

## **SECTION 4:**

# ***RULES AND REGULATIONS OF POSTGRADUATE STUDIES***

The information given in this Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia is accurate at the time of printing (August 2013). The University reserves the right to make amendments to the contents as may be deemed necessary from time to time.

The Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia (Amendments) are made under Section 12 of the UUM Act (Postgraduate Studies) 1990 and are deemed to be effective from July, 18<sup>th</sup> 1999. The postgraduate programmes offered are Postgraduate Diploma, Masters and Doctoral Programmes.

### 1.0 DEFINITION

These Rules and Regulations of Postgraduate Studies Universiti Utara Malaysia (Amendments) Section 12 of the UUM Act (Postgraduate Studies) 1990 apply, unless specified otherwise:

- 1.1 **'Academic Advisor'** means an academic staff member of the University appointed by Schools or Graduate Schools to advise, guide and monitor the progress of the student and to coordinate the programme of study;
- 1.2 **'Academic Member'** means a full-time academic staff member or teaching staff on a permanent or contract position;
- 1.3 **'Active Student'** means a student who activated his/her student status for every semester of study in this University;
- 1.4 **'Applicant'** means a person who applies for admission into a postgraduate programme at this University;
- 1.5 **'Audit Course'** means a course registered for by a student for which the grade will not be taken into account to determine the GCPA;
- 1.6 **'Candidate'** means a postgraduate research student who has successfully defended his/her research proposal;
- 1.7 **'CGPA'** the Cumulative Grade Point Average obtained for all the semesters;
- 1.8 **'College'** means the main academic entity which consists of and includes schools, departments, disciplines and academic programmes;
- 1.9 **'Comprehensive Examination'** means an examination to evaluate the overall academic ability of a student and which will enable the student to continue into doctoral programme;
- 1.10 **'Core Course'** means a compulsory course as specified according the programme;
- 1.11 **'Co-Supervisor'** means a person appointed jointly with another supervisor to supervise the thesis, dissertation, research paper or project paper of a student. The person can be appointed from other department, school, college or university;
- 1.12 **'Coursework'** means work assigned to and done by a student within a given period, which is assessed as an integral part of the programme;
- 1.13 **'Coursework structure'** means the structure of a programme of study with a research component of less than fifty percent (50%);
- 1.14 **'DBA'** means Doctor of Business Administration;
- 1.15 **'Dean'** means the Dean of Graduate School.

- 1.16 **'Degree'** means an award conferred by the University on a student who has fulfilled the requirements for a programme of study;
- 1.17 **'Dissertation'** means an academic composition of the documentation of the original research prepared and submitted by the student for the award of the degree for the programme by mixed mode;
- 1.18 **'Elective Course'** means an optional course as specified according to the programme;
- 1.19 **'Examination'** means any form of evaluation to measure a student's performance;
- 1.20 **'External Examiner'** means a person from another university appointed by the Graduate School to evaluate the performance of a Master or Doctoral students;
- 1.21 **'Graduate School'** means a unit set-up in the College to register and organise postgraduate programmes;
- 1.22 **'Internal Examiner'** means an academic staff member of University appointed by the Graduate School to evaluate the performance of a Master or doctoral student;
- 1.23 **'Main Supervisor'** means a person appointed to head the supervisory group whenever a student has more than one (1) supervisor;
- 1.24 **'Master of Philosophy'** means an award conferred by the University on a candidate who obtained a status lower than that of a Ph.D.;
- 1.25 **'Mixed mode programme'** means postgraduate programme with at least a fifty percent (50%) research component;
- 1.26 **'Ph.D.'** means Doctor of Philosophy;
- 1.27 **'Postgraduate Committee'** means the committee set up at the College to look into all issues pertaining to postgraduate studies;
- 1.28 **'Postgraduate Diploma'** means an award conferred by the University on a student who has fulfilled the requirements for the Postgraduate Diploma Programme;
- 1.29 **'Postgraduate Examiners Board'** means the committee set up at the College to look into all examination matters for postgraduate studies;
- 1.30 **'Postgraduate Studies Unit'** means a unit set up by the University to manage, administer and coordinate the conducting of postgraduate programmes;
- 1.31 **'Programme'** means a programme of postgraduate studies, i.e. Postgraduate Diploma or Masters or Doctoral or equivalent;
- 1.32 **'Pre -requisite Course'** means a course determined for the programme that must be fulfilled by a student as a condition to register for another course;
- 1.33 **'Project Paper'** means an academic composition presented by a student as a partial fulfilment of the postgraduate programme by coursework;
- 1.34 **'Qualifying Examination'** means any test or examination determined by the College to evaluate the qualification or level of academic achievement of a student of a postgraduate programme;
- 1.35 **'Repeat Semester'** means a semester where a student has to repeat all courses taken in that semester, in which the CGPA is less than 2.67 (i.e. 2.00 – 2.66) for the first time;
- 1.36 **'Research Paper'** means an academic composition or a documentation of the research component prepared and submitted by the student for the award of the degree for the programme by coursework, in which the number or credit hour is twelve (12) and the grade will not be taken into account in calculating the CGPA;

- 1.37 **'Residential Requirement'** means residing on campus for a specified/required period of time;
- 1.38 **'Semester'** means a period of academic study as stipulated by the University;
- 1.39 **'Senate'** means the Senate of Universiti Utara Malaysia;
- 1.40 **'Student'** means a person who has registered for a postgraduate programme in this University;
- 1.41 **'Supervisor'** means a person appointed to supervise a student's research for thesis/dissertation/research paper/project paper;
- 1.42 **'Thesis'** means an academic composition or a documentation of the original research prepared and submitted by the student for the award of the degree for the programme by research;
- 1.43 **'Thesis Committee'** means a committee of two (2) or more members including a chairperson set-up by the respective Graduate School to supervise the research and/or evaluate a student's performance;
- 1.44 **'Thesis Examination Board'** means the panel established by a particular College to evaluate the thesis or dissertation and conduct the oral examination;
- 1.45 **'Transfer Student'** means a student from another institution of higher learning who is transferred to Universiti Utara Malaysia;
- 1.46 **'University'** means Universiti Utara Malaysia;
- 1.47 **'Viva Appeals Committee'** means a committee set-up by the University to look into student's appeal against the result of the viva.

## 2.0 **ADMISSION CRITERIA**

### 2.1 **Postgraduate Diploma Programme**

Applicants for the Postgraduate Diploma Programme must possess:

- a) a Bachelor's degree from Universiti Utara Malaysia; **or**
- b) a Bachelor's degree or its equivalent from any other university recognized by Universiti Utara Malaysia; **or**
- c) any other equivalent qualification recognized by Universiti Utara Malaysia.

### 2.2 **Master's Programme**

2.2.1 Applicants for the Master's Programme under the **UUM College of Arts and Sciences** must possess:

- a) a Bachelor's degree with Honours from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate with a CGPA of at least 2.75; **or**
- b) a Bachelor's degree from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate with a CGPA of less than 2.75 and working experience in a related field; **or**
- c) a Bachelor's degree with Honours in Pure Sciences or Science and Technology or any other Professional field from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate with a CGPA of at least 2.50; **or**
- d) a Bachelor's degree in Pure Sciences or Science and Technology or any other Professional field from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate with a CGPA of less than 2.50 and working experience in a related field; **or**
- e) a Diploma with ten (10) years' working experience and minimum age of 35 years; **or**
- f) any other equivalent qualification recognized by the University Senate; **and**

g) Fulfill the English Language requirement as set by the University Senate.

## 2.3 Doctoral Programme

2.3.1 Applicants for the **Doctor of Philosophy (PhD)** programme must possess:

- a) a Master's degree from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate; **or**
- b) a Bachelor's Degree with CGPA of at least 3.50 from Universiti Utara Malaysia or any other institutions of higher learning recognized by the University Senate; **or**
- c) any other equivalent qualification recognized by the University Senate; **and**
- d) fulfill the English Language requirement as set by the university Senate.

2.3.3 Candidates currently pursuing the Master Programmes by research in Universiti Utara Malaysia and who are recommended by the Postgraduate Committee to upgrade their status to a Doctoral Programme can also be considered, subject to the Senate approval.

## 3.0 ENGLISH LANGUAGE REQUIREMENT

3.1 International applicants should meet any one of the following English Language requirements before they are accepted for admission into the programmes. Students must obtain:

3.1.1 Minimum score in the Test of English as a Foreign Language (**TOEFL**)

- a) **550** in the TOEFL Paper Based Test; **or**
- b) **80** in the TOEFL Internet Based Test; **or**

3.1.2 Minimum score of **6.0** in the International English Language Testing System (**IELTS**); **or**

3.1.3 A degree from any Countries with English Language Education System (i.e. *Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Bermuda, Botswana, British Indian Ocean Territory, British Virgin Islands, Cameroon, Canada, Cayman Island, Dominica, Falkland Islands, Federated States of Micronesia, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guernsey, Guyana, India, Ireland, Isle of Man, Jamaica, Jersey, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malta, Marshall Islands, Mauritius, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Rwanda, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Georgia and the South Sandwich Islands, Sri Lanka, Sudan, Swaziland, Tanzania, Trinidad & Tobago, Turks and Caicos Islands, U.S Virgin Islands, Uganda, United Kingdom, USA, Zambia, and Zimbabwe*); **or**

3.1.4 A degree from any Public University in Malaysia with English as a language of instruction.

## 3.2 English Language Placement Test

3.2.1 The English Language Placement Test (ELPT) is a test designed to assess the English language proficiency of international students.

3.2.2 The test is compulsory for all international students who do not meet any of the English

language requirements as in 3.1.

- 3.2.3 Students must obtain a **passing grade** before they are allowed to register for courses or continue with their programmes of study.
- 3.2.4 Students who **fail** the ELPT:
- a) Must sit for the **Intensive English Language Course for International Students** immediately after the ELPT result has been announced to the students for at least one (1) semester and obtain a passing grade before they are allowed to register for courses;
  - b) Will not be allowed to register for other courses or continue with the programme at their respective Graduate School.
- 3.2.5 Students who **do not sit** for the ELPT:
- a) Will not be allowed to register for the Intensive English Language Course for International Students;
  - b) Can be terminated from the University.
- 3.2.6 The ELPT is **exempted** for the following:
- a) Students who have **graduated from UUM** and want to pursue their studies in UUM;
  - b) Students who are terminated from UUM but later reapply to pursue their postgraduate studies in UUM, and already have obtained either a **passing grade in the ELPT or the Intensive English Language Course for International Students**. The result are valid for two (2) years;
  - c) Students who are pursuing their postgraduate studies by research (Master' or PhD) and are writing their thesis in the Malay language. However, for these students, they are required to declare that they are writing their thesis in the **Malay language** by filling in the declaration form.

### 3.3 Intensive English Language Course for International Students

- 3.3.1 The Intensive English Language Course for International Students is a course designed specially for international candidates who have not demonstrated an acceptable level of English Language proficiency upon entrance into the University.
- 3.3.2 This course is compulsory for the following students:
- a) Those who have failed the ELPT;
  - b) Those who have failed the ELPT but later produce their acceptable IELTS/TOEFL score that has been obtained after the date of ELPT.
- 3.3.3 Students are allowed to take the Intensive English Language Course for International Students up to two (2) semesters only. They will be terminated from the University if they fail the course for two (2) consecutive semesters.

## 4.0 ACADEMIC SESSION

UUM Academic Session consist of:

- 4.1 Two Semesters Per Academic Session
- 4.2 Three Semesters Per Academic Session

## 5.0 APPLICATION PROCEDURE

Applicants must complete the appropriate application form and forward it to the Dean at the respective Graduate School, on or before the closing date. Only fully completed application forms will be considered.

## 6.0 REGISTRATION

### 6.1 Course Registration

#### 6.1.1 New Students

- a) New students must register **within the first two (2) weeks** of the commencement of the semester. Students who fail to register during this specified period without prior approval from the Dean will be deemed to have rejected the offer.
- b) All **fees** must be paid before registration.

#### 6.1.2 Students Currently Pursuing Programmes at the University

- a) All students must register **within the first two (2) weeks** of the commencement of every semester.
- b) Students who do not register within the stipulated time without prior approval from the Dean to defer registration, can have their studies terminated.
- c) All **fees** must be paid within thirty (30) days of the commencement of the semester.
- d) Students who fail to pay the fees will have their status and all registered courses for the semester revoked and have their studies terminated.

### 6.2 Registration after Submission of Thesis

#### 6.2.1 Candidates, who are submitting their thesis (for examination or viva) in the current semester of study must fulfil the following conditions:

- a) must register in the following semester but no fees (excluding viva fees) will be charged until the examination of the thesis is completed;
- b) if the thesis is submitted **within thirty (30) days** of the commencement of the semester, candidates will not be charged for tuition and other recurring fees for the semester;
- c) if the thesis is submitted **after thirty (30) days** of the commencement of the semester, tuition and other recurring fees for the semester will be charged.

#### 6.2.2 For candidates who have to make amendments to their thesis after their viva, their fees will be subjected to the following conditions:

- a) If the final thesis is submitted **within thirty (30) days** after the commencement of the new semester, **no fees will be charged**.
- b) If the final thesis is submitted **after thirty (30) days** after the commencement of the new semester, **tuition and other recurring fees will be charged**.

### 6.3 Registration in Other Institutions of Higher Learning

#### 6.3.1 Students, who have registered in this University, whether on a full-time or part-time basis, will not be allowed to register for a programme of study in another institution of higher learning, locally or overseas, without prior approval from the University.

#### 6.3.2 Students who do so as in 6.3.1 can have their candidature in this University terminated.

## 7.0 MODE OF STUDY

- 7.1 Students can choose to pursue the programme either on a full-time or part-time basis, from the registration date till the completion of study.
- 7.2 Students who are in any form of employment must provide evidence from their employer that they have the approval to study on a full-time or a part-time basis.
- 7.3 Students are allowed to apply to the Dean of the respective Graduate School to change their mode of study from full-time to part-time or vice versa. The change can only be made **ONCE**.
- 7.4 In exceptional circumstances, students can be allowed to revert to their original mode of study, subject to an appeal forwarding acceptable reasons to the Dean of the respective Graduate School.

## **8.0 CHANGE OF PROGRAMME**

- 8.1 A student is allowed to change the programme **ONCE** only during his/her course of study.
- 8.2 Application to change the programme must be made **within two (2) weeks** after the examination result have been released by the University.
- 8.3 A student have to pay a non-refundable fee of **RM200.00** when applying for a change of programme.
- 8.4 A research proposal must be enclosed with the application to change a programme by coursework to a programme by full research.
- 8.5 Application to change a programme must be approved by the respective Dean of the School and Dean of the respective Graduate School.
- 8.6 An approval for the new programme will be is effective in the coming semester.

## **9.0 DEFERMENT OF STUDY**

### **9.1 Successful Applicants**

Applicants who have been accepted into a programme of study but have not registered yet can opt to defer their registration by sending in a written application to the Dean of the respective Graduate School. The period of deferment cannot exceed one (1) semester.

### **9.2 Students Currently Pursuing Programmes at the University**

- 9.2.1 Students can request to defer their programme of study by sending a written application providing reasonable grounds to the Dean of the respective Graduate School.
- 9.2.2 Students may be permitted to defer their study in any semester if they have a **prolonged health problem**. In this case, a letter from a recognized medical officer or appropriate authority is needed to confirm the condition. The period for which students are permitted to defer the semester will **not be included** in the maximum period permitted in obtain a degree.
- 9.2.3 Students may be permitted to defer their study in any semester for any reason other than health problem with the permission of their sponsor (if any), and the permitted period for deferment will be **included** into the maximum period permitted in obtaining a degree.
- 9.2.4 Deferment can be allowed for a period of **not less than one (1) semester but not exceeding two (2) semesters for students under two semester per academic session and three (3) semesters for students under three semester per academic session**, during the entire



duration of study.

- 9.3 Students who have been allowed to defer their period of study will not be deemed to be active students of this University and as such, are not eligible to use any of the facilities accorded to registered students, except to seek advice on the continuation of their period of study.

## 10.0 PERIOD OF STUDY

### 10.1 Two Semester Per Academic Session

#### 10.1.1 Postgraduate Diploma programme :

Structure	Mode	Minimum Period (semesters)	Maximum Period (semesters)
Coursework programme	Full-time	Two (2)	Four (4)
	Part-time	Four (4)	Six (6)

#### 10.1.2 Master's programme:

Structure	Mode	Minimum Period (semesters)	Maximum Period (semesters)
Coursework Programme (coursework only or coursework with Project Paper)	Full-time	Three (3)	Six (6)
	Part-time	Five (5)	Ten (10)
Coursework Programme (coursework with Research Paper)	Full-time	Three (3)	Six (6)
	Part-time	Four (4)	Ten (10)
Mixed mode programme	Full-time	Three (3)	Six (6)
	Part-time	Four (4)	Ten (10)
Research programme	Full-time	Three (3)	Six (6)
	Part-time	Four (4)	Ten (10)

10.1.3 Doctoral programme:

<b>Structure</b>	<b>Mode</b>	<b>Minimum Period (semesters)</b>	<b>Maximum Period (semesters)</b>
<b>Mixed mode programme</b>	Full-time	Four (4)	Ten (10)
	Part-time	Seven (7)	Fourteen (14)
<b>Research programme</b>	Full-time	Six (6)	Ten (10)
	Part-time	Six (6)	Fourteen (14)

10.2 **Three Semester Per Academic Session System**

10.2.1 Postgraduate Diploma:

<b>Mode</b>	<b>Minimum Period (semesters)</b>	<b>Maximum Period (semesters)</b>
Full-time	Two (2)	Five (5)
Part-time	Three (3)	Nine (9)

10.2.2 Master's programme:

<b>Mode</b>	<b>Minimum Period (semesters)</b>	<b>Maximum Period (semesters)</b>
Full-time	Three (3)	Nine (9)
Part-time	Five (5)	Fifteen (15)

10.2.3 Doctoral programme:

<b>Mode</b>	<b>Minimum Period (semesters)</b>	<b>Maximum Period (semesters)</b>
Full-time	Five (5)	Fifteen (15)
Part-time	Eight (8)	Twenty one (21)

**11.0 PROGRAMME STRUCTURE**

11.1 Student can choose one of the following programme structures (subject to the type of programme offered):

11.1.1 by coursework only (for Postgraduate Diploma and Master's programmes); **or**

11.1.2 by mixed mode (for Master's and Doctoral programmes); **or**

11.1.3 by research only (for Master's and Doctoral programmes)

11.2 The student must successfully complete the required credit hours of coursework and/or dissertation as determined for each programme to be eligible for the award of the degree.

## 12.0 CREDIT TRANSFER

12.1 Student who have taken subjects at the postgraduate level in other universities and has obtained the degree, which is recognized by the University, can apply for credit transfer for the subjects which are deemed equivalent to the subjects required under the University programme.

12.2 A student should obtain at least **B grade** for the course to be eligible for a credit transfer.

12.3 The University reserves the right to conduct a test for the subject to be transferred.

12.4 The validity of courses for credit transfer must be less than five (5) years from the application date.

12.5 The maximum number of credit hours transferable cannot exceed one third (1/3) of the total credit hours of the programme of study.

12.6 Application for credit transfer must be made in writing to the Dean of the respective Graduate School in the first two (2) months of the first semester of the candidature.

## 13.0 COURSEWORK AND MIXED MODE PROGRAMMES

### 13.1 Registration Modes for Coursework

#### 13.1.1 Coursework with Credit

Courses registered for with credit (core and elective courses) will be taken into account to determine the CGPA.

#### 13.1.2 Coursework without Credit

Courses registered for without credit or by **audit** will not be taken into account to determine the CGPA.

#### 13.1.3 Pre-requisite Course

Students who are required to register for pre-requisite course(s) must obtain a passing grade (**i.e B grade**) as a condition to proceed with their programme of study. However, it will not be taken into account to determine the CGPA.

### 13.2 Course Registration

Students pursuing a programme of study by coursework must register for the selected courses **within the first two (2) weeks** of the commencement of each semester after having discussed the selection of course(s) with the Academic Advisor. The number of subjects registered for must be within the minimum and maximum number of credit hours allowed for each semester except in cases where the student has fulfilled all other coursework requirements.

### 13.3 Adding and Dropping Courses

Student can add or drop the registered courses **within the first two (2) weeks** of the commencement of each semester after obtaining the advice of the Academic Advisor. Courses dropped during this stipulated period will not be taken into account for calculation of the CGPA. The adding of courses must be within the minimum and maximum number of credit hours allowed for each semester.

### 13.4 Course Load

**Full-time** students pursuing a programme of study other than full research can take a minimum of **nine (9) credit hours** and a maximum of **sixteen (16) credit hours** each semester. **Part-time** students can take between **three (3) and nine (9) credit hours** each semester. This total does not include courses registered as audit.

### 13.5 Project Paper/Research Paper/Dissertation

13.5.1 The number of credit hours for Project Paper//Research Paper/Dissertation is determined by each programme of study.

13.5.2 Student is allowed to start their Project Paper/Research Paper/Dissertation after they have successfully completed and passed all pre-requisite courses as may be determined under the programme of study.

## 14.0 RESEARCH PROGRAMME

14.1 The Graduate School will determine the courses under the programme students by research have to take before they are allowed to defend their proposal.

14.1.1 Master's students by research, are required to:

- a) fulfil a maximum of **eight (8)** credit hours of courses;
- b) pass all courses with at least a **B grade** ;
- c) complete all courses within the first two (2) semesters of study.

14.1.2 Doctoral students by research are required to:

- a) fulfil a maximum of **twelve (12)** credit hours of courses;
- b) pass all courses with at least a **B grade**
- c) complete all courses within the first two (2) semesters of study.

14.2 The thesis must be prepared in accordance with the "Guidelines for Postgraduate Thesis Preparation" of the respective Graduate School.

14.3 Candidate are not allowed to submit a researches that have already been submitted to this University or any other universities, but they can include any portions of the said thesis and make appropriate reference to the usage of the said portions.

14.4 Candidate must submit three (3) copies of the thesis comprising two (2) bound copies and one (1) unbound copy (soft copy in PDF format) within sixty (60) days after the thesis has been approved, to the Dean of the respective Graduate School.

14.5 To publish an approved thesis, or any portions of it, the candidate must indicate clearly that the said thesis was submitted to this University as a Fulfilment of a programme of study.

14.6 With the approval of the Thesis Committee, the candidates can use any portions of their thesis for the purpose of any academic publication during their candidature, subject to appropriate acknowledgement being made in the said publication.

- 14.7 The University reserves the right to use an approved thesis or otherwise, for teaching and research purposes.
- 14.8 Candidate are allowed to apply to this University to obtain a moratorium on the use of the thesis for a certain period of time before being allowed to be used by other parties. However, the University reserves the right to reverse this decision.

## 15.0 THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER

### 15.1 Thesis

- 15.1.1 Thesis is academic composition or a documentation of the original research prepared and submitted by the students for the award of the degree for the programme by research.
- 15.1.2 Thesis for Doctoral programme by research:
- must not exceed 100,000 words; and
  - the colour of the thesis cover is **maroon**
- 15.1.3 Thesis for Master programme by research:
- must not exceed 60,000 words; and
  - the colour of the thesis cover is **green**

### 15.2 Dissertation

- 15.2.1 Dissertation is an academic composition or a documentation of the original research prepared and submitted by the students for the award of the degree for the programme by mixed mode.
- 15.2.2 Dissertation for Doctoral programme by mixed mode:
- must not exceed 60,000 words; and
  - the colour of the thesis cover is **dark brown**.
- 15.2.3 Dissertation for Master programme by mixed mode:
- must not exceed 45,000 words; and
  - the colour of the thesis cover is **black**.
- 15.2.4 Dissertation must be complete by the students within the minimum period of two (2) semesters or until the maximum period of study.

### 15.3 Research Paper

- 15.3.1 Research Paper is a documentation of the research component prepared and submitted by the students for the award of the programme by coursework, in which the number of credit is **12 credit hours or more**.
- 15.3.2 The Research Paper must be completed by the students within the minimum period of one (1) semester or until the maximum period of study.
- 15.3.3 The students will be evaluated based on the viva voce session.
- 15.3.4 The Research Paper must not exceed 20,000 words and the colour of the cover is black.

### 15.4 Project Paper

- 15.4.1 Project Paper is a documentation of research component prepared and submitted by the students for the award of the programme by coursework, in which the number of credit is less than **12 credit hours**.
- 15.4.2 The Project Paper must be completed by the students within the minimum period of one (1) semester or until the maximum period of three (3) semester.
- 15.4.3 The students will be evaluated based on the Project Paper submitted to the supervisor and reviewer.
- 15.4.4 The Project Paper must not exceed 30,000 words and the colour of the cover is **black**.

## **16.0 THESIS SUPERVISOR/THESIS COMMITTEE**

### **16.1 Thesis Supervisor and Thesis Committee**

- 16.1.1 Students pursuing a programme of study by research will be guided by:
  - a) one Supervisor; **or**
  - b) one Main Supervisor and a Co-supervisor; **or**
  - c) a Thesis Committee comprising at least three (3) members.
- 16.1.2 Appointment of Supervisor(s) for Doctoral students must be among:
  - a) Professors; **or**
  - b) Academic staff with doctoral qualifications in a related field and have pass his/her PhD at least two (2) years; whereas
  - c) Co-supervisor (if any), can be appointed from among Academic staff or Non-academic staff in a related field with doctoral degree qualification approved by the University Senate.
- 16.1.3 Appointment of Supervisor(s) for Masters students must be among:
  - a) Academic staff with at least a Master's degree qualification in a related field with three (3) years of work experience.
  - b) Co-supervisor (if any), can be appointed from among non-academic staff with at least a Master's degree qualification approved by the University Senate.

### **16.2 Changing Supervisor(s)**

- 16.2.1 Under exceptional and reasonable circumstances, a master's student can apply to change the appointed Supervisor during the first semester, while a PhD student is allowed to do so during the first three (3) semesters.
- 16.2.2 If for any reason the Supervisor or the Main Supervisor or the Co-supervisor or any of the Committee Members is unable to fulfil his/her obligations, the Dean of the respective Graduate School must appoint another academic staff member to carry out the said functions for a period deemed appropriate.

## **17.0 RESPONSIBILITY OF SUPERVISOR, CO-SUPERVISOR AND THESIS COMMITTEE**

- 17.1 When a Co-supervisor is appointed, the Main Supervisor will bear the greater responsibility of supervising whilst the Co-supervisor will assist the Main Supervisor.
- 17.2 The duties of the Supervisor or the Thesis Committee members are to supervise the work and progress of the student until the thesis is deemed fit for assessment and examination. The Supervisor or the Main Supervisor and the Co-supervisor or the Thesis Committee Members will evaluate the thesis and determine if the candidate is ready to take an oral examination (viva voce).

## 18.0 PROPOSAL DEFENCE

### 18.1 Full-time Doctoral Students by Research

- 18.1.1 Full-time Doctoral students must defend their proposal within **six (6) to twelve (12) months** from the date of admission.
- 18.1.2 If students fail to defend their proposal within the specified period, they can appeal to the Dean of the respective Graduate School to extend the period of proposal defence.
- 18.1.3 The maximum period of **extension** of proposal defence is **twenty four (24) months** from the date of admission.
- 18.1.4 Students who fail to defend their proposal within twenty four (24) months of the admission date will be terminated from their study.
- 18.1.5 Students who defended their proposal but failed, are allowed to re-defend within **twenty four (24) months** from the date of admission.
- 18.1.6 If the students fail in their second proposal defence (re-examination of proposal), their status will be terminated even though the re-examination is still within the period of twenty four (24) months.

### 18.2 Part-time Doctoral students by Research

- 18.2.1 Part-time Doctoral students must defend their proposal within **twelve (12) to eighteen (18) months** from the date of admission.
- 18.2.2 If students fail to defend their proposal within the specified period, they can appeal to the Dean of the respective Graduate School for the extension.
- 18.2.3 The maximum period of **extension** of proposal defence is thirty six (36) months from the date of admission.
- 18.2.4 Students who fail to defend their proposal with **thirty six (36) months** of the admission date will be terminated from their study.
- 18.2.5 Students who defend their proposal but failed, are allowed to re-defend within **thirty six (36) months** from the date of admission.
- 18.2.6 If the students fail in their second proposal defence (re-examination of proposal), their status will be terminated even though the re-examination is still within the period of **thirty six (36) months**.

### 18.3 Full-time Masters Students by Research

- 18.3.1 Full-time Master's students must defend their proposal within the first **four (4) to six (6) months** from the date of admission.
- 18.3.2 If students fail to defend their proposal within the specified period, they can appeal to the Dean of the respective Graduate School for the extension.
- 18.3.3 The maximum period of **extension** of proposal defence (when approved by the Graduate School) is **twelve (12) months** from the date of admission.
- 18.3.4 Students who fail to defend their proposal **within twelve (12) months** of the admission date can have their study terminated.
- 18.3.5 Students, who defend their proposal but failed, are allowed to re-defend the proposal **within twelve (12) months** from the date of admission.

18.3.6 If the students fail in their second proposal defence (re-examination of proposal), their status will be terminated even though the re-examination is still within the period of **twelve (12) months**.

#### 18.4 **Part-time Masters Students by Full Research**

18.4.1 Part-time Master's students must defend their proposal within **seven (7) to nine (9) months** from the date of admission.

18.4.2 If students fail to defend their proposal within the specified period, they can appeal to the Dean of the respective Graduate School for the extension.

18.4.3 The maximum period of **extension** of proposal defence when approved by the Graduate School is **eighteen (18) months** from the date of admission.

18.4.4 Students who fail to defend their proposal **within eighteen (18) months** of the admission date will be terminated from their study.

18.4.5 Students who defended their proposal but failed, are allowed to re-defend the proposal **within eighteen (18) months** from the date of admission.

18.4.6 If the students fail in their second proposal defence (re-examination of proposal), their status will be terminated even though the re-examination is still within the period of **eighteen (18) months**.

### 19.0 **DEFENCE OF THESIS OR ORAL EXAMINATION (VIVA VOCE)**

#### 19.1 **Doctoral Candidates**

19.1.1 Full-time Doctoral candidates should defend their thesis within **sixty (60) month or five (5) years** from the date of admission.

19.1.2 Part-time Doctoral candidates should defend their thesis within **eighty four (84) month or seven (7) years** from the date of admission.

19.1.3 Candidates who fail to defend their thesis within the specified period will be deemed **Fail**.

#### 19.2 **Master's Candidates**

19.2.1 Full-time Master's candidates should defend their thesis within **thirty six (36) month or three (3) years** from the date of admission.

19.2.2 Part-time Master's candidates should defend their thesis within **sixty (60) month or five (5) years** from the date of admission.

19.2.3 Candidates who fail to defend their thesis within the specified period will be deemed **Fail**.

### 20.0 **ORIGINALITY OF THESIS**

20.1 Thesis submitted to the Graduate School for proposal defence or viva voce will be evaluated for its originality.

20.2 The originality of the thesis should not be less than eighty percent (80%) or the similarity index should not be more than twenty percent (20%) based on the approved originality standard set by the University.



## 21.0 THESIS EXAMINATION BOARD

21.1 A Thesis Examination Board will be set-up when the Supervisor or the Thesis Committee decides that the candidate is ready to take **an oral examination (viva voce)**.

21.2 Members of the Thesis Examination Board comprise of:

- a) Chairman;
- b) at least one External Examiner; **and**
- c) one Internal Examiner.

If the candidate is a staff of UUM, the members of the Thesis Examination Board will consist of a Chairman and two (2) External Examiners from other universities.

### 21.3 Chairman of the Thesis Examination Board

21.3.1 The Chairman of the Thesis Examination Board for **Doctoral candidates** must be:

- a) the Assistant Vice-Chancellor; **or**
- b) the Dean; **or**
- c) a Professor; **or**
- d) an Associate Professor for at least five (5) years with a Doctoral degree qualification and has successfully produced at least one (1) Doctoral degree student; **or**
- e) a Contract or Visiting Professor, who is a Malaysian citizen with a Doctoral degree qualification and has successfully produced at least one (1) Doctoral degree student.

21.3.2 The Chairman of the Thesis Examination Board for **Master's candidates** must be:

- a) the Dean; **or**
- b) an Associate Professor; **or**
- c) the Head of Department; **or**
- d) An academic staff with Doctoral degree qualification.

### 21.4 The Examiner

21.4.1 The Examiner should be an expert or relevant field as the candidate or whoever deemed suitable by the University.

21.4.2 The Internal and External Examiner for **Doctoral candidates** must be appointed among:

- a) Professors; **or**
- b) academic staff with Doctoral qualifications and have passed the Doctoral degree for at least two (2) years.

21.4.3 The Internal and External Examiner for **Master's candidates** must be appointed among:

- a) Professors; **or**
- b) Associate Professors; **or**
- c) academic staff with Doctoral qualifications.

21.4.4 The External Examiner for a candidate who is supervised by a Supervisor or a Main Supervisor and a Co-supervisor must be appointed from other universities, whereas for candidates who are supervised by a Thesis Committee, the External Examiner can be appointed from this University or other universities.

21.4.5 It is **compulsory** for Internal and External Examiner **to attend the viva voce session**.

21.5 The Supervisor (Main Supervisor and the Co-supervisor) and the School Representative are not members of the Thesis Examination Board.

#### 21.6 Examination of Thesis

The Examiner will be given **two (2) months** to submit a report of thesis examination after the date of his/her formal appointment. If the Graduate School does not receive any response from the Examiner within the specified period, his/her appointment letter will be revoked and a new Examiner will be appointed.

21.7 The Thesis Examination Board must recommend to the Senate via the Postgraduate Examination Board that the candidate be awarded the following status:

- a) **Pass** – the candidate will be awarded the relevant degree; or
- b) **Pass with Minor Revision** – the candidate will be awarded the relevant degree, subject to amendments and corrections made within three (3) months; or
- c) **Conditional Pass with Major Revision** - the candidate are required to make major corrections to their thesis and resubmit the thesis for another assessment to the examiners concerned, within **six (6) months for Master's programme and twelve (12) months for Doctoral programme**, A second viva voce session is not required; **or**
- d) **Reviva** – the candidate is required to make major corrections to their thesis and resubmit the thesis for another assessment to the examiners concerned, **within twelve (12) months for Master's programme and eighteen (18) months for Doctoral programme**. A second viva voce session is required.

The result for the reviva will be either be a **Pass, Pass with Minor Revision** (candidate is required to make amendments and corrections to their thesis and submit the thesis within three months) or be awarded a Master of Philosophy or Fail; **or**

- e) **Master of Philosophy (M.Phil)** – the candidates will be conferred a degree of a lower status upon the submission of the amended PhD thesis; **or**
- f) **Fail** – the candidate has failed.

21.8 If the corrected or amended thesis does not fulfil the requirements, the **Examiner** reserves the right to give the candidate a **Fail** status.

## 22.0 APPEAL AGAINST THE RESULT OF THE VIVA VOCE

22.1 Candidates by research may appeal to the University if they are not satisfied with the result given by the thesis Examination Board.

22.2 Only candidates who obtained the following status may appeal.

- a) Fail; **or**
- b) Master of Philosophy

22.3 Appeal against the result of the viva voce must be submitted **in writing** to the Dean of the respective Graduate School within **three (3) month** after the result was announced by the Thesis Examination Board.

22.4 The Decision on the appeal is made by the Viva Appeal Committee, which consists of:

- a) Deputy Vice-Chancellor of Academic and International as the Chairman;
- b) Dean of the respective Graduate School;
- c) Dean of the respective School;
- d) A Profesor as a Senate representative;
- e) A Profesor/ Associate Profesor in the field related to the student research area;

22.5 The Dean of the Graduate School cannot be the member of the Viva Appeal Committee if he/she was involved in the student's viva.

## 23.0 ASSESSMENT AND EXAMINATION

### 23.1 Assessment

23.1.1 Students will be evaluated every semester based on the coursework (essay, projects, practical work, tests and other assignments) given during each semester.

23.1.2 The types of examination are:

- a) Course examination (including continuous assessment throughout the semester and/or the final semester examination);
- b) oral examination (viva voce) for the research thesis defence;
- c) thesis assessment;
- d) other examinations as determined by the programme.

### 23.2 Assessment and Examination for Postgraduate Diploma and Master's Programmes

23.2.1 Assessment and examination for students pursuing a programme of study by coursework will be based on:

- a) assessment and examination for the courses taken during each semester;
- b) research Paper/Project Paper;
- c) oral examination (viva voce) defence the Research Paper as determined by the programme.

23.2.2 Assessment and examination for students pursuing a programme of study by research can consist of:

- a) oral examination to defend the thesis proposal;
- b) thesis;
- c) oral examination (viva voce) before the Thesis Examination Board or as determined by the programme.

23.2.3 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed-mode) can consist of:

- a) examination for the courses taken during each semester;
- b) dissertation;
- c) oral examination (viva voce) as determined by the programme.

### 23.3 Assessment and Examination for Doctoral Programmes

23.3.1 Assessment and examination for students pursuing a programme of study by research can consist of:

- a) oral examination for thesis proposal defence before the Thesis Committee;
- b) Thesis;
- c) oral examination (viva voce) before the Board of Examiners as determined by the programme.

23.3.2 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed mode) can consist of:

- a) examination for the courses taken during each semester;
- b) qualifying examination, if necessary;
- c) comprehensive examination;
- d) dissertation;
- e) oral examination for proposal defence before the Thesis Committee;
- f) oral examination (viva voce) before the Board of Examiners as determined by the programme.

23.4 Students are only allowed to take the oral examination (viva voce) for thesis defence **not exceeding two (2) times.**

## 23.5 Qualifying and Comprehensive Examinations

- 23.5.1 For certain programmes, students will be required to take a qualifying examination and/or a comprehensive examination to qualify the student for the award of a degree (for Master's programmes) or to continue with the programme of study for the Doctoral programme.
- 23.5.2 Students who fail the qualifying examination will be advised to take courses as determined by the Academic Advisor.
- 23.5.3 Students who fail the comprehensive examination can repeat the examination.
- 23.5.4 The comprehensive examination will be conducted by a sub-examination committee comprising of at least three (3) members (including the Academic Advisor) appointed by the College based on their area of expertise. The Academic Advisor of the student must inform the student of the examination requirements six (6) months before the examination is scheduled.
- 23.6 A student may appeal to the Senate of the University if he/she is not satisfied with the results given by the Examination Board.

## 24.0 GRADING SYSTEM

- 24.1 A student will be evaluated based on the following grade system:

Grade	Mark Scale	Grade Point
A+	90 – 100	4.00 (Excellent)
A	80 – 89	4.00 (Excellent)
A-	75 – 79	3.67 (Good)
B+	70 – 74	3.33 (Good)
B	65 – 69	3.00 (Good)
B-	60 – 64	2.67 (Satisfactory)
C+	55 – 59	2.33 (Satisfactory)
C	50 - 54	2.00 (Fail)
C-	45 - 49	1.67 (Fail)
D+	40 - 44	1.33 (Fail)
D	35 – 39	1.00 (Fail)
F	0 – 34	0.00 (Fail)
X	-	0.00 (Barred)
IC	-	Incomplete
S/US	-	Satisfactory/ Unsatisfactory
W	-	Withdraw
P/F	-	Pass/Fail
IP	-	In Progress

- 24.2 A **Project Paper** will be graded based on the above grading system, which will be taken into account in calculating the CGPA.

24.3 A **Master Research Paper** and **Dissertation** will be evaluated based on the following grade system:

Mark Scale	Grade
90 – 100	High Distinction
75 – 89	Distinction
60 – 74	Credit
55 – 59	Pass
0 – 54	Fail

24.4 A **Fail or F** grade can also be given to students who do not take the final examination for a subject for which they have registered, except for subjects that do not have a final examination as has been approved by the Postgraduate Committee of the respective Graduate School.

24.5 An **X Grade** or a **Bar status** is a **non-redeemable** grade and will be given to students for any of the three (3) conditions:

- a) Students are barred from taking the examination when they record less than 80% of the total attendance in lectures or tutorial sessions;
- b) Students record less than 80% of the total attendance in lectures or tutorial sessions for any courses that do not have a final examination;
- c) Students who enter the examination hall **more than thirty (30) minutes** after the examination starts without a reasonable explanation.

24.6 **Incomplete** or **IC** Grade will be given to students who have not completed their Consultation within the specified period i.e. one (1) semester. The number of credit hours will not be taken into account for the calculation of the CGPA. The IC Grade is subject to the following terms:

- a) Students should submit their Consultation report before the last date of the period of study;
- b) The application for an IC Grade must be submitted to the Dean **within two (2) weeks** before the last date of submission of Consultation report;
- c) The **IC** Grade must be redeemed **within thirty (30) days** after the last date of submission of Consultation report;
- d) If the **IC** Grade is not redeemed within the specified period of time, the student will be given a **Fail** Status.

24.7 **Satisfactory/Unsatisfactory** or **S/US** Grade will be given to students who register for **Audit** courses that will not be taken into account for the calculation of the CGPA. Students are not allowed to change to audit status after the last day of the withdrawal date.

24.8 **Withdraw** or **W** Grade will be given to students who submit an application to the Dean of the respective Graduate School after obtaining the approval from the lecturer concerned to **withdraw from the examination** on condition the application is made at least **one (1) week before the examination period**.

24.9 **In Progress** or **IP** Grade will be given to students who have not completed their Project Paper, Research Paper, Internship, Practicum or Dissertation. The number of credit hours will not be taken into account for the calculation of the CGPA. The IP Grade is subject to the following terms:

#### 24.9.1 Project Paper, Internship and Practicum

- a) Students are allowed to complete their Project Paper/Internship/Practicum within the minimum period of **one (1) semester** and maximum of **three (3) semesters**;
- b) IP Grade will be given in the first and second semester when students fail to submit their Project Paper/ Internship/Practicum Report on the specified date;
- c) If students fail to submit their Project Paper/ Internship/Practicum Report within the third semester, they can apply for an **IC Grade**;
- d) The application for an **IC Grade** must be submitted to the Dean before the **twelfth (12<sup>th</sup>) week** of the third semester;
- e) The **IC Grade** must be redeemed within thirty (30) days after the last date of the third semester;
- f) If the **IC Grade** is not redeemed within the specified period of time, the student will be given a **Fail Status**.

#### 24.9.2 Research Paper

- a) Students are allowed to complete their Research Paper within the minimum period of **one (1) semester** or until the maximum period of their study;
- b) **IP Grade** will be given in the first semester when students register for Research Paper or until the maximum period of their study;
- c) If students fail to submit their Research Paper within the specified period of their final semester (maximum) of study, they will be given a **Fail status**.
- d) The application for an IC Grade must be submitted to the Dean **before the twelfth (12<sup>th</sup>) week** of the final semester;
- e) The **IC Grade** must be redeemed within thirty (30) days after the last date of the third semester;
- f) If the **IC Grade** is not redeemed within the specified period of time, the student will be given a **Fail Status**.

#### 24.9.3 Dissertation (for mixed mode programme)

- a) Students are allowed to complete their Dissertation within the minimum period of **two (2) semesters** until the maximum period of their study.
- b) IP Grade will be given in the first semester when students register for Dissertation, until the maximum period of their study;
- c) If students fail to submit their Dissertation within the specified period of their final semester (maximum) of study, they will be given a **Fail status**.
- d) The application for an IC Grade must be submitted to the Dean **before the twelfth (12<sup>th</sup>) week** of their final semester is over;
- e) The **IC Grade** must be redeemed **within thirty (30) days** after the last date of the final semester;
- f) If the **IC Grade** is not redeemed within the specified period of time, the student will be given a **Fail Status**.

### 25.0 TERMS FOR CONTINUED REGISTRATION

#### 25.1 Pass Status

A student who obtains a CGPA of more than **3.00** for the semester will obtain a Pass Status and is allowed to proceed to the next semester.

#### 25.2 Conditional Pass Status

A student who obtains a CGPA of less than 3.00 and at least **2.67 up to 2.99** for the semester will obtain a Conditional Pass Status. The student will be given a reminder to improve his/her CGPA to achieve a Pass Status for the next semester.

### 25.3 Repeat Semester

25.3.1 **Repeat Semester** is a semester where students have to repeat all courses taken in that semester, in which the CGPA obtained is less than 2.67 (i.e. 2.00-2.66) for the first time.

25.3.2 Students will be allowed to repeat the semester subject to the following term;

- a) The students will be given a reminder to improve their CGPA to achieve a Pass status for the next semester;
- b) All courses taken by the students during the semester will not be taken into account for the calculation of CGPA. However, it will remain in the students academic records.
- c) This status is given only once during the study period of the students.

### 25.4 Fail Status

- a) Students who obtains a CGPA of **less than 2.00** in any semester for the first time will be given a **Fail Status** and will be terminated from the University.
- b) Students who obtains a Conditional Pass Status for the first time and obtains a CGPA of **2.90 – 2.99** for the second time will be given a Fail Status, but they are allowed to **continue** their study without having to appeal.
- c) Students who obtains a Conditional Pass Status for the first time and obtains a CGPA of **2.80 – 2.89** for the second time will be given a Fail Status, but they are allowed to **continue** their study after appeal.
- d) Students who obtains a Conditional Pass Status for the first time and obtains a CGPA of **less than 2.80** will be given a Fail Status and will be **terminated** from the University.

## 26.0 TERMS FOR REPEATING COURSES

26.1 A **Doctoral and Master's student by full research** who has to register for courses as required by the Graduate School should obtain at least a B grade. Student who obtains less than **B grade** is required to repeat the subjects before they are allowed to proceed with their proposal defence.

26.2 Student s who obtains a grade point of **less than 2.33 (C+)** in any subject will be required to **repeat** the course.

26.3 Students who obtains either a grade point of 2.67 (B-) or 2.33 (C+) is allowed to repeat the course. Their CGPA will be calculated based on the latest grade of the course.

26.4 The students is not allowed to repeat the examination for a course if they has obtained a grade point of 3.00 or B and above.

## 27.0 AWARD OF DEGREE

In order to be awarded a degrees, a student must fulfil the following requirements:

- a) pass the examination for all courses required by the programme of study and obtain a CGPA of at least **3.00**;
- b) sit for any other examination as required by the programme of study;
- c) fulfil all requirements of the **Universities and University Colleges Act** and other related acts;
- d) settle all debts and dues owed to the university;
- e) students pursuing a programme of study **by research** must have presented and defended the thesis successfully;
- f) For PhD candidates:
  - (i) They must produce at least two (2) articles, by choosing either Option A or Option B:
    - Option A**
      - 1) at least one (1) article is accepted for publication in ISI Journal or Scopus; **and**
      - 2) at least one (1) article is under review for publication in a refereed journal.
    - Option B**
      - 1) two (2) articles are published in a refereed journal.
  - (ii) The articles are co-authored by the supervisor(s).
  - (iii) The articles are produced before viva voce session.

## 28.0 TERMINATION OF STUDY

If a student obtains an unsatisfactory academic report or has violated the Universities and University Colleges Act or other related acts, the Graduate School is given the authority recommend to the Senate to have their study terminated.

## 29.0 POWERS OF SENATE

The Senate can make exceptions to any of the terms under these Rules.



## EXAMINATION RULES

(From paragraph 12 of UUM [Examinations] 1988)

### 1.0 BEFORE THE EXAMINATION

- 1.1 Students are required to check the examination timetable to ensure are no discrepancies in terms of the time and place of the examination for courses registered by the student. Any changes made to the timetable will be displayed at the Notice Board of the respective School/Graduate School. Under no circumstances will an oversight in reading the timetable be accepted as an excuse for not attending any of the examinations.
- 1.2 Students must be present in the Examination Hall at the exact time as stipulated in the time table. Extra time will not be given under any circumstances. All students must bring their identity cards/passports, examination slips and smart cards. Student who fails to bring their examination slips will not be allowed to sit for the examination.
- 1.3 Students are not be allowed to bring in or take out books, papers, documents or photographs and printed materials from the Examination Hall, unless authorized by the Invigilator.
- 1.4 Students are allowed to bring a stationery cases containing writing materials, pens, pencils, rulers and calculators into the Examination Hall.
- 1.5 Students are allowed to enter the Examination Hall fifteen (15) minutes before the schedule examination time unless instructed by the Chief Invigilator. Students are not allowed to enter the Examination Hall **thirty (30) minutes** after the examination begins.  
  
(Reminder: Students who are barred from sitting the examination will be given a grade 'X' with a grade point of 0.00)
- 1.6 Students are free to choose any seats within the Examination Hall. Students are required to take their seats in a quiet and orderly manner.

### 2.0 DURING THE EXAMINATION

- 2.1 At the Examination Hall, students are required to:
  - a) fill in the attendance slip and place it on the right hand corner of the table;
  - b) place their identity card/passports, examination slip and smart cards on the completed attendance slip. The Invigilators will collect and check the attendance slip. Students are reminded to take back their identity cards/passports, examination slips and smart cards after the said documents have been checked.
- 2.2 Students must write their matriculation number, identity card/passports numbers, date, course code/course name, lecturer's name and group (if any) on all answer scripts.
- 2.3 Students are not allowed to smoke in the Examination Hall.
- 2.4 Students are not allowed to communicate with each other during the examination. Students are advised to raise their hands should they need assistance from Chief Invigilator or Invigilators.
- 2.5 An announcement will be made to indicate the end of the examination. Students must stop writing as

soon as this announcement is made.

- 2.6 Students must tie their answer scripts together. Student are not allowed to leave the Examination Hall until all answer scripts have been collected by the chief Invigilator/Invigilators.
- 2.7 Students are allowed to leave the Examination Hall half an hour after the Examination commences. However, student are not allowed to leave the Hall fifteen (15) minutes before the examination ends.
- 2.8 Student who falls ill during the examination must inform the Chief Invigilator/Invigilators as soon as possible.
- 2.9 Student who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination will be subjected to appropriate actions in accordance with the University Examination Rules.

### **3.0 STUDENTS WHO ARE UNABLE TO TAKE THE EXAMINATION**

- 3.1 Student who is unable to sit for the examination for any of the courses registered for must provide reasons in writing, by enclosing any relevant support documents to the Dean of the respective Graduate School, before or within seven (7) days after the date of the scheduled examination. Failure to provide valid reasons for not attending the examination may result in getting F grade for the course. All enquiries regarding examination must be forwarded to the Dean of the respective Graduate School.
- 3.2 Student who fail to sit for all the scheduled examinations without valid reasons, accepted by the board of Examiners of the University or without the prior approval of the Board will be deemed to have failed in the particular semester.

### **4.0 APPEAL ON EXAMINATION RESULTS**

- 4.1 Student who wish to appeal against the results of the final examination, must submit their appeal in writing to the Dean of the respective Graduate School within two (2) weeks after the examination result have been announced. Any appeal received after the stipulated period will not be entertained.
- 4.2 Students must state the name of the course(s) for which the answer scripts are to be re-examined.
- 4.3 The charge for re-checking is **RM 100.00 per course**. Payment should be made to the Bursar's Department. The payment slip should be enclosed with the **appeal letter**.
- 4.4 The Dean of the respective Graduate School will set-up a committee to re-check the paper to determine technical mistakes that exist in terms of addition of marks or any part of the answer not being marked or marks being given wrongly for any part of the answer.
- 4.5 The decision made by the Appeal Committee will be forwarded by the Dean to the University Senate for approval before the student concerned is informed about the result should there be a change in grade.
- 4.6 The decision made by the Senate is final.

## 5.0 REMINDER REGARDING ACADEMIC DISHONESTY

5.1 Interpretation of Academic Dishonesty:

- a) Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination.
- b) Student who violate the Examination Regulations including plagiarism of thesis, dissertation, research paper, project paper, assignments and others.
- c) Students sitting for examination or preparing assignment (project paper, thesis etc.) on behalf of other students.

5.2 Students who commits academic dishonesty will be brought upon the Academic Dishonesty Committee comprising of:

- a) Deputy Vice-Chancellor (Academic and International Affairs) or Assistant Vice-Chancellor of the College concerned acting as the Chairperson.

### **Members**

- b) Two (2) academic staff of the respective School;
- c) The Registrar or his representative (Secretary)

5.3 An inquiry will be held as soon as possible. If students are found guilty, one(1) of the following punishments will be imposed:

- a) **F** grade will be given to all courses registered for during the said semester or some of the courses taken prior to the said semester; **or**
- b) **F** grade will be given to all the courses associated with the case; or
- c) The case will be referred to the **Students' Disciplinary Committee**.

5.4 Students who are caught plagiarising beyond reasonable doubt will have the valid certification of the thesis or dissertation released by the board of examiners to be annulled and the Master or PhD qualification to be revoked with immediate effect.

5.5 If students are found guilty by the **Students' Disciplinary Committee**, one (1) or more of the following punishments can be meted out:

- a) A written warning will be issued and records in the students academic record;
- b) a fine of not exceeding **RM 200.00**;
- c) exclusion from any specific part or parts of the University for a specified period;
- d) suspension from being a student of the University for a specified period;
- e) expulsion from the University.

5.6 The **Vice-Chancellor** can use his discretion where necessary to prevent a student, who are found to have violated any of the regulations, from taking any examination or all the examinations, if he is satisfied and the evidence of prima facie exists regarding the said violation.