# UNIVERSITI MALAYSIA PERLIS

**CENTRE FOR**
*GRADUATE STUDIES*

# GENERAL ACADEMIC INFORMATION FOR POSTGRADUATE DEGREE PROGRAMMES

## 2024 Edition

# PREFACE

This document contains information on general academic regulations, procedures, and guidelines for the postgraduate programmes. It is the responsibility of the students to familiarize and understand, with the rules and regulations, that any breaches may lead to disciplinary action and may disrupt the study of the students.

Universiti Malaysia Perlis (UniMAP) reserves the right to amend the rules and regulations in this document from time to time.

Centre for Graduate Studies (CGS)
Universiti Malaysia Perlis (UniMAP)
July 2024

**GENERAL ACADEMIC INFORMATION FOR POSTGRADUATE DEGREE PROGRAMME**

**Definition**

**"Academic"** refers to a full time academic member of the university or an instructor in permanent or contract position;

**"Centre for Graduate Studies (CGS)"** refers to the department established by the University to manage, administer and supervise postgraduate study programmes;

**"Co-supervisor"** refers to a person appointed as a Supervisor along with the Main-supervisor to supervise the student;

**"Degree"** refers to the award conferred by the University to a student who has fulfilled the requirements for a Master's degree or Doctor of Philosophy degree or its equivalent;

**"Department"** refers to any of the Faculty/Institute at the University;

**"Dissertation"** refers to documentation of the original research prepared and submitted by the candidate in a Master's programme by mixed mode;

**"JKIT"** refers to the Jawatankuasa Ijazah Tinggi formed at the Faculty/Institute level to coordinate and manage the academic affairs for graduate studies;

**"Faculty Evaluation Panel"** refers to panels of two (2) or more members, including a chairperson appointed by the respective Faculty/Institute, to assess a graduate student's research/project work;

**"External Examiner"** refers to a person from outside the University appointed by the Faculty/Institute with the endorsement of the JITU to examine and assess thesis of student in Master's and Doctor of Philosophy programmes;

**"Internal Examiner"** refers to a University's academic appointed by the Faculty/Institute with the endorsement of the JITU to examine and assess thesis of student in Master's and Doctor of Philosophy programmes;

**"Main-supervisor"** refers to a person appointed as a Supervisor to supervise the student;

**"JITU"** refers to Jawatankuasa Ijazah Tinggi Universiti;

**"Plagiarise"** refers to use an idea, word, or work of another person without acknowledging its source;

**"Programme"** refers to a postgraduate study programme;

**"Project report"** refers to documentation of the original project work prepared and submitted by the candidate in a Master's programme by coursework;

**"Senate"** refers to the Senate of Universiti Malaysia Perlis;

**"Student"** means a person who has been enrolled for a post graduate study programme at the University;

**"Supervisor"** refers to an academic appointed by the JITU on the Faculty's proposal to supervise the research works;

**"Thesis"** refers to the an extensive writing on research undertaken of a Master or Doctor of Philosophy Degree programme by research mode;

**"Thesis Evaluation Panel"** refers to a panel comprising all internal and external examiners to assess thesis and conduct viva-voce session;

**"University"** refers to Universiti Malaysia Perlis, the highest authority on academic matters in the university;

**"Viva-voce"** refers to an oral assessment session in which a student is required to present and justify his/her thesis to the Thesis Evaluation Panel;

**GENERAL ACADEMIC INFORMATION FOR POSTGRADUATE PROGRAMME**

1. **Introduction**

   These general regulations are applicable to all postgraduate students who are registered for postgraduate programmes at doctoral degree and master's degree levels. The objective of the regulations is to provide guidelines for students in planning and pursuing their postgraduate studies at UniMAP.

2. **Vision, Mission and Core Values**

   Vision: An internationally competitive technical university.

   Mission: To produce exemplary individuals who contribute to the nation's development and industrial competitiveness agenda.

   Core Values: Knowledge, Sincerity, Excellence

3. **Programme Mode**

   Universiti Malaysia Perlis (UniMAP) offers postgraduate programmes on Full Time and Part Time basis in the following modes:

   **3.1. Research Mode (RM)**
   - 3.1.1 Doctor of Philosophy (PhD)
   - 3.1.2 Doctor of Philosophy (PhD by Publication)
   - 3.1.3 Industrial Doctor of Philosophy
   - 3.1.4 Master of Science (MSc)
   - 3.1.5 MSc / PhD
   - 3.1.6 Master of Humanities (Religion)

   **3.2. Mixed Mode (MM)**
   - 3.2.1 Master of Science (Polymer Engineering)
   - 3.2.2 Master of Science (Electrical Power Engineering)
   - 3.2.3 Master of Science (Engineering Mathematics)
   - 3.2.4 Master of Science (Embedded System Design Engineering)
   - 3.2.5 Master of Science (Manufacturing Systems Engineering)
   - 3.2.6 Master of Science (Microelectronic System Design Engineering)

   **3.3. Coursework (CW)**
   - 3.3.1 Master of Business Administration (Engineering Management)
   - 3.3.2 Master of Science (Electrical and Electronic Engineering)
   - 3.3.3 Master of Science (Mechanical Engineering)

## 4. Delivery Mode

The postgraduate programmes are offered based on the following structures:

### 4.1 Research Mode

Students conduct research under the supervision of academic supervisors and prepare a thesis for the complete fulfilment of the graduation requirements.

### 4.2 Mixed Mode

Students will have to register and pass a certain number of taught courses as partial fulfilment of the graduation requirements. In addition, they will have to prepare a dissertation for the remaining partial fulfilment of the graduation requirements. The courses and dissertation are of equal weightage.

### 4.3 Coursework

Students will have to register and pass a certain number of taught courses as partial fulfilment of the graduation requirements, as well as complete a research project for the remaining partial fulfilment of the graduation requirements. The course component has a higher weightage than the research project.

## 5. Academic Residential Requirements

### 5.1. Research Mode
Physically and/or virtually present at the University for the period of study.

### 5.2. Mixed Mode and Coursework
Physically and/or virtually present at the University for the complete suggested credit hours in all semesters of the programme.

SENATE 102 No.3/2021

## 6. Duration of Study
The status of candidates as either part-time or full-time students determines the duration of their minimum, typical and maximum periods of study.

### 6.1 Research Mode (PhD/Industrial PhD and Master) Programmes

| Programmes | Typical (years) | Maximum (years) |
|---|---|---|
| PhD (full-time) – Research Mode | 3 | 5 |
| PhD (part-time) – Research Mode | 4 | 7 |
| Masters (full-time) – Research Mode | 2 | 3 |
| Masters (part-time) – Research Mode | 3 | 5 |

    i. A student is allowed to submit a thesis for oral examination 6 months earlier than the typical duration.

    ii. A student who wishes to submit earlier, may apply to JITU subject to a minimum period of two (2) years for PhD and one (1) year for a Master's Degree, upon

fulfilment of the programme requirements, publication conditions, and other excellent academic figure-of-merits.

SENATE 105 No.6/2021

### 6.2    Research Mode (PhD by Retrospective or Prior Publication) Pogrammes

| Programmes | Minimum (years) | Maximum (years) |
|---|---|---|
| PhD by Publication (full-time) – Research Mode | 0.5 | 2 |
| PhD by Publication (part-time) – Research Mode | 1 | 3 |

### 6.3    Mixed Mode and Coursework Programmes

| Programmes | Minimum (years) | Maximum (years) |
|---|---|---|
| Masters (full-time) – Mixed Mode | 1 | 3 |
| Masters (part-time) – Mixed Mode | 2 | 5 |
| Masters (full-time) – Coursework | 1 | 3 |
| Masters (part-time) – Coursework | 2 | 5 |
| MBA (full-time) - Coursework | 1.5 | 3 |
| MBA (part-time) - Coursework | 2 | 5 |

Note: For the international student, the part-time is available for expatriate candidates only.

SENATE 101 No.2/2021

## 7.  Credit Hours & Courses Offered

### 7.1. Research Mode

Credit hours are not defined under this structure. Similarly, courses are not formally taught. However, students are required to attend some workshops which will help them in their research, such as those on writing a research proposal, paper writing, research methodology and thesis writing.

### 7.2. Mixed Mode and Coursework Mode

The credit hour system adopts the concept of Student Learning Time (SLT) as guided by the Malaysian Qualifications Agency (MQA). The number of credit hours allocated is based on the delivery mode used to deliver the contents of a course/module. For every one (1) credit hour specified, students need to spend 40 hours of learning. For a course of three (3) credit hours, students will have to spend 120 hours, which involve both face-to-face meetings (lectures/laboratory work/tutorials etc.) and non-face-to-face activities.

Generally, the course offered (subject distribution) will be determined by the faculty/institute that offers the programme. Candidates are requested to inquire for the latest information about these from the Centre for Graduate Studies or the respective faculty/institute that offers the programme.

## 8. Application

**8.1** The candidate can apply through Online Postgraduate Application (OPA) system at www.opa.unimap.edu.my

**8.2** The completed application form must be submitted with the following documents:

a) Processing fee slip:

i. Malaysian Applicants – RM50 (non-refundable) via Cash Deposit Machine/ Counter/ ATM Transfer/ internet banking of Bank Islam Malaysia Berhad or online banking through JomPAY

ii. International Applicants – USD 30 (non-refundable) via telegraphic transfer through Bank Islam Malaysia Berhad or Bank Muamalat Malaysia Berhad.

Refer to CGS website for details: https://cgs.unimap.edu.my/index.php/en/bank-info/bank-information

b) Certified copy of degree with full Academic Transcripts or equivalent qualifications.

c) International Applicants - English competency score according to The Common European Framework of Reference (CEFR). Applicants with a degree from countries as enlisted in Appendix A will be exempted from this requirement. Refer Section 10 for details.

d) Letter of undertaking for scholarship/training award/study loan (if applicable).

e) Letter of approval/official leave from employer/relevant authorities to pursue this program (if applicable).

f) Copy of research proposal (for Research Mode applicants).

g) International Applicants - A copy of every page of the applicant's international passport and passport-sized coloured photographs for student pass/visa application.

### 8.3 Processing Duration

**8.3.1** Research Mode

Applications can be made at any time of the year. Notification of acceptance will be given within two (2) months from the date of receipt of the completed application form.

**8.3.2** Mixed Mode and Coursework
(a) The closing date of the application period is one (1) month before the beginning of the new semester.
(b) International applicants are recommended to apply two (2) months before the beginning of the new semester.
(c) Notification of acceptance or rejection will be made within two (2) weeks after the closing date.

## 9. Admission or Entry Requirements

Entry requirements for acceptance into the programmes are based on the following qualifications (and experience where applicable).

### 9.1. PhD Programme

**9.1.1** A Master's Degree in related fields from any of the institution of higher learning recognised by the University Senate; **or**

**9.1.2** Other qualification equivalent to master's degree recognised by the University Senate; **or**

**9.1.3** Direct entry from a Bachelor's Degree in related fields or other equivalent qualification with a first-class degree from a university recognised by the University Senate;

**9.1.4** Candidates need to pass a rigorous assessment as an entry requirement for direct entry to the PhD programme.

**9.1.5** The rigorous assessment for Malaysian and international student who graduated from public or GLC-private Universities in Malaysia are as the following:

a. Option 1

i. Attain at least a grade A- for final year project that is registered individually, **or**

ii. Has at least one year of working experience relevant to the programme of study.

b. Option 2

i. Attain at least an average of grade A- for twelve credit hours of core courses related to the programme of study, **or**

ii. Attain at least an average of grade A- for 12-credit hours for the third- and fourth-years courses that are related to the programme of study.

SENATE 70 No.4/2015; SENATE 76 No. 5/2016

**9.2. PhD (by Publication) Programme**

**9.2.1.** A Master's Degree in engineering or related fields with at least five (5) years experience in related fields; **or**

**9.2.2.** Other qualifications equivalent to a Master's degree as recognized by the University Senate with at least five (5) years experience in related fields.

**9.2.3.** An executive summary (in English) of the publications showcasing the results of research;

**9.2.4.** A compilation of most recent related research (not more than five (5) years);

**9.2.5.** Applicants must be a Malaysian citizen; and

**9.2.6.** Applicants must have publications that contribute to the scholarship of knowledge in the field and are acknowledged by academic peers. A formal application must be submitted to the Office of the Registrar and must include;

  i. Minimum of 5 publications[1] in alignment with the theme of the specialization; and

  ii. An executive summary of the above publications to demonstrate the applicant's contribution to knowledge in the field; and

  iii. Curriculum vitae (including a list of scholarly published work).

SENATE 75 No.4/2016

**9.3. Industrial PhD Programme**

**9.3.1** Applicants must currently be an employee in the industry in Malaysia as an engineer, researcher, or equivalent.

**9.3.2** Possess a Master's Degree in engineering or equivalent from a university recognised by the Malaysian government or an equivalent qualification recognised by the University Senate.

**9.3.3** Applicants must be a Malaysian citizen.

SENATE 75 No.4/2016

**9.4. MSc / PhD Programme**

**9.4.1** A Bachelor's Degree in related fields or other equivalent qualification recognised by the University Senate; **and**

**9.4.2** Attained a minimum CGPA of 3.30 (or equivalent) for fresh graduates or a minimum CGPA of 3.0 (or equivalent) for applicants with at least 3 years of relevant working experience.

**9.4.3** Attained a minimum grade of 75% or equivalent for international applicants.

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[1] *Minimum of 3 impact journal publications with impact factor of 5*.

<div align="right">SENATE 70 No.4/2015</div>

**9.4.4** Only for a full-time mode of study candidate.

<div align="right">SENATE 98 No.4/2020</div>

### 9.5. MSc Programme by Research Mode and Mixed Mode

**9.5.1** A Bachelor's Degree or equivalent in related fields with a minimum CGPA of 2.75 from a university recognised by the University Senate; **or**

**9.5.2** A Bachelor's Degree or equivalent in related fields with minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment:

a) Work experience in relevant fields or research experience recognized by the University Senate[2]; **or**

b) Obtained a minimum grade of B+ for final year project; **or**

c) Obtained a minimum grade of B+ for courses related to the applied postgraduate programme, with the approval of the University Senate;

**9.5.3** A Bachelor's Degree or equivalent in related fields not meeting CGPA 2.50 can be accepted subject to a minimum of 5 years work experience in relevant fields.

**9.5.4** Other equivalent qualifications recognised by the University Senate.

<div align="right">SENATE 71 No.5/2015, SENATE 75 No.4/2016</div>

### 9.6. MSc Programme by Coursework

**9.6.1** A Bachelor's Degree or equivalent in related fields with minimum CGPA of 2.50 from a university recognised by the University Senate; **or**

**9.6.2** A Bachelor's Degree or equivalent not meeting CGPA of 2.50 can be accepted with a minimum of 5 years of work experience in relevant fields.

**9.6.3** Any other equivalent qualification recognised by the University Senate.

<div align="right">SENATE 75 No.4/2016</div>

### 9.7. Master in Business Administration (Engineering Management) By Coursework

**9.7.1** A Bachelor's Degree in engineering/science/ technology or related fields with a CGPA of at least 2.50 from recognized universities/institutions recognised by the government and approved by the University Senate; **or**

**9.7.2** A Bachelor's Degree in engineering/science/ technology or related fields with a CGPA of at least 2.00 from recognized universities/institutions recognised by the government, and has at least five (5) years work experience in the related field and approved by the University Senate; **or**

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[2] *For each year of related experience, one year is equivalent to CGPA of 0.10. The equivalent CGPA will be added to the CGPA obtained by the candidate, to ensure that the minimum requirement CGPA of 2.75 is adequately met.*

**9.7.3** A Bachelor's degree in non-engineering with a CGPA of at least 2.50 from universities/institutions recognised by the government and has at least five (5) years work experience in engineering related fields and approved by the University Senate.

### 9.8. CGPA Equivalency Score

For applicants from universities that are using CGPA System with weightage other than 4.00, the following CGPA equivalency score can be used as guidelines.

| CGPA | Grade System | Percentage System | CGPA System (weightage other than 4.00) |
|------|-------------|-------------------|----------------------------------------|
| 3.00 | 2nd Class Upper | 65% | (CGPA obtained / maximum CGPA) x 4.00 *example: (3.75 / 5.00) x 4.00 = 3.00* |
| 2.75 | 2nd Class Lower | 60% | (CGPA obtained / maximum CGPA) x 4.00 *example: ( 3.44 / 5.00) x 4.00 = 2.75* |
| 2.50 | 2nd Class Lower | 55% | (CGPA obtained / maximum CGPA) x 4.00 *example: ( 3.13 / 5.00) x 4.00 = 2.50* |

SENATE 73 No. 2/2016

## 10. Language Requirements

**10.1** The medium of instruction for all programmes in UniMAP is English. International candidates are required to have the following level of English language competency according to The Common European Framework of Reference (CEFR).

| English Competency | Types of Examination | Minimum Scores* |
|-------------------|---------------------|-----------------|
| TOEFL | TOEFL iBT (Internet-based) | 40 |
| | TOEFL Essential (Online) | 7.5 |
| IELTS | IELTS/ IELTS Online | 5.0 |
| Pearson Test of English | PTE Academic / PTE Academic (Online) | 47 |
| Cambridge English | B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency | 154 |
| | Linguaskill Online | |

| ELS | Certified Intensive English Programme Level (CIEP Level) | 107 |
|---|---|---|
| MUET | MUET | Band 3.5 |

**10.2** Exemption of English language competency requirements in admission conditions of postgraduate programs for international candidates are as follows;
   (a) Candidates who do not meet the English language competency requirements (i.e. International research mode candidates who meet the academic requirements stated in 9.1, 9.4, 9.5, 9.6 and 9.7 but only attain a minimum grade of either IELTS 4.0, TOEFL iBT 30-31 or TOEFL Essential (Online) 5.0 or MUET Band 3.0); or
   (b) Candidates who do not have the complete English language competency, i.e. lack of speaking assessment component (Speaking) i.e. TOEFL ITP (Institutional Test Program); or
   (c) Candidates from countries where languages closely related to Malay are spoken, namely Indonesia, Brunei, Singapore, and Southern Thailand.

**10.3** For prospective students under categories of (a) and (b), the involved candidates will receive a Conditional Offer and must fulfil the English language competency requirements within a maximum of one (1) year for the Master's program or two (2) years for the Doctor of Philosophy program. Failure to meet these requirements will result in termination of their studies.

**10.4** The candidates involved are required to take the MUET examination or any other examination that is aligned with The Common European Framework of Reference (CEFR) to fulfil the English language competency requirements.

**10.5** Candidates who do not have the complete English competency (b) i.e. lack of speaking assessment component in TOEFL ITP with a minimum required score of: 433; need to either complete the TOEFL ITP Speaking with a minimum score:48, or pass the SMB20102 English for General Communication course, or achieve at least Band 3.5 in the MUET examination, or pass any other examination aligned with The Common European Framework of Reference (CEFR).

**10.6** An exemption from the English language competency requirement is granted to prospective students in category (c) for programs that are offered and conducted entirely in the Malay language; or

**10.7** International students who have obtained their academic qualifications from institutions where Malay is the sole language of instruction and intend to pursue higher-level studies in programs that are offered and conducted entirely in Malay.

SENATE 117 No. 1/2024

## 11. Upon Acceptance – Before & Upon Arrival

Upon acceptance to the postgraduate programme of your choice, successful applicants will receive a list of actions that need to be taken and general regulations to comply with

(such as to enter the country), and any other relevant and necessary information, in a separate document.

## 12. Registration

**12.1** Programme Registration

### 12.1.1 New students

a) New students pursuing postgraduate studies must register their candidature according to the offered terms and conditions during the period mentioned in the offer letter.

b) For new **Research Mode** students, the Centre for Graduate Studies allocates the first two (2) weeks of the commencement of the semester as the period for registration. Nevertheless, the offer letter sent to the students is valid for a maximum of six (6) months from the date of the letter issued.

c) If new students fail to register within the six (6) months from the issued date without any form of notification to the Director of Centre for Graduate Studies, the acceptance offer will automatically be null and void. The University has the right to withdraw the offer letter without prior notice.

d) Students are allowed to be registered in only one (1) programme at any given time.

e) A tuition fee invoice will be sent to the candidate together with the offer letter. Applicants are required to return the payment slip together with the completed registration form to the Centre for Graduate Studies as proof of payment.

f) Sponsored candidates are required to provide proof of financial assistance during registration.

g) Students are required to send a copy of the fully paid invoice to the Centre for Graduate Studies for documentation purposes.

h) Throughout a student's candidature at UniMAP, he/she is not allowed to register for or have been registered in any other programme, in a local or foreign university, without written permission from UniMAP.

i) Students are required to produce all original documents together with the offer letter during registration.

j) Once enrolled in a programme, the candidature of students shall only be interrupted by withdrawal, defaulting, termination, deferment, or graduation.

### 12.1.2 New Expatriate Students

a) New expatriate students are required to comply with all regulations as stipulated in 12.1.1.

b) New expatriate students registration are subjected to conditions/requirements as the following:

   i. Expatriates (through employer) need to apply to the Malaysian Immigration Department to obtain permission to study before enrolling as a part-time student.

   ii. If the expatriate / employee contract expires or is terminated, expatriates need to apply for a student pass from the Malaysian Immigration Department and change their mode of study to full-time.

   iii. Any rules are subjected to the rules of the Malaysian Immigration Department from time to time.

### 12.1.3 Renewal of Registration

a) Students are required to register at the beginning of each semester. Students must maintain continuous registration throughout the period of study, failing which they will be assumed to have defaulted their candidature.

b) Students who are not in a position to register on the required date will have to apply in writing, prior to the date of registration, to the Director of the Centre for Graduate Studies for deferment.

c) Under certain circumstances and at the sole discretion of the Director of the Centre for Graduate Studies, those without written permission may still be allowed to register late.

d) The candidature of the students will cease automatically once they have exceeded the maximum period of study for the programme. Under certain circumstances, students may apply for an extension, but this has to be done before the maximum period of study.

e) The candidature of students will also cease automatically when they have fulfilled the graduation requirements.

### 12.1.4 Concurrent Registration

a) Students are not permitted to register concurrently for any other programme of study that will lead to the award of any degree by UniMAP or any other institutions of higher learning without written permission from UniMAP.

b)  Concurrent registration is only permitted for collaborative programmes between UniMAP with another institution of higher learning.

c)  Subject to sub regulation (b), students found to be in breach of sub regulation (a) will have his/her candidature terminated without any fees, or any other payments made, refunded.

SENATE 75 No.4/2016

## 13. Fees

### 13. 1  Fee Payment

**13.1.1** The tuition fees for the postgraduate programmes at UniMAP are invoiced for **each academic semester.** Each year is divided into two (2) academic semesters.

**13.1.2** Two (2) types of fees are applicable – recurrent (R) and non-recurrent (NR). These fees are different for local and international students.

**13.1.3** All fees **must** be paid in full during registration at the beginning of each semester.

**13.1.4** Method of fee payment can be referred at CGS website: https://cgs.unimap.edu.my/index.php/en/bank-info/bank-information

**13.1.5** Students with outstanding tuition fees for two (2) consecutives semesters will be terminated of their candidature and will cease to have access to any of the facilities available at the university.

**13.1.6** Replacement of any lost and damaged item or re-examination of the thesis will be charged accordingly.

**13.1.7** The university reserves the right to change (modify and/or add) any fee details from time to time without prior notice to students.

### 13. 2  Fee Structure

The fee structure for the different programmes (PhD, MSc or MBA), mode of study (part-time or full-time), mode of programme (research, mixed mode or coursework) and etc. can be obtained from CGS website at:

https://cgs.unimap.edu.my/index.php/en/programme/fees-duration.

## 14. Financial Assistance and Scholarships

A candidate may seek financial assistance and scholarships to lessen the study cost. The following types of assistance are available.

### 14.1 External Funding

**14.1.1** There are many establishments or institutions in Malaysia and elsewhere that offer scholarships for studies at the postgraduate level. Candidates can inquire at the Centre for Graduate Studies for further information regarding this matter.

**14.1.2** Rules and regulations for applicants may differ from one provider to another.

**14.1.3** The amount of financial assistance is normally decided by the provider.

**14.1.4** Candidates are required to inform the Centre for Graduate Studies **IMMEDIATELY** if they receive external funding at any time during their candidature by providing the details of funding contract. **Failing to do so will be considered as an attempt of fraud and the candidate shall be liable for disciplinary action**.

**14.1.5** For information on funding from the Malaysian Government, details of the funding can be found at:

https://www.mohe.gov.my/perkhidmatan/biasiswa

### 14.2 Internal Funding

**14.2.1** This type of assistance is only available to full-time research-based postgraduate students.

**14.2.2** UniMAP offers three (3) possibilities of financial assistance.

a) Graduate Assistant (GA)

    i. One year contract renewable each year.

    ii. Part-time tutoring and laboratory supervision is applicable (maximum six (6) hours per week).

    iii. Waiver of tuition fees ONLY.

    iv. Fixed allowance at a rate of RM 1500 per month for PhD. students and RM 1000 for MSc students.

    v. Limited number of scholarships throughout the year.

b) Research Assistant (RA)

    i. Contract established monthly.

  ii. No waiver of fees.

  iii. Fixed daily allowance of RM 50 per day for MSc students and RM 65 per day for PhD students.

  iv. Source of funding comes from research grants of supervisors.

**14.2.3** Postgraduate Academic Activities Fund (PAAF)

 a) All active PhD and MSc students in UniMAP are eligible to apply for a maximum of RM 500 annually for their academic activities.

 b) A PhD student will be funded for a maximum of three (3) years and a MSc student will be funded for a maximum of two (2) years.

 c) Funds will be allocated using these criteria:

  i. Only **FULL-TIME** students can apply for this fund;
  ii. Students with outstanding fees are **NOT** eligible to apply;
  iii. Sponsored students are not eligible for this fund if they have outstanding fees amounting to more than one (1) semester.

 d) Funds are not available in terms of cash but can be obtained as financial aid.

 e) Financial aid can be requested to:

  i. Subsidise local conference registration fees, OR;
  ii. Subsidise transportation costs (bus or equivalent) to attend local conferences, OR;
  iii. Subsidise printing costs to publish journal papers, OR;
  iv. Subsidise other approved academic activities organized by the Faculty/Institute like seminars, short courses, purchase of consumables for research project, etc.

 f) Remaining or unused funds cannot be brought forward from one (1) year to another.

 g) Applications must be approved by the Supervisor, Dean of the Faculty/ Director of Institute and Director of Centre for Graduate Studies.

 h) All applicants are required to submit their application with the necessary documents **one (1) month prior to the date of the event.**

**14.2.4** Postgraduate Administration & Laboratory Activities Fund (PALAF)

 a) All active PhD and MSc students in UniMAP are eligible to apply for a maximum of RM 150 for each semester to fund their administration and laboratory activities.

 b) A PhD student will be funded for a maximum of three (3) years and a MSc student will be funded for a maximum of two (2) years.

c) Funds will be allocated using these criteria:

    i.   Students with outstanding fees are **NOT** eligible to apply;

    ii.   Sponsored students are not eligible for this fund if they have outstanding fees for more than one (1) semester.

d) Funds are not available in terms of cash but can be obtained as financial aid.

e) Students may use this financial aid to support their administration and laboratory activities **NOT** exceeding RM 150 per semester. Financial aid can be requested for:

    i.   the purchase of printing materials such as toner, A4 paper and etc., OR;

    ii.   the purchase of research materials (consumables).

f) Remaining or unused funds cannot be brought forward from one semester to another.

g) Applications must be approved by the Supervisor, Dean of the Faculty/ Director of Institute and Director of Centre for Graduate Studies.

h) All group applications are required to submit their application together with the information of activities and approval by the Supervisor and Dean of the Faculty/ Director of the Institute.

## 15. Interruption of Period of Study

Students may interrupt their period of study for the following reasons.

**15.1**    Withdrawal of Candidature

**15.1.1**  Students may apply to withdraw from a programme at any time via Online Postgraduate Information (OPI). The application is to be approved by the Supervisor, Dean of the Faculty/ Director of Institute and submitted to the Dean of the Centre for Graduate Studies.

**15.1.2**  The application should be made and approved within the first seven (7) weeks of commencement.

**15.1.3**  Students who have withdrawn their candidature may apply for readmission by submitting a fresh application for consideration.

**15.2**    Defaulting & Termination of Candidature

**15.2.1**  Students are considered to have defaulted their candidature if they fail to register in any one semester during their period of study.

**15.2.2** The Centre for Graduate Studies may terminate a student's candidature according to the rules and regulations as stipulated by the University.

**15.2.3** Students who have been terminated by the university may apply for reactivation. **Reactivation is allowed only once, and is subject to approval by the University Senate**.

**15.2.4** Conditions for reactivation are as follows:

a) Good academic standing.

b) Free from any misconduct.

c) All outstanding fees, current fees and all other charges (includes defaulting period) are duly settled.

d) The time lapse between termination and reactivation does not exceed 12 months.

e) Paid reactivation fee.

**15.3** Deferment of Candidature

15.3.1 Students may apply for deferment of candidature up to a maximum of two (2) semesters. This deferment period **WILL NOT BE** counted as part of the total period of study.

15.3.2 A student is not allowed to defer his/her study more than two (2) semesters throughout his candidature unless it is on medical ground(s) provided it is certified by Medical Officer of the University or from Government Hospital or any other valid reasons and supported with appropriate documents, subject to approval by JITU.

15.3.3 All applications for deferment must be submitted and approved before the intended period of deferment.

15.3.4 If the fees have already been paid for a given semester, and the student has applied and received approval for deferment within the first two (2) weeks of the semester, the fees shall be credited to the following semester.

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## 16. General Provisions

The University Senate reserves the right to introduce any further and future methods and implementation procedures within any of the provisions of these academic regulations. All such methods and implementation procedures must be observed by the student. The Vice Chancellor shall consider any appeal on any of the provisions under these regulations at his discretion and he shall make any considerations and exceptions as he sees fit and deems necessary.

## 17. List of Forms

All forms related to graduate studies in UniMAP are available online (OPA or OPI) and at the website of Centre for Graduate Studies. The forms are:

17.1    General Form
    17.1.1. PIT 01 – Postgraduate Application (OPA)
    17.1.2. PIT 02 – Referees Report (OPA)
    17.1.3. PIT 03 – Acceptance of Offer as a Postgraduate Student (OPA)
    17.1.4. PIT 04 – Application for Leave, Extension of Candidature and Change of Status (OPI)
    17.1.5. PIT 13 – Change of Topic, Research Area, Programme (OPI)
    17.1.6. PIT 16 – Change of Address (OPI)
    17.1.7. PIT 24 – Application for Official Letter (OPI)
    17.1.8. PIT 27 – Deferment of Registration (OPI)
    17.1.9. PIT 27A – Late Registration
    17.1.10. PIT 28A – Checklist for Student Registration (OPA)

17.2    Forms for Research Mode
    17.2.1. PIT 05A – Evaluation Application for Master – PhD (MSc / PhD)
    17.2.2. PIT 07 – Thesis Evaluation
    17.2.3. PIT 11 – Progress Report (OPI)
    17.2.4. PIT 12 – Thesis Submission Notice (OPI)
    17.2.5. PIT 17 – Thesis Submission Form (6 copies) (OPI)
    17.2.6. PIT 17C – Publication Form (OPI)
    17.2.7. PIT 18 – Submission of Final Thesis (2 copies) (OPI)
    17.2.8. PIT 19 – Change of Supervisor, Appointment of Supervisor, Removal of Supervisor (OPI)
    17.2.9. PIT 26A – Thesis Evaluation Report
    17.2.10. PIT 26C – Evaluation Report for Research Proposal Defence of MSc to PhD
    17.2.11. PIT 28 – Acknowledgement of Evaluation Panel Conversion from MSc to PhD
    17.2.12. PIT 29C – Recommendation of Evaluation Panel Conversion from MSc to PhD

17.3    Forms for Mixed Mode & Coursework
    17.3.1. HEA-IT 02 – Course Registration Form (OPI)
    17.3.2. HEA-IT 10 – Drop Course Form (OPI)
    17.3.3. HEA-IT 11 – Add Course Form (OPI)
    17.3.4. HEA-IT 19 – Course Withdrawal Form (OPI)
    17.3.5. HEA-IT 15A – Application Form for Appeal against Course Result
    17.3.6. HEA-IT 02C – Additional Semester Course Registration Form

# Appendix – A

| | |
|---|---|
| Anguilla | Marshall Islands |
| Antigua & Barbuda | Mauritius |
| Australia | Montserrat |
| Bahamas | Namibia |
| Barbados | Nauru |
| Bermuda | New Zealand |
| Botswana | Nigeria |
| British Indian Ocean Territory | Pakistan |
| British Virgin Island | Palau |
| Cameroon | Papua New Guinea |
| Canada | Philippines |
| Cayman Islands | Rwanda |
| Dominica | Saint Helena |
| Falkland Islands | Saint Kitts and Nevis |
| Federal States of Micronesia | Saint Lucia |
| Fiji | Saint Vincent and The Grenadines |
| Gambia | Samoa |
| Ghana | Seychelles |
| Gibraltar | Sierra Leone |
| Grenada | Singapore |
| Guam | Solomon Islands |
| Guernsey | South Georgia and the South of Sandwich Islands |
| Guyana | Sri Lanka |
| India | Sudan |
| Ireland | Swaziland |
| Isle of Man | Tanzania |
| Jamaica | Trinidad & Tobago |
| Jersey | Turks and Caicos Islands |
| Kenya | US Virgin Islands |
| Kiribati | Uganda |
| Lesotho | United Kingdom |
| Liberia | USA |
| Madagascar | Zambia |
| Malta | Zimbabwe |

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