

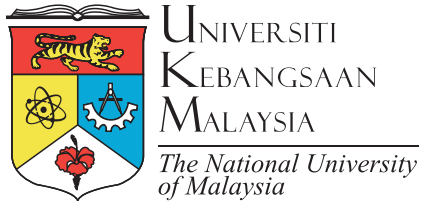


**Inspiring Futures, Nurturing Possibilities**

# **UNIVERSITI KEBANGSAAN MALAYSIA**

**REGULATIONS (GRADUATE STUDIES)**  
**2021**





# **UNIVERSITI KEBANGSAAN MALAYSIA REGULATIONS (GRADUATE STUDIES) 2021**

## **Master's and Doctoral Programmes**

Revised Edition 2021

First printing 2021

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## PART I

### PRELIMINARY

#### Citation

1. (1) **These regulations may be cited as the Universiti Kebangsaan Malaysia (Graduate Studies) Regulations 2021.**
- (2) These regulations shall apply to all students who register for any programme that confers a master's degree or doctoral degree on or after the effective date of the regulations.

#### Interpretation

2. In these regulations, unless the context otherwise requires:

"payment" means any payment of fees and other charges imposed by the University on a student for a programme;

"CEFR" means *The Common European Framework of Reference*;

"dissertation" means an original academic text prepared and submitted by a student for the award of a master's degree by research and/or mixed mode;

"Dissertation/thesis compilation format" means the writing of a dissertation/thesis, which is a combination of articles that have been published or have been accepted for publication as detailed in terms of writing a dissertation/thesis compilation format in the Guidelines for Writing a Dissertation/Thesis Compilation;

"IELTS" means the *International English Language Testing System* offered by the British Council;

"doctoral degree" means a degree conferred by the University to a student who has fulfilled the programme requirements of Doctor of Philosophy, Clinical Doctorate, Doctor of Public Health, Doctor of Business Administration, Doctor of Clinical Dentistry or other doctoral degrees which are equivalent to it;

"master's degree" means the degree conferred by the University to a student who has fulfilled the requirements of the Master's Degree, Clinical Master's Degree, Specialist Doctor's Degree, Clinical Dentistry, Advanced Clinical Master's Degree or other equivalent master's degree;



“department” means any department or school established within the faculty/institute to run a programme;

“Graduate Examining Committee” means the committee consisting of the Dean/Director or their representative, the Head of the Graduate Programme (if applicable) and the Graduate Programme Coordinator (if applicable) to consider and certify the examination results of students other than as stated under sub-regulation 6(a);

“Graduate Studies Committee” means the committee established at the Faculty/Institute to manage the Faculty/Institute’s programme consisting of the Dean/Director or their representative, as Chair, Centre Chair/Head of Department and Head of Graduate Programme (if applicable);

“Oral Examination Committee” means the committee established to assess, review and certify the result of a dissertation/thesis and the oral examination of a dissertation/thesis;

“Supervisory Committee” means the committee consisting of an academic staff member of the University appointed as Chair and at least two other members as members of the Supervisory Committee to supervise research, the preparation of dissertation/thesis and to guide and evaluate student studies;

“Dissertation/Thesis Oral Examination Results Appeal Review Committee” means the committee established to consider appeals against the results of the oral examination assessment;

“campus” means a place of study recognised by the Senate;

“Head of programme” means an academic staff member appointed by the University to coordinate a programme;

“credit” means the workload value for one credit hour, which is equivalent to the study time or learning time for one semester of study;

“course” means a subject offered in terms of the programme of study;

“coursework mode” means a study programme that focuses on coursework;

“mixed mode” means a programme of study that has both coursework and research component;

“clinical mode” means a programme of study that has a component of coursework and practicum or clinical work as well as case studies and/or research;

“research mode” means a study programme that focuses on research;

“MUET” means the Malaysian University English Test offered by the Malaysian Examinations Council;

“student” means a registered student of the University’s graduate studies programme;

“non-graduating student” means a student who enrolls in prerequisite courses registering as a candidate for a master’s or doctoral programme; or an external student who registers and attends all or part of the course in a master’s or doctoral programme;

“Internal Examiner” means an academic staff member of the University appointed by the Faculty/Institute to evaluate the research findings of a student;

“External Examiner” means an academic staff member or an expert in the field from outside the University appointed by the Senate to evaluate the research findings of a student;

“applicant” means a candidate who applies for admission into any postgraduate programme offered by the University;

“Academic Advisor” means an academic staff member from the Faculty/Institute appointed to assist a student in course selection and monitor the progress of the student;

“Industry Advisor” means an expert from outside the University appointed to guide and assist a student in a particular field;

“supervisor” means an academic staff member of the University or an academic staff member from outside the University or an expert from outside the University appointed to supervise research, thesis/dissertation preparation and to guide and assess students’ studies and may consist of a main supervisor and/or co-supervisor or a Supervisory Committee as specified under regulation 34;

“Main Supervisor” means an academic staff member of the University appointed individually or to lead a group of two or more supervisors to supervise research and dissertation/thesis preparation and to guide as well as evaluate the studies of a student;

“co-supervisor” means an academic staff member from the University, an academic staff member from outside the University, or an expert from outside the University appointed together with the main supervisor (if applicable) to supervise research, dissertation/thesis preparation and to guide as well as evaluate a student’s studies;

“official announcement of result” means the official results given via mail or accessible online or any other manner as prescribed by the University;

“comprehensive examination” means an extensive examination covering the major and minor fields of study undertaken by a student;

“oral examination” means the examination for students to defend the research findings of their thesis/dissertation before the Oral Examination Committee;

“programme” means an academic structure of a master’s or doctoral degree in a particular area of specialisation;

“modular coursework programme” means a study programme that focuses on coursework which is offered on a modular structure;

“one year of study” means three (3) semesters consisting of two (2) long semesters and one (1) short semester with 17 weeks for the long semester and nine weeks for the short semester or two (2) long semesters, with a minimum of 42 weeks;

“semester” means a specific period within a session set by the Senate;

“Senate” means the Senate of Universiti Kebangsaan Malaysia;

“session” means the academic year whose dates are determined by the Senate;

“academic staff” means a person appointed as a teaching staff member at a university and includes senior professor, professor, associate professor, fellow, assistant professor, reader, senior lecturer, lecturer, assistant lecturer, language and matriculation teacher and tutor;

“normal duration of study” means the typical period of study for any programme mode;

“thesis” means the original academic writing prepared and submitted by a student for the award of a doctoral degree by research and mixed modes;

“TOEFL” means Test of English as a Foreign Language offered by Educational Testing Services International;

“University” means Universiti Kebangsaan Malaysia.

## PART II

### ADMISSION REQUIREMENTS

#### Entry requirements for master's programmes

3. (1) A person who intends to apply for a master's programme should have the following qualifications:
  - (a) A bachelor's degree awarded by obtaining a good Cumulative Grade Point Average (CGPA) from a university or any institution of higher learning recognised by the Malaysian Qualifications Agency (MQA) and/or having accreditation recognised by a foreign accreditation body or institution as prescribed by a programme; or
  - (b) A Doctor of Medicine degree or a Doctor of Dental Surgery degree from the University or any institution of higher learning or an equivalent degree from any institution of higher learning recognised by the Senate; or
  - (c) Any other qualification recognised by the Senate obtained through the Accreditation of Prior Experiential Learning (APEL); or
  - (d) Fulfils other requirements prescribed by the programme (if applicable); and
  - (e) Fulfils the requirements of the Malaysian Qualifications Agency (MQA).
- (2) An appeal for reconsideration of admission to a master's programme may be submitted to the Faculty/Institute applied for within 30 days of the date the decision is received.

#### Entry requirements for doctoral programmes

4. (1) A person who intends to apply for a doctoral programme should have the following qualifications:
  - (a) A master's degree from a university or any institution of higher learning recognised by the Malaysian Qualifications Agency (MQA) and/or accreditation recognised by a foreign accreditation body or an institution with accreditation as prescribed by a programme; or
  - (b) Other qualifications considered equivalent to a master's degree or other qualifications with experience recognised by the Senate; or

- (c) A student currently pursuing a full-time master's programme under sub-regulation 6(a) at the University and recommended by the relevant Faculty/Institute's Graduate Studies Committee for status conversion to a doctoral programme with approval from the Dean/Director; or
  - (d) A bachelor's degree with distinction from the University or any institution of higher learning subject to what is prescribed by the relevant Faculty/Institute and approved by the Malaysian Qualifications Agency (MQA); and/or with accreditation recognised by a foreign accreditation board; or
  - (e) Any other qualification recognised by the Senate obtained through the Accreditation of Prior Experiential Learning (APEL); or
  - (f) Fulfils other requirements prescribed by the programme (if applicable); and
  - (g) Fulfils the requirements of the Malaysian Qualifications Agency (MQA).
- (2) An appeal for readmission to a doctoral programme may be submitted to the faculty/institute within 30 days of receipt of the decision.

### **English language proficiency requirement**

5. (1) International students shall fulfil the English language requirements by obtaining IELTS or TOEFL or MUET results or any examination that has been aligned to the Common European Framework of Reference (CEFR), which fulfils the minimum score or band requirements set by their respective programmes and approved by the Senate.
- (2) An international student who fails to meet the English language competency requirements may be given a conditional offer as follows:
- (a) Students are allowed to attend an internal English Preparatory Course at the University with a time limit of a maximum of two (2) years and subject to the regulations of the Malaysian Immigration Department in force; and
  - (b) International students pursuing an internal English Preparatory Course must sit for the IELTS or TOEFL, or MUET examinations or any CEFR-aligned examination to meet the English language competency requirements.
- (3) The list of examinations that has been aligned to the CEFR is subject to the list approved by the Senate and continuously updated.

- (4) The Faculty/Institute may grant exemptions to the conditions stated in sub-regulations 5(1) and 5(2) to:
- (a) International students originating from countries that use English as the official language; or
  - (b) International students who use academic qualifications from institutions that use English as the medium of instruction and intend to pursue higher studies at the University.

## PART III

### COURSE OF STUDY

#### Mode of study

6. Subject to the Senate and the offer of the study programmes, the modes of study for master's or doctoral programmes are as follows:
- (a) Research mode;
  - (b) Coursework mode;
  - (c) Mixed mode;
  - (d) Clinical mode.

#### Period of study

7. (1) The period of study for a master's programme under sub-regulation 6(a) is as follows:
- (a) For full-time study, the typical period is two (2) years and the maximum period is three (3) years;
  - (b) For part-time study, the typical period is three (3) years and the maximum period is four (4) years.
  - (c) However, an outstanding student may apply in writing to the relevant Dean/ Director for exemption from the typical period conditions as specified in sub-regulations 7(1)(a) and 7(1)(b) subject to a minimum period of one (1) year, after fulfilling the programme requirements, publication requirements and other conditions as prescribed by the Faculty/Institute and these regulations.
- (2) The period of study for the master's programme under sub-regulations 6(b) and 6(c) is as follows:
- (a) For full-time study, the typical period shall be at least one (1) year, and the maximum period of study shall not exceed double the usual period offered by the programme;

- (b) For part-time study, the typical period is two (2) years, and the maximum period of study is four (4) years.
- (3) The period of study for a master's/doctoral programme, under sub-regulation 6(d) is a minimum of four (4) academic sessions and a maximum of seven (7) full-time academic sessions only.
- (4) The period of study for a doctoral programme is as follows:
  - (a) For full-time study, the typical period is three (3) years and the maximum period is six (6) years;
  - (b) For part-time study, the typical period is four (4) years and the maximum period is seven (7) years.
  - (c) However, an outstanding student may apply in writing to the Dean/Director for exemption from the typical period conditions as specified in sub-regulations 7(4)(a) and 7(4)(b) subject to a minimum period of two (2) years, after fulfilling the programme requirements, publication requirements and other conditions as prescribed by the Faculty/Institute and these regulations.
- (5) Subject to regulation 8, students who have reached the maximum period of study may apply for additional study time.
- (6) Students who do not apply for extra time may be terminated due to the expiration of the study period.
- (7) Students in a doctoral programme who complete seven (7) semesters or 42 months are counted from the date of registration to the date of graduation approved by the Senate and are deemed to have graduated on time (GOT).
- (8) Students affected by unforeseen disasters/crises and those beyond their control may apply in writing to the relevant Dean/Director to be given an additional one (1) semester for the calculation of academic merit criteria as mentioned under sub-regulation 7(7) and sub-regulation 46(2).

### **Extension of period of study**

- 8. (1) Students may apply for additional study time for three (3) semesters before reaching the maximum period of study by applying in writing to the Dean/Director.



- (2) Notwithstanding any period prescribed under sub-regulation 8(1), a student may apply for an additional time of one (1) semester only subject to the decision of the Senate.
- (3) A student whose period of study exceeds the maximum number of years, including additional time referred to under sub-regulations 8(1) and 8(2) may be dismissed.
- (4) Students who defer their studies during the additional period are subject to the conditions of deferment of studies as referred to under regulation 19.

### **Form of registration**

9. (1) Citizen students other than the students specified in sub-regulation 7(3) are allowed to choose whether to follow the programme of study full-time or part-time, and the period of study are counted from the date of their first registration until graduation.
- (2) Students of the master's/doctoral programme referred to in sub-regulation 6 (d) are only allowed to follow the programme of study on a full-time basis.
- (3) Only citizen students may apply to the Dean/Director to change the registration status from full-time to part-time or *vice versa* for the relevant programme, subject to all of the following conditions:
  - (a) the application may be made only once during the period of study; and
  - (b) the application may not be made after the maximum period of study has ended; and
  - (c) the applications must be made in writing to the Dean/Director within four (4) weeks from the date the semester begins.
- (4) International students shall register for and attend all programmes of study on a full-time basis only, from the date of first registration until the date of completion of study.
- (5) Expatriates currently working in Malaysia are allowed to pursue studies on a part-time basis subject to the following rules:
  - (a) The expatriate is in Malaysia using an Employment Pass;

- (b) Expatriates need to apply to the Malaysian Immigration Department for study permission using a Study Pass before registering as a part-time student;
- (c) If the expatriate/employee contract expires or is terminated, the expatriate must apply for a Student Pass from the Malaysian Immigration Department and change the form of study to full-time;
- (d) Any changes are subject to the rules of the Malaysian Immigration Department in force at the time.

### **Conversion of study mode**

10. Students who attend a programme of study under one mode may apply to convert to another mode subject to the following conditions:
- (a) The application may only be made once during the period of study;
  - (b) The application shall be made in writing to the Dean/Director within four (4) weeks of the date the semester begins;
  - (c) The application shall be made within two (2) semesters from the date of registration in the University;
  - (d) The new mode entry eligibility requirements are met;
  - (e) Regulations 27 and 28 are applicable for any credit transfer and course exemption;
  - (f) If the change of mode of study occurs from mode 6(a) to mode 6(b)/(c) or *vice versa*, the period of study prior to the change of mode of study is not taken into account as part of the maximum period allowed and is subject to the new typical period of study to qualify for a degree;
  - (g) However, if a change of mode occurs from mode 6(b) to mode 6(c) or *vice versa*, the period of study prior to the change of mode will be taken into account in calculating the maximum period allowed to qualify for a degree.

### **Change of programme/specialisation field in and between faculties/institutes**

11. (1) Students who attend a programme/field of specialisation in a Faculty/Institute may apply to change to a new and different programme/field of specialisation within or another Faculty/Institute or subject to the following conditions:

- (a) The application may only be made once during the period of study;
  - (b) The application shall meet the conditions for admission to the new programme;
  - (c) The application must be made in writing to the Dean/Director of both Faculties/Institutes or anyone involved within two (2) semesters from the date of registration at the University;
  - (d) Regulations 27 and 28 are applicable for any credit transfer and course exemption; and
  - (e) If an exchange occurs between different faculties/institutes, the period of study prior to the transfer to a new programme/field of specialisation is not taken into account in calculating the maximum period allowed and is subject to the normal period of the new study to qualify for a degree;
  - (f) However, if the transfer takes place in the same Faculty/Institute, the period of study prior to the transfer to a new programme/field of specialisation may be disregarded and may also be taken into account in calculating the maximum period allowed to qualify for a degree. For this purpose, confirmation from the Faculty/Institute is required as follows:
    - (i) The period of study before the exchange is taken into account if the content of the coursework/research project syllabus is equivalent; or
    - (ii) The period of study before the exchange is not taken into account if the content of the coursework/research project syllabus is completely different from the previous one.
- (2) International students who have obtained an exchange of specialisation approval must notify the visa management office at the University to obtain a student exchange pass.

### **Terms of residency**

12. (1) Students must be physically on campus with a minimum cumulative duration of one (1) semester throughout the period of study.

- (2) However, students may apply in writing to the Dean/Director for exemption from the conditions under sub-regulation 12(1). Applications must be made in any semester before the student graduates. For this, students must obtain confirmation at least from the Main Supervisor or the Chair of the Supervisory Committee that the student is not required to be physically present on campus during the period of study.
- (3) Sub-regulations 12(1) and 12(2) may be waived for certain programmes approved by the Senate.

### **Bahasa Melayu proficiency requirement**

13. (1) International students shall attend the Bahasa Melayu course as an audited course (U) to qualify for the conferment of a degree as determined by the University.
- (2) However, students may apply in writing to the operator of the University's Bahasa Melayu course within two (2) semesters of the date of admission to the University to be excluded from the matters referred to under sub-regulation 13(1) subject to the following conditions:
  - (a) The student has attended and passed an equivalent Bahasa Melayu course organised by any other parties approved by the Senate; and
  - (b) The student has sat the Bahasa Melayu Proficiency Test and achieved the required level;
- (3) In certain cases, the Senate may grant exemptions to the Bahasa Melayu proficiency requirement.

### **Arabic proficiency requirement**

14. (1) Students in a particular field of specialisation must sit and pass an Arabic language qualification test.
- (2) Students who fail the test under sub-regulation 14(1) shall attend and pass the Intensive Arabic Language Course determined by the relevant Faculty/Institute.
- (3) In certain cases, the Senate may grant exemptions to the Arabic language requirement.

**Publication requirement for research mode students**

- 14A (1) Mode 6(a) students must meet the requirements for publication set by the Faculty/Institute and approved by the Senate to meet the requirements for the conferment of the degree.
- (2) Student publications that are considered a condition for conferring a degree must meet the following criteria:
- (a) The publication is relevant to the student's field of research; and
  - (b) The publication must be completed within the period of study of the student; and
  - (c) Student publications shall be in collaboration with the University supervisor.
- (3) Joint publications by several students of the University must be confirmed by the Dean/Director as being related to the students' fields of research.
- (4) A student's research patent that has been filed may be accepted as one of the conditions of publication. The patent filing shall meet these criteria:
- (a) Obtain confirmation from the Dean/Director that the patent filing is related to the student's field of research; and
  - (b) Have "filed" status and a patent filing number.
- (5) The Faculty/Institute may allow a maximum of twelve (12) months for students to complete the publication requirements after the date of submission of the corrected hard copy of the dissertation/thesis and obtain confirmation from the named examiner who has been agreed by the Oral Examination Committee.
- (6) This maximum period of twelve (12) months is subject to the maximum period of study. Therefore, students who are given this period and at the same time have reached the maximum period of study must apply for additional study time.
- (7) Students who do not complete the publication requirements after the period mentioned under sub-regulation 14A(6) are considered to have failed and will be given the status of "Failed and Not Eligible to be Awarded a Degree."

## PART IV

### APPLICATION AND REGISTRATION

#### Application

15. (1) Every application shall be in the manner prescribed by the University.
- (2) Every application received from the applicant shall be referred to the relevant Faculty/Institute for selection.
- (3) Applicants who have failed for academic reasons in studies previously offered by the University are not allowed to apply-:
  - (a) To a programme in the same mode; or
  - (b) To a programme in the same field of specialisation.

#### Registration of new students

16. (1) Admitted applicants must register within the period prescribed by the University.
- (2) Applicants are not allowed to register after four (4) weeks of the semester/session begins except for research mode study candidates only.
- (3) Notwithstanding the period prescribed under sub-regulations 16(1) and 16(2), the applicant may apply to defer registration as under Regulation 17.

#### Deferment of registration of new students

17. (1) Applicants who have been admitted but have not registered may apply to defer registration for not less than one (1) semester and not more than two (2) semesters.
- (2) All applications for deferment of registration must be made in writing to the University Academic Management Centre.
- (3) Applicants who have been admitted but fail to comply with the period prescribed under sub-regulation 17(1) are deemed to have rejected the offer, and the offer will be void.

### **Registration of existing students**

18. (1) Existing students shall register within the prescribed period at the beginning of each semester/session.
- (2) Existing students who fail to register within four (4) weeks of the commencement of the semester/session without obtaining permission in writing from the Dean/Director will be given the status of "Dismissed due to failure to register".
- (3) A student who has been dismissed under sub-regulation 18(2) may appeal in writing to the Dean/Director to continue their studies, subject to a period not exceeding two (2) consecutive semesters and will be charged the processing fee and late registration fine as prescribed by the University.
- (4) The period of non-registration in sub-regulation 18(3) will be treated as a period of deferment of studies and subject to the allowed period of deferment.

### **Deferment of study of existing students**

19. (1) A student may apply for deferment of study based on reasonable grounds, and the duration of this deferment will not be considered part of the period of study.
- (2) The deferment of study may be permitted for a minimum period of one (1) semester and not exceeding four (4) semesters throughout the period of study for mode 6(a)-(c).
- (3) For students under mode 6(d), deferment of studies is only allowed for a minimum period of one (1) semester and not more than two (2) semesters during the period of study.
- (4) Notwithstanding the period prescribed under sub-regulations 19(2) and 19(3), students may apply for an additional one (1) semester only for deferment of studies subject to Senate approval.
- (5) Students who are approved for deferment of studies are not eligible to use any facilities provided by the University.
- (6) International students who postpone their studies must cancel their student pass and are subject to the regulations of the Malaysian Immigration Department in force at the time.

- (7) Students who attend a master's programme of modular coursework are not allowed to defer their studies.
- (8) All applications for deferment of studies must be made in writing to the Dean/ Director no later than four (4) weeks from the date the semester/session begins.
- (9) For students who have registered, the Faculty/ Institute may approve a deferment of studies after the period specified in sub-regulation 19(8), but this must occur before the date of examination/assessment of the semester begins.
- (10) Students who do not apply for a deferment or fail to comply with the period prescribed under sub-regulation 19(8) may have their studies terminated, and sub-regulations 18(2) and 18(3) apply jointly.

### **Special deferment of study**

- 19A (1) Applicants who have been offered a place but have not registered and existing students can apply for a special deferment of studies. This special deferment shall not be taken into account in the count of semesters allowed for deferment as referred to under sub-regulations 17(1), 19(2) and 19(3).
- (2) The conditions to enable students to apply for special deferment are as follows:
    - (a) Restrictions on entry into Malaysia by the Government of Malaysia;
    - (b) Restrictions on exit from the country of origin due to war or disease outbreaks.
    - (c) Unforeseen disasters/crises and those beyond one's control.
  - (3) All applications for special deferment of this study shall be made in writing to the Dean/Director within four (4) weeks from the date of the semester/session begins together with the appropriate evidence to meet the matters specified under sub-regulation 19A(2) subject to a maximum of two (2) semesters throughout the period of study.

### **Registration for existing students who have submitted a dissertation/thesis or who have not yet completed the programme requirements**

20. (1) Existing students under sub-regulations 6(a) and 6(c) who have submitted a dissertation/thesis for examination shall continue to register for the following semester, and the dissertation/thesis is given the status of "Submission of Thesis



for Examination” until the oral examination of the dissertation/thesis is completed or until other programme requirements are completed without incurring tuition fees.

- (2) For the purpose of the fee exemption in accordance with sub-regulation 20(1), the submission of the dissertation/thesis shall be, at the latest, before the end of the semester or on a specific date set by the University.
- (3) Existing students under sub-regulation 6(b) who have completed the coursework requirements but have not completed the degree conferment requirements prescribed shall continue to register without being charged tuition fees subject to the period of study prescribed in regulation 7.

### **Payment**

21. (1) A student must pay all fees to the University at the beginning of each semester/session throughout the period of study.
- (2) A student who fails to make any payment under sub-regulation 21(1) may:
  - (a) Be subject to suspension of examination results;
  - (b) Not be allowed to register for the next semester/session;
  - (c) Be subject to such other actions as may be prescribed by the University.

## PART V

### COURSE WORK, RESEARCH, AND SUPERVISION

#### Course registration

22. Students shall register for the courses set by the programme as follows:
- (a) Compulsory registration is the registration of courses required to obtain a degree. The registered compulsory courses will be calculated in determining a student's grade point average (if applicable). Compulsory registration may consist of core and elective courses.
  - (b) Registration without a grade is registration for courses without a grade. These courses will not be considered in determining the grade point average. The credit for the course without a grade is still calculated in determining the course workload for each semester (if applicable).
  - (c) Audit registration is registration for courses that will be attended by way of an audit. This course will not be taken into account in determining the grade point average and is not considered to fulfil the requirements of a degree programme unless otherwise stated. Students who attend courses by audit must fulfil the course requirements.

#### Course workload

23. (1) A student who attends a mode of study other than those specified under sub-regulation 6(a) is allowed to register a number of courses and credits as follows:
- (a) For a full-time student, a minimum of twelve (12) credits or three (3) courses to a maximum of twenty (20) credits or five (5) courses for each semester;
  - (b) For a part-time student, not exceeding twelve (12) credits or (3) three courses for each semester.
- (2) For a master's programme by modular coursework, a student is allowed to register for a number of courses and credits as follows:
- (a) For a full-time student, a maximum of four (4) credits or one (1) course (not including project/dissertation) at any one time; and must complete all the courses and project/dissertation in the minimum period of one (1) year of study and a maximum of double the full-time study period approved;

- (b) For a part-time student, a maximum of four (4) credits or one (1) course (not including project/dissertation) at any one time; and must complete all the courses within the minimum period of two (2) years of study and a maximum of double the part-time study period approved;
  - (c) The minimum total credits taken during the entire study period is 40 credits.
- (3) For a doctoral programme by modular coursework, a student is allowed to register for a number of courses and credits as follows:
- (a) For a full-time student, a maximum of six (6) credits (not including project/dissertation) at any one time; and must complete all the courses and project/dissertation within the typical period of three (3) years of study and the maximum period of six (6) years;
  - (b) For a part-time student, a maximum of six (6) credits (not including project/dissertation) at any one time; and must complete all the courses within the typical period of four (4) years of study and the maximum period of seven (7) years;
  - (b) The minimum total credits taken during the entire study period is eighty (80) credits.
- (4) Courses that need to be followed for a programme of study must be registered for within four (4) weeks from the date of the beginning of a semester, except for students of modular coursework programmes.
- (5) For certain programmes or for students who are in their final semester, the Dean/Director may authorise an exemption to the minimum and maximum limits of credit registration, except for modular coursework programme students.

### **Programme or course requirements**

24. (1) A student attending a registered course must meet the requirements prescribed by the course to be eligible to sit for the final examination (if applicable).
- (2) A student stated under sub-regulation 24(1) who is not allowed to sit for the final examination due to non-fulfilment of course requirements will be given a grade E for the course.

- (3) A student stated under sub-regulation 6(d) who is not allowed to sit for the final examination due to non-fulfilment of programme or course requirements is considered to have failed.
- (4) The examination results of a student who fulfilled the course requirements and sat for the examination for an unregistered course will not be considered in determining the grade point average.

## **Research**

25. (1) Students attending may conduct research on campus or by attachment with the industry or other research institutions recognised by the University.
- (2) For international students, sub-regulation 25(1) applies in conjunction with regulation 12.

## **Adding, dropping, and withdrawal from courses**

26. (1) A student may add and drop courses within the first four (4) weeks of each semester.
- (2) A student may withdraw from a course starting from the fifth week (5) until the tenth week (10) and will be given the grade "Withdraw" (TD), which will not be taken into account when determining the grade point average (if applicable).
- (3) For modular coursework programme:
  - (a) A student may register for courses within the first 30% of course content delivery for each course.
  - (b) A student may drop courses within the first 40% of course content delivery for each course.
  - (c) A student is allowed to drop a course after the first 40% until at least 70% of course content delivery for each course with the approval of the Dean/ Director, and he/she will be regarded as having withdrawn from the course and will be given grade TD which will not be taken into consideration in determining the grade point average (if applicable).
- (4) A student who has withdrawn under sub-regulations 26(2) and 26(3)(c) is not exempted from paying the tuition fees in full and must do so.

- (5) The process of adding and dropping courses must fulfil the requirements of the minimum and maximum number of credits to be taken in each semester.
- (6) A student who has registered for a course but neither attends nor applies to drop the course will be given a grade E for the course.

### **Credit transfer**

27. (1) Credit transfers are allowed for equivalent courses in programmes that have the same level (horizontal) according to the following categories:
  - (a) Students who change programmes within the University;
  - (b) Students transferring from other universities;
  - (c) Students who have graduated from a programme recognised by the Senate;
  - (d) Based on Accreditation of Prior Experiential Learning for the Purpose of Awarding Credit - (APEL (C));
  - (e) Students involved in outward mobility programmes.
- (2) For all categories specified in sub-regulation 27(1), students may apply to transfer the credits obtained subject to the following conditions:
  - (a) The minimum pass grade of the course involved that may be transferred for credit is Grade B;
  - (b) The equivalence of course content must be not less than 80%;
  - (c) The equivalent course taken must not exceed five (5) years from the date of admission into the University.
- (3) The maximum percentage of credit transfer through APEL (C) is 30% of the total credit of a programme of study. The award of APEL (C) credit for graduate programmes is limited to coursework and mixed-mode programmes only.
- (4) There is no credit transfer limit if the student is an internal student of the University. However, if the study is taken at a different university, the credit transfer is subject to the residency requirements set by the Malaysian Qualifications Agency (MQA).

- (5) The grade for the credit transferred will be taken into account in determining grade point average grade value for the categories specified in sub-regulations 27(1)(a), (b) and (e).
- (6) The grade for the credit transferred will not be taken into account in determining the average grade value for the categories specified in sub-regulations 27 (1) (c) and (d). Thus, only the course credits will be taken into account for this category.
- (7) All credit transfer processes are subject to a prescribed processing fee.
- (8) Application for credit transfer must be made in writing together with the receipt of application payment to the Dean/Director as follows:
  - (a) For the application of sub-regulations 27(1)(a-d), no later than the sixth (6th) week of the first semester of study; and
  - (b) For the application under sub-regulation 27(1)(e), after completing the programme.
- (9)
  - (a) Vertical credit transfer from bachelor to master level is permitted for the offering of bachelor (Level 6, MQF) and master (Level 7, MQF) Integration Programmes.
  - (b) Credit transfer other than those specified under regulation 27(9)(a) above is not allowed.
  - (c) Transfer of a master's credit to the doctoral level or vice versa (high to low) is not allowed.
- (10) Also, credit transfers may not be given to courses from previously failed programmes of study.

### **Course exemption**

28. (1) In certain cases, the Senate may grant course exemptions for courses that have been taken by students at the University or an external university recognised by the Senate. Approval of this course exemption is subject to sub-regulation 27(2).
- (2) Grades for exempted courses will not be taken into consideration in determining the grade point average and will not result in students earning credit for exempted courses.

- (3) If the exemption of a course causes the student's credit requirements to be insufficient, then the student shall take another course to complete the credit.
- (4) Application for course exemption shall be made in writing to the Dean/Director within two (2) semesters from the date of registration in the University.

### **Dissertation/Thesis**

29. (1) In the preparation of a dissertation/thesis, a student shall comply with the conditions as follows:
  - (a) In accordance with the format of writing and preparation of dissertation/thesis as described in the UKM Style Dissertation/Thesis Writing Guideline and the Compilation Thesis/Dissertation Writing Guideline (if applicable);
  - (b) The student does not submit a thesis/dissertation that has been submitted to the University or another university but may include any part of the work provided that the part of the work included is clearly referenced;
  - (c) The dissertation/thesis must be written in Bahasa Melayu;
  - (d) Research work intended for publication must be approved by the supervisor or the Supervisory Committee.
- (2) Notwithstanding sub-regulation 29 (1)(c), the dissertation/thesis may be written in English or Arabic. For this purpose, students may apply in writing for this dispensation to the Dean/Director at any time from the beginning of the application for admission to the University until the latest in the fourth (4) semester for master's programme students and the sixth (6) semester of study for doctoral programme students.
- (3) Approval to write in English or Arabic may be granted subject to the following requirements:
  - (a) International student;
  - (b) Scholarship requirements;
  - (c) Employer needs;
  - (d) Supervisors/examiners from abroad.

- (4) All dissertation/thesis written in Malay or English, or Arabic must have abstracts in Malay followed by English and Arabic (if applicable).
- (5) The maximum limit for a master's dissertation under mode 6(a) should not exceed sixty thousand (60,000) words, and a doctoral thesis under mode 6(a) should not exceed one hundred thousand (100,000) words.
- (6) The maximum limit for a master's dissertation under modes 6(c) and 6(d) should not exceed fifty thousand (50,000) words, and a doctoral thesis under modes 6(c) should not exceed sixty thousand (60,000) words.
- (7) Word count does not include footnotes, quotations, appendices, formulae, tables, diagrams and so on.
- (8) The minimum number of words is determined by the Faculty/Institute, and permission to exceed the prescribed length may be obtained by applying to the Dean/Director at least three (3) months prior to the submission of the thesis/dissertation for examination.
- (9) All dissertations/theses and publications relating to the research work of a student are subject to the Intellectual Property Policy of Universiti Kebangsaan Malaysia.
- (10) The Oral Examination Committee may grant the thesis Excellent status to the student after the oral examination has been conducted. An Excellent thesis is only applicable to students who meet all the following criteria:
  - (a) They obtain a report from both the External Examiner and the Internal Examiner certifying that the thesis has achieved Excellent level;
  - (b) The thesis meets the minimum publication requirements set by the programme;
  - (c) Students must complete and submit the dissertation/thesis within the following period:
    - (i) Doctoral – eight (8) semesters for full-time students, ten (10) semesters for part-time students
    - (ii) Master's (research mode) – six (6) semesters for full-time students, eight (8) semesters for part-time students.



- (d) Students are found to present the results of the study well during the oral examination.

### **Submission of dissertation/thesis**

30. (1) A student should submit a notice in writing to the Dean/Director at least three (3) months before submitting the dissertation/thesis for examination.
- (2) A student submitting a Notice of Submission of Thesis/Dissertation for examination purposes must meet the requirements of the programme.
- (3) A student intending to submit a dissertation/thesis for the examination should:
- (a) Submit the thesis/dissertation in digital and printed formats according to the number of copies required by the Faculty/Institute;
  - (b) Settle the dissertation/thesis examination fee;
  - (c) Meet the requirements prescribed by the University; and
  - (d) Obtain non-plagiarism verification from the Dean/Director.
- (4) Students who have not met the requirements of publication are allowed to submit a thesis for examination purposes and sit for the oral examination. Students should submit proof that the manuscript has been submitted for publication purposes when submitting the Thesis/Dissertation Submission Notice. A Thesis/Dissertation Submission Notice will not be accepted without such proof.
- (5) Students who have passed the Dissertation/thesis Oral Examination and are certified by the Oral Examination Committee after fulfilling all the prescribed conditions should submit the dissertation/thesis in bound and/or digital forms according to the number of copies prescribed by the University to the Faculty/Institute.

### **Dissertation/Thesis form**

31. The dissertation/thesis may be prepared either in the conventional form of a dissertation/thesis or in the compilation form of a dissertation/thesis. The dissertation/thesis may be prepared in compilation form with the permission of the Faculty/Institute and is subject to the Compilation Thesis/Dissertation Writing Guideline.

### **Academic advisor**

32. The Faculty/Institute may appoint an academic advisor to guide and advise students on their studies.

### **Industry advisor**

33. The Faculty/Institute may appoint an Industry Advisor to guide and assist a student in a particular field, including research.

### **Supervision of students' research mode, mixed mode, and clinical mode**

34. (1) The supervisor for a student under sub-regulations 6(a), 6(c) and 6(d) may consist of the following:
- (a) A Main Supervisor; or
  - (b) A member of a group of two (2) supervisors consisting of a Main Supervisor and a co-supervisor; or
  - (c) A member of the Supervisory Committee, which consists of the Main Supervisor as Chair and co-supervisors as members.
- (2) Doctoral programme students pursuing mode 6(a) and 6(c) studies must have at least two supervisors, and those two (2) persons are academic staff of the University.
- (3) A student attending study mode 6(a) via industrial attachment must have a co-supervisor from the industry where the research is being conducted.
- (4) All supervisors specified under sub-regulation 34(1 to 3) shall be appointed by the Dean/Director and are responsible for supervising and guiding the research, dissertation/thesis/project report writing and evaluating the progress of the student.
- (5) The Main Supervisor should possess the following qualifications:
- (a) For a master's programme student:
    - (i) Holds a doctoral degree; or

- (ii) If a main supervisor does not have the required qualifications as in sub-regulation 5(a)(i), the supervisor should have a master's degree with at least five (5) years of experience in teaching and research related to the field of expertise or have been appointed as Joint Supervisor or member of the Supervisory Committee.
- (b) For doctoral programme students:
- (i) Holds a doctoral degree qualification with at least two (2) years of experience in teaching and research related to the field of expertise or have been appointed as a co-supervisor/member of the Supervisory Committee; or
  - (ii) If the main supervisor does not have the required qualifications as in sub-regulation 5(b)(i), the supervisor should be one of the following:
    - a) An associate professor or university professor and have been appointed as the Main Supervisor for at least supervision at the master's level, or a co-supervisor at the doctoral level; or
    - b) A specialist doctor who has five (5) years of research experience in a relevant field of expertise; and has been appointed as the Main Supervisor at least at the master's level or a co-supervisor at the doctoral level; or
    - c) A distinguished fellow/senior fellow with five (5) years of research experience in a relevant field of expertise and have been appointed as the Main Supervisor at least at the master's level or co-supervisor at the doctoral level.
- (6) An academic staff member who is seconded to another place, has resigned or retired from the University, or an academic staff member from another university, or a qualified individual from outside institutions/industries may be appointed as co-supervisor or act as a member of the Supervisory Committee.
- (7) An academic staff member who is on sabbatical leave may not be appointed (new appointment) as the Main Supervisor during the sabbatical.
- (8) Subject to the recommendation of the Senate, the Dean/Director may appoint an academic staff member referred to in sub-regulation 34(6) as the Main Supervisor or the Chair of the Supervisory Committee.

- (9) If the supervisor is unable to perform their duties, the Dean/Director shall appoint another member of academic staff as a replacement for a period deemed necessary.
- (10) The Main Supervisor or the Chair of the Supervisory Committee may request a change and/or addition of a co-supervisor or a member of the Supervisory Committee by writing to the Dean/Director.
- (11) A student may apply for a change and/or addition of supervisor in writing to the Dean/Director no later than three (3) semesters for the doctoral programme or two (2) semesters for the master's programme after the appointment has been made.
- (12) The Main Supervisor or the Chair of the Supervisory Committee shall submit a Student Progress Report (LKC) to the Secretariat/Graduate Committee of the Faculty/Institute for each semester throughout the student's study period.

## PART VI

### EXAMINATION AND ASSESSMENT

#### Examination and assessment for the master's programme

35. (1) The assessment of a master's programme for the mode of study under sub-regulation 6(a) shall consist of:
- (a) One (1) dissertation, which will be examined by at least one (1) External Examiner and one (1) Internal Examiner; and
  - (b) An oral examination in defence of a dissertation before the Oral Examination Committee.
- (2) The assessment of a master's student for the mode of study under sub-regulation 6(b) shall consist of:
- (a) Examination, continuous assessment and/or a comprehensive examination of coursework taken in each semester; and
  - (b) One (1) master's project report, which will be examined by an academic staff member appointed by the relevant Faculty/Institute.
- (3) The assessment of a master's student for the mode of study under sub-regulation 6(c) shall consist of:
- (a) Examination, continuous assessment and/or a comprehensive exam of coursework taken in each semester; and
  - (b) One (1) dissertation to be examined by two (2) examiners, with at least one internal examiner; and
  - (c) An oral examination in defence of a dissertation before the Oral Examination Committee (if applicable).
- (4) The assessment of a master's student for the mode of study under sub-regulation 6(d) shall consist of:
- (a) Written examination/reports, comprehensive exams, an oral examination and clinical/practicum of the coursework attended; and

- (b) One (1) dissertation/master's project report, which will be examined by at least two (2) examiners; and
- (c) An oral examination to defend the dissertation/master's project report before the Oral Examination Committee (if applicable).

### **Assessment for the doctoral programme**

36. (1) The assessment of a doctoral student for the mode of study under sub-regulation 6(a) shall consist of:
- (a) A thesis that will be examined by at least one (1) internal examiner and one (1) external examiner; and
  - (b) An oral examination to defend the thesis before the Oral Examination Committee.
- (2) The assessment of students pursuing a doctoral programme, for students of the mode of study under sub-regulation 6(a) by industrial route shall consist of:
- (a) One (1) thesis to be examined by at least one internal examiner and at least two (2) external examiners, one of whom shall be from the industry; and
  - (b) An oral examination to defend the thesis before the Oral Examination Committee.
- (3) The assessment of students pursuing a doctoral degree programme, for students of the mode of study under sub-regulations 6(c) and 6(d) shall consist of:
- (a) Examination and/or continuous assessment of coursework taken in each semester or session (if applicable); and
  - (b) Comprehensive examination (if applicable); and
  - (c) One (1) thesis to be examined by at least one external examiner and at least one internal examiner; and
  - (d) An oral examination to defend the thesis before the Oral Examination Committee (if applicable).

- (4) For students who are University's lecturers/trainee lecturers and recipients of Bumiputera Academic Training Scheme (SLAB) Scholarships/IPTA Academic Training Scheme Scholarships (SLAI), the panel of examiners shall consist of at least two (2) external examiners and one (1) internal examiner.

### **Oral examination result**

37. (1) Students specified under sub-regulations 35(1) and 36(1) are subject to the maximum period of dissertation/thesis correction recommended by the Oral Examination Committee.
  - (2) The maximum approved correction period for the first time is twelve (12) months and the maximum period for correction for the second time after the repeated oral examination is three (3) months.
  - (3) For a student who has been given the maximum correction period of twelve (12) months for the first examination, the corrected thesis/dissertation must be submitted for re-examination and is required to undergo a Repeat Oral Examination.
  - (4) A student who has to undergo a Repeat Oral Examination as referred to in sub-regulation 37(3) must register and shall be charged the Repeat Oral Examination fees.
  - (5) For a student who has been given the maximum correction period of three (3) months for the Repeat Oral Examination, the corrected dissertation/thesis must be submitted for verification purposes as determined by the Oral Examination Committee.
  - (6) However, students may apply for an extension of time from the initial correction period given by the Oral Examination Committee subject to a maximum of three (3) months. The application should be made in writing to the Dean/Director before the maximum initial correction period expires.
  - (7) Students who fail to submit a dissertation/thesis within the maximum period, including the additional period, are considered "Failed and Not Eligible to be conferred a Degree".
  - (8) The granting of the status of "Failed and Not Eligible to be Awarded a Degree" shall be approved by the Oral Examination Committee before being submitted to the Senate.

## External Examiner

38. (1) The external examiner of a master's student for study mode under sub-regulation 6(a) and 6(c) shall be an academic staff member appointed by the Senate to evaluate the achievement of the student, and the examiner should have at least the following qualifications:
- (a) Holds a doctoral degree;
  - (b) Has supervised master's graduates in the past;
  - (c) Has three (3) years of experience in the related research field starting from the conferment date of the doctoral degree; and
  - (d) Demonstrates academic excellence.
- (2) The external examiner of a doctoral student, for study modes under sub-regulation 6(a) and 6(c) shall be an academic staff member appointed by the Senate to evaluate the achievement of the candidate, and the examiner should have at least the following qualifications:
- (a) Be an Associate Professor;
  - (b) Holds a doctoral degree;
  - (c) Has supervised doctoral graduates;
  - (b) Has five (5) years of experience in a related field of research starting from the conferment date of the doctoral degree; and
  - (e) Demonstrates academic excellence.
- (3) The external examiner for the student programme under sub-regulation 6(d) is appointed by the Faculty/Institute and has been recognised as a 'specialist doctor' in the related field, who is an academic staff member or area expert appointed by any Senate of other universities or other institutions and approved by the Senate.
- (4) The area experts from other industries/institutions who will be appointed as external examiners shall have experience in the relevant field of at least five (5) years for examination at the master's degree level or eight (8) years for examination at the doctoral degree level.



- (5) Nomination of external examiners may be done starting in semester three (3) for the master's programme or semester five (5) for the doctoral programme.
- (6) The external examiners appointed shall not have any relationship with and/or any interest in the student.

### **Internal Examiner**

39. (1) The internal examiner for master's and doctoral students, under sub-regulation 6(a) and 6(c) shall be an academic staff member from the University and appointed by the Dean/Director to evaluate the achievement of the student, must meet the following:
  - (a) For a master's student, the internal examiner must have at least a master's degree or other qualification recognised by the Senate and experience in the related field;
  - (b) For a doctoral student, the internal examiner must have at least a doctoral degree or other qualifications recognised by the Senate and experience in the related field.
- (2) The internal examiner for a master's student, under sub-regulation 6(d) shall be appointed based on areas of expertise and is recognised as a 'specialist doctor' in the related field by the Dean/Director.
- (3) Nomination of internal examiners may be done starting in semester three (3) for the master's programme or semester five (5) for the doctoral programme.
- (4) The internal examiner appointed shall not have any relationship with and/or any interest in the student.

### **Graduate Examination Committee**

40. The Graduate Examination Committee is responsible for deliberating on the examination results of students who are attending studies other than those stated under sub-regulation 6(a) and, if satisfied, will recommend to the Senate for conferment of the degree.
  - (1) The Graduate Examination Committee shall consist of:
    - (a) The Dean/Director as the Chair;

- (b) Deputy Deans/Deputy Directors;
  - (c) Assistant Deans;
  - (d) Heads of Department/Chair of Studies Centre (if applicable);
  - (e) Head and/or Coordinator of Graduate Programme (if applicable);
  - (f) Academic representatives from departments/centres of studies (at least one person); and
  - (g) The Assistant Registrar of the Faculty/Centre/Institute to act as its secretary.
- (2) In the absence of the Dean/Director, a Deputy Dean/Deputy Director shall chair the meeting of the Committee of Examiners.
- (3) The quorum of the meeting shall be 1/3 of the members.

### **Committee for Oral Examination of Dissertation/Thesis**

41. (1) The Oral Examination Committee for study modes under sub-regulations 6(a) and 6(c) shall comprise:
- (a) A chair who is a professor or an associate professor at the University;
  - (b) The Dean/Director or their representative (if necessary);
  - (c) An internal examiner; and
  - (d) An external examiner (if applicable).
- (2) University's associate professors who are appointed as the Chair of the Oral/ Dissertation Examination Committee must meet the following conditions:
- a) Have successfully supervised at least two (2) doctoral students; and
  - b) Have been appointed as an external examiner by another university, other than the University.
- (3) The Dean/Director or their representative shall be a member of the Oral Examination Committee if the student's thesis examination report is given the status of "Weak" or if one of the examiners is not present.

- (4) A student's supervisor may only be present as an observer at their student's oral examination session.

### Course evaluation

42. (1) The grading of each semester is for course work and other assessments held throughout the semester and includes a final semester examination for all modes of study.
- (2) The grade and the grade values for coursework will be assessed as follows:

Grade	Grade Value	Status
A	4.00	Pass with distinction
A-	3.67	Pass with distinction
B+	3.33	Pass with merit
B	3.00	Pass with merit
B-	2.67	Pass
C+	2.33	Pass
C	2.00	Pass
C-	1.67	Fail
D	1.00	Fail
E	0.00	Fail
L/K		Pass/Fail (for course without a grade)
TL		Incomplete
U		Audit
TD		Withdraw
SM		In Progress
TP		Deferment
DK		Exempted

The grades without value are as follows:

- (a) L/K (Pass/Fail) grade is given to a student who takes courses that are not given a grade but only given a "Pass" or "Fail";
- (b) TL (Incomplete) grade is given to a student who is unable to complete the course requirements on reasonable grounds. The student must complete the requirements within the first two (2) weeks after the following semester's registration to obtain a full assessment and grade;

- (c) SM (In Progress) grade is used for any work or project that exceeds one semester to complete. It is not given any point value, but the units are calculated only for the determination of the general unit for a semester and not for the evaluation purpose required to obtain a degree. The unit and the grade value for the work or project shall be taken into account in calculating the total units for the degree requirement and the average value when the symbol 'SM' is substituted with a grade;
  - (d) U (Audit) is the grade given to a student who registers, attends a course and takes an examination for a course, but the grade value is not given and the U is only recorded if the student passes the examination of the course. Failure to pass the examination will be recorded as K (Fail);
  - (e) TD (Withdraw) grade is given to a student who withdraws from a course between the fifth (5) week and the tenth (10) week of the semester with permission from the Dean/Director, subject to regulation 26;
  - (f) TP (Deferment) grade is given to a student who applied for postponement of an examination under sub-regulation 44(1). A replacement examination must be held as soon as possible depending on the health state of the student.
- (4) The calculation of units and grade point average are as follows:
- (a) Compulsory courses (W) are considered in determining the fulfilment of the unit's requirement. Courses registered as Audit (AU), Without Grade (L/K), Incomplete (TL), In Progress (SM), Withdrawn (TD) or dropped, will not be included in the unit calculation;
  - (b) The grade point average will be determined according to the method below:
    - i) The Semester Grade Point Average (SGPA) is the total grade (grade point x course units) for all courses divided by the total number of units for all courses taken in one (1) semester.
    - ii) The Cumulative Grade Point Average (CGPA) is the total grade point (grade point x course units) for all courses divided by the total number of units for all courses taken in all semesters;

- (c) The computation formula for Grade Point Average is as follows:

$$PNG = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

$G_i$  : Grade value for course  $i$

$U_i$  : Credit value for course  $i$

$n$  : Number of courses taken

- (5) The level of academic achievement and requirements to continue studies is determined as follows:
- (a) The student's academic achievement will be determined based on their CGPA for a period of study and shall be determined as follows:

Grade Point Average	Achievement Level	Eligibility and Continuation of Study	Eligibility for Degree Conferment
CGPA $\geq$ 3.00	Pass	Eligible	Eligible
$2.00 \leq$ CGPA $<$ 3.00	Conditional pass	Probation	Not Eligible
CGPA $<$ 2.00	Failed and Dismissed	Not Eligible	Not Eligible

- (b) Students must achieve a minimum CGPA of 3.00 for each semester and pass all courses prescribed by the programme;
- (c) Students who are unable to achieve the CGPA as specified in sub-regulation 42(5)(b) will be given the status of "Conditional Pass" in that semester and must improve their performance to at least CGPA 3.00 by the end of the following semester;
- (d) Students who are unable to improve as specified in sub-regulation 42(5)(c) will be terminated from pursuing their programme of study. A student will not be given "Conditional Pass" status for two consecutive semesters during his/her period of study;

- (e) Students of modular coursework mode and mode 6(c) are exempted from the matters specified in sub-regulations 42(5)(c) and 42(5)(d).
- (f) Students of modular coursework mode and mode 6(c) must achieve at least a CGPA of 3.00 at the end of their studies and pass all courses prescribed by the programme to be given the status of "Passed and Eligible for the Conferment of a Degree."
- (g) Students are allowed to repeat the course for the purpose of improving grades, i.e., for courses obtained a grade of B- or below. Only the grade for the latest examination result is taken into consideration in the CGPA while the initial grade of the course is dropped.

### **Research progress assessment**

43. A student pursuing study under sub-regulations 6(a) and 6(c) may be given "Failed and Dismissed" status if the student obtains a Student Progress Report (LKC) with any of the following:
- (a) A total of four (4) "With Reminder" reports throughout the period of study;
  - (b) A total of two (2) "With Warning" reports throughout the period of study;
  - (c) A combination of two (2) "With Reminder" reports and one (1) "With Warning" report throughout the period of study;
  - (d) A "Failed and Dismissed" status in any semester.

### **Postponement of examination**

44. (1) A student who falls sick or has health problems during the examination may apply to the Dean/Director for postponement of the examination.
- (2) The application for postponement of an examination for a course must be made no later than forty-eight (48) hours after the examination was held.
  - (3) The application for postponement of a semester's examination due to health reasons must be accompanied by a medical certificate or confirmation from the doctor in attendance who is a medical officer of the government or the University.
  - (4) An application due to other reasons may be considered at the discretion of the Dean/Director.

- (5) A replacement examination may be arranged based on the merit of the case.

### **Repeat of course/study or special repeat examination**

45. (1) Students who fail in a compulsory course are required to repeat the course. The grade of the repeat course will be taken into account to determine the CGPA, then the previous grade of the failed course will be excised.
- (2) Under sub-regulation 6(d), a student who fails to reach a satisfactory level for each assessment period has to repeat the study period.
- (3) Students who are in the final semester of study who need to complete the total credit are allowed to sit for a special re-examination to obtain a degree. Special repeat examination is only allowed for one (1) underwent course and may only be sat once. An application must be made to the Dean/Director within four (4) weeks of the official examination results are issued.
- (4) Grades A to E may be given to students who pass the special repeat examination and these grades will be taken into account in determining the student's CGPA. The assessment method may either take into account the entire assessment in the course component or a comprehensive special repeat examination that covers the entire course syllabus.

### **Conversion from a master's to a doctoral programme**

46. (1) A student pursuing a master's programme under sub-regulation 6(a) may apply to convert from a master's programme to a doctoral programme.
- (2) The application must be made in writing to the Dean/Director, with recommendations from the Main Supervisor/Chair of the Supervisory Committee at the latest by the third (3) semester of study.
- (3) An evaluation panel shall be appointed and comprise:
- (a) The Dean/Director or their representative as Chair;
  - (b) The Head of Department/Chair of the School or their representative;
  - (c) Three (3) academic staff from the University in a related field consisting of a professor or/associate professor; and
  - (d) The Main Supervisor or Chair of the Supervisory Committee.

- (4) The evaluation panel is responsible for:
  - a) Evaluating the research proposal and achievements of students in a presentation session, and if they qualify, the panel may recommend a conversion from master's candidature to doctoral candidature; and
  - b) Notifying in writing on the conversion of candidature to the Centre for Academic Management (PPA).
- (5) The period of study for students who convert from a master's programme to a doctoral programme is calculated from the date of registration of the master's programme and not after the change to a doctoral programme.

### **Comprehensive examination**

47. (1) A student of a specific master's or doctoral programme is required to complete coursework, and practicum, or clinical work with case studies and/or research to qualify to sit for the comprehensive examination.
- (2) A comprehensive examination sub-committee must be established to handle all work and matters relating to the examination.



## PART VII

### APPEAL

#### **Appeal to review the final examination result of a course**

48. (1) A student may appeal to review the final examination result of the courses taken.
- (2) The application for an appeal must be submitted in writing to the Dean/Director within four (4) weeks from the release date of the official examination results.
- (3) Any appeal received after the period referred to under sub-regulation 48(2) will not be entertained.
- (4) Every appeal shall be submitted with information on the course to be reviewed together with a prescribed processing fee, and this fee is not refundable.
- (5) The Dean/Director, upon receipt of the application for an appeal must establish a panel of examiners to review the results of the assessment to the course concerned.
- (6) The panel of examiners shall consist of at least three (3) academic staff members from the University in addition to the initial examiners.
- (7) The recommendation of the panel of examiners must be submitted for the consideration of the Dean/Director and the decision is subject to endorsement by the Senate.
- (8) The decision endorsed by the Senate is final and no further appeal against the decision will be considered.

#### **Appeal to review the oral examination result of a dissertation/thesis**

49. (1) Students may appeal against the oral examination result of their dissertation/thesis.
- (2) The application for an appeal must be submitted in writing to the Dean/Director within four (4) weeks from the release date of the official examination results.
- (3) Any appeal received after the period referred to under sub-regulation 49(2) will not be entertained.

- (4) Every appeal shall provide reasonable grounds for re-assessment together with a prescribed processing fee, and this fee is not refundable.
- (5) Upon receipt of the appeal, the Dean/Director shall establish a Thesis/Dissertation Oral Examination Review Committee. The committee shall comprise:
  - (a) A professor as Chair; and
  - (b) Two (2) professors or associate professors in the related field; and
  - (c) Two (2) other members who are professors or associate professors; and
  - (d) The Assistant Registrar at the Faculty/Institute acting as the secretary.
- (6) The Thesis/Dissertations Oral Examination Review Committee may invite the Chair of the Oral Examination Committee or his/her representative to be present to provide background information on the student's oral examination result.
- (7) The decision of the Oral Examination Review Committee shall be submitted to the Dean/Director for consideration and the decision is subject to endorsement by the Senate.
- (8) The decision endorsed by the Senate is final and no further appeal against the decision will be considered.

**Appeal for the continuance of study of students under sub-regulations 6(b) and 6(c)**

50. (1) Students who are pursuing studies under sub-regulations 6(b) and 6(c) and who have been terminated from studies and given the status of "Failed and Dismissed" may submit an appeal if they meet the following conditions:
  - (a) Students have shown an improvement in academic performance with increased CGPA and achieved at least a CGPA of 2.90; and
  - (b) Students may repeat the course to improve grades; and
  - (c) Students can obtain a CGPA of 3.00 after repeating the relevant course.
- (2) The appeal shall be submitted to the Dean/Director within four (4) weeks from the release date of the official results.

- (3) Any appeal received after the period referred to under sub-regulation 50(2) will not be entertained.
- (4) The appeal must be accompanied by a prescribed processing fee, and this fee is not refundable.
- (5) Each appeal application received shall be considered by the Faculty/Institute Graduate Studies Committee for Senate approval.
- (6) The decision of the Senate is final and no further appeal will be considered.

### **Appeal for the continuance of study of students under sub-regulation 6(a)**

51. (1) Students pursuing studies under sub-regulation 6(a) who are terminated from the programme of study and given the status of "Failed and Dismissed" may appeal to continue their studies subject to the approval of the Main Supervisor/Chair of the Supervisory Committee and the recommendation of the Dean/Director.
- (2) Each appeal must be submitted to the Dean/Director within four (4) weeks from the release date of the official decision based on the Candidate Progress Report (LKC).
- (3) Any appeal received after the period referred to under sub-regulation 51(2) will not be entertained.
- (4) Each appeal must be accompanied by a prescribed processing fee, and the fee is non-refundable.
- (5) Each appeal application received must be considered by the Faculty/Institute for Senate approval.
- (6) The decision of the Senate is final and no further appeal will be considered.

### **Appeal for the continuance of study of students under sub-regulation 6(d)**

52. (1) A student attending study under sub-regulation (6)(d) who has been terminated and given the "Failed and Dismissed" status may appeal for the continuance of study with approval from the Supervisor/Programme Coordinator/Head of Department and subject to the improvement of the student's academic performance as validated by the Graduate Studies Committee.

- (2) Each appeal must be submitted to the Dean/Director within four (4) weeks from the release date of the official decision based on the Candidate Progress Report (LKC).
- (3) Any appeal received after the period referred to in sub-regulation 52(2) will not be considered.
- (4) Each appeal must be accompanied by a prescribed processing fee which is non-refundable.
- (5) Each appeal application received shall be considered by Faculty/Institute's Graduate Studies Committee for Senate approval.
- (6) The decision of the Senate is final and no further appeal will be considered.

## PART VIII

### RESEARCH MISCONDUCT

#### Research misconduct

53. (1) Research misconduct is an act that violates research ethics such as fabricating, falsifying or plagiarising in producing a thesis, dissertation, master's project report, working paper, assignment or research results in part or in full as follows:
- (a) Fabrication is the act of creating data, recording or reporting data/results that do not exist;
  - (b) Falsification is the act of manipulating research results or processes or altering or removing data to cause the research record not to reflect the actual research;
  - (c) Plagiarism is the act of taking an idea, process, finding, writing, picture or diagram without referring to the source of reference and presenting it as the result of one's own work.
- (2) These regulations should be read in conjunction with the Universities and University Colleges (Amendment) Act 2012, Universiti Kebangsaan Malaysia Constitution 2010 (Amendment) 2012, Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999 and Universiti Kebangsaan Malaysia Publication and Writing Ethics and Integrity Policy.
- (3) Research misconduct does not include *bona fide* errors or differences of opinion.
- (4) Any complaint of research misconduct shall be submitted to the Dean/Director using the form prescribed by the University.
- (5) Complaints received under sub-regulation 53(4) will be considered by an independent committee to determine the validity of the misconduct.
- (6) Students who are found to have committed research misconduct are subject to action under the Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999 and/or other actions prescribed by the Senate.

## PART IX

### DEGREE CONFERMENT

#### Requirements for degree conferment

54. (1) Students pursuing studies under sub-regulation 6(a) shall
- (a) Fulfil all the requirements of these regulations; and
  - (b) Pass the dissertation/thesis examination and oral examination; and
  - (c) Fulfil the publication requirements prescribed by the Faculty/Institute; and
  - (d) Fulfil other requirements prescribed by the Faculty/Institute; and
  - (e) Fulfil the Bahasa Melayu proficiency requirement for international students as prescribed by the University; and
  - (f) Be recommended by the Oral Examination Committee for Senate approval; and
  - (g) Have returned all property of the University; and
  - (h) Have settled debts and made all payments prescribed by the University.
- (2) Students pursuing studies under sub-regulation 6(b) shall
- (a) Fulfil all the requirements of these regulations; and
  - (b) Achieve at least a final CGPA of 3.00; and
  - (c) Complete the number of credits prescribed by the programme; and
  - (d) Fulfil the requirements prescribed by the Faculty/Institute; and
  - (e) Fulfil the Bahasa Melayu proficiency requirement for international students as prescribed by the University; and
  - (f) Be recommended by the Graduate Examination Committee for Senate approval; and

- (g) Have returned all property of the University; and
  - (h) Have settled debts and made all payments prescribed by the University.
- (3) Students pursuing studies under sub-regulation 6(c) shall
- (a) Fulfil all the requirements of these regulations; and
  - (b) Fulfil the requirements of course and research components prescribed by the programme; and
  - (c) Fulfil other requirements prescribed by the Faculty / Institute;
  - (d) Fulfil the Bahasa Melayu proficiency requirement for international students prescribed by the University;
  - (e) Be recommended by the Oral Examination Committee for Senate approval; and
  - (f) Have returned all property of the University; and
  - (g) Have settled debts and made all payments prescribed by the University.
- (4) Students pursuing study under sub-regulation 6(d) shall:
- (a) Fulfil all the requirements of these regulations; and
  - (b) Have passed all the examinations prescribed by the programme; and
  - (c) Fulfil the Bahasa Melayu proficiency requirement for international students prescribed by the University; and
  - (d) Fulfil the requirements prescribed by the Faculty/Institute; and
  - (e) Be recommended by the Graduate Examination Committee for Senate approval; and
  - (f) Have returned all property of the University; and
  - (g) Have settled debts and made all payments set by the University.

## PART X

### GENERAL

#### Dismissal of students

55. (1) The Senate reserves the right to take appropriate action including suspending or dismissing a student at any time if the student is found to have:
- (a) Provided false information during admission or during the study period or to obtain a degree;
  - (b) A mental or physical disability certified by a physician;
  - (c) Failed to maintain good academic performance as prescribed by the University;
  - (d) Exceeded the study period allowed under sub-regulation 8(1).
- (2) Each student is subject to the Universities and University Colleges Act 1971, the Constitution of Universiti Kebangsaan Malaysia, other rules and regulations in force or applicable including the Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999, the Universiti Kebangsaan Malaysia Intellectual Property Policy 2010, the Universiti Kebangsaan Malaysia Publishing and Writing Integrity Ethics Policy and other regulations related thereto.
- (3) Any student who commits a disciplinary offence including harassing or threatening a supervisor or a member of the graduate secretariat, contacting or harassing or threatening the External Examiner and/or Internal Examiner in connection with the evaluation of their dissertation/thesis and/or committing research misconduct is subject to action under Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999.

#### Non-graduating student

56. The Dean/Director is authorised to admit a person as a Non-graduating Student subject to the requirements prescribed by the Dean/Director.



## **Guidelines**

57. (1) The Faculty/Institute may formulate any guidelines as may be necessary for the purpose of implementing the provisions of this regulation with the approval of the Senate.
- (2) Should there be any inconsistency between the guidelines and these regulations, the contradicting provisions of the guidelines shall be revoked to the extent of the inconsistency found.

## **Application**

58. Unless expressly stated, every relevant application and appeal made under this regulation shall be submitted to the Dean/Director.

## **Commencement of enforcement**

59. These regulations and all interpretations thereof made by the Senate from time to time shall affect all registered students on and after the effective date of these regulations.

## **Power of the Senate**

60. The Senate has the power to make, cancel or amend the provisions of these regulations or to issue any direction from time to time to perform its functions and duties.

## **Authoritative text**

61. The text in Bahasa Melayu is the authoritative text. Should there be any inconsistency between the two, the Bahasa Melayu version shall prevail.

## **Repeal**

62. The Universiti Kebangsaan Malaysia (Graduate Studies) Regulations of 2015 is hereby repealed.

## **Savings and Transitional Provision**

All rights, privileges, liabilities, duties and obligations under the repealed regulations shall remain in force and have effect until this revised regulation has an effect.

Approved by the Senate of Universiti Kebangsaan Malaysia on 30 March 2021.

**Universiti Kebangsaan Malaysia (Graduate Studies) Regulations  
Review Committee 2021**

**Chairman**

Prof. Dr. Sarani Zakaria  
(1 Mac 2020-28 Feb 2023)  
Prof. Dr. Andanastuti Muchtar  
(25 Julai 2013-24 Julai 2019)

**Committee member**

Prof. Dr. Aisyah Abdul Rahman  
Prof. Dr. Ismail Mohd Saiboon  
Prof. Ir. Dr. Jaharah A. Ghani  
Prof. Ir. Dr. Mardina Abdullah  
Prof. Madya Dr. Abdul Munir Abd. Murad  
Prof. Madya Dr. Ermy Azziaty Rozali  
Prof. Madya Dr. Kartini Aboo Talib Khalid  
Prof. Madya Dr. Mariyam Jameelah Ghazali  
Prof. Madya Dr. Mashitoh Yaacob  
Prof. Madya Dr. Neoh Hui Min  
Prof. Madya Dr. Rasidah Mohamad Said  
Prof. Madya Dr. Rozainee Khairudin  
Prof. Madya Dr. Shofia Ahmad  
Prof. Madya Dr. Sofiah Md. Auzair  
Prof. Madya Dr. Mohammad Faizul Nasrudin (PKP)  
Prof. Madya Dr. Zarina Othman (CITRA UKM)  
Prof. Madya Dr. Nazlina Ibrahim  
Dr. Ahmad Tarmidi Sailan  
Dr. Babul Airianah Othman  
Puan Norazlin Hassim  
Cik Suhaida Abd. Rahman  
Puan Lily Farizon Karim  
Puan Jumriah Nunurung  
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Encik Ong Chang Ee  
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**Graduate Quality and Governance Unit, Graduate Centre**

Prof. Madya Dr. Wan Hanna Melini Wan Mohtar  
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