



UNIVERSITI  
MALAYSIA  
PERLIS

# ACADEMIC REGULATIONS POSTGRADUATE DEGREE PROGRAMMES BY **COURSEWORK**

2025 Edition

Presented By  
**CENTRE FOR GRADUATE STUDIES**



**UNIVERSITI MALAYSIA PERLIS**

**ACADEMIC REGULATIONS**

**POSTGRADUATE DEGREE PROGRAMME BY COURSEWORK**

**CENTRE FOR GRADUATE STUDIES  
2024**

## **PREFACE**

This document contains information on general academic regulations, procedures and guidelines for the course work postgraduate programmes. It is the responsibility of the students to make themselves familiar 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),  
Jan 2024

## TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	DURATION OF STUDY	1
3.	ADMISSION REQUIREMENTS	1
4.	PRIOR TO REGISTRATION	2
5.	REGISTRATION	4
6.	ADDING & DROPPING COURSES	5
7.	CHANGE OF PROGRAMME	6
8.	GETTING STARTED	7
9.	PROGRESS	9
10.	ASSESSMENT	10
11.	PROJECT WORK	10
12.	GRADING SYSTEM	11
13.	COURSE STATUS	14
14.	TERMS FOR REPEATING COURSES	16
15.	PRE-EXAMINATION SUBMISSIONS	16
16.	EXAMINATIONS	16
17.	CURATIVE COURSES	17
18.	ADDITIONAL SEMESTER COURSES	19
19.	SPECIAL EXAMINATION	21
20.	RE-ADMINISTRATION OF EXAMINATION	21
21.	POST-EXAMINATION /PRE-GRADUATION	22
22.	GRADUATION	23
23.	GENERAL PROVISION	24
	PLAGIARISM	25
	ACKNOWLEDGEMENT	26

## POSTGRADUATE PROGRAMME BY COURSEWORK

### 1. Introduction

This academic regulations document serves as a reference for students who are undertaking a Master Degree Programme by coursework. Subjects offered in the Programmes are known as courses with credit hours and grades which will be used in the computation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

Students need to demonstrate a mastery of the programme outcomes for the Programme they are enrolled in, in order to graduate from UniMAP Master Degree Programmes.

### 2. Duration of Study

#### 2.1 Master of Science (MSc) - Coursework

Mode	Minimum Period (Year)	Maximum Period (Year)
Full-time	1	3
Part-time	2	5

#### 2.2 Master of Business Administration (MBA)

Mode	Minimum Period (Year)	Maximum Period (Year)
Full-time	1.5	3
Part-time	2	5

SENATE 75 No.4/2016

### 3. Admission Requirements

#### 3.1 Master of Science

- 3.1.1 A Bachelor's Degree or equivalent in related fields with minimum CGPA of 2.50 from a university recognised by the University Senate; **or**
- 3.1.2 A Bachelor's Degree or equivalent in related fields not meeting CGPA of 2.50 can be accepted, with a minimum of 5 years work experience in relevant fields.
- 3.1.3 Any other equivalent qualifications in related fields recognised by the University Senate.

#### 3.2 Master in Business Administration (Engineering Management)

- 3.2.1 A Bachelor's Degree in engineering / science / technology or related fields with a CGPA of at least 2.50 from universities / institutions recognised by the government and approved by the University Senate; **or**
- 3.2.2 A Bachelor's Degree in engineering / science / technology or related fields with minimum CGPA of 2.00 and not meeting CGPA of 2.50 from

universities / institutions recognised by the government and has at least 5 years work experience in related field and approved by the University Senate; **or**

- 3.2.3 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.

## **4. Prior to Registration**

### **4.1. Generalities**

- 4.1.1 Computers are made available in laboratories at UniMAP, but candidates are advised to equip themselves with a laptop installed with the appropriate software for their studies and project work.

### **4.2. Horizontal Credit Transfer**

- 4.2.1 Credit transfer/substitution is not allowed. Credit transfers are allowed for equivalent courses in postgraduate programmes of the same level (horizontal) according to the following categories.

- a) Students who change programmes within the university;
- b) Students who transfer from another university;
- c) Students who have graduated from their programme of study and endorsed by the University Senate;
- d) Based on Accreditation of Prior Experience – Based Learning for the Purpose of Awarding Credit – APEL (C);
- e) Students who are involved in Outbound Mobility Programme.

- 4.2.2 For all the categories specified in Section 4.2.1, students may apply for credit transfer subject to the following conditions;

- a) Attained a minimum grade of **B** for the previous equivalent course.
- b) The similarity of the course contents must not be less than **80%**;
- c) The equivalent transferred course previously taken shall not exceed a period of **five (5) years** from the date of enrolment into the University.

- 4.2.3 The maximum percentage of credit transfer through APEL (C) is **30%** from the total credit of study programme. The award of APEL (C) credit for postgraduate programmes is limited to the coursework and mixed mode programmes only.

- 4.2.4 There is no limit for credit transfer if the student is within the same University. However, if the study is taken at a different university, the credit transfer is subject to the Academic Residential Requirements set by the Malaysian Qualifications Agency (MQA).
- 4.2.5 Credit transfer with grade will be taken into account in determining the grade point average (CGPA) for the categories specified in 4.2.1 (a), (b) and (e).
- 4.2.6 Credit transfer without grade (credit exemption) will only consider the number of credits without specifying the average CGPA grade value and is applied to the categories stated in 4.2.1 (c) and (d).
- 4.2.7 Credit transfer in Project (for Coursework Programme) and Dissertation (for Mixed Mode Programme) are not allowed.
- 4.2.8 Credit Transfer of courses is not allowed if the student has failed their previous Master's Programme.

#### 4.3 Vertical Credit Transfer

- 4.3.1 Credit Transfer of courses is not allowed if the student has failed their previous Master's Programme. Vertical Credit transfer is only allowed under the Bachelor's Degree (MQF Level 6) and Masters Integration Program (MQF Level 7) for the Mixed Mode and Coursework Programmes. Other vertical transfers other than this are not allowed. The conditions for vertical credit transfers according to the integration program are as the following:
  - a) Students who pursue their Master's programme must have already obtained their Bachelor's Degree qualification (fulfilled the minimum Bachelor's Degree credit units).
  - b) The Vertical Credit Transfer based on the Integration Program is only valid for the Coursework and Mixed Mode programmes that have already attained full MQA accreditation.
  - c) Vertical Credit transfer without grade is allowed for **30%** of the total credits required to graduate from the Masters Programme. Students must attain a minimum grade **B** for their elective courses taken during their Bachelor's Degree in order to qualify for the Vertical Credit Transfer.
  - d) Students are allowed to continue their Final Year Project (FYP) to their Master's Research Project or Dissertation based on the approval of the students FYP supervisor.

#### 4.4 Credit Transfer Application

- 4.4.1 All Credit Transfer request must be made using the Transfer Credit Application Form, **HEA (B) IT-01(a)** through their respective Faculty/Institute by the end of Week 2 of the 1<sup>st</sup> Semester.

SENATE 103 No. 4/2021

## 5. Registration

### 5.1 New Registration

- 5.1.1 General regulations for registration are as listed in the General Information for Postgraduate Degree Programmes.
- 5.1.2 The administrative registration is done centrally and is for the purpose of programme confirmation, payment of fees and settling other general administrative matters.
- 5.1.3 If students fail to register within the stipulated period or undertake deferment without written permission from the Director of the Centre for Graduate Studies, the study offer will automatically be null and void.
- 5.1.4 In certain circumstances, the Director of the Centre for Graduate Studies may, as designated by the university, and upon recommendation of the Dean of Faculty/Director of Institute, allows students to defer his/her new registration to the following intake.
- 5.1.5 Course registration should be done online by each student within the first week of registration. A fee of RM100 will be imposed for any late registration.
- 5.1.6 Students may add or drop courses after registration, subject to rules and regulations.
- 5.1.7 Students may register for a stipulated range of credit hours according to mode of studies as in Table 1:

**Table 1: Minimum and Maximum Credit Hours per Semester**

Mode	Minimum Credit Hours	Maximum Credit Hours
Full-time	9	24
Part-time	3	12

- 5.1.8 If for any reason, students are not able to register within the stipulated time allowed for each semester, he/she needs to obtain a written approval from the Dean of Faculty/Director of Institute.

### 5.2 Renewal of Registration

- 5.2.1 The student will have to register at the beginning of every semester.
- 5.2.2 Students must make full payment for that semester during the registration.
- 5.2.3 Students are allowed to register if there are no outstanding fees in the previous semester. However, fees must be settled before the end of the semester.



- 5.2.4 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.
- 5.2.5 Students who do not register for two (2) consecutive semesters will be terminated in the following semester.

SENATE 111 No. 1/2023

- 5.2.6 Students can appeal to reactivate study within two (2) semesters or one year after termination. However, this matter is tied to the remaining period of candidature.
- 5.2.7 Students must pay all outstanding fees if they wish to reactivate their study.
- 5.2.8 Based on existing regulations, a reactivation fee of RM 500 is charged to students.
- 5.2.9 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 International Affairs, UniMAP.

## **6. Adding & Dropping Courses**

### **6.1 Adding courses**

- 6.1.1 Students MUST register for course(s) online via the 'Online Postgraduate Information System' (OPI) (<http://opi.unimap.edu.my>) within the first 3 weeks of each semester upon approval by the respective Programme Chairperson.
- 6.1.2 A penalty of RM100 applies for late course registration. A completed **PIT 27A – Late Registration** form must be submitted to the Programme Chairperson.
- 6.1.3 The stipulated range of credit hours allowed for each semester, as in the Table 1, must be adhered to, in the case of adding courses.
- 6.1.4 In certain circumstances, registration exceeding the maximum number of credit hours may be allowed, with approval by the respective Dean of Faculty/Director of Institute and Director of Centre for Graduate Studies.

## 6.2 Dropping courses

- 6.2.1 Students may drop a course(s) within the first six weeks of a semester with the approval by the respective Programme Chairperson and Dean of Faculty/Director of Institute. Course(s) dropped during this approved period will not be taken into account for calculation of the CGPA. The tuition fee however, is not refundable.
- 6.2.2 Dropping a course(s) is not allowed after six (6) weeks of semester.

## 6.3 Withdrawal of Courses

- 6.3.1 Students may withdraw from a course(s) between week 7 to week 12 of the semester.
- 6.3.2 Students shall be given Grade TD. All fees shall remain liable to be paid. A **penalty of RM 100** will be charged to the students for the course withdrawal, subject to the approval of the respective Dean of Faculty/Director of Institute.

## 7. Change of Programme

- 7.1 Application for change of programme can only be done in the first semester.
- 7.2 Application for change of programme at the same level has to be submitted to the Centre for Graduate Studies. This must be done within the first two (2) weeks of registration for full-time students and within the first four (4) weeks for part-time students (**PIT 13 – Change of Topic, Research Area, Programme** form).
- 7.3 Application for change of programme after the period mentioned in 7.1 is not allowed.
- 7.4 Students who wish to change programme need to submit an application using **PIT 13 – Change of Topic, Research Area, Programme** form. The change must be approved by the respective Dean of Faculty/Director of Institute via the Programme Chairperson.
- 7.5 An administration fee of **RM 500** will be charged to students for change of programme.
- 7.6 The maximum period of candidature will remain unchanged with the change of programme.
- 7.7 Change is not allowed between programmes of different modes.
- 7.8 Change of a Master Programme by Coursework to a Doctoral programme is not allowed.

## 8. Getting Started

### 8.1 Orientation Programme

- 8.1.1 All new students are required to attend the Postgraduate Studies Orientation Programme after registration. The Centre for Graduate Studies will announce the dates of the Orientation programme for each semester.

### 8.2 Project Title and Supervisor

- 8.2.1 All students are required to choose and confirm a project title, based on their discussion with the Programme Coordinator and other lecturers. They are required to nominate a Supervisor during the registration of the course for the particular semester.
- 8.2.2 The project title must be relevant to the programme and approved by the Supervisor and Programme Chairperson.
- 8.2.3 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.

### 8.3 Change of Project Title

- 8.3.1 Any application to change a project title must be made in writing to the respective Dean of Faculty/Director of Institute via the Supervisor and Programme Chairperson, using **PIT 13 – Change of Topic, Research Area, Programme** form.
- 8.3.2 There will be no major change of dissertation title after the project is half-way completed.

### 8.4 Change of Supervisor

- 8.4.1 With strong justifications, students may apply for a change of supervisor. Application for the change must be made in writing to the respective Dean of Faculty/Director of Institute via the Programme Chairperson within ONE (1) month after starting the project, using **PIT 19 – Change of Supervisor, Appointment of Supervisor, Removal of Supervisor** form.

### 8.5 Change of Status

- 8.5.1 Students are allowed to change his/her status from Part-Time to Full-Time or vice versa. A processing fee of **RM 200** will be charged per status change.

8.5.2 Application to change the status of a student must be done using **PIT 04 – Application for Leave, Extension of Candidature and Change of Status** form which can be obtained from the Centre for Graduate Studies (CGS) or from CGS website.

## 8.6 Extension of Candidature

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

8.6.2 Every application to extend the duration of study must be accompanied by a valid reason. Students are required to apply using **PIT 04 – Application for Leave, Extension of Candidature and Change of Status** form.

8.6.3 The maximum extension period is given in the following Table 2

**Table 2: Maximum Extension Period for Programme by Coursework**

Programme	Mode	Max.Study Duration	Max. Extension Period
Coursework	Full-Time	3 years	1 year
	Part-Time	5 years	2 years

8.6.4 Students must submit their candidature extension form at least TWO (2) months before the end of the maximum study duration. A fine of **RM100** will be imposed for late submission of the **PIT 04 – Application for Leave, Extension of Candidature and Change of Status** form.

8.6.5 The completed application form must be endorsed by the Programme Chairperson and approved by the respective Dean of Faculty/Director of Institute.

8.6.6 The approved form must then be forwarded to the Centre for Graduate Studies for further action.

## 8.7 Deferment of Study

8.7.1 For deferment application, the student is advised to fill in the deferment of study application available at the online postgraduate information system <https://opi.unimap.edu.my/OPIVer2>

- 8.7.2 The period of deferment shall not be counted in the student's total study period. The total maximum allowable period of deferment is one (1) year, either TWO (2) consecutive semesters or TWO (2) separate semesters.
- 8.7.3 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.
- 8.7.4 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.
- 8.7.5 After completion of the approved period of deferment, students are required to register again to continue their study.
- 8.7.6 International students who defer their studies must cancel the student pass, subjected to the rules of Malaysian Immigration Department from time to time.

## **9. Progress**

### **9.1 Student Status**

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

- a. Registered for the programme.
- b. Paid the required fees before each semester begins.
- c. Registered for all required courses.
- d. Confirmed all registered courses throughout the programme.
- e. Keep each semester's registration slip and examination slip for future reference.

### **9.2 Attendance**

Students may be barred from the final examination if their attendance does not meet the 80% lecture and tutorial attendance requirement for each course. An exemption of this regulation applies only if there is written permission by the Lecturer, Programme Chairperson or the respective Dean of Faculty/Director of Institute.

## **10. Assessment**

- 10.1 The Course Lecturer will evaluate all courses registered in every semester via the following assessment components, with each component bearing a certain percentage contribution, based on each programme or course:
  - 10.1.1 Coursework assessment measures a student's performance either in the form of essay writing, case study investigation, oral presentation, laboratory work, written test, project work and participation in group discussions.
  - 10.1.2 An examination in the form of a written or oral test (viva).
  - 10.1.3 For students enrolled in programs governed by the MQA Computing Standards, it is required to pass BOTH continuous and final assessments for every computing course. A student is required to achieve at least grade B in the coursework AND at least grade B in the final examination to pass their courses.

SENATE 121 No.5/2024

- 10.2 Research Project is considered as 100% coursework and is graded usually via the following sub-components:
  - 10.2.1 Project proposal
  - 10.2.2 Project progress report
  - 10.2.3 Project final report
- 10.3 Other than the Research Project, the coursework assessment will run throughout the semester.
  - 10.3.1 The assessment will be in the form of tests, quizzes, reports, mini projects, case studies, presentations and other relevant assignments.
  - 10.3.2 The assessment will usually take not more than 70% of total percentage for the course.
- 10.4 Unless given prior permission by the Course Lecturer (for assignments) and the Programme Chairperson or the Dean of Faculty/Director of Institute (for examinations or project work), all unattended assessment sessions and uncommitted assignments will be automatically given grade point zero (including for students under disciplinary action).

## **11. Project Work**

- 11.1 Students are required to submit the following documents for their project work according to a schedule that will be given by the Programme Coordinator of the relevant Faculty/Institute. A sample of a schedule for a full-time programme in a semester is shown in Table 3.

**Table 3: Full-time Programme Schedule**

Document	Week No. / Proposed Due Date
Project Proposal	Week 2
Progress Report	Week 9
Report Submission for Evaluation (Ring bound copy)	Week 16
Report Correction	Week 18
Final Report Submission (Hard bound copy)	Week 22 Minor Correction: 1 – 2 weeks after report correction Major Correction: 1 month after report correction

\*Faculty/Institute may ask the student to submit more than one progress report.

#### 11.2 Submission and Contribution of Documents

- 11.2.1 The exact dates for submitting each of the above documents will be determined by the Programme Chairperson. All students will be informed of the dates at the beginning of the semester after research project registration.
- 11.2.2 Each of the above documents will be graded and the grade points will contribute towards the final grade point. The percentage allocation for each document against the total whole will be determined by the programme.
- 11.2.3 Failure to submit a document on time will result in a grade point of 0 for that component. No extension is allowed except for medical reasons, subject to students submitting a certificate issued either by UniMAP Medical Officer or from any Government Hospital.

#### 11.3 Minimum and maximum words in project report

The length of the project report shall be in the range of 8,000 to 30,000 words. If a project report does not comply with the stated number of words, approval must be obtained through Jawatankuasa Ijazah Tinggi (JKIT).

SENATE 106 No. 1/2022

### 12. Grading System

- 12.1 Students will be evaluated based on the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) system. Evaluation for courses will be graded according to the Table 4.

**Table 4: Grading System for Coursework Programme**

Grade	% Marks	Grade Point	Competency Level
A	80 – 100	4.00	Pass
A-	75 – 79	3.75	
B+	70 – 74	3.50	
B	65 – 69	3.00	
B-	60 – 64	2.75	Conditional Pass
C+	55 – 59	2.50	
C	50 – 54	2.25	Fail
C-	40 – 49	2.00	
F	0 – 39	0.00	

12.2 Based on the grade points achieved, students' final results are converted into a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA).

12.3 The GPA is calculated by dividing total grade points obtained by the total credit hours taken in a semester. The CGPA is calculated by dividing the total grade points obtained by the total credit hours taken from the first semester to current semester. The example of GPA and CGPA calculation is in the following where  $\Sigma$  refers to the total grade point obtained for a registered and examined course, and *credit* refers to the credit hours for that particular course.

$$GPA = \frac{\sum [Grade\ Point \times Credit]_{semester}}{\sum Credit_{semester}}$$

$$CGPA = \frac{\sum [Grade\ Point \times Credit]_{semester - n}}{\sum Credit_{semester - n}}$$

Course	Grade	Grade Point	Credit Hour	Credit Hour x Grade Point
C1	A	4.00	4	4 x 4.00 = 16.00
C2	B	3.00	3	3 x 3.00 = 9.00
C3	F	0.00	3	3 x 0.00 = 0.00
C4	C+	2.50	3	3 x 2.50 = 7.50
Total			13	32.5
			GPA	$\frac{32.5}{13}$ = 2.50



#### 12.4 Academic Standing

- 12.4.1 Active (A) – a student is considered to be in active standing if he/she maintains a minimum average grade of B (GPA  $\geq$  3.00).
- 12.4.2 First Probation (P1) – a student with a lower average grade than B (GPA  $<$  3.00) in a semester.
- 12.4.3 Second Probation (P2) – a student with a lower average grade than B (GPA  $<$  3.00) after getting a P1 in the previous semester.
- 12.4.4 Terminated (T) – a student will be terminated should he/she does not maintain a minimum average grade of B (GPA  $<$  3.00) two consecutive semesters.

SENATE 75 No.4/2016

#### 12.5 Termination

- 12.5.1 The probation and termination rules apply to all semesters, including semesters when only the research project is being carried out (in this case assessment is based on project proposals, interim reports, final reports, etc.).
  - 12.5.2 Students may appeal against the termination of his/her candidature. This is to be made in writing to the Director of Centre for Graduate Studies within one month of the date of termination.
  - 12.5.3 The appeal letter should clearly state the reason for the appeal, and is submitted together with the following fees and documents:
    - a) A processing fee of **RM50**.
    - b) Records showing that all outstanding and current fees and other charges have been paid.
    - c) A support letter/document (if applicable) from Programme Coordinator and the respective Dean of Faculty/Director of Institute.
- 12.6 Students who have obtained Probation Status for more than two (2) consecutive normal semesters shall be terminated from his/her programme of study.

### 13.Course Status

- 13.1 On the whole and at any given time, all courses registered by each student (including research project) will be accorded a status at the end of the semester according to the following scheme:

STATUS	DEFINITION
LU	Pass
GA	Fail
TL/TL*	Incomplete
TD	Withdraw
AU	Audit
DK	Absent from Examination With Permission
F*	Absent from Examination Without Permission
X	Barred from Sitting for Examination

- 13.2 The interpretation of the status above are explained as follows:

- 13.2.1 LU/GA (Pass/Fail) – These are for courses that have been already completed by the student and have corresponding grade points. LU will be given for a course which a student has satisfactorily fulfilled all the requirements. GA will be given for a course which a student has not fulfilled all the requirements.
- 13.2.2 TL (Incomplete) – TL is given for courses that a student needs to take for two consecutive semesters and cannot be given a grade point at the end of the first semester. TL is also given to students who have not submitted their softbound research project for their viva-voce examination at least 7 days before the Majlis Peperiksaan Pengajian Siswazah (MPPS). The students are still required to register the research project course in the following semester with the full fees payment. If the students fail to complete the course within the following semester, the students will be given a GA (Fail) grade. The students are then required to repeat the research project course with a different research title in the subsequent semester. The only other situation for the award of this status is when a student fails to sit for an examination or to complete an assignment due to medical reasons, subject to the student submitting a certificate issued either by UniMAP Medical Officer or from any Government Hospital or for any other reasons approved by Majlis Peperiksaan Pengajian Siswazah (MPPS).

SENATE 103 No.4/2021

- 13.2.3 TL\* (Incomplete after viva-voce) - TL\* status is assigned to the students who have completed their viva-voce examination but are still in the correction period for their report, with the final submission pending. The result of the project is deemed incomplete and, as such, cannot be reported to the Majlis Peperiksaan Pengajian Siswazah (MPPS). Once the students have submitted the final report, the project result will be presented in the subsequent MPPS session. However, if the students have completed all other courses, the project result will be reported at the closest meeting of Jawatankuasa Ijazah Tinggi Universiti (JITU) for graduation purposes.

SENATE 116 No.6/2023

- 13.2.4 TD (Withdraw) – This status is given for a course which a student has withdrawn from within the stipulated period. No grade point will be awarded and as such, none will be included in the calculation for the CGPA. The course will nonetheless be recorded in the transcript.
- 13.2.5 AU (Audit) – AU is awarded for a course which a student has attended due to course requirement, but is not required to be assessed. It will be recorded in the student's transcript.
- 13.2.6 DK (Absent from Examination with Permission) – A student will receive a DK grade if he/she is absent from an examination with permission due to factors such as health, emergencies, or other approved cases by the Majlis Peperiksaan Pengajian Siswazah (MPPS). Subsequently, students with a DK grade must undertake a special examination within the 7th week of the following semester. The grade achieved in this special examination will substitute the initial DK grade for the course. Failure to complete the special examination within the specified period will necessitate the student to retake the course during the regular semester.

SENATE 116 No.6/2023

- 13.2.7 F\* (Absent from examination without Permission) – This status is awarded for a course which the student has not sat for the examination without permission. A grade point of 0.00 (Fail) will be included in the calculation towards the GPA and CGPA. Students have to register again for the particular course during the normal semester. Students are not allowed to register for a curative course or request for a special examination. A final grade and grade point (GPA) will be given based on the student's latest mark.
- 13.2.8 X (Barred from Sitting for Examination) – This status is awarded for a course which the student has been barred from sitting for the examination. A grade point of 0.00 (fail) will be included in the calculation towards the GPA and CGPA. Students have to register again for the particular course during the normal semester. Students are not allowed to register for a curative course or request for a special examination. A final grade and grade point (GPA) will be given based on the student's latest mark.

## **14. Terms for Repeating Courses**

- 14.1 Students who obtain a grade point less than 2.50 (C+) in any of the course are required to repeat the course. His / her CGPA is calculated based on the latest grade obtained for the course.
- 14.2 Students are not allowed to repeat a course if he/she has obtained a grade point of 3.00 (B) and above.
- 14.3 Students who do not achieve minimum graduation requirement (CGPA  $\geq$  3.00) are required to repeat course(s) that he/she has obtained with conditional pass level, i.e. 2.50 (C+) or 2.75 (B-).
- 14.4 Students repeating his/her project paper are required to select a new topic for the project.
- 14.5 Students repeating his/her project paper are required to complete the repeated project paper within a minimum period of one (1) semester for a full-time student and two (2) semesters for a part-time student.

## **15. Pre-Examination Submissions**

### **15.1 Taught Courses**

- 15.1.1 All coursework components (e.g., assignment, case study, laboratory report and etc.) for the taught courses are to be completed and submitted according to the schedule set by the Course Coordinator.

### **15.2 Project Report**

- 15.2.1 An unbound copy of the project report shall be submitted to the Programme Coordinator to be checked for conformity to the format stipulated in the 'Guidelines for Preparation and Submission of Graduate Thesis' before it can be allowed to be submitted for examination. Failure to conform to the guideline may result in the rejection of the report.
- 15.2.2 Once the copy is deemed acceptable, the student must submit TWO (2) ring-bound soft cover copies and ONE (1) softcopy to the Assistant Registrar/Programme Chairperson of the respective programme.

## **16. Examinations**

### **16.1 Courses**

- 16.1.1 Examination for all taught courses will be carried out during the examination period and following the University Examination Regulations.

## 16.2 Project

- 16.2.1 The evaluation shall comprise of TWO (2) main components: project report and viva-voce.
- 16.2.2 After the viva-voce session, where applicable, students may be asked to make modification to the project report based on recommendations by the Panel of Examiners.
- 16.2.3 In the event of corrections/changes to be made in the report, students are required to re-submit an unbound copy to the examiners for verification and submit TWO (2) bound hard cover copies and a softcopy within one month from the viva-voce session to the Assistant Registrar/Program Chairperson. Submission of the hard cover copies is mandatory in order for the student to graduate from this course.

## 16.3 Examiners

- 16.3.1. The project report and viva-voce must be examined by at least two internal examiners.

SENAT 86 No.4/2018

## 16.4 Viva-voce Session

- 16.4.1 Viva-voce session must be conducted physically as main option.
- 16.4.2 For any unforeseen constraints and student request to attend the viva-voce online, the approval must be obtained from the Director of CGS.
- 16.4.3 The viva-voce panelists, including the Chairman, Internal Examiner, and Supervisor(s), must be present physically during the viva-voce session.

SENAT 107 No.2/2022

## 17. Curative Courses

### 17.1 Offering of Curative Courses

- 17.1.1 Curative courses are offered for graduating students.
- 17.1.2 Curative courses can be core and elective courses.
- 17.1.3 Curative courses will be offered at the end of each academic calendar year, subject to the availability of resources and proposed by the Dean of Faculty/Director of Institute to JITU. Curative course offering must be endorsed by University Senate.
- 17.1.4 Students are allowed to sit for a curative course only ONCE (1 time) for each subject during the period of candidature.

- 17.1.5 The offer of a curative course is not dependent on the number of students applying for the course. The decision to offer a curative course will be made by the Dean of Faculty/Director of Institute.

## 17.2 Prerequisite for Curative Courses

- 17.2.1 Registration for a curative course is only open to students who obtain a grade lower than B for a particular course.
- 17.2.2 Students who obtain at least a grade of C+ in the *assignment component* of a course but fail the *examination component* are allowed to register for the curative course. Students who fail the *assignment component*, however, are not allowed to register for a curative course, whether or not they pass the examination component.

## 17.3 Registration for Curative Courses

- 17.3.1 Students are NOT allowed to withdraw from a curative course once he/she has registered for that particular course.
- 17.3.2 Students who have failed a curative course are not allowed to re-register for another curative course for the particular subject.
- 17.3.3 The total number of curative courses that can be taken by a student is limited to 3 courses.

## 17.4 Delivery of Curative Courses

- 17.4.1 Intensive tutorial classes shall be conducted for 2 consecutive weeks followed by an examination.
- 17.4.2 100% attendance is compulsory for all curative courses.
- 17.4.3 The Program Chairperson shall determine the final mode of delivery.

## 17.5 Assessment of Curative Courses

- 17.5.1 The final marks for a curative course are a combination of the previous coursework marks obtained from a normal semester and the new exam marks obtained from the curative course examination.
- 17.5.2 A corresponding grade and Grade Point Average (GPA) as well as Cumulative Grade Point Average (CGPA) will be given based on whichever is higher.

- 17.5.3 The fee for each curative course is charged at 50% of the normal rate.

SENATE 75 No.4/2016

## **18. Additional Semester Courses**

### **18.1 Offering of Additional Semester Courses**

- 18.1.1 Additional Semester courses are offered to current and graduating students.
- 18.1.2 Additional Semester courses can be core and/or elective courses.
- 18.1.3 Additional Semester courses will be offered at the end of each second semester of the academic calendar year, subject to the availability of resources and proposed by the Dean of Faculty/Director of Institute to the JITU. Additional semester courses offering must be endorsed by the University Senate.
- 18.1.4 Students are only allowed to take a maximum of three (3) courses in the Additional Semester.
- 18.1.5 The offering of the Additional Semester courses is not dependent on the number of students applying for the course. The decision to offer the Additional Semester courses will be made by the Dean of Faculty/Director of Institute.

### **18.2 Pre-requisite for Additional Semester Courses**

- 18.2.1 Registration for the Additional Semester courses is only eligible to students who attained a grade of B- and below for the core and elective courses as well as passing the coursework for the related course that they applied for, with a minimum mark of 55% (C+).
- 18.2.2 Students are also allowed to repeat courses to improve their grades (B- and C+ grade for both core and elective courses) when the related courses are being offered during either the Additional Semester or the following normal academic semester.
- 18.2.3 Students who attained a grade of F\* and X are not eligible to register for the courses during the Additional Semester.

### **18.3 Registration for Additional Semester Courses**

- 18.3.1 Students may apply for the Additional Semester Courses during Week 4, 2<sup>nd</sup> Semester to Centre for Graduate Studies through their respective faculties. However, the availability of the courses being offered will depend on their respective faculties.

18.3.2 Once obtaining senate approval, the courses to be offered will be available through the system to enable the course registration for the students. Registration can be done through the Online Postgraduate Information (OPI) system. Online course registration will only be open for one (1) week during Week 12 of the 2<sup>nd</sup> Semester.

18.3.3 Students are only allowed to register for the Additional Semester if they have no outstanding fees (current semester debt). The Additional Semester fee has to be paid by the students during their registration date. The fee for Additional Semester is based on the number of credit units registered by the students. The fee structure of the Additional Semester are as the following:

No	Type of Programme	Local Students (Per Credit, RM)	International Students (Per Credit, RM)
1	Mixed Mode	45	75
2	Coursework	45	75
3	MBA (Engineering Management)	90	130

LPU 73 No.4/2020

#### 18.4 Delivery of Additional Semester Courses

18.4.1 Intensive tutorial classes shall be conducted for 4 consecutive weeks followed by 1 week of examination. The learning approach is based on the number of credit hours. For example, a 3 credit hours course will have 3 hours per week of learning time.

18.4.2 100% attendance is compulsory for all Additional Semester courses.

18.4.3 The Program Chairperson shall determine the final mode of delivery.

#### 18.5 Assessment of Additional Semester Courses

18.5.1 The final marks for the Additional Semester course are a combination of the previous coursework marks obtained from a normal semester and the new exam marks obtained from the Additional Semester course examination.

18.5.2 A corresponding grade and Grade Point Average (GPA) as well as Cumulative Grade Point Average (CGPA) will be given based on whichever is higher.

#### 18.6 Special Cases for Additional Semester Registration

18.6.1 In certain circumstances, special cases may be considered for registration other than stated in 18.3.1.



- 18.6.1.1 Cases where final year students (Active Status) has failed one (1) / two (2) courses during their final semester to enable them to graduate. Additional courses to be offered during the Additional Semester after consideration in the Majlis Peperiksaan Pengajian Siswazah (MPPS) and added to the list of offered courses to allow students to register.
- 18.6.1.2 Students will be exempted from the four (4) weeks of tutorial/classes and will directly sit for the course examination.
- 18.6.1.3 The grades given to the students will be decided by their respective faculties and will also be considered in their final GPA and CGPA.
- 18.6.1.4 Students who fail their Additional Semester are required to extend their study period and repeat the courses in the normal subsequent semester.

SENATE 97 No.3/2020

## **19.Special Examination**

- 19.1 A Special examination can be conducted for a course that has a written final examination to enable the students to complete and graduate within the stipulated duration of study.
- 19.2 Special examination will be offered based on the availability of resources and proposed by the Dean of Faculty/Director of Institute to JITU. Special examination offering must be endorsed by University Senate.
- 19.3 A student is allowed to take a Special Examination if he/she has received a course status of DK.
- 19.4 An actual grade is awarded for the course.

## **20.Re-administration of Examination**

- 20.1 The University reserves the right to re-administer an examination as it deems fit under the following situations:
  - 20.1.1 That a leak has occurred in the final examination paper;
  - 20.1.2 Students are not able to sit for the final examination due to natural disasters and issues that threaten national security.
  - 20.1.3 Other reasons deemed appropriate by the Vice Chancellor.

## 21. Post-Examination /Pre-Graduation

### 21.1. Examination Results

- 21.1.1 The final grade for a course will only be released to the students after Senate's endorsement, which is typically one month after the examination period.
- 21.1.2 An appeal can be made by students to review any particular grade obtained in an examination for any course. This is to be made using the relevant form from the Centre for Graduate Studies within two weeks of the release of the results. Any appeal received after the stipulated period will not be entertained. A fee of RM100 per course will be charged for each review appeal.
- 21.1.3 Decisions on appeal cases are final. Appeals for the review of marks obtained for the Special and Curative Examination are not allowed.
- 21.1.4 Rule 21.1.3 is also applicable to project work.

SENATE 75 No.4/2016

### 21.2 Pre-Graduation Checklist

- 21.2.1 Students are responsible for ensuring that he/she has fulfilled or is about to fulfill all requirements for graduation. This can be done prior to the final semester's results being released, i.e. based on projected results.
- 21.2.2 As per academic requirements, the following points are very pertinent:
  - a. Students must obtain a minimum Grade of C+ for all courses in order to graduate.
  - b. Students who fail a core course are required to repeat the course until he/she obtains the minimum grade required.
  - c. Students who fail an elective course may replace it with another elective course.
  - d. The grades for all attempts will be recorded, but only the best results will be taken into account when calculating the CGPA (i.e. repeat courses will be considered as replacements).

SENATE 75 No.4/2016

### 21.3 Project Work

- 21.3.1 The project work is a fixed-period course and as such, students who have registered for the course will receive a grade point after that period. Students should note the following:
  - a. The minimum grade is applicable in this course.

- b. Extension of the project period is not allowed unless approved by the JITU. This extension is on a case-by-case basis. The maximum grade of B can be obtained after an extension.
- c. If a period of extension is not obtained, the project work will have to be repeated until the minimum grade is attained. Students repeating his/her project work are required to select a new topic.

## **22. Graduation**

### **22.1 Conferment of Degree**

22.1.1 A Degree will be awarded to students that fulfill the following requirements:

- a. Accumulated the minimum credit requirement for respective program.
- b. Satisfied all conditions as stated in section 21.2.2.
- c. Completed the minimum period of study and not exceeded the maximum period.

### **22.2 Requirements for Conferment of Degree**

22.2.1 A candidate is deemed academically eligible to be conferred the degree if he/she has fulfilled all the following conditions:

- a. Achieved a minimum average grade of B (CGPA  $\geq$  3.00) calculated based on all courses taken throughout the duration of study.
- b. Passed the necessary number of elective courses.
- c. Completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

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

- a. Is currently registered (not withdrawn, defaulted, deferred or terminated).
- b. Has made full settlement of fees and is free of any financial commitments and debts to the University.
- c. Is free from any disciplinary action or any other pending disciplinary action.
- d. The conferment of degree is subject to approval by the University Senate.

## **23. General Provision**

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 academic regulations in this document. All such methods and implementation procedures must be observed by students. The Vice Chancellor shall consider any appeal on any of the provisions under these Regulations at his/her discretion and he/she shall make any consideration and exceptions as he/she sees fit and deems 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 plagiarize 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 plagiarize when he/she:

- 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 co-author;
- 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 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.

## ACKNOWLEDGEMENT

This is to acknowledge the previous Editorial and Committee Team who are involved in the developing the general academic regulations, procedures, and guidelines for the coursework postgraduate programmes.

### Editorial Team:

Prof. Dr. Mohd Yusoff Mashor  
Assoc. Prof. Dr. Azremi Abdullah Al-Hadi  
Dr. Shah Fenner Khan Mohamad Khan  
Assoc. Prof. Dr. Mukhzeer Mohamad Shahimin  
Assoc. Prof. Dr. Wan Khairunizam Wan Ahmad

### Committee Team:

Prof. Dr. Ibni Hajar Haji Rukunudin	Dr. Banu Poobalan
Prof. Dr. Awang Soh @ Mamat	Dr. Abdul Haqi Ibrahim
Prof. Dr. Asiah Sarji	Dr. Muammar Mohamad Isa
Dr. Rozyanty Rahman	Dr. Ahmad Kadri Junoh
Dr. Phak Len A/L Eh Kan	Ir. Dr. Dina Maizana
Dr. Ong Hui Lin	Ir. Dr. Ruslizam Daud
Dr. Leong Jenn Hwai	Ir. Dr. Rosnazri Ali
Dr. Saleha Shamsudin	Dr. Shahrir Rizal Kasjoo
Dr. Naimah Ibrahim	Dr. Mohammad Fadzli Ramli
Dr. Voon Chun Hong	Madam Sharmini Abdullah
Dr. Shazmin Aniza Abdul Shukor	Madam Syahira Sa'aban
Dr. Lee Cheng Chuan	Mr. Mohd Kasturi Nor Abd Aziz
Dr. Yasmin Ahmad	Miss Razleena Razali
Dr. Ku Mohd Nabil Ku Hamid	Madam Aiza Binti Jasmi
Dr. Shahrul Nizam Yaakob	Madam Shasha Fazana Binti Zainol
Dr. Rafikha Aliana A. Raof	Abidin
	Madam Zehan binti Mat Saad
	Madam Shazlina Binti Isakh

Prof. Hashita Aini Haroon for input and proofreading.

**Centre for Graduate Studies (CGS),  
Universiti Malaysia Perlis**