

## SULTAN IDRIS EDUCATION UNIVERSITY REGULATIONS ON MASTER'S BY RESEARCH STUDY PROGRAMME

In exercise of the powers conferred under Paragraph 29 of the Sultan Idris Education University Constitution (Graduate Study Programme), the Sultan Idris Education University Senate determines the following regulations:

### 1. CITATION, COMMENCEMENT AND APPLICATION

- 1.1 These regulations are cited as the Sultan Idris Education University (Master's by Research Study Programme) Regulations 2016.
- 1.2 These regulations shall apply to all students of the Sultan Idris Education University under the Graduate Study Programme.

### 2. DEFINITIONS

In these regulations, unless the context otherwise requires:

**“Academic adviser”** means a member of academic staff appointed by the faculty to advise students on academic matters.

**“Academic dishonesty”** Occurs when one person present another person's idea, findings or written work as his/her own by copying without due acknowledgement of the source and with intent to deceive (also plagiarism) . Action taken against a student who violates Article 8 of the Sultan Idris Education University (Student Discipline) Rules ang regulation 1999.

**“Academic staff”** means any teaching staff of the university working full-time and employed permanently or under contract.

**“Assessment”** means any form of assessment to measure students' academic achievement.

**“Audited course”** means course taken as a requirement of study but the course credit is not considered in the calculation of the CGPA. An auditing student must attend all lectures/tutorials/practicals and complete all assignments, but is not required to sit for the final examination (if any). If a student does not fulfil the requirements of the audited course, the student's name shall not be listed. [144th Senate No. 7/2016]

**“Co-author”** A study/research produced and presented by an individual using Sultan Idris Education University address. The individual in this context is a lecturer/supervisor of the student (subsequent to the name of the student).

**“Co-supervisor/Associate supervisor”** means a member of academic staff appointed together with the supervisor by the Senate to supervise the research and preparation of student theses.

**“Cognate countries”** are countries using Malay as the lingua franca. For example, Indonesia, Singapore, Brunei and Southern Thailand.

**“Compulsory attendance”** means any course or activity for which attendance is compulsory.

**“Course”** means one unit of study that carries a number of credit hours normally offered or completed within a semester.

**“Course registration”** means registration of students through the online system at the beginning of semester based on the calendar approved by the Senate.

**“Degree”** means award conferred by the university to any student who has fulfilled the graduation requirements.

**“Duration of study”** means period of time specified for students to complete the master's degree study structure.

**“Education courses”** are courses related to the field of education offered by any faculty especially the Faculty of Education and Human Development.

**“Elective courses”** are courses that may be chosen from research methodology courses, education courses and major fields of study from any faculty acknowledge expertise.

**“External examiner”** means an academic of other universities/institutions expert from outside the university recommended by the Graduate Studies Committee of the university and appointed by the Senate to assess student theses.

**“Faculty”** means any school offering academic programmes and courses.

**“Faculty Graduate Studies Committee”** means committee established at the faculty to supervise the Graduate Study Programme chaired by the Dean of the relevant faculty.

**“Final thesis”** means the copy of thesis completed after passing the master’s by research viva.

**“First author”** First name in a study/research produced and submitted/presented by a student in a journal article/seminar or conference.

**“Graduate Studies Committee”** means committee established by the university to supervise the Graduate Study Programme chaired by the Vice Chancellor.

**“Institute of Graduate Studies”** means school established by the university under Section 21(1) of the Constitution of the university to manage, administer and coordinate the Graduate Study Programme.

**“Internal examiner”** means a member of the academic staff proposed by the faculty and recommended by the Graduate Studies Committee and approved by the Senate to assess student theses.

**“Journal article”** is a research paper or academic article published following a review by the editor appointed by a committee or certified body (articles accepted for publication in any journal recognised by the Institute of Graduate Studies).

**“Major courses”** are courses identified as a field of study.

**“Mode of study”** is the type of structure of master’s studies offered by the university including master’s by research, master’s by research and coursework (mixed mode), and master’s by coursework.

**“Pass credits”** means credits obtained for passing a course.

**“Programme structure”** means the order of programmes offered by the Institute of Graduate Studies based on the mode of study.

**“Refereed article”** A journal whereby publish articles are submitted through a review process by several experts in the field appointed by the journal editorial.

**“Registration slip”** means a slip containing information on the course registered by a student.

**“Research methodology courses”** are compulsory research methodology courses determined by the university.

**“Research Proposal Examiners Committee”** means the committee established by the faculty to approve and recommend students’ research proposals.

**“Semester registration”** means registration of students using the online system during every semester of study to activate their status as students of the university.

**“Senate”** means the highest body with absolute authority over all academic matters which was established pursuant to section 20(1) of the Constitution of Sultan Idris Education University 1998.

“**Student**” means a registered student who is following the Graduate Study Programme at the Sultan Idris Education University.

“**Student information system**” means a built-in on-line system and regulated by the Institute of Graduate Studies for the purpose of keeping student data and records.

“**Study programme**” means groups of courses, training and research or combination of courses, training and research planned and offered to fulfil the requirements for the conferment of a master’s degree approved by the Senate.

“**Supervisor**” means a member of academic staff proposed by the faculty and approved by the Graduate Studies Committee to supervise student thesis.

“**Thesis**” means a major academic report that is the product of an extended period of supervised independent research in order to fulfil the requirement for the Master’s by research Study Program.

“**Thesis Examiners Committee**” means committee established by the Senate to examine theses.

“**University**” means the Sultan Idris Education University (UPSI).

“**Viva**” means the oral examination presided by members of the Viva Committee.

### 3. **ADMISSION REQUIREMENTS**

- 3.1 A bachelor’s degree with honours and CGPA of at least 2.75 or a CGPA that can be considered by the faculty, from Sultan Idris Education University or an equivalent degree from any higher educational institution; or
- 3.2 Other qualifications recognised by the Senate, obtained through accreditation of prior experiential learning (APEL) subject to the fields listed; or
- 3.3 Other qualifications recognised by the Senate; and
- 3.4 Fulfilment of specific entry requirements imposed by the faculty concerned.
- 3.5 International candidates are required to score 550 for TOEFL or Band 6.0 for IELTS except for candidates taking Malay as the field of study or a field of study that uses Malay language as the medium of instruction.
- 3.6 Candidates from cognate countries who are submitting research proposals in English must provide proof of the prescribed IELTS or TOEFL qualification when submitting their application for admission to UPSI. [136th Senate No. 11/2015]
- 3.7 If during the duration of study, the thesis is written in English, the candidates from cognate countries must submit an application to the Institute of Graduate Studies through the faculty before it is brought to the Senate meeting for approval. [136th Senate No. 11/2015]

### 4. **APPLICATION**

- 4.1 Applications shall be made online.
- 4.2 Applications must comply with all specific requirements.
- 4.3 The university have the right to reject applications that do not comply with the specified requirements or late submission.
- 4.4 Applications are open all year round.

## **5. PROGRAMME STRUCTURE**

- 5.1 The programme involves research and preparation of a thesis.
- 5.2 Students must attend at least one research methodology course and fulfill the audit course requirement during the study duration. Students may be requested to follow particular courses at the recommendation of the faculty and to fulfill the audited course requirement. [144th Senate No. 7/2016]

## **6. REGISTRATION**

- 6.1 Students shall register for each semester by paying the prescribed fees in full at the appointed date for each semester following the programme structure offered by the university.
- 6.2 Registration shall be done on the appointed date at the beginning of the semester to enable students to conduct their research as registered in that semester.
- 6.3 A fine will imposed on late registration.

## **7. DEFERMENT OF ADMISSION**

- 7.1 Students may defer their admission for a period of one (1) semester only.
- 7.2 Applications for deferment of admission shall be made in writing to the Dean of the Institute of Graduate Studies within seven (7) weeks of the date of admission.
- 7.3 If a student's fails to make an application for deferment within the specified period, the offer will be deemed as void.

## **8. THESIS REGISTRATION**

- 8.1 Students shall register their theses as offered in accordance with the requirements and schedule as prescribed by the Senate.
- 8.2 Students are required to register for continuing theses supervision every semester.
- 8.3 A fine will be imposed on registrations made later than the second of week academic calendar.

## **9. DEFERMENT OF STUDY**

- 9.1 Students may submit an application to the Institute of Graduate Studies to defer their study with the approval of the faculty.
- 9.2 Approval for deferment of study is subject to the consent of the Dean of the Institute of Graduate Studies.
- 9.3 The period of deferment of study shall not be more than two (2) consecutive semesters except for health reasons.
- 9.4 Students applying for deferment of study for health reasons shall beforehand obtain a certificate from a government doctor or medical officer/panel doctor of the university.
- 9.5 Applications for deferment of study for reasons other than health may also be considered and approved by the Dean of the Institute of Graduate Studies. Applications shall be made before the 7th week of the semester.
- 9.6 The period of deferment for health reasons shall not be considered in the calculation of the maximum duration of study for the study programme.
- 9.7 During the period of deferment, a student loses the status as a student of the university.

- 9.8 Students who wishes to continue their study after the completion of the approved period of deferment are required to register again.

## 10. CHANGE OF MODE

- 10.1 Students may change their mode of study with the recommendation of the Dean of the faculty and approval of the Dean of the Institute of Graduate Studies.
- 10.2 Applications shall be submitted **before semester three (3) of the study**. Applications made after this period shall not be considered. [121st Senate Meeting No. 8/2014]
- 10.3 Students are also required to submit the applications **before the seventh (7th) week** of the semester; applications after this period shall not be processed and the approval for such change will take effect only in the following semester. [121st Senate Meeting No. 8/2014]
- 10.4 The university reserves the right over the mode of study offered every semester.
- 10.5 Such changes are allowed only two (2) times within the entire duration of study.

## 11. CHANGE OF FIELD OR PROGRAMME

- 11.1 Students may apply for change of field/programme with the recommendation of the faculty. The approval for change does not involve the appointment of supervisors requires only a decision by the Institute of Graduate Studies on condition that the faculty has made the recommendation for approval. [136th Senate No.11/2015]
- 11.2 Applications for change of field or programme shall be submitted before semester three (3) of study. Applications made after this period shall not be considered.
- 11.3 The university reserves the right over the study programme offered every semester.
- 11.4 Such changes are allowed only two (2) times within the entire duration of study.

## 12. ADDING AND DROPPING COURSES

- 12.1 Students are allowed to add audit courses after obtaining the advice and approval of academic advisers within two (2) weeks of the commencement date of the semester.
- 12.2 Students are not allowed to drop any registered courses after the seventh week of the commencement date of the semester.
- 12.3 A fine will be imposed if students do not follow the stipulated dates for adding/dropping of courses.

## 13. RESEARCH PROPOSAL PRESENTATION

- 13.1 Every student shall prepare and present a research proposal at the faculty level after obtaining a recommendation from the supervisor.
- 13.2 The research proposal must be examined and approved by the Faculty Research Proposal Examiners Committee.
- 13.3 The maximum period given to a master's degree student by research mode to present the research proposal is as follows:

Study Status	Proposal presentation <u>before</u>
Full-time	*Second semester
Part-time	*Third semester

\*Remarks: Before end of the semester

[136th Senate No. 11/2015]

- 13.4 The **Rather Unsatisfactory** status will be given to students who fail to present their research proposal after the second semester (for full-time students) or third semester (for part-time students), despite having submitted the research progress report and being given the Satisfactory status by the supervisor. The following are the prescribed levels of assessment for a student:

Study Status		Status received
After second semester (full-time)	First time	Rather Unsatisfactory
After third semester (part-time)		
After third semester (full-time)	Second time	Unsatisfactory
After fourth semester (part-time)		
After fourth semester (full-time)	Third time	Unsatisfactory and terminated (two consecutive times of Unsatisfactory status)
After fifth semester (part-time)		

[136th Senate No. 11/2015]

- 13.5 For **current students of master's degree by research**, this regulation is applicable for the current semester. For example, a **full-time master's degree** student in his **fourth** semester will be given the "Rather Unsatisfactory" status only if he fails to make his presentation in the **fifth** semester and so forth. (136th Senate No. 11/2015]
- 13.6 This regulation is not applicable to full time (FT) master's degree students in semesters five (5) and six (6) and part time (PT) master's degree students in semester nine (9) and ten (10). Such students **must and are allowed only one (1)** semester to present the proposal. Students who fail to do so may be given the unsatisfactory status and be terminated.
- 13.7 Students who have presented their research proposal but need to amend and present such research proposals for a second time are subject to the following:

Study Status	Maximum period for amendment and subsequent presentation	Status for failure to comply with the specified period
Full-time	Before the fourteenth week of the following semester	Rather Unsatisfactory - first time
		Unsatisfactory - second time
Part-time	Before the fourteenth week of the subsequent two semesters	Rather Unsatisfactory - first time
		Unsatisfactory - second time

[136th Senate No. 11/2015]

#### 14. DURATION OF STUDY

- 14.1 The duration of study for full-time students is a \*minimum of three (3) semesters (1½ years) and a maximum of six (6) semesters (3 years).
- 14.2 The duration of study for part-time students is a \*minimum of four (4) semesters (2 years) and a maximum of ten (10) semesters (5 years).
- \* The period calculated is until the thesis submission stage.
- 14.3 Changing the status of study is permitted only **two (2) times** within the entire duration of the study. The university reserves the right over the status of study offered each semester. [121st Senate Meeting No. 8/2014]
- 14.4 Application for change of the status must be done before the start of the final semester.

## 15. ATTENDANCE

- 15.1 Students must meet their supervisors according to the frequency determined by the faculty and keep a record of such meetings.
- 15.2 At the end of each semester, students must submit the Graduate Study Progress Report to the faculty to be forwarded to the Institute of Graduate Studies.
- 15.3 Students who fail to fulfil the requirements above will be given the Unsatisfactory status. Students who are given the unsatisfactory status for two (2) consecutive semesters will be terminated.

## 16. THESIS

- 16.1 The thesis shall not be fewer than 40,000 words and not more than 60,000 words.
- 16.2 The thesis shall be prepared based on the format and style of writing determined by the university.
- 16.3 The thesis may be written in Malay or in English. The abstract shall be written in both languages.
- 16.4 A thesis may also be written in a language other than Malay or English but the recommendation of the Graduate Studies Committee and the approval of the Senate are required on a case-by-case basis before the student begins his research and must be based on strong justifications. The student must also submit the title and abstract that have been translated into Malay and English to the Institute of Graduate Studies as a graduation requirement. [121st Senate Meeting No. 8/2014]
- 16.5 A thesis that has been accepted for the conferment of degree from another university cannot be accepted for the conferment of degree from this university.
- 16.6 A student who intends to submit his thesis to be examined shall:
  - 16.6.1 submit a notice with proof of payment of thesis examination fees to the Institute of Graduate Studies using the prescribed form at least three (3) months before the date of thesis submission for examination with the consent of the supervisor (after the thesis is 80% complete).
  - 16.6.2 submit six (6) soft-bound copies of the thesis for examination along with a Turnitin report.
- 16.7 Before graduating, students must submit the final thesis, in four (4) bound copies with two (2) compact disc (CD) copies in PDF format, that has been examined and its format approved by the Institute of Graduate Studies.
- 16.8 Entitlement to ownership of the study research and the thesis shall vest with the university.

## 17. REQUIREMENT FOR PUBLICATION

- 17.1 Students must publish one (1) \*journal article/refereed article before they are eligible to graduate. [118th Senate Meeting No. 5/2014]  
\* has been accepted for publication

## 18. SUPERVISION OF THESIS

- 18.1 The Senate shall appoint an academic staff from any faculty as supervisors and/or co-supervisors and/or associate supervisors from any Public Institutions of Higher Education (PIHE) or other institutions competent to supervise research and preparation of the thesis.
- 18.2 Appointment of supervisors/co-supervisor's/associate supervisors shall be recommended by the faculty and approved by the Graduate Studies Committee.
- (For more detailed information relating to supervision, please refer to the Guidelines on Supervision of Graduate Study Programme at Sultan Idris Education University in **Appendix A**.)
- 18.3 A change of supervisor is allowed with the approval of the faculty, consent of the original and the new supervisors, and approval of the Graduate Studies Committee.
- 18.4 Co-supervisor's/associate supervisors selected may be academic staff of other universities and/or experts from external organisations.
- 18.5 For every semester throughout the duration of study, students shall submit the Graduate Research Progress Report to the faculty and Institute of Graduate Studies using the method prescribed by the Institute of Graduate Studies.

## 19. ASSESSMENT AND EXAMINATION

- 19.1 The thesis examination fee shall be paid before the notice of preliminary thesis submission for examination is submitted.
- 19.2 If the examination needs to be repeated, additional payment will be imposed based on the current rate.
- 19.3 The thesis will be examined by two (2) examiners consisting of one internal examiner and one external examiner appointed by the Senate based on nomination by the faculty.
- 19.4 Supervisors may be present as observers and to give views (if necessary) to the Viva Committee.
- 19.5 The thesis examination shall be managed by the Institute of Graduate Studies.
- 19.6 The thesis assessment reports by the internal examiner and external examiner shall be based on the Thesis Assessment Form.
- 19.7 The reports by the internal examiner and external examiner shall be sent to the Institute of Graduate Studies before the viva is held.
- 19.8 Members of the Viva Committee comprise of:
- Chairperson: Dean of the Institute of Graduate Studies or representative (the representative must be an experienced academic staff holding a doctorate).
  - Member: Internal examiner
  - Member: External examiner
  - Member: Dean of the faculty or representative
  - Secretary: Institute of Graduate Studies officer
- Note: Amendments of minutes are recorded by the supervisor and endorsed by the chairperson.
- 19.9 Thesis assessment recommendations by the Viva Committee shall be presented for the approval of the Senate in order to:
- confer a master's degree on the student without amendment to the thesis; or
  - confer a master's degree on the student subject to correction of minor mistakes such as typing, spelling, punctuation marks, clarification of facts, arguments and conclusions as recommended by the Viva Committee. The candidate is given not more than three (3)



months to make corrections. Thesis corrections subject to confirmation of the supervisor only; or

- confer a master's degree on the student subject to correction of moderate mistakes such as clarification of facts, arguments and conclusions, and rewriting part of the thesis as recommended by the Viva Committee. The candidate is given not more than six (6) months to make corrections. Thesis corrections subject to confirmation by both the supervisor and internal examiner only if so decided in the Viva Meeting; or
- confer a master's degree on the student subject to correction of major mistakes such as reanalysis of data, re-evaluation of conclusions and rewriting part of the thesis. The improved thesis needs to be re-examined and recommended by the Viva Committee. The candidate is given not more than twelve (12) months to make corrections; or
- fail and not conferred a master's degree.

19.10 Thesis Grades

The following grades may be given for a thesis:

- a) Pass, or
- b) Fail

19.11 For Master of Music (Composition), the following assessment is applicable [113rd Senate Meeting No. 12/2013]:

Master of Music (Composition) by research mode will focus on the development of a creative work project. This project combines an original composition with an exegesis. This original composition will be assessed in three (3) presentations.

i) **Creative Work Project:**

Composition Portfolio

Presentation of Composition 1:	10 minutes
Presentation of Composition 2:	20 minutes
Final Presentation:	30 minutes

ii) **Assessment:**

- a) Presentation 1 and presentation 2 will be assessed by two (2) internal assessors.
- b) The final presentation will be assessed by the Panel of Assessors comprised of:

Chairman	: Dean of the faculty or representative
Member	: Internal assessor
Member	: External assessor
Member	: Dean of the Institute of Graduate Studies or representative

iii) **Exegesis:**

The candidate must submit an exegesis within 15,000 - 20,000 words.

iv) **Graduation Requirement:**

The student must submit four (4) copies of the creative work project to the Institute of Graduate Studies as a graduation requirement. Components to be submitted are:

- i) Composition portfolio
- ii) Exegesis
- iii) CD/DVD documentation of the final composition presentation

19.12 For Master of Music (Performance), the following assessment is applicable [113rd Senate Meeting No. 12/2013]:

Master of Music (Performance) by research mode will focus on the production of a creative work project. This project combines the final recital and an exegesis. The performance skills of the candidate is assessed in three (3) recitals.

**i) Creative Work Project:**

- a) Recital
- |                |            |
|----------------|------------|
| Recital 1:     | 20 minutes |
| Recital 2:     | 40 minutes |
| Final recital: | 60 minutes |

**ii) Assessment:**

- a) Recital 1 and recital 2 will be assessed by two (2) internal assessors.  
b) The final recital will be assessed by the Panel of Assessors composed of:-

Chairman : Dean of the faculty or representative  
Member : Internal assessor  
Member : External assessor  
Member : Dean of the Institute of Graduate Studies or representative

**iii) Exegesis:**

The candidate shall submit an exegesis within 15,000 - 20,000 words.

**iv) Graduation Requirement:**

The student shall submit four (4) copies of the creative work project to the Institute of Graduate Studies as a graduation requirement. Components to be submitted are: -

- i) Exegesis  
ii) CD/DVD documentation of the final recital.

19.13 For Master of Arts (Fine Art Studio), the following assessment is applicable [76th Senate Meeting No. 3/2010]:

**19.13.1 Creative Works**

Creative works are the main results of research representing innovation in art practice that contribute to the generation of knowledge in the visual arts. Contribution at the master's degree is at the national/regional stage.

**19.13.2 Thesis**

The thesis shall not be fewer than 15,000 words and not more than 20,000 words.

**19.13.3 Seminar**

Presentation should cover explanation of the background to the study, issues, purpose and objective of the study, achievement with respect to the study objective and the outcome, strengths and limitations of the study as well as the study method and implications on the development of the study. The candidate must make a presentation in a seminar at least once for each year of study.

**19.13.4 Exhibition**

Exhibitions must display works resulting from studio practice research on questions or issues that can contribute to and have clear association with the development of works produced as well as answer questions raised in the research. Nevertheless, the candidate is allowed to choose any commercial gallery in the country at his own expenses.

19.14 **Period of thesis resubmission for correction of 12 months** [121st Senate Meeting No. 8/2014]:

19.14.1 Student can only resubmit their thesis to Institute of Graduate Studies for re-examination **six (6)** months after the viva being held.

19.14.2 The student must ensure every correction specified by the examiners is sufficiently addressed. The supervisor may also use the time available to examine student's thesis more thoroughly.

**20. CONFERMENT OF DEGREE**

20.1 The name of the degree conferred by the University Senate is Master's degree (according to the relevant field).

- 20.2 The conferment of this degree is subject to:
- 20.2.1 Fulfilment of all graduation requirements in the specified study programme;
  - 20.2.2 Passing of the thesis.
- 20.3 The student's examination results shall be endorsed by the University Senate.

## 21. REQUIREMENTS FOR CONTINUING STUDY

- 21.1 **Pass Status**  
Demonstrating satisfactory progress in the preparation of thesis and obtaining the In Progress status every semester.

## 22. TERMINATION OF STUDY

- 22.1 The Senate shall have the right to terminate any student found to have given false information for the purpose of admission to the university.
- 22.2 Students may be terminated at any time from the university for any of the following reasons:
- 22.2.1 Students who obtained a cumulative grade point average (CGPA) of less than 2.00 in any semester will have failed and will be terminated from the university.
  - 22.2.2 Students obtaining the "Conditional Pass" in the previous semester examination and not achieving the status of Pass in the following semester will have failed and will be terminated from the university.
  - 22.2.3 Students not displaying progress in the preparation of thesis after two (2) written warnings have been issued by the Dean of the faculty.
  - 22.2.4 Students not displaying progress in the preparation of thesis and who obtained the "Unsatisfactory" status for two (2) consecutive semesters.
  - 22.2.5 Failure to settle tuition fees or other payments within the specified time.
  - 22.2.6 Found to have violated the university regulations.
- 22.3 Students who obtained the **Fail and Terminated** and **Terminated** status may appeal in writing to the university through the faculty and the appeal is subject to the decision of the Graduate Studies Committee meeting.
- 22.4 Appeals must be made within three (3) weeks of the date of the notification letter of termination or after approval of the Senate meeting. Any appeal received after this period will not be considered.
- 22.5 Appeals shall be made with the prescribed payments, of which are not refundable.

## 23. LOSS OF STATUS AS STUDENT [118th Senate Meeting No. 5/2014]

- 23.1 Students shall lose their status if they fail to register for the semester, register for the course or make a written application to the Institute of Graduate Studies for deferment of study after the end of the **seventh (7th)** week of the semester.
- 23.2 Students who have lost such status may appeal to the Institute of Graduate Studies to continue studies in the following semester and the semester in which they lost their status will be counted in the duration of study.
- 23.3 Students who have received approval to continue their studies will be requested to pay an administrative fee to the university.

## 24. UNIVERSITY FINANCIAL REGULATIONS

- 24.1 Fees shall be settled in full before each semester begins.
- 24.2 Students may claim a fee refund for the semester from which they have withdrawn by producing the approval letter from the Institute of Graduate Studies.
- 24.3 The rate of refund is as follows:

TYPE OF FEES	LESS THAN 60 DAYS*	MORE THAN 60 DAYS*
Tuition fees	50%	No refund

\*Note: Calculated from registration date

- 24.4 The following fees are not refundable:
- Orientation/Registration fees
- 24.5 Other claims by the university such as fines and compensation for damages to the residential college must be settled by the students within their duration of study.
- 24.6 The university shall have the right to claim for all outstanding fees even if the student is no longer a student at the university. All expenses made by the university in pursuing the claim shall be borne by the student.
- 24.7 Students who obtained their diploma or bachelor's degree from the Sultan Idris Education University will be exempted from paying the alumni fees of RM100.00 for the first semester. Students must submit to the Bursar their details along with a copy of the scroll from their previous studies.
- 24.8 Students who defer the semester before the 7th week of the academic calendar will have the fees and other payments brought forward to the following semester.
- 24.9 A prior confirmation/approval letter from the Institute of Graduate Studies shall be obtained and submitted to the Bursar when making the claim.

## 25. GENERAL REGULATIONS

- 25.1 The Senate shall have the right to take appropriate action against students who have been found guilty of giving false information for the purposes of admission to the university.
- 25.2 The Senate, at its discretion, may allow any exemption deemed reasonable or amend any appropriate regulations to be enforced for the betterment of the university.
- 25.3 All Senate decisions relating to appeals by students shall be managed by the Institute of Graduate Studies.
- 25.4 Students shall have the responsibility of understanding and complying with all regulations included in the Graduate Study Programme Academic Regulations.

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**“CGPA”** (Cumulative grade point average) means the average sum of grade value obtained for all semester.

**“Co-supervisor/Associate supervisor”** means a member of academic staff appointed together with the supervisor by the Senate to supervise the research and preparation of student theses.

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**“Compulsory attendance”** means any course or activity for which attendance is compulsory.

**“Course”** means one unit of study that carries a number of credit hours normally offered or completed within a semester.

**“Coursework”** means the method of implementation of any course that requires graduate students to do assignments, tests and any other form of assessments.

**“Course registration”** means registration of students through the online system at the beginning of semester based on the calendar approved by the Senate.

**“Credit count”** means the credits considered in the calculation of the GPA and CGPA.

**“Degree”** means award conferred by the university to any student who has fulfilled the graduation requirements.

**“Dissertation”** means report of academic study presented by the student to fulfil the requirement for the master’s by research and coursework (mixed mode) study programme.

**“Dissertation Examiners Committee”** means committee established by the Senate to examine dissertations.

**“Duration of study”** means period of time specified for students to complete the master’s degree study structure.

**“Education courses”** are courses related to the field of education offered by any faculty especially the Faculty of Education and Human Development.

**“Elective courses”** are courses that may be chosen from research methodology courses, education courses and major fields of study from any faculty acknowledge expertise.

**“Examination”** means any form of evaluation to measure the student academic achievement managed by the university.

**“Examination slip”** means a slip containing information on the examination that is required to be brought to the examination hall/room.

**“Faculty”** means any school offering academic programmes and courses.

**“Faculty Graduate Studies Committee”** means committee established at the faculty to supervise the Graduate Study Programme chaired by the Dean of the relevant faculty.

**“Final dissertation”** means the copy of dissertation completed after passing the Master’s by research and coursework viva.

**“Graduate Studies Committee”** means committee established by the university to supervise the Graduate Study Programme chaired by the Vice Chancellor.

**“GPA”** (Grade point average) means the average grade value obtained in any one semester.

**“Institute of Graduate Studies”** means school established by the university under Section 21(1) of the Constitution of the university to manage, administer and coordinate the Graduate Study Programme.

**“Internal examiner”** means a member of the academic staff proposed by the faculty and recommended by the Graduate Studies Committee and approved by the Senate to assess student dissertations.

**“Major courses”** are courses identified as a field of study.

**“Mode of study”** is the type of structure of master’s studies offered by the university including master’s by research, master’s by research and coursework (mixed mode), and master’s by coursework.

**“Pass credits”** means credits obtained for passing a course.

**“Programme structure”** means the order of programmes offered by the Institute of Graduate Studies based on the mode of study.

**“Registration slip”** means a slip containing information on the course registered by a student.

**“Research methodology courses”** are compulsory research methodology courses determined by the university.

**“Research Proposal Examiners Committee”** means the committee established by the faculty to approve and recommend students’ research proposals.

**“Semester registration”** means registration of students using the online system during every semester of study to activate their status as students of the university.

**“Senate”** means the highest body with absolute authority over all academic matters which was established pursuant to section 20(1) of the Constitution of Sultan Idris Education University 1998.

**“Student”** means a registered student who is following the Graduate Study Programme at the Sultan Idris Education University.

**“Student information system”** means a built-in on-line system and regulated by the Institute of Graduate Studies for the purpose of keeping student data and records.

**“Study programme”** means groups of courses, training and research or combination of courses, training and research planned and offered to fulfil the requirements for the conferment of a master’s degree approved by the Senate.

**“Supervisor”** means a member of academic staff proposed by the faculty and approved by the Graduate Studies Committee to supervise student dissertations.

**“University”** means the Sultan Idris Education University (UPSI).

**“Viva”** means oral examination presided by members of the Dissertation Examiners Committee.

### 3. ADMISSION REQUIREMENTS

- 3.1 A bachelor’s degree with honours and CGPA of at least 2.75 or a CGPA that can be considered by the faculty, from Sultan Idris Education University or an equivalent degree from any higher educational institution; or
- 3.2 Other qualifications recognised by the Senate, obtained through accreditation of prior experiential learning (APEL) subject to the fields listed; or
- 3.3 Other qualifications recognised by the Senate; and
- 3.4 Fulfilment of specific entry requirements imposed by the faculty concerned.
- 3.5 International candidates are required to score 550 for TOEFL or Band 6.0 for IELTS except for candidates taking Malay as the field of study or a field of study that uses Malay language as the medium of instruction.
- 3.6 Candidates from cognate countries who are submitting research proposals in English must provide proof of the prescribed IELTS or TOEFL qualification when submitting their application for admission to UPSI. [136th Senate No. 11/2015]
- 3.7 If during the duration of study, the thesis is written in English, the candidates from cognate countries must submit an application to the Institute of Graduate Studies through the faculty before it is brought to the Senate meeting for approval. [136th Senate No. 11/2015]

### 4. APPLICATION

- 4.1 Applications shall be made online.
- 4.2 Applications must comply with all specific requirements.

- 4.3 The university have the right to reject applications that do not comply with the specified requirements or late submission.

## **5. PROGRAMME STRUCTURE**

- 5.1 The study involves research coursework and preparation of a dissertation.

## **6. REGISTRATION**

- 6.1 Students shall register for each semester by paying the prescribed fees in full at the appointed date for each semester following the programme structure offered by the university.

- 6.2 Registration shall be done on the appointed date at the beginning of the semester to enable students to pursue their course or conduct their research ~~or attend courses registered~~ in that semester.

- 6.3 A fine will imposed on late registration.

## **7. DEFERMENT OF ADMISSION**

- 7.1 Students may defer their admission for a period of one (1) semester only.
- 7.2 Applications for deferment of admission shall be made in writing to the Dean of the Institute of Graduate Studies within seven (7) weeks of the date of admission.
- 7.3 If a student's fails to make an application for deferment within the specified period, the offer will be deemed as void.

## **8. COURSE AND DISSERTATION REGISTRATION**

- 8.1 Candidates shall register their courses and dissertations as offered in accordance with the requirements and schedule as prescribed by the Senate.
- 8.2 Registration of credit hours for full-time students is a minimum of 12 credit hours and a maximum of 16 credit hours. Students are allowed to register for more than 16 credit hours with the approval of the Dean of the faculty.
- 8.3 Registration of credit hours for part-time students is a maximum of 12 credit hours. Students are allowed to register for more than 12 credit hours with the approval of the Dean of the faculty.
- 8.4 Students may register for both courses and dissertation once the supervisor has been assigned. [144th Senate Meeting No. 7/2016]:
- 8.5 Registrations made later than the second week of each semester will be subjected to a fine.

## **9. DEFERMENT OF STUDY**

- 9.1 Students may submit an application to the Institute of Graduate Studies to defer their study with the approval of the faculty.
- 9.2 Approval for deferment of study is subject to the consent of the Dean of the Institute of Graduate Studies.



- 9.3 The period of deferment of study shall not be more than two (2) consecutive semesters except for health reasons.
- 9.4 Students applying for deferment of study for health reasons shall beforehand obtain a certificate from a government doctor or medical officer/panel doctor of the university.
- 9.5 Applications for deferment of study for reasons other than health may also be considered and approved by the Dean of the Institute of Graduate Studies. Applications shall be made before the 7th week of the semester.
- 9.6 The period of deferment for health reasons shall not be considered in the calculation of the maximum duration of study for the study programme.
- 9.7 During the period of deferment, a student loses the status as a student of the university.
- 9.8 Students who wishes to continue their study after the completion of the approved period of deferment are required to register again.

## 10. CHANGE OF MODE

- 10.1 Students may change their mode of study with the recommendation of the Dean of the faculty and approval of the Dean of the Institute of Graduate Studies.
- 10.2 Applications shall be submitted **before semester three (3) of the study**. Applications made after this period shall not be considered. [121st Senate Meeting No. 8/2014]
- 10.3 Students are also required to submit the applications **before the seventh (7th) week** of the semester; applications after this period shall not be processed and the approval for such change will take effect only in the following semester. [121st Senate Meeting No. 8/2014]
- 10.4 The university reserves the right over the mode of study offered every semester.
- 10.5 Such changes are allowed only two (2) times within the entire duration of study.

## 11. CHANGE OF FIELD OR PROGRAMME

- 11.1 Students may apply for change of field/programme with the recommendation of the faculty. The approval for change does not involve the appointment of supervisors requires only a decision by the Institute of Graduate Studies on condition that the faculty has made the recommendation for approval. [136th Senate No.11/2015]
- 11.2 Applications for change of field or programme shall be submitted before semester three (3) of study. Applications made after this period shall not be considered.
- 11.3 Such changes are allowed only two (2) times within the entire duration of study.

## 12. ADDING AND DROPPING COURSES

- 12.1 Students are allowed to add courses after obtaining the advice and recommendations of academic advisers within two (2) weeks of the commencement date of the semester.
- 12.2 Students are not allowed to drop any registered courses after the seventh week of the commencement date of the semester.

- 12.3 Courses added or dropped must fulfil the minimum and maximum total credit requirements for any one semester.
- 12.4 A fine will be imposed if students do not follow the stipulated dates for adding/dropping of courses.

### 13. RESEARCH PROPOSAL PRESENTATION

- 13.1 Every student shall prepare and present a research proposal at the faculty level after obtaining a recommendation from the supervisor.
- 13.2 The research proposal must be examined and approved by the Faculty Research Proposal Examiners Committee.
- 13.3 The maximum period given to a of master's degree student by research and coursework mode (mixed mode) to present the research proposal is as follows:

Study Status	Proposal present before
Full-time	Second semester subsequent to registration of dissertation
Part-time	Third semester subsequent to registration of dissertation

\*Remarks: Before end of the semester

[136th Senate No. 11/2015]

- 13.4 The **Rather Unsatisfactory** status will be given to students who fail to present their research proposal after the second semester subsequent to registration of dissertation (for full-time students) or third semester subsequent to registration of dissertation (for part-time students), despite having submitted the research progress report and being given the Satisfactory status by the supervisor. The following are the prescribed levels of assessment for a student:

Study Status		Status received
After second semester subsequent to registration of dissertation (full-time)	First time	Rather Unsatisfactory
After third semester subsequent to registration of dissertation (part-time)		
After third semester subsequent to registration of dissertation (full-time)	Second time	Unsatisfactory
After fourth semester subsequent to registration of dissertation (part-time)		
After fourth semester subsequent to registration of dissertation (full-time)	Third time	Unsatisfactory and terminated (two consecutive times of Unsatisfactory status)
After fifth semester subsequent to registration of dissertation (part-time)		

[136th Senate No. 11/2015]

- 13.5 Students who have presented their research proposal but need to amend and present such research proposals for a second time are subject to the following:

Study Status	Maximum period for amendment and subsequent presentation	Status for failure to comply with the specified period
Full-time	Before the fourteenth week of the following semester	Rather Unsatisfactory - first time
		Unsatisfactory - second time
Part-time	Before the fourteenth week of the subsequent two semesters	Rather Unsatisfactory - first time

		Unsatisfactory - second time
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[136th Senate No. 11/2015]

#### 14. DURATION OF STUDY

- 14.1 The duration of study for full-time students is a minimum of three (3) semesters (1½ years) and a maximum of six (6) semesters (3 years).
- 14.2 The duration of study for part-time students is a minimum of four (4) semesters (2 years) and a maximum of ten (10) semesters (5 years).
- 14.3 Changing the status of study is permitted only **two (2) times** within the entire duration of the study. The university reserves the right over the status of study offered each semester. [121st Senate Meeting No. 8/2014]

#### 15. LECTURE ATTENDANCE

- 15.1 Students are required to attend all classes scheduled for the course in the form of lecture/tutorial/practical, including the compulsory attendance as determined by the faculty.
- 15.2 Students who fail to comply with the above regulation for any course without reasons acceptable to the Senate shall not be allowed to sit for the final examination of the course.
- 15.3 Students whose attendance is less than 80% of the lectures/tutorials/practicals will be barred from the final examination.
- 15.4 Students must meet their supervisors according to the frequency determined by the faculty and a record of such supervisions must be kept.
- 15.5 At the end of each semester, students must submit the Graduate Study Progress Report to the faculty to be forwarded to the Institute of Graduate Studies.
- 15.6 Students who fail to fulfil the requirements above will be given the Unsatisfactory status. Students who are given the unsatisfactory status for two (2) consecutive semesters will be terminated.

#### 16. CREDIT TRANSFER

- 16.1 Students may apply for credit transfer for their courses from any institution recognised by the Senate.
- 16.2 Approval for credit transfer is decided by the Faculty Graduate Studies Committee.
- 16.3 The permitted maximum total of credits transfer is twelve (12) except for research methodology course.
- 16.4 Courses intended for credit transfer must be of a minimum grade “B” and the courses must have been taken not more than five (5) years before the date of application.
- 16.5 The contents of the course applied must be at least 75% equivalent to the course required to be taken at UPSI.
- 16.6 The faculty decides on approval for the types of courses that are eligible for credit transfer.

- 16.7 Students who are changing programmes will have the grades of unrelated courses deleted.
- 16.8 Students who withdraw from their studies may register again as a new student but may not apply for credit transfer. Credit transfer is only allowed for students who have obtained a master's degree and wish to register for another master's programmes.

## **17. DISSERTATION**

- 17.1 The dissertation shall not be fewer than 20,000 words and not more than 40,000 words.
- 17.2 The dissertation shall be prepared based on the format and style of writing determined by the university.
- 17.3 The dissertation may be written in Malay or in English. The abstract shall be written in both languages.
- 17.4 A dissertation may also be written in a language other than Malay or English but the recommendation of the Graduate Studies Committee and the approval of the Senate are required on a case-by-case basis before the student begins his research and must be based on strong justifications. The student must also submit the title and abstract that have been translated into Malay and English to the Institute of Graduate Studies as a graduation requirement. [121st Senate Meeting No. 8/2014]
- 17.5 A dissertation that has been accepted for the conferment of degree from another university cannot be accepted for the conferment of degree from this university. A student who intends to submit his dissertation to be examined shall:
  - 17.5.1 submit a notice with proof of payment of dissertation examination fees to the Institute of Graduate Studies using the prescribed form at least three (3) months before the date of dissertation submission for examination
  - 17.5.2 submit six (6) soft-bound copies of the dissertation for examination along with a Turnitin report.
- 17.6 Before graduating, students must submit the final dissertation, in four (4) bound copies with two (2) compact disc (CD) copies in PDF format, that has been examined and its format approved by the Institute of Graduate Studies.
- 17.7 Students are encouraged to publish their research, provided it is done with the consent of the supervisor.
- 17.8 Entitlement to ownership of the results of the study and the dissertation shall vest with the university.

## **18. SUPERVISION OF DISSERTATION**

- 18.1 The Senate shall appoint an academic staff from any faculty as supervisors and/or co-supervisors and/or associate supervisors from any Public Institutions of Higher Education (PIHE) or other institutions competent to supervise research and preparation of the dissertation.
- 18.2 Appointment of supervisors/co-supervisor's/associate supervisors shall be recommended by the faculty and approved by the Graduate Studies Committee. (For more detailed information relating to supervision, please refer to the Guidelines on Supervision of Graduate Study Programme at Sultan Idris Education University in **Appendix A**.)

- 18.3 A change of supervisor is allowed with the approval of the faculty, consent of the original and the new supervisors, and approval of the Graduate Studies Committee.
- 18.4 Co-supervisor's/associate supervisors selected may be academic staff of other universities and/or experts from external organisations.
- 18.5 For every semester throughout the duration of study, students shall submit the Graduate Research Progress Report to the faculty and Institute of Graduate Studies using the method prescribed by the Institute of Graduate Studies.

## 19. ASSESSMENT AND EXAMINATION

- 19.1 Students must pay all tuition fees before being allowed to sit for any examination.
  - 19.1.1 Course Examination
    - 19.1.1.1 Examinations for courses consist of written examinations, projects, seminar presentation assessments and other forms of assessment relevant to the courses.
    - 19.1.1.2 Final semester students who fail a course are allowed to sit for a special examination within four weeks of the result being announced.
    - 19.1.1.3 A replacement examination may be given to students who were unable to sit for the scheduled examination for emergency reasons, within two weeks of the end of the examination week with the approval of the Dean of the Institute of Graduate Studies through the Dean of the faculty.
- 19.2 Dissertation Examination
  - 19.2.1 The dissertation will be examined by two (2) internal examiners appointed by the Senate based on nominations by the faculty.
  - 19.2.2 The supervisor may be present as an observer and to give views (if necessary) to the Viva Committee.
  - 19.2.3 The viva shall be managed by the faculty.
  - 19.2.4 Dissertation assessment reports by the internal examiners shall be based on the Dissertation Assessment Form.
  - 19.2.5 The reports by the internal examiners shall be sent to the Institute of Graduate Studies before the viva is held.
  - 19.2.6 Members of the Viva Committee comprise of:
    - Chairperson : Dean of the faculty or representative
    - Member : Two (2) internal examiners
    - Secretary : Faculty officer
 (Note: Amendments of minutes are recorded by the supervisor and endorsed by the Chairperson.) [136th Senate No. 11/2015]
  - 19.2.7 Dissertation assessment recommendations by the Viva Committee shall be presented for the approval of the Senate in order to:
    - confer a master's degree on the student without amendment to the thesis; or

- confer a master's degree on the student subject to correction of minor mistakes such as typing, spelling, punctuation marks, clarification of facts, arguments and conclusions as recommended by the Viva Committee. The candidate is given not more than three (3) months to make corrections. Thesis corrections subject to confirmation of the supervisor only; or
- confer a master's degree on the student subject to correction of moderate mistakes such as clarification of facts, arguments and conclusions, and rewriting part of the thesis as recommended by the Viva Committee. The candidate is given not more than six (6) months to make corrections. Thesis corrections subject to confirmation by both the supervisor and internal examiner only if so decided in the Viva Meeting; or
- confer a master's degree on the student subject to correction of major mistakes such as reanalysis of data, re-evaluation of conclusions and rewriting part of the thesis. The improved thesis needs to be re-examined and recommended by the Viva Committee. The candidate is given not more than twelve (12) months to make corrections; or
- fail and not conferred a master's degree.

#### 19.2.8 Dissertation Grades

The following grades may be given for a dissertation:

- a) Pass, or
- b) Fail

#### 19.3 Period of dissertation resubmission for correction of 12 months [121st Senate Meeting No. 8/2014]:

- 19.3.1 Student can only resubmit their thesis to Institute of Graduate Studies for re-examination **six (6)** months after the viva being held.
- 19.3.2 The student must ensure every correction specified by the examiners is sufficiently addressed. The supervisor may also use the time available to examine student's dissertation more thoroughly.

## 20. CONFERMENT OF DEGREE

- 20.1 The name of the degree conferred by the University Senate is Master's degree (according to the relevant field).
- 20.2 The conferment of this degree is subject to:
  - 20.2.1 Fulfilment of all graduation requirements in the specified study programme;
  - 20.2.2 Passing of all prescribed courses;
  - 20.2.3 Achievement of CGPA of at least 3.00;
  - 20.2.4 Passing of the dissertation.
- 20.3 Students' examination results shall be endorsed by the University Senate.

## 21. GRADING SYSTEM

### 21.1 Course grades and values:

Schedule 1: Grading System

Mark	Grade	Value
80-100	A	4.00
75-79	A-	3.75
70-74	B+	3.45
65-69	B	3.00
60-64	C+	2.75
59 and below	F	0.00

### 21.2 The following levels of status are also given:

IC	: Incomplete
IP	: In Progress
US	: Unsatisfactory
AU	: Audit
X	: Barred from/Late arrival at examination
AD	: Academic dishonesty
D	: Drop
RU	: Rather unsatisfactory
XAU	: Unfulfilled audit courses

#### NOTES:

- a) Grade F is given if students do not take the examination (for courses with final examination) or did not complete the course assessment for reasons unacceptable to the University Senate.
- b) The status X is given if students are barred from taking examinations because their attendance in lectures or tutorials is less than 80%.
- c) The status X is given if students are barred from entering the examination hall for being 30 minutes late or more without any reasonable cause.
- d) The status TL may be given if student do not complete any assignment that is required for any course, except for an examination or a test, and they are required to complete it before the second week of the following semester, subject to the following conditions:
  - Application for the status TL shall be submitted to the Dean of the Institute of Graduate Studies after obtaining the consent of the relevant lecturer and shall be made before the end of the 12th week of the semester; and
  - The status TL shall be redeemed within the period determined by the Dean of the Institute of Graduate Studies.
- e) The status SM/TM will be given if students register for continuing courses or are in the process of preparing project papers/dissertations/theses graded as Satisfactory (SM) or Unsatisfactory (TM).
- f) The status AU will be given to students who complete audit courses.
- g) Students who have obtained the status X may sit for the replacement examination with the approval of the Dean of the Institute of Graduate Studies.

- h) Final semester students due for graduation are allowed to sit for the special examination with the approval of the Dean of the Institute of Graduate Studies.
- i) Students who obtained the status X and are barred from sitting for the replacement examination will be deemed to have failed.
- j) Students who changed programmes will receive the status G for the courses which are not equivalent to the new courses required.
- k) Students with a mere pass (grade C+) may repeat the course to improve their CGPA and the better grade will replace the previous grade. The previous grade will be recorded but its value will not be considered in the CGPA calculation.
- l) GPA and CGPA calculation system:
 

GPA: 
$$\frac{\text{Total grade points in one semester}}{\text{Total credit value taken in the semester}}$$

CGPA: 
$$\frac{\text{Total grade points in all semesters}}{\text{Total credit value taken in all semesters}}$$

## 22. REQUIREMENTS FOR CONTINUING STUDY

### 22.1 Pass Status

- Students obtaining a CGPA of 3.00 or more in the semester are deemed to have passed and qualify to continue their studies in the following semester.
- Demonstrating satisfactory progress in the preparation of the dissertation and obtaining the “In Progress” status in every semester.

### 22.2 Continuing study at the dissertation stage

- Students are required to complete 24 hours of pass credits and obtain a CGPA of not less than 3.00.

### 22.3 Conditional Pass Status

- Students who obtained a CGPA of less than 3.00 but not less than 2.00 at the end of the semester are given a conditional pass.

### 22.4 Fail Status

- Students who obtained a CGPA of less than 2.00 in any one semester are given the Fail status;
- Students who obtained a CGPA of less than 3.00 or Conditional Pass status in two (2) consecutive semesters are given the Fail and Terminated status.

### 22.5 Repeating Courses

- Students who obtained grade C+ in any courses may repeat such courses to improve their CGPA and the better grade will replace the previous grade.



- Students who failed any courses (grade F) shall repeat such courses in the following semester. Students are allowed to repeat two (2) times only and the best grade (C+ and above) will replace the previous grade.
- Repetition of such courses mentioned above are not applicable to the project paper and internship.

## 23. TERMINATION OF STUDY

- 23.1 The Senate shall have the right to terminate any student found to have given false information for the purpose of admission to the university.
- 23.2 Students may be terminated at any time from the university for any of the following reasons:
- 23.2.1 Students who obtained a cumulative grade point average (CGPA) of less than 2.00 in any semester will have failed and will be terminated from the university.
- 23.2.2 Students obtaining the “Conditional Pass” in the previous semester examination and not achieving the status of Pass in the following semester will have failed and will be terminated from the university.
- 23.2.3 Students not displaying progress in the preparation of thesis after two (2) written warnings have been issued by the Dean of the faculty.
- 23.2.4 Students not displaying progress in the preparation of thesis and who obtained the “Unsatisfactory” status for two (2) consecutive semesters.
- 23.2.5 Failure to settle tuition fees or other payments within the specified time.
- 23.2.6 Found to have violated the university regulations.
- 23.3 Students who obtained the **Fail and Terminated** and **Terminated** status may appeal in writing to the university through the faculty and the appeal is subject to the decision of the Graduate Studies Committee meeting.
- 23.4 Appeals must be made within three (3) weeks of the date of the notification letter of termination or after approval of the Senate meeting. Any appeal received after this period will not be considered.
- 23.5 Appeals shall be made with the prescribed payments, of which are not refundable.

## 24. LOSS OF STATUS AS STUDENT [118th Senate Meeting No. 5/2014]

- 24.1 Students shall lose their status if they fail to register for the semester, register for the course or make a written application to the Institute of Graduate Studies for deferment of study after the end of the **seventh (7th)** week of the semester.
- 24.2 Students who have lost such status may appeal to the Institute of Graduate Studies to continue studies in the following semester and the semester in which they lost their status will be counted in the duration of study.
- 24.3 Students who have received approval to continue their studies will be requested to pay an administrative fee to the university.

## 25. UNIVERSITY FINANCIAL REGULATIONS

- 25.1 Fees shall be settled in full before each semester begins.
- 25.2 Students may claim a fee refund for the semester from which they have withdrawn by producing the approval letter from the Institute of Graduate Studies.
- 25.3 The rate of refund is as follows:

TYPE OF FEES	LESS THAN 60 DAYS*	MORE THAN 60 DAYS*
Tuition fees	50%	No refund

\*Note: Calculated from registration date

- 25.4 The following fees are not refundable:
- Orientation/Registration fees
- 25.5 Other claims by the university such as fines and compensation for damages to the residential college must be settled by the students within their duration of study.
- 25.6 The university shall have the right to claim for all outstanding fees even if the student is no longer a student at the university. All expenses made by the university in pursuing the claim shall be borne by the student.
- 25.7 Students who obtained their diploma or bachelor's degree from the Sultan Idris Education University will be exempted from paying the alumni fees of RM100.00 for the first semester. Students must submit to the Bursar their details along with a copy of the scroll from their previous studies.
- 25.8 Students who defer the semester before the 7th week of the academic calendar will have the fees and other payments brought forward to the following semester.
- 25.9 A prior confirmation/approval letter from the Institute of Graduate Studies shall be obtained and submitted to the Bursar when making the claim.

## 26. GENERAL REGULATIONS

- 26.1 The Senate shall have the right to take appropriate action against students who have been found guilty of giving false information for the purposes of admission to the university.
- 26.2 The Senate, at its discretion, may allow any exemption deemed reasonable or amend any appropriate regulations to be enforced for the betterment of the university.
- 26.3 All Senate decisions relating to appeals by students shall be managed by the Institute of Graduate Studies.
- 26.4 Students shall have the responsibility of understanding and complying with all regulations included in the Graduate Study Programme Academic Regulations.

## SULTAN IDRIS EDUCATION UNIVERSITY REGULATIONS ON MASTER'S BY COURSEWORK STUDY PROGRAMME

In exercise of the powers conferred under Paragraph 29 of the Sultan Idris Education University Constitution (Graduate Study Programme), the Sultan Idris Education University Senate determines the following regulations:

### 1. CITATION, COMMENCEMENT AND APPLICATION

- 1.1 These regulations are cited as the Sultan Idris Education University (Master's by Coursework Study Programme) Regulations 2016.
- 1.2 These regulations shall apply to all students of the Sultan Idris Education University under the Graduate Study Programme.

### 2. DEFINITIONS

In these regulations, unless the context otherwise requires:

**“Academic adviser”** means a member of academic staff appointed by the faculty to advise students on academic matters.

**“Academic dishonesty”** Occurs when one person presents another person's idea, findings or written work as his/her own by copying without due acknowledgement of the source and with intent to deceive (also plagiarism). Action taken against a student who violates Article 8 of the Sultan Idris Education University (Student Discipline) Rules and regulation 1999.

**“Academic staff”** means any teaching staff of the university working full-time and employed permanently or under contract.

**“Assessment”** means any form of assessment to measure students' academic achievement.

**“Audited course”** means course taken as a requirement of study but the course credit is not considered in the calculation of the CGPA. An auditing student must attend all lectures/tutorials/practical and complete all assignments, but is not required to sit for the final examination (if any). If a student does not fulfil the requirements of the audited course, the student's name shall not be listed. [144th Senate No. 7/2016]

**“CGPA”** (Cumulative grade point average) means the average sum of grade value obtained for all semester.

**“Cognate countries”** are countries using Malay as the lingua franca. For example, Indonesia, Singapore, Brunei and Southern Thailand.

**“Comprehensive examination”** means written test involving the research methodology component and major component.

**“Compulsory attendance”** means any course or activity for which attendance is compulsory.

**“Course”** means one unit of study that carries a number of credit hours normally offered or completed within a semester.

**“Coursework”** means the method of implementation of any course that requires graduate students to do assignments, tests and any other form of assessments.

**“Course registration”** means registration of students through the online system at the beginning of semester based on the calendar approved by the Senate.

**“Credit count”** means the credits considered in the calculation of the GPA and CGPA.

**“Degree”** means award conferred by the university to any student who has fulfilled the graduation requirements.

**“Duration of study”** means period of time specified for students to complete the master’s degree study structure.

**“Education courses”** are courses related to the field of education offered by any faculty especially the Faculty of Education and Human Development.

**“Elective courses”** are courses that may be chosen from research methodology courses, education courses and major fields of study from any faculty acknowledge expertise.

**“Examination”** means any form of evaluation to measure the student academic achievement managed by the university.

**“Examination slip”** means a slip containing information on the examination that is required to be brought to the examination hall/room.

**“Examiner”** means a member of the university academic staff appointed by the faculty and endorsed by the Senate to assess students’ work and examination scripts.

**“Faculty”** means any school offering academic programmes and courses.

**“Faculty Graduate Studies Committee”** means committee established at the faculty to supervise the Graduate Study Programme chaired by the Dean of the relevant faculty.

**“GPA”** (Grade point average) means the average grade value obtained in any one semester.

**“Graduate Studies Committee”** means committee established by the university to supervise the Graduate Study Programme chaired by the Vice Chancellor.

**“Institute of Graduate Studies”** means school established by the university under Section 21(1) of the Constitution of the university to manage, administer and coordinate the Graduate Study Programme.

**“Major courses”** are courses identified as a field of study.

**“Mode of study”** is the type of structure of master’s studies offered by the university including master’s by research, master’s by research and coursework, and master’s by coursework.

**“Pass credits”** means credit obtained for passing a course.

**“Programme structure”** means the order of programmes offered by the Institute of Graduate Studies based on the mode of study.

**“Registration slip”** means a slip containing information on the course registered by a student.

**“Research methodology courses”** are compulsory research methodology courses determined by the university.

**“Semester registration”** means registration of students using the online system during every semester of study to activate their status as students of the university.

**“Senate”** means the highest body with absolute authority over all academic matters which was established pursuant to section 20(1) of the Constitution of Sultan Idris Education University 1998.

**“Student”** means a registered student who is following the Graduate Study Programme at the Sultan Idris Education University.

**“Student information system”** means a built-in on-line system and regulated by the Institute of Graduate Studies for the purpose of keeping student data and records.

**“Study programme”** means groups of courses, training and research or combination of courses, training and research planned and offered to fulfil the requirements for the conferment of a master’s degree approved by the Senate.

**“Supervisor”** means a member of academic staff proposed by the faculty to supervise and examine project papers.

**“University”** means the Sultan Idris Education University (UPSI).

### **3. ADMISSION REQUIREMENTS**

- 3.1 A bachelor’s degree with honours and CGPA of at least 2.75 or a CGPA that can be considered by the faculty, from Sultan Idris Education University or an equivalent degree from any higher educational institution; or
- 3.2 Other qualifications recognised by the Senate, obtained through accreditation of prior experiential learning (APEL) subject to the fields listed; or
- 3.3 Other qualifications recognised by the Senate; and
- 3.4 Fulfilment of specific programme requirements determined by the faculty concerned.
- 3.5 International student candidates are required to pass TOEFL 550 or IELTS 6.0 except for candidates taking Malay as the field of study or a field of study that uses Malay as the medium of instruction.
- 3.6 Candidates from cognate countries who are submitting research proposals in English must provide proof of the prescribed IELTS or TOEFL qualification (medium of instruction) when submitting their application for admission to UPSI. [136th Senate No. 11/2015]
- 3.7 If during the duration of study, the thesis is written in English, the candidates from cognate countries must submit an application to the Institute of Graduate Studies through the faculty before it is brought to the Senate meeting for approval. [136th Senate No. 11/2015]

### **4. APPLICATION**

- 4.1 Applications shall be made online.
- 4.2 Applications must comply with all specific requirements.
- 4.3 The university have the right to reject applications that do not comply with the specified requirements or late submission.

### **5. PROGRAMME STRUCTURE**

- 5.1 The programme involves coursework and preparation of a project paper or sit for the comprehensive examination.
- 5.2 Comprehensive examination - As a requirement to take the comprehensive examination, students must add two (2) major field courses to make up the minimum total of 42 credits to graduate.

## **6. REGISTRATION**

- 6.1 Students shall register for each semester by paying the prescribed fees in full at the appointed date for each semester following the programme structure offered by the university.
- 6.2 Registration shall be done on the appointed date at the beginning of the semester to enable students to pursue their course as registered in that semester.
- 6.3 A fine will imposed on late registration.

## **7. DEFERMENT OF ADMISSION**

- 7.1 Students may defer their admission for a period of one (1) semester only.
- 7.2 Applications for deferment of admission shall be made in writing to the Dean of the Institute of Graduate Studies within seven (7) weeks of the date of admission.
- 7.3 If a student's fails to make an application for deferment within the specified period, the offer will be deemed as void.

## **8. COURSE REGISTRATION**

- 8.1 Students shall register their courses as offered in accordance with the requirements and schedule as prescribed by the Senate.
- 8.2 Registration of credit hours for full-time students is a minimum of 12 credit hours and a maximum of 16 credit hours. Students are allowed to register for more than 16 credit hours with the approval of the Dean of the faculty.
- 8.3 Registration of credit hours for part-time students is a maximum of 12 credit hours.
- 8.4 Registrations made later than the second week of each semester will be subjected to a fine.

## **9. DEFERMENT OF STUDY**

- 9.1 Students may submit an application to the Institute of Graduate Studies to defer their study with the approval of the faculty.
- 9.2 Approval for deferment of study is subject to the consent of the Dean of the Institute of Graduate Studies.
- 9.3 The period of deferment of study shall not be more than two (2) consecutive semesters except for health reasons.
- 9.4 Students applying for deferment of study for health reasons shall beforehand obtain a certificate from a government doctor or medical officer/panel doctor of the university.
- 9.5 Applications for deferment of study for reasons other than health may also be considered and approved by the Dean of the Institute of Graduate Studies. Applications shall be made before the 7th week of the semester.
- 9.6 The period of deferment for health reasons shall not be considered in the calculation of the maximum duration of study for the study programme.
- 9.7 During the period of deferment, a student loses the status as a student of the university.

- 9.8 Students who wishes to continue their study after the completion of the approved period of deferment are required to register again.

## 10. CHANGE OF MODE

- 10.1 Students may change their mode of study with the recommendation of the Dean of the faculty and approval of the Dean of the Institute of Graduate Studies.
- 10.2 Applications shall be submitted **before semester three (3) of the study**. Applications made after this period shall not be considered. [121st Senate Meeting No. 8/2014]
- 10.3 Students are also required to submit the applications **before the seventh (7th) week** of the semester; applications after this period shall not be processed and the approval for such change will take effect only in the following semester. [121st Senate Meeting No. 8/2014]
- 10.4 The university reserves the right over the mode of study offered every semester.
- 10.5 Such changes are allowed only two (2) times within the entire duration of study.

## 11. CHANGE OF FIELD OR PROGRAMME

- 11.1 Students may apply for change of field/programme with the recommendation of the faculty. The approval for change does not involve the appointment of supervisors requires only a decision by the Institute of Graduate Studies on condition that the faculty has made the recommendation for approval. [136th Senate No.11/2015]
- 11.2 Applications for change of field or programme shall be submitted before semester three (3) of study. Applications made after this period shall not be considered.
- 11.3 The University reserves the right over the programme offered every semester.
- 11.4 Such changes are allowed only two (2) times within the entire duration of study.

## 12. ADDING AND DROPPING COURSES

- 12.1 Students are allowed to add courses after obtaining the advice and recommendations of academic advisers within two (2) weeks of the commencement date of the semester.
- 12.2 Students are not allowed to drop any registered courses after the seventh week of the commencement date of the semester.
- 12.3 Courses added or dropped must fulfil the minimum and maximum total credit requirements for any one semester.
- 12.4 A fine will be imposed if students do not follow the stipulated dates for adding/dropping of courses.

## 13. DURATION OF STUDY

- 13.1 The duration of study for full-time students is a minimum of three (3) semesters (1½ years) and a maximum of six (6) semesters (3 years).
- 13.2 The duration of study for part-time students is a minimum of four (4) semesters (2 years) and a maximum of ten (10) semesters (5 years).

- 13.3 Changing the status of study is permitted only **two (2) times** within the entire duration of the study. The university reserves the right over the status of study offered each semester. [121st Senate Meeting No. 8/2014]
- 13.4 Application for change of the status must be done before the start of the final semester.

#### **14. LECTURE ATTENDANCE**

- 14.1 Students are required to attend all classes scheduled for the course in the form of lecture/tutorial/practical, including compulsory attendance as determined by the faculty.
- 14.2 Students who fail to comply with the above regulation for any course without acceptable reasons to the Senate shall not be allowed to sit for the final examination of the course.
- 14.3 Students whose attendance is less than 80% of the lectures/tutorials/practicals will be barred from the final examination.

#### **15. CREDIT TRANSFER**

- 15.1 Students may apply for credit transfer for the courses from any institution recognised by the Senate.
- 15.2 Approval for credit transfer is decided by the Faculty Graduate Studies Committee.
- 15.3 The permitted maximum total of credits transferred is twelve (12) except for research methodology course.
- 15.4 Courses intended for credit transfer must be of a minimum grade "B" and the courses must have been taken not more than five (5) years before the date of application.
- 15.5 The contents of the course applied must be at least 75% equivalent to the course required to be taken at UPSI.
- 15.6 The faculty decides on approval for the types of courses that are eligible for credit transfer.
- 15.7 Students who are changing programmes will have the grades of unrelated courses deleted.
- 15.8 Students who withdraw from their studies may register again as a new student but may not apply for credit transfer. Credit transfer is only allowed for students who have obtained a master's degree and wish to register for another master's programmes.

#### **16. COMPREHENSIVE EXAMINATION**

- 16.1 Starting from the 2013/2014 intake, students may choose to either sit for the comprehensive examination or complete a project paper.

#### **17. PROJECT PAPER**

- 17.1 The project paper shall not be more than 20,000 words.
- 17.2 One project shall be prepared by the student to fulfil the requirements of the programme.



- 17.3 The project paper shall be completed within two (2) semesters of its registration. If the project cannot be completed after the end of the second semester, the student shall be deemed to have failed and shall be required to repeat the project paper.
- 17.4 Students are allowed to repeat once only and the new grade will replace the previous grade.
- 17.5 The faculty will appoint supervisors to supervise the students' projects.
- 17.6 Projects shall be prepared based on the format and style determined by the university.
- 17.7 A project that has been accepted for the conferment of degree from another university cannot be accepted for the conferment of degree from this university.
- 17.8 Students are encouraged to publish their projects with the consent of the supervisor or the Faculty Graduate Studies Committee.
- 17.9 Project papers may be written in Malay or in English.
- 17.10 Project papers shall be assessed by the supervisor (first assessor) and a second assessor appointed by the faculty. The final marks shall be discussed and determined by the supervisor and second assessor.
- 17.11 Completed project papers shall be submitted to the supervisors. Students shall submit three (3) copies of the completed project paper with two (2) compact disc (CD) copies in PDF format, as informed by the faculty.
- 17.12 A guide to preparing a project paper is enclosed in **Appendix B**.

## **18. SUPERVISION OF PROJECT**

- 18.1 The faculty shall appoint supervisors after students have registered for the project paper.
- 18.2 Students may register for the project paper after completing at least 24 credit hours.

## **19. ASSESSMENT AND EXAMINATION**

- 19.1 Students must pay all tuition fees before being allowed to sit for any examination.
- 19.2 Assessment of the courses consists of various methods such as written examinations, projects, seminar presentations and other forms of assessments relevant to the courses.
- 19.3 Final semester students who fail a course are allowed to sit for a special examination within four weeks of the result being announced.
- 19.4 A replacement examination may be given to students who were unable to sit for the scheduled examination for emergency reasons, within two weeks of the end of examination week with the approval of the Dean of the Institute of Graduate Studies through the Dean of the faculty.

## 20. CONFERMENT OF DEGREE

- 20.1 The name of the degree conferred by the University Senate is Master's degree (according to the relevant field).
- 20.2 The conferment of this degree is subject to:
- 20.2.1 Fulfilment of all graduation requirements in the specified study programme;
  - 20.2.2 Passing of all prescribed courses;
  - 20.2.3 Achievement of CGPA of at least 3.00
- 20.3 Students' examination results shall be endorsed by the University Senate.

## 21. GRADING SYSTEM

- 21.1 Course grades and values:

Schedule 1: Grading System

Mark	Grade	Value
80-100	A	4.00
75-79	A-	3.75
70-74	B+	3.45
65-69	B	3.00
60-64	C+	2.75
59 and below	F	0.00

- 21.2 The following levels of status are also given:

IC	: Incomplete
IP	: In Progress
US	: Unsatisfactory
AU	: Audit
X	: Barred from/Late arrival at examination
AD	: Academic dishonesty
D	: Drop
RU	: Rather unsatisfactory
XAU	: Unfulfilled audit courses

### NOTES:

- a) Grade F is given if students do not take the examination (for courses with final examination) or did not complete the course assessment for reasons unacceptable to the University Senate.
- b) The status X is given if students are barred from taking examinations because their attendance in lectures or tutorials is less than 80%.
- c) The status X is given if students are barred from entering the examination hall for being 30 minutes late or more without any reasonable cause.
- d) The status TL may be given if student do not complete any assignment that is required for any course, except for an examination or a test, and they are required to complete it before the second week of the following semester, subject to the following conditions:
  - Application for the status TL shall be submitted to the Dean of the Institute of Graduate Studies after obtaining the consent of the relevant lecturer and shall be made before the end of the 12th week of the semester; and

- The status TL shall be redeemed within the period determined by the Dean of the Institute of Graduate Studies.
- e) The status SM/TM will be given if students register for continuing courses or are in the process of preparing project papers/dissertations/theses graded as Satisfactory (SM) or Unsatisfactory (TM).
- f) The status AU will be given to students who complete audit courses.
- g) Students who have obtained the status X may sit for the replacement examination with the approval of the Dean of the Institute of Graduate Studies.
- h) Final semester students due for graduation are allowed to sit for the special examination with the approval of the Dean of the Institute of Graduate Studies.
- i) Students who obtained the status X and are barred from sitting for the replacement examination will be deemed to have failed.
- j) Students who changed programmes will receive the status G for the courses which are not equivalent to the new courses required.
- k) Students with a mere pass (grade C+) may repeat the course to improve their CGPA and the better grade will replace the previous grade. The previous grade will be recorded but its value will not be considered in the CGPA calculation.
- l) GPA and CGPA calculation system:

$$\text{GPA:} \quad \frac{\text{Total grade points in one semester}}{\text{Total credit value taken in the semester}}$$

$$\text{CGPA:} \quad \frac{\text{Total grade points in all semesters}}{\text{Total credit value taken in all semesters}}$$

## 22. REQUIREMENTS FOR CONTINUING STUDY

### 22.1 Pass Status

- Students obtaining a CGPA of 3.00 or more in the semester are deemed to have passed and qualify to continue their studies in the following semester.
- Demonstrating satisfactory progress in the preparation of the dissertation and obtaining the “In Progress” status in every semester.

### 22.2 Conditional Pass Status

- Students who obtained a CGPA of less than 3.00 but not less than 2.00 at the end of the semester are given a conditional pass.

### 22.3 Fail Status

- Students who obtained a CGPA of less than 2.00 in any one semester are given the Fail status;
- Students who obtained a CGPA of less than 3.00 or Conditional Pass status in two (2) consecutive semesters are given the Fail and Terminated status.

### 22.4 Repeating Courses

- Students who obtained grade C+ in any courses may repeat such courses to improve their CGPA and the better grade will replace the previous grade. Students are allowed to repeat two (2) times only and the best grade (C+ and above) will replace the previous grade.
- Repetition of such courses mentioned above are not applicable to the project paper and internship.

## 23. TERMINATION OF STUDY

- 23.1 The Senate shall have the right to terminate any student found to have given false information for the purpose of admission to the university.
- 23.2 Students may be terminated at any time from the university for any of the following reasons:
- 23.2.1 Students who obtained a cumulative grade point average (CGPA) of less than 2.00 in any semester will have failed and will be terminated from the university.
- 23.2.2 Students obtaining the “Conditional Pass” in the previous semester examination and not achieving the status of Pass in the following semester will have failed and will be terminated from the university.
- 23.2.3 Students not displaying progress in the preparation of thesis after two (2) written warnings have been issued by the Dean of the faculty.
- 23.2.4 Students not displaying progress in the preparation of thesis and who obtained the “Unsatisfactory” status for two (2) consecutive semesters.
- 23.2.5 Failure to settle tuition fees or other payments within the specified time.
- 23.2.6 Found to have violated the university regulations.
- 23.3 Students who obtained the **Fail and Terminated** and **Terminated** status may appeal in writing to the university through the faculty and the appeal is subject to the decision of the Graduate Studies Committee meeting.
- 23.4 Appeals must be made within three (3) weeks of the date of the notification letter of termination or after approval of the Senate meeting. Any appeal received after this period will not be considered.
- 23.5 Appeals shall be made with the prescribed payments, of which are not refundable.

## 24. LOSS OF STATUS AS STUDENT [118th Senate Meeting No. 5/2014]

- 24.1 Students shall lose their status if they fail to register for the semester, register for the course or make a written application to the Institute of Graduate Studies for deferment of study after the end of the **seventh (7th)** week of the semester.
- 24.2 Students who have lost such status may appeal to the Institute of Graduate Studies to continue studies in the following semester and the semester in which they lost their status will be counted in the duration of study.
- 24.3 Students who have received approval to continue their studies will be requested to pay an administrative fee to the university.

## 25. UNIVERSITY FINANCIAL REGULATIONS

- 25.1 Fees shall be settled in full before each semester begins.
- 25.2 Students may claim a fee refund for the semester from which they have withdrawn by producing the approval letter from the Institute of Graduate Studies.
- 25.3 The rate of refund is as follows:

TYPE OF FEES	LESS THAN 60 DAYS*	MORE THAN 60 DAYS*
Tuition fees	50%	No refund

\*Note: Calculated from registration date

- 25.4 The following fees are not refundable:
- Orientation/Registration fees
- 25.5 Other claims by the university such as fines and compensation for damages to the residential college must be settled by the students within their duration of study.
- 25.6 The university shall have the right to claim for all outstanding fees even if the student is no longer a student at the university. All expenses made by the university in pursuing the claim shall be borne by the student.
- 25.7 Students who obtained their diploma or bachelor's degree from the Sultan Idris Education University will be exempted from paying the alumni fees of RM100.00 for the first semester. Students must submit to the Bursar their details along with a copy of the scroll from their previous studies.
- 25.8 Students who defer the semester before the 7th week of the academic calendar will have the fees and other payments brought forward to the following semester.
- 25.9 A prior confirmation/approval letter from the Institute of Graduate Studies shall be obtained and submitted to the Bursar when making the claim.

## 26. GENERAL REGULATIONS

- 26.1 The Senate shall have the right to take appropriate action against students who have been found guilty of giving false information for the purposes of admission to the university.
- 26.2 The Senate, at its discretion, may allow any exemption deemed reasonable or amend any appropriate regulations to be enforced for the betterment of the university.
- 26.3 All Senate decisions relating to appeals by students shall be managed by the Institute of Graduate Studies.
- 26.4 Students shall have the responsibility of understanding and complying with all regulations included in the Graduate Study Programme Academic Regulations.

## SULTAN IDRIS EDUCATION UNIVERSITY REGULATIONS ON DOCTOR OF PHILOSOPHY

In exercise of the powers conferred under Paragraph 29 of the Sultan Idris Education University Constitution (Graduate Study Programme), the Sultan Idris Education University Senate determines the following regulations:

### 1. CITATION, COMMENCEMENT AND APPLICATION

- 1.3 These regulations are cited as the Sultan Idris Education University (Doctor of Philosophy Study Programme) Regulations 2016.
- 1.4 These regulations shall apply to all students of the Sultan Idris Education University under the Graduate Study Programme.

### 2. DEFINITIONS

In these regulations, unless the context otherwise requires:

**“Academic adviser”** means a member of academic staff appointed by the faculty to advise students on academic matters.

**“Academic dishonesty”** Occurs when one person presents another person’s idea, findings or written work as his/her own by copying without due acknowledgement of the source and with intent to deceive (also plagiarism). Action taken against a student who violates Article 8 of the Sultan Idris Education University (Student Discipline) Rules and regulation 1999.

**“Academic staff”** means any teaching staff of the university working full-time and employed permanently or under contract.

**“Assessment”** means any form of assessment to measure students’ academic achievement.

**“Audited course”** means course taken as a requirement of study but the course credit is not considered in the calculation of the CGPA. An auditing student must attend all lectures/tutorials/practicals and complete all assignments, but is not required to sit for the final examination (if any). If a student does not fulfil the requirements of the audited course, the student’s name shall not be listed. [144th Senate No. 7/2016]

**“Co-author”** A study/research produced and presented by an individual using Sultan Idris Education University. Address the individual in this context is a lecturer/supervisor of the student (subsequent to the name of the student).

**“Co-supervisor/Associate supervisor”** means a member of academic staff appointed together with the supervisor by the Senate to supervise the research and preparation of student theses.

**“Cognate countries”** are countries using Malay as the lingua franca. For example, Indonesia, Singapore, Brunei and Southern Thailand.

**“Compulsory attendance”** means any course or activity for which attendance is compulsory.

**“Course”** means one unit of study that carries a number of credit hours normally offered or completed within a semester.

**“Course registration”** means registration of students through the online system at the beginning of semester based on the calendar approved by the Senate.

**“Degree”** means award conferred by the university to any student who has fulfilled the graduation requirements.

**“Duration of study”** means period of time specified for students to complete the master’s degree study structure.

**“Education courses”** are courses related to the field of education offered by any faculty especially the Faculty of Education and Human Development.

**“Elective courses”** are courses that may be chosen from research methodology courses, education courses and major fields of study from any faculty acknowledge expertise.

**“External examiner”** means an academic of other universities/institutions expert from outside the university recommended by the Graduate Studies Committee of the university and appointed by the Senate to assess student theses.

**“Faculty”** means any school offering academic programmes and courses.

**“Faculty Graduate Studies Committee”** means committee established at the faculty to supervise the Graduate Study Programme chaired by the Dean of the relevant faculty.

**“Final thesis”** means the copy of thesis completed after passing the master’s by research viva.

**“First author”** First name in a study/research produced and submitted/presented by a student in a journal article/seminar or conference.

**“Graduate Studies Committee”** means committee established by the university to supervise the Graduate Study Programme chaired by the Vice Chancellor.

**“Institute of Graduate Studies”** means school established by the university under Section 21(1) of the Constitution of the university to manage, administer and coordinate the Graduate Study Programme.

**“Internal examiner”** means a member of the academic staff proposed by the faculty and recommended by the Graduate Studies Committee and approved by the Senate to assess student theses.

**“Journal article”** is a research paper or academic article published following a review by the editor appointed by a committee or certified body (articles accepted for publication in any journal recognised by the Institute of Graduate Studies).

**“Major courses”** are courses identified as a field of study.

**“Programme structure”** means the order of programmes offered by the Institute of Graduate Studies based on the mode of study.

**“Refereed article”** A journal whereby publish articles are submitted through a review process by several experts in the field appointed by the journal editorial.

**“Registration slip”** means a slip containing information on the course registered by a student.

**“Research methodology courses”** are compulsory research methodology courses determined by the university.

**“Research Proposal Examiners Committee”** means the committee established by the faculty to approve and recommend students’ research proposals.

**“Semester registration”** means registration of students using the online system during every semester of study to activate their status as students of the university.

**“Senate”** means the highest body with absolute authority over all academic matters which was established pursuant to section 20(1) of the Constitution of Sultan Idris Education University 1998.

**“Student”** means a registered student who is following the Graduate Study Programme at the Sultan Idris Education University.

**“Student information system”** means a built-in on-line system and regulated by the Institute of Graduate Studies for the purpose of keeping student data and records.

**“Study programme”** means groups of courses, training and research or combination of courses, training and research planned and offered to fulfil the requirements for the conferment of a master’s degree approved by the Senate.

**“Supervisor”** means a member of academic staff proposed by the faculty and approved by the Graduate Studies Committee to supervise student thesis.

**“Thesis”** means a major academic report that is the product of an extended period of supervised independent research in order to fulfil the requirement for the Doctor of Philosophy study Program.

**“Thesis Examiners Committee”** means committee established by the Senate to examine theses.

**“University”** means the Sultan Idris Education University (UPSI).

**“Viva”** means the oral examination presided by members of the Viva Committee.

### 3. ADMISSION REQUIREMENTS

- 3.1 A master’s degree from the Sultan Idris Education University or any institution of higher learning recognised by the Senate; or
- 3.2 Other qualifications recognised by the Senate, obtained through accreditation of prior experiential learning (APEL) subject to the fields listed; or
- 3.3 Other qualifications recognised by the Senate.
- 3.4 Fulfilment of specific entry requirements imposed by the faculty concerned, as the case may be.
- 3.5 International student candidates are required to pass TOEFL 550 or IELTS 6.0 except for candidates taking Malay as the field of study or a field of study that uses Malay as the medium of instruction.
- 3.6 Candidates from cognate countries who are submitting research proposals in English must provide proof of the prescribed IELTS or TOEFL qualification (medium of instruction) when submitting their application for admission to UPSI. [136th Senate No. 11/2015]
- 3.7 If during the duration of study the thesis is written in English, the student from cognate countries must submit an application to the Institute of Graduate Studies through the faculty before it is brought to the Senate meeting for approval. [136th Senate No. 11/2015]

### 4. APPLICATION

- 4.1 Applications shall be made online.
- 4.2 Applications must comply with all specific requirements.



4.3 The university have the right to reject applications that do not comply with the specified requirements or late submission.

4.4 Applications are open all year round.

## **5. PROGRAMME STRUCTURE**

5.1 The programme involves research and preparation of a thesis.

26.1 Students must attend at least one research methodology course and fulfill the audit course requirement during the study duration. Students may be requested to follow particular courses at the recommendation of the faculty and to fulfill the audited course requirement. [144th Senate No. 7/2016]

5.2

## **6. REGISTRATION**

6.1 Students shall register for each semester by paying the prescribed fees in full at the appointed date for each semester following the programme structure offered by the university.

6.2 Registration shall be done on the appointed date at the beginning of the semester to enable students to conduct their research as registered in that semester.

6.3 A fine will imposed on late registration.

6.4 Students may register audited course at a minimum of three (3) credits in one semester on the advice and with the consent of the supervisor.

6.5 A fine will be imposed on registrations made later than the second week of the academic calendar.

## **7. DEFERMENT OF ADMISSION**

7.1 Students may defer their admission for a period of one (1) semester only.

7.2 Applications for deferment of admission shall be made in writing to the Dean of the Institute of Graduate Studies within seven (7) weeks of the date of admission.

7.3 If a student fails to make an application for deferment within the specified period, the offer will be deemed as void.

## **8. THESIS REGISTRATION**

8.1 Students shall register their theses as offered in accordance with the requirements and schedule as prescribed by the Senate.

8.2 Students are required to register for continuing theses supervision every semester.

8.3 A fine will be imposed on registrations made later than the second of week academic calendar.

## **9. DEFERMENT OF STUDY**

- 9.1 Students may submit an application to the Institute of Graduate Studies to defer their study with the approval of the faculty.
- 9.2 Approval for deferment of study is subject to the consent of the Dean of the Institute of Graduate Studies.
- 9.3 The period of deferment of study shall not be more than two (2) consecutive semesters except for health reasons.
- 9.4 Students applying for deferment of study for health reasons shall beforehand obtain a certificate from a government doctor or medical officer/panel doctor of the university.
- 9.5 Applications for deferment of study for reasons other than health may also be considered and approved by the Dean of the Institute of Graduate Studies. Applications shall be made before the 7th week of the semester.
- 9.6 The period of deferment for health reasons shall not be considered in the calculation of the maximum duration of study for the study programme.
- 9.7 During the period of deferment, a student loses the status as a student of the university.
- 9.8 Students who wishes to continue their study after the completion of the approved period of deferment are required to register again.

## **10. CHANGE OF FIELD OR PROGRAMME**

- 10.1 Students may apply for change of field/programme with the recommendation of the faculty. The approval for change does not involve the appointment of new supervisors requires only a decision by the Institute of Graduate Studies on condition that the faculty has made the recommendation for approval. [136th Senate No. 11/2015]
- 10.2 Applications for change of field or programme shall be submitted before semester three (3) of study. Applications made after this period shall not be considered.
- 10.3 The university reserves the right over the study programme offered every semester.
- 10.4 Such changes are allowed only two (2) times within the entire duration of study.

## **11. ADDING AND DROPPING OF COURSES**

- 11.1 Students are allowed to add courses after obtaining the advice and recommendations of academic advisers within two (2) weeks of the commencement date of the semester.
- 11.2 Students are not allowed to drop any registered courses after the seventh week of the commencement date of the semester.
- 11.3 A fine will be imposed if students do not follow the stipulated dates for adding/dropping of courses.

## **12. RESEARCH PROPOSAL PRESENTATION**

- 12.1 Every student shall prepare and present the research proposal at the faculty level after obtaining a recommendation from the supervisor.

12.2 The research proposal must be examined and approved by the Faculty Research Proposal Examiners Committee.

12.3 The maximum period given to a student of the Doctor of Philosophy degree to present the research proposal is as follows:

Study Status	Proposal presentation <u>before</u> *
Full-time	Second semester
Part-time	Third semester

\*Remarks: Before end of the semester

[136th Senate No. 11/2015]

12.4 The **Rather Unsatisfactory** status will be given to students who fail to present their research proposal after the second semester (for full-time students) or third semester (for part-time students), despite having submitted the research progress report and being given the Satisfactory status by the supervisor. The following are the prescribed levels of assessment for a student:

Study Status		Status received
After second semester (full-time)	First time	Rather Unsatisfactory
After third semester (part-time)		
After third semester (full-time)	Second time	Unsatisfactory
After fourth semester (part-time)		
After fourth semester (full-time)	Third time	Unsatisfactory and terminated (two consecutive times of Unsatisfactory status)
After fifth semester (part-time)		

[136th Senate No. 11/2015]

12.5 For **current students of master's degree by research**, this regulation is applicable for the current semester. For example, a **full-time master's degree** student in his **fourth** semester will be given the "Rather Unsatisfactory" status only if he fails to make his presentation in the **fifth** semester and so forth. (136th Senate No. 11/2015)

12.6 This regulation is not applicable to the Doctor of Philosophy students in semesters thirteen (13) and fourteen (14). Such students **must present the proposal and are allowed only one (1) semester** to do so. The students who fail to do so may be given the Unsatisfactory status and be terminated.

12.7 Students who have presented their research proposal presentation but need to amend and present such research proposals for a second time are subject to the following:

Study Status	Maximum period for amendment and subsequent presentation	Status for failure to comply with the specified period
Full-time	Before the fourteenth week of the following semester	Rather Unsatisfactory - first time
		Unsatisfactory - second time
Part-time	Before the fourteenth week of the subsequent two semesters	Rather Unsatisfactory - first time
		Unsatisfactory - second time

[136th Senate No. 11/2015]

### 13. DURATION OF STUDY

- 13.1 The duration of study for full-time students is a \*minimum of four (4) semesters (2 years) and a maximum of ten (10) semesters (5 years).
- 13.2 The duration of study for part-time students is a \*minimum of six (6) semesters (3 years) and a maximum of fourteen (14) semesters (7 years).  
  
\* The period calculated is until the thesis submission stage.
- 13.3 Changing the status of study is permitted only **two (2) times** within the entire duration of the study. The university reserves the right over the status of study offered each semester. [121st Senate Meeting No. 8/2014]
- 13.4 Application for change of the status must be done before the start of the final semester.

### 14. ATTENDANCE

- 14.1 Students must meet their supervisors according to the frequency determined by the faculty and keep a record of such meetings.
- 14.2 At the end of each semester, students must submit the Graduate Study Progress Report to the faculty to be forwarded to the Institute of Graduate Studies.
- 14.3 Students who are given the unsatisfactory status for two (2) consecutive semesters will be terminated.

### 15. THESIS

- 15.1 The thesis shall not be less than 60,000 words and not more than 100,000 words.
- 15.2 The thesis shall be prepared based on the format and style of writing determined by the university.
- 15.3 The thesis may be written in Malay or in English. The abstract shall be written in both languages.
- 15.4 The thesis may also be written in a language other than Malay or English but the recommendation of the Graduate Studies Committee and approval of the Senate are required on a case-by-case basis before the student begins his research and must be based on strong justifications. The student must also submit the title and abstract that have been translated into Malay and English to the Institute of Graduate Studies as a graduation requirement. [121st Senate Meeting No. 8/2014]
- 15.5 A thesis that has been accepted for the conferment of degree from another university cannot be accepted for the conferment of degree from this university.
- 15.6 A student who intends to submit his thesis to be examined shall:
  - 15.6.1 submit a notice with proof of payment of thesis examination fees to the Institute of Graduate Studies using the prescribed form at least three (3) months before the date of thesis submission for examination with the consent of the supervisor (after the thesis is 80% complete).
  - 15.6.2 submit seven (7) soft-bound copies of the thesis for examination along with a Turnitin report.

15.7 Before graduating, students must submit the final thesis, in four (4) bound copies with two (2) compact disc (CD) copies in PDF format, that has been examined and its format approved by the Institute of Graduate Studies.

15.8 Entitlement to ownership of the research study and the thesis shall vest with the university.

## 16. REQUIREMENT FOR PUBLICATION

16.1 Students must publish two (2) \*journal articles/refereed articles before they are eligible to graduate. [118th Senate Meeting No. 5/2014]  
\* has been accepted for publication.

## 17. SUPERVISION OF THESIS

17.1 The Senate shall appoint an academic staff from any faculty as supervisors and/or co-supervisors and/or associate supervisors from any Public Institutions of Higher Education (PIHE) or other institutions competent to supervise research and preparation of the thesis.

17.2 Appointment of supervisors/co-supervisor's/associate supervisors shall be recommended by the faculty and approved by the Graduate Studies Committee.

(For more detailed information relating to supervision, please refer to the Guidelines on Supervision of Graduate Study Programme at Sultan Idris Education University in Appendix A.

17.3 A change of supervisor is allowed with the approval of the faculty, consent of the original and the new supervisors, and approval of the Graduate Studies Committee.

17.4 Co-supervisor's/associate supervisors selected may be academic staff of other universities and/or experts from external organisations.

17.5 For every semester throughout the duration of study, students shall submit the Graduate Research Progress Report to the faculty and ~~to be forwarded to~~ the Institute of Graduate Studies using the method prescribed by the Institute of Graduate Studies.

## 18. ASSESSMENT AND EXAMINATION

18.1 Students must pay all tuition fees before being allowed to sit for any examination.

18.2 The thesis examination fee shall be paid before the notice of preliminary thesis submission for examination is submitted.

18.3 If the examination needs to be repeated, additional payment will be imposed based on the current rate.

18.4 The thesis will be examined by three (3) examiners consisting of one (1) internal examiner and two (2) external examiners appointed by the University Senate based on nomination by the faculty.

18.5 The supervisor is required to submit the supervised thesis assessment report and may be present as observers and to give views to the Viva Committee.

18.6 The thesis examination shall be managed by the Institute of Graduate Studies.

- 18.7 The thesis assessment reports by the internal examiner and external examiners shall be based on the Thesis Assessment Form.
- 18.8 The reports by the internal examiner and external examiners shall be sent to the Institute of Graduate Studies.
- 18.9 A Viva Committee shall be appointed by the Senate.
- 18.10 Members of the Viva Committee are comprised of:
- Chairperson: Deputy Vice Chancellor/lecturer from among the professors/Associate Professor with experience at least five (5) years (different field) appointed by Institute of Graduate Studies
  - Member: Dean of the faculty or representative
  - Member: Internal examiner
  - Member: Two (2) external examiners
  - Member: Dean of the Institute of Graduate Studies or representative
  - Secretary: Administrative officer of the Institute of Graduate Studies
- Note: Amendments of minutes are recorded by the supervisor and endorsed by the chairperson. [147th Senate No. 10/2016]

Remark:

- A minimum of two (2) examiners must be present
  - If only one examiner is able to attend, the examiner who is unable to attend can be contacted through other mediums such as telephone, Skype, Google Chat, etc.
  - The reports from the absent examiners shall be read by the chairman.
- [136th Senate No. 11/2015]

- 18.11 The student will be called by the Viva Committee to defend the thesis orally (viva voce).
- 18.12 Thesis assessment recommendations by the Viva Committee shall be presented for the approval of the Senate in order to:
- confer a Doctor of Philosophy degree on the student without amendment to the thesis; or
  - confer a Doctor of Philosophy degree on the student subject to correction of minor mistakes such as typing, spelling, punctuation marks, clarification of facts, arguments and conclusions as recommended by the Viva Committee. The candidate is given not more than three (3) months to make corrections. Thesis corrections subject to confirmation of the supervisor only; or
  - confer a master's Doctor of Philosophy degree on the student subject to correction of moderate mistakes such as clarification of facts, arguments and conclusions, and rewriting part of the thesis as recommended by the Viva Committee. The candidate is given not more than six (6) months to make corrections. Thesis corrections subject to confirmation by both the supervisor and internal examiner only if so decided in the Viva Meeting; or
  - confer a Doctor of Philosophy degree on the student subject to correction of major mistakes such as reanalysis of data, re-evaluation of conclusions and rewriting part of the thesis. The improved thesis needs to be re-examined and recommended by the Viva Committee. The candidate is given not more than twelve (12) months to make corrections; or
  - fail and not conferred a Doctor of Philosophy degree.

- 18.13 The Viva Committee may recommend that the thesis that achieves high status be conferred a Pass with Distinction grade.
- 18.14 **Period of thesis resubmission for correction of 12 months** [121st Senate Meeting No. 8/2014]:
- 18.14.1 Student can only resubmit their thesis to Institute of Graduate Studies for re-examination **six (6)** months after the viva being held.
- 18.14.2 The student must ensure every correction specified by the examiners is sufficiently addressed. The supervisor may also use the time available to examine student's thesis more thoroughly.
- 18.15 For Doctor of Philosophy (Fine Art Studio), the following assessment is applicable [76th Senate Meeting No. 3/2010]:
- 18.15.1 **Creative Works**  
Creative works are the main results of research representing innovation in art practice that contribute to the generation of knowledge in the visual arts. Contribution at the Doctor of Philosophy level is at the national/regional stage.
- 18.15.2 **Thesis**  
The thesis shall not be fewer than 25,000 words and not more than 30,000 words.
- 18.15.3 **Seminar**  
Presentation should cover explanation of the background to the study, issues, purpose and objectives of the study, achievement respect to the study objective and the outcome, strengths and limitations of the study as well as the study method and implications on the development of the study. The candidate must make a presentation in a seminar at least once for each year of study.
- 18.15.4 **Exhibition**  
Exhibitions must display works resulting from studio practice research on questions or issues that can contribute to and have clear association with the development of works produced as well as answer questions raised in the research. Nevertheless, the candidate is allowed to choose any commercial gallery in the country at his own expenses.

## 19. CONFERMENT OF DEGREE

- 19.1 The name of the degree conferred by the University Senate is Doctor of Philosophy degree (according to the relevant field).
- 19.2 The conferment of this degree is subject to:
- 19.2.1 Fulfilment of all graduation requirements in the specified study programme;  
19.2.2 Passing of the thesis.
- 19.3 The student's examination results shall be endorsed by the University Senate.

## 20. REQUIREMENTS FOR CONTINUING STUDY

- 20.1 **Pass Status**  
Demonstrating satisfactory progress in the preparation of thesis and obtaining the In Progress status every semester.

## 21. TERMINATION OF STUDY

- 21.1 The Senate shall have the right to terminate any students found to have given false information for the purpose of admission to the university.
- 21.2 Students may be terminated at any time from the university for any of the following reasons:
- 21.2.1 Students not displaying progress in the preparation of thesis after two (2) written warnings have been issued by the Dean of the faculty.
  - 21.2.2 Students not displaying progress in the preparation of thesis and who obtained the Unsatisfactory status for two (2) consecutive semesters.
  - 21.2.3 Exceeding the duration of study for any study programme.
  - 21.2.4 Failure to settle tuition fees or other payment within the specified time.  
Found to have violated the university regulations.
- 21.3 Students who obtained the **Fail and Terminated** and **Terminated** status may appeal in writing to the university through the faculty and the appeal is subject to the decision of the Graduate Studies Committee Meeting.
- 21.4 Appeals must be made within three (3) weeks of the date of the notification letter of termination or after approval of the Senate meeting. Any appeal received after this period will not be considered.
- 21.5 Appeals shall be made with the prescribed payments, of which not refundable.

## 22. LOSS OF STATUS AS STUDENT [118th Senate Meeting No. 5/2014]

- 22.1 University students shall lose their status if they fail to register for the semester, register for the course or make a written application to the Institute of Graduate Studies for deferment of study after the end of the **seventh (7th)** week of the semester.
- 22.2 Students who have lost such status may appeal to the Institute of Graduate Studies to continue their study in the following semester and the semester in which they lost their status will be counted in the duration of study.
- 22.3 Students who have received approval to continue their studies will be requested to pay an administrative fee to the university.

## 23. UNIVERSITY FINANCIAL REGULATIONS

- 23.1 Fees shall be settled in full before each semester begins.
- 23.2 Students may claim for a fee refund the semester from which they have withdrawn by producing the approval letter from the Institute of Graduate Studies.
- 23.3 The rate of refund is as follows:

TYPE OF FEES	LESS THAN 60 DAYS*	MORE THAN 60 DAYS*
Tuition fees	50%	No refund

\*Note: Calculated from registration date



- 23.4 The following fees are not refundable:
- Orientation/Registration fees
- 23.5 Other claims by the university such as fines and compensation for damages to the residential college must be settled by the students within their duration of study.
- 23.6 The university shall have the right to claim for all outstanding fees even if the student is no longer at the university. All expenses made by the university in pursuing the claim shall be borne by the student.
- 23.7 Students who obtained their diploma or bachelor's degree from the Sultan Idris Education University will be exempted from paying the alumni fees of RM100.00 for the first semester. Students must submit to the Bursar of their details along with a copy of the scroll from their previous studies.
- 23.8 Students who defer the semester before the 7th week of the academic calendar will have the fees and other payments brought forward to the following semester.
- 23.9 A prior confirmation/approval letter from the Institute of Graduate Studies shall be obtained and submitted to the Bursar when making the claim.

#### **24. GENERAL REGULATIONS**

- 24.1 The Senate shall have the right to take appropriate action against students who have been found guilty of giving false information for the purpose of admission to the university.
- 24.2 The Senate, at its discretion, may allow any exemption deemed reasonable or amend any appropriate regulations to be enforced for the betterment of the university.
- 24.3 All Senate decisions relating to appeals by students shall be managed by the Institute of Graduate Studies.
- 24.4 Students shall have the responsibility of understanding and complying with all regulations included in the Graduate Study Programme Academic Regulations.

## SCHEDULE II

### PENALTIES AND FINES RELATED TO MANAGEMENT OF THE GRADUATE STUDY PROGRAMME

1. Students may be fined for failure to comply with any regulations prescribed in the Graduate Study Programme Academic Regulations.
2. The rate of fines shall be subject to the decision of the Finance Standing Committee's 57<sup>th</sup> meeting no. 1 / 2014 which is as follows:

NO.	ITEM	RATE (RM)
1.	Late registration of courses	30.00 per course
2.	Late registration of semester	10.00 per day
3.	Late in adding/dropping courses online	10.00 per day
4.	Late return of academic robe	10.00 per day
5.	Lost or damaged academic robe	Master/PhD - 400.00
6.	Lost/Damaged mortar board	Master/PhD - 80.00
7.	Lost/Damaged hood	Master/PhD - 50.00
8.	Lost/Damaged full academic robe set	Master/PhD - 450.00
9.	Lost/Damaged transcript	10.00
10.	Lost/Damaged scroll	60.00
11.	Lost/Damaged matriculation card	50.00
12.	Miscellaneous:	
	12.1 Late registration (senior student)	10.00 per day
	12.2 Appeal to review grade (1 subject)	100.00
	12.3 Appeal to continue studies (Fail or Terminated)	25.00

### SCHEDULE III

#### RATE OF ADMINISTRATIVE FEES

\* Imposed upon students who apply to continue studies after losing their status as student.

Programme	Master		Doctor of Philosophy	
	Local	International	Local	International
Rate of administrative fees	RM300	RM300	RM300	RM300

\*Approved by Executive Management Meeting no. 23/2014

## GRADUATE STUDY PROGRAMME EXAMINATION RULES

### 1.0 CANDIDATES' RESPONSIBILITIES BEFORE EXAMINATION

#### 1.1 Examination Schedule

Candidates shall pay attention to the schedule of any examination to avoid any mistakes relating to examination date, time and venue. Candidates are advised to visit the Institute of Graduate Studies website or UPSI portal often to obtain the latest examination-related notification. Students' error in checking the examination schedule shall not be accepted as a reason for failure to sit for the examination nor for holding a replacement examination.

#### 1.2 Attendance

Candidates shall arrive punctually at the examination centre. However, candidates are advised to come 30 minutes earlier than the scheduled time. **Candidates are not allowed to enter the examination room/hall more than thirty minutes after the start of the examination.**

#### 1.3 Documents to Bring

Candidates are required to bring the student matriculation card and examination slip. The examination slip is an official document that must be brought to the examination hall. Candidates who do not have the relevant documents shall be barred from entering the examination hall.

#### 1.4 Instruments Permitted to be Brought into the Hall

Candidates are permitted to bring only instruments such as a box or small bag containing pens, pencils, ruler, eraser, calculator (without cover) or other instruments permitted by the chief examination invigilator/invigilator. **(Candidates are prohibited from bringing mobile phones or any kind of communication device into the examination hall.)**

#### 1.5 Entering the Hall

Candidates are permitted to enter the examination hall only **fifteen minutes before the start of the examination** and take their seats in a quiet and orderly manner. Candidates must check the seat number based on the examination slip.

### 2.0 CANDIDATES' RESPONSIBILITIES DURING EXAMINATION

#### 2.1 Filling in the Required Information

After taking their seat, candidates are required to:

- i. display the student card and examination slip at the right corner of the table.
- ii. complete the attendance form and place the same in at the right corner of the table.
- iii. write the matriculation number, group number (if any), course code and name on each answer sheet used.

#### 2.2 Communication with Friends/Invigilators

Candidates are not allowed to communicate with other candidates during the examination either through conversations or other means. If a candidate wants to communicate with an invigilator, he shall indicate by raising the hand.

### **2.3 Eating, Drinking and Smoking**

Candidates are not allowed to eat, drink or smoke during the examination.

### **2.4 Start and End of the Examination**

The chief invigilator/invigilator will make an announcement when the examination is to begin and end.

### **2.5 Leaving the Examination Hall**

A candidate is allowed to leave the examination hall only if:

- i. It has been 1 hour since the commencement of the examination.
- ii. He needs to go to the toilet and has the consent of the chief invigilator/invigilator and is accompanied by an examination assistant.

Candidates are **not allowed** to leave the examination hall/room **thirty minutes before the examination ends**. Candidates are allowed to leave only when all the question papers and answer scripts have been collected and counted.

### **2.6 Answer Scripts**

Candidates shall tie the answer scripts with the given thread (if relevant) properly and neatly and place the same in the right corner of the table for collection by the invigilator.

### **2.7 Sick Candidates**

Candidates who fall ill during the examination shall report to the chief invigilator on duty.

## **3.0 CANDIDATES' RESPONSIBILITIES AFTER THE EXAMINATION ENDS**

3.1 Candidates are not allowed to leave the examination hall/room until so notified by the chief invigilator/invigilator.

3.2 Candidates are required to retrieve the student card and examination slip before leaving the examination hall/room.

3.3 Candidates are required to leave the examination hall in a respectful and orderly manner.

3.4 Candidates are prohibited from taking out any blank or used answer scripts/sheets from the examination hall.

3.5 Candidates may be allowed/not be allowed to take home the examination papers (subject to the instructions on the question paper).

## **4.0 CANDIDATES WHO ARE UNABLE TO TAKE THE EXAMINATION**

4.1 A candidate who is unable to take the examination for any registered course shall write to the faculty giving reasons for such failure, supported by valid documents, within seven days of the conduct of such examination. A candidate who fails to do so shall be considered as being absent without leave from the examination and shall not qualify for a replacement examination.

- 4.2 A candidate who is unable to take the examination because of his own mistake or negligence in reading the examination schedule too shall not be allowed to take any replacement examination and shall be deemed to have failed the course.
- 4.3 Such a candidate shall be deemed to have failed the course even though he obtained marks of over 60% (pass grade) for assignments or other tests that were conducted before the examination.

## 5.0 ACADEMIC DISHONESTY

Academic dishonesty means action taken against the student who violates articles 6 and 8 of the Sultan Idris Education University (Student Discipline) Rules 1999, viz:

- 5.1 Article 6, No student shall plagiarise any idea, writing, data or invention of others. For the purpose of this rule, plagiarism includes:
- a) an act of taking any idea, writing, data or invention of others and claiming that such idea, writing, data or invention is his own finding or invention; or
  - b) an attempt or act to assert in any way, that he is the original source or inventor of any idea, writing, data or invention which was actually taken from several other sources.
- 5.2 Article 8, No student may:
- a) take in or out of any examination hall any books, working papers, documents, photographs or other things unless so authorised by the examiner. Or receive any books, working papers, documents, photographs or other things from any person during the examination unless so recommended by the examiner or Examiners Committee, and authorised by the Vice Chancellor.
  - b) write or through another person write any information or draw a diagram on his hand or any other part of his body or clothes which may be related to the examination he is sitting for.
  - c) communicate with any other students (either face to face or through any form of communication) during an examination; or
  - d) cheat or attempt to cheat or behave in a manner that could be construed as cheating in an examination, including the use of electronic and communication devices, during the examination.
- 5.3 Report to the Disciplinary Authority
- If any student is found to violate any of the rules, the invigilator/examiner shall report to the disciplinary authority. If it is a case of academic dishonesty, the disciplinary authority may recommend to the Senate that the accused student be given the Academic dishonesty status. Students who are found guilty by the disciplinary authority shall be given the F grade or Fail by the Senate. Nevertheless, this does not prevent the disciplinary authority from taking action in accordance with paragraph 48 of the Sultan Idris Education University (Student Discipline) Regulations 1999.
- 5.4 Action in the case of academic dishonesty shall be taken by the disciplinary authority within two (2) weeks of the examination or after receiving a complaint from the complainant.
- 5.5 A student who commits an offence under Rules 6 and 8 and is found guilty of such offence shall be liable to any one or any combination of two or more of the appropriate sentences, as follows:

- a) warning;
- b) a fine not exceeding two hundred ringgit;
- c) prohibited from any specific part or parts of the university for a specified period;
- d) suspended from being a student of the university for a specified period;
- e) dismissed from the university.

## **6.0 REPLACEMENT EXAMINATION**

6.1 The university may allow a replacement examination for emergency cases, as follows:

- a) Students who have health problems and obtained certification from a government doctor or medical officer/panel doctor that the student is mentally and physically incompetent.
- b) Students whose mother, father or close relative has passed away, or for other reasons that make it impossible for such students to attend the examination.
- c) Involved in any activity as directed by the university.

Students must apply to the faculty to sit for a replacement examination. The replacement examination must be taken within two (2) weeks after the end of examination week.

6.2 Students must obtain the approval of the Dean of the Institute of Graduate Studies through the Dean of the faculty to sit for a replacement examination. The replacement examination must be taken within two (2) weeks of after the end of examination week.

## **7.0 APPEAL FOR A REVIEW OF FINAL RESULTS OF COURSE**

7.1 Students shall submit an appeal to the Institute of Graduate Studies to review the final results for any of the courses by filling in the prescribed form within two (2) weeks of the announcement of the results.

7.2 Students shall include a payment slip of RM25.00 for each course requested for a review.

The appeal form will not be accepted if it is:

- a) submitted after the appeal period;
- b) incomplete; or
- c) submitted without the payment receipt

7.3 The Dean of the faculty shall appoint a panel of examiners including the original examiner to review the final results of the course.

7.4 The panel of examiners shall submit a recommendation for the consideration of the faculty. The decision of the faculty on the appeal is submitted to the Graduate Studies Committee for the endorsement of the Senate. The decision of the Senate is final.

7.5 The decision on the review will be announced to the students after endorsement is received from the Senate.

## 8.0 APPEAL TO CONTINUE STUDY

- 8.1 Students who receive the **Fail and Terminated** and **Terminated** status may appeal to the university through the faculty in writing and the appeal is subject to the decision of the Graduate Studies Committee.
- 8.2 Students may appeal if they fulfil the following conditions:
- a) The students are in their first semester and may repeat the course to improve their grade and are capable of obtaining a CGPA of 3.00 after repeating such course.
  - b) The students can show proof of research progress and are endorsed by their supervisor. Students who have not presented their research proposals will not be considered.
- 8.3 Appeals must be made within three (3) weeks of the date of the notification letter of termination or after the Senate's approval. Any appeal received after such period will not be considered.
- 8.4 Appeals to continue study shall be with the certification of the supervisor (if applicable).
- 8.5 Appeals shall be made with the prescribed fee and the fee is not refundable.
- 8.6 The decision on the appeal to continue study will be announced to students after endorsement is obtained from the Graduate Studies Committee.



**GUIDELINES ON SUPERVISION OF GRADUATE STUDY PROGRAMME**

(147 Senate Meeting No. 10/2016)

**1. APPOINTMENT OF SUPERVISOR**

- 1.1 The faculty/centre and the Institute of Graduate Studies shall propose to the Graduate Studies Committee for recommendation of appointment of a supervisor among the university academic staff to guide and supervise a candidate.
- 1.2 The faculty/centre and the Institute of Graduate Studies may recommend to the Graduate Studies Committee the appointment of a co-supervisor among the academic staff of the university or from outside the university (associate supervisor) who has the appropriate qualifications, if required.
- 1.3 The main supervisors and co-supervisors shall have an active role in the supervisory process. In the process of joint supervision, all the main supervisors and co-supervisors shall be involved in recommending student progress.
- 1.4 The criteria for selection of main supervisor and co-supervisor/associate supervisor are prescribed as follows:

**1.4.1 Doctor of Philosophy degree:**

- The main supervisor and co-supervisor of a Doctor of Philosophy candidate must have a qualification of doctorate degree level and at least two (2) year's experience as a lecturer and involved in research and publication or as co-supervisor.
- An academic staff who just complete their doctoral studies will be permitted to become a main supervisor/co-supervisor provided they are having research grant from university or other institution.
- Academic staff who is exceeding the age of 60 will not be appointed as a main supervisor.
- A retired academic staff who is employed under contract basis will not be appointed as a main supervisor but may be appointed as a co-supervisor.
- For special cases requiring special expertise and where the university does not have a PhD academic expert in the field, the Graduate Studies Committee may consider a supervisor without a PhD as co-supervisor and his role is only to give views and guidance in such field of specialization.

**1.4.2 Master's by Research Mode**

- The main supervisor and co-supervisor of a master's by research mode candidate must have qualification of doctorate degree level and at least one (1) year experience as a lecturer involved in research and publication or as a co-supervisor.
- Academic staff who just completed their doctoral studies will be permitted to become a main supervisor / co-supervisor provided they are having research grant from university or other institution.

- Where the main supervisor is without the required qualification, a main supervisor must have at least five (5) years' experience in teaching and research or as a co-supervisor. This appointment shall be considered in case-by-case basis and decided by the Graduate Studies Committee.
- Academic staff who is exceeding the age of 60 will not be appointed as a main supervisor.

#### 1.4.3 Master's by Research and Coursework Mode:

- The main supervisor and co-supervisor of a candidate of masters by research and coursework mode (mixed mode) must have qualification of doctorate degree level.
- Academic staff who just completed their doctoral studies will be permitted to become a main supervisor / co-supervisor provided they are having research grant from university or other institution.
- Where the main supervisor is without the required qualification, a main supervisor must have at least five (5) years' experience in teaching and research or as a co-supervisor. This appointment shall be considered in case-by-case basis and decided by the Graduate Studies Committee.
- Academic staff who is exceeding the age of 60 will not be appointed as a main supervisor.

- 1.5 The appointed supervisors shall undertake the supervisory duties until the students graduate. If a replacement is needed, the new appointment shall be made three (3) months prior to the original supervisor's withdrawal or termination of service.
- 1.6 If the appointed main supervisor is a member of the academic staff of foreign citizenship, a co-supervisor from among the local academic staff shall be appointed.
- 1.7 The staff appointed as main supervisors/co-supervisors may continue supervision after their termination of service/retirement from the university subject to the approval of the Graduate Studies Committee.
- 1.8 The appointed supervisor must not have any relationship or ties with the candidate, for example, spouse or close relative.

## 2. CHANGE OF SUPERVISOR

- 2.1 If any supervisor is of the opinion that he is unable to continue supervision of any candidate for personal reasons or other reasonable grounds, he shall apply to the Dean of the Institute of Graduate Studies through the Dean of the faculty/centre to withdraw and the application will be brought to the Graduate Studies Committee meeting for the purpose of endorsement.
- 2.2 A candidate may request to change his supervisor by filling in the Change of Supervisor Form that can be obtained from the website of the Institute of Graduate Studies at <http://ips.upsi.edu.my>. All changes of supervisors shall obtain the consent of the Faculty Graduate Studies Committee and endorsement of the Graduate Studies Committee meeting.
- 2.3 The original supervisor must be informed of and agree to such change. If he disagrees, the Dean of the faculty may exercise his discretion to endorse the application to change in the interest of the student subject to field suitability.

### **3. RESPONSIBILITIES OF A SUPERVISOR**

- 3.1 The main supervisor shall hold meetings with the student at least four times in one semester. Every meeting shall be recorded in the meeting log book of the student supervisor. A student with a main supervisor and co-supervisor shall attend meetings with the main supervisor and co-supervisor at least two (2) times every semester.
- 3.2 The main supervisor and co-supervisor are responsible for guiding student research until a thesis/dissertation of a standard that merits the award of the degree is produced and for preparing the student to defend the thesis or dissertation during viva.
- 3.3 The main supervisor shall ensure that the student submits the Graduate Research Progress Report at the end of every semester.
- 3.4 The main supervisor and co-supervisor may advise the student to take any audit courses.
- 3.5 The main supervisor and co-supervisor shall assist the student to devise a study plan.
- 3.6 The main supervisor shall confirm in the Notice of Thesis Submission form that he is satisfied that the student has achieved \*merit (in terms of content, language and format) for the thesis/dissertation to be submitted for examination.
- 3.7 The main supervisor is also responsible for ensuring that all corrections/amendments as decided by the Viva Committee meeting have been made by the candidate as recommended by the external examiner and internal examiner.

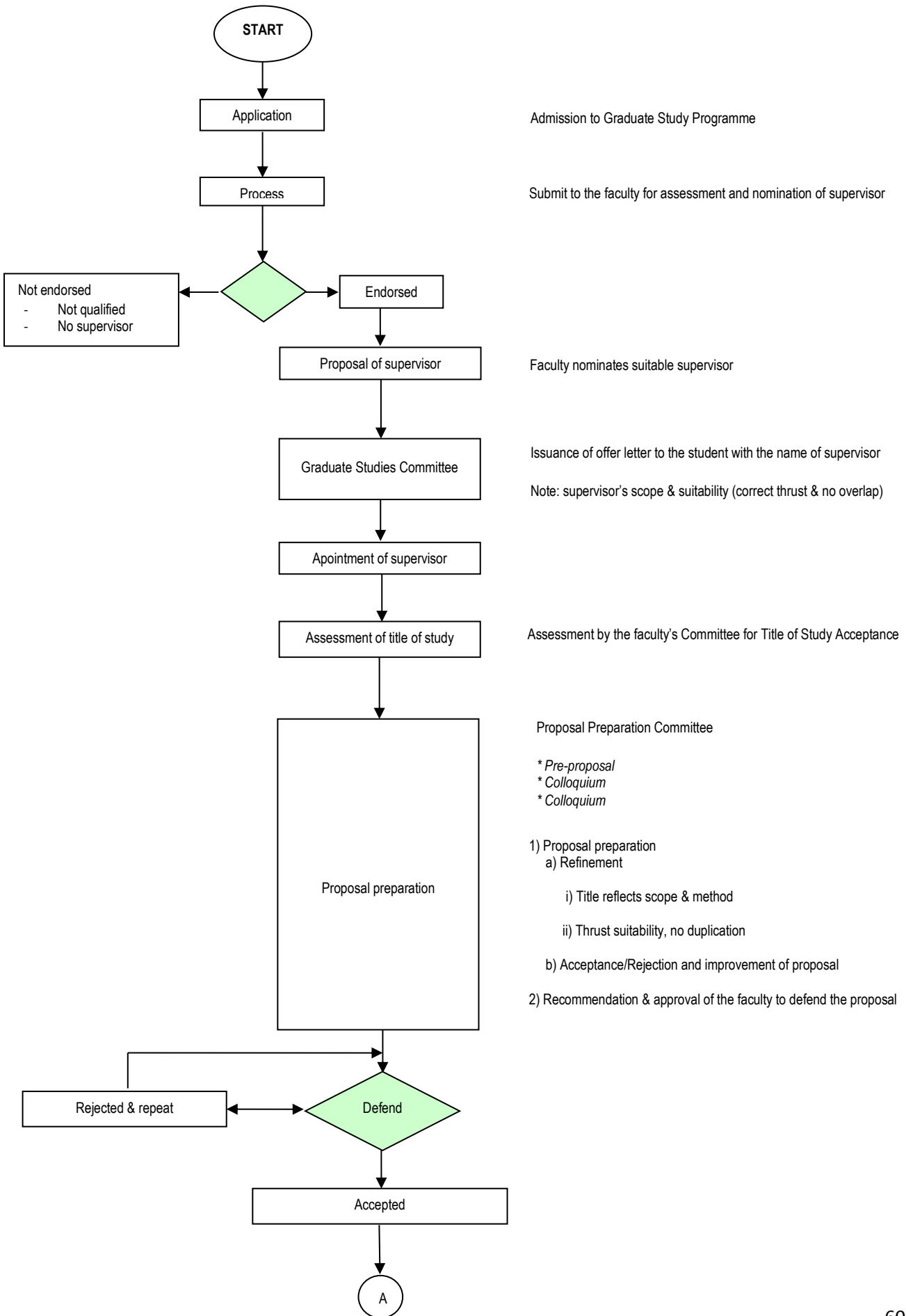
### **4. ASSOCIATE SUPERVISOR**

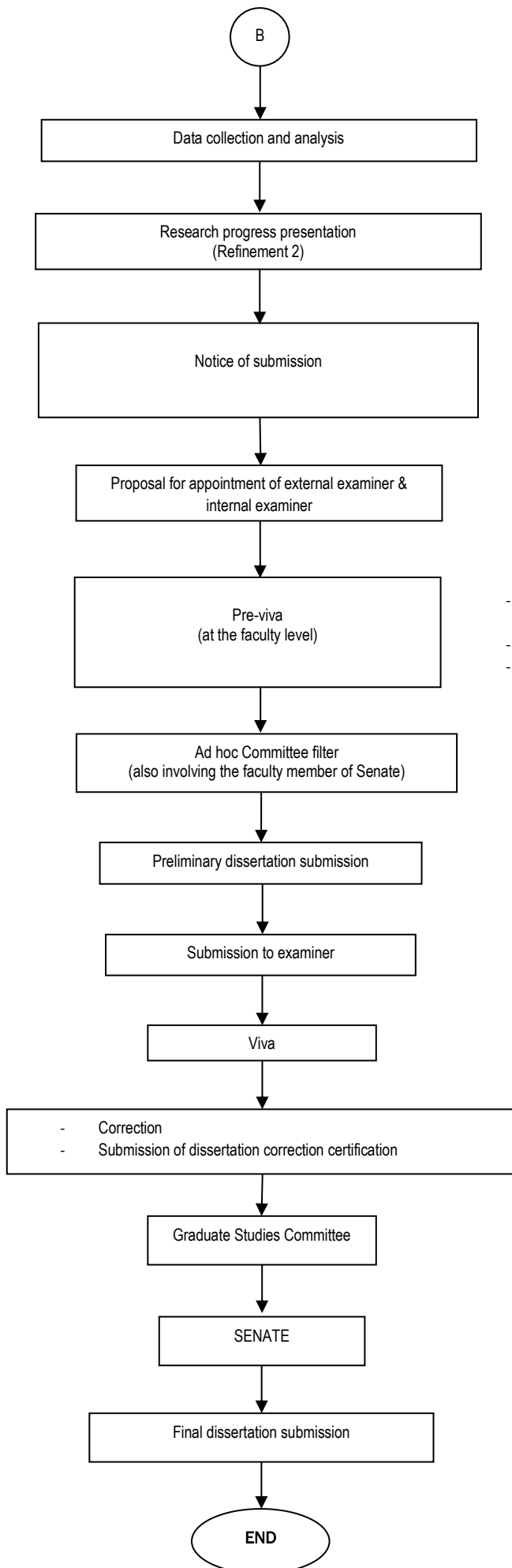
- 4.1 The associate supervisor may be appointed among the academic staff or researchers from any external organisation on the condition that he fulfils the criteria in paragraph 1.4. The associate supervisor's role is as stated in paragraph 3.2.

### **5. THESIS WRITING**

- 5.1 Dissertation/Thesis writing shall be either in Malay and or in English.
- 5.2 In specific cases, dissertation/thesis writing in other relevant and suitable languages is allowed with the consent of the Graduate Studies Committee of the faculty, Graduate Studies Committee and Senat approval.

## FLOW CHART OF THESIS SUPERVISION PROCESS





Student submits notice of dissertation/thesis submission to the Institute of Graduate Studies for appointment of examiner after completing or almost completing the dissertation/thesis 3 months before the submission date of the preliminary dissertation

- Held within 3 months of the notice submission to the Institute of Graduate Studies
- Purpose is to allow early preparation for the student
- Undergo an actual viva as well as improve presentation

## GUIDE TO PREPARATION OF MASTER'S BY COURSEWORK PROJECT

**1.0 INTRODUCTION**

- 1.1 A project is part of the graduation requirements in the Master's by Coursework Programme. The value is 6 credit hours.
- 1.2 This guide can be used for projects in all faculties. However, each faculty may amend the guide based on the project requirements at the respective faculties.
- 1.3 Students may register their project paper after passing 6 courses (24 credits) in the master's programme.

**2.0 OBJECTIVES OF PROJECT PREPARATION**

By preparing for this project, students can:

- 2.1 Apply the research methods
- 2.2 Apply the knowledge in the area of specialisation
- 2.3 Conduct searches and knowledge synthesis
- 2.4 Cultivate academic writing
- 2.5 Produce an original work

**3.0 TYPES OF PROJECT**

Projects may be prepared in several forms. The following are examples of three types of projects:

## 3.1 Empirical short study project paper

This project may be conducted in the form of a case study, action research, survey or experimental study.

## 3.2 Library research project paper

3.2.1 This project is prepared based on literature review of an issue or theme or hypothesis.

3.2.2 This can be studied in various perspectives.

3.2.3 Normally, this study is a significant synthesis of ideas on a relevant issue or theme.

3.2.4 Study of the history of an educational aspect, institution or leader.

## 3.3 Product development paper or study module to develop products in the form of software, modules, instruments, teaching materials or innovative teaching methods.

**4.0 HOW TO CHOOSE A PROJECT TITLE**

## 4.1 Students choose the project title or that which is to be studied,

- 4.1.1 according to the field of study.
- 4.1.2 based on the topic or theme in the field identified by the faculty.
- 4.1.3 education-oriented (if related to education).
- 4.1.4 having appropriate scholarship value, through disciplined inquiry.

Note: To help students identify the title of the project or matter to be studied, each study programme at the faculty may recommend topics, themes, main issues or main questions in the fields concerned. Thus, the students' study will contribute towards

increasing knowledge, insight or educational improvement measures on the topic or field. Students may have preliminary discussions on the subject or matter to be studied with any lecturer before submitting the proposal title.

4.2 The proposal shall be made by filling in the Project Paper Proposal Form issued by the faculty. This form contains the following details:

- 4.2.1 particulars of the student and faculty
- 4.2.2 student's area of specialisation
- 4.2.3 project title
- 4.2.4 project objective
- 4.2.5 statement of problem and research questions
- 4.2.6 methodology
- 4.2.7 proposed names of three (3) lecturers who may be the supervisor

Note: This proposal form shall be sent to the Dean of the faculty concerned.

## **5.0 APPOINTMENT OF SUPERVISOR**

5.1 The student's proposal form will be forwarded to the Faculty Graduate Studies Committee meeting or another suitable medium. This meeting will recommend a supervisor for the student. The proposed supervisor may be from among the lecturers in the faculty or from another faculty, whichever is appropriate.

5.2 The recommendation will be put forward at the faculty meeting for approval.

5.3 The faculty shall issue an approval letter to the student about the 'approval' to carry out the project, which includes the name of the supervisor. A copy of the letter shall be sent to the appointed supervisor.

## **6.0 ROLES AND RESPONSIBILITIES OF THE SUPERVISOR**

- 6.1 To provide constructive academic guidance
- 6.2 To assist on time management schedule
- 6.3 To maintain professional relations
- 6.4 To monitor the student's project
- 6.5 To assess the project based on the prescribed criteria

## **7.0 SUPERVISION PROCESS**

7.1 Students must meet with their supervisor at least two (2) times a month.

7.2 The supervision log book prepared by the Institute of Graduate Studies/faculty may be used by the students, supervisors and the faculty to record supervisory activities.

7.3 Students' progress in their projects shall be reported in the faculty meeting at the end of every semester and noted with in Progress/Satisfactory or Unsatisfactory status by giving reasons for such unsatisfactory progress and measures to be taken to address it.

## **8.0 ROLES AND RESPONSIBILITIES OF STUDENT**

- 8.1 To be punctual for supervisions and draft submission
- 8.2 To work hard and wise

- 8.3 To comply with consensus
- 8.4 To demonstrate an inquisitive attitude towards new findings
- 8.5 To familiarise with the rules and regulations in relation to the research project
- 8.6 To display progress in accordance with the stages mutually agreed with the supervisor
- 8.7 To be ethical and respectful of intellectual property ownership by giving due reference and recognition

## **9.0 PROJECT PAPER SUBMISSION**

- 9.1 Two soft-bound copies of the completed project paper shall be submitted to the Dean of the faculty through the supervisor using the Project Paper Submission Form prepared by the faculty.
- 9.2 The Dean shall appoint two (2) examiners, consisting of the student's supervisor and another examiner. Both examiners will coordinate the project paper final marks.
- 9.3 The examiners are given 14 days to examine the student's project paper, using the Project Paper Examination form.
- 9.4 The UPSI marking and grading scheme shall be applicable.

## **10.0 ASSESSMENT CRITERIA**

Quality of the project and its report shall generally be assessed based on the following:

- a. Meeting the objectives of research
- b. Having a clear focus
- c. Suitability of research methods used
- d. Logical and coherent arguments
- e. Clarity in writing in terms of
  - i. Continuity between sections
  - ii. Correct use of language
  - iii. Suitable and consistent style
- f. Relevant and current references
- g. Relevant appendices

## **11.0 SUBMISSION OF FINAL COPY FOR THE UNIVERSITY**

The final project paper will be submitted in dark red hard-bound copies (3 copies) with two (2) CD copies (PDF format). These copies will be kept on the Dean's of faculty office for record



## GUIDELINES ON COMPREHENSIVE EXAMINATION

(120<sup>th</sup> Senate Meeting No. 1/2013)

### 1. INTRODUCTION

These guidelines are prepared to guide the faculty and centre in relation to the implementation of the comprehensive examination for postgraduate students.

### 2. CATEGORY

Starting from Semester 1 of Session 2013/2014, students of master's degree by coursework may choose to either sit for the comprehensive examination or complete a project paper.

### 3. IMPLEMENTATION

3.1 Student who choose for the comprehensive examinations shall sit for the examination in the final semester as a graduation requirement.

3.2 As a requirement to take the comprehensive examination, students must add two (2) major field courses to make up the minimum total of 42 credits to graduate.

3.3 Supervisors must inform the students to correctly devise a study plan especially at the beginning of the study semester.

### 4. SCOPE OF QUESTIONS

4.1 The faculty shall coordinate the comprehensive examination and establish a faculty level Comprehensive Examination Committee.

4.2 The comprehensive examination covers the following components:

Type of Master's Degree	Examination Question Component
Master of Education	a) Research method b) Education component c) Field of specialisation
Non-education	a) Research method b) Field of specialisation

4.3 The scope of each question is a synthesis of the courses in every component. The examination includes 2-hour question from each of the component.

4.4 The faculty will appoint the Committee to prepare and assess the examination questions.

### 5. MARKING

5.1 No grade and credit value shall be given for the comprehensive examination. The examination results will be either a pass or fail.

5.2 In order for the candidates to pass this examination, the candidates must obtain at least 65% for each question component and a minimum marks of 65% for the entire examination.

- 5.3 If an overall marks are less than 65%, the student is required to repeat the entire examination.
- 5.4 However, if the student received overall marks of 65% and above but failed in any component, the student needs to repeat only the failed component.

## **6. EXAMINATION PERIOD**

- 6.1 Students are required to register for the comprehensive examination within the course registration week in semester 3.
- 6.2 Students are eligible to sit for the comprehensive examination in their final semester. The faculty shall at all times be ready to prepare the questions and manage the examination.

## **7. REPEATING EXAMINATION**

- 7.1 Students who fail for the first time may repeat the examination on another date within 90 days of the date when such results was released.
- 7.2 Students who fail for the second time shall not be conferred a degree.
- 7.3 Students are allowed to sit for a replacement examination for not attending the comprehensive examination for the following reasons only:
  - a) Death of an immediate family member
  - b) Illness (with proof of medical certificate)
  - c) Emergency