ACADEMIC RULES and REGULATIONS
(Amendment 2011)
for Post Graduate

Master Degree Programme
by COURSEWORK
FOREWORD

Academic Rules and Regulations (Amendment 2011) Graduate Studies

The Academic Rules & Regulations (Amendment 2011) is an important point of references to all postgraduate students in UiTM. Students are encouraged to read and be familiar with all provision, applicable to their program of study as they will be accountable for any action which is contrary to the regulations.

Senate Approval:
March 2012
Contents

Part One
Definition 2-11

Part Two
1.0 The Body Governing the Policy and Supervision of Postgraduate Studies 14
1.1 Senate 14
1.2 Postgraduate Academic Board (PGAB) 14
1.3 Faculty Postgraduate Academic Committee (FPGAC) 16
2.0 Entry Requirements 17
2.1 Entry Qualifications 17
3.0 Application 17
4.0 Registration and Fees 18
4.1 Student's Registration 18
4.2 Course Registration 18
4.3 Adding / Dropping of Course 18
4.4 Credit Transfer 19
4.5 Withdrawal from Studies 19
4.6 Fees 20
  4.6.1 Types of Fees 20
    4.6.1.1 Tuition Fees 20
    4.6.1.2 Fees for Repeating the Course 20
    4.6.1.3 Fees for Deferment of Studies 20
    4.6.1.4 Fees to Add / Drop Courses 20
    4.6.1.5 Fees for Change of Programme/Mode of Studies/ Campus 20
    4.6.1.6 Fees for Application of Special Leave 20
    4.6.1.7 Fees for Remarking of Scripts 20
    4.6.1.8 Fees for Appeal to Continue Studies 20
  4.6.2 Payment of Fees 21
4.7 Rate of Fees 21
5.0 Graduate Student's Status 21
5.1 Maintained Status 21
5.2 Revocation of Student's Status 21
6.0 Postponement of Study 21
7.0 Mode of Study 22
8.0 Duration of Study 22
8.2 Switching the Mode of Study 22
8.3 Special Leave 22
9.0 Programme Structure 23
10.0 Student's Attendance 24
11.0 Types of Courses 24
11.1 Core Courses 24
11.2 Elective Courses 24
11.3 Audit Courses 24
11.4 Courses Without Grades 24
12.0 Dissertation 25
12.1 Guidelines for Writing Dissertations 25
13.0 Continuous and Final Assessments 25
14.0 Permission Not to Sit for Final Assessment of a Certain Course 26
15.0 The Administration of Final Assessment 27
16.0 Re-assessment 27
17.0 Dissertation Evaluation Procedure 27
17.1 Dissertation Examiners 27
17.2 Submission of Dissertation to Examiner 28
18.0 Academic Conferment 28
19.0 Award 28
21.0 Excellence Award 28
  21.1.1 Faculty Post-Graduate Award (APF) 28
  21.1.2 Excellent Candidate Award (ASC) 29
20.0 Assessment Results and Evaluation 29
20.1 Table of Grade Value 29
20.2 Fail Status 30
20.3 Incomplete Status (TL) 31
20.4 Does not Fulfill Stipulated Requirement Status (ES) for Audit Course 31
20.5 Calculation of GPA and CGPA 31
  20.5.1 Grade Point Average 31
  20.5.2 Cumulative Grade Point Average 32
20.6 Academic Achievement and Requirement for Continuation of Study 32
20.7 Status of Probation 32
  20.7.1 Probation 1 (P1) 32
  20.7.2 Probation 2 (P2) 32
20.8 Requirements for Repeat Courses 32
20.9 Assessment Transcript 33
21.0 Disciplinary Action On Student’s Assessment 33
22.0 Termination From Study 33
23.0 Appeal 34
23.1 Appeal for Remarking of Final Assessment 34
23.2 Appeal for Extension of Study 34
24.0 Others 36
ABBREVIATION

IHL - Institution of Higher Learning
GPA - Grade Point Average
CGPA - Accumulative Gred Point Average
IGS - Institute of Graduate Studies
FPGAC - Faculty Postgraduate Academic Committee
PGAB - Postgraduate Academic Board
UiTM - Universiti Teknologi MARA
ASC - Anugerah Sarjana Cemerlang
1.0 Academic Conferment

1.0.1 Masters Degree
A Masters Degree is the conferment awarded to students who have fulfilled study programme requirements at Masters level and have satisfied the conditions stipulated by the University upon the Senate’s endorsement.

1.1 Academic Staff
Academic staff appointed by the University, including Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, and other individuals employed in teaching in the University.

1.2 Appeal for Re-Marking of Final Assessment Answer Script
A remarking process of the final examination script of a particular course that has final assessment.

1.3 Appeal for Study Extension
A process that considers students’ appeal of assessment results.

1.4 Audit Course
Audit courses taken by students but do not contribute to the accumulation of credit units.

1.5 Awards
Awards given to students based on their academic achievements.

1.6 Bursar
The University’s key financial officer who is appointed by the Board of Directors under Section 22 Act 173.

1.7 Candidate
One who has been offered a study programme and has postponed registration.

1.8 Chairman of Faculty Cluster
An individual appointed by the Vice Chancellor to head a particular faculty cluster.
1.9 **Complete Status**
Status given to students who have passed and completed all academic requirements and conditions of the University.

1.10 **Comprehensive Exam**
Assessment that includes students’ major courses as a prerequisite for research.

1.11 **Core Courses**
Compulsary courses taken in a programme by students that must be passed.

1.12 **Course**
A subject or training programme (in all forms), listed in a plan of study for a particular programme.

1.13 **Courses Without Grade**
Courses in the study plan taken by students with PASS or FAIL status.

1.14 **Co- Supervisor**
A lecturer/officer appointed to assist the Supervisor.

1.15 **Credit Transfer**
A total credit given to a student for an equivalent course taken in other Institutions of Higher Learning approved by the senate.

1.15.1 **Credit Transfer Among IHL**
A total of credit for an equivalent course obtained by student from any IHL programme as agreed upon by the University.

1.15.2 **Internal Credit Transfer**
Internal Credit Transfer is for Masters by coursework students whose change of programme has been approved at the same level, where all the course grades with the same code or equivalent to the original programme are transferred to the new programme.
1.16 **Credit Unit**
The value of the load of one (1) credit unit is equivalent to forty (40) learning hours within a fourteen (14)-week semester. A student’s learning activity is considered one nominal value.

1.17 **Credit Values**
A credit value is the multiplication product of grade value and credit unit.

\[ \text{Credit Values} = (\text{Grade Value}) \times (\text{Credit Unit}) \]

1.18 **Cumulative Grade Point Average (CGPA)**
The cumulative grade point average is the average grade value obtained by a student in all examinations taken and calculated as follows.

\[ \text{CGPA} = \frac{\text{The total credit achieved for all semesters}}{\text{The total credit units accumulated for all semesters}} \]

1.19 **Dean**
An academic staff appointed by the Vice Chancellor under Section 8(2) of Act 173 to head a particular Faculty/Academy.

1.20 **Dean of Graduate Studies**
An academic staff appointed by the Vice Chancellor under Section 8(2) of Act 173 to head the Institute of Graduate Studies.

1.21 **Deputy Dean of Graduate Studies**
Academic staff appointed by the Vice Chancellor to assist the Dean of IGS.

1.22 **Deputy Vice Chancellor**
An officer appointed by the Minister under Section 20(7A) of Act 173.

1.23 **Director of Branch Campus**
The Director of Campus is an academic staff appointed by the Minister under Section 7(2) of Act 173, to act as the Management and Academic Chief of a UiTM branch campus.
1.24 **Director of a Study Centre**
An academic staff appointed by the Vice Chancellor to head a particular study centre under Section 8(2) of Act 173.

1.25 **Disciplinary Action**
Disciplinary action taken by the University Disciplinary Board on students who have breached the Education Institutions Act (Discipline) 1976 (Act 174).

1.26 **Elective Course**
Courses which students can take from any programme of study and contribute to the accumulation of credit units.

1.27 **Evaluation**
Evaluation is a measurement of a student’s performance either in a form of examination, thesis and academic assignments specified by a particular programme.

1.28 **Examiners**
An examiner is an academic staff who is responsible for carrying out all/part of continuous assessments and final assessment tasks within a particular period.

1.29 **Assessment**
Written/Oral test or any evaluation of assignment, written work or laboratory work/workshop/studio/practicum to be carried out by students.

1.30 **Assessment Result Slip**
The Assessment Result Slip is a statement that lists the detailed information of the assessment results for a particular semester endorsed by the Senate.

1.31 **Assessment Slip**
The assessment slip is a statement that lists all registered courses and this will allow students to sit for assessments in a particular semester.

1.32 **Examiner for Coursework Programme**
Lecturer/Officer appointed by the University to evaluate students’ achievement in their studies.
1.33 **Faculty**
Any academic entity established under Section 8(1) of Act 173.

1.34 **Faculty Clusters**
Groups of University faculties which are based on three (3) academic fields, that is, Science and Technology; Business and Management; and Social Sciences and Humanities.

1.35 **Faculty requirements**
A course or an activity determined by the Faculty as a requirement to fulfil the conditions before being awarded the Master’s Degree and the Degree of Doctor of Philosophy.

1.36 **Fees**
Specific fees charged upon registered students of the University.

1.37 **Full-time Student**
A student who studies under the full-time mode.

1.38 **Grade**
A value in the form of alphabet to show a student’s performance in a course.

1.39 **Grade Point Average (GPA)**
Grade Point Average is the achievement value of a student in a particular semester and calculated as the following:

\[
\text{GPA} = \frac{\text{Total registered credit values in the assessments for all semesters}}{\text{Total credit units accumulated for all semesters}}
\]

1.40 **Grade Value**
Grade values are numerical values awarded as indication of students’ performance in a particular course.

1.41 **Graduate Studies Curriculum**
The Graduate Studies Curriculum component includes University courses, core courses and elective courses.
1.42 **Graduate Studies Programme**
Academic program set by the University to confer Masters Degree or Doctor of Philosophy degree.

1.43 **Head of Graduate Programme**
An academic staff appointed by the Dean/Director of Campus to head and coordinate programmes of graduate studies at faculty level.

1.44 **Head of Graduate Studies**
An academic staff appointed by the Deputy Vice Chancellor (Academic and International) to head the respectives departments in IGS.

1.45 **Incomplete Status**
Status given to coursework students who have not completed project/disertation within a specified semester.

1.46 **Institute of Graduate Studies (IGS)**
An institute responsible to administer all affairs of post-graduate studies.

1.47 **Institutions of Higher Learning (IHL)**
All Institutions of Higher Learning other than the University.

1.48 **Internal Examiner for Research Programme**
Field experts from the University who are appointed to examine and evaluate students’ thesis.

1.49 **Invigilators**
An academic staff or officer or assistant examiner responsible for monitoring the running of an assessment according to assessment regulations as stipulated by the University.

1.50 **Main Supervisor**
A lecturer/officer appointed by the University to supervise research, monitor progress and writing of students’ thesis.
1.51 **Modes of Study**

Modes of study offered by the University are:

1.51.1 **Full time Mode**

Full-time Mode requires students to follow and complete the programme within the duration as stipulated by the University.

1.51.2 **Part time mode**

Part-time mode requires students to follow and complete the same curriculum content as that of the full-time mode for a longer duration of study.

1.52 **Panel of Examiners**

A group of appointed lecturers/officers assigned to evaluate students’ dissertation for programmes by coursework.

1.53 **Part Time Student**

A student who studies under the part-time mode.

1.54 **Plagiarism**

Copying of work/ideas of other’s from printed/electronic media without acknowledging the source.

1.55 **Plan of Study**

A plan of study is the curriculum components and study duration of a programme which depicts the specified courses to be taken for the purpose of conferment of a Masters Degree.

1.56 **Post Graduate Student’s Registration Slip**

A statement that lists the courses registered by the students for a particular semester.

1.57 **Post Graduate Studies Programme**

Academic program conducted through coursework/research mode as stipulated by the University to confer Masters Degree.

1.58 **Pre-requisites**

Requirements set by the program to enable the student to proceed to the next level. This pre-requisite does not contribute to accumulation of credit hours.
1.59 **Probation**
A status given to a student by coursework mode whose performance is not satisfactory.

1.60 **Registrar**
The Registrar is the key officer of the University’s Registrar office who is appointed by the University Board of Directors under Section 21 of Act 173.

1.61 **Reminder**
General reminder given to a student of by research mode whose performance is not satisfactory.

1.62 **Revocation of Student’s Status**
A status given to a student who fails to register and make payment of the fees within a specified period for each semester.

1.63 **Semester**
An academic session determined by the University according to the guidelines set by the Ministry.

1.64 **Senate**
The Senate is the University Senate established under Section 16A of Act 173 to provide advisory services to the University Board of Directors on all academic affairs of the University.

1.65 **Special Leave**
Leave applied by student to defer term of studies based on specific reasons and approved by the Faculty, endorsed by the IGS.

1.66 **Student**
A student is an individual who is registered with the University to enrol in a post graduate programme, has paid the tuition fees and registered for courses.

1.67 **Student Disiplinary Board**
Student Disciplinary Board established under Section 5(1) of the Education Institutions Act (Discipline) 1976 (Act 174) to hear student disciplinary cases.
1.68 Study Postponement
Permission given to a candidate who has not registered with the University, to delay registration due to certain reasons.

1.69 Suspension of Study
Suspension of study is a penalty by the University Disciplinary Board that disallows students from resuming their study for a specified period of time.

1.70 Temporary Suspension
Temporary suspension status is imposed on:

1.70.1 Students who fail to attend a University Disciplinary Board hearing for a disciplinary offence, after being summoned verbally and in writing.

1.70.2 Students who fail to pay any penalty/damages as stipulated by the University Disciplinary Board within a specified period.

1.71 The Faculty Postgraduate Academic Committee (FPGAC)
The Board is responsible for all the academic affairs of post graduate studies at the Faculty/ Branch Campuses.

1.72 The Postgraduate Academic Board (PGAB)
A body responsible to look into post-graduate academic affairs.

1.73 The University Board of Directors
The University Board of Directors consists of members appointed by the Minister under section 13 of Act 173.

1.74 Dissertation
Academic writing from research presented by students for evaluation towards the conferment of Masters and PhD.
• The term dissertation refers to graduate academic writing in research mode programmes.

1.75 Transcript
The transcript is the official statement printed by the University that lists the students’ detailed assessment results throughout the duration of the study.
1.76 **UiTM Branch Campuses**
UiTM Branch campus is a branch of the University established under Section 7(2) Act 173.

1.77 **University**
University means the Universiti Teknologi MARA (UiTM) established under the Universiti Teknologi MARA Act 1976, Universiti Teknologi MARA 1976 (Act 173) Amended in 2006.

1.78 **University’s requirements**
A course or an activity determined by the University as a requirement to fulfil the conditions before being awarded the Masters Degree.

1.79 **University Courses**
Compulsary courses as specified in the plan of study as stipulated by the University.

1.80 **Vice Chancellor**
The Vice Chancellor is appointed by the Minister to act as the University’s Chief Executive under Section 20 of Act 173.

1.81 **Viva Voce**
Oral presentation by students to defend their thesis/dissertation to a panel of examiners.
1.0 THE BODY GOVERNING THE POLICY AND SUPERVISION OF POSTGRADUATE STUDIES

1.1 Senate

The Senate is the University’s principle body which passes relevant academic affairs decisions under Section 16A, Act 173.

1.1.1 The Senate comprises:

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Vice Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td>Deputy Vice Chancellor, Assistant Vice Chancellor, Dean/Head of Learning Centre</td>
</tr>
<tr>
<td></td>
<td>Three (3) Campus Directors appointed by the Vice Chancellor for a duration of two (2) years</td>
</tr>
<tr>
<td></td>
<td>Three (3) Professors appointed by the Vice Chancellor for a duration of two (2) years</td>
</tr>
<tr>
<td></td>
<td>Other personnel who are appointed (co-opted)</td>
</tr>
</tbody>
</table>

| Secretary:      | Registrar |

1.2 Postgraduate Academic Board (PGAB)

PGAB is the academic advisory body comprising highly accredited academicians whose duties include revising, deliberating and proposing to the Senate matters related to graduate studies in the University.
1.2.1 **PGAB members appointed by the Vice Chancellor include:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td>Deputy Vice Chancellor (Academic Affairs Division)</td>
</tr>
<tr>
<td>Substitute Chair:</td>
<td>Dean of IGS</td>
</tr>
<tr>
<td>Member:</td>
<td>Academic Development Director</td>
</tr>
<tr>
<td></td>
<td>All Deans/Permanent Proxy (Deputy Dean (Academic))</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Assistant Registrar (Academic) IGS</td>
</tr>
</tbody>
</table>

1.2.2 The Board is accountable to the University Senate.

The Board ensures that the Academic Regulations of the Graduate Studies are adhered to.

The Board has the prerogative to perform the following on behalf of the Senate:

- Approving applications (including research proposals) for graduate programmes;
- Endorsing the selection and approving the appointment of the main supervisor, second supervisor, third supervisor and the graduate student advisor;
- Ensuring and approving suitable courses in research methods for the benefit of the graduate students;
- Ensuring the provision of suitable sources for the graduate student’s research, effective supervision schedule and supervisory procedures to monitor the graduate student’s development;
- Extending or deferring the graduate student’s registration period to an appropriate one provided it does not restrict the permitted extension period stipulated in the Academic Regulations of the Graduate Studies;
- Approving the application for graduate studies registration of which the candidate is required to carry out the proposed research overseas;
- Approving the conversion of graduate programmes;
• Approving the application to amend matters related to graduate student’s supervision;
• Approving the application to withdraw from any graduate programmes;
• Approving proposals related to examination regulations;
• Acknowledging and considering reports and examiner’s suggestions regarding the conferment of Master’s and PhD Degree;
• Continuously monitoring all registered, current research;
• Checking, for the benefit of the student, the supervision schedule of which the graduate student has been assigned to an external supervisor (from outside UiTM);
• Acknowledging the examiner’s suggestions and making decisions based on works published under the Academic Regulations of the Graduate Studies;
• Ensuring the sustainability of University academic excellence;
• Ensuring that the interest and welfare of the graduate students are maintained.

1.3  Faculty Postgraduate Academic Committee (FPGAC)

FPGAC is a committee which is responsible for managing the graduate programme at the faculty/branch campus level.

1.3.1  The members of FPGAC, appointed by the Faculty Dean include:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td>Dean / Most Senior Lecturer</td>
</tr>
<tr>
<td>Substitute Chair:</td>
<td>Deputy Dean / Most Senior Lecturer</td>
</tr>
<tr>
<td>Member:</td>
<td>All lecturers coordinating the Faculty Graduate programme, three (3) most senior lecturers who posses experience in research and supervision at the Faculty.</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Deputy/Assistant Registrar / Executive Officer</td>
</tr>
</tbody>
</table>
1.3.2 The duties and responsibilities of the FPGAC include graduate programme management, observation, supervision and administration at the Faculty. This includes:

- the curriculum affairs of the Faculty graduate programme
- academic assessment and examination
- student selection
- the selection, change and candidacy of the thesis supervisor
- monitoring of the quality of research and theses
- the selection and candidacy of thesis examiner
- credit transfer and exemption
- appeals of the remarking of examination scripts dissertations
- endorsement of research progress reports
- application of appeal to continue programme of study
- application of change of campus
- application of change in the mode of study
- other duties directed by the University from time to time

2.0 ENTRY REQUIREMENTS

2.1 Entry Qualifications

Candidates who wish to enrol in the graduate studies programme must possess the following qualifications:

a) Bachelor’s (Hons) from UiTM; OR
b) Bachelor’s (Hons) from any institution of higher learning accredited by the Senate; OR
c) Bachelor’s (Hons) in a related field, OR
d) other equivalent qualification / experience approved by the Senate; AND
e) other requirements as specified by the University.

3.0 APPLICATION

3.1 Applications should be made using the Post Graduate Studies Application Form.
3.2 Each application will be referred to the FPGAC which will decide on the status of the application. The result will be submitted to the Dean of IGS for further action.

3.3 Students in the coursework programme who failed and are dismissed / lost their status as University students are not allowed to reapply into the same programme, but can be considered for entry into other programme after one (1) semester.

4.0 REGISTRATION AND FEES

4.1 Student’s Registration

4.1.1 Graduate students are required to register every semester on the stipulated date.

4.1.2 Any late registration without the University’s approval will be fined RM250.00 plus an additional RM10.00 for each consecutive working day.

4.1.3 A student’s status drops if he/she does not register within fourteen (14) days including weekends from the last date of registration as mentioned in 4.1.1

4.2 Course Registration

4.2.1 Students must register for the current semester’s courses within the stipulated time stated in the postgraduate academic calendar.

4.2.2 Students must follow all courses registered as stipulated in the schedule of the programme.

4.2.3 Students with ‘Probationary’ status are not allowed to register for more than nine (9) credit units per semester.

4.3 Addition / Dropping of Courses

The process of online addition/dropping of courses must be done within the time stipulated in the post graduate academic calendar.
4.4 Credit Transfer

4.4.1 Students who have undergone the graduate programme in University or other IHL accredited by the Senate may apply for credit transfer for the credit units earned from courses that are equivalent to the respective courses in University.

4.4.2 Students who failed / did not graduate / dismissed from graduate programme at the University or other IHL will not be considered for credit transfers.

4.4.3 Application for credit transfer of any course must have at least 75% in content with the related course at the University.

4.4.4 The minimum grade that can be considered for credit transfer is B.

4.4.5 The maximum total credit units transferred should not exceed one third (1/3) of the total credit units of the programme of studies at University.

4.4.6 The academic qualification that can be considered for application of credit transfer must not be more than five (5) years from the date of graduation.

4.4.7 Students are required to fill in the Credit Transfer Form. Applications must be approved by the FPGAC.

4.5 Withdrawal from Studies

4.5.1 Students can withdraw from studies by filling in the Withdrawal Form and returning the student card to IGS.

4.5.2 First semester students who have registered but withdrew within 28 days after registration, are eligible for 80% refund of tuition fees. There will be no refund if the application for withdrawal is done after 28 working days.

4.5.3 Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.
4.6 Fees

4.6.1 Types of Fees

Students registered with the University are to pay the following fees:

4.6.1.1 Tuition Fees
Fees to be paid for courses registered

4.6.1.2 Fees for Repeating the Course
Fees to be paid at the beginning of every semester for the facilities provided by the University

4.6.1.3 Fees for Deferment of Studies
Fees to be paid by new students who apply for deferment of studies.

4.6.1.4 Fees to Add / Drop Courses
Fees to be paid by students who intend to add / drop courses after the stipulated deadline by the University.

4.6.1.5 Fees for Change of Programme / Mode of Studies/ Campus
Fees to be paid by students who apply for change of programme/ mode of studies/ campus.

4.6.1.6 Fees for Application of Special Leave
Fees to be paid by students who apply for Special Leave.

4.6.1.7 Fees for Remarking of Scripts.
Fees to be paid by students by coursework who apply for the remarking of their final examination paper.

4.6.1.8 Fees for Appeal to Continue Studies
Fee to be paid by students who are dismissed and applying for re-entry.
4.6.2 Payment of Fees

4.6.2.1 Students are required to pay tuition fees in the time stipulated for every semester.

Students will lose their student status if they fail to pay their fees within the stipulated date or time.

4.6.2.2 Any candidate who did not pay the tuition fee, will not be allowed to sit for the examination or the dissertation will not be graded.

4.7 Fees Rate

University has the prerogative to amend the fee rate

5.0 GRADUATE STUDENT’S STATUS

5.1 Maintained Status

The student’s status will be maintained if student’s registration, course registration and fees payment conditions are met.

5.2 Revocation of student’s status

Students will lose their status as students if the student fails to fulfill any requirement on student registration, course registration or fees payment stipulated in 4.0.

6.0 POSTPONEMENT OF STUDY

6.1 Successful candidates may consider postponing registration by filling in the Postponement of Studies Form and paying the postponement fees. Postponement of studies is only allowed once.

6.2 Registered students, who are unable to start their studies due to unforeseen circumstances beyond their control, are allowed to postpone the studies without paying the fees by filling in the Postponement of Studies Form.
7.0 MODE OF STUDY

7.1 The University offers both full-time and part-time courses at Graduate level. Application to switch the mode of studies can be made by filling in the relevant forms and getting the approval from FPGAC.

7.2 Application to switch mode of studies can only be made twice throughout the length of study.

8.0 DURATION OF STUDY

8.1 Switching the Mode of Study

<table>
<thead>
<tr>
<th>Mode of study</th>
<th>Duration of Programme</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Part-time</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td></td>
<td>3</td>
<td>3</td>
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<td>4</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

Students are allowed to apply for a maximum of two (2) semesters of Special Leave throughout the length of studies. Each application is valid for one semester only.

8.2 Special Leave

8.3.1 Students are allowed to apply for a maximum of two (2) semesters of Special Leave throughout the length of studies. Each application is valid for one semester only.

8.3.2 Application for Special Leave must be made in writing by filling in the Special Leave Application Form endorsed by the Faculty’s Head of Graduate Programme to be considered for approval by the Dean of IGS.

8.3.3 Students who have already paid the registration fees and were later given a Special Leave approval for the semester are allowed to carry forward the fees to the following semester.
8.3.4 For students who paid for the registration fees and later were given Special Leave approvals for two consecutive semesters, the fees will subsequently be forfeited.

8.3.5 Students with approved Special Leave have to retain their graduate student status by paying the Special Leave fees required by the University for each semester the leave is applied for.

8.3.6 Students on Special Leave are not allowed to use any facilities and services provided by the University for each semester in which the Special Leave has been approved.

8.3.7 Special Leave is not deemed part of the Duration of Studies in the University. Students are required to complete a minimum duration of studies as indicated in 8.1 and have to pay the full fees for the minimum duration of studies.

9.0 PROGRAMME STRUCTURE

The plan of study is subjected to the programme of study offered by the faculty. It depends on the current needs in expertise, facilities and resources available

The Masters programme is offered based on one of the followings:

9.1.1 Coursework
The structure of studies comprises core and electives courses, courses with no grades and audit courses.

9.1.2 Coursework and Dissertation / Project
The structure of studies comprises core and electives courses, courses with no grades and project.
10.0 STUDENT’S ATTENDANCE

10.1 It is compulsory for students to attend lectures, supervision sessions as well as other learning activities such as seminars/ workshops/ tutorials/ laboratory or studio work/ site visits.

10.2 Students who fail to achieve 80% of the attendance without written permission from the Faculty/ State Campus / IGS, are not allowed to sit for the final assessment and will be given an F Grade with a ZZ status.

11.0 TYPES OF COURSES

11.1 Core Courses
A compulsory course for students as required by the respective programs.

11.2 Elective Courses
Courses selected by students from a list of courses offered by the respective programs

11.3 Audit Course

11.3.1 A course taken to enrich knowledge with the approval of the Head of the Post Graduate Programme.

11.3.2 Audit course(s) must be registered in order to be recorded in the Assessment Result Slip and Student’s Transcript.

11.3.3 Audit course(s) will not be included in the CGPA.

11.4 Courses Without Grades

11.4.1 Courses that need to be taken by students as required by the respective programs.

11.4.2 Students will be be awarded either a ‘Pass’ or ‘Fail’.
12.0 DISSERTATIONS

12.1 Guidelines for Writing Dissertations

12.1.1 Students cannot propose dissertation that have been submitted to the University or IHL.

12.1.2 Plagiarising other people’s work is strictly prohibited and students are subjected to UiTM Plagiarism Policy.

12.1.3 Students are encouraged to publish or present their research findings while undergoing the program. The status of the writer as a graduate student of UiTM must be stated and the University duly acknowledged and credited.

12.1.4 Number of words

The number of words for dissertations, not exceeding 30,000 words excludes footnotes, quotations, appendices, tables and diagrams.

12.1.5 All dissertations must be in English. Applications for an exemption can be made to the Senate.

12.1.6 Guidelines for the format and writing of the dissertations can be found in the latest edition of Guidelines for Post Graduate Thesis published by IGS.

12.1.7 Findings from the research will be the copyright of the University.

13.0 CONTINUOUS AND FINAL ASSESSMENT

13.1 Students are assessed according to the study program that has been planned and approved by the University.
13.2 Students are assessed in the following manners:

13.2.1 On going assessments.

13.2.2 Course assignments and final assessment.

13.2.4 Progress report of dissertation/ project.

13.2.5 Oral assessment (viva voce), when necessary, to defend dissertation/ project in front of a panel of examiners.

13.3 Course(s) must be registered by the students for assessment.

13.4 All assessments results are subject to endorsement by the Senate.

14.0 PERMISSION NOT TO SIT FOR THE ASSESSMENT OF A CERTAIN COURSE

14.1 A written application for exemption for a certain course should be submitted to the Dean of the concerned faculty. This application will be presented to the FPGAC of the faculty to be considered before the date of assessment of the said course.

14.2 In case of emergency, a written application for exemption for an assessment which has been conducted for a certain course must be submitted to the Dean of the concerned faculty within three(3) days after the assessment of the said course is held.

14.3 A written application for exemption for a final assessment for a certain course should be submitted together with relevant original documents like medical certificate or testimony issued by the University Health Centre / government clinics/ public health centre/ hospital and the medical panel of their respective employer.

14.4 If the application is approved, students will be given an XX Status for the said course. In the case of a failed application, students will be given a YY status in which the on-going marks for the said course will not be considered.
15.0 THE ADMINISTRATION OF FINAL ASSESSMENT

15.1 The duration of final assessment is as stated in the IGS Academic Calender.

15.1.1 Final assessment will be administered by the faculty/branch campus that offer the concerned program.

15.1.2 The schedule and administration of an assessment will be determined by the Head of Graduate Programme of the concerned faculty.

16.0 RE-ASSESSMENT

The University reserves the right to administer a repeat assessment if it deems necessary.

17.0 DISSERTATION EVALUATION PROCEDURE

17.1 Dissertation Examiners

The evaluators consist of the following:

<table>
<thead>
<tr>
<th>Chairperson:</th>
<th>Dean of faculty or a representative appointed by the faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td>At least one internal examiner</td>
</tr>
<tr>
<td>Secretariat:</td>
<td>Faculty</td>
</tr>
</tbody>
</table>

The Secretariat is responsible for managing matters pertaining to the presentation of projects or *viva voce*. 
17.2 Submission of Dissertation to Examiner(s)
Upon submission of dissertation by the candidates, the faculty will forward a copy to the Examiner. Depending on the requirement of the programme, the students may be required to defend their dissertation before a panel of examiners.

18.0 ACADEMIC CONFERMENT

18.1 Student will be conferred the Masters Degree upon:

18.1.1 i) achieving a minimum of CGPA of 3.00; and
ii) achieving a minimum grade of B in all the core courses stated in the programme of studies;
iii) achieving a minimum grade of C in all the elective courses as stated in the programme of studies;
iv) fulfil all University requirements and regulations;
v) approved by the Senate

19.0 AWARD

19.1 Excellence Award

19.1.1 Faculty Post-Graduate Award (APF)
Candidates need to achieve a Grade Point Average (GPA) of 3.75 or above in the final semester based on the following categories of total minimum credit units:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Category A</th>
<th>Category B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>3.75 and above</td>
<td>12</td>
</tr>
<tr>
<td>Part time</td>
<td>3.75 and above</td>
<td>9</td>
</tr>
</tbody>
</table>

Never indicted with any disciplinary actions.
19.1.2 **Excellent Candidate Award (ASC)**

i) Completed within the minimum candidacy term;

ii) Achieved the Faculty Post-Graduate Award (APF) in every semester during the candidacy term;

iii) Never repeat any courses;

iv) Never received “TL” status;

v) Never indicted with any disciplinary actions.

20.0 **ASSESSMENT RESULTS AND EVALUATION**

20.1 The **GPA** schedule shows the achievement on assessment for all courses. The schedule is as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MARKS</th>
<th>NOTES</th>
<th>GRADE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>Pass with distinction</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>80-89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>75-79</td>
<td>Pass with credit</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>70-74</td>
<td>Satisfactory pass</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>65-69</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>60-64</td>
<td>Fail (for core courses)</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>55-59</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>50-54</td>
<td>Pass (for elective courses)</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>47-49</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>44-46</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>40-43</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>E</td>
<td>30-39</td>
<td></td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0-29</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
20.1.1 The result for each course is given the following status:
[Note: For YY and ZZ status, a grade value of 0.00 is given].

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES</td>
<td>Does not fulfill stipulated requirement</td>
</tr>
<tr>
<td>F1</td>
<td>Failed course for the first time</td>
</tr>
<tr>
<td>F2</td>
<td>Failed course for the second time</td>
</tr>
<tr>
<td>F3</td>
<td>Failed course for the third time</td>
</tr>
<tr>
<td>LU</td>
<td>Pass</td>
</tr>
<tr>
<td>PC</td>
<td>Credit exemption</td>
</tr>
<tr>
<td>PD</td>
<td>Credit transfer</td>
</tr>
<tr>
<td>TL</td>
<td>Incomplete</td>
</tr>
<tr>
<td>UD</td>
<td>Audit</td>
</tr>
<tr>
<td>XX</td>
<td>Absent from final assessment with permission</td>
</tr>
<tr>
<td>YY</td>
<td>Absent from final assessment or did not complete course work / project without permission</td>
</tr>
<tr>
<td>ZZ</td>
<td>Barred from taking the final assessment</td>
</tr>
</tbody>
</table>

20.1.2 Based on the GPA and CGPA, a student will be given the following result for the assessment:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LU</td>
<td>Pass</td>
</tr>
<tr>
<td>TM</td>
<td>Complete</td>
</tr>
<tr>
<td>P</td>
<td>Probation (Unsatisfactory)</td>
</tr>
<tr>
<td>D</td>
<td>Failed and dismissed</td>
</tr>
</tbody>
</table>

20.2 Fail Status

20.2.1 A fail status is given to students who obtain a grade less than B for a core course.

A fail status is given to students who obtain a grade less than C for an elective course.

20.2.2 A student who gets the fail status for the assessment results must repeat the course before the completion of study.
20.3 Incomplete Status (TL)

20.3.1 TL status is allowed throughout the duration of study.

20.3.2 TL status can be given to course project and dissertation which cannot be completed within the stipulated semester.

Repeated Fee is to be paid in the following semester until TL status is changed to a grade that is approved by the Examiner.

20.3.3 Student will be given a FAILED status and is dismissed if he/she exceeds the duration of study.

20.4 Does Not Fulfill Stipulated Requirement Status (ES) for Audit Course

20.4.1 Status (ES) is only given to student who undergoes audit course but does not fulfill the requirement stipulated by the said course.

20.4.2 An ES status student does not need to repeat the course.

20.5 Calculations of GPA and CGPA

20.5.1 Grade Point Average (GPA)

The formula used to calculate the Grade Point Average (GPA) is as follows:

\[
\text{GPA} = \frac{\text{The total credit values obtained in one semester}}{\text{The total credit unit obtained in the same semester}}
\]

Only grade value in the form of alphabets such as A, B, C, YY and ZZ containing numerical values will be considered in the calculation of GPA.
20.5.2  **Cummulative Grade Point Average (CGPA)**

The formula used to calculate the Cummulative Grade Point Average (CGPA) is as follows:

\[
\text{CGPA} = \frac{\text{The total credit values achieved for all semesters}}{\text{The total credit units accumulated for all semesters}}
\]

20.6  **Academic Achievement and Requirement for Continuation of Study**

A student needs to achieve a minimum CGPA of 3.00 to be considered a satisfactory performance to continue his/her study.

20.7  **Status of Probation**

Probation (P) status is given to a student with unsatisfactory performance.

20.7.1  **Probation 1 (P1)**

Student with a CGPA of above 2.80 and less than 3.00 for the semester.

20.7.2  **Probation 2 (P2)**

Student with a CGPA of above 2.80 and less than 3.00 with a P1 status in the previous semester.

20.8  **Requirements for Repeat Courses**

20.8.1  **A student who fails a course.**

20.8.2  **A student who fails a core course must repeat the course.**

20.8.3  **A student who fails an elective course can repeat the same course or an equivalent course in the plan of study.**

20.8.4  **A student is allowed to repeat a core or elective course twice (2 times) during the duration of study.**
20.9 Assessment Transcript

20.9.1 The official assessment transcript is issued upon certification by the Senate.

20.9.2 The official assessment transcript will not be awarded to the students who default the rules and regulations of the University.

21.0 DISCIPLINARY ACTIONS ON STUDENT’S ASSESSMENT

21.1 Candidates found guilty according to Regulation 3(j), 3(k) and 5 under the Regulations on Educational Institutions (Students’ Discipline) 1976, will be charged according to the University Disciplinary Board decisions.

21.2 Candidates indicted with the above charges will be given an F by the University Disciplinary Board.

21.3 Candidates found committing plagiarism in assignments/projects/dissertation will be subjected to action as stated in UiTM Plagiarism Policy 2012

22.0 TERMINATION FROM STUDY

Students with the following status will be terminated from the University:

<table>
<thead>
<tr>
<th>Code</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>obtained a CGPA of less than 2.80 for any semester; or</td>
</tr>
<tr>
<td>D3</td>
<td>obtained a CGPA of less than 3.00 with a Probation 2 (P2) status; or</td>
</tr>
<tr>
<td>D4</td>
<td>failed in a course for the third time, or</td>
</tr>
<tr>
<td>D5</td>
<td>have maximize the period of duration of study in accordance with the Postgraduate Academic Regulations; or</td>
</tr>
<tr>
<td>D6</td>
<td>passed all courses required by a programme and fulfilled all the requirements of the programme BUT acquired a CGPA of less than 3.00; or</td>
</tr>
<tr>
<td>D7</td>
<td>was absent for the assessment of all the registered courses for the semester without the approval of the University.</td>
</tr>
</tbody>
</table>

[Note: D2 is for examination results at diploma and degree levels].
23.0 APPEAL

23.1 Appeal for Re-marking of Final Assessment

A student who is dissatisfied with the assessment results may appeal for re-marking of the answer script(s)/dissertation/thesis. The appeal and fees must be submitted to the faculty within fourteen (14) days after the official announcement of the results by the University.

23.2 Appeal for Extension of Study

A student who is terminated may appeal to continue his/her study in accordance to the procedure stipulated by the University.

23.2.1 A student who failed and is terminated may appeal in writing to the Academic Board of Post Graduate Studies through the Faculty Postgraduate Academic Committee within fourteen (14) days after the official announcement of the results by the University.

23.2.2 The appeal must be submitted by filling up the Appeal Form for Extension of Study

23.2.3 Conditions of Appeal for Extension of Study

i) Student will only be allowed to appeal once throughout the duration of study

ii) Student who has failed and being terminated will only be allowed to appeal for extension of study based on the immediate preceding semester results.
iii) If the student obtained the following status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Appeal for extension of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>obtained a CGPA of less than 2.80 for any semester; or</td>
<td>Is not eligible to be considered.</td>
</tr>
<tr>
<td>D3</td>
<td>obtained a CGPA of less than 3.00 with a Probation 2 (P2) status; or</td>
<td>Is eligible to be considered if the CGPA is 2.98 and above, on condition that there still exists elective course(s) to be taken in the study plan.</td>
</tr>
<tr>
<td>D4</td>
<td>failed in a course for the third time, or</td>
<td>Is eligible to be considered if the CGPA is 3.00 and above.</td>
</tr>
<tr>
<td>D5</td>
<td>have used the maximum study duration in accordance with the Postgraduate Academic Regulations; or</td>
<td>Is eligible to be considered if the CGPA is 3.00 and above, and all courses need to be taken to complete.</td>
</tr>
<tr>
<td>D6</td>
<td>passed all courses required by a programme and fulfilled all the requirements of the programme but acquired a CGPA of less than 3.00; or</td>
<td>Is eligible to be considered if the CGPA is 2.98 and above on condition that there still exists elective course(s) to be taken in the study plan. (to fulfill a CGPA of 3.00, the student must sit for a minimum of two (2) courses or six (6) credit hours and obtain a minimum B+ grade)</td>
</tr>
<tr>
<td>D7</td>
<td>Was absent for the assessment of all the registered courses for the semester without the approval of the University.</td>
<td>Is not eligible to be considered.</td>
</tr>
</tbody>
</table>
23.3 A student granted the appeal to extend the duration of study is given the status X1.

23.4 The decisions on the appeal cases will be announced within the duration of fourteen (14) days after the appeal period ends. The decision is final.

24.0 OTHERS

The Senate has the right to take the appropriate action if the student is found giving false information about self or dissertation or academic works related to the study.

The University is entitled to amend the Academic Regulations with the consent of the Senate.

Any information not stated in this academic regulations handbook is the sole prerogative of the University.