

PUTRA BUSINESS SCHOOL  
(GRADUATE STUDIES RULES)

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## PART 1 – PRELIMINARY

### 1. Citation and Commencement

These rules are considered as Putra Business School (Graduate Studies Rules) 2014.

### 2. Definition and Interpretations

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

“CGPA” means Cumulative Grade Point Average;

“President” means President, the Putra Business School;

“Examiners” means internal and external thesis examiners appointed by the University’s Graduate Studies Committee

“Faculty” means a faculty established by the University;

“Graduate programme” means a Master’s or Doctoral (PhD) degree programme;

“GMAT” means Graduate Management Admission Test;

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

“IELTS” means International English Language Testing System;

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

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

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

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

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

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

“PhD degree” or “Doctoral degree” means a Doctor of Philosophy degree;

“Reinstatement” means reactivation of candidature;

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

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

“School” means Putra Business School;

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

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

“Thesis Examination Committee” means the committee appointed to undertake the examination of a thesis pursuant to Rule 58;

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

“University” means Universiti Putra Malaysia.

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

## **PART 2 – STUDY PROGRAMMES**

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

Graduate degree programmes offered by the Putra Business School are categorised as follows:

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

### **4. PhD Degree and Master’s Degree (with Thesis) Programme**

#### **A. PhD Degree (Doctor of Philosophy) Programme**

A student pursuing a PhD degree with thesis shall:

- (i) submit a thesis for examination at the end of the study (Rule 58 explains the examination process);
- (ii) complete between 12-15 credits of coursework with a minimum Cumulative Grade Point Average (CGPA) of 3.000 from a maximum point of 4.000; and

- (iii) comply with any other specific requirements of the relevant graduate programme.

#### B. Master's Degree (Master of Science) Programme

A student pursuing a Master's degree with thesis shall:

- (i) submit a thesis for examination (Rule 58);
- (ii) complete minimum 12 credits of coursework with a minimum CGPA of 3.000 from a maximum of 4.000; and
- (iii) comply with any other specific requirements of the relevant graduate programme.

#### 5. Master's Degree (without Thesis) Programme (Master of Business Administration & Master of Management)

The minimum CGPA for graduation of a Master's Degree (without thesis) programme is 3.000 from a maximum of 4.000. A student pursuing the Master's degree without thesis programme shall fulfill the minimum credits of coursework as stipulated by each programme inclusive of one of the following:

- (i) a project report or case study equivalent to 3 credits or;
- (ii) a Comprehensive Examination (CE) which should adhere to the following:
  - (a) it shall be conducted at the end of the final trimester;
  - (b) the student shall complete all courses before being eligible to sit for CE.
  - (c) the minimum CGPA of the student for CE is 3.000 from a maximum of 4.000
  - (d) two attempts are given to pass the examination;
  - (e) examination for the second attempt (if necessary) must be taken within sixty (60) days of the first attempt. If the date of the examination second attempt falls in the following trimester, the student must register for the trimester but he does not have to register for any other course; and  
(UPM Senate 490.08)
  - (f) failure at the second attempt shall result in termination of the student's candidature.

## 6. Non-graduating Programme

- (i) The non-graduating programme is not a degree programme. Nonetheless, all students intending to join the programme must register with the School.

The following students are eligible to enroll in the programme:

- a) A student who is enrolled in graduate studies at another university/institution may either pursue specific graduate courses or conduct part of his research work at the School. A bench fee and other charges which are payable by the student shall be as determined by the School.
- b) A student who is enrolled as a member or associate member of the Southeast Asia Consortium of Graduate Schools (as listed below) may cross-enroll at the School at his own expense. No tuition fee shall be charged by the School if such a student is already paying fees at his home university. However, the student is required to pay the following to the School, namely library fee, medical fee, health insurance, and services fee.

Member Universities:

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

Associate Member Universities:

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

- (c) An applicant who has been offered a provisional acceptance for admission due to not fulfilling the English competency requirement as stated in Rule 13(viii) may register as a non-graduating student for not more than one (1) semester. While enrolled, he must sit, at his own expense, and pass his TOEFL/IELTS examination with a minimum score as specified in Rule 13(vii). A University fee will be charged for the semester that he is enrolled as a non-graduating student.

(UPM Senate 521.09)

## 7. Semester System

PUTRA has implemented two types of systems i.e. semester system and trimester system.

- (i) PhD and Master's Degree (with Thesis) Programmes

These programmes follow the semester system. Each academic year is divided into 2 semesters: First and Second semester. Each semester consists of 14 weeks of studies and 2 weeks of examination.

(ii) Master's Degree (without Thesis) Programmes.

These programmes follow the trimester system. Each academic year is divided into 3 trimesters: First, Second and Third Trimesters. Each trimester consists of 14 weeks of studies and 1 week of examination.

8. Duration of Study

(i) Doctoral Degree Programme

Doctor of Philosophy (PhD)

The duration of study for the full-time mode ranges from a minimum of 4 semesters (2 years) to a maximum of 10 semesters (5 years). Meanwhile the duration of study for the part-time mode, ranges from 8 semesters (4 years) to a maximum of 12 semesters (6 years).

(ii) Master's Degree Programme

Master of Science (MSc)

The duration of study for the full-time mode ranges from a minimum of 4 semesters (2 years) to a maximum of 6 semesters (3 years). Meanwhile the duration of study for the part-time mode, ranges from 6 semesters (3 years) to a maximum of 8 semesters (4 years).

Master of Business Administration (MBA) and Master of Management (MM)

Students on full time status are required to register for at least 9 credit hours per trimester and they may complete the programme between 4 and 6 trimesters. Students with part time status must register for at least 6 credit hours per trimester and they may complete the programme between 6 and 8 trimesters.

9. Extension of Study

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

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



10. Credit Exemption

- (i) A student may apply for credit exemption of graduate level courses taken at another university/institution recognised by the School into his current graduate programme at the School provided:
  - (a) the courses are relevant to his programme of study;
  - (b) the credits to be exempted are for courses equivalent to courses offered at the School and shall be at least a grade B or 65%;
  - (c) the total number of credits that may be exempted is up to 50% for a programme with thesis and not more than 30% of the total credit requirement for a programme without thesis;
  - (d) the courses have been undertaken not more than five years before the date of his registration at the School ;
  - (e) the exemption of credits shall be approved by the School;
  - (f) the application for exemption is made in the first semester.
- (ii) A student may also apply for exemption of credits based on research work experience. The School shall conduct an evaluation to determine whether he can be given such an exemption. Exemption of credits shall require the approval of the President.

(UPM Senate 493.08)

**PART 3 – ADMISSION REQUIREMENTS**

11. General Requirements (UPM/PUTRA, Graduate Studies Rules)

Academic Qualification for Doctoral Degree Programme

- (i) An applicant should possess a Master's degree or its equivalent.
- (ii) An applicant without a Master's degree but has a good Bachelor's degree with a minimum CGPA of 3.750 or equivalent to a First Class Honors degree may, subject to any other requirements, apply for direct admission to the programme.
- (iii) An applicant who is in the final semester of his undergraduate study programme at a local public university may be considered for a provisional acceptance for admission provided his current CGPA or equivalent qualification has satisfied the graduate programme admission requirements.

Academic Qualification for Master's Degree Programme

- (i) An applicant with a good scholastic achievement in his Bachelor's degree or its equivalent may apply for admission subject to requirements of the specific programme.

- (ii) An applicant without the minimum required academic qualification but possesses adequate research or work-related experience may apply for admission.
- (iii) An applicant who is in the final semester of his undergraduate study programme at a local public university may be considered for a provisional acceptance for admission provided his current CGPA or equivalent qualification has satisfied the graduate programme admission requirements.

## 12. PUTRA Admission Requirements

### Doctor of Philosophy Programme

- (i) To be considered for admission into the Doctor of Philosophy programme, the applicant is required to possess one of the following qualifications:
  - (a) A Master's Degree with a CGPA of at least 3.30 or its equivalent in the relevant field. An applicant with a Master's Degree with a CGPA below 3.30 or equivalent in the relevant field will only be considered if the applicant possesses relevant working / research experience; **or**
  - (b) A professional qualification that is recognised as being equivalent to the above; **or**
  - (c) Other qualification that is approved by the UPM Senate.

### Master of Science Programme

- (i) To be considered for admission into the Master of Science programme, the applicant is required to possess one of the following qualifications:
  - (a) An Honours Degree with a CGPA of at least 3.00 or its equivalent in the relevant field. An applicant with a CGPA below 3.00 or equivalent in the relevant field will only be considered if the applicant possesses relevant working / research experience; **or**
  - (b) A professional qualification that is recognised as being equivalent to the above; **or**
  - (c) Other qualification that is approved by the UPM Senate.

### Master of Business Administration

- (i) To be considered for admission into the Master of Business Administration programme, the applicant is required to possess one of the following qualifications:
  - (a) An Honours Degree with a CGPA of at least 3.00 or its equivalent. An applicant with a CGPA of below 3.00 will only be considered if he/she has a minimum GMAT (Graduate Management Admission Test) score of 550 or has had adequate working experience in an organisation; **or**

- (b) A professional qualification that is recognised as being equivalent to the above; **or**
- (c) Other qualification that is approved by the UPM Senate.

#### Master of Management

- (i) To be considered for admission into the Master of Management program, an applicant is required to possess one of the following qualifications:
  - (a) An Honours Degree with a CGPA of at least 2.75 or its equivalent and two years of working experience; **or**
  - (b) A professional qualification that is recognised as being equivalent to the above; **or**
  - (c) Other qualification that is approved by the UPM Senate.

#### 13. Language Requirement

- (i) A local applicant must have obtained at least a credit in English at the “Sijil Pelajaran Malaysia” level or equivalent, or have passed the required English courses at the Diploma or Bachelor level.
- (ii) For direct admission, an international applicant must have obtained a minimum score of 550 for the TOEFL Paper-based Test or Band 6.0 for IELTS (Academic Version), or 79–80 for TOEFL Internet-based Test or 213 for TOEFL Computer-based Test or their equivalent. TOEFL ITP is not acceptable. The validity period of the test is not more than five years.  
(UPM Senate 505.5 and UPM Senate 532)
- (iii) An international applicant who obtains a score of 500 - 549 for the TOEFL Paper-based Test or its equivalent, or Band 5.5 for IELTS (Academic Version) may be accepted for admission on a provisional basis for any degree programme except for programmes with thesis in the fields of English Language, English Literature and Teaching of English as a Second Language where Rule 13(ii) applies.  
(UPM Senate 521.08 and UPM Senate 505.01)
- (iv) An international applicant who has obtained a degree from any public university in Malaysia shall not be subject to the English language proficiency requirement.
- (v) An international applicant for a Master’s degree programme who has undergone his secondary school and Bachelor’s degree education in the English language medium shall be exempted from the requirement stated in

Rule 13(ii). Application for exemption must be accompanied by supporting documents.

(UPM Senate 521.08)

(vi) An international applicant for the PhD degree programme who has undergone his secondary school, Bachelor's and Master's degree education in the English language medium shall also be exempted from the requirement stated in Rule 13(ii). Application for exemption must be accompanied by supporting documents.

(UPM Senate 521.08)

(vii) An international applicant who is given a provisional admission based on his academic standing without proof of his English language proficiency at the time of application must provide evidence of having met at least the minimum score of 500 - 549 for the TOEFL Paper-based Test or its equivalent, or Band 5.5 for IELTS (Academic Version) at the time of registration.

(UPM Senate 521.08)

#### 14. Conversion of Provisional Admission into Full Admission

(i) An applicant who has been given a provisional offer of admission under Rule 11(iii), shall be granted full admission only after he has submitted proof of graduation which satisfies the admission requirements of the specific programme on or before the registration date.

(ii) An international applicant who has been given a provisional offer of admission under Rule 13(vii) shall be granted full admission only after he has passed the English proficiency courses within the stipulated time. The English proficiency courses are to be taken concurrently with other graduate courses.

(iii) An international applicant who has been given a provisional offer of admission under Rule 13(vii) shall be granted full admission if he complies with Rule 13(ii) at the time of registration. If at the time of registration his TOEFL Paper-based Test score is 500 - 549 or its equivalent, or Band 5.5 for IELTS (Academic version), Rule 14(ii) shall apply.

(iv) An applicant who has been given a provisional offer for admission into a Master's degree programme may apply directly into the PhD degree programme provided his final CGPA is 3.750 or higher, or equivalent to a First Class Honours degree.

(v) The provisional offer of admission may be withdrawn if the applicant fails to submit the required proof by the stipulated date.

#### 15. Validity of Offer of Admission

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

#### 16. Transfer Students from another University/Institution

A student who is currently enrolled in a graduate programme in another university or institution may apply for transfer to an equivalent graduate programme at the University provided his/her candidacy is in Good Standing [Rule 61] and he meets the admission requirements of the programme. A letter of consent from his/her current university/institution must be submitted together with the application.

17. Deferment of Admission

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

18. Restriction on Admission

A student whose candidacy has been terminated by the School for any reason [Rule 61iii)] other than failure to register for more than two (2) semesters or one (1) year is not eligible for readmission into the same level of graduate programme at the School.

(UPM Senate 504.14 & UPM Senate 529.07)

#### **PART 4 – REGISTRATION**

19. General Requirements

- (i) The minimum number of credits that may be registered per semester is 6 credits while the maximum is 15 credits. Registration of any additional credits requires approval of the Director of Programme.
- (ii) A final semester student who is in a non-thesis degree programme is permitted to register for less than 6 credits.  
(UPM Senate 490.08)
- (iii) Student who is placed under academic probation in any of the semester is only allowed to register a maximum of 9 credits (for full time status) or 6 credits (for part time status). However a student may register for additional credits with the approval of the Director of Programme.
- (iv) A final semester student who is in a non-thesis degree programme and has completed all coursework as required by the programme, except for his Comprehensive Examination (CE), need not register any course if the CE has to be taken in the following semester.

- (vi) All students in programmes with thesis must register for the following courses:
  - (a) Doctoral/Master's Research every semester until his thesis has been submitted for examination; and
  - (b) PhD/Master's Research shall be graded M/TM (Satisfactory/Unsatisfactory)

20. Registration of New Students

- (i) A new student must register within two (2) weeks before the commencement of the semester.
- (ii) Failure to register within the stipulated time shall result in the offer of admission being automatically withdrawn, unless Rule 17 is applicable.

21. Registration of Continuing Students

A continuing student must register within two (2) weeks before the commencement of the semester.

22. Late Registration

(i) New Students

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

(UPM Senate 531.09)

(ii) Continuing Students

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

(UPM Senate 529.07)

- (b) A student may appeal for reinstatement within two (2) semesters or 1 year after his candidature has been dropped. If the appeal is successful, the student required to pay a penalty amounting to RM600 per reinstatement. If the drop status is for not more than two consecutive semesters, the student will be considered as having deferred the said semester(s). An appeal made after the stipulated period shall not be

considered. However, the student may apply for fresh admission to the School.

(UPM Senate 529.07)

### 23. Course Registration

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

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

(UPM Senate 463.08)

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

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

### 24. Registration of Case Study and Project Paper

(i) As part of the requirement of MBA programme, every student is required to complete either a Case Study or a Project Paper in their final trimester. Each student is required to nominate a supervisor who can assist and advise him/her on the case writing or completion of the project paper.

The Case Study or the Project Paper shall be completed in two stages:

(a) Complete the Case Writing and Analysis or Business Research Methods course in the trimester prior to writing the Case Study or the Project Paper.

(b) Complete and submit the Case Study or the Project Paper.

(ii) Case Study and Project Paper must be in area of specialization.

(iii) Students are not allowed to register concurrently Case Study and Project Paper or Case Writing and Analysis and Business Research Methods course.

(iv) Case Study or Project Paper must be written in English.

### 25. Extension of Submission of Case Study or Project Paper

(i) A student may, if necessary, apply to the relevant committee for extension of submission of Case Study or Project Paper after the stipulated due date.

(ii) Upon approval from the relevant committee, students are required to pay penalty for late submission (Rule 38).

(iii) Students must submit the Case Study or Project Paper before the commencement of the next trimester.

- (iv) Students who fail to submit the completed Case Study or Project Paper by the revised stipulated date will be given an F grade.
- (v) Any request for deferment of Case Study or Project Paper will not be allowed except on medical grounds, which have to be supported with certified documents.

26. Submission of Case Study and Project Paper

3 hardbound copies of Case Study or Project Paper must be submitted by 17<sup>th</sup> week of the trimester.

27. Registration of PCSS

- (i) Students who register for GSM5160 Strategic Management course are required to undertake the experiential component called 'PUTRA Corporate Strategy Simulation' (PCSS) as part of the course requirement.

28. Independent Study Method

- (i) For programme without thesis, a class is offered only if there are at least fifteen (15) students. However, if the number is less than fifteen, the course can be offered only on an 'Independent Study' basis with a maximum of 21 contact hours.

(JKPP, Minute 40.05 (b))

**PART 5 – ADDING/DROPPING OF COURSES,  
TRANSFER BETWEEN PROGRAMMES AND/OR FIELD OF STUDY, CONVERSION OF PROGRAMME,  
DEFERMENT OF SEMESTER AND WITHDRAWAL OF CANDIDATURE**

29. Adding/Dropping of Courses

Semester System:

- (i) A student may add (register) any course within the first two (2) weeks of a semester. Addition of courses after the stipulated period shall require the consent of the course coordinator/lecturer and approval of the President.
- (ii) A student may drop any course or request to change the course status from compulsory/elective to audit or vice-versa within the first 7 weeks of a semester.
- (iii) A student is not permitted to drop any course after the seventh week of a semester or after the two weeks of a trimester other than on medical grounds and recommended by the advisor/supervisor, and with approval of the President.
- (iv) A student who fails to drop any course he has registered but did not participate- during the semester shall be given an "F" grade at the end of the semester.

Trimester System:



- (i) A student may add and drop any course within the first two (2) weeks of a trimester. Addition of courses after the stipulated period shall require the consent of the lecturer and approval of the President.
- (ii) A student is not permitted to drop any course after the two (2) weeks of a trimester other than on medical grounds and recommended by the lecturer, and with approval of the President.
- (iii) A student who fails to drop any course he has registered but did not participate in during the trimester shall be given an "F" grade at the end of the trimester.

### 30. Transfer between Programmes and/or Fields of Study

#### Semester System

- (i) A student may apply for a transfer between programmes and/or fields of study. Application may be submitted at any time during the semester. If approved within the first seven weeks of the semester, the transfer shall take immediate effect. Otherwise, the transfer shall take effect the following semester.  
(UPM Senate 532.10)
- (ii) If a student whose application for transfer from a programme with thesis to a programme without thesis (with credit fee) is successful, he shall be required to pay credit fees for all courses including those that have already been taken prior to the transfer.  
(UPM Senate 532.10)
- (iii) A student may apply for exemption of course credits during the transfer as provided for under Rule 10.
- (iv) A transfer is allowed once only unless with endorsement of the University Graduate Studies Committee or its equivalent.
- (v) Application for transfer after two (2) semesters of study will not be considered unless under special circumstances and with the endorsement of the University Graduate Studies Committee or its equivalent.

#### Trimester System

- (i) A student may apply for a transfer between programmes and / or fields of study.
- (ii) A transfer is allowed once only.
- (iii) A student may apply for exemption of course credits during the transfer as provided for under Rule 10.
- (iv) Any course completed which is not in the required field of study will be changed to Audit status and students are required to register the remaining course as to complete the new field of study.

### 31. Conversion from Master's to PhD Degree Programme

A student may apply for conversion from a Master's with thesis to a PhD degree programme. If the application is successful, the student is required to comply with all requirements for a PhD degree.

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

The following rules apply:

- (i) The student must:
  - (a) have completed at least two (2) semesters or one (1) year but not more than four (4) semesters or two (2) years of the Master's degree programme;  
(UPM Senate 536.06)
  - (b) have completed at least nine (9) credits of coursework and obtained a minimum CGPA of 3.750;
  - (c) have published or show proof of acceptance an article in a refereed journal or its equivalent (e.g. book chapter) based on research done during candidacy;  
(UPM Senate 536.06)
  - (d) submit an extended research proposal that meets the scope of a PhD degree; and
  - (e) have passed the conversion examination.
- (ii) The Chairman of the Supervisory Committee shall verify in writing in the form of a report that the student:
  - (a) has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
  - (b) demonstrates critical, analytical and independent thinking skills; and
  - (c) has a good understanding of relevant research design and methodology.
  - (d) the School shall appoint an independent committee, comprising a minimum of three members with the Coordinator of Graduate Studies of the Faculty/Institute/School, or his representative as the Chairman.
- (iii) The independent committee shall:
  - (a) evaluate the extent to which the Master's research has progressed, and the proposal for the doctoral research via a seminar presentation;

- (b) advise the student of areas to be examined;
  - (c) conduct the conversion examination (which will consist of written as well as oral examinations); and
  - (d) submit a comprehensive report to the School highlighting the merits and achievements that will support or justify the conversion.
- (iv) If the conversion is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, the conversion shall take effect the following semester.

(UPM Senate 532.10)

### 32. Reversal from PhD to Master's Degree Programme

- (i) The Supervisory Committee of a doctoral student may recommend a reversal if the Committee is satisfied that the student is unable to cope with the level of study.
- (ii) With justification, a doctoral student may choose to apply for a transfer to a Master's degree programme.
- (iii) Reversal from a Doctoral to a Master's degree programme must obtain the endorsement of the University Graduate Studies Committee or its equivalent.

### 33. Deferment

#### Deferment of Semester

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

#### Deferment of Trimester

- (i) A student may apply for deferment within the first two (2) weeks of a trimester. University fees that have been paid by student will be forfeited if deferment is done after the second week.

- (ii) A student is not permitted to defer after week three of the trimester. An application made after the said period will only be considered based on medical grounds or any valid reasons and supported with appropriate documents.
- (iii) Deferment can be granted twice only, and duration of deferment must be not more than three (3) trimesters or within one year except on medical grounds or any other valid reasons and supported with appropriate documents.
- (iv) The application must be submitted to the President.

34. Withdrawal of Candidature

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

(UPM Senate 529.07)

### PART 6 – FEES

35. Payment of Fees

- (i) All students are required to pay the following fees every semester:
  - (a) Tuition fee;
  - (b) Any other fee as stipulated from time to time by the University.
- (ii) All fees shall be paid upon registration. The amount of fees is subject to change from time to time by the School without prior notice and shall be applicable to new students only.

36. Refund of Fees

- (i) Withdrawal of Candidature/Dropping of Courses with Credit Fee
  - (a) A student who withdraws from study within the first two (2) weeks of a semester with the approval of the President is entitled for a refund of all fees paid by him to the School except for the registration fee, alumni fee, health insurance and services fee. Fees will not be refunded if he withdraws his candidature after the second week of a semester.
  - (b) A student who has dropped a course with a credit fee after the second week of a semester will not be eligible for any refund.

37. Deferment of Semester/Trimester

- (i) A student who defers his semester within the first two (2) weeks of the semester / trimester with the approval of the President may either request for a refund of, or to carry forward, all fees (excluding registration and services fees) paid by him to the School.
- (ii) Fees will not be refunded nor carried forward if deferment is made after the second week of the semester.

38. Extension of Case Study or Project Paper

- (i) A student may, if necessary, apply to the committee for extension of submission of Case Study or Project Paper. Upon approval, students are required to pay RM 500 as penalty for late submission.
- (ii) For any request for extension of submission into the next trimester, students are required to make full payments as follows:
  - (a) Local Students: RM 1050 / \*RM 1500 together with the UPM Fee of RM 450
  - (b) International Students: RM 1608 / \*RM 2400 together with the UPM Fee of RM 1450

\*Fee structure for students – Intake Second Trimester 2009/10 onwards.

39. Payment for PCSS Programme

- (i) Students are required to pay the appropriate amount as the registration and service fees.  
(LPU 49/2009 & 50/2009)

**PART 7 – SUPERVISION**

40. Appointment of Academic Advisor

- (i) A student who is admitted into a programme with thesis shall be assigned an academic advisor by the School prior to the appointment of a Supervisory Committee as provided for under Rule 41(ii). The Advisor and the Chairman of the Supervisor may or may not be the same person.
- (ii) A student who is admitted into a programme without thesis shall be assigned a programme coordinator by the School.

41. Appointment of Supervisory Committee

- (i) A student who is in a degree programme with thesis shall nominate eligible persons (Rules 42-44) to be members of his Supervisory Committee which should comprise a chairman and at least:
  - (a) two other members in the case of a PhD degree programme;
  - or
  - (b) one other member in the case of a Master's degree programme.

- (ii) At least one of the members of the Supervisory Committee, excluding the Chairman, must be a permanent academic staff of the University to ensure continuity of supervision.
- (iii) Members of the Supervisory Committee shall be appointed with endorsement of the University Graduate Studies Committee or its equivalent.

42. Criteria for Chairman of Supervisory Committee

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

43. Criteria for Members of Supervisory Committee

In addition to the requirements prescribed in Rule 41(ii), a member of a Supervisory Committee at the doctoral level may also be one of the following persons:

- (i) An academic staff who is a PhD degree holder or having equivalent graduate professional qualification;
- (ii) A Research Fellow who is appointed for a minimum period of one year;
- (iii) A senior research officer with a PhD degree from an institution;

- (iv) An individual with a PhD degree or relevant graduate professional qualification recognised by the University.

44. Restriction on Appointment

- (i) An academic staff without a PhD degree or equivalent professional qualification is not eligible for appointment as a member of a doctoral Supervisory Committee, unless he is a Professor or Associate Professor of the University.
- (ii) An academic staff member who is currently enrolled as a full-time or a part-time Master's or doctoral student is not eligible to be appointed as a member of a Supervisory Committee.
- (iii) A supervisory committee headed by a Research Fellow must have at least one academic staff as a member.  
(UPM Senate 518.06)
- (iv) Members of a Supervisory Committee shall not in any manner be personally related to each other or to the student under their supervision.

45. Nomination and Appointment of Supervisory Committee Member from Other Institutions

- (i) A qualified person from a local public university or institution which has signed a Memorandum of Understanding with the University for graduate education, may be nominated for appointment as a member of a Supervisory Committee.
- (ii) A qualified person who is not from any university or institution as prescribed under Rule 45(i) may be nominated for appointment as a member of a Supervisory Committee and, if approved, his appointment shall not be taken into account for the purpose of fulfilling the minimum number required to constitute a Supervisory Committee [Rule 41(i)].

46. Reconstitution of Supervisory Committee

- (i) A Supervisory Committee may be reconstituted under the following circumstances:
  - (a) upon the withdrawal, resignation, incapacitation or disqualification of any member of the Supervisory Committee;
  - (b) where the School deems it necessary that a member of the Supervisory Committee should be replaced;
  - (c) where the School deems it necessary that additional members are required.

- (ii) Re-nomination of the Chairman or any member of the Supervisory Committee must be made not later than the third semester (Master's degree programme) or the fifth semester (PhD degree programme) except where a member of the Supervisory Committee:
  - (a) has retired or is about to retire;
  - (b) is on a long leave of absence (for medical or any other reasons);
  - (c) has resigned from the University;
  - (d) has become disqualified; or
  - (e) has other reasons to withdraw from the Supervisory Committee as deemed acceptable by the University Graduate Studies Committee or its equivalent.
- (iii) Where the original Chairman is replaced, the student is permitted to continue his existing study under the supervision of the new Chairman.  
[UPM Senate 497.08]
- (iv) If the reconstitution is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, the reconstitution shall take effect the following semester.

#### 47. Responsibilities of Supervisory Committee

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

#### 48. Supervisor-to-Student Ratio

- (i) The number of students who may be supervised by the Chairman of a Supervisory Committee will be determined by the School based on a number of factors including his teaching load or duties at the undergraduate and graduate levels, the capacity of his research laboratory, availability of research grants, and adequacy of research facilities in the faculty or institute. The School shall determine its supervisor-to-students ratio after taking into account all relevant factors.

The recommended ratio of a Chairman of the Supervisory Committee to graduate students is as follows:



Professor	1: 15
Associate Professor	1: 12
Lecturer	1:10

## PART 8 – COURSE EVALUATION

### 49. Grading System

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

Grade	Marks	Quality Point
A	80-100	4.000
A-	75-79	3.750
B+	70-74	3.500
B	65-69	3.000
B-	60-64	2.750
C+	55-59	2.500
C	50-54	2.000
C-	47-49	1.750
D+	44-46	1.500
D	40-43	1.000
F	0-39	0.000
M	-	'Memuaskan' (Satisfactory)
TM	-	'TidakMemuaskan' (Unsatisfactory)
TL	-	'TidakLengkap' (Incomplete)
S	-	'Sambung' (Continue)
AU	-	Audit
U	-	'Ulang' (Repeat)
N	-	Grade Not Submitted
P	-	Pass (for Master's in clinical studies)

Where:

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

TL All incomplete course works or assignments shall be given a "TL" grade. This grade is valid only until the end of the second week of the following semester. Failure to change a "TL" grade by the specified date shall result in an "F" grade.

S An S grade will be assigned to a project/case study for students pursuing a degree without thesis, and is usually conducted over 2 semesters. The S grade will be replaced with a final grade upon completion of the project/case study at the end of the following semester.

AU An audit course is given an “M” or “TM” grade (if below “B” grade). The student must attend lectures and/or practicums, and sit for all examinations prescribed by the course. No credit will be taken into account when computing the CGPA.

N Where an actual grade is not submitted by the deadline, the course grade shall appear as an “N”. Failure to submit a grade by the second week of the following semester shall result in an “F” or “TM”, where appropriate.

50. Replacement of Grade

(i) Replacement of grade is only permitted for courses (including project or case study) with an F grade. The new grade will replace the F grade in the computation of his CGPA. However, the original F grade shall be retained in his transcript for the particular semester (Rule 49). A student is permitted to repeat a failed course once only.

(ii) Notwithstanding Rule 50(i), a student is permitted to repeat any course once only but the new grade shall not replace the previous grade in the computation of his CGPA. The original grade shall still be retained in his transcript.

51. Resit of Trimester/Semester’s Course Examination

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

(UPM Senate 504.14)

(ii) A processing fee of RM50.00 shall be charged for each resit paper. The Resit exam will be on the second week of trimester/semester or a later date when necessary.

52. Repeat of Final (Last) Semester

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

(UPM Senate 504.14)

53. Review of Course Grade

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

54. Research Progress Report

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

#### **PART 9 – EXAMINATION PROCESS**

##### 55. Course Examination

- (i) A student who has registered for courses shall be evaluated as specified in the course syllabus.
- (ii) A student who fails to attend the examination without a valid reason shall be given a zero score for that examination.
- (iii) A replacement examination shall be conducted within two (2) weeks of the official examination date if the student has valid reason for non-attendance, except if he is on medical leave or other emergencies that requires the examination to be conducted after the two-week period.
- (iv) A student who is found to have contravened any examination regulations set by the School and/or course coordinator shall be subject to the following actions:
  - (a) given a warning; or
  - (b) asked to leave the examination hall and given a zero score for the examination; and/or
  - (c) charged with disciplinary action for cheating.
- (v) A student charged under (iv) (c) and found guilty may, at the discretion of the Disciplinary Committee, be suspended for one trimester, in addition to receiving a zero score for the examination.

##### 56. Proposal Defence (Programme with Thesis)

- (i) Each student must publicly present and defend his/her research proposal. The student is only allowed to continue with his/her research to Phase IV (Thesis Preparation) on passing of the defence of his/her proposal.
- (ii) A student is required to take his/her Proposal Defence (PD) which aims to evaluate the student's knowledge in the area of study, his ability to integrate knowledge of research and theories pertaining to issues that are fundamental to the field of study and his understanding of relevant research design and methodology. For this purpose the following regulations shall apply:

- (a) A PhD student shall be permitted to take his/her Proposal Defence only after completion of all coursework required for the programme and within five (5) semesters or two and a half (2 ½) years of cumulative enrolment, failing which his/her PhD candidature will be terminated.
- (b) A MSc student shall be permitted to take his/her Proposal Defence only after completion of all coursework required for the programme and within three (3) semesters or one and a half (1 ½) years of cumulative enrolment, failing which his/her MSc candidature will be terminated.
- (c) If a student is unable to take his/her PD within the stipulated time due to medical reason or other emergencies, he/she is required to apply for an extension with relevant supporting documents for approval by the Learning Facilitation Committee.
- (d) A student is given two (2) opportunities to pass the PD. The second PD must be within 60 days after the first examination. Failure at the second attempt shall result in the termination of his/her candidacy unless he/she is recommended for reversal of study from a PhD to a Master degree programme.

#### 57. Thesis Submission and Final Examination in Programmes with Thesis

The final examination shall consist of an evaluation of thesis and a viva voce to determine the student's competency in the field of study.

##### A. Thesis Submission

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

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

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

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

##### B. Appointment of Thesis Examination Committee

###### (i) Members of the Thesis Examination Committee shall be appointed by the President upon endorsement of the University Graduate Studies Committee or its equivalent on the recommendation of the relevant supervisory committee. The Thesis Examination Committee shall comprise a chairman and three examiners, of which at least one shall be the external examiner.

###### (ii) The Chairman of the Thesis Examination Committee shall be nominated from amongst academic members of the Faculty/Institute/School where the student

is placed. The main roles of the Chairman are to moderate the viva voce and submit a report of the examination to the School.

- (iii) The examiners shall be appointed from amongst academic staff or researchers of appropriate seniority, and shall have the expertise and an established reputation in the area of the thesis topic. The examiners must have a PhD or equivalent graduate professional qualification, unless with endorsement of the Senate.
- (iv) The internal examiner must be an academic staff of the University but he must not be a member of the Supervisory Committee.
- (v) The external examiner is an independent examiner who must not be a member of the University. He also must not be a member of the Supervisory Committee.
- (vi) Members of the Thesis Examination Committee shall not in any manner be personally related to each other, to the Supervisory Committee or to the student who is being examined.

#### C. Viva Voce

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

#### D. Thesis Evaluation

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

A thesis is accepted with distinction when all or most of the research findings have either been published or accepted for publication in citation-indexed journals, and requires minimal improvement in spelling, grammar and syntax.

(b) Accepted with Minor Modifications

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

(c) Accepted with Major Modifications

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

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

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

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

A second and final oral re-examination (re-viva voce) to be conducted within 60 days after the date of the first viva voce.

(b) Re-submission of Thesis

The thesis is to be re-submitted if it does not meet the scope of the degree for which it is intended, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection.

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

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

(c) Resubmission of a PhD Thesis as a Master's Thesis

The Thesis Examination Committee may recommend a doctoral thesis to be accepted for the award of a Master's degree if the thesis does not meet the scope of a doctoral thesis but is adequate for a Master's degree.

The following conditions must be fulfilled:

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

(d) Rejection of Thesis (Fail)

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

58. Thesis Submission Following Viva voce

- (i) A student whose thesis is accepted with modifications is given 60 days to submit a soft-bound copy of the amended version to the School for endorsement by the Senate.
- (ii) A student may apply to the President for extension of date of the final submission of his thesis. Such an application must be made through the Chairman of the Supervisory Committee. The President 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 student must continue to be a registered student of the University.
- (iii) The Chairman of the Supervisory Committee shall be responsible in ensuring that all required amendments and corrections have been made in the thesis.
- (iv) The examiner(s) appointed by the Examination Committee shall verify that corrections have been made to their satisfaction based on the report of the examination.
- (v) 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.

59. Final Thesis Submission

- (i) Upon endorsement by Senate, the student shall submit the following to the School:
  - (a) two copies of the thesis in black hard cover;
  - (b) three softcopies of the thesis on CD; and

- (c) two self-passport size photographs.
- (ii) The student is also required to submit a bound copy of the thesis to each member of his Supervisory Committee.

### **PART 10 – STUDY STATUS**

#### 60. Category of Study Status

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

##### (i) Good Standing

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

##### (ii) Probation

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

##### (iii) Termination of Candidature

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

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



- (j) any rule or regulation as stipulated by the University.
- (iv) Completed  
Student shall be deemed to have completed his study when he has fulfilled all requirements as specified by the programme.
- (v) Others
  - (a) Provisional: A student with Provisional Admission due non-fulfilment of language requirements [Rule 13(vii)] shall be placed under the Provisional status until he has passed the TEP.
  - (b) Suspended: A student with provisional registration who fails the TEP twice shall be suspended from his study. He is allowed to repeat the TEP in the following semester but is barred from registering any other course. If he passes the TEP, he will be allowed to continue his study but if he fails, his candidature shall be terminated.
  - (c) Dropped: A student who fails to register or have not paid his semester fees shall be dropped from the list of active students.
  - (e) Withdraw: A student is automatically withdrawn from candidature if he fails to register consecutively for two (2) semesters or upon request to the President.

61. Review against Termination of Candidature

- (i) A student whose candidature has been terminated may apply for a review.
- (ii) The student must comply with the following guidelines:
  - (a) file for a review by submitting the appropriate form within two (2) weeks of the date the letter of notification or examination results;
  - (b) pay a RM50 processing fee for each review;
  - (c) clear (pay) all outstanding and current fees and other charges with the University;
  - (d) state clearly the reasons for the review; and
  - (e) provide a supporting letter/document (if applicable) from the course coordinator, Chairman of the Supervisory Committee or Medical Officer.
- (iii) Application for review against termination shall be considered by the University Graduate Appeal Committee or its equivalent. The result of the review shall be endorsed by the Senate.

62. Consequence of Termination of Candidature

A student whose candidature has been terminated for any reason [Rule 61(iii)] other than failure to register for more than two (2) semesters or one (1) year shall no longer be eligible for readmission into the same level of graduate programme at the University (Rule 18).

(UPM Senate 504.14)

## PART 11 – GRADUATION

### 63. Graduation Requirements

(i) A student is eligible for conferral of a degree only if he has achieved a minimum CGPA of 3.000, and fulfilled the requirements for courses as certified by the Faculty/Institute/School, and:

- (a) in the case of degree with thesis, passed his thesis examination;
- (b) in the case of degree without thesis, passed all compulsory courses, and project paper or CE, and internship/practical training (if any); and
- (b) has settled all fees due to the University.

(ii) All international students (except for students from Indonesia and Brunei) must have obtained a grade “M” for the Malay Language course (BBM 1401 or its equivalent).

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

<u>Programme</u>	<u>Minimum Publication Requirement</u>
PhD	One journal article published or accepted, and one journal article submitted
Master	One journal article submitted

(UPM Senate 513.05)

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

<u>Programme</u>	<u>Minimum Publication Requirement</u>
PhD	Two journal articles published or accepted
Master	One journal article published or accepted

- (v) Notwithstanding Rules 64 (iii) and 64(iv), a book chapter for students in the social sciences is considered as being equivalent to one journal article.
- (vi) A student who has filed for a patent based on research conducted during his candidature may apply in writing to the President for exemption of Rule 64(iii) or 64(iv).
- (vii) All graduating students must submit a graduation form to the School.

64. Award of Degree

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

**PART 12 – SCHOLARLY INTEGRITY**

65. Prohibition

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

Without prejudice to the generality of Rule 66(ii)(b), a student is considered to have committed plagiarism when he:

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

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

#### 66. Penalty

Where a student is found to have contravened Rule 66, disciplinary action will be taken against the student by the relevant authority of the University in accordance with the provisions of Universiti Putra Malaysia (Discipline of Students) Rules 2005.