



UTS

POSTGRADUATE ACADEMIC RULES & REGULATIONS

SCHOOL OF POSTGRADUATE STUDIES

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DISCLAIMER

University of Technology Sarawak (UTS) **Postgraduate Academic Rules & Regulations** provides framework for the conduct of academic activities and records. The Postgraduate Academic Rules & Regulations includes the latest updates on the requirements of the Ministry of Higher Education (MOHE) and Malaysian Qualification Agency (MQA)^[1].

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

The information given in this **Postgraduate Academic Rules & Regulations** is accurate at the time of printing. The University reserves the right to make amendments to the contents as may be deemed necessary from time to time at its sole discretion.

^[1] *Standards: Master's and Doctoral Degree*, 2nd version, updated on April 2021.

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1.0 DEFINITION

In this handbook, the following words shall bear the following meaning:

Academic Advisor	: A person appointed to advise a student of Master's degree by taught course on his/her academic matters
Academic Session	: A 12-month period, beginning in September Semester, during which courses are taught and assessed
Academic Member	: A full-time academic staff member or teaching staff on a permanent or contract position
Active Student	: A student who has registered for every semester of study in this University
Applicant	: Person who submits an application to School of Postgraduate Studies to be considered for admission in UTS's postgraduate programme
Audit Course	: A course registered by a student for which the Cumulative Grade Point Average is not computed
Candidate / Student	: Student who has registered and is in the process of preparing or conducting his/her research work
Candidature	: Status of a registered student
CEFR	: Common European Framework of Reference for Languages
CGPA	: Cumulative Grade Point Average
Core Course	: A compulsory course, which is determined for the programme
Co-Supervisor	: A person appointed jointly with another supervisor to supervise the thesis of a student. He/she can be appointed from outside the School or University;
Coursework programme	: The postgraduate programme with a research component of less than fifty (50) percent
Dean	: The Dean of School of Postgraduate Studies
Degree	: An award conferred by the University on a student who has fulfilled the requirements for a programme of study
Dissertation	: An academic composition presented by a student as a partial fulfilment of the masters or doctoral programme
Elective Course	: An optional course, which is determined for the programme
Examination	: Any form of evaluation to measure a student's performance
External Examiner	: A person from outside the University appointed by School of Postgraduate Studies to evaluate the performance of a master's or

	doctoral student
IELTS	: International English Language Testing System
Internal Examiner	: An academic staff member of the University appointed by School of Postgraduate Studies to evaluate the performance of a master's or doctoral student
Main Supervisor	: A person appointed to head the supervisory group whenever a student has more than one (1) supervisor
Master	: An award conferred by the University on a candidate who obtained a status lower than that of a PhD
MUET	: Malaysian University English Test
PhD	: Doctor of Philosophy
Postgraduate Studies Committee	: The committee set up at the School of Postgraduate Studies to look into all issues pertaining to postgraduate studies
Programme	: A programme of postgraduate studies, i.e. Masters or Doctoral
Pre-requisite Course	: A course determined for the programme that must be fulfilled by a student as a condition to register for another course
Project Report	: An academic composition presented by a student as a partial fulfilment of the postgraduate programme by coursework
Research Programme	: Postgraduate programme where candidates are required to contribute to original research in a research environment
Residential Requirement	: Residing on campus for a period to be specified
School of Postgraduate Studies	: A school setup to register and organise postgraduate courses
Semester	: A period of academic study practiced by the University
Senate	: The highest authority on academic matters in the University
Supervisor	: A person appointed to supervise a student's research for thesis writing
Thesis	: An academic composition presented by a student as fulfilment of the master or doctoral programme by Research
Thesis Supervisory Committee	: A committee of two (2) or more members including chairperson set up by the respective Schools to supervise the research and/or evaluate a student's performance
Thesis Examination Board	: The panel established by a particular School to evaluate the thesis or dissertation and conduct the oral examination

TOEFL	: Test of English as A Foreign Language
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Transfer Student	: A student from another institution of higher learning who is transferred to University of Technology Sarawak
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University	: University of Technology Sarawak
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Viva voce	: An oral examination in which the examiners assess the candidate's research work
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2.0 POSTGRADUATE PROGRAMMES

2.1 Programmes Code & Structure of Study

UTS offers postgraduate programmes (**full time & part time**) for both Master's and PhD degrees:

Programme	Programme Code	Structure
School of Business and Management		
Master of Project Management	(R/345/7/1060A) (06/27) (MQA/FA 8730)	By Coursework
Master of Business Administration	(R/340/7/0588) (08/25) (MQA/FA 6146)	By Coursework
Master of Science in Business Management	(R/345/7/0842) (08/25) (MQA/FA 7420)	By Research
Doctor of Philosophy (PhD) in Business Management	(R/345/8/0843) (08/27) (MQA/FA 7421)	By Research
School of Engineering & Technology		
Master of Engineering	(R/520/7/0068) (04/25) (MQA/FA 6530)	By Research
Doctor of Philosophy (PhD) in Engineering	(R/520/8/0076) (06/27) (MQA/FA 6531)	By Research
Master of Science in Applied Sciences	(N/545/7/0103) (12/25) (MQA/FA 9594)	By Research
Doctor of Philosophy (PhD) in Applied Sciences	(N/545/8/0096) (11/25) (MQA/FA 9595)	By Research
School of Computing and Creative Media		
Master in Computing	(N/481/7/0815) (01/27) (MQA/FA 12389)	By Research
Doctor of Philosophy in Computing	(N/481/8/0789) (01/27) (MQA/FA 12390)	By Research
School of Built Environment		
Master of Architecture	(N/581/7/0106) (06/23) (MQA/FA 9736)	By Coursework
Master of Construction Management	(N/0733/7/0003) (10/27) (MQA/PA 15767)	By Coursework
Master of Science in Architecture	(N/0731/7/0001)(10/29) (MQA/PA15765)	By Research
Master of Science in Construction Management	(N/0733/7/0004) (11/29) (MQA/PA 15766)	By Research
Doctor of Philosophy in Architecture	(N/0731/8/0001) (10/29) (MQA/PA 15764)	By Research
Doctor of Philosophy in Construction Management	(N/0733/8/0001) (08/29) (MQA/PA 15763)	By Research

2.2 Duration of Study

- (a) With effective from 1st January 2016, the duration of study for candidate are shown in Table 2.1.

Table 2.1: Duration of Study

Course	Full Time (years)		Part Time (years)	
	Minimum	Maximum	Minimum	Maximum
Master of Business Administration	1	2	2	4
Master of Project Management	1.5	3	2.5	5
Master of Construction Management	1.5	3	3	6
Master of Architecture	2	4	-	-
Master's by Research	2	4	3	6
PhD by Research	3	6	4	8

- (b) For full time Master's by Research degree candidature, the conventional period is 24 months, whereas for part time candidature, the conventional period is 36 months. However, the University Senate may allow exemptions for outstanding students who completed their studies within a shorter period.
- (c) For full time Doctoral degree candidature, the conventional period is 36 months, whereas for part time candidature, the conventional period is 48 months. However, the University Senate may allow exemptions for outstanding students who completed their studies within a shorter period.

2.3 Attendance and Residency

- (a) Attendance and residency is required to ensure that students allocate adequate time for research. In addition, it serves the additional purpose of keeping ongoing interaction between students and the University.
- (b) The current academic year has four long semesters - March, June, September, and December. However, there is only two new intake – March and September.
- (c) Students enrolled in postgraduate programme by research are advised to commit 30 to 40 hours per week (full time programme) and 20 to 25 hours per week (part time programme) in their research works.
- (d) For postgraduate students by research program, total amount of time spent on On-Campus Candidature for full time student must be at least 50% of the entire period of candidature while for part time student is at least 15 days in a year.

2.4 Location of Programme (by Research)

- (a) The research project may be carried out in:
- The School or recognised Research Centre / Institute of the University; or
 - An industrial, commercial, governmental, educational or research organisation approved by the Senate; or
 - A combination of the above.

- (b) While it is recognised that some students may undertake significant proportions of their research project based in industries or elsewhere, there is an expectation that every student will be able to actively participate in the intellectual and academic life of the relevant School during the course of their candidature.

3.0 ADMISSION

- (a) Potential candidates will be assessed using the criteria as stated in **Section 3.1** and **Section 3.2** for eligibility towards admission into a postgraduate programme.
- (b) For programme by research, all applicants are required to submit a preliminary research proposal for admission consideration. The research proposal should indicate the prospective candidate's general area of research interest.

3.1 Minimum Entry Requirements

The minimum entry requirements of the courses offered by UTS are as stated in Table 3.1.

Table 3.1: Minimum Entry Requirements

Course	Entry Requirements
Master of Business Administration (by Coursework)	<ul style="list-style-type: none"> • A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 as accepted by the University Senate; OR • A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted by the University Senate, subject to an internal assessment; OR • A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the University Senate and with a minimum of 1 year working experience in the relevant field, subject to an internal assessment; OR • A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the University Senate and without relevant working experience, subject to passing pre-requisite courses*; OR • Other equivalent/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.
Master of Project Management (by Coursework)	<ul style="list-style-type: none"> • A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 as accepted by the University Senate; OR • A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 as accepted by the University Senate, subject to an internal assessment; OR • A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the University Senate and with a minimum of 1 year working experience in the relevant fields, subject to an internal assessment; OR • A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the University Senate and without relevant working experience, subject to passing pre-requisite courses*; OR

	<ul style="list-style-type: none"> Other equivalent/relevant qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.
Master of Architecture (by Coursework)	<ul style="list-style-type: none"> A Bachelor's degree in Architecture from LAM Part 1 accredited programme with minimum CGPA of 2.50; AND Successful interview and portfolio assessment; AND Minimum of six (6) months of working experiences in architectural firm, recognized organization related to architectural field or practice in the construction industry with a proof of employment letter; AND Notwithstanding the minimum CGPAs, the School may, at its discretion, consider applicants with less than the minimum as qualified for entry on the basis of a good pass at the interview and portfolio assessment.
Master of Construction Management (by Coursework)	<ul style="list-style-type: none"> A Bachelor Degree in Construction Management or related field, with a minimum CGPA of 2.50; OR A Bachelor Degree in Construction Management or related field, with a minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to rigorous internal assessment; OR Candidates without a qualification in a related fields or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the HEP and meet the minimum CGPA based on (i) to (ii).
Master of Science in Business Management (by Research)	<ul style="list-style-type: none"> A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.75 as accepted by the HEP Senate; OR A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 and not meeting CGPA of 2.75 can be accepted, subject to rigorous internal assessment; OR A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted, subject to a minimum of 5 years relevant working experience and rigorous internal assessment; OR A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.50 as accepted by the HEP Senate, subject to having relevant working experience and rigorous internal assessment; OR A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 and not meeting 2.5 as accepted by the HEP Senate, subject to a minimum of 5 years relevant working experience and rigorous internal assessment; OR A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses; OR Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.
Master of Engineering (by Research)	<ul style="list-style-type: none"> A Bachelor's degree (Level 6, Malaysian Qualifications Framework ,MQF) in Engineering or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the University Senate; OR

	<ul style="list-style-type: none"> • A Bachelor's degree (Level 6, MQF) in Engineering or related fields or equivalent with a minimum CGPA OF 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; OR • A Bachelor's degree (minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in Level 6, MQF) in Engineering or related fields or equivalent with the relevant field and rigorous internal assessment; OR • Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the HEP and meet the minimum CGPA based on (i) and (iii).
Master of Science in Applied Sciences (by Research)	<ul style="list-style-type: none"> • A Bachelor's degree (Level 6, Malaysian Qualifications Framework ,MQF) in Applied Sciences or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the University Senate; OR • A Bachelor's degree (Level 6, MQF) in Applied Sciences or related fields or equivalent with a minimum CGPA OF 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; OR • A Bachelor's degree (Level 6, MQF) in Applied Sciences or related fields or equivalent with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment; OR • Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the HEP and meet the minimum CGPA based on (i) and (iii).
Master in Computing (by Research)	<ul style="list-style-type: none"> • A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 3.00, as accepted by the HEP Senate; OR • A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 2.00 and not meeting a CGPA of 3.00 can be accepted subject to a thorough rigorous assessment as determined by the HEP; OR • A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.50 can be accepted subject to a thorough rigorous assessment as determined by the HEP to identify the appropriate prerequisite courses that equivalent to their working experience in the Computing or related fields; OR • A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.50 can be accepted subject to appropriate prerequisite courses; OR • Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) in Computing or related fields recognised by the Government of Malaysia must fulfil the requirement on item i or ii.
	<ul style="list-style-type: none"> • A Bachelor Degree in Architecture or equivalent in related field, with a minimum CGPA of 2.75 or equivalent; OR • A Bachelor Degree in Architecture or equivalent in related field, with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; OR

Master of Science in Architecture (by Research)	<ul style="list-style-type: none"> • A Bachelor Degree in Architecture or equivalent in related field, with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment; OR • Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the HEP and meet the minimum CGPA based on (i) to (ii).
Master of Science in Construction Management (by Research)	<ul style="list-style-type: none"> • A Bachelor's Degree in Construction Management or equivalent in related field, with a minimum CGPA of 2.75; OR • A Bachelor's Degree in Construction Management or equivalent in related field, with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; OR • A Bachelor's Degree in Construction Management or equivalent in related field, with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment; OR • Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the HEP and meet the minimum CGPA based on (i) to (ii).
Doctor of Philosophy (PhD) in Business Management (by Research)	<ul style="list-style-type: none"> • A Master's degree (Level 7, MQF) in related fields as accepted by the HEP Senate; OR • A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate, subject to having relevant working experience and rigorous internal assessment; OR • A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses; OR • Other qualifications equivalent to a Master's degree (Level 7, MQF) recognised by the Malaysian Government.
Doctor of Philosophy (PhD) in Engineering (by Research)	<ul style="list-style-type: none"> • A Master's degree (Level 7, Malaysian Qualifications Framework ,MQF) in Engineering or related fields accepted by the Senate; OR • Other qualifications equivalent to a Master's degree recognised by the Government of Malaysia; OR • Candidates without a related qualification in the fields or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the HEP. <ul style="list-style-type: none"> ➤ A Bachelor's degree in the field or equivalent in related fields with first-class (CGPA of 3.67 or higher) can be accepted subject to having shown competency and capability in conducting research at the PhD level through rigorous internal assessment and approval by the Senate. However, no exit award of Master's degree for candidate who do not meet PhD graduation requirements. ➤ Candidates registered for Master's degree by research programmes with a Bachelor's degree level may apply to convert their candidacy to the PhD programmes within 1 year for full time

	and within 2 years for part-time subject to having shown competency and capability in conducting research at PhD level through rigorous internal assessment and approval by the Senate.
Doctor of Philosophy (PhD) in Applied Sciences (by Research)	<ul style="list-style-type: none"> • A Master's degree (Level 7, Malaysian Qualifications Framework ,MQF) in Applied Science or related fields accepted by the Senate; OR • Other qualifications equivalent to a Master's degree recognised by the Government of Malaysia; OR • Candidates without a related qualification in the fields or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the HEP. <ul style="list-style-type: none"> ➤ A Bachelor's degree in the field or equivalent in related fields with first-class (CGPA of 3.67 or higher) can be accepted subject to having shown competency and capability in conducting research at the PhD level through rigorous internal assessment and approval by the Senate. However, no exit award of Master's degree for candidate who do not meet PhD graduation requirements. ➤ Candidates registered for Master's degree by research programmes with a Bachelor's degree level may apply to convert their candidacy to the PhD programmes within 1 year for full time and within 2 years for part-time subject to having shown competency and capability in conducting research at PhD level through rigorous internal assessment and approval by the Senate.
Doctor of Philosophy in Computing (by Research)	<ul style="list-style-type: none"> • A Master's degree (Level 7, MQF) in Computing or related fields as accepted by the HEP Senate; OR • A Master's degree (Level 7, MQF) in Non-Computing fields with a minimum of FIVE (5) years of working experience in Computing or related fields must undergo appropriate prerequisite courses as determined by the HEP; OR • A Master's degree (Level 7, MQF) in Non-Computing fields with less than FIVE (5) years of working experience in Computing or related fields must undergo a thorough rigorous assessment as determined by the HEP to identify the appropriate prerequisite courses that equivalent to their working experience in the Computing or related fields; OR • Other qualifications equivalent to a Master's degree (Level 7, MQF) in Computing or related fields recognised by the Government of Malaysia as equivalent to the above requirement.
Doctor of Philosophy in Architecture (by Research)	<ul style="list-style-type: none"> • A Master's Degree in Architecture or equivalent in related field accepted by the Senate; OR • Other qualifications equivalent to a Master's degree that are accepted by the Senate. <ul style="list-style-type: none"> ➤ A Bachelor Degree in Architecture or equivalent in related fields with first-class (CGPA of 3.67 or higher) can be accepted subject to having shown competency and capability in conducting research at the PhD level through rigorous internal assessment and approval by the Senate. However, no exit award of Master's degree for candidate who do not meet PhD graduation requirements.

	<ul style="list-style-type: none"> ➤ Candidates registered for Master's degree by research programmes with a Bachelor's Degree level may apply to convert their candidacy to the PhD programmes within 1 year for full time and within 2 years for part-time subject to having shown competency and capability in conducting research at PhD level through rigorous internal assessment and approval by the Senate.
Doctor of Philosophy in Construction Management (by Research)	<ul style="list-style-type: none"> • A Master's Degree in Construction Management or equivalent in related field accepted by the Senate; OR • Other qualifications equivalent to a Master's degree recognised by the Government of Malaysia. • Candidates without a related qualification in the fields/or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the HEP. <ul style="list-style-type: none"> ➤ A Bachelor's Degree in Construction Management or equivalent in related field with first class (CGPA of 3.67 or higher) can be accepted subject to having shown competency and capability in conducting research at the PhD level through rigorous internal assessment and approval by the Senate. However, no exit award of Master's degree for candidate who does not meet PhD graduation requirements. ➤ Candidates registered for Master's degree by research programmes with a Bachelor's Degree level may apply to convert their candidacy to the PhD programmes within one (1) year for full time and within two (2) years for part-time subject to having shown competency and capability in conducting research at PhD level through rigorous internal assessment and approval by the Senate.

3.2 Direct Entry to Doctoral Degree

- (a) The candidate with excellent results during their Bachelor's degree programme (MQF Level 6) could be accepted for direct entry into Doctoral degree programme (MQF Level 8), subjected to:
 - i. A bachelor's degree in the field or related fields with first-class (CGPA of 3.67 or higher) or its equivalent from an academic or Technical and Vocational Education and Training (TVET) programme;
 - ii. Undergo internal assessment; and
 - iii. Any other requirements of the HEP;
 - iv. Approval by the University Senate and gained admission into doctoral degree programme (MQF Level 8).
- v. Students should demonstrate reasonable progress during their candidature period.
- vi. The candidate **shall not be awarded Master degree as exit award** if he/she doesn't demonstrate the required performance during Doctoral degree.
- vii. The following rules apply:
 - The candidate must submit a **full research proposal** which is to fulfil the requirement of a doctoral degree. The proposal must meet the scope of a doctoral degree and has all the merits of a doctoral project.

- The candidate will be required to present his/her proposed project work to an **independent committee** comprising a minimum of three (3) members and the Dean of School of Postgraduate Studies or his/her representative as the chairman of the committee.
 - The candidate **must** have **passed** the internal assessment.
- viii. The proposed supervisory committee of the candidate shall verify in writing in the form of a report that the candidate:
- possess the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
 - demonstrates critical, analytical and independent thinking skills; and
 - has a good understanding of relevant research design and methodology.
- ix. The independent committee shall:
- evaluate the doctoral research proposal presentation;
 - conduct a thorough internal assessment;
 - submit a comprehensive report to the University Postgraduate Committee for recommendation and subsequently to the University Senate for approval, highlighting the merits and outstanding achievements that will support the application; and
 - recommend a change of supervisor(s) or supervisory committee for a proposed PhD project if it is deemed appropriate.

3.3 English Language Requirements

All international applicants must meet the required English Language requirement for the respective postgraduate programme before being admitted to the approved programmes of study.

3.4 Transfer of Candidates from Other Institutions

- (a) A student who is currently enrolled in a postgraduate programme in another university or institution may apply for transfer to an equivalent postgraduate programme in UTS provided his/her candidacy is in Good Standing and he/she meets the admission requirements of the programme.
- (b) The **University's requirements on minimum residency for candidature transfer** are as stated in Table 3.2.

Table 3.2: Minimum Residency Requirements for Candidature Transfer

Programme enrolled	Requirements
Master programme	Applicants must have registered their candidature and be in residence at previous university / institution for at least one (1) year.
PhD programme	Applicants must have registered their candidature and be in residence at previous university / institution for at least one and a half (1.5) years.

- (c) For applicant who would like to transfer their existing postgraduate project from another

institution, there should no encumbrances, such as intellectual property claims, on the research project proposed by the applicant.

- (d) A letter of consent from applicant's current university/institution must be submitted together with the application form.

3.5 Restriction on Re-admission

- (a) Candidates who are dismissed on disciplinary grounds are not allowed for re-admission into any of the programmes at the University.
- (b) A candidate who has (i) withdrawn from an academic programme, or, (ii) been terminated by the University on academic reason, is allowed to re-apply for admission into another programme after one (1) semester, subject to University approval.

4.0 APPLICATION PROCEDURES

- (a) Login to online application form from UTS website under "**APPLY NOW – POSTGRADUATE**" section.
- (b) Complete the **online application form** with all the required information. For programs by Research, applicant is required to fill up **research proposal** and attach it with the application form.
- (c) Please have **two (2) referees** to complete the referee form. The referees must not be personal acquaintances or relatives or proposed supervisor for application by Research Programme.
- (d) Upload all the necessarily documents into online application system including passport-size photo, certified true copy of the SPM, STPM (if any), Diploma/Foundation (if any), full official transcript of your academic record and certificates for all studies at the undergraduate level, postgraduate level (if any), or other equivalent qualifications. Transcript must list all subjects taken including failures, marks, and/or grades awarded with an explanation of the grading system.
- (e) Submit the completed online application together with all supporting documents as per stated in (d).
- (f) UTS School of Postgraduate Studies will notify and email the applicant regarding the admission decision.

5.0 REGISTRATION

5.1 New Students

- (a) The offer letter issued by University is valid for a period of time as specified in the offer letter and the acceptance of offer must be accepted by the candidate within this time period.

- (b) Candidate who fail to accept and acknowledge his/her agreement to the conditions mentioned in the letter on the Student Acceptance Slip without prior approval from the Dean will be deemed to have rejected the offer.
- (c) New candidates must register with School of Postgraduate Studies **with full settlement of first semester fees and health declaration and medical examination report**. All new candidates are required to register with University **within three (3) weeks** after the commencement of a semester.
- (d) Scholarship holders or those with sponsorship are responsible to ensure that the payment of fees is settled within the stipulated due date.
- (e) If candidate fail to report to the University within the specified period, the commencement of studies will lapse unless prior approval to defer has been obtained from School of Postgraduate Studies.
- (f) Details about the **Deferment of Study** are as stated clearly in **Section 6.0**.

5.2 Active Students (Programmes by Research)

5.2.1 Programme Registration

- (a) All existing students are given **two (2) weeks** to **pre-register** their candidature and course with School of Postgraduate Studies **before** the commencement of each semester.
- (b) Candidates who have previously registered for Thesis/Dissertation must continuously registered for the same course in every subsequent semester until completion of study.
- (c) Candidates who do not register after the four weeks commencement of each semester without prior approval from the Dean of School of Postgraduate Studies to defer registration, can have their studies terminated.

5.2.2 Registration after Submission of Thesis

- (a) For candidate who is waiting for Viva Voce after submission of thesis or candidates who have to make amendments (minor & major correction) to their thesis after the Viva Voce must register Thesis in the following semester and the status of the student will become Active. No payment will be charged except insurance premium.
- (b) For candidate who is required to **RE-SUBMIT** the thesis for **RE-EXAMINATION**, the student needs to register as an active student and total course fee will be charged for the subsequent new semester after the date of first Viva Voce examination. Candidate will have to pay another thesis examination & viva fee for re-examination of thesis.
- (c) Candidates must register **two (2) weeks before** the commencement of each semester.

5.2.3 Registration after Viva Voce

After the Viva Voce, the candidate will be given a specific period to amend and complete the thesis for submission of the final revised copy to University. The registration process will be subjected to the following conditions:

- (a) If the Senate's approval on the final revised thesis and eligibility to graduate is issued **before** the commencement of new semester, **no payment** is needed.
- (b) If the Senate's approval on the final revised thesis and eligibility to graduate is issued **after** the commencement of new semester, the candidate **is required to register** with the University and full settlement of insurance fee (if any) need to be done before end of Week 4 of the new semester.

5.3 Active Students (Programmes by Coursework)

5.3.1 Course Registration

- (a) Students pursuing a programme of study by coursework must register for the selected courses within the **first two (2) weeks** of the commencement of each semester after having discussion with the Academic Advisor. The **settlement of full fees** must be made **within four (4) weeks** after the commencement of new semester.
- (b) To be able to continue in the subsequent semester, a student must obtain a Cumulative Grade Point Average (**CGPA**) of **at least 3.00** for **every semester**.
- (c) The requirements for **Academic Performance** and **Graduation** are as stated in **Section 10.0** and **Section 14.0**, respectively.
- (d) Should a candidate fail to register after the Add & Drop period (**Section 13.1**), the candidate's candidature shall be automatically be terminated.
- (e) The number of courses registered for must be within the minimum and maximum number of credit hours allowed for each long semester (Table 5.1) except in cases where the student has fulfilled all other coursework requirements.

Table 5.1: Minimum & maximum number of credit hours for long semester

Mode of Study	Credit hours per semester	
	Minimum	Maximum
Full time	9	15
Part time	3	9

** This total does not include subjects registered for audit.*

- (f) Type of courses offered is as shown in Table 5.2.

Table 5.2: Type of courses

Type of Course	Descriptions
Coursework with Credit	Courses registered for with credit (core and elective courses) will be taken into account to determine the CGPA.
Coursework without Credit	Courses registered for without credit or by audit will not be taken into account to determine the CGPA.
Pre-requisite Course	Students who are required to register for pre-requisite course(s) must obtain a passing grade as a condition to proceed with their programme of study. However, it will not be taken into account to determine the CGPA.

5.3.2 Project Report Registration

- (a) Prior to registration of Research Project, a student is required to obtain a “**Pass**” in the **Research Methodology** course and has successfully completed all courses as may be determined under the programme of study.
- (b) The time frame for student to complete the Project is at least one (1) semester (excluding Short Semester) and maximum two (2) semesters.
- (c) Student is required to submit his/her Project Report at the end of the duration for completion of Project. Failure to do so will lead to student being failed in the Project unit.

5.4 Study Away from the University

- (a) The University recognises that periods of study away from the University or programme location, including periods at overseas, maybe required for research that is essential to a student's programme.
- (b) Candidates who plan to carry out research or to attend another course (if the course is a requirement by the University) in another organisation/institutions during such a period must obtain prior approval from University Postgraduate Committee, under mobility programme of UTS. Such request should be accompanied by supporting documents from the supervisory committee.
- (c) Candidates need to inform the University on all the arrangements made for the continued supervision of the research project while away.
- (d) Application on Study Away from University is as per advised by the supervisory committee and approval is by the University Postgraduate Committee. An external co-supervisor is required to be appointed for candidates study away from the University.
- (e) The period of time spent in UTS during Off-Campus Candidature can be counted towards On-Campus Candidature. The minimum length for Off-Campus Candidature is **one (1) semester per application**.

5.5 Registration in Other Institutions of Higher Learning

- (a) Candidates, who have registered in this University, whether on a full-time or part-time basis, **are not allowed** to register for a programme of study in another institution of higher learning, locally or overseas, without prior approval from the University.
- (b) Students who do so can have their candidature in this University terminated.

6.0 DEFERMENT OF STUDY

6.1 Deferment of Admission (New Students)

- (a) Candidates who have been accepted into a programme of study but have not registered yet can opt to defer their first registration.
- (b) **Deadline** for deferment of admission for **new students** is by **end of Week 3** from the date of semester commencement.
- (c) The candidate is required to submit an official letter addressed to Dean, School of Postgraduate Studies (hardcopy or by email) together with justification.
- (d) The appeal will be considered on a case-by-case basis. If the candidate fails to register or apply for a deferment of admission within the allowed period, the offer of admission is automatically lapsed.
- (e) The period of deferment **cannot** exceed one (1) year.

6.2 Deferment of Study / Leave of Absence (Active Students)

- (a) Unless due to exceptional circumstances, deferment of study is normally **not recommended** when the candidate is approaching the **final six months** of his/her maximum candidature.
- (b) Candidates may be permitted to defer their study in any semester based on the following reasons with supporting documents:-
 - Medical grounds (prolonged health problem) or Maternity leave
 - In this case, the candidate must submit a medical report from a recognised medical officer or appropriate authority to School of Postgraduate Studies through the Supervisor(s). Medical Certificate (**MC**) is **NOT** acceptable.
 - Work commitment
 - The candidate who is required to involve in company activities such as business trip or outstation assignment must submit a confirmation letter indicating the business activities, from the immediate superior (CEO, Director, Head of Department) to the Dean of School of Postgraduate Studies through the Supervisor(s).
 - Humanitarian reasons as follows, but not limited to,
 - Demise of immediate family member;
 - Natural Disaster in home country of candidate.
- (c) A candidate who wish to defer his/her programme of study must submit an official application

letter supported by supervisory committee enclosed with relevant supporting documents (if any) to the School of Postgraduate Studies at least **ONE (1) month in advance**

- (d) The **period** for which students are allowed to defer the semester **SHALL BE CONSIDERED** in the calculation of the **maximum period** permitted to obtain a degree, **except** for medical reasons and/or any other reasons as approved by the University Senate.
- (e) The application can be made:
 - before the beginning of the semester; or
 - before end of Week 4 of the semester; or
 - between Week 5 and Week 9. **(No deferment and add-drop course are allowed after Week 9)**
- (f) The record of course registration for candidates who defer their studies before end of Week 4 of the semester will be nullified.
- (g) For candidates who defer their studies between Week 5 and Week 9, their course grades will be recorded as **"W"**.
- (h) The Deferment of Study applied **shall not exceed** 12 months for Master level and 24 months for Doctoral level. Further extension of time is only approved for exceptional circumstances and must be accompanied with valid and appropriate supporting, subjected to University approval.
- (i) Candidates who **have submitted thesis for examination** (for by Research programme) are **NOT ALLOWED** to apply for Deferment of Study.
- (j) Upon returning to the University, the candidature shall resume to active status immediately after registration performed by the candidate through Oculus system.
- (k) Approval for such application is not automatic but determined by the University on a case-to-case basis. **Candidates must settle all outstanding fees (if any) before applying for the Deferment of Study.**

7.0 SUPERVISION

7.1 Supervisor(s) Appointment

- (a) The University requires each candidate of a postgraduate programme by Research must has a Supervisor, and a Co-supervisor (if any), who are full-time academic staff of the University.
- (b) The Supervisor and Co-Supervisor (if any) shall be practitioners or experts in the field which they are expected to supervise.
- (c) The main supervisor is the supervisor who takes the lead in terms of accountability / administration of the process of supervision. He or she is the main point of contact for the student and the administration.

- (d) Upon recommendation from the Senate, the University may appoint an External Consultant or External Co-Supervisor for a candidate of a postgraduate degree by Research.

7.2 Academic Staff / Supervisor Qualification

7.2.1 Master's Degree by Research

Main Supervisor	Co-supervisor
<ul style="list-style-type: none"> i. The main supervisor must have a doctoral degree. ii. An academic staff member who is currently enrolled as a full-time or a part-time doctoral student is not eligible to be appointed as main supervisor. iii. Where the main supervisor has a master's degree in the field, the main supervisor must: <ul style="list-style-type: none"> 1. Have at least 5 years' experience in teaching and research; AND 2. Has co-supervised master's candidate iv. The supervisor must go through structured supervisor training*. v. The University Senate may impose other criteria it deems necessary. 	<ul style="list-style-type: none"> i. Co-supervisor must have a doctoral degree. ii. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching AND research. iii. A co-supervisor from the industry or practitioner or academic staff (external) must at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation which recommended by the main supervisor and subject to the approval by University Senate. iv. The supervisors must go through structured supervisor training*. v. The University Senate may impose other criteria it deems necessary.

**The training programme should be designed to explain and explicate the roles, responsibilities, expectations, policies and rules of the HEP and interpersonal challenges in dealing with personal, cultural, academic and intellectual issues through a multitude of methods.*

7.2.2 Doctoral Degree by Research

Main Supervisor	Co-supervisor
<ul style="list-style-type: none"> i. The main supervisor must have doctoral degree, and <ul style="list-style-type: none"> 1. Have a least 2 years of teaching experience and research; AND 2. Has supervised master's or doctoral research candidate to completion. ii. Where the main supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by the University Senate. iii. An academic staff member who is currently enrolled as a full-time or a part-time doctoral student is not eligible to be appointed as main supervisor. iv. The supervisor must go through structured supervisor training*. v. The University Senate may impose other criteria it deems necessary. 	<ul style="list-style-type: none"> i. Co-supervisor must have a doctoral degree. ii. Where the co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the Senate of the HEP. iii. A co-supervisor from the industry or practitioner or academic staff (external) must at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis which recommended by the main supervisor and subject to the approval of the University Senate. iv. The supervisors must go through structured supervisor training*. v. The University Senate may impose other criteria it deems necessary.

**The training programme should be designed to explain and explicate the roles, responsibilities, expectations, policies and rules of the HEP and interpersonal challenges in dealing with personal, cultural, academic and intellectual issues through a multitude of methods.*

7.2.3 Master's Degree by Coursework

One or more Academic Advisors will be appointed for candidate by respective School. The Academic Advisor will be responsible to advise, guide and monitor the progress of the student. Student is advised to contact the academic advisors frequently to obtain advisory services for the programme of study undertaken.

7.3 Supervisor-to-Student Ratio

The recommended ratio of a main supervisor to postgraduate students is as follows:

School	Ratio
Business & Management	1:10*
Engineering & Technology Computing & Creative Media Built Environment	1:15*

**The overall main supervisor-student ratio is inclusive of Master's and Doctoral degree students.*

Factors to concern, but not limited to, are as listed below:

- Teaching workload or duties at the undergraduate and postgraduate levels;
- The capacity of research laboratory;
- Availability of research grants;
- Adequacy of research facilities in the School or Research Centre.

7.4 Change / Addition of Supervisor(s)

- Under exceptional and reasonable circumstances, a Master's student can apply to change the appointed supervisor during the first semester, while a PhD student can do so during the first three (3) semesters.
- The application to change supervisor **must fill the 'Change of Supervisory Committee / External Appointment' form (UTS-SPS-P15-CSC)** and request made through School Academic Committee with the consent from the existing supervisory committee. The recommendation from the School will then be considered by Postgraduate Studies Committee for final approval.
- The application to add external co-supervisor **must fill the 'Change of Supervisory Committee / External Appointment' form (UTS-SPS-P15-CSC)** and request made through School Academic Committee with the consent from the existing supervisory committee. The recommendation from the School will then be considered by University Postgraduate Committee and University Senate for final approval.
- If for any reason the Main Supervisor or the Co-supervisor or any of the supervisory committee members cannot fulfil their obligations or a member of committee formally withdraws or an additional member is required, then the committee needs to be re-nominated after consultation with the main supervisor or Dean of respective School, subject to prior approval from Postgraduate Studies Committee.

7.5 Absence of Supervisor

- (a) The supervisor must notify the School of Postgraduate Studies and student of his/her intention to go on leave for a period of four weeks or longer. The Dean of respective School shall arrange for appropriate arrangements for supervision to be provided during the absence of supervisors.
- (b) The supervisor must notify the School of Postgraduate Studies and student of his/her intention to cease employment at the University as soon as practicable. A replacement supervisor shall be appointed as soon as possible by the Postgraduate Studies Committee with recommendation from respective School.
- (c) In the event that there is no suitable candidate to be appointed as supervisor, the Dean of respective School shall assume the role of the Supervisor in the interim until a suitable and qualified academic staff is appointed as Supervisor.

8 GRADING SYSTEMS

(a) Grading Scale

- (i) The scheme of marks and grades for postgraduate programmes by coursework (except Master of Architecture) are as shown in Table 8.1.

Table 8.1

Grade	Marks Scale	Point Value	Levels of Achievement
A+	90 – 100	4.00	Excellent
A	80 – 89	4.00	
A-	75 – 79	3.67	Good
B+	70 – 74	3.33	
B	65 – 69	3.00	
B-	60 – 64	2.67	Pass
C+	55 – 59	2.33	Weak Pass
C	50 – 54	2.00	
F	0 – 49	0.00	Fail

- (ii) The scheme of marks and grades for Master of Architecture is as shown in Table 8.2.

Table 8.2

Grade	Marks Scale	Point Value	Levels of Achievement
A+	90 – 100	4.00	Excellent
A	80 – 89	4.00	
A-	75 – 79	3.67	Good
B+	70 – 74	3.33	
B	65 – 69	3.00	
B-	60 – 64	2.67	Pass
C+	55 – 59	2.33	Fail
C	50 – 54	2.00	
F	0 – 49	0.00	

**For MArch design courses (ADS1, ADS2, DT1 and DT2), the student is required to repeat the course if the student cannot achieve minimum grade (Grade B).*

(b) The **Codes** as listed below shall be used to indicate a candidate's status.

- (i) AU = Audit
 - This status will be given to students who have registered for a course which is not in the programme requirement and will not be calculated in the student's GPA or CGPA.
 - Students are not allowed to change to audit status after the last day of the withdrawal date.
- (ii) CE = Exempted
 - This status is given to the course which has been granted Course Exemption.
- (iii) CT = Credit Transfer
 - This grade is given to candidate who has been granted credit transfer for certain courses in accordance to relevant regulation.
- (iv) F = Fail
 - This status will be given to students who do not take the final examination for a subject for which he/she has registered, except for subjects that do not have a final examination as has been approved by the University Senate.
- (v) I = Incomplete

Programme by Coursework

- This grade will be given to students who fail to sit for an examination or fail to complete the Project Report within the third semester (from the date of first registration of final year project) or fail to complete assignment, due to illness and supported by verification by a Medical Officer, or, for other reasons supported by the Dean of respective School.
- Examination / Assignment:
 - The student is required to sit for a special examination as replacement for the initial examination. For assignment, the student should submit their assignment at a date to be fixed by the Dean of respective School. An appropriate time extension will be considered but the grade for the course must be available to be endorsed at the next Senate meeting.
- Project Report:
 - The number of credit hours will not be taken into account for the calculation of the CGPA.
 - The student is required to pass the Project course within 2 years from the date of 1st registration for Project and subject to availability of candidature period. Failing to do so, the candidate shall be terminated from the programme [Clause 9.2.3 Project Report, Item (h)].

Programme by Research

- The grade 'Incomplete' is recorded for the registered **Research Methodology** course which cannot be completed within the semester in which the students enrolled, due to illness and supported by verification by a Medical Officer, or, for other reasons supported by dean of respective School.
- The application must be made through School of Postgraduate Studies with the consent from the supervisory committee. The application will then be considered by

Postgraduate Studies Committee and University Postgraduate Committee for final approval.

- The student shall be allowed a maximum duration of one academic year to convert the grade, failing which the status for the course shall be converted to **Fail** status.
- This status indicates the work progress of the students before a final grade is awarded in the later semester.

(vi) IP = In Progress

- This status indicates the work progress of the students before a final grade is awarded in the later semester.

Programme by Coursework

- This status is given to students who have not completed their Project Report (6 to 9 credit hours) at the end of the first and/or second semester of their final year project.
- The number of credit hours will not be taken into account for the calculation of the CGPA.
- A candidate is allowed to complete his/her Project Report within the minimum period of one (1) semester and maximum of two (2) semesters [Item (b), Clause 9.2.3 Project Report].
- The IP grade will be given at the end of first and/or second semester when no Project Report is submitted by the student on the specified due date.
- If a candidate fail to submit his/her Project Report within the third semester, he/she may apply for an 'Incomplete' grade, subject to approval by University Postgraduate Committee.
- The application for an '**Incomplete**' grade must be submitted to the Dean of respective School before the twelfth (12th) week of the third semester. Failure to apply for this grade within the stipulated period of time, the student will be given a **Fail** Status.

Programme by Research (for Proposal Defence)

- A candidate is given **three (3) attempts** to pass the proposal defence (PD) within the maximum timeline of PD (Table 9.1, Clause 9.1.2 Proposal Defence). Candidate must register the PD for consecutive semesters.
- This status is given to candidate who **REGISTERED but fail to achieve satisfactory performance for the 1st and/or 2nd attempt of proposal defence (PD) within the maximum timeline of PD.**
- Candidate is allowed to conduct more than one (1) attempts of PD (with maximum three attempts allowed) within the same semester and only result of the latest attempt shall be included in the examination slip.
- For examination slip preparation purposes, the following grade will be used to differentiate the number of attempt conducted.
 - IP1 – Fail to achieve satisfactory performance after 1st attempt of PD
 - IP2 – Fail to achieve satisfactory performance after 2nd attempt of PD

- The candidate is required to convert the grade IP to 'Satisfactory' within the stipulated maximum timeline of PD (with maximum 3 attempts are allowed).
 - A candidate who fails to conduct the PD within the stipulated maximum timeline of PD, or cannot pass their PD at the 3rd attempt, the candidate is deemed to have failed and shall automatically terminated.
- (vii) IS = Incomplete
- Incomplete due to alleged breach of Academic Integrity pending results of enquiries.
- (viii) S / US = Satisfactory / Unsatisfactory
- This grade will be given to students who register for courses such as **Master Thesis, Doctoral Thesis, Seminars** and **Audit** courses.
 - The 'S' status will be given to students who have fulfilled the requirements satisfactorily. This grade will not be taken into account for the calculation of the GPA and CGPA.
 - Student with an 'US' status will be issued a warning letter by School of Postgraduate Studies.
 - If a student accumulates **three (3) consecutive 'US'** status, School of Postgraduate Studies will initiate action to recommend to University Academic (Postgraduate) Committee to terminate the candidature of the student.
- (ix) W = Withdraw
- This status is given to students who withdraw a registered course within the stipulated due date.
 - The 'W' status is not calculated in the GPA ad CGPA.
- (x) XA = Absent during Final Examination
- This status is given to candidate who fail to attend the final examination without medical reason or approval from the Dean of respective School.
- (xi) XB = Bar from Examination
- This is a **non-redeemable** grade and will be given to students on any three (3) conditions:
 - Students are **barred** from taking the examination when they record **less than 60% of the total attendance** in lectures or tutorial sessions;
 - Students' record **less than 60% of the total attendance** in lectures or tutorial sessions for any courses that do not have a final examination;
 - Students **enter the examination hall more than thirty (30) minutes** after the examination starts without a reasonable explanation.
 - Student with Grade XB will be given grade point of 0.00.
- (xii) XM = Examination/Academic Misconduct
- This status is given to candidate who fail due to commission of examination or academic misconduct in their coursework.

(ii) Grade Points

- (i) All courses, except those without Point Value, shall be taken into account in computing the semester's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- (ii) A candidate's Semester GPA is calculated by dividing the candidate's Total Grade Point earned for the Semester with Total Credit Hours taken for the same Semester.

$$\text{GPA} = \frac{\text{Total Grade Point earned from all Courses in one semester}}{\text{Total Credit Hours taken in one semester}}$$

$$\text{Grade Point of a course} = \text{Point Value earned} \times \text{Credit Hours take}$$

- (iii) A candidate's CGPA is calculated by dividing the candidate's Total Grade Point accumulated throughout the Programme with the Total Credit Hours accumulated throughout the Programme.

$$\text{CGPA} = \frac{\text{Total Semester Grade Points for all semesters}}{\text{Total Credit Hours accumulated for all semester}}$$

9.0 MONITORING, ASSESSMENT AND EXAMINATION

9.1 Programmes by Research

9.1.1 Research Progress Report

- (a) A candidate (by Research) is required to submit Research Progress Report by the end of each long semester (March and September; June and December; approximately every 6 months) by fill in the '**Postgraduate Progress Report**'.
- (b) Supervisor and Co-supervisor (if any) shall evaluate research progress of student based on Progress Report submitted by the candidate.
- (c) Postgraduate Studies Committee considers recommendation from the respective School Board of Examiners and makes necessary decision.
- (d) University Postgraduate Committee considers and agrees with the decision of Postgraduate Studies Committee on candidate's progress status. The results of progress report are to be endorsed by Senate of University.
- (e) School of Postgraduate Studies issues **warning letter** to student who is graded as "**Unsatisfactory**". Student who **fails to not submit** the progress report within the stipulated due date will be graded "**Unsatisfactory**".
- (f) Programme Coordinator of each programme shall convene meeting between student, Supervisor and Co-supervisor to discuss corrective measures to improve the student's research work (for unsatisfactory case).

- (g) If a student accumulates **three (3) consecutive warnings**, School of Postgraduate Studies will initiate action to recommend to University Postgraduate Committee to terminate the candidature of the student.

9.1.2 Proposal Defence

- (a) Each candidate must register, present and defend his/her research proposal within the timeline of Proposal Defence (PD) as stated in Table 9.1.
- (b) A candidate shall be given **three (3) attempts** to pass the proposal defence within the maximum duration.
- (c) Within the maximum timeline of PD, a candidate who registered but fail to achieve satisfactory performance (overall marks of PD less than 60%) for the 1st and/or 2nd attempts of PD within the semester in which the candidate enrolled shall be graded **“In Progress”**. Please refer to Clause 8.0 Grading Systems, Item (c), Sub-item (vi): IP = In Progress, for details.
- (d) The candidate is required to convert the grade to **“Satisfactory”** within the stipulated maximum duration of PD as stated in Table 9.1.
- (e) A candidate who **fails** to achieve satisfactory performance **after the third (3rd) attempt** of PD, the candidate is deemed to have **failed** and shall automatically **terminated**.

Table 9.1: Timeline of Proposal Defence

Programmes	Maximum Duration*
Master's by Research (Full-time)	within twelve (12) months
Master's by Research (Part-time)	within eighteen (18) months
PhD (Full-time)	within eighteen (18) months
PhD (Part-time)	within twenty-four (24) months

** from the date of first registration*

- (f) On a case-by-case basis, the candidate who fail to conduct PD within stipulated maximum duration of PD, due to the medical issues or other justifiable reasons with supporting documents (for example, medical report from a recognised medical officer or letter from supervisory committee), may apply to extend the maximum period of PD up to six (6) months, subject to approval from University Postgraduate Committee.
- (g) On a case-by-case basis, a candidate whose candidature has been **terminated** due to failure to achieve satisfactory performance **after the third attempt of PD**, may appeal for reinstatement of his/her candidature, subject to the final approval by University Postgraduate Committee.

9.1.3 Final Examination

The final examination for Programmes with Thesis shall consist of an evaluation of Thesis and a Viva

Voce to determine the candidate's competency in the field of study.

9.1.3.1 Notice of Thesis Submission

A candidate is required to submit '**Notification of Intent to Submit Thesis / Dissertation for Examination**' (*UTS-SPS-P08-IST*) at least **three (3) months in advance**.

9.1.3.2 Thesis Examination Board

- (a) A Thesis Examination Board will be set up when the Supervisory Committee decides that the candidate is ready to take an oral examination (viva voce).
- (b) Internal and External examiners of thesis/dissertation shall be appointed upon endorsement by the University Senate or its equivalent based on the recommendation from the University Postgraduate Committee.
- (c) The members of the Thesis Examination Board shall not in any manner be personally related to each other, to the Supervisory Committee or to the student who is being examined.
- (d) The Thesis Examination Board shall comprise of:
 - The Chairman;
 - The External Examiner(s) (or his report in lieu of);
 - The Internal Examiner;
- (e) The Chairman of the Thesis Examination Board for **Doctoral** candidates should be:
 - Dean / Deputy Dean of School of Postgraduate Studies; OR
 - Dean / Deputy Dean of Respective School; OR
 - Academic staff with Doctoral degree qualification.
- (f) The Chairman of the Thesis Examination Board for **Master's** candidates should be:
 - Dean /Deputy Dean of School of Postgraduate Studies; OR
 - Dean / Deputy Dean of Respective School; OR
 - Academic staff with Doctoral degree qualification.
- (g) The Thesis Examination Board shall invite the Supervisor / Co-supervisor (s) / External Co-Supervisor (s) (if appointed) and may invite the Dean of respective School or Head of Department to attend the Thesis Examination Board meeting as invited members.

9.1.3.3 The Examiners

The examiner **must not be** a member of the Supervisory Committee. The external examiner is an independent examiner who must not be a member of the University.

- (a) For **Doctoral** candidates:
 - At least **One (1) Internal Examiner** and **Two (2) External Examiners** are to be proposed.
 - The external examiner must be the qualified person nominated from outside of the university, which can be local or international.
 - For the proposed external examiner, a complete CV must be attached.

- The examiners must be appointed from:
 - Professor; OR
 - Associate Professor; OR
 - Academic staff with doctoral qualification and with at least 2 years' experiences in teaching and research.
- (b) For **Master's** candidates:
 - At least **One (1) Internal Examiner** and **One (1) External Examiner** are to be proposed.
 - The examiners must be appointed from:
 - Professor; OR
 - Associate Professor; OR
 - Academic staff with doctoral qualification.
- (c) The general rules for this appointment are:
 - Examiners must be competent in and relevant to the candidate's field of study;
 - External examiner should be a member of an established academic/research institution or retired but still actively involved in research;
 - Examiners have to submit their Curriculum Vitae to the University Postgraduate Committee for evaluation and appointment purposes.
- (d) A request to nominate examiners would be sent by School of Postgraduate Studies to the Main Supervisor once the student submit the '**Notification of Intent to Submit Thesis / Dissertation for Examination**' (**UTS-SPS-P08-IST**) and **student fulfils the publication requirement for by research programmes** (Clause 9.1.5 Publication Requirement for Programme by Research).
- (e) Main Supervisor, in consultation with the Supervisory Committee, nominates the potential Panel of Examiners by using the form '**Nomination of External and Internal Examiners for Thesis/Dissertation & Approval of Final Thesis Title**' (**UTS-SPS-P08-NE**).

9.1.3.4 Declaration of Non-Conflict of Interest

- (a) A **declaration of non-conflict of interest** for the Panel of Examiners shall be signed by the Main Supervisor on behalf of the Supervisory Committee.
- (b) Nominees should not have any arising conflict of interests with the Supervisory Committee and examinee.
- (c) The main supervisor is required to confirm by signing on the nomination form that the Panel of Examiners:-
 - Not involved in the supervision of the examinee's thesis
 - Not involved with the examinee and Supervisory Committee in any of the following ways:
 - a close friend or relative
 - a former supervisor or co-supervisor of the examinee
 - offer future employment or mentorship to the examinee
 - involved in any legal dispute
 - involved in a business partnership for commercial purposes

9.1.3.5 Submission of Thesis for Examination

- (a) A candidate is only allowed to proceed for submission of thesis for final examination with approval from the supervisory committee.
- (b) Prior to submission of thesis for final examination, the candidate must submit a softcopy of the thesis to the main supervisor for format checking by filling in '**Thesis Format Verification Form (UTS-SPS-P08-TFV)**'.
- (c) After verified by main supervisor, submit the thesis draft to the School of Postgraduate Studies for format checking by filling in '**Thesis Format Verification Form (UTS-SPS-P08-TFV)**'.
- (d) The Thesis must be prepared in accordance with the "**Thesis/Dissertation/Project Report Preparation Guidelines (UTS-SPS-P08-TG)**". The main parameter of originality required and limits approved by UTS for thesis / dissertation / project report is "**Overall similarity index is 20% and below**". The quoted materials and bibliography/reference list shall be excluded in the parameter of originality.
- (e) School of Postgraduate Studies reserves the rights to reject any thesis that has not been written in accordance with the prescribed format as in the **Thesis / Dissertation / Project Report Preparation Guidelines (UTS-SPS-P08-TG)** and has failed the plagiarism checking.
- (f) The candidate shall submit the following to School of Postgraduate Studies three (3) months after submission of '**Notice of Intent to Submit Thesis / Dissertation for Examination (UTS-SPS-P08-IST)**' and after verification of thesis format by School of Postgraduate Studies.
 - **Softcopy Thesis in PDF format**
 - **Complete set of Turnitin Originality Report (in PDF format) together with "Originality Report Generated by Turnitin" Form (UTS-SPS-P08-OR)**
 - **"Submission of Thesis for Examination" Form (UTS-SPS-P08-TS)**
- (g) Supervisor is required to review the originality report and to ensure the limits as stated in Section 9.1.3.5 (c) are adhered to, and also to check the detailed *Turnitin* originality report. Supervisor is required to endorse the originality report by signing the prescribed form before School of Postgraduate Studies send the thesis for examination.
- (h) A candidate must declare that the Thesis is based on his/her original work except for quotations and citations which have been duly acknowledged. Candidate must also declare that the Thesis has not been previously or concurrently submitted for any other degree at UTS or other institutions.

9.1.3.6 Examination of Thesis by Examiners

The Examiners will be given **ONE (1) month** to propose a report of Thesis examination after the date of his/her official appointment. If no respond is received from Examiner after the stipulated period, his/her appointment letter will be revoked and a new Examiner will be appointed.

9.1.4 Viva Voce (Oral Examination)

- (a) The Viva Voce examination shall be arranged and scheduled as soon as possible when School of Postgraduate Studies receives all the reports from the External and Internal Examiners.
- (b) During the Viva Voce, the candidate is required to appear before the Thesis Examination Board for presentation (20 min for Master's programme candidate, 30 min for Doctoral programme candidate) and Q&A sections.
- (c) The following decisions shall be made on the dissertation/thesis at the conclusion of the viva voce.
- Passed.
 - Passed with minor correction.
 - Conditional passed with major correction. Candidate might be required to attend the 2nd Thesis Examination Board meeting to clarify revisions made to the dissertation.
 - Resubmission of thesis for re-examination. Candidate shall be required to repeat the viva voce.
 - Failed.
- (d) If the Thesis Examination Board is not satisfied that a sufficient standard has been reached in the viva voce, the candidate shall be required to repeat the viva voce. A candidate is allowed a maximum of two (2) attempts to obtain a "satisfactory" grade for his/her viva voce.
- (e) The School of Postgraduate Studies shall recommend to the Senate via University Postgraduate Committee on the decision of Thesis examination at the conclusion of the Viva Voce.
- (f) The recommendation guidelines for acceptance of Thesis are as stated in Table 9.2.

Table 9.2: Recommendation Guidelines for Viva Voce Examination

STATUS	RECOMMENDATION GUIDELINES
PASSED	<p>The candidate is recommended PASS for the Thesis and will be awarded the relevant degree, subjected to the following:-</p> <ul style="list-style-type: none"> • The Thesis does not requires revision or correction or additional experimental works or collection of new data or extensive revision. <p>The candidate will be awarded the relevant degree once all requirements for Conferment of Degree (Section 14.0) has been met.</p>
PASSED , with minor correction	<p>The candidate is recommended PASS subject to MINOR CORRECTION to be made to the Thesis, if the Thesis requires:-</p> <ul style="list-style-type: none"> • additional information and data to support/overcome the minor technical errors which no additional experimental works are needed; • minor text editing, reformatting of chapters, Tables and/or Figures, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, correction of English language and grammar, typographical mistakes, and other minor improvements; • further explanation on several short sections while the overall conclusion will not be affected.

	<p>The candidate will be given three (3) months for correction and amendment of Thesis as required.</p> <p>However, the Thesis Examination Board can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.</p> <p>The confirmation of the veracity of the corrections has to be made by the Internal Examiner and the Main Supervisor.</p> <p>The candidate will be awarded the relevant degree once all requirements for Conferment of Degree (Section 14.0) has been met.</p>
CONDITIONAL PASS with Major Corrections*	<p>The candidate is required to do MAJOR CORRECTIONS to the Thesis, if the Thesis requires:</p> <ul style="list-style-type: none"> • in-depth explanation on large body of the section in the Thesis while the overall conclusion will not be affected; • major revision on the data analysis which is not due to errors of the methodology/approaches applied, major improvement in description of methodology, statistical re-analysis of research data; re-discussion of results; • major editing of text, formatting of Tables and/or Figures, correction of English language and grammar, or typographical mistakes. <p>The Thesis Examination Board may recommend that the candidate to seek for assistance of an editing service if errors in grammar and syntax are extensive.</p> <p>The candidate is required to RESUBMIT the amended thesis to the Thesis Examination Board within six (6) months from the date of first Viva Voce examination. However, the Thesis Examination Board can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.</p> <p>The thesis MUST be revised and verified by the Panel of Examiners after the candidate has made the changes/corrections.</p> <p>The candidate is required to attend the meeting with Thesis Examination Board to clarify revision made to the Thesis.</p> <p>If the Thesis Examination Board is SATISFIED that a sufficient standard has been achieved in the Thesis, the candidate will be awarded the relevant degree once all requirements for Conferment of Degree (Section 14.0) has been met.</p>
RESUBMISSION of Thesis for Re- examination*	<p>The candidate is required to RE-SUBMIT the thesis to the Thesis Examination Board for RE-EXAMINATION, subject to the following conditions:-</p> <ul style="list-style-type: none"> • if the candidate is required to carry out additional experimental works and data analysis for major revision of the contents of Thesis; • if the Thesis requires major revision on data analysis due to the errors of the research methodology/approach applied; • if the Thesis requires in-depth explanation on large body of the Thesis which will affect the overall conclusion; • For PhD candidate who has failed to attain sufficient academic standard for the degree of Doctor of Philosophy, and the Thesis has

	<p>not achieved academic merit equivalent to the level of PhD in terms of novelty, significant contribution to the body of knowledge.</p> <p>The candidate is required to RESUBMIT the amended thesis to the Thesis Examination Board within a period of not more than two (2) semester or one (1) year from the date of first Viva Voce examination. Failure to submit within the specified time shall result in termination of candidature.</p> <p>The candidate is required to repeat the Viva Voce.</p> <p>If the Thesis Examination Board is NOT SATISFIED that a sufficient standard has been achieved in the Thesis and Viva Voce (after a maximum of two (2) attempts) for the award of the relevant degree, the Board shall either:-</p> <ul style="list-style-type: none"> • report that the candidate has failed; • recommend that the candidate be required to pursue a further scheme of work over a period of time as specified by the Thesis Examination Board, at the end of which the candidate may resubmit his/her Thesis for re-examination (within the maximum duration of study).
FAILED	<p>The candidate has failed, subject to the following conditions:-</p> <ul style="list-style-type: none"> • The candidate is found guilty of plagiarism with parameters of originality exceeded the limits as approved by University; • The quality of Thesis is below acceptable standards and has substantial weakness which cannot be addressed even with additional experimental works.

* Candidate must continue to be a registered student of the University.

9.1.5 Publication Requirements for Programmes by Research

- Candidate should agree to give permission to his/her supervisor(s) to write and prepare manuscript of the research findings for publishing in any form, if the candidate does not prepare it within six (6) months from the date of Thesis submission.
- Candidate's name must be included as one of the authors for the article. Arrangement of the name depends on the decision of supervisor(s).
- The publication requirement for by Research Programmes is as explained below:
 - Table 9.3 (i) – for student who registered with UTS **before Semester June, Academic Session 2017/2018**

Table 9.3 (i): Publication Requirement (by Research Programmes)

Master's candidate	PhD candidate
The candidate is encouraged to publish in an international refereed journal or proceedings and	The candidate must have at least one (1) article accepted for publication and show the

show the proof of submission .	proof of acceptance.
The article(s) are co-authored by the supervisor(s) .	

- Table 9.3 (ii) – for student who registered with UTS **at or after Semester June, Academic Session 2017/2018 and onwards**

Table 9.3 (ii): Publication Requirement (by Research Programmes)

Criteria	Master's candidate	PhD candidate
All programme	At least one (1) full length article, accepted or published in any journals or book proceedings	At least two (2) full length article, accepted or published in any journals or book proceedings
Authorship	Publications accepted must be published with supervisor(s). The candidate must be the first student author. Only the first student author is allowed to use this article to fulfil his/her graduation requirement.	
Plagiarism	Plagiarized article will not be accepted for graduation requirement (Similarity index <20%)	
Topic of publications	Publication accepted must be related and conform to the candidate's current research in his/her thesis.	
Affiliation	Publication accepted must carry UTS affiliation.	
Blacklisted journals	Blacklisted journal publishers or publications by Ministry of Higher Education or any other relevant Malaysian Ministry are NOT accepted: For Example: <ul style="list-style-type: none"> • List of blacklisted journal publishers by Ministry of Higher Education, Malaysia blacklisted-journals-by-malaysia-ministry-of-education-by-publisher.pdf • Beall's List of Predatory Publishers https://clinicallylibrarian.wordpress.com/2017/01/23/bealls-list-of-predatory-publishers/ 	

9.1.6 Thesis Submission Following Viva Voce

- After the Viva Voce, the candidate will be given the reports and comments of Examiners and he/she is required to do the necessary corrections and improvements on the Thesis as directed by the panel of the Thesis Examination Board.
- The main supervisor of the supervisory committee shall be responsible in ensuring that all required amendments and corrections have been made in the Thesis.
- The candidate will be given a specific period of time to submit a soft-bound copy of the amended version to the School of Postgraduate Studies for endorsement by University Senate.

- (d) A candidate may apply to the Chairman of Thesis Examination Board for extension of date of the final submission of his/her Thesis. Such application must be made through the main supervisor of the supervisory committee. The Chairman may, at his discretion, extend the date for final submission of a thesis for up to 60 days or more. During the extension period, the candidate must continue to be a registered student of the University.
- (e) The Internal Examiner(s) appointed by the Thesis Examination Board shall verify that corrections have been made to their satisfaction based on the report of the examination.
- (f) 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. However, the student can apply to extend the duration of thesis correction by giving justification and subjected to approval from Dean of School of Postgraduate Studies.

9.1.7 Final Thesis Submission

Upon endorsement by Senate, the candidate shall submit the following to the University:

- Two (2) copies of the corrected version following University thesis format standards;
- Softcopy of the Thesis

9.2 Programmes By Coursework

- (a) The examination for the Master's Degree by Coursework programme is consist of the following:
 - Assessment of the **Coursework** and the **Final (Written) Examination** for each taught subject of the degree; and
 - Assessment of the **Project Report**.
- (b) There shall be a School Board of Examiners for taught units and Research Project for the Master's degree by Coursework. The membership of the Board of Examiner shall comprise of the following:-
 - Dean of School or his representative as Chairman; and
 - All members of the Academic Staff who are involved in teaching the subject and/or supervising the Project.

9.2.1 Coursework Assessment

Coursework consists of written assignments, written case analysis, quizzes, presentation, periodic tests, mid-semester examination and other forms of class participation.

9.2.2 Final Examination (Written Examination)

Final examination is usually a proctored written examination.

9.2.2.1 Eligibility of Entry into Examinations

- (a) No candidate shall be eligible to be admitted to the examination, unless he/she:-
 - is officially registered in that subject;
 - has paid the tuition fees;
 - has attained at least 60% attendance at lectures and tutorial classes for the subject.
- (b) Candidate who is eligible to sit for the examination shall be issued an Examination Slip by Academic Affairs & Registry Department as proof of eligibility to sit for the examination.

9.2.2.2 Prior to Examination

- (a) Every candidate is required to study the examination timetable to ensure no discrepancies arise in terms of the date, time and place of the examination for courses registered by the student.
- (b) Any changes made to the timetable will be displayed at the Notice Board of every School or announced to the students by email. Candidates are advised to always look at the notice boards for any changes in the examination time table. **Under no circumstances will an oversight in reading the timetable be accepted as an excuse for not attending any of the examinations.**
- (c) Candidates must be present in the Examination Hall at the exact time as determined. **NO** extra time will be given under any circumstances.

9.2.2.3 Entry Into the Examination Hall

- (a) No candidate is permitted to enter the Examination Hall unless the Chief Invigilator gives the clearance to do so.
- (b) Candidates must arrive on time at the Examination Hall and ensure they bring along with them their respective Identity Card, Examination Slip and Student Card. The eligibility to sit for the examination is based on the Examination Slip.
- (c) A candidate who fails to bring his/her Examination Slip will not be allowed to sit for the examination until the eligibility to sit for the examination is being verified by the Examination Division.
- (d) Should the Examination Division confirm that a particular candidate is not eligible to sit for the examination, the Chief Invigilator/Invigilator on duty shall ask the particular candidate to leave the Examination Hall.
- (e) Under normal circumstances, candidates are allowed to enter the Examination Hall fifteen (15) minutes before the start of an examination.
- (f) **Candidate must be present in the Examination Hall at the exact time as determined. No candidate who turns up later than half an hour (30 min) will be permitted to enter the Examination Hall. An extension of time is not given to any candidate under any circumstance.**

- (g) A candidate is free to choose his/her seat in the Examination Hall according to the courses being held there. Candidate is required to take his/her seat in a quiet and orderly manner.

9.2.2.4 Before the Start of the Examination

- (a) After taking his/her seat in the Examination Hall, a candidate is required to:
- fill in the Attendance Slip and place it at the right hand corner of the desk; and
 - place the Identity Card, Examination Slip and Student Card on top of the completed Attendance Slip.
- (b) Candidate is allowed to read the examination paper only after being given permission to do so by the Chief Invigilator/Invigilator.
- (c) Every candidate must write his/her Student Number, Identity Card Number, Date, Code/Name of subject, Name of Lecturer (if any) on the first page of each answer booklets / papers used.
- (d) Candidates are **NOT** permitted to bring in books, papers, documents or pictures into the Examination Hall, unless as authorised by the examiner. If a candidate brings in unauthorised materials into the Examination Hall, he/she must hand over these to the Invigilator(s). Candidates who fail to do so after being given the reminder through an announcement by the Chief Invigilator/Invigilator are deemed to have broken the examination rules and regulations.
- (e) Candidates are **NOT** allowed to bring or take out books, papers, documents or photographs from the Examination Hall, unless as authorized by the examiner. A candidate can receive books, papers, document, photographs or any other materials, as may be determined and distributed by the Invigilator in the Examination Hall.
- (f) A candidate is allowed to bring a stationary bag containing pens, pencils, rulers and other writing materials into the Examination Hall. Bags, purses, pencil boxes, geometry boxes, mobile phone or other containers are absolutely **NOT** allowed. Calculators may be brought in without their casing. .

9.2.2.5 During the Examination

- (a) After verification by the Invigilators, the Attendance Slip will be collected. Candidate is reminded to collect their Identity Card, Examination Slip and Student Card after the said documents have been checked and verified by the Invigilators.
- (b) Candidates are reminded to read carefully and understand all instructions printed on the cover of the question paper.
- (c) Candidates are prohibited from tearing out pages from the answer booklets. Additional answer booklets / papers / graph paper will be provided upon request.
- (d) All candidates are not allowed to smoke inside the Examination Hall.
- (e) All candidates are not allowed to communicate with each other during the examination, either conversation or any other means. Candidates are required to raise their hands to deal with the

Chief Invigilator or Invigilators.

- (f) Candidates are not permitted to leave the Examination Hall during the first half hour or the last **15** minutes before the end of the examination. An extension of time is not given to any candidate under any circumstances.
- (g) Candidates who fall sick during the examination must contact the Invigilator on duty in the Examination Hall who in turn will report to the Chief Invigilator.
- (h) A candidate who is found to have copied or cheated or allowed others to cheat in the examination will be subjected to appropriate action in accordance with the existing Examination Rules.

Reminder: Candidate who is barred from sitting the examination will be given a Grade 'XB' with a grade point of 0.00.

9.2.2.6 End of Examination

- (a) The Chief Invigilator / Invigilator on duty will give a clear signal to indicate the end of the examination. As soon as the signal is given, all candidates **must stop writing**.
- (b) If it is found that there are candidates who still continue to write after it has been announced that the examination has ended, the Invigilator concerned is authorised to strike out the portion of the answer that was written after the "Stop Writing" has been made, so that portion of the answer will not be evaluated by the examiner later.
- (c) Candidate must tie the answer script(s) together with the thread provided even there is only one answer booklet. Candidate must remain seated at their respective places until all the answer booklets / papers have collected by the Chief Invigilator / Invigilator.
- (d) No candidate is allowed to leave the Examination Hall until instructed to do so by the Chief Invigilator / Invigilator.
- (e) All answer booklets / papers whether used or unused must be left in the Examination Hall. A candidate is not permitted under any circumstances to take out any answer booklets / papers from the Examination Hall.

9.2.2.7 Absence from Examination

- (a) Candidates who fall sick while the examination is in progress must contact the Invigilator on duty in the Examination Hall as soon as possible. A letter confirming the illness or any other special reasons for being absent from any examination paper must be submitted to the Academic Affairs and Registry Department (ARRD) before the examination or within 48 hours after the date of the scheduled examination. Letters confirming illness which are issued either by the panel doctor or panel clinic / hospital or any Government doctor will be accepted.
- (b) Any candidate who is not able to sit for an examination for which he/she is registered must give reasons for his/her failure to attend the examination, in writing, to the ARRD supported with a valid document, if any, within a period of 48 hours after the end of the examination for that paper. Failure to do so will amount to the candidate being failed in the paper.

- (c) All enquiries regarding examination must be forwarded to the Dean of the respective School.
- (d) A candidate, who fails to sit for the scheduled examinations without valid reasons, accepted by the Board of Examiners of the University or without the prior approval of the Board will be deemed to have failed the whole examination.

9.2.3 Project Report

- (a) Once a candidate registered for Project, he/she is required to submit a Project Report at or before the end of the duration of semester(s) allocated for Project in the approved course structure.
- (b) A candidate is allowed to complete his/her Project Report within the **minimum** period of **one (1) semester** and **maximum of two (2) semesters**. Duration for completion of project is the number of semesters stated in the approved course structure.
- (c) Candidate is required to submit his/her Project Report at the end of the duration for completion of Project. Failure to do so will lead to student being failed in the Project unit.
- (d) The **Examiners** for Project Report shall be appointed by School Academic Committee. The committee members are as follows:
 - Supervisor of the Project;
 - Co-supervisor of the Project (if any); and
 - An Internal Assessor
- (e) The **evaluation** of the Project Report consists of a written report and an oral presentation.
- (f) Grading of the Project Report will be graded based on the mark scale and grade point as approved by University, which will be taken into account in calculating the CGPA.
- (g) Upon submission and examination, candidate who **FAIL** in the Project Report is required to re-take this unit in the subsequent semester at their own cost.
- (h) Candidate is allowed to pass the Project unit within 2 semesters from the date of 1st registration for Project and subject to availability of candidature period. Failing to do so, candidate shall be terminated from the programme.

9.2.4 Repeat Policy

9.2.4.1 Failed Course

- (a) A candidate who **fails** a course may repeat it during the course of study.
- (b) The better grade shall be taken in computing the CGPA.

9.2.4.2 Grade Improvement

- (a) Grade improvement is applicable for any course with a grade lower than 'B' obtained in the current semester with the consent from the Academic Advisor.
- (b) The better grade shall be taken in computing the CGPA.
- (c) Candidate may repeat the course within the maximum duration of study.

9.2.4.3 Final (Last) Semester

- (a) A final/last semester student in a by coursework programme whose status is 'Terminated' is allowed to repeat the semester ONCE only upon appeal.
- (b) The credits and grades attained in the repeat semester shall be used in the computation of CGPA.

10.0 ACADEMIC STATUS

The academic performance requirement of a candidate at any given semester can be categorised as follows:

10.1 Good Standing (Pass Status)

- (a) A candidate shall be deemed to be in Good Standing (Pass Status) if he/she achieves a **minimum CGPA of 3.00** (for programmes by coursework) and a **"Satisfactory"** grade for each of the registered course within the semester in which the students enrolled (for programmes by research).
- (b) The candidate is eligible to register for the subsequent semester.

10.2 Academic Probation (Conditional Pass Status)

10.2.1 Programmes by Coursework

- (a) A candidate with **CGPA below 3.00 but not less than 2.50** in any one semester shall be placed under Academic Probation (Table 10.1) with a Conditional Pass status.
- (b) During Academic Probation period, Academic Advisor together with the Dean of respective School or Chairman of School Academic Committee shall decide the courses which are appropriate for the candidate to register in the subsequent semester.

Table 10.1: Status of Probation

Status of Probation (PB)	Description
PB1	First Probation <ul style="list-style-type: none"> The student has acquired a CGPA greater than 2.50 but less than 3.00 in a semester for the first time. The student is allowed to continue his/her study without having to appeal. The candidate is required to attain a CGPA of at least 3.00 in the subsequent semester.
PB2	Second Probation <ul style="list-style-type: none"> The student has acquired a CGPA less than 3.00 in the subsequent semester (after PB1). The student is allowed to continue his/her study without having to appeal.

- (c) The probation period shall end when the candidate has successfully attained a CGPA of 3.00 and above.

10.2.2 Programmes by Research

- A candidate who receives the “**Unsatisfactory**” grade in **any of the registered compulsory course** shall be placed under **Academic Probation**.
- The candidate shall be given **two (2) further attempts** to redeem the “**Satisfactory**” grade (Pass Status) in the registered compulsory course for the subsequent semester.
- School of Postgraduate Studies issues **warning letter** to student who is graded as “**Unsatisfactory**”.
- If a student accumulates **three (3) consecutive warnings**, School of Postgraduate Studies will initiate action to recommend to University Postgraduate Committee (UPC) to terminate the candidature of the student.

10.3 Fail and Out (FO)

10.3.1 Programmes by Coursework

- A candidate who has attained a CGPA of **less than 2.500** in any one semester for the **first time or after PB2** will be given a Fail and Out (FO1), but he/she is allowed to continue his/her study after appeal to Dean School of Postgraduate Studies.
- A candidate who has attained a CGPA of less than 3.00 after Fail status (FO1) will be given a Fail status (FO2). The student is allowed to appeal to continue study subject to the approval from University Senate.
- The candidate will **NOT** be allowed to register courses more than credit hours as listed below for subsequent semester. Academic Advisor together with the Dean of respective School or Chairman of School Academic Committee shall decide the courses which are appropriate for the

candidate to register in the subsequent semester.

- Part time : two (2) courses or six (6) credit hours
- Full time : four (4) courses or twelve (12) credit hours

- (d) The candidate is required to **repeat** the course with grade **F** within the maximum duration of study.

10.3.2 Programmes by Research

- (a) A candidate shall be given a Fail status and terminated from University for any one of the following reasons:-
- receives **three (3) consecutive “Unsatisfactory”** grades for his/her registered research progress during the duration of the study; OR
 - on **recommendation of termination** from the supervisory committee after one “US” grade for the research progress.

11.0 TERMINATION, APPEAL AND REINSTATEMENT

11.1 Termination of Candidature

The candidature of a candidate shall be terminated for any of the following reasons:-

- (a) The University Senate reserves the right to terminate a student who provided the University with false information during the application process.
- (b) Programmes by Coursework
- The candidate fails to appeal to Dean School of Postgraduate Studies after obtains a CGPA below 2.500 in any one semester;
 - The candidate fails to attain the required minimum CGPA of 3.000 and has been placed under Academic Probation for two consecutive normal semesters;
- (c) Programmes by Research
- The candidate receives **three (3) consecutive “Unsatisfactory”** status for research progress monitoring, or, on the recommendation of termination from the candidate's Supervisory Committee;
 - The candidate fails to conduct the Proposal Defence within the stipulated maximum period of Proposal Defence or obtains the grade of 'US' beyond the maximum period of Proposal Defence, whichever is earlier;
 - The candidate fails his/her thesis examination;
 - The candidate fails to submit the final revised version of thesis within the stipulated due date after the Viva Voce examination.
- (d) The candidate is not able to complete the programme within the maximum duration of study;
- (e) The candidate fails to register by within the stipulated period;

- (f) The candidate does not pay the required fees within a stipulated period;
- (g) The candidate is found guilty of examination offence;
- (h) The candidate violates any rule or regulations as stipulated by University.

11.2 Appeal and Reinstatement

The lapsed time between termination and reinstatement **shall not exceed 12 months**. The processing fee **will be waived**.

The candidate is required to fill in the form “**Postgraduate: Appeal to Continue Study Form**” (**UTS-SPS-P13-ACS**) and submitted to School of Postgraduate Studies. Any decision made by the University Postgraduate Committee that is endorsed by the Senate according to these provisions is final.

If the appeal is approved, student will continue study from the point of termination/dismissal (FO status).

11.2.1 Appeal from Termination due to Outstanding Fees/Failure to Register Candidature within the Stipulated Period

- (a) Appeal against termination due to outstanding fees
 - The candidature will be reinstated after approval by the Dean of School of Postgraduate Studies and after the fees as stated in the Reinstatement Bill has been paid.
- (b) Appeal against failure to register candidature within the stipulated period
 - The candidature will be reinstated after approval by the Dean of School of Postgraduate Studies. The period of candidature elapsed before termination shall be considered and candidate shall continue to use the same student ID.
 - However, on a case-by-case basis, the period for which student has spent for the previous semesters might not be considered in the calculation of the minimum period permitted to obtain the degree and he/she shall be considered as new student, subject to decision and approval by University Postgraduate Committee.

11.2.2 Appeal from Termination due to Poor Academic Performance or Exceed Maximum Duration of Candidature

- (a) A candidate whose candidature has been terminated due to poor academic performance **for the first time (FO1)**, may appeal to **Dean of School of Postgraduate Studies** for reinstatement of his/her candidature.
- (b) **A candidate whose candidature has been terminated due to poor academic performance (after FO1) or exceed the maximum duration of study, may appeal to reinstatement of his/her candidature, subject to the approval from University Senate.**

- (c) The appeal shall be submitted to the School of Postgraduate **within one (1) week** from the date of receipt of the termination notice and notification of results.
- (d) Appeals submitted after the lapse of the said period shall not be considered.

11.2.3 Appeal for Review of Examination Results (Programme by Coursework)

- (a) A candidate, who wishes to appeal against the results of the final examination, must send his/her appeal in writing to the Dean of the respective School **within one (1) week** after the examination result have been announced. Any appeal received after the stipulated period will not be considered.
- (b) Any appeal sent must state the name of the subject/ subjects for which the answer scripts are to be re-examined. The charge for re-examining each subject is **RM 50.00**, which should be sent together with the **appeal letter**.
- (c) The Dean of the respective School will re-examine the paper together with the original examiner. The re-examination is to determine the **technical mistakes** that exist in terms of **addition of marks** or **any part of the answer not being marked** or **marks being given wrongly for any part of the answer**.
- (d) The recommendation of the Dean will be forwarded to the University Postgraduate Committee for approval before the candidate concerned is informed about the result.

12.0 CHANGE & CONVERSION

12.1 Change of Area of Research

- (a) If candidate intended to apply for change of Research Area, a candidate need to fill '**Application to Change: Mode of Study / Programme / Research Area / Title of Thesis Form**' (**UTS-SPS-P16-CF**) and a request must be made through School Academic Committee for recommendation by each respective School.
- (b) Candidate must notify the supervisory committee and School of Postgraduate Studies on the major change of the research project. The notification can be made either through the progress report or a formal letter together with a 500 word abstract of the new project, new Gantt chart and new project milestones.
- (c) The recommendation from the School will then be considered by Postgraduate Studies Committee for final approval.
- (d) Any changes to project title must be made on the progress report.

12.2 Change of Title of Thesis

- (a) Once a candidate has submitted his/her **'Notification of Intent to Submit Thesis / Dissertation for Examination'** (*UTS-SPS-P08-IST*), the School Academic Committee will recommend to Postgraduate Studies Committee for the approval of the Title of Thesis.
- (b) For Title of Thesis which had been approved by University Postgraduate Committee before submission of Thesis for examination, any changes or deviation from the approved title must be informed to School of Postgraduate Studies for approval again via University Postgraduate Committee by filling the **'Application to Change: Mode of Study / Programme / Research Area / Title of Thesis Form'** (*UTS-SPS-P16-CF*).

12.3 Change of Mode of Study

- (a) If candidate intended to apply for change of mode of study from Full-time to Part-time or vice versa, the candidate must fill **'Application to Change: Mode of Study / Programme / Research Area / Title of Thesis Form'** (*UTS-SPS-P16-CF*) and a request must be made through School Academic Committee for recommendation by each respective School.
- (b) The recommendation from the School will then be considered by Postgraduate Studies Committee for final approval.
- (c) In principle, one (1) year of full time study is equivalent to two (2) years of part time study for by Research programmes.
- (d) If the application to change is granted, the initial date of registration for the by Research programme shall be regarded as the commencement date for the candidature and the remaining duration of study shall be as follows.

Change of Mode of Study	Remaining Duration of Study
Full time to Part time	Shall follow the minimum candidature period for Part time mode of study
Part time to Full time	Shall be recalculated based on the principle as mentioned in Clause 12.3 (b)

- (e) Students pursuing by Coursework programme must follow the programme structure of respective mode of study after the application to change is granted by University.
- (f) Candidate is allowed to change their mode of study ONCE only. However, candidate could appeal for change mode of study more than once, subject to approval by University Postgraduate Committee.
- (g) In exceptional circumstances, candidate can be allowed to revert to their original mode of study, in writing, to the School of Postgraduate Studies supported with a valid reason for approval by University Postgraduate Committee.

12.4 Change of Programme

- (a) A candidate is allowed to change the programme **ONCE only** during his/her study.
- (b) The eligible period for change of programme is as follows.

Programmes	Minimum Candidature (years)	Eligible Period*
Master's by Research (Full-time)	2	within six (6) months
Master's by Research (Part-time)	3	within twelve (12) months
PhD (Full-time)	3	within twelve (12) months
PhD (Part-time)	4	within eighteen (18) months

** from the date of first registration with University*

- (c) Application to change the programme must be made within one (1) week after the examination results have been released by the University.
- (d) Application to change a programme by Coursework to a programme by Research must be enclosed with a Research Proposal. The period of candidature spent during Coursework programme **shall not be considered** in the calculation of the minimum candidature for the programme by Research.
- (e) For research mode programmes, the period of candidature elapsed before change of programme shall not be considered in the calculation of the minimum candidature of the student. The student shall be considered as new student when the change of programme is granted. The same terms and conditions shall be applied to student who is applying to change the area of research, such as, from Engineering to Science or vice versa.
- (f) On a case-by-case basis, the period for which student has spent for the previous programme shall be considered in the calculation of the minimum period permitted to obtain the degree, subject to Senate approval. One of the typical scenarios is the availability of related programmes offered by University. Anything beyond this scenario shall follow UTS Postgraduate Academic Rules and Regulations.
- (g) A request must be made by the candidate through School Academic Committee for recommendation by each respective School. The recommendation from the School will then be considered by Postgraduate Studies Committee for final approval.
- (h) The new programme will be effective in the subsequent semester.

12.5 Conversion from Master's Degree to PhD Degree Programme

- (a) A candidate may apply for conversion from a Master's with Thesis to a PhD degree programme by filling '**Application to Convert Candidature from Master's to PhD**' form (**UTS-SPS-P12-**

CC). If the application is successful, the candidate is required to comply with all the requirements for a PhD degree.

- (b) The following rules apply:
- The eligible period for conversion is within 1 year for full time and within 2 years for part time candidates;
 - Having shown competency and capability in conducting research at doctoral level through rigorous internal evaluation;
 - The candidate must submit an extended research proposal which meets the scope of a PhD degree; and
 - The candidate must have passed the conversion examination (Proposal Defence).
- (c) The supervisory committee of the candidate shall verify in writing in the form of a report that the candidate:
- has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
 - demonstrates critical, analytical and independent thinking skills; and
 - has a good understanding of relevant research design and methodology.
- (d) The examining panels shall be appointed by respective school to evaluate the application for conversion and the examining panels shall make its recommendations to University Postgraduate Committee through Postgraduate Studies Committee for recommendation and final approval by University Senate.
- (e) The examining panels shall:
- evaluate the extent to which the Master's research has progressed, and the proposal for the doctoral research via a seminar presentation;
 - conduct the conversion examination (Proposal Defence); and
- (f) 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 in the following semester.

13.0 ADD-DROP, CREDIT TRANSFER, EXTENSION OF CANDIDATURE & WITHDRAWAL

13.1 Add-Drop of Course

13.1.1 Programme by Coursework

- (a) The application to **ADD** course should be done within the **first three (3) weeks** upon commencement of each semester with advice of the Academic Advisor. Candidate is required to pay additional credit fee for course(s) added to existing registration list.
- (b) The application to **DROP** courses should be done within the **first four (4) weeks** upon the commencement of each semester with advice of the Academic Advisor.

- (c) The Add-Drop of courses must be within the minimum and maximum number of credit hours permitted for each semester (Table 5.1).
- (d) If a course is dropped within the stipulated due date, it will not be taken into account in CGPA calculation.
- (e) A candidate who fails to drop any course he/she has registered and does not participate during the semester shall be given an "F" grade at the end of the semester.
- (f) It shall be a pre-requisite for a candidate to pay the pre-registered semester fees before proceed to add or drop the course, unless it is exempted by the University.

13.1.2 Programmes by Research

- (a) Candidates of research mode programmes are not allowed to drop any registered course after the deadline as stated in the academic calendar of respective programmes.
- (b) Any of the compulsory courses which cannot be completed (due to medical issues or other justifiable reasons with supporting documents) within the semester in which the candidates enrolled **can be carried forward** to the following semester and within the maximum duration as approved by University Postgraduate Committee.
- (c) The application must be made through School of Postgraduate Studies with the consent from the supervisory committee. The application will then be considered by Postgraduate Studies Committee and University Postgraduate Committee for final approval.
- (d) The student shall achieve the grade "**Satisfactory**" within the approved maximum duration, failing which the status for the course shall be converted to **Fail** status.

13.2 Credit Transfer (by Coursework Programme)

13.2.1 Lateral Credit Transfer (by Coursework Programme)

- (a) Application for credit transfer must be made in writing to the Dean of respective School in the first two (2) months of the first semester of the study.
- (b) Applicable for student who is studying, or has studied but not completed, a similar or equivalent programme at the same level.
- (c) Students who are dismissed on disciplinary grounds are not eligible for credit transfer. He/she must enrol the programme from Year One.
- (d) Lateral Credit Transfer is only allowed for similar or equivalent courses of the two institutions, and the student must have obtained at least Grade **B** based on UTS's grading system.
- (e) Only accredited courses are considered. For students from institution outside MQA jurisdiction, the institution must be recognised by the Governing body of that country.

- (f) Grade point and credit value will be mapped to UTS' programme. Grade Point and Credit Value of similar courses which have been taken in the previous programme will be transferred for calculation of new GPA and CGPA.
- (g) The maximum number of credit hours transferable cannot exceed thirty percent (30%) of the total credit hours of the programmed applied for.
- (h) Lateral Credit Transfer is also applicable to students on Student Exchange/Mobility Programme, but limited to a maximum of two semester only.
- (i) Maximum credit transfer under Student Exchange/Mobility Programme is 30% of total number of credits required to graduate and will be based on mutual agreement with the host institution. Grades obtained during the exchange/mobility programme will be mapped to UTS grading system and transferred for calculation of GPA as well as CGPA.
- (j) The transfer of credits shall also meet the guidelines set by MQA.
- (k) The validity of course for credit transfer must be less than three (3) years from the application date.

13.2.2 Vertical Credit Transfer

The University accepts the Vertical Credit Transfer based on the following guidelines:

- (a) Vertical Credit Transfer is only applicable for programme by coursework or mixed mode.
- (b) Vertical Credit Transfer is only allowed for similar and equivalent courses.
- (c) A candidate should obtain at least B for the transferable course based on UTS's grading system.
- (d) The maximum number of credit hours transferable cannot exceed thirty percent (30%) of the total credit hours of the programme applied for.

13.3 Withdrawal of Course

- (a) Candidate is allowed to withdraw the registered course within nine (9) weeks after the commencement of new semester.
- (b) Candidate must ensure that the academic load does not fall below the prescribed minimum load for that semester.
- (c) All fees paid are **not refundable** under any circumstances after Week 4 of new semester.

13.4 Extension of Candidature

- (a) Candidate may apply for extension of candidature after reaching the maximum duration of study as approved for each programme. The candidate must fill the '**Application on Extension**

Maximum Duration of Study' form (UTS-SPS-P14-EMDS) and the application must be done **at least two (2) months before** the end of maximum candidature.

- (b) Upon recommendation of supervisory committee, a candidate is required to submit the application together with the completion timeline (Gantt chart of research activities) to Postgraduate Studies Committee for approval through University Postgraduate Committee, subject to endorsement by University Senate.
- (c) Applications are allowed twice and for a total of not more than two (2) semesters. The University Postgraduate Committee reserves its right to approve or reject the application of further extension.
- (d) Failure to complete the study within the given time frame shall result in termination of candidature.

13.5 Withdrawal of Candidature

- (a) A registered candidate may withdraw from his/her study at any time during the semester and must apply in writing to School of Postgraduate Studies.
- (b) An official letter will be issued to the candidate once the withdrawal has been approved by the Dean of School of Postgraduate Studies.
- (c) A candidate who fails to register for two (2) consecutive semesters is considered automatically withdrawn from candidature.

14.0 GRADUATION

The Senate shall award the degree upon the recommendation of the University Postgraduate Committee once all Requirements for Conferment of Degree have been met.

14.1 Requirements for Conferment of Degree (Programme by Research)

A candidate is deemed academically eligible to be conferred a Master's Degree / Doctor of Philosophy Degree if he/she:-

- (a) has passed all the compulsory modules and the Thesis;
- (b) has met all the requirements under Post-Examination / Pre-Graduation;
- (c) has made full settlement of fees and be free from any financial commitments and debts to the University;
- (d) must be currently registered (not withdrawn, defaulted, deferred or terminated);
- (e) must be free from any disciplinary action or any other pending disciplinary action;

- (f) has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

The candidature of a candidate also ceases automatically when he has fulfilled all graduation requirements for the programme and his status has been changed to '**Graduated**'.

14.2 Requirements for Conferment of Degree (Programme by Coursework)

A candidate is deemed academically eligible to be conferred the Master's degree if he/she has:-

- (a) passed all the core courses, selected elective courses and the Project Report as prescribed for the programme;
- (b) achieved a minimum CGPA of 3.00 for the programme;
- (c) fulfilled all the requirements of the University Regulation and paid all the dues outstanding to the University.

The candidature of a candidate also ceases automatically when he has fulfilled all graduation requirements for the programme and his status has been changed to '**Graduated**'.

15.0 SCHOLARLY INTEGRITY & INTELLECTUAL PROPERTY

All candidates must adhere to the provisions of the Intellectual Property Regulations of the University. All candidates are forbidden from committing plagiarism, falsification and fabrication of data.

The candidate has to declare that in the event of any infringement of the provisions of the Copyright Act 1987 whether knowingly or unknowingly the University shall not be liable for the same in any manner whatsoever and undertakes to indemnify and keep indemnified the University against all such claims and actions.

15.1 Plagiarism

- (a) Plagiarism includes, but not limited to:
- 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 results of his/her own findings or creation;
 - When a candidate publishes a scientific or academic paper or book chapter which is wholly or partly written by some other person;
 - When a candidate allows himself/herself to be incorporated as a co-author for a publication when he/she has not contribute any to the project which could qualify him/her as a co-researcher or co-author;
 - When a candidate extracts and incorporates academic data/findings of other person, whether published or unpublished, as part of his/her academic research without giving due

acknowledgement to the actual source;

- When a candidate transcribes the ideas or creations of others kept in whatever form and claims either directly or indirectly that himself/herself is the creator of that idea or creation;
 - When a candidate translates the writing or creation of other person from one language to another whether wholly or partly, and subsequently presents the translation in whatever form or manner as the candidate's own writing or creation;
 - When a candidate extracts and modifies ideas from another person's writing or creation without due reference to the original source and rearranges it in such a way that it appears as if the candidate is the creator of those ideas.
- (b) All the candidate must certify that the work has been done by him/her and the Thesis has not been submitted elsewhere for the award of any degree or qualification. Proper acknowledgement must be made to the work of others.
- (c) A candidate shall not fabricate data and reporting them in writing either in the Thesis or publications.
- (d) A candidate **shall not falsify data** which include alteration/modification, selective omission or misrepresentation of research data or citations, and reporting them in writing either in the Thesis or publications.
- (e) If a candidate is found guilty of plagiarism and depending upon the severity thereof, the University can impose any one of the following penalties:
- order the candidate to re-do or amend parts that were plagiarised;
 - deduct marks on the chapter or portion which the candidate plagiarises;
 - award a grade "F" for the unit concerned.

15.2 Plagiarism Checking

The University is now subscribes to *Turnitin*, which is a web-based application that checks for the originality of the submitted materials for the use of academic staff and students.

With the purpose to verify the level of originality of the content in the Thesis/Project Report, every postgraduate student is required to submit his/her Thesis or Project Report to *Turnitin* for originality check before the candidate formally submits the Thesis or Project Report for examination.

Parameters of originality required and limits approved by the University are as stated under Section 9.1.3.4.

16.0 REMINDER REGARDING ACADEMIC DISHONESTY

- (a) Interpretation of Academic Dishonesty:
- involves all actions by a candidate who violate the Examination Regulations, including but not limited to, plagiarism of project papers, academic exercises and others;

- taking an examination or preparing an assignment (project paper, thesis etc.) on behalf of someone else;
 - If a candidate is found to have plagiarized, the valid certification of the thesis or dissertation released by the board of examiners maybe annulled and the Master or PhD qualification will be revoked.
- (b) A candidate who commits Academic Dishonesty is required to face the Academic Dishonesty Committee comprising:
- Deputy Vice Chancellor (Academic) acting as the Chairperson;
 - Two (2) members from among School members;
 - The Registrar or his representative (Secretary)
- (c) Discussions will be held as soon as possible and if the candidate is found to be guilty, the following punishments can be imposed:
- the candidate is deemed to have failed the examination with **F** grade given to all courses registered for during the said semester or some of the courses taken prior to the said semester; or
 - the candidate is deemed to have failed the examination with **F** grade given to all the courses associated with the case; or
 - the case is referred to the **Students' Disciplinary Committee**.
- (d) If the **Students' Disciplinary Committee** found the candidate guilty, one or more of the following punishments can be meted out:
- warning;
 - a fine of not exceeding **RM 200.00**;
 - suspension from any or all the University's facilities for a specific period as may be determined;
 - exclusion from any part of the University for a specific period as may be determined;
 - expelled from the University.

17.0 POWERS OF SENATE

The University Senate reserves the right to make any other decision pertaining to, and take any other action under any other provision on this Academic Rules and Regulations as it deems fit.

All implementation guidelines must be observed. However, the Senate is entitled to change the guidelines according to any situation that may arise.

The University is not responsible for any consequences arising from the candidate's failure to comply with these Rules & Regulations.