



ACADEMIC REGULATIONS FOR POSTGRADUATE PROGRAMMES

The information given in this Academic Regulations for Postgraduate Programmes, Universiti Tun Abdul Razak is accurate at the time of printing (January 2016). The University reserves the right to make amendments to the contents as may be deemed necessary from time to time.

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PRIVATE HIGHER EDUCATIONAL INSTITUTIONS ACT 1996 (ACT 555)
THE CONSTITUTION OF UNIVERSITI TUN ABDUL RAZAK

RULES OF UNIVERSITI TUN ABDUL RAZAK (ACADEMIC REGULATIONS FOR
POSTGRADUATE PROGRAMMES)

In exercising the provisions of sub-section 42.1 of the Constitution of Universiti Tun Abdul Razak, the Board of Governors of Universiti Tun Abdul Razak makes the following rules:

1.0 INTRODUCTION

These Academic Regulations govern all academic and graduate student activities at the graduate level of the Universiti Tun Abdul Razak. These regulations apply to the graduate students enrolling from September 2012 and are effective from 1st September 2012.

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 as well as any procedures, requirements and guidelines issued by the University. The University is not responsible for any consequences arising from the student's failure to comply with these regulations, procedures, requirements or guidelines.

The regulations are reviewed regularly and are subject to change.

2.0 DEFINITIONS

In this Regulation, the following words shall bear the following meaning:-

'Academic Session' means a 12-month period, beginning in September Semester, during which courses are taught and assessed.

'Active Student' means a student who is currently registered for the semester of study in this University.

'Applicant' means a person who applies for admission into a postgraduate programme to this University.

'Board of Examiners' refers to a committee appointed by Postgraduate Studies Committee to conduct viva voce and examine the thesis submitted by students for the conferment of Master's and Doctoral research degrees and to confirm academic standing of graduate student for the semester.

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

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

‘Course’ refers to a subject that carries a unique code and a number of credits, listed in a programme structure.

‘Audit Course’ refers to a course which is NOT part of programme curriculum, taken up by a student, which shall not be considered in the calculation of GPA and CGPA.

‘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.

‘Credit’ means a quantitative measurement that represents the learning volume or the academic load to achieve the respective learning outcomes.

‘Credit Transfer’ means a process to transfer the credit for a course taken by a student prior to enrolment in the Programme.

‘Cumulative Grade Point Average’ or CGPA means the weighted grand total of grade points earned divided by the total credits taken.

‘Degree’ means an award conferred for Postgraduate programmes which include Postgraduate Certificate, Postgraduate Diploma, Master’s and Doctoral degree programme by the University on a student who has fulfilled the requirements for a programme of study.

‘Dissertation’ means an academic composition presented by a student as a partial fulfilment of the Master’s or Doctoral degree programme.

‘Elective Course’ means an optional course, which is determined for the Programme.

‘Equivalent Course’ means a course that is identified as being at the same level and/or having at least 80% similar content to another course.

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

‘External Examiner’ means a qualified person from outside the University appointed by the School to evaluate the performance of a Master’s or Doctoral degree students.

‘Grade’ refers to the result of an assessment in the award of number, letter, or symbol indicating a student's level of accomplishment.

‘Grade Point Average’ or GPA means the weighted total points earned in a semester divided by the total credits taken for that semester.

‘Internal Examiner’ means an academic staff member of the University appointed by Postgraduate Studies Committee to evaluate the performance of a Master's or doctoral degree student.

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

‘MOHE’ refers to the Ministry of Higher Education.

‘M.Phil.’ means Master of Philosophy.

‘Office of Postgraduate Studies’ means a unit set up by the University to manage, administer and coordinate the conduct of postgraduate programmes; and as a secretariat to Postgraduate Studies Committee.

‘Ph.D.’ means Doctor of Philosophy.

‘Plagiarism’ refers to 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.

‘Postgraduate Certificate’ refers to a qualification which contains competencies at least at the level of Masters and acquired after obtaining a qualification equivalent to that of bachelor's with minimum fulfilment of 20 credits for the Programme completion.

‘Postgraduate Diploma’ refers to a qualification which contain competencies at least at the level of masters and acquired after obtaining a qualification equivalent to that of bachelor's with minimum fulfilment of 30 credits for the Programme completion.

‘Postgraduate Studies Committee’ refers to a standing committee of University Senate, that draws policy relating to graduate studies in the University, makes appointment on boards of examiners, reviews and recommends to Senate the reports of thesis examination committees.

‘Pre-requisite Course’ means a course determined for the Programme that student has to pass as a condition to register for another course.

‘Programme’ means a programme of postgraduate studies leading to the award of Postgraduate Certificate, Postgraduate Diploma, Master’s degree, Doctoral degree or equivalent.

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

‘Proposal Defence’ refers to a session in which research student formally presents his/her research proposal to a board of evaluators appointed by the University.

‘Qualifying Examination’ means any test or examination determined by the School to evaluate the qualification or level of academic achievement of a student of a Programme.

‘School’ means the main academic entity which consists of and includes departments, disciplines and academic programmes.

‘Semester’ means a period of academic study practiced by the University and may consist of *‘Regular Semester’* comprising 14 weeks of lectures.

‘Senate’ is the highest academic body as provided by the Constitution of Universiti Tun Abdul Razak.

‘Student’ means a person who has registered for a postgraduate programme in this University.

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

‘Thesis’ means an academic composition presented by a student as fulfilment of the Master’s or Doctoral degree programme by research.

‘Thesis Committee’ means a committee of two (2) or more members including a chairperson set up by the respective School to supervise the research and/or evaluate a student’s performance.

‘Types of Study’ refer to the three types of study at master’s and doctoral degree level:

- a. Research Programme (Structure A) refers to postgraduate studies implemented by research;
- b. Programme with Taught Courses and Research (Structure B) refers to the type of postgraduate studies at Master’s and Doctoral degree level implemented by a combination of taught courses and research. The research component is normally carried out after the student has completed all the taught courses required by the curriculum of the program;
- c. Programme with Taught Courses only (Structure C) refers to a taught mode of postgraduate studies (not inclusive of Doctoral degree level)

‘UNIRAZAK’ means Universiti Tun Abdul Razak;

‘Viva Voce’ refers to an assessment session in which the student is required to present and defend his/her thesis/dissertation to the Panel of Examiners.

3.0 ADMISSION CRITERIA

Applicants must meet the general entry requirements and specific entry requirements as prescribed by the University before they can be admitted into the Programmes.

3.1 General Entry Requirements

3.1.1 Postgraduate Certificate, Postgraduate Diploma and Master’s Programme¹

- A Bachelor’s degree with minimum CGPA of 2.75 or equivalent, as accepted by the University Senate; OR
- A Bachelor’s degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to a minimum of 2 years working experience in relevant field; OR
- 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.

*Note: Applicants who meet entry requirements are eligible to apply

3.1.2 Master of Philosophy (M.Phil.) Programme¹

- A Bachelor’s degree with minimum CGPA of 2.75 or equivalent, as accepted by UNIRAZAK Senate; OR
- A bachelor’s degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to a rigorous internal assessment; OR
- 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.

3.1.3 Doctor of Philosophy (Ph.D.) Programme¹

- A Master’s degree from Universiti Tun Abdul Razak or its equivalent from an institution of higher learning recognised by the Malaysian Government or any other equivalent qualification recognised by the University Senate.

¹ Amendment approved by the Senate meeting No.07/15(169)

*Note:

- i. There shall be no direct entry from bachelor's degree level to doctoral degree level.
- ii. Candidates with bachelor's degree qualifications may apply to convert their candidacy to the doctoral degree programmes after a year enrollment of master's degree subjected to:
 - a) Having shown competency and capability in conducting research at doctoral degree level;
 - b) Rigorous internal assessment by the University;
 - c) Approval by the University Senate.

3.2 Specific Entry Requirements

3.2.1 English Language Requirement¹

All applicants are required to attain any of the followings before they are accepted for admission into the Programmes:

- A minimum score of 550 for a paper-based total or 80 for an Internet based total for the Test of English as a Foreign Language (TOEFL)*; or
- A minimum score of Band 6.0 in the International English Language Testing System (IELTS)*; or
- A minimum of Grade C in First Cambridge English (FCE) minimum scale 169, or B2 in Common European Framework of Reference for Languages (CEFR), or Pearson Test of English (PTE 50-58) as required proficiency; or
- A recognized first degree undertaken in English medium; or
- Successful attainment of FCE minimum of Grade C (169) conducted by the Centre for English Language (CEL) within 1-6 months from the date of entry with conditional offer letter.

*Note: the validity period for IELTS and TOEFL is two years from the date awarded.

4.0 APPLICATION AND OFFER OF PROGRAMME OF STUDY

- 4.1 Applicants must complete the appropriate application form and forward it to the office of Postgraduate Studies.

¹ Amendment approved by the Senate meeting No.05/17(185)

- 4.2 Each application shall comprise the application form and all related information and certified supporting documents such as photo copies of identity (Identity Card or Passport), transcripts and certificates. Those applying for research programmes should include a research proposal. Applicants applying via the electronic medium must send the necessary supporting documents by mail.
- 4.3 Applications can be submitted at any time of the year.
- 4.4 Incomplete applications or applications that do not meet the stipulated requirements shall not be considered.
- 4.5 UNIRAZAK reserves the right to refuse admission if clear and complete certification for such verification is not provided on request or false claims are found.
- 4.6 Selection of students for admission into a Programme is approved by the School.
- 4.7 Offer of admission will be issued by the office of Postgraduate Studies and is valid for that particular semester.
- 4.8 Admission of new students for all Programmes will be at the beginning of a semester.
- 4.9 Students who failed and had their university student status terminated/revoked are not allowed to apply for the same Programme.
- 4.10 Students who are dismissed on disciplinary grounds are not allowed for re-admission into any of the Programmes at the University.
- 4.11 Students who withdraw from the University can re-apply for admission into other Programmes after one academic year, subject to approval from the Senate.

5.0 PROGRAMME ENROLLMENT

5.1 Programme Registration

- 5.1.1 Applicants are required to register for their offered Programme according to the requirements and by the deadline stipulated by the University.
- 5.1.2 If applicants fail to register on the specified date determined by the University without acceptable reason, their offer letter for admission to the postgraduate programme is considered lapse and nullified.

5.1.3 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 in another institution of higher learning, locally or overseas.

5.1.4 If students do not comply with any of the above without any reason that is deemed as acceptable by the University, their candidature in this University will be terminated.

5.2 **Course Registration**

5.2.1 Students for a Programme by Coursework or Coursework and Research shall attend such programme in accordance with the structure of the Programme.

5.2.2 Students shall register for such courses as prescribed in the Programme within the first two (2) weeks of the commencement of each semester. The number of course registered for must be within the minimum and maximum number of credits allowed for each semester (refer to Item 10.2) except in cases where the student has fulfilled all other coursework requirements.

5.2.3 Students who fail to register within the specified period without prior approval from the Dean to defer registration can have their studies terminated.

5.3 **Registration after Submission of Thesis**

5.3.1 Candidates, who have 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.

5.3.2 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.

5.4 Mode of Study

5.4.1 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.

5.4.2 Students may also apply to convert their mode of study as explained in item 6.2.

5.5 Types of Study

5.5.1 Students may choose one of the following types of study, subject to approval by the School:

- Research Programme (Structure A); or
- Programme with Taught Courses and Research (Structure B); or
- Programme with Taught Courses (Structure C)

5.6 Duration of Studies¹

Students are required to complete their studies within the stipulated duration as stated in Table 1.

Table 1: Duration of Studies

Level of Study	Full-time		Part-time	
	Minimum (Year)	Maximum (Year)	Minimum (Year)	Maximum (Year)
Postgraduate Certificate	One (1)	Two (2)	Two (2)	Four (4)
Postgraduate Diploma	One (1)	Two (2)	Two (2)	Four (4)
Master's Degree (Structure A) ¹	Two (2) ¹	Two (2)	Three (3) ¹	Four (4)
Master's Degree (Structure B & C)	One (1)	Two (2)	Two (2)	Four (4)
Doctoral Degree (Structure A) ¹	Three (3) ¹	Five (5)	Four (4)	Seven (7)
Doctoral Degree (Structure B)	Three (3)	Five (5)	Five (5)	Seven (7)

5.7 Academic Session

UNIRAZAK Academic Session consists of minimum two (2) regular semesters or as prescribed by the School.

¹ Amendment approved by the Senate meeting No.07/15(169)

6.0 CHANGE OF ENROLMENT TYPE

6.1 Change of Programme

- 6.1.1 Any application to change the Programme must be made within two (2) weeks upon release of the examination result by the University.
- 6.1.2 Students must fulfil entry requirements of the new Programme and subject to approval from the respective Dean.
- 6.1.3 Any approval for change of Programme is effective in the following semester.
- 6.1.4 Students may apply for credit transfer, subject to Dean's approval.

6.2 Change of Study Mode

- 6.2.1 Students may apply to change their study mode from full-time to part-time or vice versa prior to the commencement of the new semester and subject to approval from the respective Dean.
- 6.2.2 Students who have been granted approval for change of study mode must register according to credits or academic workload as stipulated by the University.
- 6.2.3 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 School.

7.0 DEFERMENT

7.1 Deferment of Admission

- 7.1.1 Applicants who have been accepted into a Programme but have not yet registered can opt to defer their registration by sending in a written application to the Dean of the respective School.
- 7.1.2 Application to defer admission cannot exceed one academic year. If applicants fail to register after deferment of three (3) consecutive semesters, the offer letter is considered lapse and nullified.

7.2 **Deferment of Study**

- 7.2.1 Students can request to defer their programme of study by submitting the appropriate form to the office of Postgraduate Studies not later than the second week of the semester.
- 7.2.2 Students can be permitted to defer their study in any semester if they have a prolonged health problem. In this case, a full medical report 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.
- 7.2.3 Students can be permitted to defer their study in any semester for any reason other than health problem with permission of their sponsor (if any), and the permitted period for deferment will be calculated into the maximum period permitted in obtaining a degree.
- 7.2.4 Deferment can be allowed for a maximum period of one (1) academic session for all postgraduate students during the entire duration of study, subject to approval from the respective Dean of School.
- 7.2.5 International students cannot defer their programme of study. Under exceptional circumstances and with the consent of the University, Immigration Department, and the sponsors if necessary, deferment may be granted to international students.
- 7.2.6 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.

8.0 **WITHDRAWAL FROM PROGRAMME**

Students who intend to withdraw from their Programme must officially submit the appropriate form to the office of Postgraduate Studies within the first three weeks of the semester. Failure to do so will result in the students being deemed to have failed in the said courses.

9.0 **ATTENDANCE**

- 9.1 Students are required to attend not less than 80% of the contact hours determined for a course in lectures/practical work.

- 9.2 Students who do not fulfil the requirement above without any reason that is deemed acceptable by the University shall not be allowed to sit for any further examinations, and shall be graded as Failed.

10.0 COURSEWORK

10.1 Registration Modes for Coursework

10.1.1 Coursework with Credit

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

10.1.2 Coursework without Credit

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

10.1.3 Pre-Master Course

Students who are required to register for pre-master course(s) must obtain a passing grade as a condition to proceed with their Programme. However, it will not be taken into account to determine the CGPA or eligible for credit transfer.

10.2 Academic Load

10.2.1 Coursework

Students pursuing a Programme other than research mode are required to register a minimum of nine (9) credits for each semester.

10.2.2 Project Paper/Dissertation

The number of credits for Project Paper/Dissertation is determined by each Programme.

Students are allowed to start their Project Paper/Dissertation after they have successfully completed and passed required courses as determined under the Programme.

11.0 CREDIT TRANSFER

- 11.1 Students may apply for credit transfer for the courses which are deemed equivalent to the courses required under the University's Programme.

- 11.2 Students should obtain at least B grade for the credit transfer to be awarded.
- 11.3 The University reserves the right to conduct a test for the course to be transferred.
- 11.4 The validity of courses for credit transfer must be less than five (5) years from the application date.
- 11.5 The maximum number of credits transferable cannot exceed 50% (1/2) of the total credits of the programme.
- 11.6 Application for credit transfer must be submitted to the office of Postgraduate Studies within two (2) weeks of the first semester of the candidature, subject to Dean's approval.
- 11.7 **External Credit Transfer**¹
A course given credit transfer will be listed on the student's transcript. The credits of the course shall not be included in computing the GPA and CGPA of the student. The transferred credits contribute towards the computation of the total credit requirement for the purpose of graduation
- 11.8 **Internal Credit Transfer**¹
In an internal transfer of credit, the credit obtained together with the grade and grade point for the course concerned shall be taken into account in the calculation of the GPA and CGPA of the candidate.

12.0 RESEARCH PROGRAMME

- 12.1 Students pursuing a programme of study by research are required to undertake courses as advised by the School and the supervisor, and as required under the Programme before being allowed to defend his/her thesis proposal.
- 12.2 Students with proven research track record and publications may be considered for exemptions of required courses subject to approval by the research committee.
- 12.3 The thesis or project paper or case study must be prepared in accordance with the "Thesis Guidelines".
- 12.4 Candidates are not allowed to submit a thesis or project paper or case study that has already been submitted to this University or any other university.

¹ Amendment approved by the Special Senate meeting No. 0.4/14(80)

- 12.5 Once the Programme requirements are fulfilled, candidates are required to submit a required number of thesis copies as determined by the Programme for purposes of assessment and examination.
- 12.6 Candidates must submit four (4) copies of the thesis/project paper/case study comprising four (4) bound copies and a soft copy in PDF format within sixty (60) days after the thesis/project paper/case study has been approved, to the office of Postgraduate Studies.
- 12.7 Candidates may use any portion of his/her thesis or dissertation or project paper or case study for the purpose of any academic publication during and/or after his/her candidature, subject to appropriate acknowledgement being made in the said publication.
- 12.8 The University reserves the right to use an approved thesis or project paper or case study or otherwise, for teaching and research purposes.
- 12.9 Candidates can apply to this University to obtain a moratorium on the use of the thesis/project paper/case study 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.

13.0 THESIS SUPERVISION

13.1 Thesis Supervision

- 13.1.1 A research student will be supervised by supervisor(s) appointed by the School. External supervisor may be appointed upon recommendation by the School.
- 13.1.2 During the taught course component, Taught Course and Research students will be guided by the Dean and delegated to the Programme Director.

13.2 Thesis Supervisor and Supervisory Committee

- 13.2.1 Students pursuing a Programme by research will be guided by:
- A Supervisor; or
 - Supervisors (Main Supervisor and Co-supervisor); or
 - A Supervisory Committee comprising at least three (3) members, with a Chairperson selected among the members.

13.2.2 Appointment of Supervisor for Doctoral students must be:

- A Professor; or Associate Professor, or academic staff with doctoral degree qualification in a related field and with 5 years of research experience; or
- A Professor with a Master's degree with 5 years of active research experience;
- Co-supervisor (if any), can be appointed from among academic staff or non-academic staff internally or externally in a related field with doctoral degree qualification approved by the University Senate.

13.2.3 Appointment of Supervisor for Master's students must be among:

- Academic staff with Doctoral degree qualification in a related field; and
- Have three (3) years working experience in research works.
- Co-supervisor (if any), can be appointed from among non-academic staff with Doctoral degree qualification approved by the University Senate.

13.3 **Change of Thesis Supervisors**

13.3.1 Under exceptional and reasonable circumstances, a research student can apply to change the appointed Supervisor for a maximum of two (2) times throughout the Programme.

13.3.2 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 School must appoint another academic staff member to carry out the said functions for a period deemed appropriate.

14.0 **RESPONSIBILITY OF SUPERVISOR OR SUPERVISORY COMMITTEE**

14.1 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.

14.2 The duties of the Supervisor or the Supervisory Committee members are as follows:

- Direct and advise the student in all aspects of research, i.e., planning, literature review, collection of data, expected standard of work, plagiarism, reporting and actual execution of the research;
- Maintain contact through regular meetings with the student;
- Be reasonably accessible to the student for consultation and discussion;
- Give detailed advice on the necessary completion dates of the successive stages of the work so that the whole thesis may be submitted within the time;
- Request written work when appropriate, and provide constructive comments in reasonable time;
- Ensure that the student is made aware of the general progress of his work or if the standard of his work is below expectation;
- Assist the student in forming a supervisory committee where more than one supervisor is required;
- Encourage the student to attend conferences, seminars and meetings in their field of study;
- In the case of supervisory committee, the main supervisor should chair the supervisory committee meeting at least once per semester and if necessary, arbitrate decisions of the committee; and
- Submit student's progress report by end of each semester.

15.0 DEFENCE OF THESIS PROPOSAL

15.1 Full-time and Part-time Doctoral Students

15.1.1 Full-time and part-time doctoral students must defend their proposal within the stipulated period from the date of admission as per table below:

Level of Study	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
PhD	6 months	24 months	12 months	36 months

- 15.1.2 Students who fail to defend their proposal within the specified period may appeal to the Dean of the respective School to extend the period of proposal defence.
- 15.1.3 Students who do not defend their proposal within the stipulated period of the admission date is deemed terminated from the Programme
- 15.1.4 Students who are not successful in their proposal defence are allowed to re-defend within the stipulated period from the date of admission.
- 15.1.5 If the second defence (re-examination of proposal) is not successful, the students' status will be terminated even though it does not exceed the maximum period.

15.2 Full-time and Part-time Master's Degree Students by Research Mode

- 15.2.1 Full-time and part-time Master's degree students must defend their proposal within the stipulated period from the date of admission as per table below:

Level of Study	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Master's Degree by research	4 months	12 months	7 months	18 months

- 15.2.2 Students who fail to defend their proposal within the specified period may appeal to the Dean of the respective School to extend the period of proposal defence.
- 15.2.3 Students who do not defend their proposal within the stipulated period of the admission date is deemed terminated from the Programme
- 15.2.4 Students who are not successful in their proposal defence are allowed to re-defend within the stipulated period from the date of admission.
- 15.2.5 If the second defence (re-examination of proposal) is not successful, the students' status will be terminated even though it does not exceed the maximum period.

16.0 VIVA VOCE

16.1 Doctoral Candidates

- 16.1.1 Full-time doctoral candidates must defend their thesis within sixty (60) months (five (5) years) from the date of admission.

16.1.2 Part-time doctoral candidates must defend their thesis within eighty four (84) months (seven (7) years) from the date of admission.

16.1.3 Candidates who fail to defend their thesis within the specified period will be administratively withdrawn.

16.2 Master's Degree Candidates

16.2.1 Full-time Master's degree candidates must defend their thesis within twenty four (24) months or two (2) years from the date of admission.

16.2.2 Part-time Master's degree candidates must defend their thesis within forty eight (48) months or four (4) years from the date of admission.

16.2.3 Candidates who fail to defend their thesis within the specified period will be administratively withdrawn.

17.0 ORIGINALITY OF THE CONTRIBUTION

17.1 Thesis submitted to the School for proposal defence or Viva will be evaluated for its originality of the contribution.

17.2 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.

18.0 THESIS EXAMINATION COMMITTEE

18.1 Thesis Examination Committee will be set up when the Supervisor or the Supervisory Committee decides that the candidate is ready to take **viva voce**.

18.2 The members of the Committee consist of the followings:

- Chairperson;
- At least two External Examiners; and
- One Internal Examiner.

18.3 Chairperson of the Thesis Examination Committee

18.3.1 The Chairperson of the Thesis Examination Committee for **Doctoral candidates** shall be of a professorial rank and appointed by Postgraduate Studies Committee.

18.3.2 The Chairperson of the Thesis Examination Committee for **Master's degree candidates** shall be at least of an associate professorial rank.

18.4 The Examiner

18.4.1 The Examiner should be in the same or relevant field as the candidate or who is deemed suitable as decided by the Postgraduate Studies Committee.

18.4.2 The Internal and External Examiners for **Doctoral candidates** shall have a Doctoral qualification and be at the rank of Professor or Associate Professor with at least two years standing.

18.4.3 The Internal and External Examiners for **Master's degree candidates** must be:

- a. At least a level of Associate Professors; or
- b. Academic staff with doctoral qualification.

18.4.4 It is a requirement for the thesis committee to convene for the defence to be presented and evaluated and where the external examiner is not present; the alternative communication will be sought

18.5 The Supervisor or the Main Supervisor and the Co-Supervisor or the Supervisory Committee members are not the members of the Thesis Examination Committee, but attend the viva session as representatives.

19.0 ASSESSMENT AND EXAMINATION

19.1 Assessment and Examination for Structure A

19.1.1 Assessment and examination for students pursuing a programme of study by research should consist of:

- a. Course examination for the courses taken;
- b. Periodic research assessment;
- c. Oral examination for proposal defence;
- d. Oral examination for thesis defence.

19.1.2 Examination Results

Students are considered to have passed the examination if they completed and passed all courses, successfully defended the thesis and satisfied the examiners of their competency in the field of study. The thesis may be categorized as follows:

- a. Accepted without or with minor/major amendments;
 - i. Accept the thesis without any condition and award the degree to the student.
 - ii. Award the degree subject to minor amendments as identified by the examiners being made to the satisfaction of the Thesis Examination Committee or its representative.
 - iii. Require the candidate to undertake rewriting (as identified by the examiners) to the satisfaction of the Thesis Examination Committee or its representative before the degree is awarded.
 - iv. Require the candidate to revise and resubmit the thesis for further examination within a specified time (to suspend the viva and request the candidate to resubmit the thesis for a re-examination by the external and internal examiners)
- b. Rejected
Reject the thesis and deny the award of the degree to the student (outright rejection).

19.1.3 The Examination Committee may also recommend for:

- a. A second and final viva voce to be conducted within sixty days after the date of proceedings of the first viva voce;
- b. Resubmission of thesis within a period of not more than two semesters of one year subject to the following conditions:
 - i. The student must continue to be a registered student of the University, and
 - ii. The student must comply with submission procedures as determined by the University from time to time.

If after being required by the Examination Committee, a thesis is not amended and submitted by the student within the prescribed time, the thesis shall be deemed to have been rejected by the Examination Committee.

19.2 **Assessment and Examination for Structure B**

19.2.1 Assessment and examination for students pursuing a programme of study by

coursework and project paper should consist of:

- a. Examination for the courses taken during each semester (including continuous assessment throughout the semester and/or the final semester examination);
- b. Project Paper assessment

19.2.2 Assessment and examination for students pursuing a programme of study by coursework and dissertation should consist of:

- a. Examination for the courses taken during each semester;
- b. Oral examination for proposal defence;
- c. Oral examination for final defence.

19.3 Assessment and Examination for Structure C

Assessment and examination for students pursuing a programme of study by coursework should consist of:

- a. Examination for the courses taken during each semester (including continuous assessment throughout the semester and/or the final semester examination).

20.0 GRADING STRUCTURE

20.1 Marks are graded in the following manner:

Mark Range	Alphabetical Grade	Quality Point Equivalent	Description
90 – 100	A+	4.00	Excellent
80 – 89	A	4.00	Distinction
75 – 79	A-	3.67	Distinction
70 – 74	B+	3.33	Merit
65 – 69	B	3.00	Pass
60 – 64	B-	2.67	Provisional Pass
55 – 59	C+	2.33	Provisional Pass
50 – 54	C	2.00	Low Pass
45 - 49	C-	1.67	Fail
40 – 44	D+	1.33	Fail
35 – 39	D	1.00	Fail
34 or below	F	0.00	Fail

Apart from the grades stated above, the following grades may be given to a student for any course attended:

GRADE	DESCRIPTION
S/U (Satisfactory/Unsatisfactory)	For courses taken on a pass/fail option. A notation of 'S' is given if the student has met the minimum requirement; otherwise a notation of 'U' (Unsatisfactory/Fail) will be awarded.
I (Incomplete)	For incomplete results within a course. The Student must complete all requirements within two (2) weeks of the following semester. If the student fails to do so within the stipulated time, the grade 'I' will be converted to an 'F' Grade.
W (Course Withdrawal)	For courses dropped after the official add/drop period ends with approval from the Dean.
AU	A student who audits a course will be awarded 'AU'. An audit course credits are not counted as part of the fulfilment of the total credits completed for the Programme nor shall it be counted in the GPA/CGPA calculation.

20.2 Grade Points

All courses, except those without Quality Point Equivalent, shall be taken into account in computing the semester's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

Students' semester GPA is calculated by dividing the student's Total Quality Point Equivalent earned for the Semester with Total Credits taken for the same Semester.

$$\text{GPA} = \frac{\text{Total Quality Point Equivalent earned}}{\text{Credits taken}}$$

$$\text{Total Quality Point Equivalent} = \sum (\text{Quality Point Equivalent earned} \times \text{Credits taken})$$

A student's CGPA is calculated by dividing the student's Total Quality Point Equivalent accumulated throughout the Programme with the Total Credits accumulated throughout the Programme.

$$\text{CGPA} = \frac{\text{Total Quality Point Equivalent accumulated}}{\text{Credits accumulated}}$$

Total Quality Point Equivalent accumulated = Sum of Total Quality Point Equivalent throughout the Programme.

20.3 **Academic Status**

- 20.3.1 Students' academic standing is determined by:
- a. the results of the examinations and the student's academic performance for the particular semester;
 - b. the cumulative achievement for all semesters.
- 20.3.2 Students who obtain CGPA of at least 3.00 for the semester will be of Good Standing Status and can proceed to the next semester.
- 20.3.3 Students who obtain CGPA of 2.50 to 2.99 in any semester are considered unsatisfactory and will be given a Probation 1 Status, but they will be allowed to repeat the course. If, in the following semester, the student's CGPA again falls below 3.00 (but > 2.50), s/he will be placed on Probation 2 Status.¹
- 20.3.4 Students with CGPA less than 2.5 in any semester will be dismissed from the Programme.
- 20.3.5 Students whose CGPA remains below 3.00 for the third consecutive semester, s/he will be issued a letter of dismissal by the Registrar.¹

20.4 **Repeat**

- 20.4.1 Students who fail any course prescribed in the programme structure must repeat the course until they obtain a pass grade.
- 20.4.2 Students are permitted to repeat a course not more than twice unless with the approval of the Senate upon the recommendation of the Dean.
- 20.4.3 Students repeating a course will have both grades counted in the CGPA.
- 20.4.4 Doctoral and Master's degree students by research who have to undertake courses as required by the School should obtain at least a Satisfactory grade. Doctoral and Master's degree students by Research who obtain less than a Satisfactory grade are required to repeat the courses before being allowed to proceed to proposal defence.

¹ Amendment approved by the Special Senate meeting No. 0.4/14(80)

21.0 EXAMINATION PROCEDURE

21.1 Qualification to Sit for Final Examination and Attendance

- 21.1.1 Students are eligible to sit for examinations for all courses they have registered for unless they have failed to meet the attendance requirement of the courses. The minimum attendance for each course is 80% of the total contact hours of the course.
- 21.1.2 Students who fail to meet the attendance requirement will be barred from taking the final examination. The continuous assessment marks are not to be used to determine the Grade and an “F” Grade will be given.
- 21.1.3 The general instructions for the final examination are as per Examination Rules and Regulations.
- 21.1.4 The monitoring and record of attendance of each student in class is left to the lecturer concerned.

21.2 Assessment Results

- 21.2.1 The continuous assessment marks are to be revealed to the Student by the Academic Administration Department before the final examination week. The student is responsible to notify the respective lecturer of any discrepancies in marks within three (3) days of their release, otherwise, the marks are considered to be valid.
- 21.2.2 The final results will be announced by the Academic Administration Department after they have been approved and endorsed by the Senate.
- 21.2.3 Students may appeal to review the final result of any course using the appropriate form within two (2) weeks upon release of the result.
- 21.2.4 The final results of any Student with an outstanding payment to the University will be withheld. Results will be released once the payment has been made.
- 21.2.5 The final examination script shall remain confidential.

21.3 Supplementary Examination

Students may apply to sit for a special supplementary examination according to the following conditions:

- i. the students have taken that Course(s) but obtained the grade of B- or C+;
- ii. the students have the approval of the Dean where the Course(s) is/are offered;
- iii. the students have to apply within two (2) weeks of the declaration of results and pay the special supplementary examination fee;
- iv. if the students fail the Course(s) after taking the special supplementary examination, they have to repeat the Course(s) in the subsequent semester when the Course(s) is/are offered.

21.4 **Conduct of Examinations**

21.4.1 Administrative Order on the Conduct of Examination

All students sitting for examinations are required to comply with the rules governing the conduct of examinations given below and the Administrative Order on the Conduct of Examination read by the invigilator to the students before the examination starts.

21.4.2 Examination Offences

Students who have committed a misconduct or academic wrongdoing can be charged with Academic misconduct according to the University and College University Act, 1971, Regulations of the University (Students Disciplinary).

21.4.3 It is an offence to introduce into, or use in the examination room, unauthorized materials or aids. Any such materials or aids in a student's possession on entry to the examination room must be deposited immediately with the Invigilator before the examination starts. Any unauthorized materials and aids brought into the examination room and not deposited with the Invigilator must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University. The original materials or aids may be retained by the University at its absolute discretion;

21.4.4 Students must not pass any information from one to another during an examination. Students may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence;

21.5 **Examination Schedule/Timetable**

21.5.1 The Academic Administration Department will issue the schedule for the final examination or any other examination indicating the place and time for the examination;

21.5.2 On rare occasions, circumstances may render the cancellation or postponement of an examination. If such circumstances arise the authority to cancel or postpone the examination is vested with the Registrar

21.6 **Special Examination**

21.6.1 Students who are unable to take the final examination due to medical reasons or reasonable causes may with approval take a special examination at a designated time.

21.6.2 The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate and medical report obtained at the time of the illness.

21.6.3 Except in unusual circumstances approved by Senate, notification by the student received more than one (1) week after the date of the last examination will not be taken into account by the University.

21.7 **Appeal On Examination Results**

21.7.1 Students who wish to appeal against the results of the final examination, must fill in the appropriate application form and submit to the Office of Graduate Studies within two (2) weeks after the examination result have been announced. Any appeal received after the stipulated period will not be considered.

21.7.2 Students must pay a fee as determined in the Student Financial Handbook.

21.7.3 The Dean of the respective School shall form a committee for reviewing the exam paper and the student's answer's script, and to recalculate the marks. 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.

21.7.4 The grade awarded by the committee, after being endorsed by the University Senate, shall be conveyed to the student and recorded in the student's record/transcript. The decision is final and no further appeal will be allowed.

22.0 AWARD OF DEGREE

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

- a) Follow and pass the examination for all courses required by the Programme and obtain a CGPA of at least 3.00;
- b) Sit for any other examination as required by the Programme;
- c) Fulfil all requirements of the University 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) Ph.D. candidates must produce at least two (2) articles, which are accepted for publication in a designated peer review journal.

23.0 TERMINATION OF STUDY

If students obtain an unsatisfactory academic report or have violated the University Act or other related Acts, the School can make a recommendation to the Senate to have their study terminated.

24.0 POWERS OF SENATE

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