

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 2017). 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 stipulated in Section 12 of the UUM Act (Postgraduate Studies) 1990 and are deemed to be effective from July, 18th 1999. The postgraduate programmes offered are Postgraduate Diploma, Master 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 the Schools or Graduate School to advise, guide and monitor the progress of a 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 activates his/her student status in every semester of study at 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 by a student for which the grade will not be considered for the CGPA calculation;
- 1.6 **‘Candidate’** means a postgraduate research student who has successfully defended his/her research proposal;
- 1.7 **‘CGPA’** means Cumulative Grade Point Average obtained in all 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 proceed with the doctoral programme;
- 1.10 **‘Core Course’** means a compulsory course as specified by the programme;
- 1.11 **‘Co-Supervisor’** means a person appointed jointly with another supervisor to supervise a 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 to a student who has fulfilled the programme requirements;
- 1.17 **‘Dissertation’** means an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by mixed mode;
- 1.18 **‘Elective Course’** means an optional course as specified by 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’s or doctoral students;
- 1.21 **‘Graduate School’** means a unit set-up in the College to administer postgraduate programmes;
- 1.22 **‘Internal Examiner’** means an academic staff member of the University appointed by the Graduate School to evaluate the performance of a master’s 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 **‘Mixed mode programme’** means postgraduate programmes with at least a fifty per-cent (50%) research component;
- 1.25 **‘PhD’** means Doctor of Philosophy;
- 1.26 **‘Postgraduate Committee’** means the committee set-up at the College to look into all issues pertaining to postgraduate studies;
- 1.27 **‘Postgraduate Diploma’** means an award conferred by the University to a student who has fulfilled the requirements of a Postgraduate Diploma Programme;
- 1.28 **‘Postgraduate Examiners Board’** means the committee set-up at the College to look into all examination matters in postgraduate studies;
- 1.29 **‘Postgraduate Studies Unit’** means a unit set-up by the University to manage, administer and coordinate postgraduate programmes;
- 1.30 **‘Programme’** means a programme of postgraduate studies, i.e. Postgraduate Diploma or Master or Doctoral or equivalent;
- 1.31 **‘Pre-requisite Course’** means a course that must be fulfilled by a student as a condition to register for another course or before defending their proposal in the programme;
- 1.32 **‘Project Paper’** means an academic composition or a documentation of a research component prepared and submitted by a student for the award of a degree of a programme by coursework, in which the number of credit hours is less than twelve (12) and the grade will be taken into account when calculating the CGPA;
- 1.33 **‘Qualifying Examination’** means any test or examination determined by the School to evaluate the qualification or level of academic achievement of a student of a postgraduate programme;
- 1.34 **‘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.
- 1.35 **‘Research Paper’** means an academic composition or a documentation of a research component prepared and submitted by a student for the award of a degree of a programme by coursework, in which the number of credit hours is twelve (12) and the grade will not be taken into account when calculating the CGPA;
- 1.36 **‘Residential Requirement’** means residing on campus for a specified/required period of time;
- 1.37 **‘Semester’** means a period of academic study as stipulated by the University;
- 1.38 **‘Senate’** means the Senate of Universiti Utara Malaysia;
- 1.39 **‘Student’** means a person who has registered for a postgraduate programme at this University;
- 1.40 **‘Supervisor’** means a person appointed to supervise a student’s thesis/dissertation/research paper/project paper;
- 1.41 **‘Thesis’** means an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by research;
- 1.42 **‘Thesis Committee’** means a committee of two (2) or more members including a chairperson set-up by the respective Graduate School to supervise a research and/or evaluate a student’s performance;

- 1.43 **‘Thesis Examination Board’** means the panel set-up by a particular Graduate School/School to evaluate a thesis or dissertation and conduct the oral examination;
- 1.44 **‘Transfer Student’** means a student from another institution of higher learning who is transferred to Universiti Utara Malaysia;
- 1.45 **‘University’** means Universiti Utara Malaysia;
- 1.46 **‘Viva Appeals Committee’** means a committee set-up by the University to look into a student’s appeal against the result of a viva voce.

2.0 ADMISSION CRITERIA

2.1 Postgraduate Diploma Programme

Applicants for the Postgraduate Diploma Programme must possess:

- a bachelor’s degree from Universiti Utara Malaysia; **or**
- a bachelor’s degree or its equivalent from any other universities recognised by Universiti Utara Malaysia; **or**
- any other equivalent qualifications recognised by Universiti Utara Malaysia.

2.2 Master’s Programme

2.2.1 Master’s Programme by Research

Applicants for a Master’s Programme by research must possess:

- a bachelor’s degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75**; **or**
- a bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 to 2.74 and relevant work experience; **or**
- any other equivalent qualifications recognised by the University Senate; **and**
- fulfil the English language requirement as set by the University Senate.

2.2.2 Master’s Programme by Coursework and Mixed Mode

Applicants for a Master’s programme at **UUM College of Arts and Sciences** and **UUM College of Law, Government and International Studies** must possess:

- a bachelor’s degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75**; **or**
- a bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 to 2.74 and **relevant work experience**; **or**
- a **diploma** from any institutions of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience, 35 years** or older and passed **APEL assessment (level 7)**; **or**
- any other equivalent qualifications recognised by the University Senate; **and**
- fulfil the English language requirement as set by the University Senate.

Applicants for a Master’s programme at **UUM College of Business** must possess:

A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75**; **or**

A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of less than **2.75** and have at least **five (5) years** of relevant work experience which may be considered, subject to the interview by Postgraduate Committee; **or**

a **diploma** from any institution of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience** and shall be **35 years of age** or older and passed **APEL assessment (level 7)**; **and**

fulfil the English language requirement as set by the University Senate.

2.2.3 **Master of Business Administration (MBA) Programme**

Applicants for MBA programme must possess:

A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75** and have at least **three (3) years** of work experience relevant to the chosen area of specialisation; **or**

A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of less than **2.75** and have at least **five (5) years** of relevant work experience may be considered, subject to the interview by the Postgraduate Committee; **or**

a **diploma** from any institutions of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience** and shall be **35 years of age** or older and passed **APEL assessment (level 7)**; **and**

fulfil the English language requirement as set by the University Senate

2.3 **Doctoral Programme**

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

a master's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate; **or**

any other equivalent qualifications recognised by the University Senate; **and**

fulfil the English language requirement as set by the University Senate.

2.3.2 Admission to a **Doctor of Business Administration (DBA)** degree can be granted by meeting the following criteria:

possess a master's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate or any other equivalent qualifications recognised by the University Senate; **and**

have a minimum of five (5) years of work experience relevant to the chosen area of specialization; **and**

fulfil the English language requirement as set by the University Senate.

Note: A Senior Manager or equivalent position, holding a bachelor's degree with at least ten years of relevant work experience and passed APEL assessment (level 8) may also be considered.

2.3.3 Candidates currently pursuing other master's programmes by research at Universiti Utara Malaysia and who are recommended by the Postgraduate Committee to upgrade their studies to a doctoral programme can also be considered, subject to the Senate approval.

Note:

Student admission is subjected to the fulfilment of specific requirements set by the respective Graduate Schools and programmes.

0.05 point will be added to the current CGPA for each year of relevant work experience, if the Postgraduate Committee believes that the candidates have the potential to be admitted. The adjusted CGPA should not, however, exceed the total CGPA of 3.75.

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 to the programmes. Students must obtain:

3.1.1 Minimum score in the Test of English as a Foreign Language (**TOEFL**)
550 in the TOEFL Paper Based Test; **or**
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 universities in Malaysia with English as a language of instruction; **or**

3.1.5 A degree from any Private University or College University in Malaysia that are listed in Malaysian Qualifications Register (MQR).

3.2 English Language Proficiency Test

3.2.1 The English Language Proficiency 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 **failed** the ELPT:

must sit for the **Intensive English Language Course for International Students** immediately after the ELPT result has been announced, for at least one (1) semester and obtain a passing grade before they are allowed to register for any courses;

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:

will not be allowed to register for the Intensive English Language Course for International Students;

can be terminated from the University.

3.2.6 The ELPT is **exempted** for the following students:

those who have **graduated from UUM** and want to pursue their studies at UUM;

those who have been terminated from UUM but later reapply to pursue their postgraduate studies at UUM, and already have obtained either a **passing grade in the ELPT or the Intensive English Language Course for International Students**. The result is valid for two (2) years;

those who are pursuing their postgraduate studies by research (Master or PhD) and are writing their thesis in the **Malay language**. However, these students are required to declare their intention by filling a 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 especially 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:

those who have failed the ELPT;

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 The number of semesters students are allowed to take the Intensive English Language Course for International Students is two (2). Students will be terminated from the University if they fail the course in two (2) consecutive semesters.

4.0 ACADEMIC SESSION

UUM Academic Session consists of:

4.1 Two Semesters Per Academic Session

4.2 Three Semesters Per Academic Session

5.0 APPLICATION PROCEDURE

Applicants must complete 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 processed.

6.0 REGISTRATION

6.1 Course Registration

6.1.1 New Students

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.

All **fees** must be paid before registration.

6.1.2 Students Currently Pursuing Programmes at the University

All students must register **within the first two (2) weeks** of the commencement of every semester.

Students who do not register within the stipulated time without prior approval from the Dean to defer registration, can have their studies terminated.

All **fees** must be paid within thirty (30) days of the commencement of the semester.

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:

must register in the following semester but no fees (excluding viva fees) will be charged until the examination of the thesis is completed;

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 in the semester;

if the thesis is submitted **after thirty (30) days** of the commencement of the semester, tuition and other recurring fees in the semester will be charged.

- 6.2.2 Candidates who have to make amendments to their thesis after viva, fees are subject to the following conditions:

if the final thesis is submitted **within thirty (30) days** after the commencement of the new semester, **no fees will be charged**.

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 at this University, whether on a full-time or part-time basis, will not be allowed to register for a programme of study in other institutions 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 at this University terminated.

7.0 MODE OF STUDY

- 7.1 Students are allowed to pursue a programme either on a full-time or part-time basis, starting 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. Change can only be made **ONCE**.
- 7.4 In exceptional circumstances, students will be allowed to revert to their original mode of study, subject to an appeal and with reasonable excuse to the Dean of the respective Graduate School.

8.0 CHANGE OF PROGRAMME

- 8.1 Students are allowed to change the programme only **ONCE** during their course of study.
- 8.2 Application to change a programme must be made **within two (2) weeks** after the examination result has been released by the University.
- 8.3 Students 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 the Dean of the respective Graduate School.
- 8.6 Approval for the new programme will be effective in the following semester.

9.0 DEFERMENT OF STUDY

9.1 Successful Applicants

Applicants who have been accepted to 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 recognised 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 to obtain a degree.

9.2.3 Students may be permitted to defer their study in any semester for any reasons other than health problems with the permission of their sponsor (if any), and the permitted period for deferment will be **included** in 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 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 Semesters 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:

Structure	Mode	Minimum Period (semesters)	Maximum Period (semesters)
Mixed mode programme	Full-time	Five (5)	Ten (10)
	Part-time	Seven (7)	Fourteen (14)
Research programme	Full-time	Four (4)	Ten (10)
	Part-time	Six (6)	Fourteen (14)

10.2 **Three Semesters Per Academic Session**

10.2.1 Postgraduate Diploma:

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

10.2.2 Master's programme:

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

10.2.3 Doctoral programme:

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

11.0 PROGRAMME STRUCTURES

11.1 Students 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 and doctoral programmes); **or**

11.1.3 by research only (for Master and Doctoral programmes)

11.2 Students must successfully complete the required credit hours of the coursework and/or dissertation as specified in each programme to be eligible for an award of a degree.

12.0 CREDIT HOUR TRANSFER

12.1 Students who have taken courses at the postgraduate level at other universities and have obtained the degree, which is recognised by the University, can apply for credit hour transfer for the subjects which are deemed equivalent to the subjects required by the University programme.

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

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

12.4 The validity of courses for a credit hour 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 a credit hour 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 Course with Credit Hour

Courses registered for with credit hour (core and elective courses) will be taken into account for CGPA calculation.

13.1.2 Course without Credit Hour

Courses registered for without credit hour or by **audit** will not be taken into account for CGPA calculation.

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, the grade will not be taken into account for CGPA calculation.

13.2 Course Registration

After discussing with an Academic Advisor on the choice of courses, students pursuing a programme of study by coursework must register the selected courses **within the first two (2) weeks** of the commencement of each semester. The number of courses registered for must be within the minimum and maximum number of credit hours allowed in each semester except in cases where the student has fulfilled all other coursework requirements.

13.3 Adding and Dropping Courses

Students can add or drop the registered courses within the first **two (2) weeks** of the commencement of each semester with the advice of an Academic Advisor. Courses dropped during this stipulated period will not be taken into account for calculation of the CGPA. The adding or dropping of courses is subject to the minimum and maximum number of credit hours allowed in each semester.

13.4 Course Load

13.4.1 Two Semesters Per Academic Session

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.

13.4.2 Three Semesters per Academic Session

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 **twelve (12) credit hours** each semester. **Part-time** students can take between **three (3) and six (6) 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 Students are allowed to start their Project Paper/Research Paper/Dissertation after they have successfully completed and passed all pre-requisite courses as specified by programme of study.

14.0 RESEARCH PROGRAMME

- 14.1 The Graduate School will determine the courses that 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:
- fulfil a maximum of **eight (8)** credit hours of courses;
 - pass all courses with at least a **B grade; and**
 - complete all courses within the first two (2) semesters of study.
- 14.1.2 Doctoral students by research are required to:
- fulfil a maximum of **eight (8)** credit hours of courses;
 - pass all courses with at least a **B grade; and**
 - 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 Candidates are not allowed to submit a research work that has 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 Candidates must submit three (3) copies of a 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, candidates must indicate clearly that the said thesis was submitted to this University in fulfilment of a programme of study.
- 14.6 With the approval of the Thesis Committee, 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 Candidates 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 an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of programme by research.
- 15.1.2 Thesis of a doctoral programme by research:
- must not exceed 100,000 words; and
 - the colour of the thesis cover is **maroon** (for PhD) and **Red** (for Doctor of Management).
- 15.1.3 Thesis of a master's 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 an original research prepared and submitted by a student for the award of a degree of programme by mixed mode.

- 15.2.2 Dissertation of a 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 of a master's programme by mixed mode:
must not exceed 45,000 words; and
the colour of the thesis cover is **blue black**.
- 15.2.4 Dissertation must be completed within the minimum period of two (2) semesters or until the maximum period of study.
- 15.2.5 Students will be evaluated in an oral examination (viva voce) session.

15.3 **Research Paper**

- 15.3.1 Research Paper is a documentation of a research component prepared and submitted by students for the award of a degree of a programme by coursework, in which the number of credit hour is **12 or more**.
- 15.3.2 The Research Paper must be completed within the minimum period of one (1) semester or until the maximum period of study.
- 15.3.3 Students will be evaluated in an oral examination (viva voce) session.
- 15.3.4 The Research Paper must not exceed 30,000 words and the colour of the cover is **black**.

15.4 **Project Paper**

- 15.4.1 Project Paper is a documentation of a research component prepared and submitted by students for the award of a degree of a programme by coursework, in which the number of credit hour is **less than 12**.
- 15.4.2 The Project Paper must be completed within the minimum period of one (1) semester or until the maximum period of study.
- 15.4.3 Students will be evaluated based on the Project Paper submitted to the supervisor and a 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:
one Supervisor; **or**
one Main Supervisor and a Co-supervisor; **or**
a Thesis Committee comprising at least three (3) members.
- 16.1.2 Appointment of Supervisor(s) for doctoral students must be among:
Professors; **or**
Academic staff members with a doctoral degree in a related field and have obtained the doctoral degree within the last two (2) years;
A co-supervisor (if any), can be appointed from among academic staff members or non-academic staff members in a related field whose doctoral degree is approved by the University Senate.

16.1.3 Appointment of Supervisor(s) for master's students must be among:

Academic staff members with at least a master's degree in a related field and with three (3) years of work experience.

A co-supervisor (if any), can be appointed among non-academic staff members whose master's degree (minimum qualification) is approved by the University Senate.

16.2 Changing Supervisor(s)

16.2.1 Under exceptional and reasonable circumstances, a master's student can apply for a change of 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 reasons the Supervisor or the Main Supervisor or the Co-supervisor or any of the Committee Members is unable to fulfil his/her obligation, the Dean of the respective Graduate School must appoint another academic staff member to carry out the said function for a period deemed appropriate.

16.3 Supervisor is not allowed to withdraw from being a supervisor without any strong reason. An official application for withdrawal has to be made by the supervisor to the Dean of the Postgraduate School concerned so that proper consideration can be made by the Appeal Committee.

17.0 RESPONSIBILITIES 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 A Supervisor or Thesis Committee members have the responsibility to supervise the work and progress of their student until the thesis is deemed fit for assessment and oral 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 Students, who have successfully completed the pre-requisite courses, must present their research ideas at a colloquium/symposium organized by the respective School/Graduate School before defending their proposals.

18.1.2 Full-time Doctoral students must defend their proposal within **eighteen (18) months** from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.1.3 Students, who failed to defence within eighteen (18) months from the date of admission will be terminated.

18.1.4 Students, who defended their proposal but failed, are allowed to appeal for re-defend **within twenty four (24) months** from the date of admission.

18.1.5 Students, who fail in their re-defence, will be terminated from their studies.

18.1.6 Students, who fail to re-defence within twenty four (24) months **will be terminated**.

18.2 Part-time Doctoral students by Research

18.2.1 Students, who have successfully completed the pre-requisite courses, must present their research ideas at a colloquium/symposium organized by the respective School/Graduate School before defending their proposals.

18.2.2 Part-time doctoral students must defend their proposal within twenty four (24) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

- 18.2.3 Students, who failed to defend within twenty four (24) months from the date of admission will be terminated.
- 18.2.4 Students, who defended their proposal but failed, are allowed to appeal for re-defend within thirty six (36) months from the date of admission.
- 18.2.5 Students, who fail in their re-defence, will be terminated from their studies.
- 18.2.6 Students, who fail to re-defence within twenty four (24) months will be terminated.

18.3 Full-time Master's Students by Research

- 18.3.1 Full-time master's students must defend their proposal within nine (9) months from the date of admission. Notification for intent to defend proposal must be submitted at least one (1) month prior to the proposed date.
- 18.3.2 Students, who failed to defend within nine (9) months from the date of admission will be terminated.
- 18.3.3 Students who defended their proposal but failed are allowed to appeal for re-defend within twelve (12) months from the date of admission.
- 18.3.4 Students, who fail in their re-defence, will be terminated from their studies.
- 18.3.5 Students, who fail to re-defence within twelve (12) months from the date of admission will be terminated.

18.4 Part-time Master's Students by Full Research

- 18.4.1 Part-time master's students must defend their proposal within twelve (12) months from the date of admission. Notification for intent to defend proposal must be submitted at least one (1) month prior to the proposed date.
- 18.4.2 Students, who failed to defend within twelve (12) months from the date of admission will be terminated.
- 18.4.3 Students, who defended their proposal but failed, are allowed to appeal for re-defend within eighteen (18) months from the date of admission.
- 18.4.4 Students, who failed in their re-defence, will be terminated from their studies.
- 18.4.5 Students, who failed to re-defence within eighteen (18) months from the date of admission will be terminated.

19.0 DEFENCE OF THESIS OR ORAL EXAMINATION (VIVA VOCE)

19.1 Doctoral Candidates

19.1.1 Full-time doctoral candidates:

Can submit their theses for oral examination (viva voce) earliest after **twenty four (24) months or two (2) years** from the date of admission.

Should submit their theses within **sixty (60) months or five (5) years** from the date of admission.

19.1.2 Part-time doctoral candidates:

Can submit their theses for oral examination (viva voce) after **thirty six (36) months or three (3) years** from the date of admission.

Not prejudicing the above-said, theses shall be submitted within **eighty four (84) months or seven (7) years** from the date of admission.

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

19.2 Master's Candidates

19.2.1 Full-time master's candidates:

Can submit their theses for oral examination (viva voce) earliest after **eighteen (18) months** from the date of admission.

Subject always to the threshold limit of **thirty six (36) months** or **three (3) years** to submit antecedent from the date of admission into their course.

19.2.2 Part-time master's candidates:

Can submit theses for oral examination (viva voce) earliest after **twenty four (24) months** or **two (2) years** from the date of admission.

Subject always to the threshold limit of **sixty (60) months** or **five (5) years** to submit antecedent from the date of admission into their course.

19.2.3 Candidates who fail to submit their theses within the time specified shall be deemed **Fail**.

20.0 FORMAT OF THESIS

Candidates are required to abide and conform to the thesis format guideline specified by respective graduate schools before submission for Oral Examination of Thesis (viva voce). Students are fully responsible to proof read their theses before submission.

21.0 ORIGINALITY OF THESIS

21.1 Thesis submitted to the Graduate School for proposal defence and viva voce will be evaluated for its originality by the UUM Library.

21.2 The similarity index should not be more than twenty percent (20%).

22.0 THESIS EXAMINATION BOARD

22.1 A Thesis Examination Board will be set-up for Oral Thesis Examination (viva voce) when a candidate fulfilled all the requirements and upon approval of the supervisor(s).

22.2 **Members of the Thesis Examination Board** comprise:

a Chairperson;
one Internal Examiner; **and**
at least one External Examiner.

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

22.3 Chairman of the Thesis Examination Board

22.3.1 The Chairman of the Thesis Examination Board for **doctoral candidates** must be a(an):

Assistant Vice-Chancellor; **or**
Dean; **or**
Professor; **or**

Associate Professor with a doctoral degree and has successfully produced at least one (1) doctoral student.

22.3.2 The Chairman of the Thesis Examination Board for **master's candidates** must be a(an):

Dean; **or**
Associate Professor; **or**
Head of Department; **or**
academic staff member with a doctoral degree.

- 22.3.3 Roles and responsibilities of the Chairperson:
shall facilitate and assist the examiners to reach a consensus of the viva voce result;
shall not influence the decision of the viva-voce by the examiners;
may intervene in the examining process if she/he considers that fairness to the candidate is at risk;
provide a written report on the overall running of the session.

22.4 **The Appointment of Examiner**

- 22.4.1 The Examiner should be an expert in the same or relevant field as the candidate or whoever deemed suitable by the University.

- 22.4.2 The Internal and External Examiner for **doctoral and masters candidates** must have Doctoral qualification. At least one of the examiners must be of equal or above the supervisor(s) academic rank and designation.

- 22.4.3 The Internal and External Examiner must not:

have been involved in the supervision of the candidate or supervisor(s) as supervisor, co-supervisor or advisor;
be or have been, involved in any research and publication collaboration with the candidate for the past three (3) years;
have any current or previous familial or personal relationship with either supervisor(s) or candidate.

- 22.4.4 The Internal and External Examiners are **required to attend the viva-voce session** through any of these means:

video conference, skype or online conferencing;
attending in person;
not attending in person but have submitted comprehensive written report for the assessment.

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

22.6 **Examination of Thesis and Dissertation**

- 22.6.1 Before the viva voce session

The Examiner will be given **five (5) weeks** to submit a report of a thesis/dissertation examination after the date of his/her formal appointment. If the Graduate School does not receive any response from the Examiner within the time specified, his/her appointment will be revoked and a new Examiner will be appointed.

- 22.6.2 After the viva voce Session

If the candidate was awarded Pass with Minor Revision Status, The Examiner(s) will be given up to **two (2) weeks** to submit the report of a thesis/dissertation examination after the date of correction is submitted.

If the candidate was awarded Pass with Major Revision Status, The Examiner(s) will be given up to **four (4) weeks** to submit the report of a thesis/dissertation examination after the date of correction is submitted.

If the Graduate School does not receive any response from the Examiner(s) within the specified, the correction is considered valid.

- 22.7 The Thesis Examination Board must recommend to the Senate via the Postgraduate Examination Board that a candidate be awarded the following **status**:

Pass – the candidate will be awarded the relevant degree; **or**

Pass with Minor Revision – the candidate will be awarded the relevant degree but, subject to amendments and corrections made **within three (3) months**; **or**

Pass with Major Revision - the candidate is required to make major corrections to the thesis and resubmit it for another assessment to the examiners concerned, within **six (6) months for a master’s programme and twelve (12) months for a doctoral programme**. A second viva voce session is not required; **or**

Re-viva – the candidate is required to make major corrections to the thesis and resubmit it for another assessment to the examiners concerned, **within twelve (12) months for a master’s programme and eighteen (18) months for a doctoral programme**. A second viva voce session is required.

The result of the re-viva will either be a **Pass** or **Pass with Minor Revision** (the candidate is required to make amendments and corrections to the thesis and submit it within three months) or **Fail**; **or**

Fail – the candidate has failed.

- 22.8 If the corrected or amended thesis/dissertation does not fulfil the requirements, the **Examiner** reserves the right to give the candidates a **Fail** status.

23.0 APPEAL AGAINST THE RESULT OF THE VIVA VOCE

- 23.1 Candidates of programme by research may appeal to the University if they are not satisfied with the result given by the Thesis Examination Board.

- 23.2 Only candidates who obtained fail status may appeal.

- 23.3 Appeal against the result of the viva voce must be submitted **in writing** to the Dean of the respective Graduate School within **a months** after the result was announced by the Thesis Examination Board.

- 23.4 The decision on the appeal is made by the **Viva Appeal Committee**, which consists of:

Deputy Vice-Chancellor as the Chairman;
Dean of the respective Graduate School;
Dean of the respective School;
A Professor as a Senate representative;
A Professor/ Associate Professor in the field related to the student’s research area;

- 23.5 The officer appointed as a member of Viva Appeal Committee shall report to the university and withdraw and rescue in the situation that would raise conflict of interest.

- 23.6 The Viva Appeal Committee may decide either to:

Reject student’s appeal and uphold the decision made by the Thesis Examination Board; or
Appoint new Examiners (Internal and External Examiner) and reschedule a re-viva for student.

- 23.7 Appeal against the result of the viva-voce can only be made once.

24.0 ASSESSMENT AND EXAMINATION

24.1 Assessment

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

- 24.1.2 Types of examination are:

course examination (including continuous assessment throughout the semester and/or the final semester examination);

oral examination (viva voce);
thesis assessment;
other examinations as determined by the programme.

24.2 **Assessment and Examination for Postgraduate Diploma and Master's Programmes**

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

assessment and examination for the courses taken during each semester;
Research Paper/Project Paper;
oral examination (viva voce) of the Research Paper as determined by the programme.

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

oral examination of a thesis proposal;
a written thesis;
oral examination (viva voce) before the Thesis Examination Board or as determined by the programme.

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

examination of the courses taken during each semester;
a written dissertation;
oral examination (viva voce) as determined by the programme.

24.3 **Assessment and Examination for Doctoral Programmes**

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

oral defence of a thesis proposal before a Thesis Committee;
a written thesis;
oral examination (viva voce) before the Thesis Examination Board as determined by the programme.

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

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

24.4 Students are allowed to take an **oral examination (viva voce)** of the thesis **not more than two (2) times**.

24.5 **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 for the award of a degree (for master's programmes) or to continue with the programme of study for a doctoral programme.

23.5.2 Students who fail the qualifying examination will be advised to take courses determined by an 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 at least three (3) members (including the Academic Advisor) appointed by the College based on their areas of expertise. This Committee determines the scope of the

examination. The Academic Advisor must inform the student of the examination requirements six (6) months before the examination is scheduled.

- 24.6 Students may appeal to the Senate of the University if they are not satisfied with the result given by the Examination Board.

25.0 GRADING SYSTEM

- 25.1 Students will be evaluated based on the following grading 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)
S/US	-	Satisfactory/ Unsatisfactory
W	-	Withdraw
P/F	-	Pass/Fail
IP	-	In Progress

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

- 25.3 A **master’s Research Paper** will be evaluated based on the following grading system:

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

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

- 25.5 An **X grade** or a **Bar status** is a **non-redeemable** grade and will be given to students in any one of the three (3) circumstances:

Students are barred from taking an examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions;

Students are barred from taking examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions in any courses that do not have a final examination;

Students are barred from taking examination when they enter the examination hall **more than thirty (30) minutes** after the examination starts without reasonable excuse.

- 25.6 **Satisfactory/Unsatisfactory or S/US** Grade will be given to students who register for **Audit** courses, which 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.

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

25.8 **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:

25.8.1 **Internship and Practicum**

Students are allowed to complete their Internship/Practicum within the minimum period of **one (1) semester** and the maximum period of **three (3) semesters**.

IP Grade will be given in the first and second semester when students fail to submit their Internship/Practicum Report on the specified date;

25.8.2 **Project Paper and Research Paper**

Students are allowed to complete their Project Paper/ Research Paper within the minimum period of **one (1) semester** or until the maximum period of their study;

IP Grade will be given in the first semester when students register for Project Paper/ Research Paper or until the maximum period of their study;

If students fail to submit their Project Paper/ Research Paper within the specified period of their final semester (maximum) of study, they will be given a **Fail** status;

25.8.3 **Dissertation (for mixed mode programme)**

Students are allowed to complete their dissertation within the minimum period of **two (2) semesters** or until the maximum period of their study;

IP Grade will be given in the first semester when students register for dissertation or until the maximum period of their study;

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;

26.0 TERMS FOR CONTINUED REGISTRATION

26.1 Pass Status

Students who obtain a CGPA of more than **3.00** in the semester will obtain a Pass status and is allowed to proceed to the next semester.

26.2 Conditional Pass Status

Students who obtain a CGPA of less than 3.00 and at least **2.67 up to 2.99** in the semester will obtain a Conditional Pass status. They be given a reminder to improve their CGPA to achieve a Pass status in the next semester.

26.3 Repeat Semester

26.3.1 **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.

26.3.2 Students who are allowed to repeat the semester will be given a reminder to improve their CGPA to achieve a Pass status in the next semester.

26.3.3 All courses taken during the semester will not be taken into account for the calculation of CGPA. However, they will remain on the students' academic records.

26.3.4 The status of Repeat Semester is given only once during the study period.

26.4 **Fail Status**

Students who obtain a CGPA of **less than 2.00** in any semesters will be given a **Fail** status and will be **terminated** from the University.

Students who obtain a Conditional Pass status for the first time and obtain 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.

Students who obtain a Conditional Pass status for the first time and obtain 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.

Students who obtain a Conditional Pass status for the first time and obtain a CGPA of **less than 2.80** will be given a Fail status and will be **terminated** from the University.

26.5 Students as in 25.3, 25.4(b), 25.4(c) and 25.4(d), who obtain a CGPA of **less than 3.00** in the following semesters will be **terminated** from the University.

27.0 **TERMS FOR REPEATING COURSES**

27.1 **Doctoral and master's students by full research** who have to register for courses as required by the Graduate School should obtain at least a **B grade**. Students who obtain less than a B grade are required to repeat the courses before they are allowed to proceed with their proposal defence.

27.2 Students who obtain a grade point of **less than 2.33 (C+)** in any courses will be required to **repeat** the course.

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

27.4 Students are not allowed to repeat the examination of a course if they have obtained a grade point of 3.00 or B and above.

28.0 **AWARD OF DEGREE**

In order to be awarded a degree, students shall fulfil the following requirements:

pass examination on all courses required by the programme of study and obtain a CGPA of at least **3.00**;

sit for any other examinations as required by the programme of study;

fulfil all requirements of the **Universities and University Colleges Act** and other related acts;

settle all debts to the university;

students pursuing a programme of study **by research** must present and defend the thesis successfully;

For PhD candidates:

They shall produce at least one (1) article, accepted/published for publication in a Scopus Indexed Journal.

The article is produce individually or can be co-authored only with and consented by the supervisor(s).

The article accepted or published must be based on the PhD candidate's research topic.

The article must be accepted or published during the candidacy.

The article must be accepted or published before a viva-voce session.

29.0 TERMINATION OF STUDY

If students obtain an unsatisfactory academic report or have violated the **Universities and University Colleges Act 1971** or other related acts, the Graduate School is given the authority and sanctioned recommend to the Senate to have their study terminated.

30.0 POWER 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 time table to ensure there are no discrepancies in terms of the time and place of the examination on courses registered. Any changes made to the timetable will be displayed on the Notice Board of the respective Schools/Graduate Schools. 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 card/passport, examination slip and smart card. Students who fail to bring their examination slip will not be allowed to sit for the examination.
- 1.3 Students are not allowed to bring in or take out books, papers, documents, photographs and printed materials from the Examination Hall, unless authorized by the Invigilator.
- 1.4 Students are allowed to bring stationery cases containing writing materials, pens, pencils, rulers and calculators to the Examination Hall.
- 1.5 Students are allowed to enter the Examination Hall fifteen (15) minutes before the scheduled 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 an 'X' Grade with a grade point of 0.00)
- 1.6 Students are free to choose any seats in the Examination Hall. Students are required to take their seats in a quiet and orderly manner.

2.0 DURING THE EXAMINATION

- 2.1 In the Examination Hall, students are required to:

fill the attendance slip and place it on the right hand corner of the table;

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 card/passport, examination slip and smart card after the said documents have been checked.
- 2.2 Students must write their matriculation number, identity card/passport number, date, course code/course description, 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 the 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. Students 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, students are not allowed to leave the Examination Hall fifteen (15) minutes before the examination ends.

- 2.8 Students who fall ill during the examination must inform the Chief Invigilator/Invigilators as soon as possible.
- 2.9 Students 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 Students who are unable to sit for an examination on any of the courses registered must provide reasons in writing, by enclosing relevant supporting 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 the student getting **F grade** for the course. All enquiries regarding examination must be forwarded to the Dean of the respective Graduate School.
- 3.2 Students who fail to sit for all the scheduled examinations without valid reasons, accepted by the board of Examiners of the University or without prior approval of the Board will be deemed to have failed in the particular semester.

4.0 APPEAL ON EXAMINATION RESULTS

- 4.1 Students who wish to appeal against the result 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 has 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 Students will be charged **RM100.00 per course** to be re-examined. 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 an appeal committee to re-examine 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:
- Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination.
- Students who violate the Examination Regulations including plagiarism of thesis, dissertation, research paper, project paper, assignments and others.
- Students sitting for examinations or preparing assignments (project paper, thesis etc.) on behalf of other students.
- 5.2 Students who commit academic dishonesty will be brought upon the Academic Dishonesty Committee comprising:
- Deputy Vice-Chancellor (Academic and International) or Assistant Vice-Chancellor of the College concerned acting as the Chairperson.
- Members**
- Two (2) academic staff of the respective School;
- The Registrar or a 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:

Fail with **F** grade will be given for the course associated with the case (the F grade is not redeemable); or

Fail with **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 (the F grade is not redeemable); or

Fail with **F** grade will be given to all courses associated with the case (the F grade is not redeemable); or

the case will be referred to the **Student 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 annulled and the master's or doctoral qualification revoked with immediate effect.
- 5.5 If students are found guilty by the **Student Disciplinary Committee**, one (1) or more of the following punishments can be meted out:
- a written warning will be issued and recorded on their academic record;
 - a fine of not exceeding **RM 200.00**;
 - exclusion from any specific part or parts of the University for a specified period;
 - suspension from being a student of the University for a specified period;
 - expulsion from the University.
- 5.6 The **Vice-Chancellor** can use his discretion where necessary to prevent students, 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.

