

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA**

UNIVERSITI PUTRA MALAYSIA (GRADUATE STUDIES) RULES 2003

Part 1 – Preliminary

1. Citation and commencement.

These rules may be cited as Universiti Putra Malaysia (Graduate Studies) Rules 2003 and shall come into force on **the 1 June 2003**.

2. Definitions and Interpretations.

(i) In these Rules, unless the context otherwise requires:

“CGPA” means Cumulative Grade Point Average;

“Dean” means Dean, School of Graduate Studies and Graduate School of Management;

“Examination Committee” means the Examination Committee established pursuant to Rule 47(i);

“examiners” means the internal and external examiners appointed by the School under Rule 45;

“Faculty” means a faculty established by the University;

“graduate programme” means a Master’s or Doctoral Degree Programme;

“IELTS” means International English Language Testing System;

“Institute” means an institute established by the University;

“PhD Degree” or “Doctoral Degree” means a Doctor of Philosophy degree;

“School” means the School of Graduate Studies and Graduate School of Management established by the University;

“Supervisory Committee” means the Supervisory Committee appointed in accordance with the provisions of Rule 31 (ii);

“TOEFL” means Test of English as a Foreign Language;

“University” means Universiti Putra Malaysia.

(ii) In these Rules, unless the context otherwise requires:

- (a) words denoting the masculine gender shall include the feminine and neuter genders and vice versa; and
- (b) words denoting the singular number only shall include plural and vice versa.

Part 2 - Admissions

3. Academic Qualification for Master's Degree Programme

- (i) An applicant with a good scholastic achievement in the Bachelor's degree or its equivalent may apply for admission into a Master's degree programme at the University subject to specific programme requirements.
- (ii) An applicant without sufficient academic qualification but possessing evidence of adequate related research or work experience may also be eligible for admission into a Master's degree programme.
- (iii) A student in the final semester of undergraduate study may apply for provisional admission into a Master's degree programme provided his current CGPA satisfies the programme requirement.

4. Academic Qualification for Doctoral Degree Programme

- (i) An applicant for a PhD degree programme must possess a Master's degree or its equivalent.
- (ii) An applicant with an outstanding Bachelor's degree with CGPA of 3.750 and above or equivalent to first class honours may, subject to any other requirements, also apply for direct admission into a PhD degree programme at the University.
- (iii) An application for provisional admission into a PhD degree programme may also be made by a student who has submitted his Master's thesis for examination.

5. Language Requirements

- (i) A Malaysian candidate must have obtained at least a credit in English at Sijil Pelajaran Malaysia level or have passed English courses conducted at the Diploma or Bachelor's level.
- (ii) All international candidates from countries where English is not a medium of instruction must have obtained a minimum score of 550 for TOEFL or 6 for IELTS. This requirement is not applicable to candidates applying for admission into the Malay Language Studies.

- (iii) A candidate without the requisite minimum score for TOEFL or IELTS may be granted a provisional admission. Such candidate will be required to pass an English Placement Test conducted by the University.
- (iv) A candidate who has failed the English Placement Test will be required in the first semester to pass a prescribed English course. Should the candidate fail to obtain the prescribed minimum grade, the University may allow him to repeat the prescribed English course in the second semester.
- (v) A candidate who fails after the second attempt will have his candidature suspended until he passes the English course before being allowed to continue with his Masters or PhD programme.

6. Provisional Admission

- (i) An applicant who has been given a provisional offer for admission to a Master's or PhD Degree programme pursuant to an application made by him under Rule 3(iii) or Rule 4(iii) respectively, will be given full admission only after the applicant submits proof of graduation which satisfies the admission requirements of the specific programme to the School before a stipulated date.
- (ii) The provisional offer may be withdrawn if the applicant fails to submit the required proof by the prescribed date.

7. Transfer Students

A student who has been enrolled in a Master's or PhD Degree programme from other universities or institutions may apply for transfer to an equivalent graduate programme at the University.

8. Acceptance of Admission

An applicant who receives the letter of offer must return the reply card by the date stipulated in the offer letter. Failure to do so implies rejection of the offer.

9. Deferment of Admission

- (i) A candidate may apply in writing to the Dean to defer his admission. Where an application for a deferment of admission is approved, the candidate will be notified of the new date for his admission.
- (ii) A candidate is not allowed to defer admission for more than two semesters.
- (iii) Should a candidate fail to apply for a deferment of admission within the stipulated time, the offer of admission is automatically withdrawn.

10. Application

Application must be submitted to the School within the stipulated deadline.

Part 3 – The Programmes

11. Graduate Programmes

The graduate programmes offered by the University are categorised as follows:

- (i) Degree with Thesis (Coursework and research)
- (ii) Degree without Thesis (Coursework).

12. Master's or PhD Degree with Thesis

- (i) Students pursuing the Master's or PhD degree with thesis shall:
 - (a) complete a minimum of 9 credits and a maximum of 18 credits (Master's Degree programme) and a minimum of 12 credits and a maximum of 36 credits (PhD Degree programme) of course work;
 - (b) submit a thesis for examination at the end of the programme; and
 - (c) comply with the specific requirements of the relevant graduate programme, if any.

13. Master's or PhD Degree without Thesis

- (i) Students pursuing the Master's degree without thesis shall fulfil a minimum of 36 credits of course work
- (ii) The submission of a thesis is not a requirement but a student may be required to:
 - (a) submit a project report or case study equivalent to 4 - 6 credits; or in lieu,
 - (b) in case of certain programmes where a project or case study is not required, a student is required to register additional courses to fulfil the requirement of 36 credits and pass a Comprehensive Examination which adheres to the following rules:
 - (1) a Comprehensive Examination shall be conducted at the end of the final semester.
 - (2) a student will be given two opportunities to pass the examination.
 - (3) the second examination (if necessary) must be taken within sixty (60) days after the first examination.

- (4) failure on the second attempt will result in termination of his candidature.

(Note: PhD degree without thesis is currently not available)

14. Duration of Study

(i) Master's Degree Programme

A Master degree programme is to be completed within a minimum period of one year and a maximum period of three years.

(ii) Doctoral Degree Programme

A PhD degree programme is to be completed within a minimum period of two years and a maximum period of five years.

(iii) Extension

Students who require more than the stipulated maximum period to complete the programme may apply for extension to the Dean upon recommendation of the Supervisory Committee. The University reserves its right to reject the application.

- (iv) Failure to complete a programme within the stipulated duration for his programme will result in the termination of candidature.

15. Non-graduating Students

- (i) Non-graduating students shall apply for registration with the School
- (ii) Non graduating students may register for graduate courses or conduct part of their research work at the university. Bench fees and other charges which are payable by the students shall be as determined by the faculty or institute from time to time.
- (iii) **Cross-enrolment under the Southeast Asian Consortium of Graduate Schools**
 - (a) A student may cross-enrol at the University if he is currently enrolled at a member institution of the Southeast Asian Consortium of Graduate Schools or at an associate member university of the Consortium (new members/associate members may be added from time to time).
 - (b) No tuition fee will be charged by the University if such student is paying fees at his home university. However, students are required to pay library, medical and insurance fees and, for those staying longer than a semester, a service fee will also be imposed.

Member Universities:

- (1) Institut Pertanian Bogor, Indonesia;
- (2) Universitas Gadjah Mada, Indonesia;
- (3) University of the Philippines Los Banos, the Philippines;
- (4) Kasetsart University, Thailand;
- (5) Universiti Putra Malaysia, Malaysia;

Associate Member Universities

- (6) University of Queensland, Australia;
- (7) University of British Columbia, Canada;
- (8) University of Goettingen, Germany

16. Split Programme Students

- (i) Students registered under this programme may carry out part of their research or register some courses at collaborating universities or Research Institutions.
- (ii) Residential Requirements:
 - (a) A Master's student must be enrolled on campus for a minimum of one semester.
 - (b) A PhD student must be enrolled on campus for a minimum of two semesters.

Part 4 - Registration

All students are required to register a minimum of 6 credits and a maximum of 15 credits per semester.

17. New Students

- (i) Students must register within three weeks before the commencement of the semester.
- (ii) Students who fail to register within the stipulated time, will have the offer of admission automatically withdrawn.

18. Continuing Students

Continuing students must register within three weeks before the commencement of the semester.

19. Late Registration

(i) New Students

Subject to a written approval of the Dean, late registration is permitted up to two weeks after the commencement of a semester.

(ii) Continuing Students

Late registration is permitted up to two weeks after commencement of a semester upon payment of late registration fee of RM100. Candidature of students who do not register by the beginning of the third week of the semester shall be automatically terminated.

20. Course Registration

- (i) Only 4000 series courses and above will be credited for graduate requirement.
- (ii) Courses that are registered as 'Audit' are not included in the computation of the cumulative grade point average. It will be graded as "M" or "TM".
- (iii) All international students (except students from Brunei and Indonesia) must register for the Malay Language course (BBM1401 or its equivalent) as Audit, during the first semester.

Part 5 – Add, Drop, Transfers, Conversion, Deferment and Withdrawal

21. Add and/or Drop of Courses

- (i) A student may, within the **first two weeks** of a semester, **add** any course(s).
- (ii) A student may, within the **first seven weeks** of a semester, **drop** courses or request to change the course status from audit to compulsory and *vice-versa*.
- (iii) A student is not allowed to drop any course(s) after the seventh week of a semester other than on medical grounds with recommendation from the advisor/supervisor, and with the approval of the Dean. A student who drops any course(s) without approval of the Dean, shall result in an "F" grade.

22. Course Exemption

- (i) A student may apply for exemption of graduate level courses successfully completed by him while pursuing another programme, or at another university or institution recognised by the University into his graduate programme at the University Provided That:
 - (a) the courses are relevant to his programme of study;
 - (b) the credits to be exempted shall be for courses that are equivalent to those courses offered at the University and shall be of a minimum of grade "B" or 65% and above;
 - (c) the courses were undertaken by him within five years from the date of registration of the student at the University;
 - (d) the total number of credits exempted shall not exceed 30% of the total credit requirement; and
 - (e) the exemption of courses shall be approved by the University Graduate Studies Committee.

23. Restriction

A student who has failed a particular programme may apply for admission to a new programme but shall not be allowed for exemption of courses taken in the earlier programme. The university has the right to reject the application into a new programme.

24. Transfer between Programme and Field of Study

- (i) A student may apply for a transfer from a programme or field of study. Applications must be submitted by the tenth week of a semester, and if approved, the transfer will take effect the following semester.
- (ii) A student may apply for exemption of courses during the transfer as provided under Rule 22.
- (iii) A transfer under this Rule is allowed only once.
- (iv) Application for transfer is not allowed after two semesters of study, except and under special circumstances with the approval of University Graduate Studies Committee.

25. Conversion from Master's to PhD Degree Programmes

A student may apply for conversion from Masters to a PhD degree programme. An Independent Committee shall be appointed by the Dean to evaluate the application for conversion. This committee shall make its recommendations to the Dean for approval by the University Graduate Studies Committee.

The following regulations are to be adhered to:

- (i) The student:
 - (a) must have completed at least two semesters or one year of the master's programme and the application is made by the tenth week of the following semester and if approved the conversion will be effected the following semester;
 - (b) must complete all required courses and obtain a minimum CGPA of 3.75;
 - (c) must submit a research proposal (the elements to be included in the proposal must follow the guidelines which may change from time to time - Appendix) ; and
 - (d) must pass the conversion examination.
- (ii) The supervisor shall verify through a written report that the student:
 - (a) has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
 - (b) demonstrates critical, analytical and independent thinking skills; and
 - (c) has a good understanding of relevant research methodology and designs.
- (iii) The School :

shall appoint an Independent Committee, comprising a minimum of 3 members (recommended by the relevant Faculty or Institute) with the Coordinator of Graduate Studies of the Faculty or Institute as the Chairman.
- (iv) The Independent Committee:
 - (a) shall evaluate the project proposal and seminar presentation;
 - (b) conduct the conversion examination (which will consist of a written as well as an oral examination);
 - (c) shall advise students of areas to be examined; and
 - (d) submit a comprehensive report to the School highlighting the merits and achievements that will support or justify the conversion.

26. Reversal from Doctoral to Master's Degree Programme

- (i) The Supervisory Committee may recommend a reversal where the student has failed in the Comprehensive Examination or if the committee is satisfied that the student is unable to cope with the level of work.
- (ii) Reversal from a Doctoral to a Master's degree programme must be approved by the University Graduate Studies Committee.

27. Deferment of Semester

- (i) A registered student may apply to defer his semester not later than seven weeks after the commencement of a new semester. An application made after the said period will only be considered based on medical grounds and supported with appropriate documents.
- (ii) Applications for deferment of semester must be submitted to the Dean through the Faculty's/Institute's Graduate Studies Committee with the recommendation of the Chairman of the Supervisory Committee or Advisor.
- (iii) Students are not allowed to defer more than two semesters except for medical reasons.
- (iv) A student who is required to submit a thesis for re-examination will not be allowed to defer his study, except on medical grounds.

28. Withdrawal of Candidature

A registered student who wants to withdraw from a graduate programme shall apply in writing to the Dean.

Part 6 – Fees

29. Payment of Fees

- (i) Students are required to pay the following fees:
 - (a) Tuition fee
 - (b) Other fees as stipulated by the university, from time to time.
- (ii) All fees shall be paid upon registration. The amount of fees is subject to change by the University from time to time without prior notice and shall be applicable to all students.

30. Refund of Fees

- (i) **Withdrawal/Drop Courses**
 - (a) A student who has withdrawn from or has dropped any course(s) within the first two weeks of a semester with the approval of the Dean, is entitled for refund of all fees paid by him to the University except registration, alumni, insurance and service fees.

- (b) Credit-based fees will not be refunded if a student drops a course(s) after the second week of a semester.
- (c) Fees will not be refunded to a student who withdraws his candidature after the second week of a semester.

(ii) **Deferment**

- (a) A student who defers his semester within the first two weeks of the semester with the approval of the Dean, shall be entitled, at his option, either to ask for a refund of, or to carry forward, all fees (excluding registration and service fees) paid by him to the University.
- (b) Fees will not be refunded nor carried forward if a student defers his study after the second week of any semester.

Part 7 – Supervision

31. Supervision

(i) **Advisor**

- (a) Students admitted to the Master's and PhD Programme with thesis will be assigned an advisor by the Faculty/Institute prior to the appointment of a Supervisory Committee as provided under Rule 31(ii).
- (b) Students admitted to the Master's and PhD programme without thesis will only be assigned an advisor by the Faculty.

(ii) **Supervisory Committee**

- (a) A student who opts for a degree with thesis shall nominate eligible persons as provided for under this Part 7 to be members of a Supervisory Committee, consisting of a chairman and at least:
 - (1) one other member, in the case of a Master's degree programme; and
 - (2) two other members, in the case of a PhD degree programme.
- (b) The members of the Supervisory Committee shall be appointed by the Dean, during the first semester (except under special circumstances) with the approval of University Graduate Studies Committee.
- (c) The Chairman shall be appointed from amongst full-time members of the faculty or institute where the student is placed, based on the criteria as determined by the University Graduate Studies Committee.

- (d) Apart from the Chairman, at least one other member of the Supervisory Committee shall be appointed from within the University. Additional members may be appointed from within or outside the University.

(iii) **Additional Requirements for Appointment**

- (a) In addition to the requirements prescribed in Rule 31(ii), a member of a Supervisory Committee may also be one of the following persons:
 - (1) an academic staff member who is a doctoral degree holder or having equivalent graduate professional qualification;
 - (2) a senior research officer from a research institution with a doctoral degree; or
 - (3) an individual with relevant graduate professional qualification recognised by the University.
- (b) An academic staff member with a Master's qualification may be appointed as a member of a Supervisory Committee for a Master's student only.

(iv) **Restriction**

- (a) Members of a Supervisory Committee shall not in any manner be personally related to each other or to the student who is under their supervision.
- (b) An academic staff member who is currently enrolled as a full-time or a part-time Master's or Doctoral student shall not be appointed as a member of a Supervisory Committee.

(v) **Nomination and Appointment of a Supervisory Committee Member from Other Institutions**

- (a) A qualified person from:
 - (1) an institution which has signed a Memorandum of Understanding for graduate education with the University; or
 - (2) a local public university,may be nominated for appointment as a member of a Supervisory Committee.
- (b) A qualified person who is not from an institution or a university prescribed under Rule 31(v)(a) may be nominated for appointment as a member of a Supervisory Committee but his appointment, if approved, shall not be taken into account for the purpose of

fulfilling the minimum number required to constitute a Supervisory Committee.

(vi) Reconstitution of the Supervisory Committee

(a) A Supervisory Committee shall be reconstituted under the following circumstances:

- (1) upon a withdrawal by, or resignation, incapacitation or disqualification of, a member of the Supervisory Committee;
- (2) where, the Dean, upon the recommendation of Faculty/Institute Graduate Studies Committee as the case may be, deems it desirable that a member of the Supervisory Committee should be replaced;
- (3) where, in the opinion of the Dean, upon the recommendation of Faculty/Institute Graduate Studies Committee as the case may be, additional members are required.

(b) Any re-nomination for appointment as a chairman or member of a Supervisory Committee must be made not later than the third semester (Master's Degree programme) or the fifth semester (PhD Degree programme) except where a member of the Supervisory Committee:

- (1) has retired or is about to retire;
- (2) will be out of campus on a long leave or sabbatical;
- (3) is on a long medical leave;
- (4) has resigned; or
- (5) has become disqualified.

(c) A student may re-nominate the members of his Supervisory Committee after consultation with the Chairman of the Supervisory Committee or the Coordinator of Graduate Studies Programme of the Faculty or Institute, as the case may be.

(vii) Responsibilities of the Supervisory Committee

The Supervisory Committee shall be responsible to guide the students towards successful completion of the research. The Supervisory Committee shall adhere to the supervision guidelines as may be issued from time to time by the School .

(viii) Supervisor-to-Student Ratio

- (a) The number of students who may be supervised by the chairman of a Supervisory Committee will be determined by the faculty or institute on a number of factors including, the supervisor's teaching load or duties at the undergraduate and postgraduate levels, the capacity of the supervisor's research laboratory, availability of research grant, and adequacy of research facilities in the faculty or institute. Each faculty or institute shall determine its supervisor-to-students ratio after taking into account all relevant factors.
- (b) The recommended maximum ratio of a Chairman of the Supervisory to students is as follows:

Professor	1 : 10
Associate Professor	1 : 7
Lecturer	1 : 5

Part 8 - Plagiarism

32. Prohibition

- (i) In keeping to the tradition of scholarly pursuit, students are forbidden to commit plagiarism.
- (ii) A student shall not plagiarise any idea, writing, data or invention belonging to another person. Plagiarism includes:
 - (a) the act of taking an idea, writing, data or an invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
 - (b) 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, writing or an invention which has actually been taken from some other source.
- (iii) Without prejudice to the generality of Rule 32(ii)(b), a student is considered to have committed plagiarism when he:
 - (a) publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
 - (b) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any contribution to the abstract, article, scientific or academic paper or book;

- (c) 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;
- (d) 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 incorporate those data as part of his academic research without giving due acknowledgement to the actual source;
- (e) 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;
- (f) transcribes the ideas or creations of others kept in whatever form, whether 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 the student is the creator of that idea or creation;
- (g) 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 the student's own writing or creation; or
- (h) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if the student is the creator of those ideas.

33. Penalty

Where, a student is found to have contravened Rule 32, disciplinary action will be taken against the student by the relevant authority of the University in accordance with the provisions of Universiti Putra Malaysia (Discipline of Students) Rules 1999.

Part 9 – Course Evaluation

34. Grading System

*All courses taught by the University including projects undertaken by students will be evaluated and given one of the following grades:

Grade	Marks	Quality Point
A	80-100	4.00

A-	75-79	3.75
B+	70-74	3.50
B	65-69	3.00
B-	60-64	2.75
C+	55-59	2.50
C	50-54	2.00
C-	47-49	1.75
D+	44-46	1.50
D	40-43	1.00
F	0-39	0.00
M	-	Satisfactory (Memuaskan)
TM	-	Unsatisfactory (Tidak Memuaskan)
TL	-	Incomplete (Tidak Lengkap)
S	-	Continue (Sambung)
AU	-	Audit
U	-	Ulang (Repeat)

* Students who obtain a grade C- and below for courses offered under the Doctor of Medicine Programme are required to repeat the course.

M/TM Research work designated by course code SPS 5999 and SPS 6999 is graded either as satisfactory (M) or unsatisfactory (TM). No quality points are given to the research work and thus it is not computed in the cumulative or semester grade point average.

TL All incomplete course works or assignments shall be given "TL". The "TL" grade is valid only until the end of the second week of the following semester. A failure to change a "TL" grade by the specified date shall result in an "F" grade.

S An S grade will be assigned to a project/case study for students pursuing a degree without thesis, which is conducted over 2 semesters. The S grade will be replaced with a final grade upon completion of the project/case study at the end of the following semester.

AU An audit course is given "M" or "TM" grade (if below "B" grade). The student must attend lectures and/or practical, and sit for all examinations prescribed by the course. No credit will be taken into account when computing the CGPA.

35 Replacement of Grade

A student is allowed to repeat a failed course (Grade F) once. The new grade will replace the previous F grade in the computation of his CGPA although the original F grade remains in his transcript for the particular semester.

36. Review of Course Grade

A student who is not satisfied with his examination results as released officially by the School may file for a review of grade by submitting an application together with a fee of RM50.00 for each course, not later than 2 weeks after the announcement of results.

37. Good Standing

A student shall be deemed to be in good standing if the student achieves a minimum CGPA of 3.00 and/or an "M" grade for research work.

38. Probation

A student shall be placed under probation if the student's CGPA is below 3.00 but not less than 2.50 or the student receives a "TM" grade for research.

39. Progress Report

A student **pursuing a degree with thesis** must submit a progress report not later than two weeks after the end of the University's examination week for each semester. Submission must be made through the Chairman of the Supervisory Committee to the School. Failure to do so will result in a "TM" grade.

40. Termination of Candidature

The candidature of a student shall be terminated for any one of the following reasons:

- (i) obtains a CGPA below 2.50 in any one semester;
- (ii) receives two "TM" grades during the duration of his study or on recommendation of termination from his supervisor on one "TM" grade;
- (iii) fails to attain the required minimum CGPA of 3.00 in the semester following the one in which he was placed on probation;
- (iv) fails the Comprehensive Examination after the second attempt;
- (v) fails to register by the second week of the semester; or
- (vi) violates any rule or regulation as stipulated by the University.

41. Review of Termination of Candidature

- (i) A student whose candidature is terminated may apply for a review.

- (ii) The guidelines for any review are as follows:
 - (a) the student must file for a review by submitting Form GS-13 within 2 weeks of receipt of letter of notification or examination results, but not later than the fourth week of the current semester;
 - (b) a RM50 fee will be charged for each review;
 - (c) all outstanding and current fees and other charges have been paid;
 - (d) the reasons for a review must be clearly stated; and
 - (e) a support letter/document (if applicable) from lecturer, Chairman of Supervisory Committee or Medical Officer must be attached with application form.

Part 10 - Examination

42. Examination for Coursework

- (i) A student who has registered for courses shall be evaluated. If evaluation is by an examination, the time and venue will be fixed by the course coordinator. A student who fails to attend the examination without a valid reason shall be given a zero score for that examination.
- (ii) Any replacement examination shall be conducted within two (2) weeks of the final examination except for medical reasons.
- (iii) Students found to contravene any examination regulations set by the University and/or course coordinator may be subjected to the following actions:
 - (a) given a warning; or
 - (b) asked to leave the examination hall and given a zero score for the said examination; or
 - (c) the penalty charged under (iii) (b) will not stop the student from being further charged with disciplinary act for cheating; and
 - (d) If a disciplinary act is taken and regardless of the penalty by the Disciplinary Committee, the penalty under (iii) (b) shall remain.

43. Comprehensive Examination

Students pursuing a doctoral programme with thesis shall be required to take the Comprehensive Examination. The Comprehensive Examination is designed to evaluate the students' knowledge in the area of study, his ability to integrate knowledge of research and/theories pertaining to issues that are fundamental to

the field of study and his understanding of relevant research methodology and designs. For this purpose the following regulations shall apply:

- (a) A student shall be allowed to sit for the comprehensive examination only after completion of all coursework required for the programme, within five (5) semesters or two and a half (2½) years of cumulative enrolment, failing which his PhD candidature will be terminated.
- (b) Students who convert from a Masters to a PhD programme are required to pass the Comprehensive Examination within three (3) semesters or one and a half years (1½) of cumulative enrolment after conversion.
- (c) If the student is unable to take the Comprehensive Examination within the stipulated time, due to medical reasons or other emergencies he has to apply for an extension to the Dean with relevant supporting documents for approval by Graduate Studies Committee.
- (d) The Comprehensive Examination shall consist of both written and oral examinations and the student is required to pass both examinations with an equivalent of 'B' grade. The examinations are to be conducted by the supervisory committee, or the committee appointed by the faculty/institute.
- (e) The oral examination is conducted to seek further clarification of any section of the written examination and to explore the student's knowledge in the area not covered in the written examination. Thus, the student is not permitted to take the oral examination until he has passed the written examination. The oral examination should be conducted not later than 30 days after the written examination.
- (f) A student shall be given two opportunities to pass the examination. The second examination must be taken within sixty days after the first examination. Failure on the second attempt shall result in the termination of his candidature.

44. Final Examination (Degree with Thesis)

The final examination shall consist of a thesis examination and *viva voce* to determine the student's competency in the field of study.

45. Appointment of Thesis Examiners

The examiners shall be appointed by the Dean upon approval by the University Graduate Studies Committee on the advice of the Faculty or Institute (as the case may be) and will comprise of at least two (2) internal examiners and one external examiner. The examiners (with PhD qualification or having equivalent graduate professional qualification) shall be appointed from amongst the professors, associate

professors, lecturers or researchers of appropriate seniority and expertise in related fields of study.

(i) **Prerequisites for Appointment**

All internal and external examiners must have established reputations in the area of the thesis topic. An internal examiner must be an academic staff member of the University but he must not be a member of the supervisory committee. An external examiner must not be a member of the University.

(ii) **Time of Appointment**

Appointment of the examiners will be made by the Dean upon approval by the University Graduate Studies Committee after receipt of notice of submission from the student concerned as provided under Rule 46(i).

(iii) **Restrictions**

Members of the Examination Committee shall not in any manner be personally related to each other, to the Supervisory Committee or to the student who is being examined.

46. Thesis Submission

(i) **Notice of Submission of Thesis**

A student must give notice of intention to submit his thesis three months in advance.

(ii) **Thesis Submission for Examination**

Five soft bound copies of the completed thesis must be submitted to the School .

47. Viva Voce

(i) Upon the approval of the University Graduate Studies Committee, the Dean shall appoint an Examination Committee to conduct the *viva voce*. The *viva voce* will be conducted when all the examiners' reports have been received. The Examination Committee shall comprise the following members:

- (a) a representative of the Dean as Chairman; and
- (b) the internal and external examiners.

(ii) the examination can only be conducted when at least two examiners and the Chairman of the Examination Committee are present. The Chairman of the Supervisory Committee or any member of the Supervisory Committee may attend as observers.

48. Examination Results

(i) A student is considered to have **passed the examination** if he successfully defended the thesis and satisfied the examiners of his competency in his field of study. His thesis may be categorised as follows:

(a) **Accepted**

(i) accepted with distinction;

(ii) accepted ; or

(b) **Accepted with minor modifications**

accepted with minor modifications in that the thesis contains errors in grammar and/or syntax and/or presentation and that minor improvements in the contents therein is required to be made; or

(c) **Accepted with major modifications**

accepted with major modifications in that the thesis contains errors in some parts therein but in the opinion of the Examination Committee, these errors do not affect the quality of the whole thesis.

(ii) The Examination Committee may also recommend for:

(a) a second and final *viva voce* to be conducted within sixty days after the date of proceedings of the first *viva voce*;

(b) resubmission of his thesis within a period of not more than two semesters or one year subject to the following conditions:

(1) the student must continue to be a registered student of the University; and

(2) the student must comply with submission procedures as determined by the University from time to time.

(c) **resubmission** of a PhD dissertation as a Master's Thesis with the application of the following conditions:

(1) all amendments required to be made to the thesis must be completed before it is re-submitted; and

(2) all rules applicable to a thesis that has been accepted, accepted with minor or accepted with major modifications will also apply to the resubmitted thesis.

- (iii) The student would be considered to have **failed** if he is not able to satisfy the examiners on his competency or his thesis fail to reach a PhD or Master's academic level.

49. Final Submission

- (i) Subject to Rule 48(i), a student whose final examination is satisfactory will have 60 days to submit to the School three hardbound copies of the thesis (duly verified and corrected) together with a compact disc containing a soft copy of the thesis. The Chairman of the Supervisory Committee will be responsible to verify that all the required amendments have been made in the thesis.
- (ii) A student may, if necessary, apply to the Dean for extension of time for the final submission of his thesis. All such applications must be made through the Chairman of the Supervisory Committee. The Dean may, at his discretion, extend the time for final submission of a thesis for up to sixty days but only one extension may be granted to a student. During the extension period, the candidate must continue to be a registered student.
- (iv) If, after being required by the Examination Committee, a thesis is not amended and submitted by the student within the prescribed time, the thesis shall be deemed to have been rejected by the Examination Committee.

Part 11 - Graduation

50. Graduation Requirements

- (i) A student is not eligible for conferral of a degree unless he has achieved a CGPA of at least 3.00, and/or fulfilled the requirement for courses as certified by the faculty or the institute and:
 - (a) in the case of degree with thesis, pass his final examination; or
 - (b) in the case of degree without thesis, passed his project paper or the Comprehensive Examination, and
 - (c) has settled all fees due to the University.
- (ii) All international students (except students from Indonesia and Brunei) must obtain a grade "M" for the Malay Language course (BBM 1401 or its equivalent) to be eligible for conferral of a degree.
- (iii) All graduating students must submit the graduation form to the School.

51. Award of Degree

The Senate shall confer a Master's or Ph.D. degree to a student upon recommendation by the University Graduate Studies Committee once all requirements for graduation have been made.

Made on [] 2003

[.....]

Chairman

For and on behalf of the

Board of Directors

Universiti Putra Malaysia