



**ACADEMIC REGULATIONS HANDBOOK  
FOR POSTGRADUATE PROGRAMMES**



**ACADEMIC REGULATION**  
**KOLEJ UNIVERSITI POLY-TECH MARA (KUPTM) KUALA LUMPUR**  
**(2019 Amendment)**

*The KUPTM Academic Regulations HandBook (Amended 2019) is issued after the 2018 Handbook was revised. The review is intended to further strengthen the applicable rules in line with current changes and future needs.*

***The KUPTM Academic Regulations ( Amended 2019) was approved by the KPTM Senate Meeting No. 32(05/2019) under Section 13 (1) of the KUPTM Constitution. The use of this rule is effective from the Semester 2 2019/2020 Session.***

*This Academic Regulations apply to KUPTM Postgraduate students. This rule applies for the purpose of coordinating and re-administering academic affairs and matters connected therewith.*

**VICE CHANCELLOR**  
**KOLEJ UNIVERSITI POLY-TECH MARA (KUPTM) KUALA LUMPUR**

*KUPTM reserves the right to amend any provision of the rules and regulations of this handbook without prior notice to the students*

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## **SECTION 1 – PRELIMINARY**

### **1.1 Name of Regulation**

These regulations are the Kolej Universiti Poly-Tech MARA Postgraduate Studies Academic Regulation. The rules within these regulations apply in their entirety, except where indicated otherwise. Registered students of the university are required to comply with these regulations. KUPTM is not responsible for any consequences arising from the student's failure to comply with these regulations. The regulations are reviewed regularly and are subject to change.

### **1.2 Objectives of the Regulation**

The aim of the Postgraduate Academic Regulations Handbook is to provide a definitive source for the formally-approved academic regulations of KUPTM. It provides staff and students with a valuable reference point for regulations and procedures that are applicable to all postgraduate students.

### 1.3 Definition

In these Academic Regulations, the following words shall define appropriate meaning:

Terms	Definition
<b>Academic Supervisor</b>	A school member appointed to be responsible for coaching/ supervising the student in the preparation of the thesis/dissertation according to the standard accepted by the Graduate Studies Committee. It is expected that supervisors will provide constructive criticism and encouragement in a timely fashion.
<b>Board of Examiners</b>	A committee appointed by the Institute of Graduate School Committee to conduct viva voce and examine the thesis submitted by students for the conferment of masters and doctoral research degrees.
<b>Cumulative Grade Point Average (CGPA)</b>	A grand total of grade points earned divided by the total credits taken and calculated using the formula.
<b>Equivalent Course</b>	A course that is identified as being at the same level and/or about the same content to another course.
<b>Final Thesis Defence</b>	A session in which a research student formally presents his/her final thesis, for the purpose of evaluation for the conferment of a degree, to the board of examiners appointed by KUPTM.
<b>Grade</b>	An assessment conducted that results in the award of an alphabetical mark.
<b>Grade Point Average</b>	The total points earned in a semester divided by the total credits taken for that semester.
<b>Graduate Studies Committee (GSC)</b>	A standing committee of KUPTM Senate that draws policy relating to graduate studies in KUPTM, makes appointment on boards of examiners, reviews and recommends to Senate the reports of thesis examination committees.
<b>Proposal Defence</b>	A session in which a research student formally presents his/her research proposal to the board of evaluators appointed by KUPTM.

<b>Terms</b>	<b>Definition</b>
<b>Plagiarism</b>	The unauthorized use or close imitation of the language and thoughts of another author without acknowledgement, and to represent it as one's own original work in fulfilling an academic requirement such as in assignments, dissertations and thesis.
<b>Research Code</b>	A research workload which carries specified research credits. Students under research mode of study are required to register research codes each semester as advised by the supervisor/supervisory committee.
<b>Semester</b>	The period fixed by KUPTM for students to complete a course of study. On (1) academic year consists of three (3) regular semesters. A regular semester consists of 13 weeks of programme study.
<b>Senate</b>	The highest academic body as provided by the constitution of the KUPTM to oversee and be responsible towards the teaching, research, examinations and determination of the award of any degree, diploma, certificate and other academic honours conferred by KUPTM.
<b>Student</b>	A person admitted to KUPTM for a programme of study either full-time (regular) basis or part-time basis.
<b>Supervisory Committee</b>	A committee of several school members assigned to guide and supervise a research student in the latter's programme of study.



## **SECTION 2 - PROGRAMMES OF STUDY**

### **2.1 Programme of Study**

A student can choose one of the following programmes of study (subject to the type of programmes offered):

- a. by coursework only (for Master and Doctoral programmes); or
- b. by mixed mode (for Master and Doctoral programmes); or
- c. by research only (for Master and Doctoral programmes)

A student 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.

### **2.2 Modes of Study**

- a. A Student is allowed to pursue a programme either on a full-time, part-time, or online distance learning (ODL) basis starting from the registration date until the completion of his study.
- b. A student is also permitted to apply for conversion of his mode of study from full-time to part-time or ODL or the other way around.
- c. The conversion of status is permitted ONCE only during the entire period of study.
- d. Nonetheless, application for conversion of more than once will only be considered in certain circumstances and with the consent of the Senate.
- e. In the case where an application for conversion from a full-time to a part-time mode or to ODL has been given an approval, the remainder of the duration of study will be determined by the Graduate School.

## 2.3 Academic Load

Total credit hours registered in a semester for each mode of study is as follow:

Mode of Study	Long Semester (Total Credit Hours)		Short Semester (Total Credit Hours)	
	Min	Max	Min	Max
Full time	12	20	6	10
Part time	6	12	3	8

## 2.4 Enrolment and Duration of Studies

The following table sets out the minimum and maximum semester of study for each type of programme. Failure to complete a programme in the stipulated duration will result in the termination of candidature. The maximum duration, however, does not include the period for which the student is given deferment or other official leave of absence. Under exceptional circumstances, extension of study beyond the maximum period may be allowed upon approval of KUPTM Senate.

	Master's		Doctoral	
	Full Time	Part Time	Full Time	Part Time
Course Work	1 – 2 years	1.5 – 4 years	-	-
By Research	2 – 4 years	3 - 5 years	3 - 5 years	3 - 7 years

*\*\* Please refer to program handbook for detailed period of study.*

## 2.5 Registration Modes

- a. Courses with credit hour (Master by Coursework)  
Courses registered for with credit hour (core and elective courses) will be taken into account for CGPA calculation.
- b. Courses without Credit Hour (Master/ PhD by Research)  
Courses registered for without credit hour or by audit will not be taken into account for CGPA calculation.
- c. Pre-requisite Courses (Master/ PhD by Research)  
A Student who is required to attend pre-requisite courses must secure a passing grade as a condition to proceed with their programme of study.

## 2.6 Course Registration

- a. A student who wishes to pursue a programme of study must register for the courses as stipulated in the programme structure.
- b. A student shall undertake the responsibility of registering for the appropriate courses.
- c. Students who are eligible to continue their studies must register for every new semester no later than **TWO (2)** weeks for a long semester and **ONE (1)** week for a short semester from the registration date. A minimum and maximum number of credit hours for the number of courses registered must be within the stipulated number for that particular semester.

## 2.7 Correction of Course Registration Information

- a. Any mistake in the course registration record of a student has to be corrected within the **FOUR (4)** weeks for a long semester and **TWO (2)** weeks for a short semester of the semester by no one else but himself.
- b. There is a deadline for all applications for correction and will not be entertained without any plausible reason accepted by the Graduate School. In such a case, a penalty will be imposed according to KUPTM Financial Policy.

## **2.8 Adding and Dropping Courses**

- a. Students are allowed to add or drop any course during the course selection period, within **FOUR (4)** weeks for a long semester and **TWO (2)** weeks for a short semester from the commencement of the semester.
- b. Courses dropped during this period will not be included in the calculation of CGPA. Nonetheless, the adding or dropping of a course is subject to the minimum and maximum number of credit hours allowed in each semester.

## **2.9 Attendance**

- a. It is mandatory for students attending programme by coursework or mixed mode to attend all learning activities inclusive of lectures/ seminars/ supervisions/ workshops/ tutorials/ laboratory or studio work/ site visits.
- b. Specifically, a student who attends a Master programme by coursework must fulfil an attendance requirement of 80%.

## **2.10 Credit exemption**

- a. A student may apply for credit exemption of graduate level courses taken at another university/institution recognised by the University for his/her current graduate programme at the University provided:
  - i. the courses are relevant to his/her programme of study;
  - ii. the credits to be exempted are for courses equivalent to courses offered at the University and shall be at least a grade B or equivalent;
  - iii. for programmes with coursework, the total number of credits that may be exempted shall be not more than 30% of the total credit requirement;
  - iv. the courses have been undertaken not more than five years before the date of his registration at the University;
  - v. the exemption of credits shall be approved by the Faculty/Institute/School;
  - vi. the application for exemption is made in the first semester.

- b. A student may also apply for exemption of credits based on research work experience. The Faculty/ Institute/ School where he has been placed shall conduct an evaluation to determine whether he can be given such an exemption. Exemption of credits shall require the approval of the Dean (to consider candidate the entry from degree with excellent grade for PhD programme without having a master degree).

### **2.11 Credit transfer**

The University accepts the credit transfer based on the following guidelines;

- a. A student has studied but not completed, a similar or equivalent program at same level.
- b. A student should obtain at least **B** for the transferable course.
- c. The University reserves the right to conduct a test for the course to be transferred.
- d. The validity of courses for credit transfer must be less than five (5) years from the application date.
- e. The maximum number of credit hours transferable cannot exceed one third (1/3) of the total credit hours of the programme of study.
- f. Application for credit transfer must be made in writing to the Dean of School of Graduate Studies in the first two (2) months of the first semester of the study.

### **2.12 Change of Programme**

- a. A change of programme is only allowed ONCE during a course of study.
- b. For coursework or mixed mode programme, an appeal to change a programme can be made after the examination results for that particular semester have been released by the University.
- c. A non-refundable fee of RM300.00 will be imposed for an application to change programme.
- d. A research proposal must be enclosed with the application for a change from a programme by coursework to a programme by research.

- e. Approvals by the Dean of Graduate School must be obtained by applicants to change programme.
- f. The commencement of a change in programme will only be effective in the following semester.

### **2.13 Change of Study Mode**

- a. Student can apply to change the mode of study (part time / full time / ODL) or vice versa through respective school.
- b. Application to change mode of study is allowing once during the duration of study.

### **2.14 Programme Withdrawal**

- a. New Students
  - i. A student who withdraws after the registration date will not be refunded of his Registration Fee.
  - ii. A refund of a new student's tuition fee will be made based on KUPTM Financial Policy.
- b. Current/ Existing Students
  - i. A student who registers and withdraws after the registration date must pay the total fees of the respective semester as stipulated in KUPTM Financial Policy.

## **SECTION 3 - ADMISSION REQUIREMENTS**

### **3.1 Student Admission**

- a. Requirements and qualifications for admission to all KUPTM programmes are determined by the Student Intake Committee with the approval of KUPTM Senate.
- b. KUPTM has the right to deregister a student if at any point of time, KUPTM finds that the student had, upon admission into the University, withheld information or given false information or misled KUPTM in his/her application.

### **3.2 Deferment of Admission**

Upon fulfilment of the entry qualification, an applicant will be offered admission as a graduate student. A student, who has been offered admission to a postgraduate programme and wish to defer his admission date to the next semester, must write to KUPTM Registrar and the dean of respective schools for approval, which later will issue a letter for change of admission date to the student. Application to defer admission is subject to approval of the KUPTM Registrar the dean of respective schools. It shall not exceed ONE (1) academic year from the date of the first admission offer. Otherwise, a fresh application is required. Decision on admission and deferment by the dean of respective schools is final, and shall not be disputed.

### **3.3 Master's Degree**

- a. A bachelor's degree with minimum CGPA of 2.75 or equivalent, as accepted by the KUPTM Senate; or
- b. A bachelor's degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to special evaluation committee endorsed by senate; or
- c. A bachelor's degree or equivalent not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in relevant field.

### **3.4 Doctoral Degree**

- i. A master's degree accepted by the KUPTM Senate; or
- ii. Other qualifications equivalent to a master's degree that are accepted by the KUPTM Senate.

### **3.5 English Language Requirement**

For international candidates, the language proficiency requirement must be determined by the KUPTM Senate. International applicants should meet any one of the following English requirements before they are accepted for admission into programmes. Students must obtain minimum score in the followings:

- a. \*550 in the Test of English as a Foreign Language (TOEFL); or
- b. \*6.5 in International English Language Testing System (IELTS)

*\* based on MQA to date requirement*



## SECTION 4 – REGISTRATION

### 4.1 Registration Matters

Status of KUPTM student is based on the following conditions:

#### a. New Student

- i. Register as a student with KUPTM for the Programme of Study on the stipulated official registration date,
- ii. Pay the tuition fees not later than the official registration date,

#### b. Returning Student

- i. All returning students must register not later than two weeks after registration date.
- ii. Student who fails to register on the stipulated date without approval by the Deputy Vice Chancellor (Academic) will be fined RM50.00 on the first day and RM30.00 for subsequent days up to a maximum of RM300.00.
- iii. Students who fail to register without the approval of Deputy Vice Chancellor (Academic) will be automatically terminated (TMT).
- iv. Students who have outstanding fees will only be allowed to continue after the fees have been settled or with the approval of Deputy Vice Chancellor.

### 4.2 Reinstatement and Readmission

- a. Reinstatement applies when it is appropriate to admit a student who has been on missing status due to either non-payment of fees or other reasons leading to lapses in registration. Student may be reinstated upon approval of the dean of the respective schools.
- b. Upon successful reinstatement, the student is allowed to resume the study programme. Courses and research codes that have been completed will be credited to the degree, and only outstanding requirements must be completed. However, the registration date remains unchanged.
- c. Readmission applies when it is appropriate to reinstate a student who was terminated due to poor academic performance. An application for readmission to the Postgraduate Centre, whether to the same or a different programme, will be treated as a new application. All current programme requirements shall apply.

## SECTION 5 - THESIS/ DISSERTATION/ PROJECT REPORT

### 5.1 Master (Coursework)

- a. Master's Project is the final project for the taught course master's degree. Those pursuing a taught course master's degree must perform research on a specific topic that demonstrates their knowledge acquired through their program.
- b. A master's project is not required to be an original contribution to knowledge, though it may be. However, it should demonstrate your level of critical and analytical thinking and defines the subject that you are most interested in pursuing within your field.
- c. A master's project is typically between 20,000 – 40,000 words.
- d. The maximum deferment period for the master project are 2 semesters.

### 5.2 Master (Mixed Mode)

- a. Master's dissertation is the research practice for mixed mode master's students. Students pursuing master's degree by mixed mode need to complete all courses before registering for dissertation.
- b. A master's dissertation is similar to a master's project. Students need to perform research on a defined scope related to their field and demonstrate their knowledge acquired through their program. However, a dissertation requires students to be able to demonstrate ability to critically discuss issues and relevant literature substantiated with sufficient evidence.
- c. Student's dissertation is assessed at two stages via oral evaluations: 1) proposal assessment and 2) viva voce, involving internal examiners only. Proposal assessment and viva voce can be administered in the same semester, depending on student's progress.
- d. A master's dissertation is typically between 30,000-50,000 words.

### **5.3 Master (Research)**

- a. A master's thesis is different from a master's dissertation in terms of the depth of research and the extent of literature covered. The literature reviewed should be extensive and must reflect scholarship of learning in the student's research topic as well as the student's field of study.
- b. The assessment for a master's thesis is much more rigorous than for a master's dissertation. A master's thesis would require a more in depth and critical analyses of the current literature related to the student's topic of research. A master's thesis enriches the body of knowledge of the field of education through analysing, applying, clarifying, critiquing and interpreting the specific body of knowledge concerned.
- c. A master's thesis is assessed at two stages via oral evaluations: 1) proposal assessment and 2) viva voce. Proposal assessment will involve at least two internal examiners but an external examiner will also be involved the viva voce. Proposal assessment and viva voce cannot be taken in the same semester.
- d. The recommended length of a master's thesis is between 50,000-80,000 words

### **5.4 PhD (Research)**

- a. PhD thesis requires the demonstration of an extensive academic research and the evidence of capacity for critical analysis in the student's field.
- b. A PhD thesis must take into consideration the expectation of originality in the field and the input of some relevant new information or ideas to the field of study (contribution to knowledge).
- c. PhD candidates must present a significant and substantial piece of research; this will be interpreted as requiring some stature, breadth, and conviction in literary argument.
- d. A PhD thesis is assessed at two stages via oral evaluations: 1) proposal assessment and 2) viva voce. Proposal assessment will involve at least one (1) internal examiner and one (1) external examiner will be involved the viva voce.
- e. A PhD thesis is usually at least double the length of a master's dissertation or thesis, with the recommended length of 80,000 (minimum) to 100,000 words.

f. Supervision

i. Appointment of Supervisory Committee

- A student who is enrolled into a programme with thesis shall be assigned to a supervisor. For cases where there may be more than one supervisors, there will be a supervisory committee appointed by the Faculty/Institute/ School.
- For jointly awarded/ dual degree programme, the student must have a minimum of one (1) supervisor from each institution, subject to the MoA between the two institutions.
- At least one of the members of the supervisory committee, excluding the chairman, must be a permanent academic staff member of the University to ensure continuity of supervision.
- Members of the supervisory committee shall be appointed with endorsement of the University Senate.

ii. Criteria for Supervisory Committee Members

- The supervisor shall be appointed from amongst academic staff members of the Faculty/Institute/School where the student is placed. He/she should possess either a PhD or equivalent graduate qualification and should have experience in graduate supervision. An academic staff member without the above qualifications may also be appointed as Chairman provided that he is a Professor or an Associate Professor.
- A lecturer without a PhD qualification but with experience in graduate supervision as a co-supervisor may be appointed as Chairman of a Supervisory Committee at the Masters level.
- An Adjunct Professor or Associate Professor with a PhD degree or equivalent qualification and with experience in graduate supervision may also be appointed as supervisor of the supervisory Committee.
- In cases where a supervisor comes from other institution he/she should possess PhD qualification.

iii. Restriction on Appointment

- An academic staff member without a PhD degree or equivalent professional qualification is not eligible for appointment as a member of a doctoral supervisory committee, unless he is a Professor or Associate Professor of the University.
- An academic staff member who is currently enrolled as a full-time or a part-time Masters or doctoral student is not eligible to be appointed as a member of a supervisory committee.
- Members of a supervisory committee shall not in any manner be personally related to each other or to the student under their supervision.

iv. Reconstitution of Supervisory Committee

- A supervisory committee may be reconstituted under the following circumstances:
  - upon the withdrawal, resignation, incapacitation or disqualification of any member of the supervisory committee
  - where the Faculty/Institute/School deems it necessary that a member of the supervisory committee should be replaced;
  - where the Faculty/Institute/School deems it necessary that additional members are required.
- Re-nomination of the Chairman or any member of the supervisory committee must be made not later than the third semester (Master's degree programmes) or the fifth semester (PhD degree programmes) except where a member of the Supervisory Committee:
  - has retired or is about to retire;
  - is on a long leave of absence (for medical or any other reasons);
  - has resigned from the University;
  - has become disqualified; or
  - has other reasons to withdraw from the supervisory committee as deemed acceptable by the University Graduate Studies Committee or its equivalent.
- Where the original Chairman is replaced, the student is permitted to continue his existing study under the supervision of the new Chairman.

- If the reconstitution is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, the reconstitution shall take effect the following semester.
- v. Responsibilities of the Supervisory Committee
- The supervisory committee shall be responsible for guiding the student towards the successful completion of his degree programme. The supervisory committee shall adhere to the supervision guidelines issued by the Faculty/Institute/School.
  - If it is necessary for the student to conduct his research in another country, the supervisory committee must ensure that the activity is supervised.
- vi. Supervisor-to-Student Ratio
- The number of students who may be supervised by the supervisor shall be determined by the Faculty/Institute/School based on the following ratio.
- Professors                      1:10
  - Associate Professor        1:7
  - Lecturer                        1:5

## 5.5 Evaluation

### a. Examination Programmes without Thesis

- i. A student who has registered for courses shall be evaluated as specified in the course syllabus.
- ii. A student who fails to attend the examination without a valid reason shall be given a zero score for that examination.
- iii. A replacement examination shall be conducted within two (2) weeks of the official examination date if the student has a valid reason for non-attendance, except if he is on medical leave or other emergencies that require the examination to be conducted after the two-week period.

- iv. A student who is found to have contravened any examination regulations set by the University and/or course coordinator shall be subject to the following actions:
  - given a warning; or
  - asked to leave the examination hall and given a zero score for the examination; and/or
  - charged with disciplinary action for cheating.
- v. If a disciplinary action is taken against the student, regardless of the type of penalty given by the Disciplinary Committee, the penalty shall prevail.

**b. Examination for Programmes with Thesis**

The final examination shall consist of an evaluation of the thesis and a viva voce to determine the student's competency in the field of study.

## **5.6 Thesis Submission**

- a. Notice of Submission of Thesis
  - i. A student must give notice of intention to submit his thesis at least three months in advance.
- b. Thesis Submission for Examination
  - i. The student shall submit four (4) soft-bound copies of the thesis and a Text Similarity Search Report (30%) only after the appointment of the Thesis Examination Committee has been endorsed by the University Senate.
- c. For the jointly awarded/dual degree student, the requirements for thesis submission are as stipulated in the MoA between the two institutions.

## 5.7 Viva Voce

- a. The viva voce shall be conducted when all the examiners' reports have been received.
- b. The examination can only be conducted when the Chairman of the Thesis Examination Committee and at least two (2) examiners are present. The Chairman of the supervisory committee and/or any member of the supervisory committee may attend as observers.
- c. A student is considered to have passed the viva voce if he has successfully defended his thesis and has satisfied the examiners of his competency in the field of study.
- d. A student who fails to attend the viva voce without any reasonable cause shall be considered to have failed the examination.
- e. The jointly awarded/dual degree student shall attend the viva voce at the host institution where the thesis was submitted, subject to any other requirements stipulated in the MoA between the two institutions.

## 5.8 Thesis Evaluation

- a. The thesis shall be examined based on the quality of the study conducted and the thesis presented for evaluation, and defence of the thesis during the viva voce, both of which the student must pass. The acceptance of thesis may be categorised as follows:
  - i. **Accepted with Distinction**

A thesis is accepted with distinction when all or most of the research findings have either been published or accepted for publication in citation-indexed journals, and requires minimal improvement in spelling, grammar and syntax.
  - ii. **Accepted with Minor Modifications**

A thesis is accepted with minor modifications if it requires any of the following: reformatting of chapters, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of



inaccurately cited references, and other minor improvements including improvements in spelling, grammar and syntax.

iii. **Accepted with Major Modifications**

A thesis is accepted with major modifications if it requires any of the following but not additional experimental work or data collection: extensive revision of the entire thesis to improve quality such as major improvement in description of methodology, statistical re-analysis of research data, removal of research chapter(s), and re-discussion of results, including improvements in spelling, grammar and syntax.

- b. The Thesis Examination Committee may recommend that the student seek the assistance of an editing service if errors in grammar and syntax are extensive.

The Thesis Examination Committee may also recommend the following:

i. **Re-submission of Thesis**

The thesis is to be re-submitted if it does not meet the scope of the degree for which it is intended, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection.

Re-submission of the corrected thesis and a Text Similarity Search Report must be made within a period of not more than two (2) semesters or one (1) year subject to the following conditions:

- The student must continue to be a registered student of the University.
- The student must comply with procedures as determined from time to time by the University.
- Re-submission is permitted once only.
- Failure to submit within the specified time shall result in termination of candidature.

**ii. Oral Re-examination (Re-viva voce)**

Oral re-examination or re-viva voce to be conducted subject to within sixty (60) days after the date of the re-submission of the thesis.

**iii. Re-submission of a PhD Thesis as a Master's Thesis**

The Thesis Examination Committee may recommend a doctoral thesis to be accepted for the award of a Master's degree if the thesis does not meet the scope of a doctoral thesis but is adequate for a Master's degree. The following conditions must be fulfilled:

- All amendments recommended by the Thesis Examination Committee must be made and the thesis resubmitted to the School for examination as a Master's thesis within 90 days of the viva voce.
- All rules regarding thesis examination shall apply.

**iv. Rejection of Thesis (Fail)**

A student would be considered to have failed the examination if his thesis fails to meet the requirements of PhD or Masters academic level or found to have been plagiarised.

**v. Thesis Submission Following Viva Voce**

- A student whose thesis is accepted with distinction is given fifteen (15) days after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report (30%) to the School for endorsement by the Senate.
- A student whose thesis is accepted with minor modifications is given three (3) months after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report (30%) to the School for endorsement by the Senate.
- A student whose thesis is accepted with major modifications is given nine (9) months after receiving the final report of the examination to submit a soft-

bound copy of the amended version and a Text Similarity Search Report (30%) to the School for endorsement by the Senate.

- A student may apply to the Dean for extension of the date of the final submission of his thesis. Such an application must be made through the Chairman of the Supervisory Committee. The Dean may, at his discretion, extend the date for final submission of a thesis for up to sixty (60) days only. During the extension period, the student must continue to be a registered student of the University.
- The Chairman of the Supervisory Committee shall be responsible in ensuring that all required amendments and corrections have been made in the thesis.
- The internal examiners shall verify that corrections have been made to their satisfaction based on the final report of the examination.
- If the thesis is not amended and submitted within the stipulated time, it shall be deemed to have been rejected and the student's candidature is terminated.

## **5.9 Final Thesis Submission**

### **a. Thesis Submission**

Upon endorsement by the Senate, the student shall submit three (3) copies of the thesis in black hard cover together with softcopies on CD.

Students undertaking a split/jointly awarded or dual degree Masters or PhD programmes must submit their thesis in accordance with the requirements stipulated in the Memorandum of Agreement between institutions. Students can choose to submit their thesis to any one of the collaborating institutions, and subsequently undergo the examination process of the chosen institution, unless stated otherwise in the Memorandum of Agreement.

### **b. Copyright and Permissions**

- i. The copyright to a thesis belongs to the University or as stipulated in the Memorandum of Agreement between institutions.

- ii. Application for a transfer of copyright from the University to the individual student must be submitted in writing to the Vice Chancellor.
- iii. In the case of no such application being made, or that of an unsuccessful application for transfer, the copyright will remain in the ownership of the University.

#### **5.10 Appointment of Thesis Examination Committee**

- a. Members of the Thesis Examination Committee shall be appointed by the Dean graduate school upon endorsement of the University Senate at the recommendation of the relevant Faculty/Institute.
- b. The examiners shall comprise of the following:
  - i. PhD: 2 Examiners of which 1 internal and 1 external.
  - ii. Master by Research: 2 Examiners of which 1 internal and 1 external.
  - iii. Master by Mix Mode: 2 Examiners both internal.
- c. The Chairman of the Thesis Examination Committee shall be nominated from amongst academic members of the Faculty/Institute/School where the student is placed. The main roles of the chairman are to moderate the viva voce and submit a report of the examination to the Faculty/Institute/School.
- d. The examiners shall be appointed from amongst academic staff or researchers of appropriate seniority, and shall have the expertise and an established reputation in the area of the thesis topic. The examiners must have a PhD or equivalent graduate professional qualification, unless with endorsement of the Senate.
- e. The internal examiner must be an academic staff member of the University but he must not be a member of the supervisory committee.
- f. The external examiner are independent examiners who must not be a member of the University. They also must not be a member of the supervisory committee.
- g. Members of the Thesis Examination Committee shall not in any manner be personally related to each other, to the supervisory committee or to the student who is being examined.

- h. The appointment of the thesis examination committee for the jointly awarded/dual degree, the student is subject to any other requirement as specified in the MoA between the two institutions.

## SECTION 6 – COURSE EVALUATION

### 6.1 Assessment and Examination (Master's by Coursework)

- a. Students must pay all tuition fees before being allowed to sit for any examination.
- b. Assessment of the courses consists of various methods such as written examinations, projects, seminar presentations and other forms of assessments relevant to the courses.
- c. Final semester students who fail a course are allowed to sit for a special examination within four weeks of the result being announced.
- d. A replacement examination may be given to students who were unable to sit for the scheduled examination for emergency reasons, within two weeks of the end of examination week with the approval of the Dean of the Institute of Graduate Studies through the Dean of the faculty.

### 6.2 Grading System

- a. Course grades and values:

Table 1: Grading System

Mark	Grade	Value	Notes
80-100	A	4.00	Excellent
75-79	A-	3.75	Merit
70-74	B+	3.45	Satisfactory Pass
65-69	B	3.00	
60-64	B-	2.75	Fail (for core courses)
55-59	C+	2.50	
50-54	C	2.00	Pass (for elective courses)
49 and below	F	0.00	-

- b. The following levels of status are also given:  
IP : In Progress  
INC : Incomplete

S	: Satisfactory
US	: Unsatisfactory
AU	: Audit
Z	: Barred from taking the final examination
X	: Absent without reason
Y	: Absent with permission
AD	: Academic dishonesty
D	: Drop
XAU	: Unfulfilled audit courses

**NOTES:**

- a) Grade F is given if students do not take the examination (for courses with final examination) or did not complete the course assessment for reasons unacceptable to the University Senate.
- b) The status Z is given if students are barred from taking examinations because their attendance in lectures or tutorials is less than 80%.
- c) The status X is given if students are absent without any reasons.
- d) The status Y is given if students are absent with reasons
- e) The status INC may be given if student do not complete any assignment that is required for any course, except for an examination or a test, and they are required to complete it before the second week of the following semester, subject to the following conditions:
  - Application for the status INC shall be submitted to the Dean of the School of Graduate Studies after obtaining the consent of the relevant lecturer/supervisor and shall be handed in by the end of the study duration; and
  - The status INC shall be redeemed within the period determined by the Dean of the School of Graduate Studies.

- f) The status S/US will be given if students register for continuing courses or are in the process of preparing project papers/dissertations/theses graded as Satisfactory (S) or Unsatisfactory (US).
- g) The status AU will be given to students who complete audit courses.
- h) Final semester students due for graduation are allowed to sit for the special examination with the approval of the Dean of the Institute of Graduate Studies.
- i) Students who changed programmes will receive the status D for the courses which are not equivalent to the new courses required.
- j) Students with a mere pass (grade B- for core courses) may repeat the course to improve their CGPA and the better grade will replace the previous grade. The previous grade will be recorded but its value will not be considered in the CGPA calculation.
- k) GPA and CGPA calculation system:

$$\text{GPA: } \frac{\text{Total grade points in one semester}}{\text{Total credit value taken in the semester}}$$

$$\text{CGPA: } \frac{\text{Total grade points in all semesters}}{\text{Total credit value taken in all semesters}}$$

### **6.3 Assessment and Examination (Master's by Mixed Mode)**

Students must pay all tuition fees before being allowed to sit for any examination.

#### **6.3.1 Course Examination**

- Examinations for courses consist of written examinations, projects, seminar presentation assessments and other forms of assessment relevant to the courses.
- Final semester students who fail a course are allowed to re-sit for a special examination within four weeks after the result has been announced.
- A replacement examination may be given to students who were unable to sit for the scheduled examination for emergency reasons, within two weeks of the end



of the examination week with the approval of the Dean of the Institute of Graduate Studies through the Dean of the faculty.

### 6.3.2 Dissertation Examination

- The dissertation will be examined by at least two (2) examiners appointed by the Senate based on nominations by the faculty.
- The supervisor may be present as an observer.
- The viva shall be managed by the faculty.
- Dissertation assessment reports by the examiners shall be based on the Dissertation Assessment Form.
- The reports by the examiners shall be sent to the Institute of Graduate Studies before the viva is held.
- Members of the Viva Committee consist of:
  - Chairperson : Dean of the faculty or representative
  - Member : Two (2) examiners
  - Secretary : Administrative officer from the Institute of Graduate Studies

*Note: Minutes of the viva committee meeting are recorded by the Secretary.*

- Results of the dissertation assessment by the Viva Committee should be presented for the approval of the Senate in order to:
  - confer a master's degree with distinction when the dissertation has no mistakes or without amendment; or
  - confer a master's degree on the student subject to correction of mistakes such as typing, spelling, punctuation marks, clarification of facts, arguments and conclusions as recommended by the Viva Committee. The candidate is given not more than one (1) month to amend the corrections and to resubmit the dissertation.
- Dissertation Grades  
The following grades may be given for a dissertation: a)  
Pass, or b) Fail

## 6.4 Grading System for Coursework Examination

### 6.4.1 Course grades and values:

Table 2: Grading System

Mark	Grade	Value	Notes
80-100	A	4.00	Excellent
75-79	A-	3.75	Merit
70-74	B+	3.45	Satisfactory Pass
65-69	B	3.00	Fail (for core courses)
60-64	B-	2.75	
55-59	C+	2.50	
50-54	C	2.00	Pass (for elective courses)
49 and below	F	0.00	-

### 6.4.2 The following levels of status are also given:

- IP : In Progress
- INC : Incomplete
- S : Satisfactory
- US : Unsatisfactory
- AU : Audit
- Z : Barred from taking the final examination
- X : Absent without reason
- Y : Absent with permission
- AD : Academic dishonesty
- D : Drop
- XAU : Unfulfilled audit courses

**NOTES:**

- a) Grade F is given if students do not take the examination (for courses with final examination) or did not complete the course assessment for reasons unacceptable to the University Senate.
- b) The status Z is given if students are barred from taking examinations because their attendance in lectures or tutorials is less than 80%.
- c) The status X is given if students are absent without any reasons.
- d) The status Y is given if students are absent with reasons
- e) The status INC may be given if student do not complete any assignment that is required for any course, except for an examination or a test, and they are required to complete it before the second week of the following semester, subject to the following conditions:
  - Application for the status INC shall be submitted to the Dean of the School of Graduate Studies after obtaining the consent of the relevant lecturer/supervisor and shall be handed in by the end of the study duration; and
  - The status INC shall be redeemed within the period determined by the Dean of the School of Graduate Studies
- f) The status S/US will be given if students register for continuing courses or are in the process of preparing project papers/dissertations/theses graded as Satisfactory (S) or Unsatisfactory (US).
- g) The status AU will be given to students who complete audit courses.
- h) Final semester students due for graduation are allowed to sit for the special examination with the approval of the Dean of the School of Graduate Studies.
- i) Students who changed programmes will receive the status D for the courses which are not equivalent to the new courses required.

- j) Students with a mere pass (grade B- for core courses) may repeat the course to improve their CGPA and the better grade will replace the previous grade. The previous grade will be recorded but its value will not be considered in the CGPA calculation.
- k) GPA and CGPA calculation system:

$$\text{GPA: } \frac{\text{Total grade points in one semester}}{\text{Total credit value taken in the semester}}$$

$$\text{CGPA: } \frac{\text{Total grade points in all semesters}}{\text{Total credit value taken in all semesters}}$$

#### **7.5 Assessment and Examination (Master's by Research Study Program)**

- a. The thesis examination fee shall be paid before the notice of preliminary thesis submission for examination is submitted.
- b. If the examination needs to be repeated, additional payment will be imposed based on the current rate.
- c. The thesis will be examined by two (2) examiners consisting of one internal examiner and one external examiner appointed by the Senate based on nomination by the faculty.
- d. Supervisors may be present as observers.
- e. The thesis examination shall be managed by the School of Graduate Studies.
- f. The thesis assessment reports by the internal examiner and external examiner shall be based on the Thesis Assessment Form.
- g. The reports by the internal examiner and external examiner shall be sent to the Institute of Graduate Studies before the viva is held.
- h. Members of the Viva Committee comprise of:
  - i. Chairperson: Dean of the School of Graduate Studies or representative (the representative must be an experienced academic staff holding a doctorate).
  - ii. Member: Internal examiner
  - iii. Member: External examiner

- iv. Member: Dean of the faculty or representative
- v. Secretary: Administrative officer from the School of Graduate Studies

*Note: Results of the Viva are recorded by the secretary and endorsed by the chairperson.*

- i. Thesis assessment recommendations by the Viva Committee shall be presented for the approval of the Senate in order to:

- confer a master's degree on the student without amendment to the thesis; or
- confer a master's degree on the student subject to correction of minor mistakes such as typing, spelling, punctuation marks, clarification of facts, arguments and conclusions as recommended by the Viva Committee. The candidate is given not more than one (1) month to make corrections. Thesis corrections subject to confirmation of the supervisor only; or
- confer a master's degree on the student subject to correction of moderate mistakes such as clarification of facts, arguments and conclusions, and rewriting part of the thesis as recommended by the Viva Committee. The candidate is given not more than three (3) months to make corrections. Thesis corrections subject to confirmation by both the supervisor and internal examiner only if so decided in the Viva Meeting; or
- confer a master's degree on the student subject to correction of major mistakes such as reanalysis of data, re-evaluation of conclusions and rewriting part of the thesis. The improved thesis needs to be re-examined and recommended by the Viva Committee. The candidate is given not more than six (6) months to make corrections; or
- fail and not conferred a master's degree.

- j. Thesis Grades

The following grades will be given for a thesis:

- i. Pass, or
- ii. Fail

## 7.6 Assessment and Examination (Doctor of Philosophy)

- a. Students must pay all tuition fees before being allowed to sit for any examination.
- b. The thesis examination fee should be paid before the notice of preliminary thesis submission for examination is submitted.
- c. If the examination needs to be repeated, additional payment will be imposed based on the current rate.
- d. The thesis will be examined by two (2) examiners consisting of one (1) internal examiner and one (1) external examiners appointed by the University Senate based on nomination by the faculty.
- e. The supervisor is required to submit the supervised thesis assessment report and may be present as observer.
- f. The thesis examination should be managed by the Institute of Graduate Studies.
- g. The thesis assessment reports by the internal examiner and external examiners should be based on the Thesis Assessment Form issued by the Institute of Graduate Studies.
- h. The reports by the internal and external examiners should be sent to the Institute of Graduate Studies.
- i. A Viva Committee should be appointed by the Faculty/Institute/School and endorsed by the Senate.
- j. Members of the Viva Committee consist of:
  - i. Chairperson: Deputy Vice Chancellor/lecturer from among the professors/Associate Professor with experience at least five (5) years (different field) appointed by Institute of Graduate Studies
    - Member: Dean of the faculty or representative
    - Member: Internal examiner
    - Member: One (1) external examiners
    - Member: Dean of the Institute of Graduate Studies or representative
    - Secretary: Administrative officer of the Institute of Graduate Studies

### *Notes:*

- i. *Minutes of the viva committee meeting are recorded by the secretary*
- ii. *A minimum of two (2) examiners must be present*

- iii. *If only one examiner is able to attend, the examiner who is unable to attend can be contacted through virtual media such as video conferencing, Skype, Online Google Chat, Face Time, etc.*
- iv. *The reports from the absent examiners should be read by the chairman.*
- k. The student will be called by the Viva Committee to defend the thesis orally (viva voce).
- l. Results for Thesis assessment by the Viva Committee should be presented for the Senate approval in order to:
  - confer a Doctor of Philosophy degree on the student without amendment to the thesis; or
  - confer a Doctor of Philosophy degree on the student subject to correction of **minor mistakes** such as typing, spelling, punctuation marks, clarification of facts, arguments and conclusions as recommended by the Viva Committee. The candidate is given not more than three (3) months to make corrections. Thesis corrections subject to confirmation of the supervisor only; or
  - confer a Doctor of Philosophy degree on the student subject to correction of **moderate mistakes** such as clarification of facts, arguments and conclusions, and rewriting part of the thesis as recommended by the Viva Committee. The candidate is given not more than six (6) months to make corrections. Thesis corrections subject to confirmation by both the supervisor and internal examiner only if so decided in the Viva Meeting; or
  - confer a Doctor of Philosophy degree on the student subject to correction of **major mistakes** such as reanalysis of data, re-evaluation of conclusions and rewriting part of the thesis. The improved thesis needs to be re-examined and recommended by the Viva Committee. The candidate is given not more than twelve (12) months to make corrections; or
  - fail and not conferred a Doctor of Philosophy degree.
- m. The Viva Committee may recommend that the thesis that achieves high status be conferred a Pass with Distinction grade.
- n. Period of thesis resubmission for correction of 12 months

- Student can only resubmit his/her thesis to Institute of Graduate Studies for monitoring within **six (6)** months after the first viva has been held.
- The student must ensure every correction specified by the examiners is sufficiently addressed. The supervisor may also use the time available to examine student's thesis more thoroughly.



## **SECTION 7 – STUDY STATUS**

### **7.1 Deferment**

- a. A student may apply for deferment of study due to health reasons by submitting a medical report certified by a Medical Officer recognised by the University. In such a case the deferment will not be taken into account in the duration of study. A similar status of deferment may be granted to a student due to reasons of interest to the University or the Nation.
- b. A student may apply for deferment of study due to reasons other than those stated in Item 25(1a). Such deferment will be taken into account in the duration of study. Deferment of more than two (2) consecutive semesters is not allowed. A student who fails to register after deferment of two (2) consecutive semesters may be terminated. Students may apply additional deferment of study subject to Senate approval.
- c. A student who has been granted a deferment will not be qualified to use any facilities provided by the University.

### **7.2 Suspension**

- a. A student can be suspended from the University for any of the following reasons:
- b. Disciplinary actions being taken against him/her; or
- c. Failure to pay outstanding University fees
- d. The duration for suspension of study will not be counted in the calculation of the total number of semesters used
- e. A student who has been suspended will not be allowed to use any facilities and services provided by the University.

### 7.3 Termination / Dismissal

#### 7.3.1 Termination or dismissal of study by coursework

- a. A student shall be terminated if he/she:
- b. obtains a CGPA of less than 3.00 in the final semester.
- c. fails to abide by the University rules and regulations
- d. A student is fully responsible for any implications of his/her withdrawal/termination of study.
- e. There will be no refund of any payment made to the University throughout the duration of study.
  - i. A student fails to register during stipulated time period.
  - ii. The University has the right to claim any outstanding fees.

#### 7.3.2 Termination or dismissal of study by research

- a. A student shall be terminated if he/she:
  - Did not submit progress report for TWO (2) semesters consecutively
  - Did not defend research within stipulated time required by program
  - Unsuccessful attempt in the second viva voce session
  - fails to abide by the University rules and regulations
- b. A student is fully responsible for any implications of his/her withdrawal/termination of study.
- c. There will be no refund of any payment made to the University throughout the duration of study.
- d. The University has the right to claim any outstanding fees.

## SECTION 8 – APPEAL

### 8.1 Appeal of Assessment Result

#### a. Course Assessment

Student is allowed to appeal to the faculty towards any course assessment decision within the timeframe with certain fee. Only marks from the remarking or perusal will be counted. Any appeal on the final results of academic status must be submitted not later than two (2) weeks after the Senate meeting.

#### b. Research Assessment

Research student is allowed to appeal via the faculty towards any research assessment decision including oral examination within the timeframe with certain fee. Any appeal on the final results of academic status must be submitted not later than two (2) weeks after the Senate meeting.

### 8.2 Appeal for a Review of Final Results of Coursework

Students shall submit an appeal to the Institute of Graduate Studies to review the final results for any of the courses by filling in the prescribed form within two (2) weeks of the announcement of the results.

Students shall include a payment slip of RM100.00 for each course requested for a review.

The appeal form will not be accepted if it is:

- a) submitted after the appeal period;
- b) incomplete; or
- c) submitted without the payment receipt

The Dean of the faculty shall appoint a panel of examiners including the original examiner to review the final results of the course.

The panel of examiners shall submit a recommendation for the consideration of the faculty. The decision of the faculty on the appeal is submitted to the Graduate Studies Committee for the endorsement of the Senate. The decision of the Senate is final.

### 8.3 Appeal against The Result of the Viva Voce

Candidates of programme by research may appeal to the University if they are not satisfied with the result given by the Thesis Examination Board. Only candidates who obtained fail status may appeal.

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

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

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

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.

- a. A student is eligible for conferral of a degree only if he has achieved a minimum CGPA of 3.00, and fulfilled the requirements for courses as certified by the Faculty/Institute/School, and:
  - i. in the case of a degree with thesis, passed his thesis examination;
  - ii. in the case of a post graduate degree
  - iii. programme without thesis, passed all compulsory courses, and project paper or Comprehensive Examination (CE), obtained a minimum CGPA of 3.00, and completed the internship/ practical training (if any); and
  - iv. has settled all fees due to the University.
- b. All students in post-graduate degree programmes with thesis who commence their studies from the First Semester onwards must show proof of having published or submitted journal

articles based on research conducted during their candidature prior to graduation as follows:

<b>Programme</b>	<b>Minimum Publication Requirement</b>
PhD	One journal article published or accepted, and one journal article submitted
Master's	One journal article submitted

- c. Students in post-graduate degree programmes with thesis who are recipients of the Graduate Research Fellowship (GRF) of the University must submit proof of having published journal articles on research conducted during their candidature prior to graduation as follows:

<b>Programme</b>	<b>Minimum Publication Requirement</b>
PhD	Two journal articles published or accepted
Master's	One journal article published or accepted

- d. All graduating students must submit a graduation form to the School.
- e. The jointly awarded/dual degree student may have to fulfil any other requirement as stipulated in

## SECTION 9 – GRADUATION

### 9.1 Conferment of a Postgraduate Degree

A student is only qualified to be awarded a postgraduate degree after fulfilling the following conditions:

- a. Obtained the total Credits for Graduation as determined by the curriculum of the program with academic standing of Good Pass;
- b. Pass all the courses required by the program and pass thesis/dissertation (if required);
- c. Submit an application for conferment of a degree;
- d. Paid all fees;
- e. Fulfilled other requirements as specified;
- f. A taught course work, or mix mode (course work and research) and pure research student who withdraws from the program may apply for a lower award if he/she has fulfilled the minimum credits;
- g. The University may award a lower degree to a student who fails to fulfil the requirements of the intended degree if the minimum requirements for the lower degree have been fulfilled;
- h. A doctoral degree student who fails to be awarded the intended degree may be awarded a Master Degree.
- i. A master degree student who fails to be awarded the intended degree may be awarded a Post Graduate Certificate.
- j. Approval date for postgraduate research student is the viva date if there are no corrections of thesis/dissertation. If there are corrections, the approval date is the submission date of corrected thesis/dissertation verified by examiner(s)/supervisor.

## 11.2 Award

- a. PhD by Research
  - i. In order to be awarded a degree, a student must:
  - ii. fulfil all requirements of the Universities and University Colleges Act and other related Acts;
  - iii. settle all debts to the University;
  - iv. present and defend the thesis successfully;
  - v. Participate in ONE (1) conference presentation and publish ONE (1) refereed journal.
  
- b. Doctor of Business Administration (DBA)/Doctor of Business Management (DBM)/Doctoral mix mode)
  - i. DBA/DBM is offered by coursework and dissertation. The coursework credit hours are dependent upon the details of the course, subject to program standard.
  - ii. Students are also required to:
  - iii. Present their research work at colloquiums arranged by respective school;
  - iv. settle all debts to the University;
  - v. Defend their research proposals successfully to a committee;
  - vi. Participate in ONE (1) conference presentation, and publish ONE (1) refereed journal or proceeding)
  
- c. Master by Research
  - i. In order to be awarded a degree, a student must:
  - ii. fulfil all requirements of the Universities and University Colleges Act and other related Acts;
  - iii. settle all debts to the University;
  - iv. present and defend the thesis successfully;
  - v. Participate in ONE (1) conference presentation, and publish ONE (1) refereed journal or proceeding)

d. Master by Coursework

Master is offered by coursework and dissertation. The coursework credit hours are dependent upon the details of the course.

Students are also required to:

- i. Present their research work at colloquiums arranged by respective school;
- ii. settle all debts to the University;



## **SECTION 10 – GENERAL**

### **10.1 General Provisions**

- a. University reserves the right to take any action if a student is found to have provided false information.
- b. Any appeal related to these Regulations should be submitted to the School of Graduate Studies via the faculty, which will be reported to the Vice Chancellor. If necessary, the appeal will be forwarded for consideration and approval of the Senate.
- c. Further modes of implementation can be carried out under these Regulations. All modes of implementation and procedure must be adhered to. However, it is the prerogative of the Senate to make any amendment(s), as and when it is deemed necessary.
- d. In the event of any dispute, these Graduate Academic Regulations will be adhered to.
- e. The Senate reserves the right to make any decision which is not necessarily subjected to these Regulations.

### **10.2 Conversion from Masters to PhD Degree Programme**

A student may apply for conversion from a Masters with Thesis to a PhD degree programme. If the application is successful, the student is required to comply with all requirements for a PhD degree.

An independent committee shall be appointed by the Faculty/Institute/School to evaluate the application for conversion and this committee shall make its recommendations to the Dean through the Faculty/Institute/School for approval by the University Senate

The following rules apply.

- a. The student must:
  - i. have completed at least two (2) semesters or one (1) year but not more than four (4) semesters or two (2) years of the Master's degree;

- ii. have published or show proof of acceptance of an article in a refereed journal or its equivalent (e.g. book chapter) based on research done during candidacy;
  - iii. submit an extended research proposal that meets the scope of a PhD degree; and
  - iv. have passed the proposal defense.
- b. The Chairman of the Supervisory Committee shall verify in writing in the form of a report that the student:
  - i. has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
  - ii. demonstrates critical, analytical and independent thinking skills; and
  - iii. has a good understanding of relevant research design and methodology.
- c. The Faculty/Institute/School shall appoint an independent committee, comprising a minimum of three members with the Coordinator of Graduate Studies of the Faculty/Institute/School, or his representative as the Chairman.
- d. The independent committee shall:
  - i. evaluate the extent to which the Masters research has progressed, and the proposal for the doctoral research via a seminar presentation;
  - ii. advise the student of areas to be examined;
  - iii. conduct the proposal defense examination; and
  - iv. submit a comprehensive report to the School through the Faculty/Institute highlighting the merits and achievements that will support or justify the conversion.
- e. If the conversion is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, the conversion shall take effect the following semester.

### **10.3 Plagiarism**

- a. Plagiarism in academic includes producing thesis, dissertation, project report, article, coursework and research findings without acknowledging or referring to the original sources and claiming as one's own work. It involves the submission of the whole or part of the work towards a degree.
- b. A Student who committed plagiarism will be penalized based upon decision made by the Plagiarism Committee (PC).
- c. Details of prohibition against plagiarism can be referred to Plagiarism Regulation in the KUPTM Student Program Handbook.
- d. Originality of Thesis
- e. Thesis submitted to the Graduate School for proposal defence or viva will be evaluated for its originality. The originality of the thesis should not be less than seventy percent (70%) or the similarity index should not be more than thirty percent (30%) against the approved originality standard set by the University.

### **10.4 Examination Misconduct**

- a. Student is suspected of misconduct during examination if:
  - i. giving, receiving or possessing notes or some other materials in various forms relevant to the course during the examination inside and outside of exam hall, unless the student are permitted to do so or;
  - ii. using the information stated above for the purpose of answering exam questions, or;
  - iii. cheating or attempting to cheat or behaving inappropriately during examination, or;
  - iv. committing other misconduct sets by the University.
- b. Interpretation of Academic Dishonesty
  - i. Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination.
  - ii. Students who are violate the examination regulation including plagiarism of thesis, dissertation, research paper, project paper, assignments and others.

- iii. Students sitting for examination or preparing assignment (project paper, thesis and etc) on behalf of other student or vice versa.
- c. If the student is found guilty of misconduct by the School Academic Disciplinary Committee (SADC) and pending the approval of the Senate, the student can be penalized as follow:
  - i. Fail with F grade will be given for the course(s) associated with the case (the F grade is not redeemable), or
  - ii. Suspension for ONE (1) semester of study, or
  - iii. Dismissal, or
  - iv. Disciplinary actions as stipulated in the Universities and University Colleges Act 1971, Kolej Universiti Poly-Tech MARA (KUPTM) (Discipline of Students) Rules 2018, may be taken against student who violate the regulations or other actions prescribed by the Senate.
- d. Student must also refer to the Examination Regulation Handbook

**APPENDIX E**  
**List of Fees/ Penalty**

NO.	CLAUSE	ITEMS	FEES/ PENALTY RATE (RM)
1	3.1.2.2	Late registration	i. RM50.00 first day ii. Additional RM30.00 for each subsequent day (maximum RM300.00)
2	3.3.2.1	Changing Mode of Study	fees are charged to students according to KPTM-KUPTM Fees Policy
3	3.4.2	Fail to complete Course Pre-Registration (CPR)	30.00
4	3.11.7	Application for Deferment (Deferment per semester)	100.00
5	6.2.3	Not printed Examination Slip	30.00
6	6.3.2	Resit Examination per course taken	300.00
7	6.3.3	Grade Improvement Examination per course take	300.00
8	7.8.1	Collect transcripts and scrolls after <b>THREE (3) months</b> from the date of convocation	100.00
9	7.8.2	Copy of academic transcript	50.00
10	7.8.2	Copy of lost or damaged scroll	50.00
11	7.8.3	Service charge for transcript for students being terminated	50.00
12	8.1.3	Appeal for Review of Final Result per course	50.00
13	8.2.3	Reactivation for Continuation of Study (Terminated (TMT))	400.00
14	8.2.3	Appeal for Continuation of Study (Dismissed)	50.00
15	9.1.1.2	Maximum fine for Academic Misconduct	500.00

16	5.1	Fees for deferment of the MBA Final Year Project submission. Local Students International Students	RM200 + 20% of tuition fee/semester RM400 + 20% of tuition fee/semester
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