



اوپنورسیتی تیکنولوژی برونی
UNIVERSITI TEKNOLOGI BRUNEI

INFORMATION AND REGULATIONS HANDBOOK FOR STUDENTS 2016



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1. **Introduction**

This handbook serves as a reference for all students at the Universiti Teknologi Brunei, our national engineering and technology university. It contains information ranging from the students' code of conduct; attendance requirement; university examination regulations and an introduction to the Student Representative Council and student association activities and support services available. It is important right from the time you enroll to familiarise yourself with these information. This handbook will also be updated from time to time as and when necessary.

SECTION I

2. Code of Conduct

2.1 General Conduct

Students are forbidden to:

- a. engage in any illicit activity or behaviour either on or off the campus;
- b. organise any unauthorised activity or form any society involving students and/or staff members which may harm public security and safety;
- c. incite acts of violence, chaos or rioting either on or off campus;
- d. dissuade other students from attending any academic sessions such as lectures and tutorials, or from participating in any extra-curricular activities;
- e. organise a boycott against the University;
- f. possess, use or sell any substances defined as illegal by the Brunei Government either on or off campus;
- g. consume illegal drugs or other substances harming the students; psychological, mental, or physical health;
- h. possess obscene and offensive materials such as video cassettes, CDs, DVD's, photographs or other printed material on campus;
- i. smoke in any building and enclosed area on campus as well as in certain outdoor areas on campus;
- j. carry out any activities against Islam and/or its teachings;
- k. remove and/or possess any property belonging to the University without permission; cause damage to or deface (by means of, graffiti, or otherwise) any property belonging to the University; litter the buildings and grounds of the University;
- l. disobey or disregard official directives or instructions issued by authorized University personnel.

2.2 Boarders

Students residing in accommodation provided through the University shall be subject to the terms, regulations and instructions of the Supervisor in charge of the accommodation.

Leavers are responsible to clear all rental and dues payable to the accommodation in order to proceed with the University clearance.

2.3 Student Attendance

2.3.1 Degree Programmes

Students are required to attend all sessions. Any other specific attendance requirements will be specified in the module and programme specifications.

2.3.2 HND Programmes

HND students must maintain a minimum attendance of 80% at any time during the programme.

2.3.3 Absence From Class

Students who are unable to attend any class(es) with valid reason may seek permission to be absent from their Programme Leader and the Registrar's Office. Request forms are available from the Staff and Students Centre. This form must be duly completed and approval sought prior to being absent.

Students are not encouraged to take leave of absence during the semester. Students are themselves responsible for any such absence taken.

2.4 Disciplinary Procedures

The following measures shall be taken by designated officials of the University in the case of a student violating the Students' Code of Conduct (in order of severity):

- i. an official written warning will be issued to the student;
- ii. the student will suffer restriction or loss of privileges regarding the use of University facilities;
- iii. the student will not be eligible to receive any allowances or benefits in full;
- iv. the student will be given notice of termination from the University.

2.5 Suspension and Termination of Scholarship

Any student found guilty of any of the violations mentioned below will have their scholarship suspended. Students on suspension are not eligible to receive any allowances or benefits. Suspension may lead to the student's termination of the study programme at the University.

- i. **Committing Truancy**
Students are required to maintain a minimum of 80% attendance at all times. Students are expected to produce a valid medical certificate issued by a qualified and recognised medical practitioner to substantiate reasons for absence from lectures or other formal class activities.
- ii. **Failing A Repeat Examination**
Students failing repeat examinations will not be allowed to continue in their programme of study.
- iii. **Drug Abuse**
Students found guilty of violating the Drug Abuse Act.
- iv. **Committing A Criminal Offence**
Students charged and found guilty under the Criminal Act.
- v. **Deviating From Islamic Teachings (Muslim Students Only)**
Students involved in or held under suspicion of deviating from the Ahli Sunnah Wal Jammah teachings.
- vi. **Spreading Of Other Religious Teachings**
Non-Muslim students actively involved in the spreading of religious teachings other than Islam.

- vii. **Involvement In Political Activities**
Students actively involved in any political movement or organisation.
- viii. **Voluntary Withdrawal**
Students choosing not to complete their programme of study are liable for any expenses that have been incurred by the award of the Scholarship.

2.6 Student Dress Code

The student dress code aims to guide students and ensure that when on campus they are appropriately attired at all times. This includes their presence on campus after office hours, during weekends and public holidays, semester breaks and during official University functions. The right attire enhances one's image, instills a sense of integrity and respect and in this way exemplifies the MIB philosophy. This is essential in promoting a positive image of the University and is an important step towards propelling students onto successful careers.

a. The following attire is permitted on campus:

- i Generally, student attire must adhere to the MIB principles.
- ii Business type attire such as tailored shirts / trousers can be worn.
 - For female students, the business attire must abide by MIB principles. Shirts and trousers must be loose fitting, shirts must have long sleeves and must be of the appropriate length to cover the back area ("menutup aurat").
- iii Messages, designs or motifs on any clothing, including foot wear must not be derogatory, offensive or lewd either in words or pictures.
- iv T-shirts should have collars. For female students, rule (ii) applies.
- v Male students are encouraged to wear the "Songkok" (Malay headdress).
- vi Female students are encouraged to wear the "Baju Kurung".
- vii Muslim female students are required to wear the "tudung" (head scarf).
- viii Sneakers should be decent.
- ix Appropriate sports attire is allowed during sporting events or sessions.
- x Proper safety attire is to be worn at all times in the laboratory.
- xi Any jewellery worn must comply with the MIB principles.

b. The following attire/appearance is not permitted on campus:

- i Collar-less T-shirts, singlets, shorts;
- ii Footwear such as slippers, flip-flops;
- iii Caps or other headwear deemed inappropriate;
- iv Sunglasses;
- v Leggings, tight trousers, faded and/or torn jeans
- vi For male students: Long hair - hair length must not to go beyond the shirt collar;

- vii Bright unnatural hair colours such as pink, purple or blonde (when not naturally blonde).

SECTION II

3. University Examinations

3.1 Eligibility to Sit Examinations

- a. In accordance with the BDTVEC regulations, HND students are required to maintain an 80% attendance in order to be eligible to sit for the semester examinations. Failure to maintain a minimum of 80% attendance will result in students being barred from the examination in that unit.
- b. For the degree programme, Clause 2.3.1 applies. Attendance requirements for specific elements will also be specified in the module and programme specifications.

3.2 Examination Guidelines and Regulations for Students

The aim of these guidelines is to clarify procedures with regard to examinations carried out at UTB. If students are unclear about any matter they should seek clarification from their tutor or lecturers.

- i. During the revision period, before the examinations, make sure that you keep your tutor fully informed about any extenuating circumstances that might affect your examination performance. Your tutor will advise you about any evidence you need to support your claims, such as letters from doctors, etc.
- ii. Make sure that you are absolutely clear about the date, time and location of your examinations.
- iii. Arrive in good time for the examination. Allow plenty of time for travel. Only under very exceptional circumstances, affecting the majority of students, will the start of an examination be delayed.
- iv. Missing an examination is a very serious matter. You will have to prove that you missed the examination "with good cause", in order to be allowed to take the examination again, and for it to count as if it were your first attempt. If you cannot prove good cause, then you will be awarded zero for the examination. "Good cause" means serious illness, accident or similar circumstance. Having a cold or feeling sick or similar is not good cause. Generally, if you can get to the examination then go. If you feel that the circumstances have affected your performance in the examination, inform your tutor and obtain evidence as described in Section 1 above, and complete an "Extenuating Circumstances Form".
- v. If you arrive late for an examination you will not be given extra time. If you arrive after the first 1 hour you will not be admitted to the examination. You cannot leave the examination during the first 1 hour or during the last 30 minutes of the examination period.
- vi. Bring your IC to the examination so that you can be identified if necessary.
- vii. Take the absolute minimum of material into the examination. This will normally include pens, pencils, ruler, eraser and permitted calculator. Do not take any loose papers into the examination. If a pencil case is taken into the examination it must be transparent, so that the invigilator can easily see its contents.

The following are strictly forbidden to be taken into the examination:

- a. Any electronic device capable of storing data of any kind. This includes programmable calculators, electronic dictionaries, PDAs, MP3 players, etc.
- b. A bag of any kind
- c. Any loose papers
- d. Any books (unless it is an open-book examination, in which case detailed information should be given before the examination and in the instructions on the examination paper).
- e. Mobile phones.

If, during an examination, you are found in possession of any of the above, then this will be treated as an academic offence. **The item will be confiscated pending investigation. This includes mobile phones.** Additionally, you will be issued with a new script to continue the examination. Your old script will be retained for marking as appropriate.

- i. At the end of the examination, when instructed to stop writing, then stop writing immediately and sit quietly. Continuing to write your examination after this is an academic offence. At this point check that you have filled in your details correctly on the front of your script, if not, then please complete these as quickly as possible. Also, tie in any additional answer books, graphs, etc.
- ii. Wait until all the scripts have been collected and you are given instructions to leave. Please leave the examination room as quickly and quietly as possible. Remember, there may still be other examinations going on.

3.3 Circumstances Affecting Student Performance In Assessments

Situations can arise that significantly impair a student's performance during an assessment. The assessment could be an examination or coursework. The most frequent circumstances encountered are related to illness, but there are a number of other situations that may occur.

It should be noted that the circumstances must be significant in nature in order that any remedial action is taken. Minor illness, feeling slightly unwell, nervous before an examination, or just not feeling at your best are part of normal life and would not be considered under this policy.

This procedure does not apply to students who miss a formal examination (see Section 4.4 "Absence from Examination"). It does apply to all other assessments which may have been missed, or completed and submitted after the deadline, or completed and submitted in circumstances, which may be deemed as extenuating. The latter case applies particularly to an examination which has been attempted when the student feels their performance was affected by the circumstances.

3.3.1 Circumstances that may be accepted as extenuating

Below are listed circumstances that may be accepted as extenuating. The evidence normally required is also provided. Occasionally, a situation may occur that is not listed below. In this case, students should still be encouraged to submit an "Extenuating Circumstances Form".

- **Illness:** A medical certificate or letter from an appropriate medical professional which confirms the nature of the illness and its duration, so that the impact it has on the student's ability to undertake an assessment can be determined. For example, a standard medical certificate simply stating that the student was "unfit for work" for that day would not be sufficient.
- **Hospitalisation:** A medical certificate or letter from the hospital confirming the dates of the hospital stay. Note, it is sometimes possible for a student to complete assessments whilst in hospital and the student should be made aware of this possibility, if appropriate.
- **Family illness:** A medical certificate or letter from an appropriate medical professional confirming the nature and severity of the illness. The impact it would have on the

student's ability to undertake an assessment needs to be determined and the student will need to explain this as part of the evidence.

- **Bereavement:** This applies where there is a close relationship between the student and the deceased. A copy of the death certificate, or appropriate letter, will be required.
- **Acute Personal or Emotional Circumstances:** A medical certificate or letter would be required to support these cases. A report from the University Counseling Service will be necessary to guide academic staff. These are difficult cases that require careful and sensitive handling.
- **Victim of Crime:** A copy of the police report would normally be required. Other supporting evidence could be a medical report indicating any effects on the student which would impact on their ability to undertake assessments or a report from the University Counseling Service.
- **Others:** Dealt with on a case-by-case basis. For a circumstance not listed above, students should be encouraged, where possible, to give as much notice as possible for their claim to be dealt with.

3.3.2 Circumstances which are not acceptable

- **IT and/or Computer Failure.** Students must ensure that they complete their work in good time before the deadline to allow for such possibilities.
- **Transport Issues.** Students must make arrangements to ensure that they arrive for assessments, such as examinations, in good time. They should also make certain they arrive in time to hand in coursework assessments.
- **Employment related.** Full-time students are expected to attend full-time on all days except for vacations, weekends and public holidays. Further, they may be expected to attend for other matters, such as examinations or field trips, in vacations and at weekends. Any employment undertaken by the students must not interfere with this. Part-time students, who are in employment, must ensure that they can meet the attendance requirements of their Course.
- **Family holidays and occasions.** These would not normally be considered as extenuating circumstances. Exceptions may be given on a case-by-case basis for important events involving close family (parents and siblings), which cannot be arranged at any other time. In this case the student must apply in good time for the case to be considered (at least one month in advance).

3.3.3 Procedure

In order for a student to make a claim for extenuating circumstances, the student should complete an "Extenuating Circumstances" form. Forms are available from the Administration Office or from the Programme Leader. If the student is unsure about any aspects of completing the form they should consult their personal tutor, programme leader or the student counseling service. **The form must be submitted as soon as possible and not more than one week. Forms submitted after this will only be considered in exc**

3.4 Absence from Examinations

Absence from a University Examination is a serious matter. All students need to be aware that they must attend examinations. If a student misses an examination then the mark awarded will always be zero. However, if the student can show that they missed the examination with good cause, then the Board of Examiners can award a "first sit re-sit" examination. In this case the mark obtained at the re-sit will replace the mark of zero, initially awarded.

Students who missed the examination without a good cause or a valid reason, the Board of Examiners may allow a re-sit examination.

Circumstances must be significant in nature in order that a first sit re-sit can be recommended. Minor illness, feeling slightly unwell, nervous before an examination, or just not feeling at your best are part of normal life and would not be considered under this policy, and the required evidence to support a claim for missing an examination with good cause must be of an acceptable standard.

It is vital that students inform their tutor, programme leader or a student counselor as soon as possible, preferably before the examination or as soon as possible after the missed examination. This is to ensure that the student can be advised and helped as much as possible.

3.4.1 Circumstances that may be accepted as good cause

Circumstances are listed below that may be accepted to show that the examination was missed with good cause. The evidence normally required is also provided.

- **Illness:** A medical certificate or letter from an appropriate medical professional which confirms the nature of the illness and its duration, so that the impact it has on the student's ability to undertake the examination can be determined.
- **Hospitalisation:** A medical certificate or letter from the hospital confirming the dates of the hospital stay.
- **Family illness:** A medical certificate or letter from an appropriate medical professional confirming the nature and severity of the illness. The impact it would have on the student's ability to undertake the examination needs to be determined and the student will need to explain this as part of the evidence.
- **Bereavement:** This applies where there is a close relationship between the student and the deceased. A copy of the death certificate, or appropriate letter, will be required.
- **Acute Personal or Emotional Circumstances:** A medical certificate or letter would be required to support these cases. A report from the University Counseling Service will also be necessary.
- **Victim of Crime:** A copy of the police report would normally be required. Other supporting evidence could be a medical report indicating any effects on the student that would impact on their ability to undertake an examination or a report from the University Counseling Service.
- **Others:** Dealt with on a case-by-case basis. For a circumstance not listed above, students should be encouraged, where possible, to give as much notice as possible for their claim to be dealt with.

3.4.2 Circumstances which are not acceptable

- **Transport Issues.** Students must make arrangements to ensure that they arrive for examinations in good time.
- **Employment related.** Full-time students are expected to attend full-time on all days except for vacations, weekends and public holidays. Further, they may be expected to attend for examinations in vacations and at weekends. Any employment undertaken by the student must not interfere with this. Part-time students, who are in employment, must ensure that they can meet the attendance requirements of their Course, especially for attending examinations.
- **Family holidays and occasions.** These would not normally be considered as good cause for missing an examination. The examination periods are known well in advance for such plans to be made.

In order for a student to make a claim for missing an examination with good cause the student, or their representative, should complete an "Absence from Examination" form. Forms are available from the Administration Office. If the student is unsure about any aspects of completing the form they should consult their personal tutor, programme leader or the student counseling service. The form is then submitted to the Administration Office for processing by the Quality Unit, in its capacity as Examinations Office. **The form must be submitted as soon as possible and not more than one week. Forms submitted after this will only be considered in exceptional circumstances.**

3.5 Academic Offences By Students

- a. Students who breach the examination regulations as in Section 7.2 are considered to have committed an academic offence and shall be reported to the Programme Leader and the Registrar's Office for further action by the Academic Offence Committee.
 - b. An academic offence is where a student cheats in order to gain or attempt to gain an advantage, normally in order to gain a higher mark or award for an assessment. Cheating comes in a number of forms and some description and guidance on this is given below.
- **Cheating in Examinations includes, but is not limited to:**
 - deliberately acquiring advance knowledge of the detailed content of an examination;
 - copying or attempting to copy from the script of another candidate;
 - allowing a candidate to copy from his or her script;
 - obtaining assistance from any other candidate;
 - introducing any unauthorised material into an examination, such as loose notes, manuscripts, books, tables, unauthorised notes written in allowed material, notes written on the person or clothing, etc;
 - obtaining help from others in a manner not explicitly permitted by the regulations for the examination, including the use of mobile telephones, pagers, or any other electronic device capable of sending or receiving text etc;
 - supplying help to others in a manner not explicitly permitted by the regulations for the examinations or allowing work to be copied;
 - impersonating another person in an examination and allowing yourself to be impersonated;
 - writing the examination before being instructed to start or after being instructed to stop.
 - **Fabrication of results** is where the student falsely reports information, results or conclusions from experiments, studies, observations, field work, interviews or work placement reports which have not actually been obtained. This can range from, for example, a student who fabricates results for a laboratory experiment report which forms only a small part of the assessment to a very major issue related to fabrication of research results in a thesis or major project.
 - **Plagiarism** is where someone attempts to pass off another person's work as their own. For the purposes of dealing with academic offences the following guidance is given.
 - Copying, and claiming it to be your own work, is always an academic offence. This includes: copying from another student's work; a student allowing their work to be copied; copying from a book, article, or similar; and copying from the internet or other electronic media.
 - Insufficient, poor or no referencing of work carried out by others, leading to the belief that this is the student's work needs to be treated with care on a case-by-case basis. For students just starting their degrees this could be because of an insufficient appreciation of how such material should be referenced. In this case the student should be marked down on the basis of academic judgment and given feedback on correct referencing procedures. This is part of the learning process. In later parts of the degree or for post-

graduate degrees, especially as part of theses and project reports, then this becomes a major offence and needs to be dealt with accordingly.

- **Falsifying University Documents** including falsifying signatures on university forms, documents or papers, forging another person's signature and falsifying prerequisite requirements and providing a false signature for attendance at any class or assessment procedure or on any document related to the submission of material where the signature is used as proof of authenticity or participation in the academic assessment.

3.6 Notification of the Examination Results

Examination results will be published on the University Notice Board after endorsement by the University Examination Board.

3.7 Progression, Resit, Repeat and Withdrawal

3.7.1 Degree Programmes

The criteria for progression, resit, repeat and withdrawal differ for undergraduate degree students and HND students. They are set out below. Please note that in Degree programmes, subjects are called Modules and each module carries a certain Credit Value (CV). In HND programmes, subjects are called Units and each unit carries a certain Unit.

a. Progression criteria

Progression through a Programme of Study will be by year of academic study from Year 1 to Year 2 to Year 3 to year 4 (the final year).

For progression from one Academic Year to the next Academic Year, the students must pass a total of 100 credit values modules of that year together with passes in all Core modules and University Core modules (including any from the previous year) except one carrying not more than 20 CV.

The failed Core or University Core module must then be passed in a 2nd resit opportunity during the next normal examination period of the failed module.

Students who failed the Core or University Core module in the 2nd resit will be withdrawn from the programme but may apply to the Registrar and Secretary to be considered for transfer to other programme areas subject to programme regulations and candidature of the student concerned.

Any other requirements (for example, completion of satisfactory industrial placement) for progression will be detailed in the Programme Specification.

A student who does not meet the progression requirements may apply to the Registrar and Secretary to repeat the year of study. Students will only be allowed one such repeat opportunity for each academic year and not more than two repeat opportunities throughout the Programme of Study. However, students who fail any Core or University Core modules in the second resit will not be eligible for repeat concession.

b. Re-assessments

Students will normally be given one resit opportunity for re-assessment in each failed module which will take place before the start of the new semester. The format of the re-assessment will be given in the module specification.

Students who are allowed to progress to the next academic year with one failed module will be given only one opportunity to pass the failed module; they will

take the resit in the next academic year during the normal exam period together with the regular students.

Students will be required to pass the necessary course work or the University Examination or both as specified in the module specification.

A student who passes a resit module will be given only a PASS mark of 40 % (pass grade D) irrespective of the total marks scored in the resits.

The format of the re-assessment will be given in the module specification or decided by the programme area examination boards.

c. Repeat of the Year or Semester

Students enrolling in the academic session of 2016/2017 onwards, are required to pass all modules for progression to the next academic year. Students who failed any modules may be given 1 repeat opportunity for that academic year. Students will only be allowed one such repeat opportunity for each academic year and not more than two repeat opportunities throughout the Programme of Study.

d. Withdrawal from the Programme

Any student who fails to meet the criteria for progression, after all re-assessment opportunities have been exhausted, will be withdrawn from the programme.

3.7.2 HND Programmes

The rules below are in accordance with the BDTVEC Certification and Assessment Policy Guidelines for HND.

a. Progression criteria

To progress to the next semester, students must obtain a pass grade in all units. Failure to meet this requirement will result in a repeat of the semester or a withdrawal from the programme.

b. Resit of Examinations

- i. A student will only be allowed to resit a failed unit provided that the total number of failed units does not exceed 2.
- ii. Resit examinations will be of the same standard as the failed examination.
- iii. The highest mark awarded for a resit examination will be 50% regardless of actual performance.
- iv. The dates for the resit will be released by the Registrar's Office.

c. Repeat of Semester

- i. Students who fail 3 or more units may be asked to repeat the entire semester. A repeat concession is normally given to students who pass at least one-third of the total unit values of the semester.
- ii. Only one repeat is allowed for each of the three stages of the HND programme.
- iii. Recommendation for a student to repeat will also take the following into considerations:
 - o the student's attendance records for lectures and tutorials;
 - o the student's attitudes towards their studies or the study programme;
 - o the student's ability to handle the study programme;
 - o A recommendation from the Programme Leader.

d. Withdrawal from the Programme

Students who have failed 3 or more units may be withdrawn from the programme.

3.8 Appeal

A student who feels that he/she has legitimate grounds to make an appeal against his/her results, or withdrawal from the programme, may make these grounds known in a written appeal to the Registrar and Secretary within one month of the publication of the results.

SECTION III

4. UTB ExperiencePLUS

The UTB ExperiencePLUS programme is intended to provide for a platform to extend students' experience beyond the walls of academia. It is structured into the study programme and provides opportunities for students to participate in activities for life experience and attainment of life skills. The programme adds value to students' academic qualifications and contributes towards the preparation of students for the world of business and industry.

The UTB ExperiencePLUS can take a number of formats and may be defined in the Programme Specification for a particular Programme. In all cases, the students must satisfy all progression rules. Some modules which may be prescribed as compulsory in the programme specification may also be graded. All elements passed and/or graded will be included in the students' transcript.

The elements will not count towards the classification of the final degree awarded and differs between HND and degree programmes.

4.1 UTB ExperiencePLUS for HND Students

It is mandatory for all HND students to participate in the Supervised Work Experience (SWE). Award of HND includes the requirement of successful completion of one semester of SWE.

The SWE will take place in either the 3rd or the 5th semester depending on the study programme. During the SWE, all students must abide by the following rules and regulations:

- a. Students are required to fill in curriculum vitae forms and submit these to the SWE coordinator before the end of the semester preceding the SWE programme.
- b. Students will be informed of their SWE organisations prior to the start of the programme. Students are expected to contact the host organisation themselves to arrange for the start of their placement period.
- c. Students on scholarship will receive a placement allowance of \$140.00 per month which will only be paid during the actual placement period. Students who are undertaking In-service Training or are on a Study Leave Scheme or Sponsored Scheme by private organisations will not receive the placement allowance.
- d. During the programme, students will be under the control of the hosting organisation and they must abide by all its rules and regulations. The University's supervisors will also monitor the students throughout the placement period.
- e. Regular visits will be made by academic staff of the University as well as the Student Welfare Officer to ensure that the training and experience benefit the students.
- f. Students are required to be in full attendance during this working experience. They should be punctual and observe all working hours/days as stipulated by the host organisation.
- g. Students' misconduct in any form will be reported immediately to the University for disciplinary action.
- h. During the 1st week of SWE, students under the guidance of the organisation's supervisors are expected to prepare work schedules detailing all tasks and activities likely to be covered during the SWE period.

- i. Students will record their work activities in their log books and have these checked and signed by the supervisors. The log books will be periodically checked by the University's lecturers during monitoring visits.
- j. Leave during the programme will not be allowed except on compassionate grounds and students will still be expected to replace any leave taken. Any requests for leave must be submitted to the Student Welfare Officer.
- k. At the end of the SWE programme, each student will prepare a placement report. The report must be submitted together with the log book before the submission deadline set by the University.
- l. Students will be provided with feedback questionnaires by the University's supervisors at the end of the programme. These questionnaires must be filled in and returned to respective University supervisors.
- m. The students' attendance, their conduct and logbooks will be monitored and assessed by both the organisation and University supervisors. Students who fail to complete the SWE programme in a satisfactory manner will be required to repeat the SWE programme.
- n. The SWE programme assessment will be used as one of the common skills inputs. Students may claim the SWE grades as evidence of their final common skills assessment.
- o. Students must make sure that they are covered by insurance before they are allowed to go on SWE.

4.2 UTB ExperiencePLUS for Degree Students

The objectives are to expose students to work experience and to enhance their personal and professional skills. It also provides for the possibility for some students to gain International Experience through spending some time studying or carrying out project work at a university overseas as well as to undergo internship overseas. Students undergoing International Experience need to meet the criteria set by the university.

There are several options available for the UTB ExperiencePLUS for degree students:

- Local host universities
- Local work placement
- Overseas host universities
- Overseas work placement
- Special arrangements with sponsors/supporters for overseas work placement
- Mutual arrangements with local sponsors/supporters for project, research and/or industry training
- Project-based Community Service Outreach Programme
- Incubation
- Other requests on a case-by-case basis

4.3 Format of UTB ExperiencePLUS for the School of Business and the School of Computing and Informatics

The following table shows the various formats of UTB ExperiencePLUS applicable for the School of Business and the School of Computing and Informatics.

Format	Semester 5 or 6	Semester 5 or 6
Standard	Local or international Industrial/Practical Training Placement/Incubation *	<ol style="list-style-type: none"> 1. Group Project (30 CV) – to enhance teamwork and communication skills 2. Taught Modules (30 CV) – to broaden and enhance knowledge and transferrable skills. Eg. Technopreneurship, Research Methodology, Business Modules for non-Business students, Technical modules for non-Engineers, etc
Semester Overseas	Local Industrial/Practical Training Placement/Incubation*	Overseas Placement – placement can be (i) in an overseas University to study agreed range of modules to include project work and modules to broaden skills and knowledge or (ii) in industry.
Year Overseas	Whole year to be spent overseas only as part of an agreed programme with an overseas University. Arrangements to be made to ensure that a suitable form of industrial/practical training still takes place.	
Other	Other arrangements can be made on a case-by-case basis but must take account of the elements of the standard format. Subject to approval by the relevant Board of Faculty and by Senate.	

* Industrial/Practical Training/Incubation can take place in Semester 5 or Semester 6 and, accordingly, the Group Project and Taught Modules or Overseas Placement can take place in the alternative of Semester 5 or 6.

4.4 Format of UTB ExperiencePLUS for the Faculty of Engineering

ExperiencePLUS will take place for 2 months during the inter-semester break at the end of Year 3.

***Arrangements may also be made for 6 month industry placement where needed.**

SECTION IV

5. Support and Services

5.1 Student Accommodation / Housing / Residence

At present, the University does not have on-campus accommodation for its students. Any student needing accommodation should inform the Student Welfare Officer (SWO) ahead of time. The officer can then produce a formal letter for the student to be attached with the application for any listed accommodation provided. Approval for accommodation is dependent on availability and priority.

5.2 Career and Counseling

Students may refer to the Student Counselor for the following services:

- i. academic, personal and social guidance;
- ii. mediation between the University and parents or guardians related to counseling matters and

Students may refer to the Student Welfare Officer for the following services:

- i. career and training dialogues with the private sector for students' future career opportunities;
- ii. career information regarding career prospects in the public and private sectors;
- iii. queries on accommodation.

5.3 Request for Student Records

Students may refer to the Staff and Students Centre for the following services:

- i. Progress reports* for HND Students, normally issued at the **end of each semester**.
- ii. Progress reports* for undergraduate degree students, normally issued at the **end of each academic year** (after 2 semesters).
- iii. Requests for any supporting letters/documents required for project work, student passes (where relevant).

*There is an administrative charge for any request to reprint progress reports.

SECTION V

6. Student Association

- a. All registered students of the University (full time and part time), are automatically members of the Student Association.
- b. Students will annually nominate and elect the members and representatives of the different committees in the Student Association.

The nomination and election process is administered by the Registrar's Office. The members of the Student Association Committee will hold their posts for a year. The Committee is mainly made up of the following members:

President
Vice-President

Secretary
Treasurer
Assistant Treasurer
Head of Religious Affairs
Head of Leadership, Development & Mentor
Head of Sports
Head of Community Service and Project
Head of Economy & Entrepreneurship
Head of Culture
Head of Health, Safety & Welfare
Head of Logistics
Head of Publicity and Info Communication Technology
Head of Student Representative, Faculty of Engineering
Head of Student Representative, School of Business
Head of Student Representative, School of Computing and Informatics

It is noted that sub-committees may be added or amended for effective governance. Thus, new sub-committees may be formed or incumbent sub-committees may be renamed or retired accordingly.

6.1 Nomination of Candidates for the Committee

- a. Generally candidates are nominated from final and first year students. Only final year students can be nominated as candidates for the posts of Chairperson and Secretary while candidates for the other posts may come from either final or first year students.
- b. Candidates are eligible when
 - i. they have passed their examinations
 - ii. they have not been found guilty of any criminal act
- c. A confirmation letter announcing the list of candidates running for election will be drafted and verified by the Registrar's Office.
- d. The number of candidates nominated for election for each post may not be more than three. The names and photographs of the candidates will be circulated by the Registrar's Office.

6.2 Election

- a. The date, time and venue of the election will be decided upon and announced by the Registrar's Office.
- b. Students will be given ballot forms containing the list of candidates. Votes are cast by crossing the box next to the name of the preferred candidate.
- c. It is the students' duty to elect candidates who can fulfill the students' aspirations, are responsible and have the ability to run activities benefitting all students.
- d. The counting of votes will be conducted by the staff of the Registrar's Office and is witnessed by the Registrar & Secretary, Dean of Student Affairs, Extra-Curricular Activities Officer, Student Welfare Officer and the candidates themselves.
- e. The Registrar's Office will hand over the list of the elected Committee Members to the Vice Chancellor after all the votes have been counted and the results validated.
- f. Newly elected Committee Members will receive a letter of appointment signed and presented to them by the Vice Chancellor of the University.
- g. The roles and responsibilities of the Student Association are as stipulated in the rules and regulations of the Student Association of the University.

7. Student Association Activities

The Student Association Committee members should formulate a one-year plan of activities and events. The plan would include a budget which is required to be sanctioned by the Dean of Student Affairs. Each activity and event should involve a working committee consisting of:

Chairperson	Treasurer
Deputy Chairperson	Bookkeeper
Secretary	Members
Deputy Treasurer	

There are two types of activities and events:

- i. Activities and events that are planned, organised and funded by the University but are carried out by the Student Association (Majlis Pelajar Mahasiswa Mahasiswi - MPMM).
- ii. Activities and events that are planned, funded and carried out by the Student Association (MPMM) members.

7.1 Meetings

- a. The Student Association Committee should hold regular meetings and as deemed appropriate.
- b. The Committee Chairperson and Chairpersons appointed for certain activities or events must give notice and send out the agenda two weeks before any meeting. Minutes of Student Association meetings should be submitted to the Registrar's Office, the Dean of Student Affairs and other advisors of the MPMM at the latest two weeks after the meeting.

7.2 Finance

Working Committee Chairpersons requiring funds from the MPMM's fund to organize activities or events, must fill in an application form through the Chairperson of the Treasurer's Committee of the MPMM, which then must be verified and approved by the Dean of Student Affairs.

7.3 Annual Report

The MPMM Secretary submits the Annual Report and Financial Statement to the Registrar's Office and the Dean of Student Affairs. Copies must be given to the other advisors of the MPMM.

SECTION VI

8. Student Registration Categories

Students in the University fall into various categories:

- Brunei Darussalam Government Scholarship for Local Students
- Brunei Darussalam Government Scholarship for Foreign Students
- In-Service Training
- Brunei Shell Petroleum Sdn. Bhd. Scholarship Students
- Private companies sponsorship
- Fee paying

- 8.1 Students accepted into the study programmes offered at Universiti Teknologi Brunei may be awarded the Government of His Majesty's Scholarship in accordance with certain requirements. Students awarded these scholarships are required to comply with the rules and regulations of the Scholarship for the duration of their study programme at the University (Section 2.5 applies).
- 8.2 Any student who has been awarded the Scholarship will be given an agreement form to be signed by the student and two Guarantors. This is an agreement between the student and the Government of His Majesty. Students will receive this agreement form during registration.
- 8.3 The contents of the agreement must be studied and understood fully, before being signed by the student and their Guarantors in the presence of the appointed representative of the Registrar and Secretary on a set date.
- 8.4 Upon signing the agreement, the student will take an oath to study with enthusiasm and dedication, and obey the Rules and Regulations as stated in the agreement, the laws set down by the Government, as well as the University Rules and Regulations.
- 8.5 Students who are eligible for an in-service scheme scholarship will sign and submit a separate agreement via the in-service unit of their respective departments.

9. Financial Aid

Information provided in this Section apply to recipients of the Brunei Darussalam Government Scholarship for Local Students.

- | | |
|---|-------|
| a. Subsistence Allowance (Monthly) | \$290 |
| b. Vehicle Allowance
(excluding Hostel students) | \$58 |
| c. Placement Allowance
(during Student Work Experience only) | \$140 |
| d. Book Allowance (One Academic Year) | \$570 |
| e. Allowance For Eyeglasses Or Contact Lenses
Students are eligible to claim a once-off allowance for prescription eyeglasses or contact lenses. The maximum amount provided is \$150.00. Claims should be submitted in writing, forwarded to the Registrar's Office as well as the Dean of Student Affairs and must be accompanied by the following: | |
| a. A prescription note from a Government eye clinic; | |
| b. the original purchase receipt; | |
| c. a copy of the student's identification card; | |
| d. a copy of the student's bank book account. | |
| f. Project Allowance
Students are also eligible to claim a Project Allowance of \$150.00 only once during their period of study at the University. This allowance is given towards projects which students are conducting under the instruction and supervision of University staff members. The claim form can be obtained from the University's Finance Office. The claim form must be completed and supported/approved by the relevant Project Supervisor and Programme Leader and submitted to both the Registrar's Office and the Dean of Student Affairs. The claim form must be accompanied by the following: | |
| a. original receipts for purchases made; | |
| b. a copy of the student's identification card; | |
| c. a copy of the student's bank book account. | |

Financial Aid for Study Leave Scheme (In-Service) students is in accordance with the Memorandum of the Prime Minister's Office, reference number 27/1988.

9.1 Student Bank Accounts

On Registration Day, students will be asked to complete forms in order to provide the University with their bank account details. Students without bank accounts are advised to open a bank account and provide the details to the Registrar's Office within three months after Registration Day.

The monthly allowances for students receiving His Majesty's Scholarship will be paid directly into their bank account.

9.2 Student Insurance

The University requires all registered students to carry adequate health insurance to cover, among other costs, death, total permanent disability, medical, hospitalization and surgical expenses, funeral expenses, and hospital allowance. Every student must register for a Student Insurance during the orientation week.

10 Written Correspondence

All written correspondence regarding any student matters including the following requests must be forwarded to the Registrar's Office.

- a. Applications for any leave, including permission to leave the country for in-service students must be verified by student's Programme Leader.
 - i. For both Full Time and Part Time students, a form is provided at the Administration Office, and must be filled in and forwarded to the Registrar's Office two weeks prior to leaving the country.
 - ii. For International students, these forms can be obtained from the Student Welfare Officer (SWO). The form has to be signed by Dean of Student Affairs and forwarded to the Registrar's Office two weeks prior to leaving the country.
- b. Certifying letters from a Medical Doctor in respect of Sick Leave must be submitted to the student's Programme Leader with one copy forwarded to the Registrar's Office.

BDTVEC RULES ON ATTENDANCE

1. Absence

a. Failure to attend any lesson without a valid reason is counted as an absence. Valid reasons are as follows:

- a. General illness covered by Medical Certificate¹ issued by a government or private doctor
- b. Hospital appointment
- c. Illness with immediate family²
- d. Bereavement leave³
- e. Participation in a tournament/event for representing the Country⁴
- f. Authorized college/school event
- g. Attending to specific official matters in Government Department

Notes:

- Item 2 should be verified by production of the appointment card
- Item 3 to item 7 should be verified by an authorization letter

b. Students who need to be absent from a lecture for any special reason, must complete an application form to obtain permission. The completed form must be submitted to the Programme Leader before it is forwarded to the Registrar's office.

c. The following disciplinary actions will be taken against students who are absent without any valid reason or without submitting a permission form.

- i. Students will be barred from the final examinations if the overall attendance for the semester or year is less than 80%;
- ii. Scholarship will be withdrawn, where applicable.

2. Lateness

Any student who is late for a session from a time specified by the institution will be marked as absent for that session.

3. Actions Taken Where Overall Attendance Fall Below 80%

▪ 1st Warning Letter

If, in the first instance the overall attendance of a student in any month of the programme falls below 80%, the following procedure will apply:

- The institution will counsel the student and a first warning letter will be sent to students to inform them, cc the parents, and, in the case of in-service students, cc the employers. In all cases an acknowledgement letter will be sent.

▪ 2nd Warning Letter

If, in the second instance the student's overall attendance for any month of the programme is below 80%, the following procedure will apply:

- The institution will counsel the student and a second warning letter will be sent to students, cc the parents, and, in the case of in-service students, cc the employers. In all cases an acknowledgement letter will be sent.

▪ 3rd Warning Letter

If, in the third instance the student's overall attendance for any month of the programme is below 80%, the following procedure will apply:

- The institution will counsel the student and a third warning letter will be sent to students, cc the parents, and, in the case of in-service students, cc the employers. In all cases an acknowledgement letter will be sent. The student and his/her parents/guardian* will be required to sign an agreement⁵ in the presence of the Registrar and Secretary.

* in the case of married students and in-service students the agreement will be between the University and the individual student

▪ Termination

If the student's overall attendance for any month of the programme falls below 80%, the following procedure will apply:

- A termination letter will be issued to the student and his/her parents/guardian/employer after a third warning letter has been sent. This letter will be endorsed by the Board of Faculty/Senate of the University.

- 1&4 - A warning letter may not be issued if the attendance of a student falls below 80% due to general illness or representing the country in any tournament / event.
- 2 - Immediate family is defined as: Unmarried student – his/her parents, brothers and sisters
Married student – his/her spouse and children.
- 3 - A letter confirming the bereavement must be sent to the Programme Leader.
- 5 - Proformal copies of the agreement are issued by the University administration.