



Universiti Malaysia  
KELANTAN

# **ACADEMIC RULES & REGULATIONS POSTGRADUATE STUDIES**

Master and Doctor of Philosophy Programmes

**SEPTEMBER 2017/18**



## **ACADEMIC REGULATIONS OF GRADUATE STUDIES**

**UNIVERSITI MALAYSIA KELANTAN**

**Masters and Doctorate Programmes**

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## **ACADEMIC REGULATIONS OF UNIVERSITY MALAYSIA KELANTAN GRADUATE STUDIES**

TO CARRY OUT the responsibility provisioned by section 38 of Universiti Malaysia Kelantan Constitution [*P.U. (A) 446/2010*], the Senate brings forth Academic Regulations of Graduate Studies as follows:-

### **Name and Provisions**

This Regulations is named **Academic Regulations of UMK Graduate Studies**.

This Regulations shall be applicable to every candidate who registers to the Masters or Doctorates Programmes.

### **Definitions**

In this Academic Regulations of Graduate Studies, unless the contexts state otherwise:-

"Payment" refers to any fees or other payments charged by University towards candidates of a program.

"Candidate" refers to candidate who is registered to University's graduate program.

"Dissertation" refers to academic writing presented by candidates, to fulfil partial degree conferment requirement for coursework and research study mode, which comprises of research component of at least 50%.

"Faculty" refers to any Faculty/Centre/Institute established within University including Centre for Graduate Studies.

"Formative" refers to continuous assessments in teaching and learning process for the purpose of evaluating students' achievements in a course. Information received from formative assessments enables feedback on how well a student masters learning outcomes to be given.

"Doctorate Degree" refers to acknowledgement granted by University to candidates who have fulfilled the requirements of Doctorate of Philosophy Degree Programmes, Doctorate of Business Administration Degree Programmes, or other Doctorate Degree Programmes which have been approved by the Senate.

"Masters Degree" refers to acknowledgement granted by University to candidates who have fulfilled the requirements for Masters Degree Programmes, or any programmes of the same stature.

"Department" refers to any departments established within a Faculty/Centre/Institute for the purpose of coordinating a program.

"Supervision Committee" refers to a committee which comprises of a University's academic staff who is appointed as Chairman and at least two other staff who hold the position of

Supervision Committee Members for the purpose of supervising research, thesis/dissertation preparation, and guiding, as well as evaluating candidates' progress.

"Graduate Studies Committee" refers to a committee established by Faculty/Centre/Institute to manage and coordinate Graduate Studies Programmes; as well as evaluate and certify examination results. The committee consists of Dean of Faculty/Director of Centre or their representative, as Chairman and members who are appointed by Chairman.

"Oral Defence Committee" refers to committee established for the purpose of evaluating and certifying thesis/dissertation examination and oral defense results.

"Appeal Review Committee" refers to committee which consists of Dean/Director of Faculty/Centre/Institute or their representative as Chairman; as well as, Head of Department; Head of Graduate Programme (if applicable); and Graduate Programme Coordinator (if applicable) as committee members to evaluate and certify candidate's appeal review result.

"Campus" refers to study venue endorsed by the Senate.

"Head of Programme" refers to academic staff appointed by University to coordinate a programme.

"Credit" refers to the equivalent value of the sum of student's learning time required by a candidate to achieve course or programme learning objectives.

"Course" refers to a subject offered in study programme requirements.

"Coursework Mode" refers to a study programme which focuses on coursework.

"Research Mode" refers to a study programme which focuses on research.

"Coursework and Research Mode or Mixed Mode" refers to a study programme which consists of coursework and research components.

"Senior Student" refers to student who has taken and passed first semester of study.

"Student Without Degree" refers to student who has registered to take pre-requisite course before registering as candidate of Masters Degree or Doctor of Philosophy Programme.

"Internal Examiner" refers to University's academic staff who is appointed by the Senate to evaluate the achievement of a candidate's research outcomes.

"External Examiner" refers to academic staff or field expert from outside University who is appointed by the Senate to evaluate the achievement of a candidate's research outcomes.

"Supervisor" refers to University's academic staff who is appointed to supervise research, and thesis/dissertation preparation; as well as provide guidance and evaluation of a candidate's study progress. "Supervisor" comprises of a Main Supervisor and/or a Co-Supervisor; or a Supervision Committee or an External Supervisor.

"Main Supervisor" refers to University's academic staff who is appointed individually or as a leader to a group of two other supervisors for the purpose of research supervision, thesis/dissertation preparation, as well as providing guidance and evaluation to candidate in

research mode programme.

"Co-Supervisor" refers to academic staff who is appointed together with Main Supervisor (if applicable) for the purpose of research supervision, thesis preparation, as well as providing guidance and evaluation to candidate's study progress.

"Field Supervisor" refers to outside expert from other organisation/industry who is expert in the related research area and is appointed for the purpose of supervising field research work.

"External Supervisor" refers to academic staff or expert from outside University who is appointed for the purpose of research supervision, thesis preparation, as well as providing guidance and evaluation of a candidate's study progress.

"Comprehensive Examination" refers to examination of the whole main fields of knowledge that has been taken by candidate of Doctorate and Masters Degree in Mixed-Mode study programme.

"Oral Defence" refers to examination for candidate to defend research outcomes of their thesis/dissertation that is presented to Oral Defence Committee.

"Programme" refers to Masters or Doctorate Degree study plan in certain fields.

"Intensive Evaluation" refers to method of evaluation, examination, and investigation of a process which is detailed, organised, ethical, credible, truthful, and etc., in order to achieve fair and justified results.

"Semester" refers to a certain period in a session which is set by the Senate.

"Senate" refers to the Senate of Universiti Malaysia Kelantan.

"Session" refers to academic year which date is set by the Senate.

"Summative" refers to formal evaluation carried out for the purpose of determining and measuring students' achievement for a course at the end of the semester/year. Measurement of achievement level refers to mastery of learning outcomes of a course.

"Thesis" refers to academic writing of Masters and Doctorate Degree candidate who is in research study mode only.

"University" refers to Universiti Malaysia Kelantan.

## **ACADEMIC REGULATIONS OF UNIVERSITI MALAYSIA KELANTAN GRADUATE STUDIES**

### **1. Enrollment Requirements**

- 1.1. Anyone who wishes to enroll for Research or Mixed Mode Masters programme must possess the following qualifications:-
  - 1.1.1. Bachelor Degree with Honours, with CGPA of  $\geq 2.75$  from accredited Public or Private University whether from inside or outside the country, or, equivalent qualification which is approved by University Senate; or
  - 1.1.2. Bachelor Degree qualification with CGPA of less than 2.75 but more than 2.50 could be considered for acceptance after being subjected to intensive internal review; or
  - 1.1.3. Bachelor Degree qualification with CGPA of less than 2.50 could be considered for acceptance provided that the candidate has at least five (5) years of experience in the relevant field and after being subjected to intensive internal review; and
  - 1.1.4. Other qualification that is acknowledged by the Senate which is acquired through Accreditation of Prior Experiential Learning (APEL).
- 1.2. Anyone who wishes to enroll for Coursework Mode Masters Programme must possess the following qualifications:-
  - 1.2.1. Bachelor Degree with Honours, with CGPA of  $\geq 2.50$  from accredited Public or Private University whether from inside or outside the country or, equivalent qualification which is approved by University Senate; or
  - 1.2.2. Bachelor Degree with CGPA of less than 2.50 could be considered for acceptance provided that the candidate has at least five (5) years of experience in relevant field and after being subjected to intensive internal review; and
  - 1.2.3. Other qualification that is acknowledged by the Senate which is acquired through Accreditation of Prior Experiential Learning (APEL).
- 1.3. Anyone who wishes to enroll for Doctorate Degree Programme must possess the following qualifications:-
  - 1.3.1. Masters Degree from accredited Higher Education Institutions inside or outside the country or equivalent qualification which is approved by University Senate;
  - 1.3.2. Candidate with other qualification could also be considered provided that they have research experience or career in relevant industry; and after being subjected to intensive internal review; or



- 1.3.3. Candidate who is in Research Mode Masters programme could be offered to continue to Doctor of Philosophy programme, after being approved by the Senate.

## **2. Language Requirement**

- 2.1. International applicant must fulfil the following English Language pre-requisites:-
  - 2.1.1. International applicant must score at least band 6.0 in IELTS or 550 in TOEFL if their first degree is from a university that does not use English Language as medium of instruction;
  - 2.1.2. Applicant who does not fulfil the above condition must take Intensive English Language Course that is provided by University; or
  - 2.1.3. International applicant whose previous university use English as medium of instruction or is an English speaker could be exempted from pre-requisite stated in Rule 2.1.1.
- 2.2. International applicant who possesses academic qualification from any local universities that is approved by the Senate could be exempted from pre-requisite stated in Rule 2.1.1 but candidate must take English Language course provided by University.

## **3. Study Mode**

- 3.1. Postgraduate study mode programmes offered are the following:-
  - 3.1.1. Research Mode
  - 3.1.2. Coursework Mode
  - 3.1.3. Mixed Mode (Coursework and Research Mode)

## **4. Duration of Study**

- 4.1. Duration of study for Research Mode Study Programme:-
  - 4.1.1. For full-time study, the minimum duration is two (2) semesters and the maximum duration is six (6) semesters;
  - 4.1.2. For part-time study, the minimum duration is four (4) semesters and the maximum duration is 10 semesters.
- 4.2. Duration of study for Coursework and Mixed Mode Masters Programme:-
  - 4.2.1. For full time study, the minimum duration is two (2) semesters and the maximum duration is four (4) semesters;

- 4.2.2. For part-time study, the minimum duration is four (4) semesters and the maximum duration is eight (8) semesters.
- 4.3. Duration of study for Doctorate Degree Research Study Mode:-
  - 4.3.1. For full-time study, the minimum duration is four (4) semesters and the maximum duration is 10 semesters;
  - 4.3.2. For part-time study, the minimum duration is six (6) semesters and the maximum duration is 16 semesters.
- 4.4. Candidate could make an appeal to extend their study to maximum of two (2) additional semesters.
- 4.5. Candidate who fails to finish their study within the stipulated maximum duration including the additional extension period allowed, would be given the status of "fail and terminated".

## **5. Status of Candidacy**

- 5.1. Local candidate is given the option to enroll in full-time or part-time study status; and the duration of the programme starts from the date of registration until the end of study.
- 5.2. Only local candidate could apply to Dean of Centre for Postgraduate Studies through respective Faculty/Centre/Institute to change registration status from part-time to full-time or vice versa. This can only be done twice during the whole duration of study.
- 5.3. Appeal to change registration status from full-time to part-time must be done at least one (1) semester before the end of maximum duration of study. This is subjected to candidate's remaining semester.
- 5.4. International candidate with student visa must only register and enrol to full-time study status for all programmes; and the duration of programme starts from the date of first registration until the end of study.
- 5.5. Calculation of remaining duration of candidacy for Masters and Doctorate Degree candidate who changes their study status is based on remaining semester of the total of already-used semester.

## **6. Residency Prerequisites**

- 6.1. The residency for full-time Masters and Doctorate Degree candidate is based on the minimum duration of their study unless exempted by University.
- 6.2. The minimum duration of residency for part-time Masters or Doctorate Degree candidate is 15 days per semester, and these could be spread out over the whole year, based on their need.

## **7. Application**

Every application must be made via form that is prepared by University.

## **8. Registration**

### **8.1. New Student Registration**

8.1.1. Candidate who has been accepted must register within the period that is set by University. Candidate who does not register during academic semester/session that is offered without written permission to postpone their registration from Dean of Centre for Postgraduate Studies will result in the offer being nullified.

8.1.2. Candidate is not allowed to register after two (2) weeks of semester/session starts except for candidate who is in Research Study Mode only.

### **8.2. Senior Student Registration**

8.2.1. All candidates must register within the stipulated duration.

8.2.2. Senior student enrolled in coursework or mixed study mode who has yet to register two (2) weeks after the semester starts, could have them nullified. Student whose study is nullified could make an appeal to have their study re-instated. If their appeal is granted, the student must settle the semester fee and fine set by University.

8.2.3. Senior student enrolled in research study mode who has yet to register five (5) weeks after the semester starts, could have their study nullified. Student whose study is nullified could make an appeal to have their study re-instated. If their appeal is granted, the student must settle the semester fee and fine set by University.

### **8.3. Registration for candidate who has submitted their thesis**

8.3.1. Candidate who has submitted their thesis for evaluation must still register and be given the status "Thesis Submitted for Evaluation" until after the candidate is done with their oral thesis defence. The candidate will not be imposed study fee.

## **9. Deferment**

### **9.1. Registration Deferment**

9.1.1. Candidate who has been accepted but has yet to register could apply for registration deferment for a period of not more than two (2) semesters.

9.1.2. If the candidate fails to apply for deferment within the allocated time, the offer would be nullified.

9.2. Study Deferment

9.2.1. Candidate with valid reasons could make a written application for deferment of their study to Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute. Duration of deferment would not be accounted as part of stipulated duration of study.

9.2.2. Deferment is allowed for a period of not less than one (1) semester and not more than two (2) semesters for the whole period of study.

9.2.3. Candidate whose deferment of study is approved would not be considered as registered candidate and is not entitled to use any facilities provided by University.

## **10. Payment**

10.1. All payments are subjected to Financial Regulation prescribed by University. Candidate must settle all payments set by University on the registration days of every semester for the whole duration of study.

10.2. Candidate who fails to settle fee payment as imposed would not be registered and is liable to have their study terminated.

10.3. Candidate who has settled the payments but wishes to withdraw from study, would only be allowed to claim for refund under the following condition:

10.3.1. If the application is made before the eighth (8) week of study; half of the paid semester fee would be refunded.

10.3.2. If application is made on or after the eighth (8) week of study; the paid semester fee would not be refunded.

10.4. Candidate who has settled the payments but wishes to reduce the number of credit/course taken would only be allowed to claim for refund under the following condition:

10.4.1. If the application is made on or before the sixth (6) week; the sum amount of fee per credit that is reduced would be refunded.

10.4.2. If the application is made on or after the seventh (7) week; semester fee that has been paid would not be refunded.

## **11. Course Registration**

All candidates must register the courses at the beginning of semester within allocated time as stated in academic calendar of respective programme. Candidate must register courses prescribed by programme according to the following:-

### **11.1. Compulsory Course Registration:**

Registered compulsory course would be accounted in grade point average calculation of candidate's study for the purpose of degree conferment. Compulsory courses could comprise of university/faculty/program core courses and elective courses.

### **11.2. Non-graded Course Registration:**

Non-graded course would not be accounted in grade point average calculation. Non-graded courses could comprise pre-requisite course prescribed for research mode graduate study programme and audited courses. Candidate who enrolls in an audited course must fulfil the requirement of the course. The result of the course would only be in the forms of pass or fail (P/F) only.

## **12. Course Workload**

### **12.1. Candidate who is in coursework or mixed study mode is allowed to register the following number of courses and credits:**

12.1.1. for full-time candidate, the minimum of 12 credits and the maximum of 20 credits per semester unless with permission from Dean/Director;

12.1.2. for part-time candidate, the number of credits must not exceed 12 credits per semester.

### **12.2. Course that has been taken for a study programme must be registered within the period of two (2) weeks from the start of the semester.**

### **12.3. For certain programme or student who is in their final semester, Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute could allow exemption to the minimum and maximum of credit registration limit.**

## **13. Programme or Examination Requirement**

### **13.1. Candidate must fulfil course requirement as set by the programme to ensure candidate's eligibility to sit for final exam.**

### **13.2. Candidate who is barred from taking final evaluation or final exam for not completing the provision in regulation 13.1 shall be graded with XH (Refers to 27.3).**

## **14. Research**

- 14.1. Candidate who is in research study mode for Masters or Doctorate Degree Programme could carry out their research at University; or bound to industry or other research institution that has been approved by University.

## **15. Add, Drop, and Withdrawal from Course**

- 15.1. Candidate could only add their course up until the second (2) week of the study semester unless with granted permission from Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute.
- 15.2. Candidate could only drop their course up until the sixth (6) week of the study semester only unless with granted permission from Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute; the candidate would be given the status of Withdrawal (TD).
- 15.3. The process of Add and Drop must take into account the minimum and maximum credit requirement that have to be fulfilled for every semester.
- 15.4. Candidate who registers for a course but does not attend nor apply to drop the course shall be graded with XH which is equivalent to F grade for the course.

## **16. Credit Transfer with Grade**

Credit transfer is only permissible for equivalent level of study. Credit transfer from Masters Degree (level 7, MQF) to Doctorate Degree (Level 8, MQF) is not permissible.

- 16.1. Credit Transfer Requirements are as follows:
  - 16.1.1. The level of equivalence of curriculums/syllibuses in term of grading and course between the courses involved in the credit transfer must at least be 80%;
  - 16.1.2. The course credit value is equivalent or higher than the programme the candidate is in;
  - 16.1.3. The course which credit is to be transferred with grade must be from programme which has been accredited or recognized by authority from its country; and
- 16.2. Student who is in a programme and wishes to change to another programme within the same field that they are in, is allowed to have their credit transferred. If the mentioned programme is taken in UMK, there would not be credit transfer limit provided that the process adheres to Credit Transfer Requirements with Grade as stated in Regulation 16.1. If the programmes

involved are from different universities, credit transfer is subjected to student's residency prerequisites (residential year) which for Masters/Phd degree is for one (1) semester.

- 16.3. There is no credit transfer limit imposed to student who continues study for the second time at UMK. For student who continues study for the second time but from different university, credit transfer is subjected to student's residency prerequisites which for Masters/Phd degree is for one (1) semester.
- 16.4. Candidate who is involved in outbound mobility programme could apply for transfer of credit that is gained from course which is equivalent to the course taken.
- 16.5. The equivalent course taken must not exceed the period of five (5) years prior from the date of admission registration to University.
- 16.6. The maximum sum of credit that is transferred is 30% with at least B grade or its equivalent; and is subjected to processing fee that is set by University.
- 16.7. Application form for credit transfer must be submitted to Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute during the first semester of study.
- 16.8. The grade for the transferred credit would be accounted for in calculation of grade point average.

## **17. Credit Exemption**

- 17.1. Candidate who has taken and passed a course with at least a B grade or its equivalent in University or other university that is recognised by the Senate could apply for credit exemption from the same course that has to be taken.
- 17.2. The maximum sum of credit that could be exempted is 12 credits with the credit scoring at least a B grade or its equivalent; and is subjected to processing fee.
- 17.3. The equivalent course that is taken must not exceed the period of five (5) years prior to the date of admission registration to University.
- 17.4. The grade for exempted credit would not be accounted for as part of grade point average.
- 17.5. Application form for credit exemption must be submitted to Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute during the first semester of study.
- 17.6. Candidate who has applied for credit transfer is not allowed to apply for credit exemption and vice versa.

## **18. Thesis/Dissertation**

- 18.1. In Thesis/Dissertation preparation, candidate must fulfil the following conditions:-
  - 18.1.1. Follow the writing and thesis/dissertation preparation format as stated in UMK Thesis/Dissertation Writing Guidance book;
  - 18.1.2. Does not present to University Thesis/Dissertation that has already been presented to other university, however, any part of the writing could be included provided the part is clearly cited;
  - 18.1.3. Thesis/Dissertation must be written in English or Malay language; and
  - 18.1.4. Thesis/Dissertation could be written in language other than that is stated; it is subjected to regulation and permission from University Senate.
  - 18.1.5. Candidate in Doctorate and Masters Degree programme could make a written application for writing in language other than Malay or English at the latest during the first semester.
  - 18.1.6. All Thesis/Dissertations and research outcomes are subjected to University Intellectual Asset Policy. (if there are not any, it must be legislated)

## **19. Thesis/Dissertation Submission**

- 19.1. Candidate must present written notice to Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute at least three (3) months prior to submission of Thesis/Dissertation for evaluation.
- 19.2. Candidate who is presenting Thesis/Dissertation Submission Notice for evaluation must have already fulfilled programme requirement, publication requirement, as well as other requirements set by Faculty/Centre/Institute/Centre for Postgraduate Studies and Academic Regulations for Postgraduate Studies.
- 19.3. Candidate who is submitting Thesis/Dissertation for the purpose of evaluation must:-
  - 19.3.1. Submit printed as well as digital forms of the Thesis/Dissertation according to the number set by Centre for Postgraduate Studies.
  - 19.3.2. Settle thesis/examination fee; and
  - 19.3.3. Fulfil the requirements set by University.



- 19.4. Candidate who has passed their Thesis/Dissertation Oral Defence with acknowledgement from Oral Defence Committee after fulfilling all the requirements must submit copies of the Thesis/Dissertation in bound as well as digital forms according to the number set by Centre for Postgraduate Studies.

## **20. Supervision and Guidance**

- 20.1. Supervisor for candidate of Postgraduate Study Program could comprise of the following:-
- 20.1.1. Main Supervisor; or
  - 20.1.2. Main Supervisor and Co-Supervisor/Field Supervisor/External Supervisor; or
  - 20.1.3. Supervision Committee
- 20.2. All supervisors mentioned in regulation 20.1 must be appointed by Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute; and is responsible in supervising and guiding research, Thesis/Dissertation/Project Report writing as well as evaluating candidate's study progress.
- 20.3. Academic staff who has been lent to/from external institution/industry; has resigned or retired from University; or individual who is an expert from institution/industry could be appointed as Co-Supervisor or Supervision Committee member.
- 20.4. Subjected to the Senate's approval, Dean of Centre for Postgraduate Study with acknowledgement from Dean/Director of Faculty/Centre/Institute could appoint Academic Staff mentioned in Regulation 20.3 as Main Supervisor or Chairman of Supervision Committee.
- 20.5. If a Supervisor is incapable of carrying out their responsibility, Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute must appoint other Academic Staff for a certain period deemed necessary.
- 20.6. Candidate could apply for change and/or addition of supervisor provided that the candidate has received guidance and approval from Main Supervisor or Chairman of Supervision Committee as well as acknowledged by Postgraduate Faculty Committee and approved by Dean of Centre for Postgraduate Studies.
- 20.7. All candidates must fill in progress report form and submit it directly to Faculty/Centre on the twelfth (12) week of every semester.
- 20.8. Main Supervisor or Chairman of Supervision Committee must present a candidate's progress report to the Centre for Postgraduate Studies for every semester of the candidate's entire study.

## 21. Presentation and Publication

- 21.1. Every candidate must present their research at least once (1) at seminar/conference/colloquium/talk/workshop whether inside or outside of University within the duration of their candidacy.
- 21.2. Every candidate must have publications based on their research as pre-requisite to sit for viva vice examination. Detail of publication is in the table below:

Programme	Publication Requirement	Type
PhD	Two (2) publications	Indexed Journals including Journals published by UMK
Masters (Research/ Mixed Mode)	One (1) publication	

- 21.3. A candidate who has filed for patent/copyright of the research carried out throughout the duration of their study could make a written application to Administration Committee of Centre for Postgraduate Studies (JPPSU) for exemption from publication stated in Regulation 21.2.
- 21.4. Chapter in book is considered as equivalent to one (1) journal article. This publication however must be acknowledged by Administration Committee of Centre for Postgraduate Studies (JPPSU).

## 22. Examination and Evaluation for Masters Degree Programme

- 22.1. Evaluation of candidate who is in Research Mode Masters Degree programme must include the following:-
- 22.1.1. a thesis which has been examined by at least one (1) External Examiner and at least one (1) Internal Examiner;
- 22.1.2. oral defence in which the thesis would be defended in front of the Oral Defence Committee.
- 22.2. Evaluation of candidate who is in Coursework Mode Masters programme must include the following:-
- 22.2.1. examination or final evaluation (such as research project evaluation);
- 22.2.2. continuous assessment; and
- 22.2.3. comprehensive examination/appraisal (if applicable).
- 22.3. Evaluation of candidate who is in Mixed Mode Masters Degree Programme must include the following:-

22.3.1. one final examination or evaluation and/or continuous assessment of courseworks taken for every semester; and

22.3.2. comprehensive examination/appraisal (if applicable); and

22.3.3. a dissertation and oral defence in which the dissertation would be defended in front of the Oral Defence Committee

## **23. Evaluation for Doctorate Degree Programme**

23.1. Evaluation of candidate in Research Mode Doctorate Degree Programme must include the following:-

23.1.1. A thesis that would be evaluated by at least one (1) Internal Examiner and two (2) External Examiners; and

23.1.2. an oral defence in which the thesis would be defended in front of the Oral Defence Committee.

23.2. Evaluation of candidate in Mixed Mode Doctorate Degree Programme must include the following:-

23.2.1. final examination or evaluation and/or continuous assessment of courseworks taken for every semester or session (if applicable); and

23.2.2. comprehensive examination/appraisal (if applicable); and

23.2.3. a dissertation which would be evaluated by at least one External Examiner and at least one Internal Examiner (if applicable); and

23.2.4. oral defence in which the dissertation would be defended in front of the Oral Defence Committee (if applicable).

## **24. Thesis/Dissertation Oral Defence Committee**

24.1. An Oral Defence Committee must be established for the purpose of evaluating academic achievement of every Doctorate and Masters Degree candidate in Research or Mixed Mode Programme. The committee consists of:

24.1.1. a University professor or associate professor as Chairman; (a University Professor as Chairman of Oral Defence for Masters/Doctorate Degree level; or a University Associate Professor as Chairman of Oral Defence for Masters Degree level);

24.1.2. Chairman Assistant from among academicians as minute recorded; (an academician as secretary)

24.1.3. External Examiner;

- 24.1.4. Internal Examiner;
- 24.1.5. Faculty representative as observer; and
- 24.1.6. Supervisor as observer.

## **25. Oral Defence Result**

- 25.1. Oral Defence would be conducted once all the reports from examiners have been received.
- 25.2. After examiners' reports and candidate's performance during Oral Defence have been deliberated, Oral Defence Committees present the acknowledgement of the oral defence result according to the following status:-
  - 25.2.1. Candidate is conferred with Masters/Doctorate Degree.
  - 25.2.2. Candidate is conferred with Masters/Doctorate Degree with minor alteration/correction. (alteration/correction must be done within three (3) months)
  - 25.2.3. Candidate is conferred with Masters/Doctorate Degree with moderate alteration/correction. (alteration/correction must be done within three (3) to six (6) months)
  - 25.2.4. Candidate is allowed to present their thesis/dissertation again after major alteration/correction is done. (alteration/correction must be done within six (6) to twelve (12) months)
  - 25.2.5. Candidate's performance is not up to the standard of Doctorate Degree; a lower level degree is suggested.
  - 25.2.6. Candidate is not eligible for Masters/Doctor of Philosophy Degree and is not allowed to re-submit the thesis.
- 25.3. Candidate who is granted the result as stated in Regulation 25.2.4 is allowed to present their thesis/dissertation after alteration/correction before the minimum period provided that acknowledgement from Internal Examiner has been received.
- 25.4. Candidate who is granted the result as stated in Regulation 25.2.4 is obliged to re-sit for viva vice; Examiners are to decide if it is required.
- 25.5. Oral Defence result is subjected to the Senate's approval.
- 25.6. Candidate who fails to present their thesis after alteration/correction is done (if applicable) within the stipulated period shall be considered to have failed and shall be given the status of "Fail and Terminated".
- 25.7. Candidate's thesis/dissertation that has been granted the result stated in Regulation 25.2.4 must be re-evaluated by the same External and Internal

Examiners.

## **26. Examiner Appointment Requisites**

The appointed examiners must possess equivalent or higher qualification than the supervisor.

### **26.1. External Examiner**

26.1.1 External examiners for candidate in Research and Mixed Mode Masters Degree Programme must consist of academic staff who are appointed by Permanent Senate Committee for the purpose of evaluating candidate's achievement; the examiners must at least possess the following qualifications:-

- i) possess Doctor of Philosophy Degree;
- ii) have produced Masters graduates under their supervision
- iii) have three (3) years of experience in related research field starting from their conferment of Doctor of Philosophy Degree; and
- iv) display academic prowess

26.1.2 External examiners for candidate in Doctorate Degree Programme must consist of academic staff who are appointed by Permanent Senate Committee for the purpose of evaluating candidate's achievement; the examiners must at least possess the following qualifications:-

- i) an Associate Professor;
- ii) possess Doctor of Philosophy Degree;
- iii) have produced Doctor of Philosophy graduates under their supervision
- iv) have five (5) years of experience in related field starting from their conferment of Doctor of Philosophy Degree;
- v) display academic prowess.

26.1.3 Appointment of academician with the status of professor as External Examiner could be considered even if they do not possess Doctorate Degree (Ph.D), provided that they have displayed excellent academic and research prowess in related field;

26.1.4 External Examiners for candidate in Masters/Doctor of Philosophy Degree Program could also be appointed from among industry experts who have been recognised by any professional body in related field as well as acknowledged by University Senate.

### **26.2. Internal Examiner**

26.2.1 Internal Examiners for candidate in Masters and Doctorate Degree Programme must consist of University academic staff who are

appointed by Dean of Postgraduate Studies after they have been acknowledged by Postgraduate Studies Permanent Senate Committee.

26.2.2 For Masters Degree candidate; the Internal Examiners must possess at least a Masters Degree or other recognised qualification as well as experienced in related field.

26.2.3 For Doctorate Degree candidate; Internal Examiner must possess at least a Doctorate Degree or other qualifications that are recognised by the Senate as well as experienced in related field.

26.2.4 Appointment of academician with the status of professor as Internal Examiner could be considered even if they do not possess Doctorate Degree (Ph.D), provided that they have displayed excellent academic and research prowess in related field;

## **27. Coursework Assessment**

27.1. Principles, methodologies, and practices of assessments are in line with learning outcome and program contents; There are two (2) types of assessments which are formative and summative. (Definitions in glossary)

27.2. Grade and grade value for coursework mode are determined according to the following table:

<b>Grade</b>	<b>Marks Range</b>	<b>Grade Value</b>	<b>Status</b>
A+	90-100	4.00	Pass with excellence
A	80-89	4.00	Pass with excellence
A-	75-79	3.70	Pass with excellence
B+	70-74	3.30	Pass with honours
B	65-69	3.00	Pass with honours
B-	60-64	2.70	Pass with conditions
C+	55-59	2.30	Pass with conditions
C	50-54	2.00	Fail
C-	45-49	1.70	Fail
D	40-44	1.00	Fail
F	39 or less	0.00	Fail

\* Fail grade for some professional programme such as doctorates in Veterinary Medicine, Architecture; but Pass with Conditions for other study programmes.

27.3. The following gradings are also applied:-

XP – Given to a course in which the student does not attend Final Examination

or Assessment without permission from Faculty/Centre. The Grade Value is equivalent to F Grade.

XH – Given to a course in which the student is barred from taking the final assessment examination. The Grade Value is equivalent to F Grade.

TS – (Incomplete) Given to a course in which the student does not sit for final examination or assessment with permission from Faculty/Centre within that semester. If the student fails to take the special examination or assessment within the period set by Faculty/Cente, the course would be graded with F Grade.

M - (Satisfactory) Given to a course which is registered as Audited Course with HS status whereby the student has performed satisfactorily.

TM - (Unsatisfactory) Given to a course which is registered as Audited Course with HS status whereby the student has performed unsatisfactorily.

TT – (Disciplinary Action) Given to a course in which the student is in the process of undergoing disciplinary action. The Grade Value will not be accounted for in GPA and CGPA.

HL – Given to HW course if the course is graded as Pass only. The Grade Value will not be accounted for in the student's GPA and CGPA, but will be accounted for as KD.

HG – Given to HW course if the course is graded as Fail only. The Grade Value will not be accounted for in the student's GPA, CGPA and KD.

HD - (Attend) Given to a course which requires student to only attend lessons, but it will not be accounted for student's GPA, CGPA, and KD.

SM - (Progressing). Given to a course that has been registered by the student in a semester but it is not being completed within that semester and the result would be carried forward to the next semester.

- 27.4. Student's academic achievement is expressed in the form of Grade Point Average (GPA) for every semester whereas the overall achievement of study is expressed in Cumulative Grade Point Average (CGPA). The value of GPA and CGPA are rounded off up to two (2) decimal points only using the following formula:

$$\text{GPA} = \frac{\sum k_i n_i}{\sum k_i}$$

$k_i$  = Course Credit i.

$n_i$  = Course Grade Value i

$i$  = 1, 2, ....., n.

(n = Number of course semesters so far).

$$\text{CGPA} = \frac{\sum k_i n_i}{\sum k_i}$$

$k_i$  = Course Credit i.

$n_i$  = Course Grade Value i

$i = 1, 2, \dots, n.$   
( m = Overall Number of Semesters)

27.5. Academic achievement level and conditions to continue study are as follow:-

Grade Point Average	Achievement Level	Eligibility to Continue Study	Eligibility for Degree Conferment
CGPA $\geq 3$	Pass	Eligible	Eligible
$2 \leq \text{CGPA} < 3$	Conditional Pass	Trial	Not Eligible
CGPA $< 2$	Fail and Terminated	Not Eligible	Not Eligible

27.6. Candidate must achieve a CGPA of at least 3.00 for every semester and at least a B grade for any courses in the programme.

27.7. Any candidate who does not achieve a CGPA of 3.0 in a semester would be given the status of "Conditional Pass".

27.8. Candidate will be given the status of "Fail and Terminated" if they receive the status of "Conditional Pass" for two (2) consecutive semesters.

27.9. Candidate is allowed to repeat any course to improve their grade achievement and CGPA. Only the highest grade achievement would be accounted for in CGPA calculation. (details of B- and C+ for conditional pass)

## 28. Research Progress Evaluation

28.1. Candidate who is in research study mode could be given the following status:-

28.1.1. "Fail and Terminated" if the candidate gets "unsatisfactory" result for two (2) times throughout the period of study.

## 29. Examination Deferment

29.1. Candidate who is sick or is having health problem during examination period could apply to Dean of Centre for Postgraduate Studies with acknowledgement



from Dean/Director of Faculty/Centre/Institute to have their examination postponed to not more than 48 hours after the examination is conducted.

- 29.2. Application for deferment from taking semester examination because of health problem must be accompanied with medical certificate and acknowledgment from doctor who treats the candidate. The doctor must be among University or Government medical officers.
- 29.3. Applications for other reasons could be considered and are subjected to Centre for Postgraduate Studies' discretion.
- 29.4. Replacement examination could be arranged based on the merit of the case.

### **30. Repeat Course and Resit of Special Examination**

- 30.1. Candidate who fails a course, is required to repeat the course.
- 30.2. Candidate who is in the final semester and need to complete their credit, is allowed to sit for special examination to enable them to confer the degree. Special examination is allowed for only one course that has been taken. Application must be made to Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute within two (2) weeks after their final semester registration.

### **31. Conversion of Research Mode Study Program**

- 31.1. For full-time candidate, all applications for conversion of study level to Doctor of Philosophy Degree must be made within the period of not more than two (2) semesters from the date of registration as Postgraduate Study candidate.
- 31.2. A Masters Degree candidate who applies for conversion of study level to Doctor of Philosophy Degree must present new suggestion for expansion of their research that has been acknowledged by their Main Supervisor.
- 31.3. Main Supervisor must present a complete report about the candidate's latest research achievement.
- 31.4. Candidate who applies for conversion of study level must present their research outcomes. Besides that, Faculty/Centre could require the candidate to take an examination.

### **32. Appeal for Recheck of Final Examination and Oral Defence Result**

- 32.1. Candidate could make an appeal for recheck of final examination result for a

course in any given semester including result for oral defence.

- 32.2. Appeal application must be made by completing the 'Examination Result Recheck Form' and presented to Dean of Centre for Postgraduate Studies with acknowledgement from Dean/Director of Faculty/Centre/Institute within the period of four weeks after the date of examination of official result is released.
- 32.3. Every appeal presented must be accompanied with information of course that needs to be rechecked along with processing payment that has been set by University. The processing payment could not be refunded.
- 32.4. All appeals for recheck would be evaluated by faculty/centre Recheck Appeals Committee for appeal cases of final course examination results or PPS Recheck Appeals Committee for appeals which involve oral defence.
- 32.5. Acknowledgement from Recheck Appeals Committee must be presented for Centre for Postgraduate Studies' consideration and the result of the appeal is subjected to the Senate's approval. Further appeal would not be entertained.

### **33. Appeal to Continue Study (Coursework and Mixed Mode)**

- 33.1. Candidate in coursework and mixed study mode who has been terminated from study and be given the status of "Fail and Terminated" could present an appeal to faculty/centre using the form provided.

### **34. Appeal to Continue Study (Research Mode)**

- 34.1. Candidate who has been terminated from his study programme and be given the status of "Fail and Terminated" could appeal to PPS using the form provided and pay the processing fee within the period of four (4) weeks after the date of official examination result is released.
- 34.2. All Senate's decisions are final and further appeals would not be entertained.

### **35. Research Misconducts**

- 35.1. Research Misconducts are the acts of breaching research ethics such as fabrication, falsification, or plagiarism in producing writing of thesis, dissertation, masters project report, paperwork, assignment and research outcomes in part or in whole as the following:-
  - 35.1.1. fabrication or the acts of conjuring data, recording or reporting non-existent data/result;

35.1.2. falsification is the acts of manipulating research result or process by changing or omitting result data so that the research result does not reflect the actual results;

35.1.3. plagiarism is the acts of taking idea, process, result, and writing without reference to original source and claiming it as their own work.

35.1.4. Research Misconducts do not include 'bona fide' mistake or difference in opinions.

- 35.2. Candidate who is found guilty of research misconducts could face disciplinary actions under Universiti Malaysia Kelantan's Procedure (Students Discipline) or other form of punishment set by the Senate.

### **36. Degree Conferment Requirements**

- 36.1. For candidate who is in research study mode, he must:-

36.1.1. fulfil all requirements of Postgraduate Studies Regulations; and

36.1.2. fulfil other requisites set by Centre from Postgraduate Studies from time to time;

36.1.3. have settled all overdue debts with University.

- 36.2. For candidate who is in coursework masters study mode, he must:-

36.2.1. fulfil all requirements of Postgraduate Studies Regulations; and

36.2.2. achieved a CGPA of at least 3.00; and

36.2.3. pass all courses successfully as stated in Item 27.2 and has completed sum total credit hours set by the programme

36.2.4. be acknowledged by Faculty Graduates Committee for approval of Senate Permanent Postgraduate Committee; and

36.2.5. have settled all overdue debts with University.

- 36.3. For candidate who is in mixed study mode, he must:-

36.3.1. fulfil all requirements of Postgraduate Studies Academic Regulations; and

36.3.2. fulfil all courses and research components requirements set by the programme; and

36.3.3. be acknowledged by Faculty Graduates Committee for approval of Senate Permanent Examination Committee and Senate's Endorsement

36.3.4. have settled all overdue debts with University.

### **37. Termination of Candidate**

- 37.1. The Senate has the right to take appropriate actions including suspending or terminating candidate at any time if the candidate is found to:-
  - 37.1.1. give false information regarding their entrance or throughout their study or for the purpose of attaining Degree; or
  - 37.1.2. not be in sufficient mental or physical abilities; or
  - 37.1.3. disturb or threaten External Examiner and/or Internal Examiner with regards to their thesis evaluation; or
  - 37.1.4. fail to keep a good academic performance as required by University; or
  - 37.1.5. commit research misconducts; or
  - 37.1.6. have surpassed the allowed study period.
- 37.2. All candidates are subject to Universities and University Colleges Act 1971, Universiti Malaysia Kelantan Constitution, Procedures and other Academic Regulations for Postgraduate Studies that have been enforced or in use including Universiti Malaysia Kelantan Procedures (Students Discipline) 1999, University Intellectual Assets Policy and Ethical and Integrity Policy in Publication and Writing of Universiti Malaysia Kelantan.

### **38. Guidelines**

- 38.1. Faculty/Centre/Institute/Centre for Postgraduate Studies could enforce any guidelines, as deemed necessary in carrying out the provisions of Postgraduate Studies Academic Regulations.

### **39. Dress Code**

All academic regulations that are in this Academic Regulations for Postgraduate Studies book are binding in all things related to postgraduates at University.

- 39.1. These academic regulations would be put into effect starting from September session of 2017/2018 and is subjected to amendments and change from time to time.
- 39.2. The Senate has the right to create, cancel, or amend any regulations related to postgraduate studies as provisioned by this Academic Regulations of Postgraduate Studies.

This regulations has been approved by Senate in Senate Meeting No. 3/2017 (the 94<sup>th</sup> time)  
On the date of 28<sup>th</sup> March 2017.  
Universiti Malaysia Kelantan



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