

# INSTITUTE OF GRADUATE STUDIES



الجامعة  
UNIVERSITI  
TEKNOLOGI  
MARA

## ACADEMIC RULES and REGULATIONS (Amendment 2016) for Post Graduate

# Master Degree Programme by **RESEARCH**



ISO 9001:2008 Certificate No. KLR 0404089

# FOREWORD

## **Academic Rules and Regulations (Amendment 2016) Graduate Studies**

The Academic Rules & Regulations (Amendment 2016) is an important point of references to all postgraduate students in UiTM. Students are encouraged to read and be familiar with all provision, applicable to their program of study as they will be accountable for any action which is contrary to the regulations

## Contents

Foreword	i
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### **Part One**

Definition	2 - 8
------------	-------

### **Part Two**

1.0	The Body Governing the Policy and Supervision of Postgraduate Studies	10
1.1	Senate	10
1.2	Postgraduate Academic Council (PGAC)	10
1.3	Faculty Postgraduate Academic Sub-Committee (FPGAC)	13
2.0	Entry Requirements	15
3.0	Application	16
4.0	Registration and Fees	16
4.1	Student Registration	16
4.2	Withdrawal from Studies	16
4.3	Fees	17
4.3.1	Type of Fees	17
4.3.1.1	Fees for Deferment of Studies	17
4.3.1.2	Fees to Change Courses/Mode of Studies/Campus	17
4.3.1.3	Fees for Application of Special Leave	17
4.3.1.4	Fees for Thesis Examination	17
4.3.1.5	Fees for Appeal to continue studies	17
4.3.2	Payment of Fees	18
4.4	Fees Rate	18
5.0	Graduate Student's Status	18
5.1	Existing Status	18
5.2	Revocation of Student Status	18
6.0	Deferment of Study	18
7.0	Mode of Study	19
8.0	Duration of Study	19
8.2	Special Leave	19
9.0	Structure of Study	20
10.0	Conversions from Masters Degree to PhD	20
11.0	Students' Attendance	21
12.0	Supervision	21
12.1	Main Supervisor	21
12.2	Co-supervisors	21
12.3	Change of Supervisors	22

12.5	Criteria for Supervisor	22
12.6	Number of Supervision	23
13.0	Thesis	23
13.1	Rules for Writing Thesis	23
13.2	Submission of Thesis	24
	13.2.1 Intention to Submit Thesis	24
	13.2.2 Final Submission of thesis for <i>Viva Voce</i>	24
	13.2.3 Submission of Thesis to IGS	25
14.0	Evaluation	25
15.0	Procedure for Thesis Examination	25
15.1	Thesis Examiners	23
15.2	Submission of Thesis to Examiners	26
15.3	<i>Viva Voce</i>	26
15.4	Results of <i>Viva Voce</i>	26
16.0	Academic Conferment	28
17.0	Award of Excellence	28
17.1	Excellent Research Award	28
18.0	Examination and Assessment Results	29
18.1	“In-Progress” Status	29
18.2	Notifications of Student’s Status	29
18.3	Academic Achievement and Requirements for Continuation of Study	29
19.0	Disciplinary Action	30
20.0	Dismissal from Study	31
21.0	Appeal	31
21.1	Appeal for Extention of Study	31
22.0	Others	31

## Part Three

Appendix A	34
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## ABBREVIATION

APC	- Anugerah Penyelidikan Cemerlang
FPGAC	- Faculty Postgraduate Academic Sub-Committee
GPA	- Grade Point Average
IHL	- Institution of Higher Learning
IGS	- Institute of Graduate Studies
PGAC	- Postgraduate Academic Council
UiTM	- Universiti Teknologi MARA



PART ONE

DEFINITION



**1.0 Academic Conferment**

**1.0.1 Masters Degree**

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

**1.1 Academic Staff**

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

**1.2 Awards**

Awards given to students based on their academic achievements.

**1.3 Bursar**

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

**1.4 Candidate**

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

**1.5 Chairman of Faculty Cluster**

An individual appointed by the Vice Chancellor to head a particular faculty cluster.

**1.6 Complete Status**

Status given to students who have passed and completed all academic requirements and conditions of the University.

**1.7 Co-Supervisor**

A Faculty member appointed to assist the main supervisor.

**1.8 Dean**

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

**1.9 Dean of Graduate Studies**

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

**1.10 Deputy Dean of Graduate Studies**

Academic staff appointed by the Vice Chancellor to assist the Dean of IGS.

**1.11 Deputy Vice Chancellor**

An officer appointed by the Minister under Section 20(7A) of Act 173.

**1.12 Rector of Branch Campus**

The Rector of Campus is an academic staff appointed by the Minister under Section 7(2) of Act 173, to act as the Management and Academic Chief of a UiTM branch campus.

**1.13 Director of a Study Centre**

An academic staff appointed by the Vice Chancellor to head a particular study centre under Section 8(2) of Act 173.

**1.14 Disciplinary Action**

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

**1.15 External Examiner**

Field experts from outside the University appointed to examine and evaluate students' thesis.

**1.16 Faculty**

Any academic entity established under Section 8(1) of Act 173.

**1.17 Faculty Clusters**

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

**1.18 Faculty requirements**

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

**1.19 Fees**

Specific fees charged upon registered students of the University.

**1.20 Full-time Student**

A student who studies under the full-time mode.

**1.21 Graduate Studies Programme**

Academic program set by the University to confer Masters Degree or Doctor of Philosophy degree.

**1.22 Head of Graduate Programme**

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

**1.23 Head of Graduate Studies**

An academic staff appointed by the Deputy Vice Chancellor (Academic and International) to head the respective departments in IGS.

**1.24 In Progress**

Status given to research mode students for performance with satisfactory progress.

**1.25 Institute of Graduate Studies (IGS)**

An institute responsible to administer all affairs of post-graduate studies.

**1.26 Institutions of Higher Learning (IHL)**

All Institutions of Higher Learning other than the University.

**1.27 Internal Examiner for Research Programme**

Field experts from the University who are appointed to examine and evaluate students' thesis.

**1.28 Main Supervisor**

A faculty member appointed by the University to supervise research, monitor progress and writing of students' thesis.

**1.29 Modes of Study**

Modes of study offered by the University are:

**1.29.1 Full time Mode**

Full-time mode requires students who can devote their time to academic to follow and complete the programme within the duration as stipulated by the University.

**1.29.2 Part time mode**

Part-time mode requires students who are employed and want to combine academic with work to follow and complete the same curriculum content as that of the full-time mode for a longer duration of study.

**1.30 Plagiarism**

Copying of work and/or ideas of other's as stated in UiTM Plagiarism Policy 2012 either from printed or electronic media without acknowledging the source.

**1.31 Registrar**

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

**1.32 Reminder**

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

**1.33 Revocation of Student's Status**

A status given to a student who fails to register and make payment of the fees within a specified period for each semester.

**1.34 Semester**

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

**1.35 Senate**

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

**1.36 Special Leave**

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

**1.37 Student**

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

**1.38 Student Disciplinary Board**

Student Disciplinary Board established under Section 5(1) of the Education Institutions Act (Discipline) 1976 (Act 174) to hear student disciplinary cases.

**1.39 Study Postponement**

Permission given to a candidate who has not registered with the University, to delay registration due to certain reasons.

**1.40 Suspension of Study**

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

**1.41 Temporary Suspension**

Temporary suspension status is imposed on :

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

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

**1.42 The Faculty Postgraduate Academic Sub-Committee (FPGAC)**

The sub-committee which is responsible for all the academic affairs of postgraduate studies at the Faculty/ Branch Campuses.

**1.43 The Postgraduate Academic Council (PGAC)**

A body responsible to look into post-graduate academic affairs.

**1.44 The University Board of Directors**

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

**1.45 Thesis**

Academic writing from research presented by students for evaluation towards the conferral of Masters and PhD.

**1.46 Transcript**

The transcript is the official statement printed by the University that lists the students' detailed assessment results throughout the duration of the study.

**1.47 UiTM Branch Campuses**

UiTM Branch campus is a branch of the University established under Section 7(2) Act 173.

**1.48 University**

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

**1.49 University's requirements**

A course or an activity determined by the University as a requirement to fulfil the conditions before being awarded the Masters Degree and the Doctor of Philosophy Degree

**1.50 Vice Chancellor**

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

**1.51 Viva Voce**

Oral presentation by students to defend their thesis to a panel of examiners

**PART TWO**

**REGULATIONS & PROCEDURES**



## 1.0 THE BODY GOVERNING THE POLICY AND SUPERVISION OF POSTGRADUATE STUDIES

### 1.1 Senate

The Senate is the University's principle body which makes decision about academic affairs under Section 16A, Act 173.

#### 1.1.1 The Senate comprises:

Chair:	Vice Chancellor
Members:	Deputy Vice Chancellor, Dean/ Head of Learning Centre  Three (3) Campus Directors appointed by the Vice Chancellor for a duration of two (2) years Three (3) Professors appointed by the Vice Chancellor for a duration of two (2) years  Other personnel who are appointed (co-opted)
Secretary:	Registrar

### 1.2 Postgraduate Academic Council (PGAC)

PGAC is the academic advisory body comprising highly accredited academicians whose duties include revising, deliberating and proposing to the Senate matters related to graduate studies in the University.

### 1.2.1 PGAC members appointed by the Vice Chancellor include:

Chair:	Deputy Vice Chancellor (Academic & International)
Substitute Chair:	Deputy Vice Chancellor
Member:	Assistant Vice Chancellor (InqKA) Academic Development Director All Deans/Head of Centres
Non-voting member:	Assistant Vice Chancellor (Research)
Secretary:	Dean of Institute of Graduate Studies
Secretariat:	Institute of Graduate Studies

### 1.2.2 Roles and Responsibilities

The Council is accountable to the Senate on matters related to the postgraduate academic affairs. It is also responsible to ensure the Postgraduate Academic Rules and Regulations are adhered to, and the standard and excellence of UiTM academics are sustained.

The Council is responsible to perform the following on behalf of the Senate:

- a) Intake and Enrolment of Students
  - i) Determining projection and enrolment of students.
  - ii) Acknowledging applications for deferment of studies.
- b) Academic and Research Development
  - i) Acknowledging courses or trainings offered to postgraduate students.
  - ii) Endorsing and approving appointments of main and co-supervisor/s for postgraduate students.
  - iii) Approving applications to amend matters related to supervision of postgraduate students.

- iv) Acknowledging progress report of postgraduate students.
  - v) Endorsing appointment of thesis examiners for postgraduate students' viva-voce.
  - vi) Discussing issues related to achievement of postgraduate students and proposing continuous improvements to the Senate.
  - vii) Reviewing and considering reports on quality assurance or academic quality audit including reports by external examiners for coursework programmes.
- c) Academic Management
- i) Approving applications of postgraduate students made beyond the permitted period of time for:
    - Special leave
    - Appeal for continuation of study
    - Appeal for reinstatement of student status
  - ii) Deciding whether to extend or suspend status of postgraduate students who have exceeded the maximum period of study as stipulated in the Academic Regulations of the Graduate Studies;
  - iii) Verifying and ensuring recipients of Excellent Master Award and Excellent Research Award have fulfilled all academic and graduation requirements.
  - iv) Acknowledging statistical reports on approved applications for change of programme, special leave, change of campus, withdrawal from study and change of mode.
  - v) Approving extension period to submit corrected thesis after the official correction period determined by Viva-voce panels ends.
  - vi) Recommending results of research students' Viva-voce for Senate's approval and endorsement.
  - vii) Recommending the list of graduates for Senate's approval and endorsement

- viii) Acknowledging postgraduate research activities overseas.
- ix) Approving applications for conversion from Master's to Doctoral programme.
- x) Reviewing examiners' reports on coursework programme and identifying suitable follow-up actions.
- ix) Approving applications for conversion from Master's to Doctoral programme.
- x) Reviewing examiners' reports on coursework programme and identifying suitable follow-up actions.

### 1.3 Faculty Postgraduate Academic Sub-Committee (FPGAC)

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

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

Chair:	Dean
Substitute Chair:	Deputy Dean / Most Senior Lecturer
Member:	Head of Postgraduate Programme, Coordinator of Postgraduate Programme, three (3) most senior lecturers who possess experience in research and supervision at the Faculty.
Secretary:	Senior Assistant Registrar/Assistant Registrar (Academic) / Executive Officer (Academic)
Secretariat	Faculty's Academic Office

### **1.3.2 Roles and Responsibilities**

FPGAC is responsible in the academic affairs of the postgraduate students at the Faculty and State/Branch Campuses. The Dean of Faculty appoints members of FPGAC.

The sub-committee is responsible to ensure that the Postgraduate Academic Regulations are adhered to, and the standard and academic excellence of the Faculty are maintained.

- a) Intake and Enrolment
  - i) Acknowledging and endorsing selection of students who fulfill the academic requirement of the university.
  
- b) Curriculum
  - i) Ensuring curriculum of new postgraduate programmes is up to date with the current needs.
  - ii) Recommending amendments and curriculum review of postgraduate programmes to the Academic Committee of the Faculty.
  
- c) Academic and Research Development
  - i) Recommending the Postgraduate Academic Council (PGAC) on the following matters:
    - a. Nomination of main and co-supervisor for postgraduate research students
    - b. Nomination of external and internal thesis examiners for postgraduate research students
    - c. Progress report of postgraduate research students
    - d. Reasonable period of extension for students who have exceeded the maximum period of study as stipulated in the Postgraduate Academic Regulations.
  - ii) Acknowledging research areas for postgraduate research students.
  - iii) Discussing and advising postgraduate students on their academic and research matters.

- d) Academic Management
  - i) Reviewing and making decision on the following applications prior to the submission to the IGS:
    - a. Special leave
    - b. Withdrawal from study
    - c. Change of programme
    - d. Change of campus
    - e. Change of mode
    - f. Appeal for continuation of study
    - g. Appeal for reinstatement of student status
  - ii) Recommending applications for conversion from Master to Doctoral degree to the Postgraduate Academic Council (PGAC)
- e) Assessment and Examination Results
  - i) Reviewing academic assessments and examination results for coursework program
  - ii) Reviewing and deciding on the result of the Appeal for a Review of Examination Results.
  - iii) Reviewing and deciding on the corrections of the examination results.
  - iv) Reviewing and deciding on the revision of the examination results.
  - v) Discussing on issues related to achievements of postgraduate students and suggestions for continuous improvement.

## **2.0 ENTRY REQUIREMENTS**

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

- a) Bachelor's (Hons) from UiTM; or
- b) Bachelor's (Hons) from any institution of higher learning accredited by the Senate; or
- c) Bachelor's (Hons) in a related field, or
- d) Other equivalent qualification / experience approved by the Senate; and
- e) Other requirements as specified by the University.
- f) Research proposal that have been submitted for candidature in another university will not be accepted as research proposal in UiTM.

### **3.0 APPLICATION**

**3.1** Application must be done online using the Post Graduate Application Form.

**3.2** Every application will be referred to the respective FPGAC who will decide on the applicant's status. This decision will be forwarded to the Dean of IGS for the next course of action.

**3.3** Students who have failed and dismissed status is withdrawn as university student is allowed to re-apply to the same programme, after a semester (1) on the condition that the same research is not carried out.

### **4.0 REGISTRATION AND FEES**

#### **4.1 Student Registration**

**4.1.1** Graduate students must register every semester at the specified date.

**4.1.2** Graduate students who registered after the last specified date without the university's approval will be imposed a fine of RM250.00 and RM 10.00 will be added to each following working day.

**4.1.3** Graduate students status will be withdrawn if the students did not register within fourteen days (14) inclusive of Saturday and Sunday from the last day of registration.

#### **4.2 Withdrawal from Studies**

**4.2.1** A student may withdraw from studies by filling up the Withdrawal Form and returning the student card to IGS.

**4.2.2** A first semester student that has registered but has withdrawn within a period of 28 days after formal registration is entitled to a 80% return of study fees. Fees will not be returned if a withdrawal is made after 28 working days.

- 4.2.3** A second semester student onwards who have applied to withdraw is not entitled to any return of fees.

### **4.3 Fees**

#### **4.3.1 Types of Fees**

Registered students are required to pay the following fees:

##### **4.3.1.1 Fees for Deferment of Study**

Fees to be paid by new students who apply to delay the commencement of their studies.

##### **4.3.1.2 Fees for Application to Change Programme / Mode / Campus of Study**

Fees to be paid by students who apply to change programme / mode and campus of study.

##### **4.3.1.3 Fees for Application of Special Leave**

Fees to be paid by students who apply for special leave.

##### **4.3.1.4 Fees for Thesis Examination**

Fees to be paid by students for the administrative of thesis examination.

##### **4.3.1.5 Fees for Appeal to continue studies**

Fees to be paid by students who wish to appeal to continue their study after being dismissed.

#### **4.3.2 Payment of Fees**

- 4.3.2.1** Tuition fees must be paid within the date stipulated in the Academic Calendar. Failure to do so results in the revocation of student status.
- 4.3.2.2** Full tuition fees will be imposed on students until the thesis is submitted.
- 4.3.2.3** A student who has submitted his/her thesis for the viva examination must register as a student until the evaluation is completed by paying the fees for a permanent student status.

#### **4.4 Fees Rate**

The University reserves the right to amend the the fees required.

### **5.0 GRADUATE STUDENT'S STATUS**

#### **5.1 Existing status**

A student's status is retained if the student registration and course registration is completed and tuition fees are duly paid.

#### **5.2 Revocation of Student Status**

A student's status is revoked if the student fails to fulfill any conditions of student registration, course registration and tuition fees as stated in article 4.0. The status awarded is Revoked Status.

### **6.0 DEFERMENT OF STUDY**

**6.1** First semester students who wish to delay the commencement of their studies must fill in the Application for Deferment form and pay the stated deferment fee. Deferment of Study is allowed ONCE only.

**6.2** If students are asked to defer their studies due to administrative reasons, no deferment fee will be imposed.

## 7.0 MODE OF STUDY

- 7.1 The university offers two modes of studies at graduate level that is full-time and part-time. Application to change mode of studies may be done by filling up the related form and with the approval of FPGAC.
- 7.2 Application to change the mode of study is only allowed twice (2) throughout the duration of study.

## 8.0 DURATION OF STUDY

### 8.1

Mode of study	Semester		
	Programme Duration	Minimum	Maximum
Full -time	3	3	6
Part-time	4	3	8

### 8.2 Special Leave

- 8.2.1 Students are allowed to apply for a maximum of two (2) semester of special leave during the duration of study at the university. Each application is valid for one semester only.
- 8.2.2 Application for special leave must be made in writing by filling in the Special Leave Form which is approved by the Faculty Postgraduate Academic Sub-committee (FPGAC).
- 8.2.3 If students have paid the fees for a semester but obtain special leave for that semester later, the fees will be brought forward to the following semester.
- 8.2.4 If students have paid the fees but obtain special leave later for two consecutive semesters, the fees will not be refunded.
- 8.2.5 Students who have obtained special leave must maintain active graduate student status by paying the special leave fees stipulated by the university for every semester that the students apply for special leave.

**8.2.6** Students who are on special leave **will not** be allowed to use any of the facilities or services provided by the university for every semester that they are on special leave.

**8.2.7**

Special leave is not considered as part of the study duration in the university. Students have to observe at least the minimum duration of study as stipulated in item 8.1 and have to make full payment for the minimum duration of study.

**9.0 STRUCTURE OF STUDY**

**9.1** The structure of study depends on the Programme of study which is offered. It depends on current needs such as expertise, facilities and available resources.

**9.2** The structure of study includes research, thesis writing and viva (*viva voce*).

**10.0 CONVERSIONS FROM MASTERS DEGREE TO PhD**

The Masters Degree student may apply for a candidature conversion from Masters Degree to PhD within 12 months from the commencement of the student's registration.

The process of conversion inclusive of approval from Postgraduate Academic Council (PGAC) must not be more than 18 months from the commencement of the student's registration.<sup>1</sup>

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<sup>1</sup> Amendment as approved by Senate Meeting Bil.201/2015 dated August 17<sup>th</sup>, 2015, effective for new cohort of students who register starting September 2015 session.  
Note:

Previous regulation:

*("The supervisor for a Masters Degree student needs to apply for a candidature conversion from Masters Degree to PhD within 12-15 months from the commencement of the student's registration.")*

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## **11.0 STUDENTS ATTENDANCE**

Students have to maintain satisfactory research progress record which will be verified by the FPGAC faculty.

## **12.0 SUPERVISION**

### **12.1 Main Supervisor**

The main supervisor must be appointed from members of the academic staff who are serving in UiTM. Academicians who are seconded to another place, who have quit or retired from UiTM, or individuals from other institutions who are qualified, can only be appointed as co – supervisors except in specific cases based on the special agreement which is approved by PGAC.

**12.1.1** The selection of a supervisor will be made by the faculty and is approved by PGAC.

**12.1.2** Candidates who are conducting research and writing thesis will be supervised by a main supervisor and at least one co-supervisor can be appointed if necessary.

**12.1.3** The main supervisor will be fully responsible for the student's progress.

**12.1.4** Student's research progress will be monitored by FPGAC.

### **12.2 Co-supervisors**

Co-supervisors can be appointed from members of the academic staff who are serving in UiTM or in special circumstances can be appointed from other universities, research institutes or industrial sector and has to be an expert in the field in order to assist the main supervisor.

### **12.3 Change of Supervisors**

**12.3.1** If a supervisor is no longer in a position to continue with supervision duties, then the Chairperson of the FPGAC should identify and allocate a new supervisor with the appropriate academic background and supervisory experience.

**12.3.2** A student can apply for a change of supervisor based on valid reasons. Application must be made to the Dean of IGS through FPGAC.

**12.4** The main supervisor through the chairman of FPGAC must send the Research Progress Report about the student's progress to the Dean of IGS and a copy to the chairman of FPGAC at the end of each semester throughout the duration of study of the student.

### **12.5 Criteria for Supervisor**

*As stated in MQA Standard for Research Programme (Nov 2012)*

#### **12.5.1 Masters degree by research**

A supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a Doctoral Degree.

Where a supervisor is without the required qualification, a supervisor must have at least five years experience:

- a) in teaching and research; or
- b) as a co-supervisor

#### **12.5.2 Doctoral degree by research**

A supervisor must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least two years experience:

- a) in teaching and research; or
- b) as a co-supervisor

Where a supervisor is without the required qualification, extensive experience in research and supervision are additional criteria and are subjected to the approval of the UiTM Senate.

**12.5.3** When there is only one supervisor, the supervisor must be a full-time staff of UiTM.

**12.5.4** When there is more than one supervisor, the principal supervisor must be a full-time staff of UiTM.

## **12.6 Number of Supervision**

A supervisor can be appointed as main/co-supervisor to a maximum of 15 postgraduate students at any one time regardless of Masters and/or PhD students.

However, a supervisor is allowed to supervise more than 15 students with the recommendation of the faculty based on the performance of students under his/her supervision.

## **13.0 THESIS**

### **13.1 Rules for Writing Thesis**

**13.1.1** Students cannot submit a thesis which has been submitted to the University or other institutions of higher learning.

**13.1.2** Students are encouraged to publish or present papers related to their research during their duration of study and they have to state their status as students of the University and proper acknowledgement should be given to the University.

**13.1.3** The thesis has to be the original work of the student. Student who have 'outsourced' their work to another individual or organization are subjected to UiTM Plagiarism Policy.

#### **13.1.4 Total number of words**

Total number of words for the Masters thesis is based on the MQA programme standard and listed in Appendix A for each faculty. The total number of words does not include endnotes, quotations, appendixes, tables, and diagrams.<sup>2</sup>

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<sup>2</sup> Amendment as approved by Senate Meeting Bil.203/2015 dated November 19<sup>th</sup>, 2015, effective immediately.

**13.1.5** All students theses are the property of UiTM. UiTM reserves the right to permit the use of the thesis for educational and references purpose without payment or permission of the authors.

**13.1.6** All theses must be written in English. Approval of the University Senate is required for exemption.

**13.1.7** The rules and regulations of writing and formatting of theses are as stated in the latest edition of *Guidelines for Post Graduate Thesis* produced by IGS.

## **13.2 Submission of Thesis**

The process of thesis submission is divided into three stages:

### **13.2.1 STAGE 1 : Intention to Submit Thesis.**

Students whose thesis is deemed by their supervisor to be 95% completed are required to submit the form 'Intention to Submit Thesis'. Students are given three (3) months to complete and submit their full thesis to IGS from the date of the notice given. Should the student failed to meet the above requirement, the notice of 'Intention to Submit Thesis' would be considered null and void. Students will then be required to resubmit the 'Intention to Submit Thesis' form.

### **13.2.2 STAGE 2 : Final submission of thesis for Viva Voce.**

Students are required to submit five (5) combined copies of their final thesis to IGS.

The submission of thesis is valid upon the fulfilment of these requirements:

- The Thesis Submission form is endorsed by the main supervisor and Head of Programme of Graduate Studies of the respective faculties.
- Students have paid the Thesis Examination Fee.

**13.2.3 STAGE 3 :****Submission of thesis to IGS**

Upon the confirmation of a successful viva and after corrections are made and approved by the panel of examiners and IGS, a student need to submit the thesis to IGS in the form of three (3) hard bound copies in accordance to the format as stated in IGS Thesis/Dissertation Guideline and three (3) softcopy (CD).

**13.2.4** Research findings and copyrights reserved are as stipulated by the University.

**14.0 EVALUATION**

**14.1** Students are evaluated based on :

**14.1.1** Evaluation of research progress

**14.1.2** Evaluation of research proposal

**14.1.3** Examination of thesis and oral examination (*viva voce*).

**14.2** The research proposal must be presented to the Panel of Examiners appointed by the respective faculties and IGS. Students who are required to make major amendments are given another two (2) chances to defend their proposal. The students must pass with minor correction in the third defence. Otherwise, he/she will be dismissed.

**14.3** Oral examination (*viva voce*) is compulsory for defending a thesis in front of panel of examiners.

**15.0 PROCEDURE FOR THESIS EXAMINATION****15.1 Thesis Examiners Committee**

Thesis examiners committee shall consist of :

	MASTERS
<b>CHAIRPERSON</b>	UiTM Representative (Professor/ Dean/Associate Professor with PhD)
<b>MEMBERS</b>	At least an External Examiner and an Internal Examiner
<b>SECRETARIAT</b>	IGS

## 15.2 Submission of thesis to Examiners

Upon the submission of thesis by a student, IGS will forward the thesis to the appointed examiners.

## 15.3 Viva Voce

A student needs to defend his thesis in the presence of panel of examiners.

## 15.4 Result of Viva Voce

The oral examination is graded according to the following categories:

<b>CATEGORY 1</b>	The candidate has passed the viva voce for the Masters/Doctoral Degree without any correction.
<b>CATEGORY 2</b>	<p>The candidate has passed the viva voce for the Masters/Doctoral Degree subject to minor amendments/corrections to the thesis as detailed in the Thesis Evaluation Report</p> <p>These recommendations are made if the thesis:</p> <ol style="list-style-type: none"><li>i. Requires text editing, formatting of tables and/or figures, corrections of grammar, spelling, typos etc.</li><li>ii. Requires little addition of relevant information,</li><li>iii. Requires explanation pertaining to several short sections in the text,</li><li>iv. DOES NOT REQUIRE additional experiments, collection of new data or extensive revision</li><li>v. Ends with a conclusion that does not differ much when revised</li></ol>
<b>CATEGORY 3</b>	The candidate undertakes major amendments/ correction to the thesis as detailed in Part 1: Thesis Evaluation Report and re-submit the thesis for further

	<p>examination.</p> <p>However, a viva voce may be held on the request of the Panel of Examiners, if the need arises.</p> <p>These recommendations are made if the thesis:</p> <ol style="list-style-type: none"> <li>i. Has major weakness/es that will affect the conclusion of the thesis</li> <li>ii. Has major weakness/es that can be addressed and improved upon, with additional work</li> <li>iii. Requires additional experiments, statistical analyses, revision of a large body of text, and expansion of the literature review.</li> </ol> <p>This recommendation can only be made twice. Thus a student is allowed to submit his/her thesis 3 times. This recommendation cannot be made at the third <i>Viva</i>.</p>
<p><b>CATEGORY 4</b></p>	<p>The candidate failed the <i>viva voce</i> and is not allowed to resubmit his/her thesis.</p> <p>These recommendations are made if the thesis:</p> <ol style="list-style-type: none"> <li>i. Has substantial weakness/es making the thesis to be below acceptable standards which cannot be addressed even with additional work or corrections; or</li> <li>ii. Has weaknesses that cannot be corrected, or</li> <li>iii. Is based on inadequate research; or</li> <li>iv. Has plagiarized work or text based on UiTM Plagiarism Policy.</li> </ol>

- 15.5** After making necessary changes/corrections, students must submit the thesis to IGS. IGS will forward to the examiner(s) for verification. The final hardbound thesis must be submitted within the following time frame:

Category 2 : Six (6) months

Category 3 : One (1) year  
(Without re-*viva*)

Category 3 : Re-*viva* session to be held within one  
(With re-*viva*) (1) year. Submission of final hardbound thesis is subject to examiner(s) results

Failure to submit thesis within the stipulated time will be deemed "fail".

- 15.6** The results of the dissertation and the oral examination will be forwarded to the Senate for endorsement and approval.

## **16.0 ACADEMIC CONFERMENT**

- 16.1** A student will be conferred Masters upon:

**16.1.1** Successful *viva* and completion of all amendments

**16.1.2** Fulfilled University's requirements

**16.1.3** Approved by the Senate.

## **17.0 AWARD OF EXCELLENCE**

### **17.1 Excellent Research Award**

- i) A student must submit thesis to IGS (for *viva voce* process) within the minimum duration as stipulated by the programme.
- ii) All examiners unanimously agree that a student fulfills Category 1 or 2 in the Thesis Examination Report following the *viva voce*.
- iii) The student has presented the research findings work at least one in seminars or conferences recognized by the Faculty within the study duration.
- iv) The student has published the research findings at least one academic publication recognized by the Faculty within the study duration.

## 18.0 EXAMINATION AND ASSESSMENT RESULT

### 18.1 “In-Progress” Status

- 18.1.1 “In-progress” status is given to a student following the endorsement by FPGAC.
- 18.1.2 In-progress status is as stipulated in the maximum duration of the programme.
- 18.1.3 A student who exceeds the maximum duration of study will be dismissed.

### 18.2 Notifications of Student’s Status

A reminder (AM) is given to a student following the endorsement by FPGAC.

- 18.2.1 Notification status is divided as follows:

AM1	First Reminder
AM2	Second Reminder
AM3	Third Reminder (for PhD only)
D10	Dismissed
D11	Exceeds maximum duration of study <sup>3</sup>

- 18.2.2 In the case a student is given the AM1 status, followed by AM2, a student shall be given the D10 status and hence dismissed.

### 18.3 Academic Achievement and Requirements for Continuation of Study

A student has to achieve a satisfactory performance in order to continue his/her studies.

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<sup>3</sup> Amendment as approved by Senate Meeting Bil.203/2015 dated November 19<sup>th</sup>, 2015, effective starting from session September 2015

## **19.0 DISCIPLINARY ACTION**

- 19.1** A student who is found guilty under Act 3(j), 3(k) and 5 under the Act of Educational Institution (Student Disciplinary) 1976, will be penalized according to decision by the University Disciplinary Board.
- 19.2** A student who is found guilty by the University Disciplinary Board will be dismissed from the program.
- 19.3** A student who commits plagiarism in thesis/dissertation will be subjected to action as stated in UiTM Plagiarism Policy 2012.

## **20.0 DISMISSAL FROM STUDY**

A student is dismissed if the progress is unsatisfactory.

- 20.1** A student is dismissed in the event he /she:
- 20.1.1** fails for the second time in the research proposal presentation; *or*
  - 20.1.2** is given the status of AM1 and AM2 ; *or*
  - 20.1.3** fails *viva voce*
  - 20.1.4** does not submit the thesis within the study period

## **20.0 APPEAL**

### **20.1 Appeal for Extension of Study**

A student who exceeds the maximum duration of study may appeal in order to continue the studies by following the procedures stipulated by the University.

**20.1.1** The appeal must be forwarded to FPGAC who will review and make recommendation to PGAC.

### **20.2 Appeal for Continuation of Study**

A student who is dismissed from the programme may appeal in order to continue studies by following the procedures stipulated by the University.

**20.2.1** Appeal is allowed only once throughout the duration of study.

**20.2.2** Appeal can only be made by a student who is dismissed the previous semester.

**20.2.3** The appeal must be forwarded to FPGAC who will review and make recommendation to PGAC

## **22.0 OTHERS**

The Senate has the right to take reasonable action if a student is found to provide false information related to self or dissertation / thesis or other relevant academic work.

The University has the right to amend the Academic Regulations with the Senate's consent.

Any matters which are not stated in this book of regulation are at the prerogative of the University.



**PART THREE**

**APPENDIX**



## APPENDIX A

**Table A1: Social Sciences and Humanities**

No	Faculty / Academy / Centre	Minimum	Maximum
1	Academy of Contemporary Islamic Studies (ACIS)	30,000	50,000
2	Academy of Language Studies		
3	Faculty of Administration Science & Policy Studies		
4	Faculty of Art & Design		
5	Faculty of Education		
6	Faculty of Music		
7	Faculty of Communication & Media Studies	None	
8	Faculty of Film, Theater & Animation	25,000	
9	Faculty of Law	40,000	

**Table A2: Business and Management**

No	Faculty / Academy / Centre	Minimum	Maximum
1	Arshad Ayub Graduate Business School (AAGBS)	30,000	50,000
2	Faculty of Accountancy		
3	Business & Management		
4	Faculty of Hotel & Tourism Management		
5	Faculty of Faculty of Information Management		
6	Malaysia Institute of Transport (MITRANS)		

**Table A3: Science and Technology**

No	Faculty / Academy / Centre	Minimum	Maximum
1	Faculty of Applied Sciences	20,000	50,000
2	Faculty of Architecture, Planning & Surveying		
3	Faculty of Chemical Engineering		
4	Faculty of Civil Engineering		
5	Faculty of Computer & Mathematical Sciences		
6	Faculty of Dentistry		
7	Faculty of Electrical Engineering		
8	Faculty of Health Sciences		
9	Faculty of Mechanical Engineering		
10	Faculty of Medicine		
11	Faculty of Pharmacy		
12	Faculty of Plantation & Agrotechnology		
13	Faculty of Sports Science & Recreation		



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