POSTGRADUATE REGULATIONS (REVISED 2020)

POSTGRADUATE REGULATIONS
(Revised 2020)

In the exercise of the powers conferred by the Constitution of the International Islamic University Malaysia (IIUM), the Senate hereby makes the following regulations: -

PART 1
PRELIMINARY

CITATION

These Regulations shall be known as the POSTGRADUATE REGULATIONS (Revised 2020) of the Islamic University of Malaysia.

APPLICATION

These regulations shall apply to all postgraduate programmes of the International Islamic University Malaysia at the Postgraduate Diploma, Master and Ph.D. levels. An exception may be granted to some programmes offered by the various Centre of Studies of the University.

IMPLEMENTATION

These regulations shall come into force upon approval by the Senate of the International Islamic University Malaysia.

INTERPRETATION

In these regulations, unless otherwise stated:

'Academic Residence' means that students must be physically available for academic consultation;

'Academic Workload' refers to the number of actual or equivalent credit hours that a student is taking in any given semester;

'Academic Calendar' refers to one (1) academic year;

'Academic Year' means a period of approximately 12 months usually beginning in September and including two regular semesters and one short semester;

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'Accredited Institution' refers to an institution recognized by the Senate as one of adequate academic standard;

'Adjustment Period' refers to the period at the beginning of each semester as specified by the Centre for Postgraduate Studies (CPS) during which a student can register and drop courses;

'Arabic Placement Test (APT)' refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the Arabic proficiency level of the applicant;

'Auditing a course' refers to an arrangement where a student can register for and attend a course but does not need to sit for the final examination;

'Bilingual Programme' refers to a programme which uses both English and Arabic as media of instruction;

'Candidate' means an applicant who is offered a place in a specified programme before enrolment;

'Candidature' refers to the status of a registered student;

'CCH' refers to Cumulative Credit Hours, which is the total of credit hours for each course taken in the current and all previous semesters;

'Centre of Studies (CoS)' means a kulliyyah, faculty, centre or an institute, which may or may not offer a programme of study;

'Centre of Studies Board' refers to the Centre of Studies academic board which is responsible for making decisions on academic matters within the Centre of Studies in line with the policies determined by the Senate;

'CGPA' refers to Cumulative Grade Point Average, which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours;

'Contact Hour' refers to the actual instructional interactions between the academic staff and the student measured in terms of hours;

'**Comprehensive Examination'** refers to a specific examination or similar assessment a student is required to pass as a condition to graduate or to register for research work;

'**Conditional Candidature'** refers to the status of a student who has to complete the English/Arabic language requirements and is concurrently allowed to take a maximum of two (2) programme courses;

'**Copyright'** means the right to publish or reproduce or to give permission to publish or reproduce intellectual material;

'**Core Courses'** refers to the courses which a student must register for and pass for the graduation requirement;

'**Coursework'** refers to a mode of study in which a student attends lectures, tutorials and seminars, and is assessed on the basis of assignments, projects, tests and examinations;

'**Co-supervisor'** refers to a joint supervisor, the one who co-supervises the work of a postgraduate research student;

'**Credit Hours'** means the academic load of a course measured in units per semester. For coursework, one credit hour is usually equivalent to one contact hour, which is the actual instructional interaction between the instructor and the student measured in terms of hours;

'**Curriculum'** refers to the requirement of the programme as approved by the Senate;

'**Dean'** refers to the administrative Head of a Centre of Studies;

'**Deferment'** means postponement of enrolment to a later date up to a maximum of one academic year;

'**Dismissal'** refers to termination because of poor / unsatisfactory academic progress as indicated by individual grades in courses, GPA, CGPA or an unfavourable report by the supervisor;

'**Dissertation'** refers to research work in programme where both coursework and research are required for graduation;

'**Elective Courses'** refers to a specified list of courses from which a student may choose a minimum number to form his area of specialization and fulfil the graduation requirements of his programme;

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'English Placement Test (EPT)' refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the English proficiency level of the applicant;

'Enrolment' refers to the process when a candidate registers as a student;

'Exemption' refers to the waiver from registering a specific course;

'External Examiner' refers to qualified person(s) from outside IIUM who may be appointed to evaluate(s) the student's dissertation/thesis;

'Fresh-admission' refers to the granting of fresh admission into a programme for a student who has been previously dismissed or terminated;

'GPA' refers to Grade Point Average which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours of a particular semester;

'Grade' refers to the final assessment of a course, based on the total scores awarded for assignments, tests, etc. and the final examination, expressed in numerical marks and the equivalent characters;

'Graduation' means the completion of studies for the award of a postgraduate degree / diploma;

'Independent Study' refers a course offered under special circumstances and conditions;

'IP' refers to in-progress status of research;

'KPGC' refers to the Centre of Studies Postgraduate Committee in charge of postgraduate matters within each Centre of Studies;

'Maximum Study Period' is the maximum period within which a student must complete his studies, failing which he may be terminated from the University;

'Minimum Study Period' is the shortest period within which a student may qualify to be awarded a postgraduate degree / diploma;

'Non-Registration' refers to a student who fails to register any course with no valid reason;

'Plagiarism' refers to the 'wrongful appropriation' and 'stealing and publication' of another author's 'language, thoughts, ideas, or expressions' and the representation of them as one's own original work;

'Professional Doctoral Degree' refers to a professional doctorate, is designed for working professionals who have practical experience in their field and want to increase their knowledge, advance their careers, and translate their work experience into a higher position of credibility, leadership, and influence;

'Proposal Defence' refers to presentation of research proposal before registration of research;

'Post Thesis Evaluation Meeting (PTEM)' refers to a meeting held between the examiners and the student in the presence of the Head of Department and supervisor(s) or their representatives to inform the student of the corrections that need to be done.

'Regular Semester' means a semester that consists of 16 weeks of lectures and examinations;

'Research Proposal' is a document comprising research objectives, literature review, methodology, hypothesis and problem statements;

'Research Work' refers to a mode of study under which a student carries out research under the guidance of a supervisor and records his findings in the form of a thesis, dissertation or a research paper;

'Re-sit Examination' refers to a final examination of a course, which the student takes for the second time;

'Semester' means a duration specified by the Senate allocated for lectures, examinations and similar instructional activities;

'Senate' refers to the Senate of the IIUM, the highest authority on academic matters in the University;

'Short Semester' means a semester that consists of 8 weeks of lectures and examinations. It is offered during the long vacation and is optional for postgraduate students to register;

'Special Examination' refers to an examination that a student sits for when he has valid reasons for not attending the end-of-semester examination;

'Special Requirement Course' refers to courses prescribed for a student for a specific reason, other than the reason for a prerequisite course, and the course(s) may be taken concurrently with the programme courses;

'Study Period' refers to a duration within which a student is expected to complete the programme;

'Supervisor' refers to a person who directs and oversees the work of a postgraduate research student;

'Termination' refers to deactivation of a student candidature from the University for other than academic reasons;

'Thesis' refers to research work in a programme where only research is required for graduation;

'Transfer of Credits' refers to the applicant's academic credits for courses taken at other recognized academic institutions transferred to his current academic records for the purpose of fulfilling his graduation requirements;

'University Committee for Postgraduate Studies (UCPS)' is a University-level committee comprising representatives from each Centre of Studies to discuss and deliberate on various issues related to postgraduate studies;

'UP' refers to Unsatisfactory status of research;

'Viva Voce' refers to an oral examination where a student defends his thesis /dissertation in the presence of the Examination Committee.

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PART 2
ADMISSION RULES

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1.   ADMISSION CRITERIA

1.1.   Master's Programmes

1.1.1.   General Academic Requirements

1.1.1.1.   Candidates will require a relevant Bachelor's degree (honours) from the IIUM or any other accredited institution of higher learning; or

1.1.1.2.   Any other certificate that is recognized as equivalent to a Bachelor's degree (honours) or other relevant professional qualifications and experiences that are recognized by the Senate of the University.

1.1.1.3.   Fulfil the necessary requirements and have obtained a certificate of APEL A issued by the Malaysian Qualification Agency (MQA).

1.1.2.   Specific Requirements

1.1.2.1.   Candidates must have obtained a CGPA of 2.75 and above in a related field.

1.1.2.2.   Candidates with a CGPA of 2.50 in a related field may be accepted subject to rigorous internal assessments such as:
i)   interview;
ii)   written exam,
iii)   pre-requisites.

1.1.2.3.   Candidates with a CGPA of less than 2.50 may be accepted subject to a minimum of 5 years working experience in a relevant field.

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1.1.3. Research Proposal

1.1.3.1. A suitable Research Proposal is required from 'Master by Research only' applicants.

1.2. Ph.D. Programmes

1.2.1. General Academic Requirements

1.2.1.1. A relevant Bachelor's degree (as specified in Rules No. 1.1.1. - 1.1.2.) and a Master's degree from the IIUM or any other accredited institution of higher learning; or

1.2.1.2. Any other certificate that is recognized as equivalent to a Bachelor's and Master's degree or other relevant professional qualifications and experiences that are recognized by the Senate of the University.

1.2.2. Research Proposal

1.2.2.1. A suitable Research Proposal is required for Ph.D. applicants.

1.3. General Admission Requirements for Applicants with Working Experience

1.3.1. For applicants with working experience, the number of years of their working experience will be considered in their application through a point system. The method of calculation and convergence is 1 year of experience which is equivalent to 0.05 points and 10 years of experience which is equivalent to 0.5 points.

1.3.2. Pass an interview by a panel from the respective Centre of Studies (if necessary).

1.4.   Language Requirements

1.4.1.   English Language

1.4.1.1.   Applicants are required to provide evidence of having attained the minimum required score for:
i)   the Test of English as a Foreign Language (TOEFL);
ii)   the International English Language Testing System (IELTS); or
iii)   the IIUM administered English Placement Test (EPT).

The minimum required score for each of the above tests is listed in the table at clause 1.4.1.3.

Applicants who have achieved the required score for IELTS or TOEFL must make sure that the results are still valid within the prescribed validity period of the relevant examination body.

Applicants for executive programmes shall be required to sit for the EPT. However, the Centres with executive programmes will decide upon the status of the applicants who have not met the minimum proficiency standard as stated in Rule 1.4.1.3., in accordance with the Centre's guidelines.

1.4.1.2.   Applicants may be exempted from rule 1.4.1.1. if they have undertaken a regular programme of study and have graduated from universities that use English as the medium of instruction in English–speaking countries or who have graduated from the IIUM.

1.4.1.3.   The required scores in TOEFL, IELTS or EPT for entry into the postgraduate programmes are as follows:

1.4.1.3.1. General English Language Entry Requirements

PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
All Arts Based programmes with English as the medium of instruction	Paper based :550 Computer based :213 Internet based :79	6.0 Overall band score	6.0 Overall band score
All Science and Technology Based programmes with English as the medium of instruction	Paper based :500 Computer based :173 Internet based :60	5.0 Overall band score	5.0 Overall band score
All programmes with Arabic as the medium of instruction	Paper based :425 Computer based :113 Internet based :30	3.0 Overall band score	3.0 Overall band score
*All Programmes with English as the medium of instruction *thesis/ dissertation written in Arabic Language)*	Paper based :425 Computer based :113 Internet based :30	3.0 Overall band score	3.0 Overall band score

*Approval must be granted from the Senate Sub-Committee for Writing Thesis in Arabic Language EXCEPT programmes of Islamic Revealed Knowledge and Heritage.

1.4.1.3.2. Specific English Language Entry Requirements

a. Kulliyyah of Information and Communication Technology

PROGRAMME	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
Master of Protective Security Management and Master of Business Intelligence Analysis	Paper based: R44-47 W43-46 Computer based: R13-15 W13-15 Internet based: R11-13 W10-11	5.0 Overall band score	5.0 Overall band score

Note: R – Reading and W– Writing

b. Kulliyyah of Education

PROGRAMME	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
Master of Education (Teaching English as a Second Language)	Paper based :600 Computer based :250 Internet based :100	7.0 Overall band score	7.0 Overall band score

c. Kulliyyah of Islamic Revealed Knowledge and Human Sciences

PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
Programs of Islamic Revealed Knowledge and Heritage with Arabic as a medium of instruction or written thesis/ dissertation in Arabic Language *(Approval must be granted from the Departments)*	Paper based :425 Computer based :113 Internet based :30	3 .0 Overall band score	3.0 Overall band score
Programs of English Language Studies, English Literature Studies and Applied Linguistic Studies *(International applicants)*	Paper based :600 Computer based :250 Internet based :100	7.0 Overall band score	Not Applicable
Programs of English Language Studies, English Literature Studies and Applied Linguistic Studies *(Both Local and International applicants graduated from Malaysian Institute of Higher Learning*	Paper based :600 Computer based :250 Internet based :100	7.0 Overall band score	7.0 Overall band score

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d. Kulliyyah of Languages and Management

PROGRAMS	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
Master of Arts in Teaching English for Specific Purpose	Paper based :587 Computer based :240 Internet based :95	6.5 Overall band score	6.5 Overall band score
Master of Arts in Teaching Arabic for Specific Purpose	Paper based: 425 Computer based: 113 Internet based: 30	3.0 Overall band Score	3.0 Overall band score

Note: W- Writing, L- Listening, S- Speaking and R- Reading

e. IIUM Institute of Islamic Banking and Finance

PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
Master of Science, Islamic Banking and Finance with Arabic as a medium of instruction *(Approval must be granted from the Institute)*	Paper based :425 Computer based :113 Internet based :30	3 .0 Overall band score	3 .0 Overall band score

1.4.1.3.3. English Language as Graduation Requirement

a. Kulliyyah of Medicine

PROGRAMMES	MINIMUM TOEFL SCORE (ACADEMIC)	MINIMUM IELTS SCORE (ACADEMIC)	MINIMUM SCORE (EPT)
Clinical Specialist Training programmes	Paper based :500 Computer based :173 Internet based :60	5 .0 Overall band score	5 .0 Overall band score

1.4.1.4.	An offer of admission issued to an applicant who does not satisfy the conditions stipulated in Rule 1.4.1.3.1 and 1.4.1.3.2. will remain valid for a period of two (2) years. If the applicant does not attain the required scores in TOEFL, IELTS or EPT within the two years, the offer of admission will be automatically withdrawn.

## 1.4.2.	Arabic Language Entry Requirements

1.4.2.1.	An applicant intending to pursue a programme with Arabic as the medium of instruction must attain a minimum required score in the IIUM-administered Arabic Placement Test (APT). The minimum required score is listed in Rules No. 1.4.2.1.1 - 1.4.2.1.2.

### 1.4.2.1.1.	General Arabic Language Entry Requirements

PROGRAMMES	IIUM-administered Arabic Placement Test (APT)
All programmes with Arabic as the medium of instructions	7.0 Overall band score
*All Programmes with English as the medium of instruction (*thesis/ dissertation written in Arabic Language*)	7.0 Overall band score

Approval must be granted from the Senate Sub-Committee for Writing Thesis in Arabic Language

### 1.4.2.1.2.	Specific Arabic Language Entry Requirements

a.	Kulliyyah of Islamic Revealed Knowledge and Human Sciences

PROGRAMMES	IIUM-administered Arabic Placement Test (APT)
Programmes of Islamic Revealed Knowledge and Heritage with English as the medium of instruction	5.0 Overall band score
Programmes of Islamic Revealed Knowledge and Heritage with Arabic as the medium of instruction *(thesis/ dissertation written in English Language)*	5.0 Overall band score

b. Kulliyyah of Languages and Management

PROGRAMMES	IIUM-administered Arabic Placement Test (APT)
Master of Arts in Teaching Arabic for Specific Purpose	6.5 Overall band score

1.4.2.2. An exemption from Rule 1.4.2.1. may be given to those who have undertaken regular programmes of studies and graduated from universities that use Arabic as the medium of instruction from Arabic-speaking countries or who have graduated from the IIUM in a programme with Arabic as the medium of instruction.

1.4.2.3. An offer of admission issued to an applicant who does not satisfy the conditions stipulated in Rule 1.4.2.1. will remain valid for a period of two years. If the candidate does not pass the APT within the given two years, the offer of admission will be automatically withdrawn.

1.4.3. Malay Language as Graduation Requirement for International Students

1.4.3.1. All international postgraduate students are required to register for one (1) introductory course in Bahasa Melayu as a graduation requirement.

1.4.4. An applicant who is pursuing a programme in which the medium of instruction is both English and Arabic must fulfil the requirements stipulated in Rule 1.4.1.3. and 1.4.2.1.

1.4.5. A student who does not achieve the required scores will have the option to enrol into Language Proficiency Courses for Postgraduates for a maximum of two (2) years prior to his admission into the Postgraduate programme. This period will not be counted in the overall study period. In such cases, the student will not be allowed to register for any courses of the Postgraduate programme **except** the pre-requisite courses with a maximum of two (2) courses per semester.

1.5. **Additional Admission Requirements**

1.5.1. Applicants may also need to be interviewed or be required to sit for an entrance test in order to determine his eligibility for a specific programme.

1.5.2. Applicants may need to satisfy any other conditions required by their prospective department or Centre of Studies with the endorsement of the SAC.

2. **APPLICATION FOR ADMISSION**

2.1. **Application Processing**

An applicant wishing to enter a graduate programme at the IIUM must submit the online application with all the required supporting documents within the period of time stipulated by the CPS for a specific intake.

2.2. **Application Procedure and Admission Notification**

2.2.1. All postgraduate applications will be reviewed by the relevant Departments or Centres of Studies. They shall recommend candidates to the SAC who will make the final decision on the applicants. The candidates will be informed of the decision of the SAC.

2.2.2. If a candidate is accepted but does not enrol or register for the semester, his offer of admission will lapse unless he applies for a deferment under Rule 3.3.

2.2.3. If the University authorities discover that the student has used forged certificates or documents in order to gain entry into the university, the student concerned will be dismissed from the University and the University may at its absolute discretion take appropriate legal action against the student guilty of committing forgery or fraud.

2.2.4. The University may reject any application or cancel any registration based on the results of the health examination and/or evidence of

false information in the health examination report or any supporting documents.

3. ENROLLMENT

3.1. Time of Enrolment

A candidate must enrol into the University before the start of his classes in his first semester of study, within a period specified by the CPS. If the student fails to enrol in the specified, the University's offer of admission may be withdrawn.

3.2. Status of Enrolment

3.2.1.   A student may choose to enrol for either a full-time or a part-time programme subject to the availability of the desired type of programme. If a student enrols for a full-time programme, he will not be allowed to enrol in another programme at the same time.

3.2.2.   A student intending to maintain his employment while studying full-time at the IIUM is required to provide evidence that he has the permission of his employer to pursue his studies on a full-time basis. Otherwise, he must opt for a part-time programme.

3.3. Deferment of Enrolment

3.3.1.   A student may defer his admission for a maximum of one (1) year after receiving an offer of admission to pursue his postgraduate studies at the IIUM.

3.3.2.   The SAC shall decide on the applications for deferment of enrolment. If the SAC rejects any application, the student must enrol on the date originally set by the CPS. If not, the offer of admission may be withdrawn.

3.3.3.   The period of deferment shall not be included in the student's total study period. During this time, a student shall not be entitled to use any University facilities, except consultations relevant to his postgraduate studies at the University.

4. REGISTERING AS STUDENTS IN OTHER INSTITUTIONS

4.1.   An IIUM student shall not be allowed to register as a student in any other institution of higher learning during his studies at the IIUM, unless granted permission by the Senate.

4.2.   Any student found to have registered for studies at any other institution without obtaining approval from the Senate may be dismissed from the University and denied any fee refunds.

5. FAST TRACK ADMISSION

5.1.   Undergraduate students with the following qualifications can be recruited directly into the Ph.D. programme:

    5.1.1.   Students graduated from a Bachelor programme with First Class Honors or its equivalent; or

    5.1.2.   Graduated with a CGPA of 3.67 or its equivalent in an academic programme; and

    5.1.3.   The admission is subjected to Centre of Studies approval.

6. CHANGE OF OFFER

6.1.   A candidate may apply for change of offer before enrolment subject to the following:

    6.1.1.   Sending letter to Centre for Postgraduate Studies.

    6.1.2.   A processing fee of RM100 will be charged.

    6.1.3.   The application will be deliberated in the AC Meeting for approval and endorsed by SAC.

    6.1.4.   A candidate may be allowed for change of offer only once during his application process.

6.1.5. Application for change of offer must be submitted before application for Visa Approval Letter (VAL) is submitted to Education Malaysia Global Services (EMGS).

7. CHANGE OF PROGRAMME

7.1. A student who has enrolled into the University may apply with valid reasons for a change of programme within the first (1) academic year of his studies, once in his study period. The Centre of Studies may recommend application for change of programme from year two (2) students due to special circumstances. Any application for change of programme must fulfil the entry requirements for the new programme applied.

7.2. Should a student apply to change his programme of study within a Centre of Studies, the KPGC shall have the prerogative to decide on such an application subject to Rule 7.1. The CPS must be informed accordingly for record purposes.

7.3. Should a student apply to change his programme of study from one Centre of Studies to another, the recommendation shall be made by the releasing and accepting Centre of Studies and endorsed by the SAC.

7.4. A prescribed processing fee will be charged for the application for Change of Programme.

7.5. All applications for change of programme are to be submitted to the respective Centre of Studies for recommendation. The decisions shall be considered in the SAC.

7.6. All approved application for change of programme must be endorsed by the SAC.

8. FRESH-ADMISSION

8.1. A student may apply for fresh-admission after he is being dismissed due to poor academic performance.

8.2. The student has to submit a new application into postgraduate program.

8.3. The new application shall be decided by the SAC.

9. OTHER TYPES OF POSTGRADUATE DEGREE PROGRAMMES

The Centre of Studies may offer these types of postgraduate programmes:

a.   Joint Degree

b.   Dual Degree

c.   Double Degree

d.   Professional Doctoral Degree

10. FEES

10.1.   A student must pay his fees every semester before registration. Students who do not receive financial assistance from any organization must present the receipt of payment before they are allowed to register.

10.2.   A student receiving financial assistance from an organization other than the University is required to produce, before enrolment, a letter of guarantee that the organization has agreed to finance his studies at the IIUM.

10.3.   The amount of fees due to be paid by a student will be specified by the University. The University reserves the right to change the fees whenever necessary.

10.4.   A student who fails to pay the fees within the stipulated period will be subjected to the penalties imposed by the IIUM.

PART 3
REGISTRATION RULES

11. PROGRAMME STRUCTURE

11.1.   A student can choose one of the following modes of programme if it is available at the respective departments or Centre of Studies:

11.1.1.   Coursework only

11.1.2.   Coursework and research

11.1.3.   Research only

11.1.4.   Clinical Specialist Training

11.2.   A student can apply to change his mode of programme once (1) while studying. However, he must get approval from the respective Centre of Studies and endorsement by the UCPS.

11.3.   A continuing student may apply to change his status from part- time to full-time or vice versa, once in his study period, subject to the approval of the respective Centre of Studies and endorsement by the UCPS.

11.4.   Upon endorsement, the following grading system will be used for the assessment of all programme-required courses:

MODE OF PROGRAMME		DETAILS
PRESENT	**APPROVED**	
Coursework and Research or Coursework Only	Research Only	All previously graded courses will be changed to 'P' or 'F' based on a passing grade of 70%
Coursework and Research	Coursework Only	The latest registered research works will be graded as 'W'

12.   TYPES OF COURSES

12.1.   Programme-Required Courses

12.1.1.   Programme-required courses include core and elective courses prescribed in the programme of study and are a requirement for graduation.

12.1.2.   All programme-required courses carry specific credit hours and are calculated in the Cumulative Grade Point Average (CGPA).

12.1.3.   Programme-required courses shall be graded in accordance with the grading system.

12.1.4. Upon approval from the Dean of the Centre of Studies, a student may repeat and replace a core course and may repeat or replace an elective course with another elective course to improve his/ her CGPA. The previous grade achieved shall be excluded from the calculation of CGPA. All courses taken shall be recorded in the transcript. However, this rule is not applicable for research proposal and thesis/ dissertation courses. The repeat or repeat and replace of course shall be done within the study period.

12.2. Language Proficiency Courses

12.2.1. If deemed necessary by the Department / Centre of Studies, a student may register for language proficiency courses in order to fulfils the specific language requirements of the programme.

12.2.2. Language proficiency courses do not carry any credit hours and are not calculated in the student's CGPA. However, they are included in the student's workload.

12.2.3. The required level of language proficiency for all programmes is as stipulated in Rule 1.4. A student obtaining less than the required level may repeat the course.

12.3. Special Requirement Courses

12.3.1. If deemed necessary by the Centre of Studies, a student may be required to register for special requirement courses.

12.3.2. Special requirement courses do not carry any credit hours and are not calculated in the student's CGPA. However, they are included in the student's workload.

12.3.3. Special requirement courses are assessed on a pass/fail basis, the passing mark being 70%.

12.4. Pre-Requisite Courses

12.4.1. If deemed necessary by the Centre of Studies, a student may be required to register for specific courses as pre-requisites of relevant postgraduate courses.

12.4.2. These courses are included in the student's workload but not calculated in his CGPA.

12.4.3. A student must pass the pre-requisite courses to be eligible to register for the specific postgraduate courses that require those pre-requisite courses.

12.4.4. All pre-requisite courses are assessed on a pass / fail basis. The passing grade for each course is B. The grade for the pre-requisite courses of diploma or the bachelor level will be based on the grading scale of the course for that level.

Courses repeated because of a failure to achieve the minimum grade shall be allowed to be replaced with the passing grade. The lower grade achieved shall be excluded from the calculation of CGPA. This also includes the special requirement and pre-requisite courses that are assessed on a pass / fail basis.

12.4.5. A student who has been prescribed pre-requisite courses must register for these courses whenever they are offered by the Centre of Studies.

12.5. Audit Courses

12.5.1. A student may choose to audit a course or the Centre of Studies may recommend that he audit a specific course. If he chooses to audit a course, he may do so after the completion of programme-required courses.

12.5.2. Audited courses are not calculated in the student's CGPA but are included in the student's workload.

12.5.3. A student auditing a course is required to fulfil the minimum attendance requirement of 80%. If a student fails to do so, a grade of 'FA' will be recorded in the student's transcript for the course audited. However, this grade will not affect the student's CGPA.

12.6.   Independent Study

12.6.1.   A graduating student may register for a course as independent study if the course is required by the programme but is not offered in the current semester.

12.6.2.   A student can pursue a course as Independent Study if:

    12.6.2.1.   he is repeating a course that is not offered in the semester;

    12.6.2.2.   the course clashes with other courses taken by him;

    12.6.2.3.   the number of students registered for the course is less than 5.

12.6.3.   In special circumstances, a student may register for a relevant course as additional work outside the graduation requirement, if recommended by the Centre of Studies, based on regular contacts, consultation and discussions. The Centre of Studies will recommend an appropriate course code, relevant to the area of studies for the purpose of registration.

12.6.4.   The maximum number of courses as Independent Study that a student can take throughout the programme is two (2).

12.6.5.   Such an arrangement must be made in the first week of the semester.

13.   COURSE REGISTRATION POLICIES

13.1.   Online Course Registration

A student is required to register online for courses that he intends to take in the following semester. A new student may register for courses after enrolment.

13.2. Course Registration

13.2.1. A student is required to maintain a registered status in every regular semester throughout the period of his studies.

13.2.2. A student shall not be allowed to register a course after a period of one (1) week from the beginning of a regular semester or three (3) days from the beginning of a short semester. This rule is not applicable for students by research mode only.

13.2.3. A student who fails to register any course by the fourth (4th) week of the semester with no valid reason shall receive a status NR (Not Registered). During this time, the student must apply for a leave of absence or appeal to register for courses.

13.2.4. By week twelve (12) week of the semester, a student who has an NR status shall be terminated (TD) from studies.

13.3. Withdrawal from Courses

13.3.1. A student can apply to the CPS to withdraw from any courses that he has already registered for. The student must apply before week ten (10) of a regular semester or week four (4) of a short semester. A student in an executive programme can apply to withdraw from any course within the first three (3) weeks of a regular semester.

13.3.2. To withdraw from a course, a student must get the recommendation of his academic advisor/supervisor and approval of the Deputy Dean (Postgraduate Studies) of the respective Centre of Studies.

13.3.3. The total credit hours after the approval must not be less than the minimum academic workload.

13.3.4. The student will be charged a fee to withdraw from a course and a 'W' grade will be recorded in the student's transcript. However, if a student withdraws because of medical reasons, they may not need to pay the fee.

13.3.5. Under special circumstances, the withdrawal may be made after the 11th week but not later than the 13th week of the semester subject to

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UCPS approval. The student will be charged a fee to withdraw from a course. However, if a student withdraws because of medical reasons, they may not need to pay the fee. No withdrawal of courses will be made after the 13th week.

13.4. Academic Workload

13.4.1. A full-time student must register for a minimum of nine (9) and a maximum of sixteen (16) credit hours or the equivalent in a regular semester. However, for Centre of Studies which offer five (5) credit hours per course, the maximum credit hour is twenty (20).

13.4.2. A part-time student must register for a minimum of three (3) and a maximum of nine (9) credit hours or the equivalent in a regular semester. However, for Centre of Studies which offer five (5) credit hours per course, the maximum credit hours is fifteen (15).

13.4.3. Full-time and part-time students may register for a maximum of two (2) courses in a short semester.

13.4.4. A student in his final semester of coursework may be allowed to register below the minimum number of credit hours.

13.4.5. Rules 13.4.1. to 13.4.4. shall not be applicable to students registering for research only.

13.5. Additional Courses

13.5.1. A graduating student may register a maximum of six (6) credit hours of additional courses to improve his CGPA.

13.5.2. All registered additional courses will be graded accordingly, computed in the student's CGPA and included in the CCH.

13.5.3. All courses registered additionally shall appear in the student's transcript.

13.5.4. A student who has completed the course-work required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.

14. LEAVE OF ABSENCE

14.1.   A student may apply for a leave of absence for a maximum of one (1) academic year throughout his / her study period. The administrative fee for an application for leaves of absence is RM50 or as determined by the Senate from time to time.

14.2.   An application for leave of absence shall be made to the relevant Head of Department / Supervisor and Deputy Dean / Coordinator (Postgraduate) of the respective Centre of Studies for approval and thereafter the Centre of Studies shall submit the decisions to the UCPS for endorsement.

14.3.   A student must have a registered status when applying for a leave of absence. If a student wants to take leave of absence for personal reasons, the student must apply before the start of the new semester.

14.4.   Leave of absence may be counted or not counted as part of the student's duration of study period subject to approval by the UCPS meeting.

14.5.   The UCPS shall have the prerogative to decide on applications for leave of absence.

15. TRANSFER CREDIT

15.1.   Applicants who have completed certain postgraduate courses from the IIUM or another accredited institution may apply to transfer credits they have already earned previously to their current programme if the following conditions are fulfilled:

15.1.1.   Courses sought for transfer are similar and equivalent to the corresponding courses in the current programme offered at the IIUM.

15.1.2.   A minimum 'B' grade or its equivalent was obtained in the course sought for transfer.

15.1.3.   The courses were taken not more than five (5) years before the date of enrolment in his current programme.

15.1.4. Courses or credits sought for transfer must only be credited once and for all.

15.1.5. Credits earned are based on transfer of courses from IIUM or other recognized institutions. These credits are calculated in the students' CGPA.

15.2. All applications will also require the applicant to provide relevant supporting documents such as course description and grading system. Applicants may need to be interviewed or be required to sit for a test to determine the eligibility for the transfer of credits.

15.3. The maximum number of credits that may be transferred is 50 % of the credit hours of the coursework required for the graduation in the current programme. This 50% is a combination of credit transfer and exemption.

15.4. Applications for transfer of credits must be made to the Dean of the Centre of Studies. This must be done before the end of the student's first regular semester of studies at the IIUM.

15.5. All applications for transfer of credits shall be decided by the UCPS on the recommendation of the KPGC.

16. EXEMPTION

16.1. If a student has relevant knowledge, qualifications or professional experience in the areas covered by a required course (as determined by the Centre of Studies), he may apply for an exemption from taking the course.

16.2. All applications will also require the applicant to provide relevant supporting documents. Applicants may need to be interviewed or be required to sit for a test to determine the eligibility for the exemption.

16.3. All courses or credits sought for exemption must only be exempted once and for all.

16.4. The maximum number of credits that may be exempted is 50% of the credit hours of the coursework required for graduation in the current programme. This 50% is a combination of credit transfer and exemption.

16.5.   Applications for exemptions must be made to the Dean of the Centre of Studies. This must be done before the end of the student's first regular semester of studies at the IIUM.

16.6.   All applications for exemptions shall be decided by the UCPS on the recommendation of the KPGC.

17.   STUDY PERIOD

Depending on the specific programme, the study periods of various postgraduate programmes shall fall within the following minimum and maximum limits:

Type of Programme	Type	Minimum Duration (Academic Years)	Normal Duration (Academic Years)	Maximum Duration (Academic Years)
Master	Full-time	1	2	3
Master	Part-time	2	4	5
Master of Education (Counseling)	Full-time	2	3	4
Master of Education (Counseling)	Part-time	3	4	6
Clinical Specialist Training Programme	Full-time	4	4	7
Ph.D.	Full-time	2	3	6
Ph.D.	Part-time	3	6	8

A semester in which prerequisite or special requirement courses constitute 50% or more of the total workload carried by the students is excluded from his total study period. These courses must be completed within the first and second semester of the students' study period.

17.1.   EXTENSION OF STUDY PERIOD

17.1.1.   A student who has exhausted the normal study period must apply to the UCPS, upon the recommendation of the KPGC, for an extension of his / her studies. The extension may be granted up to the maximum period.

17.1.2.   Under extenuating circumstances, the Deans' Council Meeting may approve and endorse the appeal for extension of study beyond maximum study period for the postgraduate students.

18.   REINSTATEMENT OF STUDIES

Any terminated student who is terminated because of the non-registration of courses will have to appeal to the Senate for reinstatement of studies within six (6) months. Any application for reinstatement beyond 6 months will not be entertained. The student should send an appeal letter to the respective Centre of Studies for recommendation. The appeal shall be approved by the Deans' Council Meeting and endorsed by the Senate.

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PART 4
EXAMINATION RULES

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19.   EVALUATION OF COURSEWORK

19.1.   Grades and Grade Points

19.1.1.   The following grading system is only applicable for the assessment of programme-required courses:

% Score	Grade	Q.P.E.	Description	Remarks
85-100	A	4.00	Excellent	Passed
80-84	A-	3.67	Extremely Good	Passed
75-79	B+	3.33	Very Good	Passed
70-74	B	3.00	Good	Passed
65-69	B-	2.67	Fairly Good	Conditional Pass
60-64	C+	2.33	Satisfactory	Conditional Pass
55-59	C	2.00	Quite Satisfactory	Conditional Pass
50-54	C-	1.67	Poor	Failed
40-49	D	1.00	Very Poor	Failed
0-39	F	0.00	Failure	Failed

19.1.2. Other notations that may appear on the academic transcript or result slip are as follows:

Grade	Explanation	Hours Credited	Hours Earned
P	Pass for prerequisite and special requirement courses	No	No
PASS	Pass for practical training, practicum, fieldwork, proposal	No	Yes
EX	Exemption	No	Yes
IP	Course/Research work in progress	No	No
UP	Unsatisfactory progress in research	No	No
AU	Course Audited	No	No
FA	Failure in course audited for not fulfilling 80% attendance	No	No
AP	Absent from final examination with permission (temporary)	No	No
Y	Barred from final examination for not fulfilling 80% attendance	Yes	No
I	Incomplete course (temporary)	No	No
CO	Carried over to subsequent semester	No	No
PR	Pass on re-sit	Yes	Yes
FR	Fail on re-sit	Yes	No
W	Course withdrawn	No	No

19.2.   Incomplete Grade ('I')

19.2.1. Subject to the approval of the Dean of the Centre of Studies, a course instructor / examiner may assign a temporary grade of 'I' (Incomplete).

19.2.2. A temporary 'I' grade will be awarded to a student who is unable to complete the course requirements.

19.2.3.   The 'I' grade may be awarded to a student upon the recommendation of the instructor and approval of the KPGC/ Examination Committee.

19.2.4.   A student must complete the part of the requirement of the course requirements within the first four (4) weeks of the subsequent semester.

19.2.5.   All complete grades must be submitted within the first five (5) weeks of the subsequent semester.

19.2.6.   The number of 'I' grades for any student in one semester shall not exceed two, unless it is recommended by the Centre of Studies.

19.2.7.   However, an 'I' grade shall not be given to students who:

    a.   are absent from an end-of-semester examination;

    b.   are barred from taking the end-of-semester examination;

    c.   wish to improve their grades;

    d.   lack potential to be on good standing when the grade is finalized.

19.3.   In-Progress Grades ('IP')

19.3.1.   The in-progress (IP) grade is awarded for courses that require independent research or any similar courses which may continue beyond one semester.

19.3.2.   A student preparing his research work is awarded the 'IP' grade only if the report submitted by his supervisor indicates satisfactory progress.

19.4.   Unsatisfactory Progress ('UP')

19.4.1.   Whereas students will be awarded the 'UP' grade if the report submitted by his supervisor indicates unsatisfactory progress.

19.4.2. A student who obtained unsatisfactory progress (UP) for two (2) consecutive semesters shall be dismissed from the programme upon the endorsement of the KPGC.

19.5. Re-sit Examination

19.5.1. A graduating student who obtains the minimum CGPA for graduation but fails one or more courses will be given a 'Conditional Pass' status and may be allowed to re-sit for that course. This is subject to the following conditions:

   a. The student has registered for the course and fulfilled at least 80% of the attendance requirement but obtained C- or below or carried over (CO) grade;

   b. The student was not barred or had not withdrawn from the course he intends to re-sit;

   c. A prescribed fee must accompany every application for re-sit examination;

   d. The student should also register for the course if he is still within the study period, and it will be dropped automatically by the CPS, if he passes the re-sit examination.

   e. The student will be dismissed, if he fails in the re-sit examination, if his study period has exhausted.

19.5.2. A student is allowed to apply for a maximum number of three (3) courses for re-sit examination subject to the approval by the Dean of the Centre of Studies.

19.5.3. The student who fails in the re-sit examination must continue with the course and sit for the end of semester examination.

19.5.4. Only one attempt at re-sit is allowed per course.

19.5.5. The re-sit examination will be graded on a 'Pass on Re-sit' (PR) or 'Fail on Re-sit' (FR) basis and will not affect the overall CGPA.

19.6.   Special Examination

19.6.1.   A student may apply to the Centre of Studies to sit for a Special Examination if he is absent from the end-of-semester examination. This may be done if:

a.   the student is absent because of medical / psychological grounds that have been duly certified by the University Health Centre or in cases of serious emergency,

b.   the student is absent because of approved reasons acceptable to the University authorities.

19.6.2.   The examination will be conducted latest by the fourth week of the subsequent semester.

19.7.   Calculation of the GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)

19.7.1.   The calculation of the GPA and CGPA are generated for programme-required courses only.

19.7.2.   The GPA for each semester is calculated by adding up the products of the grade points and credit hours for each course and then dividing the result by the total credit hours of the semester.

19.7.3.   To calculate the CGPA, the product of the grade points and credit hours for each course taken in the current and all previous semesters is divided by the total number of credit hours taken in the current and all previous semesters.

19.8.   Coursework Evaluation Policies

19.8.1.   A student must attain a minimum CGPA of 3.00 to be eligible to graduate.

19.8.2.   The status of students based on the GPA and CGPA is described as follows:

Conditions	Remarks
CGPA ≥ 3.00	Eligible to continue studies/ graduate
CGPA < 2.00	Dismissed
CGPA < 3.00 (Cr. Hrs. < 8)	Conditional Pass
CGPA ≥ 3.00 (failed one/more Courses)	Conditional Pass
2.00 ≤ CGPA < 3.00	First probation
Consecutive Semester after First Probation; CGPA ≥ 3.00 GPA < 3.00 and CGPA < 2.50 GPA ≥ 3.00 or 2.50≤ CGPA < 3.00	 Continue studies/graduate Dismissed Second probation
Consecutive Semester after Second Probation; CGPA ≥ 3.00 CGPA< 3.00	 Continue studies/graduate Dismissed

*Minimum passing grade for an individual course is C as long as the CGPA ≥ 3.00.

19.8.3.   A student's status in the programme shall be determined after earning every eight (8) credit hours in the programme. Rule 19.7.2, therefore, is not applicable, and the student will be given a 'conditional pass' status. A 'conditional pass' status also will be given to a student who has obtained a CGPA≥3.0 but has failed (C- and below) in one or more courses.

19.8.4.   Should a student fail to obtain a 'B' grade, as prescribed in Rule 19.1.1. in a core course, he may repeat the course. Should he fail to obtain a 'B' grade in an elective course, he may repeat or replace it with another elective course. Repeating or replacing, as the case may be, must be in the subsequent semester except in certain special circumstances, justified by the KPGC, which permit the student to do so in the semester the course is offered. Such repeating may be by full attendance at lecturers or by independent study or in any other way approved by the Dean of Centre of Studies.

19.8.5.   All grades obtained for repeated / replaced courses shall replace the previous grade and shall be computed in the student's CGPA. However, the old grade shall appear on the student's transcript. The repeat or repeat and replace of course to improve grade shall be done within the study period.

19.8.6.   However, if a student is barred from the end of semester examination due to inadequate attendance, the student must always repeat the course by full attendance at lectures.

19.8.7.   A student who has exhausted 'repeat' and 'replace' provision and has completed the course-work required for graduation, but his CGPA is below 3.00, may appeal to the UCPS to take additional courses.

19.8.8.   A student who has been dismissed for any of the reasons stated in Rule 19.7.2. is not eligible to resume studies but may apply for fresh-admission.

19.9.   Appeal for Re-evaluation of Examination Results

19.9.1.   A student has the right to appeal for a re-evaluation of his examination answer sheets if he believes that the grade awarded does not reflect his performance in the final examination.

19.9.2.   Such an appeal shall be applicable only for the final examination. Any changes in the grade would be based on changes made in marks obtained in the final examination.

19.9.3.   An appeal for re-evaluation of course offered with no final exam must be on the final written assessment valued at least 30% of the total assessment identified by the lecturer of the course. The appeal must be made to the Centre of Studies immediately after releasing the final result. The availability of this appeal depends on approval from the Centre of Studies.

19.9.4   The marks (and grades) of a student will be revised unconditionally if it needs to be revised because of a calculation error made in the Centre of Studies or the CPS.

19.10. Withholding Final Examination Results

19.10.1. The result of the final examination of a student may be withheld, in whole or in part, in the following circumstances:

a. If a student is in debt to the University (excluding approved study loans made out to the student by the University) and /or;

b. If a student has in any way breached the disciplinary code as specified in the University's Disciplinary Act;

c. If the student has not paid the tuition fee. (This does not, however, apply to IIUM sponsored students).

20. COMPREHENSIVE EXAMINATIONS

20.1. In specific programmes, a student may need to pass a comprehensive examination as a condition to graduate or to register for research work. This exam will not carry any credit hours nor be included in the student's workload.

20.2. A student may register for his comprehensive examination only if he meets the following conditions:

a. CGPA is 3.0 or above;

b. completed at least 60% of the required coursework;

c. fulfilled all language requirements, as stipulated in Rules 1.4.1 and 1.4.2;

d. within the maximum study period, or the approved extended study period.

20.3. Notwithstanding Rule 20.2(b), a student may need to complete all graduation-required courses before registering for the comprehensive examination.

20.4. The comprehensive examination shall cover all aspects of the core courses and the specific area of specialization of the student. The department shall

provide the reading list to the student within the first week of a semester in which the student is registered for the comprehensive examination.

20.5.   A professional training and research student are allowed to sit for the comprehensive examination as stated in the curriculum of the specific programme.

20.6.   The KPGC shall, upon the recommendation of the department, approve the appointment of a committee to set the paper(s) of the comprehensive examination and evaluate the answer scripts. The KPGC shall certify results.

PART 5
RESEARCH SUPERVISION RULES

21.   RESEARCH SUPERVISION

21.1.   Appointment of Supervisor / Supervisory Committee

21.1.1.   A supervisor/ supervisory committee and/or co-supervisor shall be active staff member and assigned to the student. The selection of supervisor/supervisory committee and/or co-supervisor will be based on relevant expertise in line with student's research interest.

21.1.2.   A PhD candidate must be supervised by a supervisor/supervisory committee and a co- supervisor(s). The supervisor shall guide the student throughout the period of preparing his research proposal and monitor the progress until the thesis is submitted. The Supervisor/supervisory committee, co-supervisor and the student must not have any family relationship (including distant family relationship).

21.1.3.   If deemed necessary, the department may recommend or the student may apply for the appointment of a field supervisor who possesses knowledge that is essential for the research. The field supervisor shall be a staff member of the organization where the student is carrying out his research.

21.1.4.   An application made by a student for the appointment of a supervisor, co-supervisor or field supervisor shall be submitted to the department and must be accompanied by the written consent of

the proposed supervisor, co-supervisor and / or field supervisor upon the recommendation of the KPGC.

21.1.5.   In special circumstances, a student may apply with genuine reasons to change supervisor, co-supervisor or field supervisor, subject to Rules 21.1.1. to 21.1.4.

21.1.6.   In the event that the assigned supervisor cannot continue to supervise the student, the normal procedure to change the supervisor shall be followed.

21.1.7.   The KPGC shall have the prerogative to determine the criteria for the appointment of a supervisor and shall decide on the appointment of all supervisors upon the recommendation of the department above and beyond 21.1.1. to 21.1.4.

21.1.8.   Recommendation to appoint a main-supervisor from another Centre of Studies can be made by the main Centre of Studies (where the postgraduate student is attached) or by the postgraduate student and should be accompanied by written consent from the proposed main-supervisor. The appointment must be endorsed by the KPGC of the main Centre of Studies where the postgraduate student is attached. It is also applicable between two departments in the same Centre of Studies.

21.2.   Responsibilities of the Supervisor / Supervisory Committee

21.2.1.   To assume responsibility for directing the student's research progress.

21.2.2.   To identify weaknesses and to evaluate the present standing of the student in the major and minor / supporting areas in consultation with the KPGC (if required).

21.2.3.   To assist the student to prepare his study plan based on the background and the present standing of the student.

21.2.4.   To advise the student to audit or attend courses relevant to the research area and do relevant background reading and starting literature survey / review. Also, to advise the student on scholarly

activities such as seminar preparation, short term paper writing and presentations, conferences, and the preparation of academic discussions.

21.2.5.   To advise the student in the preparation for the comprehensive examination, (if relevant).

21.2.6.   To supervise and guide a student in the process of proposing and conducting his research work, indicate areas in the research that need amendments, corrections and revisions, and suggest to him the necessary changes needed to improve the quality of the research work.

21.2.7.   To facilitate the student in conducting the research.

21.2.8.   To provide assistance to their Master and PhD supervisees on the publication matters throughout their study period.

21.2.9.   To ensure regular contact with the student, overseeing the successful completion of the study plan within a time frame, and submitting the progress report to the CPS through the KPGC. The supervisor for a Master as well as PhD student shall submit this report every semester from the date of registration of the research work.

21.2.10. Once the student has completed the thesis / dissertation, the supervisor shall be required to certify that the thesis / dissertation is of an acceptable standard in terms of content, quality and presentation style and that it is ready for submission.

21.2.11. In cases where the supervisor does not want to certify that the research work of a student is of acceptable standard for submission, the student shall approach the Centre of Studies Postgraduate Committee (KPGC) to look into the matter and, if required, to recommend his work for UCPS approval to be endorsed in the Senate.

21.2.12. A supervisor for a Master research work may be required by the department to evaluate it and assign appropriate grades (if relevant).

22. **ADMINISTRATIVE ORDER FOR SUPERVISION**

22.1.   The IIUM code of supervision.

PART 6
RESEARCH WORK RULES

23. **RESEARCH WORK**

23.1.   A student in a programme that requires research work must prepare a research proposal. The proposal must provide an outline of the research, the research methodology and major references.

23.2.   A student may register for his dissertation / thesis only if the following conditions have been fulfilled:

    a.   His CGPA is 3.0 or above;

    b.   He has completed at least 60% of the required coursework;

    c.   He has passed the comprehensive examination (for specific programmes only);

    d.   He has successfully defended his proposal in the proposal defence;

    e.   His research proposal has been approved by the KPGC;

    f.   He has been assigned a supervisor by the KPGC;

    g.   He has fulfilled all language requirements as stipulated in Rules No. 1.4.1 and 1.4.2;

    h.   He is within the study period, or the approved extended study period.

    Rules 23.2. (a) and (b) shall not be applicable to students pursuing programmes by research only.

23.3.   A student undertaking research for a programme with Arabic as the only medium of instruction is required to attain a minimum score in English as stipulated in Rule 1.4.1. before being allowed to register for his research.

23.4.   If deemed necessary by the department, a student pursuing a programme with English as a medium of instruction may be required to attain a minimum score in Arabic as stipulated in Rule 1.4.2. before being allowed to register for his research.

23.5.   If deemed necessary by the department, a student may be required to achieve a satisfactory level of proficiency in any other language that is relevant to his research work before being allowed to register for his research.

23.6.   A research work must be written in English or Arabic, depending on the programme's medium of instruction. Any research work, regardless of the language in which it has been written, must be preceded by an abstract in English, Arabic or optionally in Bahasa Melayu.

23.7.   A student cannot submit a research work which has already been used to achieve a degree. However, the student may include any part of such work as long as the part of the work included is clearly indicated. A student may also submit any other published work as long as it has not already been submitted for a degree in any institution of higher learning.

23.8.   A student may produce for his postgraduate programme the findings of research conducted prior to his admission to the IIUM or as part of his job requirement, provided that the research work is related to the area of his study and is the result of his own efforts.

23.9.   A student who wishes to delay public access to his research findings may apply to maintain the temporary confidentiality of his research. The maximum period for which public access may be denied is until such time the research work is permissible for disclosure.

24.   **OWNERSHIP OF THE STUDENT'S THESIS / DISSERTATION**

24.1.   The guidelines on the ownership of student's thesis/dissertation.

24.2.   A student may, with the consent of his supervisor, present and publish papers on his research work during the course of his studies. However, in all such

papers, the student must acknowledge that the work is being done at the IIUM or an approved institution.

24.3. All thesis / dissertation submitted shall be accompanied by a signed declaration of Copyright and Affirmation of fair use of Unpublished research as specified in the 'The IIUM Thesis / Dissertation Manual' issued by the CPS.

24.4. In the course of writing the research, a student is required to refer to and follow the 'The IIUM Thesis / Dissertation manual' and/or follow the specific rules and regulations that might be issued by the Senate.

25. WRITING THESIS / DISSERTATION IN ARABIC

25.1. A student in an English-based programme may apply to write the research / thesis / dissertation in Arabic on condition that:

a. The research work is in specific areas where most of the sources / references are in Arabic.

b. The applicant must have an advanced level of proficiency in Arabic or his mother tongue is Arabic and he has done his first degree in a programme where Arabic is the language of instruction or he has passed the Arabic Placement Test with a minimum of band 7.0.

c. The supervisor is well-versed in the area of specialization and has a reasonable knowledge of Arabic.

d. The approval is granted by the Senate Sub-committee comprising the Deans of the Centre for Postgraduate Studies, Centre of Studies of Islamic Revealed Knowledge and Human Sciences, and the Head of the Department of Arabic Language and Literature and Deans of the relevant Centre of Studies.

26. MASTER'S THESIS

26.1. **Registration of Research**

26.2. A full-time student pursuing a Master's programme that requires research and coursework must register for the research proposal latest by the second (2) regular semester of his studies. A part-time Master's student must register

for the research proposal latest by the third (3) regular semester of his studies. A Master's student pursuing a 'research only' programme must register the research proposal in the first (1) semester of his study. A student (mix mode) is allowed to register for research in the same semester as the research proposal subject to passing the requirement of the research proposal and approval from Centre of Studies.

26.3.   The research proposal shall carry no credit hours and shall not be included in the student's workload.

26.4.   The research proposal must be approved by the KPGC within the semester stipulated in Rules 26.2. If the student fails to submit an acceptable proposal, a student will not be allowed to register.

26.5.   Registration of the research proposal must be done using the prescribed form by the CPS.

26.6.   A Master's research proposal must be successfully defended not more than two (2) semesters after being registered. If the student fails in the defence, his result is graded as 'UP'. He is given one (1) additional semester to improve on his proposal and defend it successfully. If he fails in the second defence, he shall be dismissed.

26.7.   For students in a Clinical Specialist Training programme, the research proposal must be registered during the subsequent semester upon passing his / her Part 1 examination.

26.8.   A Master's student who wants to write a research work which is above the specified maximum word limit can apply to the Centre of Studies at least one (1) month before making the first submission of the research / thesis / dissertation.

26.9.   A Master's thesis / dissertation must not be longer than 50,000 words. A research paper must not be longer than 25,000 words. The total number of words includes the main text only and does not include footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, etc. However, it depends on the discretion of the Centre of Studies on the minimum word limit.

26.10. **Submission of Master Thesis / Dissertation**

26.10.1.   The following procedure is the sequence for the submission and approval of a Master's thesis / dissertation:

a.   A student who wants to submit his research work must notify the Deputy Dean / Coordinator (postgraduate studies) and the CPS at least three (3) months (by Research Only) or one (1) month (by Coursework and Research) before the date he wants to submit the research. When the KPGC has received such a notification, they shall appoint an examiner(s) for the research work.

b.   Once the supervisor is satisfied that the research is ready for submission, he shall certify that it is of acceptable standard in content, quality, presentation and style. A 'similarity check' report must be generated and validated by the supervisor.

c.   The student shall submit to the department as many copies of the research in the temporary binding as the number of appointed examiners. The department shall send a copy of the research to each of the examiners.

26.11. **Thesis Examination (TE) Grace Period**

26.11.1.   A student who has completed and submitted his thesis / dissertation to the Centre of Studies for the evaluation of the examiner, will be given a Thesis Examination (TE) status, upon submission of duly completed certification form to the CPS through respective Centre of Studies / Institute.

26.11.2.   The maximum period allowed for 'TE' status is as follows:

Mode of Programme	Period of 'TE' Status
Master's by Research Only	Additional two (2) months after correction period.
Master's by Coursework and Research	Additional one (1) month after correction period.

26.11.3. If the student does not submit the bound Thesis/Dissertation in time, the CPS may terminate the student with the recommendation of the KPGC.

26.11.4. A student with a 'TE' status does not need to register because he is deemed to have completed his studies.

26.11.5. A student with a 'TE' status will be required to pay recurring and hostel fees (if he stays in the hostel) with the exclusion of tuition fees and examination fees until he is declared as 'GR' or graduated.

26.12. **Examiners for Master Thesis and Dissertation**

Appointment of Examiners for Master's thesis / dissertation

26.12.1. The Centre of Studies may obtain the names of examiners from the Database of Examiners. The Database of Examiners is a collective and comprehensive system which consists of names and details of internal and external examiners who are nominated by the different Centre of Studies in the IIUM. Examiners shall be appointed by the Dean of Centre of Studies.

26.12.2. A student pursuing his Master's programme 'by research only' shall be assigned with a minimum of two (2) examiners, one of whom must be an external examiner without viva and with Post Thesis Evaluation Meeting (PTEM). For a student pursuing his Master's programme by mixed-mode, the number of examiners shall be two (2) internal including supervisors without viva and without PTEM. However, the guideline is subject to specific programme standards and professional body requirements.

26.12.3. The endorsement of the list of names of the examiners (new or for renewal) can be made at the KPGC level. The University Committee of Postgraduate Studies (UCPS) and Senate will be notified regarding all endorsement matters. The names will be valid for three years.

26.12.4. The appointment of all examiners for Master 'by coursework and research' shall be recommended by the departments and the KPGC.

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26.12. **Responsibilities of Examiners**

The functions of the examiners shall be as follows: -

a. Examiners shall be required to examine and evaluate the thesis / dissertation;

b. Examiners shall be required to prepare reports indicating areas in the thesis / dissertation that need corrections or revisions to improve its quality;

c. Examiners shall be required to assign appropriate grade/marks for the thesis / dissertation;

d. If deemed necessary, examiners shall also be required to conduct a viva voce or a public seminar for the students.

26.13. **Evaluation of Master Thesis / Dissertation**

26.13.1. A student will have to defend his research in a viva voce and / or a public seminar, if required by any of the examiners or the department.

26.13.2. Each examiner must check the thesis / dissertation and prepare a report which states what revisions need to be done. The report must be submitted to the department no later than one (1) month after receiving it. An extension of fourteen (14) days is granted for the Master's Thesis (by research mode). The report shall also grade the thesis / dissertation into one of the following categories:

(a) Pass	The thesis/ dissertation requires minimal improvement in spelling, grammar and syntax only.
(b) Pass with minor revision to be completed in one (1) month	The thesis/ dissertation requires reforming of chapters, improvement in research objectives or statements, insertion of missing references, amendment of inaccurately cited references and minimal improvement in

		spelling, grammar, syntax and presentation are required.
	(c) Pass with major revision to be completed in three (3) months	Major revision of the literature, methodology, data analysis and overall improvement in the thesis/ dissertation.
	(d) Re-submission with or without viva-voce in six (6) months	Not meeting the scope and objective of the research, obvious flaws in methodology requires additional data collection. The candidate has to revise and resubmit the thesis/ dissertation of further examination.
	(e) Failure	When a thesis/ dissertation is so fundamentally flawed in conception, methodology, analysis and / or overall conducts that even major revision would not redeem it, incompletion, plagiarized work.

26.13.3.   The department shall forward the report of each examiner to the Deputy Dean / Coordinator (postgraduate studies) and then it will table it at the KPGC.

26.13.4.   If the thesis / dissertation falls under category (a) of Rule 26.13.2 steps according to Rules 26.13.9 to 26.13.14 should be followed.

26.13.5.   Should the thesis / dissertation fall under (b) or (c) of Rule 26.13.2 the KPGC will appoint a supervisor(s) for revision purposes and determine a period of not more than three (3) months, within which the student must submit the revised thesis / dissertation.

26.13.6.   Once the student has made all revisions following the examiner's reports, the supervisor for revision shall certify that the thesis/dissertation is of acceptable standard in terms of content, quality and presentation style, and the steps according to Rules 26.13.9 to 26.13.14 should be followed.

26.13.7.   If the thesis / dissertation falls under category (d) of Rule 26.13.2, the KPGC shall appoint a supervisor(s) for the resubmission and determine the period, not exceeding six (6) months, within which the student must re-submit the thesis / dissertation certified by the appointed supervisor(s). Accordingly, the same examiner(s) should evaluate and prepare a report as stipulated in Rule 26.13.2.

26.13.8.   If the thesis / dissertation falls under category (e) of Rule 26.13.2 this means that the student has made unsatisfactory progress in the preparation of his thesis / dissertation and shall be dismissed from the programme.

26.13.9.   One copy of the thesis / dissertation should be submitted to the Centre of Studies to be checked for conformity to the format stipulated in 'The IIUM Thesis / dissertation Manual'. Accordingly, approval for permanent binding should be obtained.

26.13.10.   The Centre of Studies postgraduate office shall notify each examiner to give a grade (where applicable) based on the postgraduate grading system (Rule 26.13.2).

26.13.11.   The KPGC shall determine the final grade to be awarded for the thesis / dissertation after taking the marks awarded by the examiners into consideration.

26.13.12.   The Centre of Studies Postgraduate Office shall update the grade for the thesis / dissertation endorsed by the KPGC into the postgraduate system.

26.13.13.   When a student obtains approval for permanent binding, he shall submit to the CPS a copy of the thesis / dissertation in permanent hardcover binding and one electronic copy saved in an appropriate storage device / medium.

26.13.14.   The CPS will forward the softcopy of the thesis / dissertation to the library.

26.14. **Post Thesis Evaluation Meeting (PTEM)**

26.14.1.   Members of the PTEM shall be as follows:

a. Head of the Department as Chairperson;
b. Supervisor(s) or representative (s)
c. Internal examiner(s) (if deemed necessary)
d. External examiner (if deemed necessary)
e. Student

26.14.2.   A PTEM consisting of the examiner(s) and the student shall be held in the presence of the Head of Department and supervisor(s) or their representatives to inform the student of the result of the thesis evaluation.

26.14.3.   The functions of the PTEM shall be as follows:

a. The PTEM is the highest examining body for master's research work and determines whether or not the research work has reached an acceptable standard.

b. The PTEM shall function as the highest examining body for master research work and shall determine whether the research work is of an acceptable standard or not.

c. Chairman of PTEM shall prepare a written report of the meeting.

d. In cases of plagiarism, the PTEM as the highest examining body for Master research shall convene to deliver the final decision on the thesis or dissertation after receiving the advice from the University's Committee for Academic Integrity.

27. **PHD THESIS / DISSERTATION**

27.1.   Registration of Research

27.1.1.   A full-time PhD student in a programme that requires research and coursework must register for the research proposal before the end

of his third (3) semester. A part-time Ph.D. student pursuing a programme that requires research and coursework must register for the research proposal before the end of his fifth (5) semester. However, a student who chooses a 'research only' programme must register for the research proposal in his first (1) semester.

27.1.2. The research proposal does not carry any credit hours and shall not be included in the student's workload.

27.1.3. The research proposal must be approved by the KPGC within the semester stipulated in Rule 27.1.1. If the student does not submit an acceptable proposal, the student will not be allowed to register.

27.1.4. Registration of the research proposal must be done using the prescribed form by the CPS.

27.1.5. A PhD research proposal must be successfully defended not more than three (3) semesters after being registered. If the student fails in the defence, his result is graded as 'UP'. He is given one (1) additional semester to improve on his proposal and defend it successfully. If he fails in the second defence, he shall be dismissed.

27.1.6. A doctoral candidate must prepare and submit an original research work for his area of research.

27.1.7. A PhD thesis / dissertation must not be more than 100,000 words. The total number of words includes the main text only and does not include foot notes, exhibits, figures, tables, graphs, appendices, bibliographies, etc. However, an exception to this rule depends on the discretion of the Centre of Studies / Institutes on the minimum word limit.

27.1.8. A Doctoral candidate who wants to write a research work with a word count over the maximum word limit may apply to the Centre of Studies at least three (3) months before making the first submission of the research.

27.2.   **Submission of PhD Thesis / Dissertation**

27.2.1.   The following procedure must be observed in sequence for the submission and approval of a Ph.D. thesis / dissertation:

a.   A Doctoral candidate who wants to submit his research shall notify the Deputy Dean / Coordinator (postgraduate studies) and the CPS at least four (4) months before the date he wants to submit the research. When the KPGC has received such a notification, they shall appoint an examiner(s) for the research work.

b.   Once the research is deemed ready for submission by the (major) supervisor, he shall certify that it is of acceptable standard in terms of content, quality, presentation and style. A 'similarity check' report must be generated and validated by the supervisor.

c.   The Doctoral candidate shall submit a softcopy of the research work to the Centre of Studies.

27.3.   **Thesis Examination (TE) Grace Period**

27.3.1.   A student who has completed and submitted his thesis / dissertation to the Centre of Studies for the evaluation of the examiner, will be given a Thesis Examination (TE) status, upon submission of both the temporary bound thesis and the duly completed certification form to the CPS.

27.3.2.   The maximum period allowed for 'TE' status is as follows:

Programme	Period of 'TE' Status
PhD	An additional of two (2) months after the thesis correction period

27.3.3.   If the student does not submit the bound Thesis / Dissertation in time, the CPS may terminate the student with the recommendation of the KPGC.

27.3.4.   A student with a 'TE' status does not need to register because he is deemed to have completed his studies.

27.3.5.   A student with a 'TE' status will be required to pay recurring and hostel fees (if he stays in the hostel) with the exclusion of tuition fees and examination fees until he is declared as 'GR' or graduated.

27.4.   **Examiner's for PhD Thesis / Dissertation**

27.4.1.   **Appointment of Examiners for PhD Research**

   a.   A DEC shall have at least three (3) examiners, and at least two (2) examiners must be external examiners.

   b.   Examiners shall be appointed by the Dean of Centre of Studies.

   c.   An internal examiner who is not a full Professor or of Associate Professor rank (or equivalent) can be appointed based on the expertise relevant to the research work.

   d.   The appointment of all examiners for doctoral candidates must be endorsed by the KPGC after receiving intention to submit the thesis form from the student.

   f.   A former staff member of the University may be appointed as the external examiner 6 months from the date he has left the University.

27.4.2   **Nomination Procedure**

   a.   For a PhD programme, the Centre of Studies Postgraduate Committee shall nominate an External Examiner and request that he serve as the External Examiner. The appointment is subject to the endorsement of the KPGC.

   b.   The External Examiner shall submit the report to the Dean, CPS. He should attend the viva voce or the oral examination (in the case of local External Examiners).

27.4.3. **Criteria for Nomination of External Examiners for PhD Thesis / Dissertations**

    a. The External Examiner should be a well-qualified (level-wise and subject-wise), objective, and experienced individual who is not associated or affiliated with the Centre of Studies or the University.

    b. The External Examiner should have an established reputation, standing and expertise in the area of research work and should be able to judge whether the research work is acceptable according to the approved structure, content and regulations of the University.

    c. The External Examiner must not have any family relationship (including distant family relationship) with the student and the supervisor/co-supervisor.

    d. The External Examiner should be either a full Professor or of Associate Professor rank (or equivalent) if he is at a department of a University that offers doctoral degrees or of comparable expertise, and broad knowledge with a sufficiently well-established research reputation and standing in the area of research.

    e. The External Examiner could also be an expert in the area of research from the industry who is not an academic member.

27.5. **Responsibilities of Examiners**

The functions of the examiners shall be as follows: -

a. Examiners shall be required to examine and evaluate the thesis / dissertation.

b. Examiners shall be required to prepare reports indicating areas in the thesis / dissertation that need corrections or revisions to improve its quality.

c. Examiners shall be required to assign appropriate grade / marks for the thesis / dissertation.

d. If deemed necessary, examiners shall also be required to conduct a viva voce or a public seminar for the students.

27.6. **Evaluation of PhD Thesis / Dissertation**

27.6.1. Each examiner must prepare a report on the research and submit it to the Dean of the CPS within forty-five (45) days after receiving the research. The extension of fourteen (14) evaluation days is granted for the Doctoral Thesis / Dissertation. The report shall indicate areas in the research that need revision (if any) and the evaluation of the research according to the following categories:

a. Pass;

b. Pass with minor revisions to be completed in Six (6) months;

c. Pass with major revisions to be completed within the minimum period of six (6) to maximum period of twelve (12) months;

d. Re-submission with or without viva to be completed within the minimum period of twelve (12) to maximum period of eighteen (18) months;

e. Failure

27.6.2. The doctoral candidate shall defend his thesis/dissertation in a viva voce and / or a public seminar conducted by the DEC.

27.6.3. If the examiners give inconsistent evaluations or otherwise, only the DEC has the discretion to determine which category of Rule 27.6.1 the research should fall under.

27.6.4. If the thesis / dissertation falls under category (a) of Rule 27.6.1, the Doctoral candidate must follow the steps according to Rule 27.6.8.

27.6.5.   If the thesis / dissertation falls under category (b) or (c) of Rule 27.6.1, the following procedure shall be observed in sequence:

     a.   The DEC will prepare a report on where the thesis / dissertation needs revision (if any);

     b.   The DEC will appoint a supervisor(s) for the revision and determine how long the Doctoral candidate has to submit his revisions certified by the appointed supervisor(s). This process must not take more than twelve (12) months;

     c.   The Doctoral candidate shall make revisions, corrections or amendments to the thesis / dissertation in accordance with the report of the DEC;

     d.   When the student has made all the revisions in accordance with the DEC's report, the supervisor for the revision shall certify that the thesis / dissertation is of an acceptable standard and ready for final submission for graduation purposes;

     e.   Upon completing all the steps according to Rules 27.6.5 (a) to 27.6.5 (d), the Doctoral candidate is required to follow steps according to Rule 27.6.8;

27.6.6.   If the thesis / dissertation falls under category (d) of Rule 27.6.1, the following procedure must be observed in order:

     a.   The DEC will appoint a supervisor(s) for the resubmission and determine how long the Doctoral candidate has to resubmit his revised thesis / dissertation certified by the appointed supervisor(s). This process must not take more than eighteen (18) months.

     b.   Once the work is ready to be resubmitted, the supervisor for the resubmission shall certify that the research is of an acceptable standard and ready for final submission for graduation purposes. Accordingly, the same examiner(s) should evaluate and prepare a report as stipulated in 27.5.

    c.   Following this, the Doctoral candidate may have to defend his thesis / dissertation in a re-viva-voce and / or public seminar conducted by the DEC. The DEC can determine which category (a) / (b) / (c) / (e), not (d) of Rules 27.6.1 under which the research should fall, subject to Rules 27.6.4 to 27.6.5 or 27.6.6.

27.6.7.   If the research falls under category (e) of Rule 27.6.1, the doctoral candidate is deemed to have made unsatisfactory progress in the preparation of his thesis / dissertation and will be dismissed from the programme.

27.6.8.   The student shall obtain approval from the Centre of Studies for conformity to IIUM Thesis format. Once approval is obtained, the Centre of Studies will submit the approved softcopy full thesis/dissertation to CPS.

27.7.   Doctoral Examination Committee (DEC)

27.7.1   Members of the DEC shall be as follows:

    a.   Deputy Rector (Academic and Internationalisation) or a representative as Chairperson;

    b.   All Appointed Examiners;

    c.   Dean of CPS or representative from the CPS as Secretariat;

    d.   The Dean of the Centre of Studies or his / her representative (as an observer); and

    e.   Supervisor (s) (as an observer)

27.7.2.   All appointed examiners must attend the viva voce unless otherwise agreed by the Dean of the CPS.

27.7.3.   The DEC shall have the following functions:

a. The DEC shall function as the highest examining body for PhD research work and determines whether the research work is of an acceptable standard or not.

b. The DEC shall conduct the viva voce or public seminar of a doctoral candidate.

c. The DEC shall prepare a report containing the assessment of the DEC members and indicate areas in their search work that needs revisions or corrections. Chairman of DEC shall prepare a written report of the meeting.

d. In cases of plagiarism, the DEC as the highest examining body for PhD. research shall convene to deliver the final decision on the thesis or dissertation after receiving advice from the University's Committee for Academic Integrity.

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PART 7
COMMITTEES AND DUTIES

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28. **CURRICULUM REVIEW**

The Centre of Studies will review all academic programmes at least every five years. Content reviews or similar adjustments may be conducted from time to time as appropriate by the Board of Studies.

29. **BOARD OF STUDIES**

29.1.   A Board of Studies may be formed by the Senate for the following purposes:

a. To deal with matters pertaining to developing and advancing existing programmes;

b. To consider proposals to create new academic programmes;

c. To give expert advice on the quality, suitability and equivalency of a programme.

d. To report the findings of the Board of Studies to the Senate.

29.2. **Members of the Board of Studies**

    29.2.1. The Board of Studies will consist of the following:

        a. The Rector or Deputy Rector in-charge of academic affairs or such other delegated individual shall be the Chairman of the Board of Studies.

        b. The Dean;

        c. An expert in the chosen field of studies outside the University (within and / or outside Malaysia);

        d. A representative of a relevant professional body or expert agency where applicable;

        e. The Secretary of the Board of Studies who shall be appointed by the Rector.

        f. Any other persons deemed appropriate by the University.

    29.2.2. The members shall be appointed for a minimum term of two (2) years.

30. **CENTRE OF STUDIES POSTGRADUATE COMMITTEE**

    30.1. Members of the Centre of Studies Postgraduate Committee are as follows:

        a. Dean of Centre of Studies (or representative) as Chairperson

        b. Deputy Dean (Postgraduate and Research / Academic Affairs)

        c. Relevant Heads of Departments or representatives

        d. Coordinators of Postgraduate Programmes (if any)

        e. Any other academic staff in the relevant field that the Centre of Studies may need to appoint permanently or temporarily

30.2. The functions of the Centre of Studies Postgraduate Committee are as follows:

a. To recommend the appointment of supervisors for Master and PhD students, upon the recommendation of the department / Deputy Dean (Postgraduate and Research) to the Senate through the CPS for approval.

b. To approve the appointment of examiners for Master students and inform the CPS accordingly.

c. To recommend the appointment of examiners for Master by research and PhD thesis/dissertation to the Senate through the CPS for approval.

d. To monitor that all research work conducted by the student through the supervisor fulfils the requirements set by the Centre of Studies for content, quality and presentation style.

e. To propose postgraduate policy amendments to the UCPS.

f. To appoint a committee to conduct a comprehensive examination and proposal defence whenever necessary.

g. To discuss any other matters relevant to postgraduate studies.

30.3. **Meeting**

The Board will have a meeting whenever necessary.

31. **UNIVERSITY COMMITTEE FOR POSTGRADUATE STUDIES (UCPS)**

31.1. The UCPS shall consist of the following members:

a. Dean of the CPS as Chairperson

b. Deputy Deans of the CPS

c. Deputy Dean (Postgraduate)/ Director/ Deputy Director Centre of Studies or representative

d. Secretariat CPS

    e.   Any other individual that the Chairperson may appoint temporarily or permanently

31.2.   The functions of the UCPS shall be as follows:

    a.   To deliberate and decide upon appeals by postgraduate students.

    b.   To endorse decisions made by the KGPC relating to appeals of postgraduate students.

    c.   To coordinate / monitor postgraduate programmes with the assistance of the KPGC.

    d.   To deliberate upon policy amendments proposed by the KGPC and make recommendations to the Senate.

    e.   To discuss and decide other matters relevant to postgraduate studies.

31.3.   **Meetings**

    a.   To hold meetings at least once a month.

    b.   To hold a special meeting if necessary.

32.   **STUDENTS ADMISSION COMMITTEE (SAC)**

32.1.   The SAC shall consist of the following members:

    a.   Deputy Rector (Academic, Planning and Industrial Linkages)

    b.   Dean of CPS

    c.   Deputy Deans of the CPS

    d.   Deans of Centre of Studies, and

    e.   Secretariat CPS

32.2.   **Functions:**

    a.   To select and admit students in accordance with the admission policies and evaluation conducted by the CPS into Postgraduate programmes and on the recommendation of the respective Centre of Studies / Institutes / Department.

    b.   To deliberate and decide upon various appeals of the applicants to postgraduate programmes.

    c.   To discuss any other matters regarding admission relevant to postgraduate studies.

32.3.   **Meetings**

    a.   To hold meetings at least once a month

    b.   To hold a special meeting if necessary

33.   **ADMISSION COMMITTEE (AC)**

33.1.   **Establishment of Committee:**

    a.   The Admission Committee shall consist of the following;

        i.   The Dean of Centre for Postgraduate Studies as chairman;
        ii.   Deputy Deans of CPS;
        iii.   Director or Deputy Director (Administration) of CPS;
        iv.   Assistant Director for Admission of CPS as the secretary.

    b.   If the Dean of CPS is unavailable, he may assign any members of the meeting to preside the meeting.

    c.   The chairman may invite any other officers of the university to attend the meeting.

33.2. **Functions of the Committee**

a. To recommend to the Student Admission Committee (SAC) any policy and procedure pertaining to admission of students including tuition, admission and other related fee;

b. To recommend and approve list of applicants for admission;

c. To recommend and approve list of applicants for appeal for admission, deferment, change of programme and change of offer;

d. To notify the SAC on all decision made in the AC meeting.

33.3. **Meetings**

a. To be held once a month;

b. To hold a special meeting, if deemed necessary.

34. **SENATE GRADUATION COMMITTEE MEETING**

34.1. **Establishment of Committee**

a. The Senate Graduation Committee shall consist of the following:

   i. The Dean of Centre for Postgraduate Studies CPS) as chairman

   ii. Deputy Deans of CPS;

   iii. Director/ Deputy Director (Administration) of CPS;

   iv. All Senior/ Assistant Directors of CPS;

   v. Assistant Director of Graduation, CPS to act as the secretary;

   vi. At least two Deputy Dean (Postgraduate) representing Centre of Studies (when necessary).

b. If the Dean in-charge of CPS is unavailable, he may assign any members of the meeting to preside the meeting.

c. The chairman may invite any other officers of the university to attend the meeting.

34.2. Functions of the Committee

a. To recommend and approve list of graduating students recommended by Centre of Studies;

b. To notify the Senate all decision made in the Senate Graduation Committee Meeting.

34.3. **Meetings**

To be held once or twice in a month or if deemed necessary.

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PART 8
GENERAL RULES

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35. **LECTURE ATTENDANCE REQUIREMENTS**

35.1. A student must attend all lectures, tutorials, seminars etc. of courses that he has registered for. Attendance of not less than 80% is necessary to qualify a student to take the final examination.

35.2. If a student attends less than 80% of lectures, tutorials, seminars, etc., he will be barred from taking the final examination of the course in question. In that case, he will be awarded a grade 'Y' (barred) which is equivalent to an 'F' (fail).

36. **GRADUATION REQUIREMENTS**

36.1. The graduation requirements for a postgraduate student depend on the curriculum of his programme and this may also include any of the following requirements:

a. Fulfilment of Language Admission Requirements (if any, as prescribed in Rule 1.4);

b. Attaining a minimum of 3.00 CGPA for the courses;

c.   Fulfilment of the minimum credit hours;

d.   Pass the practical training, practicum, fieldwork, etc;

e.   Pass the comprehensive examination;

f.   Pass the thesis, dissertation, research paper, etc; and

g.   All PhD students are required to meet the standard criteria of publication at all Centres of Studies, based on the Publication Equivalence (PE) as follows:

Master by Coursework and Research	Master by Research Only	PhD by Coursework and Research/ Industrial / Clinical	PhD by Research Only
Not Applicable	Minimum PE is 0.6	Minimum PE is 1 (1 PE from indexed journal)	Minimum PE is 2 (1 PE from indexed journal + 1 PE from any combination of publications

Publication Equivalence (PE):

Type of Publications	PE Value
Indexed Journal	1
Non-indexed Journal	0.7
Indexed Conference Proceeding	0.6
Poster and Non-indexed conference proceeding	0.3

36.2.   Notwithstanding Rule 36.1, the graduation requirements may vary from one Centre of Studies to another and are subject to change if deemed necessary.

36.3.   Changes in the graduation requirements of a programme shall be recommended by the Board of the Centre of Studies and endorsed by the Senate Graduation Committee Meeting.

37. **CONFERMENT OF DEGREE**

   37.1.   Students may be conferred a postgraduate diploma, Master's degree or a PhD, as the case may be, if the following conditions have been fulfilled:

   a. If he has fulfilled all requirements stipulated in the Postgraduate Regulations.

   b. If the conferment of the degree / postgraduate diploma upon him has been endorsed by the Senate Graduation Committee Meeting.

   c. If he has cleared all dues owed to the University (excluding approved financial loans made to students by the University).

38. **TERMINATION OF CANDIDATURE**

   38.1.   A student's candidate status will be terminated if he withdraws from the University.

   38.2.   The candidature of a student may be terminated if he is found to have breached the disciplinary code as stipulated in the University Disciplinary Act.

39. **UPGRADING TO MASTERS PROGRAMME TO DOCTOR OF PHILOSOPHY**

   39.1.   Student registered for Master by research only may apply for an upgrade from Master programme to Doctor of Philosophy (PhD) programme subject to: -

   a. Having shown competency, intellectual prowess and capabilities in conducting research at PhD level.

   b. Obtaining approval from the Senate.

   39.2.   A Centre of Studies which intends to recommend for such transfer must submit an application to the Senate upon approval from the Centre of Studies' Postgraduate Committee.

40. **POSTHUMOUS DEGREE**

A posthumous degree is an award given by the university to a student who has passed away during his/her study in the university. The University authority may grant degrees posthumously if the official determines that a deceased student has completed sufficient coursework to be awarded a degree. The Senate will have the authority to grant the deceased student a degree posthumously.

41. **ACADEMIC RESIDENCE**

41.1   All postgraduate students (Master and PhD) doing full research do not have any academic residence requirements. However, they must fulfil the minimum period for residence requirement at the discretion of the relevant Centre of Studies.

41.2.   The minimum period for the residence requirement should be at the discretion of the relevant Centre of Studies.

41.3.   Advisory and supervisory mechanisms for the purpose of accountability and responsibility to all parties should be made available for recording purposes.

41.4.   Submission of all progress reports from all Centre of Studies will be monitored by the CPS. Students who have not fulfilled the academic residence requirement will be given a warning letter by the CPS. Should the students fail to comply, they shall be dismissed from the University.

42. **BY-LAWS**

Centre of Studies / Centre with Executive Programmes / Academic Departments of the University may make by-laws pursuant to these policies. These by-laws shall come into effect after being duly noted by the Senate.

43. **PREROGATIVE OF THE SENATE**

The Senate of the University reserves the right to amend or overrule any rules in the Postgraduate Policies and Regulations at any time.