
**POSTGRADUATE
ACADEMIC
REGULATIONS**

2013

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Universiti Teknikal Malaysia Melaka

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INTRODUCTION

Name

This document shall be known as the **Universiti Teknikal Malaysia Melaka Postgraduate Academic Regulations** and hereinafter shall be referred to as the “**Regulation**”.

Application

The Regulation shall apply to all postgraduate programmes at Postgraduate Diploma (where relevant), Master and Doctoral levels at Universiti Teknikal Malaysia Melaka (UTeM).

Implementation

The Regulation shall come into effect upon approval by the Senate of Universiti Teknikal Malaysia Melaka with immediate effect from 13th February 2013.

Objectives

The main objectives of the Regulation are:

- (i) To provide rules and regulations for Centre for Graduate Studies (PPS) and faculties for the planning and implementation of innovative and quality graduate programmes.
- (ii) To provide guidelines and assist graduate students in planning their studies at UTeM.

Revision

Revision of the Regulation shall be made from time to time as and when deemed necessary.

DEFINITIONS

In this Regulation, unless otherwise stated:

“Abstract” refers to a passage that must precede all research report and should consist of a brief statement of the problem, a brief explanation of the methods or procedures used and a condensed summary of the findings of the study.

“Academic Standing” means the code used to indicate student’s academic status.

“Academic Workload” refers to the number of actual or equivalent credit hours carried by a student in any given semester.

“Academic Year” means a period consisting of 12 calendar months.

“Accredited Institution” refers to an institution recognized by the Senate as one of adequate academic standard.

“Accredited Prior Experiential Learning (APEL)” refers to a systematic process involving identification, documentation and evaluation of learning based on previous experience.

“Applicant” means a person who submits an application form along with other relevant documents to the Centre for Graduate Studies to be considered for admission at UTeM to pursue a specific programme of study.

“Candidate” refers to a student who has registered and is in the process of preparing or conducting his/her research work.

“Candidature” means a status of bona fide, registered student.

“CGPA” (Cumulative Grade Points Average) means the average sum of Grade Value obtained for all semesters.

“Classes” refer to instructional interaction between the academic staff and the students that include lectures, tutorials and seminars.

“Compulsory University Subject” means a subject determined by the University to be taken by all students.

“Conferment of Degree/Diploma” means the award of the degree/diploma after endorsement of the Senate and confirmation in the convocation.

“Continuing Student” means a student who is not in his/her first semester of his/her studies.

“Copyright” means the right to publish or reproduce or permission to publish or reproduce intellectual material.

“Course” means a specialised discipline in a programme. It is a unit of a curriculum comprising several interrelated subjects.

“Coursework” any form of assessment carried out within a lecture period in a semester.

“Credit Count” means the total credit hours used in the calculations of GPA and CGPA.

“Credit Earned” means the total credit hours obtained for all passed subjects, which may include credits hours obtained from Credit Exemption or Credit Transfer.

“Credit Exemption” means the number of credit hours exempted from the graduation requirement based on qualifications such as Bachelors, Master or equivalent. Grades obtained will not be counted in CGPA.

“Credit Hours” means the unit of academic load measurement for a subject. Typically, one credit hour is equivalent to one contact hour.

“Credit Transfer” means the number of credit hours credited to students based on the subjects taken and passed with minimum grade of ‘B-’ from other recognised institutions. Grades obtained will be counted in CGPA.

“Dean” means the head of faculty appointed by Vice Chancellor.

“Deferment of Registration” means postponement of enrolment to a later date up to a maximum of one academic year.

“Deferment of Study” (TP) refers to a period of maximum TWO semesters (or THREE trimesters) during which a student has been granted permission to temporarily interrupt/suspend his/her studies.

“Delete Subject(s)” means cancellation of registration of subject(s) during a period at the beginning of each semester.

“Department” means an academic unit within a faculty that manages and monitors certain programmes related to a specified field of knowledge.

“Diploma” means postgraduate diploma.

“Dismissal” refers to dismissal because of poor/unsatisfactory academic progress as indicated by individual grades in subjects, or an unfavourable report of the supervisor.

“Dissertation” refers to the written report on the research work in Mixed Mode programmes where both Taught Course and research are required for graduation.

“Doctoral student” is defined to include PhD and Industrial PhD student.

“Duration of Study” is the number of semesters, or years in which a student is registered.

“Elective Subjects” refer to a specified list of subjects from which a student may choose a minimum number to form his/her area of specialization and fulfil the graduation requirements of his/her programme.

“Enrolment” means reporting of a person who is offered admission to the University for commencing his/her postgraduate studies as a registered student.

“Examination Panel” refers to all internal and external examiners who examine the content of thesis of a Master project or Dissertation of a Master where both coursework and research are the requirements.

“Executive Programme” refers to postgraduate programmes which are conducted for professionals and executives on modular basis.

“Exemption” refers to waiver from a specific graduation requirement.

“Extending Student” means a student who has exceeded his/her normal registration period.

“External Examiner” refers to an expert other than the UTeM staff appointed by the University to examine a dissertation/thesis of Master or doctoral degree student.

“Faculty” means a faculty, centre or an institute, which may or may not offer a programme of study.

“Faculty Postgraduate Committee (JKPSF)” refers to the faculty’s academic committee, which comprises of deans and other appointed academic staff and is responsible to make decisions on academic matters within the faculty, in line with the policies determined by the Senate.

“Financial Assistance” means a scholarship or loan given to a student by UTeM or any other public or private agency to help the student to pursue his/her studies at UTeM.

“Full-time Programme” means a programme (except Industrial PhD) in which courses are designed and classes are scheduled with the assumption that students are pursuing their studies on a full-time basis and are not maintaining full-time employment concurrently with their studies at UTeM.

“GPA” (Grade Point Average) means the average Grade Value obtained in any one semester.

“Grade” refers to the final assessment of a subject, based on the total scores awarded for assignments, test, etc. and the final examination, expressed in numerical marks and the equivalent characters.

“Graduate Student/Student” refers to a person enrolled/registered in UTeM to pursue a specific programme of postgraduate study.

“Graduation” means discontinuation/cessation of a student’s registered status/candidacy after he/she has completed all requirements prescribed in the programme for the award of a degree/diploma.

“Inactive Student” is defined as a student who is in the enrolment but not registered in the semester.

“Industrial Examiner” refers to an individual appointed among qualified and suitable industrial practitioners.

“Industrial PhD” is a full-time PhD degree programme that emphasizes both the industrial needs for innovation and academic requirements. The research work is based on a specified industrial problem. The degrees awarded are Doctor of Engineering (DEng) or Doctor of ICT.

“Industrial Supervisor” refers to an industrial practitioner appointed by the University to supervise graduate students.

“Initial Research Proposal” is a brief research proposal prepared by an applicant for a postgraduate programme through research mode for the purpose of evaluation of an application.

“Internal Examiner” refers to a faculty member appointed by the Faculty or University to examine Master or Doctoral dissertation/thesis, and is also a member of the Panel for Oral Examination.

“Malaysian Qualification Agency (MQA)” refers to a statutory body in Malaysia set up under the Malaysian Qualifications Act 2007 to accredit academic programmes by educational institutions providing post-secondary or higher education and facilitate the accreditation and articulation of qualifications.

“Master Project” refers to the written report produced on the research work as a part of master degree programme by Taught Course.

“Maximum Study Period” is the maximum period within which a student must complete his/her studies, failing which he/she may be terminated from the University.

“Medium of Instruction” refers to the language in which the programme or subject is conducted, which includes the language in which lectures are delivered, and assessment is made.

“Minimum Study Period” is the minimum period within which a student may qualify to be awarded a degree/diploma.

“Mixed Mode” refers to a programme with at least a 50% research component.

“Mode of Programme” refers to Taught Course Mode, Mixed Mode or Research Mode.

“New Student” means a student in his/her first regular semester of studies.

“Offer of Admission” means the decision of the University to grant an applicant the opportunity to pursue his/her studies at UTeM.

“Offshore” refers to a Master Taught Course programme offered outside the campus.

“Oral Examination Panel (OEP)” refers to the highest examining body that assesses the Master Project or Dissertation of a postgraduate candidate, conducts viva-voce and determines whether Master Project or Dissertation should be accepted for the relevant degree in the Taught Course and Mixed Mode programmes.

“Postgraduate Studies/Programmes” refers to the level of study such as Doctoral, Master or Postgraduate Diploma.

“Prerequisite Subject” refers to specific subject required to be completed prior to register for relevant postgraduate course.

“Programme” means a prescribed curriculum leading to a Postgraduate Diploma, Master or Doctoral level.

“Progress Report” is a document where a research student outlines the achievement of the planned activities for the semester.

“Project Paper” refers to research work or case study as part of the requirement for Master of Business Administration (MBA).

“Public Access” means access to any individual or organisation, other than the author of the research work, the supervisor/supervisory committee, the examination committee and the PPS.

“Registration” means official recording of a student’s name to study in a particular programme.

“Registration of Subjects” means registering for subject during a period at the beginning of each semester.

“Regular Semester” means a semester that consists of eighteen (18) weeks duration of study normally commencing in September and February.

“Repeating Subject” refers to a student registering for the same subject in a subsequent semester and being assessed as if he/she were taking a new subject (possible for both compulsory university and elective subjects).

“Replacing Subject” refers to a student registering for an elective subject as a replacement for another elective subject taken earlier to fulfil the minimum number of elective subjects required for graduation.

“Research Mode” focuses mainly on the research activities as the main requirement for graduation.

“Research Paper” refers to report based on research project at the postgraduate diploma and Master level programmes.

“Research Proposal” is the detailed write-up of the research work to be undertaken by the Doctoral and Master (by Research) candidate.

“Research Work” refers to the research activities under which a student carries out under the guidance of a supervisor and records his/her findings in the form of a thesis, dissertation or a research paper.

“Residential Period” refers to the required duration a research student has to stay on campus.

“Semester” means a duration specified by the Senate allocated for lectures, examinations and similar instructional activities.

“Senate” refers to the Senate of UTeM, the highest authority on academic matters in the University.

“Senior Student” means a student who has completed at least one (1) semester of study at the University.

“Special Examination” means an examination replacement for the Final Examination.

“Special Semester” means a semester that is outside the regular semester that consists of eight (8) weeks of lectures and examination.

“Special Requirement Subject” refers to a subject prescribed on a student for specific reason, other than the reason for prerequisite subject, and the subject(s) may be taken concurrently with the programme subjects.

“Student Mobility” refers to a student programme exchange in collaboration between UTeM and its host institution.

“Study Period” refers to a period of time within which a student is expected to complete the programme.

“Subject” refers to a unit of a curriculum comprising several interrelated topics, which is normally offered in a semester with a specific credit hour load and specific code.

“Supervisor” refers to an academic member of the University appointed by the University to supervise graduate students.

“Suspension” refers to a punitive measure in which a student is prohibited from involvement in academic work at the University for a specified period of time.

“**Taught Course**” refers to a mode of programme that consist of taught subjects and less than 50% Master Project. A student attends lectures, tutorials, laboratory work and seminars, and is assessed on the basis of assignments, projects, tests and examinations.

“**Termination**” refers to the dismissal of student for other than academic reason as deemed fit by the Senate.

“**Thesis**” refers to the written report on an original research work done for a graduation requirement for Research Mode.

“**Thesis Examiners (TE)**” refers to all internal and external examiners who examine the content of thesis of a Doctoral or Master (by Research) candidate.

“**Thesis Examination Panel (TEP)**” refers to the highest examining body that assesses the research work of a postgraduate candidate, conducts viva-voce and determines whether a research work should be accepted for the intended degree (Master and Doctoral).

“**Transcript**” refers to a document issued by the University listing all subjects and grades obtained by the student throughout his/her studies at UTeM. Notations that may appear on the academic transcript or result slip of each semester are shown in the Table below:

Table: Notation on Academic Transcript

Grade	Explanation	Hours Credited	Hours Earned
HW	Pass for industrial attachment, practicum, fieldwork	No	Yes
MM	Satisfactory progress in research work	No	No
TM	Unsatisfactory progress in research work	No	No
GG	Failure in research work	No	No
AU	Course Audited	No	No
FA	Failure in course audited for not fulfilling 80% attendance	No	No
TS	Incomplete subjects (temporary)	No	No
TD	Subjects withdrawn	No	No
TP	Leave of Absence	No	No

“**Trimester**” refers to a three-semester year that consists of fifteen (15) weeks of lectures and examination normally commencing in March, July and November.

“**Type of Registration**” refers to either Full-time or Part-time registration.

“**Senate Standing Committee for Postgraduate Studies (JKTSPS)**” is a Senate standing committee at university level comprising representatives from each faculty and chaired by the Dean of the Centre for Graduate Studies.

“**University**” refers to Universiti Teknikal Malaysia Melaka (UTeM).

“University Postgraduate Committee (JKPS)” refers to the committee of postgraduate studies comprising representatives of each faculty and chaired by the Dean of Centre for Graduate Studies.

“Visiting Students” refers to persons not enrolled at UTeM as students pursuing a specific programme of study.

“Viva-voce” refers to an oral examination for a student who has submitted his/her thesis.

ACRONYMS

APEL	Accredited Prior Experiential Learning
CGPA	Cumulative Grade Point Average
CRIM	Centre for Research and Innovation Management (Pusat Pengurusan Penyelidikan dan Inovasi)
EP	Examination Panel
FA	Failed Audit
GG	Gagal (Fail)
GPA	Grade Point Average
HG	Hadir Gagal (Fail)
HL	Hadir Lulus (Pass)
HW	Hadir Wajib (Compulsory Attendance)
IELTS	International English Language System
IP	Intellectual Property
JKPS	Jawatankuasa Pengajian Siswazah (University Postgraduate Committee)
JKPSF	Jawatankuasa Pengajian Siswazah Fakulti (Faculty Postgraduate Committee)
JKTSPS	Jawatankuasa Tetap Senat Pengajian Siswazah (Senate Standing Committee on Postgraduate Studies)
KB	Kedudukan Baik (Pass)
KBTT	Kedudukan Baik Tamat Tempoh (Good Standing, Duration Completed)
KS	Kedudukan Bersyarat (Conditional Pass)
KG	Kedudukan Gagal (Fail/Dismissed)
MBA	Master of Business Administration
MM	Memuaskan (Satisfactory)
MSc	Master of Science
OEP	Oral Examination Panel
PhD	Doctor of Philosophy
PPS	Pusat Pengajian Siswazah (Centre for Graduate Studies)
PBPI	Pusat Bahasa dan Pembangunan Insan (Centre for Languages and Human Development)

TD	Tarik Diri (Withdrawal)
TE	Thesis Examiners
TEP	Thesis Examination Panel
TM	Tidak Memuaskan (Unsatisfactory)
TOEFL	Test of English as Foreign Language
TP	Tangguh Pengajian (Deferment of Study)
TS	Tidak Selesai (Incomplete Grade)
UG	Ulang Gred (Redeem Grade)
UM	Ulang Mata Pelajaran (Repeat Subject)
UTeM	Universiti Teknikal Malaysia Melaka

SECTION 1 : GOVERNANCE

1.1 Senate

Senate is the highest academic body of the University established under Section 19(4) of the University Colleges Act 1971. The Senate shall be the academic body of the University and, subject to the provisions of UTeM's Constitution, the statutes, rules and regulations, shall have the control and general direction of instruction, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

1.2 Committees

1.2.1 Senate Standing Committee on Postgraduate Studies (JKTSPS)

1.2.1.1 JKTSPS shall consist of the following members appointed by the Senate:

- (i) Dean of the PPS as Chairman
- (ii) Dean of Faculties
- (iii) Dean of PBPI
- (iv) Director of CRIM

1.2.1.2 The functions of JKTSPS shall be as follows:

- 1.2.1.2.1 Decides upon applications for admission into postgraduate programmes upon recommendations from the respective faculties.
- 1.2.1.2.2 Approves the appointments of internal, external and industrial examiners for Master and Doctoral thesis.
- 1.2.1.2.3 Deliberates and decides upon various appeals from postgraduate students.
- 1.2.1.2.4 Co-ordinates and monitors postgraduate programmes of studies such as registration and examination with the assistance of JKPS.
- 1.2.1.2.5 Deliberates upon any amendment to postgraduate policies proposed by JKPS.

1.2.1.2.6 Discusses any other matters relevant to postgraduate studies and reports the progress of Postgraduate studies to the Senate.

1.2.1.2.7 Proposes the conferment of the Degree to the Senate.

1.2.2 University Postgraduate Committee (JKPS)

1.2.2.1 Members of JKPS shall consist of the following:

- (i) Dean of PPS as Chairman
- (ii) Deputy Deans (Research and Graduate Studies) of respective faculty
- (iii) Deputy Dean of PPS
- (iv) Programme Coordinators from PPS (if any)

1.2.2.2 The functions of JKPS shall be as follow:

1.2.2.2.1 Coordinates all academic matters regarding postgraduate students such as admission, registration, monitoring and examination of graduate programmes.

1.2.2.2.2 Formulates the methods and procedures in monitoring the implementation of the graduate programmes with the assistance of JKPSF.

1.2.2.2.3 Collects data and statistics relevant to the graduate programmes.

1.2.2.2.4 Plans and proposes all matters related to the development of postgraduate programmes to JKTSPS.

1.2.3 Faculty Postgraduate Committee (JKPSF):

1.2.3.1 Members of JKPSF shall consist of the following:

- (i) Dean of Faculty as Chairman
- (ii) Deputy Deans
- (iii) Relevant Heads of Department
- (iv) Any other academic staff deemed necessary and appointed by the Faculty.

1.2.3.2 The functions of the JKPSF shall be as follows:

- 1.2.3.2.1 Selects and recommend postgraduate students to the faculty.
- 1.2.3.2.2 Recommends the appointment of supervisors for Master and Doctoral candidates.
- 1.2.3.2.3 Recommends the appointment of examiners for Master and Doctoral candidates.
- 1.2.3.2.4 Monitors all research work conducted by the post-graduate students, so that it conforms to the requirements set by the faculty for content quality and presentation.
- 1.2.3.2.5 Proposes any amendment to postgraduate policies to the JKTSPS through PPS.
- 1.2.3.2.6 Discusses any other relevant matters regarding postgraduate studies.

1.2.4 The relationship between Senate, faculty and the three working committees as mentioned above can be illustrated as follows:

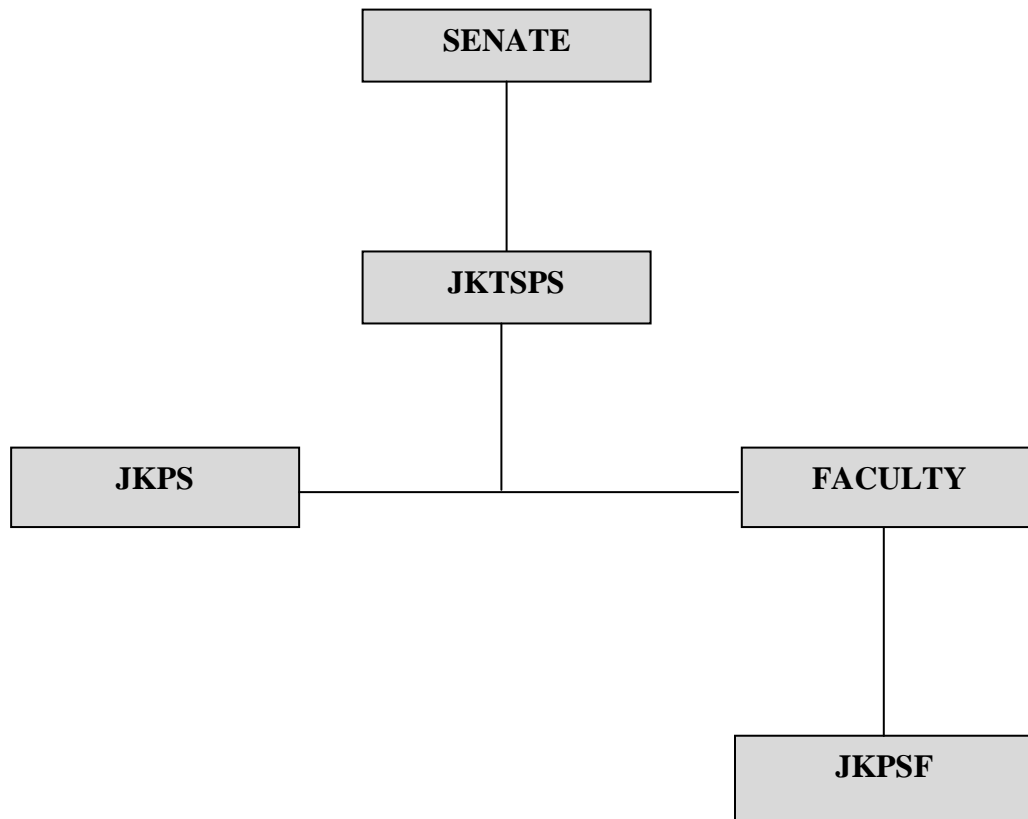


Figure 1.1 : Postgraduate Studies Structure

SECTION 2 : ADMISSION

2.1 Admission Requirements

The minimum qualifications for admission into a programme of study are as follow:

2.1.1 Postgraduate Diploma

- 2.1.1.1 A relevant Bachelor's degree from UTeM or any other accredited institutions of higher learning; OR
- 2.1.1.2 Any other certificate that is recognised as equivalent to a Bachelor's degree (honours) or other relevant qualification and experience that are recognised by the Senate.

2.1.2 Master Programmes

- 2.1.2.1 A relevant Bachelor's degree (honours) with good grades (minimum CGPA of 2.75 or equivalent) from UTeM or any other institutions of higher learning recognised by the Senate; OR
- 2.1.2.2 Any other qualification that is recognised as equivalent to a Bachelor's degree (honours) or other relevant qualification and experience that are recognised by the Senate; OR
- 2.1.2.3 For candidate with Bachelor's degree whose CGPA is between 2.00 and 2.74, relevant work experience in the related fields will be considered. One (1) year relevant experience will be considered as equivalent to 0.1 CGPA; OR
- 2.1.2.4 Candidates with diploma qualification and minimum work experience of ten (10) years in the relevant field of interest will be considered together with Accredited Prior Experiential Learning (APEL).
- 2.1.2.5 Applicant for the MBA programme must have at least one (1) year relevant working experience.
- 2.1.2.6 Application for Master (by Research) programme must be accompanied by an initial research proposal.

2.1.3 Doctoral Programmes

- 2.1.3.1 A relevant Master degree from UTeM or any other accredited institutions of higher learning; OR

- 2.1.3.2 Any other qualifications that are recognised as equivalent to a Master degree or other relevant qualifications and experience that are recognised by the Senate; OR
- 2.1.3.3 Candidates with Bachelor’s degree (honours) with good grades (minimum of 2.75 or equivalent) and minimum work experience of ten (10) years in the relevant field of interest will be considered together with Accredited Prior Experiential Learning (APEL).
- 2.1.3.4 For Industrial PhD programme, candidate must be currently an employee as professionals, executives, engineers, researchers or equivalent, in the industry or Malaysian company operating overseas.
- 2.1.3.5 Application for Doctoral degree must be accompanied by an initial research proposal.

2.2 Language Requirements

- 2.2.1 International applicants are required to present the Test of English as a Foreign Language (TOEFL) or the test administered by the International English Language Testing System (IELTS) with the minimum required score listed in Table 2.1.

Table 2.1: Requirement of English Test Score

Types of Programmes	Minimum TOEFL Score	Minimum IELTS Score
Master	520	5.5
Doctoral	550	6.0

- 2.2.2 Applicants without TOEFL/IELTS or for those who obtained a score below the requirement above are required to undergo and pass the English language programme conducted by UTeM prior to commencement of the postgraduate programme.
- 2.2.3 Exemption from sub-section 2.2.1 may be given to those who have undertaken regular programmes of studies and graduated from universities that use English as the medium of instruction or who has graduated from UTeM in a programme with English as the medium of instruction.
- 2.2.4 All international students are ENCOURAGED to register for Bahasa Melayu subject during the period of candidature and must attain the minimum score of ‘HL’.

- 2.2.5 If deemed necessary, a student may register for a language proficiency programme in order to fulfil specific language requirements.
- 2.2.6 Language proficiency subjects do not carry any credit hours and they are not calculated in the student's CGPA, but are included in the student's workload.

2.3 Additional Admission Requirements

- 2.3.1 An applicant may be interviewed and/or required to sit for an entrance test in order to determine his/her eligibility for admission to a specific programme.
- 2.3.2 The department or faculty may, with the approval of JKTSPS, require the applicant to satisfy additional conditions for admission to a specific programme.
- 2.3.3 An applicant is **REQUIRED** to do a Medical Check-Up at any Health Clinic or Government Hospital.

2.4 Application Procedure

- 2.4.1 An applicant must submit an appropriate, completed online application, financial guarantee and the required supporting documents must be sent to PPS. The application can be made throughout the year.
- 2.4.2 Incomplete applications shall not be processed.
- 2.4.3 A letter of acceptance and all relevant information will be sent to the candidate. If the candidate fails, within the specific period, to enrol for the semester in which he/she was accepted, he/she must inform the PPS to reactivate the application if entrance at a later time is desired otherwise the offer will be withdrawn.

2.5 Credit Transfer and Credit Exemption

- 2.5.1 A student who has completed certain postgraduate subjects from UTeM or other accredited institution or has relevant knowledge, qualification or professional experience in the areas covered in the subject may apply for transfer or exemption of credits earned previously to his/her current programme if the following conditions are fulfilled:
 - 2.5.1.1 For subjects sought for transfer/exemption, the content must be at least 80% similar to the corresponding subjects in the current programme offered at UTeM.

- 2.5.1.2 A minimum 'B-' grade or its equivalent was obtained in the subjects sought for transfer/exemption.
- 2.5.1.3 The subjects were taken not more than **five (5) years** before the date of enrolment in his/her current programme.
- 2.5.1.4 Subjects or credits sought for transfer or exemption must only be credited or exempted once.
- 2.5.2 Applications for transfer or exemption of credits must be accompanied by the relevant supporting documents such as subject description and grading system. A student may be interviewed or required to sit for a test, if deemed necessary by the department, in order to determine his/her eligibility for the transfer or exemption of credits.
- 2.5.3 The maximum number of credits that may be transferred and/or exempted from is 50% of the credit hours of the coursework required for the graduation in the current programme.
- 2.5.4 Applications for transfer or exemption of credits are to be made to the Dean of the faculty at the latest two (2) weeks after the registration **of the student's first (1st) regular semester/trimester of studies** at UTeM.
- 2.5.5 All applications for transfer and exemption of credits shall be made to PPS and will be decided by the respective faculty.
- 2.5.6 Under special circumstances and subject to Senate approval, a student may apply to transfer the equivalent number of semesters for the research work carried out in the previous Institution.

2.6 Status of Enrolment

- 2.6.1 A student may choose to enrol for either a full-time or a part-time programme, subject to the availability of the desired type of programme.
- 2.6.2 A student intending to maintain his/her employment while studying full-time at UTeM is required to provide evidence that he/she has the permission of his/her employer to pursue his/her studies on a full-time basis. Otherwise, he must opt for a part-time programme.

SECTION 3 : FEES

3.1 Regulation on Fees

- 3.1.1 A student is required to pay his/her fees in full during registration **every semester** as prescribed by the University.
- 3.1.2 A student receiving financial assistance from the University or other sponsoring organisation is required to produce during registration, a letter of guarantee indicating that the organisation has agreed to finance his/her studies at UTeM.
- 3.1.3 A self-financed student must present an original receipt of payment before he/she is allowed to register for programme/subjects.
- 3.1.4 A student who has obtained credit transfer/exemption should pay the full fees of the programme.
- 3.1.5 The University has the right to claim from students any outstanding dues even though they have ceased to be registered students.

3.2 Structure of Fees

- 3.2.1 Non Recurring Fees (payable once only on admission)
 - i) Registration Fee
 - Orientation
 - Registration
 - Alumni
 - Student Card
 - ii) Personal Bond (refundable at the end of the study programme)
 - iii) Thesis Examination (Research Mode) – payable upon submission of thesis for examination
- 3.2.2 Recurring Fees (payable every semester)
 - i) Service Fee
 - ii) Tuition Fee
 - iii) Insurance
- 3.2.3 A student who redeems a grade (UG) or repeat a subject (UM), is required to pay tuition fees based on the number of credits taken.
- 3.2.5 The University reserves the right to change the fee structure and other charges as and when necessary. Such changes will be published in the University official information media.

3.3 Other Types of Charges

Other types of charges payable by students are as follows:-

Table 3.1: Other Types of Charges Payable by Students

Types of Charges	Amount
Late for subject registration	RM5.00 per day to a maximum of RM200.00
To obtain a second copy of the Academic Transcript	RM50.00
To obtain a second copy of the Degree Scroll	RM100.00
Change of Programme/Change of Registration Mode	RM100.00
Appeal to review examination results	RM100.00 per subject
Add/delete after 4 th week of semester	RM5.00 per day to a maximum of RM200.00

SECTION 4 : REGISTRATION

4.1 Registration of Programme

- 4.1.1 All students are required to register for a programme of study being offered at the beginning of each semester.
- 4.1.2 A new student must enrol at the University before the commencement of classes in his/her first semester of study, within the period specified by PPS. Failure to enrol within the specified period may result in the withdrawal of the offer of admission by the University.
- 4.1.3 A senior student must register for the programme in every subsequent semester during the period of study. Failure to register for the programme and/or subjects will result in the student being categorised as 'Inactive' for the semester.
- 4.1.4 The 'Inactive' semester/trimester will be counted as part of the duration of studies.
- 4.1.5 A student who is inactive for two (2) consecutive semesters or three (3) consecutive trimesters will be terminated.
- 4.1.6 Upon registration in the following semester/trimester, a student who has been inactive for the previous semester/trimester must pay the related fees and fine at a prescribed rate.
- 4.1.7 Students Registering in Other Institutions
 - 4.1.7.1 A UTeM student is not allowed to register as a student in any other institution of higher learning during his/her studies at UTeM, unless permission is granted by the Senate.
 - 4.1.7.2 Any student found to have registered for studies at any other institution without obtaining approval from the Senate may be dismissed from the University and denied a refund of fees.

4.2 Deferment of Registration as New Candidate

- 4.2.1 A successful applicant who has been issued an offer of admission to pursue his/her postgraduate studies at UTeM may apply to defer his/her enrolment for a maximum of one (1) academic year.
- 4.2.2 The Dean of PPS shall decide on the applications for deferment of enrolment. Should the Dean of PPS reject such an application, the student

shall be required to enrol on the date originally set by PPS. Failure to do so will result in the withdrawal of the offer of admission.

- 4.2.3 If a candidate fails to register during the allotted time without a reason acceptable to the University, the letter of offer will be void.

4.3 Re-registration of Programme

- 4.3.1 A student whose status as registered student has been **TERMINATED** in accordance to sub-section 4.5, 4.12.1 (Non-Registration), or sub-section 13.3 (Non-Academic Offences), is allowed to appeal to the University **only once** for the return of the registered student status.

- 4.3.2 Appeal can be made to the University through the Dean of PPS with the recommendation from the Dean of the faculty.

4.4 Change of Registration Mode (Full-time/Part-time)

- 4.4.1 A research (except Industrial PhD) student who has enrolled at the University may apply with valid reasons for change of mode of registration **ONCE** in his/her duration of study, subject to the approval of JKTSPS.

- 4.4.2 A research (except Industrial PhD) student who changes the mode of registration from full-time to part-time (after 3rd semester for Master) and after 6th semester for PhD) will be allowed to have not more than the maximum number of semesters for full-time registration based on the following table:

Table 4.1: Remaining Number of Semester Allowed under Part-time

Full-time Semester in which application is made	Remaining Semester allowed under Part-time	
	Master	PhD
1 st semester	9 semesters	15 semesters
2 nd semester	8 semesters	14 semesters
3 rd semester	7 semesters	13 semesters
4 th semester	2 semesters	12 semesters
5 th semester	1 semester	11 semesters
6 th semester	Only extension with Senate approval.	10 semesters
7 th semester	-	5 semesters
8 th semester	-	4 semesters
9 th semester	-	3 semesters
10 th semester	-	2 semesters
11 th semester	-	1 semester
12 th semester	-	Only extension with Senate approval.

- 4.4.3 While, a Master or PhD student who changes the mode of registration from part-time to full-time will have the remaining semester based on the following table. The calculation is based on 1 semester of part-time equivalent to 0.6 and 0.75 semester of full-time for Master and PhD student, respectively:

Table 4.2: Remaining Number of Semester Allowed under Full-time

Part-time Semester in which application is made	Remaining Semester allowed under Full-time			
	Master		PhD	
	Minimum	Maximum	Minimum	Maximum
1 st semester	1 semester	5 semesters	3 semesters	11 semesters
2 nd semester	1 semester	5 semesters	2 semesters	10 semesters
3 rd semester	-	4 semesters	2 semesters	10 semesters
4 th semester	-	4 semesters	1 semester	9 semesters
5 th semester	-	3 semesters	-	8 semesters
6 th semester	-	2 semesters	-	7 semesters
7 th semester	-	2 semesters	-	7 semesters
8 th semester	-	1 semester	-	6 semesters
9 th semester	-	1 semester	-	5 semesters
10 th semester	-	-	-	4 semesters
11 th semester	-	-	-	4 semesters
12 th semester	-	-	-	3 semesters
13 th semester	-	-	-	2 semesters
14 th semester	-	-	-	1 semester
15 th semester	-	-	-	1 semester
16 th semester	-	-	-	-

- 4.4.4 A service fee of RM100 shall be charged to a registered student who applies for a change of mode of registration.

4.5 Registration of Subjects

- 4.5.1 All students are required to maintain a registered status in order to register for subjects.
- 4.5.2 All students must register for subjects within the first four (4) weeks of the regular semester or second (2nd) week from the beginning of the trimester/special semester.
- 4.5.3 The registration of subjects (including Research Mode) other than the specified time will be considered as late registration and will be charged a late registration fine at a prescribed rate.

4.5.4 A student (including Research Mode) who has not registered any subjects **by the end of fourth (4th) week** of a regular semester or **by the end of second (2nd) week** of a trimester without any reasons acceptable to the University or has not been granted a leave of absence will be categorised as an “Inactive” student. In order to be active for the semester/trimester, the student must pay all fees and fine for late registration.

4.6 Types of Subject

4.6.1 Programme-Required Subjects

4.6.1.1 Programme-required subjects include core (including Master Project), elective and compulsory university subjects as prescribed in the programme of study and these subjects are required for graduation.

4.6.2 Special Requirement Subjects

4.6.2.1 If deemed necessary by the faculty, a student may be required to register for special requirement subjects in addition to the graduation requirements of his/her programme of study.

4.6.2.2 Special requirement subjects are assessed on a pass/fail basis, the passing marks being ‘B-’. A student obtaining less than ‘B-’ is allowed to repeat the subject only once. Should he/she fail the subject in his/her second attempt, he/she shall be dismissed from the programme.

4.6.3 Prerequisite Subjects

4.6.3.1 If deemed necessary by the faculty, a student may be required to register for specific subjects as prerequisites from the relevant postgraduate subjects.

4.6.3.2 A student must pass (with minimum grade ‘B-’) the prerequisite subjects to be eligible to register for the specific postgraduate subjects that require those prerequisite subjects.

4.6.4 Audit Subjects

4.6.4.1 A student may either audit a subject of his/her own choice or may be recommended by the faculty to audit a specific subject at any appropriate time.

4.6.4.2 Audited subjects are not calculated in the student’s CGPA but included in the student’s workload.

4.6.4.3 A student auditing a subject is required to fulfil the minimum attendance requirement of 80%. Failure to do so shall result in the recording of 'FA' (Failed Audit) grade in the student's transcript for the subject audited. However, it will not affect the student's CGPA.

4.6.5 A student needs to pay for all subjects taken.

4.7 Adding and Deleting Subjects

4.7.1 A student is responsible for verifying the registration of the subjects and making any correction within the prescribed period.

4.7.2 A student may add or delete a subject from the portfolio of subjects that is necessary, subject to the minimum credit requirement in a regular semester as stipulated in Table 8.1.

4.7.3 The exercise for adding and deleting subjects shall be allowed during a period of **four (4) weeks** from the beginning of a regular semester or **two (2) weeks** for special semester/trimester for which fees due will be charged accordingly.

4.7.4 Failing to comply with sub-section 4.7.3, a student will be fined at a prescribed rate.

4.8 Withdrawal (TD) from Subject

4.8.1 A student may submit an application to PPS for withdrawal from any subject that he/she has registered. Such an application must be made between **the fifth (5th) and twelfth (12th) lecture week** of a regular semester or between the **third (3rd) and the sixth (6th) lecture week** of a special semester/trimester.

4.8.2 For withdrawal of subjects, a student must get the recommendation from his/her academic advisor/supervisor and approval of the Dean/Deputy Dean (postgraduate studies) of the respective faculty.

4.8.3 The remaining total number of credit hours must not fall below the minimum workload as stipulated in Table 8.1.

4.8.4 There will be no refund of tuition fees, for withdrawal from any subject. A student is required to pay full fees based on the credit taken upon re-registration of the subject in the other semester.

4.9 Residential Period

- 4.9.1 Full-time research students (excluding Industrial PhD candidates) are expected to be in the University throughout his/her candidature.
- 4.9.2 Part-time research students must spend a minimum period of fifteen (15) days per semester at the University.
- 4.9.3 Industrial PhD students are expected to spend at least 80% of their candidature in the company.
- 4.9.4 Failure to comply with the requirement may affect the progress report result of the student.

4.10 Visiting/Mobility Students

- 4.10.1 Non-UTeM students may apply to register or audit specific subjects at UTeM.
- 4.10.2 Students who wish to commence their studies at UTeM must put in their applications to PPS at least three (3) months before the beginning of the semester.
- 4.10.3 The application is made through the faculty, recommended by JKTSPS and approved by Senate.
- 4.10.4 All registered subjects shall be graded accordingly and a transcript of the subjects taken shall be issued by PPS.

4.11 Withdrawal of Candidature

- 4.11.1 A registered student who wants to withdraw from a graduate programme must apply with recommendation from the supervisor (for Research mode students) and faculty Dean to the Dean of PPS.
- 4.11.2 Approval is subject to clearance by the relevant department.
- 4.11.3 There will be no refund of tuition fees for a registered student who withdraws from a graduate programme after the fourth (4th) week.
- 4.11.4 A student is fully responsible for the implications of his/her withdrawal. The University will claim from student any outstanding fees.
- 4.11.5 A student who has withdrawn from the University is allowed to reapply only once.

4.12 Termination of Candidature

- 4.12.1 A student shall be terminated if he/she is “Inactive” without notice for two (2) consecutive semesters or three (3) consecutive trimesters.
- 4.12.2 A student may be terminated upon the recommendation of both the JKPSF and JKTSPS and will be informed to the Senate if his/her general performance is found to be unsatisfactory.
- 4.12.3 A student may be terminated if he/she is found to have breached the disciplinary code as stipulated in the **University Disciplinary Act**.

SECTION 5 : PROGRAMMES

5.1 Mode of Programme

5.1.1 Subject to the availability of the selected mode of programme at the respective faculties, a student may choose one of the following modes:

- (i) Research
- (ii) Mixed
- (iii) Taught Course

5.1.2 Professionals and executives may choose the “Executive Programme” which is tailored for the working and experienced person.

5.1.3 The Research Mode focuses mainly on the research activities as the main requirement for graduation. The assessment consists of thesis evaluation and oral examination.

5.1.4 The Mixed Mode refers to the combination of taught subjects (50%) and research work (50%). The assessment depends on the course-work and final examination, as well as dissertation (research work).

5.1.5 The Taught Course Mode refers to a programme that consist of taught subjects and less than 50% Master Project. The taught component comprises up to 60% continuous assessment component which may include assignments, research paper, tests and others. The maximum allocation for the final examination is 40%.

5.1.6 The percentage of research work to the total credit hours requirement and the category of research reports for all the three modes are summarized in Table 5.1 below.

Table 5.1: Mode of Programme and Category of Report

Mode of Programme	Percentage of Research	Percentage of Coursework	Category of Report
Research (Doctoral and Master (by Research))	More than 80%	Less than 20%	Thesis
Mixed (Coursework and Research)	50%	50%	Dissertation
Taught Course	Less than 50%	More than 50%	Master Project/Project Paper

5.2 Change of Programme

- 5.2.1 A student who has enrolled at the University may apply with valid reasons for change of programme (same level of programme) **in the first (1st) regular semester/trimester** of his/her studies.
- 5.2.2 Should a student apply to change his/her programme of study within a faculty, the JKPSF shall have the prerogative to decide on such an application subject to sub-section 5.2.1. PPS must be informed accordingly for record purposes.
- 5.2.3 Should a student apply to change his/her programme of study from one faculty to another, the decision shall be made by JKTSPS upon the recommendations of the releasing faculty and the accepting faculty.
- 5.2.4 If a student request for change of programme is made before week four (4) of a semester or week two (2) of a trimester, tuition fees will be transferred to the new programme. After the fourth (4th) week or second (2nd) week, the student is required to pay the tuition fees for both programmes for that semester/trimester.
- 5.2.5 A service fee of RM100 shall be charged to a student who applies for a change of programme.

5.3 Conversion from Master (by Research) to PhD Programme

- 5.3.1 A registered full-time Master (by Research) student currently enrolled at UTeM with a 3.67 CGPA of Bachelor's Degree may apply for conversion from Master to PhD programme between the first (1st) and second (2nd) semester of study.
- 5.3.2 Under exceptional circumstances, a part-time Master (by Research) student with a 3.67 CGPA of Bachelor's Degree may apply for conversion from Master (by Research) to PhD programme between the second (2nd) and third (3rd) semester of study.

SECTION 6 : DURATION OF STUDIES

6.1 Specific Duration of Studies

6.1.1 Depending on the specific programme, the study periods of various postgraduate programmes shall fall within the following minimum and maximum duration shown as shown in Table 6.1.

Table 6.1: Duration of Studies

Programme	Full-time		Part-time	
	Minimum Duration (Academic year)	Maximum Duration (Academic year)	Minimum Duration (Academic year)	Maximum Duration (Academic year)
PhD	2	6	3	8
Industrial PhD	3	8	-	-
Master (by Research)	1	3	2	5
Master (by Mixed Mode)				
Master of Electrical Engineering	2	3	-	-
Master of Mechanical Engineering	2	3	3	5
Master (by Taught Course)				
Master of Electronic Engineering	1	2	2	4
Master of Manufacturing Engineering	1	3	2	4
Master of Computer Science	1.5	3	2	4
Master of Mechanical Engineering	1.5	2.5	3	5
Master of Business Administration (MBA)	2	4	2	6

Master of Business Administration (MBA) – trimester system	4 trimester	8 Trimester	6 trimester	12 trimester
Postgraduate Diploma	1	2	2	4

- 6.1.2 The Senate may, upon the recommendation of JKTSPS, consider a student’s appeal to extend his/her studies beyond the maximum study period as stipulated in Table 6.1.
- 6.1.3 The maximum period of extension allowed is two (2) semesters for Doctoral or Master (by Research). The University reserves the right to approve a further extension or reject the application.
- 6.1.4 The failure to complete the study within the given time shall result in the termination of candidature.
- 6.1.5 Under special circumstances, a student may apply with the recommendation of JKPSF and JKTSPS for early graduation prior to the minimum duration of studies as stipulated in Table 6.1 to the Senate for final approval if he/she can show extraordinary progress of his/her research.
- 6.1.6 A semester in which prerequisite or special requirement subjects are taken will not be counted for the student total duration of study.

6.2 Deferment of Study (TP)

- 6.2.1 A student may apply for Deferment of Study for a **maximum** of two (2) semesters or three (3) trimesters throughout his/her study period.
- 6.2.2 An application for Deferment of Study shall be made to the relevant respective faculty Deans for recommendation and thereafter shall be submitted to PPS for approval.
- 6.2.3 A student is required to be on the registered status at the time of application for Deferment of Study. A student who wishes to take leave of absence for personal reason must apply prior to the commencement of the new semester/trimester.
- 6.2.4 The tuition fee will be refunded if the student defers his/her study before week four (4) of the semester or two (2) of the trimester.
- 6.2.5 Deferment of Study other than for medical/emergency reasons or University/National interests will be counted as part of student’s duration period of studies.

- 6.2.6 The decision to approve or not to approve the application for leave of absence is the prerogative of the Dean of PPS.
- 6.2.7 A student who defers his/her study for two (2) consecutive semesters or three (3) consecutive trimesters is required to register in the subsequent semester/trimester.

SECTION 7 : RESEARCH MODE

7.1 Research Proposal

- 7.1.1 A student pursuing a programme that requires research work must prepare a research proposal that would provide the plan of the research work including problem definition, research objectives, literature review, research methodology and major references.
- 7.1.2 A full-time Master student pursuing a programme by Research Mode is required to submit the research proposal latest by the **end of first (1st) regular semester** of his/her studies. A part-time Master student (by Research) must submit the research proposal latest by the end of **second (2nd) regular semester** of his/her studies.
- 7.1.3 A full-time Doctoral student must submit the research proposal latest by the **end of second (2nd) regular semester** of his/her studies. A part-time Doctoral student must submit the research proposal latest by the end of **fourth (4th) regular semester** of his/her studies.
- 7.1.4 The research proposal shall carry no credit hours and shall not be included in the student's workload. The research proposal must be assessed by the faculty and approved by the JKPSF before the student is allowed to proceed with his/her research.

7.2 Supervision

- 7.2.1 A candidate will be guided by a Supervisor/Panel of Supervisors appointed by the University.
- 7.2.2 Candidate may propose his/her preferred Principal Supervisor for research work initiated by him/her subject to faculty approval.
- 7.2.3 The Principal Supervisor functions as an academic advisor to the student.
- 7.2.4 If deemed necessary, the University may appoint a panel of supervisors from academics on secondment, transferred or retired from the University, or qualified individuals from any other institutions.
- 7.2.5 In certain cases where the Principal Supervisor is unable to complete his/her supervision due to unforeseen circumstances, the faculty shall submit application for Change of Supervisors to PPS immediately so that the process of student's supervision will be unaffected.
- 7.2.6 Supervisor(s) should not be in any way related to the student either by marriage or kinship.

7.2.7 Appointment of Supervisor/Supervisory Panel

- 7.2.7.1 The faculty shall recommend the appointment of a Supervisor/Supervisory panel for Master and Doctoral students together with the submission of the candidate's application for admission through JKTSPS to the Senate.
- 7.2.7.2 If deemed necessary, the faculty may recommend or the student may apply for the appointment of a co-supervisor whose knowledge is essential to the research work.
- 7.2.7.3 If deemed necessary, the faculty may recommend or the student may apply for the appointment of a field supervisor or associate supervisor whose knowledge is essential to the research work. Such an appointment shall be made only for a student who is conducting research work outside UTeM. The field supervisor shall be a staff member of the organisation where the student is carrying out his/her research.
- 7.2.7.4 The JKPSF shall have the prerogative to determine the criteria as well as decide on the appointment of all supervisor/supervisory panels.

7.2.8 Responsibilities of Supervisor / Supervisory Panel

- 7.2.8.1 To assume responsibility for the student by directing and guiding his/her research programme.
- 7.2.8.2 To assist the student to prepare his/her study plan based on the background, present progress and performance.
- 7.2.8.3 To identify any weakness and to evaluate the student's progress and performance in major or minor/supporting areas in consultation with the assessment panel (if necessary).
- 7.2.8.4 To advise the student to audit or attend subjects relevant to the field of research and conduct relevant background reading and literature survey/review.
- 7.2.8.5 To advise the student on scholarly activities such as seminars, workshops, paper writing and presentations, conferences, and preparation of academic discussions.

- 7.2.8.6 To supervise and guide the student in the process of proposing and preparing their research work, indicating areas in the research that need amendments, corrections and revision, and to suggest the necessary changes needed to improve the quality of the research work.
 - 7.2.8.7 To ensure that the student has access to the required resources and tools to proceed with the research work.
 - 7.2.8.8 To ensure the regular contact of the student, oversee the successful completion of the study plans within a time frame, and submit the progress report to PPS.
 - 7.2.8.9 To prepare a progress report on student's research/academic performance at the end of each semester to the University.
 - 7.2.8.10 To certify and ensure that the research work is of acceptable standard in content quality and presentation style and that it is ready for submission.
- 7.2.9 Change of Supervisor
- 7.2.9.1 Under certain circumstances, a student may apply with genuine reasons to change an existing supervisor, co-supervisor or field supervisor subject to JKTSPS approval. The Senate shall be notified on the change of the supervisor. Such an application shall be made not later than six (6) months for Master and twelve (12) months for Doctoral, after the appointment of the first supervisor.
 - 7.2.9.2 An application made by a student for the change of supervisor, co-supervisor or field supervisor shall be submitted to PPS and must be accompanied by a written consent from the current supervisor, co-supervisor or field supervisor.
 - 7.2.9.3 The University reserves the right to appoint and/or to replace the Supervisor/Panel of Supervisors.

7.3 Conducting Research Outside University

All research activities for postgraduate programmes must be conducted in the University. However, in special circumstances, PPS with recommendation from faculty and student's supervisor can allow whole/part of the research activities to be conducted outside the University subject to:

- 7.3.1 Student can prove that the suggested location outside the University has relevant research activities and that approval to utilise the facilities has been granted.

7.3.2 The University has the ownership of the output of the research activities unless there is a separate agreement made between the student and University.

7.3.3 The application to conduct research for more than two (2) weeks outside the University should get approval from the University.

7.4 **Industrial Attachment**

7.4.1 In certain special programmes, students may be required by the faculty to undergo industrial attachment in order to be exposed to the professional environment. This requirement may be fulfilled within or outside the University, depending on the availability of vacancies and the relevance of the available position to the student's area of specialization.

7.4.2 The faculty shall assign the student to a specific organization for industrial attachment, or, alternatively, the student may apply to carry out the industrial attachment in the organization of his/her own choice. Such an application shall be made to the faculty accompanied by a written consent from an authorised official of the proposed organisation.

7.4.3 The faculty requires a report from the student at the end of his/her industrial attachment at the organisation. The faculty may also request the student's supervisor in the organisation to submit a report on the student's performance during the industrial attachment. Based on these reports, the faculty shall award the student a 'Pass (HL)' or 'Fail (HG)' grade.

7.5 **Thesis Submission**

7.5.1 A Doctoral/Master (by Research) candidate is required to produce and submit a research work that constitutes an original contribution to the field of research.

7.5.2 A Doctoral Thesis shall be between 35,000 and 60,000 words. A Master thesis shall be between 20,000 and 35,000 words. The total number of words only accounts for the main text and does not include footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc.

7.5.3 A research report can be written in English or Bahasa Melayu. All research reports, regardless of the language in which they have been written must have an abstract in both English and Bahasa Melayu.

7.5.4 A student shall not submit a research report for which a degree has already been conferred by another institution. However, he/she shall not be precluded from incorporating any part of such works provided that the part of the work that has been incorporated is clearly acknowledged.

- 7.5.5 A candidate is not permitted to re-submit any thesis which has previously been presented to UTeM, or any other university, but may include parts of his/her previous work provided they are clearly referenced.
- 7.5.6 All research reports submitted shall be accompanied by a signed declaration of copyright and affirmation of fair use of unpublished research as specified in the “**Guidelines for the Preparation of Thesis, Dissertation & Report for Graduate Programmes**” issued by PPS. Students are also required to follow the specific rules and regulations that might be issued by the Senate.

7.6 Submission Process of a Thesis

The following procedures shall be observed in sequence for the submission and approval of a Doctoral/Master thesis:

- 7.6.1 A student intending to submit his/her thesis shall notify the Dean of faculty and PPS at least **three (3) months** before the intended date of submission and pay the thesis examination fee. The JKPSF shall recommend to JKTSPS the appointment of examiners for the thesis upon such notification.
- 7.6.2 The thesis examiners will be appointed by JKTSPS within **one (1) month** after the notice of submission.
- 7.6.3 Once the thesis is deemed to be ready for submission, the Principal Supervisor/Panel of Supervisor shall certify that the standard is acceptable in content quality and presentation style.
- 7.6.4 A student is required to submit the thesis before or during the final semester of the maximum period of candidature. The submission of thesis shall be done in the semester he/she had registered. Failure to comply with the requirement will result in termination of candidature.
- 7.6.5 A student shall submit to PPS **five (5) copies** of the thesis in temporary binding for examination purposes. PPS shall send a copy of the thesis to each examiner.
- 7.6.6 Please refer to sub-section 10.8 for Thesis Examination.

7.7 Publication of Research Work

- 7.7.1 A student may, with the approval of his/her supervisor, publish papers on his/her research work during the course of his/her studies provided that in all such papers due reference is made to the University. Furthermore, it should be expressly indicated that the research work has not been approved yet by the University authorities as fulfilment of the postgraduate degree requirements.

- 7.7.2 A student may publish for his/her postgraduate programme the findings of research work conducted prior to his/her admission to UTeM or as part of his/her job requirements, provided that the research work is related to the approved area of his/her studies and is the result of his/her efforts.
- 7.7.3 A student who wishes to delay public access to his/her research findings may apply to maintain a temporary confidentiality of his/her research. The maximum period for which public access may be denied is **three (3) years** from the date of conferment of degree.
- 7.7.4 With the University's permission, a student may publish the approved research work partially or fully on the condition that he/she expressly states that the work has been submitted to the University in fulfilment of his/her conferment of degree requirement.
- 7.7.5 The University and the author of the research shall be joint copyright holders of the research report submitted to the University, regardless of whether the research report has been approved for the award of the degree or not.

7.8 **PhD by Published Work**

For PhD by published work, the programme structure must meet the following requirements:

- 7.8.1 The minimum duration of candidature is six (6) months and must not exceed (2) two years.
- 7.8.2 A supervisor must be appointed to:
- 7.8.2.1 Guide the candidate in choosing the published work for the submission.
 - 7.8.2.2 Guide the candidate in preparing a thesis coherent with the theme of specialisation.
- 7.8.3 Thesis requirements:
- 7.8.3.1 Published work must encompass high impact factor journals, monographs, books, research-based chapters in books, high impact and high quality electronic publications, creative works, and artifacts in the field.
 - 7.8.3.2 The articles must be published within a period not exceeding ten (10) years from the date of submission.

- 7.8.3.3 For the five (5) nominated publications, the candidate must be the principal author.
- 7.8.3.4 The thesis must contain:
- i) an introductory chapter, literature review, research methodology(where applicable), discussion and conclusion which explains the significance of the contributions.
 - ii) attachment of the scholarly published works;
 - iii) acknowledgement of co-authors and verification of originality. Each published work must begin with a clear statement about the contribution made by each author in any joint published work;
 - iv) a summary of the major findings of each of the published works. It should explain how the work is integrated into one coherent intellectual framework, and how, when taken together, it contributes to knowledge in the relevant field; and

SECTION 8 : TAUGHT COURSE AND MIXED MODE

8.1 Academic Advisory

8.1.1 During the Taught Course component, Taught Course/Mixed Mode students will be guided by an academic staff appointed by faculty, known as Academic Advisor.

8.1.2 An academic advisor shall be responsible for guiding and advising a student on all academic matters related to his/her postgraduate studies.

8.2 Supervision

A candidate enrolling in a Taught Course or Mixed Mode is required to write a report on a Master Project/Project Paper (for Taught Course Mode) or Dissertation (for Mixed Mode) under the guidance of a research supervisor appointed by the faculty.

8.3 Academic Workload

8.3.1 A full-time or part-time Taught Course or Mixed Mode student is required to register for the minimum or maximum credit hours in a regular semester according to the following table:

Table 8.1: Minimum and Maximum Credit Hours for Taught Course and Mixed Mode

Faculty	Mode of Programmes	Minimum Credit Hours		Maximum Credit Hours	
		Full-time	Part-time	Full-time	Part-time
Faculty of Electrical Engineering (FKE)	Mixed	9	-	12	-
Faculty of Electronic and Computer Engineering (FKEKK)	Taught Course	12	6	18	15
Faculty of Mechanical Engineering (FKM)	Mixed	9	-	12	-
	Taught Course	9	6	18	15
Faculty of Manufacturing Engineering (FKP)	Taught Course	12	6	18	15
Faculty of Information and Communication Technology (FTMK)	Taught Course	9	6	18	15

Faculty of Technology Management and Technopreneurship (FPTT)	Taught Course	9	6	12	9
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8.3.2 A student in his/her final semester of a programme of studies may be allowed to register below the minimum or above the maximum number of credit hours as stipulated in sub-section 8.3.1.

8.3.3 The exemption to the requirements of minimum/maximum credit hours will only be considered on case by case basis depending upon the approval of JKPSF.

8.4 Lecture Attendance Requirements

8.4.1 A student is required to attend all lectures, tutorials, seminars, laboratory work, etc. of subjects that he/she has registered for. Attendance of more than 80% is necessary to qualify a student to sit for the final examination.

8.4.2 A student attending less than 80% of the combined lectures, tutorials, seminars and laboratory work will be barred from sitting the final examination of the subject in question and will be awarded a total mark of zero (0) for the Final Examination component of the subject.

8.5 Requirements to Register for Dissertation

8.5.1 A Mixed Mode student may register for his/her Dissertation if the following conditions have been fulfilled:

8.5.1.1 The CGPA is 3.00 or above. A student obtaining CGPA between 2.70 and 3.00 would be permitted but subject to the approval of the Dean of faculty.

8.5.1.2 The research proposal has been assessed by the faculty and approved by JKPSF.

8.5.1.3 A research supervisor has been assigned by JKPSF.

8.5.1.4 He/she is within the maximum period of studies.

8.5.2 The dissertation may be written in either English or Bahasa Melayu.

8.5.3 The title of dissertation for research work in Mixed Mode must be approved by JKPSF before the student can proceed with his/her dissertation.

8.6 **Requirements to Register for Master Project/Project Paper**

A Taught Course student may register for his/her Master Project/Project Paper with the approval of the faculty provided the student is within the maximum period of studies.

8.7 **Industrial Attachment**

For a Master Project/Dissertation/Project Paper that requires Industrial Attachment, please refer to sub-section 7.4.

SECTION 9 : ASSESSMENT

9.1 Form of Assessment

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

- (i) Evaluation of coursework components;
- (ii) Evaluation of Thesis, Dissertation, Master Project or Project Paper;
- (iii) Oral presentation to defend research work;
- (iv) Final examination.

9.2 Assessment of Research Mode

9.2.1 Progress Report

A student is required to submit a Progress Report within the stipulated period to the faculty in every regular semester. The progress report will be assessed by his/her supervisor. The result of the progress report will be graded either Satisfactory (MM), Unsatisfactory (TM) or Fail (GG) as shown in Table 9.1:

Table 9.1: Grades for Research Progress Report

Grade	Academic Standing	Condition to proceed with the study
Satisfactory (MM)	Pass (KB)	Qualified
Unsatisfactory (TM)	Conditional Pass (KS)	Conditional
Fail (GG)	Fail (KG) (Dismissed)	Not Qualified

9.2.1.1 A student preparing his/her research work is awarded the “MM” grade only if the report submitted by his/her supervisor indicates satisfactory progress in research work. The academic standing attained is “KB”.

9.2.1.2 Should the supervisor reports unsatisfactory progress in research work, the student may be awarded the “TM” grade which results in academic standing of “KS”. A student will be dismissed from the programme if he/she obtains “KS” for two (2) consecutive semesters.

- 9.2.1.3 Should a student fail to upload the Progress Report within the stipulated time, he/she will automatically be graded “TM”.
- 9.2.1.4 Should the supervisor report failure in research work, the student will be graded “GG”. The academic standing attained is “KG” and the student will be dismissed from the programme.

9.3 Assessment of Mixed Mode

- 9.3.1 The assessment of the Mixed Mode programme is in the form of assignments, and final examination for the taught course component and dissertation for the research component.
- 9.3.2 Students have to pass (minimum ‘B-’) in the taught subjects of the programme before registering for the dissertation.
- 9.3.3 The grading system employed for the assessment of Mixed Mode is similar to the Taught Course as shown in Table 9.2.
- 9.3.4 Assessment of Research and Dissertation:
 - 9.3.4.1 A student is required to submit a Progress Report of Research within the stipulated period to the faculty in the semester that the student registers for the Research. The progress report will be assessed by his/her supervisor. The result of the progress report will be given either Satisfactory (MM), Unsatisfactory (TM) or Fail (GG) as shown in Table 9.1.
 - 9.3.4.2 A student preparing his/her research work is awarded the “MM” grade only if the report submitted by his/her supervisor indicates satisfactory progress in research work. The academic standing attained is “KB”.
 - 9.3.4.3 Should the supervisor reports unsatisfactory progress in research work, the student may be awarded the “TM” grade which results in academic standing of “KS”. A student will be dismissed from the programme if he/she obtains “KS” for two (2) consecutive semesters.
 - 9.3.4.4 Should a student fail to upload the Progress Report within the stipulated time, he/she will automatically be graded “TM”.
 - 9.3.4.5 Should the supervisor report failure in research work, the student will be graded “GG”. The academic standing attained is “KG” and the student will be dismissed from the programme.
 - 9.3.4.6 A written report on a research work conducted is in the form of a Dissertation. The format and content of the Dissertation is given in

the “**Guidelines for Preparation of Thesis, Report of Master Project and Dissertation**”. The Dissertation will be examined by an Examination Panel (EP) and an Oral Examination Panel (OEP).

- 9.3.4.7 A Dissertation shall be between 20,000 and 35,000 words. The total number of words only accounts for the main text and does not include footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc.
- 9.3.4.8 The Examination Panel (EP) shall consist of **two (2)** academic staff not including the supervisor appointed by the faculty. One of the examiners must be a member of the academic staff of the faculty. The Oral Examination Panel (OEP) shall consist of EP and chaired by the Dean of the faculty or a chairperson appointed by the Dean of the faculty.
- 9.3.4.9 A viva-voce to defend the Dissertation at Master’s level shall be conducted in front of the OEP at the respective faculties.
- 9.3.4.10 The OEP will recommend whether the candidate has a pass or fail in the Dissertation.
- 9.3.5 Students in Mixed Mode programme must pass both components (Taught Course and Dissertation) to qualify for graduation.

9.4 **Assessment of Taught Course**

- 9.4.1 The following combination of assessments can be utilised for the Taught Course programme:
- (i) Evaluation of coursework components;
 - (ii) Evaluation of Master Project/Project Paper;
 - (iii) Final examination.
- 9.4.2 For subjects that are being assessed based on components of coursework and final examination, the weightage for coursework shall not be less than 50% while the weightage for final examination shall not be more than 50%.
- 9.4.3 The academic standing for each normal semester is determined by the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). See Appendix I for Calculation of the GPA and CGPA.
- 9.4.4 Each subject will be continuously assessed and graded. The following grading system is employed for the assessment of the Taught Course:

Table 9.2: Grade and Grade Points for Taught Course

Marks	Letter Grades	Grade Points	Remarks	Credit Hours Earned
80 – 100	A	4.0	Excellent	Yes
75 – 79	A-	3.7	Very Good	Yes
70 – 74	B+	3.3	Good	Yes
65 – 69	B	3.0	Pass	Yes
60 – 64	B-	2.7	Conditional Pass (Redeemable)	Yes
55 – 59	C+	2.3	Fail	No
50 – 54	C	2.0	Fail	No
47 – 49	C-	1.7	Fail	No
44 – 46	D+	1.3	Fail	No
40 – 43	D	1.0	Fail	No
00 – 39	E	0.0	Fail	No

- 9.4.5 'B-' is the minimum grade for passing a subject, and is redeemable. Students shall be allowed to redeem the grade (UG) of the same subject **only once** during the period of studies. The best grade between the two will be used for the calculations of the GPA and CGPA. Students are also required to pay the fees based on credits redeemed.
- 9.4.6 Redeem of grade (UG) is not allowed for Master Project/Project Paper.
- 9.4.7 A Pass/Fail (HL/HG) grade will be given for subjects with the status of Compulsory Attendance (HW).
- 9.4.8 Candidates enrolling in the Taught Course shall be required to submit a report on Master Project/Project Paper according to the schedule as determined by a faculty. The number of hard and soft copies required shall be decided by the respective faculties.
- 9.4.9 A Master Project/Project Paper may be written in either English or Bahasa Melayu.
- 9.4.10 A Master Project/Project Paper shall be between 15,000 and 25,000 words. The total number of words only accounts for the main text and does not include footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc.
- 9.4.11 Every faculty is responsible for evaluating and grading its Master Project/Project Paper.

9.4.12 Incomplete Grade (TS)

- 9.4.12.1 A temporary “TS” grade shall be awarded to a student if he/she is unable to complete part of a subject requirement due to unavoidable circumstances but has the potential to pass the subject.
- 9.4.12.2 The “TS” grade may be awarded to a student upon the recommendation of the lecturer/supervisor with the approval of the faculty.
- 9.4.12.3 The student and lecturer/supervisor shall agree on a period for a student to complete the remaining requirement of the subject. A student must then complete the remaining subject requirement **within the first four (4) weeks** of the subsequent semester.
- 9.4.12.4 All completed grades must be submitted to PPS within the **first five (5) weeks** of the subsequent semester.
- 9.4.12.5 The number of “TS” grades for any student in one (1) semester shall not exceed **two (2)**, unless it is recommended by JKTSPS and approved by the Senate.

9.4.13 Student Academic Standing in the Taught Course

- 9.4.13.1 The academic standing of a student based on CGPA is shown in Table 9.3 below:

Table 9.3: Student Academic Standing Based on CGPA

CGPA Value	Academic Standing
$CGPA \geq 3.00$	Eligible to continue studies (KB) / graduate (KBA)
$2.70 \leq CGPA < 3.00$	Conditional Pass (KS)
$CGPA < 2.70$	Dismissed (KG)

- 9.4.13.2 A student must attain a minimum CGPA of 3.00 in order to be eligible for graduation.
- 9.4.13.3 The minimum CGPA that would allow a student to remain in the programme is 2.70. Should a student’s CGPA fall below the 2.70 point, he/she will be dismissed from the programme.
- 9.4.13.4 A student obtaining CGPA between 2.70 and 3.00 will be given the status of a Conditional Pass (KS).

- 9.4.13.5 If a student obtains a Conditional Pass (KS) status in **two (2)** consecutive regular semesters, he/she will be dismissed from the programme.
- 9.4.13.6 Upon completion of maximum number of semester, a student who is in KB status, but still has certain number of credit hours to complete, will be given KBTT (good standing, duration completed), and will be dismissed.
- 9.4.13.7 A student's academic standing (KB, KS or KG) in the programme shall be determined only upon completion of the first nine (9) credit hours (for full-time student) or six (6) credit hours (for part-time student) in the programme.
- 9.4.13.8 Calculations of the GPA and CGPA for the Taught Course and Mixed Mode shall be based on academic performance of each semester independently including special semester:
- (i) The Taught Course Mode will use the CGPA for subjects and Master Project/Project Paper.
 - (ii) The Mixed Mode will use the CGPA for subjects and pass/fail for Dissertation.
 - (iii) The Research Mode will use pass/fail for Thesis and grade for two University Requirement subjects.
- 9.4.13.9 If a student fails to obtain a minimum 'B-' grade in all the required subjects, he/she must repeat those subjects. Students are also required to pay the fees based on credits repeated.
- 9.4.13.10 If a student fails to obtain a minimum 'B-' grade in an elective subject, he/she shall repeat or replace it with another elective subject as soon as the subject is offered.
- 9.4.13.11 If a student intends to repeat the elective subject in which he/she fails to obtain a minimum 'B-' grade, he/she must repeat the same subject in which the best grade will be utilized to compute the GPA and CGPA.
- 9.4.13.12 However, when a subject is replaced by another elective subject, the new subject will not replace the grade of the old subject.
- 9.4.13.13 A student whose CGPA is less than 3.00 but more than 2.70 and has completed all the coursework requirements may redeem subjects to improve the CGPA within the maximum period of candidature.
- 9.4.13.14 Request for redeem (UG) subject to improve the grade of subject can be made within second (2nd) week after the final exam in the

semester in which the student may obtain KBA. The subject should be taken in the subsequent semester.

9.4.13.15A student who has been dismissed for any of the reasons stated in sub-section 9.4.13 is not eligible to apply for re-admission.

9.5 Final Examination Result

9.5.1 Results of the examination shall be announced to students once endorsed by the University Senate.

9.5.2 An examination result of a student may be withheld, in whole or in part, under the following circumstances:

9.5.2.1 If a student is in debt to the University (excluding approved study loans made out to the student by the University).

9.5.2.2 If a student has in any way breached the disciplinary code specified in the University's Disciplinary Act.

9.6 Special Semester

9.6.1 Duration of Special Semester

9.6.1.1 Special Semester means a semester outside the regular semester that consists of eight (8) weeks of lectures and examination.

9.6.1.2 The duration of a special semester shall not in any way affect the whole duration of a Programme.

9.6.2 Subjects Offered

9.6.2.1 The function of a Special Semester is to fulfil the graduation requirement of a programme such as repeating, redeeming, and registering any other subjects approved by the University.

9.6.2.2 A full-time or part-time student may register for a maximum of 2 subjects (which may include Master Project/Project Paper) in a special semester and CGPA will be counted.

9.6.2.3 Fees shall be charged for subjects which are registered.

9.6.2.4 A student, with the approval of the University, is allowed to withdraw from the registered subjects in accordance with the rules and procedures determined by the University.

- 9.6.2.5 A student who is in the maximum semester of study and fails subjects taken in the special semester, is allowed to sit for a special examination.

9.7 Special Examination

Subject to the approval of the Senate, a Special Examination can be held within a specified period of time and according to the procedures determined by the University in the following cases:-

- 9.7.1 A student who is unable to sit for the Final Examination due to a medical condition must submit a medical certificate issued by the University Medical Officer or Government Hospital not later than twenty-four (24) hours from the beginning of the examination or subject to the acceptance of the University.
- 9.7.2 A student who is in the maximum semester of study (as indicated in Table 6.1) and passes with Good (KB) status but fails a maximum of two subjects listed in the final two Semesters.
- 9.7.3 A student who is in the maximum semester of study who passes (as indicated in Table 6.1) with Good (KB) status but fails a maximum of two Repeat Subjects (UM) on condition that he/she has attempted these subjects every time they are offered.
- 9.7.4 Special Examination shall not be held in the following cases: -
- 9.7.4.1 Subjects that do not have a Final Examination
- 9.7.4.2 Students who fail to sit for the Final Examination without reasons acceptable to the University.

9.8 Appeal on Examination Results

- 9.8.1 A student is entitled to appeal to the University through the faculty for a re-evaluation of his/her examination results if he/she has a genuine reason that the grade (as endorsed by Senate) awarded to him/her for that subject does not reflect his/her performance in the final examination.
- 9.8.2 Such an appeal shall be applicable only for the final examination. Any change in the grade would be based on changes made in marks obtained in the final examination only.
- 9.8.3 Appeal will only be entertained within seven (7) days after the final examination result is released. A student will be charged RM100.00 for each subject appealed.

9.8.4 Marks (and grades) of a student shall be revised unconditionally if the required revision of marks (and grades) is found to be the result of calculation error made at the faculty or PPS. The revised marks (grades) will be endorsed by Senate.

SECTION 10 : EXAMINATION OF THESIS

10.1 Thesis Examiners (TE) and Thesis Examination Panel (TEP)

10.1.1 For Doctoral and Master (by Research) programme, the thesis will be examined by the Thesis Examiners (TE) and the viva-voce will be carried-out by the Thesis Examination Panel (TEP).

10.1.2 Members of TE consist of all appointed examiners and members of TEP consist of all appointed examiners and moderated by a Chairperson appointed by PPS.

10.2 Appointment of Examiners for Master Thesis

10.2.1 Examiners shall be appointed for each student from the relevant faculty or field of studies.

10.2.2 A Master Thesis Examiners are made up of one (1) External Examiner from another university/institution and one (1) Internal Examiner who is a faculty member of the University.

10.2.3 In cases where the candidate is a faculty member of the University, Thesis Examiners shall consist of **two (2) Internal Examiners** in addition to an External Examiner.

10.2.4 The appointment of all examiners for Master thesis shall be recommended by JKPSF and approved by JKTSPS.

10.3 Appointment of Examiners for PhD Thesis

10.3.1 A PhD thesis shall have a minimum of two (2) examiners, one (1) of whom must be an External Examiner from another university/institution while the other shall be an Internal Examiner. If deemed necessary, two (2) External Examiners will be appointed by the University.

10.3.2 An Internal Examiner shall be appointed from the relevant faculty, whereas an External Examiner shall be an individual from outside the University with adequate qualifications and experience in the field of interest.

10.3.3 In cases where the candidate is a faculty member of the University, Thesis Examiners must consist of **two (2) Internal Examiners** in addition to an External Examiner.

10.3.4 The appointment of all examiners for PhD thesis shall be recommended by JKPSF and approved by JKTSPS.

10.4 Appointment of Examiners for Industrial PhD Thesis

10.4.1 An Industrial PhD thesis shall have a minimum of **three (3) examiners**, one (1) of whom must be an External Academic Examiner and one (1) External Industry Examiner and one (1) Internal Examiner who is a faculty member of the University.

10.4.2 The internal and external examiners shall be individuals with adequate qualifications and experience in the field of interest.

10.4.3 The Industrial Examiner shall be appointed based on academic qualifications and industrial experience relevant to the field of study.

10.4.4 The appointment of all examiners for Industrial PhD thesis shall be recommended by JKPSF and approved by JKTSPS.

10.5 Qualification and Experience of External Examiners

10.5.1 The appointment of External Examiners shall be based on academic qualifications and experience. Table 10.1 indicates the minimum criteria for the appointment.

Table 10.1: Criteria for Appointment of External Examiners

Criteria of External Examiners	Candidate Examined		
	PhD	Industrial PhD	MSc
Minimum academic qualification	PhD	PhD/Industrial PhD	PhD
Minimum number of post-graduate students graduated	1 PhD or 3 MSc	1 PhD or 3 MSc	1 MSc
Journal Publications	3	3	2
Experience as Internal Examiner	Yes	Yes	Yes

10.6 Qualification and Experience of Industrial Examiners

10.6.1 For the degree of Industrial PhD, the TE will consist of an additional Industrial Examiner.

10.6.2 The appointment shall be based on the following:

Table 10.2: Criteria for Industrial Examiner

Qualifications of Industrial Examiner	Minimum Years of Experience
Industrial PhD	-
PhD	3
Master (by Research)	5
Master (by Mixed Mode)	7
Master (by Taught Course)	10
Bachelor	15

10.6.3 Considerations will also be given to other aspects such as publications, supervision/co-supervision of a graduate student, and also seniority in an organization.

10.7 Thesis Examination Panel (TEP)

10.7.1 Members of the TEP for Doctoral and Master (by Research) candidate shall be as follows:

- (i) The Dean of PPS (or any professor/associate professor from relevant faculty as representative appointed by the Dean of PPS) as *Chairperson*
- (i) All appointed examiners
- (ii) PPS as *Secretariat*

10.7.2 The attendance of all appointed examiners in the viva-voce is compulsory unless otherwise agreed by the Chairperson of the TEP.

10.7.3 The student will be informed of the result at the end of the viva-voce session. The decision of the oral examination is final.

10.7.4 The supervisor of the candidate may attend the viva-voce with the permission of the Chairperson. However, the supervisor will attend only as an observer.

10.8 Thesis Examination

10.8.1 Based on the thesis, each examiner is required to prepare a report indicating areas in the thesis that need revision (if any) and submit it to PPS not later

than **one (1) month** for Master degree and **two (2) months** for Doctoral degree after he/she receives the thesis from PPS. The report should recommend the thesis under one of the following categories:

- (i) Pass
- (ii) Pass with minor revision
- (iii) Pass with major revision
- (iv) Resubmission
- (v) Thesis is unsatisfactory and recommended for a lower award (for Doctoral degree only)
- (vi) Fail

10.8.2 Should the thesis fall under the category (i) **“Pass”**, (ii) **“Pass with minor revision”** or (iii) **“Pass with major revision”** of sub-section 10.8.1, the following sequence of procedures shall be observed:

10.8.2.1 The candidate shall defend his/her thesis in a viva-voce conducted by PPS in front of the TEP.

10.8.2.2 The Chairperson of the TEP shall prepare a report indicating the final category of the thesis and areas where the thesis needs revision (if any).

10.8.2.3 Should the thesis falls under category (ii) **“Pass with minor revision”** of sub-section 10.8.1, the TEP shall appoint the internal examiner to certify the revision made by a student and determine the period not exceeding **six (6) months** for submission of the revised thesis after it has been verified by the Principal Supervisor.

10.8.2.4 Should the thesis fall under category (iii) **“Pass with major revision”** of sub-section 10.8.1, the TEP shall appoint the internal examiner to certify the revision made by a student and determine the period not exceeding **one (1) year**, for submission of the revised thesis after it has been verified by the Principal Supervisor. An external examiner may be required to verify the revision made.

10.8.3 Should the thesis fall under the category (iv) **“Resubmission”** of sub-section 10.8.1, the following sequence of procedures shall be observed:

10.8.3.1 The Chairperson of the TEP shall instruct the candidate to re-do the thesis and re-submit it to PPS for re-evaluation by both examiners. The TEP shall prepare a report indicating areas where the thesis needs further revision and corrections;

10.8.3.2 The TEP shall determine the period **not exceeding 12 months** within which the candidate must re-submit the revised thesis which has been verified by the Principal Supervisor. The candidate shall

be required to defend his/her thesis in viva-voce conducted by PPS in front of TEP.

10.8.4 Should the thesis fall under the category (v) **“Thesis is unsatisfactory and recommended for a lower award”** of sub-section 10.8.1, the TEP may recommend the thesis of the research work for a lower award as deemed appropriate.

10.8.4.1 If necessary, the Chairperson of the TEP shall prepare a report indicating areas where the thesis needs further revision and corrections, and determine the required period of corrections/revision. The internal examiner(s) shall certify the corrections/revision made by the student after being verified by the Principal Supervisor.

10.8.4.2 JKTSPS will recommend the appropriate awarding degree to the Senate for endorsement.

10.8.5 Should the thesis fall under the category (v) **“Fail”** of sub-section 10.8.1, the candidate would be deemed to have made unsatisfactory progress in his/her research work and in the preparation of the thesis, and hence, shall be dismissed from the programme.

10.8.6 In the event of a discrepancy in evaluation between the examiners, the Thesis Examination Panel (TEP) shall have the prerogative to determine the specific category under which the thesis should fall. In case of a dispute, the TEP will refer to JKTSPS for the final decision.

10.9 Submission of Final Thesis

10.9.1 Once the student has made the necessary revision in accordance with the examiners' reports, the Principal Supervisor shall verify that the thesis is of acceptable standard in content quality and presentation style.

10.9.2 One (1) copy of the thesis shall be submitted to the PPS to be checked for format conformity as stipulated in the **“Guidelines for Preparation of Thesis, Report of Master Project and Dissertation”**.

10.9.3 Before being recommended by the faculty, the examiner will certify that the student has made the necessary corrections according to the TEP comments of TEP.

10.9.4 PPS shall table the result awarded to the thesis as recommended by the faculty to JKTSPS for approval and finally to the Senate for endorsement.

- 10.9.5 Upon endorsement by the Senate, the student shall submit to PPS **four (4) copies** of the thesis in permanent hardcover binding and one (1) electronic copy saved in an appropriate storage device/medium.
- 10.9.6 PPS shall retain one (1) hardcover copy of the thesis, forward one (1) hardcover copy to the faculty and the principal supervisor and send one (1) hardcover as well as the electronic copy to the library. The student shall keep one (1) hardcover copy.

SECTION 11 : GRADUATION

11.1 Graduation Requirements

11.1.1 The graduation requirements for a postgraduate student may include satisfactory performance in any one or a combination (as the case may be) of the following components:

- (i) Pass all the required subjects for the registered programme.
- (ii) For Taught Course students, obtain KB in the final semester.
- (iii) Carry out all the necessary research work at the University or industry to the required quality.
- (iv) Submit and pass the Master Project for Master by Taught Course, Dissertation for Mixed Mode or Project Paper for MBA.
- (v) Submit thesis and pass the viva-voce for Master (by Research) or Doctoral.

11.1.2 The specific requirements in sub-section 11.1.1 and the number of credit hours required for graduation may vary from one faculty to another, and may be changed if deemed necessary.

11.1.3 The credit hours for graduation of Master and Doctoral programmes are listed in Table 11.1. However, the actual credit hours may vary from one faculty to another and are subject to change.

Table 11.1: Credit Hours for Graduate Programmes

Programme	Mode of Programmes	Credit Hours	
		Subjects	Research
Master Degree	Research Mode	6	30
	Mixed Mode	21	21
	Taught Course Mode	42	-
	Master in Business Administration (MBA)	48*/45	-
Doctoral Degree	Doctor of Philosophy (PhD)	6	84
	Industrial PhD		
	Candidate with Bachelor's Degree	30	
	Candidate with Master Degree	18	84

**For students registering up to and including Trimester March 2013*

- 11.1.4 The Senate shall have the authority to approve graduation requirements or changes (if applicable) for any programme of study upon the recommendation of the JKTSPS.
- 11.1.5 Under special circumstances, a student may apply for a special examination, in not more than two (2) subjects, for the purpose of graduation. Refer to sub-section 9.7 on Special Examination.
- 11.1.6 For Research Mode, candidates for Master degree are required to publish at least one **(1) journal paper indexed by Scopus**. Candidates for PhD degree must publish at least **two (2) journal papers indexed by Scopus** during the period of study.
- 11.1.7 Industrial PhD candidates are required to publish at least **one (1) journal paper** and provide evidence of innovation in their research work endorsed by the participating company.
- 11.1.8 A graduating student may be required to fulfil other requirements as specified by the University.

11.2 Conferment of Degree

- 11.2.1 Students may be conferred a Postgraduate diploma, Master degree or a Doctoral degree, as the case may be, if the following conditions have been fulfilled:
- 11.2.1.1 If he/she has fulfilled all requirements for graduation.
- 11.2.1.2 If the conferment of the said degree upon him/her has been endorsed by the Senate.
- 11.2.1.3 If he/she has cleared all dues owed to the University (excluding approved financial loans made out to students by the University).
- 11.2.2 The University has the right to award a lower degree to the candidate who fails to meet the minimum requirements for the conferment of the degree programme he/she registered for. An example would be a Master (by Research) in place of a PhD.

SECTION 12 : ETHICS AND INTELLECTUAL PROPERTY

12.1 Introduction

The conduct of research and publication related to the Postgraduate programmes in the University shall conform to the highest ethical standards and integrity.

12.2 Ethics in Research

12.2.1 Research work must be carried out in a professional and responsible manner.

12.2.2 Research misconduct such as falsification of data, or plagiarism, including misrepresentation of credential in proposing, performing, or reviewing research, or in reporting research results.

12.3 Ethics in Publications

12.3.1 Any publication must give appropriate credit to all authors for their roles in the research.

12.3.2 Appropriate citation must be made. The work of others should be cited or credited, whether published, unpublished, in a written form, an oral presentation, or material on a website.

12.3.3 Further information on matters related to publications can be referred to “**Guidelines for the Preparation of Thesis, Dissertation & Report for Graduate Programmes**” published by PPS.

12.4 Intellectual Property (IP)

12.4.1 The rules and regulations of Postgraduate programmes at UTeM shall be in accordance with the Intellectual Property Laws of Malaysia which include the following items:

- i) Patent
- ii) Copyright
- iii) Trade Mark
- iv) Industrial Designs
- v) Layout-Designs of Integrated Circuits
- vi) Geographical Indication
- vii) Plant Breeder Right
- viii) Confidential Information
- ix) Trade Secrets

- 12.4.2 The University shall claim or assert worldwide right, interest, title or any IP created, generated or exploited by the students under the following circumstances:
- 12.4.2.1 The creation, generation or exploitation of the IP in the course of employment and jobs related to the University.
 - 12.4.2.2 The IP created, generated or exploited by a team established by the University although the student is only one of the members in the team.
 - 12.4.2.3 The IP creation, generation or exploitation is used or supported by the University's employees, materials, facilities, funds or any kind of resources provided and obtained by or through the University.
 - 12.4.2.4 The IP creation, generation or exploitation has resulted, due to the use of pre-existing or current IP owned by the University.
 - 12.4.2.5 Where the University owns IP created from activities involving students, the University will ensure that such ownership does not interfere with the assessment of the student's academic performance or grant of award. The University reserves the right to place such restrictions or rules on the disclosure, dissemination or other dealings with respect to any work containing such IP for such period as may be appropriate for the purposes of IP protection.
 - 12.4.2.6 Any matters related to IP in this regulation shall be complimented by "Research Policy" of UTeM.

12.5 Copyright

- 12.5.1 Candidates, with the permission from the supervisor(s), can publish research papers written during their period of studies (With the condition that references are being made to the University and stated clearly that the research work is yet to be approved by the University requirements of conferment).
- 12.5.2 Candidates are not allowed to submit any research work accepted by other universities or institutions that have awarded the relevant degrees in relation to that particular research work. Nevertheless, candidates are permitted to use any part(s) of the research work provided that it is stated clearly.

- 12.5.3 Candidates are permitted to present the research findings or part of their work requirements before their enrolment to the University with the condition that the research work is related to the field of studies and the findings are based on their own work. Nonetheless, candidates are still subjected to the minimum requirement period of study.
- 12.5.4 Candidates can request for the confidentiality of their research work. The maximum period is three years from the date of conferment.
- 12.5.5 The University and researcher will both hold the copyright of the research work submitted to the University regardless of whether the research has been accepted for conferment or not.
- 12.5.6 All research work submitted must be attached with a signed copyright declaration as outlined in “**Guidelines for the Preparation of Thesis, Dissertation & Report for Graduate Programmes**” published by PPS.

SECTION 13 : ACADEMIC OFFENCES OR MISCONDUCT

13.1 Academic Offences or Misconduct

13.1.1 Academic misconduct is an offence liable to disciplinary action under the Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009.

13.1.2 Types of Offences or Misconduct

Candidates will be penalized for committing any of the following offences or misconduct:

- i) Plagiarizing, using the ideas or information without permission from or acknowledgement to the original author.
- ii) Giving, receiving or withholding any information pertaining to examination questions of a particular subject(s) before the commencement of the examination.
- iii) Referring to or using any prohibited references inside or outside the examination hall during the examination, except where such references are approved by the Chief Invigilator/Invigilator.
- iv) Communicating in one way or another with other candidates during the examination.
- v) Giving or accepting any prohibited assistance during the examination.
- vi) Answering the examination questions before or after the prescribed time.
- vii) Taking, moving, hiding, damaging or destroying any property related to the preparation or completion of a research task or an examination.

13.1.3 Disciplinary action in accordance with the rules and regulations of the University can be taken against candidates who commit academic offences or misconduct.

13.2 Penalty

13.2.1 A candidate convicted of any academic offences or misconduct by the Disciplinary Board, subject to Senate approval, shall be penalised in any one or a combination of the following:

- i) A written cautionary letter to the student and the sponsor
- ii) Giving a zero (0) mark only to the final examination of the said subject.

- iii) Giving a zero (0) mark to the overall examination result of the said subject.
- iv) Suspending the candidate from the programme of study for an appropriate period as determined by the Senate.
- v) Giving a zero (0) mark to all subjects taken in that semester.
- vi) Dismissing the candidate from the programme of study.

13.2.2 The decision of the University is final and a student convicted of an offence or misconduct is not allowed to appeal.

13.2.3 Pending the decision of the University, the student is suspended from registering for subjects and using the University facilities and services.

13.3 Non-Academic Offences

13.3.1 A candidate who fails to pay any fees or other payments or any part thereof or any payment due can be penalised in any one or a combination of the following:

- i) Barred from registering for subjects
- ii) Barred from sitting for examinations
- iii) Suspended from examination results
- iv) Suspended from studying at the University
- v) Terminated from the programme
- vi) Suspended from attending the convocation
- vii) Prohibited from collecting the transcript.

SECTION 14 : AMENDMENT

14.1 Amendment

- 14.1.1 The Senate reserves the right to amend or overrule any articles stipulated in the Regulations from time to time as deemed necessary.
- 14.1.2 The Senate reserves the right to withdraw admission to the University if candidates are found to submit false information in their applications.
- 14.1.3 Any appeal from candidates regarding the Regulations can be forwarded to the PPS through respective faculties. PPS will then refer the appeal to the Senate for approval.

14.2 General Provisions

The University reserves the right to take appropriate action if a student is found to have provided false information in his/her application.

Any appeal related to these Regulations should be submitted to PPS via the faculty. If necessary, the appeal will be forwarded for consideration and approval of the Senate.

Under these Regulations, other modes of implementation are allowed. Nevertheless, all modes of implementation and procedure must be adhered to. However, it is the prerogative of the Senate to make any amendment, as and when it deemed necessary.

REFERENCES

MQA, Programme Standards : Computing, Malaysia Qualification Agency, 2010

MQA, Programme Standards : Engineering and Engineering Technology, Malaysia Qualification Agency, 2011

MQA, Standards : Masters and Doctoral Degree by Research, Malaysia Qualification Agency, 2012

APPENDIX

Calculations of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for Coursework

- i. Only programme-required subjects are calculated in the GPA and CGPA.
- i. The GPA for each semester is calculated by summing the product of the grade points and credit hours for each subject and then dividing the result by the sum of total credit hours of the semester.
- ii. To calculate the CGPA, the product of the grade points and credit hours for each subject taken in the current and all previous semesters is summed up. The result is then divided by the total number of credit hours taken in the current and all previous semesters.