

PUTRA BUSINESS SCHOOL  
(GRADUATE STUDIES RULES)

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PUTRA BUSINESS SCHOOL  
(GRADUATE STUDIES RULES)

**PART 1 – PRELIMINARY**

1. Citation and Commencement

These rules are considered as Putra Business School, the University, (Graduate Studies Rules) 2017.

2. Definitions and Interpretations

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

“CGPA” means Cumulative Grade Point Average;

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

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

“GMAT” means Graduate Management Admission Test;

“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;

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

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

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

“Non-graduating programme” means a non-degree graduate programme where student from another university undertakes courses or research work not leading to an award of a degree;

“PhD 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 Putra Business School and is responsible for the general direction of instructions, research and examination, and the conferral of degrees, diplomas, certificates and other academic distinctions;

“University” means Putra Business School;

“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 53;

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

- (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 53 explains the examination process);
- (ii) complete a minimum 3 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 at the end of the study (Rule 53 explains the examination process);

- (ii) complete minimum 6 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)

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.

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 University.

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 University. A bench fee and other charges which are payable by the student shall be as determined by the University.

7. Academic System

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

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

These programmes follow the semester system. Each academic year is divided into 2 semesters: September and March Semesters. 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 modular system. Each academic year is divided into 3 trimesters: September, January and May Trimesters. Each trimester modular ranges from 10 to 14 weeks of study and 2 weeks of examination.

## 8. Duration of Study

### (i) Doctor of Philosophy (PhD) Programme

The duration of study for the full-time mode ranges from a minimum of 6 semesters (3 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)

Students on full-time mode are required to register for at least 9 credit hours per trimester and they may complete the programme in 5 trimesters. Students with part-time mode must register for at least 6 credit hours per trimester and they may complete the programme in 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 Programme Director upon recommendation of his/her Supervisory Committee/supervisor. Applications are allowed twice and for a total of not more than three semesters. The University 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 Transfer

(i) A student may apply for credit transfer of graduate level courses taken at another university/institution recognised by the University into his current graduate programme at the University provided:

- (a) the courses are relevant to his programme of study;
- (b) the credits to be transferred are for courses equivalent to courses offered at the University and the grade shall be at least a B or 65%;
- (c) the maximum number of credits that may be transferred is 6 credits for a programme with thesis and not more than 18 credits for a programme without thesis;

- (d) the courses have been undertaken not more than five year date of his registration at the University ;
- (e) the transfer of credits shall be approved by the University;
- (f) the application for credit transfer is made in the first trimester/semester.
- (g) RM 200.00 per credit will be charged for credit transfer.

### **PART 3 – ADMISSION REQUIREMENTS**

#### 11. PBS 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 recognised Master's Degree in Business or relevant field **or**
  - (b) A professional qualification that is recognised as being equivalent to the above; **or**
  - (c) Other qualification that is approved by the PBS 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) A Bachelor's Degree with a CGPA of at least 2.750 or its equivalent in the relevant field. An applicant with with a CGPA of less than 2.75 but not lower than 2.50 or its equivalent in the relevant field, may be accepted subject to having relevant working or 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 PBS 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) A Bachelor's Degree with a CGPA of at least 2.75 or its equivalent.
- (b) An applicant with a CGPA below 2.75 but not lower than 2.50 will be considered if he/she has had a minimum 3 years of working experience; **or**
- (c) An applicant with a CGPA below 2.50 will be considered if he/she has had a minimum 5 years of working experience; **or**
- (d) A professional qualification that is recognised as being equivalent to the above; **or**
- (e) A pass at Level 7 Accreditation of Prior Experiential Learning (APEL) assessment by Malaysian Qualifications Agency (MQA); **or**
- (f) Other qualification that is approved by the PBS Senate.

An applicant who is in the final semester of his undergraduate study programme at a local institution may be considered for a conditional offer for admission provided his current CGPA or equivalent qualification has satisfied the graduate programme admission requirements.

## 12. Language Requirement

- (i) 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 or MUET Band 5.0 TOEFL ITP is not acceptable. The validity period of the test is not more than five years.
- (ii) An international applicant who obtains a score of below the required minimum score, may be accepted for admission on a conditional basis for any graduate programme.
- (iii) An international applicant who has obtained a degree from any public university or established private university in Malaysia shall not be subject to the English language proficiency requirement.
- (iv) An international applicant for a Master's degree programme who has undergone his Bachelor's degree education in the English language medium shall be exempted from the requirement stated in Rule 12 (i). Application for exemption must be accompanied by supporting documents.
- (v) An international applicant for the PhD degree programme who has undergone his Master's degree education in the English language medium shall also be exempted from the requirement stated in Rule 12 (i). Application for exemption must be accompanied by supporting documents.

## 13. Conversion of Conditional Admission into Full Admission

- (i) An international applicant who has been given a conditional offer of admission under Rule 12 (ii) shall be granted full admission if he complies with Rule 12 (i) at the time of registration.
- (ii) The conditional offer of admission may be withdrawn if the applicant fails to submit the required proof by the stipulated date.

14. Validity of Offer of Admission

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

15. 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 56] and he/she meets the admission requirements of the programme. A letter of consent from his/her current university/institution must be submitted together with the application.

16. Deferment of Admission

- (i) A candidate may apply in writing to the Programme Director to defer his admission. Where an application for a deferment of admission is approved, the candidate shall be notified of the new date of admission and any change in the admission regulations as endorsed by the University after the date of deferment of admission.
- (ii) A candidate is not permitted to defer admission for more than two (2) semesters or three (3) trimesters, 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.

17. Restriction on Admission

A student whose candidacy has been terminated by the University for any reason [Rule 56 (iii)] other than failure to register for more than two (2) semesters or one (1) year is not eligible for readmission into the same level of graduate programme at the University.

#### **PART 4 – REGISTRATION**

18. General Requirements

- (i) The minimum number of credits that may be registered per trimester is 6 credits while the maximum is 12 credits.
- (ii) A final trimester student who is in a non-thesis degree programme is permitted to register for less than 6 credits.

- (iii) Student who is placed under academic probation in any trimester is only allowed to register a maximum of 6 credits. However, a student may register for additional credits with the approval of the Director of Programme.
- (iv) All students in programmes with thesis must comply with the following registration requirements:
  - (a) A minimum of 3 credit hours for coursework in the first year of study;
  - (b) PhD/Master's Research every semester until his thesis has been submitted for examination and the PhD/Master's research shall be graded S/U (Satisfactory/Unsatisfactory).

#### 19. Registration of New Students

- (i) A new student must register within two (2) weeks after the commencement of the trimester/semester.
- (ii) Failure to register within the stipulated time shall result in the offer of admission being automatically withdrawn, unless Rule 16 is applicable.

#### 20. Registration of Continuing Students

- (i) A continuing student must register within two (2) weeks after the commencement of the trimester/semester.
- (ii) The candidature of the student who does not register by the beginning of the third week of the semester shall be automatically dropped.
- (iii) Failure to pay after two (2 weeks) registration will result in a penalty of RM100.00 being charged to the student.
- (iii) 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 is required to pay a penalty amounting to RM500 per reinstatement. If the drop status is for not more than two consecutive semesters or 1 year, the student will be considered as having deferred the said semester(s). An appeal made after the stipulated period shall not be considered. However, the student may apply for fresh admission to the University.
- (iv) Alternatively, student may appeal to activate his/her study status by paying the dropped semester (applicable to thesis based programme only)

#### 21. Course Registration

- (i) Only 7000 series courses shall be credited as a graduation requirement for all Master's degree programmes, whilst only 8000 series courses shall be credited for the PhD degree programme;
- (ii) A course that is registered as "Audit" shall not be included in the computation of the Cumulative Grade Point Average (CGPA).

## 22. Registration of Project Paper

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

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

- (a) Complete the Business Research Methods or Case Writing Analysis course in the trimester prior to writing the Project Paper or Case Study.
  - (b) Complete and submit the Project Paper or Case Study.
- (ii) Project Paper or Case Study must be related to the student's area of specialisation.
  - (iii) Students are not allowed to register concurrently Project Paper and Business Research Methods course or Case Writing Analysis and Case Study.
  - (iii) Project Paper or Case Study must be written in English.

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

- (i) A student may appeal to the committee for extension of submission of Project Paper or Case Study after the stipulated due date.
- (ii) Upon approval from the relevant committee, the student is required to pay extension (Rule 35).
- (iii) A student must submit the Project Paper or Case Study before the commencement of the next trimester.
- (iv) A student who fails to submit the completed Project Paper or Case Study by the revised stipulated date will be given an F grade.
- (v) Any request for deferment of Project Paper or Case Study will not be allowed except on medical grounds, which have to be supported with certified documents.

## 24. Submission of Project Paper or Case Study

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

## 25. Registration of PCSS

Students who register for MGT 7103 Strategising Decisions course are **REQUIRED** to undertake the experiential component called 'PBS Corporate Strategy Simulation' (PCSS) as part of the course requirement.

26. Independent Study Method

For programme with or without thesis, a class is offered only if there are at least ten (10) students. However, if the number is less than ten (10), the course can be offered only as 'Independent Study' with a maximum of 16 contact hours (without thesis) and 21 contact hours (with thesis).

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

27. Adding/Dropping of Courses

Semester System:

- (i) A student is not permitted to drop any course other than on medical grounds and with approval of the Director.
- (ii) A student who has registered a course but fails to attend the required number of classes during the semester may be given an "F" grade at the end of the semester.

Trimester System:

- (i) A student may add and drop any course before the second class of the course begins.
- (ii) A student is not permitted to drop any course after the stipulated period other than on medical grounds and with approval of the Director.
- (iii) A student who fails to drop any course he has registered but fails to attend the required number of classes during the trimester block may be given an "F" grade at the end of the trimester block.
- (iv) A tuition fees will be forfeited.

28. Transfer between Programmes and/or Fields of Study

Semester System

- (i) A student may apply for a transfer between programmes. 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.
- (ii) If a student whose application for transfer from a programme with thesis to a programme without thesis (with credit fee) or vice versa is successful, he/she shall be required to pay credit fees of RM200.00/credit for all courses including those that have already been taken prior to the transfer.
- (iii) A student may apply for exemption of course credits payment RM200.00/credit during the transfer as provided for under Rule 10.

- (iv) A transfer is allowed once only unless with approval of the University Studies Committee.
- (v) Application for transfer after two (2) semesters of study will not be considered unless under special circumstances and with the approval of the University Studies Committee.

#### Trimester System

- (i) A student may apply for a transfer between programmes.
- (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.

#### 29. 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.

The University Studies Committee is to evaluate and approve the application for conversion and this Committee shall make its recommendations to the University Senate for endorsement.

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;
  - (b) have obtained a minimum CGPA of 3.750;
  - (c) have published or shown proof of acceptance an article in a cited refereed journal or its equivalent (e.g. book chapter) based on research done during his candidacy;
- (ii) The supervisor shall strongly support the conversion and verify in writing in the form of a report that the student:
  - (a) has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
  - (b) demonstrates critical, analytical and independent thinking skills; and

(c) has a good understanding of relevant research design and methodology.

- (iii) 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.

### 30. 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 approval of the University Studies Committee.

### 31. Deferment

#### Deferment of Semester

- (i) A student may apply for deferment within the first two (2) weeks of a semester. University fees that have been paid by student will be forfeited if deferment is done after the second week.
- (ii) 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) 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.
- (iv) 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.
- (v) The application must be submitted to the Director with the recommendation of the main supervisor for approval.

#### 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) 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 one (1) year except on medical grounds or any other valid reasons and supported with appropriate documents.
- (iv) The application must be submitted to the Director for approval.

32. Withdrawal of Candidature

- (i) A registered student may withdraw from his study at any time during the semester/trimester and must apply in writing to the Director.
- (ii) A student who fails to register for two (2) consecutive semesters or three (3) consecutive trimesters is automatically withdrawn from candidature.

**PART 6 – FEES**

33. Payment of Fees

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

34. 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/trimester with the approval of the Director is entitled for a refund of all fees paid by him to the University except for the registration fee, alumni fee and administration fee. Fees will not be refunded if he withdraws his candidature after the second week of a semester/trimester.
  - (b) A student who has dropped a course with a credit fee after the second week of a semester/trimester block will not be eligible for any refund.
- (ii) Deferment of Semester/Trimester
  - (a) A student who defers his semester within the first two (2) weeks of the semester / trimester with the approval of the Director may either



request for a refund of, or to carry forward, all fees (excluding registration, alumni and administration fees) paid by him to the University.

- (b) Fees will not be refunded or carried forward if deferment is made after the second week of the semester/trimester.

35. Extension of Project Paper

- (i) A student may, if necessary, apply to the Director for extension of submission of Project Paper. Upon approval, the student is required to pay RM500 as penalty for late submission.
- (ii) For any request for extension of submission in the next trimester, a student is required to make full payments as follows:
  - (a) Local Student: RM1500 together with the Administration Fee of RM500
  - (b) International Student: RM1500 together with the Administration Fee of RM500 and International Student Fee of RM800.

#### **PART 7 – SUPERVISION**

36. Appointment of Academic Advisor

- (i) A student who is admitted into a programme with thesis shall be assigned an academic advisor by the University prior to the appointment of a Supervisory Committee/supervisor as provided for under Rule 37. The advisor and the Chairman of the Supervisory Committee/supervisor may or may not be the same person.

37. Appointment of Supervisory Committee/Supervisor

- (i) A student who is in a PhD degree programme shall nominate eligible persons (Rules 38 - 39) to be members of his Supervisory Committee which should comprise a chairman and a member.
- (ii) A student who is in a master's degree programme with thesis shall nominate an eligible person (Rules 38 - 39) to be his supervisor.
- (iii) The Chairman/supervisor, must be a permanent academic staff of the University to ensure continuity of supervision.
- (iv) Members of the Supervisory Committee/Supervisor shall be appointed with approval of the University Studies Committee.

38. Criteria for Chairman of Supervisory Committee/Supervisor

- (i) The chairman/supervisor shall be appointed from amongst academic staff of the University where the student is placed. He should possess a PhD qualification and should have had experience in graduate supervision.

39. Criteria for Other Member of the Supervisory Committee

The other member of the Supervisory Committee at the PhD level may 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.

40. 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 PhD student is not eligible to be appointed as a member of a Supervisory Committee.
- (iii) Members of a Supervisory Committee shall not in any manner be personally related to each other or to the student under their supervision.

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

- (i) A qualified person from any 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 41 (i) may be nominated for appointment as a member of a Supervisory Committee.

#### 42. 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 University deems it necessary that a member of the Supervisory Committee should be replaced;
  - (c) where the University deems it necessary that additional member is required.
- (ii) Re-nomination of the Chairman or member of the Supervisory Committee must not be made after the student's Proposal Defence 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 Studies Committee.

#### 43. 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 University.
- (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.

#### 44. 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 University 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 : 20
Associate Professor	1 : 15
Lecturer	1 : 10

## PART 8 – COURSE EVALUATION

### 45. Grading System

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

Before new intake September 2019/2020

<b>Grade</b>	<b>Marks</b>	<b>Quality Point</b>
A	80-100	4.000
A-	75-79	3.750
B+	70-74	3.500
B	65-69	3.000
B-	60-64	2.750
C+	55-59	2.500
C	50-54	2.000
C-	47-49	1.750
D+	44-46	1.500
D	40-43	1.000
F	0-39	0.000
S	-	Satisfactory
U	-	Unsatisfactory
V	-	Incomplete
CN	-	Continue
AU	-	Audit
R	-	Repeat
N	-	Grade Not Submitted
CT	-	Credit Transfer

For new intake September 2019/2020 Trimester onwards:

<b>Grade</b>	<b>Marks</b>	<b>Quality Point</b>
A	80-100	4.000
A-	75-79	3.750
B+	70-74	3.500
B	65-69	3.000
B-	60-64	2.750
C+	55-59	2.500
F	0-54	0.000
S	-	Satisfactory
NS	-	Not Satisfactory
NS(ii)	-	Not Satisfactory but Allowed to Continue
I	-	Incomplete
CPP	-	Continue Project Paper
W	-	Withdrawn
AU	-	Audit
R	-	Repeat
CRT	-	Credit Transfer
E	-	Exemption

Where:

- S/U Research work during the semester and research proposal seminar are graded either as satisfactory (S) or unsatisfactory (U). No quality points are given to the research work and thus it is not computed in the cumulative or semester grade point average.
- I All incomplete course works or assignments shall be given an "I" grade. This grade is valid only until the end of the second week of the following semester/trimester. Failure to change an "I" grade by the specified date shall result in an "F" grade.
- CN A CN grade will be assigned to a project paper for students pursuing a degree without thesis, and is usually conducted over 2 trimesters. The CN grade will be replaced with a final grade upon completion of the project paper at the end of the following trimester.
- AU An audit course is given an "AU". The student should attend lectures and may 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/trimester, shall result in an "F" or "U", where appropriate.
- CT Credit transfer of a graduate - level course taken at another university/institution recognised by the University to his current graduate programme at the University.

46. Replacement of Grade

- (i) Replacement of grade is only permitted for a course (including project paper) 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/trimester. A student is permitted to repeat a failed course once only.
- (ii) Notwithstanding Rule 46 (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 be retained in his transcript.

47. Re-sit of Trimester/Semester Course Examination

- (i) A student whose study status is "Probation" or "Terminated" is permitted to re-sit examination for any course with a grade lower than B obtained in the current trimester/semester. The highest overall grade he can obtain for the course after the re-sit examination is B. The better grade shall be used in the re-computation of the CGPA.
- (ii) A processing fee of RM100.00 shall be charged for each re-sit paper. The re-sit exam will be held on the second week of trimester/semester or a later date when necessary.

48. Repeat of Final Trimester

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

49. Review of Course Grade

A student who is not satisfied with his official examination result may file for a review of grade by submitting an application to the University not later than two (2) weeks after the announcement of results. A processing fee of RM100.00 shall be charged per review.

50. Research Progress Report

- (i) A student pursuing a degree with thesis shall submit a research progress report every semester before end of the examination week for the semester.
- (ii) The Chairman of a Supervisory Committee/Supervisor shall evaluate the report and give either an "S" or "U" 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 "U" grade.

**PART 9 – EXAMINATION PROCESS**

51. 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 University shall be subject to the following actions:
  - (a) given a warning; or
  - (b) given the F grade for the examination; and/or
  - (c) charged with disciplinary action.
- (v) A student charged under (iv) (c) and found guilty may, at the discretion of the Disciplinary Committee, be suspended for one trimester/semester or expelled from the University, in addition to receiving the F grade for the examination.

52. Proposal Defence (Programme with Thesis)

- (i) Each student must publicly present and defend his research proposal. The student is only allowed to continue with his research to Phase IV (Thesis Preparation) on passing of the defence of his proposal.
- (ii) A student is required to take his 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 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 PhD candidature may be terminated.
- (b) A MSc student shall be permitted to take his 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 MSc candidature may be terminated.
- (c) If a student is unable to take his PD within the stipulated time due to medical reason or other emergencies, he is required to apply for an extension with relevant supporting documents for approval by the University Studies 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 candidacy unless he is recommended for reversal of study from a PhD to a Master's degree programme.

### 53. 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 four or five soft-bound copies of the thesis only after the appointment of the Thesis Examination Committee has been endorsed by the University Studies Committee.

#### B. Appointment of Thesis Examination Committee

- (i) Members of the Thesis Examination Committee shall be appointed by the Director upon approval of the University Studies Committee on the recommendation of the relevant supervisory committee. The Thesis Examination Committee shall comprise a Chairman and two examiners for MSc or three examiners for PhD, of which at least one shall be an external examiner.



- (ii) The Chairman of the Thesis Examination Committee shall be nominated from amongst academic members of the University 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 University.
- (iii) The examiners shall be appointed from amongst academic staff or researchers of appropriate seniority, and shall have the expertise and established reputation in the area of the thesis topic. The examiners must have a PhD 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 from a local or foreign 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 associated 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 competency in his field of study.
- (iv) 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 thesis presented for evaluation, and defence of the thesis during the viva voce, both of which the student must pass. The acceptance of thesis may be categorised as one of the following:

- (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 one of the following:

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

A second and final oral re-examination (re-viva voce) is to be conducted within 12 months 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:

- i) Student must continue to be a registered student of the University.
- ii) The student must comply with procedures as determined from time to time by the University.
- iii) Resubmission is permitted once only.
- iv) 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 PhD thesis to be accepted for the award of a Master's degree if the thesis does not meet the scope of a PhD thesis but is adequate for a Master's degree.

The following conditions must be fulfilled:

- i) All amendments recommended by the Thesis Examination Committee must be made and the thesis resubmitted to the University for examination as Master's thesis within 60 days of the viva voce.
- ii) 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.

54. Thesis Submission Following Viva voce

- (i) A student whose thesis is accepted with modifications is given up to 60 days to submit a soft-bound copy of the amended version to the University for approval.
- (ii) A student may apply to the Director for extension of time of the final submission of his thesis. Such an application must be made through the Chairman of the Supervisory Committee. The Director may, at his discretion, extend the time for final submission of a thesis. 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 Thesis Examination Committee shall verify that corrections have been made to his (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.

55. Final Thesis Submission

- (i) Upon approval by Senate, the student shall submit the following to the University:
  - (a) three copies of the thesis in hard cover;
  - (b) a softcopy of the thesis on CD; and
  - (c) one self-passport size photograph.

**PART 10 – STUDY STATUS**

## 56. Category of Study Status

The study status of a student at any given semester/trimester can be categorised as one of the following:

## (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 "S" 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 "U" 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/trimester;
- (b) receives two "U" /"NS" grades for his research progress from his supervisor during the duration of his study;
- (c) fails to attain the required minimum CGPA of 3.000 in the trimester/semester following the one in which he was placed on probation;
- (d) fails twice in any compulsory course;
- (e) exceeds duration of study;
- (f) fails his thesis examination;
- (g) does not submit the thesis within a stipulated time after the thesis examination;
- (h) violates any rules or regulations as stipulated by the University.

## (iii) Completed

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

## (v) Others

- (a) Dropped: A student who fails to register or has not paid his trimester/semester fee shall be dropped from the list of active students.
- (b) Withdraw: A student is automatically withdrawn from candidature if he fails to register consecutively for two (2) semesters or three (3) trimesters.

## 57. Appeal against Termination of Candidature

- (i) A student whose candidature has been terminated may appeal against the decision.
- (ii) The student must comply with the following guidelines:
  - (a) files for an appeal within two (2) weeks of the date the letter of notification or examination results;
  - (b) pays all outstanding and current fees and other charges with the University;
  - (c) states clearly the reasons for the appeal; and
  - (d) provides a letter with supporting document (if applicable).
- (iii) Appeal against termination shall be considered by the University Studies Committee. The result of the appeal shall be endorsed by the Senate.

## 58. Consequence of Termination of Candidature

A student whose candidature has been terminated for any reason [Rule 56 (iii)] other than failure to register for more than two (2) semesters or three (3) trimesters consecutively shall no longer be eligible for readmission into the same level of graduate programme at the University.

## PART 11 – GRADUATION

## 59. 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 University, 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; and
  - (c) has settled all fees due to the University.
- (ii) A student in a degree programme with thesis must show proof of having published or submitted journal articles based on research conducted during his candidature prior to graduation. The publication requirement is as follows:

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

- (iii) All graduating students must submit a graduation form to the University.

60. Award of Degree

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

## PART 12 – SCHOLARLY INTEGRITY

61. 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 61 (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 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 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.

62. Penalty

Where a student is found to have contravened Rule 61, disciplinary action will be taken against the student by the relevant authority of the University in accordance with the provisions approved by the Senate.