



# UPNM

National Defence University of Malaysia  
Kewajipan • Maruah • Integriti



# GRADUATE STUDIES RULES AND REGULATIONS

2nd Edition

CENTRE FOR GRADUATE STUDIES  
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA

## DEFINITIONS

These regulations are named the Universiti Pertahanan Nasional Malaysia (UPNM) Graduate Studies Rules and Regulations. In these regulations (unless stated otherwise):

1. 'Graduate studies' means studies at the Master's and Doctor of Philosophy levels.
2. '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.
3. 'University' means Universiti Pertahanan Nasional Malaysia.
4. 'Senate' means the Senate of UPNM.
5. 'Regulations' means the regulations governing the graduate studies.
6. 'Faculty' means any Faculty/Institute/Centre established by UPNM.
7. 'CGS' means the UPNM Centre for Graduate Studies.
8. 'UGSC' means the University Graduate Studies Committee.
9. 'TOEFL' means the Test of English as a Foreign Language conducted by the Educational Testing Service International.
10. 'IELTS' means the International English Language Testing System conducted by the British Council.
11. 'Research Proposal' means any document comprising of Background Research, Research Objectives, Hypothesis, Problem Statement/Research Questions, Literature Review, Methodology, Expected Findings, Conclusion and References.
12. 'Candidate' means any student who has enrolled and is in the process of preparing or conducting his/her research work.
13. 'Full-time Candidates' means candidates who are required to follow and complete a programme within the duration stipulated by the University.
14. 'Part-time Candidates' means candidates who are required to follow and complete the same curriculum content as that of full-time students for a longer duration of study.

15. 'Registration' means the official recording of a student's name to study in a particular programme.
16. 'Enrolment' means the process when any candidate registers as a student.
17. 'Supervisor' or 'Chairman' means any person nominated by the Faculty/UGSC to supervise and advise a candidate on his/her programme of studies.
18. 'Co-supervisor' means any person nominated by the Faculty/UGSC and appointed to work with the Supervisor in supervising a candidate on his/her programme of studies.
19. 'Examiner' means any person appointed by the Faculty/UGSC to examine a candidate's academic thesis.
20. 'Internal Examiner' is any academic staff of the University proposed by the Faculty/UGSC to examine the work submitted by a candidate for a specific degree.
21. 'External Examiner' means an individual who is not a staff of the University; proposed by the Faculty to examine the work submitted by a candidate for a specific degree.
22. 'Deferment' means postponement of study.
23. 'Thesis' means a document submitted as a required fulfilment for the programmes by research work.
24. 'Thesis Examination Committee' means a committee appointed to undertake the examination of a thesis.
25. 'Viva voce' means an oral examination, especially in reference to a thesis defence as part of the Thesis Examination requirements.
26. 'Dean' means the Dean of CGS.

## 1. ADMISSION REQUIREMENTS

1.1 Applicants for graduate programmes at Universiti Pertahanan Nasional Malaysia (UPNM) must fulfil the following requirements:

a. Master's Programme

- i. A bachelor's degree in related field to the programme\* 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 or equivalent qualification in related field to the programme\* with a minimum CGPA of 2.50 and not meeting a CGPA of 2.75 can be accepted subject to rigorous internal assessment; or
- iii. A bachelor's degree or equivalent qualification in related field to the programme\* not meeting a CGPA of 2.50 can be accepted subject to a minimum of 5 years working experience in any relevant field; or
- iv. Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL A Certificate (APEL T-7)).

\* For Computer Science programme

- i. A Bachelor's degree in Computing or in the area of science and technology or related to computing with a minimum CGPA of 3.00 or equivalent qualification from UPNM or any recognised university by the Senate; or
- ii. A Bachelor's degree in Computing or in the area of science and technology or related to computing or equivalent qualification with a minimum CGPA of 2.50 and not meeting a CGPA of 3.00 can be accepted subject to rigorous internal assessment; or
- iii. A Bachelor's degree in Computing or in the area of science and technology or related to computing or equivalent qualification not meeting a CGPA of 2.50 can be accepted subject to a minimum of five (5) years working experience in any relevant field; or
- iv. Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL A Certificate (APEL T-7)).

b. Doctoral Programme

- i. A Master's degree (with accreditation) in related field to the programme\* from UPNM or any recognised university by the Senate; or
- ii. Other qualifications that are recognised by the Senate as equivalent to a Master's degree.

\* For Computer Science programme

- iii. A Master's degree or equivalent and candidates must have completed at least one (1) of their earlier degrees (Master's or Bachelor's) in Computing or related to computing.

(Senate 90 No. 2/2021)

- 1.2 There shall be no direct entry from a bachelor's degree to a doctoral degree.

## 2. LANGUAGE REQUIREMENTS

- 2.1 English language proficiency requirement for foreign candidates is illustrated in the Table 1 below.

Table 1: English requirements

Type of Tests	Mode of Tests	Minimum Scores
TOEFL	Paper-based	550
	Internet-based	80
	Computer-based	213
IELTS		Level 5.5

- 2.2 Bahasa Melayu classes is available for foreign students (upon request) for basic proficiency in the language.
- 2.3 Exception is given to students originated from countries such as the US, the UK, Canada, Australia and New Zealand, in which English is their native language. However, students from these countries must submit evidence of support.
- 2.4 The English language requirement is not applicable for international students with a bachelor's and Master's degrees from Malaysian universities.
- 2.5 An international applicant for a postgraduate degree programme who has undergone his/her secondary education and bachelor's degree education in the English language shall be exempted from the requirement. Application for exemption must be accompanied by supporting documents.

## 3. APPLICATION FOR ADMISSION

- 3.1 Applicants must submit completed application forms with all the required supporting documents to the Centre for Graduate Studies (CGS).

- 3.2 All applicants must also submit a research proposal which includes the following:
- i. Introduction (Background Research; Research Objectives; Hypothesis, Problem Statement/Research Questions);
  - ii. Selected Literature Review (previous research);
  - iii. Methodology (Conceptual/Theoretical Framework, Gantt Chart);
  - iv. Expected Findings;
  - v. Conclusion;
  - vi. References.
- 3.3 Application Procedures
- 3.3.1 All applications shall first be reviewed by the relevant faculties whose recommendations will then be tabled at the University Graduate Studies Committee (UGSC) meeting.
- 3.3.2 The CGS and faculties may request for the applicant to satisfy additional conditions for admission to a specific programme with the endorsement of the UGSC.
- 3.3.3 Should the need arise, an applicant may be called for an interview by the respective Faculty in order to fulfil the eligibility requirements for admission.
- 3.3.4 Foreign applicants are required to provide evidence of adequate financial support (e.g. bank guarantee, scholarship, etc.)
- 3.4 An applicant who has been given a provisional offer of admission shall be granted full admission only after s/he has submitted proof of graduation which satisfies the admission requirements of the specific programme on or before the registration date.
- 3.5 The offer of admission is valid for one (1) academic semester only unless with written permission from the Dean of CGS.
- 3.6 Transfer Students from Other Universities/Institutions  
A student who is currently enrolled in a graduate programme in another university or institution may apply for transfer to an equivalent graduate programme at the University provided that his/her candidacy is in Good Standing and s/he meets the admission requirements of the programme. A letter of consent from his/her current university/institution must be submitted together with the application.
- 3.7 Restriction on Admission  
A student whose candidacy has been terminated by the University for any reason other than failure to register for more than two (2) semesters or one (1) year is not eligible for readmission into the same level of graduate programme at the University.

#### 4. REGISTRATION AND ENROLMENT

- 4.1 Successful applicants are required to register on the date stipulated by the CGS.
- 4.2 Deferment of Admission
- 4.2.1 A candidate may apply in writing to the Dean of CGS to defer his/her admission. When an application for a deferment of admission is approved, the candidate shall be notified of the new date of admission and any change in the admission regulations as endorsed by the University after the date of deferment of admission.
- 4.2.2 A candidate is not permitted to defer admission for more than two (2) semesters or one (1) year, unless with written permission from the University.
- 4.2.3 The offer of admission is automatically withdrawn if the candidate fails to apply for a deferment of admission within the stipulated time
- 4.3 Candidates must register and submit their progress report for every semester on the dates stipulated by the CGS. Failure to submit progress report will result in student barred for the subsequent semester.
- 4.4 Candidates who fail to register for two (2) consecutive semesters will have their candidacy terminated without notice.
- 4.5 Candidates must register for the following:
- i. Doctoral/Master's course every semester until the viva voce examination is complete; and
  - ii. a Doctoral/Master's Research Methodology course.
- 4.6 After submitting the thesis, a candidate must continue to register without financial implication for every semester until the viva voce examination is complete.
- 4.7 A student must register for the Research Methodology course not later than the second semester of his/her study. For the part-time mode, not later than in the third semester, failing which his/her candidature will be terminated.
- 4.8 A student is recommended to undergo proposal defence at certain duration as being mentioned in Table 2 below:

Table 2: Proposal Defence Duration

<b>Programme</b>	<b>Full Time</b>	<b>Part Time</b>
Master	< 2 <sup>nd</sup> Semester	< 3 <sup>rd</sup> Semester
PhD	< 3 <sup>rd</sup> Semester	< 4 <sup>th</sup> Semester

- 4.9 The Panel of Examiners consists of two (2) examiners proposed by the faculty. Outcome of the Proposal Defense must be addressed in JKPS meeting.

## 5. FEES

- 5.1 All fees shall be paid upon every registration. The amount of fees is subject to change from time to time by the University without prior notice and shall be applicable to new students only.
- 5.2 Sponsored full-time candidates must provide financial affidavit/offer of scholarship during the registration.
- 5.3 The fees paid by candidates who have applied for deferment within the first two weeks of the semester and have received approval shall be carried forward to the following semester.
- 5.4 A student who withdraws from study within the first two (2) weeks of a semester with the Dean's approval may apply for a refund of all fees paid by him/her to the University except for the registration fee, alumni fee, health insurance and services fee. Fees will not be refunded if the candidature is withdrawn after two (2) weeks of enrolment.
- 5.5 Candidates who withdraw after 30 working days of enrolment will not be refunded. However, only tuition (50%), examination (50%), alumni (100%) and convocation (100%) fees will be refunded.
- 5.6 The amount of fees throughout the study programme shall be specified by the University.
- 5.7 To comply with Malaysian law, all full-time international students and accompanying family members are required to acquire health insurance which must remain valid throughout the period of study.

## 6. DURATION OF STUDY

- 6.1 The duration of studies for graduate students is illustrated in the table below.

<b>Programme</b>	<b>Mode of study</b>	<b>Conventional Duration</b>	<b>Maximum Duration</b>
<b>Master's Programme</b>	Full-time	2 years	4 years
	Part-time	3 years	6 years
<b>Doctoral Programme</b>	Full-time	3 years	6 years
	Part-time	4 years	8 years

(Senate 90 No. 2/2021)



- 6.2 However, the Senate may allow exemptions for students who have produced outstanding achievements/tangible outputs and completed their studies within a shorter period.
- 6.3 Conversion of Mode of Study
- 6.3.1 A candidate is allowed to convert his/her mode of study from full-time to part-time and vice versa.
- 6.3.2 Application for conversion must be made in writing to the CGS through the Faculty.
- 6.3.3 Conversion of mode of registration is allowed only once.
- 6.3.4 If the application for conversion is approved, the remainder duration of study will be determined by the University.

## **7. ATTENDANCE DURING CANDIDATURE**

- 7.1 Candidates must fulfil attendance requirements as required by the supervisor(s).
- 7.2 Regular meeting or communication with the supervisors must be fulfilled by the candidates.
- 7.3 Candidates are required to present their research progress in colloquiums organised by the CGS, faculties/departments or any other institutions recognised by the CGS.

## **8. EXTENSION OF STUDY**

- 8.1 Candidates may apply to the CGS to extend their studies. Applications must be made in writing at least two (2) months before the expiry dates of their candidacy. Applications must be supported with strong justifications and endorsed by the supervisor(s). The maximum period of extension should not exceed two (2) semesters.

## **9. DEFERMENT/WITHDRAWAL**

- 9.1 A candidate may apply to defer his/her study by submitting an application in writing to the CGS. The period of deferment will not be considered as part of the duration of the study.
- 9.2 A student may apply for deferment two (2) months before or after semester begin. However, any application made after the seventh week will only be

considered based on medical grounds or any other valid reasons and supported with appropriate documents.

- 9.3 A student is not permitted to defer more than two (2) semesters except on medical grounds or any other valid reasons and supported with appropriate documents.
- 9.4 Approval for deferment will be given on case-by-case basis. Students with the deferment of study approval are not eligible to use any facilities provided for other students by the university.
- 9.5 A candidate who wishes to withdraw must submit an application in writing to the CGS. The application must be submitted to the Dean through the Faculty/Centre/Academy with the recommendation of the Advisor or Chairman of the Supervisory Committee.
- 9.6 A registered student may withdraw from his/her study at any time during the semester and must apply in writing to the Dean of CGS.
- 9.7 Existing student who fails to register for two (2) consecutive semesters will be recommended to be withdrawn from candidature.

## **10. SUPERVISION OF THESIS**

### **10.1 Master's Degree**

10.1.1 The main supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a doctoral degree.

10.1.2 Where the main supervisor is without the required qualification, a main supervisor must have at least five (5) years' experience:

- a) in teaching and research; or
- b) as a co-supervisor.

### **10.2 Doctoral Degree**

10.2.1 The main supervisor must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least two (2) years' experience:

- a) in teaching and research; or
- b) as a co-supervisor.

10.2.2 Where the main supervisor is without the required qualification, a main supervisor must have at least 10 years' experience:

- a) in teaching and research; or
- b) as a co-supervisor.

### 10.3 Criteria for Members of Supervisory Committee

10.3.1 A member of a Supervisory Committee may also be one of the following:

- a) An academic staff member who possess postgraduate qualification or has relevant professional qualification or with relevant expertise recognised by the University.
- b) A Research Fellow with relevant credentials who is appointed for a minimum period of one (1) year.
- c) A Research Officer with relevant credentials from any research institution recognised by the University.
- d) An individual with PhD degree or relevant credentials/specializations/industrial experiences recognised by the University.

### 10.4 Renomination of Supervisory Committee

10.4.1 A supervisory committee may be renominated under the following circumstances:

- i. Upon the withdrawal, resignation, incapacitation or disqualification of any member of the supervisory committee;
- ii. Where the Faculty/Centre/Academy deems it necessary that a member of the supervisory committee should be replaced;
- iii. Where the Faculty/Centre/Academy deems it necessary that additional members are required.

10.4.2 Renomination of the main supervisor or any member of the supervisory committee must be made not later than the second semester (Master's degree programmes) or the fourth semester (Doctoral degree programmes) except where a member of the Supervisory Committee:

- i. has retired or is about to retire;
- ii. is on a long leave of absence (for medical or any other reasons);
- iii. has resigned from the University;
- iv. has become disqualified; or
- v. has other reasons to withdraw from the supervisory committee as deemed acceptable by the University Graduate Studies Committee or its equivalent.

10.4.3 Where the original Chairman is replaced, the student is permitted to continue his/her existing study under the supervision of the new Chairman.

10.4.4 If the renomination is approved within the first three (3) months of the semester, it shall take effect immediately. Otherwise, the reconstitution shall take effect the following semester.

## 10.5 Supervisor-to-Student Ratio

10.5.1 The number of students who may be supervised by the Chairman of a supervisory committee shall be determined by the Faculty/Centre/Academy based on a number of factors including the Chairman's teaching load or duties at undergraduate and graduate levels, the capacity of his/her research laboratory, availability of research grants, and adequacy of research facilities in the Faculty/Centre/Academy.

10.5.2 The recommended supervisor-to-student ratio (with the supervisor acting as the Chairman of the supervisory committee) is as follows:

No.	Designation	Student : Supervisor Ratio
1	Professor (VK5)	1 : 14
2	Professor (VK6)	1 : 12
3	Professor (VK7)	1 : 10
4	Associate Professor	1 : 8
5	Senior Lecturer	1 : 6
6	Lecturer	1 : 4

## 11. CONVERSION OF CANDIDATURE

### 11.1 Conversion from Master's to Doctoral Degree Programme

A student may apply for conversion from a Master's (by research) programme to a doctoral degree programme. If the application is successful, the student is required to comply with all requirements for a doctoral degree.

11.2 Students with a bachelor's degree who have registered for a Master's degree programme may apply to convert their candidacy to a doctoral degree programme within one (1) year after the Master's degree registration.

11.3 An independent committee shall be appointed by the Faculty/Centre/Academy to evaluate the application for conversion and this committee shall make its recommendations to the Dean through the Faculty/Centre/Academy for approval by the University Graduate Studies Committee or its equivalent, and endorsement by the Senate.

11.4 The following rules apply. The student must:

- i. have published or show proof of acceptance of two (2) article in an indexed journal or its equivalent (e.g. book chapter) based on research done during candidacy;
- ii. submit an extended research proposal that meets the scope of a Doctoral degree;
- iii. have passed the conversion examination; and
- iv. conversion subjected to Senate approval

- 11.5 The Chairman of the Supervisory Committee shall verify in writing in the form of a report that the student:
- i. has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
  - ii. demonstrates critical, analytical and independent thinking skills; and
  - iii. has a good understanding of relevant research design and methodology.
- 11.6 The Faculty/Centre/Academy shall appoint an independent committee, comprising a minimum of three members with the Coordinator of Graduate Studies of the Faculty/Centre/Academy, or his/her representative as the Chairman.
- 11.7 The independent committee shall:
- i. evaluate the extent to which the Master's research has progressed and the proposal for the doctoral research via a seminar presentation;
  - ii. advise the student of areas to be examined;
  - iii. conduct the conversion examination (which will consist of written as well as oral examinations); and
  - iv. submit a comprehensive report to the CGS through the Faculty/Centre/Academy highlighting the merits and achievements that will support or justify the conversion.
- 11.8 If the conversion is approved within the first seven (7) weeks of the semester, it shall take effect immediately. Otherwise, conversion shall take effect the following semester.
- 11.9 The decision of the committee shall be submitted to the CGS for Senate approval.

## **12. APPOINTMENT OF THE THESIS EXAMINER**

- 12.1 The Faculty/Centre/Academy must submit the curriculum vitae of the proposed examiner who is an expert in the area of research. The nomination must be certified by the CGS.
- 12.2 An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in relevant field and the appointment must be subjected to the approval of the Senate.
- 12.3 An external examiner appointed must be from a field related to the research made to ensure the quality of research.

## 12.4 Master's Degree

12.4.1 One (1) external examiner shall be appointed for the research mode candidate. The external examiner is an independent examiner who must not be a member of the University. S/he must also not be a supervisor/co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:

- i. Possesses a PhD qualification or an academician with five (5) years' experience in teaching and research.
- ii. Has produced Master's graduate(s).

12.4.2 One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and do not have any conflict of interest with the student or the supervisory committee members.

12.4.3 These examiners shall also be members of the Thesis Examination Committee

## 12.5 Doctor of Philosophy

12.5.1 Two (2) external examiners shall be appointed for the research mode candidate. The external examiners are independent examiners who must not be a member of the University. They must also not be a supervisor / co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:

- i. An Associate Professor or equivalent;
- ii. Possesses a PhD or professional qualification;
- iii. Has produced PhD graduate(s);
- iv. Has at least five (5) years of experience in the relevant research area beginning from the date of receiving the PhD.

12.5.2 In certain cases, one (1) consultant with an expertise in the related field or a subject matter expert from industry who is not an academician but has involved in the research activities/academic writing/publications shall be appointed as an external examiner and they will also become members of the Thesis Examination Committee.

12.5.3 One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and do not have any conflict of interest with the student or the supervisory committee members.

12.6 The appointment of external examiners must not have any conflict of interest (close family link or professional networking) with the students and the supervisors.

- 12.7 The examiners must not involve or have personal interest with the research of examined thesis.

### **13. THESIS EXAMINATION**

#### **13.1 Thesis Examination Committee**

- 13.1.1 Members of the Thesis Examination Committee shall be appointed by the UGSC based on the recommendation of the relevant Faculty/Centre/Academy. The Committee shall comprise the chairperson, the external examiner(s), the internal examiner and the dean/representative of CGS.
- 13.1.2 The Chairperson of the Thesis Examination Committee shall be nominated from amongst the academic members of the Faculty where the candidates are placed. The main role of the chairperson is to moderate the viva voce examination and submit a report of the examination to the CGS.
- 13.1.3 The examiners shall be appointed from amongst the academic staff or researchers of appropriate seniority, and shall possess the expertise and an established reputation in the relevant area as stated in Section 12.
- 13.1.4 Members of the Thesis Examination Committee shall not in any manner related to each other, to the Supervisor(s) or to the candidate who is being examined.

#### **13.2 Thesis Submission for Viva Voce Examination**

- 13.2.1 A notice of intention to submit a thesis must be given by the candidate at least three (3) months prior to the actual submission date.
- 13.2.2 Student must ensure that all fees have been paid prior to submitting thesis for examination. CGS has the right to suspend the viva voce examination if the fees are not fully paid.
- 13.2.3 The thesis should be written either in English or Bahasa Melayu. Other language requirement is subject to the Senate's approval.
- 13.2.4 The thesis must be prepared in accordance to 'UPNM: Guide to the Thesis Writing'.

### 13.3 Viva Voce and Thesis Examination

- 13.3.1 Upon receipt of thesis, each examiner will be given one (1) month for a Master's thesis and two (2) months for a Doctor of Philosophy thesis to evaluate and submit a report of thesis examination to the CGS.
- 13.3.2 The viva voce examination shall be convened when all the examiners' reports have been received.
- 13.3.3 The viva voce examination can be held with the attendance of the Thesis Examination Chairman, an internal examiner and a minimum of one (1) external examiner. When this is not possible, only one examiner absentee is allowed.
- 13.3.4 A candidate is considered to have passed the viva voce examination if s/he has successfully defended his/her thesis and has fulfilled all the requirements of his/her degree.
- 13.3.5 The degree shall be awarded based on the report of the thesis submitted by the examiners and viva voce examination; both of which the candidate must pass.
- 13.3.6 The acceptance of the thesis may be categorised as follows:
- c) Accepted  
A thesis is accepted without any amendments and corrections.
  - d) Accepted with Minor Corrections  
A thesis is accepted with minor corrections including reformatting of chapters, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, and other minor improvements including improvements in spelling, grammar and syntax. The correction must be made within a period of not more than three (3) months.
  - e) Accepted with Major Corrections  
A thesis is accepted with major corrections including extensive revision of the entire thesis to improve the quality such as major improvement in the description of methodology, statistical re-analysis of research data, removal of research chapter(s), re-discussion of results, and improvement in spelling, grammar and syntax. The corrections must be made within a period of not more than six (6) months.



f) Resubmission of Thesis

The thesis is to be re-submitted if it does not meet the scope of the degree for which it is intended, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection. Resubmission of the corrected thesis must be made within a period of not more than two (2) semesters subject to the following conditions:

- i. The candidate must continue to be a registered student (full fees) of the University for the following semester;
- ii. The candidate must comply to the procedures as determined from time to time by the University;
- iii. The candidate must undergo viva voce examination;
- iv. Only one (1) resubmission is permitted;
- v. Failure to submit within the specified time shall result in the termination of candidature.

g) Rejection of Thesis (The degree will not be awarded)

A candidate would be considered to have failed the examination if his/her thesis fails to meet the requirements of Doctor of Philosophy or Master's academic level, or is found to have been plagiarised or committed academic fraud.

#### 13.4 Final Thesis Submission

13.4.1 A candidate whose thesis is accepted with corrections is given a time frame subject to the types of corrections. The candidate is to submit a soft-bound copy of the amended version to the CGS for endorsement by the Senate.

13.4.2 A candidate may apply in writing to the CGS for an extension of the final submission date of his/her thesis. The application must be made through the supervisor(s). The UGSC may, at its discretion, extend the date for final submission of a thesis for a maximum of 60 days.

13.4.3 The Chairperson of the Thesis Examination Committee shall be responsible in ensuring that all required amendments and corrections have been made in the thesis.

13.4.4 The internal examiner(s) shall verify that all corrections have been made based on the report of the examination.

13.4.5 The intellectual property of the thesis submitted shall belong to the University.

- 13.5 Appeal to review the Thesis Examination results.
- 13.5.1 A student can appeal against the Thesis Examination result of his/her thesis/dissertation.
- 13.5.2 An appeal against the thesis assessment result shall only be made if the student is not satisfied with the result and must provide strong justification or reason to CGS.
- 13.5.3 An appeal against the thesis assessment result shall be considered based on the following basis:
- i. A reasonable condition that disrupts the student's achievement in which is unknown to the examiner during the evaluation.
  - ii. Evidence indicating conflicts in thesis assessment procedure, e.g. mistakes in the thesis examination process or writing the examination report. This may cause concern and doubt that the result would be different if the mistakes do not occur.
  - iii. Evidence indicating unfairness or inaccurate assessment from one or more examiners.
- 13.5.4 A student is not allowed to contest against the declaration made by the Panel of Examiners related to academic values.
- 13.5.5 Complaints on inefficient supervision or administration before the thesis submission to the CGS cannot be accepted as the ground of appeal.
- 13.5.6 The application for an appeal must be submitted in writing to the Dean of CGS through the student's supervisor with the acknowledgement and endorsement from the Faculty Postgraduate Studies Committee (JPSF).
- 13.5.7 A student is allowed to appeal just once.
- 13.5.8 The application must be made within four (4) weeks from the release date of the official results. Any appeal received after the period will not be entertained.
- 13.5.9 The Dean of CGS upon receipt of the appeal must establish a Thesis Examination Review Committee. The Committee shall comprise of:
- i. Professor as Chairperson;
  - ii. two (2) Professors or Associate Professors in the related field;
  - iii. two (2) other members who are Professors or Associate Professors;
- and

- iv. the Assistant Registrar at the Faculty/Centre/ Academy as the Secretariat.
- 13.5.10 The Thesis Examination Review Committee member must have the experience of supervising and examining the degree of research and no prior involvement in this case. "Prior involvement" is defined as has supervised, advised, guided students or discussed students' research with the supervisor concerned with the student project.
- 13.5.11 The Thesis Examination Review Committee will consider the following written statements as deemed relevant:
- i. the student's written statement
  - ii. the report issued by JPSF
  - iii. the viva report (Chairman Report Form)
  - iv. the student's thesis
  - v. any related supporting documents (if necessary).
- 13.5.12 The student can be called upon by the Thesis Examination Review Committee (if necessary) to explain his/her appeal.
- 13.5.13 The Thesis Examination Review Committee may invite the Chairman of the Thesis Examination Committee or examiners to be present to obtain background information on the student's thesis examination result.
- 13.5.14 The decision of the Thesis Examination Review Committee shall be submitted to the Dean of CGS for consideration and the decision is subject to endorsement by the Senate.
- 13.5.15 The decision endorsed by the Senate is final and no further appeal against the decision will be considered.
- 13.5.16 Proceedings from the Thesis Examination Review Committee are confidential and restricted only to the Thesis Examination Review Committee, CGS, UGSC and Senate. The student is not allowed to access the report from the Thesis Examination Review Committee.
- 13.5.17 The Thesis Examination Review Committee will review the authenticity of the student's appeal. The deliberation from all committee members will determine the fairness of the final result.
- 13.5.18 The Thesis Examination Review Committee may submit one of the following proposals:
- i. the appeal should be rejected;

- ii. the Senate invites the previous examiners to reconsider their decision in accordance with the rules and procedures approved;
- iii. the Senate appoints a new examiner/s.

13.5.19 The Thesis Examination Review Committee does not have the power to recommend the certification by the examiner to be set aside

(Senate 90 No. 2/2021)

#### **14. TERMINATION OF CANDIDATURE**

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

- i. Failure to register for two (2) consecutive semesters as stated in Section 4;
- ii. Failure to submit the corrected thesis within the time frame given after the thesis examination;
- iii. Failed in his/her thesis examination;
- iv. Exceeded the maximum duration of study;
- v. Violated any rule or regulation as stipulated by the University.

14.2 Students with an unsatisfactory result for two (2) consecutive semesters may be terminated from their course of study. However, the student shall be closely monitored and be given notice of their unsatisfactory progress throughout their course of study.

#### **15. AWARD OF DEGREE**

15.1 The Senate shall endorse the conferment of a Master's degree or Doctor of Philosophy to a candidate upon recommendation by the UGSC once all requirements for graduation have been fulfilled and all debts or dues owed to the university have been settled.

15.2 A Master's student shall submit:

- i. one (1) peer-reviewed article which has been accepted for publication; and
- ii. one (1) presentation in a seminar/colloquium or equivalent excluding proposal defence.

15.3 A doctoral student shall submit:

- i. two (2) peer-reviewed articles which have been accepted for publication with at least one (1) of the articles is published in a journal (excluding publication of conference proceeding in a journal); and
- ii. two (2) presentations in seminars/colloquiums or equivalent excluding proposal defence.

## **16. GENERAL**

### **16.1 Power of the Senate**

The Senate reserves the right to make, repeal, amend or overrule any article in the Graduate Studies Rules and Regulations at any time in the interest of academic excellence. Any new regulations on amendment to the said regulations shall be made known to the candidates before the commencement of the candidates' academic session.

### **16.2 Plagiarism / Academic Fraud**

Candidates are responsible for writing their thesis 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. Candidates are reminded that the University is strongly against plagiarism / academic fraud and examiners are empowered to penalise candidates found guilty of plagiarism / academic fraud, which may lead to expulsion or suspension from the programme. Turnitin similarity index shall be not more than 20% of the overall thesis.

### **16.3 Conflict of Interest**

In the event of conflict of interest involving any academic staff and the candidate in the Graduate Studies Programme, the academic staff must withdraw his/her involvement.

### **16.4 Dress Code**

Candidates must abide by the University dress code while in campus.