



The following regulations apply to all Diplomas awarded by the University. Candidates for the award of a diploma must also satisfy supplementary regulations which govern individual programme, if any. Specific Regulations for individual programmes are provided under the programme requirements.

## **1. Admission**

- (i) Every applicant for admission to a programme leading to a Diploma is required to comply with the entrance requirements of the particular diploma to which admission is sought. Possession of these qualifications does not in itself guarantee admission.
- (ii) Every candidate applying for a diploma must:
  - a) pay the required approved fees unless granted an exemption or other arrangements have been made
  - b) attend and duly perform the work of each programme required for a diploma programme including, where applicable, placements; and
  - c) complete the diploma assessments prescribed for such programme.
- (iii) All candidates at the outset of their diploma programme shall be registered as undertaking either full-time or part-time study. Any change in the terms of such registration may only be made with the permission of the Academic Council.
- (iv) Candidates shall not be allowed to register for any Academic Year unless all Regulations have been satisfied.
- (v) Any first-year delivery mode of a programme, whether full-time, part-time or by distance learning, on a diploma programme may be discontinued if there are only 12 students enrolled 10 days after the starting date. Decision to terminate the programme shall be made by the Director General, under the recommendations of the Head of School and the Registrar.

## **2. Requirements for Assessment**

- (i) Except with the permission of the Academic Council, candidates shall not be permitted to present themselves for assessment in any module unless they have duly completed the module.

- (ii) The method of assessment of each programme and the conditions under which candidates may be exempted from any element of such assessment shall be determined by the Academic council.
- (iii) Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates relating to the relevant periods of ill-health.
- (iv) Candidates who have not taken the whole or part of an examination and has presented evidence of ill-health, supported by a medical certificate, or other urgent cause, must notify the Head of School within 5 working days, of the date of that examination.
- (v) The Academic Council may, on the recommendation of the School Board concerned, permit the candidate to retake the module as and when offered during the prescribed examination sessions. For modules retaken, students will be awarded actual marks obtained in case of authorized absence and a minimum pass mark in case of unauthorized absence.

### **3. Award**

- (i) The names of the candidates who, in the opinion of the examiners have in the final assessment obtained either Pass or Pass with Distinction, shall be published by the Registrar with the approval of the Academic Council on the recommendation of the School Board, in separate lists. The names of candidates shall be arranged in alphabetical order.
- (ii) A student who chooses to leave or who has been withdrawn from the programme, may either be awarded an exit award provided the student has accumulated credits across levels or may be considered for the award of a Certificate.

### **4. Requirements for Resit**

- (i) Exceptionally, upon approval of the Head of School, the students may take a resit module not on offer or take an alternative to a failed module, where appropriate, in another programme.
- (ii) When resitting a module, the mark obtained will be capped at the pass mark.
- (iii) Existing continuous assessment marks will be computed in the total marks for resit modules. Students, who failed in the continuous assessment, may wish to retake the continuous assessment.
- (iv) **Students are allowed to carry forward a maximum of 3 failed modules over to the next level.**

- (v) **Students who accumulate 4 or more failed modules will be withdrawn from the programme they are registered in.**
- (vi) **Students withdrawn as per (v) above may be awarded an exit award of a Certificate provided the students have accumulated required credits across levels. Such students may re-register for the same programme or another programme and request for exemptions, as appropriate.**
- (vii) Students, who are in the final level, fail to pass a module in 3 attempts, will be allowed to resit the module(s) during the permissible course duration as per programme document/UTM Regulations. They will have to pay the resit fee per additional attempt as well as the general fee for every semester beyond which the resit has not yet been cleared. For payment of fees, please refer to the fee structure provided by the Finance Dept. on the UTM website.
- (viii) Where electives are available students will have to sit for the number of electives authorised. In case, a student sits for more electives than prescribed, it is the elective in which minimum marks have been obtained that will be officially recorded.

## **5. Requirements for Project/Dissertation**

- (i) Where a programme of study includes a project/dissertation, the project/dissertation will be of a prescribed length and be presented in typed form not later than the deadline prescribed by the School.
- (ii) A candidate shall state in the project/dissertation the sources from which the information it contains is derived and the extent to which the candidate has made use of the work of others.
- (iii) A candidate shall not submit a dissertation, a substantial part of which consists of material which has been submitted for any other qualification.
- (iv) The project/dissertation shall be subject to the University's anti plagiarism policy in force.
- (v) A student who fails a final level project/dissertation on the first attempt may:
  - a) Either re-submit the same reworked and improved project/dissertation with the next cohort, upon payment of current applicable project/dissertation and administration fees, subject to a maximum duration of one semester. Such a resubmitted work will earn marks capped at the minimum pass mark.
  - b) Or opt for a new project with a different title as approved by the appropriate Project/Dissertation Committee, upon payment of current applicable project/dissertation and administration fees, and will be eligible for the actual marks obtained.

(vi) The following will apply for delay in the submission of final year Project/Dissertation by a maximum of 15 days:

- (a) Submission within 15 calendar days after deadline with justifications (compassionate, extenuating and ill health) acceptable and approved by the Project/Dissertation Committee, shall be without any penalty.
- (b) Submission within 15 calendar days after deadline, without acceptable justifications, shall bear a penalty of 5% on marks earned per full calendar week, or part thereof after the deadline date.
- (c) Submission after 15 calendar days with or without acceptable justifications will not be receivable. In such a circumstance, the student will fail the project/dissertation and the regulations at paragraph 5(v) for failure in project/dissertation will apply.

(vii) All fresh projects/dissertations submitted under 5(vi) shall:

- a) be completed within the normal duration of one/two semesters, as specified in the respective programme document.
- b) be eligible to earn the actual marks obtained.
- c) be acceptable subject to the maximum prescribed programme duration not having been exceeded.
- d) attract the payment of the current applicable project/dissertation and administration fees of the additional semester(s).

(viii) If a student fails a final year project/dissertation a second time, or has not submitted the project /dissertation within the maximum duration of the programme, that student will be withdrawn from the programme and will be eligible to an award based on accumulated credits, in line with the programme document, the University regulations and appropriate financial clearances.