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 2011). The University reserves the right to make amendments to the contents as may be deemed necessary from time to time.
RULES AND REGULATIONS

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, 18th 1999. The postgraduate programmes offered are Postgraduate Diploma, Masters and Doctoral Programmes.

1.0 DEFINITION

In these rules, unless the context otherwise requires:

1.1 ‘Academic Member’ means a full-time academic staff member or teaching staff on a permanent or contract position;

1.2 ‘Active Student’ means a student who has registered for every semester of study in this University

1.3 ‘Applicant’ means a person who applies for admission into a postgraduate programme to this University;

1.4 ‘Audit Course’ means a course registered for by a student for which the Cumulative Grade Point Average is not computed;

1.5 ‘Candidate’ means a postgraduate research student who has successfully defended his/her research proposal;

1.6 ‘CGPA’ the Cumulative Grade Point Average obtained for all the semesters;

1.7 ‘College’ means the main academic entity which consists of and includes schools, departments, disciplines and academic programmes;

1.8 ‘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;

1.9 ‘Core Course’ means a compulsory course, which is determined for the programme;

1.10 ‘Co-Supervisor’ means a person appointed jointly with another supervisor to supervise the thesis of a student. He can be appointed from outside the College/Department or University.

1.11 ‘Coursework’ means the mode of a programme of study whereby the student will be required to follow lectures and/or do academic exercises in the form of assignments, project papers etc.;

1.12 ‘DBA’ means Doctor of Business Administration;

1.13 ‘Dean’ means the Dean of Graduate School.

1.14 ‘Degree’ means an award conferred by the University on a student who has fulfilled the requirements for a programme of study;

1.15 ‘Dissertation’ means an academic composition presented by a student as a partial fulfilment of the masters or doctoral programme;

1.16 ‘Elective Course’ means an optional course, which is determined for the programme;

1.17 ‘Examination’ means any form of evaluation to measure a student’s performance;

1.18 ‘External Examiner’ means a person from outside the University appointed by the Graduate School to evaluate the performance of a master’s or doctoral students;

1.19 ‘Graduate School’ means a unit set up in the College to register and organise postgraduate courses;

1.20 ‘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;
1.21 ‘Main Supervisor’ means a person appointed to head the supervisory group whenever a student has more than one (1) supervisor;

1.22 ‘Master of Philosophy’ means an award conferred by the University on a candidate who obtained a status lower than that of a Ph.D.;

1.23 ‘Ph.D.’ means Doctor of Philosophy;

1.24 ‘Postgraduate Committee’ means the committee set up at the College to look into all issues pertaining to postgraduate studies;

1.25 ‘Postgraduate Diploma’ means an award conferred by the University on a student who has fulfilled the requirements for the Postgraduate Diploma Programme;

1.26 ‘Postgraduate Examiners Board’ means the committee set up at the College to look into all examination matters for postgraduate studies;

1.27 ‘Postgraduate Studies Unit’ means a unit set up by the University to manage, administer and coordinate the conducting of postgraduate programmes;

1.28 ‘Programme’ means a programme of postgraduate studies, i.e. Postgraduate Diploma or Masters or Doctoral or equivalent;

1.29 ‘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;

1.30 ‘Project Paper’ means an academic composition presented by a student as a partial fulfilment of the postgraduate programme by coursework;

1.31 ‘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;

1.32 ‘Residential Requirement’ means residing on campus for a period to be specified;

1.33 ‘Semester’ means a period of academic study practiced by the University;

1.34 ‘Senate’ means the Senate of Universiti Utara Malaysia;

1.35 ‘Student’ means a person who has registered for a postgraduate programme of study in this University;

1.36 ‘Supervisor’ means a person appointed to supervise a student’s research for thesis writing;

1.37 ‘Thesis’ means an academic composition presented by a student as fulfilment of the masters or doctoral programme by research;

1.38 ‘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;

1.39 ‘Thesis Examination Board’ means the panel established by a particular College to evaluate the thesis or dissertation and conduct the oral examination;

1.40 ‘Transfer Student’ means a student from another institution of higher learning who is transferred to Universiti Utara Malaysia;

1.41 ‘University’ means Universiti Utara Malaysia.
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 and UUM College of Law, Government and International Studies 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; or
b) a Bachelor’s degree from Universiti Utara Malaysia or any other institution of higher learning with at least three (3) years’ working experience in a related field; or

c) a Diploma holder with ten (10) years’ working experience and minimum age of 35 years; or
d) any other equivalent qualification recognized by the University Senate; and

e) Fulfills the English Language requirement.

2.2.2 Applicants for the Master’s Programme under the UUM College of Business must possess the following conditions:

II) Master of Business Administration

a) A Bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognized by the University Senate with a CGPA of at least 2.75; and
b) At least three (3) years of work experience relevant to the chosen area of specialization or a good score on the Graduate Management Admission Test (GMAT); and
c) Fulfills the English Language requirement.

OR

a) A diploma from any Institution of higher learning recognized by the University Senate with at least ten (10) years of relevant work experience and aged 35 years or older; and
b) Fulfills the English Language requirement.

III) Master’s Degree Other Than MBA Programmes

a) A Bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognized by the University Senate with a CGPA of at least 3.00; and
b) Fulfills the English Language requirement.

OR

a) A Bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognized by the University Senate with a CGPA of at least 2.75; and
b) At least two (2) years of relevant working experience or a good score on the Graduate Management Admission Test (GMAT)/ Graduate Record Examination (GRE); and
c) Fulfills the English Language requirement.

OR

a) A diploma from any Institution of higher learning recognized by the University Senate with at least ten (10) years of relevant work experience and aged 35 years or older; and
b) Fulfills the English Language requirement.

*Note: Applicants who do not meet any of the above postgraduate admission requirements can still be considered for enrolment upon recommendation by the postgraduate committee and endorsement by the Senate. Applicant may be required to attend an interview.

2.3 **Doctoral Programme**

2.3.1 Applicants for the Doctor of Philosophy (Ph.D.) 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 institution of higher learning recognized by the Universiti Senate; or
c) any other equivalent qualification recognized by the University Senate; and

d) Fulfills the English Language requirement.

2.3.2 Admission to Doctor of Business Administration (DBA) degree can be granted based on the criteria specified below:

a) A Master’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognized by the University Senate or any other equivalent qualification recognized by the University Senate; and

b) A minimum of five (5) years of work experience relevant to the chosen area of specialization, or a good score on the Graduate Management Admission Test (GMAT); and

c) Fulfills the English Language requirement.

Note: A Senior Manager or equivalent position, holding a Bachelor degree with at least ten (10) years of work experience may also be considered.

2.3.3 Candidates currently pursuing the Master’s 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 students:

   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’s or Ph.D) 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;

   d) Students who have English language qualification, which is deemed equivalent to the IELTS/TOEFL qualification.

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 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 two (2) weeks 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 being revoked and can have their studies terminated.

6.2 Registration after Submission of Thesis

6.2.1 Candidates, who are submitted their thesis (for examination or viva) in the current semester of study:

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 to candidates.
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 can apply to the Dean of the respective Graduate School to change their mode of study from full-time to part-time or vice versa. Students can be allowed to change their mode of study once only.

7.4 In exceptional circumstances, students can be allowed to revert to their original mode of study, subject to the student forwarding reasons acceptable 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 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 has to pay a non-refundable fee of RM200.00 when applying for a change of programme.

8.4 Application to change a programme by coursework to a programme by full research must enclose a research proposal.

8.5 Application to change a programme must be approved by the respective chairperson of the programme and Dean of the respective Graduate School.

8.6 An approval for a new programme is effective in the next 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 considered in the calculation of the maximum period permitted to 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 calculated 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 System

10.1.1 Master’s programme:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Two (2)</td>
<td>Six (6)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Three (3)</td>
<td>Ten (10)</td>
</tr>
</tbody>
</table>

10.1.2 Doctoral programme:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Four (4)</td>
<td>Ten (10)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Six (6)</td>
<td>Fourteen (14)</td>
</tr>
</tbody>
</table>
10.2 Three Semester Per Academic Session System

10.2.1 Postgraduate Diploma:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Two (2)</td>
<td>Five (5)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Three (3)</td>
<td>Nine (9)</td>
</tr>
</tbody>
</table>

10.2.2 Master’s programme:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Three (3)</td>
<td>Nine (9)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Five (5)</td>
<td>Fifteen (15)</td>
</tr>
</tbody>
</table>

10.2.3 Doctoral programme:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Five (5)</td>
<td>Fifteen (15)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Eight (8)</td>
<td>Twenty one (21)</td>
</tr>
</tbody>
</table>

11.0 TYPES OF STUDY

11.1 A student can choose one of the following types of study (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 coursework and dissertation (for master’s and doctoral programmes); or
11.1.3 by research only (for master’s and doctoral programmes)

11.2 The student must obtain a number of credit hours of coursework and/or dissertation totalling not less than the number of credit hours determined for each programme to be eligible for the award of the degree.

12.0 CREDIT TRANSFER

12.1 A student who has 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’s programme.

12.2 A student should obtain at least B for the transferable subject.

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

12.4 The validity of subjects 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

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 as a condition to proceed with their programme of study. However, it will not be taken into account to determine the CGPA.

13.2 Subject Registration

Students pursuing a programme of study by coursework must register for the selected subjects within the first two (2) weeks of the commencement of each semester after having discussed the selection 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 Subjects

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

14.0 COURSE LOAD

14.1 By Coursework

14.1.1 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 subjects registered for audit.

14.2 Project Paper/Dissertation

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

14.2.2 A student is allowed to start his/her Project Paper/Dissertation after he/she has successfully completed and passed all courses as may be determined under the programme of study.
15.0 RESEARCH PROGRAMME

15.1 Students pursuing a programme of study by full research will be determined by Graduate School to register for courses as required under the programme before being allowed to defend his/her thesis proposal.

15.1.1 Master’s students by full research mode, who are required to undertake courses must:
   a) fulfil maximum of **eight (8)** credit hours of courses;
   b) pass all courses with at least **B** grade;
   c) complete all courses within the first two (2) semesters of study.

15.1.2 Doctoral students by full research mode who are required to undertake courses must:
   a) fulfil maximum of **twelve (12)** credit hours of courses;
   b) pass all courses with at least **B** grade;
   c) complete all courses within the first two (2) semesters of study.

15.2 The thesis or dissertation must be prepared in accordance with the "Guidelines for Postgraduate Thesis Preparation".

15.3 A candidate cannot submit a research that has already been submitted to this University or any other university, but he/she can include any portion of the said thesis and make appropriate reference to the usage of the said portion.

15.4 Once the programme requirements are fulfilled, a candidate must submit a correct number of thesis copies as determined by the programme for purposes of assessment and examination.

15.5 A 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.

15.6 To publish an approved thesis, or any portion of it thereof, the candidate must indicate clearly that the said thesis was submitted to this University as a fulfilment of a programme of study.

15.7 With the approval of the Thesis Committee, a candidate can use any portion of his/her thesis for the purpose of any academic publication during his/her candidature, subject to appropriate acknowledgement being made in the said publication.

15.8 The University reserves the right to use an approved thesis or otherwise, for teaching and research purposes.

15.9 A candidate can 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.

16.0 ACADEMIC ADVISOR/ THESIS SUPERVISOR/THESIS COMMITTEE

16.1 Academic Advisor

One or more academic advisors will be appointed for every programme of study. The Academic Advisor will be responsible to advise, guide and monitor the progress of the students. Students are advised to contact the academic advisors frequently to obtain advisory services for the programme of study undertaken.

16.2 Thesis Supervisor and Thesis Committee

16.2.1 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.
16.2.2 Appointment of Supervisor for Doctoral students must be among:

a) Professor; or
b) Academic staff with doctoral degree qualification in a related field and have pass his/her PhD at least two (2) years.
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.

16.2.3 Appointment of Supervisor for Masters students must be among:

a) Academic staff with at least Master’s degree qualification in a related field; and
b) have three (3) years working experience.
c) Co-supervisor (if any), can be appointed from among Non-academic staff with at least Master’s degree qualification approved by the University Senate.

16.3 Changing of Thesis Supervisors

16.3.1 Under exceptional and reasonable circumstances, a master’s student can apply to change the appointed Supervisor during the first semester, while a PhD student can do so during the first three (3) semesters.

16.3.2 If for any reason the Supervisor or the Main Supervisor or the Co-supervisor or any of the Committee Members cannot fulfil their 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 OR 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).

18.0 DEFENCE OF THESIS PROPOSAL

18.1 Full-time Doctoral Students by Full Research Mode

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 (if approved by the Graduate School) is twenty four (24) months from the date of admission.

18.1.4 Students who fail to defend their proposal within 24 months of the admission date can have their study terminated.

18.1.5 Students, who defend their proposal but have failed, are allowed to re-defend the proposal within 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 24 month.
18.2 **Part-time Doctoral Students by Full Research Mode**

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 to extend the period of proposal defence.

18.2.3 The maximum period of extension of proposal defence (if approved by the College) is thirty six (36) months from the date of admission.

18.2.4 Students who fail to defend their proposal within 36 months of the admission date can have their study terminated.

18.2.5 Students, who defend their proposal but have failed, are allowed to re-defend the proposal within 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 36 month.

18.3 **Full-time Masters Students by Full Research Mode**

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 to extend the period of proposal defend.

18.3.3 The maximum period of extension of proposal defence (if approved by the College) is twelve (12) months from the date of admission.

18.3.4 Students who fail to defend their proposal within 12 months of the admission date can have their study terminated.

18.3.5 Students, who defend their proposal but have failed, are allowed to re-defend the proposal within 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 12 month.

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

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 to extend the period of proposal defend.

18.4.3 The maximum period of extension of proposal defence (if approved by the College) is eighteen (18) months from the date of admission.

18.4.4 Students who fail to defend their proposal within 18 months of the admission date can have their study terminated.

18.4.5 Students, who defend their proposal but have failed, are allowed to re-defend the proposal within 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 18 month.
19.0 DEFENCE OF THESIS OR ORAL EXAMINATION (VIVA)

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 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).

21.2 The members of the Thesis Examination Board will comprise of:

   a) Chairman;
   b) at least one External Examiner; and
   c) one Internal Examiner.
   d) For students who are UUM staff, 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 should be:

   a) Assistant Vice Chancellor; or
   b) Dean; or
   c) Professor.
21.3.2 The Chairman of the Thesis Examination Board for master's candidates should be:

a) Dean; or  
b) Associate Professor; or  
c) Field Chairperson; or  
d) Academic staff with Doctoral degree qualification.

21.4 The Examiner

21.4.1 The Examiner should be in the same or relevant field as the candidate or who is deemed suitable as decided by the University.

21.4.2 The Internal and External Examiner for doctoral candidates must be appointed from among:

a) Professors; or  
b) Academic staffs with doctoral qualification and have passed the doctoral degree programme of at least two (2) years.

21.4.3 The Internal and External Examiner for master’s candidates must be appointed from among:

a) Professors; or  
b) Associate Professors; or  
c) Academic staffs with doctoral qualification.

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 session.

21.5 The Supervisor or the Main Supervisor and the Co-supervisor or the Thesis Committee members and the Field Chairperson are not members of the Thesis Examination Board, but attend the viva session as representatives.

21.6 Examination of Thesis

The Examiner will be given two (2) months to propose a report of thesis examination after the date of his/her formal appointment. If the College does not receive any response from the Examiner within the specified period, his/her appointment letter will be revoked and a new Examiner can 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 making the required amendments and corrections within three (3) months; or

c) **Conditional Pass with major revision** - the candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment to the examiners concerned, within six (6) months for master’s programme and twelve (12) months for PhD programme, but a second viva is not required; or

d) **Reschedule Examination (Reviva)** – the candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment to the examiners concerned, within twelve (12) months for master’s programme and eighteen (18) months for PhD programme, and a second viva is required. The result for the second viva will be either Pass, Pass with minor revision (candidate is required to make amendments and corrections of his/her thesis and submit the thesis within three month) or be awarded a Master of Philosophy or Fail; or

e) **Master of Philosophy (M.Phil)** – the candidate will be conferred a degree of a lower status upon the submission of the amended Ph.D. thesis;

f) **Postgraduate Diploma** – the candidate will be conferred a degree of a lower status upon the submission of the amended master’s thesis; or

g) **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 ASSESSMENT AND EXAMINATION

22.1 Assessment

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

22.1.2 The types of examination, which can be held, are:

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

b) oral examination for the research thesis defence;

c) thesis assessment;

d) other examinations as may be determined by the programme.

22.2 Assessment and Examination for Postgraduate Diploma and Master’s Programmes

22.2.1 Assessment and examination for students pursuing a programme of study by coursework will be based on the assessment and examination for the subjects taken during each semester.

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

a) oral examination to defend the thesis proposal;

b) thesis assessment;

c) oral examination for thesis defence before the Examination Board or as determined by the programme.
22.2.3 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed-mode) can consist of:

a) subject examination for the subjects taken during each semester;
b) thesis assessment;
c) oral examination for thesis defence as determined by the programme.

22.3 Assessment and Examination for Doctoral Programmes

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

a) oral examination for thesis proposal defence before the Thesis Committee;
b) thesis assessment by the Thesis Examination Board; oral examination for thesis defence before the Board of Examiners as determined by the programme.

22.3.2 Assessment and examination for students pursuing a programme of study by coursework and dissertation can consist of:

a) subject examination for the subjects taken during each semester;
b) qualifying examination, if necessary;
c) comprehensive examination;
d) thesis/dissertation assessment;
e) oral examination for thesis proposal defence before the Thesis Committee;
f) oral examination for thesis defence before the Board of Examiners as determined by the programme.

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

22.5 Qualifying and Comprehensive Examinations

22.5.1 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.

22.5.2 Students who fail the qualifying examination will be advised to take courses as determined by the Academic Advisor.

22.5.3 Students who fail the comprehensive examination can repeat the examination.

22.5.4 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. This Committee will determine the scope of the examination. The Academic Advisor of the student must inform the student of the examination requirements six (6) months before the examination is scheduled.

22.6 A student may appeal to the Senate of the University if he/she is not satisfied with the results given by the Examination Board.
23.0 GRADING SYSTEM

23.1 A student will be evaluated based on the following mark scale and grade points:

The grade points are as follows:

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

23.2 A Project Paper will be graded based on the above mark scale and grade point, which will be taken into account in calculating the CGPA.

23.3 A master's Dissertation (12 credit hours or more) will be evaluated based on the following mark scale and grade:

<table>
<thead>
<tr>
<th>Mark Scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>High Distinction</td>
</tr>
<tr>
<td>75 – 89</td>
<td>Distinction</td>
</tr>
<tr>
<td>60 – 74</td>
<td>Credit</td>
</tr>
<tr>
<td>55 – 59</td>
<td>Pass</td>
</tr>
<tr>
<td>0 – 54</td>
<td>Fail</td>
</tr>
</tbody>
</table>

23.4 Fail or F Grade can also be given to students who do not take the final examination for a subject for which he/she has registered, except for subjects that do not have a final examination as has been approved by the Postgraduate Committee of the respective Graduate School.

23.5 Barred or X Grade is a non-redeemable grade and will be given to students on any 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 enter the examination hall more than thirty (30) minutes after the examination starts without a reasonable explanation.
23.6 **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.

23.7 **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.

23.8 **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.

23.9 **In Progress or IP Grade** will be given to students who have not completed their Project Paper/Internship/Practicum (6 to 9 credit hours) or Dissertation (12, 18 or 24 credit hours). 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:

23.9.1 **Project Paper, Internship and Practicum**

a) Students are allowed to complete their Project Paper/Internship/Practicum (6 to 9 credit hours) 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 (12th) week of the third semester is over;

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.

23.9.2 **Dissertation**

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 (12th) 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.
24.0 TERMS FOR CONTINUED REGISTRATION

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

24.2 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 warning to upgrade his/her CGPA to achieve a Pass Status for the next semester.

24.3 Fail Status
a) A student who obtains a CGPA of less than 2.67 (i.e. 2.00 – 2.66) in any semester for the first time will be given a Fail Status, but he/she will be allowed to repeat the semester.
b) A student 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 he/she is allowed to continue his/her study without having to appeal.
c) A student 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 he/she is allowed to continue his/her study after appeal.
d) A student 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.
e) A student, as in 24.3 (a) (b) (c), who obtains a CGPA of less than 3.00 in the following semester will be terminated from the University.

25.0 TERMS FOR REPEATING COURSEWORK

25.1 A doctoral and master’s student by full research who has to undertake 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 being allowed to proceed with his/her proposal defence.

25.2 A student who obtains a grade point of less than 2.33 (C+) in any subject will be required to repeat the subject.

25.3 A student who obtains either a grade point of 2.67 (B-) or 2.33 (C+) is allowed to repeat the subject. His/her CGPA will be calculated based on the latest grade of the subject.

25.4 A student is not allowed to repeat the examination for a subject if he/she has obtained a grade point of 3.00 or B and above.
26.0 AWARD OF DEGREE

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

a) follow and pass the examination for all subjects required by the programme of study and obtain a CGPA of at least 3.00;

b) sit for any other examination as may be 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 Ph.D candidates:

   (i) They must produce at least two (2) articles, in which (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).

27.0 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 College can make a recommendation to the Senate to have his/her study terminated.

28.0 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 Every student is required to study the examination timetable to ensure no discrepancies arise 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 College Notice Board of every College. 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 determined. Extra time will not be given under any circumstances. All students must bring with them their respective identity cards, examination slips and matriculation cards. A student who fails to bring his examination slip will not be allowed to sit for the examination until he is verified as an examination student.

1.3 A student will not be allowed to bring or take out books, papers, documents or photographs from the Examination Hall, unless authorized by the examiner. A student can receive books, papers, documents, photographs or any other materials, as may be determined and distributed by the Invigilator in the Examination Hall.

1.4 A student is allowed to bring a stationary bag containing pens, pencils, rulers and calculator into the Examination Hall.

1.5 No student is permitted to enter the Examination Hall unless the Chief Invigilator gives the clearance to do so. Under normal circumstances, a student can be allowed to enter the Hall fifteen (15) minutes before the schedule examination time. No student can be admitted into the Hall thirty (30) minutes after the examination has commenced.

(Reminder: Students who are barred from sitting the examination will be given a grade ‘X’ with a grade point of 0.00)

1.6 A student is free to choose his seat in the Examination Hall according to the subjects being held there. Students are required to take their seats in a quite and orderly manner.

2.0 DURING THE EXAMINATION

2.1 After taking his seat in the Hall, a student is required to:

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

   b) place his identity card, examination slip and matriculation card on the completed attendance slip. The Invigilators will collect this attendance slip. Students are reminded to take back their identity cards, examination slips and matriculation cards after the said documents have been checked.

2.2 Every student must write his/her matriculation number, identity card number, date, code/name of subject, lecturer's name and group (if any) in every answer sheet used.

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, either conversation or any other means. Students are required to raise their hands to deal with the chief invigilator or invigilators.

2.5 The Chief Invigilator/Invigilators will give a clear signal to indicate the end of the examination. As soon as this signal is given, all students are required to stop writing.
2.6 Students must tie their answer scripts together. No student will be allowed to leave the Examination Hall until all answer scripts have been collected by the chief Invigilator/Invigilators.

2.7 Students will be allowed to leave the Examination Hall half an hour after the Examination commences. However, no student will be allowed to leave the Hall fifteen (15) minutes before the examination ends.

2.8 A student who falls ill during the examination must inform the Chief Invigilator/Invigilators as soon as possible.

2.9 A student who is found to have copied or cheated or allowed others to cheat in the examination will be subjected to appropriate action in accordance with the existing Examination Rules.

3.0 STUDENTS WHO ARE UNABLE TO TAKE THE EXAMINATION

3.1 A student who is unable to take the examination for any of the courses registered for must give his reasons in writing, by enclosing any relevant support documents, if any, 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 subject. All enquiries regarding examination must be forwarded to the Dean of the respective Graduate School.

3.2 A student, who fails 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 the whole examination.

4.0 APPEAL ON EXAMINATION RESULTS

4.1 A student, who wishes to appeal against the results of the final examination, must send his 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 considered.

4.2 Any appeal sent must state the name of the subject/ subjects for which the answer scripts are to be re-examined.

4.3 The charge for re-examining each subject is RM 100.00, which should be sent together with the appeal letter.

4.4 The Dean of the respective Graduate School will re-examine the paper together with the original examiner. The re-examination is to determine the 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 recommendation of the Dean will be forwarded to the University Senate for approval before the student concerned is informed about the result.

4.6 Any decision made by the Dean that is endorsed by the Senate according to these provisions is final.

5.0 REMINDER REGARDING ACADEMIC DISHONESTY

5.1 Interpretation of Academic Dishonesty:

a) involves all actions by students who violate the Examination Regulations including plagiarism of project papers, academic exercises and others;

b) taking an examination or preparing an assignment (project paper, thesis etc.) on behalf of someone else.

c) If a student is found to have plagiarized, the valid certification of the thesis or dissertation released by the board of examiners maybe annulled and the Master or PhD qualification will be revoked.
5.2 A student who commits academic dishonesty is required to face the Academic Dishonesty Committee comprising:

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

   Members
   b) Two (2) members of the College Board concerned;
   c) The Registrar or his representative (Secretary)

5.3 Discussions will be held as soon as possible and if the student is found to be guilty, the following punishments can be imposed:

   a) the student is deemed to have failed the examination with F grade given to all subjects registered for during the said semester or some of the subjects taken prior to the said semester; or
   b) the student is deemed to have failed the examination with F grade given to all the subjects associated with the case; or
   c) the case is referred to the Students’ Disciplinary Committee.

5.4 If the Students’ Disciplinary Committee found the student guilty, one or more of the following punishments can be meted out:

   a) warning;
   b) a fine of not exceeding RM 200.00;
   c) suspension from any or all the University’s facilities for a specific period as may be determined;
   d) exclusion from any part of the University for a specific period as may be determined;
   e) expelled from the University.

5.5 The Vice Chancellor can use his discretion where necessary to prevent a student, who is 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.