



UNIVERSITI BRUNEI DARUSSALAM
EXAMINATION REGULATIONS
FOR
GENERATION NEXT UNDERGRADUATE PROGRAMMES
AUGUST 2013



TABLE OF CONTENT

CHAPTERS	Page
1. INTRODUCTION	
1.1 Application of Regulations	3
1.2 Amendments to Examination Regulations	3
2. INTERPRETATION	3
3. EXAMINATIONS BOARD	
3.1 University Examination Board	5
3.2 Faculty Examinations Board	6
3.3 Programme Examinations Board	6
3.4 Secrecy of Examination Proceedings and Results	6
4 REGISTRATION	
4.1 Prescribed Examinations	7
4.2 Registration Status	7
5 EXAMINATIONS	
5.1 Format and Duration of Examinations	8
5.2 Arrangements for Examinations	8
5.3 Instructions to Candidates	9
5.4 Absence from Examinations	10
5.5 Examinations Not Properly Conducted	11
5.6 Breach of Examinations Regulations	12
6 MARKS AND GRADES	
6.1 Allocation of Grades and Grade Points	13
6.2 Calculation of Grade Point Average	13
7 SUPPLEMENTARY EXAMINATIONS	14
8 RELEASE OF EXAMINATION RESULTS	15
9 TRANSFER BETWEEN PROGRAMME AND TERMINATION OF CANDIDATURE	15
10 AWARD OF DEGREE	
10.1 Recommendations for the Award of Degrees	16
10.2 Date of Award Of Degrees, Diplomas and Certificates	17
10.3 Award of Degree	17
11 APPEAL FOR REVIEW OF EXAMINATION RESULTS & CLASSIFICATION OF DEGREES, DIPLOMAS AND CERTIFICATES	17



1.0 INTRODUCTION

1.1 APPLICATION OF REGULATIONS

These Regulations shall apply to all Generation Next (GenNEXT) Degree programmes offered by the University from the start of the 2013/2014 academic year (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 Faculty Regulations and Programme Regulations, and with the Examination Procedures of Universiti Brunei Darussalam.

1.2 AMENDMENTS TO EXAMINATION REGULATIONS

These Regulations shall be subject to amendments made by the Senate from time to time. Any decision of the Senate shall be final.

2.0 INTERPRETATION

2.1 In these Regulations, unless the context otherwise requires:

- i) "Active Registration Status" means the status accorded to a student in a particular semester providing that he has registered for a minimum of 12 modular credits in that semester, except students in the final semester of their Degree;
- ii) "Active Student Status" means the 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;
- iii) "Breadth" refers to modules which students are free to choose to read and pass to satisfy the breadth requirements of their degree. They can be taken from within the Faculty or across Faculties. At least 16 modular credits will have to be taken outside the Faculty in which - the student is registered. Breadth modules taken in their major discipline(s) will not be counted in satisfying the graduating requirement;
- iv) "Candidate" refers to a student registered to sit for examination;
- v) "Chief Invigilator" refers to an academic staff appointed to head an Examination session and has the overall responsibility for the conduct of all the examinations held during that session at all of the venues;
- vi) "Combined Major" refers to a combination of two disciplines combined as a single major;
- vii) "Compulsory Breadth" refers to modules that all students must read and pass to satisfy their graduation requirement. MIB and the 'Islamic Civilization and the Modern World' module are Compulsory Breadth modules. The two Communication modules are also Compulsory Breadth modules;
- viii) "Constitution" means the Constitution of Universiti Brunei Darussalam;
- ix) "Continuous Assessment" may include presentation, coursework, field work, tests, written reports, etc;
- x) "Dean" means the Dean or Director or Head of an Institution established under section 18(1) of the Constitution;



- xi) “Degree Core” refers to modules which all students registered for a particular Degree Programme of a Faculty must read and pass in order to satisfy the graduation requirements;
- xii) “Double Degree” refers to a combination of two separate degrees in two (2) disciplines from two (2) different Faculties;
- xiii) “Examination” refers to a module examination, conducted during the official examination period of the University;
- xiv) “Examination Procedures” refer to the operational procedures governing examinations;
- xv) “Faculty” or “Faculties” means a Faculty or Faculties or an Institution or institutions established under section 18(1) of the Constitution;
- xvi) “Faculty Regulations” refer to the regulations governing a Faculty;
- xvii) “Invigilator” refers to an academic staff appointed to invigilate an Examination;
- xviii) “Invigilator-In-charge” refers to an Invigilator appointed to head a section of the Examination venue and responsible for the conduct of the examinations in their allocated section of the examination venue;
- xix) “Major” refers to a student’s main field of study or primary specialization;
- xx) “Major Core” refers to compulsory modules which all students registered for a particular Major must read and pass in order to satisfy his/her graduation requirements;
- xxi) “Major Options” refers to modules which are offered as part of a Major and count towards the depth requirements for graduation with a Major. The number of modules which a student must read and pass varies across the different Programmes;
- xxii) “Minor” refers to a secondary field of study or secondary specialization comprising of at least 24 modular credits;
- xxiii) “Modular Credit” refers to the number of credits or units assigned to a module to indicate the number of expected workload and contact hours of that module;
- xxiv) “Programme Leader” refers to an academic staff appointed to manage the Programme;
- xxv) “Probationary 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, and/or failure to declare a Major before the commencement of the 4th semester and/or failure to register at least twelve (12) modular credits in any one (1) semester;
- xxvi) “Programme Regulations” refer to the regulations governing a Programme;
- xxvii) “Registration Status” means the registration status accorded to a student in a semester;
- xxviii) “Report” refers to minutes or reports taken during the Faculty Examination Board meeting;
- xxix) “Senate” refers to the highest academic body in the University established under section 17 of the Constitution;
- xxx) “Single Degree” refers to a degree programme comprising of one (1) discipline from a faculty, and may include a Minor.



- 2.2 The headings to the Clauses and Schedules are inserted for ease of reference only and shall not affect the interpretation and construction of this Agreement.
- 2.5 Unless the context requires otherwise, words importing the singular include the plural and vice versa, words importing gender include every gender and words denoting person shall include a natural person, company, firm, unincorporated association or any other legal entity whether acting as trustee or not.
- 2.6 Any reference to a working day shall mean a reference to any day other than a Friday and Sunday or a gazetted public holiday in Brunei Darussalam and any reference to a month or year shall mean a month or year reckoned according to the Gregorian calendar.
- 2.7 Reference to any statute or statutory provision includes a reference to that statute or statutory provision as from time to time amended, extended or re-enacted.

3.0 EXAMINATIONS BOARD

3.1 UNIVERSITY EXAMINATIONS BOARD

3.1.1 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,
Directors of academic Centres,
The Registrar and Secretary or his Deputy as Secretary,
The Dean of Students by Invitation.

3.1.2 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.

3.1.3 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;
- 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 student between Programmes and/or the termination of a student's registration as a student in the University, based on the student's academic performance, and the Programme Regulations;



- 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.
- 3.1.4 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.
- 3.1.5 Subject to Regulation 5.6.4, a decision of the University Examinations Board shall be final.

3.2 FACULTY EXAMINATIONS BOARD

- 3.2.1 There shall be a Faculty Examinations Board for each Faculty, consisting of:

The Dean of the Faculty as Chairman,
The Deputy Dean as Deputy Chairman,
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.

- 3.2.2 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, 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.

3.3 PROGRAMME EXAMINATIONS BOARDS

- 3.3.1 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.

- 3.3.2 If Programme Examinations Boards 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.

3.4 SECRECY OF EXAMINATION PROCEEDINGS AND RESULTS

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 3.3) 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.

4.0 REGISTRATION

4.1 PRESCRIBED EXAMINATIONS

- 4.1.1 No student shall be admitted as a Candidate of any examination or be permitted to take the examination prescribed for a module unless he has registered for the module and has followed it to the satisfaction of the Dean of the Faculty concerned.
- 4.1.2 A Candidate must take the examination prescribed for a module unless he has been barred from taking the examination under regulation 4.1.3 or has been exempted by the Senate from taking the examination.
- 4.1.3 The Dean of the Faculty concerned may bar a Candidate from taking the examination prescribed for a module if he fails to attend at least 60% of the tutorials and/or laboratory classes prescribed for that module.
- 4.1.4 The name of a student who has been barred from taking an examination under Regulation 4.1.3 shall be reported to the Faculty Board by the Dean at the next regular meeting of the Board.

4.2 REGISTRATION STATUS

- 4.2.1 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 Registration 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 (4) 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 5.4.8 is not required to register as a student during the period of approved leave.
 - 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.
- 4.2.2 Any student whose candidature at the University has been terminated under Regulation 4.2.1 may appeal to the University Examination Board for reinstatement of his candidature, provided that such an appeal is received by the Registrar within three (3) working days of the official release of the main examination results of the semester for which the candidate failed to register.
- 4.2.3 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 4.1.1).



- 4.2.4 A student who maintains a cumulative Grade Point Average of 1.5 at the end of a semester, calculated according to the formula in Regulation 6.2.1 from the Grade Points of all modules attempted to that date, shall be allocated an Active Student Status for that semester. A student 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 6.2.1 from the Grade Points of all modules attempted to that date, shall be allocated Probationary Status for that semester.
- 4.2.5 Students must maintain a cumulative GPA of 1.5 to maintain an Active Student Status. A student who is on Probationary Status for two (2) consecutive semesters will have his candidature at UBD terminated.
- 4.2.6 The maximum period of candidature for a student in the Bachelor's Degree is six (6) years, excluding any periods for which the student may have been given leave of absence under Regulation 5.4.8. This Regulation shall not apply to the B.H.Sc. Medicine programme, for which the maximum period of candidature shall be five (5) years in the case of the Honours degree and four (4) years in the case of the Ordinary degree.
- 4.2.7 Students taking a Double Degree in two (2) different disciplines in two (2) different Faculties are required to maintain a cumulative Grade Point Average of 3.5 in the two (2) separate disciplines; if the GPA falls below 3.5 for two (2) 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 (7) years.

5.0 EXAMINATIONS

5.1 FORMAT AND DURATION OF EXAMINATIONS

- 5.1.1 All modules within a programme will be assessed by Continuous Assessment or by Examination or a combination of the two, as specified in the module outline approved by the Senate.
- 5.1.2 The proportion of marks allocated to the Continuous Assessment and Examination components of a module will be specified in the module outline approved by the Senate.
- 5.1.3 Examination prescribed for a module at any level may be of any format which includes written (essays, short answers, multiple choice questions), oral, practical exercises and other tests as may be determined by the examiners in accordance with the Programme Regulation.
- 5.1.4 If an Examination forms part of the assessment component of a module, the duration of such an Examination shall be two (2) hours except otherwise stated in the module outline approved by the Senate.

5.2 ARRANGEMENTS FOR EXAMINATIONS

- 5.2.1 The Registrar and Secretary shall have overall responsibility for the arrangement of all University Examinations.
- 5.2.1 Invigilators, including Chief Invigilators and Invigilators-in-charge, shall be appointed by the Registrar and Secretary from among the staff of the University.
- 5.2.2 The Invigilators, the Chief invigilators and the Invigilators-in-charge, shall be responsible for conducting and supervising the Examinations for which they have been appointed.



- 5.2.3 An Examination may be provided in a format suitable according to a candidate's abilities.
- 5.2.4 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.
- 5.2.5 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.

5.3 INSTRUCTIONS TO CANDIDATES

- 5.3.1 All Candidates are required to produce their Student Identification Card for checking on admission to the Examination venue. The Student Identification Card should be placed on the top right hand corner of the Candidate's desk for checking by the Invigilator during the period of the examination. If the Candidate fails to produce the Student Identification Card, the Candidate may produce other forms of identification card deemed acceptable by the Invigilator.
- 5.3.2 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 thirty (30) minutes of the start of the examination (see Regulation 5.3.3).
- 5.3.3 No Candidate shall be admitted into the Examination venue if he arrives later than thirty (30) minutes after the commencement of an Examination. Such Candidate will be deemed as absent and will be awarded an 'IVA' grade.
- 5.3.4 No Candidate may leave the Examination venue during the first thirty (30) minutes and the last thirty (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.
- 5.3.5 A Candidate who leaves the Examination venue without complying with the requirements of Regulation 5.3.4 shall not be readmitted into the Examination venue.
- 5.3.6 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 5.4.2). 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 forty-eight (48) hours of the end-time 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.
- 5.3.7 Smoking, usage of illegal and prohibited substances, and disruptive behaviour shall not be permitted in the Examination venue. Appropriate action shall be taken against the Candidate accordingly.
- 5.3.8 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 other acceptable form of identification card) pens, pencils, erasers or any other material specifically authorised by the examiner. If any of



these items are found during the Examination, the Invigilator shall confiscate the item and return it to the Candidate at the end-time of the Examination.

- 5.3.9 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.
- 5.3.10 A Candidate shall not be permitted to communicate by word of mouth or otherwise with any person (other Candidate) EXCEPT an Invigilator or an examiner during an examination.
- 5.3.11 A Candidate shall not be permitted to take out any material from the Examination venue except the question paper; if permitted, and his/her personal belongings.
- 5.3.12 A Candidate shall raise his hand during an examination if he wishes to communicate with an Invigilator or an examiner.

5.4 ABSENCE FROM EXAMINATIONS

- 5.4.1 A Candidate who fails to appear for an Examination for any reason other than on medical or compassionate grounds mentioned in Regulations 5.4.2 & 5.4.4 shall be deemed to have failed the module and will be awarded an 'IVA' grade.
- 5.4.2 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 (at the Examination Office) within forty-eight (48) hours, after the end-time of that particular Examination.
- 5.4.3 A Candidate who complies with Regulation 5.4.2 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 5.4.5 – 5.4.8 shall be operative.
- 5.4.4 Notwithstanding the provisions under Regulation 5.4.1, 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; but not limited to, death in the immediate family or involvement in a road accident etc. Decision on compassionate grounds shall be on a case-by-case basis.
- 5.4.5 Supplementary Examinations are not permitted within GenNEXT Degree Programmes unless specifically approved within the Programme Regulations (in which case see Regulations 7.1 – 7.5 below). A Candidate who is assigned 'ABS' in respect of an Examination through application of Regulations 5.4.3 or 5.4.4, 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, practical sessions, 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. For calculation details, please refer to regulation 6.2.1.
 - 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 not be included in any calculation of Grade Point Average (see Regulation 6.1.1 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 may re-take the module as a first attempt; or if the module is a Major Option, replace the original module, as in Regulation 5.4.5 (i) above
- 5.4.6 If a Candidate; who is entitled to sit for a retake Examination through satisfying Regulations 5.4.3 or 5.4.4, is unable to appear for that subsequent Examination on medical or compassionate grounds, then Regulation 5.4.3 or Regulation 5.4.4 applies respectively. Should a Candidate miss the Examination without such justification, the provisions of Regulation 5.4.1 shall apply.
- 5.4.7 A candidate who fails a Degree Core, Major Core or Compulsory Breadth Module through being absent from an Examination without valid reason (Regulations 5.4.1 or 5.4.6), 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 9.1 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.
- 5.4.8 The University Examinations Board may decide on a case-by-case basis, 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 give leave of absence and suspend the registration retroactively and/or for the following semester, provided that the total period of suspension does not exceed four (4) 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 six (6) years in total (except for double degree programmes for which the maximum permitted period of candidature shall be seven (7) years, and four (4) years in the case of the B.H.Sc. Medicine (Ord) degree or five (5) years in the case of the B.H.Sc. Medicine (Hons) degree programme - see Regulations 4.2.6 and 4.2.7).

5.5 EXAMINATIONS NOT PROPERLY CONDUCTED

- 5.5.1 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 other 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.
- 5.5.2 Any examiner, Invigilator, Invigilator-in-charge or Chief Invigilator, or staff of the University 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.
- 5.5.3 The Vice-Chancellor shall, on receipt of any complaint made under Regulations 5.5.1 or 5.5.2, 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.



5.6 BREACH OF EXAMINATION REGULATIONS

- 5.6.1 If a Candidate has been found to have committed a breach of any of Regulations 5.3.8 to 5.3.12, 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 Senior Legal Counsel as Legal Advisor
The Registrar and Secretary,
Deputy Registrar (Academic)
The Assistant Registrar (Examinations) as Secretary.

- 5.6.2 The *ad hoc* Committee set up under Regulation 5.6.1 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 5.3.8 to 5.3.12, 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 in all modules in the 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 in all modules in the 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 within the University's campus of the breach of examination regulations, the Candidate's full name and registration number involved, and the decision of the University Examinations Board.

- 5.6.3 The decision of the University Examinations Board shall be duly recorded in the Candidate's personal file.

- 5.6.4 A Candidate may appeal within fourteen (14) days upon receipt of the decision 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.



6.0 MARKS AND GRADES

6.1 ALLOCATION OF GRADES AND GRADE POINTS

6.1.1 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.

- 6.1.2 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.
- 6.1.3 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.

6.2 CALCULATION OF GRADE POINT AVERAGE (GPA)

6.2.1 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:

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

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 6.2.2.



6.2.2 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 students within the B.H.Sc.Medicine programme.

6.2.3 For SAP, modular credits and GPA are calculated on a per module taken. However, Internship, COP and Innovation/Incubation Projects, each have a value of 16 modular credits for one semester.

In cases where an SAP module is taken on a satisfactory/unsatisfactory or pass/fail basis, the modular credits count towards the credit requirement. However, for graded SAP modules, the modular credits will count towards the credit requirement, GPA and cGPA calculations. Internship, COP and Innovation/Incubation Projects can only be used for credit transfer (that is, they are graded on a satisfactory/unsatisfactory basis). Students who do not satisfy their Internship, COP and Innovation/Incubation Projects will have to fulfill their modular credit requirements for graduation by reading breadth modules in UBD.

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

6.2.4 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 University guidelines.

7.0 SUPPLEMENTARY EXAMINATIONS

- 7.1 Supplementary Examinations are only permitted within GenNEXT Degree Programmes if specifically approved within the Regulations for those particular programmes. In such cases Regulations 7.2 - 7.5 shall apply.
- 7.2 A Candidate who fails one or more modules in the semester examination may be permitted to take a Supplementary Examination. Only one attempt at a Supplementary Examination in a particular module shall be permitted. The Pass Marks and/or Grade Points allocated to a passed Supplementary Examination shall be as specified in the Programme Regulations.
- 7.3 A Candidate who has been assigned 'ABS' status in the Main Examinations for a particular module under Regulations 5.4.3 or 5.4.4 shall be permitted to take the Supplementary Examination for that module as a first attempt where this is permitted by the Programme Regulations, and the overall mark (including both Continuous Assessment and Examination components) shall be recorded as if he/she had sat for the Main Examination.
- 7.4 If a Candidate who is entitled to sit for a Supplementary Examination as a first attempt under Regulation 7.3, is unable to appear for the Supplementary Examination on medical or other grounds (under Regulations 5.4.3 or 5.4.4), 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 not be counted towards the calculation of the GPA.



- 7.5 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 Programme Regulations.

8.0 RELEASE OF EXAMINATION RESULTS

- 8.1 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 staffs are not authorized to release overall module grades, whether the module is assessed solely through Continuous Assessment and/or examination.
- 8.2 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.
- 8.3 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.
- 8.4 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 Examination Office (on behalf of the Registrar & Secretary).
- 8.5 Notwithstanding the provisions of Regulations 8.2 & 8.3, 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 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;
- 8.6 The official results of examinations (both main and Supplementary Examinations) shall be communicated to Candidates by the Examination Office (on behalf of the Registrar and Secretary) when the results have been ratified by the University Examinations Board on behalf of Senate.

9.0 TRANSFER BETWEEN PROGRAMMES & TERMINATION OF CANDIDATURE

- 9.1 With reference to Regulation 5.4.7, a student is only allowed two (2) 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 Breadth Module can be retaken after failure, Every attempt at any Module will be included in the calculation of the cumulative GPA (see Regulation 6.2.1).



- 9.2 A student wishing to change his Major within the same Degree Programme, either through the application of Regulation 9.1 or by his 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 relevant Programme Leader and the Dean of the Faculty concerned.
 - ii) The Grade Point of any modules transferred from the previous Major to the new Major shall be retained and be included in the cumulative GPA in the new Major.
 - iii) For students terminated under Regulation 9.1, 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; whereby only sixteen (16) MCs are allowed to be dropped.
- 9.3 A student 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 student is also required to meet the admission requirements of the new Programme to which he is applying for admission.
- i) Modules taken in the previous Degree Programme may be recognized for the purposes of the academic requirements of the new Degree Programme as Breadth modules at the discretion of the Dean of the Faculty of the new programme.
 - ii) The Grade Points of any modules transferred from the previous Degree Programme to the new Degree Programme shall be retained and included in the cumulative GPA in the new Degree Programme.
 - iii) For students terminated under Regulation 9.1, the Dean of the Faculty concerned shall decide which of the modules attempted prior to the change of Degree Programme will be retained for the purposes of calculation of the cumulative GPA and accepted towards the requirements of the relevant Degree Programme; whereby only twenty (20) MCs are allowed to be dropped.
- 9.4 A student is permitted to change his Major or Degree Programmes only ONCE during his candidature in UBD; whereby the transfer to a new Major or a new Degree Programme is only permitted within the first four (4) semesters of his enrolment in UBD.

Transfer of Major or Degree Programme must be completed before the start of the fifth semester of the student. If not completed by the first day of the fifth semester, the student's enrolment in UBD will be terminated and he will be required to leave the University. 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 (6) years for a degree programme (see Regulations 4.2.6 & 4.2.7).

10.0 AWARD OF DEGREE

10.1 RECOMMENDATIONS FOR THE AWARD OF DEGREES

- 10.1.1 In accordance with the Faculty Regulations and Programme Regulations, the University Examinations Board shall receive from the Faculty Examinations Board concerned a list of students satisfying the requirements for the award of Degrees. The Faculty Examinations Board will recommend the particular class of degree to be awarded.



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

10.1.3 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) In order to be awarded a degree from UBD, a student is required to achieve a minimum cumulative GPA of 1.5, failing which the student shall be deemed to have failed the degree.
- ii) A student may obtain a Double Degree by fulfilling the degree requirements of two Degree Programmes, offered by different Faculties; in such cases the student will be awarded two (2) Degrees, which may have different classes, depending on the cumulative GPA of each of the Degree Programme.
- iii) A student may obtain a degree with a single Major or a double Major, or he may pursue a Combined 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.

10.2 DATE OF AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

10.2.1 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.

10.3 AWARD OF DEGREE

10.3.1 A student may be awarded the degree of Undergraduate if he has :

- i) Maintained a cGPA of 1.5;
- ii) Fulfilled all the requirements of these Regulations, and the student's Faculty Regulations and Programme Regulations;
- iii) Been recommended for the award of the Degrees by the University Examination Board; and
- iv) Paid all fees prescribed, where applicable.

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

11.1 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 (3) working days from the date of release of the official results by the University Examinations Board. The appeal shall state clearly the module(s) 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.

11.2 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.

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