

POSTGRADUATE ACADEMIC REGULATIONS

1.0 Name of Regulation

This document shall be known as the Universiti Tun Hussein Onn Malaysia Postgraduate Academic Regulations

2.0 Definitions

In this regulation, unless otherwise stated;

“Residential period” refers to the required duration a student has to stay on campus and/or participate in any programmes as determined by the University.

“Student Candidate” means a student who has been offered admission to any of the programme but has not registered.

“CPA” stands for the average sum of grade points obtained for all semesters.

“Dissertation” refers to a written report on the research work prepared by a postgraduate student in mixed mode programme only.

“Faculty” means any faculty, learning center or institute in the University.

“GPA” stands for the average grade points obtained in a specific semester.

“Attendance Only” (HS) means the registration status for any course taken with no credit awarded and is assessed based on attendance only. It will be recorded in the transcript as HS.

“Compulsory Attendance” (HW) means the registration status for any course which will be assessed as Pass (HL) or Fail (HG).

“HWUK” stands for Compulsory Attendance Repeat Course. A student will be given HWUK status if he/she repeats a HW course.

“IELTS” stands for International English Language Test System.

“Degree” means the recognition awarded by the University to students who fulfilled the requirements for Postgraduate Diploma Program or Masters or Doctor of Philosophy or any other of its equivalent.

“Faculty Postgraduate Committee” (JKPSF) refers to the committee established at the faculty level to plan and monitor postgraduate studies.

“Postgraduate Academic Committee (JAPS)” refers to the committee at the Centre for Graduate Studies that coordinates and manages academic matters as well as examinations for postgraduate studies.

“University Postgraduate Committee (JKPS)” means the committee established by the University to endorse and report academic matters as well as examinations to the Senate.

“Good Standing, Duration Completed (KBTP)” means a student who has completed the required credit hours but did not fulfill the requirement to graduate.

“Taught Course” refers to the postgraduate programme in which a student needs to attend lectures and/or instructional activities including completing assignments, project papers and etc.

“Credit Earned” means the total credit hours obtained for all passed courses.

“Credit Counted” means the total credit hours that are used in the calculations of GPA and CPA.

“Reinforcement Courses” means courses taken in order to reinforce knowledge/skills in certain fields.

“Mixed Mode” refers to a programme which combines taught course and research components.

“Mode of Programme” refers to Taught Course, Mixed, or Research modes for full time or part time programmes.

“MUET” stands for Malaysian University English Test.

“Thesis Examination Panel” consists of at least two (2) members excluding the Chairperson. The members are appointed by the University, to assess thesis and conduct *viva voce*. The Chairperson for the *viva voce* is the Dean of Centre for Graduate Studies or anyone who is given the authority by the Dean.

“Panel of Examiners” means a panel consisting of at least two (2) members including a Chairperson appointed by the respective faculties/centres to assess dissertations (mixed mode)/master’s projects (taught course).

“Student” refers to someone who has registered for a postgraduate programme.

“Internal Examiner” refers to an academic staff appointed by the University to examine masters or doctoral dissertation/thesis.

“External Examiner” refers to an expert other than UTHM staff, appointed by the University to assess dissertation/thesis of a master’s and doctoral degree student.

“Supervisor” refers to the main supervisor who is an active academic staff appointed by the University to supervise graduate students’ research and thesis. A postgraduate student must be supervised by at least one postgraduate staff

“Co-Supervisor” refers to an academic member appointed along with the main supervisor to co-supervise students’ research and thesis. A co-supervisor may be appointed among the experts from within or outside the University.

“Examination” means any form of assessment to evaluate the academic achievement of a student.

“Special Examination” means an examination replacement for the final examination conducted for a student who was absent during the final examination with a valid reason.

“Qualifying Examination” refers to an assessment determined by the University to evaluate the qualification or academic achievement of a student candidate for the purpose of admission.

“Upgrading Candidature Assessment (PNTP)” refers to a comprehensive assessment to evaluate the academic achievement of a full time Masters (by research) student that qualifies him/her to apply for conversion from Masters to PhD programme.

“Viva Voce” is an oral examination that requires a student to present and defend his/her thesis to the thesis examination panel.

“Plagiarism” means the use of ideas, words, diagrams, figures, tables, charts, pictures or any form of a person’s work without proper acknowledgement of the original source.

“Programme” refers to postgraduate programmes including Postgraduate Diploma or Masters or PhD level or any of its equivalents in certain fields.

“Centre for Graduate Studies (PPS)” refers to the centre that manages, governs, records and coordinates postgraduate programmes.

“Regular Semester” refers to Semester I and Semester II specified by the University allocated for lectures, examinations and other instructional activities, and not inclusive of Semester III.

“**Senate**” refers to the Senate of Universiti Tun Hussein Onn Malaysia.

“**Academic Staff**” refers to full-time permanent/contract academic/teaching staff.

“**Postgraduate Staff**” refers to a staff with a PhD qualification or equivalent or at least an Associate Professor with a Master’s Degree qualification.

“**Grade Amendment**” (**TB**) means repeating a course which was awarded a B grade in order to improve the CGPA/GPA and CPA.

“**Regular Duration**” means the minimum period of studies.

“**Thesis**” refers to the written report on an original research work done in order to fulfill the requirements of a postgraduate programme.

“**TOEFL**” stands for Test of English as a Foreign Language.

“**University**” means Universiti Tun Hussein Onn Malaysia (UTHM).

“**Repeat Course (UK)**” refers to the status given to courses repeated by students due to failure.

3.0 Entry Requirements.

3.1 Master’s Programme

3.1.1 Master’s Programme (by Taught Course)

3.1.1.1 A Bachelor’s Degree with a minimum CPA required from UTHM or any other institution of higher learning recognised by the Senate; **OR**

3.1.1.2 Any other qualification equivalent to a Bachelor’s degree with relevant experience in the related field recognised by the Senate; **OR**

3.1.1.3 A candidate with a Bachelor’s Degree whose CPA is lower than the minimum requirement, relevant academic background and work experience in the related field will be considered and must be approved by the Faculty Postgraduate Committee, **AND**

3.1.1.4 Other conditions determined by the University

3.1.2 Master's Programme (by Mixed Mode)

3.1.1.1 A Bachelor's Degree with a minimum CPA required from UTHM or any other institution higher learning recognised by the Senate; **OR**

3.1.1.2 Any other qualification equivalent to a Bachelor's degree with relevant experience in the related field recognised by the Senate; **OR**

3.1.1.3 A candidate with a Bachelor's Degree whose CPA is lower than the minimum requirement, relevant academic background and work experience in the related field will be considered and must be approved by the Faculty Postgraduate Committee; **AND**

3.1.1.4 Other conditions determined by the University.

3.1.3 Master's Programme (by Research)

3.1.1.1 A Bachelor's Degree with a minimum CPA required from UTHM or any other institution of higher learning recognised by the Senate; **OR**

3.1.1.2 Any other qualification equivalent to a Bachelor's degree with relevant experience in the related field recognised by the Senate; **OR**

3.1.1.3 A candidate with a Bachelor's Degree whose CPA is lower than the minimum requirement, relevant academic background and work experience in the related fields will be considered and must be approved by the Faculty Postgraduate Committee; **AND**

3.1.1.4 Other conditions determined by the University

3.2 Doctor of Philosophy Programme

3.2.1 A Master's Degree from UTHM or any other institution higher learning recognised by the Senate; **OR**

3.2.2 Any other qualification equivalent to a Master's degree with relevant experience in the related field recognised by the Senate; **OR**

3.2.3 Other conditions determined by the University

3.2.4 A student with 3.67 CPA and above of Bachelor's Degree from UTHM or any other institution of higher learning recognised by the Senate may apply direct to a PhD Programme.

3.3 English Language Requirements.

3.3.1 An international student candidate is required to have a minimum required score of 500 marks for TOEFL or 5.0 for IELTS or band 3.0 for MUET or its equivalent.

3.3.2 Exemption may be given to international applicants graduated from local universities with relevant academic qualifications recognised by UTHM.

3.3.3 Exemption may be given to international applicants who do not fulfill the minimum English language requirements but graduated from universities in English speaking countries. The list of English speaking countries is shown in table V.

4.0 CPA Equivalent

a) The formula for the calculation of percentage equivalent to the CPA point value is as follows:

$$= \frac{\text{grade percentage}}{100} \times 4.0$$

$$\begin{aligned} \text{Example} &= 75\% \times 4.0 \\ &= 3.0 \text{ (CPA)} \end{aligned}$$

b) The formula for the calculation of CPA equivalent to percentage is as follows:

$$= \frac{\text{point value} \times 100}{4.0}$$

$$\begin{aligned} \text{Example} &= \frac{30 \times 100}{4.0} \\ &= 75\% \end{aligned}$$

- c) The formula for the calculation of CPA that exceeds 4.0 to a maximum of 4.0:

$$\begin{aligned} \text{Example} &= \text{CPA is 6.0} \\ &= \frac{6.0 \times 4.0}{10.0} = 2.40 \end{aligned}$$

* information on the *maximum CPA should be presented in the student's transcript*

- d) The formula for the calculation of CPA equivalent to marks obtained:

Example = 1500 out of 2000 marks

$$\frac{1500}{2000} \times 4.0 = 3.00$$

- e) The equivalent CPA for a First Class/Second Class Upper or Lower is as follows:

First Class = CPA 3.70 to 4.00
Second Class Upper = CPA 3.00 to 3.69
Second Class Lower = CPA 2.30 to 2.99

- f) The equivalent CPA for the Arabic classification is as follows

Mumtaz (Excellent) = First Class of CPA 3.70 to 4.00
JayyidJiddan (Very Good) = Second Class Upper of CPA 3.00 to 3.69
Jayid (Good) = Second Class Lower the CPA 2.30 to 2.99
Makbul (Pass) = Third Class of CPA 2.00 to 2.29

5.0 Programme Registration

5.1 A student candidate **is required** to register for a programme of study and must meet the requirements stated in the offer letter.

5.2 A successful applicant who received an offer of admission to pursue postgraduate studies at UTHM may apply to defer the program registration for one (1) semester, subject to the approval of the Centre for Graduate Studies.

5.3 If the student fails to register on a specified date without reasons acceptable to the University, the offer letter will be void.

6.0 Mode of Registration and Duration of Study

6.1 A student (except for international students) may choose to enroll for either a full time or part time programme, subject to the availability of the desired programme.

6.2 A full-time or part-time student must graduate within the stipulated duration as shown in Table I.

6.3 A part-time student is required to meet the residential period. The required duration is shown in Table I.

6.4 The minimum period for a programme can be set by the faculty with the approval of the Senate and should not be less than the minimum period specified in Table I.

6.5 A postgraduate (by research) student who moved to UTHM needs to have a written approval from the previous institution that permits him/her to transfer his/her research work to UTHM. The minimum duration of study will be determined by the Senate.

6.6 A postgraduate (by research or mixed mode) student who has submitted his/her thesis or dissertation for viva voce must comply with any decision or instruction of the Panel of Examiners and Thesis Examination Panel.

6.7 If a student does not complete the thesis corrections within the stipulated time without any reasonable excuse, he/she will be given a Fail (KG).

7.0 Change of Programme and Registration Mode

7.1 Change of Programme

7.1.1 A student may apply, with valid reasons for a change of programme within the faculty or from one faculty to another by filling in the change of programme application form subject to the approval of the JKPSF and forwarded to PPS.

7.1.2 Application to change a programme can be made only once during a student's study period, subject to the approval of the respective faculties.

7.2 Change of Registration Mode (full time/part time)

7.2.1 A student may apply, with valid reasons for a change of registration mode from full time to part time or vice versa subject to the approval of the JKPS. The change may only be made **once**.

7.2.2 When the application is approved, the University will determine the student's remaining duration of study.

8.0 Upgrading from Masters (by Research) to PhD Programme

8.1 A full time Masters (by Research) student with a CPA of 3.50 and above of Bachelor's degree may apply for a conversion from Masters to PhD programme, provided that he/she is able to demonstrate excellent performance in his/her research and recommended by the panel of examiners. The application may be made between the first and second semester of study.

8.2 The duration of study at the master's degree level will be taken into consideration when determining the duration of study at PhD level.

9.0 Mode of Programme

9.1 A student may choose one of the following modes, subject to the availability at the respective faculties:-

9.1.1 Taught Course; or

9.1.2 Mixed; or

9.1.3 Research

10.0 Registration of Courses

10.1 All students must register for courses they are required to enroll in each semester within seven (7) working days.

10.2 A student may be required to register for special requirement (HW/HS) courses specified by the respective faculties.

10.3 Registration with a Penalty

A student who registers other than the specified time, without any valid reason will be charged RM50/course and an additional RM5 will be charged for each exceeding day, subject to a

maximum charge of RM500/course/student for a maximum of seven (7) working days.

10.4 Late Registration with a Penalty

A student who registers later than the registration with penalty period without any valid reason will be considered as late registration and will be charged with the amount of RM100 per course, subject to a maximum charge of RM500.

10.5 A student must register for the programme in every semester during the period of study, according to the terms and dates determined by the University until the results of the final examination are announced.

10.6 Failure to register for the programme and/or courses within the designated period without any reasons acceptable by the University will result in the student being dismissed.

11.0 Correction of Course Registration

11.1 A student is responsible for verifying errors on the course registration slip and making corrections within the prescribed period and work schedule determined by PPS before OR on the fourth week of the respective semester.

11.2 Failing to comply with sub-section 11.1:

11.2.1 the student will not be allowed to attend the course; and

11.2.2 all the course assessments will not be taken into account and the student will be awarded 0 mark (grade E).

11.2.3 the student will be fined RM50 per course, subject to a maximum of RM500.

11.3 A student may add and delete any course before OR on the 9th week of the respective semester.

12.0 Course Withdrawal (TD)

12.1 A student with his/her supervisor's approval may apply to withdraw (TD) any registered courses. The application must be made between the third (3rd) week and seventh (7th) week of the current semester. The withdrawal status (TD) will be stated in the course registration slip and transcript. Each course with a TD status will be noted as Bring Forward (BH) in the examination result slip except for elective courses.

12.2 The permission for a student to withdraw the courses depends on the specified minimum credit hours.

12.3 A fine will be imposed on any withdrawal application submitted later than the designated period without valid reasons. The amount incurred is RM50 per course, subject to a maximum of RM500.

13.0 Repeat Course (UK)

13.1 A student is required to repeat any failed course/elective until a PASS is obtained. The credit hours and final grade point of the repeated course will be recorded for the calculations of GPA and CPA.

14.0 Attendance Requirements

14.1 A student is required to attend all course lectures, tutorials, laboratory, including HW courses and fulfill the attendance requirement of not less than eighty percent (80%).

14.2 Failing to comply with sub-section 14.1 without any valid reasons, a student will not be allowed to sit for any form of assessment and will be awarded a total mark of 0 (Grade E) or a FAIL (HG) for HW courses.

15.0 Academic Workload

15.1 A full time student may register **six (6) to eighteen (18)** credit hours in a regular semester. A part time student may register **three (3) to twelve (12)** credit hours, excluding credit hours for research.

15.2 A student is only allowed to register a total credit load of 19-21hours with the faculty Dean's approval.

Minimum and maximum credit hours for one semester

Status	of	Minimum Credit	Maximum Credit	Subject to the faculty Dean's approval
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enrolment	hours	hours	
Full-time	6	18	19-21
Part-time	3	12	

15.3 A student in his/her final semester of a study programme may be given an exemption to the requirements of the minimum credit hours depending upon the Senate approval.

16.0 Credit Exemption

16.1 A student, with the approval of JKPSF may apply for exemption of credits for courses taken at another university/institution equivalent to the courses offered at UTHM. The application for credit exemption must be made within a prescribed period.

16.2 The exemption of credits may be applied in the first semester by submitting the relevant supporting documents and at least a B grade or its equivalent was obtained in the course sought for exemption.

16.3 The total number of credits exempted will be included in Credit Earned.

16.4 A student who applies for exemption of credits is subject to the minimum duration of his/her programme of studies and must fulfill the residential period requirements.

16.5 Any changes regarding the maximum credit hours and minimum duration of study that are different than mentioned above shall require approval from the Senate.

17.0 Credit Transfer

17.1 A student, with the approval of JKPSF may apply for transfer of credits for courses taken at another university/institution equivalent to the courses offered at UTHM. The application for credit transfer must be made within a prescribed period.

17.2. The transfer of credits may be applied in the first semester by submitting the relevant supporting documents and at least a B grade or its equivalent was obtained in the course sought for credit transfer.

- 17.3 The total number of credits transferred will be included in Credit Earned.
- 17.4 Centre for Graduate Studies will determine the duration of study for a student whose application for transfer of credits has been approved.
- 17.5 A student who applies for transfer of credits is subject to the minimum duration of his/her programme of studies and must fulfill the residential period requirements.
- 17.6 Any changes regarding the maximum credit hours and minimum duration of study that are different than mentioned above shall require approval from the Senate.

18.0 Thesis/Dissertation and Intellectual Properties

- 18.1 A student preparing for his/her thesis must follow the format as stipulated in the University "Guidelines for Writing Thesis, Dissertation and Project Report".
- 18.2 A student pursuing a postgraduate programme is required to submit copies of thesis/dissertation at the end of his/her duration of study as stipulated below:
- i 1 copy to the Centre for Graduate Studies (soft copy);
 - ii 1 copy to the Supervisor (hard & soft copies);
 - iii 1 copy to the Co-supervisor (If any) (hard & soft copies);
 - iv 1 copy to the Faculty (hard & soft copies); and
 - v 1 copy to the Library (hard & soft copies).
- 18.3 A student must submit a thesis of an original work that has never been submitted to any other universities. Sources referred to in the thesis, whether or not they have been published must be properly cited.
- 18.4 A student, with the approval from the Supervisor may publish research papers written during his/her period of study; with the condition that due acknowledgement is given to the University.
- 18.5 Any publication bound by agreements with external parties requires permission from the other party.
- 18.6 A PhD thesis must be written in not more than 300 pages. A Master's thesis should be written in not more than 200 pages. The total number of pages does not include appendices, tables and figures. However,

permission for writing longer thesis can be acquired by applying to the Centre for Graduate Studies **at least three (3) months** before submitting the thesis for evaluation.

18.7 Language Used for Writing:

18.7.1 Project Report, dissertation or thesis can be written either in Malay or English language.

18.7.2 Abstract for thesis/dissertation must be written in both Malay and English languages.

18.7.3 Thesis written in languages other than Malay or English requires the Senate approval.

18.8 A postgraduate (by Research) student is required to do the followings (upon submission of his/her thesis):

18.8.1 Submit the Examiner Nomination Form to the Supervisor **at least three (3) months prior** to the expected date of thesis submission.

18.8.2 Submit the Thesis Submission Form together with the thesis to the Centre for Graduate Studies after being approved by the Faculty.

18.9 The thesis can only be published upon approval of the University.

18.10 Intellectual Properties published during the period of study are subject to UniversitiTun Hussein Onn Malaysia Intellectual Property Policy 2011 and UniversitiTun Hussein Onn Malaysia Student Intellectual Property Policy (Supplementary 2014).

19.0 Supervision

19.1 Appointment of Supervisors, and/or Co-supervisors must comply with the conditions and guidelines on the Criteria of Supervisors and Co-supervisors for Postgraduate (by research) Students.

19.2 Appointment and change of Supervisors:

19.2.1 for Postgraduate (by Research) Programmes are done by the Centre for Graduate Studies with nomination and recommendation by the Faculty.

19.2.2 for Postgraduate (by Taught Course and Mixed Mode) Programmes, are done by the Faculty.

19.3 A student may apply to change any appointed Supervisor and Co-supervisor from the Faculty, and must be approved by the Centre for Graduate Studies. Application must be made **not later than two (2) semesters** after the appointment of Supervisor(s).

19.4 A Supervisor shall not in any manner be personally related to the student under his/her supervision as it will automatically nullify his/her appointment as a Supervisor.

19.5 A student is required to submit a progress report on a research work conducted to his/her Supervisor using the format and within the duration provided by the Centre for Graduate Studies

19.6 The Supervisor must complete and evaluate the student's progress report and submit it to the Faculty according to the schedule provided by the Centre for Graduate Studies.

19.7 Should a student fail to submit the progress report within the stipulated time, a fine of RM 50 and an additional late penalty of RM 5 per day (subject to a maximum of RM 500) will be imposed.

20.0 Evaluation

20.1 The following combination of assessments can be utilized for the post-graduate programmes:

- i Course Examination
- ii. Evaluation of Thesis, Dissertation, Master Project or Project Paper
- iii Viva Voce
- iv. Final Examination
- iv Other related evaluations

20.2. The following combination of assessments can be utilized for the Taught Course programme:

- i. Evaluation of coursework components/Course Examination
- ii. Evaluation of Master Project/Project Paper
- iii Oral presentation (subject to the requirements of the Faculty)

20.3 The following combination of assessments can be utilized for the Mixed Mode programme:

- i. Evaluation of coursework components/Course Examination
- ii. Evaluation of Dissertation
- iii Oral defense of dissertation (subject to the requirements of the Faculty)

20.4 The following combination of assessments can be utilized for the Research programme :

- i Evaluation of thesis by the Panel of Examiners; and/or
- ii Oral examination to defend thesis in front of Panel of Examiners.

- iii Viva Voce assessed by the Thesis Examination Panel, chaired by the Dean of the Centre for Graduate Studies.
- iv. Oral examination to defend thesis (if conducted) should not exceed more than two (2) times for each student

20.5 The following combination of assessments can be utilized for the PhD or its equivalent programme:

- i Evaluation of thesis by the Panel of Examiners; and/or
- ii Oral examination to defend thesis in front of Panel of Examiners.
- iii Viva Voce assessed by the Thesis Examination Panel, chaired by the Dean of the Centre for Graduate Studies.
- iv. Oral examination to defend thesis (if conducted) should not exceed more than two (2) times for each student

20.6 Appeals on Examination Results

20.6.1 For Taught Course and Mixed Mode Programmes

A student's appeal for a re-evaluation of examination results for a particular course shall be submitted in writing to the Dean of the Faculty within seven (7) days after the results are released with a fee of RM50 for each course appealed.

20.6.2 For Research Programmes

A student's appeal for a re-evaluation of the thesis and oral examination shall be made in writing to the Dean of the Centre for Graduate Studies through JKPSF within fourteen (14) days after the results are announced. The appeal process shall follow the procedure and regulation of the ruling committee.

20.7 Upgrading Candidature Assessment (PNTP)

20.7.1 A full time Masters (by research) student with at least a 3.50 CPA of Bachelor's Degree and has fulfilled the required study duration may apply for PNTP.

20.7.2 The student's work is assessed by the Faculty Assessment Panel consisting of at least three (3) members (internal/external examiners and a chairperson) appointed by the faculty based on their expertise.

20.7.3 Approval to upgrade from Masters to PhD is endorsed by the Faculty and forwarded to the Centre for Graduate Studies, together with all the required forms (First Evaluation Form and Research Progress Report Form).

20.7.4 The PNTF result requires the approval of the Senate. Only the approved candidate is allowed to upgrade his/her candidature to PhD.

20.7.5 A student whose application is not approved will continue to pursue his/her Masters.

21.0 Thesis Examination Panel

21.1 A Thesis Examination Panel is appointed by the Centre for Graduate Studies to evaluate a student's thesis and conduct an oral examination (viva voce). The panel consists of at least one internal examiner and one external examiner.

Further details can be found in the 'Postgraduate (by research) Students' Thesis Evaluation and Oral Examination Handbook'.

21.2 Based on the thesis and oral examination, the panel will recommend one of the followings:

21.2.1 the candidate is awarded the said degree, if his/her performance is satisfactory; or

21.2.2 the candidate is required to make corrections before the degree is awarded; or

21.2.3 the candidate is required to continue his/her research and repeat the oral examination; or

21.2.4 the candidate is not awarded a doctorate degree but may submit his/her thesis for a lower award; or

21.2.5 the candidate is given an F (FAIL) if his/her performance does not meet the minimum requirement.

21.3 Reports of the results of the examination are to be submitted to the Dean of Centre for Graduate Studies using the prescribed forms.

22.0 Grading System

22.1 The grading system used for the assessment of the Taught Course is shown in Table II.

22.2 The academic standing for a Taught Course student is determined by the Cumulative Point Average, as stated in *Table III (a)*.

22.3 The grading system for a research student's progress report is as shown in *Table III (b)*

22.4 Apart from the above, the following grading system can also be used:

Grade	Status	Notes
HL	Pass	Compulsory Courses (HW)
HG	Fail	
TD	Withdraw	General
TS	Incomplete	
MM	Satisfactory	Research
KM	Less Satisfactory	
TM	Unsatisfactory	

22.5 Incomplete Grade (TS)

22.5.1 A TS Grade shall be awarded to a student if he/she is unable to sit for the final examination or complete part of a course requirement due to health reasons or any other legitimate reasons accepted by PPS.

22.5.2 A TS grade shall be awarded to a masters (by research/mixed mode) student who is currently doing his/her thesis/dissertation corrections, until his/her final result is approved by the Senate (subject to a maximum of two (2) semesters).

22.6 Grade Amendment (TB)

22.6.1 A student may apply to amend the grade of a course during his/her period of study with the following conditions:

22.6.1.1 At least a B grade is obtained.

22.6.1.2 Grade amendment of each course is only allowed once.

22.6.1.3 Only the highest/better grade will be used for the calculations of CPA / GPA.

22.6.1.4 The course is offered by the faculty.

22.6.1.5 The duration of study does not exceed the maximum period.

22.6.1.6 A prescribed form shall be used in the student's application to amend his/her grade and is subject to the approval of the Faculty.

22.6.1.7 A registration fee shall be paid and shall follow the procedures determined by the University.

22.7 Total Credits for Graduation

22.7.1 A student must pass all the required courses for the registered programme .

22.7.2 The minimum credits required for graduation and completion of the programme are as shown in Table IV.

23.0 Academic Standing

23.1 A students' achievement is assessed according to the type of study:

23.1.1 Taught Course – using CPA.

23.1.2 Mixed mode -- using CPA and research grade.

23.1.3 Research -- using research grade.

23.2 The academic standing of the student is determined at the end of each semester using CPA and research grade as shown in Table III (a) and Table III (b).

23.3 A student who obtained Conditional Pass (KS) for **two (2) consecutive times** will be given a Fail (KG) status and will be terminated.

23.4 Good Standing Duration Completed (KBTP)

23.4.1 A student who does not apply for conferment within the specified time will be given a KBTP status by the Senate.

23.4.2 The KBTP status is valid for two (2) years.

23.4.3 When the duration expires, the student is no longer entitled for conferment.

23.4.4 A student with outstanding fees will be denied conferment and the University reserves the right to withhold his/her certificate and result transcript.

24.0 CONFERMENT

24.1 A postgraduate student is required to fulfill the following requirements in order to be conferred:

- 24.1.1 obtain all the required credit hours for the registered programme.
 - 24.1.2 pass all the required courses/dissertation/thesis and obtain Good Pass(KB)
 - 24.1.3 publish at least 1 journal paper (Masters by research student) and 2 journal papers (PhD student) indexed by SCOPUS or ISI during the period of study.
 - 24.1.4 Submit an application to graduate that is endorsed by the Faculty Dean and approved and verified by the Senate.
- 24.2 The application form can be submitted starting from the second (2nd) to the twelfth (12th) week of every semester, subject to PPS work schedule. Any late application will be fined RM50.
- 24.3A student who does not apply for conferment within the specified period will be given KBTP status as approved by the Senate. The KBTP status is only valid for two (2) years, after which the student will be denied for the conferment of degree.
- 24.4 Unless a student has cleared all outstanding fees to the University, he/she will not be conferred a degree and the examination result and transcript shall be held.

25.0 Deferment, Suspension, Withdrawal and Termination of Studies

25.1 Deferment of Study

25.1.1 Deferment due to Health Reasons

A student may apply for a deferment of study due to health reasons by submitting a medical report certified by a Medical Officer from the University or any of the government hospitals.

Deferment due to health reasons will not be counted in the total number of semesters used. However, the period of deferment is only limited to **two (2) consecutive semesters**.

25.1.2 Deferment due to Personal Reasons and Others

A student may apply for a deferment of study for reasons other than medical with the approval of his/her sponsor (if any). Such deferment will be taken into account in the duration of study.

Application of deferment for any given semester must be made **by week seven (7)** of the semester. Deferment applied after **week 7** will not be accepted. The maximum duration of deferment allowed is **half of the minimum duration of study**.

25.1.3 A student who has been granted a deferment is not allowed to use any facilities and services provided by the University.

25.1.4 For conferment purposes, any duration of deferment will not be counted in the calculation of the minimum duration of study.

25.2 Suspension of Study

25.2.1 A student can be suspended from the University for any one of the following reasons:

- i) disciplinary action being taken against him/her; or
- ii) failure to pay outstanding University fees

25.2.2 The duration for suspension of study will not be counted in the calculation of the total number of semesters used.

25.2.3 A student who has been suspended will not be allowed to use any facilities and services provided by the University.

25.3 Withdrawal of Study

25.3.1 A student who wants to withdraw from a graduate programme may apply at any time; and,

25.3.2 The student is not allowed to leave until his/her application has been approved by the University.

25.4 Termination of Study

25.4.1 A student shall be terminated if he/she:

- i) obtains a GPA of less than 3.00
- ii) fails to pay outstanding fees
- iii) fails to abide by the University rules and regulations

25.4.2 A student is fully responsible for any implications of his/her withdrawal/termination of study. There will be no refund of any payment made to the University throughout the duration of study.

25.4.3 The University has the right to claim any outstanding fees.

25.5 Any form of plagiarism, fraud or abuse in the academic field is considered a form of misconduct. A student may be penalised with disciplinary actions under the University Disciplinary Rules and Plagiarism Prevention Policy for Postgraduate Students.

26.0 Calculations of CPA and GPA for Taught Course and Mixed Mode Programmes

26.1 Grade Point Average (GPA) is the average grade point value obtained by a student in a given semester. It is calculated as follows:

$$\text{Total Grade Point (TGP)} = (k_1 \times m_1) + (k_2 \times m_2) + \dots + (k_n \times m_n)$$

$$\text{Total Credit Counted (TCC)} = k_1 + k_2 + \dots + k_n$$

$$\text{GPA} = \frac{\text{Total Grade Point (TGP)}}{\text{Total Credit Counted (TCC)}}$$

$$\text{GPA} = \frac{k_1 m_1 + k_2 m_2 + \dots + k_n m_n}{k_1 + k_2 + \dots + k_n}$$

where:

k1, k2 = credit hours for courses

m1, m2 ... = grade points obtained

n = number of courses registered in the semester

26.2 Cumulative Point Average (CPA) is the average grade point value obtained by a student in all semesters. The calculation is as follows:

$$\text{CPA} = \frac{(\text{TGP})1 + (\text{TGP})2 + \dots (\text{TGP})n - (\text{TGPdropped})}{(\text{TCC})1 + (\text{TCC})2 + \dots (\text{TCC})n - (\text{TCCdropped})}$$

where:

(TGP)1 + (TGP)2 = Total Grade Points obtained in a semester

(TCC)1 + (TCC)2 = Total Credit Counted in a semester

(TGP dropped) = Total Grade Points dropped in a semester

(TCC dropped) = Total Counted Credit dropped in a semester

n = number of semester registered.

27.0 General Provisions

27.1 The University reserves the right to take necessary actions if a student is found to provide false information in his/her application.

27.2 Any application and appeal related to these Regulations should be submitted to PPS via the Faculty with the respective Supervisor's approval. The appeal will be forwarded for consideration and approval to the Graduate Studies Committee and to the Senate (if necessary).

27.3 Other modes of implementation are allowed under these Regulations. However, all modes of implementation and procedure must be adhered to.

27.4 The Senate reserves the right to make any amendment, as and when it deemed necessary.

SECTION 17 – APPENDIX OF TABLES

Table I: Duration of Studies for Full-Time and Part-Time

Table I: Duration of Studies for Full-Time and Part-Time					
MODE OF STUDY	FULL-TIME		PART-TIME		
	Minimum (Semester)	Maximum (Semester)	Minimum (Semester)	Maximum (Semester)	Residential Period
Masters by Research	2	7	4	11	According to the requirements of each program
Masters by Taught Course	2	7	4	11	

Masters by Mixed-Mode	2	7	4	11	
Doctor of Philosophy	4	14	6	18	

Note: Residential Period means the required duration a student has to stay on campus and participate in any activity, determined by the University, such as seminars / courses / briefings / conferences / meetings with supervisors and others.

Table II: Grading System for Taught Course

Marks	Grade	Grade Points	Level of Achievement
85-100	A+	4.00	Excellent
80-84	A	4.00	Excellent
75-79	A-	3.70	Excellent
70-74	B+	3.30	Good
65-69	B	3.00	Good
60-64	B-	2.70	Pass
55-59	C+	2.30	Fail
50-54	C	2.00	Fail
45-49	C-	1.70	Fail
40-44	D	1.00	Fail

00-39	E	0	Fail
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Table III : Academic Standing

Table III(a) : Academic Standing for Taught Course

Course(CPA)	Result	Qualification to proceed with the study	Award of the Degree
$CPA \geq 3.00$	Good Pass(KB)	Qualified	Qualified
$2.70 \leq CPA < 3.00$	Conditional Pass (KS)	Conditional	Not Qualified
$CPA < 2.70$	Fail(KG) - Terminated/Dismissed	Not Qualified	Not Qualified

Table III(b) : Grading System for Research Mode

Research Grade			Result	Qualification to proceed with the	Award of the Degree
Overall Evaluation	Marks Description $0 \leq M \leq 100$	Grade			
Satisfactory (MM)	$85 \leq M \leq 100$	A+	Good Pass(KB)	Qualified	Qualified
	$80 \leq M \leq 84$	A			
	$75 \leq M \leq 79$	A-			
	$70 \leq M \leq 74$	B+			
	$65 \leq M \leq 69$	B			
Less Satisfactory (KM)	$60 \leq M \leq 64$	B-	Conditional Pass (KS)	Conditional	Not Qualified
	$55 \leq M \leq 59$	C+			

Unsatisfactory (TM)	50≤M≤54	C	Fail(KG) - Terminated	Not Qualified	Not Qualified
	45≤M≤49	C-			
	40≤M≤44	D			
	00≤M≤49	E			

Table IV : Minimum Credits for Graduation

Mode of Programme	Minimum Credits
Masters (taught course)	40*
Masters (mixed-mode)	40*
Masters (research)	40*
Doctor of Philosophy	Equivalent 90

*subject to the requirements of the programme

Table V : List of English Speaking Countries

1	USA	18	Grenada	35	Montserrat	52	St Helena
2	Anguilla	19	Guam	36	Micronesia	53	Samoa
3	Antigua & Barbuda	20	Guernsey	37	Namibia	54	Saint Kitts & Nevis
4	Australia	21	Guyana	38	Nauru	55	Seychelles
5	Bermuda	22	Hong Kong	39	New Zealand	56	Sierra Leone
6	British Virgin Island	23	India	40	Nigeria	57	Solomon Island

7	Bahamas	24	Ireland	41	Niue	58	South Africa
8	Bangladesh	25	Isle of Man	42	Norfolk Island	59	Sudan
9	Barbados	26	Jersey	43	Papua New Guinea	60	Swaziland
10	Canada	27	Jamaica	44	Pakistan	61	Tanzania
11	Cayman Island	28	Kiribati	45	Puerto Rico	62	Tonga
12	Christmas Island	29	Kenya	46	Palau	63	Trinidad & Tobago
13	Cook Island	30	Liberia	47	Philippines	64	Turks & Caicos Island
14	Falkland Islands	31	Malawi	48	Rwanda	65	Uganda
15	Fiji	32	Malta	49	Singapore	66	United Kingdom
16	Ghana	33	Marshall Islands	50	Saint Lucia	67	US Virgin Islands
17	Gibraltar	34	Mauritius	51	Saint Vincent & The Grenadines	68	Zambia