



# ACADEMIC REGULATIONS HANDBOOK FOR POSTGRADUATE PROGRAMMES



## **ACADEMIC REGULATION**

### **UNIVERSITI POLY-TECH MALAYSIA (UPTM) KUALA LUMPUR**

(2022 Amendment)

The UPTM Academic Regulations Handbook (Amended 2022) is issued after the 2019 Handbook was revised. The review is intended to further strengthen the applicable rules in line with current changes and future needs.

The UPTM Academic Regulations (Amended 2022) was approved by the KUPTM Senate Resolution No. 370/2022 under Section 13 (1) of the KUPTM Constitution. The use of this rule is effective from the Semester November, 2021 Session.

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

## **VICE CHANCELLOR**

### **UNIVERSITI POLY-TECH MALAYSIA (UPTM) KUALA LUMPUR**

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

## TABLE OF CONTENTS

---

<b>SECTION 1 - PRELIMINARY</b>	<b>6</b>
1.1 Name of Regulation	
1.2 Objectives of the Regulation	
1.3 Definition	
<b>SECTION 2 - PROGRAMMES OF STUDY</b>	<b>9</b>
2.1 Programme of Study	
2.2 Modes of Study	
2.2 Academic Load	
2.3 Enrolment and Duration of Studies	
2.4 Registration Modes	
2.6 Course Registration	
2.7 Correction of Course Registration Information	
2.8 Adding and Dropping Course	
2.9 Attendance	
2.10 Credit Exemption	
2.11 Credit Transfer	
2.12 Change of Programme	
2.13 Change of Study Mode	
2.14 Programme Withdrawal	
<b>SECTION 3 - ADMISSION REQUIREMENTS</b>	<b>15</b>
3.1 Student Admission	
3.2 Deferment of Admission	
3.3 Master's Degree	
3.4 Doctoral Degree	
3.5 English Language Requirement	

<b>SECTION 4 - REGISTRATION</b>	<b>17</b>
4.1 Registration Matters	
4.2 Reinstatement and Readmission	
<b>SECTION 5 - THESIS/ DISSERTATION/ PROJECT REPORT</b>	<b>19</b>
5.1 Master (Coursework)	
5.2 Master (Mixed Mode)	
5.3 Master (Research)	
5.4 PhD (Research)	
5.5 Evaluation	
5.6 Thesis Submission	
5.7 Viva Voce	
5.8 Thesis Evaluation	
5.9 Final Submission	
5.10 Appointment of Thesis Examination Committee	
<b>SECTION 6 – COURSE EVALUATION</b>	<b>30</b>
6.1 Assessment and Examination (Master’s by Coursework)	
6.2 Grading System	
6.3 Assessment and Examination (Master’s by Coursework)	
6.4 Grading System for Coursework Examination	
6.5 Assessment and Examination (Master’s by Research)	
6.6 Assessment and Examination (Doctor of Philosophy)	
<b>SECTION 7 – STUDY STATUS</b>	<b>41</b>
7.1 Deferment	
7.2 Suspension	
7.3 Student’s Status	

<b>SECTION 8 – APPEAL</b>	<b>44</b>
8.1 Appeal of Assessment Result	
8.2 Appeal for a Review of Final Result of Coursework	
8.3 Appeal against the Result of the Viva Voce	
<b>SECTION 9 – GRADUATION</b>	<b>47</b>
9.1 Conferment of a Postgraduate Degree	
9.2 Award	
<b>SECTION 10 – GENERAL</b>	<b>49</b>
10.1 General Provisions	
10.2 Conversion from Master to PhD Degree Programme	
10.3 Plagiarism	
10.4 Examination Misconduct	

## SECTION 1 – PRELIMINARY

### 1.1 Name of Regulation

These regulations are the Universiti Poly-Tech Malaysia 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. UPTM 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 UPTM. 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:

<b>Terms</b>	<b>Definition</b>
<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>DBA</b>	Doctor of Business Administration (DBA) is a professional doctorate with a focus on theoretical knowledge and its use in business practice.
<b>DPP</b>	Diploma Pascasiswazah (Postgraduate Diploma) is a shorter qualification than a masters degree, although at the same academic level.
<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 Defense</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 UPTM.
<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 UPTM Senate that draws policy relating to graduate studies in UPTM, makes appointment on boards of examiners,

<b>Terms</b>	<b>Definition</b>
	reviews and recommends to Senate the reports of thesis examination committees.
<b>Proposal Defense</b>	A session in which a research student formally presents his/her research proposal to the board of evaluators appointed by UPTM.
<b>Journal</b>	A journal is a collection of articles that is published regularly throughout the year.
<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 UPTM 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 UPTM 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 UPTM.
<b>Student</b>	A person admitted to UPTM for a programme of study either full-time (regular) basis or part-time basis.



## 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 UPTM Senate.

	Master's		Doctoral	
	Full Time	Part Time	Full Time	Part Time
<b>Course Work</b>	1 – 2 years	1.5 – 4 years	-	-
<b>By Research</b>	2 – 4 years	3 – 5 years	Minimum 3 and Maximum 5 years	Minimum 4 and Maximum 6 years

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

## 2.5 Registration Modes

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

## 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 UPTM 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 Institute/ Faculty;
  - vi. the application for exemption is made in the first semester.
  - vii. 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 who has not completed a similar or equivalent program at same level (horizontal) and the minimum residential requirements of **ONE (1)** semester.
- b. A student should obtain minimum of grade **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 should not exceed 30% 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 UPTM 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 UPTM Financial Policy.

### **2.15 Transfer of Student from Other Universities/Institutions**

Transfer of research students from other Universities/Institutions should get a formal Release Letter from the previous Universities/Institutions and meet minimum entry requirements for UPTM. Students must register and be 'active' within a minimum of two semesters at UPTM to complete the first level assessment presentation and pass the university courses. Application for transfer must be approved at Postgraduate Studies Committee (PGSC).

## SECTION 3 – ADMISSION REQUIREMENTS

### 3.1 Student Admission

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

- a. Candidates with the following criteria is eligible for admission into the Postgraduate Diploma programmes:
  - i. A bachelor's degree from a recognized university with CGPA 2.50 and above or equivalent, approved by Senate.
  - ii. Foreign students are required to possess IELTS 6.00 or equivalent in addition to CGPA 2.50.
  - iii. Non-education graduates are required to have one year teaching experience, in addition to a minimum GPA 2.50.

### **3.4 Master's Degree**

- i. A Bachelor's Degree (Level 6 MQF) with Minimum Cumulative Grade Point Average (CGPA) of 2.50 out of 4.00 or its equivalent qualifications as accepted by UPTM Senate; or
- ii. A Bachelor's Degree (Level 6 MQF) with Minimum Cumulative Grade Point Average (CGPA) below 2.50 out of 4.00 or its equivalent qualifications as accepted by UPTM Senate, subject to a minimum of 5 years working experience in relevant fields.

### **3.5 Doctoral Degree/DBA**

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

### **3.6 English Language Requirement**

For international candidates, the language proficiency requirement must be determined by the UPTM 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. \*6.00 in International English Language Testing System (IELTS)
- \*based on MQA to date requirement*



## SECTION 4 – REGISTRATION

### 4.1 Registration Matters

Status of UPTM student is based on the following conditions:

#### a. New Student

- i. Register as a student with UPTM 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 not exceeding 30,000 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 not exceeding 45,000 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 not exceeding 60,000 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 two (2) internal examiner. Two external examiner and one (1) internal 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 not exceeding 100,000 words.

f. Supervision

i. Appointment of Supervisor

- a) A student who is enrolled into a programme with thesis shall be assigned to supervisors appointed by Institute Committee.
- b) 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.
- c) At least one of the members of the supervisor must be an academic staff member of the University to ensure continuity of supervision.

ii. Criteria for Supervisors

- a) The supervisors 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.
- b) Co-Supervisor can be appointed from outside institution preferably with PhD qualification.
- c) Where a co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the Senate.
- d) A co-supervisor from the industry or practitioner must at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.
- e) The supervisors must go through structured supervisor training.
- f) The Senate may impose other criteria it deems necessary.
- g) 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.

iii. Restriction on Appointment

- a) An academic staff member without a PhD degree or equivalent professional qualification is not eligible for appointment as a supervisor, unless he is a Professor or Associate Professor of the University.
- b) 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 supervisor.
- c) Member of supervisors shall not in any manner be personally related to each other or to the student under their supervision.

iv. Reconstitution of Supervisors

- a) A supervisor may be reconstituted under the following circumstances:
  1. upon the withdrawal, resignation, incapacitation or disqualification of any member of the supervisor.
  2. where the Institute/Faculty deems it necessary that a member of the supervisor should be replaced;
  3. where the Institute/Faculty deems it necessary that additional members are required.
- b) Re-nomination of the Supervisor or any member of the supervisors must be made where a member of the Supervisors:
  1. has retired or is about to retire;
  2. is on a long leave of absence (for medical or any other reasons);
  3. has become disqualified; or
  4. has other reasons to withdraw from becoming the supervisor as deemed acceptable by the University Graduate Studies Committee or its equivalent.

v. Responsibilities of the Supervisors

- a) The supervisors shall be responsible for guiding the student towards the successful completion of his/her degree programme. The supervisors shall adhere to the supervision guidelines issued by the Institute/Faculty.

- b) In cases, where the student needs to conduct his/her research in another country, supervisors must ensure the research activity is supervised according to graduated supervisory guideline.
- vi. Supervisor-to-Student Ratio
  - a) The number of students who may be supervised by the supervisor shall be determined by the Institute / Faculty based on the following ratio.
    - 1. Professors 1:10
    - 2. Associate Professor 1:7
    - 3. 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:
  - 1. given a warning; or
  - 2. asked to leave the examination hall and given a zero score for the examination; and/or
  - 3. 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 Full Research**

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.

**i. Seminar**

1. Registration: April/ July/ November semester

The candidates must activate their status by registering as a student every semester.

2. The candidates are advised to work closely with their supervisor(s) regarding their research project.
3. The students are required to attend the following Three (3) seminars before they continue with their research:
  - i. Advanced Research Methodology
  - ii. Proposal Meeting and Thesis Writing
  - iii. Seminar on Current Issues in Business Administration
  - iv. Seminar on Current Issues in Information Technology
4. The candidates are required to present their research work at several occasions organized by the IGS, UPTM, KL. A reminder letter would be issued to each candidate a month prior to each presentation.

**ii. Colloquium (Month 6)**

The objective of the colloquium is to provide an opportunity for candidates to share their preliminary research ideas as a preparation to defend their research proposals in month 12.

**iii. Proposal Defense (Month 18)**

The candidates are required to defend their proposals to a committee. The committee comprises a chairperson and two reviewers appointed by the Institute. Before the proposal defense, the candidates are required to:

- i. Submit the "Intent to Submit Proposal" form together with the Turn-it-in report.  
This can be done one month before the actual submission date.

- ii. Submit three (3) copies of the proposal to the College.

Once the proposal has been submitted, a defense date will be determined by the Institute. After the defense, the reviewers would provide written comments and recommend the status of the research proposal at the end of the session. The candidates are required to make amendments based on the comments and suggestions given by the reviewers. In case where candidates are required to re-defend their proposal, they are given a maximum of 6 months to refine.

## **5.6 Thesis Submission**

- a. Notice of Submission of Thesis

A student must give notice of intention to submit his/her thesis at least three months in advance.

- b. Thesis Submission for Examination

The student shall submit four (4) soft-bound copies of the thesis and a Text Similarity Search Report (less than 30%) within three months on the notice of intention to submit.

- c. Ownership

All thesis/dissertation/master project reports will be the property of the university.

## **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 supervisors 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 (Grading)

- a. The thesis shall be examined based on the quality of the study conducted and the thesis presented for evaluation, and defense of the thesis during the viva voce, both of which the student must pass. The acceptance of thesis may be categorised as follows:
  - i. Pass without Correction: The candidate will be awarded with the doctoral degree.
  - ii. Pass with Minor Corrections: 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. The candidate will be awarded the relevant degree subject to amendments and corrections made within **THREE (3) months**.
  - iii. Pass with Major Corrections: 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. The candidate is required to make major corrections to the thesis/ dissertation and resubmit for another assessment to the examiners concerned maximum of **NINE (9) months** for Doctoral programme. A second VIVA VOCE session is not required. Candidate can submit their corrections earliest after THREE (3) months.
  - iv. Re-viva – The candidate is required to make a major revision to the thesis/dissertation and resubmit for another assessment to the examiners concerned maximum of **TWELVE (12) months** for Doctoral programme. A second VIVA VOCE session is required. Candidates can submit the corrections for VIVA VOCE earliest after SIX (6) months for doctoral programmes. The result of re-viva will either be a pass or pass with minor corrections (the candidate is required to make amendments and corrections to the thesis/dissertation and submit it within **THREE (3) months** or failed.
  - v. Failed: The candidate has failed.

b. Rejection of Thesis (Fail)

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

c. Thesis Submission Following Viva Voce

- i. A student whose thesis is Pass without correction 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 Institute/Faculty for endorsement by the Senate.
- ii. A student whose thesis is accepted with minor corrections are given maximum of 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 Institute/Faculty for endorsement by the Senate.
- iii. A student whose thesis is accepted with major corrections are given maximum of twelve (12) 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 Institute/Faculty for endorsement by the Senate.
- iv. 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.
- v. The first supervisor shall be responsible in ensuring that all required amendments and corrections have been made in the thesis.
- vi. The internal examiners shall verify that corrections have been made to their satisfaction based on the final report of the examination.
- vii. 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 Institute of Graduate Studies, the student shall submit three (3) copies of the thesis in Maroon 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 Institute of Graduate Studies and endorsed by the University Academic Committee.
- b. The examiners shall comprise of the following:
  - i. PhD: 3 Examiners of which 1 internal and 2 externals.
  - ii. Master by Research: 2 Examiners of which 1 internal and 1 external.
  - iii. Master by Mixed Mode: 2 Examiners both internal.
- c. The Chairman of the Thesis Examination Committee shall be nominated from amongst Associate Professor/ Professor of the Institute/Faculty 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 Institute/Faculty.

- d. Examiners must have the minimum qualification of no less than the supervisor. Where examiners are without the required qualification, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the Senate.
- e. 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.
- f. The internal examiner must be an academic staff member of the University but he must not be a supervisor to the student evaluated.
- g. The external examiner are independent examiners who must not be a member of the University. They also must not be a member of the supervisors to the student evaluated.
- h. 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.
- i. 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 (2) 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-	3.67	Merit
70-74	B+	3.33	Satisfactory Pass
65-69	B	3.00	
60-64	B-	2.67	Fail (for core courses)
55-59	C+	2.33	
50-54	C	2.00	Pass (for elective courses)
49 and below	F	0.00	-

*(The Grading System of Table 1 will be applied to all current postgraduate students until January 2022 Intake)*

Table 2: Grading System

Mark	Grade	Value	Notes
80-100	A	4.00	Excellent
75-79	A-	3.67	Merit
70-74	B+	3.33	Satisfactory Pass
65-69	B	3.00	
60-64	B-	2.67	Fail
55-59	C+	2.33	
50-54	C	2.00	
49 and below	F	0.00	

*(The new Grading System of Table 2 will be applied to all new postgraduate students beginning from Semester July 2022)*

b. The following levels of status are also given:

INP	:	In Progress
INC	:	Incomplete
S	:	Satisfactory
US	:	Unsatisfactory
AU	:	Audit
Z	:	Barred from taking the final examination
ABX	:	Absent without reason
ABY	:	Absent with permission
AD	:	Academic dishonesty
D	:	Drop
UAC	:	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 ABX is given if students are absent without any reasons.
- d. The status ABY 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:
  - i. 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
  - ii. 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:

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

$$CGPA = \frac{\textit{Total grade points in all semester}}{\textit{Total credit value taken in all semesters}}$$

### **6.3 Assessment and Examination (Masters by Mixed Mode)**

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

#### **6.3.1 Course Examination**

- a. Examinations for courses consist of written examinations, projects, seminar presentation assessments and other forms of assessment relevant to the courses.
- b. 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.
- c. 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 Thesis Examination**

- a. The dissertation will be examined by at least two (2) examiners appointed by the Postgraduate Studies Committee (PGSC) based on nominations by the faculty.
- b. The supervisor is invited as an observer.
- c. The viva shall be managed by the Institute/Faculty.
- d. Thesis assessment reports by the examiners shall be based on the Thesis Assessment Form.
- e. The reports by the examiners shall be sent to the Institute of Graduate Studies before the viva is held.
- f. Members of the Thesis Examination Committee (Viva-Voce) consist of:
  1. Chairperson : Dean of the faculty or representative
  2. Member : Two (2) examiners
  3. Secretary : Administrative officer from the Institute of Graduate Studies

*(Note: Minutes of the viva committee meeting are recorded by the Secretary.)*
- g. Results of the thesis assessment by the Thesis Examination Committee (Viva-Voce) should be presented for the approval of the Senate in order to:



1. confer a master degree with distinction when the thesis has no mistakes or without amendment; or
  2. confer a master 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.
- h. Thesis Grades
- The following grades may be given for a thesis:
- a. Pass
  - b. Fail

## 6.4 Grading System for Coursework Examination

### 6.4.1 Course grades and values:

Table 3: Grading System

Mark	Grade	Value	Notes
80-100	A	4.00	Excellent
75-79	A-	3.67	Merit
70-74	B+	3.33	Satisfactory Pass
65-69	B	3.00	
60-64	B-	2.67	Fail (for core courses)
55-59	C+	2.33	
50-54	C	2.00	Pass (for elective courses)
49 and below	F	0.00	-

*(The Grading System of Table 3 will be applied to all current postgraduate students until January 2022 Intake)*

Table 4: Grading System

Mark	Grade	Value	Notes
80-100	A	4.00	Excellent
75-79	A-	3.67	Merit
70-74	B+	3.33	Satisfactory Pass
65-69	B	3.00	
60-64	B-	2.67	Fail
55-59	C+	2.33	
50-54	C	2.00	
49 and below	F	0.00	

*(The new Grading System of Table 4 will be applied to all new postgraduate students beginning from Semester July 2022)*

6.4.2 The following levels of status are also given:

INP	:	In Progress
INC	:	Incomplete
S	:	Satisfactory
US	:	Unsatisfactory
AU	:	Audit
Z	:	Barred from taking the final examination
ABX	:	Absent without reason
ABY	:	Absent with permission
AD	:	Academic dishonesty
D	:	Drop
UAC	:	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 ABX is given if students are absent without any reasons.
- d. The status ABY 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:
  - i. 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
  - ii. 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:

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

$$CGPA = \frac{\textit{Total grade points in all semester}}{\textit{Total credit value taken in all semesters}}$$

### **6.5 Assessment and Examination (Masters by Research Study Program)**

The thesis examination fee shall be paid before the notice of preliminary thesis submission for examination is submitted.

- a. If the examination needs to be repeated, additional payment will be imposed based on the current rate.
- b. 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.
- c. Supervisors may be present as observers.
- d. The thesis examination shall be managed by the School of Graduate Studies.
- e. The thesis assessment reports by the internal examiner and external examiner shall be based on the Thesis Assessment Form.
- f. The reports by the internal examiner and external examiner shall be sent to the Institute of Graduate Studies before the viva is held.

- g. Members of the Thesis Examination Committee (Viva-Voce) 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.)*
- h. Thesis assessment recommendations by the Thesis Examination Committee (Viva-Voce) shall be presented for the approval of the Senate in order to:
- i. Pass without correction: The candidate will be awarded with the Master Degree.
  - ii. Pass with Minor Corrections: 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. The candidate will be awarded the relevant degree subject to amendments and corrections made maximum of **THREE (3) months**.
  - iii. Pass with Major Corrections: 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. The candidate is required to make major corrections to the thesis/ dissertation and resubmit for another assessment to the examiners concerned maximum of **NINE (9) months** for Master Degree. A second VIVA VOCE session is not required. Candidate can submit their corrections earliest after THREE (3) months.
  - iv. Re-viva – The candidate is required to make a major revision to the thesis/dissertation and resubmit for another assessment to the examiners concerned maximum of **TWELVE (12) months** for Doctoral programmes. A second VIVA VOCE session is required. Candidates can submit the corrections for VIVA VOCE earliest after SIX (6) months for Master Degree. The

result of re-viva will either be a pass or pass with minor corrections (the candidate is required to make amendments and corrections to the thesis/dissertation and submit it maximum of **THREE (3) months** or failed.

v. Failed: The candidate has failed.

i. Thesis Grades

The following grades will be given for a thesis:

i. Pass, or

ii. Fail

## **6.6 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 (3) examiners consisting of one (1) internal examiner and two (2) external examiners.
- 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. Thesis Examination Committee (Viva-Voce) should be appointed by the Institute/Faculty.
- j. Members of the Thesis Examination Committee (Viva-Voce) consist of:
  - i. Chairperson: Among the Professors/Associate Professor/Dean (Institute of Graduate Studies) appointed by Institute of Graduate Studies
  - ii. Member: Internal examiner

- iii. Member: Two (2) external examiners
- iv. Member: Dean of the Institute of Graduate Studies or representative
- v. Secretary: Administrative officer of the Institute of Graduate Studies

*Notes:*

- a) Minutes of the viva committee meeting are recorded by the secretary
  - b) A minimum of two (2) examiners must be present
  - c) 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.
  - d) The reports from the absent examiners should be read by the chairman.
- 
- k. The student will be called by the Thesis Examination Committee (Viva-Voce) to defend the thesis orally (viva voce).
  - l. Results for Thesis assessment by the Thesis Examination Committee (Viva-Voce) should be presented for the Senate approval.
  - m. The thesis shall be examined based on the quality of the study conducted and the thesis presented for evaluation, and defense of the thesis during the viva voce, both of which the student must pass. The grading of thesis may be categorised as follows:
    - i. Pass without correction: The candidate will be awarded with the Doctoral Degree.
    - ii. Pass with Minor Corrections: A thesis is accepted with minor corrections 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. The candidate will be awarded the relevant degree subject to amendments and corrections made maximum of **THREE (3) months**.
    - iii. Pass with Major Corrections: A thesis is accepted with major corrections 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. The

candidate is required to make major corrections to the thesis/ dissertation and resubmit for another assessment to the examiners concerned maximum of **NINE (9) months** for Doctoral Degree. A second VIVA VOCE session is not required. Candidate can submit their corrections earliest after THREE (3) months.

- iv. Re-viva – The candidate is required to make a major revision to the thesis/dissertation and resubmit for another assessment to the examiners concerned maximum of **TWELVE (12) months** for Doctoral programmes. A second VIVA VOCE session is required. Candidates can submit the corrections for VIVA VOCE earliest after SIX (6) months for Doctoral Degree. The result of re-viva will either be a pass or pass with minor corrections (the candidate is required to make amendments and corrections to the thesis/dissertation and submit it maximum of **THREE (3) months** or failed.
- v. Failed: The candidate has failed.
- n. Period of thesis resubmission for correction of 12 months
  - i. 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.
  - ii. 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 to 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 approved by the Postgraduate Studies Committee (PGSC).
- b. Deferment of more than TWO (2) consecutive semesters is not allowed without the approval by Postgraduate Studies Committee (PGSC). 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.

### 7.1 Suspension

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

## 7.2 Student's Status

### 7.3.1 Proceed (PCD)

Students who obtained a minimum CGPA of 3.00 shall be given PCD status and shall proceed to the next semester.

### 7.3.2 Warning (WAR)

Students who obtained a GPA between 2.00 and 2.99 will be given any ONE (1) of the following WAR status:

WAR1 Obtained a GPA between 2.00 and 2.99 in the first semester of study; or Obtained a GPA less than 2.99 in the second or subsequent semester; OR

WAR2 Obtained a GPA less than 2.99 after receiving a WAR1 status in the previous semester; OR

WAR3 Students with DIS status who are re-admitted after successfully appealing for re-admission. In case students were to obtain another 'Dismissal' status, a further appeal for re-admission shall be made to the Senate.

WAR4 Passed all required courses in the programme but obtained CGPA less than 3.00

### 7.3.3 Dismissed (DIS)

Students shall be given a DIS status and shall be terminated from their programme of study if they:

DIS1 obtained a CGPA less than 2.00 in the first semester of study; OR obtained a CGPA less than 2.50 in the second semester or consequent semesters; OR

DIS2 obtained a CGPA less than 3.00 after obtaining a WAR2 status in the previous semester; OR

DIS3 obtained a CGPA less than 3.00 after obtaining a WAR3 status in the previous semester; OR

DIS4 status WAR4 and obtained CGPA less than 3.00.

DIS5 failed to complete the programme of study within the maximum period given for the completion of that programme of study.

#### 7.3.4 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.

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

- a. A student shall be terminated if he/she:
  - i. Did not submit progress report for TWO (2) semesters consecutively
  - ii. Did not defend research within stipulated time required by program
  - iii. Unsuccessful attempt in the second viva voce session
  - iv. 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

- a. 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.
- b. Students shall include a payment slip of RM100.00 for each course requested for a review.
- c. The appeal form will not be accepted if it is:
  - i. submitted after the appeal period;
  - ii. incomplete; or
  - iii. submitted without the payment receipt
- d. The Dean of the faculty shall appoint a panel of examiners including the original examiner to review the final results of the course.
- e. 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**

- a. 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.
- b. 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.
- c. The decision on the appeal is made by the **Viva Appeal Committee**, which consists of:
  - i. Deputy Vice-Chancellor as the Chairman;
  - ii. Dean of the respective Graduate School;
  - iii. Dean of the respective School;
  - iv. A Professor as a Senate representative;
  - v. A Professor/ Associate Professor in the field related to the student's research area;
- d. The officer appointed as a member of Viva Appeal Committee shall report to the university and withdraw in the situation that would raise conflict of interest.

### **8.4 Graduation**

- 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 (1) referred journal article published
Master by research	ONE (1) journal article submitted

- c. All graduating students must submit a graduation form to the school.

## 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

#### 1. PhD by Research

In order to be awarded a degree, a student must:

- i. fulfil all requirements of the Universities and University Colleges Act and other related Acts;
- ii. settle all debts to the University;

- iii. present and defend the thesis successfully;
  - iv. Publish ONE (1) refereed journal.
2. 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. Publish ONE (1) refereed journal.
3. 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. Publish ONE (1) refereed journal.
4. Master by Coursework
- a. Master is offered by coursework and dissertation. The coursework credit hours are dependent upon the details of the course.
  - b. Students are also required to:
    - i. Present their research work at colloquiums arranged by respective school;
    - ii. settle all debts to the University;



5. Posthumous Degree

The award of the posthumous degree may be granted for a student of the following conditions:

- a. Achieved good academic result throughout the semester.
- b. Have completed minimum of 75% of the graduation requirements approved by Senate.

## 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 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-UPTM 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

