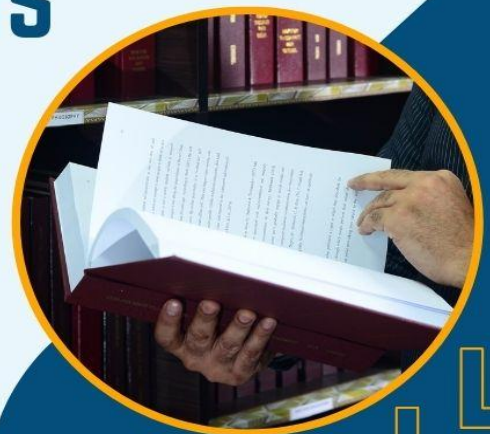




# ACADEMIC REGULATIONS FOR *Postgraduate*



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Academic Regulations For Postgraduate**



**Academic Regulations For Postgraduate**

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Designed by:

Moiz Adnan

## 1.0 DEFINITIONS

In this Postgraduate Handbook of Regulations, unless otherwise stated:

**“Absent”** refers to the status of a candidate who has not registered for a current semester within the time frame given;

**“Active”** refers to the status of a candidate who has registered for a current semester within the time frame given;

**“Candidate”** refers to registered candidate of the University who attends graduate studies for a programme in the University;

**“Candidate Self-Registration”** refers to a candidate registering himself/herself for every semester;

**“CGPA”** refers to Cumulative Grade Point Average earned for all the semesters a candidate has undergone;

**“CGS”** refers to Centre for Graduate Studies.

**“Completed”** refers to the status of a candidate who has fulfilled the total number of credits (by coursework) or a candidate who has submitted the after-viva voce thesis correction form (by research) to graduate and is awaiting Senate endorsement;

**“Contact Hours”** refers to the total number of scheduled official interaction hours;

**“Continuing Candidate”** is a candidate who has registered for second semester onwards at the University and is eligible to continue his/her studies;

**“Course”** is a component of a programme which has its own code;

**“Course Information”** is the complete information regarding a course which has been organized to achieve course and programme learning outcomes according to the level of study;

**“Credit”** is a quantitative measurement which reflects the learning load to achieve learning outcomes;

**“Credit Earned”** is the total number of credits earned for courses which a candidate has passed;

**“Credit Taken”** is the total number of credits taken throughout a candidate’s studies;

**“Curriculum”** is a combination of educational activities carried out in the learning process which is planned specifically in terms of goals, objectives and learning outcomes;

**“Deferment”** is the status of a candidate who is allowed to defer his/her studies in accordance with the procedures stipulated;

**“Dean”** is the head of Centre for Graduate Studies (CGS) or other faculties appointed by the Vice Chancellor;

**“Dissertation”** refers to a piece of academic writing for the candidates of the Masters and Doctoral programmes who have attended mix mode programmes only;

**“Disciplinary Committee”** refers to a committee set-up purposely to deal with alleged practice of misconduct of candidate;

**“Expelled”** refers to the status of a candidate who has been dismissed from the University in accordance with the Candidate Disciplinary Procedures;

**“Extension Tuition Fees”** is tuition fees that candidate need to pay who has exceeded the duration of the study.

**“External Advisor”** is the Professional Body/ Institution/ Organisation which evaluates and oversees the quality of academic programmes;

**“External Examiner”** refers to an academic or specialist from other institutions appointed by the Senate to assess a candidate’s thesis/dissertation

**“Faculty”** refers to faculties offering graduate programs;

**“Faculty Postgraduate Committee (FPC)”** is a committee established by the faculty to manage all academic matters related to postgraduate studies

**“Fraud”** refers to deliberate deception which may include the invention or fabrication of data;

**“GPA”** is the Grade Point Average obtained in a semester;

**“Grade”** is an alphabetical value to denote a candidate’s academic performance in a course;

**“Grade Point”** is a numerical value to indicate a candidate’s performance in a particular course;

**“Graduated”** refers to the status of a candidate who has been endorsed by the Senate to graduate;

**“General Requirement”** refers to an entry requirement approved by the Ministry of Higher Education of Malaysia;

“**HEP**” refers to a local or foreign Public or Private Higher Education Provider recognized by the Government of Malaysia;

“**Inactive**” refers to the status of a candidate who has not registered for a current semester within the time frame given;

“**Independent Study**” refers to a directed study undertaken by a candidate with little or no supervision;

“**Internal Examiner**” refers to an academic or specialist from UNISEL appointed by the Senate to assess a candidate’s thesis/dissertation;

“**International Candidate**” refers to a candidate who is not a Malaysian citizen studying at the University;

“**Internal Examiner**” refers to an academic of the University approved by University Postgraduate Studies Committee to assess a candidate’s thesis/dissertation;

“**Plagiarism**” refers to the copying of ideas, text, software or data (or various combinations thereof) without permission or acknowledgement;

“**Programme**” is the type of study conducted by the University at the Foundation, Certificate, Diploma, Bachelor, Master and Doctoral levels;

“**Project Paper**” refers to a piece of academic writing for the candidates of the Masters programmes who have attended the course work programmes only;

“**Quit**” refers to the status of a candidate who has been approved by the University to withdraw from his/her studies;

“**Semester**” refers to the duration of study which has been set in the University Academic Calendar based on the Guidelines of the Ministry of Higher Education;

“**Semester Fees**” is fees that candidate need to pay to activate the student status every semester;

“**Senate**” refers to the Senate of Universiti Selangor;

“**Session**” refers to an academic term based on the academic calendar;

“**Short semester**” refers to a seven (7) week study based on the approval of Malaysian Ministry of Higher Education;

“**Specific Requirement**” is an additional entry requirement for an academic programme;

“**Supervisor**” refers to an academic of the University appointed to supervise research, thesis/dissertation preparation and to guide and assess the candidate’s study;

“**Suspended**” refers to the status of a candidate who has been suspended from studies for a specified period in accordance with the Candidate Disciplinary Procedures;

“**Terminated**” refers to the status of a candidate who has been dismissed due to: failure to achieve a ‘pass’ in his/her programme of study and has failed in the appeal process; or failure to register in accordance with the semester or programme registration procedures; or non-fulfilment of admission requirements;

“**Thesis**” refers to a piece of academic writing for the candidates of the Masters and Doctoral programmes who have attended the research mode programmes only;

“**University**” refers to Universiti Selangor;

“**University Postgraduate Committee (UPC)**” is a committee established by the University to manage all postgraduate academic matters;

“**Viva voce**” is an examination where candidate verbally defend his/her thesis;

## 2.0 POSTGRADUATE COMMITTEE

Postgraduate Committee is administered by University Postgraduate Committee (UPC) and Faculty Postgraduate Committee (FPC).

### 2.1 Committee members of UPC:

- i. Deputy Vice Chancellor (Vice President / Deputy Vice Chancellor (Academic, Research and Industrial Engagement)
- ii. Dean of CGS
- iii. Deputy Deans (CGS)
- iv. Deputy Deans (Research and Postgraduate Studies)
- v. Assistant Registrar (CGS) – ex officio
- vi. Bursar nominees
- vii. Registrar nominees
- viii. Director of Centre for Research and Industrial Linkages (CRIL)

Duties of UPC:

- i. to prepare timely reports and recommendations on matters requested or referred to it by the Senate;
- ii. to suggest or recommend to Senate matters which in the view of the committee the Senate should address;
- iii. to consult or liaise with other standing committees of the Senate in order to fulfilling its function;
- iv. to provide advice to Senate on relevant policy and procedure pertaining to graduate education;
- v. to propose appointment of examiners, the examination and award of higher degrees to Senate;
- vi. to ensure courses offered and research programme proposal compliance with the approved academic policy and aspirations of the University; and
- vii. to oversee and ensure effective implementation of policies, provision of facilities and infrastructure for graduate education.

2.2 Committee members of FPC

- i. Dean of faculty
- ii. Deputy Dean (Research and Postgraduate Studies)
- iii. Head of Department
- iv. Coordinator/Head of Program
- v. Assistant Registrar – ex officio
- vi. Appointed Committee Member

Duties of FPC

- i. Suggesting supervisory arrangements;
- ii. overseeing the departmental processes for progression of doctoral students;
- iii. evaluation of academic achievement;
- iv. nominating of examiners for the research progress evaluation and viva;
- v. nominating academic/Industry advisor to the postgraduate programme;
- vi. ensuring that the faculty is compliant with the university's postgraduate policy;
- vii. any other responsibilities related to postgraduate matters.



### 3.0 ACADEMIC CALENDAR

#### 3.1 Academic Calendar

University Academic Calendar is as endorsed by the Senate.

University Learning Session is divided into two (2) semesters for research programmes (Table 3.1) and three (3) semesters for coursework programmes (Table 3.2).

**Table 3.1** Learning session of research programme

<b>SEMESTER</b>	
<i>New Candidates Registration</i>	<i>2 weeks</i>
<i>Continuing Candidate via Online Registration</i>	
<i>Postgraduate Week</i>	<i>2 weeks</i>
<i>Research &amp; Other Course Requirement</i>	<i>25 weeks</i>
<i>Last Day of Submission of Progress Report to Supervisor</i>	<i>1 week</i>

**Table 3.2** Learning session of coursework programme

<b>LONG SEMESTER</b>	
<i>New Candidates Registration</i>	<i>1 Day</i>
<i>Academic Briefing</i>	<i>1 Day</i>
<i>Returning Candidates via Online Registration</i>	<i>6 Days</i>
<i>Lectures</i>	<i>7 Weeks</i>
<i>Mid Term Break</i>	<i>1 Week</i>
<i>Lectures</i>	<i>7 Weeks</i>
<i>Revisions &amp; Final Exam</i>	<i>3 Weeks</i>
<i>Semester Break</i>	<i>4 Weeks</i>
<i>Senate Meeting*</i>	<i>TBD by Senate</i>
<b>SHORT SEMESTER</b>	
<i>New Candidates Registration</i>	<i>1 Day</i>
<i>Academic Briefing</i>	<i>1 Day</i>
<i>Returning Candidates via Online Registration</i>	<i>6 Days</i>
<i>Lectures</i>	<i>7 Weeks</i>
<i>Revisions &amp; Final Exam</i>	<i>2 Weeks</i>
<i>Semester Break</i>	<i>2 Weeks</i>
<i>Senate Meeting*</i>	<i>TBD by Senate</i>

#### 4.0 ADMISSION

Admission offer is based on the entry requirement approved by the Ministry of Higher Education (MoHE), Malaysia.

##### 4.1 Admission to a Master's Programme

Minimum requirements to enroll in Master's Programme, either by coursework or research are listed as below:

- i. A bachelor's degree in a relevant field with at least CGPA 2.75 or equivalent, as approved by UNISEL Senate; or
- ii. A bachelor's degree in a relevant field with CGPA at least 2.50 but not achieving 2.75 can be accepted subject to approval of the UNISEL Senate; or
- iii. A bachelor's degree in a relevant field with CGPA below 2.50 with 5 years working experience can be accepted subject to approval of the UNISEL Senate.

##### 4.2 Admission to a Doctoral Programme

Minimum requirements to enroll in Doctoral Programme, either by coursework or research are listed as below:

- i. A Master's Degree in a relevant field that is recognized by Malaysian Government and approved by the UNISEL Senate; or
- ii. Other qualifications equivalent to a Master's Degree that are accepted by the UNISEL Senate.

##### 4.3 Admission to a Postgraduate Certificate Programme

Minimum requirements to enroll in Postgraduate Certificate Programme, are listed as below:

- i. A bachelor's degree in a relevant field with at least CGPA 2.50 or equivalent, as approved by UNISEL Senate; or
- ii. A bachelor's degree in a relevant field with CGPA below 2.50 with 5 years working experience in the relevant field can be accepted subject to approval of the UNISEL Senate; or
- iii. Through APEL – Candidate of 30 years old and above with a Diploma or STPM and at least 5 years working experience in any related field, and passed APEL assessment.

##### 4.4 English Language Requirement for International Applicant

In addition to the academic requirements an applicant is also required to possess an English Language certification as required by the MoHE.

If the applicant has obtained the Bachelor's or Master's degree with English as the sole

medium of instruction, or has graduated from local universities, applicant should provide a letter from the institution's Registrar as supporting document.

Senate may, upon the recommendation of the Faculty, exempt a candidate from the English Language requirement if the candidate had obtained the Bachelor's or Master's degree using English as the sole medium of instruction or as one of the media of instruction.

An International applicant who does not fulfill the English Language requirement will be considered for Conditional Offers, whereby the applicant will undergo an Intensive English Course. Applicant should then register and sit for either IELTS/TOEFL/MUET or any Intensive English Course recognized by authorized body in Malaysia and achieve the score as per programme standard within 12 months from the date of entry into Malaysia. Students who are unable to meet the required level during the period will not be allowed to pursue their study in the main programme and University will be responsible for sending them to their home country.



## 5.0 DURATION OF STUDY

5.1 Duration of study is depending on the registered programme and mode of study as listed in Table 5.1 and 5.2.

**Table 5.1** Duration of study for coursework programme\*

Coursework Programme	Minimum Credit	Mode	Minimum Duration (YEAR)	Maximum Duration (YEAR)
<i>Postgraduate Certificate</i>	20	Full time	0.5	1
<i>Postgraduate Diploma</i>	30	Full time	1	1.5
<i>Master</i>	40	Full time	1.5	4
		Part Time	2	4
<i>Doctoral</i>	80	Full Time	3	8
		Part Time	4	8

**Table 5.2** Duration of study for research programme\*

Research Programme	Minimum Credit	Mode	Minimum Duration (YEAR)	Maximum Duration (YEAR)
<i>Master</i>	NA	Full time	2	6
		Part Time	3	6
<i>Doctoral</i>	NA	Full Time	3	8
		Part Time	4	8

\*based on offer letter/MQA requirement

**5.2** If a candidate is able to complete his/her studies earlier than the minimum period of study, the Senate is empowered to waive the stipulated minimum duration mentioned as above. However, the study fee is needed to be fully paid according to the structure of the study.

**5.3** If a candidate has exceeded the maximum duration of study, the candidate may appeal to Senate to continue study.

**6.0 REGISTRATION**

**6.1 New Candidate Registration**

All prospective candidates who are offered to further their studies have to register as University candidate during the specified period. Refer to Guideline for New Student Registration in CGS website ([cgs.unisel.edu.my](http://cgs.unisel.edu.my)).

**6.2 Continuing Candidate Registration**

It is compulsory for a continuing candidate to register at the beginning of every semester as stipulated by the University.

Self-Registration for continuing candidate can be done online via the student portal. Refer to Guideline for Semester Registration in CGS website ([cgs.unisel.edu.my](http://cgs.unisel.edu.my)).

An additional charge will be imposed for late registration as stated in Table 6.1

**Table 6.1** Additional charge for late registration

PROGRAMME	LECTURE	ADDITIONAL CHARGE
	WEEK	
By Research	3-20	RM50 and an additional RM20 for each subsequent day. Maximum penalty RM400.00.
By Coursework – Long Semester	3-9	RM50 and an additional RM20 for each subsequent day. Maximum penalty RM400.00.
By Coursework – Short Semester	3-4	RM50 and an additional RM20 for each subsequent day. Maximum penalty RM400.00.

### 6.3 Course Registration

All candidates are required to register for every course stipulated in the programme offered in each semester.

#### 6.3.1 New Candidate

A new candidate who has registered for the semester will be automatically registered for the courses offered in his/her programme.

#### 6.3.2 Continuing Candidate

It is compulsory for a candidate to register courses offered by the University within the specified period. Course registration can be done through UNISEL student portal based on programme structure.

#### 6.3.3 Course Grade Improvement (Coursework)

A candidate is allowed to improve his/her grade in a particular course by re-registering for that course within the duration of his/her studies subject to Faculty decision.

The best grade for the repeated course will be used in the calculation of GPA and CGPA.

#### 6.3.4 Adding A Course

A candidate is allowed to add a course by the second week of long semester and by the first week of short semester.

#### 6.3.5 Dropping A Course

A candidate is allowed to drop a course within the specified period as stated in Table 6.2 below.

**Table 6.2** Time frame for dropping a course

PROGRAMME	LECTURE WEEK	CHARGE
By Research	1-2	No charge
	3-25	RM50.00 for processing fee + the tuition fees will be pro-rated for every dropped course.
By Coursework – Long Semester	1-2	No charge
	3-14	RM50.00 for processing fee + the tuition fees will be pro-rated for every dropped course.
By Coursework – Short Semester	1	No charge
	2-7	RM50.00 for processing fee + the tuition fees will be pro-rated for every dropped course.

Example of calculation:

$$= 50.00 + [3 \times 550.00 \times 10^{14}] = 1,208.57$$

## 7.0 FEES

### 7.1 Payment of Fees

It is the responsibility of a candidate to ensure that payment of fees is paid within the stipulated due date. Scholarship holders or those with sponsorship are responsible to ensure that payment of fees is paid within the due date. Candidates can view their ledger from Student Portal.

### 7.2 Recurring Fees (based on programme registered)

#### 7.2.1 Postgraduate certificate/Master and Doctoral by Coursework/Mixed Mode

- i. Semester fees
- ii. Tuition fees

**7.2.2 Master and Doctoral by Research**

- i. Semester fees
- ii. Tuition fees
- iii. Viva-Voce fees

**7.2.3 A candidate (by research) who submits his/her thesis for viva-voce examination will be charged for Thesis Examination fees as follow :**

- i. a. Master : \*RM1,500.00  
b. Doctoral : \*RM2,000.00
- ii. Repeat Viva for both programmes: Fees remain as above.  
\*subject to change

**7.3 Reinstatement Fees**

A candidate who has been terminated by the University and applies for reinstatement of study is required to pay the following fees issued by the Student Finance and Credit Control Unit.

- i. Processing fee of RM200.00
- ii. Outstanding fee
- iii. Semester fee

**7.4 Extension Tuition Fee (by Research)**

Candidate who has exceeded the duration of the study shall pay the following:

- i. a. Master : \*RM1,000/semester  
b. Doctoral: \*RM1,500/semester
- ii. Semester Fee  
\*subject to change

**7.5 Failure to Pay Fees**

Failure to pay tuition fees, the late semester fees, and any outstanding balance will result in failure to register for next semester.

**8.0 CREDIT TRANSFER**

Transfer of credit is the credit transferred to the students who have taken and passed the course during the duration of study in the University. A candidate may apply for transfer of credit based on rules and regulations as follow;



**8.1** Credit transfer will be awarded to those who comply with the following conditions;

- i. Candidates have completed the subject and has good academic standing at the former university or institution recognised by UNISEL.
- ii. Candidate is taking a programme and wishes to change to another programme offered by UNISEL at the same level and within the same field.
  - Credit transfer is allowed. There is no limit on the number of credits allowed to be transferred.
  - If the previous programme was taken from another institution of higher learning, the credit transfer is dependent on the residential year (1 year for doctoral degree level and 1 semester for master degree level).
- iii. Candidate who has quitted a programme and wishes to continue another programme at the same level within UNISEL.
  - Credit transfer may be considered. There is no limit on the number of credits allowed to be transferred.
- iv. Candidate who is involved in outbound mobility programme could apply for transfer of credit that is gained from course which is equivalent to the course taken. In this case, an application for transfer of credit can be done at any semester throughout the study.
- v. Transfer of credit will be awarded provided that:
  - the subjects are relevant to the programme (covering at least 80% similarities of course information (CI) of the UNISEL subjects' syllabi).
  - the credit of the subject to be transferred should be equivalent to the credit of the subject offered at UNISEL.
  - the grade or point obtained for the courses applied must not be less than grade B or 3.0 grade point.
  - the total number of credits transferred shall not exceed 30% of the total credit of the programme (exceptional for 8.1.2 and 8.1.3).
  - the subjects are from accredited programme at the same level.

**8.2** Credit transfer will be restricted for the following cases;

- i. Candidate who has possessed a certain qualification and wishes to pursue another programme at the same level using the earlier qualification. (e.g. possess master degree qualification and wish to pursue another master degree)
- ii. Candidate who has failed a programme and wishes to pursue another programme at the same level.

- iii. Candidate who is from bachelor degree to master degree and from master degree to doctoral degree.
- iv. Candidate who is from programme at higher qualification (e.g. doctoral degree) to lower programme (e.g. master degree).

### 8.3 Procedure

- i. The application for transfer of credit is done only once that is during the first semester.
- ii. Candidates shall submit the application for credit transfer together with the certified copies of the official transcripts, programme structures and syllabi when applying for the postgraduate programme in UNISEL.
- iii. The application form must be submitted to the Dean of the relevant faculty together with a complete certified copy of academic transcripts; and a copy of the course syllabus.
- iv. Every application will be charged at RM10.00 per course. Successful application is required to pay 10% of tuition fee per course.
- v. Decisions pertaining to transfer of credits are under the approval of the UPC and the Senate.

## 9.0 SUPERVISION

### 9.1 Supervisor Appointment

- i. By coursework**  
Supervisor(s) by coursework will be approved by the FPC and acknowledged by UPC.
- ii. By research**  
Supervisor(s) by research will be proposed by the FPC and approved by UPC.

### 9.2 Change Of Supervisor

- i. A candidate who needs to change supervisor shall write a letter to the Faculty. The approval is subjected to the decision made by FPC and UPC.
- ii. The Faculty has the right to change candidate's supervisor, subjected to the approval of UPC.

### 9.3 Addition Of Supervisor

A candidate who wishes to request for additional supervisor shall fill in the Application for Supervisor Form. The approval is subjected to the decision made by FPC and UPC.

### 9.4 Role Of Supervisor

The Supervisor shall be responsible for the followings:

- i. Ensure that the candidate has relevant information regarding his/her own research and professional plans for the period of the candidate's project;
- ii. Meet the candidate at frequent intervals to discuss, assess and guide the progress of the work;
- iii. Advise the candidate on the scope and presentation of the thesis/dissertation and on any publication likely to arise from the work;
- iv. Assist the candidate in developing standards of achievement that will result in a thesis/dissertation of merit;
- v. Reads and comments on draft chapters in correct format in a timely manner in order to enable the student to make necessary amendments to his/her writings
- vi. Liaise with the Centre for Graduate Studies;
- vii. Keep in regular contact with candidate (s);
- viii. Hold a series of regular presentation with candidate (s);
- ix. Encourage and facilitate the candidate's participation in conferences where some results of the research may be presented; and
- x. Encourage and assist, where appropriate, the candidate in the publication of his/her research during his/her candidature.
- xi. Submit to the Board of the Faculty/University Postgraduate Committee a report every six (6) months on the progress of the candidate's research. If at any stage of the research, the progress of the candidate is unsatisfactory, the Supervisor must ensure that corrective measures are taken.

## 10.0 CREDIT AND GRADING SYSTEM

### 10.1 Total Number of Credits

Total number of credits per semester is as listed in the programme structure for each programme.

**10.2** Grades and grade points for taught courses in coursework and mix mode are as indicated in Table 10.1

**Table 10.1** Grading Scheme

Marks	Grade	Grade Point	Status
90 – 100	A+	4.00	<i>Excellent</i>
80–89	A	4.00	<i>Excellent</i>
75–79	A-	3.75	<i>Very Good</i>
70–74	B+	3.50	<i>Good</i>
65–69	B	3.00	<i>Good</i>
60–64	B-	2.75	<i>Weak</i>
55–59	C+	2.50	<i>Weak</i>
50–54	C	2.00	<i>Weak</i>
47-49	C-	1.75	<i>Fail</i>
44-46	D+	1.50	<i>Fail</i>
40-43	D	1.00	<i>Fail</i>
30–39	E	0.75	<i>Fail</i>
0–29	F	0.00	<i>Fail</i>

Apart from the above grades, the following grading is also applicable to coursework/mix mode and research programme.

**10.2.1 AP/AF Grade (Attended Pass/Attended Fail)**

- i. Attended Pass grade is awarded to candidate who successfully attended a course such as Research Methodology courses. No grade will be given.
- ii. Attended Fail grade is given to those who fail to complete the attendance for a course mentioned in (i). No grade will be given. However, candidate need to repeat this course.

**10.2.2 IP Grade (In Progress)**

- i. In Progress (IP) grade is a temporary grade which will be awarded for courses such as Dissertation/Project Paper/ Residency Seminar which cannot be completed within the stipulated time.
- ii. Candidate who is awarded with IP Grade need to register “In-Progress Project” code in the following semester.
- iii. ‘F’ (Fail) Grade shall be deemed if the IP grade exceeds more than TWO (2) subsequent semester.
- iv. The course(s) fees are charged simultaneously for the semester in which the courses are registered.

### 10.2.3 IC Grade (Incomplete)

- i. Incomplete (IC) grade is a temporary grade which will be given to candidate who fails to sit for the final examination for the following reasons as approved by the FPC:
  - a. Health problems.
  - b. Death of next of kin/ close family member(s).
  - c. Unexpected mishap(s).
- ii. Course grade is considered soon after the said course(s) is completely undertaken before the last week of the Special Examination semester.
- iii. Grade F will be given if candidate fails to complete it within the stipulated time.

### 10.2.4 X Grade

- i. X grade is a temporary grade given under Student Disciplinary Procedure.
- ii. Actual grade will be given based on the decision made by the Student Disciplinary Committee Meeting.

### 10.2.5 Y Grade

- i. Y grade is a temporary grade given to candidate who fails to meet 80% of contact hours for any course.
- ii. The grade value is equivalent to 0.00.
- iii. Grade F is given after the examination results have been approved by the Senate Meeting.

### 10.2.6 Z Grade

- i. Z grade is a temporary grade awarded to candidate who :
  - a. Coursework/mix mode: fail to sit for the examination without valid reasons as approved by the FPC.
  - b. Research : fail to present and submit semester progress report
- ii. The grade value is equivalent to 0.00.
- iii. Grade F is given after the examination results have been approved by the Senate Meeting.

### 10.2.7 S Grade (Satisfactory)

S grade is awarded to candidate by research who achieved good progress.

### 10.2.8 U Grade (Unsatisfactory)

U grade is given to candidate by research who did not show any progress.

## 11.0 ASSESSMENT AND EXAMINATION FOR COURSEWORK PROGRAMMES

### 11.1 Mode of Assessment

The performance for every course is evaluated using grades and point values based on total marks earned in the continuous assessment and final assessment.

Generally, a candidate will be evaluated where appropriate through various mode of assessments as in Table 11.1

**Table 11.1** Mode of Assessments

Mode of Assessment	Examples
Examination	closed/open book, take-home, viva voce, mid-term, written test
Coursework	assignments, quiz, laboratory report, other kinds of reports, journals, logs
Projects	individual/group, seminar, workshop
Others	class participation, group activities, presentation, portfolio

#### 11.1.1 Evaluation for **Master Degree Programmes (Coursework Mode)**

The evaluation of a candidate who registered in the **Master Degree Programmes (Coursework Mode)** must include the following:-

- a. formative assessment;
- b. summative assessment;
- c. a dissertation and oral defense in which the dissertation would be defended in front of the Viva Voce Committee

#### 11.1.2 Evaluation for **Doctoral Programme (Coursework mode)**

The evaluation of a candidate who registered in the **Doctoral Programme (Coursework Mode)** must include the following:-

- a. formative assessment;
- b. summative assessment
- c. a dissertation and oral defense in which the dissertation would be defended in front of the Viva Voce Committee

11.1.3. Evaluation for **Postgraduate certificate Programme (Coursework mode)**

The evaluation of a candidate who registered in the **Postgraduate certificate Programme (Coursework mode)** must include the following:

- a. formative assessment;
- b. summative assessment



## 11.2 Project Paper/Dissertation

All candidates must submit and pass the project paper/dissertation. Please refer to the Guideline for Dissertation/Thesis ([cgs.unisel.edu.my](http://cgs.unisel.edu.my)).

## 11.3 Examination Schedule

- i. The examination schedule will be released by the University and any changes are subjected to approval by the University.
- ii. If there is any overlap of courses in the Finalized Examination Schedule, it is compulsory for a candidate to inform the Examination Unit at least one (1) week prior to the examination.
- iii. It is compulsory for a candidate to check the examination schedule a week before the examination. There will be no replacement if the candidate fails to sit for any paper due to his/her own negligence.

## 11.4 Examination Slip

- i. It is compulsory for a candidate to print out the Examination Slip from the candidate's portal within the time frame given.
- ii. A candidate is only allowed to sit for the examination as listed in the Examination Slip.
- iii. A candidate must present the Examination Slip in order for the lecturer to accept and process the final assessment.

## 11.5 Requirements to Sit for Summative Assessment

- i. A candidate must fulfill 80% of attendance for each course registered.
- ii. If a candidate fails to fulfill the requirement in (i) for any course, the he/she is not allowed to sit for the summative assessment and will be given 'F' grade.
- iii. It is compulsory for a candidate to settle all the outstanding tuition fees before sitting for the summative assessment.
- iv. It is compulsory for a candidate to comply with all the examination rules and regulations as stipulated by the university.



## 11.6 Re-Examination

The University has the right to conduct a re-examination if necessary at any time due to these situations:

11.6.1 There is a leak of the final examination questions;

11.6.2 A candidate has not sat for the examination due to chronic or major illness and anatural disaster;

11.6.3 By the order of the Vice Chancellor.

## 11.7 Examination Results

The University will display the grades for all taught courses within the stipulated time. Only eligible candidate is allowed to check his/her examination results.

A candidate's academic achievement will be indicated by his/her Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

A candidate's academic standing is determined at the end of each semester based on his/her CGPA as shown in Table 11.2.

**Table 11.2** Academic Standing

ACADEMIC STANDING	CGPA	REMARKS
Good (GS)	3.00 and above (CGPA $\geq$ 3.00)	A candidate is qualified to continue study/graduate.
Conditional Pass (CP)	Between 2.50 and 2.99 (2.50 $\leq$ CGPA $\leq$ 2.99)	A candidate is under a probation status, may continue study. Not qualified to graduate.
Fail (F)	Between 0.00 and 2.49 (0.00 $\leq$ CGPA $\leq$ 2.49)	A candidate is terminated

## 11.8 Appeal to Recheck Course Grade

11.8.1 A candidate is allowed to apply for a re-examine/recheck of his/her final examination answer script for any course that is examination oriented;

11.8.2 Rechecking can only be done in the first week of the following semester;

11.8.3 Any changes in the course grade is final, subjected to the decision of the Senate.

11.8.4 A payment of RM100.00 will be charged for each course to be re-examined/rechecked.

## 12.0 ASSESSMENT OF RESEARCH PROGRAMME

### 12.1 Research Methodology Course (RMC) (Course Code: CMM 6000 (Master); CMP 7000 (Doctoral))

- i. A candidate is compulsory to attend the class and fulfill at least 80% of attendance and pass the course during the first year of his/her enrolment.
- ii. RMC can be handled either offline or online, based on current situation.
- iii. RMC is a prerequisite to Research Progress Evaluation.
- iv. Grade AP or AF to be awarded.
- v. Candidate who has taken this course during Master's degree programme is eligible to request for exemption during the doctoral programme, provided that the credit value is similar or higher.

### 12.2 Progress Report

- i. A candidate is **COMPULSORY** to submit a Progress Report and logbook every end of semester to respective supervisors.
- ii. Presentation of Progress Report in every semester is **COMPULSORY** and need to be evaluated by internal panels.
- iii. Failure to present and submit the Progress Report will result in the candidate not being able to register for subsequent semester.
- iv. The supervisor will evaluate and grade the progress status as **'Satisfactory' (S), 'Unsatisfactory' (U) or 'Absent' (Z)**.
- v. CGS will issue a warning letter to those who are graded as 'U' or 'Z'.
- vi. Candidate with 'U' status must attend enhancement series provided by CGS prior to Research Progress Evaluation.
- vii. Candidate with 'U' status for 3 consecutive semesters will be referred to the UPC.
- viii. Candidate with 'Z' status for 3 consecutive semesters will be terminated.

### 12.3 Research Progress Evaluation (RPE)

The progress and readiness of candidate to submit a thesis will be assessed through Research Progress Evaluation (RPE). This is to reassure that the proposed research is worthwhile, meaningful, viable and feasible, within the time and resources constraints of the programme. To qualify for a RPE, a candidate must attend the Enhancement Course conducted by the CGS (if needed), and has achieved 40% of overall research progress with verified pilot test which is equivalent to one-third of the content of the thesis and need to be verified by the supervisor. This RPE is compulsory and need to be done no later than second semester for master programme and fourth semester for doctoral programme.

Candidate is compulsory to attend this RPE physically. However, this RPE may be conducted through online due to valid reason, subject to the approval of the CGS.

#### 12.3.1 Procedure

- 12.3.1.1 A candidate has to submit the RPE Form together with 4 copies of thesis draft to FPC.
- 12.3.1.2 The draft of thesis should include at least expected result or up to three chapters.
- 12.3.1.3 Faculty will suggest the list of panels to UPC which will be appointed later by CGS after approval.
- 12.3.1.4 UPC will handle the RPE which will be chaired by the Dean/Deputy Dean of CGS.
- 12.3.1.5 Grade to be awarded is either AP or AF.
- 12.3.1.6 A candidate has to re-sit if he/she failed in the RPE.

### 12.3 Publication Requirement

A candidate is required to publish his/her research work for the fulfillment of the publication requirement to graduate as set out in Table 12.1.

**Table 12.1** Requirements for publication per programme

Programme	Requirements		
EdD	One (1) research paper acceptance/publication by any refereed journal	AND	One (1) presentation of research paper at International Conference
PhD	Two (2) research paper acceptances/publications in refereed journal/indexed proceedings <b>Or</b> One (1) research paper acceptance/publication in indexed journal		
Master (Research mode)	One (1) research paper acceptance/publication in refereed journal/indexed proceedings	OR	Two (2) presentations of research paper at National or International Conference

#### 12.4.1 Items to be considered before submission:

- i. Avoid submitting papers to questionable journals or predatory publishers. If proven that the publications are in questionable journals or predatory publishing, the publications shall not be considered.
- ii. Authorship:  
Publications must be with the supervisors and adhere to the UNISEL policy on the Research Ethics & Code of Conduct.
- iii. Topic of Publication:  
The publications presented for graduation requirement must be related to the candidate's research and conform to candidate dissertation/thesis.
- iv. Timing:  
The publications and all data collection related to the publications/dissertation/thesis must be done during the period of candidature.
- v. Affiliation:  
The publications must carry the affiliation of UNISEL.

#### 12.4 Thesis/Dissertation Report Writing

Thesis must be written in a standard format. Basically, the thesis must contain a detailed description of the work performed by the candidate in the form of actual research work and the results, the relevance of the research to previous work, and the importance of the result in extending and understanding of the area. Please follow the guidelines for thesis writing as in [cgs.unisel.edu.my/guideline/](http://cgs.unisel.edu.my/guideline/).

#### 12.5 Thesis/Dissertation Examination (*Viva-Voce*)

Viva-voce or oral examination is the final assessment of the thesis and the research work. This to establish whether the thesis is of sufficiently high standard to merit the award of the degree for which it is submitted. A candidate is compulsory to attend the examination physically, and is allow to clarify and response to the examiner's questions during the viva-voce. However, this viva-voce may be conducted through online due to valid reason, subject to the approval of the Senate.

##### 12.6.1 Procedure

- i. A candidate has to submit the Notification of Intention to Submit Thesis/Dissertation Form to the Faculty 3 months prior to thesis submission.
- ii. Faculty will suggest the list of panels (internal and external) to UPC which will be appointed later by CGS after approval from the Senate.
- iii. Within three months, a candidate has to submit his/her thesis together with the Submission of Thesis/Dissertation Form to the faculty together with 5 copies of thesis.
- iv. CGS will set the date for viva-voce examination once the reports from all panels have been received.

#### 12.6 Examination Result

Examination result for viva-voce of Master and PhD Programme by Research is stated in Table 12.2, while Table 12.3 shows a result for Master and Doctoral Programme by Coursework.

**Table 12.2 : Assessment Classification – Master and PhD Programme (by Research)**

GRADE	RECOMMENDATION/DESCRIPTION
A	DISTINCTION
B1	The candidate has ATTAINED sufficient academic merit, for the recommendation of the degree without amendments/corrections to the thesis.
B2	The candidate has ATTAINED sufficient academic merit for the recommendation of the degree subject to minor corrections to be made to the thesis within a period of 3 months.
B3	The candidate has ATTAINED sufficient academic merit for the recommendation of the degree subject to major corrections to be made to the thesis within a period of 6 months.
C	The candidate is required to undertake further work and submit the thesis for RE-EXAMINATION within a period of 6 to 12 months.
D	The candidate has failed to attain sufficient academic merit for the Doctoral degree and is recommended for a Master's Degree.
E	The candidate has failed to attain academic merit and recommended as failed in the thesis examination.

**Table 12.3: Assessment Classification – Post graduate Certificate, Master and Doctoral Programme (By Coursework/mix mode)**

GRADE	RECOMMENDATION/DESCRIPTION
A (80 and above)	The candidate will receive a post graduate certificate/ Masters/Doctoral award
A- (75 - 79)	The candidate will receive a post graduate certificate/ Masters/Doctoral award subject to minor corrections, to be made to the thesis/equivalent course within a period of 1 month.
B+ (70 - 74)	The candidate will receive a post graduate certificate/ Masters/Doctoral award subject to the amendments and corrections as listed elsewhere in the report being made in the thesis/equivalent course to the satisfaction of the Examiner (s) and / or supervisor (s), to be made to the thesis/equivalent course within a period of 3 months.
B (65 – 69)	The candidate will receive a post graduate certificate/ Masters/Doctoral award subject to major corrections, to be made to the thesis/equivalent course within a period of 6 months. Resubmission of the thesis/equivalent course for further examination in a revised form after a further period of study and research. This candidate is <u>not required</u> to re-sit for viva.
B- (40 – 64)	The candidate will receive a post graduate certificate/ Masters/Doctoral award subject to major correction, to be made to the thesis/equivalent course within a period of 9 months. Resubmission of the thesis/equivalent course for further examination in a revised form after a further period of study and research. This candidate is <u>required</u> to re-sit for viva;
F (39 and below)	The candidate not be awarded with the post graduate certificate/ Masters/Doctoral award

## 12.7 Submission of the Thesis/Dissertation (Hardbound)

A candidate whose thesis/dissertation is accepted (without correction or with minor or major corrections) will have to submit to the CGS:

- i. A copy of corrected thesis together with Submission of Correction Form for the format checking.
- ii. five (5) hardbound copies of the thesis/dissertation (duly verified and corrected)
- iii. a compact disc (CD) containing a soft copy of the thesis/dissertation within the prescribed time.

\*The Supervisor will be responsible for verifying that all required amendments have been made in the dissertation/thesis and fulfill the format.

A candidate may, if necessary, apply to the Dean of CGS for the extension of time for the final submission of dissertation/thesis. All such applications must be made through the Supervisor. The Dean of CGS may, at his discretion, extend the time for final submission of a thesis/dissertation for up to 60 days but only one extension may be granted to a candidate. During the extension period, the candidate must continue to be a registered candidate. If a thesis/dissertation is not amended and submitted by the candidate within the prescribed time, the thesis/dissertation is considered as fail.

## 13.0 CHANGE AND CONVERSION

### 13.1 Change of Programme or Type of Study

Candidate may apply for change of programme or type of study (from course work to research or vice versa, or from full time to part time) if he/she is unable to proceed with the current registered programme.

#### 13.1.1 Requirements

- i. Application must be done in the first semester and can only be done once during the study;
- ii. A candidate must possess a good status in the current semester;
- iii. A local candidate should seek approval from the Faculty, subjected to UPC approval;
- iv. An international candidate should seek approval from the Faculty, subjected to International Office and UPC approval;
- v. Change of Program Fee
  - Local candidate Fee is RM100
  - International candidate fee is RM3000 (subject to change)



## 13.2 Conversion from Master's to PhD Programme

Master's candidate by research are allowed to apply for a conversion to a doctoral programme if he/she is successful in proving research excellence and certified by the appraisal panel.

### 13.2.1 Procedure, Rules and Regulations

- i. Application must be made within twelve (12) to eighteen (18) months of the candidature.
- ii. Candidate must submit a written report not exceeding 6,000 words.
- iii. The candidate must at least provide the research output in the term of:
  - a. Journal paper accepted for publication and the presentation at a seminar at the national or international level; or
  - b. an application for patent which is pending or has been granted and a presentation at a seminar at the national or international level; or
  - c. any other achievement as may be determined by the Faculty and a seminar presentation at the national and international level
- iv. Candidate must provide a research plan for the degree of Doctor of Philosophy

## 14.0 FAST TRACK PROGRAMME

Fast Track Programme is a programme specifically designed for outstanding undergraduate students, who may be considered to apply for a doctoral programme without having a master's degree qualification.

### 14.1 Terms and Conditions

- i. Candidate must obtain a First-Class Degree at Bachelor's Degree level; or
- ii. Candidate obtained a CGPA of  $\geq 3.67$  in Technical and Vocational Education and Training (TVET) programme;
- iii. For international candidate, minimum requirement for English proficiency is set as follows:
  - the candidate must obtain a TOEFL score of 550, or IELTS score of band 6.0, or MUET score of band 4.0 (depends on the programme's standard)
  - Exceptions are given to those from countries that use English as their native language
- iv. Those who are eligible will be given a conditional offer until he/she passed the Proposal Presentation (PP);
- v. Candidate who fails in this doctoral programme will not be awarded with master degree.

## 14.2 Procedure

- i. Candidate that fulfill the requirements can directly apply through CGS system;
- ii. Candidate is required to submit a research proposal with no more than one thousand (1000) words including the following:
  - Field of research
  - Title of research
  - Problem statement
  - Objective
  - Methodology
  - Significant of research
  - References
- iii. Undergo a Proposal Presentation (PP) within three (3) months from the date of the conditional offer;
- iv. Only candidate who pass the PP is eligible for an offer letter to proceed.

## 15.0 STUDENT STATUS

### 15.1 Deferment

“Defer” status is given under certain circumstances with the approval of the University.

#### 15.1.1 Procedure, rules and regulations

- i. A candidate is allowed to apply for deferment for the current semester;
- ii. The deadline to apply for deferment is in the ninth week of lecture for a long semester and the fifth week of lecture for the short semester.
- iii. Candidates have to pay RM 50 as deferment fee;
- iv. Application for deferment should be made during or before current semester. A maximum of two (2) semesters within the study period (based on the approved duration of study) is allowed.

### 15.2 Quit

A candidate who wishes to quit has to apply to the Faculty by filling up a Quit Form ([cgs.unisel.edu.my/download-2/](http://cgs.unisel.edu.my/download-2/)).

An International candidate who wishes to quit has to abide by the current University rules and regulations and has to refer to the University International Student Centre.

### 15.3 Termination

A candidate can be terminated due to the following reasons:

- i. Obtain an 'unsatisfactory' status in progress report for three (3) consecutive semesters; or
- ii. Fail to submit progress report for three (3) consecutive semesters; or
- iii. Fail to register for the semester.

An International candidate who has been terminated is bound by conditions and procedures stipulated by the University and the Malaysia Government Authority.

### 15.4 Suspension

A candidate who is found guilty which could lead to suspension from studies under the Student Disciplinary Procedures, will be given the "SUSPENDED" status.

### 15.4 Expulsion

A candidate who is found guilty of misconduct that could lead to expulsion from the University in accordance to the Student Disciplinary Procedures, will be given the "EXPELLED" status.

### 15.6 Completion of Study

A candidate who has fulfilled the credit hours required for graduation for each taught programme will be given the 'COMPLETED' status.

For research programme, the 'COMPLETED' status will be given after a candidate passed the viva-voce examination and submitted the verified corrected thesis, subjected to CGS approval which will be based on case-by-case.

### 15.7 Inactive

A candidate is required to register himself/herself for every semester within the stipulated period in accordance to the procedure for candidate registration as in 6.0.

After the registration period for the semester end, a candidate who fails to register will be given the 'INACTIVE' status.

## 16.0 GRADUATION

The Senate shall endorse the conferment of a Master's or PhD degree to a candidate upon recommendation by the UPC or its equivalent once all requirements for graduation have been fulfilled.

Prior to the convocation, graduate must ensure that any outstanding fees are paid. Failure to do so will result in a withheld of the academic certificate and transcript, and graduate can be barred from attending the convocation ceremony.

The University convocation ceremony is held once a year. Graduate will be informed through UNISEL convocation website (<http://www.convo.unisel.edu.my>).

### 16.2 Graduation Robe

Distribution of graduation robe to all graduate will be done before the convocation day. The official graduation attire comprises of a gown and a beret. Graduate is advised to check their Faculty colour to ensure that they have been given the right lapel and tassel for the mortar board/bonnet.

### 16.3 Graduation Requirement

The Senate shall confer a Master's or Doctoral degree to a candidate once all the requirements for graduation have been fulfilled.

#### 16.3.1 Tought Programme

A candidate is qualified to graduate after fulfilling the following requirements:

- i. Earned total credit hours required and obtained 'Good Standing';
- ii. Endorsed by the Senate.

#### 16.3.2 Research Programme

A candidate is eligible for conferral of a degree after fulfilling the following conditions:

- i. Passed the *viva-voce* examination;
- ii. Submit hard bound thesis.

### 16.5 Completion Letter

A letter of Completion of Studies will be issued by the University after the decision on completion of studies has been approved by the Senate.

## 16.6 Class of Distinction

Class of Distinction is awarded based on the final cumulative grade point average (CGPA) obtained as shown in Table 16.1. It is only applicable to course work programme.

Table 16.1: Class of Distinction

Grade	CGPA Category
Distinction	3.75 – 4.00
Pass	$3.00 \leq \text{CGPA} < 3.74$

## 16.7 Transcript and Certifications

Academic Certificate and transcript are complimentary and given to all graduates during convocation ceremony. However, graduates can obtain a mini transcript earlier prior to Senate approval.

In the event of a loss, graduate can request for a copy of the transcript and Academic Certificate by doing the following;

- i. Fill up the application form;
- ii. Bring the original copy of police report;
- iii. Bring the payment receipt/postal money order of the charge determined by the university (\*Subject to change – RM 30.00 for the transcript and RM 100.00 for the certificate)

## 17.0 INTELLECTUAL PROPERTY

Intellectual property (IP) refers to outcome of research works that can be benefited to the public in term of inventions, literary and artistic works, symbols, names and images used in commerce.

The right to the intellectual property shall be protected through intellectual property rights (IPR), accordance to the law which protect the owners of IP as listed below:

- i. Patent
- ii. Copyright
- iii. Design right
- iv. Trademark

All IPs shall belong to Universiti Selangor, and the University has the right to have access to and may use the related information for academic purposes.

## 18.0 PLAGIARISM

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or unintentional, under the regulations for examinations, it is a disciplinary offence.

Plagiarism includes the following conduct:

- i. taking an idea, data or writing of another person and claiming that all are owns writing;
- ii. publishing a work which is wholly or partly written from the source of another person;
- iii. Quoting or copying idea or data from other sources without citing the original source and claiming to be the founder of the idea;
- iv. Quoting or copying idea from the writing of another person by making certain modifications and rearranging them without proper citation to the original source.

If the candidate is found guilty of plagiarism and depending upon the severity thereof, the committee can impose, in addition to or substitution of the penalties:-

- i. candidate MUST rewrite the thesis and reduces the similarity index (not more than 25%); or
- ii. candidate will be given a Grade "F" for the course concerned.

### 18.1 Plagiarism Checking

It is compulsory for a candidate to submit an evidence of plagiarism report which must not exceed 25% for each chapter (not more than 8% from one source) of similarity prior to viva-voce examination and final submission of thesis (verified corrected thesis). These rule also applicable to coursework programme for the submissionof dissertation and project paper. Besides, these rules should also be considered:-

- i. The similarities cannot come from one sole paragraph;
- ii. 'Cut and paste' work is solely prohibited without citing the original source;
- iii. Bibliography is not included in the text similarity search.

### 18.2 Prohibition

In keeping with the tradition of scholarly pursuit, a student is forbidden from committing plagiarism, falsification and fabrication of data.

Besides plagiarism as mentioned above, a candidate is prohibited from

- i. forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
- ii. extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporate those data as part of his academic research without giving due acknowledgement to the actual source;
- iii. uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- iv. transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that the student is the creator of that idea or creation;
- v. fabricate data which include invention or forgery of research data, recordings or citations, and report them in writing either in the thesis or in his publications;
- vi. falsify data which include alteration/modification, selective omission or misrepresentation of research data or citations, and report them in writing either in the thesis or his publications;
- vii. employ or delegate another person to do or write the work which the candidate submits as his own. This includes the hiring of ghost writers for writing the entire or part of the thesis or amending parts or the whole thesis.

## 19.0 GENERAL PROVISIONS

- i. Students are required to comply with all University academic rules.
- ii. These academic rules should be read together with *Buku Peraturan Tata tertib Pelajar* or any University circular/instructions/guidelines.
- iii. The Senate reserves the right to amend the academic rules from time to time.
- iv. If there is any discrepancy, the Senate decision is final.



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