

UBD EXAM REGULATIONS FOR THE DEGREES OF MASTER

UNIVERSITI BRUNEI DARUSSALAM

EXAMINATION REGULATIONS FOR THE DEGREES OF MASTER

APPLICATION OF REGULATIONS

1. These Regulations shall apply to all Master's Degree Programmes of Universiti Brunei Darussalam. These regulations should be read in conjunction with the Regulations for the Degrees of Master and the Regulations covering each particular programme.
2. These Regulations shall apply to the following programmes of the University:
 - a. Master's Degrees by Research;
 - b. Master's Degrees by Coursework.

INTERPRETATION

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

“Constitution” means the Constitution of Universiti Brunei Darussalam:

“Dean” means the Dean/ Director of a Faculty/ Institute/ Centre/ Academy or institution established under section 18(1) of the constitution;

“Faculty” or “Faculties” means Faculty/ Institute/ Centre/ Academy or Faculties/ Centres/ Institutes/ Academies or an institution or institutions established under section 18(1) of the Constitution;

THE DEGREES OF MASTER BY RESEARCH

BOARD OF EXAMINERS

4. There shall be a Board of Examiners (hereinafter referred to as “the Board”) for each Programme to which these Regulations apply.
5. For Degrees of *Master by Research*, the Board shall consist of:
 - a. The Vice-Chancellor as Chairperson or his/her nominee;
 - b. The Dean of the Faculty concerned or his/her nominee;
 - c. The Programme Leader concerned or a Faculty member in the area of specialization of the candidate, as nominated by the Dean;
 - d. The internal examiners appointed by Senate;
 - e. The external examiner, if present at the University.

The Assistant Registrar of the Faculty shall serve as Secretary to the Board.

6. The Board, which shall be responsible to the Senate, shall recommend to the Senate through the University Graduate Studies Committee:
 - (i) Whether, after having considered the examiners’ reports, a candidate passes with or without minor revisions, or fails the examination for the degree;
 - (ii) Whether, after having considered the examiners’ reports, the candidate should undertake further work on the thesis, before being re-examined by the examiners. In such cases, the Board should set appropriate deadlines for re-submission of the thesis;
 - (iii) In the event of disagreement among the examiners, the Board shall recommend to Senate that an additional external examiner be appointed to examine the thesis.

UNIVERSITY GRADUATE STUDIES COMMITTEE

7. For the purposes of these Regulations, the University Graduate Studies Committee is empowered to act on behalf of the Senate, except where Senate is specifically mentioned as the authorized body.
8. The duties and responsibilities of the University Graduate Studies Committee shall include:

- (i) Receiving the report of the Boards of Examiners constituted under paragraph 5 of these Regulations, and recommending to Senate the award of the Degrees of Master;
 - (ii) Making decisions on the termination of a candidate's registration as a student in the University, based on the candidate's academic performance, the Academic Regulations governing the Programme and the recommendations of the Faculty Graduate Studies Committee;
 - (iii) Granting of Leave of Absence from the programme, either for reasons of ill-health, or for personal reasons;
 - (iv) Deciding on the award of exhibitions and prizes where such awards are provided for;
 - (v) Reporting to the Senate on any matter relating to the standard or manner in which the examinations of any of the programmes has been conducted;
 - (vi) Dealing with any other matter pertaining to the examinations of any of the Programmes covered by these Regulations or any matter which has been referred to the Committee by the Senate.
9. Subject to Regulations 68 and 71, a decision of the University Graduate Studies Committee shall be final.

FACULTY GRADUATE STUDIES COMMITTEES

10. For the purposes of these Regulations, the relevant Faculty Graduate Studies Committee is empowered to act on behalf of the Faculty Board concerned.
11. The duties and responsibilities of the Faculty Graduate Studies Committees in respect of these Regulations shall include:
- (i) Receiving reports from the Programme Leader and the Chief Supervisor and/or Supervisor of the candidate and monitoring the progress of the candidate
 - (ii) Making recommendations regarding the termination or extension of candidature to the University Graduate Studies Committee, based on Regulations governing the Programme and the aforesaid reports.

TERMINATION OF CANDIDATURE

12. For Masters by Research programmes, if the candidate's progress has not been satisfactory, the University Graduate Studies Committee may terminate his/her candidature. In such cases, unsatisfactory progress shall be determined by:
- (i) Reference to the six-monthly report submitted by the Supervisor or Chief Supervisor of the candidate, and

- (ii) Consideration of a report submitted by the Programme Leader or respective Faculty Dean.
13. Recommendations for termination of candidature shall be forwarded by the Programme Leader concerned to the Faculty Graduate Studies Committee which shall then make an appropriate recommendation to the University Graduate Studies Committee. The University Graduate Studies Committee shall make the final decision on the termination of candidature

APPEAL FOR REVIEW OF EXAMINATION RESULTS

14. No appeal shall be permitted in respect of the assessment of a Thesis or a Dissertation for which an external examiner has been involved.

THE DEGREES OF MASTER BY COURSEWORK

BOARD OF EXAMINERS

15. For the Degrees of *Master by Coursework*, there shall be an Examination Board for each Programme covered by these Regulations. In each case the Board shall consist of:
- a. The Dean of the Faculty as chairperson or his/her nominee;
 - b. The Deputy Dean of the Faculty or his/her nominee;
 - c. The Programme Leader concerned or an appropriate Faculty member, as nominated by the Dean;
 - d. The internal examiners appointed by Senate;
 - e. The external examiner, if present at the University;

The Assistant Registrar of the Faculty shall serve as Secretary to the Board.

16. The Boards, which shall be responsible to the Senate for all examination matters pertaining to the Programmes covered by these Regulations, shall have powers and duties as follows:

The Boards shall recommend to the Senate through the Faculty Boards concerned:

- (i) Whether a candidate passes or fails an individual module;
- (ii) Whether a candidate should be permitted a supplementary examination in a failed module or repeat the module when next offered (where these possibilities are permitted by the Regulations governing the programme);
- (iii) Whether a candidate has passed all the required modules and qualifies for the award of the degree;

- (iv) Whether the registration of a candidate as a student in the University should be terminated, based on the candidate's academic performance, and the Academic Regulations governing the Programme;
- (v) Whether a candidate may be granted Leave of Absence from the programme, either for the reasons of ill-health, or for personal reasons;
- (vi) The award of exhibitions and prizes where such award are provided for.

The Board may comment on any matter relating to the standard or manner in which an examination of the programme has been conducted and is required to consider any other matters pertaining to the examinations of any of the Programmes covered by these Regulations which have been referred to the Board by the Senate.

UNIVERSITY GRADUATE STUDIES COMMITTEE

- 17. For the purposes of these Regulations, the University Graduate Studies Committee is empowered to act on behalf of the Senate, except where Senate is specifically mentioned as the authorized body.
- 18. The duties and responsibilities of the University Graduate Studies Committee in respect of the Programmes of Master by Coursework shall include:
 - (i) Receiving the recommendations from the Faculty Board on the report of the Boards of Examiners constituted under paragraph 14 of these Regulations;
 - (ii) Recommending to Senate the award of the Degrees of Master and the level of any degree to be awarded, where this is permitted under the Regulations for the degree;
 - (iii) Making decisions, based on the recommendations of the Faculty Boards concerned, on the termination of a candidate's registration as a student in the University;
 - (iv) Granting of Leave of Absence from the programme, either for reasons of ill-health, or for personal reasons;
 - (v) Deciding on the award of exhibitions and prizes where such awards are provided for;
 - (vi) Reporting to the Senate on any matter relating to the standard or manner in which the examinations of any of the programmes has been conducted;
- 19. Subject to Regulations 68, 71 and 79, a decision of the University Graduate Studies Committee shall be final.

FACULTY GRADUATE STUDIES COMMITTEES

20. For the purposes of these Regulations, the relevant Faculty Graduate Studies Committee is empowered to act on behalf of the Faculty Board concerned.
21. The duties and responsibilities of the Faculty Graduate Studies Committees in respect of these Regulations shall include:
 - (i) Receiving the reports of the Boards of Examiners constituted under paragraph 15 of these Regulations, and forwarding these with appropriate recommendations to Senate through the University Graduate Studies Committee;
 - (ii) Making recommendations regarding the termination or extension of candidature to the University Graduate Studies Committee, based on the Regulations governing the Programme;

PRESCRIBED EXAMINATIONS

22. No student shall be admitted as a candidate of any examination or be permitted to take the examination prescribed for a module unless he/she has registered for the module and has performed satisfactorily according to the Regulations of the respective programme.
23. A student must take the examination prescribed for a module unless he/she has been barred from taking the examination under Regulation 24.
24. The Dean of the Faculty concerned may bar a student from taking the examination prescribed for a module on grounds of unsatisfactory performance in coursework (e.g. non-submission of assignments, practical reports, etc).
25. The name of a student who has been barred from taking an examination under Regulation 24 shall be reported forthwith to the Faculty Graduate Studies Committee, if necessary by circulation.

ABSENCE FROM EXAMINATIONS

26. A candidate who fails to appear for an examination for any reason other than on medical or compassionate grounds under Regulations 27 or 29 shall be deemed to have failed the module and shall be assigned 'IVA' status (for Invalid Absence) in the result broadsheet. The candidate will be awarded 0 Grade Points for the module and the result will be recorded as 'O F' in the academic record.

27. Where a candidate is absent from an examination on medical grounds, a medical certificate signed by a registered medical practitioner must be submitted to the Registrar and Secretary within 48 hours, calculated from the time of termination of the particular examination.
28. A candidate who complies with Regulation 27 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 23 or 30 shall be operative.
29. Notwithstanding the provisions under Regulation 27, the University Graduate Studies Committee may, after taking into account the recommendations made by the Board of Examiners and the Faculty Graduate Studies Committee concerned, decide to allocate on compassionate grounds, 'ABS' status to a student absent from any examination. Compassionate grounds include death in the immediate family or involvement in a road accident, etc.
30. The University Graduate Studies Committee may decide, based on a recommendation from the Board of Examiners and the Faculty Graduate Studies Committee and reports from a relevant specialist at a government hospital, to suspend the registration of a candidate who is unable to attend classes and examinations through long-term illness or injury. The University Graduate Studies Committee may suspend the registration retrospectively and/or for a subsequent period, provided that the total period of suspension does not exceed 12 months. In such cases, the total period of candidature allowed for completion of the programme shall be extended by the period of suspension.
31. A candidate may apply to the University Graduate Studies Committee, through the Faculty Graduate Studies Committee, for Leave of Absence for personal reasons. The maximum period of such Leave of Absence shall be 12 months, which shall not be counted within the maximum period of candidature for the degree.

ALLOCATION OF GRADES AND PASSING MARKS

32. All modules subject to prescribed examinations in programmes covered by these Regulations will be marked in accordance with the following scheme of grades and grade points:

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
F	0

In this scheme, an “F” grade is a failing grade which may qualify the candidate to sit for a supplementary examination, where this is allowed by the Regulations governing the particular programme (see Regulations 34-40 below).

33. The University Graduate Studies Committee will allocate marks and grades in respect of modules undertaken at other Universities, which are accepted for credit in programmes offered by Universiti Brunei Darussalam. The guidelines specified in the University Examination Procedures will be used where necessary.

SUPPLEMENTARY EXAMINATIONS

34. For Masters Programmes by *Coursework*, where Supplementary Examinations are permitted according to the Regulations governing the individual programme, Regulations 35-40 shall apply.
35. Subject to any Regulations governing a particular programme pertaining to supplementary examinations, a candidate who has not satisfied the conditions for a pass in one or more modules but has satisfied the conditions to sit a supplementary examination may be permitted by the University Graduate Studies Committee to take any such Supplementary Examination.
36. If a candidate is eligible to sit for a supplementary examination for a module through satisfying Regulations 34 and 35 but is unable to do so on medical or compassionate grounds, the candidate is permitted to take the examination for that module when it is next offered. The candidate’s registration for that module will remain active, but the student will not be required to re-take the module. If the candidate is unable to sit for the next semester examination as the supplementary examination for that module on medical or compassionate grounds, the candidate may take the next supplementary examination instead, but no further examinations shall be permitted and the candidate shall be deemed to have failed the module.
37. A candidate who has been assigned ‘ABS’ status in the Main Examination for a particular module shall be permitted to take the Supplementary

Examination for that module as a first attempt, and their marks (including both Continuous Assessment and Examination Components) shall be recorded as if they had sat for the Main Examination. If the candidate then does not satisfy the condition for passing the module but satisfies Regulations 35 and 36, he/she shall be permitted to take the main Examination when it is next offered, as the Supplementary Examination for the module, but no further examination shall be permitted and the candidate shall be deemed to have failed the module.

38. If a candidate who is entitled to sit for a Supplementary Examination as a first attempt under Regulations 38 is unable to sit for the supplementary examination on medical or other grounds (under Regulation 27 or 29), the candidate will be required to repeat the module when it is next offered, and the registration for the module in the preceding semester will be cancelled.
39. The mark recorded for a Supplementary Examination shall be based on the examination component alone, unless otherwise provided for in the Regulations governing the programme. A module passed in a supplementary examination shall be recorded as the minimum passing Grade of D and a Grade Point of 1.5 in the candidate's transcript.
40. A candidate who fails a module assessed solely by continuous assessment shall be deemed to have failed the module (i.e. no supplementary examination will be permitted), except in the following circumstances:

If the form of assessment consists of a single piece of written work (e.g. project report) and the candidate has achieved a minimum of Grade C in the semester examination, the candidate shall be permitted to resubmit their revised work for assessment by the first day of the supplementary examinations for that semester. A module passed at the time of the supplementary examinations shall be given the minimum passing Grade (D) and allocated 1.5 Grade Points. A candidate who fails to submit the revised work by the first day of the supplementary examination shall be allocated 'IVA' Status in respect of the module supplementary examination and be awarded 'F' Grade and 0 Grade Points.

ABSENCE FROM EXAMINATIONS IF SUPPLEMENTARIES ARE NOT PERMITTED

41. Where Supplementary Examinations are NOT permitted according to the Regulations governing the individual programme, Regulations 42 & 43 shall apply.
42. A candidate who has been assigned 'ABS' status in the Main Examination for a particular module under Regulations 27 or 29 shall be permitted to take a replacement examination at a later date, the date to be determined by the

Programme Leader concerned, subject to the approval of the relevant Faculty Graduate Studies Committee. The marks obtained (including both Continuous Assessment and Examination components) shall be recorded as if he/she had sat for the Semester Examination.

43. If the candidate is unable to attend the replacement examination on the due date on medical or compassionate grounds (Regulations 27 or 29), the Programme Leader should arrange another date for the examination. If the candidate is unable to attend the second replacement examination for any reason, the candidate shall be deemed to have failed the module.

ARRANGEMENTS FOR EXAMINATIONS

44. The Registrar and Secretary shall have overall responsibility for the arrangement of all University examinations.
45. Invigilators, including chief invigilators and invigilators-in-charge, shall be appointed by the Registrar and Secretary from among the staff of the University.
46. The invigilators, including the chief invigilators and the invigilators-in-charge, shall be responsible for conducting and supervising the examinations for which they have been appointed.
47. The examination prescribed for a module may include such written, oral, practical and other tests as may be determined by the examiners in accordance with the Regulations governing the programme.
48. Where a candidate is prevented from taking or is unable to take an examination owing to any physical handicap, the Vice-Chancellor may authorize 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.
49. It shall be the responsibility of the invigilator, the invigilator-in-charge and the chief invigilator to ensure that the instructions to candidates given in these Regulations are observed and complied with by all candidates during an examination.

INSTRUCTIONS TO CANDIDATES

50. All candidates are required to produce their Student Identification Card for checking on admission to the examination venue. The card should be placed

on the top right hand corner of the candidate's desk for scrutiny by the invigilator during the period of the examination.

51. No candidate shall be admitted into the examination venue if he/she arrives later than 30 minutes after the commencement of an examination.
52. A candidate who arrives late for the examination but not later than 30 minutes after the commencement of the examination may be admitted to take the examination but no extra time shall be given.
53. No candidate may leave the examination venue during the first 30 minutes and the last 30 minutes of an examination. However, a candidate may be permitted to leave the examination venue temporarily at any time if he/she 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.
54. A candidate who leaves the examination venue without complying with the requirements of Regulations 54 shall not be readmitted into the examination venue.
55. No candidate shall be permitted to take any book, paper, document, electronic device such as mobile phones, personal digital assistant/organizer or other device into the examination venue, except pens, pencils, erasers or any other material specifically authorized by the examiner.
56. A candidate found in possession of any written or printed matter or any other material not authorized by the examiner in the examination venue shall be deemed to have cheated or have attempted to cheat in the examination and committed an offence punishable in accordance with the rules of the university.
57. A candidate shall not be permitted to communicate by word of mouth or otherwise with any person other than an invigilator or an examiner during an examination.
58. A candidate shall not be permitted to take any material from the examination venue except the question paper, if permitted, and his/her personal belongings.
59. If a candidate is found in breach of any Regulation from 55 to 58 above, the invigilator(s) who detected such breach shall make a written report, and forward this, together with any supporting material, if any, to the Chief Invigilator, naming the student and giving details of the breach. The Chief Invigilator having received the said report shall forward it to the Vice Chancellor for further action.

60. A candidate shall raise his hand during an examination if he/she wishes to communicate with an invigilator or an examiner.

EXAMINATIONS NOT PROPERLY CONDUCTED

61. 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 which would render the examination unfair to any candidate. The chief invigilator or Invigilator-in-charge, as the case may be, shall, on receipt of such complaint, investigate the complaint and submit a written report on the matter to the Vice Chancellor.
62. Any examiner, officer of the University, Invigilator, Invigilator-in-charge or Chief Invigilator may report to the Vice-Chancellor if he/she considers that an examination has not been properly conducted or if circumstances have arisen during an examination which has rendered the examination unfair to any candidate.
63. The Vice-Chancellor shall, on receipt of any complaint made under Regulation 61 or 62, investigate the complaint and report the matter to the University Graduate Studies Committee. The University Graduate Studies Committee shall, having considered the report of the Vice-Chancellor, recommend to Senate such action as it deems fit, such as holding an examination in its place. The decision of the Senate shall be final in such cases.

BREACH OF EXAMINATION REGULATIONS

64. If a candidate has been reported to have committed a breach of any of Regulations 55 to 58, the matter shall be reported to the Vice-Chancellor who shall set up a committee to enquire into and investigate the matter. The Vice Chancellor, upon receipt of a report made under Regulation 58, shall appoint a committee comprising the following:
- a. An Assistant Vice-Chancellor named by the Vice Chancellor as Chairman,
 - b. The Dean of the Faculty concerned,
 - c. The Programme Leader concerned,
 - d. The Dean of another Faculty named by the Vice-Chancellor,
 - e. The Registrar and Secretary, and
 - f. The Assistant Registrar (Examinations) as Secretary.
65. The Committee mentioned in Regulation 64 shall allow the candidate to be heard and to forward an explanation in writing. On completion of the enquiry, the committee shall send its report to the University Graduate Studies Committee. If the committee finds the candidate has committed a breach of

- any of these Regulations, it shall recommend in its report to the University Graduate Studies Committee any one or appropriate combination of the following actions to be taken:
- a. That the candidate be given a warning in writing;
 - b. That the candidate has failed the examination for that module and will not be permitted a supplementary examination for the module (where a supplementary examination is permitted according to the Regulations);
 - c. That the candidate has failed all modules in the Semester Examination and his/her candidature shall be terminated;
 - d. That the candidate has failed all modules in the Semester Examination, that his/her candidature be terminated and that he/she shall not be permitted to register for any subsequent higher degree programmes in the University;
66. The University Graduate Studies Committee having received the report and the recommendations for appropriate action shall have the power to confirm the action(s) recommended by the committee or to modify the recommended action(s). The decision of the University Graduate Studies Committee shall be duly recorded in the candidate's personal file.
67. A candidate may appeal to the Senate against the decision made by the University Graduate Studies Committee arising from the breach of any Examination Regulation. The decision of the Senate in respect of any such appeal shall be final.

SECRECY OF EXAMINATION PROCEEDINGS AND EXAMINATION RESULTS

68. The proceedings at meetings of the University Graduate Studies Committee, the Faculty Board of Examiners, the Faculty Graduate Studies Committee and the Programme Examinations Board 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 aforesaid Boards, Committees and the Senate, and officers of the University who are responsible for examination matters.

TERMINATION OF CANDIDATURE

69. A candidate's registration in a Master's programme shall be terminated if he/she fails any module, after taking into account any supplementary examinations permitted, unless the Regulations governing the particular degree permit students to repeat modules.

70. A candidate may appeal to the Senate against a decision made by the University Graduate Studies Committee to terminate his/her candidature. The decision of the Senate in respect of any such appeal shall be final.

RECOMMENDATIONS FOR THE AWARD OF DEGREES

71. In accordance with the Regulations covering the particular programmes, the Board of Examiners concerned shall forward the list of candidates satisfying the requirement for the award of Master's Degrees to the University Graduate Studies Committee for approval, through the Faculty Graduate Studies Committee. The University Graduate Studies Committee shall make appropriate recommendations to Senate for the award of the Degrees.
72. Where permitted by the Regulations governing the individual Programme, the Degree of Master may be awarded at the following levels:
- (i) Pass
 - (ii) Pass with Merit (for Master by Coursework only¹)
 - (iii) Pass with Distinction

RELEASE OF EXAMINATION RESULTS

73. Only grades, and not marks, shall be released to candidates.
74. The results of coursework examinations shall be released immediately after the meeting of the University Graduate Studies Committee provided that the results have been arrived at unanimously by all members of the committee. If the results have not been arrived at unanimously, the particular results in question shall not be released until the report from the committee 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.
75. The graduation lists shall be forwarded to Senate for approval immediately after the meeting of the University Graduate Studies Committee at which these have been considered. A provisional graduation list, subject to the approval of the Senate, shall be released by the Office of the Registrar and Secretary immediately after the meeting of the University Graduate Studies Committee at which these results have been considered.
76. Notwithstanding the provisions of regulation 74, the Faculty Graduate Studies Committee is authorized to release the following provisional examination results immediately after the meeting at which they are approved subject to the approval by the University Graduate Studies Committee:

¹ With effect from the August 2015 Cohort

- a. Lists of students permitted to take a Supplementary Examination;
 - b. Lists of students passing the Supplementary Examinations and Modules to be repeated.
77. The final graduation lists shall be published by the Office of the Registrar and Secretary after the results have been ratified by the Senate.

APPEAL FOR REVIEW OF EXAMINATION RESULTS

78. A candidate may appeal in writing to the Registrar and Secretary to have the examination scripts of one or more modules reviewed provided that the appeal reaches the Registrar and Secretary within three working days from the date of release of the official results by the University Graduate Studies Committee. The appeal shall state clearly the script for which a review is sought and the reason(s) for the appeal. The University Graduate Studies Committee shall decide whether to uphold or overrule such appeal. The result of such appeals upheld by the University Graduate Studies Committee shall be reported to the Senate whose decision shall be final.
79. A fee of B\$150.00 shall be charged in respect of each module for which an appeal is sought. The fee shall be payable in advance and shall accompany the appeal.

APPLICATION OF REGULATIONS

80. These Regulations shall be applicable for all Master's programmes commencing in the academic year 2009/2010. The Regulations shall apply to all Master's programmes governed by the UBD Regulations for the Degrees of Master, approved by the Senate on 9th September 2009.

AMENDMENTS TO EXAMINATION REGULATIONS

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

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