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PUSAT PENGAJIAN SISWAZAH
Centre for Graduate Studies



ACADEMIC REGULATIONS OF GRADUATE STUDIES (PROGRAMME BY COURSEWORK)

SECOND EDITION



CENTRE FOR GRADUATE STUDIES

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GENERAL PROVISIONS

Students shall comply with all the regulations stated in the UPNM Master's Degree Programme by Coursework Regulations.

The Senate as the highest academic body of the University, subject to its power, has the right to change/amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date it is passed by the Senate. All amendments will be binding to current and prospective students unless stated differently by the Senate.

These regulations shall be binding on all students registered at the university, including local and international students.

Where the jurisdiction of implementation of this regulation is not specifically stated, it is then in the authority of the Senate. The authority of the Dean is stated specifically in certain clauses of this regulation.

DEFINITIONS

These regulations are named the Academic Regulation of Graduate Studies (Programme by Coursework). In these regulations (unless stated otherwise):

1. 'Applicant' means any person who submits an application form along with other relevant documents to the Centre for Graduate Studies (CGS) to be considered for admission in UPNM to pursue a specific programme of study.
2. 'University' means Universiti Pertahanan Nasional Malaysia.
3. 'Senate' means the Senate of UPNM.
4. 'Faculty' means any Faculty/Institute/Centre established by UPNM.
5. 'CGS' means the UPNM Centre for Graduate Studies.
6. 'UGSC' means the University Graduate Studies Committee chaired by Deputy Vice-Chancellor (Academic and International) and comprises the Deans/Directors of Faculties/Institutes/Centres which offer graduate programmes.
7. 'Faculty Graduate Studies Committee' means a committee established by Faculty/Centre/Institute to manage and coordinate Graduate Studies Programmes. The committee consists of Dean of Faculty/Director of Centre or their representative, as Chairman and members who are appointed by Chairman.
8. 'Faculty Examination Committee' means a committee established by Faculty/Centre/Institute to evaluate and certify examination results.
9. 'Student' means a registered postgraduate student of UPNM.
10. 'Full-time Students' are students who are required to follow and complete a programme within the duration stipulated by the University.
11. 'Part-time Students' are students who are required to follow and complete the same curriculum content as that of full-time students for a longer duration of study.
12. 'Registration' means the official recording of a student's name to study in a particular programme.
13. 'Deferment' means postponement of study.

14. 'Dean of CGS' means the academic officer appointed by the Vice Chancellor to head the CGS.
15. 'Programme Coordinator' means the academic officer appointed by the University to coordinate in the management of an academic programme.
16. 'Head of Department' is the academic officer appointed by the University to head a department in the Faculty.
17. 'Fees' means payment set by the University for a particular purpose.
18. 'Dropping of Courses' means the process of students dropping certain courses in a programme within a determined period.
19. 'Withdrawal of Courses' means the process of students withdrawing certain courses in a programme within a determined period.
20. 'Programme' means academic programme according to the curriculum approved by the Senate for the purpose of graduation.
21. 'Course' means a subject offered by each programme and has a specific code.
22. 'Guarantee of payment' means an office letter/letter of undertaking from students that required students to pay fees according to the scheduled payment.
23. 'Personal bond fees' means a payment for the Personal Bond as a requirement by the Immigration Department of Malaysia that requires higher education institutions in Malaysia to sign a Personal Bond on behalf of the student. These fees will be returned to the students upon completion or withdrawal of the student's study in the institution, on the condition that there is no violation of any provision of the Immigration laws of Malaysia.
24. 'Candidacy period' means the duration the of study.
25. 'Panel of Examiners' means the academic staff appointed to evaluate student projects.



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1. GENERAL

1.1 Power of the Senate

The Senate has the right to change/amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date the Senate passes it. All amendments will be binding to current and prospective students unless stated differently by the Senate.

2. DURATION OF STUDY

2.1 The duration of studies for postgraduate students (by coursework mode) is shown in Table 1

Table 1 : Duration of Study

Mode of Study	Full-time		Part-time	
	Long Semester (min-max)	Short Semester (min-max)	Long Semester (min-max)	Min-max
No. of Weeks per Semester	17	9	17	9
No. of Semesters	2 to 6	1 to 3	4 to 12	2 to 4
No. of Years	1 to 3 years		2 to 6 years	

3. ADMISSION REQUIREMENTS

3.1 Applicants for Master's Degree Programme by Coursework must fulfill the following requirements:

- i. A bachelor's degree in the field¹ or related field¹ or equivalent with a minimum CGPA of 2.50 or equivalent, from UPNM or any recognised university by the Senate;
or
- ii. A bachelor's degree in the field¹ or related field¹ or equivalent with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50, can be accepted subject to rigorous internal assessment;
or

¹ National Education Code (NEC) Manual, 2010, ISBN-978-983-3663-1

- iii. Candidate without a qualification in the related field¹ or working experience in the relevant field¹ must undergo appropriate prerequisite courses determined by the University and meet the minimum CGPA based on Clause 3.1 (i) and/or Clause 3.1 (ii) of the above.
or
- iv. Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL)² - Level 7 (APEL-7).

* For Master Programme in Computer Science

3.2 Admission Requirements for Master Programme in Computer Science

- i. A bachelor's degree in Computing or in the field or related fields or equivalent with a minimum CGPA of 2.75 or equivalent qualification from UPNM or any recognised university by the Senate;
or
- ii. A bachelor's degree in Computing or in the field or related fields or equivalent with a minimum CGPA of 2.50 or equivalent from UPNM or any recognised university by the Senate not meeting a CGPA of 2.75 can be accepted subject to rigorous internal assessment;
or
- iii. A bachelor's degree in Computing or in the field or related fields or equivalent with a CGPA less than 2.50 or equivalent from UPNM or any recognised university by the Senate can be accepted subject to a minimum of five (5) years working experience in any relevant field and rigorous internal assessment;
or
- iv. Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the Senate and meet the minimum CGPA based on Clause 3.2 (i) and/or Clause 3.2 (ii) and/or Clause 3.2 (iii) of the above.
- v. Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL A Certificate APEL T-7).

² The candidate's APEL portfolio and credentials must be related to the applied programme.

4. LANGUAGE REQUIREMENTS

- 4.1 English language proficiency requirement (compulsory) for foreign applicants is illustrated in Table 2.

Table 2: English Requirements

Types of Test	Minimum Scores		
	Computing	Engineering/ Sciences/ Technology	Social Sciences
TOEFL	500	500	500
IELTS	Level 6.0	Level 5.0	Level 6.0
MUET	Band 4	Band 3	Band 4

- 4.2 Exception may be given to applicant's origin or nationality from countries such as the United States (US), United Kingdom (UK), Ireland, Australia, New Zealand, etc. where English is their native/official language. Applicants for other countries (etc.) will not normally need to provide other evidence of English language ability on the condition that they supply sufficient proof from the institution that the degree was taught and examined in English.
- 4.3 The English language requirement is not applicable for an international applicant with an accredited Bachelor and Master degree obtained from Malaysian based academic institutions.
- 4.4 An international applicant for a postgraduate degree programme who has undergone his/her Bachelor or Master degree programme at the university where English is the official medium of teaching /instruction may be exempted from this requirement. Application for the exemption must be accompanied by official certification from the degree awarding university's authority.

5. APPLICATION FOR ADMISSION

- 5.1 Applicants must submit a completed Application Form for Graduate Studies (PPS-01) with all the required supporting documents to the Centre for Graduate Studies (CGS).
- 5.2 The Faculty/Centre/Academy (FCA) is responsible to certify that the applicant academic credentials are in-line with the FCA programme's National Education Code³ (NEC). FCA may communicate with the applicant regarding any queries pertaining to the documentation provided by the applicant.
- 5.3 Application Procedures
 - 5.3.1 All applications shall first be screened by CGS prior to forwarding the documents to FCA. The FCA shall vet the documents and table the decision to the University Graduate Studies Committee (UGSC). CGS shall table the endorsed UGSC's decision for Senate approval.
 - 5.3.2 The CGS and FCA may request for the applicant to provide additional conditions or evidence prior to the endorsement of the UGSC.
 - 5.3.3 For the applicant whose credentials falls under Clause 3.1 (iii) of the above or the FCA must specify the prerequisite course/s that the applicant shall undertake and pass according to the required grades prior to the programme enrolment.
 - 5.3.4 The prerequisite course/courses as mentioned in Clause 5.3.3 of the above shall be included in the official offer letter to the applicant as the conditional term for enrolment into the programme.

³ National Education Code (NEC) Manual, 2010, ISBN-978-983-3663-1

- 5.3.5 Applicants are required to provide certified evidence of adequate financial capability (e.g. payslip, bank guarantee, scholarship, etc.) to support their postgraduate study at the University.
- 5.3.6 Foreign applicants must provide proof of financial ability to pursue their studies and live in Malaysia for the whole study duration. For the self-financed applicant, he/she must submit Affidavit of Support for International Student Form (PPS-01A) and supporting documents to CGS.
- 5.3.7 For sponsored students, a letter of financial guarantee/ sponsorship/ financial affidavit must be provided to CGS.
- 5.3.8 CGS has the right to reject or bar the applicant's application process if no evident or unsatisfactory evidence is provided.
- 5.4 An applicant can be given a conditional offer of admission only after the applicant has submitted all the required documents which comply with the admission requirements of the specific programme as stated in Clause 3 of the above.
- 5.5 The offer of admission (conditional or final) is valid for one (1) academic year only and may be extended with written permission from the Dean of CGS. Applicant must request for the extension period of offer one (1) month before the offer has lapsed.
- 5.6 UPNM student whom has been dismissed/terminated or had withdrawn from a UPNM postgraduate programme can reapply for the same programme or a new programme. However, the obtained grades related to the previous study shall not be counted for the new programme's graduating requirement. Applicant must ensure that he/she has settled all outstanding fees and dues related to the previous UPNM postgraduate programme enrolment.

6. REGISTRATION

6.1 Registration of New Student

- 6.1.1 Successful applicants are required to register on the date stipulated by the CGS.
- 6.1.2 The offer letter will be revoked if the applicants failed to register without any strong justification accepted by the University.
- 6.1.3 The registration will be organised by CGS, which includes programme registration, fee payment and other general administrative matters.
- 6.1.4 Registration for courses should be done within the first week of registration.
- 6.1.5 Students may register for a stipulated range of credit hours according to the student's mode of study shown in Table 3:

Table 3: Credit hours required for different modes of study

Mode	Minimum Credit Hours	Maximum Credit Hours
Full-time	8	20
Part-time	2	12

- 6.1.6 A registered student of UPNM, either on a full-time or part-time basis, is not allowed to register for a similar degree or program of study with any other university, either locally or abroad.
- 6.1.7 To comply with Malaysian law, all full-time international students and accompanying family members are required to acquire health insurance (for each dependant) which must remain valid throughout the student's period of study.

- 6.1.8 A full-time international student is allowed to work part-time for a maximum of 20 hours per week during semester breaks or holidays of more than 7 days as long as their student passes remain valid (refer to EMGS⁴ for allowable occupations). CGS must be notified in writing prior to applying and after being appointed to work part-time. If the international student is reported committing an act not in accordance with this Clause 6.1.8, disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.
- 6.1.9 Under no circumstances should a full-time international student undertake employment deemed illegal by the Malaysian Immigration Department⁵ and/or UPNM, as this could result in his or her student visa being revoked. If the international student is reported committing an act not in accordance with Clause 6.1.8 of the above, disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.

6.2 Credit Transfer and Course Exemption

- 6.2.1 Credit transfer or course exemption from previous accredited programme to the student's current enrolled programme is allowed according to the stipulated term in NDUM Credit Transfer and Course Exemption Guidelines⁶.

6.3 Registration of Active Students

- 6.3.1 It is the responsibility of the students to re-register their study registration every semester and make full payment of prescribed fees within the semester renewal registration period as stipulated by the CGS.

4 Education Malaysia Global Services (EMGS) - <https://educationmalaysia.gov.my/faq/>

5 Pas Pelajar - <https://www.imi.gov.my/portal2017/index.php/en/component/tags/tag/2-warga-asing.html>

6 Garis Panduan Pindah Kredit Dan Pengecualian Kursus Program Pengajian UPNM, 2016

- 6.3.2 A complete registration process comprises of the following items:
- i. Has submit Semester Renewal Registration Form (PPS-15) to CGS.
 - ii. Has made full payment of the fees for the registered semester. The copy of the receipt or proof of payment must be submitted to CGS.
- 6.4 Student who fails to register for one (1) complete semester without any written notice or a valid reason in writing to the Dean of CGS shall be recommended to the Senate for termination.
- 6.5 Course Registration
- 6.5.1 All students must register for all courses in the beginning of the semester before the end of the compulsory registration period which is within two (2) weeks after the beginning of the semester.
- 6.5.2 A student who registers late for a course (from the 3rd week until the 4th week of the semester) without any plausible reasons accepted by the Dean of CGS will be imposed a penalty of RM100.00.
- 6.5.3 A student who still does not register his/her course after the end of the fourth (4th) week without any plausible reasons accepted by the University can be barred and/or terminated from his/her study.
- 6.5.4 A student is allowed to register courses subject to the maximum total credit unless with the endorsement by the Dean of the respective faculty and approval by the Dean of CGS.

7. FEES

- 7.1 All fees shall be paid upon every registration. The amount of fees is subject to change from time to time by the University. The University has the absolute right to change the prescribed fee rates without giving any prior notice to the student and it shall be applicable to new students only.
- 7.2 Sponsored full-time candidates must provide a financial affidavit/offer of scholarship during the registration.
- 7.3 The fees paid by candidates who have applied for deferment within the first (2) two weeks of the semester and have received approval shall be carried forward to the following semester.
- 7.4 The amount of fees throughout the study programme shall be specified by the University.
- 7.5 The University has the right to review the fee structure and to impose any additional fees.
- 7.6 Students who has any outstanding study fee shall be;
 - i. barred from continuing their studies (applicable for student after receiving the 2nd reminder); and/or
 - ii. barred from submitting any application pertaining to the study programme; and/or
 - iii. recommended for termination; and/or
 - iv. are not allowed to graduate.

CGS has the right to execute the actions mentioned above and shall report its action to the FCA/UGSC and University.

- 7.7 Student as per mentioned in Clause 7.6 of the above, shall not be eligible to use any facilities provided by the University until a formal clearance letter has been issued by CGS. If a student is reported committing an act not in accordance with this Clause 7.7, a disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.

8. ADD/DROP AND WITHDRAWAL OF COURSES

8.1 Adding and Dropping of Courses

8.1.1 Student can add or drop his/her registered course/s within the first two (2) weeks of each semester with endorsement from the respective Faculty/Centre/Academy.

8.1.2 Adding of course/s after the second (2nd) week of the semester is not allowed.

8.1.3 Adding of course/s within the period as stated in Clause 8.1.1 and Clause 8.1.2 of the above may be allowed to exceed the stipulated credit hours (Table 3) subject to the approval from the Dean of CGS.

8.2 Withdrawal of Courses

8.2.1 With the consent of the Faculty, a student can apply to withdraw any registered course starting from the third (3rd) week until the ninth (9th) week. However, no refund of fees will be given the student if the student withdraw courses within the third (3rd) week until the ninth (9th) week.

8.2.2 The approval for the student's course withdrawal is subject to the minimum total credit, unless with the endorsement by the Dean of the respective faculty and approval by the Dean of CGS.

8.2.3 The code for withdrawal (TD) will be recorded on the course registration record and the transcript.

9. CHANGE OF PROGRAMME

9.1 Application for a change of programme can only be done in the first semester. Application for a change of programme after the first semester is not allowed.

- 9.2 Students who wish to change their programme need to submit a written application. Application for a change of programme has to be submitted to the CGS with approval from the faculty. This must be done within the first two (2) weeks of registration for full-time students and within the first four (4) weeks for part-time students.
- 9.3 Students are not allowed to change from coursework to research mode.

10. ORIENTATION PROGRAMME

- 10.1 All new students are required to attend the Postgraduate Studies Orientation Programme after registration. The CGS will announce the dates of the orientation programme periodically.

11. CHANGE OF PROGRAMME MODE

- 11.1 Students are allowed to change his/her status from full-time to part-time or vice versa.
- 11.2 Application to change the status must be made in writing to the CGS.
- 11.3 The mode conversion is only allowed once (1) during the study period.
- 11.4 Students can convert the mode of study from full-time to part-time or vice versa. Application for conversion must be made using Application Form for Conversion of Mode of Registration Form (PPS-24) to the CGS through the FCA.
- 11.5 Application for conversion shall be approved by the Dean of CGS and the remainder duration of study will be determined by the CGS.

11.6 For any conversion application that has been approved within the first three (3) months of the semester, it shall take effect immediately. Otherwise, the conversion shall take effect at the following semester.

11.7 The study fee will be adjusted accordingly by CGS.

12. EXTENSION OF STUDY

12.1 Students who are unable to complete their programme within the stipulated time frame can apply for an extension to the duration of study.

12.2 All written applications must be accompanied by a valid reason.

12.3 The maximum extension period is shown in Table 4 below:

Table 4: Extension Study Period

Mode	Maximum Study Duration	Maximum Extension Period
Full-time	3 years	1 year
Part-time	6 years	1 year

12.4 This application must be made officially to the Dean/Director of the respective Faculty/Centre using the Application Form for Deferment/Extension of Study Duration/Withdrawal (PPS-25) available at the CGS. The completed form must then be submitted to the CGS.

12.5 Students must submit their application at least TWO (2) months before the end of the maximum study duration. A fine of **RM100.00** will be imposed for late submission of the application.

12.6 The maximum extension of the study period is only two (2) semesters after the period of study ends. This extension of two (2) semesters is considered final.

13. DEFERMENT OF STUDY

13.1 Deferment of Registration for New Students

13.1.1 Deferment of registration for new students is only allowed for a maximum of one (1) semester. Application for the first semester registration deferment must be made in writing to CGS at least one (1) month before the stipulated registration date. Failure to comply will result in the expiration of the offer letter. Student must resubmit a new application for a new offer letter to be issued.

13.2 Deferment of Study for Active Students

13.2.1 Active students who wish to defer their studies shall submit the Application Form for Deferment/Extension of Study Duration/Withdrawal (PPS-25) to CGS. The application must be endorsed by the Faculty/ Centre/ Academy and UGSC and approved by the Senate.

13.2.2 Students who wish to apply for deferment for the following semester must submit the application three (3) months before the current semester ends.

13.2.3 For the student who wish to defer his/her study in the current semester, the application must be submitted to CGS within two (2) months after the semester had commenced. However, the current semester fees must be paid in full, and if the deferment is approved, the fees will be carried forward to the following semester.

13.2.4 Deferment application made after the period as stated in Clause 13.2.3 of the above will not be considered except for medical or emergency reasons (with strong justification).

13.2.5 The maximum allowable deferment period is for two (2) semesters (1+1 basis) except for medical or emergency reasons. However, for medical related cases, the

- maximum allowable deferment period shall not exceed the maximum duration of study programme.
- 13.2.6 The period of deferment will not be considered as part of the duration of the study.
- 13.2.7 No fees will be imposed during the approved deferment period.
- 13.2.8 The student is not eligible to use any facilities provided for other students by the University during the approved deferment period. If a student is reported committing an act not in accordance with this Clause 13.2.8, a disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.
- 13.2.9 The student is required to register as an active student after the approved deferment period ends without fail.
- 13.2.10 If the student failed to re-register after the approved deferment period ends without any official notice to CGS, his/her study will be terminated.
- 13.2.11 An international student is required to cancel their existing student pass⁷ (including dependants, if any) in the event the application for deferment of study is approved by the Senate. Students are required to apply for the Checkout Memo (COM) within 2 weeks from deferment approval by submitting their passport, outbound flight tickets and other related documents. If a student fails to report to CGS by the end of the second week, CGS reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration. Students must reapply the VAL prior to entering the country for subsequent semester registration renewal.

⁷ Malaysian Immigration Act 1963 13(4)(b)

14. WITHDRAWAL FROM STUDY

- 14.1 A student can apply for a withdrawal from the study programme by submitting the Application Form for Deferment/Extension of Study Duration/Withdrawal (PPS-25) to the CGS.
- 14.2 Application of withdrawal can only be processed if the student has made full settlement of the outstanding fees or penalties or commitments to the University (e.g fees, summons etc). If a student fails to comply with this Clause 14.2, CGS shall not issue the Withdrawal Approval Letter.
- 14.3 CGS will recommend for the student to be terminated if the student fails to settle all outstanding as stated in Clause 14.2 of the above two (2) months after submitting the application. The student case shall be forwarded to the Bursary for payment retrieval.
- 14.4 The student who withdraws within two (2) weeks after the registration date will be partially refunded (75% of the overall paid study fees, 100% of the examination, alumni and convocation fees).
- 14.5 No refund of fees will be given to a student who withdraws from the study after the duration stipulated in Clause 14.4 of the above and onwards except for personal bond (for international students only)
- 14.6 An international student is required to cancel their existing student pass (including dependants, if any) in the event the application for withdrawal of study is approved by the Senate. Students are required to apply for the Checkout Memo (COM) within two (2) weeks from withdrawal approval by submitting their passport, outbound flight tickets and other related documents. In the event that a student fails to report to CGS by end of the second week, CGS reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration.

15. STUDY PROGRESS

15.1 Attendance

- 15.1.1 Students may be barred from the final examination if they do not meet the 80% class attendance requirement for each course.
- 15.1.2 An exemption from Clause 15.1.1 of the above applies only if there is written permission by the Lecturer, Head of Department or the respective Dean of Faculty.

16. QUALIFICATION AND EXPERIENCE REQUIREMENTS OF SUPERVISORS AND TEACHING STAFF

16.1 The criteria for teaching staff or lecturer (assigned to teach the coursework part of the programme) is as follows:

- i. The teaching staff must have a doctoral degree.
- ii. Where the teaching staff has a master's degree in the field, the teaching staff must have at least 5 years experience in teaching at least at the degree level.
- iii. Teaching staff from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for courses to teach practical/professional/hands-on components.

16.2 The criteria for a supervisor (assigned to supervise the project/dissertation part of the programme) is as follows:

- i. The supervisor must have a doctoral degree.
- ii. Where the supervisor has a master's degree in the field, the teaching staff must have at least 5 years experience in teaching at least at a degree level.
- iii. Supervisor from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation AND be appointed only as a co-supervisor.
- iv. The supervisors must go through structured supervisor training.

- 16.3 When there is only one supervisor, the supervisor must be a full-time staff of the University.
- 16.4 When there is more than one supervisor, the principal supervisor must be a full-time staff of University.
- 16.5 The research skills, experience and specialisations of a supervisor must align with the research area of the student's project or dissertation.
- 16.6 The teaching credentials, experience and specialisations of a lecturer/instructor must align with the course taught in the programme.

17. ASSESSMENT

- 17.1 Coursework consists of formative and summative assessments: Assessments will be carried out either in the form of essays, case studies, oral presentations, laboratory work, written tests, projects and participation in group discussions.
- 17.2 The assessment of the Research Project consists of the following components:
- i. Project proposal
 - ii. Oral presentation
 - iii. Master's Research Project Report

18. GRADING SYSTEM

- 18.1 Students will be evaluated based on the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) systems. Course evaluation will be based on the following scheme:

Table 5 : Grade

Grade	% Marks	Grade Point
A+	90 – 100	4.00
A	80 – 89	4.00
A-	75 – 79	3.67
B+	70 – 74	3.33
B	65 – 69	3.00
B-	60 – 64	2.67
C+	55 – 59	2.33
C	50 – 54	2.00
C-	45 – 49	1.67
D+	40 – 44	1.33
D	35 – 39	1.00
D-	30 - 34	0.67
E	29 or below	0.00

- 18.2 Based on the grade points achieved, students' final results are converted into a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA).
- 18.3 The GPA is calculated by dividing total grade points obtained by the total credit hours taken in a semester. The CGPA is calculated by dividing the total grade points obtained by the total credit hours taken from the first semester to the current semester. The example of GPA and CGPA calculation is shown below, where grade point credit refers to the total grade point obtained for a registered and examined course, and credit refers to the credit hours for that particular course.

$$\text{GPA} = \frac{\text{Grade Point Credit semester}}{\text{Credit semester}}$$

$$\text{CGPA} = \frac{\text{Grade Point Credit semester } 1 \rightarrow n}{\text{Credit semester } 1 \rightarrow n}$$

Course	Grade	Grade Point	Credit Hour	Credit Hour x Grade Point
C1	A	4.00	4	4x4.00=16.00
C2	B	3.00	3	3x3.00=9.00
C3	F	0.00	3	3x0.00=0.00
C4	C+	2.33	3	3x2.33=6.99
Total			13	31.99
			GPA	$\frac{31.99}{13}$ = 2.46

19. COURSE STATUS

19.1 On the whole and at any given time, all courses registered by each student (including research project) will be accorded a status at the end of the semester according to the following scheme:

Table 6 : Course Status

STATUS	DEFINITION
BG	Grade Improvement
F	Failed and Disciplinary Action
HL/HG	Mandatory Present (Passed / Failed)
HS	Attendance Only
HW	Mandatory Present
KK	Credit Exemption
KP	Credit Transfer
L/G	Passed/Failed
M0	Zero Score
MP	Postponing Study
TD	Withdrawal
TH	Not Present
TL	Incomplete
TS	Not Completed
TT	Discipline
UK	Repeat Course

19.2 The interpretation of the status above are explained below:

- 19.2.1 BG (Grade Improvement) – Courses repeated by students for the purpose of improving grade, their latest grade will replace the previous grades.
- 19.2.2 F (Failed and Disciplinary Action) – Given to students convicted of academic discipline with zero grade points.
- 19.2.3 HL/HG (Compulsory Present (Passed / Failed)) – These grades are given for courses registered with the HW. If passed, HL is granted and credit is accounted for in the calculation of Credit Earned but not in CPA and CGPA. If failed, HG is granted and credit is not accounted for in the calculation of Credit Counted, GPA and CGPA but is calculated in the amount of Credit Earned. Students who have obtained a HG should repeat the course.
- 19.2.4 HS (Attendance Only) – Attendance Only courses are courses that require the attendance of students without examinations and are not considered for the purpose of graduation.
- 19.2.5 HW (Compulsory Present) – This course is a credit course where attendance is required. Credits for this course are not included in the calculation of Credit Earned, Credit Counted, GPA and CGPA.
- 19.2.6 KK (Credit Exemption) – Credit for courses exempted for students who have undergone prior learning.
- 19.2.7 KP (Credit Transfer) – Credits are transferred from one programme to another programme, University transfers, new programme admissions and student transfer as specified.

- 19.2.8 L/G (Passed / failed) – Students are required to enrol in this course. Students who fail must re-enrol next semester or when the course is offered. Credit for this course is not counted in GPA and CGPA calculations but Pass results will be displayed in the Student Academic Transcript.
- 19.2.9 M0 (Zero Score) – It is given to students who do not submit coursework or do not directly answer the final exam questions of a course. However the Faculty / Centre should consider the grant of the course during the Faculty / Centre Examination Committee Meeting to replace the M0 grade.
- 19.2.10 MP (Postponing Study) – Refers to students who have been postponing study for an academic semester with Senate approval.
- 19.2.11 TD (Withdrawal) – This status is given for a course which a student has withdrawn from within the stipulated period. No grade point will be awarded, and as such, none will be included in the calculation for the CGPA. The course will nonetheless be recorded in the transcript.
- 19.2.12 TH (Not present) – Refers to students who do not attend the final examination of a course or are barred from sitting for a course. However, the Faculty / Centre should determine the grade of the course during the Faculty / Centre Examination Committee Meeting to replace the TH grade.
- 19.2.13 TL (Incomplete) – Awarded to a final year project or industry training that takes more than a specified period. TL will be given during the semester, and grades will be given in the following semester.

19.2.14 TS (Not completed) – This grade is given to students who do not sit for the final examination or are unable to complete the coursework for a particular course because of a confirmed illness or other reasons that can be accepted by the University. Students who obtain TS grade must sit for a special examination to replace the final examination or will be instructed to complete his/her coursework during the next semester. Maximum TS period is only one (1) semester.

19.2.15 TT (Discipline) – 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.

19.2.16 UK (Repeat Course) – Courses repeated by students who have failed in the course. Repeat course credit is not used for CGPA calculation purposes.

19.3 Based on the GPA and CGPA, a student will be given the following status for the overall assessment:

Table 7: Academic Standing Category

STATUS	DEFINITION
Pass (KB)	GPA/CGPA \geq 3.00
Conditional Pass (KS) ⁸	2.00 \geq GPA/CGPA \geq 2.99
Fail (KG)	GPA/CGPA $<$ 2.00

19.4 Appeal to Review Course Grade

19.4.1 An appeal to review a course grade should be submitted to the Dean of the respective faculty after the temporary results have been announced by the Faculty. The appeal should be accompanied by a payment of RM50.00 (non-refundable) per course.

⁸ Conditional Pass (KS) – Students are given the KS (Conditional Pass) status if they obtained a CGPA between 2.00 and 2.99. The students can continue their study but must improve their CGPA to 3.00 or higher in the following semester.

- 19.4.2 To seek a review, a student must notify the Faculty in writing within the specified period after the announcement of the temporary results.
- 19.4.3 The final results should be endorsed by the Faculty Graduate Studies Committee.
- 19.4.4 Each result given is based on this method and duly endorsed by Senate is final, and no further appeal will be entertained.
- 19.4.5 In the case of a new mark/grade for a course is given upon a re-evaluation, the new mark/grade will replace the earlier one, and the CGPA will be re-calculated accordingly.

20. TERMS FOR REPEATING COURSES

- 20.1 In general, the minimum passing grade for each course is 2.0 (C). However, certain courses may impose a higher passing grade according to respective faculty requirement.
- 20.2 Students who obtain a grade point of less than 2.0 (C) in any course are required to repeat the course. His / her CGPA is calculated based on the latest grade obtained for the course.
- 20.3 Students are not allowed to repeat a course if he/she has obtained a grade point of 3.0 (B) and above.

21. EXAMINATIONS

21.1 Pre-Examination Submissions

21.1.1 Taught Courses

- 21.1.1.1 All coursework components (e.g., assignments, case studies, laboratory reports and etc.) of the taught courses are to be completed and submitted according to the schedule set

by the respective Course Lecturer/Course Coordinator.

21.1.2 Research Project Report

21.1.2.1 An unbound copy of the research project report shall be submitted to the Programme Coordinator to be checked for conformity to the format stipulated in the 'Guide to Thesis Writing' before it can be allowed to be submitted for examination. Failure to conform may result in the rejection of the report.

21.1.2.2 Once the copy is deemed acceptable, the student must submit TWO (2) ring-bound softcover copies and ONE (1) soft copy of the report on a CD to the Programme Coordinator of the respective programme.

21.2 Examination

21.2.1 Courses

21.2.1.1 Assessments will be carried out during the semester. All written assessments are subject to the University Examination Regulations.

21.2.2 Project

21.2.2.1 The evaluation shall comprise of these components: Proposal, final project report and/or oral presentation.

21.2.2.2 After the oral presentation session, where applicable, students may be asked to modify the project report based on recommendations by the Panel of Examiners.

21.2.2.3 In the event of corrections/changes to be made in the report, students are required to resubmit an unbound copy to the examiners for verification and submit THREE (3) hardbound copies and a soft copy of the report on CD within ONE (1) month from the oral session to the Programme Coordinator. Submission of the hardbound copies is mandatory in order for the student to graduate.

21.3 Special Examination

- 21.3.1 A special examination can be conducted for a course that has a written test/examination to enable a student to complete and graduate within the stipulated duration of study.
- 21.3.2 A special examination will be offered based on the availability of resources and the proposal made by the Dean of Faculty to the University Graduate Studies Committee (UGSC). Special examination must be endorsed by the Senate.
- 21.3.3 Special examinations can be conducted for students who could not attend the examinations due to health issues, emergency or death cases or other cases approved by the University Graduate Studies Committee (UGSC).

21.4 Re-administration of Examination

- 21.4.1 The University reserves the right to re-administer an examination as it deems fit under the following situations:
- i. That a leak has occurred in the written test paper.
 - ii. Students are not able to sit for the examination due to natural disasters or issues that threaten national security.
 - iii. Other reasons deemed appropriate by the Senate.

22. POST-EXAMINATION/PRE-GRADUATION

22.1 Examination Results

- 22.1.1 The final grade for a course will only be released to students after the Senate's endorsement.
- 22.1.2 An appeal can be made by students to review any particular grade obtained in an examination for any course. This is to be made by filling the Application Form for Review of Examination Results (PPS-23) provided by the Centre for Graduate Studies within two weeks of the releasing the results. Any appeal received after the stipulated period will not be entertained. A fee of RM100.00 per course will be charged for each review appeal.
- 22.1.3 Decisions on the appeal cases are final. Appeals for the review of marks obtained for the Special Examination are not allowed.
- 22.1.4 The above rules are also applicable to research projects.

22.2 Pre-Graduation Checklist

- 22.2.1 It is the student's responsibility to ensure that s/he has fulfilled or is about to fulfill all requirements for graduation. This can be done prior to the final semester's results being released, i.e. based on projected results.
- 22.2.2 As per academic requirements, the following points are pertinent:
 - a) Students must obtain a minimum CGPA of 3.00;
 - b) Students who fail an elective course may replace it with another elective course;
 - c) The grades for all attempts will be recorded, but only the best results will be taken into account when calculating the CGPA (i.e. repeat courses will be considered as replacements).

22.3 Research Project

- 22.3.1 The research project is a fixed-period course and as such, students who have registered for the course will receive a grade point after that period. Students should note the following:
- The extension of final project report requires approval by the University Graduate Studies Committee (UGSC). The extension is on a case-by-case basis. Any extension can run up to a maximum of not more than one (1) semester.
 - If a period of extension is not obtained, the research project will have to be repeated until the minimum grade is attained. Students repeating his/her research project are required to select a new topic.

23. GRADUATION

23.1 Conferment of Degree

Table 8 : Academic Standing

Academic Standing	Research Project Status	Conferment of Degree
	Pass	Master's degree by coursework
	N/A	Not Qualified

- 23.1.1 A Master degree will be awarded to students who have fulfilled the following requirements:
- Accumulated the stipulated total credits requirement for the respective programme;
 - Achieved a minimum average grade of B (CGPA 3.00), calculated based on all courses taken throughout the duration of the study;
 - Satisfied all conditions as stated in section 21.2; and
 - Completed the minimum period of study and not exceeded the maximum period allowed.

- 23.1.2 Apart from the academic requirements, candidates have to fulfil all of the following requirements:
- a) Currently a registered candidate (not withdrawn, defaulted, deferred or terminated);
 - b) Free of any financial commitments and debts to the University and has made full settlement of fees;
 - c) Free from any pending disciplinary action.

23.2 The conferment of degree is subject to approval by the Senate.

24. TERMINATION OF STUDY

24.1 Senate has the right to terminate a student who provided false information during his/her application and registration process to the University.

24.2 A student may be terminated at any given time by the University in the event the student:

- i. Failed to register for one semester without any written notice or a valid reason in writing to the Dean of CGS;
- ii. Exceeded the maximum duration of study;
- iii. Failed his/her thesis examination;
- iv. Failed to pay the fees or other payment within the period of time stipulated by the University;
- v. Has been found guilty of committing academic offences by the University Student Disciplinary Committee.
- vi. Has been found guilty of committing criminal offences by the other Authority other than the University.

24.3 An international student is required to cancel their existing student pass (including dependants, if any) in the event the student is terminated from study by the Senate. Students are required to apply for the Check out Memo (COM) within two (2) weeks from termination approval by submitting their passport, outbound flight tickets and other related documents. In the event that a student failed to report to CGS by end of the second week, CGS reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration.

- 24.4 Students that been terminated from the programme by the Senate may appeal for reinstatement to the programme. The student can submit an official appeal to the Dean of CGS within thirty (30) days from the date of the termination letter.
- 24.5 The reinstatement shall be approved by Dean of CGS on the condition that there is no outstanding fee or no other unsettled issues with the Faculty/Academic/Centre and University (completion of CGS forms, summons, possession of university assets or inventory, etc). Once reinstated, the duration of student will continue thereon.

25. PLAGIARISM / ACADEMIC FRAUD / DISCIPLINARY ACT

- 25.1 Students are responsible for writing their thesis, proposal, research articles using their own words. Quotations from published or unpublished sources and the sources of any other materials must be clearly cited and acknowledged. A systematic style of citation and references must be adhered to. Sources of visual presentations such as photographs or maps must also be clearly indicated.
- 25.2 Students are reminded that the University is strongly against plagiarism/academic fraud.
- 25.3 Student who has been reported committing plagiarism/academic fraud/disciplinary act will be referred to the University Students Disciplinary Committee. If the student is found guilty of committing plagiarism/academic fraud/ disciplinary act, the punishment will be imposed according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.
- 25.4 Turnitin similarity index shall be less than 20 percent (%) of the overall thesis/dissertation/research project report and must be verified by the Main Supervisor.

26. CONFLICT OF INTEREST

- 26.1 In the event of conflict of interest involving any academic staff and the student in the graduate studies programme, the academic staff must withdraw his/her involvement related to the student study programme/work.
- 26.2 Potential and/or real conflict of interest can be defined as:
- i. A family relationship; or
 - ii. A business/commercial/financial relationship; or
 - iii. A working and/or employer-employee relationship which may rise a conflict of interest in the workplace
 - iv. A personal, social and legal relationship
 - v. Co-authored in any published work.
 - vi. Currently engaged as Co-researchers or joint venture project/work.
 - vii. Any situations that may compromise the professional and unbiased work between the Thesis Examination Committee with the Supervisors (Main and Co-supervisor) and/or student can also defined as conflict of interest⁹.
- 26.3 Further explanation on conflict can also be referred to MQA Advisory Note No. 3/2017 and Advisory Note No. 4/2016.

⁹ Source: Adapted from Massey University Conflicts of Interest Guidelines, 2011