

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971  
CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA**

**UNIVERSITI PUTRA MALAYSIA  
(GRADUATE STUDIES)  
RULES 2003  
(REVISION 2012-2013)**



**School of Graduate Studies**

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## **PREFACE**

The conduct and management of graduate studies at Universiti Putra Malaysia (UPM) are founded on the Universiti Putra Malaysia (Graduate Studies) Rules 2003. The UPM (Graduate Studies) Rules 2003 stipulate the rules and regulations for graduate study at UPM from beginning to completion; covering processes involved in admission, registration (including extension of study and deferment), appointment of supervisory committee, course and thesis examination, and graduation.

These rules and regulations are assembled by the School of Graduate Studies, in its role as the secretariat to the University's Graduate Studies committee, in a Rule Book. This Rule Book is the culmination of all rules pertaining to graduate studies as endorsed by the University Senate since 2003. The contents of the Rule Book are largely based on the original rules approved by the Board of Directors of UPM in 2003. However, over time, these rules have evolved, and new and improved rules have been endorsed by the UPM Senate, the highest authority on academic matters at the university. Hence, relevant minutes of the Senate meeting are cited where necessary as points of reference.

This new edition of the Rule Book is a revised version of Rules 2003 (Revision 2009-2010). It reflects the transformations that UPM's graduate programmes have undergone, and documents the revisions made by the university to its rules in the form of Rules 2003 (Revision 2012-2013). The publication of this new version is necessary to ensure that all graduate students and staff of UPM are up-to-date with the most current rules concerning graduate studies.

## **SCHOOL OF GRADUATE STUDIES**

February 2013

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971  
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**UNIVERSITI PUTRA MALAYSIA (GRADUATE STUDIES) RULES 2003  
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**Part 1 – Preliminary**

**1. Citation and Commencement**

These rules may be cited as Universiti Putra Malaysia (Graduate Studies) Rules 2003 (Revision 2012-2013).

**2. Definitions and Interpretations**

(i) In these Rules, unless the context otherwise requires:

A “Dual Degree/Cotutelle” programme means a programme of study that is jointly delivered and quality-assured by UPM and its partner university leading to the conferment of two degree certificates, awarded by each institution to a student who has met the requirements for graduation;

“CGPA” means Cumulative Grade Point Average;

“CIEP” means Certified Intensive English Programme run by ELS Language Center;

“Dean” means Dean of the School of Graduate Studies or Dean of the Graduate School of Management;

“Examiners” means internal and external thesis examiners appointed by the University Graduate Studies Committee or the Management Committee of the Graduate School of Management under Rule 55;

“Faculty” means a faculty established by the University;

“Graduate programme” means a Masters or doctoral (PhD) degree programme;

“Graduate Studies Committee” means the committee that oversees all matters pertaining to graduate studies and reports directly to Senate;

“IELTS” means International English Language Testing System;

“Institute” means a research institute established by the University;

“Institution” means an institution of higher learning or research institution;

“International applicant” means any applicant who is not a Malaysian citizen;

“Jointly awarded degree programme” means a programme of study that is jointly delivered and quality-assured by UPM and its partner university which leads to the conferment of a degree awarded jointly to a student who has met the minimum requirements for graduation;

“Local applicant” means any applicant who is a Malaysian citizen;

“Non-graduating programme” means a non-degree graduate programme where an exchange student from another university undertakes courses or research work not leading to an award of a degree, or where an applicant with a conditional offer of admission due to not meeting the English competency requirement undertakes his TOEFL or IELTS examination in Malaysia;

“PhD degree” or “PhD (Industry)” or “Doctoral degree” means a Doctor of Philosophy degree”

“Part-time Mode” means a graduate study programme offered to local students who have full-time employment in either the public or the private sector, with a duration of study from 4-8 semesters for Masters students and from 8-12 semesters for PhD students;

“Reinstatement” means reactivation of candidature;

“Semester” or “Trimester” means an academic session depending on the academic programme;

“Senate” means the highest academic body of the University and is responsible for the general direction of instructions, research and examination, and the conferral of degrees, diplomas, certificates and other academic distinctions;

“School” means the School of Graduate Studies or the Graduate School of Management;

“Split programme” means a graduate programme where a part of the research or coursework is conducted at a collaborating university under a Memorandum of Understanding (MoU);

“Supervisory Committee” means the committee appointed in accordance with the provisions of Part 7 with the responsibilities to supervise a student pursuing a degree with thesis;

“Thesis Examination Committee” means a committee appointed to undertake the examination of a thesis pursuant to Rule 51;

“TOEFL” means Test of English as a Foreign Language (excluding TOEFL ITP);

“University” means Universiti Putra Malaysia.

- (ii) In these Rules, unless the context otherwise requires:
  - (a) words denoting the masculine gender shall include the feminine and neuter genders and vice versa; and
  - (b) words denoting the singular number only shall include plural and vice versa.

## **Part 2 – Programmes of Study**

### **3. Types of Degree Programmes**

Graduate degree programmes offered by the University are categorised as follows:

- (i) Degree with Thesis (Research); and
- (ii) Degree without Thesis (Coursework).

Note: Degrees with thesis are by default without coursework, subject to any other requirement as specified by the Faculty/Institute. The supervisor may ask students to do coursework and students may request to do coursework subject to availability of the courses.

(Senate 569.05)

#### **4. PhD and Masters Degrees with Thesis**

##### **A. PhD Degree**

A student pursuing a PhD degree with thesis shall:

- (i) submit a thesis for examination at the end of the study (Rule 51 explains the examination process);
- (ii) comply with any other specific requirement of the relevant graduate programme as specified by the Faculty/Institute; and  
(Senate 566.02)
- (iii) pass the Comprehensive Examination which comprises two parts: written and oral examinations (Rule 50).

##### **B. Masters Degree**

A student pursuing a Masters degree with thesis shall:

- (i) submit a thesis for examination (Rule 51);
- (ii) comply with any other specific requirement of the relevant graduate programme, as specified by the Faculty/Institute.

(Senate 566.02)

#### **5. Masters Degree without Thesis**

A student pursuing a Masters degree without thesis, including those in the part-time mode, shall fulfil the minimum credits of coursework as stipulated by each programme inclusive of one of the following:

- (i) a project report or case study equivalent to 4–6 credits;
- (ii) a Comprehensive Examination (CE) which should adhere to the following:
  - (a) it shall be conducted at the end of the final semester;
  - (b) two opportunities are given to pass the examination;

- (c) the second examination (if necessary) must be taken within sixty (60) days of the first examination. If the second examination date falls in the following semester, the student must register for the semester but need not register any other course; and

(Senate 490.08 and Senate 573.05)

- (d) failure at the second attempt shall result in termination of the student's candidature.

- (iii) internship or industrial training (if specified by the programme).

The minimum CGPA for graduation is 3.000 from a maximum of 4.000.

## **6. Masters Degree in the Medical Fields**

A student pursuing a Masters degree in the medical fields such as Master of Pathology shall fulfil a minimum of four (4) years of study and other requirements as specified by each programme.

## **7. Split/Jointly Awarded and Dual/Cotutelle Degree Programmes**

### **A. Split/Jointly Awarded Degree Programmes**

- (i) A student who is registered under a split/jointly awarded (Masters or PhD) degree programme shall carry out part of his research and/or enrol in some courses at the collaborating universities or research institutions, or as specified by the programme.
- (ii) A student who is registered under a split/jointly awarded (Masters or PhD) programme in a single discipline shall also have to abide by additional rules agreed under the programme which may supersede some of the regulations stated in the UPM Rules (Graduate Studies).
- (iii) Upon graduation, a student with a jointly awarded degree shall receive one degree certificate with the logos of both institutions awarding the degree on the certificate.

## **B. Dual/Cotutelle Degree Programmes**

- (i) A student who is registered under a dual/Cotutelle (Masters or PhD) degree programme shall carry out part of his research and/or enrol in some courses at the collaborating universities or research institutions, or as specified by the programme.
- (ii) A student who is registered under a dual/Cotutelle (Masters or PhD) programme in a single discipline shall also have to abide by additional rules agreed under the programme which may supersede some of the regulations stated in the UPM Rules (Graduate Studies) 2003.
- (iii) A student who is registered under this programme shall submit a progress report to supervisors at both institutions every six months.
- (iv) Supervisory visits by each party must be done at least once within the duration of the study.
- (v) The student is considered a full-time student of the programme, and shall register at both universities. Fees are charged according to the rate at the university where the student completes the registration process.
- (vi) Minimum duration of study for the dual/Cotutelle PhD degree is three (3) years, and two (2) years for the dual/Cotutelle Masters degree.
- (vii) The student must register for a minimum of one (1) year for the PhD programme and one (1) semester for the Masters programme at each university.
- (viii) Each institution shall appoint a supervisor to form a supervisory committee. The appointment must comply with existing rules and regulations for graduate study at UPM and the partner institution.
- (ix) Only one viva voce shall be held at one of the institutions, unless otherwise specified by the Memorandum of Agreement between the two institutions.
- (x) The thesis examination committee shall be appointed with agreement from both institutions.

- (xi) The costs for supervisory visits and thesis examination are subject to the requirements agreed upon by both parties.

(Senate 566.03)

## **8. Non-graduating Programme**

- (i) The non-graduating programme is not a degree programme. Nonetheless, all students intending to join the programme must register with the School.
- (ii) Those eligible to enrol on the programme are as follows:
- (a) A student who is enrolled at another university/institution for graduate studies may either pursue specific graduate courses or conduct part of his research work at the University. A bench fee and other charges which are payable by the student shall be as determined by the relevant Faculty/Institute/School.
- (b) A student who is enrolled at a member or associate member of the Southeast Asia Consortium of Graduate Schools (as listed below) may cross-enrol with the University at his own expense. No tuition fee shall be charged by the University if such a student is already paying fees at his home university. However, the student is required to pay the following to the University, namely library fee, medical fee, health insurance, and services fee.

### Member Universities:

- Institut Pertanian Bogor, Indonesia;
- Kasetsart University, Thailand;
- Universitas Gadjah Mada, Indonesia;
- University of the Philippines Los Baños, the Philippines; and
- Universiti Putra Malaysia, Malaysia.

### Associate Member Universities:

- Tokyo University of Agriculture, Japan;
- University of British Columbia, Canada;
- University of Göttingen, Germany; and
- University of Queensland, Australia.



- (c) An applicant who has been accepted for provisional admission but could not fulfil the English competency requirement as stated in Rule 14 (viii) may register as a non-graduating student for not more than one (1) semester. While enrolled, he must sit for the examination at his own expense and pass his TOEFL/IELTS/CIEP examination with a minimum score as specified in Rule 14 (vii). A University fee will be charged for the semester he is enrolled as a non-graduating student.

(Senate 552.13)

## **9. Duration of Study**

### **(i) Doctoral Degree Programmes**

The minimum and maximum durations of study are two (2) years and five (5) years respectively. For part-time mode, the minimum and maximum durations of study are four (4) years and six (6) years respectively.

(Senate 573.05)

### **(ii) Masters Degree Programmes**

The minimum and maximum durations of study are one (1) year and three (3) years respectively, except for programmes which specifically take longer to complete such as Masters in clinical studies. For part-time mode, the minimum and maximum durations of study are two (2) years and four (4) years respectively.

(Senate 573.05)

## **10. Extension of Study**

- (i) A student who requires more than the stipulated maximum period to complete his study may apply for an extension to the Dean upon recommendation from his Supervisory Committee. Applications are allowed twice for a total of not more than three semesters. The University reserves its right to approve a further extension or reject the application.

(Senate 455.12)

- (ii) Failure to complete the study within the given time shall result in termination of candidature.

## **11. Credit Exemption**

- (i) A student may apply for credit exemption of graduate level courses taken at another university/institution recognised by the University for his current graduate programme at the University provided:
  - (a) the courses are relevant to his programme of study;
  - (b) the credits to be exempted are for courses equivalent to courses offered at the University and shall be at least a grade B or 65%;
  - (c) for programmes with coursework, the total number of credits that may be exempted shall be not more than 30% of the total credit requirement;

(Senate 566.02)

  - (d) the courses have been undertaken not more than five years before the date of his registration at the University;
  - (e) the exemption of credits shall be approved by the Faculty/Institute/School;
  - (f) the application for exemption is made in the first semester.
- (ii) 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.

(Senate 493.08)

### **Part 3 – Admission Requirements**

## **12. Academic Qualification for Doctoral (PhD) Degree Programmes**

- (i) The applicant should possess:
  - (a) a Masters degree (with coursework) in a relevant field with a minimum grade average of B, or

- (b) a Masters degree with thesis in a relevant field, or
  - (c) an outstanding Bachelor's degree with a minimum CGPA of 3.750 (such an applicant may apply for direct admission even without a Masters degree).
- (ii) Admission into the programme is subject to any other requirement specified by the Faculty/Institute.
- (Senate 566.02)
- (iii) An applicant from a local public university who is in the final semester of his undergraduate study programme may be considered for provisional admission provided his current CGPA or its equivalent satisfies the graduate programme admission requirements.
- (iv) Dual/Cotutelle PhD degree applicants must fulfil the admission requirements as stipulated by the MoA between UPM and its partner institution. Selection of candidates for the programme is subject to approval by both institutions and is based on quality of applicant and supervisory availability.

(Senate 566.03)

### **13. Academic Qualification for Masters Degree Programmes**

- (i) The applicant shall possess a Bachelor's degree (with honours) in a relevant field with a minimum CGPA of 3.000, or
  - (ii) The applicant without sufficient academic qualification can be admitted into the programme subject to any other requirement specified by the Faculty/Institute.
- (Senate 566.02)
- (iii) An applicant from a local public university who is in the final semester of his undergraduate study programme may be considered for provisional admission provided his current CGPA or equivalent qualification fulfils the graduate programme admission requirements.

## 14. Language Requirement

- (i) A local applicant must have obtained at least a credit in English at the "Sijil Pelajaran Malaysia" level or equivalent, or have passed English courses at the Diploma or Bachelor level.
- (ii) For direct admission, an international applicant must have obtained a minimum score of 550 for the TOEFL Paper-based Test or Band 6.0 for IELTS (Academic Version), or 79–80 for TOEFL Internet-based Test or 213 for the TOEFL Computer-based Test, or Level 109 for CIEP, or their equivalent. TOEFL ITP is not acceptable. The validity period should not be more than five years.

(Senate 505.5, Senate 532 and Senate 552.13)

- (iii) Notwithstanding Rule 14 (ii), an international applicant applying for direct admission into the Malay Language Studies, Arabic or Chinese Literature programme or any modern language programme that allows a thesis to be written in the language of instruction, must have obtained a minimum score of 450 for the TOEFL Paper-based Test or its equivalent, or 5.0 for IELTS (Academic Version).

(Senate 519.08)

- (iv) An international applicant who obtains a score of 500-549 for the TOEFL Paper-based Test or Band 5.5 for IELTS (Academic Version), or Level 107 for CIEP or their equivalent, may be accepted for admission on a provisional basis for any degree programme except for programmes with thesis in the fields of English Language, English Literature and Teaching of English as a Second Language where Rule 14 (ii) applies.

(Senate 521.08, Senate 505.01 and Senate 552.13)

- (v) An international applicant who has obtained a degree from any public university in Malaysia shall not be subject to the English language proficiency requirement.
- (vi) An international applicant for a Masters degree programme who has undergone his secondary school and Bachelor's degree education in the English language shall be exempted from the requirement stated in Rule 14 (ii). Application for exemption must be accompanied by supporting documents.

(Senate 521.08)

- (vii) An international applicant for the PhD degree programme who has undergone his secondary school, and Bachelor's and Masters degree education in the English language shall also be exempted from the requirement stated in Rule 14 (ii). Application for exemption must be accompanied by supporting documents.  
(Senate 521.08)
- (viii) An international applicant who is given a provisional admission based on his academic standing without proof of his English language proficiency at the time of application must provide evidence of having met at least the minimum score of 500-549 for the TOEFL Paper-based Test or its equivalent, or Band 5.5 for IELTS (Academic Version) at the time of registration.  
(Senate 521.08)

## **15. Conversion of Provisional Admission to Full Admission**

- (i) An applicant who has been given a provisional offer of admission under Rule 12 (iii) or Rule 13 (iii), shall be granted full admission only after he has submitted proof of graduation which satisfies the admission requirements of the specific programme on or before the registration date.
- (ii) An international applicant who has been given a provisional offer of admission under Rule 14 (vii) shall be granted full admission only after he has passed the University's English proficiency courses within the stipulated time. The University's English proficiency courses are to be taken concurrently with other graduate courses. He is given two attempts to pass the courses, failing which his candidacy shall be suspended [Rule 54 (v) b]. His candidacy shall be reinstated only if he passes the TEP courses at the third attempt, otherwise his candidacy shall be terminated.
- (iii) An international applicant who has been given a provisional offer of admission under Rule 14 (viii) shall be granted full admission if he complies with Rule 14 (ii) at the time of registration. If at the time of registration his TOEFL Paper-based Test score is 500-549 or Band 5.5 for IELTS (Academic version), or Level 107 for CIEP or their equivalent, Rule 15 (ii) shall apply.

(Senate 552.13)

- (vi) An applicant who has been given a provisional offer for admission into a Masters degree programme may apply directly into the PhD degree programme provided his final CGPA is 3.750 or higher, or equivalent to a First Class Honours degree.
- (v) The provisional offer of admission may be withdrawn if the applicant fails to submit the required proof by the stipulated date.

## **16. Validity of Offer of Admission**

The offer of admission is valid for one (1) academic year only unless with written permission from the Dean.

## **17. Transfer Students from other Universities/Institutions**

A student who is currently enrolled in a graduate programme in another university or institution may apply for transfer to an equivalent graduate programme at the University provided his candidacy is in Good Standing [Rule 54 (i)] and he meets the admission requirements of the programme. A letter of consent from his current university/institution must be submitted together with the application.

## **18. Deferment of Admission**

- (i) A candidate may apply in writing to the Dean to defer his admission. Where an application for a deferment of admission is approved, the candidate shall be notified of the new date of admission and any change in the admission regulations as endorsed by the University after the date of deferment of admission.
- (ii) A candidate is not permitted to defer admission for more than two (2) semesters or one (1) year, unless with written permission from the Dean.
- (iii) The offer of admission is automatically withdrawn if the candidate fails to apply for a deferment of admission within the stipulated time.

## **19. Restriction on Admission**

A student whose candidacy has been terminated by the University for any reason [Rule 54(iii)] other than failure to register for more than two (2)

semesters or one (1) year is not eligible for readmission into the same level of graduate programme at the University.

(Senate 504.14 & Senate 529.07)

#### **Part 4 – Registration**

### **20. General Requirements**

- (i) The minimum number of credits that may be registered per semester is six (6) credits. For part-time mode, the minimum number of credits is four (4) credits. The maximum number of credits a student can register per semester is fifteen (15) credits. Registration of any additional credits requires the Dean's approval.

(Senate 573.05)

- (ii) A final semester student who is in a non-thesis degree programme is permitted to register less than six (6) credits.

(Senate 490.08)

- (iii) A final semester student who is in a non-thesis degree programme and has completed all coursework as required by the programme, except for his Comprehensive Examination (CE), need not register any course if the CE has to be taken in the following semester.

- (iv) A student in a programme with thesis must register for the following courses:

- (a) Doctoral/Masters Research (SPS6999/SPS5999) every semester until his thesis has been submitted for examination; and

- (b) PhD/Masters Research Proposal Seminar (SPS6903/SPS5903) which shall be graded M/TM (Satisfactory/Unsatisfactory).

- A student must register for the course not later than the second semester of his study. For the part-time mode, not later than in the third semester, failing which his candidature will be terminated.

(Senate 573.05)

- A student who fails for the first time shall be given probation status and must repeat and pass the course in the subsequent semester, failing which his candidature will be terminated.
- A student who changes field of study or converts from Masters to PhD must register again for the course not later than the second semester after the change or conversion.

(Senate 569.05)

- (v) A local student in a programme with thesis who is in full-time employment in the public or private sector may register for the part-time mode, subject to the Dean's approval.

(Senate 573.05)

## **21. Registration of New Students**

- (i) A new student must register within two (2) weeks before the commencement of the semester.
- (ii) Failure to register within the stipulated time shall result in the offer of admission being automatically withdrawn, unless Rule 18 is applicable.

## **22. Registration of Continuing Students**

A continuing student must register within three (3) weeks before the commencement of the semester.

## **23. Late Registration**

### **(i) New Students**

- (a) Late registration for those in non-thesis degree programmes is permitted up to two (2) weeks after the commencement of a semester subject to the Dean's approval.
- (b) For those approved for admission in a programme with thesis, late registration is permitted up to the seventh week of a semester subject to the Dean's approval.

(Senate 531.09)



(ii) **Continuing Students**

- (a) Late registration is permitted up to two (2) weeks after the commencement of a semester upon payment of a late registration fee of RM100. The candidature of a student who does not register by the beginning of the third week of the semester shall be automatically dropped.

(Senate 529.07)

- (b) A student may appeal for reinstatement within two (2) semesters after his candidature has been dropped. If the appeal is successful, the student is required to pay a penalty amounting to RM600 per reinstatement. If the 'dropped' status is for not more than two consecutive semesters, the student will be considered as having deferred the said semester(s). An appeal made after the stipulated period shall not be considered. However, the student may apply for fresh admission to the University.

(Senate 529.07)

**24. Course Registration**

While the University offers courses at the 1000 to 6000 series levels, only the following apply for course registration at the graduate level:

- (i) only 4000 and 5000 series courses shall be credited as a graduation requirement for all Masters degree programmes, whilst only 5000 and 6000 series courses shall be credited for the PhD degree programme;

(Senate 463.08)

- (ii) a course that is registered as "Audit" shall not be included in the computation of the Cumulative Grade Point Average (CGPA). The course shall be graded as either "M" (i.e. Satisfactory) or "TM" (i.e. Unsatisfactory); and

- (iii) all international students (except for students from Brunei and Indonesia) must register and pass the Malay Language course (BBM1401 or its equivalent) as Audit during the first semester.

**25. Residential Requirements**

- (i) General Requirements:

- (a) A doctoral student must be physically present on campus for a minimum of four (4) semesters or two (2) years.
- (b) A Masters student must be physically present on campus for a minimum of two (2) semesters or one (1) year.
- (c) This does not apply to PhD (Industry) students.

(Senate 569.05)

(ii) Split Programme:

- (a) A Masters student must be physically present on campus for a minimum of one (1) semester.
- (b) A doctoral student must be physically present on campus for a minimum of two (2) semesters or one (1) year.
- (c) Notwithstanding Rule 25 (i)(b), a doctoral student may spend less than two (2) semesters or one (1) year residence at any one of the collaborating universities with consent.

(iii) Jointly awarded PhD degree programme:

A student must be enrolled at each participating institution for a minimum of two (2) semesters or one (1) year for the PhD programme, and a minimum of one (1) semester for the Masters programme.

(Senate 569.05)

**Part 5 – Adding/Dropping of Courses, Transfer between Programmes and/or Fields of Study, Conversion of Programme, Deferment of Semester and Withdrawal of Candidature**

**26. Adding/Dropping of Courses**

- (i) A student may add (register) any course within the first two (2) weeks of a semester. Addition of courses after the stipulated period shall require the consent of the course coordinator/lecturer and approval from the Dean.

- (ii) A student may drop any course or request to change the course status from compulsory/elective to audit or vice-versa within the first seven (7) weeks of a semester.
- (iii) A student is not permitted to drop any course after the seventh week of a semester other than on medical grounds with recommendation from the advisor/supervisor, and with approval from the Dean.
- (iv) A student who fails to drop any course he registers for but does not participate in during the semester shall be given an "F" grade at the end of the semester.

## **27. Transfer between Programmes and/or Fields of Study**

- (i) A student may apply for a transfer between programmes and/or fields of study. Application may be submitted at any time during the semester. If approved within the first seven (7) weeks of the semester, the transfer shall take immediate effect. Otherwise, the transfer shall take effect the following semester.

(Senate 532.10)

- (ii) If a student whose application for transfer from a programme with thesis to a programme without thesis (with credit fee) is successful, he shall be required to pay credit fees for all courses including those that have already been taken prior to the transfer.

(Senate 532.10)

- (iii) A student may apply for exemption of course credits during the transfer as provided for under Rule 11.
- (iv) A transfer is allowed once only unless with endorsement of the University Graduate Studies Committee or its equivalent.
- (v) Application for transfer after two (2) semesters of study will not be considered unless under special circumstances and with the endorsement of the University Graduate Studies Committee or its equivalent.

## **28. Conversion from Masters to PhD Degree Programme**

A student may apply for conversion from a Masters with Thesis to a PhD degree programme. If the application is successful, the student is required to comply with all requirements for a PhD degree including Rules 24 (i) and 50.

An independent committee shall be appointed by the Faculty/Institute/School to evaluate the application for conversion and this committee shall make its recommendations to the Dean through the Faculty/Institute/School for approval by the University Graduate Studies Committee or its equivalent, and endorsement by the Senate.

The following rules apply.

- (i) The student must:
  - (a) have completed at least two (2) semesters or one (1) year but not more than four (4) semesters or two (2) years of the Masters degree programme;  
(Senate 536.06)
  - (b) have completed the coursework requirements of the Faculty/Institute and obtained a minimum CGPA of 3.750.  
(Senate 566.02)
  - (c) have published or show proof of acceptance of an article in a refereed journal or its equivalent (e.g. book chapter) based on research done during candidacy;  
(Senate 536.06)
  - (d) submit an extended research proposal that meets the scope of a PhD degree; and
  - (e) have passed the conversion examination.
- (ii) The Chairman of the Supervisory Committee shall verify in writing in the form of a report that the student:
  - (a) has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;

- (b) demonstrates critical, analytical and independent thinking skills; and
  - (c) has a good understanding of relevant research design and methodology.
- (iii) The Faculty/Institute/School shall appoint an independent committee, comprising a minimum of three members with the Coordinator of Graduate Studies of the Faculty/Institute/School, or his representative as the Chairman.
- (iv) The independent committee shall:
- (a) evaluate the extent to which the Masters research has progressed, and the proposal for the doctoral research via a seminar presentation;
  - (b) advise the student of areas to be examined;
  - (c) conduct the conversion examination (which will consist of written as well as oral examinations); and
  - (d) submit a comprehensive report to the School through the Faculty/Institute highlighting the merits and achievements that will support or justify the conversion.
- (v) If the conversion is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, the conversion shall take effect the following semester.

(Senate 532.10)

## **29. Reversal from PhD to Masters Degree Programme**

- (i) The Supervisory Committee of a doctoral student may recommend a reversal when the student fails the Comprehensive Examination (CE) (Rule 50) or if the Committee is satisfied that the student is unable to cope with the level of study.
- (ii) With justification, a doctoral student may choose to apply for a transfer to a Masters degree programme.

- (iii) Reversal from a Doctoral to a Masters degree programme must obtain the endorsement of the University Graduate Studies Committee or its equivalent.

### **30. Deferment of Semester**

- (i) A student may apply for deferment at any time during the semester. However, any application made after the seventh week will only be considered based on medical grounds or any other valid reasons and supported with appropriate documents.
- (ii) A student is not permitted to defer more than two (2) semesters except on medical grounds or any other valid reasons and supported with appropriate documents.
- (iii) A student who is required to submit a thesis for re-examination will not be permitted to defer his study except on medical grounds or any other valid reasons and supported with appropriate documents.
- (iv) The application must be submitted to the Dean through the Faculty/Institute/School with the recommendation of the Advisor or Chairman of the Supervisory Committee.

### **31. Withdrawal of Candidature**

- (i) A registered student may withdraw from his study at any time during the semester and must apply in writing to the Dean.
- (ii) A student who fails to register for two (2) consecutive semesters is automatically withdrawn from candidature.

(Senate 529.07)

## **Part 6 – Fees**

### **32. Payment of Fees**

- (i) All students are required to pay the following fees every semester:
  - (a) Tuition fee;
  - (b) Any other fee as stipulated from time to time by the University.

- (ii) All fees shall be paid upon registration. The amount of fees is subject to change from time to time by the University without prior notice and shall be applicable to new students only.
- (iii) Jointly awarded degree/dual degree students pay fees at the host university as agreed in the MoA between the two institutions.

(Senate 566.03)

### **33. Refund of Fees**

#### **(i) Withdrawal of Candidature/Dropping of Courses with Credit Fee**

- (a) A student who withdraws from study within the first two (2) weeks of a semester with the Dean's approval is entitled to a refund of all fees paid by him to the University except for the registration fee, alumni fee, health insurance and services fee. Fees will not be refunded if he withdraws his candidature after the second week of a semester.
- (b) A student who has dropped a course with a credit fee after the second week of a semester shall not be eligible for any refund.

#### **(ii) Deferment of Semester**

- (a) A student who defers his semester within the first two (2) weeks of the semester with the Dean's approval may either request for a refund of, or to carry forward, all fees (excluding registration and services fees) paid by him to the University.
- (b) Fees will not be refunded or carried forward if deferment is made after the second week of the semester.

## **Part 7 – Supervision**

### **34. Appointment of Study Advisor**

- (i) A student who is admitted into a programme with thesis shall be assigned a study advisor by the Faculty/Institute/School prior to the appointment of a Supervisory Committee as provided for under Rule 35 (ii). The Advisor and the Chairman of the Supervisory Committee may or may not be the same person.

- (ii) A student who is admitted into a programme without thesis shall be advised by a programme coordinator at the Faculty/Institute/School.
- (iii) A jointly awarded/dual degree student shall have an advisor appointed at each institution.

(Senate 566.03)

### **35. Appointment of Supervisory Committee**

- (i) A student who is in a degree programme with thesis shall nominate eligible persons (Rules 36-38) to be members of his Supervisory Committee which should comprise a chairman and at least:
  - (a) two other members in the case of a PhD degree programme;  
or
  - (b) one other member in the case of a Masters degree programme.
  - (c) A jointly awarded/dual degree student must have a minimum of one (1) supervisor from each institution, subject to the MoA between the two institutions.

(Senate 566.03)

- (ii) At least one of the members of the Supervisory Committee, excluding the Chairman, must be a permanent academic staff member of the University to ensure continuity of supervision.
- (iii) Members of the Supervisory Committee shall be appointed with endorsement of the University Graduate Studies Committee or its equivalent, or as specified in the MoA for jointly awarded/dual degree students.
- (iv) A student doing the PhD (Industry) programme shall have a member of the supervisory committee from the industry.

(Senate 566.03)



### **36. Criteria for Chairman of Supervisory Committee**

- (i) The Chairman shall be appointed from amongst academic staff members of the Faculty/Institute/School where the student is placed. He should possess either a PhD or equivalent graduate professional qualification and should have experience in graduate supervision. An academic staff member without the above qualifications may also be appointed as Chairman provided that he is a Professor or an Associate Professor with a Master of Medicine or Diplomate of Veterinary Medicine.  
(Senate 499.09)
- (ii) Subject to the Senate's endorsement, an academic staff member without a PhD degree or equivalent graduate professional qualification but is an Associate Professor with experience in graduate supervision may be appointed as Chairman of a Supervisory Committee at the doctoral level.  
(Senate 499.09)
- (iii) Subject to the Senate's endorsement, an academic staff member without a PhD degree or equivalent graduate professional qualification but with a Master of Medicine or Diplomate of Veterinary Medicine degree and with experience in graduate supervision may be appointed as Chairman of a Supervisory Committee at the doctoral level.  
(Senate 499.09)
- (iv) A lecturer without a PhD qualification but with experience in graduate supervision as a co-supervisor may be appointed as Chairman of a Supervisory Committee at the Masters level.  
(Senate 499.09)
- (v) An Adjunct Professor or Associate Professor with a PhD degree or an equivalent professional qualification and with experience in graduate supervision may also be appointed as Chairman of the Supervisory Committee.  
(Senate 504.16)
- (vi) A Research Fellow who has experience in graduate supervision may also be appointed as Chairman of a Supervisory Committee based on the following criteria:

| <b>Level of Supervision</b> | <b>Criteria for Appointment</b>  |
|-----------------------------|--|
| Doctoral degree             | Must have been appointed as a Research Fellow for at least three years |
| Masters degree              | Must have been appointed as a Research Fellow for at least two years   |

(Senate 518.06)

### **37. Criteria for Members of Supervisory Committee**

In addition to the requirements prescribed in Rule 35 (ii), a member of a Supervisory Committee at the doctoral level may also be one of the following persons:

- (i) An academic staff member who is a PhD degree holder or who has an equivalent graduate professional qualification;
- (ii) A Research Fellow who is appointed for a minimum period of one (1) year;
- (iii) A senior research officer with a PhD degree from an institution;
- (iv) An individual with a PhD degree or relevant graduate professional qualification recognised by the University.

### **38. Restriction on Appointment**

- (i) An academic staff member without a PhD degree or equivalent professional qualification is not eligible for appointment as a member of a doctoral supervisory committee, unless he is a Professor or Associate Professor of the University.
- (ii) An academic staff member who is currently enrolled as a full-time or a part-time Masters or doctoral student is not eligible to be appointed as a member of a supervisory committee.
- (iii) A supervisory committee headed by a Research Fellow must have at least one academic staff member on the committee.

(Senate 518.06)

- (iv) Members of a supervisory committee shall not in any manner be personally related to each other or to the student under their supervision.

### **39. Nomination and Appointment of Supervisory Committee Members from other Institutions**

- (i) A qualified person from a local public university or institution which has signed a Memorandum of Understanding with the University for graduate education, may be nominated for appointment as a member of a supervisory committee.
- (ii) A qualified person who is not from any university or institution as prescribed under Rule 39 (i) may be nominated for appointment as a member of a supervisory committee and, if approved, his appointment shall not be taken into account for the purpose of fulfilling the minimum number required to constitute a Supervisory Committee [Rule 35 (i)].

### **40. Reconstitution of Supervisory Committee**

- (i) A supervisory committee may be reconstituted under the following circumstances:
  - (a) upon the withdrawal, resignation, incapacitation or disqualification of any member of the supervisory committee;
  - (b) where the Faculty/Institute/School deems it necessary that a member of the supervisory committee should be replaced;
  - (c) where the Faculty/Institute/School deems it necessary that additional members are required.
- (ii) Re-nomination of the Chairman or any member of the supervisory committee must be made not later than the third semester (Masters degree programmes) or the fifth semester (PhD degree programmes) except where a member of the Supervisory Committee:
  - (a) has retired or is about to retire;
  - (b) is on a long leave of absence (for medical or any other reasons);

- (c) has resigned from the University;
  - (d) has become disqualified; or
  - (e) has other reasons to withdraw from the supervisory committee as deemed acceptable by the University Graduate Studies Committee or its equivalent.
- (iii) Where the original Chairman is replaced, the student is permitted to continue his existing study under the supervision of the new Chairman.
- (Senate 497.08)
- (iv) If the reconstitution is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, the reconstitution shall take effect the following semester.

**41. Responsibilities of the Supervisory Committee**

- (i) The supervisory committee shall be responsible for guiding the student towards the successful completion of his degree programme. The supervisory committee shall adhere to the supervision guidelines issued by the School.
- (ii) If it is necessary for the student to conduct his research in another country, the supervisory committee must ensure that the activity is supervised.

**42. Supervisor-to-Student Ratio**

- (i) The number of students who may be supervised by the Chairman of a supervisory committee shall be determined by the Faculty/Institute/School based on a number of factors including the Chairman’s teaching load or duties at undergraduate and graduate levels, the capacity of his research laboratory, availability of research grants, and adequacy of research facilities in the Faculty or Institute. Each Faculty/Institute/School shall determine its supervisor-to-student ratio after taking into account all relevant factors.
- (ii) The recommended supervisor-to-student ratio (with the supervisor acting as the Chairman of the supervisory committee) is as follows:

|           |      |
|-----------|------|
| Professor | 1:10 |
|-----------|------|

|                     |     |
|---------------------|-----|
| Associate Professor | 1:7 |
| Lecturer            | 1:5 |

### **Part 8 – Course Evaluation**

#### **43. Grading System**

All courses taught at the University including projects undertaken by students shall be evaluated and given one of the following grades:

| <b>Grade</b> | <b>Marks</b> | <b>Quality Point</b>               |
|--------------|--------------|------------------------------------|
| A            | 80-100       | 4.000                              |
| A-           | 75-79        | 3.750                              |
| B+           | 70-74        | 3.500                              |
| B            | 65-69        | 3.000                              |
| B-           | 60-64        | 2.750                              |
| C+           | 55-59        | 2.500                              |
| C            | 50-54        | 2.000                              |
| C-           | 47-49        | 1.750                              |
| D+           | 44-46        | 1.500                              |
| D            | 40-43        | 1.000                              |
| F            | 0-39         | 0.000                              |
| M            | -            | 'Memuaskan' (Satisfactory)         |
| TM           | -            | 'Tidak Memuaskan' (Unsatisfactory) |
| TL           | -            | 'Tidak Lengkap' (Incomplete)       |

#### Course status

|    |   |  |
|----|---|--|
| S  | - | 'Sambung' (Continue)                   |
| AU | - | Audit                                  |
| U  | - | 'Ulang' (Repeat)                       |
| N  | - | Grade Not Submitted                    |
| P  | - | Pass (for Masters in clinical studies) |

M/TM Research work during the semester and research proposal seminar is graded either as satisfactory (M) or unsatisfactory (TM). No quality points are given to the research work and thus it is not computed in the cumulative or semester grade point average.

- TL All incomplete coursework or assignments shall be given a 'TL' grade. This grade is valid only until the end of the second week of the following semester. Failure to change a 'TL' grade by the specified date shall result in an 'F' grade.
- S An 'S' grade will be assigned to a project/case study for students pursuing a degree without thesis. The project/case study is usually conducted over two (2) semesters. The 'S' grade will be replaced with a final grade upon completion of the project/case study at the end of the following semester.
- AU An audit course is given an 'M' or 'TM' grade (if below the 'B' grade). The student must attend lectures and/or practicals, and sit for all examinations prescribed by the course. No credit will be taken into account when computing the CGPA.
- N Where an actual grade is not submitted by the deadline, the course grade shall appear as an 'N'. Failure to submit a grade by the second week of the following semester shall result in an 'F' or 'TM' where appropriate.

#### **44. Replacement of Grade**

- (i) Replacement of grade is only permitted for courses (including project or case study) for which the student is given an 'F' grade. The new grade will replace the 'F' grade in the computation of his CGPA. However, the original 'F' grade shall be retained in his transcript for the particular semester (Rule 43). A student is permitted to repeat a failed course once only.
- (ii) Notwithstanding Rule 44 (i), a student is permitted to repeat any course once only but the new grade shall not replace the previous grade in the computation of his CGPA. The original grade shall still be retained in his transcript.

#### **45. Re-sit of Semester's Course Examination**

A student whose study status is 'Probation' or 'Terminated' is permitted to sit for a special examination for any course with a grade lower than B obtained in the current semester with the consent of his Advisor or the Chairman of his supervisory committee. The highest overall grade he can obtain for the course after taking into consideration the mark obtained for the special examination is B. The better grade shall be used in the re-computation of the CGPA.

(Senate 504.14)

#### **46. Repeat of Final (Last) Semester**

A final/last semester student in a programme without thesis whose status is 'Terminated' is permitted to repeat the semester once only upon appeal. The credits and grades obtained in the repeat semester shall be used in the computation of his CGPA.

(Senate 504.14)

#### **47. Review of Course Grade**

A student who is not satisfied with his official examination results may file for a review of grade by submitting an application to the School not later than two (2) weeks after the announcement of results. A processing fee of RM50.00 shall be charged per review.

#### **48. Research Progress Report**

- (i) A student pursuing a degree with thesis shall submit a research progress report every semester before the end of the University's examination week.
- (ii) The Chairman of a supervisory committee shall verify the report and give either an 'M' or 'TM' grade based on the level of progress made by the student during the semester.
- (iii) Submission must be made online. Failure to do so shall result in a 'TM' grade.

### **Part 9 – Examination Process**

#### **49. Course Examination**

- (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:
  - (a) given a warning; or
  - (b) asked to leave the examination hall and given a zero score for the examination; and/or
  - (c) 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 Authority, the penalty under Rule 49 (iv)(b) shall prevail.

## **50. Comprehensive Examination at Doctoral Level**

A student pursuing a doctoral degree programme is required to take the Comprehensive Examination (CE) which aims to evaluate the student's knowledge in the area of study, his ability to integrate knowledge of research and/theories pertaining to issues that are fundamental to the field of study and his understanding of relevant research design and methodology. For this purpose the following regulations shall apply:

- (i) A student registered under the programme, subject to any other specific requirement of the Faculty/Institute, shall be permitted to sit for the CE only after completion of all coursework required by the programme and within five (5) semesters or two and a half (2½) years of cumulative enrolment, failing which his PhD candidature will be terminated. For a student in a part-time mode graduate study programme, the CE must be completed not later than in the seventh semester.

(Senate 566.02 and Senate 573.05)

- (ii) The CE shall consist of both written and oral examinations and the student is required to pass both examinations with a minimum grade equivalent to a B grade.



- (iii) The student is not permitted to take the oral examination until he has passed the written examination. The oral examination should be conducted not later than 30 days after the written examination.
- (iv) The examinations are to be conducted by his supervisory committee, or a special committee appointed by the Faculty/Institute/School.
- (v) If a student is unable to take the CE within the stipulated time due to medical reasons or other emergencies, he is required to apply for an extension with relevant supporting documents for approval by the Dean.
- (vi) A student is given two opportunities to pass the examination. The second examination must be taken within sixty (60) days after the first examination. Failure at the second attempt shall result in the termination of his candidacy unless he is recommended for reversal of study from a PhD to a Masters degree programme [Rule 29 (i)].

## **51. Final Examination for Programmes with Thesis**

The final examination shall consist of an evaluation of the thesis and a viva voce to determine the student's competency in the field of study. For the jointly awarded/dual degree student, the requirements for thesis submission are as stipulated in the MoA between the two institutions.

(Senate 566.03)

### **A. Appointment of Thesis Examination Committee**

- (i) Members of the Thesis Examination Committee shall be appointed by the Dean upon endorsement of the University Graduate Studies Committee or its equivalent at the recommendation of the relevant Faculty/Institute. The Committee shall comprise a chairman and three examiners, of which at least one shall be the external examiner.
- (ii) The Chairman of the Thesis Examination Committee shall be nominated from amongst academic members of the Faculty/Institute/School where the student is placed. The main roles of the chairman are to moderate the viva voce and submit a report of the examination to the School.
- (iii) 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.

- (iv) The internal examiner must be an academic staff member of the University but he must not be a member of the supervisory committee.
- (v) The external examiner is an independent examiner who must not be a member of the University. He also must not be a member of the supervisory committee.
- (vi) 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.
- (vii) The appointment of the thesis examination committee for the jointly awarded/dual degree student is subject to any other requirement as specified in the MoA between the two institutions.

(Senate 566.03)

## **B. Thesis Submission**

### **(i) Notice of Submission of Thesis**

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

### **(ii) Thesis Submission for Examination**

The student shall submit five soft-bound copies of the thesis and a Text Similarity Search Report only after the appointment of the Thesis Examination Committee has been endorsed by the University Graduate Studies Committee or its equivalent.

- (iii) For the jointly awarded/dual degree student, the requirements for thesis submission are as stipulated in the MoA between the two institutions.

(Senate 566.03)

### **C. Viva Voce**

- (i) The viva voce shall be conducted when all the examiners' reports have been received.
- (ii) The examination can only be conducted when the Chairman of the Thesis Examination Committee and at least two examiners are present. The Chairman of the supervisory committee and/or any member of the supervisory committee may attend as observers.
- (iii) 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.
- (iv) A student may be called for an oral re-examination within sixty (60) days of the first viva voce to re-examine his competency in the field of study even if his thesis has been accepted with or without modification.
- (v) A student who fails to attend the viva voce without any reasonable cause shall be considered to have failed the examination.
- (vi) 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.

(Senate 566.03)

### **D. Thesis Evaluation**

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

- (a) **Accepted with Distinction**

A thesis is accepted with distinction when all or most of the research findings have either been published or

accepted for publication in citation-indexed journals, and requires minimal improvement in spelling, grammar and syntax.

(b) Accepted with Minor Modifications

A thesis is accepted with minor modifications if it requires any of the following: reformatting of chapters, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, and other minor improvements including improvements in spelling, grammar and syntax.

(c) Accepted with Major Modifications

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

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

(ii) The Thesis Examination Committee may also recommend the following:

(a) Oral Re-examination (Re- viva voce)

A second and final oral re-examination (re-viva voce) to be conducted within sixty (60) days after the date of the first viva voce [Rule 51 (c) (v)].

(b) Re -submission of Thesis

The thesis is to be re-submitted if it does not meet the scope of the degree for which it is intended, the

objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection.

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

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

(c) **Re-submission of a PhD Thesis as a Masters Thesis**

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

- (1) All amendments recommended by the Thesis Examination Committee must be made and the thesis resubmitted to the School for examination as a Masters thesis within 60 days of the viva voce.
- (2) All rules regarding thesis examination shall apply.

(d) **Rejection of Thesis (Fail)**

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

## **52. Thesis Submission Following Viva Voce**

- (i) A student whose thesis is accepted with distinction is given fifteen (15) days after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School for endorsement by the Senate.
- (ii) A student whose thesis is accepted with minor modifications is given thirty (30) 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 to the School for endorsement by the Senate.
- (iii) A student whose thesis is accepted with major modifications is given sixty (60) 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 to the School 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 Chairman of the Supervisory Committee 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.

(Senate 569.05)

## **53. Final Thesis Submission**

### **A. Thesis Submission**

- (i) Upon endorsement by the Senate, the student shall submit the following to the School:
- two (2) copies of the thesis in black hard cover; and
  - three (3) softcopies of the thesis on CD.
- (ii) Students undertaking a split/jointly awarded or dual/Cotutelle 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.

(Senate 566.03)

## **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 Deputy Vice Chancellor responsible for research and innovation at the University.
- (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.

(Senate 563.06)

## **Part 10 – Study Status**

### **54. Study Status Categories**

The study status of a student at any given semester can be categorised as follows:

(i) **Good Standing**

A student shall be deemed to be in Good Standing if he achieves a minimum CGPA of 3.000 (for both programmes with and without thesis) and an 'M' grade for research work (for programmes with thesis).

(ii) **Probation**

A student shall be placed under probation if his CGPA is below 3.000 but not less than 2.500 or if the student receives a 'TM' grade for his semester research progress.

(iii) **Termination of Candidature**

The candidature of a student shall be terminated for any one of the following reasons:

- (a) obtains a CGPA below 2.500 in any one semester;
- (b) receives two 'TM' grades for his research progress during the duration of his study or on recommendation of termination from his supervisor after one 'M' grade for his research progress;
- (c) fails to attain the required minimum CGPA of 3.000 in the semester following the one in which he was placed on probation;
- (d) fails the CE after the second attempt unless recommended for reversal to a Masters degree programme;
- (e) fails twice in any compulsory course;
- (f) fails thrice in the Tertiary English Programme (TEP);
- (g) exceeds duration of study;
- (h) fails his thesis examination;
- (i) does not submit the thesis within a stipulated time after the thesis examination;



(j) violates any rule or regulation as stipulated by the University.

(iv) **Completed**

A student shall be deemed to have completed his study when he has fulfilled all requirements as specified by the programme.

(vii) **Others**

(a) Provisional: A student with Provisional Admission due to non-fulfilment of language requirements [Rule 14 (vii)] shall be placed under the Provisional status until he has passed the TEP.

(b) Suspended: A student with provisional registration who fails the TEP twice shall be suspended from his study. He is allowed to repeat the TEP in the following semester but is barred from registering any other course. If he passes the TEP, he will be allowed to continue his study but if he fails, his candidature shall be terminated.

(c) Dropped: A student who fails to register or have not paid his semester fees shall be dropped from the list of active students.

(d) Withdrawn: A student is automatically withdrawn from candidature if he fails to register consecutively for two (2) semesters or upon request to the Dean.

## **55. Review Against Termination of Candidature**

(i) A student whose candidature has been terminated may apply for a review.

(ii) The student must comply with the following guidelines:

(a) file for a review by submitting the appropriate form within two (2) weeks of the date of the letter of notification or examination results;

(b) pay a RM50 processing fee for each review;

- (c) clear (pay) all outstanding and current fees and other charges with the University;
  - (d) state clearly the reasons for the review; and
  - (e) provide a supporting letter/document (if applicable) from the course coordinator, Chairman of the Supervisory Committee or Medical Officer.
- (iii) Application for review against termination shall be considered by the University Graduate Appeal Committee. The result of the review shall be endorsed by the Senate.

## **56. Consequence of Termination of Candidature**

A student whose candidature has been terminated for any reason [Rule 54 (iii)] other than failure to register for more than two (2) semesters or one (1) year shall no longer be eligible for readmission into the same level of graduate programme at the University (Rule 19).

(Senate 504.14)

## **Part 11 – Graduation**

### **57. Graduation Requirements**

- (i) A student is eligible for conferral of a degree only if he has achieved a minimum CGPA of 3.000, and fulfilled the requirements for courses as certified by the Faculty/Institute/School, and:
  - (a) in the case of a degree with thesis, passed his thesis examination;
  - (b) in the case of a degree programme without thesis, passed all compulsory courses, and project paper or CE, obtained a minimum CGPA of 3.000, and completed the internship/practical training (if any); and
  - (c) has settled all fees due to the University.
- (ii) All international students (except for students from Indonesia and Brunei) must have obtained a grade 'M' for the Malay Language course (BBM 1401 or its equivalent).

- (iii) All students in degree programmes with thesis who commence their studies from the First Semester of 2008/2009 onwards must show proof of having published or submitted journal articles based on research conducted during their candidature prior to graduation as follows:

| <b>Programme</b> | <b>Minimum Publication Requirement</b>                                       |
|------------------|--|
| PhD              | One journal article published or accepted, and one journal article submitted |
| Masters          | One journal article submitted  |

(Senate 513.05)

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

| <b>Programme</b> | <b>Minimum Publication Requirement</b>     |
|------------------|--|
| PhD              | Two journal articles published or accepted |
| Masters          | One journal article published or accepted  |

- (v) Notwithstanding Rules 57(iii) and 57(iv), a book chapter for students in the social sciences is considered as being equivalent to one journal article.
- (vi) A student who has filed for a patent based on research conducted during his candidature may apply in writing to the Dean for exemption of Rule 57(iii) or 57(iv).
- (vii) All graduating students must submit a graduation form to the School.
- (viii) The jointly awarded/dual degree student may have to fulfil any other requirement as stipulated in the MoA between the two institutions.

(Senate 566.03)

## **58. Award of Degree**

The Senate shall endorse the conferment of a Masters or PhD degree to a student upon recommendation by the University Graduate Studies Committee or its equivalent once all requirements for graduation have been fulfilled.

### **Part 12 – Scholarly Integrity**

## **59. Prohibition**

- (i) In keeping with the tradition of scholarly pursuit, a student is forbidden from committing plagiarism, falsification and fabrication of data.
- (ii) A student shall not plagiarise any idea, writing, data or invention belonging to another person. Plagiarism includes:
  - (a) the act of taking an idea, writing, data or an invention of another person and claiming that the idea, writing, data or invention is the result of his own findings or creation; or
  - (b) an attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data, writing or an invention which has actually been taken from some other source.

Without prejudice to the generality of Rule 59(ii)(b), a student is considered to have committed plagiarism when he:

- (c) publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
- (d) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any contribution to the abstract, article, scientific or academic paper or book;
- (e) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any

contribution which may qualify him as a co-researcher or co-author;

- (f) extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporate those data as part of his academic research without giving due acknowledgement to the actual source;
  - (g) uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
  - (g) transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that the student is the creator of that idea or creation;
  - (h) translates the writing or creation of another person from one language to another whether wholly or partly, and subsequently presents the translation in whatever form or manner as the student's own writing or creation; or
  - (i) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if the student is the creator of those ideas.
- (iii) A student shall not fabricate data which include invention or forgery of research data, recordings or citations, and report them in writing either in the thesis or in his publications.
- (v) A student shall not falsify data which include alteration/modification, selective omission or misrepresentation of research data or citations, and report them in writing either in the thesis or his publications.

- (vi) A student is not allowed to employ or delegate another person to do or write the work which the student submits as his own. This includes the hiring of ghost writers for writing the entire or part of the thesis or amending parts or the whole thesis.

## **60. Penalty**

Where a student is found to have contravened Rule 59, disciplinary action will be taken against the student by the relevant authority of the University in accordance with the provisions of Universiti Putra Malaysia (Discipline of Students) Rules 2005.

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