

INSTITUTE OF GRADUATE STUDIES



الجامعة
UNIVERSITI
TEKNOLOGI
MARA

ACADEMIC RULES and REGULATIONS (Amendment 2011) for Post Graduate

Master Degree Programme by RESEARCH

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FOREWORD

Academic Rules and Regulations (Amendment 2011) Graduate Studies

The Academic Rules & Regulations (Amendment 2011) is an important point of references to all postgraduate students in UiTM. Students are encouraged to read and be familiar with all provision, applicable to their program of study as they will be accountable for any action which is contrary to the regulations

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ABBREVIATION

IHL	- Institution of Higher Learning
GPA	- Grade Point Average
CGPA	- Accumulative Gred Point Average
IGS	- Institute of Graduate Studies
FPGAC	- Faculty Postgraduate Academic Committee
PGAB	- Postgraduate Academic Board
UiTM	- Universiti Teknologi MARA
APF	- <i>Anugerah Pasca-siswazah Fakulti</i>
ASC	- <i>Anugerah Sarjana Cemerlang</i>
APC	- <i>Anugerah Penyelidikan Cemerlang</i>

PART ONE

DEFINITION



1.0 Academic Conferment

1.0.1 Masters Degree

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

1.1 Academic Staff

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

1.2 Appeal for Study Extension

A process that considers students' appeal of examination results.

1.3 Audit Course

Audit courses taken by students but do not contribute to the accumulation of credit units.

1.4 Awards

Awards given to students based on their academic achievements.

1.5 Bursar

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

1.6 Candidate

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

1.7 Chairman of Faculty Cluster

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

1.8 Complete Status

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

1.9 Comprehensive Exam

Examination that includes students' major courses as a prerequisite for research.

1.10 Core Courses

Compulsary courses taken in a programme by students that must be passed.

1.11 Course

A subject or training programme (in all forms), listed in a plan of study for a particular programme.

1.12 Courses Without Grade

Courses in the study plan taken by students with PASS or FAIL status.

1.13 Co- Supervisor

A lecturer/officer appointed to assist the Supervisor.

1.14 Dean

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

1.15 Dean of Graduate Studies

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

1.16 Deputy Dean of Graduate Studies

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

1.17 Deputy Vice Chancellor

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

1.18 Director of Branch Campus

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

1.19 Director of a Study Centre

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

1.20 Disciplinary Action

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

1.21 Evaluation

Evaluation is a measurement of a student's performance either in a form of examination, thesis and academic assignments specified by a particular programme.

1.22 Examiner

An evaluator is an academic staff who is responsible for carrying out all/part of assessments and examination tasks within a particular period.

1.23 Examination Result Slip

The Examination Result Slip is a statement that lists the detailed information of the assessment results for a particular semester endorsed by the Senate.

1.24 Faculty

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

1.25 Faculty Clusters

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

1.26 Faculty requirements

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

1.27 Fees

Specific fees charged upon registered students of the University.

1.28 Full-time Student

A student who studies under the full-time mode.

1.29 Grade

A value in the form of alphabet to show a student's performance in a course.

1.30 Graduate Studies Curriculum

The Graduate Studies Curriculum component includes University courses, core courses and elective courses.

1.31 Graduate Studies Programme

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

1.32 Head of Graduate Programme

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

1.33 Head of Graduate Studies

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

1.34 In Progress

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

1.35 Institute of Graduate Studies (IGS)

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

1.36 Institutions of Higher Learning (IHL)

All Institutions of Higher Learning other than the University.

1.37 Internal Examiner for Research Programme

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

1.38 Main Supervisor

A lecturer/officer appointed by the University to supervise research, monitor progress and writing of students' thesis.

1.39 Modes of Study

Modes of study offered by the University are:

1.39.1 Full time Mode

Full-time Mode requires students to follow and complete the programme within the duration as stipulated by the University.

1.39.2 Part time mode

Part-time mode requires students to follow and complete the same curriculum content as that of the full-time mode for a longer duration of study.

1.40 Panel of Examiners

A group of appointed lecturers/officers assigned to evaluate students' dissertation for programmes by coursework.

1.41 Part Time Student

A student who studies under the part-time mode.

1.42 Plagiarism

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

1.43 Plan of Study

A plan of study is the curriculum components and study duration of a programme which depicts the specified courses to be taken for the purpose of conferment of a Masters Degree/Degree of Doctor of Philosophy.

1.44 Post Graduate Studies Programme

Academic program conducted through coursework/research mode as stipulated by the University to confer Masters Degree or Degree Of Doctor of Philosophy.

1.45 Pre-requisites

Requirements set by the program to enable the student to proceed to the next level. This pre-requisite does not contribute to accumulation of credit hours.

1.46 Registrar

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

1.47 Reminder

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

1.48 Revocation of Student's Status

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

1.49 Semester

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

1.50 Senate

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

1.51 Special Leave

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

1.52 Student

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

1.53 Student Disciplinary Board

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

1.54 Study Postponement

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

1.55 Suspension of Study

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

1.56 Temporary Suspension

Temporary suspension status is imposed on :

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

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

1.57 The Faculty Postgraduate Academic Committee (FPGAC)

The Board is responsible for all the academic affairs of post graduate studies at the Faculty/ Branch Campuses.

1.58 The Postgraduate Academic Board (PGAB)

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

1.59 The University Board of Directors

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

1.60 Thesis

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

1.61 Transcript

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

1.62 UiTM Branch Campuses

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

1.63 University

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

1.64 University's requirements

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

1.65 University Courses

Compulsary courses as specified in the plan of study as stipulated by the University.

1.66 Vice Chancellor

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

1.67 Viva Voce

Oral presentation by students to defend their thesis/ dissertation to a panel of evaluators.

PART TWO

REGULATIONS & PROCEDURES



1.0 THE BODY GOVERNING THE POLICY AND SUPERVISION OF POSTGRADUATE STUDIES

1.1 Senate

The Senate is the University's principle body which passes relevant academic affairs decisions under Section 16A, Act 173.

1.1.1 The Senate comprises:

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

1.2 Postgraduate Academic Board (PGAB)

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

1.2.1 PGAB members appointed by the Vice Chancellor include:

Chair:	Deputy Vice Chancellor (Academic Affairs Division)
Substitute Chair:	Dean of IGS
Member:	Academic Development Director All Deans/Permanent Proxy (Deputy Dean (Academic))
Secretary:	Assistant Registrar (Academic) IGS

1.2.2 The Board is accountable to the University Senate.

The Board ensures that the Academic Regulations of the Graduate Studies are adhered to.

The Board has the prerogative to perform the following on behalf of the Senate:

- Approving applications (including research proposals) for graduate programmes;
- Endorsing the selection and approving the appointment of the main supervisor, second supervisor, third supervisor and the graduate student advisor;
- Ensuring and approving suitable courses in research methods for the benefit of the graduate students;
- Ensuring the provision of suitable sources for the graduate student's research, effective supervision schedule and supervisory procedures to monitor the graduate student's development;
- Extending or deferring the graduate student's registration period to an appropriate one provided it does not restrict the permitted extension period stipulated in the Academic Regulations of the Graduate Studies;
- Approving the application for graduate studies registration of which the candidate is required to carry out the proposed research overseas;
- Approving the conversion of graduate programmes;

- Approving the application to amend matters related to graduate student's supervision;
- Approving the application to withdraw from any graduate programmes;
- Approving proposals related to examination regulations;
- Acknowledging and considering reports and examiner's suggestions regarding the conferment of Master's and PhD Degree;
- Continuously monitoring all registered, current research;
- Ensuring the sustainability of University academic excellence;
- Ensuring that the interest and welfare of the graduate students are maintained.

1.3 Faculty Postgraduate Academic Committee (FPGAC)

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

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

Chair:	Dean / Most Senior Lecturer
Substitute Chair:	Deputy Dean / Most Senior Lecturer
Member:	All lecturers coordinating the Faculty Graduate programme, three (3) most senior lecturers who possess experience in research and supervision at the Faculty.
Secretary:	Deputy/Assistant Registrar / Executive Officer

1.3.2 The duties and responsibilities of the FPGAC include graduate programme management, observation, supervision and administration at the Faculty. This includes:

- the curriculum affairs of the Faculty graduate programme
- academic assessment and examination
- student selection
- the selection, change and candidacy of the thesis supervisor
- monitoring of the quality of research and theses
- the selection and candidacy of thesis examiner
- credit transfer and exemption
- appeals of the remarking of examination scripts dissertations
- endorsement of research progress reports
- application of appeal to continue programme of study
- application of change of campus
- application of change in the mode of study
- other duties directed by the University from time to time

2.0 ENTRY REQUIREMENTS

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

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

3.0 APPLICATION

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

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

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

4.0 REGISTRATION AND FEES

4.1 Student Registration

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

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

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

4.2 Withdrawal from Studies

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

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

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

4.3 Fees

4.3.1 Types of Fees

A registered student in UiTM is required to pay fees for the following purposes:

4.3.1.1 Fees for Deferment of Studies

Fees are required to new students applying for deferment of studies in the first semester.

4.3.1.2 Fees to Change Courses/Mode of Studies/ Campus

Fees are required to apply for a change programmes/mode/campus.

4.3.1.3 Fees for Application of Special Leave

Fees are required to applying for Special Leave.

4.3.1.4 Fees for Thesis Examination

Fees are required for thesis examination.

4.3.1.5 Fees for Appeal to continue studies

Fees are required to appeal for re-entry.

4.3.2 Payment of Fees

4.3.2.1 Students are required to settle their study fees on the date and the stipulated period stated at every semester.

Student status will be dropped if a student fails to settle their study fees on the date in each semester.

4.3.2.2 If a student fails to submit their thesis in that semester, the student is required to pay study fees and repeated fees for the following semester until the thesis is submitted.

4.3.2.3 A student who has submitted his thesis for the viva examination must register as a student until the the evaluation is completed by paying the fees for a permanent student status.

4.4 Fees Rate

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

5.0 GRADUATE STUDENT'S STATUS

5.1 Existing status

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

5.2 Revocation of Student Status

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

6.0 POSTPONEMENT OF STUDY

- 6.1 A student who has been offered to study may be considered for a deferment by filling up a Deferment Form and paying the stated deferment fees. Deferment of studies shall be allowed only once (1).
- 6.2 A new registered student who cannot begin studies NOT due to the student's fault, is allowed to defer studies by filling up a Deferment Form without paying the fees.

7.0 MODE OF STUDY

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

8.0 DURATION OF STUDY

8.1

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

8.2 Special Leave

- 8.2.1 Students can be allowed to apply for special leave during the duration of study at the university. Each application is valid for one semester only.
- 8.2.2 Application for special leave must be made in writing by filling in the Special Leave Form which is approved by the Head of Programme- Graduate studies at the faculty and is subject to approval by the Dean of IGS.
- 8.2.3 If students have paid the fees for a semester but obtain special leave for that semester later, the fees will be brought forward to the following semester.
- 8.2.4 If students have paid the fees but obtain special leave later for two consecutive semesters, the fees will not be refunded.
- 8.2.5 Students who have obtained special leave must maintain active graduate student status by paying the special leave fees stipulated by the university for every semester that the students apply for special leave.
- 8.2.6 Students who are on special leave **will not** be allowed to use any of the facilities or services provided by the university for every semester that they are on special leave.
- 8.2.7 Special leave is not considered as part of the study duration in the university. Students have to observe at least the minimum duration of study as stipulated in item 8.1 and have to make full payment for the minimum duration of study.

9.0 STRUCTURE OF STUDY

- 9.1 The structure of study depends on the Programme of study which is offered. It depends on current needs such as expertise, facilities and available resources.
- 9.2 The structure of study includes research, thesis writing and viva (*viva voce*).

10.0 STUDENTS ATTENDANCE

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

11.0 SUPERVISION

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

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

11.3 After the appointment by the Dean of IGS, the main supervisor will be fully responsible for the student's progress.

11.4 Student's research progress will be monitored by FPGAC.

11.5 Main Supervisor

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

11.6 Co-supervisors

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

11.7 Change of Supervisors

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

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

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

12.0 THESIS

12.1 Rules for Writing Thesis

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

12.1.2 **Plagiarism** other people's work is strictly prohibited and students are subjected to UiTM Plagiarism Policy.

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

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

12.1.5 Total number of words

The total number of words for the Masters thesis is between 30,000 to 50,000 words.

The total number of words does not include end notes, quotations, appendixes, tables, and diagrams.

12.1.6 The student's thesis ownership resides with UiTM after the successful defence proposal by the student.

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

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

12.2 Submission of Thesis

The process of thesis submission is divided into three stages:

12.2.1 STAGE 1: Intention to Submit Thesis.

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

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

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

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

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

12.2.3 STAGE 3 :

Submission of thesis to IGS

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

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

13.0 EVALUATION

13.1 Students are evaluated based on :

13.1.1 Evaluation of research progress

13.1.2 Evaluation of research proposal

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

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

13.3 Oral examination (*viva voce*) is compulsory for defending a thesis in front of an evaluation panel.

14.0 PROCEDURE FOR THESIS EXAMINATION

14.1 Thesis Examiners

Thesis examiners shall consist of :

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

14.2 Submission of thesis to Examiners

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

14.3 Viva Voce

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

14.4 Result of Viva Voce

The oral examination is graded according to the following categories:

CATEGORY 1	A student is awarded a Masters Degree without any correction.
CATEGORY 2	<p>A student is awarded a Masters Degree subject to changes/corrections in his/her thesis as listed in the Panel of Examiners report.</p> <p>These recommendations are made if the thesis:</p> <ol style="list-style-type: none"> i. Requires text editing, formatting of tables and/or figures, corrections of grammar, spelling, typos etc. ii. Requires little addition of relevant information, iii. Requires explanation pertaining to several short sections in the text, iv. DOES NOT REQUIRE additional experiments, collection of new data or extensive revision v. Ends with a conclusion that does not differ much when revised
CATEGORY 3	A student is allowed to resubmit his/her thesis after he/she has made changes/corrections in his/her thesis as listed in the Panel of examiners' report. This thesis

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

14.5 After making necessary changes/corrections ,students must submit the thesis to the examiner for verification and forwarded to IGS within the following time frame :

Category 2 : Six (6) months

Category 3 : One (1) year

Failure in which, students will be **dismissed**.

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

15.0 ACADEMIC CONFERMENT

15.1 A student will be conferred Masters upon:

15.1.1 Successful *viva* and completion of all amendments

15.1.2 Fulfilled University's requirements

15.1.3 Approved by the Senate.

16.0 AWARD OF EXCELLENCE

16.1 Excellent Research Award

i) A student must submit thesis to IGS (for *viva voce* process) within the minimum duration as stipulated by the programme.

ii) All examiners unanimously agree that a student fulfills Category 1 or 2 in the Thesis Examination Report following the *viva voce*.

iii) The student has presented the research findings work at least one in seminars or conferences recognized by the Faculty within the study duration.

iv) The student has published the research findings at least one academic publication recognized by the Faculty within the study duration.

17.0 EXAMINATION AND ASSESSMENT RESULT

17.1 In-Progress Status

- 17.1.1 In-progress status is given to a student following the endorsement by FPGAC.
- 17.1.2 In-progress status is given to a student according to the semester the student is registered in the programme such as SM1/SM2/SM3 and the following.
- 17.1.3 In-progress status is as stipulated in the maximum duration of the programme.
- 17.1.4 A student who exceeds the maximum duration of study will be dismissed.

17.2 Notifications of Student's Status

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

- 17.2.1 Notification status is divided into 3 stages:

AM1	First Reminder
AM2	Second Reminder
AM3	Third Reminder (for PhD only)
GT	Dismissed

- 17.2.2 In the case a student is given the AM1 status, followed by AM2 (for Master student), and finally followed by AM3 (for PhD student), a student shall be given the GT status and hence dismissed.

17.3 Academic Achievement and Requirements for Continuation of Study

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

17.4 Assessment Result Transcript

The assessment result transcript will be notified to student following the endorsement by FPGAC of the Faculty.

18.0 DISCIPLINARY ACTION

18.1 A student who is found guilty under Act 3(j), 3(k) and 5 under the Act of Educational Institution (Student Disciplinary) 1976, will be penalized according to decision by the University Board of Disciplinary.

18.2 A student who is found guilty by the University Board of Disciplinary will be dismissed from the programme

18.3 A student who commits plagiarism in thesis/dissertation will be subjected to action as stated in UiTM Plagiarism Policy 2012.

19.0 DISMISSAL FROM STUDY

A student is dismissed if the progress is unsatisfactory.

19.1 A student is dismissed in the event he /she:

19.1.1 fails for the second time in the research proposal presentation; *or*

19.1.2 is given the status of AM1 and AM2 ; *or*

19.1.3 fails *viva voce*

19.1.4 does not submit the thesis within the study period

20.0 APPEAL

20.1 Appeal for Extension of Study

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

20.1.1 A student who fails and is dismissed can forward the appeal in writing to PGAC through the FPGAC of Faculty within fourteen (14) days following the official announcement of the results.

20.1.2 Appeal application must be made using the Form for Appeal to Continue Studies.

20.1.3 Requirements for appeal:

- i. Appeal is allowed only once throughout the study duration.
- ii. Appeal can only be made by a student who is recently dismissed the previous semester.

20.2 The appeal result will be announced within fourteen (14) days following the closing date of the appeal. The decision is final.

21.0 OTHERS

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

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

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



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