





UNIVERSITI
TEKNOLOGI
MARA

Institut
Pengajian Siswazah

INSTITUTE OF GRADUATE STUDIES



ACADEMIC
RULES and
REGULATIONS
for POSTGRADUATE

Master's
Degree Program
by Coursework

(Amendment 2020)

INSTITUTE OF POSTGRADUATE STUDIES

Master's Degree Programme by Coursework

Academic Rules and Regulations for Postgraduate Studies (Amendment 2020)

The Academic Rules & Regulations (Amendment 2020) is an important point of reference to all postgraduate students in UiTM. Students are encouraged to read and familiarise with all provisions applicable to the programme of studies and will be held accountable for any action contrary to the regulations.

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ABBREVIATION

APF	- Faculty Postgraduate Award
ASC	- Excellence Master Award
BHEA	- The Academic Affairs Division
CGPA	- Accumulative Grade Point Average
FLP	- Flexible Learning Program
GPA	- Grade Point Average
HiCOEs	- Higher Institutions' Centre of Excellence
IHL	- Institution of Higher Learning
InQKA	- Institute of Quality & Knowledge Advancement
IPSis	- Institute of Graduate Studies
IRMI	- Institute of Research Management & Innovation
JAF	- Faculty Academic Committee
JAN	- State Academic Committee
JKAPS	- Faculty Postgraduate Academic Sub-Committee
JKIPA	- Academic Assessment Central Committee
TS	- Complete with Award
UiTM	- Universiti Teknologi MARA
VC	- Vice-Chancellor

PART ONE

DEFINITION

- 1. Academic Assessment Central Committee (JKIPA)**
Responsible of discussing, deciding, supporting and approving of academic assessment of the university.
- 2. Academic Conferment - Master's Degree**
A Master's Degree is the conferment awarded to students who have fulfilled study program requirements at the Master's level and have satisfied the conditions stipulated by the University upon the Senate's endorsement.
- 3. Academic Staff**
Academic staff appointed by the University that includes Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, and other individuals employed in teaching in the university.
- 4. Appeal for Re-Marking of Final Assessment Answer Script**
A re-marking process of the final examination script of a particular course that has a final assessment.
- 5. Appeal for Study Extension**
A process that considers a student's appeal for an extension of the study.
- 6. Assessment**
Written or oral test or any evaluation of assignment, written work, laboratory work, workshop, studio or practicum that has to be carried out by students for academic status and conferment.
- 7. Audit Course**
Courses taken by students that do not contribute to the accumulation of credit units.
- 8. Awards**
Awards given to students based on their academic achievements.
- 9. Bursary**
The University's key financial officer who is appointed by the Board of Directors under Section 22 Act 173.
- 10. Branch Academic Committee (JAN)**
Responsible of managing all programmes and academic affairs at UiTM Branch Campus.
- 11. Candidate**
One who has applied for academic awards or one who has been offered a postgraduate study programme in the University.
- 12. Complete Status**
Status given to a student who has passed and completed all the academic requirements of the University.
- 13. Core Courses**
Compulsory courses that must be taken by students for a particular programme.
- 14. Course**
A subject or training programme (in all forms), as listed in the programme structure.
- 15. Course Status**
Status given to the student according to the grade obtained by the student.

16. Courses Without Grade

Courses in the programme structure taken by students with PASS or FAIL status.

17. Coordinator of Postgraduate Programme

An academic staff appointed by the Dean / Head of Academic Centre / Rector of Branch Campus to coordinate postgraduate programmes at faculty/academic centre/branch campuses level.

18. Credit Exemption

Credit Exemption refers to credit unit of a study programme that has been waived, determined during the admission process into the programme.

19. Credit Transfer

A total credit given to a student for an equivalent course taken in this University or other Institutions of Higher Learning (IHL).

19.1. Credit Transfer Among IHL

Students can apply for credit transfer for an equivalent course obtained from any IHL programme as approved by the respective Faculty/Academic Centre/ UiTM Branch Campus.

19.2. Internal Credit Transfer

Internal Credit Transfer is for Masters by Coursework students who have graduated with a Master's Degree in related fields from this University or whose change of programme has been approved at the same level in this University, where all the course grades with the same code or equivalent to the original programme are transferred to the new programme.

20. Credit Unit

The value of the load of one (1) credit unit is equivalent to forty (40) learning hours within a fourteen (14) week semester.

21. Credit Values

A credit value is the multiplication product of grade value and credit unit.

$$\textit{Credit Values} = \textit{Grade Value} \times \textit{Credit Unit}$$

22. Cumulative Grade Point Average (CGPA)

The cumulative grade point average is the average grade value obtained by a student in all examinations taken and calculated as follows:

$$CGPA = \frac{\textit{Total credit values achieved for all semester}}{\textit{Total credit units accumulated for all semester}}$$

23. Dean

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

24. Dean of Postgraduate Studies

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

25. Deferment of Registration

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

26. Deferment of Academic Semester

Permission given to a student to defer semester due to certain reasons.

27. Deputy Dean of Postgraduate Studies

Academic staff appointed by the Vice Chancellor (VC) to assist the Dean of IPSis.

28. Deputy Dean of Postgraduate Studies (Faculty)

Academic staff appointed by the Deputy Vice Chancellor (Academic & International) to assist the Dean of Faculty.

29. Deputy Vice-Chancellor

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

30. Director/Dean of Academic Centres

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

31. Disciplinary Action

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

32. Dissertation / Project Paper

Academic writing from research presented by students for evaluation towards the conferment of a Master's Degree. The term dissertation/project paper refers to postgraduate academic writing for coursework programmes.

33. Elective Course

Non-core courses that students can take as specified in the programme structure.

34. Evaluation

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

35. Examination Result Slip

The examination result slip is a statement that lists the detailed information of the assessment results for a particular semester endorsed by the Senate.

36. Examination Attendance Slip

The examination attendance slip is a statement that lists all registered courses and allows a student to sit for assessments in a particular semester.

37. Examiners

37.1. Internal Examiner

Fields of experts from the University who are appointed to examine and evaluate student's dissertation/project paper.

37.2. External Examiner

Field experts outside the University who are appointed to examine and evaluate students' dissertation/project paper.

38. Faculty

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

39. Faculty Academic Committee (JAF)

Responsible of managing all programmes and academic affairs at the Faculty/ Academic Centre.

40. Faculty Postgraduate Academic Sub-Committee (JKAPS)

Responsible of managing the postgraduate programmes and academic affairs at Faculty/Academic Centre/UiTM Branch campus.

41. Faculty Requirements

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

42. Fees

Specified fees charged upon registered students of the University.

43. Grade

A value in the form of alphabets to indicate a student's performance in a course.

44. Grade Point Average (GPA)

Grade Point Average is the achievement value of a student in a particular semester and is calculated as follows:

$$GPA = \frac{\text{Total registered credit values in particular semester}}{\text{Total credit units accumulated in particular semesters}}$$

45. Grade Value

Grade values are numerical values awarded as an indication of students' performances in a particular course.

46. Head of Academic Centre

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

47. Head of Centre for Postgraduate Studies

An academic staff appointed by the Deputy Vice-Chancellor (Academic and International) to head the centre of postgraduate studies at the Faculty/ Academic Centre/UiTM Branch Campus.

48. Head of Postgraduate Studies

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

49. Incomplete (TL) Status

The status given to coursework students who have not completed the dissertation/project paper within a specified semester.

50. Institute of Graduate Studies (IPSis)

An institute responsible for administering all affairs of postgraduate studies.

51. Institutions of Higher Learning (IHL)

All Institutions of Higher Learning other than the University.

52. Modes of Study

Modes of study offered by the University are:

52.1. Full-time Mode

Mode of study in which the duration is as stipulated in the programme structure.

52.2. Part-time Mode

Mode of study in which the duration is longer than the full-time model as stipulated in the programme structure.

52.3. Flexible Learning Programme (FLP)

FLP allows students to decide the time, place, and learning methods that are compatible with their needs and interests. This is an integrated programme designed for students who are interested in enhancing their careers.

53. Plagiarism

Copying of work and/or ideas of others as stated in UiTM Plagiarism Policy version 2.0 2019 either from printed or electronic media without acknowledging the source.

54. Plan of Study

A plan of study is the curriculum components and study duration of a programme which depicts the specified courses to be taken for the purpose of conferment of a Master's Degree.

55. Postgraduate Studies Curriculum

The Postgraduate Studies Curriculum component includes core courses and elective courses.

56. Postgraduate Studies Programme

Academic programme set by the University to confer for a Master's Degree.

57. Postgraduate Student's Registration Slip

A statement that lists the courses registered by the students for a particular semester.

58. Prerequisite

Requirements set by the programme to enable a student to proceed to the next level. This prerequisite does not contribute to the accumulation of credit hours.

59. Probation

A status given to a student whose performance is not satisfactory.

60. Rector of Branch Campus

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

61. Registrar

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

62. Revocation of Student's Status

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

63. Semester

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

64. Senate

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

65. Special Leave

Leave applied by students due to health-related reasons with the approval of JKAPS.

66. Student

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

67. Student Disciplinary Board

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

68. Supervisor

68.1. Main Supervisor

A faculty member appointed by JAF to supervise research, monitor progress and writing of students' dissertation/project paper.

68.2. Co-Supervisor:

Appointed academician or expert from industries to assist the main supervisor.

69. Suspension of Study

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

70. Temporary Suspension

Temporary suspension status is imposed on:

- a) Students who fail to attend a University Disciplinary Board hearing for a disciplinary offence after being summoned verbally and in writing.
- b) Students who fail to pay any penalty or damages as stipulated by the University Disciplinary Board within a specified period.

71. The University Board of Directors

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

72. Transcript

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

73. UiTM Branch Campus

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

74. University

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

75. University's Requirement

A course or an activity determined by the University as a requirement to fulfil the conditions before being awarded to the Master's Degree.

76. Vice Chancellor

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

PART TWO

REGULATIONS & PROCEDURES

1 THE BODY GOVERNING THE POLICY AND SUPERVISION OF POSTGRADUATE STUDIES

1.1 Senate

The Senate is the University's principle body that makes decisions about academic affairs under Section 16A, Act 173. The Senate comprises of:

Chair	Vice-Chancellor
Substitute Chair	Deputy Vice-Chancellor
Members	<ul style="list-style-type: none"> i) All Deputy Vice-Chancellors. ii) All Deans / Head of Academic Centre. iii) Three (3) Rectors appointed by the Vice-Chancellor. iv) Other Rectors are appointed as representative members. v) Three (3) senior members of the University's academic staff (appointed by the University Board of Directors) for a period of two (2) years under Section 16A (2) (e), Act 173. vi) Two (2) student representatives appointed by the Vice-Chancellor.
Secretary	Registrar
Secretariat	Academic Affairs Division

1.2 Academic Assessment Central Committee (JKIPA)

Responsible of discussing, deciding, supporting, and approving of academic assessment of the university. JKIPA members appointed by the Vice-Chancellor are as follows:

Chair	Deputy Vice-Chancellor
Substitute Chair	A Professor among the Senate members appointed by the Deputy Vice-Chancellor (Academic & International)
Members	<ul style="list-style-type: none"> i) All Deans / Rectors / Head of Academic Centre. ii) Director of Academic Affairs Division iii) Director of the Institute of Continuing Education and Professional Studies (iCEPS) iv) Director of the Centre of Foundation Studies v) Chairman of Revision and Correction Examination Result Committee (JPPKP) vi) Director of Higher Institution Centre of Excellence (HICoE)
Invited Members	<ul style="list-style-type: none"> i) Assistant Vice-Chancellor of InQKA ii) Director of Curriculum Affairs Unit (<i>UHEK</i>) iii) Director of Co-Curriculum Centre iv) Director of <i>Pusat Pra Pendidikan Tinggi (PPT)</i>
Secretary	Dean of IPSis / Director of Academic Assessment Division (BPA)
Secretariat	IPSis / BPA

1.3 Faculty Academic Committee (JAF)

Responsible of managing all programme and academic affairs at the Faculty / Academic Centre. JAF members appointed by the Dean of Faculty are as follows:

Chair	Dean
Substitute Chair	A Deputy Dean appointed by the Dean
Member	<ul style="list-style-type: none"> i) All Deputy Deans ii) All Head of the Centre of Studies iii) All Programme Coordinators iv) Minimum of four (4) members comprises of Professor / Associate Professor / Senior Lecturer that are appointed for a period of two (2) years.
Secretary	Senior Deputy Registrar / Deputy Registrar / Senior Assistant Registrar / Assistant Registrar
Secretariat	Faculty's Academic Affairs Division

1.4 Branch Academic Committee (JAN)

Responsible of managing all programme and academic affairs at UiTM Branch campus. JAN members appointed by the Rector are as follows:

Chair	Rector
Substitute Chair	A Deputy Rector appointed by the Rector
Member	<ul style="list-style-type: none"> i) All Deputy Rector and Assistant Rector ii) All Head of the Centre of Studies iii) All Curriculum Coordinators iv) Maximum of three (3) members comprises Professor / Associate Professor / Senior Lecturer that are appointed for a period of two (2) years.
Secretary	Senior Deputy Registrar / Deputy Registrar / Senior Assistant Registrar / Assistant Registrar
Secretariat	UiTM Branch's Academic Affairs Division

1.5 Faculty Postgraduate Academic Sub-Committee (JKAPS)

Responsible of managing the postgraduate programme and academic affairs at Faculty / Academic Centre / UiTM Branch Campus. JKAPS members appointed by the Faculty Dean / Academic Centre / UiTM Branch Campus are as follows:

Chair	Dean / Rector / Head of Academic Centre
Substitute Chair	Deputy Dean / Deputy Rector / Deputy Director / The Most Senior Academic Staff
Member	Head of Postgraduate Studies, Postgraduate Coordinator(s), Three (3) most Senior Academic Staff who possess experience in research and supervision in the faculty.
Secretary	Senior Assistant Registrar / Assistant Registrar (Academic) / Executive Officer (Academic)
Secretariat	Faculty's Academic Office

2 REGISTRATION

2.1 Student Registration

- a) New postgraduate students are required to register on the stipulated date of student registration.
- b) The student's status drops if he or she does not register within fourteen (14) days including weekends from the date of registration.
- c) Returning postgraduate students are required to register every semester within the stipulated date.

2.2 Deferment of Registration

Successful candidates may consider to defer their registration. Application can be made online via IPSis website. Deferment of Registration is only allowed once. Candidates are required to register in the following semester intake.

2.3 Course Registration

- a) Students must register for the current semester's courses within the stipulated time stated in the postgraduate academic calendar.
- b) Students must follow all courses registered as stipulated in the study plan of the programme.

2.4 Adding or Dropping of Courses

The process of adding or dropping of courses must be done within the stipulated time based on the Postgraduate Academic Calendar.

2.5 Credit Transfer

- a) Students may apply for credit transfer for the credit units earned from courses that are equivalent to the respective courses in the University or other IHL.
- b) Students who have failed or did not graduate or dismissed from the postgraduate programme in the University or other IHL will not be considered for credit transfer.
- c) Students who have changed programmes at the University within the same level or equivalent may apply for internal credit transfer. The approval for internal credit transfer must be approved by JAF/JAN
- d) Applications for credit transfer of any course must have at least 80% equivalent or similar in content with the related course at the University.
- e) The minimum grade that can be considered for credit transfer is B or equivalent.
- f) The application for credit transfer shall be made only once throughout the duration of study and during the first semester by filling out the Credit Transfer Form.

- g) The credit transfer application form must be forwarded to the postgraduate office of respective Faculty / Academic Centre / UiTM Branch Campus within fourteen (14) days of the official registration date. The maximum credit transfer shall not be more than 30% of the total credit hours of the programme.

2.6 Withdrawal from Studies

- a) Students can withdraw from their studies by submitting the Withdrawal Form and returning the student card to the postgraduate office of the respective Faculty / Academic Centre / UiTM Branch Campus.
- b) First semester students who have registered but withdrew within thirty (30) working days after registration are eligible for 80% refund of tuition fees. There will be no refund if the application for withdrawal is done after 30 working days.
- c) Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.

3 FEES

3.1 Types of fees

Registered students are required to pay the following fees:

- a) Tuition Fees
Fees to be paid within stipulated time according to the Academic Calendar.
- b) Fees for Repeating Course
Fees to be paid for each repeating course.
- c) Fees for Adding or Dropping Course
Fees to be paid by students who intend to adding or dropping a course after the stipulated time according to the Academic Calendar.
- d) Fees for Application to Change Programme / Campus / Mode of Study
Fees to be paid by students who apply to change a programme / campus / mode of study.
- e) Fees for Application of Special Leave and Deferment of Semester
Fees to be paid by students who apply for special leave and deferment of the semester.
- f) Fees for Remarking of Answer Scripts / Final Examination / Final Assessment
Fees to be paid by students who apply for the remarking of their answer scripts / Final Examination / Final Assessment.
- g) Fees for Continuation of Study
Fees to be paid by students who appeal to continue their study after being dismissed.
- h) Fees for Extension Duration of Study
Fees to be paid by students who appeal to extend the duration of their study.

3.2 Remittance of Fees

- a) All required fees must be paid within the stipulated time according to the Academic Calendar. Failure to do so will result in the revocation of student status.
- b) Students who fail to complete the payment of the required fees will not be allowed to:
 - i) Attend any classes.
 - ii) Participate in any university activities.
 - iii) Use any university facilities.
 - iv) Sit for examinations.
 - v) Obtain the examination result
 - vi) Renew Visa (For international student)

3.3 Fees Rate

University has the prerogative to amend the fee rate.

4 POSTGRADUATE STUDENT STATUS

4.1 Retaining Student's Status

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

4.2 Revocation of Student's Status

Students will be revoked if they fail to fulfil any requirements on student's registration, course registration, or fees payment.

5 ACADEMIC APPLICATION

5.1 Special Leave Due to Health-Related Reason (CK)

- a) Students may apply for Special Leave of the semester due to health-related reasons.
- b) Applications can be made for a maximum of two (2) times throughout the duration of the study. Each application is valid for one semester only.
- c) Application will be done through student portal.
- d) Students who are on special leave and have paid the fees for the current semester are allowed to carry forward the fees to the following semester.
- e) For students who have paid the registration fees and are later given the special leave approval for two or more consecutive semesters, the fees will be forfeited.
- f) Students with approved CK have to retain their postgraduate student status by paying the processing fee.
- g) Students on CK are not allowed to use any facilities and services provided by the University and participate in any University activities for each semester in which the Special Leave has been approved.
- h) CK is not deemed part of the duration of studies in the University.

5.2 Deferment of Academic Semester (TG)

- a) Students may apply for deferment of the semester due to unforeseen circumstances other than health-related reasons.
- b) Applications are made by students for reasons other than own health problems.
- c) Applications are made by filling in the TG form which can be downloaded from the IPSis website.
- d) Applications can be made for a maximum of two (2) times throughout the duration of the study.
- e) Approval by JKAPS for application within the duration of study.
- f) Approval by JKIPA for applications beyond the duration of study.
- g) Students on TG are not allowed to use any facilities and services provided by the University and participate in any University activities for semester in which the TG has been approved.
- h) TG status is not deemed part of the duration of studies in the University.

5.3 Mode of Study

- a) The University offers full-time, part-time and flexible modes of study. Application to change the mode of study can be made by submitting the relevant form to the postgraduate office of the respective Faculty / Academic Centre / UiTM Branch Campus.
- b) Application to change the mode of study can only be made twice (2) throughout the duration of the study.

5.4 Change of Programme / Campus

- a) Students can only apply for the change of programme/ campus once throughout the duration of the programme.
- b) Students must apply to the respective Faculty / Academic Centre / UiTM Branch Campus.

6 PROGRAMME STRUCTURE

The programme structure may comprise core and elective courses, courses with pass and fail grades and audit courses.

6.1 Duration of Study

As stipulated by the respective programme structure.

6.2 Student Attendance

- a) It is compulsory for students to attend lectures, supervision sessions as well as other learning activities such as seminars, workshops, tutorials, laboratory or studio work, site visits and as required by the respective programmes.
- b) Students who fail to achieve 80% of the attendance without written permission from the Faculty / Academic Centre / UiTM Branch Campus, are not allowed to sit for the final assessment and will be given a ZZ status.

6.3 Types of Courses

6.3.1 Core Courses

Compulsory courses that must be taken by students for a particular programme based on the programme structure.

6.3.2 Elective Courses

Non-core courses that must be taken by students for a particular programme based on the programme structure.

6.3.3 Audit Course

a) A course taken to enrich knowledge with the approval of the Head of Centre for Postgraduate Studies.

b) Audit course(s) must be registered in order to be recorded in the Assessment Result Slip and Student's Transcript.

c) Audit (UD) status will be given to the student who stipulated requirement of the course, an ES status will be given.

6.3.4 Courses Without Grades

a) Courses that must be taken by students for a particular programme based on the programme structure.

b) Students will be given either a 'Pass' or 'Fail' grade.

7 DISSERTATIONS / PROJECT PAPER

a) Students are not allowed to submit a dissertation which has been submitted to the University or other institutions of higher learning.

b) Students have to state and affiliate their status as student of the University.

c) The dissertation must be student's original work. Students who have outsourced their work to another individual or organization are subjected to UiTM Plagiarism Policy version 2.0 2019.

d) All dissertations are the property of the University. The University reserves the right to permit the use of the dissertation for educational and references purpose without payment or permission of the students.

e) All dissertations must be written in English. Approval from the University Senate is required for exemption.

f) The rules and regulations of writing and formatting of thesis are stated in the latest edition of Guidelines for Post Postgraduate Thesis published by IPSis.

g) Students who have submitted their thesis for the viva examination must register as a student until the evaluation is complete by paying the required fees to obtain permanent student status.

7.1 Total Number of Words

Total number of words for the Master's dissertation is based on the MQA Programme Standard as listed in Appendix 1 for each faculty. The total number of words does not include endnotes, quotations, appendixes, tables, and diagrams.

7.2 Dissertation Submission

- a) The Dissertation Submission must be endorsed by the main supervisor and Head of Postgraduate Centre of Studies at respective faculties.
- b) Student must ensure the dissertation is in accordance to the latest format as stated in the Guidelines on Thesis/Dissertation Format for Postgraduate Programmes.
- c) The research findings and copyrights reserved are as stipulated by the University.

7.3 Dissertation Examination

7.3.1 Dissertation Examination Committee

Dissertation examination committee shall consist of:

Chairperson	:	UiTM Representative (Professor / Dean / Associate Professor with PhD)
Members	:	Two (2) Examiners
Secretariat	:	i) Centre of Postgraduate Studies ii) Minute taker

7.3.2 Submission of Dissertation to Examiners

Faculty will send the dissertation to the examiners once received from the students.

8 ASSESSMENTS

8.1 Type of Assessments

Students are assessed according to the needs of the programme and approved by the University. Type of assessments are as follows:

- a) Continuous assessments.
- b) Final Assessment / Examination.

Course(s) assessed must be registered course(s) of the current semester. All assessments or examination results are subjected to JKIPA's endorsement.

8.2 Eligibility to Sit for Final Examinations

Students must acquire the examination slip in order to sit for the examination. Students who failed to do so will not be allowed to sit for the examination.

8.3 Exemption of Final Examination

- a) A written application for an exemption from taking a final examination for a certain course should be submitted together with relevant original documents such as medical certificate/testimony issued by the University Health Centre / government clinics / hospital and the medical panels of respective employers within three (3) days after the assessment of the said course are held.

b) The status will be given as follows:

XX – Absent from final examination with permission. If application is approved.

YY – Absent from final examination without permission. If application is not approved.

8.4 Calculations of GPA and CGPA

8.4.1 Grade Point Average (GPA)

Grade Point Average is the achievement value of a student in a particular semester and calculated as follows:

$$GPA = \frac{\text{Total registered credit values in particular semester}}{\text{Total credit units accumulated in particular semesters}}$$

8.4.2 Cumulative Grade Point Average (CGPA)

The cumulative grade point average is the average grade value obtained by a student in all examinations taken and calculated as follows:

$$CGPA = \frac{\text{Total credit values achieved for all semester}}{\text{Total credit units accumulated for all semester}}$$

8.4.3 Cumulative Grade Point Average (CGPA) for graduating student

The formula used to calculate the Cumulative Grade Point Average (CGPA) is as follows:

$$CGPA = \frac{\text{Total credit values achieved (for passed courses only)}}{\text{Total credit units accumulated (for passed courses only)}}$$

8.5 Examination Result

8.5.1 Grades

The table below shows the assessment / examination grades for all courses.

GRADE	MARKS	NOTES	GRADE VALUE
A+	90-100	Pass with distinction	4.00
A	80-89		
A-	75-79	Pass with credit	3.67
B+	70-74	Satisfactory pass	3.33
B	65-69		3.00
B-	60-64	Fail	2.67
C+	55-59		2.33
C	50-54		2.00
C-	47-49		1.67
D+	44-46		1.33
D	40-43		1.00
E	30-39		0.67
F	0-29		0.00

8.5.2 Course Status

- a. The result for each course is given according to the following status:

STATUS	DESCRIPTION
ES	Does not fulfil the stipulated requirement of an audit course
GA	Failed course
LU	Pass
PK	Credit transfer
PC	Credit exemption
TL	Incomplete
UD	Audit
XX	Absent from the final assessment / final examination with permission
YY	Absent from the final assessment / final examination or did not complete course work or project without permission
ZZ	Barred from taking the final assessment / final examination
FD	Disciplinary Action

Note: For YY and ZZ status, a grade value of 0.00 will be given.

- b. Operational definition for each course status is given as follows:

ES Status

ES status will be given to the student who do not fulfil the stipulated requirement of the course. Students who obtained an ES status do not need to repeat the course.

GA Status

GA status will be given to the student who failed the course. A student Students who obtained a GA status will need to repeat the course.

LU Status

LU status will be given to the student who pass the course(s) registered for the current semester.

PK Status

PK status will be shown in the student's study plan after the application is approved for a credit transfer by JKAPS.

PC Status

PC status will be shown in the student's study plan after the application is approved for a credit exemption by JKAPS.

Incomplete (TL) Status

TL status is allowed throughout the duration of the study. TL status will be given to incomplete dissertation/project paper within the current semester.

UD Status

Audit (UD) status will be given to the Audit Course taken by students. UD status does not contribute to the accumulation of credit units.

XX Status

The XX status is given to the student who is are absent from final assessments/examinations with permission. XX status will not affect the accumulative of credit units.

YY Status

The YY status is given to the student who is are absent from final assessments/examinations or did not complete any course work or project without permission. The YY status will affect the accumulative of credit units.

ZZ Status

The ZZ status will be given to the student who fail to achieve 80% of the attendance without written permission from the Faculty / Academic Centre / UiTM Branch Campus. The student will be barred from taking the final assessment / final examination.

FD Status

Students who are found guilty of an offence by the University Disciplinary Board will be given an FD status.

8.5.3 Examination Status

Based on the GPA and CGPA, a student will be given the following examination status:

EXAM STATUS	DESCRIPTION
LU	Pass
TM	Complete
P	Probation (Unsatisfactory)
D	Dismissal
APF	Faculty Postgraduate Award
ASC	Excellence Master Award
TS	Complete with APF

8.5.4 Probation Status

Probation (P) status is given to students with unsatisfactory performance.

Probation 1 (P1)	Students with a CGPA of above 2.67 and below 3.00 for the semester.
Probation 2 (P2)	Students with a CGPA of above 2.67 and below 3.00 for the semester with a P1 status in the previous semester.

8.6 Remarking on Final Examination

The University reserves the right to administer a repeat examination if it deems necessary.

8.7 Repeat Courses

- a) Students who failed a core course must repeat the course for a maximum of three (3) times.
- b) Students who failed an elective course may take the same or any equivalent course according to the study plan.

9 AWARD AND CRITERIA

9.1.1 Faculty Postgraduate Award (APF)

- i) Achieved a Grade Point Average (GPA) of 3.75 and above for a particular semester based on the total number of credit units mentioned in the programme structure;
- ii) Never been indicted with any disciplinary action.

9.1.2 Completed with certificate (TS)

- i) Completed within the minimum duration of the study.
- ii) Obtained APF in final semester.

9.1.3 Excellence Master Award (ASC)

- i) Completed within the minimum duration of the study;
- ii) Recipient of an APF in every semester;
- iii) Has not repeated any course;
- iv) Has not received "TL" status;
- v) Has not obtained Special Leave within the duration of studies;
- vi) Has not been indicted with any disciplinary actions.

10 ACADEMIC CONFERMENT

10.1 Conferment

Students will be conferred a Master's Degree upon:

- i) achieving a minimum CGPA of 3.00;
- ii) achieving a minimum grade of B in all courses stated in the programme structure;
- iii) complying all University requirements and regulations; and
- iv) endorsement by the Senate.

10.2 Official Academic Transcript

- a) An official academic transcript will be issued by the Student Records and Convocation Department after the examination result has been endorsed by the Senate.
- b) Any academic transcript will not be issued to a student who has been dismissed from the University.

11 DISCIPLINARY ACTION

- a) Students who are found guilty under the Regulations on Educational Institutions (Students' Discipline) 1976, will be penalised based on the decision of the University Disciplinary Board.
- b) If found guilty of an offence by the University Disciplinary Board, students will be given an F grade or fail, with an FD status by the Senate.
- c) Students who have been proven to commit plagiarism in their academic / assignment will be given an F grade or fail, with an FD status by the Senate.

12 STATUS OF DISMISSED

Status of Dismissed (D) is given to students with extremely unsatisfactory performance and are divided into the followings:

STATUS	DESCRIPTION
D1	Obtained a CGPA of less than 2.67 for any semester
D3	Obtained a CGPA of less than 3.00 with a Probation 2 (P2) status
D4	Failed a course for the third time
D5	Have maximized the period of duration of study in accordance with the Postgraduate academic regulations
D6	Passed all courses required by the programme and fulfilled all the requirements of the programme BUT acquired a CGPA of less than 3.00.
D7	Was absent for the assessment of all registered courses for the semester without the approval of the University.
DG	Suspended due to disciplinary action
DS	Temporarily suspended due to disciplinary action

13 APPEAL

13.1 Appeal for Remarking of Final Examination

- a) Students who are dissatisfied with the final examination results may appeal for remarking.
- b) A complete appeal form must be submitted to the respective Faculty / Academic Centre / UiTM Branch Campus within fourteen (14) days after the official announcement of the examination results by the University.

13.2 Appeal for Continuation or Extension of Study

- a) Students who are dismissed may appeal to the respective Faculty / Academic Centre / UiTM Branch Campus within fourteen (14) days after the official announcement of the results by the University.
- b) A complete appeal form must be submitted to the respective Faculty / Academic Centre / UiTM Branch Campus.
- c) The result of the appeal is under the consideration of the Faculty Academic Board.
- d) A student is permitted to appeal once throughout the duration of the study.
- e) X1 status will be given to the approved application.
- f) The decisions on the appeal cases will be announced within the duration of fourteen (14) working days after the appeal period ends. Decisions are endorsed by the JKIPA and are final.
- g) The eligibility of appeal is shown below.

STATUS	DETAILS	APPEAL FOR EXTENSION OF STUDY
D1	Obtained a CGPA of less than 2.67 for any semester; or	Is not eligible to be considered
D3	Obtained a CGPA of less than 3.00 with a Probation 2 (P2) status; or	Is eligible to be considered if the CGPA is 2.98 and above, on condition that there are still elective course(s) available to be taken in the program structure
D4	Failed in a course for the third time, or	Is eligible to be considered if the CGPA is 3.00 and above,
D5	Have maximize the period of duration of study in accordance with the program structure	Is eligible to be considered if the CGPA is 3.00 and above,
D6	Passed all courses required by a programme and fulfilled all the requirements of the programme BUT has acquired a CGPA of less than 3.00; or	Is eligible to be considered if the CGPA is 2.98 and above, on condition that there are still elective course(s) available to be taken in the program structure
D7	Was absent for the assessment of all registered courses for the semester without the approval of the University.	Is not eligible to be considered

14 OTHERS

- a) The Senate has the right to take appropriate actions if a student is found giving any false information.
- b) The University is entitled to amend the Academic Regulations with the consent of the Senate.
- c) Any information not stated in this academic regulations handbook is the sole prerogative of the University.



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