

2020



ACADEMIC REGULATIONS

Postgraduate Degree

Programmes by Research

Centre for Graduate Studies (CGS)

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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Centre for Graduate Studies (CGS),
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DEFINITION

“Academic” refers to a fulltime academic member of the university or an instructor in permanent or contract position;

“Candidate” refers to a candidate who has been offered a place in a programme but has not registered for it;

“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 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 schools at the University including the Centres of Study and Institute;

“Department postgraduate committee” refers to the committee formed at the Department level to coordinate and manage the academic affairs for graduate studies;

“Department Evaluation Panel” refers to panels of two (2) or more members, including a chairperson appointed by the respective Department, to assess a graduate student’s research/project work;

“Dissertation” refers to the written product from research undertaken in a Master’s degree programme;

“External Examiner” refers to a person from outside the University appointed by the Centre for Graduate Studies with the endorsement of the Council of Postgraduate Studies to examine and assess thesis / dissertation of student in Master’s and Doctor of Philosophy programmes;

“Head of Department” refers to the Head of any Department of studies of a School/Institute;

“Field-supervisor” refers to a person appointed as a Supervisor with the Main-supervisor to supervise the student;

“Internal Examiner” refers to a University’s academic appointed by the Centre for Graduate Studies with the endorsement of the Council of Postgraduate Studies to assess the thesis/dissertation and examination of Master’s degree programme and Doctor of Philosophy programme students;

“Main-supervisor” refers to a person appointed as a Supervisor with the Co-Supervisor to supervise the student.

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“**JITU**” refers to a Council of Postgraduate Studies at university level.

“**Plagiarise**” refers to use an idea, word, or work of another person without acknowledging its source.

“**Programme**” refers to a postgraduate study programme by research, i.e. a Master’s degree or Doctor of Philosophy degree or its equivalent in certain fields.

“**Postgraduate Programme Coordinator**” means an academic staff appointed by the Department/Institute to manage the postgraduate studies at the Department/Institute’s level.

“**SENATE**” refers to the SENATE of Universiti Malaysia Perlis.

“**Student**” means a person who has been enrolled for a graduate study programme at the University.

“**Supervisor**” refers to an academic appointed by the Centre for Graduate Studies on the Department’s proposal to supervise the research works.

“**Thesis**” refers to the written product from research undertaken of a Doctor of Philosophy Degree programme;

“**Thesis Evaluation Panel**” refers to a panel comprising all internal and external examiners to assess dissertation/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 assessment session in which a student is required to present and justify his / her dissertation / thesis to the Thesis Evaluation Panel.

RESEARCH MODE POSTGRADUATE PROGRAMME

1.0 Introduction

The objective of the regulation is to provide guidelines to a candidate to plan their studies during their postgraduate studies. The programmes offered are fully research-based. A candidate having graduated with a postgraduate degree through a research programme should be able to demonstrate a mastery of the chosen domain. Candidates are expected to conduct research independently. A PhD degree requires the candidate to demonstrate learning outcomes (LO) at MQF Level 8 in the Malaysian Qualifications Framework while for MSc degree candidates must demonstrate the attainment of LO at MQF Level 7.

2.0 Prior to Application

2.1 Research Proposal

2.1.1. Candidates with a research proposal

- a) A candidate is advised to think of possible projects for his/her study, and is encouraged to search for a potential supervisor(s) at Universiti Malaysia Perlis. A brief research proposal indicating the area of research and what the candidate intends to carry out should then be submitted to the Dean of the Centre for Graduate Studies together with the postgraduate application form. The candidate must use a template of the research proposal available in the Centre for Graduate Studies' website :-

<http://cgs.unimap.edu.my/index.php/en/form/forms-guidelines>

- b) The brief research proposal will be evaluated by the postgraduate study committee at the department level. The committee will appoint a supervisor in the area of research that has been chosen if a candidate has not nominate a potential supervisor.

2.1.2. Candidates without a research proposal

In cases where the candidate has not submitted a research proposal, a list of potential research projects will be provided by the Department to the candidate upon request.

2.2 Supervisors

2.2.1 The main supervisor must be from among UniMAP's academic staff with some expertise in the area of research proposed by the candidate.

2.2.2 If required, an additional supervisor may be appointed. On a case-to-case basis, an additional External expertise or Field supervisor from another university or research institute may be appointed to enhance and facilitate project supervision.

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- 2.2.3 A candidate may request a particular supervisor for the research supervision. However, the final decision will have to be based on mutual consent.

3.0 Application Process

- 3.1 Applications **MUST BE** made via online <http://opa.unimap.edu.my>
- 3.2 Incomplete applications or applications that do not meet the stipulated requirements shall not be considered.

4.0 Registration

4.1 New Registration

- 4.1.1 Candidates accepted for a research programme may apply for candidature at the Centre for Graduate Studies within 3 months from the date stated in the offer letter. Candidates may apply to postpone the registration subject to a the written approval from the Dean of Centre for Graduate Studies.
- 4.1.2 If a candidate fails to register within the 3 months without written permission from the Dean of the Centre of Graduate Studies, the offer will be automatically null and void. After this given period, the offer will lapse and the candidate will have to resubmit a new application.

4.2 Renewal of Registration

- 4.2.1 The student will have to register at the beginning of every semester.
- 4.2.2 Students must make full payment for that semester during the registration.
- 4.2.3 Students will not be allowed to register if they do not settle any outstanding fees. Access to university facilities and benefits will be revoked.
- 4.2.4 Failure of a student to renew his /her candidature within the stipulated period shall cause his/her candidature to lapse unless the student has been granted a written approval for late registration. Students who fail to register after one month of the stipulated registration date have to pay RM100 penalty.
- 4.2.5 Students who fail to register for one (1) semester without written approval will be terminated subject to Senate approval.
- 4.2.6 International students must register at the beginning of each semester to ensure that their student pass remains valid. For issues related to international affairs, visa and student pass, please contact Centre for

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International Affairs, UniMAP.

4.3 Fees

- 4.3.1 Students are required to pay tuition fees in full during registration. If a candidate registers in the first half of a semester (before 31st March and 30th September), full tuition fee payment is applicable. If a candidate registers in the second half of a semester (1st April and 1st October onwards), half of the semester tuition fee is applicable. Kindly refer to Figure 1 for more information.

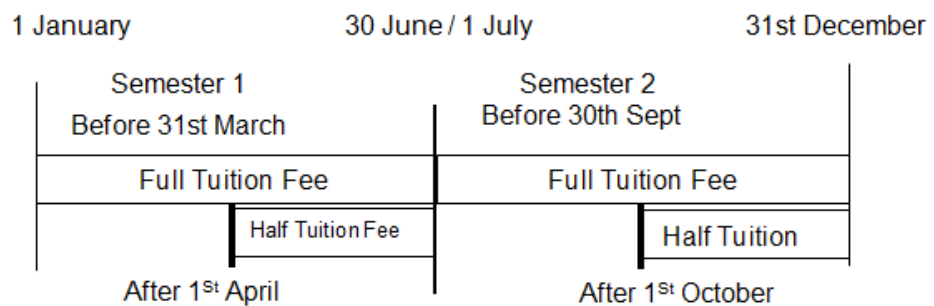


Figure 1: Tuition Fee Payment Schedule

- 4.3.2 Students who submit 8 copies of dissertations / theses before 31st March or 30th September, half tuition fee is applicable whereas students who submit 8 copies of dissertations / theses after the mentioned dates will be charged in full.

5.0 Change of Programme / Field

5.1 From one Masters or PhD programme / field to another

5.1.1 Application for transfer from one programme/field to another programme/field at the same level has to be submitted to the Centre for Graduate Studies. This must be done within the first year of registration for full-time students and within the first two years for part-time students.

5.1.2 The application will only be considered if the student has provided very strong justification for such a request and the students must have not been terminated from the current programme. A processing fee of RM 100.00 will be charged for this application.

5.1.3 Such a change is not encouraged between programmes of different modes.

5.1.4 The maximum period of candidature will remain unchanged.

6.0 Programme Conversion

6.1 From a Master's programme to a PhD programme:

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- 6.1.1 Application for conversion to another programme has to be submitted to the Centre for Graduate Studies.
- 6.1.2 A Full-Time student MUST submit the form within 2 to 3 semesters after registration.
- 6.1.3 A Part-Time student MUST submit the form within 3 to 5 semesters after registration.
- 6.1.4 Any request before the minimum and after the maximum stipulated period will not be entertained.
- 6.1.5 The request for the conversion MUST be accompanied with strong justifications.
- 6.1.6 The Department in which the student is doing his postgraduate studies must appoint an expert panel to study the student's proposal and give their recommendation. The student will be asked to defend his/her conversion report by presenting his/her work, publications, awards, etc to the expert panel.
- 6.1.7 Based on the recommendation from the expert panel, the Centre for Graduate Studies will allow such a conversion subject to approval from the Council of Postgraduate Studies (JITU) and endorsed by the Senate.

7.0 **Getting Started**

7.1 Orientation Program

All new students must attend the Postgraduate Studies Orientation Program within the first semester after the main registration. The Centre for Graduate Studies will announce the dates of the orientation programme periodically for each semester.

7.2 Proposal Workshop / Research Methodology Workshop / Thesis Writing

Workshop

Students are required to attend the workshops organised by the Centre for Graduate Studies and respective departments.

7.3 Research Project

7.3.1 Research Title

The title must be relevant to the programme/field of studies and approved by the Main supervisor, Department postgraduate committee and JITU, and endorsed by the SENATE.

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7.3.2 Change of Research Title

- a) An application to change a research title must be made by using PIT-13 form that must be endorsed by the respective Head of Department via the Main-supervisor and then submitted to the Centre for Graduate Studies.
- b) Applications for minor changes of the title can be made anytime during the candidature, but major fundamental changes cannot be made later than half-way through the maximum period of candidature.
- c) All changes MUST be ultimately approved by JITU.
- d) There will be no change in the maximum period of candidature due to the change of research title.

7.4 Selecting Supervisors

The regulations outline in section 7.4, 7.5 and 7.6 should be read together with the Code of Supervision for Postgraduate Thesis and Dissertation Chapter 1.

- 7.4.1 The supervisors must be an academic staff of UniMAP and must not be in any way personally related to the candidate throughout the candidature period.
- 7.4.2 Supervisors from different schools can be appointed to encourage cross-discipline research.
- 7.4.3 The candidate may nominate a new or an additional supervisor as a Co-supervisor or a Field supervisor, after the consent of the Main-supervisor and the proposed additional supervisors.
- 7.4.4 Additional supervisors can be internal or external, academic or non-academic with appropriate qualifications / expertise.
- 7.4.5 At most one additional supervisor should be nominated for MSc candidate and two for PhD candidate.

7.5 Supervisor Qualification

7.5.1 For PhD supervision

- a) Supervisor(s)/supervisory team members must have relevant doctorate or equivalent degree and experience in the undertaken field of research
- b) Main supervisors must have sufficient experience and be a full time staff of UniMAP if the candidate is supervised by only one supervisor or the supervisory team does not have full time staff of UniMAP in the team.
- c) Associate Professor / Professor without a Doctoral degree may also be appointed as Co-supervisors.

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- d) Field supervisors must be from recognized research institutions or the industry. Field supervisors without a doctorate degree but with sufficient appropriate experience can be appointed with the approval of the SENATE.
- e) For Industrial PhD, an industry supervisor must be appointed from the same company as the candidate (local or foreign). Industry supervisors without a doctorate degree but with sufficient appropriate experience can be appointed with the approval of the SENATE

7.5.2 For MSc supervision

- a) Supervisor(s)/supervisory team members must have a minimum qualification of a doctorate degree or equivalent in the undertaken field of research.
- b) Main supervisors must be a full time staff of UniMAP if the candidate is supervised by only one supervisor or the supervisory team does not have full time staff of UniMAP in the team.
- c) Co-supervisors without the required qualification but with sufficient appropriate experience can be appointed with the approval of the SENATE.
- d) Field supervisors must be from recognized research institutions or the industry. Field-supervisors without a doctorate degree but with sufficient appropriate experience can be appointed with the approval of the SENATE.

7.6 Changing of Supervisors

- 7.6.1 A student is required to nominate a replacement supervisor in the event of the supervisor withdrawing from being a supervisor or terminates his / her services at UniMAP. This is to be done by completing PIT-19 form that can be obtained from the Centre for Graduate Studies or downloaded directly from UniMAP's website.
- 7.6.2 A student, supported by strong justifications and with agreement from his/her current supervisor, may appeal to the respective Head of Department via the Postgraduate Programme Coordinator to change the appointed supervisor. In such a situation, the student can nominate a replacement supervisor or request a replacement to be proposed.
- 7.6.3 There will be no change in the period of maximum candidature due to changing of supervisors.
- 7.6.4 After all endorsements from all parties (previous supervisor, new supervisor and Head of Department) have been obtained; the application for change of supervisors will then be discussed at the JITU

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for approval.

7.7 Adding Supervisors

7.7.1 Addition of new co-supervisors and field supervisors can be made throughout the entire period of a student's candidature as deemed fit by the Main supervisor and the respective Head of Department subject to the maximum numbers of co-supervisor as stipulated in 7.4.5.

7.7.2 Appointments must follow the stipulated rules and regulations in 7.4.

7.7.3 There will be no change in the period of maximum candidature due to addition of supervisors.

7.7.4 After all endorsements have been obtained, the application for addition of supervisors will then be discussed at the JITU for approval.

7.7.5 Students are required to fill up PIT-19 form that is available at the Centre for Graduate Studies or downloaded directly from UniMAP's website.

8.0 Study Progress

8.1 Student Status

8.1.1 Throughout students' candidature, students have to ensure the following at all times:

- a) They are registered for the programme.
- b) They have paid the required fees and settled any outstanding debt.
- c) Their candidature has not expired.

8.2 Student Progression

8.2.1 Regular meetings are recommended between students and their supervisors at least 3 times per semester for Full - Time students and at least 2 times per semester for Part - Time students.

8.2.2 Students **must** submit their progress report every six (6) months using PIT-11 form which can be obtained from the Centre for Graduate Studies or downloaded directly from UniMAP's website.

8.2.3 Supervisors must verify the study progress of the student and have it endorsed by the Head of Department.

8.2.4 Students should ensure that the progress report is completely filled before forwarding it to the Centre for Graduate Studies. Incomplete reports will be rejected.

8.2.5 Students who fail to submit the progress report in two (2) consecutive

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semesters will be terminated subject to senate approval.

8.3 Publication Requirements

8.3.1 Students must publish their research works prior to thesis submission. For MSc. student, the cumulative point of publication is 5 points while for PhD student is 10 points which consists of types of publication according to the scoring system as given in Table 1.

Table 1: Scoring system according to types of publication

Types of Publication	Impact Factor	Point
Journal		
ISI	≥ 0.50	15
ISI	< 0.50	10
Scopus	-	8
International	-	4
Others (refereed)	-	2
Proceeding		
Scopus	-	4
International	-	2
Others (refereed)	-	1

8.4 Change of Status

8.4.1 Student is allowed to change his / her status from Part-Time to Full-Time or from Full-Time to Part-Time. A processing fee of RM 100 will be charged per status change.

8.4.2 Application to change the status of a student must be done by using PIT-04 form which can be obtained from the Centre for Graduate Studies or from UniMAP's website after getting approval from the Main supervisor.

8.5 Extension of Candidature

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

8.5.2 Every application to extend the duration of study must be accompanied by a valid reason. Students are required to apply using PIT-04 form.

8.5.3 The maximum extension period is given in the following Table 2.

Table 2: Maximum extension period for PhD and MSc

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Programme	Mode	Max. Study Duration	Max. Extension Period
PhD	Full-Time	5 years	2 years
	Part-Time	7 years	3 years
PhD by Publication (PhD. Pub.)	Full-Time	2 years	2 years
	Part-Time	3 years	3 years
MSc	Full-Time	3 years	1 years
	Part-Time	5 years	2 years

8.5.4 Students must submit their candidature extension form at least three (3) months before the end of study duration. A fine of RM100 will be imposed for late submission of the application form.

8.5.5 Application forms to extend the duration of study can be obtained from the Centre for Graduate Studies or UniMAP's website.

8.5.6 Completed application forms must be endorsed by the Main-supervisor and approved by the respective Head of Department.

8.5.7 The duly completed and approved form must be forwarded to the Centre for Graduate Studies for further action.

8.6 Deferment of Study

8.6.1 In case of study deferment, the student is advised to inform the Centre for Graduate Studies by using PIT-04 form available at the office or at UniMAP's website.

8.6.2 For non-medical reasons, the period of deferment will be counted as part of the duration of study. For medical reasons, the period of deferment will not be counted as part of the candidature subject to submitting a certification by Medical Officer of the University or from Government Hospital.

8.6.3 The total period involved by including the deferment period must not exceed the maximum study duration allowed for a particular programme.

8.6.4 Students who are successful in the application for deferment will be temporarily de-registered as a university student. They will have no access to, and are not allowed to use any of the facilities available at the university.

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8.6.5 The total maximum allowable period of deferment is one (1) year, either TWO (2) consecutive semesters or TWO (2) separate semesters.

8.7 Proposal Defence for PhD and MSc

8.7.1 All PhD and MSc students are compulsory to defend their proposal by the following periods:

a) PhD student

A Full-Time PhD student must defend his/her proposal by a period of 1 year after the main registration. A Part-Time PhD student needs to do so by a period of 2 years after the main registration.

b) MSc student

A Full-Time MSc student must defend his/her proposal by a period of 9 months after the main registration. A Part-Time MSc student needs to do so by a period of 18 months after the main registration.

8.7.2 The minimum period for proposal defence is given in Table 3.

Table 3: Minimum period for proposal defence for PhD and MSc after the main (initial) registration.

Programme	Mode	Minimum Period	Maximum Period
PhD	Full-Time	6 months	12 months
	Part-Time	12 months	24 months
PhD by Publication (PhD. Pub.)	Full-Time	6 months	12 months
	Part-Time	12 months	24 months
MSc	Full-Time	4 months	9 months
	Part-Time	9 months	18 months

8.7.3 Student who fails in the proposal defence will be given an interval period of 6 months for PhD and 3 months for MSc to do a re-defence; a maximum of two (2) re-defence session is allowed.

8.8 MSc / PhD Proposal Defence

8.8.1 While it is compulsory for MSc / PhD student to defend his/her proposal by the period of 1 year after the main registration, s/he may apply through the Centre for Graduate Studies to do so by the period of 6 months after the main registration. Below are the requirements to apply

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for the defence:

- a) Completion of the MSc / PhD evaluation form (PIT 05).
- b) Submission of the MSc / PhD report which covers:
 - (i) The results of the research work
 - (ii) Research activities such as a publication in journal/proceeding/article, participation in exhibition and presentation of the research works.

8.8.2 Failure to apply for the defence within a month after the period of 1 year will cause failure to continue with the PhD, and be demoted to MSc.

8.8.3 Students who fail in the defence will be given the period of 3 months to do a re-defence.

9.0 Types of Thesis

9.1 Conventional Thesis

9.1.1 For Conventional Thesis, minimum accumulative 10 points from peer reviewed papers, must be fulfilled by PhD candidates and 5 points for MSc candidates.

9.1.2 The candidate must be the single author or the first author of the published works.

9.1.3 Review paper can be considered as part of the research paper, limited to only one review paper.

9.1.4 Reference should be made to the "Guidelines for Preparation and Submission of Graduate Thesis".

9.2 Thesis Submission by Publication (for PhD Student only) and PhD Pub.

9.2.1 The thesis will be based on a number of publications in high impact international journals or papers accepted for publication which may also include monograph, book chapter based on high impact research and quality e-publication, creative work and artefacts in related field with a cumulative impact factor within the period of candidature. The student will have made significant contributions through the publications. The length of the thesis shall be between 5,000 to 10,000 words.

9.2.2 The following requirements must be fulfilled for:

- a) PhD Thesis Submission by Publication:
 - i. For PhD Thesis Submission by Publication, a minimum of **THREE (3) high ISI Impact Factor (IF)** research papers with a

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cumulative impact factor of no less than FIVE (5).

- ii. The candidate must be the single author or the first author of the published works.
- iii. For papers with multiple authorships, supporting written verification of co-authors, including their permission to include the paper in the thesis submission must be obtained by the candidate.
- iv. A review paper is not regarded as part of the research paper as mentioned in Section 9.2.2. (a) i).
- v. Normally all papers are expected to have been developed and submitted during the period of candidature. However, one or more papers from research and resulting publication undertaken prior to enrolment in a higher degree program may be approved for incorporation subject to approval by CGS.

b) PhD Thesis by Publication:

- i. For PhD (Pub.)Thesis, a minimum of FIVE (5) selected high Impact Factor research papers with accumulative **ISI impact factor** of no less than FIVE (5).
- ii. The candidate must be the single author or the first author for at least THREE (3) of the papers selected as published works where there is more than one author of the submitted papers. .
- iii. For any paper with multiple authorships, supporting written verification of co-authors, including their permission to include the paper in the thesis submission must be obtained by the candidate.
- iv. A review paper is not regarded as part of the research paper as mentioned in Section 9.2.2. (b) i).
- v. Quality of accumulated research output must be equivalent to conventional PhD standards.
- vi. A paper that has been published more than 10 years prior to the thesis submission is not eligible for inclusion.

9.2.3 Reference should be made to the Format Thesis Submission by Publication and PhD (Pub.).

9.2.4 Normally the contents of the thesis shall include all components required of a standard thesis in addition to the following:

- a) Introduction.

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- b) Literature Review.
- c) Published Works (includes research methodology and results):
 - i. List of published works (minimum of 3 for Thesis submission by publication and minimum of 5 for PhD (Pub.) with a cumulative ISI IF of 5). Each publication can be a single chapter. However, there must be clear indication of continuity between chapters.
 - ii. Unpublished works (if any)
 - iii. Documents of declaration stating the published works are the works of the candidate and are endorsed by all co-authors (if applicable). (refer to CGS Declaration form)
 - iv. Published papers and accepted manuscripts.
 - v. Synopsis of each published work.
 - vi. Each published paper or submitted manuscript must begin with a clear statement of the contribution made by each writer of any jointly written paper.
- d) Discussion and Conclusion

10.0 Thesis Closure

10.1 Notice of Thesis Submission

- 10.1.1 At the end of the graduate programme, a student must submit Notice of Thesis Submission form (PIT-12) at least three (3) months before the submission of thesis for evaluation. The form can be obtained from the Centre for Graduate Studies or from UniMAP's website. **This notice is valid for only six (6) months after the submission of notice.**
- 10.1.2 All relevant fields in the form must be filled, especially the thesis title and its translation (English or Malay).
- 10.1.3 Before the form is submitted, the respective Head of Department has to endorse the suggested internal and external examiners.
- 10.1.4 Notice of thesis submission can only be submitted while the student is registered as a postgraduate student. If the student ceases to be officially registered, the student is required to apply for an extension to the duration of study and pay the relevant fees before submitting the notice.
- 10.1.5 If the student fails to submit his/her thesis evaluation copies within the

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maximum six (6) months from the date of notice, the student is required to apply, by writing, for an extension period of three (3) months. This request must be made before the notice expires.

10.1.6 If the Centre for Graduate Studies receives no request for extension or the student fails to submit his/her thesis before the notice expires, the student must submit a new notice of thesis submission form.

10.2 Pre-viva Presentation for PhD and MSc

10.2.1 MSc and PhD students are required to do pre-viva presentation to present their research outcomes before the submission of eight (8) copies of their theses.

10.2.2 Pre-viva presentation is conducted by the school under the arrangement of Postgraduate Programme Coordinator.

10.2.3 There is no assessment in the pre-viva presentation; however, it will provide the student some relevant experience before attending the final viva-voce.

10.3 Thesis Submission Requirement

10.3.1 Students are required to fulfil these criteria before submitting eight (8) copies of their thesis:

- i. Attend Postgraduate Studies Orientation Programme.
- ii. Attend Thesis Writing Workshop.
- iii. Pass English Placement Test (for international students) for those who do not meet English entry requirement.
- iv. Pass proposal defence.
- v. Meet publication requirement as stated in Section 8.3.
- vi. Undergone pre-viva presentation as stated in Section 10.2.

11.0 **Pre-Examination / Submission**

11.1 Submission of Thesis for Evaluation

11.1.1 Eight (8) copies of the student's thesis should be submitted to the Centre for Graduate Studies for the purpose of evaluation. These copies **must be ring bound** with plastic cover. Students must submit the thesis together with PIT-17 form.

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11.1.2 Students must submit a similar index report (PIT 17-B), together with eight (8) copies of the student's thesis. A similarity measure could be done by using "TURNITIN" software with guidance of supervisor. Guideline of responsibility in TURNITIN for supervisor and candidates are as listed below:

- (i) Supervisor must create an account for all his/her supervisee
- (ii) Supervisor shall ask his/her supervisee to submit to TURNITIN using the account assigned by the supervisor.
- (iii) Supervisor shall not allow supervisee to use the supervisor main account or disclose the login detail to the supervisee.
- (iv) Supervisor should advise his/her supervisee to submit each chapter to TURNITIN software in order to generate initial TURNITIN reports
- (v) Supervisor shall read through the TURNITIN report and discuss/advice his/her supervisee on any amend to be made
- (vi) Supervisor must complete the SIMILARITY INDEX FORM PIT 17-B for the final TURNITIN report of the final thesis. Details of similarity index is according Table 4.

Table 4: Details of TURNITIN similarity index

Similarity index/ Chapter		
per Article	per Chapter	Similarity Source
5%	20%	1. Publications: All refereed journals, proceedings and papers, refereed Open Access journals and publications
10% (self-citation)		2. Student Thesis/Papers
		3. Internet Sources: white papers, trade articles, e-book

11.1.3 The student is required to comply strictly with the format of writing a thesis as described in the "Guidelines for Preparation and Submission of Graduate Thesis". The Centre for Graduate Studies will not accept any thesis that does not comply with these requirements.

11.1.4 The student is also required to pay the thesis examination fees at the Bursary and return a copy of the payment slip to the Centre for Graduate Studies.

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11.1.5 The evaluation copies must be forwarded together with the relevant submission criteria form (PIT-17-A). This form consists of *Checklist of Thesis Submission* where students are required to settle all outstanding fees / fines and borrowed items before submitting the thesis for evaluation.

12.0 Examination

12.1 Convening of the *Viva-voce*

12.1.1 The student must be ready for a *viva-voce* session at least **four (4)** weeks for **Master students** and **eight (8)** weeks for **PhD students** after the submission of thesis evaluation copies. Students will be called anytime to defend their thesis as soon as the internal and external examination reports are obtained.

12.1.2 The student is required to inform the Centre for Graduate Studies regarding any change of address, contact number or email to ensure that the student can be easily contacted for *viva-voce* arrangements.

12.1.3 As soon as the Thesis Examination Panel is formed (subject to feedback from the internal and external examiners), the student will be contacted for their *viva-voce* arrangements.

12.1.4 After the *viva-voce* session, the student must obtain the summary report of the *viva-voce* session from the secretariat of the Thesis Examination Panel. This report will contain suggestions of corrections and improvements (if any) that have been agreed by the panel to be incorporated into the final version of the thesis.

12.1.5 Students will be given a period of time to correct and improve their thesis, if required by the examination panel. The panel will mention this duration in its summary report.

12.1.6 Students are advised to meet or contact their main supervisor for their thesis correction and improvement before submitting the final version of the thesis to the Centre for Graduate Studies.

12.2 Examination Result

12.2.1 A thesis shall be examined and recommended by the Thesis Examination Panel as to whether it be:

- (i) The student is awarded a PhD/Master's Degree; *or*
- (ii) The student is awarded a PhD/Master's Degree subject to minor changes/corrections/revisions to the thesis as listed in the Panel of Examiners report.

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- (iii) The student is awarded a PhD/Master's Degree subject to major changes/corrections/revisions to the thesis as listed in the Panel of Examiners report.
- (iv) The student is allowed to resubmit the thesis for re-examination after the student has made major changes/corrections/revisions to the thesis as listed in the Panel of Examiners report. The student may be required to attend another viva-voce.
- (v) The candidate is not be awarded the degree of Doctor of Philosophy but a lower degree.
- (vi) The student is not eligible to be awarded a PhD/Master's Degree and is not allowed to resubmit the thesis for examination.

12.2.2 In the event of a discrepancy in evaluation between the examiners, it shall be the prerogative of the Thesis Examination Panel to determine the specific category under which the thesis/dissertation should fall. In case of dispute, the Thesis Examination Panel will refer to JITU for the final decision.

13.0 Post-Examination / Pre-Graduation

13.1 Verification of Amendments

13.1.1 Within the period given for amendments, the students shall prepare a preliminary draft incorporating the corrections and improvements to complete the verification process.

13.1.2 The main supervisor and at least one of the thesis examiners will verify that all required amendments have been made.

13.2 Submission of Final Thesis

13.2.1 Students are required to submit three (3) hardcover version of their final thesis in order to graduate.

13.2.2 The main supervisor and the respective Head of Department must endorse the final version of the thesis using the relevant form which can be obtained from the Centre for Graduate Studies or from UniMAP's website.

13.2.3 If the respective Head of Department is the main supervisor, co-supervisor or the internal examiner for the student, the Dean of the Centre of Graduate Studies will instead endorse the final version of the thesis.

13.2.4 Students are also required to complete PIT-18 form regarding information to be written in the graduation scroll during the final

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submission of thesis.

13.2.5 If the thesis is not amended as requested by the Thesis Evaluation Panel, it shall be deemed to be rejected.

14.0 Termination of Candidature

14.1 A student candidature will be terminated in the following cases:

14.1.1 If s/he does not satisfy the student status as stated in rules 8.1.1 and 8.2.2.

14.1.2 If the student's performance is unsatisfactory without a valid reason and upon advice from the main supervisor.

14.1.3 If the student is convicted of a felony or engaged in activities, which is deemed to tarnish the university's reputation and image.

14.1.4 If s/he is found to be involved in any academic foul-play his/her duration of study.

14.1.5 If the student is found to be in violation of the university's rules and regulations.

15.0 Reactivation of Candidature

15.1 A student whose candidature is terminated may appeal to the Centre for Graduate Studies.

15.2 The student must apply for reactivation within one (1) month of receipt of termination letter.

15.3 The appeal letter together with the following fees and documents should be attached:

a) A processing fee of RM 500 will be imposed.

b) All outstanding and current fees and other charges have been paid.

c) The reason for the appeal must be clearly stated, and

d) A support letter/document (if applicable) from the main supervisor and the respective Head of Department must be attached.

16.0 Graduation

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16.1 Conferment of PhD or MSc Degree

A PhD or MSc Degree will be awarded to candidates who fulfil the following requirements:

- a) Pass the viva-voce session.
- b) Submit THREE (3) hard bound copies of the thesis to the Centre for Graduate Studies.
- c) No outstanding bills and dues with the University.

16.2 Apart from the academic requirements, candidates have to also fulfill all the following administrative requirements:

- a) Currently registered (not withdrawn, defaulted, deferred or terminated).
- b) Has made full settlement of fees and is free from any financial commitments and debts to the University.
- c) Free from any disciplinary action or any other pending disciplinary action.

16.3 Conferment of the PhD or MSc degree subject is to the approval by the University Senate.

17.0 General Provisions

The Centre for Graduate Studies with the approval of 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 Senate shall consider any appeal on any of the provisions under these Regulations at the discretion and shall make any considerations and exceptions as it sees fit and deem necessary.

PLAGIARISM

General Statement

In the tradition of scholarly pursuit, students are advised against committing plagiarism according to '**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971, UNIVERSITI MALAYSIA PERLIS**' (STUDENTS DISCIPLINARY COMMITTEE).

Prohibition Against Plagiarism

A candidate shall not plagiarise any idea, writings, data or invention belonging to another person. For the purpose of this rule, plagiarism includes:

- The act of taking an idea, data or an invention of another person and claiming that the idea, data or invention is the result of one's own findings or creation; or
- An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data or an invention which has actually been taken from some other source.

Without prejudice to the generality of the above sub-rule, a student is considered to plagiarise when s/he:

- Publishes with himself as the author, an abstract, article, scientific or academic paper, or book that is wholly or partly written by some other person.
- Incorporates him or allows him to be incorporated as co-author of an abstract, article, scientific or academic paper, or book when he has not at all made any written contribution to the abstract, article, scientific or academic paper or book.
- Forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or coauthor;
- Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research without giving due acknowledgement to the actual source;
- Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- Transcribes the ideas or creations of others kept in whatever written, printed or available in electronic form, or in slide form, or in whatever form of teaching or

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research apparatus, or in any other form, and claims either directly or indirectly that he is the creator of that idea or creation;

- Translates the writing or creation of another person from one language to another whether wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or creation or;
- Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearrange it in such a way that it appears as if he is the creator of those ideas.