

## **ASSESSMENT REGULATIONS 2019/20 FOR DUAL AWARDS BETWEEN SHEFFIELD HALLAM UNIVERSITY AND TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE**

These regulations apply to dual undergraduate taught programmes offered by Sheffield Hallam University (SHU) and Tunku Abdul Rahman University College (TAR UC) (henceforth referred to as "the Universities"). In the context of these regulations "you" means an enrolled student to the dual award between these universities.

The Universities reserve the right to make reasonable changes to the regulations where it will assist in the proper delivery of education. These changes will normally come into effect at the beginning of an academic year. The University may introduce changes during the academic year when it reasonably considers these to be in the interests of students or where this is required by law.

### **Responsibilities of the Universities**

The Universities will ensure that you have access to the Dual Award Assessment Regulations and ancillary assessment policies and procedures. These include:

- academic misconduct regulations and procedure
- extenuating circumstances policy
- appeals and complaint policies
- fitness to study regulations

Your Faculty will ensure that the assessment requirements for each module are published to you. This will include:

- regulations specific to your course/programme (if applicable) learning outcomes
- assessment criteria, weightings and mode(s) of assessment for each module/course
- procedures for the submission of assignments, including the procedure for dealing with late submission of work
- indicative feedback dates criteria relating to grading and marking schemes

### **Responsibilities of Students**

It is your responsibility to:

- ensure that you understand and comply with the assessment regulations for your course/programme, ancillary policies and procedures where they apply to you
- attend examinations and submit work for assessment as required
- fulfill the TAR UC attendance requirement
- submit any relevant information on extenuating circumstances which you believe may have affected your performance in accordance with the Universities extenuating circumstances policies

**Please note:** Students on the dual degree must pass all TAR UC courses before they can be considered for a SHU award. If a student is not eligible for a SHU award they will be awarded any SHU credit they have achieved.

The Universities do occasionally use different terminology, for example:

1. A 'course' at SHU is a 'programme' at TAR UC
2. A 'module' at SHU is a 'course' at TAR UC
3. A 'Planned Break in study' at SHU is 'deferment of study' at TAR UC
4. 'Referral, deferral and retake' at SHU are referred to as 'make good any assessment or repeat/ resit a course' at TAR UC
5. A 'replacement module' at SHU is an 'alternative course' at TAR UC

A full Glossary of Terms is included later in this document.

If you have any queries or questions about these regulations please contact your SHU Faculty Student Support Officer (see Faculty websites for contact details)

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## ASSESSMENT REGULATIONS

### Assessment regulations relating to the dual degree awards made jointly by Sheffield Hallam University (SHU) and Tunku Abdul Rahman University College (TAR UC)

SHU assessment regulations (shaded in the left hand column throughout this document) apply to SHU modules, and TAR UC assessment regulations (in the right hand column throughout this document) apply to TAR UC courses.

A complete set of regulations can be found at <https://students.shu.ac.uk/regulations/index.htm>!

A complete set of Academic Regulations for Bachelor's Degree Programmes can be viewed [here](#) and can also be found at TAR UC intranet.

Not all SHU regulations apply to dual awards and this is why we have produced this bespoke version for these awards. The numbering is consistent with the full SHU Standard Assessment Regulations, and any missing numbers are therefore intentional.

#### Regulation 1: Duration of Course - Maximum Duration of Study

PURPOSE: this regulation explains where there may be flexibility within a student's programme of study but within certain constraints. If the normal duration of course is exceeded there may be funding implications.

The maximum duration for SHU full time honours degree is 6 years.

The maximum duration for TAR UC 3 years Bachelor's Degree Programmes are 6 years and TAR UC 4 years Bachelor's Degree Programmes are 8 years. (Notwithstanding the above, the President of TAR UC may, subject to the relevant regulations prevailing, grant extension of study beyond such maximum duration).

If any dual award student exceeds SHU's maximum course duration, Mr Joe Rennie, Group Director, Student and Academic Services (SHU) will discuss the matter with Ms Ooi Shu Luan, Registrar of TAR UC.

A break in study or permanent withdrawal from your course may be necessary if circumstances prevent you from continuing your studies. You need to discuss this as soon as possible with appropriate staff in your Faculty (e.g. programme / course leader, academic advisor, student support officer), so that the correct procedures are followed. Should your health or wellbeing impede upon your academic progression, we may also have to discuss with you your capacity to study. See also Regulation 10 regarding how you may be withdrawn for non-engagement.

Deferment or withdrawal from your programme of study is permitted if circumstances prevent you from continuing your study.

You need to see your programme leader/ Associate Deans for advice, or refer to details of deferment and withdrawal from the TAR UC intranet (either at the Admission link or TAR UC Academic Regulations For Bachelor's Degree Programmes).

## Regulation 2: Passing a Module and the Award of Credit

PURPOSE: this regulation explains what you need to achieve in order to pass a module, how the overall module results are derived and how credit is awarded.

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

The marks for TAR UC assessed work will be converted to the SHU mark scheme for the calculation of the SHU award and SHU level 6 credits will be credit transferred to the TAR UC award. See [Appendix A](#) for a Conversion chart

### 2.1 Passing a Module

Module assessment is made up of one or more assessment tasks. Where there is more than one assessment task, weightings and rules for passing the module will be defined and published.

The minimum pass criteria to pass a module which uses percentage marks is that you:

- achieve an overall module mark of 40% or above, and
- if applicable, achieve the specified pass mark in all of the module assessment tasks where this is a requirement.

The minimum pass criteria to pass a module which uses pass/fail grades only or a combination of percentage marks and pass/fail grades are that you:

- achieve an overall pass grade, and
- if applicable, achieve other pass criteria as defined in the module information.

### Passing a Course

A course assessment is made up of one or more components, either coursework and/ or examination. Details of the course assessment is defined and published in the Programme Handbook of the respective programme in the University College E-Learning System.

There are threshold requirements for all coursework and final examination to meet for each course. Details of threshold requirements can be found in Academic Regulations For Bachelor's Degree Programmes which is available at the Intranet.

The minimum pass criteria for any course at TAR UC are:

- fees must be paid in full
- the attendance requirement must be met
- all assessed work must be passed within the stipulated time-frame and number of attempts as stated in the Examination Regulations For Bachelor's Degree Programmes.
- all examination components must be passed, if applicable, within the allowed number of attempts as stated in the Examination Regulations for Bachelor Programmes.

### 2.2 How Overall Module Results are Derived

Please see the glossary for examples of the calculation of module marks.

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

### 2.4 Award of Module Credit

Where you achieve or exceed the minimum pass criteria for a module, credit for the module will be awarded.

When you have passed a module you cannot take any more assessment for that module to improve the original mark.

When you have passed a module you cannot take any more assessment for that module to improve the original mark.

### **Regulation 3: Student Entitlement to Assessment / Reassessment During One Delivery of a Module and the Methods of Reassessment**

**PURPOSE:** this regulation explains the number of assessment and reassessment opportunities within one delivery of a module and explains the different forms of reassessment (i.e. in-module retrieval of a single assessment task, deferral in an assessment task or an overall module and referral in an overall module).

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

#### **3.1 Student Entitlement**

Registration on a module entitles you to:

- one delivery of the module
- access to learning and teaching resources
- an initial opportunity to attempt the assessment tasks
- in-module retrieval of assessment tasks (where available)
- one referral opportunity (if required)

This entitlement may not apply where your engagement with your studies is deemed to be unsatisfactory (see Regulation 10).

You are entitled to the following in the first attempt of the course(s):

- one delivery of the course
- access to learning and teaching resources
- an initial opportunity to attempt the coursework assessment tasks and examination
- make good assessment for coursework component(s) and resit/ replacement/ repeat examination component opportunity as outlined in UC guidelines.

Make good assessment and resit examination grades shall be capped at a minimum pass Grade C.

#### **3.2 In-module Retrieval of an Assessment Task (applies to SHU modules only)**

Where in-module retrieval is available, if you have made an initial valid attempt but achieved below 40%, you may choose to rework the assessment task once only. If you take the in-module retrieval, the outcome depends on whether the task is assessed using percentage marks or pass/fail grades:

- If the assessment task is marked by percentage and you pass the reworked assessment task, the mark for this assessment task will be capped at 40%.
- If the assessment task is marked by pass/fail grades and you pass the reworked assessment task, you will receive a pass grade for this assessment task.

#### **3.3 Referral in a Module**

If you do not achieve the minimum pass criteria for the module overall, you are entitled to a referral at the end of the module. This may also require the passing of specified assessment task(s) at a minimum pass mark.

Referral assessment will be on a 'task for task' basis and will usually be of the same form as the initial task, but would normally be a different piece of work from the original. However an alternative form of assessment task may be set if it is not appropriate for you to be assessed by exactly the same method as at the first attempt,

#### **Resit or Repeat of a Course**

You are required to pass all coursework component(s) in all courses. If you fail a coursework component of any course, you are required to repeat the course when the course is next offered.

If you do not achieve a minimum pass in the final mark due to failing the examination component in your first attempt, you are allowed to resit/ repeat the course when the course is offered based on Examination Regulations For Bachelor's Degree Programmes.

for example if this was group work or took place on a field trip.

Details can also be found in TAR UC Academic Regulations For Bachelor's Degree Programmes at TAR UC intranet.

### 3.4 Passing a Module Following Referral

### Passing a Course Following Referral

SHU Modules which are marked using percentage marks.

You will pass a module marked by percentage if you:

- achieve an overall module mark of 40% or above, and
- if applicable, achieve the specified pass mark in all of the module assessment tasks where this is a requirement.

The maximum overall mark you can be awarded in a referred assessment task that you pass is 40%. This means that following referral the overall module mark may exceed 40%.

If your mark for an assessment task is lower following referral than your initial attempt, then your initial (higher) mark will be used to calculate the overall module mark.

If you do not take a referred task, then a mark of zero will be recorded, but your initial mark will be used to calculate the overall module mark.

#### **Modules which are marked using pass / fail grade only**

The minimum pass criteria to pass a module which uses pass / fail grades only or a combination of percentage marks and pass / fail grades are that you:

- achieve an overall pass grade, and
- if applicable, achieve other pass criteria as defined in the module information.

You will pass a course if you have:

- paid your fees in full
- fulfilled the attendance requirement
- achieved the minimum Grade C ( $\geq 50$  marks) in the final mark of the course after the allowed number of attempts and
- make a valid attempt at all course assessment tasks either at first sit or make good assessment and, if applicable, achieve other pass criteria as defined in the course specification.

The latest grade obtained from the repeat / resit course shall be taken for computation of the GPA and CGPA.

Make good assessment and resit examination grade will be capped at minimum pass Grade C.

### 3.5 Academic Misconduct Sanction

If an allegation that you have breached the Code of Academic Conduct has been upheld then referral in a module may be set as a sanction. See the Academic Conduct Regulation.

If a case of academic misconduct has been proven against you, then the coursework component(s) or examination component of the said course may be set as a sanction. See separate regulations on academic misconduct in Student Examinations Disciplinary Regulations which is available at TAR UC Student Intranet.

## Regulation 4: Deferral in a module or an assessment task

PURPOSE: this regulation explains what a deferral means and why a deferral may be given.

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

### 4.1 Definition of Deferral

A deferral in an assessment task means that due to extenuating circumstances accepted by the University you will take the assessment task that was affected again because you have not achieved 40% in the module overall.

The mark is not capped unless the task is already referred.

Deferral assessment will be on a 'task for task' basis and will usually be of the same form as the initial task, but would normally be a different piece of work from the original assessment. However an alternative form of assessment task may be set if it is not appropriate for you to be assessed by exactly the same method as the initial task, for example if this was group work or took place on a field trip.

Further information on how to request a deferral can be found in the Extenuating Circumstances Policy.

### Make Good

Deferral in a course means a make good opportunity and replacement examination may be granted to you should you be unable to submit your coursework component or unable to take an examination due to UC accepted Extenuating Mitigating Circumstances (EMC).

There will be no capping of marks for students taking make good or replacement examination due to EMC.

The Dean must be informed of all EMC cases (for coursework component(s)) and to notify the Department of Examinations and Credit Accumulation (for examination matters) in writing. You are required to submit your case together with relevant documentary evidence to your Faculty for consideration.

Refer to TAR UC Policy on Extenuating Mitigating Circumstances (EMC) and TAR UC Examination Regulations for Bachelor's Degree Programmes or Academic Regulations For Bachelor's Degree Programmes for details.

### 4.2 Calculation of Marks for a Module where there is Deferred Assessment

To calculate the overall mark for the module, marks from other assessment tasks already taken that were not affected by the extenuating circumstances are combined with:

- the mark from the deferred assessment task, or
- with the original task mark if you had not passed the module and your first attempt mark was higher than the deferral.

If a student has to make good a piece of coursework or an examination because of extenuating mitigating circumstances, the final mark for the course will be calculated on the weightings for each component as stated in the coursework specification.

Make good coursework assessments are not capped at the threshold mark. Replacement examination marks are not capped at Grade C.

## Regulation 5: Failure of a Module (Core and Elective)

PURPOSE: this regulation explains the circumstances in which you can fail a module.

SHU regulations, except substitution, will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

There are two circumstances in which you can fail a module:

- following referral, you do not achieve the minimum overall pass criteria in a module, which may include the requirement to pass an individual assessment task;
- where failure in a module is the sanction set through the Academic Conduct Regulation.

If you fail a module you can retake the same module on one occasion only (see regulation 8) - this applies to core and elective modules.

If you fail a module due to academic misconduct, you may be given a sanction that means you are not allowed to retake the module or a substitute module.

You can fail a course if you have not:

- fulfilled the attendance requirement and/ or
- fulfilled any one of the assessed work requirement and/or fulfilled examination requirement as stated in the Examination Regulations for the Bachelor's Degree Programmes.

## Regulation 8: Retaking a Module (Core and Elective)

PURPOSE: this regulation explains the circumstances under which you can retake and what retake means. SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

### 8.1 Retaking a Module

If you fail a module, you will be allowed to retake the module on one occasion only, unless prevented due to:

- a sanction applied under the Academic Conduct Regulation
- availability of the module concerned
- course duration regulations
- the module being a nominal 1 credit module

Retaking a core or elective module means that:

- You may be charged a fee, published by your Faculty.
- You must take all the assessment tasks in the module with attendance.
- The overall module mark will be capped at 40%.
- You have the same reassessment opportunities as at the first registration (see regulation 3.1)

If the module is no longer available (e.g. due to the course being revalidated), a replacement

### Retaking a Course

A candidate who fails a course must repeat the course as decided by the Senate and the latest grade obtained from the repeat course shall be taken for computation of the GPA and CGPA. Under special circumstances as decided by the Senate, a candidate in a graduating semester may be allowed to re-sit the failed course(s).

Notwithstanding the above, a candidate who fails a course in the first attempt may be permitted to opt for a resit, on the first instance, when the course is next made available. In the event the said candidate then fails upon the resit, the candidate shall thereafter repeat the course. In the event the candidate passes the course upon a resit as envisaged above, the candidate's grade shall be capped at a minimum pass Grade C.

The maximum number of attempts allowed for a Bachelor's Degree candidate for a course is four (4) attempts. Thereafter, the candidate



module may be studied as directed by your Faculty. This will be treated as a retake and will be subject to all regulations relating to retake modules.

Capping of the module will still apply. If a replacement module cannot be studied, you will need to renegotiate your programme of study. Decisions about taking a replacement module or renegotiating your programme require discussion and agreement with the course team.

shall be required to leave the programme of study.

Information can be found from TAR UC Examination Regulations for Bachelor Programme or Academic Regulations For Bachelor's Degree Programmes.

## 8.2 Retaking Mixed Level Modules

Some students will be permitted to retake failed credit at two levels in a single period of registration, subject to normal credit loading limits. These are:

- students who have studies mixed level due to the design of their course students who had continued reassessment and subsequently fail at two levels

## Retaking Mixed Level Courses

You can register to repeat a course / to do a replacement examination / resit examination whenever:

- the course is offered in an academic year and
- you have fulfilled the academic pre-requisite requirement as specified in Course specification and
- your academic load is permitted according to UC Examination Regulations for Bachelor's Degree Programmes.

## 8.3 Transfer to a New Award

Transferring to a new award on a dual degree is not permitted

## 8.4 Consequences of Failure on a Retaken Module (Core and Elective)

If you fail a core or elective module after retake this would normally mean that you will have to withdraw from the course.

If you fail any of the core or elective courses defined as pre-requisite to the study abroad semester at SHU, this would mean that you will have to withdraw from the SHU dual award programme.

## Regulation 10: Withdrawal for non-engagement

PURPOSE: this regulation explains how you could be withdrawn from your course due to non-engagement.

If your engagement with your studies is deemed to be unsatisfactory, we reserve the right to deem you to have withdrawn from your course.

Examples (not exhaustive) of not fully engaging include:

You will be barred from sitting your semester examination if your attendance for the course(s) is not satisfactory.

In the event you do not attend classes or discontinued class attendance in a new semester without notifying the UC of your

- repeated non-attendance at teaching sessions;
- not taking part in (formal or informal) assessments;
- failing to adequately contribute towards group assessments;
- failing to respond to email or written correspondence;
- failure to engage with contact points specific to a Tier 4 visa.

We will issue a warning regarding your level of engagement prior to inviting you to a meeting to discuss the issue. If you do not attend the meeting, or if your engagement does not improve, we will withdraw you from your course.

withdrawal, you shall be liable to all fees due to the UC for that semester and subsequently shall be withdrawn from the UC due to arrears of fees.

You may be withdrawn / fail-out from a programme if you fail to sit for all examination papers of a semester.

### **Regulation 11: How Undergraduate Awards and Classifications are Calculated and Conferred**

**PURPOSE:** this regulation explains how award classifications and grades of achievement are calculated. SHU regulations will apply for SHU awards and TAR UC regulations will apply for TAR UC awards.

The University Progression and Award Board has delegated authority from Academic Board verify the awards to be conferred upon individual students who meet the minimum credit requirements specified below and fulfil the specific requirements of the approved course.

*(Dual awards will be considered by a University Progression and Award Board - see Appendix B)*

TAR UC has similar practice. Awards and classification are conferred after carefully assessed and verified by the Department of Examinations and Credit Accumulation, and approved by the Senate.

#### **Aegrotat Award** *only applies to SHU awards*

In exceptional circumstances, you may be offered an aegrotat award where there is sufficient evidence of your achievement to satisfy the University Progression and Award Board that you would have met the requirement for the award, but where there is evidence that you cannot complete the course due to exceptionally severe illness or other exceptionally compelling reasons.

If an aegrotat award is offered to you, it cannot be formally awarded until you have agreed in writing to accept it. If an aegrotat award has been accepted, it is not possible to take any more assessment or reassessment, and the actual marks achieved will be recorded on the results transcript. An aegrotat award has no classification and is not awarded with merit or distinction.

#### **Posthumous Award** *only applies to SHU awards*

A student may be posthumously awarded the most appropriate award or intermediate award, if

there is sufficient evidence of the student's achievement.

## Awards Frameworks

Sheffield Hallam University Academic Awards Framework is a common framework through which academic standards of all awards can be defined and cross referenced to relevant external frameworks, including the QAA Framework for Higher Education Qualifications and the Higher Education Credit Framework. Please refer to website: <https://blogs.shu.ac.uk/quality/academic-awards-framework/>

TAR UC Award Framework is in line with the Malaysian Qualifications Framework (MQF). Please refer to website: <http://www.mqa.gov.my/pv4/mqf.cfm>

### SHU and TAR UC equivalent degree classifications

Grade	SHU Range (%)		TAR UC Range (%)	
	0	39	0	49
3 <sup>rd</sup>	40	49	50	54
2:2	50	59	55	64
2:1	60	69	65	74
1 <sup>st</sup>	70	100	75	100

1. Candidates shall fulfil all requirements specified, for the award of the Bachelor's Degree:
  - a. Successfully completed and passed (unless exempted) all compulsory courses including core, cognate and co-curricular courses; AND
  - b. Achieved a minimum CGPA of 2.0000.

Notwithstanding the above, the award of the Bachelor's Degree shall be decided by the Senate in accordance to the constitution of the University College.

Grade	Grade Point	Degree classification
A	4.0000	Honours degree with distinction
A-	3.7500	
B+	3.5000	Honours degree with merit
B	3.0000	
B-	2.7500	
C+	2.5000	Honours degree
C	2.0000	

Awards may include credit that has been recognised through SHU's procedures for the Accreditation of Prior Certificated Learning (APCL) or Accreditation of Prior Experiential Learning (APEL). Credit derived from such procedures is indicated on the Academic Transcript.

Currently, TAR UC does not accept APEL as an entry requirement for undergraduate programmes. The regulations below explains how the overall average mark is calculated and the level of achievement required for the calculation of Merit or Distinction grades or honours classification (as appropriate)

### 11.10 Honours Degrees (e.g. BA Hons, BSc Hons, BEng Hons)

SHU regulations will apply for SHU awards and TAR UC regulations will apply for TAR UC awards.

The credit and marks achieved at both SHU and TAR UC will be used to calculate the degree classification for your SHU award.

**Minimum credit requirements**

360 credits, with a minimum of 120 credits at level 6, at least 120 at level 5 or higher and remainder at level 4 or higher

**How the overall average mark will be calculated for the Honours classification for the Honours Degree.**

The Honours classification for each student will be determined using the methodology given below.

Your final average mark which will determine the Honours classification will be calculated using each of the methods outlined below as appropriate, and the method which results in the best classification and overall average will be automatically selected. The University Progression and Award Board will verify whichever method results in the higher final average mark.

**Method 1**

If you have at least 100 and no more than 140 credits marked by percentage at level 5 and at least 100 and no more than 140 credits marked by percentage at level 6 or higher, your final average mark will be calculated from

- the overall weighted average of the 100 highest marked level 5 credits, weighted at 25%
- the overall weighted average of the 100 highest marked level 6 credits or higher, weighted at 75%

Where the best 100 credits marked by percentage cannot be derived from whole module marks without using more than 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value (see example 1 at the end of the regulations).

If you do not have at least 100 credits marked by percentage at level 5 and at least 100 credits marked by percentage at level 6 or higher, this method will not be used.

**Method 2**

If you have at least 100 and no more than 140 credits marked by percentage at level 6 or higher, the final average mark will be calculated from the overall weighted average of the 100 highest marked level 6 credits or higher, weighted at 100%.

Where the best 100 credits marked by percentage cannot be derived from whole module marks without using more than 100 highest marked credits, the mark for the lowest

The minimum number of credits for a three year Bachelor's Degree programme is 120 Malaysian credits, where the students may be scheduled / register to do 40 – 50 credits in three (3) semesters per year. There are 3 semesters (2 long 1 short) in one academic year. This is also applicable to a 4 years Bachelor Degree Programme.

Students with good standing are allowed to register a maximum credit load of 23 TAR UC credits in a 17 week long semester or 10 TAR UC credits in a 9 week short semester.

Students who are in a Final Warning Status can register for up to 3 courses only in a long semester, and not more than 2 courses only in a short semester.

The Honours classification for each student is classifying student's cumulative grade point average score of the years of study, for the courses listed in the approved programme structure inclusive of SHU equivalent modules, based on the Bachelor's Degree Award classification as shown in the table below (as stated in Examination Regulations for Bachelor's Degree Programmes):

Grade	Grade Point	Degree classification
A	4.0000	Honours degree with distinction
A-	3.7500	
B+	3.5000	Honours degree with merit
B	3.0000	
B-	2.7500	Honours degree
C+	2.5000	
C	2.0000	

The Cumulative Grade Point Average (CGPA) is determined by dividing the Cumulative Quality Points earned by the Cumulative Credits attempted (excluding Credits of courses which have no contribution to the GPA/CGPA).

CGPA and GPA calculation is briefly described in Examination Regulations for Bachelor's Degree Programmes.

marked module included in the calculation will be weighted at the appropriate credit value (see example 2 at the end of the regulation).

If you do not have at least 100 credits marked by percentage at level 6 or higher, this method will not be used.

**If you have not got at least 100 credit marked by percentage, the following two alternative methods will apply instead of the methods above.** Whichever of the two methods below results in the better classification and overall average will automatically be selected.

**Alternative Method 1**

The final average mark will be calculated from

- the overall weighted average of all level 5 marks, weighted at 25%
- the overall weighted average of all level 6 marks or higher, weighted at 75%

**Alternative Method 2**

The final average mark will be calculated from the overall weighted average of all level 6 marks or higher only.



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## GLOSSARY OF TERMS

### Alternative Assessment

This would be set where it is not appropriate for your reassessment task to be by the same form as the initial assessment. Alternative appropriate assessment arrangements would be set to assess the same learning outcomes as in the original method of assessment.

All coursework make good assessments must be completed within the semester where the course is registered/ scheduled.

All examination based courses are opened for resit/ repeat/ replacement registration if the courses are offered to the next cohort of students as main/ first attempt paper in every academic calendar year.

You can register to repeat/ to do a replacement examination for/ resit an UC course whenever:

- the course is offered in an academic calendar year and
- you have fulfilled the academic pre-requisite requirement as specified in Course specification and
- your academic load is permitted according to UC Examination Regulations for Bachelor's Degree Programmes.

Alternative reassessment may be determined by the respective Faculty with the approval at UC level.

### Accreditation of Prior Learning (APL)

SHU has accredited all relevant TAR UC's courses as equivalent to level 4 SHU modules (courses). This is in accordance with the Accreditation of Prior Certificated Learning (APCL) conditions, excepting the English language requirement.

#### APCL

The accreditation of prior certificated learning (APCL) is where academic credit for learning that has been previously assessed and / or accredited at higher education level, through a formal course of study, may be used towards the credit requirements of a Sheffield Hallam University award. This is also sometimes known as credit transfer. Evidence to support a claim for prior certificated learning will involve a formal qualification or award or part of an award, with formal documentation such as a results transcript or formal certificate and / or evidence of assessment, as appropriate, from a university, college or Professional Body.

#### APEL

The accreditation of prior experiential learning (APEL) is where an individual's prior learning, gained from experience rather than formally assessed study, may be assessed and formally

#### APEL

Students with prior learning will need to apply to the Malaysian Qualifications Agency prior to registering at TAR UC. Details can be found at: <http://www2.mqa.gov.my/apel/>

recognised to provide academic credit towards a target award.

### Assessment Task

An assessment task is an individual piece of assessed work (e.g. an essay, an examination, a presentation). A collection of related, small assessment sub-tasks e.g. a collection of phase tests or experiments can form a single assessment task.

Assessment tasks within a module marked by percentage may have different weightings; the weightings refer to the relative contribution the individual assessment tasks make towards the overall module mark. These are normally expressed as a percentage e.g. a coursework essay may count for 30% of the whole module mark and an exam for 70% of the module mark.

There may be a requirement for one or more assessment tasks to be passed at a minimum level, e.g. 40%, if the module is designed in this way. If you have to pass an assessment task in addition to achieving an overall mark of 40% in the module this will be published in your module documentation.

An assessment task is an individual piece of coursework assignment or examination. A course assignment can include test, quiz, project, report and case study and / or practical, laboratory work, laboratory test, and any other assessment methods approved by Senate.

When there is more than one assessment task, weightings and rules for passing the course will be defined and informed through the course plan in the beginning of a semester.

Final mark for a course is calculated from the weighted average of two to three assessment components (i.e. coursework and examination and laboratory (if applicable)). Contribution of assessment component towards final mark is defined in the course specification of respective programme handbook, accessible at TAR UC intranet.

Generally, there is threshold requirement (a minimum pass mark) for coursework, laboratory work and examination, i.e. threshold for coursework and laboratory work is 50 marks, while threshold for examination mark is 40 marks.

General information on threshold requirement can be found in TAR UC Academic Regulations For Bachelor's Degree Programmes.

### Availability of a Retaken Module

Dual award students will be able to retake a module/course at the next available opportunity.

The definition of availability of a module is where:

- the module is being delivered in the next academic year
- there are places on the module
- there are no timetabling clashes

If there are no places available on a module you may wait to take the next available opportunity but this will lead to a delay in completing your course.

### Availability of a Retaken Course

All coursework make good assessments must be completed within the semester where the course is registered/ scheduled.

All examination based courses are opened for resit/ repeat/ replacement registration if the courses are offered to the next cohort of students as main/ first attempt paper in every academic calendar year.

You can register to repeat/ to do a replacement examination for/ resit an UC course whenever:

- the course is offered in an academic calendar year and
- you have fulfilled the academic pre-requisite



requirement as specified in Course specification and

- your academic load is permitted according to UC Examination Regulations for Bachelor Programmes.

Alternative reassessment may be determined by the respective Faculty with the approval at UC level.

### **Award of Credit**

SHU's regulations will apply for SHU credit and TAR UC's regulations will apply for TAR UC credit. SHU credit refers to the SHU delivered modules of 100 credits (levels 5 and 6) that contribute to the dual award and TAR UC credit refers to the TAR UC delivered courses that contribute to the dual award. 1 TAR UC credit is equivalent to 4 SHU credits

Each module has credit attached. Credit is not a grade but is awarded where you achieve or exceed the minimum pass criteria for a module, or you receive a compensated pass. One credit point represents the typical outcome of 10 notional hours of study.

Each course has credit attached. Credit is not a grade but is awarded where students achieve or exceed the minimum pass criteria for a course. One credit point represents the typical outcome of 40 notional hours of study.

### **A Planned Break in Study**

Dual award students who need to take a break in study should discuss this as soon as possible with the appropriate faculty staff.

### **Deferment of Study**

If circumstances prevent you from continuing your studies on a temporary basis you need to discuss this as soon as possible with appropriate staff in your Faculty (e.g. portfolio manager, course leader, student support officer, academic advisor) so that the correct procedures are followed.

Referred to at TAR UC as Deferment of Study.

If circumstances prevent you from continuing your studies on a temporary basis, you need to discuss this as soon as possible with the Programme Leader/Associate Dean of your programme in your Faculty so that the correct procedures are followed.

TAR UC Deferment of Study is available in the student's intranet under Admission or at <https://www.tarc.edu.my/files/admissions/deferment/A8C3B776-C488-4AA3-8033-AD4B55DF21D1.pdf>

### **Calculation of Module Marks**

SHU's definition will apply for SHU modules/course and TAR UC's definition will apply for TAR UC courses/modules.

### **Calculation of Course Marks**

A module is made up of one or more assessment tasks. Where there is more than one assessment task, weightings and rules for

A course is made up of one or more assessment tasks. An assessment task is an individual piece of coursework assignment or



passing the module will be defined. For example, one or more assessment task(s) may have specific pass criteria attached, which need to be met in addition to the overall module pass criteria. The weighting of an assessment task is expressed as a percentage e.g. a coursework essay may count for 30% of the whole module and an exam for 70% of the whole module mark.

examination. A course assignment can include test, quiz, project, report and case study and / or practical, laboratory work, laboratory test, and any other assessment methods approved by Senate.

When there is more than one assessment task, weightings and rules for passing the course will be defined and informed through the course plan in the beginning of a semester.

The final mark for a course is calculated from the weighted average of two to three assessment components (i.e. coursework and examination and laboratory (if applicable)). The contribution of the assessment component towards final mark is defined in the course specification of respective Programme Handbook, accessible at TAR UC intranet.

### **Capping**

Reassessed work is capped by SHU at 40% and TAR UC at a mark of 50 for coursework and at Grade C for resit examinations.

This is where the mark recorded for the assessment task or module as a whole will not exceed the minimum pass mark specified, normally 40%. Capping an assessment task applies in cases of in-module retrieval and referral in a module. Capping the module mark overall will occur as a result of an academic misconduct sanction or for retakes.

Capping is exercised in make good assignments/ tests and resit examinations. The maximum mark can be awarded to make good or resit examination is minimum pass Grade C.

### **Charging for Retakes**

SHU's policy will apply to SHU modules and TAR UC's policy will apply to TAR UC's modules.

Your Faculty will advise you on the charging policy for retakes.

### **Charging for Reassessment**

No charges are incurred for coursework make good reassessment.

There will be charges for replacement, repeat and resit examination of a course.

Deadlines and charges for resit/ repeat/ replacement examination are published in TAR UC student intranet under Examinations.

### **Continuing**

Dual award students need to be in good standing to be able to continue. Students are required to successfully complete all SHU delivered level 5 assessments before proceeding to Level 6 at SHU.

This is when you move to the next academic year prior to completing your current level of

You can progress to the next academic year after fulfilling academic requirement, as stated

study. This may also include transfer to another course on the same level.

in TAR UC's Exam Regulations for Bachelor Programmes.

Students who are in Final Warning Status (SF) shall not be allowed to progress to Study Abroad semester at SHU.

### **Continued Reassessment Modules**

Dual award students who have not had all the normal opportunities for first sit, referral and / or deferral, because of extenuating circumstances accepted by the University, will be given the opportunity to sit the assessment again.

At the reassessment board if you have not had all the normal opportunities for first sit, referral and / or deferral, because of extenuating circumstances accepted by the University, then you are referred to as having 'continued reassessment'.

### **Replacement Examination of Course**

Replacement examination of a course may be granted to you should you be unable to take an examination that is allowed under UC accepted Extenuating Mitigating Circumstances (EMC).

### **Core and Elective Modules**

There are no electives/options on any Dual awards.

#### **Course**

A course comprises modules that collectively make up a named award for which you are enrolled. Most courses will include core and elective modules.

#### **Programme**

A programme of study leading to an award from TAR UC will be made up of a set number of courses.

### **Credit Loading**

TAR UC's credit loading will apply.

The amount of credit a student takes in one academic year.

There is a limit in credit loading/ academic load you can take in a semester.

The minimum number of credits for a three year Bachelor Degree programme is 120 Malaysian credits, where the students may be scheduled / register to do 40 – 50 credits in three (3) semesters per year. There are 3 semesters (2 long 1 short) in one academic year. This is also applicable to a 4 years Bachelor Degree programme.

Students with good standing are allowed to register a maximum credit load of 23 TAR UC credits in a 17 week long semester or 10 TAR UC credits in a 9 week short semester.

Students who are in a Final Warning Status can register for up to 3 courses only in a long



semester, and not more than 2 courses only in a short semester.

Information above can be found from TAR UC Examination Regulations for Bachelor's Degree Programmes or TAR UC Academic Regulations For Bachelor's Degree Programmes.

You are allowed to register/ progress to a high level of a course after you have passed all the pre-requisite course(s) as specified in the course specification document. Course specification is compiled in respective Programme Handbook, and is published in UC student intranet.

**Deferral**

SHU's definition will apply for SHU modules/courses and TAR UC's definition will apply for TAR UC's courses/modules.

This is where extenuating circumstances have been accepted by the University and you will be permitted to take the assessment task that was affected by the circumstances again because you have not achieved 40% in the module overall.

A replacement examination is granted to a student who was absent from an examination due to extenuating circumstances accepted by TAR UC.

Not to be confused with deferment of study

**Extenuating Circumstances**

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

Extenuating circumstances are factors which adversely affect academic performance, and which are over and above the normal difficulties experienced in life. Examples include a sudden, severe illness (confirmed by medical certificate) preventing attendance at an examination, or adversely affecting performance at an examination, or preventing work from being submitted by the deadline set. See shuspace for the procedures for the submission of extenuating circumstances and how the University deals with extenuating circumstances submissions.

Extenuating circumstances are factors which adversely affect academic performance, and which are over and above the normal difficulties experienced in life. Examples include a sudden, severe illness preventing attendance at an examination, or adversely affecting performance at an examination, or preventing work from being submitted by the deadline set.

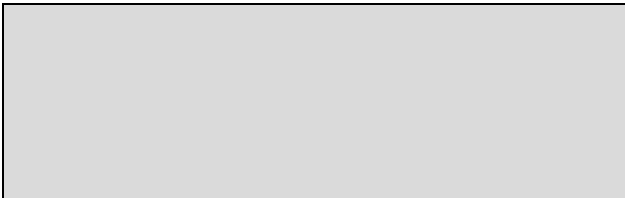
Refer to the Policy on Extenuating Mitigating Circumstances in the TAR UC Intranet for the examples of valid EMCs, procedures for the submission of extenuating circumstances and how the University deals with extenuating circumstances submissions.

**Fail**

SHU definition will apply for SHU credit and TAR UC definitions will apply for TAR UC credit.

This is where you do not meet the minimum overall pass criteria for the module after taking your reassessment.

This is where you do not meet the minimum overall pass criteria for the course, which includes making a valid attempt at all assessed



components in the course after the maximum number of attempts.

A student has failed his/her course if he/she did not achieve a minimum pass grade C.

**Grades**

There are no pass/fail modules/course on dual awards. TAR UC's definition of a grade applies to TAR UC courses/modules.

This is where a module is marked using pass/fail grades.

A grade is awarded to the course, based on the final mark obtained in a course based on the grading systems as shown in the Examination Regulations for Bachelor's Degree Programmes as below:

Grade	Marks Range	Grade Point
A	80-100	4.0000
A-	75-79	3.7500
B+	70-74	3.5000
B	65-69	3.0000
B-	60-64	2.7500
C+	55-59	2.5000
C	50-54	2.0000
F	0-49	0.000

**In-module Retrieval**

If in-module retrieval is available in a module it will be published in your module information and will usually involve a rework of an assessment task following feedback on the initial attempt and within a specified period.

If this is available, you can choose to rework the assessment task if you initially achieve below 40%. The mark for the reworked task is capped at 40% (or capped to the required higher minimum pass mark, if this has been specified, e.g. to meet PSRB requirements). If you rework the assessment task and your mark is lower than your original mark, then the original mark will stand. This mark will be used (with the other assessment tasks) to calculate the overall module mark.

You will need to check your module documentation on the availability of in-module retrieval, minimum pass criteria and weighting of assessment tasks or consult your faculty before deciding whether to retake an assessment task.

TAR UC does not practice in-module retrieval.

In TAR UC courses, student who has not achieved a coursework mark of equal or above the threshold of coursework mark may be required to re-do the coursework tasks (which is called make good assignment/ test ) before the semester ended. The make good coursework mark will be capped at a threshold mark. Threshold mark for coursework is 50 marks.

## Learning Outcomes

SHU's definition will apply to SHU modules/course and TAR UC's definition will apply to TAR UC's courses/modules

Learning outcomes are an expression of what will be taught and you are expected to learn. These are related to assessment and intended, measurable achievement. To receive an award you must achieve or exceed the learning outcomes for your course. To receive credit for standalone modules, it is only necessary to achieve module learning outcomes.

Learning outcomes are statements that explain what students should know, understand and can do upon the completion of a period of study. Learning outcomes are references for standard and quality as well as for the development of curriculum in terms of teaching and learning, the determination of credits and the assessment of students.

## Levels of Study

SHU's definition will apply to SHU courses/programmes and TAR UC's definition will apply to TAR UC's courses/programmes

The levels of study are:

- 3 (preparatory year for extended degree programme)
- 4 (first year undergraduate)
- 5 (second year undergraduate)
- 6 (final year undergraduate)
- 7 (postgraduate)
- 8 (doctoral)

TAR UC adopted MQA's definition of the word "level" as in MQF. Bachelor Degree is set at Level 6 in Malaysian Qualification Framework.

<http://www.mqa.gov.my/pv4/mqf.cfm>

## Marks

This is where a module/course is numerically marked. At SHU they are usually indicated as a percentage.

## Mixed Level Study

This is where a student takes modules from more than one level of study in one academic year.

## Module (at SHU)

A module is made up of teaching and learning activities, and one or more assessment tasks, which may have different weightings and rules. Successful completion of a module means that credit will be awarded at the specified level and in the specified amount e.g. 20 credits.

## Course (at TAR UC)

At TAR UC, a module is called a course. However, one credit in TAR UC is equivalent to 40 notional hours.

A course is made up of teaching and learning activities, and one or more assessment tasks, which may have different weightings and rules. Successful completion of a course means that credit can be awarded to the student.

## Normal/Normally

Where the word "normal" or "normally" is used in these regulations, this describes the usual position, context or outcome.

## Passing a Module

Where a module is marked using a percentage mark, a module is passed when an overall mark of 40% or above is achieved, (or a different overall mark specified by a Professional, Statutory and Regulatory Body), with, if applicable, the achievement of a minimum specified mark in an assessment task(s). Where a module is marked using pass/fail grades, a module is passed when an overall pass grade is achieved.

## Passing a Course

A course is passed when the student has fulfilled the attendance requirement and any of the assessment work required as well as met the requirement as set in the Examination Regulations for Bachelor's Degree Programmes.

## Pre-requisite Module

SHU's definition will apply to SHU modules/course and TAR UC's definition will apply to TAR UC's courses/modules.

## Pre-requisite Course

A pre-requisite module must be studied but need not be passed, before enrolment on a related module. If it is essential for the module to be passed to meet this requirement, this will be stated in course documents.

A pre-requisite course must be studied and passed before enrolment on a related course. The pre-requisite course(s) for each course are spelled out in course specification of each course.

## Progression

This is when you meet the progression rules and can move to the next level of study.

At TAR UC, students' progression from one year of study to another is guided by the programme structure of the programme of study, subject to fulfilment of pre-requisite and the Examination Regulations for Bachelor's Degree Programmes.

## PSRB (Professional, Statutory and Regulatory Bodies)

Some courses (for example, some accountancy courses), have PSRB rules where exemptions to the University's Standard Assessment Regulations have been approved. For example some PSRBs do not allow retakes following failure of a module. If courses have exemptions agreed due to PSRB rules these will be specified in course and module information. PSRB accreditation is an umbrella term used to describe the approval of the University's programmes and modules for the purpose of PSRB recognition. In many cases, PSRB accreditation may lead to a right to practise a profession, achieve exemption from professional examinations and / or membership of a professional body.

## Reassessment

SHU's definition will apply to SHU modules/course and TAR UC's definition will apply to TAR UC's courses/modules.

If you do not pass an assessment task or module at the first attempt, then there are various opportunities to improve your mark. These are in-module retrieval of a single assessment task (where available), deferral in

At TAR UC, a student who fails a course, depending on the circumstance, may be required to:

- i. resit examination
- ii. take a replacement examination (for

one or more assessment tasks (if you have extenuating circumstances accepted by the University) and referral in an overall module

- extenuating circumstances)
- iii. repeat the course
- iv. make good a coursework

All coursework make good assessments must be completed within the semester where the course is registered/ scheduled.

All examination based courses are opened for resit/ repeat/ replacement registration if the courses are offered to the next cohort of students as main/ first attempt paper in every academic calendar year.

You can register to repeat/ to do a replacement examination for/ resit an UC course whenever:

- the course is offered in an academic calendar year and
- you have fulfilled the academic pre-requisite requirement as specified in Course specification and

Your academic load is permitted according to UC Examination Regulations for Bachelor's Degree Programmes.

### **Replacement Module**

### **Alternative Course**

SHU's definition will apply to SHU modules/course and TAR UC's definition will apply to TAR UC's courses/modules.

Where a module is no longer available (e.g. there has been a modification to the course or the course has been revalidated), it may be possible for a replacement module to be taken which assesses broadly similar learning outcomes. The replacement module will be treated as a retake and will be subject to all regulations relating to retake modules. Where it is not possible to identify a replacement module your programme will need to be renegotiated and your faculty staff will provide advice, information and guidance on this.

The term "Replacement" is often referred to a replacement examination at TAR UC due to EMC.

However, where a course is no longer available (e.g. there has been a modification to the programme structure due to unavoidable reason), an "alternative" course with broadly similar learning outcomes will be offered to the students.

Student(s) can do this alternative course in a resit/ repeat/ replacement examination.

### **Referral in a Module**

### **Repeat / Resit a Course**

SHU's definition will apply; noting that TAR UC's capped grade for Resit is C.

This is where you:

- do not achieve a minimum overall mark or 40% (or other specified pass mark) in the module or
- achieve a pass grade.

At TAR UC, a student who fails a course/module due to:

- i) absence with or without a valid reason
- ii) did not attain the threshold mark for coursework and/or exam or
- iii) did not achieve the final pass marks for

You will be entitled to one reassessment opportunity after the module is completed.

exam,

may be required to resit or repeat a course as prescribed in the Examination Regulations For Bachelor's Degree Programmes.

### Retake

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

Where a module is failed, you can retake the module on one occasion only. Retake means that all the assessment in the module is taken again with full attendance. No marks from previous registrations are carried forward. The overall module mark is capped at 40%. This applies to core and elective modules.

At TAR UC, a student fails if the final mark of the course is less than 50 or the student did not meet the threshold requirement for the course as specified in the Examination Regulations For Bachelor's Degree Programmes.

This means the student(s) is required to repeat the failed course, accordingly to UC's Examination Regulations.

The maximum number of attempts allowed for a candidate for a course is four (4) attempts. Thereafter, the candidate shall be required to leave the programme of study.

### Valid Attempt

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

A valid attempt is where you demonstrate engagement with the assessment task set for the module, for example:

A valid attempt at coursework and practicals:

- demonstrates that some or all of the assessment criteria and learning outcomes are partially or fully met and
- is capable of carrying a mark.

A valid attempt is where you demonstrate engagement with the assessment task set for the module, for example:

A valid attempt at coursework and practical:

- demonstrates that some or all of the assessment criteria and learning outcomes are partially or fully met and
- is capable of carrying a mark.
- fulfilled UC codes of conduct and other course requirement as approved in Senate.

A valid attempt in an examination is where you:

- be present in the correct examination venue at the correct date and time
- complete the examination attendance slip and examination answer book (or equivalent examination materials) with the following information :
  - Index Number, seat number, examination paper examined, examination date and time. and programme and year of study.
- remain in the examination room for the specified length of time.
- abide to the UC Examination Rules & Regulations and Instructions to





### Candidates.

If you do not make a valid attempt in any of the assessment tasks in the course you will fail the course.

### With / without attendance

This will apply to level 6 SHU reassessment only.

Studying a module with attendance means that you are expected to participate fully in all learning, teaching and assessment activities. Normally the University will permit you to take reassessments without attendance. This means you take the next available assessment opportunity, and you do not need to participate in associated learning and teaching activities. Exceptionally you may be required to take reassessments with attendance, for example if you have missed a lot of teaching because of illness.

Attendance is not required if a course is registered as a “resit” or “replacement” course. However, attendance is required if a course is the main course or is registered as a “repeat” course.

### Withdrawal from Your Course

SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.

If circumstances prevent you from continuing your studies on a permanent basis you need to discuss this as soon as possible with appropriate staff in your Faculty (e.g. portfolio manager, course leader, student support officer, academic advisor) so that the correct procedures are followed.

If circumstances prevent you from continuing your studies on a permanent basis you need to discuss this as soon as possible with the Programme Leader/ Associate Dean of your programme in your Faculty so that the correct procedures are followed.

Withdrawal policy is available in TAR UC's student intranet under Admission

The Universities have in place a 'Withdrawal and Refund Policy' which outlines the practice regarding fee payments should a student withdraw from the Dual Degree.

**OTHER REGULATIONS:**

Issue	SHU Regulations	Dual Degree Regulations	TAR UC Regulations
Academic Misconduct	Please refer to the 'Academic Conduct Regulation': <a href="https://students.shu.ac.uk/regulations/conduct_discipline/index.html">https://students.shu.ac.uk/regulations/conduct_discipline/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit. Academic misconduct cases will be reported at the meeting of the University Progression and Award Board.	Student Examination Disciplinary Regulations can be found at: <a href="https://web.tarc.edu.my/portal/info/Exam/files/Student_Exam_Disciplinary_Regulations.pdf">https://web.tarc.edu.my/portal/info/Exam/files/Student_Exam_Disciplinary_Regulations.pdf</a>
Accredited Prior Certificated Learning	Please refer to the 'Application for approval of credit recognising prior certificated learning (RPCL)': <a href="https://students.shu.ac.uk/regulations/assessment_awards/index.html">https://students.shu.ac.uk/regulations/assessment_awards/index.html</a>	As the University has accredited all 4 and 5 level modules SHU will accept TAR UC's APCL conditions excepting the English language requirement	TAR UC adopts MQA guidelines for admission through both APCL and APEL route
Assessment	Please refer to the 'Policy for Summative Assessment': <a href="https://students.shu.ac.uk/regulations/assessment_awards/index.html">https://students.shu.ac.uk/regulations/assessment_awards/index.html</a>	SHU policies will apply for SHU credit and TAR UC policies will apply for TAR UC credit	
Appeals	Please refer to the Appeals Policy and Procedure': <a href="https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html">https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.	Students may make appeal in writing through the Dean of Faculty on matters related to their study. General appeals are: <b>Appeal for Review of Examination Results</b> Appeal for review of Examination Results is found in Examination Regulation, TAR UC intranet and notification of results. <b>Appeal to Continue Study (Maximum Timeframe and Fail Out Cases)</b> Students are notified of the avenue to Appeal to Continue Study (Maximum Timeframe and Fail Out Cases) via the notification of results. <b>Appeal for student disciplinary</b> Avenue for appeal of student disciplinary decision is indicated in in Clause 49 of the Student's Code of Conduct. <b>Appeal for Review of Coursework Results</b>

			Appeal for review of coursework results is found in Procedure Relating to Coursework Submission, TAR UC intranet.
Break in Study	Please refer to the 'Extenuating Circumstances Policy and Procedure': <a href="https://students.shu.ac.uk/regulations/illness/index.html">https://students.shu.ac.uk/regulations/illness/index.html</a>	TAR UC's regulations will apply	TAR UC Deferment of Study is available in the student's intranet under Admission or at <a href="https://www.tarc.edu.my/files/admissions/deferment/A8C3B776-C488-4AA3-8033-AD4B55DF21D1.pdf">https://www.tarc.edu.my/files/admissions/deferment/A8C3B776-C488-4AA3-8033-AD4B55DF21D1.pdf</a>
Complaints	Please refer to the 'Student Complaints Policy and Procedure': <a href="https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html">https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.	Various channels available: 1. Faculty dialogue 2. Course/Facilitator evaluations 3. Feedback forms 4. Online feedback <a href="http://www.tarc.edu.my/feedback.jsp">http://www.tarc.edu.my/feedback.jsp</a>
Disability	Please refer to 'Assessment Support for Students with Learning Contracts': <a href="https://students.shu.ac.uk/regulations/assessment_awards/index.html">https://students.shu.ac.uk/regulations/assessment_awards/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.	TAR UC's Department of Examinations and Credit Accumulation (ECA) allows students with disability to write in for specific arrangement during examination. Students are informed about the provision through Examination Rules and Regulations & Instruction to Candidates <a href="https://web.tarc.edu.my/portal/info/Exam/files/Examination_Rules_and_Regulations.pdf">https://web.tarc.edu.my/portal/info/Exam/files/Examination_Rules_and_Regulations.pdf</a>
Disciplinary	Please refer to the 'Disciplinary Regulations for Students': <a href="https://students.shu.ac.uk/regulations/conduct_discipline/index.html">https://students.shu.ac.uk/regulations/conduct_discipline/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.  Where it is not clear which institutions regulations should apply this will be agreed between Mr Joe Rennie, Group Director of Student and Academic Services (SHU) and Ms Ooi Shu Luan, Registrar (TAR UC).	TAR UC Student's Code of Conduct <a href="https://www.tarc.edu.my/files/dsa/22F28491-5631-45EE-8553-C75905D10EAB.pdf">https://www.tarc.edu.my/files/dsa/22F28491-5631-45EE-8553-C75905D10EAB.pdf</a>  Student Examination Disciplinary Regulations <a href="https://web.tarc.edu.my/portal/info/Exam/files/Student_Exam_Disciplinary_Regulations.pdf">https://web.tarc.edu.my/portal/info/Exam/files/Student_Exam_Disciplinary_Regulations.pdf</a>
Examinations	Please refer to the 'Examination	SHU regulations will apply for SHU credit	Examination Rules and Regulations &

	Conduct Policy': <a href="https://students.shu.ac.uk/regulations/exams_and_coursework/index.html">https://students.shu.ac.uk/regulations/exams_and_coursework/index.html</a>	and TAR UC regulations will apply for TAR UC credit.	Instruction to Candidates is available in the student's intranet under Examinations. <a href="https://web.tarc.edu.my/portal/info/Exam/files/Examination_Rules_and_Regulations.pdf">https://web.tarc.edu.my/portal/info/Exam/files/Examination_Rules_and_Regulations.pdf</a>
Exceptional Extension Requests	Please refer to the 'Extenuating Circumstances Policy and Procedure': <a href="https://students.shu.ac.uk/regulations/illness/index.html">https://students.shu.ac.uk/regulations/illness/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.	Students may make appeal in writing through the Dean of Faculty on the application of extension of timeframe.
Extenuating Circumstances	Please refer to the 'Extenuating Circumstances Policy and Procedure': <a href="https://students.shu.ac.uk/regulations/illness/index.html">https://students.shu.ac.uk/regulations/illness/index.html</a>	SHU regulations will apply for SHU credit and TAR UC regulations will apply for TAR UC credit.	Extenuating Mitigating Circumstances Policy is available at UC student intranet under Examinations: <a href="https://web.tarc.edu.my/portal/info/Exam/files/Policy%20On%20Extenuating%20Mitigating%20Circumstances%20(EMC).pdf">https://web.tarc.edu.my/portal/info/Exam/files/Policy%20On%20Extenuating%20Mitigating%20Circumstances%20(EMC).pdf</a>
Fitness to Study	Please refer to the 'Student Fitness to Study Regulations': <a href="https://students.shu.ac.uk/regulations/fitness_to_study/index.html">https://students.shu.ac.uk/regulations/fitness_to_study/index.html</a>		
Student Debt	Please refer to the 'Assessment of students in debt': <a href="https://students.shu.ac.uk/regulations/assessment_awards/index.html">https://students.shu.ac.uk/regulations/assessment_awards/index.html</a>	Students who do not clear their fees within the stipulated time will be withdrawn from study.	Students who do not clear their fees within the stipulated time will be withdrawn from their study. Information can be found at: <a href="https://web.tarc.edu.my/portal/info/Exam/files/Examination%20Regulations%20510-%20Bachelor%20Degree%20Programmes.pdf">https://web.tarc.edu.my/portal/info/Exam/files/Examination%20Regulations%20510-%20Bachelor%20Degree%20Programmes.pdf</a>

## APPENDIX A: Mark Conversion

SHU to TAR UC		TAR UC to SHU	
Student Mark (M)	Re-scaled	Student Mark (M)	Re-scaled
1	1	1	1
2	3	2	2
3	4	3	2
4	5	4	3
5	6	5	4
6	8	6	5
7	9	7	6
8	10	8	6
9	11	9	7
10	13	10	8
11	14	11	9
12	15	12	10
13	16	13	10
14	18	14	11
15	19	15	12
16	20	16	13
17	21	17	14
18	23	18	14
19	24	19	15
20	25	20	16
21	26	21	17
22	28	22	18
23	29	23	18
24	30	24	19
25	31	25	20
26	33	26	21
27	34	27	21
28	35	28	22
29	36	29	23
30	38	30	24
31	39	31	25
32	40	32	25
33	41	33	26
34	43	34	27
35	44	35	28
36	45	36	29
37	46		

38	48		37	29	
39	49		38	30	
40	50		39	31	
41	50		40	32	
42	51		41	33	
43	51		42	33	
44	52		43	34	
45	52		44	35	
46	53		45	36	
47	53		46	37	
48	54		47	37	
49	54		48	38	
50	55		49	39	
51	56		50	40	
52	57		51	42	
53	58		52	45	
54	59		53	47	
55	60		54	49	
56	61		55	51	
57	62		56	51	
58	63		57	52	
59	64		58	53	
60	65		59	54	
61	66		60	55	
62	67		61	56	
63	68		62	57	
64	69		63	58	
65	70		64	59	
66	71		65	60	
67	72		66	61	
68	73		67	62	
69	74		68	63	
70	75		69	64	
71	76		70	64	
72	77		71	65	
73	78		72	66	
74	78		73	68	
75	79		74	69	
76	80		75	70	
77	81		76	71	
78	82		77	72	
79	83		78	74	
80	83		79	75	

81	84		80	76	
82	85		81	77	
83	86		82	78	
84	87		83	80	
85	88		84	81	
86	88		85	82	
87	89		86	83	
88	90		87	84	
89	91		88	86	
90	92		89	87	
91	93		90	88	
92	93		91	89	
93	94		92	90	
94	95		93	92	
95	96		94	93	
96	97		95	94	
97	98		96	95	
98	98		97	96	
99	99		98	98	
100	100		99	99	
			100	100	

## **APPENDIX B: University Progression and Award Board for SHU and TAR UC Dual Awards**

### Terms of Reference

The board is responsible for:

- Ensuring that assessment has been conducted in accordance with definitive documents and approved module descriptors;
- Ratifying the final moderated marks for each course;
- Confirming ratified individual student assessment profiles leading to progression, continuation and award to TAR UC Senate Board;
- Ensuring that the assessment of students has been conducted in accordance with University regulations for joint/dual degrees addressing quality assurance issues relating to assessment delivery and processing which require immediate attention, e.g. scaling; or any issues that need to be referred to the Management Board

### Constitution and Membership

- Chair: Assistant Dean, Academic Development from one of the four Sheffield Hallam faculties
- Board of Examiners Secretary: Student Administration Operations Manager or nominee
- Minute Secretary: Student Administration Manager or nominee
- Collaborative Programme Course Leaders, or Programme Leader nominee
- Chief External Examiner
- Course External Examiners
- TAR UCs Deans of Faculty

The quorum for the University Progression and Award Board is:

- Chair
- Board of Examiners Secretary
- One Collaborative Programme Course Leader, or Programme Leader nominee
- One TAR UCs Deans or exceptionally, an academic nominee