



ACADEMIC REGULATIONS FOR GRADUATE PROGRAMMES

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SECTION 1 - PRELIMINARY

1.1 INTRODUCTION

These Academic Regulations govern all awards at the Graduate level of the University, for Programme Structures A, B & C as specified by MQA requirements. These regulations apply to both Graduate School (GS) and Graduate School of Business (GSB) graduate students.

The rules within these regulations apply in their entirety, except where indicated otherwise. Registered students of the university are required to comply with these Regulations as well as any procedures, requirements and guidelines issued by the University. The University is not responsible for any consequences arising from the student's failure to comply with these regulations, procedures, requirements or guidelines.

The regulations are reviewed regularly and are subject to change.

1.2 DEFINITIONS

In this Regulation, the following words shall bear the following meaning:-

“Board of Examiners” refers to a committee appointed by Graduate Studies Committee to conduct viva voce and examine the thesis submitted by students for the conferment of masters and doctoral research degrees.

“Cumulative Grade Point Average” or CGPA means the grand total of grade points earned divided by the total credits taken and calculated using the formula.

“Equivalent Course” means a course that is identified as being at the same level and/or about the same content to another course.

“Final Thesis Defense” refers to a session in which a research student formally presents his/her final thesis, for the purpose of evaluation for the conferment of a degree, to a board of examiners appointed by the University.

“Grade” means an assessment conducted that result in the award of an alphabetical mark.

“Grade Point Average” or GPA means the total points earned in a semester divided by the total credits taken for that semester.

“Graduate Studies Committee” refers to a standing committee of University Senate, that draws policy relating to graduate studies in the University, makes appointment on boards of examiners, reviews and recommends to Senate the reports of thesis examination committees.

“Plagiarism” refers to the unauthorized use or close imitation of the language and thoughts of another author without acknowledgement, and to represent it as one's own original work in fulfilling an academic requirement such as in assignments, dissertations and thesis.

“Proposal Defense” refers to a session in which a research student formally presents his/her research proposal to a board of evaluators appointed by the University.

“Research Code” refers to research workload which carries specified research credits. Students under research mode of study are required to register research codes each semester as advised by the supervisor/supervisory committee.

“Semester” refers to the period fixed by the University for students to complete a course of study. One (1) academic year consists of three (3) regular semesters. A regular semester consists of 14 weeks of programme study.

“Senate” is the highest academic body as provided by the Constitution of the Universiti Tun Abdul Razak to oversee and be responsible towards the teaching, research and examinations and determination of the award of any degree, diploma, certificate and other academic honours conferred by the University.

“Student” means a person having being admitted to the University to follow a programme of study either on full time (regular) basis or part-time basis.

“Supervisor” refers to a faculty member assigned to guide and supervise a research student in the latter’s programme of study.

“Supervisory Committee” refers to a committee of several faculty members assigned to guide and supervise a research student in the latter’s programme of study.

1.3 ACADEMIC STRUCTURE & SYSTEM

1.3.1 Categories of Graduate Programmes

Graduate programmes offered by UNIRAZAK are categorized under three (3) structures according to MQA guidelines as follows:

Structure A : Research Programme

Structure B : Taught and Research Programme

Structure C : Taught Programme

Structure A : Research Programme

Students under this structure have to take a sustained and in-depth study on a selected research topic, under the supervision of either a supervisor or a supervisory committee. The approved thesis shall constitute full fulfillment of the requirements for the degree concerned. The students may be required to enroll in some taught courses and/or seminars to strengthen their knowledge on specific areas.

Structure B: Taught and Research Programme

Students under this structure will be required to take and pass a specified number of taught courses for which attendance is required. Following successful completion of the relevant coursework component, the students will be required to undertake a substantial research project approved by the supervisor/supervisory committee. The dissertation based on the research project shall constitute partial fulfillment of the requirements of the degree concerned.

Structure C: Taught Programme

Students under this structure are required to attend classes and/or seminars. Assessment will normally be based on continuous assessment (e.g. assignments, quizzes, presentations, class participation) and final examination. Students will also be required to successfully complete and submit a project paper or case study.

1.3.2 Semester System

For graduate programmes, UNIRAZAK practices a tri-semester system consisting of three 14-week semesters. There are three intakes per year, normally in the months of January, May and September, coinciding with the commencement of the tri-semester. However, some programmes may not be offered every semester. Graduate students under Structures A & B must register for at least two semesters in an academic year. Students under Structure C must register for all three semesters.

1.3.3 Duration of Study

The following table sets out the minimum and maximum semester of study for each type of programme. Failure to complete a programme in the stipulated duration will result in the termination of candidature. The maximum duration, however, does not include the period for which the student is given deferment or other official leave of absence. Under exceptional circumstances, extension of study beyond the maximum period may be allowed upon approval of University Senate.

| | Structure A: | | Structure B: | Structure C : |
|---------|----------------------------|--------------------------|---|--------------------------|
| | Research Programmes | | Taught & Research Programmes | Taught Programmes |
| | Ph.D. | Master's | Master's | Master's |
| Minimum | 6 semesters/ 2 years | 3 semesters/ 1 year | 3 semesters/ 1 year | 3 semesters/ 1 year |
| Maximum | 21 semesters/ 7 years | 12 semesters/ 4 years | 12 semesters/ 4 years | 12 semesters/ 4 years |

1.3.4 Medium of Instruction

All graduate programmes in UNIRAZAK use English as the medium of instruction. Dissertations and thesis must be written in English or Bahasa Malaysia.

Those who are not proficient in English shall be required to undertake and pass English courses offered or approved by the University.

SECTION 2 – APPLICATION & ADMISSION

2.1 ADMISSION CRITERIA

- 2.1.1 In order to be admitted as a student of the University, an applicant must satisfy the minimum entrance requirement set by the University for the programme concerned and apply, register and enrol in accordance with the procedures, conditions and deadlines set by the University.
- 2.1.2 The University has the right to deregister a student if at any point of time, the University finds that the student had, upon admission into the University, withheld information or given false information or misled the University in his/her application.
- 2.1.3 The minimum requirements for admission to the graduate programmes, unless otherwise specified by the University, are as follows:

For Ph.D programmes:

- A Master's degree in a related field from an institution recognized by the Malaysian Government for the PhD programme, or its equivalent.
-

For Masters' programmes:

- A Bachelor degree with honours or equivalent from an institution recognized by the Malaysian Government, or Professional Body.

2.2 APPLICATIONS

- 2.2.1 All applications to UNIRAZAK graduate programmes must be submitted to the Dean, Graduate School of Business (for business and management programmes), or the Dean, Graduate School (for all other programmes).
- 2.2.2 Each application shall comprise of the application form and all related information and supporting documents such as photo copies of identity (Identity Card or Passport), transcripts and certificates. Those applying for research programmes should include a research proposal.
- 2.2.3 Applications may be submitted at any time of the year.
- 2.2.4 Admission and Deferment of Admission

Upon fulfillment of entry qualification, an applicant will be offered admission as a graduate students. If a student has been offered admission to a graduate programme and would like to defer his/her admission date to the next semester, he/she must write to the Dean, Graduate School or Graduate School of Business (GS/GSB) for approval. GS/GSB office will issue a letter for change of admission date to the student.

Application to defer admission is subject to approval of Dean Graduate School/Graduate School of Business. It shall not exceed one academic year from the date of the first admission offer. Otherwise, a fresh application is required.

Decision on admission and deferment of admission by Dean, GS/GSB is final, and shall not be disputed.

SECTION 3 - REGISTRATION

3.1 REGISTRATION MATTERS

3.1.1 Registration of New Students

Any applicant with a valid offer of admission is required to attend, in person, to register on the Registration Day or Period. For new students, courses must be registered within the first two weeks of the semester.

3.1.2 Pre-registration of Continuing Students

It is compulsory for all continuing students to undertake Pre-registration of courses for the following semester within two weeks before the commencement of the final examination in the current semester.

Failure to pre-register courses or research workload (specified as research codes) will result in administrative charges levied on the student as prescribed in the current year's Student Financial Handbook.

When an active student fails to pre-register, the faculty of GS/GSB may prescribe a set of courses. Unless the student drops the prescribed courses within the specified drop period, the courses are registered.

The pre-registration status of a student will be automatically cancelled when he/she is dismissed from the University.

3.1.3 Minimum Workload

All graduate students under Structures A & B must register at least two (2) semesters in any one academic year throughout their period of study. A student who does not register a minimum of 2 semesters in one academic year is assumed to have withdrawn from his/her programme of study. A letter, terminating his/her candidature will be subsequently issued by the GS/GSB. Graduate students under Structure C must register for all three semesters.

Within a semester for which a student is registered, the minimum study load a student may register is:

- a. two (2) courses for a part-time student,
- b. three (3) courses for a full-time student,
- c. in the case of research students, the minimum study load is one (1) research code.

3.1.4 Failure to Register Courses

A student who does not register any course as specified in 3.1.3 above shall be categorized as 'inactive' student.

The status is converted to 'missing' in the next semester if the student still fails to register.

Financial charges shall be applied for failure to register (Please refer to the current year's Student Financial Handbook for the list of charges).

3.1.5 Deregistration of Student

A student who remains unregistered without permission for more than two (2) consecutive semesters will be automatically deregistered.

3.1.6 Late Registration

Late registration refers to registration of courses by a student after the add/drop period.

In exceptional cases, a student may be allowed to register a course after the stated time with the approval of the respective Dean of GS/GSB.

For any late registration, penalty as stipulated in the Student Financial Handbook may be imposed.

However, the penalty may be waived if the Dean is satisfied that the delay is due to valid reasons.

3.2 **ADD AND DROP OF COURSES & RESEARCH CODES**

3.2.1 Individual courses or research codes may be added, free of charges, within two (2) weeks from the date the semester commences.

3.2.2 Any drop of courses has to be done within three (3) weeks from the date the semester commences. A course or research code dropped within this duration will not be noted in the student's transcript.

3.2.3 For any course dropped after the third (3rd) week, the Student will be charged half of the tuition fees or such other penalty as indicated in the Student Financial Handbook.

3.2.4 For any course dropped after the seventh (7th) week, the Student will be charged full tuition fees or such other penalty as indicated in the Student Financial Handbook.

3.2.5 No course shall be dropped after the last working day of the 14th week of the Semester.

3.2.6 Registered courses which have not been dropped within the stipulated period will be given an "F" grade if the student has not sat for the courses in the Final Examination.

3.2.7 Administrative Drop

Administrative drop refers to drop of courses recommended by faculty to those students who have attended only several classes before going missing, in which case the student will be charged accordingly, without any grade assigned to the course.

3.2.8 Departmental Drop

Departmental drop refers to absence from final examination with permission and the student's carry mark is allowed to be used when the student sits for the next available final examination.

3.3 **REINSTATEMENT AND READMISSION**

3.3.1 Reinstatement applies when it is appropriate to admit a student who has been on missing status due to either non-payment of fees or other reasons leading to lapses in registration. Students may be reinstated upon approval of the Dean GS/GSB together with the Dean of the respective faculties.

- 3.3.2 Upon successful reinstatement, the student is allowed to resume the programme. Courses and research codes that have been completed will be credited to the degree, and only outstanding requirements must be completed. The starting date remains the date of initial entry to the programme.
- 3.3.3 Readmission applies when it is appropriate to admit a student who was terminated, due to poor academic performance, from the programme as a newly registered student. An application for readmission to the Faculty, whether to the same or a different programme, will be evaluated as a new application. All current programme requirements shall apply.

SECTION 4 - CREDIT TRANSFER /EXEMPTION /EARNED

4.1 POLICIES

- 4.1.1 All applications for credit transfers /exemptions /earned must be lodged in a prescribed form to the Dean GS/GSB not later than week two (2) of the first semester in the first year of study.
- 4.1.2 In the case of GS, the evaluation and approval will be undertaken by the related Faculty.
- 4.1.3 The Dean GS/GSB must endorse all cases of credit transferred /exempted /earned before it is lodged at the Academic Administration Office.
- 4.1.4 The total exemptions and credit transfers given to any student are subjected at all times to the rules stipulated by the Malaysian Qualification Agency. Currently the total credits exempted and transferred for a student shall not exceed 30% of the programme credits.

4.2 CREDIT TRANSFER

- 4.2.1 Transfer of credit refers to a situation where credit transfer is given to a student based on equivalent Course(s) undergone by the student previously that do not need to be replaced by another course(s). The transferred credit hours are counted as part of the fulfillment of the total credit hours completed for the respective programme offered by the University.
- 4.2.2 Students are eligible for credit transfer of courses taken with other institutions, provided:
- a. The course was undertaken in other institutions of higher learning which are recognized by UNIRAZAK Senate or recognized by the government of the countries from which the qualification was obtained.
 - b. The course is at a comparable level and the course content is equivalent to the course offered in UNIRAZAK.
 - c. The course has obtained at least 'B' grade or equivalent.
- 4.2.3 Application for credit transfer should be submitted together with the application form, accompanied by certified copies of the course syllabus and transcripts. The application will only be considered upon the student's registration.
- 4.2.4 A course given credit transfer shall be noted with a 'CT' on the student's transcript. The credits of the course shall not be included in computing the GPA and CGPA of the student. However, the

transferred credits contribute towards the computation of the total credit requirement for the purpose of graduation.

4.3 CREDIT EXEMPTION

- 4.3.1 Exemption refers to a situation where students are exempted from taking certain Course(s). Exemption of courses may be allowed for equivalent courses that have been taken elsewhere subject to certified copies of evidence and the Dean of faculty (or the Dean of GSB) is satisfied that the content and depth is similar.
- 4.3.2 The Faculty has the right to institute additional tests, interview and other means in determining the equivalent course status to a student.
- 4.3.3 The exempted courses must be replaced with other course(s) to fulfil the total credit hours completed for the respective programmes offered by the University.
- 4.3.4 A student is not allowed to register again for an exempted course for the purpose of improving their grade.

4.4 CREDIT EARNED

- 4.4.1 Credit earned based on similar or equivalent courses taken previously from any programme in UNIRAZAK may be awarded to a student who is re-admitted or transferred from one programme to another within UNIRAZAK. The credits and grades earned are counted as part of the fulfillment of the total credit hours completed for the respective programme.
- 4.4.2 An application for credits earned must be lodged in a prescribed form to the Dean not later than week four (4) of the first semester in the first year of study for approval. All approved courses will be recorded in the student record as having taken with grades being counted in the calculation of GPA/CGPA.
- 4.4.3 A student is allowed to register again for credit-earned courses for the purpose of improving his/her grades.
- 4.4.4 A student must obtain at least a minimum of “B “ grade for him/her to be eligible for credits earned.

4.5 CREDITS EARNED UNDER PROGRAMMES WITH FOREIGN/INTERNATIONAL PARTNER UNIVERSITIES

- 4.5.1 Credits and grades earned based on courses offered under programmes ratified by partner universities may be awarded to a student who has registered under the programme. The credits and grades earned are counted as part of the fulfillment of the total credit hours completed for the respective programmes.
- 4.5.2 An application for approval for credits earned must be lodged in a prescribed form to the Dean within the first two (2) weeks of the semester after a student returns to Malaysia. All approved courses will be recorded in the student record as having taken with grades being counted in the calculation of GPA/CGPA.
- 4.5.3 A student must obtain at least a minimum “B” grade or equivalent for him/her to be eligible for credits earned.

SECTION 5 - ASSESSMENT FOR GRADUATE PROGRAMMES

5.1 ASSESSMENT OF TAUGHT PROGRAMMES

For taught courses under Structure B & C, as well as selected taught courses Research mode students are required to take, students are assessed based on their overall participation, coursework and final examination performance.

5.1.1 Coursework Assessment

Coursework consists of assignments, quizzes, presentation, periodic tests and other forms of class participation.

5.1.2 Final Examination Assessment

Final examination is usually a proctored written examination.

5.1.3 Attendance

Students must adhere to the respective course policy on attendance requirement, which normally is 75%.

5.1.4 Grading Structure

Marks are graded in the following manner:

| Mark Range | Alphabetical Grade | Quality Point Equivalent | Standing |
|------------|--------------------|--------------------------|-----------------------------|
| 80 – 100 | A | 4.00 | Excellent |
| 75 – 79 | A- | 3.75 | Merit |
| 70 – 74 | B+ | 3.50 | Above Average |
| 65 – 69 | B | 3.00 | Average |
| 60 - 64 | B- | 2.75 | Below Average |
| 55 – 59 | C+ | 2.50 | Pass |
| 50-54 | C | 2.00 | Low Pass |
| 0 – 49 | F | 0.00 | Failed |
| - | S/U | - | Satisfactory/Unsatisfactory |
| - | W | - | Course Dropped/Withdrawn |
| - | I | - | Incomplete |
| - | AU | - | Audit |

| | | | |
|---|----|---|---|
| - | XD | - | Absent from Final Exam due to Departmental Drop |
| - | XF | - | Absent from Final Exam due to outstanding payment to the University |
| - | CT | - | Credit Transfer |
| - | EX | - | Exemption |
| - | Y | - | Suspended |
| - | IP | - | In Progress |

S/U (Satisfactory/Unsatisfactory)

For courses taken on a pass/fail option rather than for a letter grade. The notation 'S' is given if the student has met the minimum course requirement, otherwise a notation of U (Fail) will be awarded.

W (Course Dropped/Withdrawn)

For courses dropped after the third week of the semester.

I (Incomplete)

For incomplete term papers within a course. The student must complete all requirements within two weeks of the subsequent semester. If the student fails to do so within the stipulated time, the grade 'I' will be converted to an 'F'.

AU (Audit)

A student who audits a course will be awarded 'AU' and noted on the student's transcript.

XD (Absent from Final Exam due to Departmental Drop)

The student will be required to sit for the exam in the subsequent semester subject to availability of the course.

XF (Absent from Final Exam due to outstanding payment to the University)

The student will be required to sit for the exam in the following semester subject to settlement of financial outstanding and availability of the course.

CT (Credit Transfer)

Students who are given credit transfer for courses and/or work completed elsewhere will be given a grade of 'CT'.

EX (Exemption)

Students who are given exemptions from taking certain required courses will be given a grade of 'EX'.

Y (Suspended)

Notation 'Y' will be given to the course taken by the student whose grade is suspended pending decision by the Senate.

IP (In Progress)

A notation of in-progress (IP) shall be given to student who fails to complete his/her project paper within the Semester the paper was first registered. Student may extend the completion of his/her project paper for two (2) consecutive semesters. Under exceptional circumstances, further extensions may be given, with the prior approval of the Dean. For a student who fails to extend or defer his /her project paper, the 'IP' status will be converted to an 'F' grade. Student will be charged accordingly for the extension period.

5.1.5 Grade Points

All courses, except those without Quality Point Equivalent, shall be taken into account in computing the semester's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

A student's Semester GPA is calculated by dividing the student's Total Quality Point Equivalent earned for the Semester with Total Credit Hours taken for the same Semester.

$$\text{GPA} = \frac{\text{Total Quality Point Equivalent earned}}{\text{Credit Hours taken}}$$

$$\text{Total Quality Point Equivalent} = \text{Quality Point Equivalent earned} \times \text{Credit Hours taken}$$

A student's CGPA is calculated by dividing the student's Total Quality Point Equivalent accumulated throughout the Programme with the Total Credit Hours accumulated throughout the Programme.

$$\text{CGPA} = \frac{\text{Total Quality Point Equivalent accumulated}}{\text{Credit Hours accumulated}}$$

$$\text{Total Quality Point Equivalent} = \text{Quality Point Equivalent accumulated} \times \text{Credit Hours accumulated}$$

5.1.6 Academic Standing

To be able to continue in the subsequent semester, a student must obtain a CGPA of at least 3.00. A student with CGPA less than 3.00 in any one semester shall be placed under Academic Probation and will be required to attain a CGPA of at least 3.00 in the following semester.

A student will be dismissed if -

- (i) he/she obtains a CGPA of less than 2.50 in the first semester of his/her study; or
- (ii) he/she obtains a CGPA of less than 3.00 in two consecutive semesters.

5.1.7 Repeat Policy

A student who fails an elective course may repeat it or substitute it with another course with the Faculty Dean's (or Dean of GSB) prior approval. The better grade shall be taken in computing the CGPA.

A student may repeat a course once only for improving his/her CGPA. The better grade shall be taken in computing the CGPA.

5.1.8 Supplementary Examination

A student who is in the final semester with only one (1) course to complete before graduation may apply to sit for a supplementary examination according to the following conditions:

- i. has sat for that course but failed;
- ii. has passed all courses except the course to be repeated.
- iii. has the approval of the Dean GS/GSB, and with the concurrence of the respective Dean of Faculty where applicable.
- iv. has only one chance for supplementary examination. Upon failing the supplementary examination, the student has to repeat in the next available semester;
- v. has to apply within two (2) weeks of the date of the release of results
- vi. has to pay for the supplementary examination fee together with the application.

5.1.9 Conduct of Examinations

Administrative Order on the Conduct of Examination

All students sitting for examinations are required to comply with Examination Rules and Regulations issued by the Academic Administration Department, and the Administrative Order on the Conduct of Examination read by the invigilator to the students before the examinations starts.

Examination Offences

- i. It is an examination offence to introduce into, or use in the examination room, unauthorized materials or aids. Any such materials or aids in possession of a student on entry to the examination room must be deposited immediately with the Invigilator before the examinations starts. Any unauthorized materials and aids brought into the examination room and not deposited with the Invigilator must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University which may make copies of them. The original materials or aids (together with all copies) may be retained by the University at its absolute discretion.
- ii. Students must not pass any information from one to another during an examination of written paper. A student may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence.

- iii. Plagiarism is the presentation of another person's thought or words as if they were the student's own. Plagiarism is an examination offence. All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate his/her own ideas and judgments. Direct quotations from the published or unpublished work of another must always be clearly identified as such and a full reference to the source must be provided in the proper.

Disciplinary Inquiry and Action on examination offences

Where disciplinary inquiry and action are taken against a student for examination offences, the disciplinary rules within the Student Affairs Department shall apply.

5.1.10 Appeal Procedure

In the case a student wishes to appeal the result which he/she obtained, he/she shall:

- i. Fill out a form requesting for a review of final examination grade within two (2) weeks from the date the course grade is released.
- ii. Pay a fee as determined in the Student Financial Handbook.
- iii. Submit the request attached with a receipt voucher to the Dean, GS/GSB.
- iv. The Dean GS/GSB shall form a committee for reviewing the exam paper and the student's answers, and to recalculate the marks.
- v. After the committee completes its task it shall fill out a special form in order to record the result of the new evaluation.
- vi. The grade awarded by the committee, after being endorsed by the University Senate, shall be conveyed to the student and recorded in the student's record/transcript. The decision is final and no further appeal will be allowed.

5.2 **ASSESSMENT OF RESEARCH PROGRAMMES**

For all graduate programmes by research under the category of Structure A, students have to fulfill the following regulations.

5.2.1 Research Codes & Grading Structure

For each semester, every student shall register, upon recommendation by supervisor/supervisory committee, a specified number of research codes. Each research code denotes a stage in the student's research progress, and carries specific credit hours.

At the end of each semester, the supervisor/supervisory committee will make an evaluation of the student's progress in the research stage associated with the research codes. An appropriate grade will then be given by the supervisor/supervisory committee.

The grading structure for the research codes is as follows:

| Grades | Explanatory |
|----------------|--------------------|
| Satisfactory | Clear pass |
| IP | In Progress |
| IW | In Waiting |
| Unsatisfactory | Failed |

Satisfactory (Clear Pass)

The graduate research student has demonstrated ability to complete the specified stage of research to the satisfaction of the supervisor/supervisory committee.

IP (In Progress)

The graduate research student has not completed the research stage and is required to extend the research code to the next semester. A maximum of three (3) IPs are allowed for each research code, not exceeding the programme period.

IW (In Waiting)

The In Waiting (IW) refers to students whose progress are delayed but not due to the fault of the student. Once certified by the GS/GSB, students under the IW status are allowed to register in their courses without being levied financial charges by the University.

U (Unsatisfactory)

The notation “U” is given if a research student has failed, upon the evaluation of the supervisor/supervisory committee, to make significant progress in the research stage, OR has obtained three (3) IPs for the same research code. Any notation of “U” in any research code would result in dismissal of the research student. However the affected student can appeal to be readmitted.

5.2.2 Academic Status

Good Standing

To be able to continue in the subsequent semester, and therefore earn a good standing status, the student must obtain Satisfactory (Clear Pass) in each of the registered research code for the semester.

Academic Probation

A student who obtains (IP) in any of the registered research code will be placed under academic probation. He/she will be given two further opportunities to redeem with a Clear Pass (S) in the research code.

Dismissal

A student who obtains grade Unsatisfactory (U) in any of the research codes is considered to have failed and will be dismissed. A student who obtained In Progress (IP) in any research code for three (3) semesters is considered to have failed and will be dismissed.

5.2.3 Appeal Procedure

A student may appeal against the dismissal. He/she must initiate the appeal in writing within two weeks from the announcement date of the results to the Dean, Graduate School/Graduate School of Business giving his reasons for the appeal accompanied by a receipt of payment for RM100.00 (Ringgit Malaysia: One Hundred).

The procedures to make an appeal are as follows:

- i. Submit in writing to the Dean, GS/GSB, his/her application within two (2) weeks of the announcement date of the result;
- ii. Pay an application fee of RM100.00 together with the application;
- iii. GS/GSB will establish an Appeals Committee, consisting of the Dean or his/her representative, and two (2) other members, to look into the students' petition;
- iv. The Committee, after a review of the case, will then make a recommendation to the Graduate Studies Committee for deliberation and decision.
- v. The decision of the Graduate Studies Committee, after endorsement by University Senate, shall be final.

5.2.4 Progress Report Requirement

Every graduate student's status in the programme will be reviewed each semester to determine whether the student's progress has met the requirements of the programme. The supervisor/supervisory committee has to submit to the Deanm GS/GSB, a detailed progress report at the end of every semester, indicating whether the progress has been satisfactory and whether registration should continue.

5.2.5 Proposal Defense Requirement

At the end of the respective Research Code which covers proposal writing and/or proposal submission, a student shall submit, upon the recommendation of the supervisor/supervisory committee, a formal proposal. GS/GSB will convene a Proposal Evaluation Committee, and the student will make an oral presentation (proposal defense) to the Committee. Details of supervisory process and thesis proposal & defense can be found in a separate document known as Guidelines on Research Supervision.

5.2.6 Final Thesis Submission & Defense Requirement

Upon consent and recommendation from the supervisor/supervisory committee, a student shall complete and submit the Thesis Submission and Defense form. The student shall make an oral presentation and defend his/her thesis before a Board of Examiners appointed by Graduate Studies Committee. The thesis defense will be conducted at UNIRAZAK or any authorized Centre.

5.2.7 Residence Requirement

Students must normally be resident in Malaysia throughout their studies.

With written permission by Dean GS/GSB upon recommendation of supervisor/supervisory committee, the residence requirement may be waived on a case by case basis.

All research degree examinations are held in Malaysia and students are required to attend at their own expense.

SECTION 6 - DEFERMENT, CHANGE OF & WITHDRAWAL FROM PROGRAMME

6.1 DEFERMENT OF PROGRAMME

- 6.1.1 As graduate students are allowed to register for a minimum of two semesters within one academic year, deferment is normally not allowed.
- 6.1.2 Due to medical or other reasons, however, a student may request for deferment for ONE (1) semester, by filing an application to the Dean of Faculty or GS/GSB not later than the third (3rd) week of the semester.
- 6.1.3 Any application for deferment after the third week is subject to such penalty as provided in the Student Financial Handbook.
- 6.1.4 The duration of the deferment shall not be included in the maximum period of study for the student concerned.
- 6.1.5 However, no foreign students may defer their programmes of study. Under exceptional circumstances and with the consent of the University, immigration department, and the sponsors if necessary, leave of absence may be granted to foreign students.

6.2 CHANGE OF PROGRAMME

- 6.2.1 Students registered for a programme of study who wish to change to another programme may apply to transfer their registration. Students will be required to satisfy the regulations and entry requirements for the programme to which they wish to transfer to.
- 6.2.2 Students must apply in writing to the Dean, GS/GSB within the first one week the semester commences.
- 6.2.3 Students who have been approved to change their programme of study will be given credit earned subject to Regulation 4.4 above.

6.3 WITHDRAWAL FROM PROGRAMME

A student who intends to withdraw from a programme of study must officially inform Dean, Graduate School/Graduate School of Business within the first three weeks of the semester. Failure to do so will result in the student being billed for courses registered in the semester concerned and will be deemed to have failed in the said courses.

SECTION 7 - PLAGIARISM

7.1 POSITION

The University looks upon plagiarism issues seriously, and does not condone any form of plagiarism.

7.2 **FORMS OF PLAGIARISM**

A student shall not plagiarize any idea, writing, data or invention belonging to another person. For the purpose of this rule, plagiarism includes:

- 7.2.1 Using another writer's words without proper citation.
- 7.2.2 Using another writer's ideas without proper citation.
- 7.2.3 Citing the source but reproducing the exact words of a printed source without quotation marks.
- 7.2.4 Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.
- 7.2.5 Borrowing all or part of another student's paper or using someone else's outline to write own paper.
- 7.2.6 Using paper writing "service" or translates the writing or creation of another person from one language to another.

7.3 **PENALTY**

Any form of plagiarism found in a student's assignment, dissertation or thesis will result in the rejection of the work submitted, and/or other disciplinary actions, which may lead to dismissal.

SECTION 8 - GRADUATION

To be eligible for graduation, students must comply with the following requirements:

8.1 **COMPLIANCE WITH PROGRAMME REQUIREMENTS**

- 8.1.1 Students under Structure A (Research only) must:
 - i. maintain and exhibit integrity and competence in their academic work while pursuing their studies at the University. Any student who is found to have breached any provision stipulated in the University's Act may be subjected to disciplinary action including dismissal from the University.
 - ii. submit thesis and successfully defend it to standards acceptable to the Board of Examiners.
 - iii. undertake any corrections as stipulated by, and up to the satisfaction of the Board of Examiners.
- 8.1.2 Students under Structures B (Degree by coursework & research) and Structure C (Degree by coursework) must:
 - i. pass and complete all courses and requirements, and achieve a CGPA of at least 3.00;
AND

- ii. have been registered for the relevant programme and courses of study, and complied with the Regulations in all aspects.

8.2 COMPLIANCE WITH UNIVERSITY REQUIREMENTS

The student has fulfilled all University stipulated requirements, and settle all fees due to the University.

8.3 APPLICATION FOR GRADUATION

Students who have fulfilled all the requirements for graduation are required to apply for graduation, upon endorsement by the Faculty and approval by University Senate.

8.4 DATE OF AWARD

The date of the award for graduate programme to successful students will be the date of approval of the final results by University Senate.

8.5 RIGHT NOT TO MAKE AWARD

The University reserves the right not to make the award to, or to publish the examination results of students who fail to satisfy any of the above conditions.

8.6 PETITION FOR CONVOCATION

Graduating students have to fill a form to petition for convocation and pay the relevant fees.

SECTION 9 - GENERAL

9.1 THE RIGHT TO MAKE DECISION

9.1.1 The University Senate reserves the right to make any other decision pertaining to, and take any other action under any other provision on this Academic Regulations as it deems fit.

9.1.2 All implementation guidelines must be observed. However, the Senate is entitled to change the guidelines according to any situation that may arise.

9.2 MISCELLANEOUS

9.2.1 The University is not responsible for any consequences arising from the student's failure to comply with these Regulations, Procedures, deadlines or instructions.