



**GENERAL ACADEMIC
INFORMATION
FOR
POSTGRADUATE DEGREE
PROGRAMMES**

**CENTRE FOR GRADUATE STUDIES
2016**

PREFACE

This document contains information on general academic regulations, procedures and guidelines for the coursework postgraduate programmes. Some of the materials in this guide have been adopted from the guidelines prepared by the College of Graduate Studies at Universiti Tenaga Nasional (UNITEN).

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

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Acknowledgement:

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Centre for Graduate Studies (CGS),
Universiti Malaysia Perlis (UniMAP),
September 2016

GENERAL ACADEMIC INFORMATION FOR POSTGRADUATE PROGRAMME	4
1.0 Introduction	4
2.0 Mission, Vision and Core Values	4
3.0 Programme Mode	4
4.0 Delivery Mode	5
5.0 Residential Requirements	5
6.0 Duration of Study	5
7.0 Credit Hours & Courses Offered	6
8.0 Application	6
9.0 Admission or Entry Requirements	8
10.0 Language Requirements	10
11.0 Upon Acceptance – Before Must & Upon Arrival	10
12.0 Registration	10
13.0 Fees	12
14.0 Financial Assistance and Scholarships	15
15.0 Interruption of Period of Study	18
16.0 General Provisions	19
17.0 List of Forms	21

GENERAL ACADEMIC INFORMATION FOR POSTGRADUATE PROGRAMME

1.0 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.

2.0 Mission, Vision and Core Values

Mission: To produce holistic human capital who contributes to the nation's development and industrial competitiveness agenda.

Vision: An internationally competitive academic and research institution.

Core Values: Knowledge, Sincerity, Excellence

3.0 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 (Ph.D.)
- 3.1.2 Doctor of Philosophy (by Publication)
- 3.1.3 Industrial Doctor of Philosophy
- 3.1.4 Master of Science (M.Sc.)
- 3.1.5 M.Sc. / Ph.D.

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)

4.0 Delivery Mode

- 4.1 The postgraduate programmes are offered based on the following structures:
Research Mode

Students conduct research under the supervision of academic supervisors and prepare a thesis for 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.

5.0 Residential Requirements

	Full-Time	Part-Time
RM	Present for all semesters continuously	Fulfilling a residential requirement of at least 15 working days a year
MM & CW	Present for the complete suggested credit hours in all semesters of the programme	Present for the complete suggested credit hours in all scheduled days of the programme

6.0 Duration of Study

The status of candidates as either part-time or full-time students determines the duration of their minimum and maximum periods of study.

Programmes	Minimum (years)	Maximum (years)
Ph.D. (full-time) – Research Mode	2	5
*Ph.D. (part-time) – Research Mode	3	7
*Ph.D. by Publication (full-time) – Research Mode	0.5	2
*Ph.D. by Publication (part-time) – Research Mode	1	3
Masters (full-time) – Research Mode	1	3
*Masters (part-time) – Research Mode	2	5
Masters (full-time) – Mixed Mode	1	3
*Masters (part-time) – Mixed Mode	2	5
Masters (full-time) – Coursework	1.5	3
*Masters (part-time) – Coursework	2	5

***For Local candidates only**

7.0 Credit Hours & Courses Offered

7.1 By Research

Credit hours are not defined under this structure. Similarly courses are not formally taught e. 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

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 credit hour specified, students need to spend 40 hours of learning. For a course of three 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 school that offers the programme. Candidates are requested to inquire for the latest information about these from the Centre for Graduate Studies or the respective school that offers the programme.

8.0 Application

8.1 Application forms can be obtained from the Centre for Graduate Studies (address in 8.2.4) or downloaded from the official website (<http://cgs.unimap.edu.my/index.php/en/form/forms-guidelines>). Forms can also be obtained at UniMAP's exhibition booth at various Postgraduate Education Fairs.

8.2 General requirements of the application are as following:

- 8.2. 1 Fill in the form in block letters using black ink. Information may also be typed.
- 8.2. 2 All sections must be filled. State 'NA' (not applicable) where necessary.
- 8.2. 3 The completed application form must be submitted with the following documents:
 - a) Malaysian Applicants – Money Order of RM53 for processing fee to 'Bendahari UniMAP'.
 - b) International Applicants – Non-refundable processing fee of USD 32 via telegraphic transfer **SWIFT** code : **BMMBMYKL**
 - c) Two (2) certified copies of degree with full Academic Transcripts or equivalent qualifications.
 - d) Foreign candidates are also required to have TOEFL (Teaching English as a Foreign Language) or IELTS (International English

Language Testing System) or any other English tests that are equivalent. Candidates with a degree from countries as enlisted in Appendix A will be exempted from this requirement.

- e) Letter of undertaking for scholarship/training award/study loan (if applicable).
- f) Letter of approval/official leave from employer/relevant authorities to pursue this program (if applicable).
- g) Copy of research proposal (for research mode applicants).
- h) Four (4) copies of every page of the applicant's International passport and four (4) copies of passport-sized coloured photographs for student pass/visa application.(International Applicants Only)

8.2. 4 An acknowledgement letter will be sent through your e-mail once we receive your complete documents and application. Only fully completed application forms will be processed. All applications are to be addressed to:

**Dean
Centre for Graduate Studies (CGS)
Universiti Malaysia Perlis (UniMAP)
No 114 – First Floor
Taman Pertiwi Indah
Jalan Kangar – Alor Setar
01000 Seriab
Perlis
MALAYSIA**

8.3 Application forms can be submitted to the Centre for Graduate Studies using any one of the methods below:

- a) Via online at <http://opa.unimap.edu.my>
- b) By postal mail (address as in 8.2.4)
- c) Fax to +604-9798334 (admission and records units)
- d) By [e-mail: cgs@unimap.edu.my](mailto:cgs@unimap.edu.my)

8.4 Processing Duration

8.4.1 Research Mode

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

8.4.2 Mixed Mode and Coursework

The closing date of the application period is 2 months before the beginning of the programme. Notification of acceptance or rejection will be made within 2 weeks after the closing date. International candidates are recommended to apply well before the closing date, whereby notification of acceptance or rejection may be received within 2 weeks upon receipt of the completed application form but not earlier than 3 months before the commencement date of the programme.

9.0 Admission or Entry Requirements

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

9.1 Ph.D. 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.

9.2 Ph.D. (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 publications¹ 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).

9.3 Industrial Ph.D. Programme

¹ Minimum of 3 impact journal publications with impact factor of 5.

- 9.3.1 Applicants must currently be an employee in 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.
- 9.4 M.Sc. / Ph.D. 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.
- 9.5 Master's 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 Senate²; **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.
- 9.6 Master's 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 work experience in relevant fields.

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.

9.6.3 Any other equivalent qualification recognised by the University Senate.

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 5 years work experience in related field and approved by the University Senate; **or**

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 5 years work experience in engineering related field and approved by the University Senate.

10.0 **Language Requirements**

10.1 The medium of instruction for all programmes in UniMAP is English. Foreign candidates are required to have the following level of English language competency:

10.1.1 TOEFL 500 or IELTS 5.0, **or**

10.1.2 Equivalent score of other English language proficiency exam obtained from a recognized institution.

All foreign postgraduate students who do not possess the English language proficiency set, or those with **a degree NOT from the countries as given in Appendix A** are required to sit and pass an English Placement Test (EPT) during their studies at UniMAP. The placement test assesses the applicant's competencies in relation to speaking, listening, reading and writing in English.

11.0 **Upon Acceptance – Before Must & 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.

12.0 **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 'by research' 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 three (3) months from the date of letter issued.
- c) If new students fail to register within the three (3) months without written permission from the Dean of the Centre of Graduate Studies, the acceptance offer will automatically be null and void.
- d) Students are allowed to be registered in only one 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 produce 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.
- h) Throughout a student's candidature at UniMAP, s/he 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 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 Dean of the Centre for Graduate Studies for deferment.
- c) Under certain circumstances and at the sole discretion of the Dean 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 well before the maximum period of study.

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

12.1.3 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.
- 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.

13.0 Fees

13.1 Fee Payment

- 13.1.1 The tuition fees for the postgraduate programmes at UniMAP for **one (1) semester** are given in Table 13.1, Table 13.2 and Table 13.3. Each year is divided into two (2) academic semesters.
- 13.1.2 Two types of fees are applicable – recurrent (R) and non-recurrent (NR). These fees are different for local and international students. All fees **must** be paid in full at the beginning of each semester.
- 13.1.3 All registered postgraduate students are required to pay the fees in full during registration. If a candidate registers in the first half of a semester, full semester payment is applicable. If students register in the second half of a semester, half of the semester tuition fee is applicable.
- 13.1.4 Fee payment can be made at any branch of the **Bank Muamalat (M) Bhd.** in Malaysia.
- 13.1.5 Students with outstanding tuition fees debt 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 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

13.2.1 Fee structure of research programme is given in Table 1.

Table 1: Fee structure of Research Mode Programme

Tuition Fee (Per Semester)			
Programme	Malaysian		International
	Full Time	Part Time	Full Time
Ph.D.	RM 1,500.00	RM 1,250.00	RM 3,000.00
Ph.D. (by Publication)	Kindly contact Centre for Graduate Studies		NA
M.Sc.	RM 1,250.00	RM 1,100.00	RM 2,500.00
Non-Recurrent Fee (First Registration)			
Registration	RM 30.00		
Student Card	RM 70.00		
Orientation	RM 150.00		
Alumni	RM 100.00		
Personal Bond (International Students only)	RM 2,000.00		
Medical Check up (International Students only)	RM 250.00		
EMGS (International Students only)	Kindly contact Centre for International Affairs, Universiti Malaysia Perlis (CIA, UniMAP)		
Recurrent Fee (Per Semester)			
	Full Time	Part Time	
Health	RM 40.00	-	
Insurance (International Students only)	RM 300.00 (Annually)	-	
Library	RM 100.00		
Laboratory	RM 150.00		
Thesis Evaluation Fee (End Of Programme)			
Ph.D.	RM 1,500.00		
M.Sc.	RM 1,000.00		
Re-examination Ph.D.	RM 1,000.00		
Re-examination M.Sc.	RM 750.00		

13.2.2 Fee structure for mix-mode programme is given in Table 2.

Table 2: Fees structure for Mixed-Mode Programme¹

Tuition Fee (Per Semester)			
Fees	Malaysian		International
	Full Time	Part Time	Full Time
Tuition Fee	RM 150.00 per unit		RM 200.00 per unit
Project / Dissertation fee	RM 1,000.00 (20 units)		RM 1,500.00 (20 units)
Non-Recurrent Fee (First Registration)			
Registration	RM 30.00		
Student Card	RM 70.00		
Orientation	RM 150.00		
Alumni	RM 100.00		
Personal Bond (International Students only)	RM 2,000.00		
Medical Check up (International Students only)	RM 250.00		
EMGS (International Students only)	Kindly contact Centre for International Affairs, Universiti Malaysia Perlis (CIA, UniMAP)		
Recurrent Fee (Per Semester)			
	Full Time	Part Time	
Health	RM 40.00	-	
Insurance (International Students only)	RM 300.00 (Annually)	-	
Library	RM 100.00		
Laboratory	RM 150.00		
Dissertation Evaluation Fee (End of Program)			
Dissertation Evaluation	RM 750.00		
Re-examination	RM 300.00		

13.2.3 Fee structure of MBA programme is given in Table 3.

Table 3: Fee structure of Coursework programme.²

Recurrent Fee (Per Semester)			
	Full Time	Part Time	
Health	RM 40.00	-	
Insurance (International Students only)	RM 300.00 (Annually)	-	
Library	RM 100.00		
Laboratory	RM 150.00		
Dissertation Evaluation Fee (End of Programme)			
	Malaysian	International	
Dissertation Evaluation	RM 500.00	RM 750.00	
Dissertation Re-examination (if required)	RM 300.00		
Tuition Fee (Per Semester)			
Fees	Malaysian		International
	Full Time	Part Time	Full Time
Tuition Fee	RM 300.00 per unit		RM 400.00 per unit
Non-Recurrent Fee (First Registration)			
Registration	RM 30.00		
Student Card	RM 70.00		

Orientation	RM 150.00
Alumni	RM 100.00
Personal Bond (International Students only)	RM 2,000.00
Medical Check up (International Students only)	RM 250.00
EMGS (International Students only)	Kindly contact Centre for International Affairs, Universiti Malaysia Perlis (CIA, UniMAP)

13.2.4 Examination fee of English language courses is given in Table 4.

Table 4: Examination fee of English language competency course³

Language Competency Exam³ (Per Registration)	
English Placement Test (EPT)	RM 100.00
Intensive English Course (IEC)	RM 2,500.00 (Level 1) RM 1,500.00 (Level 2)

Note:

¹ Program consists of taught courses (20 units) with a fee of RM 150.00 per unit for local students and RM 200.00 per unit for international students and a project (20 units) with a fee of RM 1,000.00.

² Program consists of taught courses (42 units) with a fee of RM 300.00 per unit for local students and RM 400.00 per unit for international students.

³ To be repeated until the candidate attains the required level of competency.

14.0 Financial Assistance and Scholarships

A candidate may seek for 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 Funding from the Malaysian Government

- a) MyMaster, MyPhD and Industrial PhD are only applicable to Malaysians, and details of the funding can be found at <https://payloan.mohe.gov.my/MyBrain15/index2.php>
- b) For international applicants, list of scholarships available can be found at <https://biasiswa.mohe.gov.my/INTER/>

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 6 hours per week).
- iii. Waiver of tuition fees ONLY.
- iv. Fixed allowance at a rate of RM 1,500 per month for Ph.D. students and RM 1,000 for M.Sc. students.
- v. Limited number of scholarship throughout the year.

b) Research Assistant (RA)

- i. Contract established monthly.
- ii. No waiver of fees.
- iii. Fixed daily allowance of RM 50.00 per day for M.Sc. students and RM 65.00 per day for Ph.D. students.
- iv. Source of funding comes from research grants of supervisors.

c) GA MyBrain15 (For Malaysian Only)

- i. Three years award subject to yearly performance assessment.
- ii. For Full-Time Ph.D. students only
- iii. Fixed allowance at a rate of RM1,800.00 per month
- iv. Waiver of tuition fees ONLY.

14.2.3 Postgraduate Academic Activities Fund (PAAF)

- a) All active Ph.D. and M.Sc. students in UniMAP are eligible to apply for maximum of RM500.00 annually for their academic activities.

- b) A Ph.D. student will be funded for maximum 3 years and a M.Sc. student will be funded for maximum 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 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 school like seminars, short courses, purchase of consumables for research project, etc.
- f) Remaining or unused funds cannot be brought forward from one year to another.
- g) Applications must be approved by the Supervisor, Dean of the School/Centre/Institute / Cluster Head and Dean, Centre for Graduate Studies.
- h) All applicants are required to submit their application with the necessary documents **one month prior to the date of the event.**

14.2.4 Postgraduate Administration & Laboratory Activities Fund (PALAF)

- a) All active Ph.D. and M.Sc. students in UniMAP are eligible to apply for a maximum of RM150.00 for each semester to fund their administration and laboratory activities.
- b) A Ph.D. student will be funded for a maximum of 3 years and a M.Sc. student will be funded for a maximum of 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 more than 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 RM150.00 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 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 School/Centre/Institute / Cluster Head and Dean, 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 School/Centre/Institute / Cluster Head.

14.2.5 For Financing Publication of Research Paper Fund (PPF)

- a) All active Ph.D. and M.Sc. students in UniMAP are eligible to apply for a maximum of RM 5,000.00 annually for their research publications.
- b) A Ph.D. student will be funded for 1 time in 3 years and a M.Sc. student will be funded for 1 time in 2 years.
- c) Student with outstanding fees are **NOT** eligible to apply.
- d) Financial aid can be requested for:
 - i. Research paper with impact factor ≥ 1.0 – eligible for full funding;
 - ii. Research paper with impact factor ≤ 1.0 – eligible for 75% funding.
- e) Applications must be approved by the Supervisor, Dean of the School/Centre/Institute / Cluster Head and Dean, Centre for Graduate Studies.
- f) All applications must be submitted together with the research paper and the proof of impact factor.
- g) Approval of this financial aid will depend on the availability of the allocated fund for the current year.

15.0 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 submit a written request to withdraw from a programme at any time. The request is to be approved by the respective Head of Department and submitted to the Dean of the Centre for Graduate Studies.

15.1.2 The request should be made and approved within the first 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 defaulted their candidature or have been terminated by the university may apply for reinstatement. **Reinstatement is allowed only once, and is subject to approval by the University Senate.**
- 15.2.4 Conditions for reinstatement 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 defaulting or termination and reinstatement does not exceed 12 months.

15.3 Deferment of Candidature

- 15.3.1 Students who have been certified by a medical officer to be ill and medically unfit to proceed with his studies can apply for a 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 Students may also apply for deferment of candidature based on reasons other than medical, again for up to a maximum of two (2) semesters. This deferment period **WILL BE** counted as part of the total period of study.
- 15.3.3 All applications for deferment must be submitted and approved before the intended period of deferment.
- 15.3.4 Deferment of candidature (of any kind) may be granted at most twice within the maximum period of study.
- 15.3.5 If the fees has 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

16.0 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.

17.0 List of Forms

All forms related to graduate studies in UniMAP are available at the Centre for Graduate Studies which can also be downloaded from the website. The forms are:

- 17.1 General Form
 - 17.1.1. PIT 01 – Postgraduate Application
 - 17.1.2. PIT 02 – Referees Report
 - 17.1.3. PIT 03 – Acceptance of Offer as a Postgraduate Student
 - 17.1.4. PIT 04 – Application for Leave, Extension of Candidature and Change of Status
 - 17.1.5. PIT 13 – Change of Topic, Research Area, Programme
 - 17.1.6. PIT 15 – Student Matrix Card Form
 - 17.1.7. PIT 16 – Change of Address
 - 17.1.8. PIT 24 – Application for Official Letter
 - 17.1.9. PIT 25 – Student Information Form
 - 17.1.10. PIT 27 – Deferment of Registration
 - 17.1.11. PIT 27A – Late Registration
 - 17.1.12. PIT 28A – Checklist for Student Registration

- 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
 - 17.2.4. PIT 12 – Thesis Submission Notice
 - 17.2.5. PIT 17 – Thesis Submission Form (8 copies)
 - 17.2.6. PIT 17C – Publication Form
 - 17.2.7. PIT 18 – Submission of Final Thesis (3 copies)
 - 17.2.8. PIT 19 – Change of Supervisor, Appointment of Supervisor, Removal of Supervisor
 - 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
 - 17.3.2. HEA-IT 10 – Drop Course Form
 - 17.3.3. HEA-IT 11 – Add Course Form
 - 17.3.4. HEA-IT 19 – Course Withdrawal Form
 - 17.3.5. HEA-IT 15A – Application Form for Appeal against Course Result
 - 17.3.6. HEA-IT 02C – Curative 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