
- 7.1.2. Students will be barred from the FA if his/her work performance is determined as unsatisfactory by the Department.
- 7.1.3. The method of CA and/or FA is as stated in the latest version of programme and conveyed to students in a programme book.

7.2. Grade Classification Using Grade And Grade Points

- 7.2.1. The grade and grade point given for a course are shown in the following table:

Grade	Marks Range	Grade Points	Level of Achievement
A	80 – 100	4.00	Pass with Distinction
A-	75 – 79	3.67	
B+	70 – 74	3.33	
B	65 – 69	3.00	Pass with Credit
B-	60 – 64	2.67	
C+	55 – 59	2.33	Fail
C	50 – 54	2.00	
C-	45 – 49	1.67	
D	40 – 44	1.00	
F	< 40	0.00	

7.3. Grade Classification Using Codes

Course evaluation without grades can be given the following codes:

7.3.1. L/G (*Lulus/Gagal* – Pass/Fail)

This is given to courses in which the results are not graded but given the Pass (L) or Fail (G) status only. The credit is taken into account for graduation.

7.3.2. TL (*Tidak Lengkap* - Incomplete)

This is given, with the Faculty's approval to a student who has completed at least 70% of the course requirements based on acceptable reasons. The student must complete the full requirement of the course up to four (4) week after the semester ends in order to obtain full evaluation and grade.

7.3.3. U (Audit)

This is given to students who have registered and gone through a course as well as the evaluation for the course but was not given any grade. The "U" symbol will be recorded if the student passed the course. A student who does not meet the course requirement will not get any remarks.

7.3.4. KK (*Kes Gangguan Kesihatan* – Health Disturbances)

This is given to a student who is unable to continue a study due to medical reasons validated by a registered medical practitioner.

7.3.5. TD (*Tarik Diri* – Withdraw)

This is given to a student who has been approved to voluntarily withdraw from a study at UNIMAS.

7.3.6. KT (*Kursus Tambahan* – Additional Course)

This is given to courses taken by a student in addition to the compulsory courses. A student must go through the course and undertake the evaluation for the course. The grade point for this course will be included in the calculation of GPA and CGPA but the total number of credit hours for the Additional Course will not be taken into account for the purpose of degree conferment.

7.3.7. Rn (*Kursus Ulangan* – Repeated Course)

This code is stated on the semester examination slip for a course which a student has repeated after failing in the earlier attempt. Only the latest credits and grade points for the Repeated Course are taken into account in the calculation of the GPA and CGPA. The 'n' after the code R indicates the number of times the course has been repeated.

7.3.8. KBn (*Kursus Baiki* – Improved Course)

This code is for courses which have been re-taken for the purpose of grade improvement. The best grade will be taken into account in the calculation of the GPA and CGPA. The 'n' after the code KB indicates the number of times the course has been taken for grade improvement.

7.4. Evaluation Results

7.4.1. A student's academic performance in the semester is based on the grade classification used as stated in the latest version of programme. The student's overall performance in a programme is based on the cumulative performance as stated in the latest version of programme.

7.4.2. The method in calculating the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) is as follows:

Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses in the semester}}$$

whereby:

$$\text{Total Grade Point} = \text{Grade Point} \times \text{Course Credits}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{The sum of all grade points accumulated to date}}{\text{The sum of all the credits taken to date}}$$

7.5. Special Recurrence Assessment

7.5.1. A student who failed a course may be given a special recurrence assessment, subjected to decision of the Department, in the same semester within a specified time after the announcement of the temporary results by the Faculty. For an assessment using grade and grade points, the maximum allowable grade is B although the student may have

successfully obtained a better grade except in special circumstances as decided by the Department and Faculty.

- 7.5.2. No fee is charged for the special recurrence assessment.
- 7.5.3. If the student fails the special recurrence assessment, he/she is required to repeat the entire course in the next available semester. Only two (2) repeats are allowed throughout the study duration.

7.6. Postponement of Evaluation

- 7.6.1. A student who is having problems such as health related problem during a course evaluation may apply to the Faculty for a postponement of the evaluation. The application should be made **not later than forty-eight (48) hours** after the evaluation has been started. If the application is **forty-eight (48) hours** or later, it will be subjected to the decision of Faculty.
- 7.6.2. An application to postpone a course evaluation due to health reason should be accompanied by a certified medical report. Applications on other reasons can be considered according to the Faculty's discretion.
- 7.6.3. Course evaluation replacement will be determined based on the merits of specific cases.

7.7. Appeal to Review Course Grade

- 7.7.1. An appeal to review a course grade should be submitted to the Faculty Dean after the temporary results have been announced by the Faculty. The appeal should be accompanied by a payment of RM50.00 (non-refundable) per course.
- 7.7.2. To seek a review, a student must notify the Faculty in writing within the specified period after the announcement of the temporary results.
- 7.7.3. The final result should be endorsed by the Faculty Graduate Committee.
- 7.7.4. Each result given based on this method is final and no further appeal will be entertained after Senate's endorsement.
- 7.7.5. In the case of a new mark/grade for a course is given upon a re-evaluation, the new mark/grade will replace the earlier one and the CGPA will be re-calculated accordingly.

7.8. Announcement of Semester Results

- 7.8.1. The results of a student's academic performance for each semester will be announced in the period determined by the University.
- 7.8.2. Result slips will be distributed to the students through their respective Faculties or be obtained online.
- 7.8.3. The result slips of students who have been approved to graduate by the Senate (subject to clearance of any debt with the University), will be sent to their current registered addresses.
- 7.8.4. Students are responsible to inform the University of any changes to their personal information from time to time for the purpose of updating their personal data and records.
- 7.8.5. Applications for a reprint of the result slip can be made officially to the University with a payment of RM20.00 per slip.

8. STUDENT ACADEMIC STATUS

8.1. Academic status at the end of each semester

A student can be given the following academic status at the end of each semester:

8.1.1. *Lulus (L)* – Pass

Students are given the Pass (L) status and are allowed to continue their studies. If GPA and CGPA system is used, this status applied if they obtained a CGPA of 3.00 or higher.

8.1.2. *Lulus Mengulang Kursus (LMK)* – Pass but Required to Repeat Failed Courses

Students are given the status Pass but Required to Repeat Failed Courses (LMK). If GPA and CGPA system is used, this status applied if they obtained a CGPA of 3.00 or higher but Failed in any of the courses taken and they are required to repeat the course.

8.1.3. *Lulus Bersyarat (LB)* – Conditional Pass

If GPA and CGPA system is used, this status applied if student obtained a CGPA between 2.67 and 2.99. The students must improve their CGPA to 3.00 or higher in the following semester.

8.1.4. *Gagal dan Diberhentikan (GB)* – Failed and Terminated

If GPA and CGPA system is used, this status applied if student:

- i. Obtained a CGPA of less than 2.67 in any semester; or
- ii. Failed to improve their CGPA to 3.00 or higher after obtaining the Conditional Pass status in the previous semester.

A student who still has the Incomplete (TL) grade in the evaluation of a semester shall not be given the status of Failed and Terminated (GB).

8.2. Continuing Study after Obtaining Failed and Terminated (GB) Status

Students who have been given the Failed and Terminated (GB) status may be allowed to continue their studies according to the following conditions and subjected to Senate approval:

8.2.1. Clean Slate Offer for First Semester Students

First semester students will be given a clean slate offer. They will re-register in the next semester and follow the curriculum structure of the new cohort.

8.2.2. Other Offers (Non-Clean Slate) for Non-First Semester Students

Non-first semester students will continue their studies in the next semester based on their latest cumulative result (prior to the GB status). All courses taken and passed can be considered except for failed courses which the students will have to retake.

8.2.3. The maximum number of re-registration following GB status allowed throughout the entire study period is two (2) times.

8.3. Replacement of Failed Courses

8.3.1. Students will be charged per credit for any repeated course.

8.3.2. If the failed course is no longer offered, students can compensate by taking another course in the same category.

8.3.3. For each repeated course, the latest grade will be taken into account for the performance in the semester and overall performance.

8.3.4. Students who have completed the required number of credits to graduate but are taking additional courses which they failed are not required to repeat these courses. However,

the credits and the grade for the failed courses will be considered in the performance in the semester and overall performance.

8.4. Improving Grade/CGPA

- 8.4.1. Students may repeat a course which they have passed in order to improve the grade of the course, subject to the Faculty's approval.
- 8.4.2. Students may repeat a course until they obtain a grade with which they are satisfied within the maximum pre-determined duration of study.
- 8.4.3. The best grade will be taken into account in the calculation of the students' GPA and CGPA.
- 8.4.4. Students will be charged per credit for each time a course is repeated.
- 8.4.5. The fee for Improved Grade of any course is non-refundable if the students drop the course.

9. ACADEMIC ETHICS

- 9.1. Disciplinary action will be taken upon students who are found guilty of copying or using others' work without acknowledgement (plagiarism) in their dissertations.
- 9.2. Students who violate the University regulations and are found guilty by the Student Disciplinary Committee (Academic) can be punished according to the Universities and University Colleges Act (UUCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.

10. DEFERMENT OF STUDY

- 10.1. A registered student may defer his/her registration with approval from the Dean of CGS.
- 10.2. Application for a deferment of study must be made within a period of four (4) weeks at the beginning of a semester.
- 10.3. Application to defer after this period will not be considered except for health reasons.
 - 10.3.1. Student who is having health problems and unhealthy for a long period of time may apply for semester deferment to the Director of CGS through the Faculty/Centre. In such cases, verification from a registered medical practitioner is required. In the case of mental problems, approval to register again is subject to the verification from a registered medical practitioner as approved by the University.
 - 10.3.2. Application to defer the study due to health reasons must be submitted to the Dean of CGS before the start of the FA.
- 10.4. Students who have been given a deferment of study will lose their status as University students during the deferment period, and therefore will not be allowed to use the University facilities. However, they may continue to have informal consultations with their lecturer(s) about the programme.
- 10.5. The duration of the deferment will be taken into account in the student's maximum duration of study except for health reasons or in the case where the course is not offered in the semester.
- 10.6. A deferment period shall not exceed one (1) academic session throughout the entire study period.

- 10.7. Student who has been granted permission to defer the study, but has paid the tuition fees for the semester will receive a refund of fees according to the rate determined by the University (see Appendix 2).

11. SUSPENSION OF STUDY

11.1. A student who does not register or does not apply for a deferment of study by the end of the registration period will be suspended from the study in that semester. The student must register in the following semester. Should the student fail to do so and does not apply for a deferment of study in the following semester, the student will be terminated.

11.2. The duration of the suspension of study is taken into account in the overall calculation of the student's maximum duration of study.

12. TERMINATION OF STUDY

12.1. A student may be terminated from study at any time by the University in the event that the student:

12.1.1. Has exceeded the maximum duration of study; or

12.1.2. Has exceeded the maximum allowable attempt for any examination as stipulated in this regulation, or

12.1.3. Has failed to re-register within the specified period after being given a suspension status in the previous semester; or

12.1.4. Has consistently shown poor academic performance, poor attendance and poor overall attitude; or

12.1.5. Has been deemed medically unfit for further studies in the University, as certified by a Medical Board selected by the University; or

12.1.6. Has been found guilty of committing academic offences by the Student Disciplinary Committee.

12.2. Right to Appeal

A student has the right to appeal in writing to the Dean of CGS against decisions made by the University related to his/her termination of study within one (1) month from the termination notice. Appeals against termination for academic offences should be made to the Vice Chancellor (to be read with the Universities and University Colleges Act 1971 and Universiti Malaysia Sarawak (Discipline of Students) Rules 1999).

12.3. No refund of fees will be given to student who has been terminated from his/her studies.

13. APPEAL TO CONTINUE STUDY

13.1. Students who have been terminated from their study can submit an appeal to the Dean of CGS against the decision and apply to continue their studies.

13.2. Each appeal must be submitted together with a RM50 payment receipt.

13.3. A student whose appeal is approved will be imposed a fine of RM250 to reactivate his/her candidature.

14. WITHDRAWAL FROM PROGRAMME OF STUDY

- 14.1. A student can withdraw from a programme by applying in writing to the Dean of CGS through the Dean/Director of the Faculty/Institute/Centre.
- 14.2. Student who has been granted permission to withdraw from the programme of study, but has paid the tuition fees for the semester will receive a refund of fees according to the rate determined by the University (see Appendix 2).

15. FEES PAYMENT

- 15.1. Students are required to pay the stipulated fees in full before or at the time of registration.
- 15.2. Tuition fees are payable on a semester basis.
- 15.3. Additional fees or payments may be charged for specific services, such as late registration, library fines, special courses and field trips.
- 15.4. Recurring fees will be charged to the students annually to cover their insurance, medical and in-campus transportation services.
- 15.5. All fees, which are non-transferable are to be paid accordingly.
- 15.6. The University has the right to review the fee structure and to impose any additional fees or payments for services rendered and any monies owing to the university.

Appendix 1: Per Credit Charge

Programme	Local (RM)	International (RM)
Master of Orthopaedic Surgery	177	708
Master in Internal Medicine	229	916

Appendix 2: Fee Refund Table

Lecture Week	Rate
Week 1 – Week 2	75%
Week 3 – Week 4	50%
After Week 4	0%

Appendix 3: Medical Professional Re-examination Fee

Programme	Fee (RM)
Master of Orthopaedic Surgery	750.00
Master in Internal Medicine	Not applicable